



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



**October 10, 2019**

**CALL TO ORDER**

The regular meeting of the Board of Commissioners was called to order by Commissioner Kenneth Lindh at 5:32pm at the Main Station located at 9978 U.S. Hiway 12, Randle, WA. 98377

**FLAG SALUTE**

Commissioner Kenneth Lindh opened the meeting with the flag salute

**PRESENT**

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

**ADDITIONS/DELETIONS**

New Business: Volunteer Points, Studded Tires for 2019 Ambulance

**Agenda Approval**

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

“The October 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 October 2019 Expenditures per check #5724 through 5752 for a total of \$29,733.32 (GEN \$13,699.79– EMS \$16,033.43) and Reimbursement Voucher to Imprest Account for a total of \$29,733.22 were approved as circulated.”

Commissioners’ comments: US Cellular – Air Card

MOTION CARRIED UNANIMOUSLY

**Payroll Approval**

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

“The October 2019 Payroll Voucher in the amount of \$11,482.93 (Gen \$4593.18 & EMS \$6,889.75), for Reimbursement to Imprest Account were approved as circulated.”

MOTION CARRIED UNANIMOUSLY

**Minutes Approval**

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

“The Minutes for the Regular Meeting dated September 12, 2019 were approved as circulated.”

MOTION CARRIED UNANIMOUSLY

**SECRETARY’S REPORT**

**Financial report:** See Attached

- **Activity Report – September 2019 TOTAL** \$353,014.48 (excluding Sept Interest)
  - General \$293,403.06
  - EMS \$33,862.09
  - Columbia Bank Imprest Acct \$25,749.33
- **EMS Account Receivable Billing Report** – \$33,577.62

- GEMT Supplement/Payment – Balance – 24,993.52
- **MVC Accounts Receivable Billing Report** - \$500.00
- QuickBooks – Transition for Accounting and Payroll starting Jan 1, 2020
  - Will be purchasing QB Advance & Payroll video training under \$500

**Correspondence:** See attached list

- WA Risk Management - insurance

**CHIEF’S REPORT:** See attached

**UNFINISHED BUSINESS**

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

- Nothing new

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

- Nothing new
- Ken had difficulty with the program

**Appreciation Dinner – Volunteers, - Date, place, caterer, menu**

- Chef Donny of Creative Catering is available Oct 26
- Suggested 5 options, Jeff will ask the Volunteers

**November Board Meeting – changed – Reminder November 7 @5:30pm**

- Call the week of this meeting to remind Commissioners

**Accountability Audit – October 3<sup>rd</sup> – see attached**

- Exit Conference

**NEW BUSINESS**

**Volunteer Points – Oct2019 – Sept2019**

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

“The Oct2018-Sept2019 Volunteer Points Reimbursement Voucher for a total of \$11,068.94 (GEN \$4,427.97 – EMS \$6,640.97) were approved as circulated”

MOTION CARRIED UNANIMOUSLY

**Rods Tire – Fire Chief Jeff Jaques**

- Studded tires on new ambulance –wheels \$1,400 + ; Studded 2,300 +
- Commissioners’ agreed for Fire Chief Jeff Jaques to order and purchase the studded and wheels

**COMMISSIONER’S COMMENTS**

Discussed the fire call this afternoon

**CLOSURE OF THIS MEETING**

With no further business to discuss, Commissioner Kenneth Lindh closed the meeting at 6:10pm.

Next regular meeting will be held at the Main Station at 5:30 pm on November 7, 2019

Not Present During this Meeting

Chairman John Pollman – Position #1

Penny Owens, Recording Secretary

Commissioner Kenneth Lindh - Position #

Approval Date

**Approved & Signed - 11.07.2019**

Commissioner Frank Kittock – Position #3