

**LEWIS COUNTY FIRE DISTRICT #2
COMMISSIONERS MEETING MINUTES
January 12, 2023 - 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. Chief Dorothy 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. Commissioner Borte made a motion to approve the agenda as presented. Commissioner Spahr seconded the motion. Motion carried.

PUBLIC COMMENT

There was no public comment.

READING AND APPROVAL OF MINUTES

The minutes of the December 15, 2022, regular meeting was read. Chairman Moore called for a motion. Commissioner Borte made the motion to approve December 15, 2022 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 dated 12/15/2022 – 1/11/2023 in the amount of \$19,909.48. Commissioner Spahr made the motion to approve the transmittal as presented. 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 Spahr made a motion to approve the transfer of funds to Columbia Bank in the amount of \$71,705.84. Commissioner Borte seconded the motion. Motion carried.

APPROVAL OF PAYROLL

Commissioners reviewed the payroll summaries from December 2022. Chairman Moore called for a motion. Commissioner Borte made a motion to approve the December 2022 payroll summaries in the amount of \$51,796.35. Commissioner Spahr seconded the motion. Motion carried.

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

COLLECTION/ CHARITY ACCOUNTS

The total collection of accounts for December, 2022 was \$4,944.35. 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.

UNFINISHED BUSINESS

1. **2022 Final Budget Review:** Report was not ready for review at this meeting. It will be presented to the Board for review at February's meeting.
2. **Lid Lift:** The Board will revisit this topic later in 2023.
3. **Station 2 Building Status:** Chairman Moore reported that the SEPA report is complete and posted onsite. If there are no neighboring objections before the deadline the County provides, Chairman Moore will then file for the building permit.
4. **Security System Update:** Chief Dorothy reported that all security equipment that was ordered by ToledoTel has been received, but does not have a scheduled date for ToledoTel to install. He will be following up with ToledoTel for scheduling the install of the security systems for all three district owned buildings.

5. **ALS Services for 2023:** Chief Dorothy reported that District 15 is still working on hiring Fire Fighter/Paramedics. There have been no additional hires since last month.
6. **Medic One ~ Voluntary Dissolution Process:** The Interlocal Board and Lewis County Medic One is working together to dissolve Medic One.

NEW BUSINESS

1. **2023 Tucker Road Rental Residence:** Chairman Moore reported that all equipment and records of Medic One have been removed from the residence and placed into secure storage. Cleanup and renovations have begun.
2. **Elect District 2 Board Chairman:** Commissioner Borte nominated Chairman Moore as Lewis County Fire District 2's Chairman of the Board for 2023. Commissioner Spahr seconded the nomination. Motion carried.
3. **Elect District 2 Board of Trustee Representative:** Chairman Moore nominated Commissioner Borte as Lewis County Fire District 2's Board of Trustee Representative for 2023. Commissioner Spahr seconded the nomination. Motion carried.

GOOD OF THE ORDER

1. **Community CPR Class:** Saturday, February 4th, 2023 at 9:00 a.m. held at the district's main station.
2. **DNR Grant HB 1168 Personal Protective Equipment Application:** District Secretary Jacqueline reported that she submitted this application for 8 pairs of dual-certified wildfire gear.
3. **DNR Grant Operations Grant Application:** Chief Dorothy reported that he will be submitting this application for purchase of the district's security system.

EXECUTIVE SESSION:

Chairman Moore called for an Executive Session RCW 42.30.110(1)(g) for thirty minutes at 7:30 p.m. to include Chairman Moore, Commissioner Borte, Commissioner Spahr and Advisor Diane Wallace.

Jacqueline Ibarra was called into the Executive Session at 7:43 p.m. and left at 7:57 p.m.

At 8:00 p.m. Chairman Moore extended the session for an additional 20 minutes.

Chief Dorothy was called into the Executive Session at 8:07 p.m. and left at 8:20 p.m.

The Executive Session ended at 8:20 p.m. and the regular meeting reconvened at 8:20 p.m.

Chairman Moore reported that the six-month review of Jacqueline Ibarra was complete and approved by the Board.

Chairman Moore reported that six-month reviews for Brandon Richey and Thomas Koenig was completed and approved by the Board.

Chairman Moore called for a motion to approve the salary increase of Jacqueline Ibarra. Commissioner Borte made a motion to approve Jacqueline Ibarra to receive a \$2.00 hourly pay rate increase, and working hours per week increased to up to 28 hours, effective January 1, 2023. Commissioner Spahr seconded the motion. Motion carried.

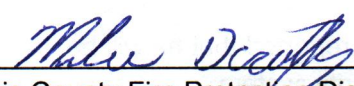
Chairman Moore called for a motion to approve the salary adjustments as discussed in the Executive Session. Commissioner Borte made a motion to approve the change of Chief Dorothy's salary as follows; hours worked in excess of 180 a month will be paid overtime rate, effective January 1, 2023. Commissioner Spahr seconded the motion. Motion carried.

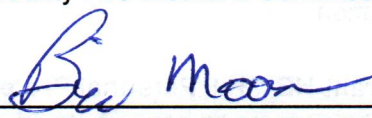
ADJOURNMENT

Chairman Moore made a motion to adjourn the meeting. Commissioner Borte seconded. Meeting adjourned at 8:23 p.m.

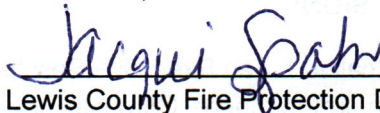
These being the minutes of January 12, 2023, Lewis County Fire District 2 Commissioners Meeting approved on March 16, 2023.


Prepared by:
Jacqueline Ibarra, District Secretary


Lewis County Fire Protection District 2
Mike Dorothy, District Chief


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


Lewis County Fire Protection District 2
John Borte, Commissioner


Lewis County Fire Protection District 2
Jacqui Spahr, Commissioner