



Board of Commissioners Meeting

February 28, 2024

Commissioner Hutcheson called a regular Board of Commissioners meeting at 4:30pm. This meeting was available to the public via Zoom. The following attended:

Commissioner Cameron
Commissioner Hallanger
Chief Goldstein
Finance Director Ballinger

Commissioner Headley
Commissioner Olson
DC Huff

Approve Minutes of Previous Meetings:

A motion was made by Commissioner Hallanger to approve the January 24, 2024 board meeting minutes with edits. Commissioner Olson seconded the motion. No further discussion. Motion carried.

Public Comments:

None

Awards & Recognition:

None

Written Reports:

None

Verbal Reports:

911 Update: Commissioner Headley reported that Cowlitz 911 has filled their finance position. Updates were provided on the radio system evaluation and staffing.

Board of Volunteer Meetings Update: Small changes coming starting with the next Board of Volunteer meeting. Announcements will go out on the same date as Board packets now and Anna will be asking for RSVPs from board members so she knows if she needs to recruit someone to attend. Please respond to her email if you plan to attend.

OPMA Certificate/Verification Process Update: FD Ballinger will track each Board member's certification dates for these required pieces of training to ensure compliance with the RCW. If you already have the training, feel free to email her your certificate. When someone is coming

due for renewal, she will notify you.

Action Items:

POG 5010: Financial Assistance: Staff has updated this policy to reflect industry standards. All questions by the Board were answered by staff surrounding debt forgiveness parameters identified in the policy.

A motion was made by Commissioner Olson to approve POG 5010: Financial Assistance with edits. Commissioner Hallanger seconded the motion. No further discussion. Motion carried.

POG 2077: Jury Duty & Court Appearance: This policy was lumped in with Leave of Absence and it did not make sense for these topics to be together. Therefore this policy was created with additional edits for clarity on expectations.

A motion was made by Commissioner Headley to approve POG 2077: Jury Duty & Court Appearance with edits. Commissioner Hallanger seconded the motion. No further discussion. Motion carried.

Resolution 855-2024: Close Capital Bond Proceeds Fund: All bond fund proceeds were spent in 2023 and therefore this fund is ready to be closed.

A motion was made by Commissioner Olson to approve Resolution 855-2024: Close Capital Bond Proceeds Fund as presented. Commissioner Headley seconded the motion. No further discussion. Motion carried.

Resolution 856-2024: Transfer to Reserve Fund: A motion was made by Commissioner Hallanger to approve Resolution 856-2024: Transfer to Reserve Fund as presented. Commissioner Olson seconded the motion. No further discussion. Motion carried.

Resolution 857-2024: Transfer to Capital Reserve Fund: A motion was made by Commissioner Olson to approve Resolution 857-2024: Transfer to Capital Reserve Fund as presented. Commissioner Headley seconded the motion. All questions by the Board were answered by staff. Motion carried.

Resolution 858-2024: Cancel Warrants: A motion was made by Commissioner Headley to approve Resolution 857-2024: Cancel Warrants. Commissioner Hallanger seconded the motion. No further discussion. Motion carried.

Resolution 859-2024: Authorizing Issuance of Warrants & the Use of Electronic Signatures: With the change in our Board Chair, the signers on our account for our warrants/checks needs to be updated. Our checking account has historically had two signers. This new resolution only names the positions that are authorized (Board Chair and Fire Chief) and does not have an individual's name so there will not be a need for a new resolution every time there is a change in these positions identified.

A motion was made by Commissioner Hallanger to approve Resolution 859-2024: Authorizing Issuance of Warrants & the Use of Electronic Signatures as presented. Commissioner Headley seconded the motion. No further discussion. Motion carried.

Cowlitz 911 Addendum 2: The correct version of Addendum 2 with Cowlitz 911 for payroll support services was presented to the Board for approval.

A motion was made by Commissioner Headley to approve the Cowlitz 911 Addendum 2 as presented with the Fire Chief to sign. Commissioner Olson seconded the motion. No further discussion. Motion carried.

Chief's Report:

- Staff continues to work on hiring for full-time and part-time positions that are open.
- Updates on apparatus that have been on order.
- WSRB was on-site on March 5 to re-evaluate our Fire Protection Class Ratings. Usually takes several months to get the final report from them.
- The District's All-Call meeting was held on February 21 at Kelso High School. This has been changed to an annual event.
- Our annual District Dinner is on March 9 at the Kelso Elks.
- House burn is scheduled for March 23 on PG Sweet Rd.
- Working on a mutual aid agreement with our area and Columbia County. Will present at a future meeting for approval.
- AFG/SAFER letter of support was signed by Chief Goldstein and sent off recently.

Payroll:

A motion was made by Commissioner Hallanger to approve payroll totaling \$346,211.47 for warrant numbers 65169-65178 and EFTs dated February 5, 2024; \$330,052.62 for warrant numbers 65236-65245 and EFTs dated February 20, 2024. Commissioner Olson seconded the motion. No further discussion. Motion carried.

Vouchers:

A motion was made by Commissioner Headley to approve vouchers totaling \$93,706.38 for warrant numbers 65179-65233 dated February 15, 2024; \$47,962.84 for warrant numbers 65246-65288 dated February 29, 2024. Commissioner Olson seconded the motion. No further discussion. Motion carried.

Drill Points:

A motion was made by Commissioner Headley to approve drill points totaling \$14,791.34 for warrant numbers 65163-65168 dated January 31, 2024. Commissioner Hallanger seconded the motion. No further discussion. Motion carried.

Announcements:

None

Adjournment:

Meeting was adjourned by Commissioner Hutcheson at 5:07pm.

Commissioner

District Secretary