



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



**October 8, 2015**

**CALL TO ORDER**

The regular meeting of the Board of Commissioners was called to order by Commissioner R. John Pollman 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: Fire Chief Jeff Jaques, Commissioner Kenneth Lindh, Volunteer Frank Kittock, Commissioner R. John Pollman, and Recording Secretary Penny Owens

**ADDITIONS/DELETIONS**

Chief's contract of buy-out vacation and max on sick leave, computer, and insurance

**Agenda Approval**

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

“The October 2015 Agenda was approved as circulated.”

MOTION CARRIED UNANIMOUSLY

**Vouchers Approval**

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

“The October 2015 Expenditures per payment Vouchers 151001001 through 1501001026 for a total of \$39,007.86 were approved as circulated.”

Commissioners' comments: Inclusive of annual insurance premiums and Columbia Bank Imprest account for payroll

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MOTION CARRIED UNANIMOUSLY

**Payroll Approval**

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

“The October 2015 Payroll in the amount of \$7,333.00 (Gen \$2,933.20 & EMS \$4,399.20) was approved as circulated, with adjustment to Janitor's cleaning hours if needed.”

Note: this is the first payroll process on location

MOTION CARRIED UNANIMOUSLY

**Minutes Approval**

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

“The Minutes for the Regular Meeting dated September 10, 2015 were approved as circulated.”

MOTION CARRIED UNANIMOUSLY

Initial: \_\_\_\_\_Rogers \_\_\_\_\_Pollman \_\_\_\_\_Lindh

## SECRETARY'S REPORT

**Financial report:** See Attached

- Activity Report – September 2015      TOTAL    \$201,196.93
  - General \$170,068.83
  - EMS \$31,028.10
  - Imprest Account (Payroll/Use Tax) \$100.00
    - Commissioners' like the past 2 years comparison of the month balance of GEN and EMS - they would also like to see the property taxed collected per month for the past 2 years
- EMS Account Receivable Billing Report – September 2015    \$35,992.57
- MVC Accounts Receivable Billing Report - September 2015    \$3,030.00

**Correspondence:** See attached list

- Discussed Systems Design's price increase per call for 2016

**CHIEF'S REPORT:** See attached

## UNFINISHED BUSINESS

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### Roof Estimates/Bids - Fire Chief Jeff Jaques

➤ **Main Station:**

- Currently have 2 bids and waiting for another from
  - The Roof Doctor - \$37,800 + tax and permit
  - Sandrini Construction - \$49,346.55 + tax and permit
  - Currently waiting for bid from Chehalis Sheet Metal
  - Has not heard back from 2 request of Lewis County's small work roster
    - Without 3 bids - will need to make decision later

➤ **Cispus Station:**

- Randle Woods - snap lock roof - \$15,644.91 includes tax, removal of debris, sheeting, Commissioners' and Chief agreed to eliminate the chimney
- Roof Doctor - for snap lock - \$17,100 + tax
- Sandrini Construction - snap lock 21,495.72 + tax
- Has not heard back from 2 request of Lewis County's small work roster

After some discuss, Fire Chief Jeff Jaques purposed to proceed with Randle Woods with the adjustment of eliminating the chimney and not disposing of the old tin roofing

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

“Accept the bid from Randle Woods with the adjustment of eliminating the chimney and not disposing of the old tin roofing; 1/3 down payment.”

MOTION CARRIED UNANIMOUSLY

### Generator - 2015 Grant - EC Powers - Fire Chief Jeff Jaques

- Increase the size of the fuel tank
- Ordered September 1, 2015 - do not have a time of delivery

- Installation request a certain concrete pad of 14” - set next to the annex building within fenced area

**Chief’s contract**

- Need to add in contract an option to buy out 40 hours of vacation
- Fire Chief Jeff Jaques remembers discussion during this new contract but was not added
- District Secretary Penny Owens will check out previous minutes when new contract was discussed
- Sick leave – cap at 240 or increase - Commissioners agreed - need to adjust also

**NEW BUSINESS**

**Budget 2016 - November Board Meeting**

***COPY***

**WFOA Health Care Program – Annual Agreement needs to be signed – District Secretary Penny Owens**

- Commissioner R. John Pollman signed the agreement

**Point System for volunteers & W-2 – Commissioner Kenneth Lindh**

- Commissioners and Chief discussed and agreed on changes for 2016
- What is the best situation for this fire district and volunteers with their generous time

**Sharp Printer/Copier/Fax - serial # ARM280U surplus – Fire Chief Jeff Jaques**

- Commissioners agreed to surplus this machine, no value, too old for even replacement parts – 13 years old – district used for 8 years – Capital Business will dispose of the machine

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

“Surplus this old Printer Machine serial # ARM280U; Capital business will remove from site”

MOTION CARRIED UNANIMOUSLY

**Capital Business – Newer Sharp Printer/Copier/Fax/Scanner - serial # MX-M264N**

- 2 year old machine - Lease agreement - 5 years - \$85.00/monthly

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

“Sign the 5 year Lease agreement with Capital Business for a 2 year old Sharp Printer/Copier/Fax/Scanner of \$85.00 a month.”

MOTION CARRIED UNANIMOUSLY

**Tablet in Aid 14-1 - Fire Chief Jeff Jaques**

- Will make the incident report process more efficient while completing on the road
- Microsoft Surface Pro 3 Tablet \$1000 - \$1200

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

“Approve Fire Chief Jeff Jaques to purchase the Microsoft Surface Pro 3 for Aid 14-1.”

MOTION CARRIED UNANIMOUSLY

**Insurance - Risk Management - Commissioner R. John Pollman**

- A very informative meeting
- Claims for the entire Risk Management group were low
- Public meeting act, Public Records act & updates – Eric Quinn, Attorney

**COMMISSIONER’S COMMENTS**

Discussion of flood, damage, and preventative options

**Suspend this meeting:**

- Commissioners’ agreed to suspend this meeting to wait for the third roof bid from Chehalis Sheet Metal
- Important for the Main Station roof replacement to happen ASAP
- Convene on Tuesday October 13, 2012 at 9:00am

Commissioner R. John Pollman suspended this meeting at 8:19pm and will convene on Tuesday, October 13, 2015 at 9:00am

**Tuesday, October 13, 2015**

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

Meeting convened at 9:01am by Commissioner R. John Pollman

Fire Chief Jeff Jaques distributed Roof replacement bid list for the Main Station to the Commissioners and District Secretary

- Roof Bids:
  - The Roof Doctor - \$37,800 + tax and permit
  - Sandrini Construction - \$49,346.55 + tax and permit
  - Chehalis Sheet Metal - \$60,600 + tax and permit
  - Commissioners and Chief discussed the bids

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

“Accept the bid from The Roof Doctor at \$37,800 + tax and permit for the replace of the roof on the Main Fire Station; 50% down payment.”

MOTION CARRIED UNANIMOUSLY

**ADJOURNED**

With no further business, Commissioner R. John Pollman adjourned the meeting at 9:07am.

Next meeting will be held at the Main Station at 7:00pm on November 12, 2015.

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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 11.12.2015**