



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



**November 9<sup>th</sup>, 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 November 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 Kenneth Lindh the “The November 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 Commissioner Frank Kittock seconded by Commissioner Kenneth Lindh “The November , 2023 Payroll Voucher in the amount of \$13,250.74 (Gen \$5,300.30 & EMS \$7,950.44), for Reimbursement to Umpqua Bank Account were approved as circulated.”

MOTION CARRIED UNANIMOUSLY

**Minutes Approval**

On a motion made by Commissioner Dawn Quintana seconded by Chairman Kenneth Lindh “The Minutes for the Regular Meetings October 12<sup>th</sup>,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 – October 2023 TOTAL** \$701,102.80
  - 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

- Discussion of purchase SCBA cylinders – new or used, try and get prices – Chief Jeff Jaques look at prices -

## **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 Troxel
- Avy & Jennifer have job description ready to go by Nov. 20<sup>th</sup>.

## **NEW BUSINESS.**

- **Commissioner Dawn Quintana made a motion to add a buffer to the EMS Account for \$10k plus the -80k transfer to EMS Account, seconded by Commissioner Kenneth Lindh**

MOTION CARRIED UNANIMOUSLY

## **COMMISSIONER’S COMMENTS**

- Executive Session -Recording Secretary Avy Creighton & Jennifer left room at 5:48
  - Executive session ended at 6:09
- 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**

Meetings paused at 7:21pm until 11/15 at 3:30pm for audit entrance meeting:

3:30 -Audit entrance meeting -until 4pm – then Entering Regular meeting:

- Discussion of packs & cylinders for fire trucks
- Make a motion to approve new packs and cylinders from solace
- Dawn – go through job description – do some updates – get it posted
- Discuss pay for new secretary position
- EMS – Fund catch up
- Meeting paused at

Continue meeting 11/17/2023 @3:30

- Discussion of job application and where to post – the journal
  - Put on webpage , on Facebook page
  - Meeting adjourned at 4:21 PM
- Make a motion to pay over payment for Avy’s retirement by Commissioner Kenneth Lindh & seconded by Commissioner Dawn Quintana

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 December 14th, 2023.

Chairman Kenneth Lindh – Position #1 \_\_\_\_\_  
\_\_\_\_\_ Secretary

Commissioner \_\_\_\_\_ Position #2 \_\_\_\_\_  
Approval Date

Commissioner Dawn Quintana – Position #3 \_\_\_\_\_

**Approved & Signed 12.14.2023**

NOT PRESENT AT THIS MEETING