



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



February 11, 2016

CALL TO ORDER

The regular meeting of the Board of Commissioners was called to order by Chairman 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, Chairman R. John Pollman, Commissioner Kenneth Lindh, Appointed Commissioner Frank Kittock, Volunteer Jon Linder, and Recording Secretary Penny Owens

ADDITIONS/DELETIONS

none

Agenda Approval

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

“The February 2016 Agenda was approved as circulated.”

MOTION CARRIED UNANIMOUSLY

Oath of Office - Frank Kittock -

Certificate of Appointment

Signed by Chairman R. John Pollman and Commissioner Kenneth Lindh

Oath of Office - Frank Kittock

Read and Signed by Frank Kittock

Vouchers Approval

“The February 2016 Expenditures per payment Vouchers 16001001 through 160201028 for a total of \$34,019.35 were approved as circulated; inclusive of the Roof Doctor for the main station and Electric for the Kohler generator.”

On a motion made by Chairman R. John Pollman and seconded by Commissioner Frank Kittock:

MOTION CARRIED UNANIMOUSLY

“An additional February 2016 Expenditure payment Voucher 160203001 for a total of \$810.48 for the 2016 Appreciation Dinner was approved as circulated.”

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

MOTION CARRIED UNANIMOUSLY

Payroll Approval

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

“The February 2016 Payroll in the amount of \$9,623.10 (Gen \$3,849.23 & EMS \$5,773.87) was approved as circulated.”

MOTION CARRIED UNANIMOUSLY

Minutes Approval

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

“The Minutes for the Regular Meeting dated January 14, 2016 were approved as circulated.”

Commissioners’ comments: Correction page 1 paragraph 8, should be seconded by Chairman R. John Pollman not Commissioner Kenneth Lindh

MOTION CARRIED UNANIMOUSLY

SECRETARY’S REPORT

Financial report: See Attached

- Activity Report – 13th Month 2015 TOTAL \$189,795.62
 - General \$152,511.92
 - EMS \$22,283.28
 - Imprest Account \$15,000.42
- Activity Report – January 2016 TOTAL \$184,802.03
 - General \$147,947.43
 - EMS \$21,854.18
 - Imprest Account \$15,000.42
- EMS Account Receivable Billing Report – January 2016 \$32,532.98
- MVC Accounts Receivable Billing Report - January 2016 \$3,030.00
- WFCB Directory etc is on flash drive
- Public Disclosure Forms - distributed to Commissioners, can complete on line also
- Volunteer Appreciation Dinner - Scheduled for Sunday, February 28,2016, Catered, location at Randle Methodist Church fellowship room,

Correspondence:

- See attached list

CHIEF’S REPORT: See attached

- See attached

UNFINISHED BUSINESS

Roof Completion – main station - Fire Chief Jeff Jaques

- Roof is completed and looks great

Generator - 2015 - DNR Grant - Fire Chief Jeff Jaques

- Inspector signed off on the generator today
- Electric cost was higher than expected. Another bill for the last few days of electric work

Lexipol - Nicholson & Assoc. - Fire Chief Jeff Jaques

- Commissioners will attend meeting scheduled for Feb 29 at LC Fire #6 Chehalis 5pm
- Gordon Graham is involved in various training programs

Property of Interest - New Main Station Location - Fire Chief Jeff Jaques and Commissioners

- Concern: Access to property - cannot move the existing entrances; wider on the existing to 60'; cannot add addition entrance; the east side is 40'
- Hydrant is close to property lines
- \$75,000 for 5.5 acres; out of the flood zone
- Will need test soil, which the owner will provide
- Submit an offer with assurance that the soil passes test
- Purchase agreement - general feasibility study, land perk, survey of corners, soil evaluation
- Find out when surveyed, document in writing from the State of the access
- Fire Chief Jeff Jaques will work on the purchase agreement and promissory note
- Hardwood and firs in the back of the property
- Melvin A Moodenbaugh
- Promissory note Fire Chief Jeff Jaques will determine an amount
- Will reconvene this meet at 5:30pm on Feb 22 for the Commissioners' discussion and approval of the purchase agreement and promissory note

On a motion made by Chairman R. John Pollman and seconded by Commissioner Frank Kittock:

“Agreement to proceed forward with the purchase of \$75,000.00 for the attached description of 5.5 acres of land was approved as discussed providing the owner with purchase agreement and promissory note.”

MOTION CARRIED UNANIMOUSLY

NEW BUSINESS

Tacoma Public Utilities – Agreement #A3083 - Jan 2016 - Dec 2020

- After some discussion of past agreements and payments

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

“Agreement #A3083 for years inclusive of Jan. 2016 through Dec. 2020 in regard to Fire Protection and Emergency Medical Service Contract was approved as circulated.”

MOTION CARRIED UNANIMOUSLY

Propane Generator for Cispus Station - Fire Chief Jeff Jaques

- Brand new, Generac, never been ran, \$2750.
- A little problem in removing from the property High Valley, Packwood area
- New \$4400.
- Cispus station for heat, prevent plumbing from freezing, will need to lease propane tank, add chain link fence to prevent theft, transfer switch, volunteer will have easier set up time

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

“The purchase of the Generac Propane generator for the Cispus station in the amount of \$2,750, was approved as discussed.”

Commissioners' comments: a voucher will be submitted after the week of Feb 22

MOTION CARRIED UNANIMOUSLY

Hazard Mitigation Plan - Resolution #16-003 - Fire Chief Jeff Jaques

- A large book; discussion of the section involved with this area

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

“Participate in the project and approval of the Resolution #16-003 in regard to the Hazard Mitigation Plan was approved as circulated.”

MOTION CARRIED UNANIMOUSLY

New Ambulance - Fire Chief Jeff Jaques

- Remove the 1988 Aid from Cispus - surplus
- Move current Aid vehicle to Cispus
- 2003 77,000 miles primary ambulance, oil leak, needs maintenance
- \$140,000-\$150,000 for a new ambulance Braun, new load system for heavy weight patience, 4 wheel drive on a pick up chassis; for main station
- Cispus becomes isolated periodically with trees down, need better equipment at that end of the service area
- Fire Chief Jeff Jaques would like some type of commitment before he puts too much work in the research
- Could be 6 – 9 months for the entire process
- Discussion of the need to keep current vehicles in the district
- Commissioners agreed to proceed with getting quotes for this new ambulance

COMMISSIONER’S COMMENTS

- Cispus Station - this spring cleaned up and updated, do maintenance
 - See Chief’s Report for list

DNR - ½ price grant for wildland fire foam, clothing, approx. \$2000

- Commissioners approved Fire Chief Jeff Jaques to purchase foam and clothing

ADJOURNED

With no further business, Chairman R. John Pollman disassembled the meeting at 8:35p.m. to reconvene on Monday, February 22, 2016 at 5:30pm

RECONVENED MEETING CALL TO ORDER

The reconvened meeting of the Board of Commissioners was called to order by Chairman R. John Pollman on Monday, February 22, 2016 at 5:30pm 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: Fire Chief Jeff Jaques, Chairman R. John Pollman, Commissioner Kenneth Lindh, Commissioner Frank Kittock, and Recording Secretary Penny Owens

Property of Interest - Main Station - Fire Chief Jeff Jaques

- Commissioners and Fire Chief Jeff Jaques read and discussed the Purchase Agreement and Promissory Note for the purchase of property for the intend to use as main station in the future with the parcel # 031754012000 Lewis Co, WA
- 5 year loan down - with \$10,000
- Payment expenditures over the 5 years will be made with 40/60% Fire/EMS

On a motion made by Chairman R. John Pollman and seconded by Commissioner Frank Kittock:

“To approve and sign the Purchase Agreement and Promissory Note with Melvin A Moodenbaugh and Kay E Moodenbaugh for the property of the attached parcel # 031754012000 purchase price of \$75,000 with a promissory note of \$500.00.”

MOTION CARRIED UNANIMOUSLY

Pagers - Fire Chief Jeff Jaques

- approx \$430 each
- Need 3 new pagers.

Commissioners agreed for Fire Chief Jeff Jaques to purchase these new pagers

With no further business, Chairman R. John Pollman adjourned the meeting at 6:10p.m.

Next meeting will be held at the Main Station at 7:00pm on March 10, 2016.

Commissioner Frank Kittock – Position #3

Penny Owens, Recording Secretary

Chairman R. John Pollman – Position #1

Approval Date

Kenneth Lindh, Commissioner – Position #2

Approved and Signed - Board Meeting 3/10/2016