



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



January 11, 2018

CALL TO ORDER

The regular meeting of the Board of Commissioners was called to order by Chairman R. John Pollman at 5:32pm at the Annex Building located at 9974 U.S. Hiway 12, Randle, WA. 98377

FLAG SALUTE

No US flag available in the Annex building

PRESENT

Present: Commissioner Frank Kittock, Commissioner Kenneth Lindh, Fire Chief Jeff Jaques, Chairman R. John Pollman, Volunteer William Whitnell, ESO Account Assistant Susanna Dugo-Nicholson & Assoc., Certified Insurance Counselor Karen Miltenberger – Nicholson & Assoc., and Recording Secretary Penny Owens

ADDITIONS/DELETIONS

none

Agenda Approval

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

“The January 2018 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 13th Month 2017 Expenditures per payment Vouchers 17123101 through 17123119 for a total of \$9,144.54 were approved as circulated.”

MOTION CARRIED UNANIMOUSLY

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

“The January 2018 Expenditures per payment Vouchers 1801011 through 1801025 for a total of \$10,149.37 were approved as circulated.”

Comments: Penny stated this is the new financial process, started Jan 2018. Expenditures Transmittal for checks written from the Imprest Account and reimbursement voucher to replenish the Imprest Account

MOTION CARRIED UNANIMOUSLY

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

“The January 2018 Reimbursement Expenditure Voucher to the Imprest Account for a total of \$10,149.37 was approved as circulated.”

MOTION CARRIED UNANIMOUSLY

Payroll Approval

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

“The January 2018 Payroll Voucher in the amount of \$9,931.37 (Gen \$3,972.55 & EMS \$5,958.82), along with the 4th Quarter L & I in the amount \$219.74 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 December 14, 2017 were approved as circulated.”

MOTION CARRIED UNANIMOUSLY

SECRETARY’S REPORT

Financial report: See Attached

- **Activity Report – December 2018 TOTAL** \$280,567.85
 - General \$264,305.46
 - EMS \$6,237.83
 - Columbia Bank Imprest Acct \$10,024.56
- **EMS Account Receivable Billing Report – January 2017** \$29,931.50
- **MVC Accounts Receivable Billing Report - January 2017** \$615.00
- **LC Fire Commissioner Assoc.** - meeting now quarterly – start in February
- **13th month Financials** - District Secretary Penny Owens
 - Penny suggested eliminating the 13th month starting in 2018
 - This will make less stress and financial paperwork with invoices/check process simultaneously processed for 13th month and January
 - After some discussion, the Commissioners agreed to eliminate the 13th month starting in 2018 which will make January’s financial process simpler

Correspondence: See attached list

CHIEF’S REPORT: See attached

- All 4 volunteer passed the EMT class, next step is the state registry test
- Discussed the above average number of calls for this time of year
- Sheetrock secretary’s office to repair the roof leak damage from a few years ago

UNFINISHED BUSINESS

DOT – Driveway Access – new property – Fire Chief Jeff Jaques

- Chief and Commissioners will plan a date
- Will set a date at the February Board Meeting

Cispus Station – Generator and Sheetrock - Fire Chief Jeff Jaques

- Waiting for better weather for the sheetrock

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

- Nothing new to approve

GEMT - Medicaid Supplement - Feasibility Study - Fire Chief Jeff Jaques

- Jeff distributed a feasibility study– Public Consulting Group (PCG)
- Discussed of the cost for each fiscal year
- Cost report for 2017 if manage care is included
- Jeff suggested have PCG process the cost report for 2017 \$5000, then we can update annually, a 1 time expense

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

- “For the District to Contract with the consulting firm Public Consulting Group (PCG) for the cost report for 2017, this is due March 31, 2018.”

MOTION CARRIED UNANIMOUSLY

NEW BUSINESS

New Ambulance – Commissioner Frank Kittock

AID 14-1 2003 Ambulance, used the most

- Discussed the power loss of the main ambulance
- Issues for quite a while, lack of power, shift problems
- What is the ambulance like, the condition
- Recently had new fuel pump and filter
- Possibly needs engine transmission replacement, leaks oil
- Van Cleve Ford - Jeff has scheduled appointment certified mechanic
- Commissioners agreed to have this ambulance fixed ASAP

Nicholson & Assoc – Additional Coverage - Chairman R. John Pollman

ESO Account Assistant Susanna Dugo-Nicholson & Assoc., Certified Insurance Counselor
Karen Miltenberger – Nicholson & Assoc.

- **Karen – additional information renewal for new year’s policy**
- **Group Life quote** - Add 6 paid individual to our group term; Tenino, Grand Mound, and Dakota districts. These would be added to this district’s group rate; Commissioners’ agreed, would be part to the SW WA Risk Management group
 - Discuss between Karen and the Commissioners
- **Umbrella Liability Quote** – group rate
 - Karen will have the quote in a few weeks
 - Karen distributed a sample Liability Limits – discussed the “pool” – for claims & defense
- Karen and Susanna left the meeting at 6:40pm

COMMISSIONER’S COMMENTS

No additional discussions

CONCLUSION OF THE MEETING

With no further business, Chairman R. John Pollman closed the meeting at 6:54p.m.

Next meeting will be held at the Main Station at 5:30 pm on February 8, 2018.

Commissioner Frank Kittock – Position #3

Penny Owens, Recording Secretary

Chairman R. John Pollman – Position #1

Approval Date

Kenneth Lindh, Commissioner – Position #2

Approved & Signed - 2.8.2018