



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



February 13, 2013

CALL TO ORDER

The regular meeting of the Board of Commissioners was called to order by Chairman Red Rogers at 7:07pm at the Main Station located at 9978 U.S. Hiway 12, Randle, WA. 98377

PRESENT

Present: Chairman Red Rogers, Commissioner Dale Woody. Fire Chief Jeff Jaques. Commissioner John Pollman, Recording Secretary Penny Owens, and Volunteer Frank Kittock

ADDITIONS/DELETIONS

none

Agenda Approval

On a motion made by Commissioner John Pollman and seconded by Commissioner Dale Woody:

“The February 2013 Agenda was approved as circulated.”

MOTION CARRIED UNANIMOUSLY

Vouchers Approval

On a motion made by Commissioner John Pollman and seconded by Commissioner Dale Woody:

“The February 2013 Expenditures per payment Vouchers 02001 through 02024 for a total of \$6,703.57 were approved as circulated.”

MOTION CARRIED UNANIMOUSLY

Payroll Approval

On a motion made by Commissioner John Pollman and seconded by Commissioner Dale Woody:

“The February 2013 Payroll in the amount of \$7,159.00 was approved as circulated.”

Commissioners’ comments: Inclusive of salary raise for Fire Chief Jeff Jaques and District Secretary Penny Owens

MOTION CARRIED UNANIMOUSLY

Minutes Approval

On a motion made by Chairman Red Rogers and seconded by Commissioner Dale Woody:

“The Minutes for the Regular Meeting dated January 10, 2013 were approved as circulated.”

MOTION CARRIED UNANIMOUSLY

SECRETARY’S REPORT

Financial report: See Attached

- Activity Report – 13th Month 2012 & January 2013

- EMS Reconcile Report – January 2013
- MVC Reconcile Report – January 2013
- Audit – concentrating on the Radio Programming overtime –
 - Noted on Feb. 2010 Board Minutes – executive session noted personnel which is not enough of description
 - Expected Audit Exit/Close date – February 28, 2013
 - Auditor still has Grant Notebooks – Fire Chief Jeff Jaques suggested to have them mail back to the Fire District using District’s Fed Ex Acct – Commissioners agreed

Correspondence: See attached list

CHIEF’S REPORT: See attached

- Leaks at Station #2 - between the eave and the peak
- Need approval on Radio Batteries

On a motion made by Commissioner John Pollman and seconded by Commissioner Dale Woody:

“Fire Chief Jeff Jaques may purchase 12 Radio Batteries at \$43.00 each with a total between \$600 - \$700.”

MOTION CARRIED UNANIMOUSLY

- Surplus chairs from the office
- Hopefully Water Tender Credit from the Survey and Rating Bureau will be scheduled in April – LC Fire District #18
- Title III approved – received signed resolution and contract today from the LC Commissioners

UNFINISHED BUSINESS

Operation Guidelines

- Distributed CD to Commissioner John Pollman and Commissioner Dale Woody and hard copy notebook to Chairman Red Rogers
- Volunteer will receive their own copy of Guidelines on CD
- 2 hard copies in notebooks are available in the Day Room
- Commissioner John Pollman suggested having a sign-off sheet for volunteers as they receive their Guidelines on CD - to protect the district
 - Fire Chief Jeff Jaques mentioned that HIPPA and sexual harassment are personally signed and kept in folder

Commissioners and Fire Chief Jeff Jaques agreed to remove operation guidelines from agenda since the huge bulk of the Guidelines are completed. Will be adding or editing Guidelines as needed.

Tacoma Power – New 5 year agreement – Fire Chief Jeff Jaques

- Fire Chief Jeff Jaques left message with David Letterman; he has not heard back
- Current Contract states 2011 – 2015 - Will need back payment for 2012

- Hopefully will have contract ready for next months meeting

EMS Levy – possibly Fall 2013

- Agreement of General election in the Fall – Resolution needs to be signed by August 6, 2013
- Community support is important – Commissioner Red Rogers
- Fire budget is supporting the EMS budget - EMS Levy would help tremendously with preparing for future equipment and apparatus

Salary – Fire Chief Jeff Jaques & District Secretary Penny Owens

- Chairman Red Rogers concerned with economic conditions of the Fire District
- Cost of Living – 2 – 3 % per – Commissioner Dale Woody
- Last raise for District Secretary Penny Owens - 2 years - Nov. 2010
- Last raise for Fire Chief Jeff Jaques - 3 years – Dec. 2009
- Commissioner Dale Woody suggested 4% salary raise for Penny and 6% salary raise for Jeff - retroactive from January 2013
- Commissioner Dale Woody suggested offering Penny vacation pay; 24 hours grandfathered in for now and first of February another 24 hours. Vacation for Penny 24 hours annually on February 1 of each year

On a motion made by Commissioner John Pollman and seconded by Commissioner Dale Woody:

“Fire Chief Jeff Jaques will receive a 6% salary raise from \$4,607./monthly to \$4,883./monthly, District Secretary Penny Owens will receive a 4% salary raise from \$1,756./monthly to \$1,826./monthly, retroactive from January 2013. District Secretary Penny Owens will receive vacation time of 24 hours/annually starting on February 1 each year. She will be grandfathered in with 24 hours as of today.”

MOTION CARRIED UNANIMOUSLY

NEW BUSINESS

Off Budget Debt – Commissioner Dale Woody

- Fire Chief Jeff Jaques’ vacation time approx. 350 hours with no cap according to his contract
- This is a debt of \$10,000 to the Fire District what needs to be included in the budget and set aside incase Jeff retires, is injured, leaves the district, or other situation
- Discussion
 - Place a cap on number of vacation hours
 - Possibly buy out extended hours to keep vacation hours at a cap or limit
 - will need to adjust/amend Fire Chief Jeff Jaques’ contract if cap or limit decided
 - Additional discussion at March’s Board Meeting

Physical Inventory – Commissioner Dale Woody

- Need to know where and when items come in
- Fire Chief Jeff Jaques - Access tags on product as it comes in and current value documented

- Fire Chief Jeff Jaques - Physical Inventory requirements are in the polices already
- Fire Chief Jeff Jaques - is tracking equipment and apparatus on ER program
- Commissioner Dale Woody is concerned of items and inventory of over \$500
- Fire Chief Jeff Jaques said he would be confident if he was questioned on inventory, location, and value

COMMISSIONER’S COMMENTS

Commissioner Dale Woody – will be leaving the Randle Fire District as Commissioner and leaving the area by the end of the year

- Dale suggested if anyone is interested in running for the position in Nov. 2013, they will need to contact the election office to register for the ballot by the first week of June

ADJOURNED

With no further business, Commissioner Red Rogers adjourned the meeting at 8:10p.m.

Next meeting will be held at the Main Station at 7:00pm on March 14, 2013.

A.H. Rogers, Chairman – Position #3

Penny Owens, Recording Secretary

R. John Pollman, Commissioner – Position #1

Approval Date

Dale Woody, Commissioner – Position #2

Approved & Signed - Board Meeting March 14, 2013