

**LEWIS COUNTY FIRE DISTRICT #2
COMMISSIONER MEETING MINUTES
MAY 12, 2023 – 6:00 p.m.**

In Attendance:
In person meeting

Commissioners
Bill Moore
Jacqui Spahr
John Borte

Chief
Mike Dorothy

District Secretary
Not in Attendance

Visitors
See Sign-In Sheet

CALL MEETING TO ORDER

The meeting was called to order by Chairman Bill Moore at 6:00 p.m. Chairman Bill Moore led in the Pledge of Allegiance.

RECORDING OF THE MEETING

None

APPROVAL OF AGENDA

Chairman Moore called for a motion for the approval of the agenda with the addition of adding First Citizens Bank under New Business. Commissioner Spahr made a motion to approve the agenda as presented with the requested addition. Commissioner Borte seconded the motion. Motion carried.

PUBLIC COMMENT

There was no public comment

GUESTS

Jeff Bortner, Department of Natural Resources (DNR) Fire District Manager for Pacific Cascade Region
Taylor Mizar, Region Business Manager for Pacific Cascade Region.

Jeff and Taylor inquired about leasing the Tucker Road residence for DNR seasonal fire staff on a One-year contract with a projected start of date in October. DNR is working on drafting up an Inter Agency Agreement to sign. This process is going to take more time than anticipated. Discussion followed.

Chairman Moore made a motion to lease the Tucker Road residence to DNR on a one-year contract when the Inter Local Agreement is available. Commissioner Borte second the motion. Motion Carried. Commissioner Spahr abstained.

READING AND APPROVAL OF THE MINUTES

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

The minutes of April 26, 2023 special meeting was read. Chairman Moore called for a motion. Commissioner Spahr made a motion to approve the April 26, 2023 special meeting minutes as presented. Commissioner Borte seconded the motion. Motion carried.

REVIEW FUEL PURCHASES, OPEN ACCOUTS, CRED CARD CHARGES

Current purchases were reviewed and signed by commissioners.

PURCHASE ORDER REQUESTS

No requests

APPROVAL OF TRANSMITTALS

Chairman Moore called for a motion to approve the transmittal as presented. Commissioner Spahr made a motion to approve the transmittal dated 04-08-2023 through 05-05-2023 in the amount of \$189,534.93. 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 transfer of funds to Umpqua Bank in the amount of \$217,974.56. Chairman Moore seconded the motion. Motion carried.

APPROVAL OF PAYROLL

Commissioner reviewed the payroll summaries from April 2023. Chairman Moore called for a motion. Commissioner Spahr made a motion to approve the April payroll summaries in the amount of \$28,439.63.

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

COLLECTIONS/CHARITY ACCOUNTS

The total collections of accounts for April, 2023 was \$733.34. Chairman Moore called for a motion to process the collection accounts presented according to district policy. Chairman Moore made a motion to process the collection account according to district policy. Commissioner Spahr seconded the motion. Motion carried.

FINANCIAL FUNDS REPORTS

Financial Fund Reports were reviewed.

CHIEF'S REPORT

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

1. Chief Dorothy presented a training request for Employee Brandon Richey. Chief would like Brandon to attend the IFSAC Fire Instructor 1 class in Shelton June 7-8, 2023. Commissioner Borte made a motion to send Brandon Richey to the IFSAC training June 7-8, 2023. The Department will provide meals and a department vehicle if available. Chairman Moore seconded the motion. Motion carried.
2. Chief Dorothy presented a reimbursement form for Kevin Weeks. Chief recommends the department reimburse Kevin's fees for attending an EMS Evaluator Workshop on May 5, 2023. The cost was \$175.00. Chairman Moore made a motion to pay for Kevin's EMS Evaluator Workshop for \$175.00. Commissioner Borte seconded the motion. Motion carried.
3. Chief Dorothy informed the Board United Survey Rating Bureau (USR) is scheduled to come out and conduct their five-year evaluation of the district.

UNFINISHED BUSINESS

1. 2023 Tucker Road Rental Residence:

Chairman Moore referenced this topic was covered in the Guest section of the Agenda. The Board has agreed by motion above (under the Guest section) to a one-year rental agreement. DNR will be working on obtaining an Inter Agency Agreement to sign. This will take some time. Anticipated timeframe is projected to be October of 2023. The Board has agreed to hold the rental for DNR.

Chairman Moore commented that all utilities are now in District 2 name and gave us quotes on garbage service. Now with the new information that DNR provided at this meeting Chairman Moore will inform the District Secretary not to started garbage service until DNR occupies the residence.

2. Medic One: Voluntary Dissolution Process:

Director Moore reported to the Board all monies was divided up and a check was issued to District 2 for their portion was \$40,796.94. Lewis County Medic One is officially dissolved.

3. Procurement of Chassis:

Chief Dorothy reported the chassis is coming right along. Next week, Braun said they are going to be cutting box out. Delivery of the ambulance is projected to be mid-July of 2023.

4. FY23 West Region Fall Prevention Grant: Closeout report.

Report complete. District was rewarded \$2715.00 and we spent \$2714.40.

5. Cost Recovery Billing Update:

Cost recovery has started as of April 2023.

6. First Due:

Chief Dorothy reported there is still weekly meetings he is still attending. As of right now, there is no projected time yet to switch over to using them.

7. BIAS Training Update:

Training is complete. BIAS is balanced.

8. GEMT Collections:

We owe more monies. Adjustments to monies collected will be adjusted in the future so we do not owe any monies.

NEW BUSINESS

1. Direct Deposit:

2. Chairman Moore discussed information District Secretary Jacqueline Ibarra provided on direct deposit. The cost to provide this service would be \$7.50 a month flat fee. Jacqueline's recommendation would be if the Board offered this service to offer to full time employees who are regularly paid on a monthly basis only. Chairman Moore made a motion to pay the \$7.50 a month flat fee for direct deposit and offer to full time employees who are regularly paid on a monthly basis. Commissioner Borte seconded the motion. Motion carried.

3. Radio Service Agreement:

Chairman Moore presented the Radio Service Agreement with Lewis County 911. Commissioner Borte made a motion to sign the agreement with Lewis County 911 as presented. Commissioner Spahr seconded the motion. Motion carried.

4. 2022 Annual Audit Report:

Report submitted.

5. First Citizens Bank:

Chairman Moore discussed the need to add District Secretary Ibarra to the District credit card and remove former employee Diane Wallace. Commissioner Borte made a motion to add District

Secretary Ibarra to the District credit card account and remove former employee Diane Wallace. Commissioner Spahr seconded the motion. Motion carried.

GOOD OF THE ORDER

1. Lewis County Fire Commissioners Association Meeting. May 15, 2023, 6:30p.m. hosted by Salkum Fire Department. Chairman Moore and Commissioner Spahr will be attending meeting.
2. Southwest Fire Commissioners Association Meeting May 17, 2023, 6:30p.m. hosted by Clark Fire & Rescue. Commissioner Spahr will be attending meeting.

ADJOURNMENT

Chairman Moore made a motion to adjourn the meeting. Commissioner Borte seconded the motion. Motion carried. Meeting adjourned at 7:40 p.m.

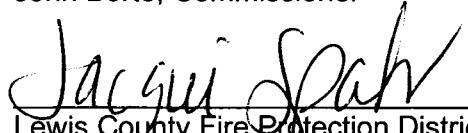
These being the minutes of May 11, 2023, Lewis County Fire District 2 Commissioners Meeting approved on June 15, 2023.


Prepared by:
Jacquie Spahr, Commissioner


Lewis County Fire Protection District 2
Bill Moore, Chairman


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
Jacquie Spahr, Commissioner