

**LEWIS COUNTY FIRE DISTRICT #2
COMMISSIONERS MEETING MINUTES
August 8, 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 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 6:14 p.m. Chairman Moore led in the Pledge of Allegiance.

RECORDING OF MEETING

None

APPROVAL OF AGENDA

Chairman Moore called for a motion. Commissioner Spahr made a motion to approve the agenda as presented. Chairman Moore seconded the motion. Motion carried.

PUBLIC COMMENT

There was no public comment.

READING AND APPROVAL OF MINUTES

The minutes of the July 13, 2023 regular meeting was read. Chairman Moore called for a motion. Commissioner Spahr made the motion to approve July 13, 2023 minutes as presented. Chairman Moore seconded the motion. Motion carried.

REVIEW FUEL PURCHASES, OPEN ACCOUNTS, CREDIT CARD CHARGES

Current purchases were reviewed and signed by Commissioners.

PURCHASE ORDER REQUESTS:

Assistant Chief Davidson presented a purchase order request for three Husky 5-Tier Industrial Shelves for Station 1 to replace existing hose drying racks in apparatus bay, in the amount of \$708.00, before tax. Chairman Moore called for a motion. Commissioner Spahr made a motion to approve the purchase of the request as presented. Chairman Moore second the motion. Motion carried.

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 7/08/2023 through 8/02/2023 in the amount of \$106,624.42. Chairman Moore 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 Spahr made a motion to approve the transfer of funds to Umpqua Bank in the amount of \$131,690.55. Chairman Moore seconded the motion. Motion carried.

APPROVAL OF PAYROLL

Commissioners reviewed the payroll summary for July 2023. Chairman Moore called for a motion. Commissioner Spahr made a motion to approve the July 2023 payroll summaries in the amount of \$36,190.35. Chairman Moore seconded the motion. Motion carried.

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

COLLECTION/ CHARITY ACCOUNTS

The total collection of accounts for August, 2023 was \$1,607.00. Chairman Moore called for a motion. Commissioner Spahr made the motion to process the collection account according to District Policy. Chairman Moore 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. **Recruitment/Retention:** Chief Dorothy presented Daniel Echtle's volunteer application. The Entrance Committee interview was held on June 26, 2023. Chief Dorothy reported Daniel is scheduled for his occupational health appointment on August 16, 2023 and requested the Board approve his application, pending results on occupational health. Chairman Moore called for a motion. Commissioner Spahr made a motion to approve Daniel's volunteer application if occupational health test results are passing with the customary probation period, and with a start date of August 17, 2023. Chairman seconded the motion. Motion carried.
2. **Vacation:** Chief Dorothy requested to take August 16, 2023 through August 18, 2023 off for vacation and schedule duty personnel to cover 9:00 am to 5:00 pm shifts in his absence. Chairman Moore approved the vacation request as presented.

UNFINISHED BUSINESS

1. **First Due Update:** Chief Dorothy, Assistant Chief Davidson and Secretary Ibarra continue to meet with the implementation team of First Due weekly.
2. **Umpqua Bank ~ Secondary Checking:** Secretary Ibarra provided a signature card for the secondary checking account to include all Board members, Chief Dorothy and Secretary Ibarra.
3. **Billing Procedure Policy:** The revised Billing Procedure Policy was presented with the approved changes from last Board meeting. Chairman Moore called for a motion. Commissioner Spahr made a motion to approve the updated Billing Procedure Policy for transport billing, effective July 1, 2023. Chairman Moore seconded the motion. Motion carried.
4. **Employee Handbook ~ Holiday Pay:** Secretary Ibarra requested the verbiage be changed to clarify Holiday Pay for employees. Suggested revisions were accepted. No changes were made to actual policy.
5. **DNR 2023 HB 1168 Computer Grant:** Secretary Ibarra reported that the District was awarded the Computer Grant for FY2022, with funds up to \$4,000.00. The District will be putting the awarded funds to purchasing three tablets, 12-month data for each tablet and a projector for training videos.

NEW BUSINESS

1. **Reimbursement ~ EMT Certification:** Secretary Ibarra presented the Certificate of Completion and receipts for Donovananne Calstoy for EMT Certification. Chairman Moore called for a motion. Commissioner Spahr made a motion to approve full reimbursement for Donovananne’s EMT Course. Chairman Moore seconded the motion. Motion carried.


GOOD OF THE ORDER

1. **Lewis County Fire Commissioners Association Meeting ~ August 21, 2023:** Chairman Moore and Commissioner Spahr will be attending this meeting.

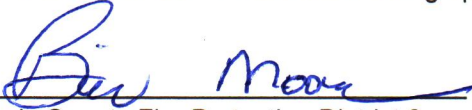
ADJOURNMENT

Chairmen Moore made a motion to adjourn the meeting. Commissioner Spahr seconded the motion. Motion carried. Meeting adjourned at 7:25 p.m.


These being the minutes of August 8, 2023, Lewis County Fire District 2 Commissioners Meeting approved on September 14, 2023.




Prepared by:
Jacqueline Ibarra, District Secretary



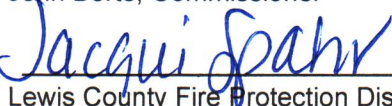
Lewis County Fire Protection District 2
Bill Moore, Chairman of the Board



Lewis County Fire Protection District 2
Mike Dorothy, Fire Chief



Lewis County Fire Protection District 2
John Borte, Commissioner



Lewis County Fire Protection District 2
Jacqui Spahr, Commissioner