Lewis County Fire District #3
Commissioner's Meeting Minutes
January 10, 2018 @ 6:00pm
Location of meeting: Main Station

Present: Doug Houghtelling, Marty Majors and Curt Spahn-Commissioners
Heidi Smith-Administrator
Doug Fosburg-Fire Chief

Call meeting to Order: 6:02pm
Pledge of Allegiance
Motion made by Houghtelling and seconded by Spahn; non-opposing to accept the Agenda.
Consent Agenda:
Motion made by Majors and seconded by Spahn; non-opposing to accept the Consent Agenda.

- Payroll-December, Commissioners stated Heidi doesn't need to do the PTO spread sheet, they will go off the BIAS payroll report.
- Res. 07-04 totaling $6,702.60 Dec./Jan.
- BVFF vouchers- None
- Collection/Write-off- Motion made by Houghtelling and seconded by Majors; non opposing to write off Run#87-2017-118:1, patient was not transports DOA. A charity form was to be submitted for Run#87-17-093:1, Commissioners denied it since they did not meet the deadline.
- Minutes- December 13, 2017

Public Comment/Speaker: None.
Executive Session: None.

Fund Reports:

- Treasurer's Report: **100**- $46,864.59 **120**- $76,716.76 **200**- $1,132,868.52 **300**- $0
- Expenditure's Report: **100**- $21,008.93 **120**- $36,555.71 **200**- $0 **300**- $13,186.92
- Columbia Bank Account: $21,238.51
- Checks and Square: $836.83
  12-13-17 PSC, Run#87-16-129:1, Ch#0250113, 342.60, $40.00, Rcpt. # 94667
  12-15-17 SquareVR, Run#87-15-245:1&87-16-029:1,$35-1.38fee=$33.62, 342.60 Rcpt.#94668
  12-20-17 Dept of Lic, fuel tax reimb, Ch#570258M, 369.91, $89.25 Rcpt. #94669
  12-20-17 Dept of Lic, fuel tax reimb, CH#565954M, 369.91, $149.99, Rcpt. #94670
  12-20-17 Square, TE, Run#87-16-122:1/2/3, $25-1.03fee=$23.97, 342.60, Rcpt. #94671
  1-4-2017 Port Blakely, Donation, Ch#141987, $500, 367.11, Rcpt. #94672
- System Design: Billed $26,516.20 and Collected $11,426.51

Reports:
Chief:
Incident Recap: Calls for December 28 4-Fire, 24-EMS, 0-False, 7-Medic= 41 calls with Medic for 2017 (Need to check on the Medic runs, amount lower than last month's total) Chief stated that 2017 went good he would just like response time on scene to be faster, 262 calls with 60

fire. We gave mutual aid 23 times and received mutual aid 18 times, 130 were non-transports. More of the Lexipol policies are done for approval, Commissioners need to go to the draft section and review the ones that are highlighted. AFG Grant for truck closes on Feb. 2nd, Chief has been getting bids for trucks and noticed Kenworth cabs are expensive. HME Demo truck $441,000 with tax for what we wanted. Old Hickory Shed, largest size 12X40, will cost $650 for permit with an 8 week process time. Computers all need updated by 2020, will no longer be able to use Windows 7. SCBA flow testing is Jan. 16th @ 9AM with MES. The current Dispatch ILA was written in 1995, hoping LC Commissioners will sign then they will be send out for Fire Commissioners to review and sign. New ILA will be reviewed every 2 years. Alyssa and Amanda both passed EMT class, Chief helped as an evaluator for final practical's. Dr. O'Neill resigning as MPD in Feb. or June, 6 person panel that will be interviewing applicants, MPD could cost us money in the future. Chief spoke with Dr.O'Neill on EMT refresher for Tina and Shannon M. Dr.O'Neill will not sign off until they complete the NREMT test or do a refresher course. Commissioners will pay for the refresher course, but volunteer needs to sign a 2 year contract with the fire department. Chief stated he talked to DOH and they are still discussing a bridge course from EMR to EMT. Aid 31 took to Van Cleve for fuel rail over pressure on Christmas Day, it is now fixed. Van Cleve stated we should keep the turbo hose we have the metal one is not flexible enough. Station 3-2 has been delivered 1 load of gravel and heater on east wall fan always running, temp at 52 degrees right now. Tires for E-32 $3695.92, ordered and they are painting the wheels red, be ready in a week. Station 3-3 Chief checked on the Transmission static leak, found it to do 1 drop in 15 minutes. Found mice nests in hose bay, no hose has been chewed on. Amount for Trauma Grant this year is $1,222.00. Ocean Shores training class put on by FEMA, Marty might attend. Called Rural Development Chief wants to write a grant for 15-20 turn outs, 25% match. Commissioners agreed for Chief to write the grant, but they want to know if we have to pay upfront and wait to be reimbursed. Heidi will check and let them know. Chief stated the Generator and positive pressure fan are now fixed and on apparatus. Dec. 30th was HAM radio test it is working fine. In March there will be a HAM class going on at our Department, possibly have our volunteers attend.
Chief 31 Mileage 20,159.7

Administrator: Heidi stated that her contract was corrected and it is now signed. The corrected page was inserted in the Chief's contract with his permission. Helped the Chief with 2016 Budget Expenses for grant writer, Records Request for MVA 9-13-17 completed, Invoiced $50. 2017 4th Quarter Quarterlies submitted and started annual papers, sent Senator generic letter supporting 2018 Medicare ambulance bonus payment, Airgas is raising their rates, affected us about $4.00 this month. There was a water leak at Main station, water bill was $260, Jeff Hill and Richie have the leak fixed. L&I rates increase effective Jan.1, 2018, Chief was $1.19514 an hour now $2.0347 an hour. Administrator was $.1888 an hour now $.1970 an hour. PDC's for Houghtelling and Majors have been mailed off and Spahn stated he will do his online, Heidi informed him it is due for him by April and a copy is needed for his Fire Department file. Heidi asked the Chief about the invoice for the desk. Chief stated he will make a personal voucher for the desk to be reimbursed. Heidi stated she did her second IME appointment in Olympia on Saturday. Heidi informed Commissioner Majors that BVFF emailed her and said volunteer meetings do not count for Commissioner meetings vies versa. BVFF Reimbursements paid in advance for 2018 cost $3,090. *Addition to Agenda to discuss BVFF pension papers for Wingerter, Motion was made and head Commissioner signed.

Inter-local Rep: Commissioner Houghtelling stated Inter-local has signed the 2018 Budget. Gave copies to Heidi which she will email to the other Commissioners. Terry Williams will remain Board Chair and Houghtelling is the Vice Chair then in 2019 Houghtelling will become Board Chair. Majors stated he will let us know when he starts working days. Dianne Wallace is looking for an Inter-local Secretary replacement.

Old Business:

- **Furniture/Radio Antenna**- Tabled.
- **LC Treasurer's & Auditor's Office changes for 2018**- Heidi attended a webinar with BIAS for seeing how the Auditor's Office new voucher process, 1099's and W-9's were going to work with the BIAS System. BIAS updated our system to Starship series. Heidi is learning the new series from videos and conference calls. Heidi submitted the new import file to the County for the first batch if checks and it was kicked back. Heidi had to change all kinds of vendor accounts information because the County is only allowing 20 characters, no commas allowed and all CAPS. Same batch was then re-sent and was accepted. Heidi went to the County to find out the next steps and give them the invoices. They no longer need the invoices, once the batch is imported from Excel and accepted from the County they will print the checks. Then they will email when the checks are ready. Heidi will need to go in with a signed check warrant register and they will compare the checks to that form, Heidi has to sign that she took the checks, then she can addressed and mail the checks out. The County stated they are still using the old system to do our checks until the new system is all up and running properly and there staff is all trained. They are giving us a few months to tackle the new system submitting process before it goes in full effect.
- **GEMT**- PCG will provide a free fesability report with me sending them some information on the budget. The report will show approximately how much money we will get from the GEMT. Then the Commissioners can decide if we want PCG to do the cost report for us. The cost report is $7500, it does not have to be paid until the GEMT money comes in, it also give 100% Audit Assistance. Systems Design is not set up to handle the reports that GEMT is asking for, so they chose PCG to do contract with the Fire Departments. Heidi and the Chief both stated that since this is a new system we would feel more comfortable having assistance for the first year with PCG. Commissioners approved to do the Free Fesability Report with PCG, tabled the cost report done by PCG.
- **West Region EMS Injury Prevention Grant**- Heidi installed 14 smoke alarms she's really disappointed on the community not taking advantage of this free event. Heidi suggested having another Open House.
- **New Station Sign**- Chief stated him and Commissioner Majors were going to install the sign but it has been raining hard, they will get it done.

New Business:

- **BVFF Buy Backs**- Heidi organized 2015-2016 pensions that were denied due to error on the qualifications for pension with BVFF. We will not be charged interest for the volunteers that we have to buy back pension for. Commissioner Majors would like Heidi to find out what his pension will cost him to buy back.

- **Invitation to Bid-** Heidi showed the Commissioners the invitation to bid that she posted on the Departments website on 1-4-18 and WA Builders Exchange published on their website on 1-4-18. Chief stated the re-bid will expire on Jan. 30, 2018 and we will open bids at 2PM
- **WA paid sick leave-** Heidi attended a webinar regarding the Initiative 1433. Chief and Heidi are Fulltime and salary so it does not pertain to them. For the Commissioners they are an elected position. But for the Volunteers, they are still trying to figure this portion out, it all depends on how they are paid right now. This new law targets mainly the seasonal and part time workers. Heidi will keep them posted.
- **Resolution #18-01** Commissioners decided to increase their pay from $70 a month to $114 a month. Resolution signed, motion made by Majors and seconded by Houghtelling; non-opposing.
- **EMS Conference-** Commissioners approved up to 5 people to go to Ocean Shores to attend the Annual EMS Conference.
- **Salkum tenders-** Commissioners would like to look at them, $1000 each.

Good of the Order: Heidi stated that the Oath wasn't read out loud by Commissioner Houghtelling at the swearing in on January 10, 2018. Houghtelling did the Oath. Chief stated he hear that EMT's will now need to hold a degree, DOH will keep him in the loop.

Meeting adjourned: 8:30 PM, Next Commissioner Meeting February 14, 2018 @ 6PM.

Signed:

Douglas Houghtelling, Commissioner #1

Martin Majors, Commissioner #2

Curtis Spahn, Commissioner #3

Heidi Smith, Administrator