

**LEWIS COUNTY FIRE PROTECTION DISTRICT NO #14  
BOARD OF COMMISSIONERS  
REGULAR MEETING**

**DECEMBER 11, 2008**

**CALL TO ORDER**

The regular meeting of the Board of Commissioners was called to order by Commissioner John Pollman, at 7:02pm at the Main Station located at 9978 U.S. Hwy. 12, Randle WA.

**FLAG SALUTE**

Chief Jeff Jaques opened the meeting with the flag salute.

**PRESENT**

Present: Commissioner Dale Woody, Commissioner John Pollman, Chief Jeff Jaques, and District Secretary Penny Owens.

**ADDITIONS/DELETIONS**

**SECRETARY'S REPORT**

**Approval of vouchers**

District Secretary Penny Owens mentioned the December 2008 Loan Payment is due this month, not inclusive of the December Voucher total.

*Motion:* Commissioner Dale Woody made a motion to approve the November 2008 expenditures per payment vouchers 12001 through 12026 for a total of \$9,594.72. Commissioner John Pollman seconded the motion. Motion approved and carried.

**Approval of minutes**

*Motion:* Commissioner Dale Woody made a motion to approve the minutes of the public hearing and regular meeting November 13, 2008. Commissioner John Pollman seconded the motion. Motion approved and carried.

**Payroll**

Commissioners John Pollman and Dale Woody decided to wait on the approval of payroll until the discussion of Chief Jeff Jaques' pay raise.

**Financial report:** See Attached

District Secretary Penny Owens read through the Activity Report November 2008 and the EMS Reconcile Report for November 2008. There was some discussion among the commissioners and the Chief of the large EMS A/R balance but understanding that this seems to consistence with past years.

**Correspondence:**

See attached list

District Secretary Penny mentioned:

SW Risk Management Group "Kick Off" meeting set for January 12 in Winlock. RSVP is needed. Commissioners John said he will not be able to attend because scheduled knee surgery.

Levy Schedule dates for 2009 from LC Auditor's office. Commissioner Woody, Commissioner Pollman and Chief Jaques discussed possible having an EMS Levy in November 2009 but no decision made.

List of the WFCOA 2009 elected officials.

Commissioner Pollman mentioned the October "Chief's Report" in the White Pass Highway Shopper looked good.

### **CHIEF'S REPORT**

See Attached.

Chief Jeff Jaques read through the Chief's Report for November 2008.

He would like to replace the server. His nephew will be able to help with this.

Chief Jaques mentioned Randle Fire & EMS has been approved for two grants.

County Wide Grant \$26,000 for radios and communication software.

Assistance to Firefighter Grant \$120,000 for breathing apparatus and air compressor

Napavine and Onalaska also received this grant. The departments are hoping to be able to receive good deals if they purchase their items as a group.

### **Ham Radio System**

Chief Jaques would like to purchase approximately \$1000 in Ham Radio equipment for an emergency option in Randle with two mobile radios and two antenna systems. This will help to communicate significantly with Packwood, Glenoma, Morton, Mossyrock, and the Morton Hospital. Chief mentioned he already has a Ham Radio license. Frank and Shane Louck are both currently involved with Ham Radio systems. Commissioner John Pollman commented this Ham Radio system would be a "real smart idea." Commissioner Dale Woody made a motion for Chief Jaques to spend approximately \$1000 for the Ham Radio System. Commissioner John Pollman seconded the motion. Motion approved and carried.

### **Challenge Coins**

Chief Jeff Jaques showed "Challenge Coins" to show appreciation and thanks to the volunteers. Both Commissioner Dale Woody and John Pollman admired the design and look of the Challenge Coin. There will be a \$300 set-up fee and approximately \$10 for each coin. These coins can be somewhat personalized or geared towards what is needed. The Commissioners and Chief discussed that these would be submitted to the volunteers during a Special Dinner given to the volunteers during May/June 2009. The Department will want to wait until Ken and Eileen Scott return. Both Commissioners, John Pollman and Dale Woody agreed to purchase these Challenge Coins for distribution during the volunteer dinner and any other opportunity they might be used for..

## **UNFINISHED BUSINESS**

**Operation Guidelines** - Both Commissioners agreed to accept the newest updates on the Operation Guideline Chief Jaques submitted the most current updates during the September 11, 2008 Board Meeting.

**Chief's Pay Raise** - Discussion among Chief Jaques and both commissioner Pollman and Woody. District Secretary Penny Owens submitted to the Commissioners and Chief an e-mail she sent to Chief Jaques with the break down of Trusteed Plan medical and dental showing Randle Fire & EMS' portion and Chief Jaques' portion. Commissioner John Pollman suggested \$60,000 annually inclusive of Randle Fire & EMS paying for all medical and dental premiums for Chief Jaques and his family.

After much discussion of numbers it was agreed upon by both Commissioners Woody and Pollman and Chief Jaques to hold off on the decision of the amount of Chief Jaques' raise until the next Regular Board Meeting on January 8, 2009. They agreed that once Chief Jaques' pay raise is agreed upon it will be retroactive to his December 2008 pay check.

### **Payroll**

**Motion:** Commissioner Dale Woody made motion to approve the December 2008 payroll, in the amount of \$5,754.00. Commissioner John Pollman seconded the motion. Motion approved and carried.

**2009 Tender** - Chief Jeff Jaques said he has been in communication with the Deep South Truck. They are waiting for a pump for the new tender. The new tender should be ready later in January 2009. Chief has been in communication with Lewis County in regards to the \$155,000 grant to make sure the money will be available at time of pick-up.

### **Volunteer Reimbursement Point Check**

Voucher #11033 was signed by commissioners in the amount of \$4498.00. Per Chief Jaques, the checks have already been distributed to the volunteers.

### **Person Property Certificate New Tender**

Commissioner John Pollman signed this certificate that needed to be submitted to Office of Washington State Treasurer.

## **NEW BUSINESS**

### **Nicholson & Assoc. - Terrorism Insurance Coverage**

After reading through the Terrorism coverage Commissioner Woody and Commissioner Pollman agreed to accept this additional coverage through Nicholson & Assoc. for \$43 annually. Chief Jeff Jaques will sign the policy coverage.

**Resolution 2008-03** signed by commissioners to reissue payment to Barton Carpet Cleaning Voucher 10016 dated 10-09-2008 for \$250. Barton Carpet Cleaning lost the original check.

**US Census 2010** - District Secretary Penny Owens informed the commissioners that US Census will be using the building one to two times a month to prepare and advertise for part-time job openings for the 2010 census. They are using the building rent free.

**James L. Bender** - Years of Service Certificate. The commissioners signed the certificate. Still need to determine when to submit this to Mr. Bender. Possibly at the January 2009 board meeting. District Secretary Penny will contact Commissioner Red Rogers to set this time up with Mr. Bender.

**Secretary Oath of Office - Penny Owens**

After Penny Owens read through the oath of office, the commissioners signed and the document was notarized. This needs to be mailed to the Lewis County Auditor's office.

**COMMISSIONER'S COMMENTS**

Commissioner John Pollman asked how Ron Blankenship is doing. Chief Jaques said Ron has been attending drill nights and will soon be receiving his prosthetic leg.

**PUBLIC COMMENT**

None

**ADJOURNED**

With no further business, Commissioners John Pollman adjourned the meeting at 8:35p.m.

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A.H. Rogers, Chairman

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Penny Owens, District Secretary

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John Pollman, Commissioner

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Approval Date

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Dale Woody, Commissioner