

**LEWIS COUNTY FIRE DISTRICT #2
COMMISSIONERS MEETING MINUTES
June 15, 2023 - 6:00 p.m.**

In Attendance:

In person meeting.

<u>Commissioners</u>	<u>Chief</u>	<u>Assistant Chief</u>	<u>District Secretary</u>	<u>Visitors/Zoom</u>
Bill Moore John Borte Jacqui Spahr	Mike Dorothy	Chris Davidson	Jacqueline Ibarra	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 a motion for the approval of the agenda with the addition of adding Southwest Washington Fire Commissioner Meeting to Unfinished Business and 2023 Endurance Policy Renewal to New Business. Commissioner Spahr made a motion to approve the agenda as presented with the requested additions. Commissioner Borte seconded the motion. Motion carried.

PUBLIC COMMENT

There was no public comment.

READING AND APPROVAL OF MINUTES

The minutes of the May 11, 2023 regular meeting was read. Chairman Moore called for a motion. Commissioner Borte made the motion to approve May 11, 2023 minutes as presented. Commissioner Spahr 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 as presented. Commissioner Spahr made the motion to approve the transmittal dated 5/06/2023 through 6/09/2023 in the amount of \$59,006.17. Commissioner Borte 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 Umpqua Bank in the amount of \$101,296.26 Commissioner Spahr seconded the motion. Motion carried.

PURCHASE ORDER REQUESTS:

No purchase order requests.

APPROVAL OF PAYROLL

Commissioners reviewed the payroll summaries for May 2023, which included District personnel and volunteer stipends. Chairman Moore called for a motion. Commissioner Borte made a motion to approve the May 2023 payroll summaries in the amount of \$42,290.10. Commissioner Spahr seconded the motion. Motion carried.

Chairman Moore called for a motion. Commissioner Spahr made a motion to approve June 2023 payroll when available. Commissioner Borte seconded the motion. Motion carried.

COLLECTION/ CHARITY ACCOUNTS

The total collection of accounts for June, 2023 was \$1,578.51. Chairman Moore called for a motion to process the collection accounts presented according to District policy. Commissioner Spahr made the motion to process the collection account according to District Policy. Commissioner Borte 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.

1. **2023 Cheese Days:** Chief Dorothy requested the approval of both duty-personnel that are not regularly scheduled to work, Brandon Richey and Chris Montalvo, to be approved to work up to 8-hours each for extra coverage on July 8, 2023. Chairman Moore called for a motion. Commissioner Borte made a motion to approve the additional hours for Brandon Richey and Chris Montalvo, as requested by Chief Dorothy for July 8, 2023. Commissioner Spahr seconded the motion. Motion carried.
2. **Training:** Chief Dorothy reported that additional training has been scheduled for volunteers and duty personnel for water rescue on the seadoo. Chief Dorothy requested the Board approves additional training hours for duty personnel to participate in water rescue training. Chairman Moore called for a motion. Commissioner Borte made a motion to approve extra training hours, at the discretion of both Chief Dorothy and Assistant Chief Davidson, to ensure all water rescue training is completed by all three duty personnel. Commissioner Spahr seconded the motion. Motion carried.

UNFINISHED BUSINESS

1. **2023 Tucker Road Rental Residence:** Chairman Moore reported that the property has been well maintained by Chief Dorothy and that the sign in the front yard of the property has been painted.
2. **Medic One Voluntary Dissolution:** Chairman Moore reported that LeMay will be coming to Vader station for all documents that remain from Medic One but are not legally necessary to keep to be shredded. All utility and vendor accounts have been paid in full and closed.
3. **Procurement of Chassis:** Chief Dorothy reported that Braun NW has provided a total purchase amount, including taxes and applicable fees, in the amount of \$244,222.76 for the 2023 Ford E450 ambulance. Chief Dorothy will be doing a walk-through at Braun NW to review the specs and ensure the build is to District 2's desired design on June 29, 2023. Once that is complete, the payment will be made to Braun NW in full. Chairman Moore made a motion to approve the payment in full be made to Braun NW in the amount of \$244,222.76 on or before June 29, 2023. Commissioner Borte seconded the motion. Motion carried.
4. **First Due Update:** Chief Dorothy, Assistant Chief Davidson and Secretary Ibarra continue to meet with the implementation team of First Due weekly.

5. **GEMT Collections:** Secretary Ibarra reported that the District received notice from the State of Washington Health Care Authority, indicating they had determined District 2's average cost per transport for SFY 2022 was \$2,418.00. She also requested that the District considers to immediately cease GEMT collections, effective July 1, 2023. Chairman Moore called for a motion. Commissioner Spahr made a motion to change the interim collection rate of \$1,000 to no-collections, effective July 1, 2023. Commissioner Borte seconded the motion. Motion carried.
6. **Direct Deposit** – Secretary Ibarra reported that direct deposit has been set up through Umpqua Bank and will be effective and available for all duty personnel and Chief Dorothy for June 2023 payroll. She also requested the Board approve offering any other District personnel, excluding all volunteers, direct deposit should they desire to utilize it. Chairman Moore made a motion to approve direct deposit be available for all District personnel, with the exception of all volunteers, effective immediately. Commissioner Borte seconded the motion. Motion carried.
7. **Fall Prevention Grant Close-Out:** Secretary Ibarra reported that the final meeting to close out the 2022 Fall Prevention Grant was completed on June 8, 2023. She also informed the Board that the funds for the grant were received and deposited on June 6, 2023 in the amount of \$2,714.40.
8. **Southwest Washington Fire Commissioners Meeting:** Commissioner Spahr reported at the last SWFC meeting, an announcement was made that pension benefits increased for volunteers. She will forward further information to the Board, Chief Dorothy and Secretary Ibarra. Commissioner Spahr also reported that the next SWFC meeting may be hosted by District 2 in October and will report further once a host has been determined.

NEW BUSINESS

1. **Credit Card Vendor:** Secretary Ibarra requested the Board consider closing the First Citizens credit card issued to Chief Dorothy and open a credit card with Umpqua Bank, due to continued issues of communication and implementing changes on the account. She provided all business credit card options Umpqua Bank has available. The Board requested Secretary Ibarra to speak with Umpqua Bank about opening a second checking account with a debit card linked to it in lieu of a credit card account. Secretary Ibarra will report back to the Board at a future meeting with this information.
2. **Timberland Bank Account:** Secretary Ibarra requested the Board considers closing the District's checking account with Timberland Bank, and allow her to deposit all checks/cash received by the District directly into the District's impressed account at Umpqua Bank. Chairman Moore made a motion to close the District's checking account at Timberland Bank and transfer all moneys to the District's impressed account at Umpqua Bank immediately. Commissioner Spahr seconded the motion. Motion carried.
3. **Stipend Rates:** Secretary Ibarra reported that the District may wish to increase the stipend rates for volunteers who obtain and maintain their EMT credentials, as well as the Assistant Chief position, due to the amount of responsibilities that come with their duties, and that it could potentially encourage an increase in volunteers to pursue EMT training and certification. The Board requested statistics on surrounding Districts to be presented at a future meeting before making a decision.
4. **DNR HB 1168 Computer Grant:** Chief Dorothy and Secretary Ibarra reported that are working on the application for the DNR HB 1168 Computer Grant to purchase four tablets for both Medic 2-1, Aid 2-1, Engine 2-1 and Rescue 2-1. The deadline for the application is June 30, 2023 and the award amount maximum is \$4,000.00.
5. **2006 International Ambulance:** Chief Dorothy requested the Board approve the District to surplus the 2006 International ambulance, that is being replaced with the new Ford E450 ambulance. Chairman Moore called for a

motion. Commissioner Spahr made a motion to approve the District to surplus the 2006 International ambulance. Chairman Moore seconded the motion. Motion carried.

6. **Enduris 2014 Policy Rates:** The 2014 Insurance Rates from Enduris were reviewed.


GOOD OF THE ORDER

1. **EMS Appreciation BBQ:** Chief Dorothy reported a pot luck was held at the Main Station on May 26, 2023 for EMS Appreciation week.
2. **Cheese Days:** Chief Dorothy reported the Volunteers and Duty Personnel will be hosting traditional activities at the main station on Saturday, July 8, 2023 for Toledo Cheese Days.
3. **1-Year Evaluations:** Chairman Moore reported he will be completing the 1-Year evaluation for Jacqueline Ibarra and presenting to the Board at July's Commissioners meeting. Chief Dorothy will be completing the 1-Year evaluations for Brandon Richey and Thomas Koenig and presenting to the Board at July's Commissioners meeting.

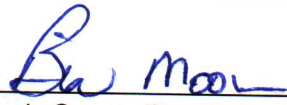
ADJOURNMENT

Commissioner Borte made a motion to adjourn the meeting. Chairman Moore seconded. Meeting adjourned at 8:02 p.m.

These being the minutes of June 15, 2023, Lewis County Fire District 2 Commissioners Meeting approved on July 13, 2023.



Prepared by:
Jacqueline Ibarra, District Secretary

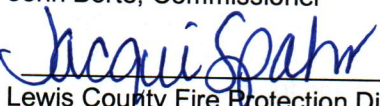


Lewis County Fire Protection District 2
Bill Moore, Chairman of the Board



Lewis County Fire Protection District 2
Mike Dorothy, Fire Chief

NOT PRESENT

Lewis County Fire Protection District 2
John Borte, Commissioner


Lewis County Fire Protection District 2
Jacquie Spahr, Commissioner