



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



October 4, 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

Fire Chief Jeff Jaques opened the meeting with the flag salute

PRESENT

Present: Fire Chief Jeff Jaques, Commissioner Kenneth Lindh, Chairman R. John Pollman, Commissioner Frank Kittock, community member Vicky Smith-Harper, 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 October 2018 Agenda was approved as circulated.”

MOTION CARRIED UNANIMOUSLY

Expenditure and Reimbursement Voucher to Imprest Account Approval

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

“The October 2018 Expenditures per check # 5380 through 5400 for a total of \$24,800.45 (GEN \$11,076.26 – EMS \$13,724.19) with void ck#5386 and Reimbursement Voucher to Imprest Account for a total of \$24/800.45 were approved as circulated.”

Commissioners’ comments: King County Finance-EMS online training

MOTION CARRIED UNANIMOUSLY

Payroll Approval

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

“The October 2018 Payroll Voucher in the amount of \$11,897.71 (Gen \$4,758.76 & EMS \$7,138.95), for Reimbursement to Imprest Account were approved as circulated.”

MOTION CARRIED UNANIMOUSLY

Minutes Approval

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

“The Minutes for the Regular Meeting dated September 9, 2018 were approved as circulated.”

MOTION CARRIED UNANIMOUSLY

SECRETARY’S REPORT

Financial report: See Attached - does not include LC Treasurer reports for July, August, September

- **Activity Report – September 2018 TOTAL \$291,999.57**
 - General \$252,654.60 + LC PUD Fire Service revenue history
 - EMS \$12,520.91
 - Columbia Bank Imprest Acct \$26,824.06
- **EMS Account Receivable Billing Report – September 2018 \$39,188.87**

- **MVC Accounts Receivable Billing Report - September 2018** \$615.00
- **LC PUD Fire Protection Revenue** – Fire Chief Jeff Jaques stated covers– park, dam and PUD buildings in the Fire District

Correspondence: See attached list

- Central Pierce Fire & Rescue – reimburse agencies brought GEMT to WA - \$451.15
- Commissioners agreed to pay

CHIEF’S REPORT: See attached

- Support vehicle – electrical issues
- Still need to send out invoice and letter for the individual that did not complete the EMS class requirements
- Contacted roof doctor to determine job date for the annex building 4-6 weeks

UNFINISHED BUSINESS

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

- **DOT Driveway Access**
 - Nothing new

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

- Cispus station broken into, someone broke the door, partially fixed, will change the door frame out, nothing missing,
- Vehicle – does not run, will be towed to remove from the Cispus station, then returned to the state
- Discussion of Jeff fixing the door and adding cameras etc

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

- Nothing new

GEMT - Medicaid Supplement

- EMS Account Receivable Report shows the amount of GEMT revenue received
- Should receive the previous years reimbursement by the end of Nov 2018

SUV – Support vehicle – Fire Chief Jeff Jaques

- Jeff is still trying to determine a SUV, crew cab, F250 canopy and large pull out tray for storage, possibly a dodge, Jeff hasn’t checked on the state bid as of yet

Ambulance – new – Fire Chief Jeff Jaques

- Jeff has the numbers, several people made trip to the factory, don’t have the 2019 available until November 9th (180 days to delivery on the chassis size 4500), approximate price \$206,700 plus tax. Complete ambulance from 9 month to a year
- Wahkiakum Fire District already has bid. Jeff will check on their bid

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

“Agreed for Fire Chief Jeff Jaques to purchase a Braun Ambulance with Dodge/Cummings chassis with the approximate price of \$206,700 plus tax with the option of Wahkiakum Fire District bid if possible as discussed.”

MOTION CARRIED UNANIMOUSLY

Open Government meeting Training -

- Neither Commissioners completed

EMS Levy – expired end of 2019 Commissioners agreed to be on ballot Feb 2019

- Check out cost of the election if only district on ballot
- Check out the other district to see when they will be on ballot
- Commissioners agreed to move forward with resolution and document have our EMS Levy on the February 2019 ballot

Commissioners Retirement – PERS information – District Secretary Penny Owens

- Dept of Retirement will be sending forms for the commissioners to complete
- John and Frank can buy their back served years
- Need min of 90 hours/month
- Might be beneficial for Ken since he is currently a PERS 2 with Lewis County

NEW BUSINESS

Grant Writer – Fire Chief Jeff Jaques

- Mossyrock received Assistance Firefighters Grant, used a grant writer from Leavenworth
- Grant period just opened until end of November
- Jeff checked her website, and seems impressed on her skills with grant writing and approval
- Approximately \$5,000 fee for grant writer

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

“Commissioners agreed for Fire Chief Jeff Jaques to contact this grant writer and hire her to complete the Assistance to Firefighter grant for our fire district was approved as discussed.”

MOTION CARRIED UNANIMOUSLY

Appreciation Dinner – Fire Chief Jeff Jaques

- Date will be determined by the volunteers
- The Fire Hall is a great location
- Will contact a few people for catering

COMMISSIONER’S COMMENTS

- No additional comments

Community –

- No comments

CLOSURE OF THIS MEETING

With no further business to discuss, Chairman R. John Pollman closed the meeting at 6:29pm.

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

Chairman R. John Pollman – Position #1

Penny Owens, Recording Secretary

Commissioner Kenneth Lindh - Position #2

Approval Date

Commissioner Frank Kittock – Position #3

Approved & Signed - 11.08.2018