



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



October 12th, 2023

CALL TO ORDER

The regular meeting of the Board of Commissioners was called to order by at 5:35pm at the Main Station located at 9978 U.S. Highway 12, Randle, WA. 98377

FLAG SALUTE

Chairmans Kenneth Lindh opened the meeting with the flag salute.

PRESENT

Present: Chairmans Kenneth Lindh Commissioner Frank Kittock, Commissioner Dawn Quintana, Fire Chief Jeff Jaques, Jennifer Troxel, and Recording Secretary Avy Creighton

ADDITIONS/DELETIONS

X

Agenda Approval

On a motion made by Chairman Kenneth Lindh and Commissioner Frank Kittock “The October 2023 Agenda was approved as circulated.”

MOTION CARRIED UNANIMOUSLY

Expenditure and Reimbursement Voucher to Imprest Account Approval

On a motion made by Commissioner Frank Kittock seconded by: Commissioner Dawn Quintana the “The October 2023 Expenditures per check #7216 through #7243 for a total of \$56,987.49 (GEN \$22,795.00 – EMS \$34,192.49) and Reimbursement Voucher to Umpqua Bank Account for a total of \$56,987.49 were approved as circulated.”

Commissioners’ comments:

MOTION CARRIED UNANIMOUSLY

Payroll Approval

On a motion made by Chairman Kenneth Lindh seconded by Commissioner Frank Kittock “The October 12th, 2023 Payroll Voucher in the amount of \$12,098.88 (Gen \$4,839.56 & EMS \$7,259.32), for Reimbursement to Umpqua Bank Account were approved as circulated.”

On a motion made by Commissioner Dawn Quintana, seconded by Commissioner Frank Kittock the district will pay \$12,844.50 in payroll for Volunteers Annual Reimbursement.

MOTION CARRIED UNANIMOUSLY

Minutes Approval

On a motion made by Commissioner Frank Kittock seconded by Chairman Kenneth Lindh “The Minutes for the Regular Meetings September 14th,2023 were approved by the board of commissioners as circulated .”

Commissioner Kenneth Lindh suszie did collect all papers for meeting

MOTION CARRIED UNANIMOUSLY

SECRETARY’S REPORT

Financial report: See Attached

- **Activity Report – September 2023 TOTAL** \$641,322.48
 - Umpqua Bank Checking Acct \$2,216.74
- **EMS Account Receivable Billing Report** \$1867.46
- **MVC Accounts Receivable Billing Report** \$2524.21

Correspondence: See attached list

Volunteer payroll for 2023

CHIEF’S REPORT: See attached new reports added to chief report for what/who has been at calls/ training drill

- Ordered to new sign for building from Stewarts Signs

UNFINISHED BUSINESS

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

- Discussion of options for our new fire department going over pros and cons for the new buildings shape and how much space is needed for each section of it. Discussed blue prints
- Change from us cellular to t mobile?
- Up date website – need new program
- Chain of commands
- Commissioner Dawn Quintana made a motion to raise Jennifer to \$10 an hour seconded by Commissioner Frank Kittock (\$35.00)
- Make job description – Secretary Avy Creighton would like to leave district after work with Jennifer is done & office is caught up – Stay to organize & clean up office for at least the next 30 days – to get everything straightened out with Jennifer – by the 20th- pulmonary description by the next meeting

NEW BUSINESS.

- xx

MOTION CARRIED UNANIMOUSLY

COMMISSIONER’S COMMENTS

- Executive Session -Recording Secretary Avy Creighton left room at 6:00
 - Executive session ended at 6:28
- Discussion with Jennifer & the board of what has happened to work on getting office organized and back on track – and what needs to continue happening, along with changes that could be made in the future to improve how our office runs.

Commissioner xx

CLOSURE OF THIS MEETING

With no further business to discuss, Chairman Kenneth Lindh closed the meeting at 7:41 p.m.
Next regular meeting will be held at the Main Station at 5:30 pm on November 9th, 2023.

Chairman Kenneth Lindh – Position #1	Avy Creighton – Recording Secretary
Commissioner Frank Kittock – Position #2	Approval Date
Commissioner Dawn Quintana – Position #3	

Approved & Signed - 11.09.2023

NOT PRESENT AT THIS MEETING

Approved & Signed - 11.09.2023