

# Lewis County Fire District # 5

## March 10, 2023 Regular Fire Commission Meeting

### ATTENDANCE

Commissioners: Sam Patrick, Mike Goodwillie and Sandra White

Administrative Staff: Chief Dan Mahoney, Asst. Chief Tyler Lyons, and Secretary Carmen Sundin

Career Staff: Caity Hoyer, Brad Bozarth, Connor Tardiff

### CALL TO ORDER

Commissioner Patrick called the meeting to order 0800 hours (8:00 a.m.) and led the flag salute.

### APPROVAL OF MINUTES

- *Motion made by Comm. White to approve the February 10, 2023 Regular Meeting Minutes; second by Comm. Goodwillie; all Commissioners voted to approve-motion carried.*
- *Motion made by Comm. White to approve the February 17, 2023 Special Policy Approval Meeting Minutes; second by Comm. Goodwillie; all Commissioners voted to approve-motion carried.*

### OLD BUSINESS

- Coats-some have still not been received.
- Duty Shirts-the ¼-zip sweatshirts have arrived.
- Property Search-Nothing new to report, per the Chief. He has had no updates from Peter Abbarno's Office or the WA Department of Commerce. Chief is going to reach out to the Pastor of the church and schedule a meeting and will, also, touch bases with Frank Kirkbride to see if first set of plans will work on a smaller parcel.
- Signature Stamps-Secretary presented stamps to the Commissioners. She will keep them locked up in drawer in her office.

### COMMUNICATIONS/CORRESPONDANCE

- Resignation-Chief advised he has received a resignation from the MSO, Josh Chisnell, to take a position with Lewis County Fire District 15, in Winlock. He is asking to remain on as the MSO as thinks Caity Hoyer may not have all the credentials needed to fulfil training duties, and MSO duties. Caity will need to get an evaluator class done. There are a few coming up and in the meantime, Chief has been, for the past three months, working with Lewis Fire District 1, on a program to share evaluator so no one falls through the cracks with their certifications. They have a meeting with Dr. McCahill for an ALS Program Agreement to train together for ALS and BLS training. The joint classes will cost nothing and will take care of the concerns MSO Chisnell pointed out in his letter. Additionally, Chief is meeting with Capt. Bozarth to go over the OTEP Schedule for upcoming training. Caity Hoyer can sign off on the BLS as an evaluator, just not the ALS training. Comm. Patrick thought the letter presented was a 'bully' letter and didn't appreciate being blind-sided by it.
- Washington State Patrol-Email inquiring if 2020 mobe personnel were paid. It was discovered that none of the 2020 Mobes were paid for personnel costs, and, that one never was billed at all, which had a note on the envelope that said Laura Hansen billed it. Samantha Heldreth has resubmitted the mobe billing, as she had it all on her personal laptop. She is working on forwarding all FD5 files back to admin Email so the supporting documents are in place for the mobes, and any other District files she may have.

- Systems Design has a link that, when we post it on our website, will take customers directly to FD5's billing page, where they can make payments online, update their medical insurance information or fill out a charity request application. Secretary will have Ryan Parsons get the link up as soon as possible.
- Columbia Bank transitions start on March 20<sup>th</sup> to Umpqua Bank.
- WA Fire Commissioner's Association-discontinuing the Management Excellence Awards Program.
- Snure Webinar for Volunteer Management originally signed up for by Brandon Schaffer and the curriculum looks like it is geared towards management. His code can be reassigned once we know who is going to attend. The class has been paid for and is \$75.

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

- **PAYROLL-**

*Comm. White makes a motion to approve payroll of \$78,185.46 for staff payroll; total payroll, quarterly taxes, federal taxes, and benefits-\$105,343.67 second by Comm. Goodwillie; all Commissioners voted to approve-motion carried.*

- **ACCOUNTS PAYABLE-**

*Comm. White makes motion to approve \$51,002.24 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 \$156,345.91; 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:** February General Fund ending balance of \$603,230.54; February EMS Fund ending balance of \$823,735.71 and \$201,793.68for Columbia Bank. Total of all funds is \$1,723,2982.09 which includes the Capital Equipment Fund of \$94,532.16, as well.

#### **MSO REPORT-MSO Caity Hoyer provided the Report.**

- MSO Hoyer advised she is still working on learning how to get the information from the reports. She cannot provide a dollar amount billed, however, if she can get the reports approved and sent off to be billed by the end of the first week of the month, she should have a billing report batch log back from Systems Design by the next week in time for the meeting.
- Stats- 23 ALS transports; 21 BLS transports; 21 were AMA (Against Medical Advice) and 1 DOA.
- She has been spending most of her time getting caught up with all the calls that needed to be sent to the hospital as no charts were sent over to Providence Hospital and she is almost through with February. When she is, she will be caught up, until March Billing is due.

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

- **Personnel-**MSO Hoyer has created a coverage calendar for when Josh Chisnell has left. Trying to get schedules from Sarah Huffer and Melissa Baker for any times they might be available.
- **Equipment-**

- Brush Truck Build-Chief advised that the truck will get into the shops for airbags. The skid unit, crated and chipped from Chico, CA would be more than the cost of sending someone down and waiting for it to be bolted in; this includes fuel and hotel costs.
- A52-new floor put in by Braun Northwest. It's a plywood floor. The chassis has low miles on it. The floor was \$3500.
- E5-they are waiting for parts for it and insurance company has paid the claim.
- Dodge dealership has sent a new quote. Cost is less due to changing the back door lock disconnect. Comm. White inquired on timeframe? Chief advised we will not know that until we order it. Rainier Dodge is qualified for state bid and will furnish the bid forms.
- Facilities-walls framed at Station 2.
- Policies-ALS response plan with shortage of medics due to each agency creating their own ALS service. There is an ALS Meeting with Dr. McCahill later this month, but for now, the response plans have not been changed.
- Training-FFI Instructor I Class here on 25 & 26<sup>th</sup>. A full house with 25 students.
- Growth-broke ground on the AM/PM. T & A is moving forward with the north side of the Shell gas station.
  - City Council Meetings-Comm. Patrick attended one and Comm. White attended one. Comm. White asked that who ever attends needs to brief the Chief about what went on with an End of Action Report.
  - Adequate Facilities-Lee Napier, Doyle Sanford and Eric Eisenberg attended meeting with the Chief. They discussed the new Form. If FD5 signs the form it is a binding signature and FD5 could be sued and Chief could be sued, personally. They pulled a form off line and duplicated it, without any form of authorization to use it. Lewis County would need to pass an ordinance to use the form. Lee Napier admitted to drafting the form from a redrafted older document. The wording in the form is a direct copy of wording in a WSRB rule that they cut and pasted.
- LC Communications-going forward with a 2/10 of one percent sales tax on November ballot.
- Safety/Risk-nothing to report.
- Training-Jenna Gawry's has started the Firefighter I Class.
- Nicholson & Associates Quarterly Meeting in Portland-VFIS dropped a bombshell that they are not going keep Nicholson & Associates as an Agent. They cited that their performance was not up to VVFI standards during Covid and forward. Owner gave a huge apology and said he is physically sick over it. Their plan is to terminate on April 1<sup>st</sup>. If they were to go forward with a new company, the VFIS contract has a 5 year clause where they cannot go after existing customers.
- Chief Cardinale was denied the extension request of his contract, by FD6 BOFC, He leaves in June.
- Chief Kytta is staying until the end of the year.
- Chief Hendershot replaced by a Grays Harbor 5 Chief named Holbright.

### **NEW BUSINESS**

- Resolution 2023-03 to expend capital projects fund for command car:
  - ***Motion made by Comm. White to approve spending the money from the Capital Equipment/Project Fund to pay for the new command car; second by Comm. Goodwillie; all Commissioners voted to approve-motion carried.***

- Levy Lid Lift for August Primary- Comm. Goodwillie did a presentation on why we should seek a lower amount for the lid lift. At the prior meeting, it was discussed to go with \$1.50/\$1000 assessed value. Since that time, Comm. Goodwillie put together a presentation of why we should ask for less and what we should aim our focus on. The other Commissioners agreed and a special Meeting is scheduled for March 17<sup>th</sup> at 8:00 a.m. to approve and sign documents for the Levy.

### **COMMISSIONER'S REPORT**

- Comm. Patrick- Nothing to report.
- Comm. Goodwillie- noted that he attended the Lewis County Fire Commissioners Association Dinner. He volunteered to join the smoke detector program. One company contacted would only do a reduced price, but not donate the detectors. He advised he is working on a rough draft for an article in the newsletter. He will email it to Administration and other Commissioners to review before the next meeting.
- Comm. White-
  - Proposes to start doing two regular BOFC Meetings per month, beginning next month. First meeting is April 14, and second meeting is April 28<sup>th</sup>. There has been too much business to address in one meeting and we have basically been having two meetings per month since November.
  - Newsletter-requested that Commissioner write articles for it.
  - Inventory of items-wants it known that she made an inventory list of items purchased for Mrs. Claus and Awards Dinner so we know what we have on hand.
  - Scholarship Dinner-4 tickets purchased. Dinner is 6pm on 17<sup>th</sup> at the High School Gymnasium. Our presence will help show support of school staff.
  - Poster Contest-Kevin Anderson responded to Comm. White's inquiry about who was invited to attend. At first, she thought we should do our own, but for now, it will be status quo. The contest is in September and the LC Fire Chief's Meeting in October they will choose a winner. Kevin Anderson advised that FD5 Chief was on the list of people he sent the poster contest information to, but it went to spam folder.
  - Pumpkin contest-Comm. White is soliciting pumpkin growers to grow and donate pumpkins for a carving contest sponsored by the District in October.
  - Schedule for CPR/First Aid-Comm. White would like to see a couple of classes held per year.

### **COLLECTIVE BARGAINING WITH IAFF LOCAL 0451**

- Alan Unzelman advised he and Ryan are delving through the priority items. There is not a designated shop steward for their Local. Connor Tardiff advises that no one has instructed them to assign one.

### **GOOD OF THE ORDER**

Nothing.

### **ADJOURNMENT**

- Meeting adjourned at 09:43 a.m.

**Motion to adjourn made by Comm. White; second by Comm. Goodwillie; meeting adjourned at 0934 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 April 14, 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

# Lewis County Fire District # 5

## March 17, 2023 Special Meeting/Levy Lid Lift

### ATTENDANCE

Commissioners: Sam Patrick via landline, Mike Goodwillie and Sandra White  
Administrative Staff: Chief Dan Mahoney and Secretary Carmen Sundin

### CALL TO ORDER

Commissioner Patrick called the meeting to order 0800 hours (8:00 a.m.). Comm White led the flag salute.

### NEW BUSINESS

- Secretary Sundin submitted Resolution 2023-04 for putting a General Fund Levy Lid Lift on the April 1, 2023 Primary Election. There was no discussion on the Resolution as it had occurred at the Regular BOFC Meeting on March 10<sup>th</sup>.
  - ***Motion made by Comm. White to approve Resolution 2023-04 to do a levy lid lift in the amount of \$1.20/\$1000 of assessed value, for the August 1, 2023 Primary Election; second made by Comm. Goodwillie; all Commissioners voted to approve.***

### COMMISSIONER'S REPORT

- Comm. Patrick- nothing to report.
- Comm. Goodwillie- Nothing to report.
- Comm. White: Several items to discuss:
  - Napavine High School Scholarship Dinner. The District has purchased 4 dinner tickets. Sandra is attending with the paid staff and has one available ticket. Comm. Goodwillie will attend. It is at 6:00 p.m. at the High School Gym. She asked if the flyer was posted on the District Facebook page, and no one could verify if it had. The Firefighter's Association purchased a BBQ for last year's auction and it got lots of attention. Comm. White is hopeful the item they donate this year will be a hit. She has, also, written a 'press release' for the Fire District attending the event. Comm. Goodwillie will take photos.
  - City Council Meeting. Comm. White, as well as Chief Mahoney, attended the last Council Meeting. She believes the Fire District was well received.
  - Fun Days-working on finding vendors for mini bazaar during Fun Time Festival and another on October 14. The Vendor Committee is Samantha Schaffer, Comm. White, and Anita Mahoney.
  - Newsletter-Comm. White checked into a bulk rate permit with U.S. Postal Service and we would not have the volume of mail to pay for itself. She suggests we use a bulk mailing company to send the newsletter like we did with the 2022 levy flyer. Comm. Goodwillie had forwarded a draft of a piece he would like to see in the newsletter. Comm. White and Secretary Sundin both suggested some changes. Comm. Patrick advised he has not been able to get on his FD5 email and has not read the piece, and will work on one of his own. Comm. White reminded the other Commissioners that the public outreach budget line item includes the costs related to doing a mailer.

### EXECUTIVE SESSION

- An Executive Session was called at 8:09 a.m., for 20 minutes, to allow MSO Josh Chisnell an 'exit interview'. Present for the Executive Session was Chief Mahoney, Comm. White; Comm. Goodwillie and Comm. Patrick via phone. It ended at 8:28 a.m. with no decisions made and no action taken.
- A second Executive Session was called at 8:30 for 25 minutes, and Secretary was asked to be present, and MSO Chisnell left the room. This session was to discuss the items that came up during the exit interview. Because of other commitments, at 8:46 a.m., the second Executive Session was scheduled for a continuation on March 24<sup>th</sup> at 10:00 a.m. for the Commissioners, only. Due to a regional training being held at the Main Station, the Executive Session on March 24<sup>th</sup> will be held at the Rib Eye on Rush Road.

### RESUME NORMAL SESSION

- Normal session resumed at 8:46 a.m.

### GOOD OF THE ORDER

- Chief Mahoney wanted to discuss manpower and inline with trying to keep four personnel on per shift, would like to bring Malachi Simper on as an early Summer Temp hire. We were at 6 EMT's and 4 Medics; now we will be down to 6 EMT's and 2 Medics, once Chisnell leaves. Sarah Huffer and Melissa will try to take shifts when they fit in their current schedules, for part-time.
- Brandon Schaffer will have to leave in August for his 'practical exam's' for his paramedic class.
- If Connor gets hired by Riverside, there will be a full-time FF/EMT position open. Two are qualified right now and two others once they finish their class/certification testing. Commissioners advise to open a process up so all four of them have a shot at it. Comm. Patrick wants to establish a list for any future openings. Comm. Goodwillie advises this will make the process transparent. Comm. Patrick volunteered himself to be on the hiring panel.

### ADJOURNMENT

- Meeting adjourned at 8:48 a.m. ***Motion to adjourn by Comm. White; second by Comm; Goodwillie; all Commissioners voted to adjourn.***

These minutes have been approved by the Board of Fire Commissioners of Lewis County Fire District 5, in an open public meeting held on April 14, 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

# Lewis County Fire District 5

## MEETING NOTES

### Board of Fire Commissioner's Meeting Executive Session

March 24, 2023

1336 Rush Road

Continuation of March 17, 2023 Executive Session For The Purpose Of Discussing Personnel Matters (RCW 42.30.110)

The Executive Session Continuation Meeting was called for 60 minutes and began at 3:12 PM.

The Continuation Meeting was called for an additional 30 minutes at 4:07 PM.

Commissioner White made a motion to close the Executive Session / Commissioner Goodwillie seconded the motion. Motion carried.

The Executive Session Continuation Meeting was adjourned at 4:34 PM.

NOTE: No decisions nor actions were taken at this meeting.

Commissioner Sam Patrick, CHM



Commissioner Sandra White



Commissioner Mike Goodwillie

Approved April 14, 2023 @ P. 9 BOFC mtg