



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



**May 10, 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: Commissioner Kenneth Lindh, Chairman R. John Pollman, Commissioner Frank Kittock, and Recording Secretary Penny Owens note Fire Chief Jeff Jaques had doctor appt

**ADDITIONS/DELETIONS**

**Agenda Approval**

On a motion made by Commissioner Frank Kittock and seconded by Chairman R. John Pollman: "The May 2018 Agenda was approved as circulated."

MOTION CARRIED UNANIMOUSLY

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

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

"The May 2018 Expenditures per check # 5238 through 5263 for a total of \$4,577.71 (GEN \$2,030.87 – EMS \$2,546.84) and Reimbursement Voucher to Imprest Account for a total of \$4,577.71 were approved as circulated."

Commissioners' comments: LC PUD, Light Bars, Stanley Oil

MOTION CARRIED UNANIMOUSLY

**Payroll Approval**

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

"The May 2018 Payroll Voucher in the amount of \$10,069.87 (Gen \$4,027.95 & EMS \$6,041.92), and Reimbursement Voucher to Imprest Account for a total of \$10,069.87 were approved as circulated."

MOTION CARRIED UNANIMOUSLY

**Minutes Approval**

On a motion made by Chairman R. John Pollman and seconded by Commissioner Frank Kittock: "The Minutes for the Regular Meeting dated April 12, 2018 were approved as circulated."

MOTION CARRIED UNANIMOUSLY

**SECRETARY'S REPORT**

**Financial report:** See Attached

- **Activity Report – April 2018 TOTAL** \$296,597.14
  - General \$246,105.29
  - EMS \$23,656.44
  - Columbia Bank Imprest Acct \$26,835.41
- **EMS Account Receivable Billing Report – April 2018** \$18,029.99
- **MVC Accounts Receivable Billing Report - April 2018** \$615.00
- WFCFA 70<sup>th</sup> Annual conference – Yakima Convention Center – Oct 25 – 27
- LC Fire Commissioners' Assoc - Monday, May 21 – 6:30pm Toledo Baptist Church
- 2017 Annual Report Certification – submitted 4/26/18

**Correspondence:** See attached list

- Risk management – Liability insurance discussed at the Sept mandatory Mtg, Centralia

**CHIEF’S REPORT:** See attached

- Commissioners discussed

**UNFINISHED BUSINESS**

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

- **DOT Driveway Access**
  - Access will be going out to bid, Fire Chief Jeff Jaques would process these
  - Discussion of getting the access and approaches along with power set up
  - Move forward – Commissioners agreed
  - Fire Chief Jeff Jaques would be the one to send out for bid
- Clear scotch Broom and brush - Commissioner Kenneth Lindh

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

- Nothing new

**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**

- Risk management – Liability insurance discussed at the Sept mandatory Mtg, Centralia

**SUV – Support Vehicle for Fire Chief**

- In the process with Public Consulting Group (PCG)

**Well Tanks – Fire Chief Jeff Jaques - out for quote**

- Nothing new, Fire Chief Jeff Jaques not in attendance at this meeting

**NEW BUSINESS**

**Waiver Authorization – DOS 4.24.2017 – Balance \$100.63 - District Secretary Penny Owens**

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

“Waive the balance on patient from DOS 7.24.2017”

MOTION CARRIED UNANIMOUSLY

**2 additional days a month (Mondays) – District Secretary Penny Owens**

Discussion of Penny needing more time for added duties of payroll, claims, checks and etc

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

“Commissioners agreed for District Secretary Penny Owens to add 2 additional days per month to her current hours per the additional duties through the lasts few years, salary will be adjusted”

MOTION CARRIED UNANIMOUSLY

**COMMISSIONER’S COMMENTS**

**Commissioner -** No commissioners’ discussion

**CLOSURE OF THIS MEETING**

With no further business to discuss, Chairman R. John Pollman closed the meeting at 6:05pm.

Next regular meeting will be held at the Main Station at 5:30 pm on Wednesday, June 13, 2018.

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Chairman R. John Pollman – Position #1

\_\_\_\_\_  
Penny Owens, Recording Secretary

\_\_\_\_\_  
Commissioner Kenneth Lindh - Position #2

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

\_\_\_\_\_  
Commissioner Frank Kittock – Position #3

**Approved & Signed - 6.13.2018**