

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

JULY 12, 2007

FLAG SALUTE

Chief Jaques opened the meeting with the flag salute.

CALL TO ORDER

The regular meeting of the Board of Commissioners was called to order by Chairman Rogers, at 7:03 p.m. at the Main Station located at 9978 U.S. Hwy. 12, Randle WA.

PRESENT

Chairman A. H. Rogers, Commissioner Dale Woody, Chief Jeff Jaques, Secretary Tonya Kelly, Ralph Johnson, Don Ashe, Eileen Scott.

ADDITIONS/DELETIONS

WFCA Annual Conference

Commissioner Rogers asked that arrangements be made for the WFCA Annual Conference that will be held in Pasco on Oct. 25-27th. Chief Jaques, Commissioner Woody and Chairman Rogers are planning on attending this year. Secretary Kelly will make the hotel reservations.

EMS Levy

There was a discussion on the issue of the EMS program being self sufficient. In previous studies done by the department it was concluded that it is heavily reliant on fire monies. It was suggested that we may want to get a group together to discuss whether or not we should run an EMS Levy on the November ballot and for what amount. There was a suggestion of running one for \$.25 per thousand. This would still not completely subsidize the EMS program but it would definitely bring it much closer to supporting itself. Secretary Kelly will check with Lewis County Elections to find out when the filing deadline is for the November election.

SECRETARY'S REPORT

Approval of vouchers

Motion: Chairman Rogers made a motion to approve the June 2007 expenditures as read and discussed, per payment vouchers 0707001 through 0707022 for a total of \$7,224.20. Commissioner Woody seconded the motion. Motion approved and carried.

Approval of minutes

Motion: Chairman Rogers made a motion to approve the minutes of the regular meeting, June 14, 2007 as read. Commissioner Woody seconded the motion. Motion approved and carried.

Approval of payroll

Motion: Chairman Rogers made motion to approve the July 2007 payroll, in the amount of \$5,240.00. Commissioner Woody seconded the motion. Motion approved and carried.

Financial report: See Attached

Correspondence: See Attached

Received: See Attached

Discussed: The Commissioners were reminded of the SW Risk Management meeting scheduled for July 23, 2007. This meeting will be to discuss rates and renewal information.

Secretary Kelly gave a tour of the redesigned Randle Fire & EMS website.

CHIEF'S REPORT

See attached.

Chief Jaques gave a demonstration on how the new slip-in foam unit works.

UNFINISHED BUSINESS**Operating guidelines**

Jeff reported that he has a meeting to work on the guidelines scheduled for next week. He is hoping to get at least 8 hours of work in on the guidelines.

NEW BUSINESS**Salaries & Benefits**

The board was presented with a list of a few of our neighboring departments and there wage comparisons for the Chief and Secretarial positions (see attachments). They were also given a copy of the departments balance as of this time last year showing a balance of \$80,748.08. There was a discussion on what the department's average balance per month has been and our average monthly expenditures and it was decided that the district could afford to increase the employee wages to be better aligned with current wage rates. It was suggested that we increase the salaries now and then revisit the wages at the end of the year when we do budget planning to ensure that this is something that the district can maintain. The Secretaries hours were also discussed. The work load is much lighter with the medical billing be sent out. It was suggested that the weekly hours be reduced in an effort to increase the hourly rate without affecting the districts budget.

Motion: Commissioner Woody made a motion to increase the Chief's salary by \$1,000.00 a month as of July 1, 2007. Chairman Rogers seconded the motion. Motion carried and approved.

Motion: Commissioner Woody made a motion that the department increase the Secretaries wages by \$240.00 per month and reduce the hours to 24 per week as of August 1, 2007. Chairman Rogers seconded the motion. Motion carried and approved.

Janitorial Services

The janitorial services were discussed as another way to cut spending. It was suggested that these duties might be best served by keeping them in-house instead of contracting them out. It was discussed with the Secretary about whether this is something that would be agreeable and fit into the current work schedule. After a discussion it was determined that it would be best for the department to include these responsibilities in the secretary's duties.

Motion: Chairman Rogers made a motion that as of August 1, 2007 the cleaning responsibilities will be part of the secretarial duties. Commissioner Woody seconded the motion. Motion carried and approved.

COMMISSIONER'S COMMENT

None

PUBLIC COMMENT

None

ADJOURNED

With no further business, Chairman Rogers adjourned the meeting at 8:30 p.m.

A.H. Rogers, Chairman

Tonya Kelly, District Secretary

John Pollman, Commissioner

Approval Date

Dale Woody, Commissioner