



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



November 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:

Agenda Approval

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

“The November 2018 Agenda was approved as circulated.”

MOTION CARRIED UNANIMOUSLY

Expenditure and Reimbursement Voucher to Imprest Account Approval

2018 Volunteer Points & Mileage

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

“The 2018 Volunteer Points & Mileage Expenditures per check # 5402 through 5425 for a total of \$8,291.98 (GEN \$2,972.98 – EMS \$5,319.00) and Reimbursement Voucher to Imprest Account for a total of \$9,438.02) were approved as circulated.”

MOTION CARRIED UNANIMOUSLY

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

2018 November Expenditures

“The November 2018 Expenditures per check # 5401, 5426 through 5451 for a total of \$23,457.18 (GEN \$15,747.99– EMS \$7,709.19 and Reimbursement Voucher to Imprest Account for a total of \$23,457.18 were approved as circulated.”

MOTION CARRIED UNANIMOUSLY

Payroll Approval

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

“The November 2018 Payroll Voucher in the amount of \$10,366.01 (Gen \$4,146.42 & EMS \$6,219.59), for Reimbursement to Imprest Account were 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 October 4, 2018 were approved as circulated.”

MOTION CARRIED UNANIMOUSLY SECRETARY’S REPORT

Financial report: See Attached

- **Activity Report – October 2018** TOTAL \$349,485.21
 - General \$300,572.06
 - EMS \$23,688.58
 - Columbia Bank Imprest Acct \$25,224.57
- **EMS Account Receivable Billing Report – November 2018** \$49,355.88
- **MVC Accounts Receivable Billing Report - November 2018** \$615.00
- **Paid Family Leave** – discussed this starting in 2019
- **Trusteed Plan** – need Commissioners signature – Chairman R. John Pollman signed

Correspondence: See attached list

- Rate Changes for LC Communications 911 Dispatch

CHIEF’S REPORT: See attached

- Very busy month, mostly medical calls
- Fire training at Fire #3, Fire Chief Jeff Jaques mentioned our district will help with repairs of the burn trailer
- Annex – new roof and gutter
- T-Com Dispatch - discussion of dispatch with Lewis County
- Bedroom for on duty personal during emergency situations – set up in the current medical supply room
- Duty officer - switching vehicles with foam tank for vehicle for duty officer
- Move medical supplies to room in bay- will frame in with locking door, Purchase a Storage bin to better organize medical supplies, inventory better, Fire Chief Jeff Jaques showed info sheet bin for storage of medical supplies, \$1,700.

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

“Fire Chief Jeff Jaques to purchase the storage bin for the new medical storage area in the bay area for approximately \$1,700.”

MOTION CARRIED UNANIMOUSLY

UNFINISHED BUSINESS

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

- Nothing new

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

- Nothing new; remove from this list, Jeff covers in the Chief’s Report

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

- Nothing new

GEMT - Medicaid Supplement

- Renew by Nov 30

SUV – support vehicle Fire Chief Jeff Jaques

- Fire Chief Jeff Jaques priced SUV and 4 door diesel pickup with canopy and slideout tray option-\$56,000
- Discussion, table for next months

Ambulance – Fire Chief Jeff Jaques - packet in binders

- Braun, had hold on 2018 chassis, but not longer available, the chassis for 2019 dodge will be available by third quarter of 2019; completed mid 2020; turning radius 25 ft
- Ford will be completed by end of summer of 2019; F450; turning radius 25.2 ft
- If change from dodge to ford, will not be able to tag onto Wahkiakum’s bid specs
- If wait too long, the price will increase
- Jeff is leaning toward the Ford; a little more, \$208,300 plus tax, ford chassis \$2,100 increase

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

“To purchase the Braun – Ford chassis Ambulance as discussed and information packet with \$2,100 increase for Ford chassis total approximately of \$208,300. plus tax; with use of Local Loan Program and approximately \$20,000 down.”

Open Government Meeting Training – District Secretary Penny Owens

- Commissioner Frank Kittock completed

EMS Levy – expires end of 2019 Resolution and Ballot – need signature on Resolution 01-2018

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

“The EMS Levy Resolution # 01-2018 and Ballot approved as to form by Joe Quinn, Attorney, LC PA, and Dianne Dorey, Assessor were approved as circulated.”

MOTION CARRIED UNANIMOUSLY

Grant Write – Fire Chief Jeff Jaques

- Nothing new

Appreciation Dinner – Date, Place, caterer, menu

- In process

NEW BUSINESS

2019 Budget - GEN and EMS – Levy Certification, Resolution 02-2018 & 3-2018

Discussions:

- **Estimate for remaining months of 2018 and proposal for 2019**
- **Levy Certifications - Commissioners agreed to the Levy Certifications for GEN and EMS; District Secretary Penny Owens signed**
- **Resolutions**

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

“Resolution 02-2018 GEN to Dept of Revenue and 03-2018 EMS to Dept of Revenue were approved and signed”

MOTION CARRIED UNANIMOUSLY

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

“The 2019 Budget for GEN and EMS were approved as circulated.”

MOTION CARRIED UNANIMOUSLY

COMMISSIONER’S COMMENTS

District Secretary Penny Owens mentioned the December monthly Board meeting might have a change of date with her being gone for her daughter’s baby birth.

CLOSURE OF THIS MEETING

With no further business to discuss, Chairman R. John Pollman closed the meeting at 6:00pm.

Next regular meeting will be held at the Main Station at 6:45pm on December 13, 2018.

Chairman R. John Pollman – Position #1

Penny Owens, Recording Secretary

Commissioner Kenneth Lindh – Position #2

Approved Date

Commissioner Frank Kittock – Position #3

Approved & Signed - 12.13.18