



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



October 13, 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

Commissioner Kenneth Lindh opened the meeting with the flag salute

PRESENT

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

ADDITIONS/DELETIONS

none

Agenda Approval

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

“The October 2016 Agenda was approved as circulated.”

MOTION CARRIED UNANIMOUSLY

Vouchers Approval

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

“The October 2016 Expenditures per payment Vouchers 16102001 through 1610206 for a total of \$22,529.42 were approved as circulated.”

Commissioners’ comments: Discussed insurance expense

MOTION CARRIED UNANIMOUSLY

Payroll Approval

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

“The October 2016 Payroll Voucher in the amount of \$9,539.44 (Gen \$3,815.61 & EMS \$5,723.83) was approved as circulated.”

MOTION CARRIED UNANIMOUSLY

Minutes Approval

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

“The Minutes for the Regular Meeting dated September 8, 2016 were approved as circulated.”

MOTION CARRIED UNANIMOUSLY

SECRETARY’S REPORT

Financial report: See Attached

- Activity Report – September 2016 TOTAL \$203,341.82
 - General \$174,526.36
 - EMS \$18,817.19
 - Columbia Bank Imprest Acct \$9,998.27
- EMS Account Receivable Billing Report – September 2016 \$39,872.59
- MVC Accounts Receivable Billing Report - September 2016 \$2,480.00

Correspondence: See attached list

CHIEF’S REPORT: See attached

- Cispus - looking at contractor for sheetrock - waiting for bid, minimal amount
- Cispus - Generator - security options being discussed; possibly camera
- Removing the computer base systems from the attic to Jeff’s old office, racks; the battery backup system need to replaced

UNFINISHED BUSINESS

Ferno Power Cots & Power Chair – Fire Chief Jeff Jaques

- The second cot was installed today. The first one used 4 times, works well
- Commissioners will see the power cot demonstrated after this meeting

Doors in Days in Fenced Area – Fire Chief Jeff Jaques & Commissioner Kenneth Lindh

- Fire Chief Jeff Jaques got a bid from Bill Low estimate \$8,831.43 + tax; Bloomstrom estimate \$8,559.83 + tax
- Fire Chief Jeff Jaques suggested delay the installation until spring; Commissioners agreed
- Commissioner Kenneth Lindh suggested getting the gravel now to start level out, Commissioners agreed

Light Replacement – Fire Chief Jeff Jaques – LC PUD

- Most lighting in main station are installed
- Still need to install Annex and the Cispus
- Fire Chief Jeff Jaques will take the scrap metal to the dump
- Surplus LED bulbs that will not fit in these new ballast

NEW BUSINESS

WFCA Trusteed Health Insurance upgrade – Fire Chief Jeff Jaques

- Fire Chief Jeff Jaques suggested PPO 100 plan which is approx. \$200 less than Jeff and family since his daughter is no longer eligible to be on parents plan

On a motion made by Commissioner Frank Kittock and seconded by Chairman R. John Pollman: “Fire Chief Jeff Jaques request for PPO 100 plan of the WFCA Trusteed Health Plan was approved as circulated.”

MOTION CARRIED UNANIMOUSLY

Lucas 2 – Fire Chief Jeff Jaques

- LUCAS™2 - Automatic CPR equipment, keeps pulse at the consistent rate
- Now electrically powered, the life-saving medical device offers the most compact, lightweight and portable solution to maintain circulation in cardiac arrest patients
- Total cost approximately \$15,000. Plus tax

- Randle Fire Assoc. has money they want to contribute about 1/3 of the cost (\$5,000)
- Chairman R. John Pollman mentioned he seen the equipment working, very amazing
- Chairman R. John Pollman asked Fire Chief Jeff Jaques to get a quote on the Lucas 2
- After more discussion, the Commissioners made the decision to purchase the Lucas 2

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

“Approved Fire Chief Jeff Jaques to purchase the LUCAS™2 - Automatic CPR equipment for approximately \$15,000 plus tax as discussed.”

MOTION CARRIED UNANIMOUSLY

Vacation & Sick Leave Benefits – District Secretary Penny Owens

- See attached proposal sheet with comparison with other fire districts
- Discussion among the Commissioners and District Secretary Penny Owens

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

“Commissioners agreed to add sick leave to District Secretary Penny Owens benefits in the amount of 6 hours a month (72 hours annual); along with increase of vacation pay from 1 week to 3 weeks a year given each year on January 1. With request that vacation time to be taken when it will least interfere with the work of the District such as monthly board meetings. Both the 6 hour sick leave and 3 weeks’ vacation shall take effect immediately.”

MOTION CARRIED UNANIMOUSLY

COMMISSIONER’S COMMENTS

DOT – Driveway Access - Commissioner Kenneth Lindh has called the DOT for driveway access they have not returned his phone calls

Building Committee – Fire Chief Jeff Jaques work on a committee for fire station, layout of where to put buildings, roads etc

LED Lamps - Commissioner Kenneth Lindh discussed LED lights for outside area further perimeter of the property

ADJOURNED

With no further business, Chairman R. John Pollman adjourned the meeting at 7:56p.m.

Next meeting will be held at the Main Station at 7:00pm on November 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 & Signed - Board Meeting 11.10.2016