



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



April 14, 2016

CALL TO ORDER

The regular meeting of the Board of Commissioners was called to order by Chairman R. John Pollman at 7:09pm at the Main Station located at 9978 U.S. Hiway 12, Randle, WA. 98377

FLAG SALUTE

Commissioner Kenneth Lindh opened the meeting with the flag salute

PRESENT

Present: Commissioner Frank Kittock, Commissioner Kenneth Lindh, Jon Linder, Volunteer, Mel and Kay Moodenbaugh, Fire Chief Jeff Jaques, Chairman R. John Pollman, and Recording Secretary Penny Owens

ADDITIONS/DELETIONS

none

Agenda Approval

On a motion made by Chairman R. John Pollman and seconded by Commissioner Frank Kittock: "The April 2016 Agenda was approved as circulated."

MOTION CARRIED UNANIMOUSLY

Vouchers Approval

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

"The April 2016 Expenditures per payment Vouchers 160403001 through 160403030 for a total of \$5,593.79 were approved as circulated."

MOTION CARRIED UNANIMOUSLY

Payroll Approval

On a motion made by Commissioner Frank Kittock and seconded by Commissioner Kenneth Lindh:

"The April 2016 Payroll Voucher in the amount of \$9,983.26 (Gen \$3,993.33 & EMS \$5,989.96) was approved as circulated."

MOTION CARRIED UNANIMOUSLY

Minutes Approval

On a motion made by Commissioner Kenneth Lindh and seconded by Commissioner Frank Kittock:

"The Minutes for the Regular Meeting dated March 10, 2016 were approved as circulated."

MOTION CARRIED UNANIMOUSLY

SECRETARY'S REPORT

Financial report: See Attached

- Activity Report – March 2016 TOTAL \$143,738.8
 - General \$122,041.20
 - EMS \$11,796.86
 - Columbia Bank Imprest Acct \$9,900.42
- EMS Account Receivable Billing Report – March 2016 \$321,660.04
- MVC Accounts Receivable Billing Report - March 2016 \$4,095.00

Commissioners' comments: Fire Chief Jeff Jaques brought up the idea of only having the LC Water District #1 Administrative Service to be deposit as GEN not split 40/60% with EMS. All 3 Commissioners agreed. This will start on the April 2016 payment

Correspondence: See attached list

CHIEF'S REPORT: See attached

- Cispus Station - Possible enclosure on the generator with exhaust system
- Cleanup inside of the Cispus station, mold needs to be removed. Approx \$1,000. to hire for clean up & remove sheetrock. All 3 Commissioners approved the cost and clean up
- The Blankenship responded to a call with their personal vehicle; a tire was destroyed by metal at incident location. All 3 Commissioners agreed the Fire Dept will cover the cost of tire replacement.
- Lewis County PUD Lighting and Upgrade Program: See attached, PUD will cover 70% of the installed, a lighting audit will be performed to determine eligibility, compact fluorescent, sensors, timers, LED, etc. Reduction of energy us of 25-60%. All 3 Commissioners agreed to follow through with the audit from Lewis County PUD.

UNFINISHED BUSINESS

Lexipol - Fire Chief Jeff Jaques

- Lexipol covers a lot of policies but does not cover the administrative. We can put the admin policy in the Lexipol
 - Might have lower annual premium as per Karen Miltenberger, current invoice \$1,623
 - Policy from Lexipol will need to be edited to fit our Fire Dept
 - Lawyer protected, lawyer advise, Lexipol is located in California
- Fire Chief Jeff Jaques recommended signing up and see the full benefit of the program

On a motion made by Commissioner Kenneth Lindh and seconded by Commissioner Frank Kittock:

“Agreement to purchase the Lexipol first annual fee for \$1,623 as per the current invoice.”

MOTION CARRIED UNANIMOUSLY

Property of Interest – Fire Chief Jeff Jaques and Commissioners

- Kay and Melvin Moodenbaugh - Purchase Agreement and the Promissory Note
- They understood they needed to complete all the inspections before they come to an agreement with the Fire Dept - this is why they did not show at the March Board Meeting
- Paul Kindle had it survived in years past
- 8/13/2012 - Survey WA Dept of Ecology passed the land inspection, Kay gave a copy of this letter from the Dept of Ecology to Fire Dept
- Moodenbaugh's paid half the Randle water lines with the church, years ago
- No septic on land
- Power pole on the street not on the land
- No assessment other than property tax
- Kay Moodenbaugh - they would like to be sell/cash out, no contract
- Property line is right about where the church sign is located
- Discussion of the driveway, 2 separate parcels which includes 2 driveways
- All information in the Purchase Agreement and Promissory Note had been agreed upon
- Completion of the paperwork by all parties involved
- \$75,000. Title insurance will be paid by the Moodenbaughs which will be adjusted out of the closing cost

On a motion made by Commissioner Kenneth Lindh and seconded by Commissioner Frank Kittock:

“To continue the process of purchasing the Moodenbaugh's Property along Hwy 12 Parcel #031754012000 for the price of \$75,000. With the Promissory Note of \$500 if the Fire Dept declines following through with the Purchase Agreement

MOTION CARRIED UNANIMOUSLY

- The 3 Commissioners agreed to give Fire Chief Jeff Jaques the authority to sign all the documents needed for this purchase of this property transaction
- Commissioner Kenneth Lindh will contact WA State DOT to make sure the driveway is assessable as planned, request the information in writing
- Fire Chief Jeff Jaques suggested after completed sale process to have a power pole installed on this new property so it will be ready for the Fire Dept to operate in emergency mode if a flood situation or any other emergency situation arises, then will not need to move operations to the Ashes location
- Commissioners asked Fire Chief Jeff Jaques to start looking at the process of new fire station building design, septic system, \$\$ and etc.
- Fire Dept will purchase this property from our funds and will have WA Local Loan to reimburse funds
- WA Local Loan
 - Phase one environmental assessment - will need to determine what Local Loan requires
 - District Secretary Penny Owens will contact Wendy K at Local Loan to follow through with our next step

NEW BUSINESS

Fire Proof Safe Cabinet – Fire Chief Jeff Jaques see attached flyer

- See if can get a better price from the Staples Advantage; District Secretary Penny Owens will call for better pricing
- Stored in Administrative Office, payroll docs, deeds, titles, just to name a few

On a motion made by Commissioner Frank Kittock and seconded by Commissioner Kenneth Lindh:

“To purchase a fire proof locking file cabinet after best pricing is determined.”

MOTION CARRIED UNANIMOUSLY

Stryker Cots – Fire Chief Jeff Jaques – see attached flyer

- This will help tremendously with the volunteers’ back and lifting into the Aid Car especially with heavier patients
- Commissioner Frank Kittock recommended the purchase of 2 Stryker Cots
 - New ambulance when complete - Probably 6 – 8 months
 - Aid 1 install soon
- Discussion of installation into both vehicle
- Discussion of the price
- Commissioners asked Fire Chief Jeff Jaques to do some research on the price
- Discuss continues next months

Ambulance New - Fire Chief Jeff Jaques

- approx \$179,000 plus the cost of the new cot
- Commissioners discussed the design and details of the new ambulance

COMMISSIONER’S COMMENTS

Doors on the 3 bays in the outside building - Commissioner Kenneth Lindh

- Estimate of \$5,000 to \$7,000
- Fire Chief Jeff Jaques looked for other options, netting, etc
- Used netting in the past, owls found their way through, didn’t work well
- Add to the unfinished business on the agenda

Metal from Fire Dept Roof - Commissioner Kenneth Lindh

- Some people have questioned him on who received the old metal from the fire station roof
- Chairman R. John Pollman said the Board agreed at the time of decisions of the roof to stack up the old metal and distribute to locals residents if asked for a few pieces
- If there is a local Randle resident who would like a few pieces of the old metal, have them contact the Fire Dept.

Complaints of Fire Chief Jeff Jaques 5th wheel - Commissioner Kenneth Lindh

- Some people have questioned him on why Fire Chief Jeff Jaques 5th wheel is parked on Fire Dept and plugged into electricity

Fire Chief Jeff Jaques:

- Stays in 5th wheel during public emergency of power outages, flood issues, severe storms, etc
- flea mart times to make sure vendors and Fire Dept vehicle remain safe and secure
- Support 14-1 is plugged-in to electricity at his home in the evening

The Commissioners agreed that Fire Chief Jeff Jaques' fifth wheel parked at the Fire Dept along with electricity use is more than reasonable for all of the above times as discussed

Fire Association Container - Commissioner Kenneth Lindh - location on Fire Dept Property

- Commissioner Kenneth Lindh suggested the container should be located out behind the annex building so it would not be so noticeable
- Storage container was placed at corner of the back parking lot because it is close to the area where the items will be used in the picnic area
- Most convenience place for the Fire Association use for the Flea Mart Breakfasts and etc
- Commissioners' discussed where it might be or any other most convenient place
- Fire Chief Jeff Jaques said he will discuss with the Commissioners beforehand if another incident like this occurs of placement of items on the property
- Chairman R. John Pollman said he values the way Fire Chief Jeff Jaques takes care and oversees the Fire Dept buildings and land

ADJOURNED

With no further business, Chairman R. John Pollman adjourned the meeting at 8:50p.m.

Next meeting will be held at the Main Station at 7:00pm on May 12, 2016.

Commissioner Frank Kittock – Position #3

Penny Owens, Recording Secretary

Chairman R. John Pollman – Position #1

Approval Date

Approved & Signed - Board Meeting 5/12/2016

Kenneth Lindh, Commissioner – Position #2