

**LEWIS COUNTY FIRE DISTRICT #2
COMMISSIONERS MEETING MINUTES
August 11, 2022 - 6:00 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 6:00 p.m. Thomas Koenig led in the Pledge of Allegiance.

RECORDING OF MEETING

None

APPROVAL OF AGENDA

Chairman Moore called for approval of the agenda. Commissioner Spahr made a motion to approve the agenda as printed. Commissioner Borte seconded the motion. Motion carried.

PUBLIC COMMENT

Chairman Kaech of Lewis County Fire District 8 requested all commissioners from District 8, District 2 and District 1 to set a meeting to for planning next steps of how Medic One's dissolve will affect all of their ALS services. Chairman Moore informed him that District 2 has already voted on their plan to work with District 15 and declined the meeting request.

READING AND APPROVAL OF MINUTES

The minutes of the July 11, 2022, regular meeting was read. Special meeting was called for 5:00pm on August 16, 2022. Agenda items will be Minutes from July 14, 2022 and August 11, 2022.

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 7/14/2022 – 08/11/2022 in the amount of \$73,188.82. Commissioner Borte made the motion to approve the transmittal as presented. Commissioner Spahr seconded the motion. Motion carried.

APPROVAL OF TRANSFER OF FUNDS

Commissioner Spahr 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 \$98,075.48. Commissioner Spahr seconded the motion. Motion carried.

APPROVAL OF PAYROLL

Commissioners reviewed the payroll summaries from July 2022. Commissioner Spahr made a motion to approve payroll summaries. Commissioner Borte seconded the motion. Motion carried.

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

COLLECTION/ CHARITY ACCOUNTS

No collection of accounts were available for review.

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. **Station 2-1 Roof:** The original proposal was presented from the Roof Doctor to the Commissioners for review. It was determined there was no exclusions of portions of the roof. Chief Dorothy's request to the Roof Doctor was to replace the entire roof. He will be reaching out to the owner of Roof Doctor with concerns and will challenge the invoice.
2. **Dispatch Fees:** Chief Dorothy discussed dispatch fees and how they are determined. He brought up the Delta Work recent study that shows Fire versus Law percentages of dispatch calls are now roughly 18% Fire and 82% Law. Dispatch fees are currently at 30% Fire and 70% Law. The Fire side will be addressing this to get the dispatch fee allocation to reflect closer to true usage.

The Commissioner comments were;

1. Chairman Moore asked Chief Dorothy where he was at in filling the volunteer Assistant Chief position. There will be further discussion regarding this.
2. Commissioner Spahr attended a Toledo Council meeting at City Hall. At the meeting, the attorney for City of Toledo stated it was District 2's responsibility to investigate fires in the City of Toledo. Commissioner Spahr requested Chief Dorothy to contact the City to inform them fire investigation within city limits is the responsibility of the City. Chief will give a report at September's Commissioners Meeting.

UNFINISHED BUSINESS

1. **Employee Handbook:** Employee handbook will be posted as-is and distributed to all District 2 employees for review and signing.
2. **Mid-Year Budget Review:** The mid-year budget was reviewed.
3. **2022-2032 Comprehensive Plan ~ Chief Dorothy:** The 2022-2032 Comprehensive Plan was reviewed.
4. **Trading Shifts:** Discussion of paid personnel trading shifts. If an employee takes a scheduled day off and has someone cover the shift, they need to use their vacation or sick time to cover that time off. Trading shifts is not allowed.
5. **Letter of Withdrawal ~ Lewis County Medic One:** Commissioner Borte made a motion to approve the signing of the Letter of Withdrawal to present it to Lewis County Medic One at their August 16, 2022 meeting. Commissioner Spahr seconded the motion. Motion carried.

NEW BUSINESS

1. **Lewis County Medic One ~ July Meeting Review ~ Chairman Moore:** Brief discussion of Medic One meeting. Currently there are 4 full-time and 4 part-time paramedics employed.
2. **Update District Account Authorizations:** A Special Meeting will be held August 16, 2022 to review July's meeting minutes. Columbia Bank requires meeting minutes to change authorized signers.
3. **Lewis County District 15:** Chairman Moore attended August 9, 2022 meeting to further discuss ALS service for when Medic One no longer can. No decisions were made.
4. **Cellphone Stipend for District Secretary ~ Jacqueline Ibarra:** Chairman Moore made a motion to approve the cellphone stipend of \$75.00 a month for Jacqueline Ibarra effective July 2022. Commissioner Borte seconded the motion. Motion carried.
5. **District 2 hosting LCFCA meeting on August 15, 2022:** Commissioner Spahr discussed the cost for drinks and dessert exceeded the budget. She is requesting

District 2 cover those costs. Commissioner Borte made a motion to approved District 2 to provide drinks and dessert, not to exceed \$100.00. Chairman Moore seconded the motion. Motion carried.

6. **Fairway Legal Action Account:** Document from Fairway Collection Agency presented to Commissioners for signature. Document signed.

GOOD OF THE ORDER

1. **Enduris Insurance** annual policy and rate increase was reviewed.
2. **Last Pass ~ Jacqueline Ibarra:** Jacqueline presented to the Commissioners a review of LastPass. This is a web-based software that provides secure password saving & sharing. This item will be added to the September's meeting agenda.
3. **Website & Social Media:** Options for website hosting sites will be researched. A complete redesign will be presented to the board before publishing.
4. **WFCA 2023 benefits increase 2.5%:** This was reviewed.
5. **Board of Trustees Meeting:** These meetings will be getting back on track starting in September 2022. Meetings will be held at 5:45pm monthly, prior to the Commissioners meeting.

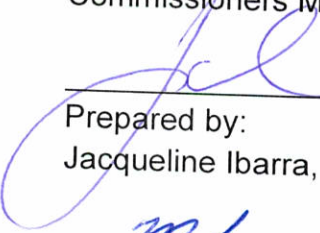
EXECUTIVE SESSION


Chairperson Moore called an Executive Session RCW 42.30.110(1)(g) for fifteen minutes at 8:48 p.m. to include Chairman Moore, Commissioner Borte, Commissioner Spahr, and Advisor Diane Wallace. The Executive Session ended at 9:03 p.m. The regular meeting reconvened at 9:04 p.m. Chairman Moore stated no decision was made.

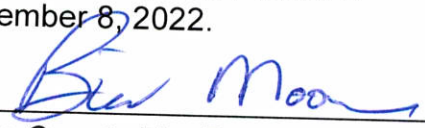
ADJOURNMENT

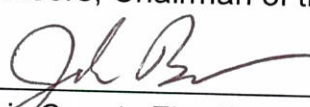
Chairperson Moore made a motion to adjourn the meeting. Commissioner Spahr seconded. Meeting adjourned at 9:05 p.m.

These being the minutes of the August 11, 2022, Lewis County Fire District 2 Commissioners Meeting approved on the date September 8, 2022.


Prepared by:
Jacqueline Ibarra, District Secretary


Lewis County Fire Protection District 2 by:
Mike Dorothy, District Chief


Lewis County Fire Protection District 2 by:
Bill Moore, Chairman of the Board


Lewis County Fire Protection District 2 by:
John Borte, Commissioner


Lewis County Fire Protection District 2 by:
Jacqui Spahr, Commissioner