

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

**January 11, 2007**

**FLAG SALUTE**

None

**CALL TO ORDER**

The regular meeting of the Board of Commissioners was called to order by Commissioner A. H. Rogers, at 7:02 p.m. at the Main Station located at 9978 US Hwy. 12, Randle WA.

**PRESENT**

Commissioners: A. H. Rogers, John Pollman also in attendance were Chief Jeff Jaques, Secretary Tonya Kelly, Wanda Justice and Karen Miltenberger of Nicholson & Assoc. Insurance.

**ADDITIONS/DELETIONS**

**A. Karen Miltenberger, Nicholson & Assoc. Insurance**

Karen asked to speak with the commissioners regarding the issues the district is having with the flood insurance claim. Several issues were discussed and Karen stated that she felt we should write a letter stating all our concerns. She said she would call the company supervisors the following morning and have a discussion with them in an attempt to resolve the problems. Karen asked that in the future we submit copies of all invoices to be paid to her and she would see that they are paid. She also reminded us of the SW Risk Management meeting on Jan. 29, 2007 at 7p.m. at Lewis County FD 15 and reminded us of the importance of staying current on our anti harassment training.

**B. Commissioner Benders Resignation**

At the close of the regular business meeting, Commissioner Bender presented to the board of Commissioners a written letter of resignation, effective January 11, 2007. After some discussion the Board accepted his resignation. There was discussion on appointing someone to fill this position. They decided to take some time to think on this as they legally have three meetings to make a decision.

**SECRETARY'S REPORT**

**Approval of vouchers:**

**Motion:** Moved and seconded to approve payment of December 2006 expenditures as read and discussed, per payment vouchers 0613001 through 0613027 as well as an additional invoice from Shoultz Restoration, Inv. #5971 in the amount of \$21,986.21 for

a total amount of \$28,860.93. (\$22,258.66 paid out in flood damages). Motion approved and carried.

**Approval of minutes:**

**Motion:** Moved and seconded to approve the minutes of the regular meeting, December 14, 2006 as read. Motion approved and carried.

**Approval of payroll:**

**Motion:** Moved and seconded to approve January 2007 payroll, in the amount of \$4,240.00. Motion approved and carried.

**Financial report:**

The financial report was read and Commissioner Bender requested a report stating a percentage of the debt write-offs that are actually collected after being turned over to collections.

**Correspondence:**

**Received:** Please see attached mail list.

**Discussed:** None

**CHIEF'S REPORT**

See written report

Commissioner Bender suggested that Chief Jaques post an advisement in the local paper stating the amount of calls the district has responded to.

**UNFINISHED BUSINESS**

**Operating guidelines:**

Work on the guidelines is being put on hold until after the flood restoration is complete.

**Main station flooding:**

Chief Jaques gave a brief update and stated that Shoultz Restoration was doing well on the renovations.

**NEW BUSINESS**

**Aid Unit:**

Chief Jaques requested that the board approve an equipment swap with the Mossyrock Fire Dist. He proposed that we trade our foam slip-in system for an Aid unit that is approximately a 1987 or 1989 model that the Mossyrock Fire District has. There was a brief discussion.

**Motion:** Moved and seconded a motion with all in favor of trading L.C. Fire District #14's foam slip-in system for the 1987 or 1989 Aid unit that Mossyrock Fire District has. Motion approved and carried.

**District Secretary Pay & Hour Clarification:**

There was a discussion to determine two days a week to have a set schedule for the secretary. It was decided that the best schedule for the district would be every Tuesday and Thursday from 9:00 a.m. till 5:00p.m.

**Motion:** Moved and seconded the scheduled office hours for the District Secretary are to be Tuesday and Thursday from 9:00 a.m. till 5:00 p.m. All were in favor. Motion approved and carried.

***PERS Rate Increase:***

The secretary notified the board of a rate increase for the district with regards to the Public Employee Retirement Systems contributions. Effective as of January 1, 2007 the rate will increase from 3.69% to 5.46%.

**Harassment Class:**

There was a reminder from Karen Miltenberger that we need to make sure all employees and volunteers have had the Anti-harassment class. Chief Jaques informed the board that he has the video that is to be viewed and that everyone has had the class with exception to the new secretary and Commissioner Pollman. Arrangement will be made for them to complete the class.

**Chief's Telephone Reimbursement:**

It was brought to the board's attention that there was a need to update the records with regards to reimbursing Chief Jacques at \$20.00 per month for any business calls that are handled with his personal telephone.

**Motion:**

Moved and seconded that the district continues to reimburse the Chief at a rate of \$20.00 per month for telephone charges. Motion approved and carried.

**Medical Billing:**

Wanda Justice asked the board to take into consideration her suggestion that the medical billing that is done for the EMS calls be sent out for a professional billing company to handle. It was her opinion that with all the laws and regulations and the extensive knowledge that is needed to handle the billing it would be more effective if it was handled by a company that specializes in doing that. She also stated that a large majority of the Fire Districts send there billing out of office. She asked the board to allow a representative from Systems Design Northwest to come to the next board meeting and give a brief presentation on the services they offer. There was a discussion and the commissioners agreed to a brief orientation at the next meeting.

**COMMISSIONER'S COMMENT**

None

**PUBLIC COMMENT**

None

**EXECUTIVE SESSION**

None

**ADJOURNMENT**

With no further business, Commissioner Rogers adjourned the meeting at 9:05 p.m.

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A.H. Rogers, Chairman

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R. John Pollman, Commissioner

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Commissioner

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Tonya Kelly, Dist. Sec.,      Approval Date