



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



**November 7, 2019**

**CALL TO ORDER**

The regular meeting of the Board of Commissioners was called to order by Commissioner Kenneth Lindh at 5:33pm 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, Commissioner Frank Kittock, 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 November 2019 Agenda was approved as circulated.”

MOTION CARRIED UNANIMOUSLY

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

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

“The November 2019 Expenditures per check # 5780 through 5810 for a total of \$16,109.80 (GEN \$6,124.81 – EMS \$9,984.99) and Reimbursement Voucher to Imprest Account for a total of \$16,109.80 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 2019 Payroll Voucher inclusive of Fire Chief Jeff Jaques 1 week vacation BuyOut in the amount of \$11,833.77 (Gen \$4,733.51 & EMS \$7,100.26), 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 Commissioner Kenneth Lindh:

“The Minutes for the Regular Meeting dated October 10, 2019 were approved as circulated.”

MOTION CARRIED UNANIMOUSLY

**SECRETARY’S REPORT**

**Financial report:** See Attached

- **Activity Report – October 2019 TOTAL** \$381,654.06
  - General \$324,033.11
  - EMS \$30,837.36
  - Columbia Bank Imprest Acct \$26,783.59
- **EMS Account Receivable Billing Report – October 2019** \$27,629.09
  - GEMT Supplement/Payment – Balance – 28,561.81
- **MVC Accounts Receivable Billing Report - October 2019** \$500.00

**Correspondence:** See attached list

- Cyber protection Nicholson & Assn – John need to take a look next month
- GEMT from year 2018 letter stated an additional \$17,000

**CHIEF’S REPORT:** See attached

- LifePak 15 on next month agenda
- Suggestion of Life Flight insurance for volunteers

**UNFINISHED BUSINESS**

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

- DOT Driveway Access - Nothing new

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

**Appreciation Dinner – Volunteers October 26 @4 pm – 28 attended**

- Great food, everyone enjoyed

**NEW BUSINESS**

**2020 Budget – Dept of Rev – Levy Certification GEN & EMS; Resolution –**

**2020 GEN Budget documents -**

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

“The GEN 2020 Budget, inclusive of the Levy Certification, Resolution 03-2019, and Signature Budget Sheet was approved and signed as circulated.”

MOTION CARRIED UNANIMOUSLY

**2020 EMS Budget documents - Need to talk with Assessor D. Dorey**

- Postponed to verify the EMS 2020 levy rates – no rate of property value on spreadsheet
- To reconvene this meeting Nov 11<sup>th</sup> 4pm if D. Dorey, Assessor has EMS numbers

With no further business to discuss, Commissioner Kenneth Lindh adjourned the meeting at 6:27pm until Monday Nov 11 @ 4pm.

**Reconvened – November 11, 2019 @ 4:00pm**

Present: Commissioner Kenneth Lindh, Commissioner Frank Kittock, and Recording Secretary Penny Owens

District Secretary Penny Owens discussed reason EMS not Assessor’s spreadsheet

- Assessor’s office did not document when Penny emailed 3/7/2019 the “Election Pass-Fail Determination signed 3/6/2019 by Chairman R. John Pollman (Assessor’s office acknowledge receipt 3/9/2019)
- Assessor D. Dorey emailed the EMS Property Values on 11/8/2019 at 4:29pm
- EMS Dept of Revenue resolution is not need the first year of new EMS Levy

**2020 EMS Budget documents -**

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

“The EMS 2020 Levy Certification was approved as circulated.”

MOTION CARRIED UNANIMOUSLY

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

“The EMS 2020 Budget Signature Budget Sheet and the GEN//EMS Budget to submit to Board of Commissioners was approved and signed as circulated.”

**CLOSURE OF THIS MEETING**

With no further business to discuss, Commissioner Kenneth Lindh closed the meeting at 4:10pm.

Next regular meeting will be held at the Main Station at 5:30 pm on December 12, 2019.

Not Present During this Meeting

Chairman R. John Pollman – Position #1

Penny Owens, Recording Secretary

Commissioner Kenneth Lindh, Position #2

Approval Date

**Approved & Signed - 12.12.2019**

Commissioner Frank Kittock – Position #3