



**LEWIS COUNTY FIRE PROTECTION DISTRICT NO #14  
BOARD OF COMMISSIONERS  
REGULAR MEETING  
December 14, 2017**



**CALL TO ORDER**

The regular meeting of the Board of Commissioners was called to order by Chairman R. John Pollman at 5:30pm at the Main Station located at 9978 U.S. Hiway 12, Randle, WA. 98377

**FLAG SALUTE**

Chairman R. John Pollman opened the meeting with the flag salute

**PRESENT**

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

**ADDITIONS/DELETIONS**

New Business: Salary increase for Fire Chief Jeff Jaques and District Secretary Penny Owens

**Agenda Approval**

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

“The December 2017 Agenda was approved as circulated.”

MOTION CARRIED UNANIMOUSLY

**Vouchers Approval**

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

“The December 2017 Expenditures per payment Vouchers 1712001 through 1712024 for a total of \$14,378.67 were approved as circulated.”

MOTION CARRIED UNANIMOUSLY

**Payroll Approval**

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

“The December 2017 Payroll Voucher in the amount of \$9,512.48 (Gen \$3,805.02 & EMS \$5,707.46) was approved as circulated.”

MOTION CARRIED UNANIMOUSLY

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

“The Vacation Buy Out - Jaques 2017 Voucher in the amount of \$1,143.14 (Gen \$457.26 & EMS \$685.88) was approved as circulated.”

Commissioners’ comments: verified Vacation Buy Out is in Fire Chief Jeff Jaques Chef Contract

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 November 9, 2017 were approved as circulated.”

MOTION CARRIED UNANIMOUSLY

**SECRETARY’S REPORT**

**Financial report:** See Attached

- **Activity Report – November 2017**      TOTAL    \$297,885.66
  - General \$271,476.39
  - EMS \$16,384.71
  - Columbia Bank Imprest Acct \$10,024.56
- **EMS Account Receivable Billing Report – November 2017**    \$28,799.67

- **MVC Accounts Receivable Billing Report - November 2017** \$615.00
- **Systems Design - Monthly Charges** - Chairman R. John Pollman asked a few months back for this info - some discussion

**Correspondence:** See attached list

- WA State Auditors – outline of finance check / claim accountability

**CHIEF’S REPORT:** See attached

- Discussion of chimney fires and process of extinguishment
- Discussion of 4 of our volunteers attending EMT class
- Corrected copy of Nov Report
- Gear Racks - Fire Chief Jeff Jaques - need additional racks, approx \$1,500 for additional gear racks, trying to find the style as currently have
  - Commissioners agreed for Fire Chief Jeff Jaques to purchase additional racks for the bays and new volunteers

## **UNFINISHED BUSINESS**

**DOT Driveway Access - Commissioner Kenneth Lindh & Fire Chief Jeff Jaques**

- Ken verified it is approved for 2 access approaches
- 4 month time frame from permit to completion
- Bids and specs for the access
- John suggested moving forward
- Will call a special meeting for all 3 commissioners to meet, January will be best time
- Discussed the need to lawn mower and the best, Husqvarna and Toro
- Clean up the properly

**Cispus Station – Generator - Fire Chief Jeff Jaques**

- Will be installing generator and security cameras

**Lexipol – Guideline and Policy – Fire Chief Jeff Jaques – approval list**

- Nothing new to approve

**GEMT – Medicaid Supplement – Participation Agreement – Fire Chief Jeff Jaques**

- 6.2.2016 – 6.30.2016 Participation Agreement
- 7.1.2016 – 6.30.2017 Participation Agreement
- 7.1.2017 – 6.30.2018 Participation
- Commissioners agreed to authorize Fire Chief Jeff Jaques to have the authorization to sign all documents through the GEMT process
- Feasibility Study with consultant from PCG – request submitted
- Annual Cost Report - Approximately \$7,500 for PCG to complete the 1 year study

**1988 GMC Engine – Central Pierce Fire & EMS - Surplus – Fire Chief Jeff Jaques**

- Fire Chief Jeff Jaques still has not heard anything
- Gig Harbor Fire plans to surplus an ambulance, Fire Chief Jeff Jaques will watch list

**Jackets – purchases – volunteers and staff – Fire Chief Jeff Jaques**

- Nice jackets, everyone received, and appreciate the jackets

## **NEW BUSINESS**

**Oath of Office - Frank Kittock**

- Frank read his Oath of Office and documents were signed by Commissioner Frank Kittock, Chairman R. John Pollman, and District Secretary Penny Owens
- Copies will be made for Frank and personnel files, original mail to Lewis County Records

**Finance -Resolution #2017-006**

- Pay warrants/checks on sight with voucher reimbursement to LC - District Secretary Penny Owens
- WA State Auditor - guidelines for entity issuing own checks

- Some discussion of the changes Lewis County is making in regard to financial process
- Issuing our own checks and mail which will be a lot less time and process
- Eliminate late fees to vendors
- Eliminate additional postage of LC mailing checks to us and then we mail out to the vendor
- Continue the “Two signatures” needed per check –
- Lewis County Treasurer voucher with 2 Commissioners signature for reimbursement to this Imprest Account
- Up to \$70,000 will be transferred from Lewis County Treasurer to this Imprest Account for monthly claims
- After a few months, will determine if this amount needs to be adjusted, possibly decreased

On a motion made by Chairman R. John Pollman and seconded by Commissioner Frank Kittock: “Resolution #2017-006 to increase the Imprest Account for purpose of payment for all claims was approved as discussed and with guidelines as mentioned above; this resolution is updated from Resolution #003-2015.

MOTION CARRIED UNANIMOUSLY

**Salary increase – for Fire Chief Jeff Jaques and District Secretary Penny Owens**

- Commissioners discuss current salaries
- Fire Chief Jeff Jaques suggested of 5% since is has been 4 – 5 years since last increase
- Penny last salary increase - 3/2014
- Jeff’s last salary increase 2013

On a motion made by Chairman R. John Pollman and seconded by Commissioner Frank Kittock: “To increase salaries at 5% for both Fire Chief Jeff Jaques and District Secretary Penny Owens as discussed, start with January 2018 payroll.”

MOTION CARRIED UNANIMOUSLY

**COMMISSIONER’S COMMENTS**

**Sheriff Substation –**

- Possibly move from Packwood location to the Randle/Glenoma area

**Silverbrook Rd - road improvement**

- Discussion of road improvement on Silverbrook Rd

**CONCLUSION OF THE MEETING**

With no further business, Chairman R. John Pollman closed the meeting at 6:39p.m.

Next meeting will be held at the Main Station at 5:30 pm on January 11, 2018.

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Commissioner Frank Kittock – Position #3

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Penny Owens, Recording Secretary

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Chairman R. John Pollman – Position #1

\_\_\_\_\_  
Approval Date

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Kenneth Lindh, Commissioner – Position #2

**Approved & Signed - Board Meeting 1.11.2018**