

# Lewis County Fire District # 5

## Main Station

December 16, 2022-Special Fire Commission Meeting

### ATTENDANCE

Commissioners: Sam Patrick, Sandra White, and Mike Goodwillie.

Staff: Chief Dan Mahoney; Secretary Carmen Sundin; Josh Chisnell; Connor Tardiff

### CALL TO ORDER

- Commissioner Patrick called the meeting to order 0918 hours (9:18 a.m.)
- A quorum was declared, and Comm. White led the flag salute.

### OLD BUSINESS

- Commissioners had several weeks to preview policy changes which were given to them at the November meeting. Chief Mahoney Presented the following policies for approval:
  - 2000 Series, section numbers: 2000 Goals, 2101 Employment of Handicapped Persons; 2102 Workplace Harassment; 2103 Whistle Blower Reporting; 2104 Oath of Office; 2200 Collective Bargaining; 2210 Applicability of Personnel Policies; 2300 Fire Chief; 2301 Organization of Staff; 2302 Evaluation of Chief; 2410 Recruitment of Career Staff; 2411 Firefighter Qualifications; 2412 Employment of Staff; 2413 Employment Contracts; 2415 Temporary Positions; 2416 Physical Examinations; 2417 Temporary Disability; 2420 Assignments; 2421 Promotions; 2430 Position Descriptions; 2431 Working Conditions; 2432 Length of Workday; 2440 Code of Conduct; 2441 Conflicts of Interest; 2442 Dress Code; 2443 Solicitations Endorsements and gifts; 2445 Use of Tobacco Products; 2446 Resolution of Staff Complaints; 2447 Alcohol & Drug Testing; 2450 Performance Evaluation Staff; 2500 Personnel Records; 2550 Use of Department Purchasing Cards; 2600 Termination of Employment: 2601 Resignation; 2602 Retirement; 2603 Probation Termination; 2604 Disciplinary Actions and Discharge; 2604.1 Table of Offenses and Penalties; 2605 Staff Assistance Program; 2606 Reduction in Force; 2710 Compensation Schedule; 2711 Wages, Salaries and Compensation; 2712 Payroll Deductions; 2720 Leave Benefits; 2721 Military Leave; 2722 Jury Duty and Subpoena Leave; 2723 Leave of Absence; 2724 Unauthorized Leave; 2725 Shared Leave Program; 2730 Health Insurance; 2731 Retirement Program; 2732 Holidays; 2733 Staff Vacations; 2740 Staff Training; 2741 Travel Expenses; 2744 Reimbursement for Personal Loss; 2745 Food & Beverage Consumption; 2750 Recognition for Meritorious Service; 2800 Volunteer Firefighters; 2801 Volunteer Membership Requirements; 2810 Volunteer Training; 2811 Volunteer Participation and Training Requirements Corrective; 2820 Volunteer Performance Evaluations; 2821 Volunteer Promotions; 2822 Volunteer Officer Development; 2830 Volunteer Disciplinary Action and Revocation of Volunteer Status; 2840 Volunteer Complaint Procedure; 2840.1 Complaint Form; 2848 Volunteer Sick Leave; 2849 Volunteer Vacations; 2850 Volunteer Leave of Absence; 2851 Volunteer Resignation; 2860 Reimbursement for Volunteer Firefighters; 2861 Volunteer Firefighters Relief and Pension Benefits.

***Motion made by Comm. White to approve the above-mentioned 2000 series policies; second by Comm. Goodwillie; all commissioners voted to approve; motion carried.***

- Ambulance Billing Policy change to include Treat-no-Transport charges due to the memo from Dr. McCahill to treat patients at scene whenever possible to avoid transport to the overcrowded hospitals. Secretary presented a current fee schedule of what all the agencies in Lewis County are charging for ambulance transports. While Medicare and Medicaid will only pay their base rate, plus mileage, and disallow the rest, other insurance companies pay anywhere from 80%-100% of the transport depending on the circumstances. To avoid leaving money on the table, Secretary Sundin suggested that we evaluate the rates as they have not been changed since 2018. MSO Josh Chisnell advised that we will need to see how the rates will work with ESO and asked that Secretary check with Systems Design to see if they will be able to pull the ESO code of 'Dead on Scene' or will we have to itemize the Treat-No-Transport for supplies used and attach a bill. Comm.

***Comm. Goodwillie makes a motion to increase billed mileage from \$18.00 per mile to \$21.00 per mile, and potentially revisit this number once we talk with Systems Design about increasing base rate and itemized billing; second by Comm. White; all Commissioners voted to approve; motion carried.***

### **NEW BUSINESS**

- Secretary presented the 2023 contract with Washington Fire Commissioners Association for Trusteed Insurance Plan for approval:  
***Motion made by Comm. Goodwillie to approve the 2023 Washington Fire Commissioners contract for medical, dental and vision insurance coverage; second by Comm. White; all commissioners voted to approve-motion carried.***
- Lewis Fire District 18-Glenoma:
  - Janine is providing the instructor for the EMT I Class that F/F Gluck is re-taking. Comm. Goodwillie inquired what the policy was remedial classroom training; specifically, how many times we will allow someone to remedial and who is going to pay for it. Chief Mahoney advised that the FD is paying for the second Class as F/F Gluck did not get a fair shake from the instructor because of Covid and no hands-on instruction. Comm. Goodwillie would like to see a policy change to include a time commitment back to the District from the employee, and directed Chief Mahoney to inquire with the attorney if we can do that.
  - Instructor Shadowing of same instructor during this class by MSO Josh Chisnell- Last month FD18 sent us an invoice for \$5000 for Janine's services while MSO is shadowing her for the Instructor Course. There was no agreed upfront amount and Chief was under the assumption it was at no cost. At the last meeting, this was discussed and Comm. White drove to Glenoma to approach their BOFC about the amount of the invoice. No one was at their station on the meeting night so it did not get addressed. Chief Mahoney sent an E-mail to her and her BOFC advising we were not paying the invoice as it was not discussed from the beginning. MSO Chisnell advised that Janine did tell him there would be a cost, but, she had not determined it prior to the class starting. Secretary Sundin received a new Invoice for \$1500. MSO Chisnell advised he would like to continue the class so FD5 can host and instruct an EMT Class in the Spring, opposite the College EMT Class. Comm. Patrick wants the attorney involved before we pay them anything as we did not have a contract with them or an advance fee requirement. Comm. Goodwillie advised we need to get it lowered as much as we can, and agrees that we should keep MSO Chisnell in the class.

**COMMISSIONER'S REPORTS**

- None were given.

**GOOD OF THE ORDER**

- None.

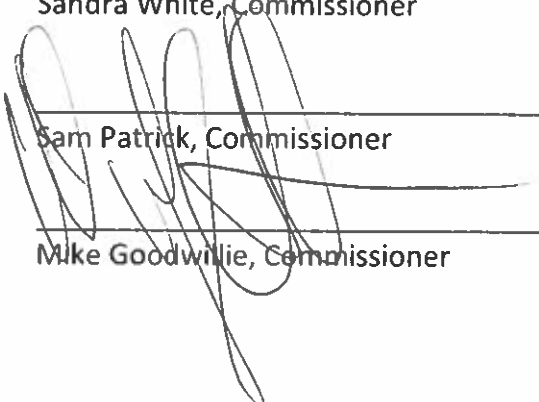
**ADJOURNMENT**

- *Comm. Goodwillie motions to adjourn; second by Comm. White; meeting adjourned at 10:40 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 January 13, 2023.



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Sandra White, Commissioner



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Sam Patrick, Commissioner

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Mike Goodwillie, Commissioner



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Carmen Sundin, Secretary

**Lewis County Fire District # 5**  
**December 9, 2022 Regular Fire Commission Meeting**  
**(Rescheduled for the December 8, 2022 Meeting)**

**ATTENDANCE**

Commissioners: Sam Patrick, Mike Goodwillie and Sandra White  
Administrative Staff: Chief Dan Mahoney; Secretary Carmen Sundin  
Career Staff: Josh Chisnell

**CALL TO ORDER**

Commissioner Patrick called the meeting to order 0839 hours (8:39 a.m.). A quorum was declared and Comm. Goodwillie led the flag salute.

**APPROVAL OF MINUTES**

- ***Motion made by Comm. White to approve the November 10, 2022 Regular Meeting Minutes; second by Comm. Goodwillie; all Commissioners voted to approve-motion carried.***
- Comm. White advised that she is not happy with the meeting time being changed. She suggested that we continue with a quorum of two if a commissioner cannot be present. She advised that we need to be consistent with when we meet so the public knows when we meet. With that said, to stay consistent, meeting times were changed to the second Friday of each month at 8:00 a.m.

**OLD BUSINESS**

- Ambulance Billing- A special meeting was scheduled for December 16<sup>th</sup> at 9:00 a.m. to discuss the policy changes to include 'Dead on Scene' as well as go through the policy changes for the manual.

**COMMUNICATIONS/CORRESPONDANCE**

- A thank you was received from a citizen named Clarence Shawgo. Secretary documented the message on a Personnel Complaint Report Form newly created for a variety of personnel issues. Copies made for the involved EMT's files.
- LC Elections-Voter Turn-out number by district (FD5-4060 voted out of 5742 registered voters) and Elections Invoice for \$2164.16 for the election and \$394.45 for the Voters Pamphlet.
- Comm. White End of Action Report on Santa and Mrs. Claus suits purchased for Story Time with Mrs. Claus.\$97.78 was spent for both suits.
- WFCA Fall Conference class recordings are available for a fee.
- IRS Letter advising of refund due to FD5 because Laura Hansen had filed Federal FUTA Taxes in 2016 and FD5 is FUTA exempt. Secretary Sundin advised that FUTA is a federal unemployment tax and government entities are exempt from FUTA.
- Chief Mahoney advised that Chief Cardinale expressed his gratitude for FD5 loaning the engine to FD6 while they were short equipment. Comm. Goodwillie advised they are able to get brake parts and brake pads so they are not in as dire straights as they were.

## **SECRETARY'S REPORT-ACCOUNTING APPROVAL**

- **PAYROLL-**

*Comm. Goodwillie makes a motion to approve payroll of \$75,391.31 for staff payroll; and summer temporary help payroll of \$6,625.75; total payroll, federal taxes, and benefits-\$99,392.33; second by Comm. White; all Commissioners voted to approve-motion carried.*

- **ACCOUNTS PAYABLE-**

*Comm. White makes motion to approve \$65,204.24 for 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 \$164,596.57; 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:** November General Fund ending balance of \$688,778.56; November EMS Fund ending balance of \$891,168.63; November Capital Improvement Fund ending balance of \$68,330.51 and \$217,660.21 for Columbia Bank. Total of all funds is \$1,865,937.90.

## **MSO REPORT-completed by Josh Chisnell**

- November was the second busiest month of the year, per the MSO.
- There were 120 total responses; 74% were EMS and 26% Fire related calls.
- November billing is not closed yet so do not have the billed transport stats.
- Training-is continuing on with the SEI EMT Instructor Course.
- Supply shortages for Albuterol, Epi and Lidocaine. We have adequate stock for now, but it is going to dwindle as we cannot replace it.
- Staffing. A former volunteer expressed interest in returning and is approved with Dr. McCahill, Kevin Thompson.

## **CHIEF'S REPORT EXPANDED TOPICS-Refer Chief Brief for May by Chief Dan Mahoney**

- **Equipment/Hose Testing-National Hose Testing** came down and performed the test. 500 feet of large diameter hose blew and failed. Hoodsport is donating 4-inch diameter hose (which is what FD6 and FD13 use). Griffin Fire received a grant for new hose and donated all their hose to Hoodsport which was a 'take it all or nothing' arrangement. Hoodsport does not need it all. They took what they want to keep and are giving away the rest.
- **Facilities-as we have not been able to acquire 5 acres**, Chief is going to check with WA Department of Commerce to see if the Infrastructure Grant can be used to remodel one of our existing stations.
- **Fleet-Ritchie Brothers Next Auction** is later this month and our brush truck is generating lots of interest.
- **Policies-Dr. McCahill is asking for some changes to the ALS MPD program** and with that comes an increase in fees for the ALS users.
  - He has concerns with the dissolution of the South County Medics/Lewis County Medic One ALS program, and how it is going to affect each individual agency. He is wanting to standardize training for all ALS and make operations consistent. Riverside Fire Authority

shared their ALS training schedule as well as twenty editable ALS policies. Chief will work on comparing FD5 policies with RFA's policies and will need to have input from the MSO.

- Dr. McCahill has made changes to the patient charting requirements.
- ALS transporting agencies-FD6 will be doing their own transports. FD8 has been granted a temporary ALS license. FD1 and FD15 will begin their own ALS transports on January 1, 2023, with FD15 providing ALS services to FD2 and FD20. Riverside uses AMR for their transports. The way FD5 does business is not comparable to the other agencies, as FD5 can guarantee two available EMS units with our own personnel. This is going to be brought up at the next EMS Council meeting.
- LC Dispatch Law/Fire Managers-Stacey Denim is the new chief for Chehalis PD and the chair of the committee. There are four police agencies represented and four fire agencies. The discussion at the last meeting was about potentially funding 911 Communications with a sales tax, which Sheriff Snaza is not in agreement with and very vocal about it.
- Training/Spring Academy-FD3 is claiming it is their academy. It may not be funded by WSP.
- Economic Growth/Eric Eisenburg with Lewis County Community Development-called a meeting to talk to the fire chiefs about how to operate while growth is hampering funds. Gwen Turner, Kevin Anderson, Richard Underdahl and Chief Mahoney were in attendance. Mr. Eisenburg thinks the fire departments should rely on volunteers to reduce their overhead and operate withing the funds they have. He was not well received.
- Life Flight Membership-all applications complete and will be turned in.
- City of Napavine Hydrant Fees- FD5 pays \$5 per hydrant, annually as well as a \$3100 maintenance fee to the City. The district does not own the hydrants; the City does. This needs to be reviewed in the future. Secretary advised that the City does not pay for any fire protection to FD5. This, too, should also be addressed in the future.
- LED Sign Quote-a new quote was obtained. \$54,000 for a 4' X 8' sign. Chief is going to work on a grant to see if we can get part of the cost covered.

#### **NEW BUSINESS**

- Resolution 2022-15 in support of renaming Rife Lake Overlook the Gary Stamper Overlook.  
***Motion made by Comm. White to approve Resolution 2022-15 in support of renaming the Rife Lake Overlook as Gary Stamper Overlook; second by Comm. Goodwillie; motion carried with all Commissioner voting to approve.***
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#### **COMMISSIONER'S REPORT**

- Comm. Patrick-
- Comm. Goodwillie-
- Comm. White:-
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#### **COLLECTIVE BARGAINING WITH IAFF LOCAL 0451**

- Nothing to update.

#### **GOOD OF THE ORDER**

- None

**ADJOURNMENT**

- ***Comm. Goodwillie motioned to adjourn at 1010 hours (10:10 a.m.); second by Comm. White; all Commissioners voted to approve-motion carried.***

These minutes have been approved by the Board of Fire Commissioners of Lewis County Fire District 5, in an open public meeting held on January 13, 2023.

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Sam Patrick, Commissioner Chair



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Sandra White, Commissioner



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Mike Goodwillie, Commissioner



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Carmen Sundin, Secretary