



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



**March 8, 2018**

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

**ADDITIONS/DELETIONS**

New Business: LC Technology Services - Approval & Signatures – Fire Chief Jeff Jaques

**Agenda Approval**

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

“The March 2018 Agenda was approved as circulated.”

MOTION CARRIED UNANIMOUSLY

**District Secretary Explanation: District Secretary Penny Owens**

- \$40,000 (\$20,000 each GEN and EMS) over statement on the Jan 2018 Financial Report
- Strike out the EMS reimbursement of Claim/expenditure and Payroll - not enough revenue in EMS at LC Treasurer

**Expenditure of Checks and Reimbursement Voucher to Imprest Account Approval**

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

“The March 2018 Expenditures per check # 5171 through 515201 for a total of \$8,950.15 (GEN \$3,620.83 – EMS \$5,329.32) and Reimbursement Voucher to Imprest Account for a total of \$3,620.83 (only GEN not enough revenue in EMS at LC Treasurer) were approved as circulated.”

Commissioners’ comments: King County Finance-EMS online training

MOTION CARRIED UNANIMOUSLY

**Payroll Approval**

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

“The March 2018 Payroll Voucher in the amount of \$9,988.24 (Gen \$3,995.32 & EMS \$5,992.92), and Reimbursement Voucher to Imprest Account for a total of \$3,995.32 (only GEN not enough revenue in EMS at LC Treasurer) were approved as circulated.”

MOTION CARRIED UNANIMOUSLY

**Minutes Approval**

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

“The Minutes for the Regular Meeting dated February 8, 2018 were approved as circulated.”

MOTION CARRIED UNANIMOUSLY

**SECRETARY’S REPORT**

**Financial report:** See Attached

- **Activity Report – February 2018 TOTAL** \$250,694.53
  - General \$209,238.17
  - EMS \$3,249.36
  - Columbia Bank Imprest Acct \$38,207.00
- **EMS Account Receivable Billing Report – February 2018** \$21,721.09
- **MVC Accounts Receivable Billing Report - February 2018** \$615.00

**Correspondence:** See attached list

- Risk Management Class – Chelan RSVP June 1 10-4pm
- WFOA Saturday Seminars April 7, Ocean Shores – 8-4pm; June 2 – Chelan, 7:30-4pm

**CHIEF’S REPORT:** See attached

- Discussion to show great appreciation of the 4 EMTs completion of the class and state registry
- Spring time - Volunteer Appreciation BBQ
- Battery failed on cot, new battery installed, Ferno warranty covered, plus purchased additional battery for back up
- Chief discussed Support vehicle VO31 2006 Ford

### **UNFINISHED BUSINESS**

**DOT – Driveway Access – Fire Chief Jeff Jaques – Commissioner Kenneth Lindh**

- Discussion and approval with DOT to use gravel for approaches until the full pavement driveway-parking lot is complete
- Meet on Monday March 12, at 4pm at new property,
- Discussion of the gravel, cable driveway, gate, road, approaches, culverts
- Discussion of construction engineer and new building

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

- Storage unit, 20 footer, generator and part for storage, \$2,600 + \$200 delivery
- Discussion of what material to sit container on, treated timber
- Commissioners agreed for Fire Chief Jeff Jaques to move forward in the purchase
- Sheetrock is complete

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

- Nothing new

**GEMT - Medicaid Supplement**

- In the process with Public Consulting Group (PCG)

**Nicholson & Assoc – additional Liability - Risk Management - out for quote**

- No information from Nicholson & Assoc.

### **NEW BUSINESS**

**LC Emergency Serviced – Interlocal Agreement – Approval & signatures – Fire Chief Jeff Jaques**

- Jeff discussed the addition and changes of the Interlocal agreement

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

“Commissioners agreed to adopted the new ILA for Emergency Management dated Jan.1, 2019 – Dec 31, 2019”

MOTION CARRIED UNANIMOUSLY

**Computer purchase – Fire Chief Jeff Jaques**

- Need 1 new computer for vehicle, discussion of the computers/vehicles; new \$1500
- an additional computer for day room for training for volunteer, \$400

- Commissioners agreed for Fire Chief Jeff Jaques to purchase these 2 computers

**LC Technology Services - Approval & signatures – Fire Chief Jeff Jaques**

- Fire Chief Jeff Jaques discussed the agreement

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

“Commissioners agreed to approve the new Technology Interlocal agreement for 2018”

MOTION CARRIED UNANIMOUSLY

**COMMISSIONER’S COMMENTS**

**Commissioner Frank Kittock asked Fire Chief Jeff Jaques about mileage reimbursement for Jeff on personal vehicle since the support vehicle broke down in town yesterday**

- After already spending \$1,500 on this vehicle in the last few months
- New vehicle needed for the near future
- Ford Expedition or Chevy Tahoe - WA State bid, approx \$50,000 with lights and sirens
- the large SUV will be better for training transportation, and equipment needed in the vehicle
- Keep the older vehicle for situation in the area and local traveling
- Check on bid closing dates, continued discussion during later meeting

**This meeting will adjourn until Monday, March 12, 2018 at 4 pm**, closed the meeting at 6:45p.m.

The meeting reconvened at 4:00pm March 12, 2018

**Attended:** by Fire Chief Jeff Jaques, Chairman R. John Pollman, Commissioner Frank Kittock, and Commissioner Kenneth Lindh

- Commissioners and Fire Chief Jeff Jaques walked through the new property and discussed steps and processes of preparation for the driveway approaches along with the site location of the fire station to be built in the future
- Fire Chief Jeff Jaques will price new heavy industrial duty mower, ready to purchase
- Will also plan a trip to see various new fire stations in Lewis County area for design ideas
- Commissioner Kenneth Lindh will possibly borrow equipment to clear the scotch broom
- DNR Phase 1 Grant – Wildland Equipment – Commissioner agreed for Fire Chief Jeff Jaques to spend up to \$2,500

This meeting closed at 5:00pm.

Next regular meeting will be held at the Main Station at 5:30 pm on April 12, 2018.

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Chairman R. John Pollman – Position #1

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Penny O'Connell Recording Secretary

**Approved & Signed - Board Mtg 4.12.2018**

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Commissioner Kenneth Lindh - Position #2

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Approval Date

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Commissioner Frank Kittock – Position #3