



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



March 12, 2020

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, and Recording Secretary Penny Owens - Commissioner Frank Kittock is out for medical appt

ADDITIONS/DELETIONS

New Business: LC Technology Services - Approval & Signatures – Fire Chief Jeff Jaques

Agenda Approval

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

“The March 2020 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 Kenneth Lindh:

“The March 2020 Expenditures per check # 5963 through 5991 for a total of \$7,010.75 (GEN \$2,706.99 + EMS \$4,303.76) and Reimbursement Voucher to Imprest Account for a total of \$7,010.75 were approved as circulated.”

Commissioners’ comments: LC PUD, Delage Landen

MOTION CARRIED UNANIMOUSLY

Payroll Approval

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

“The March 2020 Payroll Voucher in the amount of \$10,711.59 (Gen \$4,284.64 + EMS \$6,426.95), for Reimbursement to Imprest Account were approved as circulated.”

Will be decreased of Frank Kittock on payroll voucher

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 February 13, 2020 were approved as circulated.”

MOTION CARRIED UNANIMOUSLY

SECRETARY’S REPORT

Financial report: See Attached

- **Activity Report – February 2020 TOTAL** \$362,450.47
 - General - \$313,287.85
 - EMS - \$22,342.51
 - Columbia Bank Imprest Acct - \$26,820.11
- **EMS Account Receivable Billing Report – February 2020** \$22,848.02

- GEMT Supplement/Payment – Balance – \$35,941.61

- **MVC Accounts Receivable Billing Report - February 2020** \$500.00

Correspondence: See attached list

- BVFF increase pension start Jan 2022

CHIEF’S REPORT: See attached

- One of the EMT student has not passed the state test
- Commissioners agreed for Fire Chief Jeff Jaques to send out Invoices to those that have not completed the EMT requirements

UNFINISHED BUSINESS

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

- Jeff and Ken walked around property., they agree on a surveyor, need to have better idea of size of building
- Next step, need to surveyor, Jeff will get 3 bids., John would like the bids obtained this month and for Jeff to follow through with the survey, important to verify the property lines of the church for liability, possibly a quick claim
- Jeff want to get a committee of volunteers to look at variety of fire buildings, and start with architect toward blueprints
- Established road access now, then add second access later
- Discussion of PUD to bring power in, and the cost
- Survey and blueprint of building are the next steps

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

“Fire Chief Jeff Jaques to acquire 3 bids and have the lowest bidder perform he survey as per discussion.”

MOTION CARRIED UNANIMOUSLY

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

- Policies discussed

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

“Lexipol Policy Approval of #601-615, 700-707 (not 702) approved as discussed and viewed on Lexipol website.”

MOTION CARRIED UNANIMOUSLY

AirLift Insurance for Volunteers, Commissioners, Fire Chief, Secretary

- Fire Chief Jeff Jaques - Airlift and Life Flight are no longer on the same insurance policy
- Fire Chief Jeff Jaques will search other options

NEW BUSINESS

WFCA Trusteed Insurance & Dental – District Secretary Penny Owens – start Aug 1, 2020

- Discussion of the cost and when insurance start along with when Penny is planning on retiring
- Hold and discuss next months

Quinn Resolution – Fire Chief Jeff Jaques - reference to COVID-19 and other emergencies

- **Establishing a plan for continuation of government in the event of a disaster**
- **Delegating authority to declare an emergency**

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

“Resolution 01-2020 Establishing A Plan for Continuation Of Government In The Event Of A Disaster was approved as circulated.”

MOTION CARRIED UNANIMOUSLY

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

“Resolution 02-2020 Delegating Authority to Declare an Emergency was approved as circulated.”

MOTION CARRIED UNANIMOUSLY

COMMISSIONER’S COMMENTS

- Reminder to Commissioners - Public Disclosure - File online
- COVID-19 – Fire Chief Jeff Jaques discussed the preparation for our District if a patient comes to the District; Jeff has spent approx. \$400 on emergency supplies, was not able to obtain all items because of lack of supplies available

CLOSURE OF THIS MEETING

With no further business to discuss, Chairman R. John Pollman closed the meeting at 6:30pm.

Next regular meeting will be held at the Main Station at 5:30 pm on April 9, 2020.

Chairman R. John Pollman – Position #1

Penny Owens, Recording Secretary

Commissioner Kenneth Lindh – Position #2

Approval Date

Not Present During this Meeting

Commissioner Frank Kittock – Position #3

Approved - COVID19 Proclamation - Video & Distancing 4.9.2020