

Lewis County Fire District # 5

February 10, 2023 Regular Fire Commission Meeting

ATTENDANCE

Commissioners: Sam Patrick, Mike Goodwillie and Sandra White

Administrative Staff: Chief Dan Mahoney and Secretary Carmen Sundin

Career Staff: Brandon Schaffer, Caity Hoye, Brad Bozarth, and Connor Tardiff

CALL TO ORDER

Commissioner Patrick called the meeting to order 0818 hours (8:18 a.m.) and led the flag salute.

APPROVAL OF MINUTES

- *Motion made by Comm. Goodwillie to approve the January 13, 2023 Regular Meeting Minutes; second by Comm. White; all Commissioners voted to approve-motion carried.*
- *Motion made by Comm. Goodwillie to approve the January 23, 2023 Special Policy Approval Meeting Minutes; second by Comm. White; all Commissioners voted to approve-motion carried.*

OLD BUSINESS

- Coats-Secretary advised a partial order has arrived and that LN Curtis is shipping them out as they get the customizations done. Chief Mahoney advised some are not complete sets; some liners came with no shells and some shells came with no liners.
- Duty shirts-shirts have not been received, yet.
- EF Recovery to be discussed in Executive Session.
- WA Infrastructure Grant-Chief has been in communication with WA Department of Commerce who is responsible for managing the grant. The DOC advised they will hold the money until we are ready to use it. They advised that if we need to do a change of use we can submit the paperwork to reassign the project, which has to be approved by the legislature. There is another grant opportunity, being sponsored by Peter Abbarno, and this one is a two million dollar matching grant for Fire Departments. Comm. White advised that it is HB 10-14, and that it's current status is that it's currently being reviewed by the Capitol Budget Committee. Chief Mahoney is going to find out if we can use the first grant for matching funds for the second grant.
- City Council meetings-Chief advised that City Council meetings currently fall on a conflicting meeting, for him, and asked if a Fire Commissioner could attend when he cannot.
- Website-nothing to update
- Community Outreach-Safety City was recently held in FD5's jurisdiction with no notification to FD5.

COMMUNICATIONS/CORRESPONDANCE

- Commissioner signature stamps-Secretary Sundin presented signature sheets for each Commissioner's stamp, so she can process the order.
- BVFF 2022 Pension Certifications Form-signed by Commissioner Chair Patrick.
- LC Assessor 2023 Certified Values-EMS value is \$1,542,406,327 putting the cost per \$1000 of assessed value at .324106593217 for EMS Fund setting the tax revenue to be collected at \$499904.06. General value is 1,496,855,586 putting the cost per \$1000 of assessed value at .500460844056 setting the tax revenue to be collected at \$749,117.61.

- Snure Law Firm webinars for Medical Records Management and Structuring Volunteer Programs. Secretary Sundin suggested that she and Caity Hoyer register for the Medical Records Management and Brandon Schaffer requested to attend Structuring Volunteer Programs.
- WA Health Care Authority- HCA notice advising of the 2020 GEMT Program Settlements. FD5 does not owe any additional funds for this settlement period and the HCA, instead, owes back \$2,618.71 to FD5.
- LC Elections-Commissioner Position 3 will expire on December 31, 2023. If anyone is going to run for it, it will need to be filed the week of May 15-19.
- LC Elections- Calendar of filing cut-off dates for 2023.
- WA DRS/Deferred Compensation Program (DCP)-DCP will be adding a Roth IRA option in October.
- Columbia Bank-Umpqua Bank Merger-banking transitions will begin on March 20th. Online access will change for business banking.

SECRETARY'S REPORT-ACCOUNTING APPROVAL

- **PAYROLL-**

Comm. White makes a motion to approve payroll of \$78,185.46 for staff payroll; total payroll, federal taxes and benefits-\$96,301.87; second by Comm. Goodwillie; all Commissioners voted to approve-motion carried.

- **ACCOUNTS PAYABLE-**

Comm. White makes motion to approve \$28,316.15 for January Accounts Payable; second by Comm. Goodwillie; all Commissioners voted to approve-motion carried.

- **FUND TRANSFER-**

Comm. White makes motion to approve fund transfer in the amount of \$124,618.02; second by Comm. Goodwillie; all Commissioners voted to approve-motion carried.

Comm. White makes a motion to approve fund transfer in the amount of \$8,500.00 for Capital Projects Fund; second by Comm. Goodwillie; all Commissioners voted to approve-motion carried.

- **FUND BALANCES:** January General Fund ending balance of \$640,262.97; January EMS Fund ending balance of \$866,378.71 and \$201,718.52 for Columbia Bank. Total of all funds is \$1,794,093.38 which includes the Capital Equipment Fund of \$85,733.18, as well.

MSO REPORT-MSO was not present and Caity Hoyer provided the Report.

- 90 calls for January. 67 were EMS (27 ALS, 17 BLS and 23 AMA's); 23 were Fire calls. January billed transports was \$78,000.

CHIEF'S REPORT EXPANDED TOPICS-Refer Chief Brief for February by Chief Dan Mahoney

- **Personnel-**Chisnell was signed off for the SCI by Jeanine. One resignation received and add placed for Paramedic Firefighter. A second Paramedic/Firefighter has applied at FD15. Took on a new volunteer and used Paladin Background Investigators instead of doing the background myself. Costs a little more than if we did it ourself, but Comm. Patrick agrees it needs to be thorough so it's money well spent.
- **Equipment-**
 - **Brush Truck Build-** If we use a 300-gallon tank, it may need airbags. A 150-gallon tank can still be a Type 6. The tank/skid unit can be re-installed on another chassis down the road.

Still looking at boxes. The tank is a poly tank and is \$28,745 before tax. It has a 10-12 week build time.

- Chief's vehicle replacement-Quote from Rainier Dodge.
- Engine 52 quote for repairs from US Fire. More on this under Safety/Risk.
- Policy/ILA for ALS Mutual Aids-Dr. McCahill is still weighing in on this so the policy is on hold until he makes his decision.
- Wildland Mobe Revenue-Chief furnished a copy of the payments received to date for the 2022 Mobe Season. \$34,044.53 has not been paid yet for personnel wage reimbursement, for a total of \$50,624.96. Equipment made \$91,664.66.
- Outreach-
 - Safety City inquiry-Greg Peterson gave a speech at Chief's Meeting. He asked for a show of hands of who didn't know about it. Only Riverside FD was notified and asked to participate.
 - Cat Rescue at Love's Truck Stop has been good PR for the District. During the meeting, a citizen came in to see if the cat was a good fit for her and she took the cat home. She was advised that she would have to return the cat if, indeed, an owner came forward.
- Safety/Risk-
 - Matthew McCracken's Tesla sustained front end damage when backed into with brush truck. Capt. Bozarth suggested to do a regular driving academy and Comm. Patrick is in favor of it. Inquiry from Comm. White about the operator, and if he had a spotter backing him in. Comm. Patrick asked for the rest of the subject be moved to Executive Session.
 - Engine 5-2 damage sustained during ice storm when it slid off roadway and through a fence. Quote from US Fire for \$8492.72 to repair it, based on photos that were sent to them. It will have one week in the shop. Capt. Bozarth advised the slide out step will take a little time to build, so they can return the truck before they start building it and deliver the step later, so we can get the truck in service. It has not been turned into the insurance yet but they are aware of the incident.
- Training-
 - Instructor I class on 3/25/23.
 - Firefighter I Spring Academy. We have one volunteer enrolled.
 - EMT Class. Nathan Gluck has completed and passed the course. He has to pass the National Registry Test, next.
 - Nicholson & Associates Quarterly Meeting in Portland on March 1st. Chief is attending
- Growth/Development-
 - Construction has started on the AM/PM and no notice has been received to FD5 from the City. Brian, Napavine Public Works, requested to have a trench rescue team present as they cut 16' deep holes. Chief informed Brian that is there responsibility to provide a team.
 - FD5 was offered a house to burn on Exit 72. DOT and SW Clean Air advise no on burning ad the risk outweighs the benefit.
 - City Council Meetings are 2 per month. There has not been much community involvement for the last 6 meetings.

- Adequate Facilities Form-Chief does have authority to verify and attest that FD5 can furnish the protection, but, but signing, changes the developers use authority.

NEW BUSINESS

- Delinquent Ambulance Billed Accounts:
 - *Motion made by Comm. White to write off accounts as uncollectable for 102-2021-1082 in the amount of \$2349.00; 102-2021-1029 in the amount of \$2350.80; 102-2021-0955 in the amount of \$1670.20; all for the same patient and time lapse to apply for CA Medicaid expiring; second by Comm. Goodwillie; all Commissioners voted to approve-motion carried.*
 - *Motion made to write off \$260.00 as charity for 102-2022-453 due to poverty; second by Comm. Goodwillie; all Commissioners voted to approve-motion carried.*
- Replacement of Command Vehicle-Chief has passed along an email with a quote for a Dodge Durango from Rainier Dodge. Still investigating options for a skid unit for the makeover of the present command truck to a brush truck.

EXECUTIVE SESSIONS

- Executive Session called at 0937 hours for 10 minutes, by Chief Mahoney, per WA RCW 110(1-D Contract Performance) due to a possible contract violation with a vendor. Executive Session ended at 9:47 and no action was taken, no conclusions made, and no decisions were made.
- Executive Session called at 9:51 for 10 minutes, per WA RCW 110(1-G Personnel Performance of Public Employee). At 10:02, it was requested to extend the Executive Session for another 10 minutes. It ended at 10:12. No action was taken, no conclusions made, and no decisions were made.

RESUME NORMAL SESSION

- Back in regular session at 10:14

COMMISSIONER'S REPORT

- Comm. Patrick- Commented that the Awards Dinner went well. He made an 20x30 enlargement of the group photo. Secretary looking into framing options.
- Comm. Goodwillie- noted that he stopped in at Station 5-2 and the guys were working on framing. He commented that he is excited to see how it looks when all done. He had been reading some recent articles on outreach/prevention and asked if FD5 had anyone certified to do child car seat installations/inspections. FD5 presently doesn't have anyone certified. It is a 40 hour class and has to be recertified with a minimum of 8 installs per year to keep certification. Class offered in Vancouver.
- Comm. White-Comm. White presented a list of items:
 - Asked how many Blood Pressures were done? Secretary advised 7 or 8. Chief Mahoney advised that one turned into an ambulance transport.
 - PDC Annual F-1 filing- She cautioned the other two Commissioners to get their filing done by the deadline or else it is a \$150.00 fine.
 - Levy Lid Lift-It was decided to schedule a special meeting on February 17th at 8:00 a.m., as a workshop to discuss when we are going to run a levy and what the terms will be.

- Safer Grant application period is open from February 13-March 17th.
- Rescued Cat-Great public involvement and interaction. The Chronicle is doing a story on the cat.
- Awards Dinner-would rather see more planning, ahead of time, on the event, including adding it in the budget with a determined amount to spend. Secretary Sundin provided a cost breakdown on the event expenditures. Total cost was \$2,902.88. The event venue was \$500; the Caterer was \$1687.65 and the remainder was décor, other food and beverage and disposable dessert tableware; kids activities and childcare. Comm. Patrick thinks it was money well spent to show that we value our employees. Comm. White advised that Comm. Patrick took some great photos, but, instead of framing the photos, Comm. White would rather see action and scene photos on the website as they tell a better story.
- A complete list of items was given to Chief on January 31st.

COLLECTIVE BARGAINING WITH IAFF LOCAL 0451

- Nothing to report.

GOOD OF THE ORDER

Comm. White reminded the others of the Lewis County Fire Commissioners Association Meeting on February 20th at 6:30 p.m. at Onalaska FD. Secretary will post as a Special Meeting since all three Commissioners are attending.

ADJOURNMENT

- Meeting adjourned at 10:48 hours.

These minutes have been approved by the Board of Fire Commissioners of Lewis County Fire District 5, in an open public meeting held on March 10, 2023.



 Sam Patrick, Commissioner Chair



 Sandra White, Commissioner



 Mike Goodwillie, Commissioner



 Carmen Sundin, Secretary

Lewis County Fire District # 5

February 17, 2023 Special Meeting/Workshop

ATTENDANCE

Commissioners: Sam Patrick, Mike Goodwillie and Sandra White

Administrative Staff: Chief Dan Mahoney and Secretary Carmen Sundin

CALL TO ORDER

Commissioner Patrick called the meeting to order 0802 hours (8:02 a.m.). Comm White led the flag salute.

OLD BUSINESS

- Replacement of command vehicle-Chief Mahoney advised the firefighters are still investigating which skid unit and boxes for the chassis are going to work, so they are not ready to start the project. It's going to take a few months to put together and they hope to have it done by June. With the Chief's truck becoming a brush truck, he will need a command car.
 - Discussion/concerns:
 - Comm. White is worried about the public's perception, making the purchase of a new vehicle, then putting another levy on the ballot in August.
 - Comm. Goodwillie believes that as long as we justify the need, and purchase, and put it out there with the correct information, we will be informing the public, instead of the public making hasty judgements.
 - Comm. Patrick advised the Durango will get better fuel economy than the truck. The replacement command vehicle needs to be something that can be an on scene command unit, per Comm. Patrick, with a pullout command board.
 - Asst. Chief Tyler Lyons advised that the Chief does need a command board.
 - The quote from Rainier Dodge puts a new Durango at 40,000 and it will take, approximately, another \$10,000 to equip it with lights, radio, siren, and command box. Secretary Sundin was directed to draft a Resolution, for consideration, at the March 10th regular meeting, to expend the funds held in the Capital Projects Fund.
- Property search-Chief Mahoney has been in communication with the Pastor of the Assembly of God Church about a 3.95 acre parcel on Koontz Road, just beyond the city limits. There are powerlines along one side and power is already ran to the parcel. It has been cleared, previously, and has a good egress entrance. Chief advised that the property is located in the County, and, in speaking to Brian with Napavine Public Works, the parcel will eventually be in the city limits as the UGA is going that direction. Sewer will need to be ran for 4 blocks and we would have to pay for that.
- Infrastructure Grant-Chief received a call, a day prior to meeting, from Peter Abbarno's Office, and they wanted to know where Chief received the information on the rolling of the Infrastructure Grant Funds. They did not think that was going to occur and was going to contact the Department of Commerce.

NEW BUSINESS

- 2023 Levy Lid Lift-Filing date is May 12th to have a levy on the August Primary. Secretary gave commissioners a cost per thousand table, based on various lid lift amounts. Chief noted that the

School District Bond did not pass and they are going for it again, but, not sure if August or November. He will contact the School to find out. Additionally, in November, the Communications 2/10 of 1% Sales Tax measure will be on the ballot. Chief advises that we should go for the \$1.50. Commissioners agree. Asst. Chief Lyons advises we can justify the amount with the need to purchase fire trucks. We have a lot of work to do to get it to pass. Secretary will draft Resolution and ballot measure for approval and signatures for the March meeting.

- Contract Negotiations-Alan Unzelman advises they are going to start soon. Comm. Goodwillie advises that the Union can back the Levy and go door to door, off duty, as well as purchase signs and take out ads.

COMMISSIONER'S REPORT

- Comm. Patrick- nothing to report.
- Comm. Goodwillie- Napavine High School sent a job shadow student for him to mentor yesterday. He advised that in the future, the NHS should send the students to FD5.
- Comm. White-\$7000 was put in the budget for newsletters. She wants to start sending them quarterly. Secretary suggested to check into the cost and requirements for bulk US Mail. Comm. White provided printed material of where to order the red, yellow and green pop-up shelters and explained to Asst. Chief Lyons the dual purpose of the shelters. She, also, explained her plan to have FD5 in the newspaper at least once, every month, for public relations.

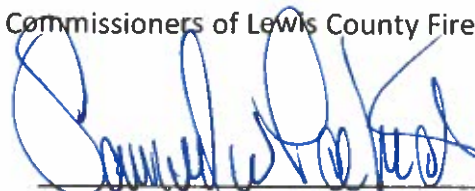
GOOD OF THE ORDER

- Awards Banquet-Chief advised that the Flaming Pig has confirmed the catering; on duty crew will bring engines; all personnel will potluck the desserts. Secretary advised we can be there by 5:00 to start setting up and we have 4 hours from start to finish, including clean-up.

ADJOURNMENT

- Meeting adjourned at 8:46 a.m.

These minutes have been approved by the Board of Fire Commissioners of Lewis County Fire District 5, in an open public meeting held on March 10, 2023.



Sam Patrick, Commissioner Chair



Sandra White, Commissioner



Mike Goodwillie, Commissioner


Carmen Sundin, Secretary