

# Board of Commissioners Meeting

November 23, 2022

Chairperson Cameron called a regular Board of Commissioners meeting at 5:30pm. This meeting was available to the public via Zoom. The following attended:

Commissioner Hallanger

Commissioner Headley

Commissioner Olson

Commissioner Hutcheson

FA Ballinger

## Approve Minutes of Previous Meetings:

*A motion was made by Commissioner Hallanger to approve the November 17, 2022 board meeting minutes as is. Commissioner Headley seconded the motion. No further discussion. Motion carried.*

## Public Comments:

Laura Yoder requested information on how to apply to be a Commissioner. Chairperson Cameron explained the process and that it is through an election. He also provided her information on where to find details online.

## Awards & Recognition:

None

## Public Hearing:

**2023 Preliminary Budget:** Staff presented the 2023 preliminary budget and appropriate resolutions. *Chairperson Cameron opened the public hearing for the 2023 Preliminary Budget at 5:35pm. No comments were made. Chairperson Cameron closed the public hearing at 5:36pm.*

## Action Items:

**Resolution 843-2022: Levy Certification & Adopt 2023 Preliminary Budget:** *A motion was made by Commissioner Headley to approve Resolution 843-2022: Levy Certification & Adopt 2023 Preliminary Budget as presented. Commissioner Hallanger seconded the motion. All questions by the Board were answered by staff. Motion carried.*

## Verbal Reports:

**911 Update:** Commissioner Headley reported on the new facility and staffing. They are working through some issues with the construction of the new facility.

## Written Reports:

None

## **Action Items:**

***Terminate Fire Chief Employment Contract:*** A motion was made by Commissioner Olson to terminate the Fire Chief Employment Contract with Scott Neves effective today. Commissioner Headley seconded the motion. No further discussion. Motion carried.

***Appoint Alternate to Cowlitz 911 PA Board:*** The Board needs to appoint a new alternative to the Cowlitz 911 PA Board. They meet on the 3<sup>rd</sup> Wednesday of every month at 10:00 am. After some discussion, Commissioner Hutcheson will be the alternate effective today.

*A motion was made by Commissioner Headley to appoint Commissioner Marisa Hutcheson as the alternate to the Cowlitz 911 PA Board effective today, and Commissioner Alan Headley will still remain the primary. Commissioner Olson seconded the motion. No further discussion. Motion carried.*

***POG 2023: Position Description: Fire Chief:*** A motion was made by Commissioner Hallanger to approve POG 2023: Position Description: Fire Chief with edits. Commissioner Olson seconded the motion. No further discussion. Motion carried.

***Resolution 840-2022: Appoint District Secretary:*** A motion was made by Commissioner Headley to approve Resolution 840-2022: Appoint District Secretary as is. Commissioner Hutcheson seconded the motion. No further discussion. Motion carried.

***Resolution 841-2022: Appoint Agent to Receive Claims Against the District:*** A motion was made by Commissioner Olson to approve Resolution 841-2022: Appoint Agent to Receive Claims Against the District as is. Commissioner Hallanger seconded the motion. No further discussion. Motion carried.

***Resolution 842-2022: Appoint Auditing Officer:*** A motion was made by Commissioner Headley to approve Resolution 842-2022: Appoint Auditing Officer as is. Commissioner Hallanger seconded the motion. No further discussion. Motion carried.

***Resolution 844-2022: Authorizing Issuance of Warrants & Use of Electronic Signatures:*** A motion was made by Commissioner Olson to approve Resolution 844-2022: Authorizing Issuance of Warrants & Use of Electronic Signatures as is. Commissioner Headley seconded the motion. No further discussion. Motion carried.

***POG 1035: Electronic Signature:*** A motion was made by Commissioner Headley to approve POG 2023: Electronic Signature as is. Commissioner Hallanger seconded the motion. No further discussion. Motion carried.

***Resolution 845-2022: Voucher Preapproval Authority:*** A motion was made by Commissioner Hallanger to approve Resolution 845-2022: Voucher Preapproval Authority as is. Commissioner Headley seconded the motion. No further discussion. Motion carried.

***Contract for Fire Chief Recruitment:*** Proposals were solicited from three firms. Information and details from each proposal were reviewed. After some discussion, the Board would like to hold a special meeting on December 8 (time to be determined) to have each company give a presentation on timeline and services that they can provide.

**Appoint Interim Fire Chief:** Discussion regarding an outside hire versus an insider hire for Interim Fire Chief, qualifications preferred and the needs of the District.

**Executive Session:** Chairperson Cameron recessed the regular meeting at 6:16pm to enter into Executive Session to the qualifications of applicants (per RCW 42.30.110(1)(g)) for approximately 30 minutes. Chairperson Cameron closed the Executive Session and re-opened the regular meeting at 6:46pm.

The Board of Commissioners has chosen James Graham to serve as Interim Fire Chief. Chairperson Cameron will work with staff and the union to have an MOU reflecting this change while we do a national search for a permanent replacement for Fire Chief.

*A motion was made by Commissioner Headley to authorize James Graham as the Interim Fire Chief, and staff to sign the completed MOU with the union. Commissioner Hallanger seconded the motion. No further discussion. Motion carried.*

## **Chief's Report:**

None

## **Payroll:**

*A motion was made by Commissioner Olson to approve payroll totaling \$325,727.03 for warrant numbers 63478-63487 and EFT's dated November 18, 2022. Commissioner Headley seconded the motion. No further discussion. Motion carried.*

## **Vouchers:**

*A motion was made by Commissioner Hutcheson to approve vouchers totaling \$160,292.23 for warrant numbers 63488-63539 dated November 23, 2022. Commissioner Headley seconded the motion. No further discussion. Motion carried.*

## **Announcements:**

None

## **Executive Session:**

*Chairperson Cameron recessed the regular meeting at 6:51pm to enter into Executive Session to discuss performance of a public employee (per RCW 42.30.110(1)(g)) for approximately 15 minutes.*

*Chairperson Cameron closed the Executive Session and re-opened the regular meeting at 7:06pm.*

## **Adjournment:**

*Meeting was adjourned by Commissioner Cameron at 7:06pm.*

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Commissioner

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District Secretary