



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



October 8, 2020

CALL TO ORDER

The regular meeting of the Board of Commissioners was called to order by Commissioner Kenneth Lindh 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, Commissioner Frank Kittock, Volunteer William Whitnell, and Recording Secretary Penny Owens

ADDITIONS/DELETIONS

Agenda Approval

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

“The October 2020 Agenda was approved as circulated.”

MOTION CARRIED UNANIMOUSLY

Expenditure and Reimbursement Voucher to Imprest Account Approval

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

“The October 2020 Expenditures per check # 6173 through 6202 for a total of \$27,631.96 (GEN \$12,177.23 – EMS \$15,454.73) and Reimbursement Voucher to Columbia Bank Account for a total of \$27,631.96 were approved as circulated.” Commissioners will sign checks

Commissioners’ comments: Included Annual Insurance premium WA Risk Management, 1988 ambulance

MOTION CARRIED UNANIMOUSLY

Payroll Approval

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

“The October 2020 Payroll Voucher in the amount of \$12,072.39 (Gen \$4,828.97 & EMS \$7,243.42), for Reimbursement to Columbia Bank 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 September 10, 2020 were approved as circulated.”

MOTION CARRIED UNANIMOUSLY

SECRETARY’S REPORT

Financial report: See Attached

- **Activity Report – September 2020 TOTAL \$453,887.24**
 - General \$390,973.58
 - EMS \$36,082.44
 - Columbia Bank Checking Acct \$26,831.22
- **EMS Account Receivable Billing Report \$53,718.52**
 - GEMT Supplement/Payment – Balance – 33,610.14

- MVC Accounts Receivable Billing Report \$765.00
- Volunteer Points/Mileage checks for 10.209 through 9.2020
 - Fire Chief Jeff Jaques and District Secretary Penny Owens will sign checks

Approved & Signed - 11.12.2020

Correspondence: See attached list

- WFOA & Snure webinars

CHIEF’S REPORT: See attached

- AFG – Assistant Firefighter Grant – Fire Chief Jeff Jaques will apply to replace packs
- Fire Chief Jeff Jaques and Justin looked at the 1988 Pumper from Riverside Authority, good shape, will not be surplus until first quarter of 2021

UNFINISHED BUSINESS

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

- Nothing new

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

- Nothing new

District Secretary – District Secretary Penny Owens – verify date and time for interview team

- Set Day and Time to review applications - Oct 19th at 2:00pm – Post Special Meeting
- Penny distributed completed Application packets to review before Oct 19 meeting
- Oct 19 will determine selected applicants for interview
- Interviews hopefully scheduled Oct 20-23

NEW BUSINESS

No new business

COMMISSIONER’S COMMENTS

Commissioner

- Stipends increase, discussion, Ken feels it should go up, Jeff says no magic number to stay within the “stipends” limit,
- Light Bar on new Ambulance – Jeff says a winter project

CLOSURE OF THIS MEETING

With no further business to discuss, Commissioner Kenneth Lindh closed the meeting at 6:19pm.

Next regular meeting will be held at the Main Station at 5:30 pm on November 12, 2020.

Not Present During this Meeting

Chairman R. John Pollman – Position #1

Penny Owens, Recording Secretary

Commissioner Kenneth Lindh – Position #2

Date

Approved & Signed - 11.12.2020

Commissioner Frank Kittock – Position #3

Approved & Signed -11.12.2020



**LEWIS COUNTY FIRE PROTECTION DISTRICT NO #14
BOARD OF COMMISSIONERS
SPECIAL BOARD MEETING
INTERVIEW TEAM – PREP FOR INTERVIEWS & INTERVIEWS**



October 14, 2020

CALL TO ORDER

The Special Meeting of the Board of Commissioners was called to order by Chairman R. John Pollman at 9:10am 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, Recording Secretary Penny Owens, and Assistant Chief Joni Linder

EXECUTIVE SESSION @ 9:15am

- District Secretary Position – Application Selection Process - Interview Team

PUBLIC MEETING @ 10:05am

- 2 Applicants were selected for interview
- District Secretary Penny Owens called to set up interview times with selected applicants
- Interviews: 2:00pm and 4:00pm
 - Before interview starts: - test – MS Word, MS Excel, Typing, Ten Key
 - Background check – Fire Chief Jeff Jaques
- Benefits of District Secretary Position – reviewed list, agreed on starting hourly rate
- Job Interview Questions
 - Discussion, eliminated, rearranged, identified whom will ask applicant

SUSPEND THIS MEETING

With no further application/district secretary discussion until interviews, Chairman R. John Pollman suspended the meeting at 10:27am.

This meeting will reconvene at 2pm on October 15, 2020 for interview at 2:00 and 4:00.

October 15, 2020 – 2:00pm

Meeting Reconvened

EXECUTIVE SESSION @ 2:05pm

Interview of the 2 selected applicants – Interview times 2:00pm and 4:00pm

Reconvened @ 2:18pm

Commissioners and Fire Chief Jeff Jaques discussion of applicants

Executive Session @ 2:39pm

Interviewed both applicants

Public Meeting @ 4:40pm

As a unanimous agreement, the Commissioners agreed on S. Latkiewicz.

- 32 hours week, \$17.00/hour, 6 month probation, PERS retirement
- District Secretary Penny Owens will call her to confirm

Approved & Signed -11.12.2020

With no further discussion of the applicants and interviews; Chairman R. John Pollman closed the meeting at 5:20pm

Chairman R. John Pollman – Position #1

Penny Owens, Recording Secretary

Approved & Signed -11.12.2020

Commissioner Frank Kittock – Position #2

Approval Date

Commissioner Frank Kittock – Position #3



**LEWIS COUNTY FIRE PROTECTION DISTRICT NO #14
BOARD OF COMMISSIONERS
SPECIAL BOARD MEETING
INTERVIEW TEAM – PREP FOR INTERVIEWS & INTERVIEWS**



Approved & Signed -11-12-20

October 20, 2020

CALL TO ORDER

The Special Meeting of the Board of Commissioners was called to order by Chairman R. John Pollman at 2:30pm 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, Recording Secretary Penny Owens, and Assistant Chief Joni Linder

INFORMATION

- On Thursday, October 15, 2020 at 6:00pm via telephone, S. Latkiewicz accepted the District Secretary Position as per discussed and approved by the Commissioners
- On Monday, October 19, 2020 at 9:25am via telephone, S. Latkiewicz called Randle Fire Office and state she will have to decline the position because of some personal issues. She will be moving out of the area. Both Fire Chief Jeff Jaques and District Secretary Penny Owens heard this over the speaker phone.
- Chairman R. John Pollman called for a Special Meeting to scheduled for Tuesday, October 20, 2020 at 2:00pm along with interview other applicants

EXECUTIVE SESSION @ 2:54pm

- District Secretary Position – Application Discussion - Interview Team
- 2 additional Applicants were selected for interview this day
- Interviews: 2:30pm and 3:15pm
 - Before interview starts: - test – MS Word, MS Excel, Typing, Ten Key
 - Background check – Fire Chief Jeff Jaques
- Benefits of District Secretary Position – reviewed list, agreed on starting hourly rate

PUBLIC MEETING @ 4:20pm

As a unanimous agreement, the Commissioners agreed on T. Norris.

- 32 hours week, \$17.00/hour, 6-month probation, PERS retirement
- @ 4:35pm Chairman R. John Pollman asked T. Norris if she would accept the District Secretary position – T. Norris accepted

With no further discussion of the applicants and interviews; Chairman R. John Pollman closed the meeting at 5:45pm

Chairman R. John Pollman – Position #1

Penny Owens, Recording Secretary

Commissioner Kenneth Lindh – Position #

Meeting Date

Approved & Signed -11.12.2020

