

**LEWIS COUNTY FIRE DISTRICT #2  
COMMISSIONERS MEETING MINUTES  
February 20, 2024 - 5:00 p.m.**

**IN ATTENDANCE**

Commissioners

Bill Moore  
Jacqui Spahr  
John Borte

Fire Chief

Chris Davidson

District Secretary

Jacqueline Ibarra

Visitors

**CALL MEETING TO ORDER** The meeting was called to order by Chairman Moore at 5:00 PM. Secretary Ibarra led in the Pledge of Allegiance.

**RECORDING OF MEETING:** None

**APPROVAL OF AGENDA** Chairman Moore called for a motion. Commissioner Borte made a motion to approve the agenda as presented. Commissioner Spahr seconded the motion. Motion carried.

**APPROVAL OF MINUTES** The minutes from January 17, 2024 regular meeting were read. Chairman Moore called for a motion. Commissioner Spahr made a motion to approve the meeting minutes from January 17, 2024 as presented. Commissioner Borte seconded the motion. Motion carried.

The minutes from January 25, 2024 special meeting were read. Chairman Moore called for a motion. Commissioner Spahr made a motion to approve the meeting minutes from January 25, 2024 as presented. Commissioner Borte seconded the motion. Motion carried.

The minutes from January 31, 2024 special meeting were read. Chairman Moore called for a motion. Commissioner Spahr made a motion to approve the meeting minutes from January 31, 2024 as presented. Commissioner Borte seconded the motion. Motion carried.

**PURCHASE ORDER REQUESTS** Chief Davidson presented one purchase order.

1. (1) 4-Room Inflatable Fire House (ADA Compliant), to be purchased through All-Star Inflatables. Estimated cost: \$12,195.00.

This purchase request is for approval of the District purchasing item only if the grant application for the purchase of this is rejected by Firehouse Subs. Purchase order was approved under presented terms.

**REVIEWING OF OPERATING EXPENSES – APPROVAL OF TRANSMITTAL** Current purchases were reviewed and signed by the Board. Chairman Moore called for a motion. Commissioner Spahr made a motion to approve the transmittal dated 01-16-2024 through 02-16-2024 in the amount of \$50,058.39. Chairman Moore seconded the motion. Motion carried.

**APPROVAL OF TRANSFER OF FUNDS**

Chairman Moore called for a motion. Commissioner Spahr made a motion to approve the Transfer of Funds in the amount of \$96,350.41. Commissioner Borte seconded the motion. Motion carried.

**PAYROLL** Chairman Moore called for a motion. Chairman Moore made a motion to approve January's payroll in the amount of \$46,286.01. Commissioner Borte seconded the motion. Motion carried.

Chairman Moore called for a motion. Commissioner Borte made a motion to approve February when ready. Chairman Moore seconded the motion. Motion carried.

**COLLECTION & CHARITY ACCOUNTS** The total collection amount for February 2024 was \$11,664.62. Chairman Moore called for a motion. Commissioner Borte called for a motion to process the collection accounts according to District policy. Commissioner Spahr seconded the motion. Motion carried.

**FINANCIAL FUND REPORTS** The financial fund reports were reviewed.

**CHIEF'S REPORT** Chief Davidson reviewed the Chief's Report that was sent out prior to the meeting.

1. **Machinery & Equipment:** Chief Davidson requested the Board consider a surplus of the mower at Station 2-3 due to the three prior attempts to repair the mechanical issues and it still not in working condition. Chairman Moore called for a motion. Commissioner Spahr made a motion to surplus the John Deere D140 mower. Commissioner Borte seconded the motion. Motion carried.

## UNFINISHED BUSINESS

**2024 Levy Lid Lift** The Board discussed preliminary results.

**Capital Facilities / Needs Assessment** The Board discussed the preparation for hiring an engineer to help establish impact fees for the District. Chairman Moore called for a motion. Commissioner Borte made a motion to begin the bid process for an engineer by publishing an RFP (request for proposal) in The Chronicle newspaper for purpose of establishing impact fees and capital facilities needs assessment. Commissioner Spahr seconded the motion. Motion carried.

The Board established a criteria for measurement of qualifications when interviewing all engineer applicants;

- Experience with fire districts and city services needs assessment
- Offers community education for needs assessment and bonds
- Ability to complete the assessment specified phases in the time-frame established by the District
- Familiarity to Toledo, WA and Lewis County

The Board appointed Chief Davidson and Chairman Moore to represent the District during the bid process.

## NEW BUSINESS

**Purchase Order Policy** The current Purchase Order Policy was discussed. Chairman Moore called for a motion. Commissioner Borte made a motion to revise the policy to only require a Purchase Order Request for capital expenses and non-budgeted purchases. Commissioner Spahr seconded the motion. Motion carried.

**Resolution 2024-001** Resolution 2024-001 for the District's Authorized Signers was presented to the Board. Chairman Moore called for a motion. Commissioner Spahr made a motion to approve Resolution 2024-001; Authorized Signers for Lewis County Fire District 2, to include Bill Moore, Jacqui Spahr, John Borte, Chris Davidson & Jacqueline Ibarra. Commissioner Borte seconded the motion. Motion carried.

**Travel Reimbursement Policy** The current Travel Reimbursement Policy was discussed. Chairman Moore called for a motion. Commissioner Borte made a motion to approve the Travel Reimbursement Policy to match current meal and mileage per diem rates and cover actual hotel rates. Commissioner Spahr seconded the motion. Motion carried.

Resolution 2024-002; Travel Reimbursement will be presented at the next Board meeting.

**New Hire Status; Full-Time Firefighter/EMT** Chief Davidson reported that testing was completed on February 17, 2024. Panel interviews and the Chief's interviews will take place in March 2024. Chairman Moore called for a motion. Commissioner Spahr made a motion to authorize Chief Davidson to make job offers to successful candidates with the Chairman's approval. Commissioner Borte seconded the motion. Motion carried.

**MSO** Chief Davidson announced that Brandon Richey was appointed the MSO position, effective February 1, 2024. Former MSO, Janice Nielsen, will continue to participate in EMS training and community outreach.

**WFOA 2024 Training** Chairman Moore called for a motion. Commissioner Spahr made a motion to approved for Chief Davidson to attend the Washington Fire Commissioners Association Spring Seminar in-person on March 23, 2024, and cover travel expenses per District policy. Commissioner Borte seconded the motion. Motion carried.

**Employee Handbook** The current Employee Handbook was reviewed. No decisions were made.

## EXECUTIVE SESSION

**RCW 42.30.110(1)(g)- Personnel:** Chairman Moore called for an Executive Session RCW 42.30.110(1)(g) for 30 minutes at 7:25 PM to include Chairman Moore, Commissioner Spahr, Commissioner Borte, Chief Davidson and Secretary Ibarra.

At 7:55 PM, Chairman Moore announced the Executive Session would last another 10 minutes.

The Executive Session ended at 8:05 PM.

Chairman Moore called for a motion. Commissioner Spahr made a motion to increase Brandon Richey's hourly rate by 5% for MSO duties, effective February 1, 2024. Commissioner Borte seconded the motion. Motion carried.

Chairman Moore called for a motion. Commissioner Spahr made a motion for Brandon Richey and Thomas Koenig to receive the full benefits package offered to full-time employees, effective January 1, 2024. Commissioner Borte seconded the motion. Motion carried.

Regular session reconvened at 8:06 PM.

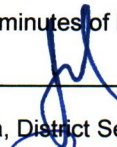
**GOOD OF THE ORDER**

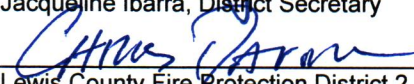
**2024 First Responders Appreciation Dinner** Secretary Ibarra reported that a photographer has been booked for professional photos at the event.

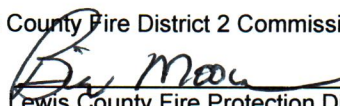
**ADJOURNMENT**

Chairmen Moore called for a motion. Commissioner Spahr made a motion to adjourn the meeting. Commissioner Borte seconded the motion. Motion carried. Meeting adjourned at 8:17 PM.

These being the minutes of February 20, 2024, Lewis County Fire District 2 Commissioners Meeting approved on March 20, 2024.

  
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Prepared by:  
Jacqueline Ibarra, District Secretary

  
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Lewis County Fire Protection District 2  
Chris Davidson, Fire Chief

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

  
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Lewis County Fire Protection District 2  
John Borte, Commissioner

  
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Lewis County Fire Protection District 2  
Jacqui Spahr, Commissioner