

Lewis County Fire District # 5

January 13, 2023 Regular Fire Commission Meeting

ATTENDANCE

Commissioners: Mike Goodwillie and Sandra White

Administrative Staff: Chief Dan Mahoney and Secretary Carmen Sundin

Career Staff: Rob Blair, Melissa Baker, Connor Tardiff

Guest: CCFD6 Commissioner Mike Kaiser and LCFD15 Chief Richard Underdahl

CALL TO ORDER

Commissioner White called the meeting to order 0818 hours (8:18 a.m.). A quorum was declared, noting that Comm. Patrick was excused while attending training in Mt. Vernon. Chief Mahoney led the flag salute. Comm. White commented that each commissioner has a responsibility to let the secretary, or other commissioners, know when they are not able to attend the regular meeting, to assure we have a quorum to hold the meeting.

APPROVAL OF MINUTES

- *Motion made by Comm. Goodwillie to approve the December 9, 2022 Regular Meeting Minutes; second by Comm. White; both Commissioners voted to approve-motion carried.*
- *Motion made by Comm. Goodwillie to approve the December 16, 2022 Special Meeting Minutes; second by Comm. White; both Commissioners voted to approve-motion carried.*

OLD BUSINESS

- Commissioner signature stamps-Secretary Sundin advised she has not had time to get them ordered.
- Comm. White went through the list of action items of unfinished, or incomplete business:
 - Coats-Comm. White inquired what the staff is wearing now? Chief advised they are wearing their old coats. Chief Underdahl advised that the new coats are on order, however, they were held up pending a decision on the design for the back. The instructions have been given for the order to be processed.
 - Duty shirts-shirts have been put on 'rush' to get them done.
 - BNSF Grant-to see if they will pay for part of the reader board sign. Chief advised he has the contact information for the railroad.
 - Public Relations-Comm. White has asked KELA and the Chronicle to publicize the CPR Class and the Drop-in Blood Pressure Clinic. Chief advised that CPR will not be done in January and we are pursuing February for the class.
 - EF Recovery-Chief Mahoney advised that EF Recovery has not responded to the attorney's letter sent last month. Chief will have everything set up with Systems Design before our contract ends with EF Recovery in June. We have to give them a 60-day notice to terminate.
 - Infrastructure Grant-Peter Abbarno is putting in for another two-million-dollar grant that can be used for many purposes. It is a 50/50 grant and Chief wants to see if we can use that one in addition to the first one and remodel existing stations instead of new construction since we do not have a property.
 - City Council Meetings-Comm. White advises it is prudent to have someone from FD5 at their meetings. She asked that if the Chief cannot attend, he is to let a commissioner know. Too many construction projects are being pushed through without any input from FD5. Chief Mahoney has requested to be in the email loop between the developers and the City of

Napavine. Comm. White reminded Comm. Goodwillie if a commissioner attends, they are to take notes and do an end of action report back to the BOFC.

- FD5 Firefighters Association-Comm. White reminded the members to do thank you cards for those that helped with Storytime, and to send thank you letters out for the donations from Mary's Corner Chevron and Mr. Olmstead.
- Website-more items to promote image and public involvement.
- Hamilton Lumber property-
- Storytime-would like to do a critique of what we did and ideas for how we could do it better.
- School District-Sandra has a meeting with the person who puts together the High School Career Day event.

COMMUNICATIONS/CORRESPONDANCE

- Sympathy Card for Caitly Hoyer's family was presented for signatures.
- SD Request for write-off ford 102-2021-0955 due to the client having CA Medicaid. Commissioners directed Secretary to have the account ready for write-off consent at the February meeting.
- WFCB & WFC Legislative Day on February 17th at 8:00 am.
- Centers for Medicare & Medicaid Services (CMS) letter of notification for FD5 to report ground ambulance transport data for 2023 transport year, due May of 2024. Secretary advised that several other Lewis County transport services are required to report for 2022, due this may. If you do not report, you will lose 10 percent of your Medicare and Medicaid payments.

SECRETARY'S REPORT-ACCOUNTING APPROVAL

- **PAYROLL-**

Comm. Goodwillie makes a motion to approve payroll of \$81,721.32 for staff payroll; and volunteer pay for Q4 of \$1423.75; total payroll, federal taxes, quarterly taxes, and benefits- \$100,777.61; second by Comm. White; all Commissioners voted to approve-motion carried.

- **ACCOUNTS PAYABLE-**

Comm. Goodwillie makes motion to approve \$3,928.75 for Accounts Payable for several invoices from December that came in late and could not wait to be paid; second by Comm. White; both Commissioners voted to approve-motion carried.

Comm. Goodwillie makes motion to approve \$58,548.46 for January Accounts Payable; second by Comm. White; both Commissioners voted to approve-motion carried.

- **FUND TRANSFER-**

Comm. Goodwillie makes motion to approve fund transfer in the amount of \$163,254.82; second by Comm. White; both Commissioners voted to approve-motion carried.

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

- **FUND BALANCES:** December General Fund ending balance of \$596,942.48; December EMS Fund ending balance of \$861,299.27 and \$226,676.29 for Columbia Bank. Total of these funds is \$1,684,817.04 which doesn't include Capital Equipment Fund of \$77,005.70.

MSO REPORT-(MSO was not present)

- Secretary included the December Call Stats Report from ESO in the Commissioner packets.

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

- One paramedic out on bereavement leave, which will be extended due to medical problem. Secretary suggested to not discuss during open public session. Comm. White moved the discussion to Executive Session near end of meeting.
- The brush truck sold for \$31,000 at auction and of that we will receive \$26,000. Chief advised we are down to 2, type 6 trucks and wants to rebuild a third.
- Annual inspections were incomplete in prior years. This year they were all inclusive and will cost a little more than in the past.
- Chief's support truck-possibly could make it a brush truck with a skid unit and \$20,000 to do that with a 250-gallon tank. Then look for a replacement for the support truck. More to come on this.
- Dispatch is re-doing response plans.
- WSRB advises that mutual aid/auto aid agreements may, actually, help the survey rating.
- PNW Training sponsoring an Instructor I Class scheduled for 3/25/23.
- ESO reporting system-Meeting with CEO who advised that during the merger with ERS, they were under a 'gag order' to not discuss the merger. Modified reports may take 8 months.
- Shared leave program-three FD5 employees are donating a total of 72 hours so Caity Hoyer can be off on an extended absence after the death of her mother. She will get 3-24 hour shifts as Bereavement Leave, per policy and 3 additional 24-hr shifts will be covered by donated time.
- Academy graduation-Comm. White advised that in the future, if the Chief cannot attend, then, a commissioner should be appointed to go, and, the graduate will be in uniform.

NEW BUSINESS

- Resolution 2023-01 Deposit Waiver from Lewis County Treasurer.

Motion made by Comm. White to approve Resolution 2023-01 requesting a waiver to the 24-hour deposit rule; second by Comm. Goodwillie; motion carried with all Commissioner voting to approve.

- Resolution 2023-02 revising the ambulance transport billing policy and fee schedule. Resolution was not voted on as the MSO is not present to justify the fees presented. Paramedic Melissa Baker does not like the idea of having to ask a patient's family for insurance information when they expire on scene. It was explained to her that she won't have to do that, as Systems Design sends them a letter to provide the information and explains they will not be billed for what the insurance does not pay. Also, if a patient was transported prior, they will already have the insurance information on file. A special meeting was scheduled for January 17th at 1900 hours to discuss the new policy.

COMMISSIONER'S REPORT

- Comm. Patrick- not present.
- Comm. Goodwillie- nothing to report.
- Comm. White-discussed in Old Business.

COLLECTIVE BARGAINING WITH IAFF LOCAL 0451

- Chief Mahoney advised that he was informed by the Attorney they have requested the pay-scale and budget.

EXECUTIVE SESSION

- Executive session was called at 9:22 a.m., for 10 minutes, by Comm. White to discuss a personnel issue. It ended at 9:42 with no action taken and no decisions made.

RESUME NORMAL SESSION

- Back in regular session at 9:43

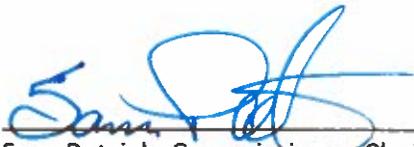
GOOD OF THE ORDER

- CCFD6 Comm. Mike Kaiser spoke of wanting to model operations and personnel after FD5 as he has learned a lot of information from attending FD5's BOFC meetings. He, also, will be a student in our first EMT Class as he missed out on making registration in time for Cowlitz FD2's Class.
- Lt. Rob Blair-Samantha Heldreth is no longer a FD5 volunteer and the Firefighter's Association needs a new secretary. Since the wives are the driving force behind their events, they would like to see the Association start a scholarship for the a graduating Napavine High School senior who has a fire service, or EMS, career interest. Secretary Sundin suggested the by-laws be changed to add the wives or other FD5 employees in the Association. Lt. Blair would also like to see the FD participate in some of the events at the Grade School, such as the Student of the Month, or hosting poster contests. Comm. White suggests that FD5 do their own poster contest as we were omitted from the last Countywide contest.
- Brush truck build-Chief advised the manufacturer is going to send a build sheet. This year, the mobs grossed about \$100,000. Day rates for a Type 3 is \$2252 and a Type 6 is \$1375.
- 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 9:56 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 February 10, 2023.



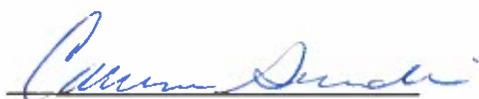
Sam Patrick, Commissioner Chair



Sandra White, Commissioner



Mike Goodwillie, Commissioner



Carmen Sundin, Secretary

Lewis County Fire District # 5

Meeting Minutes

January 23, 2023-Special Fire Commission Meeting

ATTENDANCE

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

Staff: Chief Dan Mahoney; Secretary Carmen Sundin, Josh Chisnell

CALL TO ORDER

- Commissioner Patrick called the meeting to order at 0803 hours (08:03 a.m.)
- A quorum was declared, and Comm. Patrick led the flag salute.

OLD BUSINESS (Continued from January 13th Meeting)

- MSO explained the costs for personnel, equipment, supplies, fuel, equipment and vehicle maintenance and how he used those to factor an average to come up with a basic cost for the proposed rate fee schedule. Additionally, he compared his schedule to other Lewis County transport agencies, who all have varied base rates. He did a basic cost breakdown, taking in to account the 12% increase, over the last 2 years, of medical supplies and anticipating the next few years of costs for labor and vehicle maintenance and costs. Additionally, the GEMT deflation is imminent with the rule changes for allowable costs leading to a reduction of GEMT revenue.

Taking in to account the call volume, with 870 EMS calls for 2022; 292 were ALSI, 45 were ALSII, and without calculating transport mileage, billed is \$445,675 for ALS and \$249,600 for BLS. Mileage at \$18/mile multiplied by 8747 transport miles is \$157,446 billed for mileage.

We lose the most money on codes called at scene, where no billing was done. There were 16 calls where no resuscitation was attempted or patient called on scene. On those calls, airways or BVM's cost \$10 each and iv meds \$40 we average \$400 in supplies used on a cardiac arrest. Overall, out about \$3200 in supplies for the 'dead on scene' type of calls. 215 of our patients were not residents and 2/3 of the patients live in district.

Comm. Goodwillie agrees the rates need increased but wants to see information about it on the FD Website. Comm. White wants to know if Ryan Parsons can advise how much traffic there has been on website views?

Secretary reminded everyone that in 2024 the ambulance levy will need to go back on the ballot to be renewed. The same year, the last ambulance payment on the loan will be satisfied. She emphasized that the costs to run an ambulance exceed all revenue sources, when you factor in personnel costs to staff it.

Comm. White is comfortable with the proposed rates and thanked MSO Chisnell for the data.

Comm. Patrick agrees the rates have to be changed, just to be in line with fuel and replacement costs.

Resolution 2023-02 adopting a new fee schedule and billing policy for ground ambulance transports-motion made by Comm. Goodwillie to approve; second by Comm. White; motion carried with all commissioners voting to approve.

NEW BUSINESS

Adequate Facilities Memo-Chief had the attorney review the document and gave a copy to each commissioner for review.

ADJOURNMENT

Meeting adjourned at 8:47 a.m.

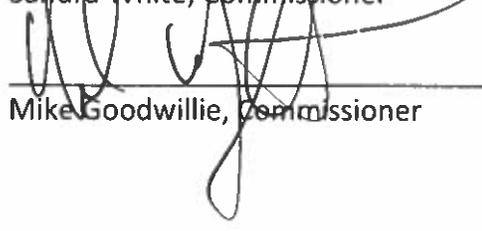
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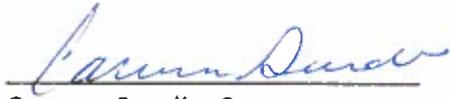
Sam Patrick, Commissioner Chair



Sandra White, Commissioner



Mike Goodwillie, Commissioner



Carmen Sundin, Secretary