



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



November 12, 2015

CALL TO ORDER

The regular meeting of the Board of Commissioners was called to order by Chairman Red Rogers at 7:00pm at the Main Station located at 9978 U.S. Hiway 12, Randle, WA. 98377

FLAG SALUTE

Fire Chief Jeff Jaques opened the meeting with the flag salute

PRESENT

Present: Commissioner Kenneth Lindh, Commissioner R. John Pollman, Volunteer Frank Kittock, Fire Chief Jeff Jaques, Recording Secretary Penny Owens

ADDITIONS/DELETIONS

Property – Commissioner R. John Pollman

BUDGET 2016

Dianne Dorey, Assessor of the Lewis County Assessor's office did not have the numbers figured for the 2016 WA Levy Certification and the WA Dept of Revenue Resolution ready for this meeting for the Commissioners to approve and sign. Ms. Dorey did not know for certain when she would have the figures and documents ready even though they are due by November 30, 2015. We will need to schedule a continuance to this meeting.

Agenda Approval

On a motion made by Commissioner R. John Pollman and seconded by Commissioner Kenneth Lindh:

“The November 2015 Agenda was approved as circulated.”

MOTION CARRIED UNANIMOUSLY

Vouchers Approval

On a motion made by Commissioner Kenneth Lindh and seconded by Commissioner R. John Pollman:

“The November 2015 Expenditures per payment Vouchers 151101001 through 151101020 for a total of \$10,158.46 and Voucher 151102001 for a total of \$10,280.24 were approved as circulated; total of \$20,438.70.”

MOTION CARRIED UNANIMOUSLY

Payroll Approval

On a motion made by Commissioner R. John Pollman and seconded by Commissioner Kenneth Lindh:

“The November 2015 Payroll in the amount of \$9,344.86 (Gen \$3,737.95 & EMS \$5,606.91) was approved as circulated.”

“The October 2015 Payroll in the amount of \$9,570.72 (Gen \$3,828.29 & EMS \$5,742.43) was approved as circulated; October Payroll was approved and signed at the October Board Meeting

with a worksheet of the gross salaries/wages but Lewis County Auditor would not accept it. They are requesting payroll to be on a voucher, signed by two Commissioners.”

MOTION CARRIED UNANIMOUSLY

Commissioners’ comments: Copy of the letter to request transfer \$25,000. from GEN to EMS as per 2015 Budget.

Minutes Approval

On a motion made by Commissioner Kenneth Lindh and seconded by Commissioner R. John Pollman:

“The Minutes for the Regular Meeting dated October 8, 2015 were approved as circulated.”

MOTION CARRIED UNANIMOUSLY

SECRETARY’S REPORT

Financial report: See Attached

- Activity Report – October 2015 TOTAL \$197,997.93
 - General \$177,705.96
 - EMS \$5,186.69
 - Columbia Bank – Imprest Account \$15,105.28
- EMS Account Receivable Billing Report – October 2015 \$37,968.36
- MVC Accounts Receivable Billing Report - January 2015 \$3,030.00
- LV Fire Commissioners Assoc. RSVP for Nov 16 at Riverside
- Fire Protection - LC PUD, WP School Dist, Tacoma Power

Correspondence: See attached list

CHIEF’S REPORT: See attached

UNFINISHED BUSINESS

Roof Completion – Fire Chief Jeff Jaques

- Cispus complete looks great; furnace needs to be repaired, and sheetrock replaced
- Main Station – waiting for dry period

Generator – 2015 Grant - EC Powers

- See Chief Report
- Generator should be delivered the end of November

Fire Chief Jeff Jaques Contract

- Buyout of 40 hours vacation - neglected to add to the contract
- Sick leave max/cap
- Will continue during the continuance of this meeting on November 24, 2015 at 9am

NEW BUSINESS

Property – Commissioner R. John Pollman

- Discussion of proposed property for a new station 1. Fire Chief Jeff Jaques and Commissioner R. John Pollman will contact a few people

BUDGET 2016 9:00 am November 24th

- Will continue during the continuance of this meeting on November 24, 2015 at 9am

A new laptop for Ford Pickup Support 14-1 - Fire Chief Jeff Jaques

- Suggested need which will be for the chief's use.
- Current laptop is 8 years old and will not function well with many internet windows open which is important while watch emergency situation such as the flood level.
- Would like to order in November or December
- Approximately \$1,600.

On a motion made by Commissioner R. John Pollman and seconded by Commissioner Kenneth Lindh:

Fire Chief Jeff Jaques to purchase the laptop as discussed for the Ford Pickup support 14-1 and for chief's use."

MOTION CARRIED UNANIMOUSLY

COMMISSIONER'S COMMENTS

- With the full agreement of the Commissioners to dissembled and dispersed at this time
- Agreed to reconvene this board meeting November 24, 2015 at 9am at the main station
 - Budget 2016
 - Fire Chief Jeff Jaques Contract amendment – Buyout of 40 hours vacation

ADJOURNED

With no further business, Commissioner R. John Pollman dispersed the session of the meeting at 8:07:p.m.

November 24, 2015

BUDGET 2016

Levy Certification - WA Dept of Revenue
Resolution WA Dept of Revenue

The meeting did not reconvened as agreed upon by the Commissioners.

Lewis County Assessor, Diane Dorey did not submit the Levy Certifications:

According to RCW 84.52.070 and RCW 84.48.130 the Levy Certification are to be to the taxing district at least 12 working days before the November 30 or the certified levy amount will reflect from the previous year. This does not apply when the assessor has not certified assessed values and document submitted to taxing district within the 12 working days before November 30.

Jeff's Contract - Buyout - Sick leave - postponed until December 10 Board Meeting

Next regular board meeting will be held at the Main Station at 7:00pm on December 10, 2015.

Not present during this meeting

A.H. Rogers, Chairman – Position #3

Penny Owens, Recording Secretary

R. John Pollman, Commissioner – Position #1

Approval Date

Kenneth Lindh, Commissioner – Position #2

Approved & Signed - Board Meeting December 10, 2015