

**LEWIS COUNTY FIRE DISTRICT #2  
COMMISSIONERS MEETING MINUTES  
December 15, 2022 - 5:00 p.m.**

**In Attendance:**

In person meeting.

<u>Commissioners</u>	<u>Chief</u>	<u>District Secretary</u>	<u>Advisor</u>	<u>Visitors/Zoom</u>
Jacqui Spahr Bill Moore John Borte	Mike Dorothy	Jacqueline Ibarra	Diane Wallace	See sign-in sheet

**CALL MEETING TO ORDER**

The meeting was called to order by Chairman Moore at 5:00 p.m. Bill Moore led in the Pledge of Allegiance.

**EXECUTIVE SESSION:**

Chairman Moore called for an Executive Session RCW 42.30.110(1)(g) for forty minutes at 5:05 p.m. to include Chairman Moore, Commissioner Borte, and Commissioner Spahr. Chief Dorothy entered the meeting at 5:25 p.m.

Chairman Moore reported the annual evaluation for Chief Dorothy was complete.

The Executive Session ended. Regular meeting reconvened at 5:45 p.m.

**RECORDING OF MEETING**

None

**APPROVAL OF AGENDA**

Chairman Moore called for a motion for the approval of the agenda. Commissioner Borte made a motion to approve the agenda as presented, with one amendment to move Systems Design Reimbursement to New Business. Commissioner Spahr seconded the motion. Motion carried.

**OATH TO OFFICE:**

Chris Rust, Superintendent of the Toledo School District, administered the Oath to Office for Jacqueline Ibarra as District Secretary of Lewis County Fire District 2.

**PUBLIC COMMENT**

There was no public comment.

## **READING AND APPROVAL OF MINUTES**

The minutes of the November 10, 2022, regular meeting was read. Chairman Moore called for a motion. Commissioner Spahr made the motion to approve November 10, 2022 minutes as presented. Commissioner Borte seconded the motion. Motion carried.

The minutes of the November 14, 2022, special meeting was read. Chairman Moore called for a motion. Commissioner Spahr made the motion to approve November 14, 2022 minutes as presented. Commissioner Borte seconded the motion. Motion carried.

The minutes of the December 7, 2022, special meeting was read. Chairman Moore called for a motion. Commissioner Spahr made the motion to approve December 7, 2022 minutes as presented. Commissioner Borte seconded the motion. Motion carried.

## **REVIEW FUEL PURCHASES, OPEN ACCOUNTS, CREDIT CARD CHARGES**

Current purchases were reviewed and signed by Commissioners.

## **APPROVAL OF TRANSMITTALS**

Chairman Moore called for a motion to approve the transmittal dated 11/09/2022 – 12/14/2022 in the amount of \$66,676.11. Commissioner Borte made the motion to approve the transmittal as presented. Commissioner Spahr seconded the motion. Motion carried.

## **APPROVAL OF TRANSFER OF FUNDS**

Chairman Moore called for a motion to approve the Transfer of Funds as presented. Commissioner Borte made a motion to approve the transfer of funds to Columbia Bank in the amount of \$123,933.53. Commissioner Spahr seconded the motion. Motion carried.

## **APPROVAL OF PAYROLL**

Commissioners reviewed the payroll summaries from November 2022. Chairman Moore called for a motion to approve payroll summaries as presented. Commissioner Borte made a motion to approve the November 2022 payroll summaries as presented. Commissioner Spahr seconded the motion. Motion carried.

Chairman Moore called for a motion to approve December 2022 payroll when available. Commissioner Spahr made a motion to approve December 2022 payroll when available. Commissioner Borte seconded the motion. Motion carried.



## **COLLECTION/ CHARITY ACCOUNTS**

The total collection of accounts for November, 2022 was \$3,926.00. Chairman Moore called for a motion to process the collection accounts presented according to District policy. Commissioner Borte made the motion to process the collection account according to District Policy. Commissioner Spahr seconded the motion. Motion carried.

## **FINANCIAL FUND REPORTS**

Financial Fund Reports were reviewed.

## **CHIEFS REPORT**

Chief Dorothy reviewed the Chief's Report sent out prior to the meeting.

Chief Dorothy informed the Board of the following;

1. **Recruitment/Retention:** Chief Dorothy reported that junior volunteer, Daphnie Bybee, has resigned as of November 18, 2022 due to relocating outside of the district. Chairman Moore called for a motion to accept Daphnie's resignation. Commissioner Borte made a motion to accept Daphnie Bybee's resignation as of November 18, 2022. Commissioner Spahr seconded the motion. Motion carried.

## **UNFINISHED BUSINESS**

1. **2023 Final Budget:** The 2023 Final Budget was reviewed by the Board. Chairmain Moore called for a motion. Commissioner Spahr made a motion to approve the 2023 Final Budget as presented. Commissioner Borte seconded the motion. Motion carried.
2. **Station 2 Building Status:** Chairman Moore reported that he is still working on finalizing the SEPA report and ammend the building permit.
3. **2019-2021 State Audit:** The audit is still active.
4. **Purchase Order Request Forms:** The board discussed implementing purchase order requests for all purchases by authorized district personnel outside of daily operational needs, such as fuel, maintenance/repairs and medical supplies. Chairman Moore called for a motion. Commissioner Spahr made a motion that the district using Purchase Order Request Forms as of January 1, 2023. Commissioner Borte seconded the motion. Motion carried.
5. **House Bill 1929 Capital Projects, Buildings and Equipment Grant for 2023:** Further discussion by the board determined the district will not apply for this grant in 2023.

6. **Security System Update:** The district is still waiting for ToledoTel to schedule the installation of the security system.
7. **Emergency Reporting:** The board discussed options for a new emergency reporting system.
8. **Medic One:** The Interlocal Board and Lewis County Medic One is working together to dissolve Medic One.
9. **District 15 Paramedic Update:** Chief Dorothy reported that District 15 is still working on hiring Fire Fighter/Paramedics. Once they've retained enough Fire Fighter/Paramedics to serve the service agreement, it will be presented to District 2.

## **NEW BUSINESS**

1. **Systems Design Reimbursement:** The board was informed by Diane Wallace that as of January 1, 2023, there will no longer be a difference in rate between rural and non-rural transports. This will impact transport revenue.
2. **Volunteer Stipend vs. Probation Period:** The board discussed current policy. No changes were made.
3. **Levy Certification:** The board discussed. No decision was made.
4. **Dr. McCahill Fee:** Chief Dorothy confirmed the fee for Doctor McCahill will still need to be paid as long as District 2 holds an ALS license.
5. **WFCRA 2023 Renewal Application:** The board reviewed the application and signed the 2023 renewal application as presented.

## **GOOD OF THE ORDER**

1. **Senior Fall-Prevention Event:** Advisor Diane Wallace discussed with the Board the results of the Senior Fall-Prevention Event held on Friday, December 2<sup>nd</sup>, 2022 hosted by District 2 at the Toledo Senior Center.



**EXECUTIVE SESSION:**

Chairman Moore called for an Executive Session RCW 42.30.110(1)(g) for fifteen minutes at 8:52 p.m. to include Chairman Moore, Commissioner Borte, Commissioner Spahr and Advisor Diane Wallace.

Chairman Moore reported that Advisor Diane Wallace will be available through March 2023 to continue any training and any other needs the district might need.

The Executive Session ended. Regular meeting reconvened at 9:00 p.m.

**ADJOURNMENT**

Chairman Moore made a motion to adjourn the meeting. Commissioner Borte seconded. Meeting adjourned at 9:03 p.m.

These being the minutes of December 15, 2022, Lewis County Fire District 2 Commissioners Meeting approved on January 12, 2023.

\_\_\_\_\_  
Prepared by:  
by: Jacqueline Ibarra, District Secretary

\_\_\_\_\_  
Lewis County Fire Protection District 2  
Bill Moore, Chairman of the Board

\_\_\_\_\_  
Lewis County Fire Protection District 2  
Mike Dorothy, District Chief

\_\_\_\_\_  
Lewis County Fire Protection District 2  
John Borte, Commissioner

\_\_\_\_\_  
Lewis County Fire Protection District 2  
Jacqui Spahr, Commissioner

