



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



November 12, 2020

CALL TO ORDER

The regular meeting of the Board of Commissioners was called to order by Commissioner 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 R. John Pollman, Commissioner Kenneth Lindh, Commissioner Frank Kittock, and Recording Secretary Tasha Coleman.

ADDITIONS/DELETIONS

Agenda Approval

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

“The November 2020 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 R. John Pollman:

“The November 2020 Expenditures per check #'s 6234 through 6227 for a total of \$7,379.47 (GEN \$2,806.09 – EMS \$4,573.38) and Reimbursement Voucher to Columbia Bank Account for a total of \$27,631.96 were approved as circulated.” Commissioners will sign checks

MOTION CARRIED UNANIMOUSLY

Payroll Approval

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

“The Partial November 2020 Payroll Voucher in the amount of \$8,114.70 (Gen \$3,245.88 & EMS \$4,868.82), for Reimbursement to Columbia Bank Account were approved as circulated.”

The Board of Commissioners approved a payroll draw on hours worked 11/1/2020-11/12/2020 for Tasha Coleman.

MOTION CARRIED UNANIMOUSLY

Minutes Approval

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

“The Minutes for the Regular Meeting dated October 8, 2020 were approved as circulated.”

“The Minutes for the Special Board Meeting dated October 14, 2020 were approved as circulated.”

“The Minutes for the Special Board Meeting dated October 20, 2020 were approved as circulated.”

MOTION CARRIED UNANIMOUSLY

SECRETARY’S REPORT

Financial report: See Attached

- **Activity Report – October 2020 TOTAL** \$549,114.05
 - General \$442,049.34
 - EMS \$67,073.44
 - Columbia Bank Checking Acct \$30,549.07
 - **Fire Chief Jeff Jaques and Commissioners will sign checks**

CORRESPONDENCE: See attached list

- OPA & PRA Proclamations
- Uniform Grant Guidance Update
- COVID-19 PREVENTION
- This Week at The Washington State Auditor’s Office
- EMS Transformation Webinar Info.

CHIEF’S REPORT: See attached

UNFINISHED BUSINESS

Property – Survey Property Lines – Fire Chief Jeff Jaques – Commissioner Kenneth Lindh

- Building Blueprint Ideas-Access Approach

Airlift Insurance for Volunteers, Commissioners, Fire Chief, Secretary - Fire Chief Jeff Jaques

- Nothing new

Yearly Budget – Schedule Meeting Next Week for Review.

Security System- Chief Jeff Jacques suggests upgrading the station server and camera systems (digital cameras)

District Secretary – New Secretary-Tasha Coleman Hired 10/21/2020.

NEW BUSINESS

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

“It is agreed that Heather Muir will be kept on in a training capacity as an Independent Contractor at \$25 an hour (to train Tasha Coleman), for as long as needed.

MOTION CARRIED UNANIMOUSLY

WFOA Employer Application

Fire Protection & Emergency Services Contract

COMMISSIONER’S COMMENTS:

Commissioner

- Stipends increase, discussion, Ken feels it should go up, Jeff says no magic number to stay within the “stipends” limit. Jeff says he will put a proposal together for the Commissioners to review at next months’ Board Meeting
- Light Bar on new Ambulance – Jeff says a winter project
- Commissioners will be sending a letter to Joseph Quinn-Attorney at Law – Regarding the protocol of Penny Owens, District Secretary’s final pay of employment here at LC Fire #14.

CLOSURE OF THIS MEETING

With no further business to discuss, Commissioner R John Pollman closed the meeting at 6:32pm.

Next regular meeting will be held at the Main Station at 5:30 pm on December 10, 2020.

Chairman R. John Pollman – Position #1

Tasha Coleman, Recording Secretary

Commissioner Kenneth Lindh - Position #2

Regular Date

Commissioner Frank Kittock - Position #3

Approved & Signed - 12/10/2020