

# Lewis County Fire District # 5

## Main Station

### May 12 2023 Regular Fire Commission Meeting

#### **ATTENDANCE**

Commissioners: Sam Patrick, Sandra White, and Mike Goodwillie

Administrative Staff: Chief Dan Mahoney; Secretary Carmen Sundin

Career Staff: Asst. Chief Tyler Lyons, MSO Caity Hoyer, Lt. Robert Blair, Kyle Marik, Tyler Correia, Bailey Cooper.

#### **CALL TO ORDER**

Commissioner Patrick called the meeting to order 8:00 a.m. A quorum was declared, and Comm. Patrick led the flag salute.

#### **EXECUTIVE SESSION**

- Comm. Patrick called for an Executive session at 8:00 for 10 minutes for a personnel matter. It concluded at 8:10. No Decisions were made.

#### **RESUME REGULAR SESSION**

- Normal/Regular Session resumes at 8:10.

#### **APPROVAL OF MINUTES**

- *Motion made by Comm. Goodwillie to approve the April 4, 2023 Regular First BOFC Meeting Minutes; second by Comm. White; all commissioners voted to approve-motion carried.*
- *Motion made by Comm. Goodwillie to approve the April 24 Special Meeting Minutes; second by Comm. White; all commissioners voted to approve-motion carried.*
- *Motion made by Comm. Goodwillie to approve the April 28, 2023 Second Regular Meeting Minutes; second by Comm. White; all commissioners voted to approve-motion carried.*
- *Motion made by Comm. Goodwillie to approve the May 5, 2023 Special Meeting Minutes; second by Comm. White; all commissioners voted to approve-motion carried.*

#### **INTRODUCTION OF NEW EMPLOYEE**

- Chief Mahoney introduced the newest Firefighter Paramedic Kyle Marik to the BOFC.

#### **OLD BUSINESS**

- Equipment Repairs as explained by Chief Mahoney
  - B51's transmission is scheduled for installation on 5-23-23.
  - B52's engine has been ordered and will take several months.
  - E51's manifold repair is complete, and it is back in service.
  - Replacement command vehicle-delivery date is another 53 days.
  - B53 will be the old C51 vehicle once the skid unit is done. Chief has arranged to go down on 5/30 – 5/31 and stay over one night in Chico and drive back on the 31<sup>st</sup>.

- Property Search-Chief met with Brian, City of Napavine, about the Rush Road property. It is 2 ½ acres with a shop. Not sure if the owners want to sell.
- Radios/Pagers-Chief Lyons advised we are testing out trial radios from the LC Radio Shops and if they work well and they will be able to get a better price with quantity buying.
- Ambulance Billing District Residents-Secretary advised she has not had time to work on this project as she is working on the State Auditor Annual Accountability Report and because of all the BOFC meetings.
- Action Items List Comm. White-
  - Employee Evaluations-Chief Mahoney advised he is going to do them in January and June.
  - Project Priority List- Comm Goodwillie inquired if it is done, and Chief advised it is not.
  - Leaking Roof at Station 1-Per the Chief, Roof Doctor is coming back today to redo the drain.
  - June Public Involvement-Kindergartners are coming to see the trucks. The secretary offered to bring her puppets.
  - July Public Involvement-Bazaar during Funtime Festival.

#### **COMMUNICATIONS/CORRESPONDANCE**

- LC Fire Commissioner Association-Meeting and Dinner at Salkum.
- Nicholson & Associates Insurance vote-Chelan Conference information and vote to increase liability insurance-Comm. Patrick would like more time to investigate options and scheduled a special meeting on the 19<sup>th</sup> to cast vote.
- WA Fire Commissioner's Association- SB5770 property tax limit increase did not pass.
- WA BVFF-HB 1336 upping pension max from \$300, to \$350 did pass.
- WA HCA GEMT 2022 Settlements are done-LCFD5 will receive \$109,347.04 within the next 60 days.
- WA HCA- Medicaid Covid payment incentive ended on May 11<sup>th</sup>.
- Astound Wave-upping internet package to 110 MBPS at no additional charge.
- ESO/IT multifactor due to an ESO login being stolen. It is a work in progress.

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

- ***PAYROLL-Comm. White makes a motion to approve payroll of \$72,626.15 for staff; with benefits and taxes \$89,502.85; second by Comm. Goodwillie; all commissioners voted to approve-motion carried.***
- ***ACCOUNTS PAYABLE-Comm. White makes motion to approve \$35,003.11for 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 \$124,505.96; 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 \$8,500.00; second by Comm. Goodwillie; all commissioners voted to approve-motion carried.***
- ***FUND BALANCES: April General Fund ending balance of \$789,895.71; April EMS Fund ending balance of \$1,008,055.66; April Capital Projects Fund of \$112,669.50 and \$194,150.29 for Columbia Bank. Total of all funds is \$2,104,771.16.***

### **MSO REPORT-Report provided by MSO Hoye**

- Chart Review-Charts will be going to Dr. McCahill next week and the last review went well.
- EMS Council-there is a new application for protocols.
- Stryker cot arrived yesterday. It has an extra charging station and extra battery now on A52. Seth, the Rep., gave the staff a video to review on how to use it.
- Medic Marik will complete his training next week. The shift he is on has not had a lot of ALS skills needed to sign off, so they will run through scenarios.
- EMS Supplies have already ordered lots and has more to catch up on. Was able to get us in on a group Lewis County purchasing deal to save money. So far have saved over \$1500 in the last few months.
- ESO package review will be done with Ryan and Chief Officer
- Critical Care Class-she has already paid for the class, and it starts on Monday.
- OTEP-BLS Provider update class done last Monday and advanced CPAP/Airway intubations.
- LC is offering a PAM Class and the other two Medics are going in July. Caity and Brandon will go in September.
- Surface tablet-broken charging cord. It will be replaced under warranty.
- Call Stats for April-57 incidents (82% were EMS and 18% fire)
- April Billed-\$17241/ALS and \$15969/BLS for a total of \$34,210 billed.

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

- PERSONNEL-Cadet Program-waiting information from Mason FD2.
- READER BOARD-getting noticed for brush assessment-a homeowner on Brown Road requested a visit.
- OUTREACH-Kindergarten classes are coming on June 6. There will be three groups. Can be split into stations for ambulance, fire truck and puppet show.
- EQUIPMENT-SCBA's-Asst. Chief Lyons advised they are checking with other agencies to find cylinders.
- DEVELOPMENT-Scott Industries is pushing to get started before the new building codes take effect and Arco is putting the tanks in the ground.
- FLEET-report given in Old Business.
- COMMUNICATIONS-City Council is not in favor of the large trucks CABT info which Chief provided to the Commissioners. The City PD wants to be involved with the Bazaar. Contact is Judy or Rachel. They informed Jerry, the Festival Manager, that he has to form a committee. PD asked if they could place a pop-up next to the FD5's in the lot.

### **NEW BUSINESS**

- Comm. Patrick suggests to assign a Quartermaster to have one person doing all the ordering for equipment and tracking it. Comm. Goodwillie inquired to order tools and such? Chief Mahoney advised that presently he has Connor Tardiff doing Wildland and Matt Wallace doing vehicle parts. All other requests are handled by the Chief. The chief advised that the uniforms are being

coordinated with Tyler Correia for ordering the Class B's. Turnouts are budgeted for 5 sets per year and volunteers get the old stuff. We order all the turnouts through Sea Western.

- Rig Checks- Comm Patrick inquired if it is standardized and if everyone doing them the same way? MSO Hoyer advised the EMS checks are done daily and she has the hard copies. Comm. Patrick wants to see it all standardized for EMS and Fire.

### COMMISSIONER'S REPORT

- Comm. Patrick-nothing to report on.
- Comm. White-
  - Prevention puppet show was witnessed first-hand by Comm. White, and she encourages it to be done at FD5.
  - Tent/Pop-up Canopies-colors confirmed by Chief and staff and Comm. White will research the costs.
  - Open Public Meeting Act and Records Retention Training- Comm. White completed her training and completed an "End of Action" report.
- Comm. Goodwillie-Has revamped his version of the flyer and he will Email it to the Commissioners. He wants to continue "Coffee with the Chief" but is concerned because it forces the people to come to us. He suggests to go to community businesses and talk about needs and levy and leave a flyer, and as customers come in, they can engage them about the flyers. The secretary will take it to staples once the flyer is done to get it copied on card stock, 2 sided, 2 flyers per page. Comm. Patrick will get new photos for the poster, and it will be redone.

### COLLECTIVE BARGAINING

- Comm. Goodwillie advised that the meeting today was cancelled. Next meeting is on the 22<sup>nd</sup>.

### PUBLIC COMMENT

- None.

### ADJOURNMENT

- ***Comm. White motions to adjourn hours (3:45p.m.); second by Comm. Goodwillie; meeting adjourned.***

These minutes have been approved by the Board of Fire Commissioners of Lewis County Fire District 5, in an open public meeting held on June 9, 2023.

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Sam Patrick, Commissioner Chair

Sandra White, Commissioner



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Mike Goodwillie, Commissioner



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Carmen Sundin, Secretary

# Lewis County Fire District # 5

May 19, 2023 Special BOFC Meeting-Continued Executive Session  
Main Station – 115 E. Washington Street

## ATTENDANCE

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

## CALL TO ORDER

Commissioner Patrick called the meeting to order at 0758 hour (7:58 a.m.) Comm Patrick led the flag salute.

## OLD BUSINESS

- Nicholson & Associates/VFIS-Liability Coverage Increase Vote for Nicholson & Associates Insurance. Chief Mahoney advised that he contacted another insurance broker who advised him that Nicholson & Associates are a highly respected company, and VFIS, as well, and they should be treating us fairly. He gave information on how to save on premiums, such as making sure you Tenders run non-code to fires. This other Broker from WHA Insurance out of Oregon was supposed to call back with a quote but did not.

*Motion made by Comm. Goodwillie to vote yes on the liability increase; to vote on the 4/8million and to start at the time of renewal for the coverage; second by Comm. White; motion passes with all Commissioners voting to approve.*

- Newsletter for Website-Comm. Patrick printed poster and the duty crew doesn't like the idea of non FD5 photos being used. Chief will get additional photos and poster will be redone. Comm. Patrick would also like to see videos with messages in one link on the website.
- Chief Mahoney had to leave at 8:15 for a DNR Meeting.

## COMMISSIONER REPORTS

- Comm Patrick-nothing to add.
- Comm. Goodwillie-still wants to see a priority list from the Chief on projects.
- Comm. White-attended the LC Fire Commissioner's Association Meeting and the SW WA Fire Commissioner's Meeting where they talked about Tax Increment Financing (TIF). LCFD2 Comm. Jacqui Spahr volunteered to have the next meeting hosted in Lewis County.

## ADJOURNMENT

- Meeting adjourned at 8:24 hours (8:24 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 June 9, 2023

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Sam Patrick, Commissioner Chair



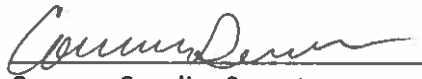
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Sandra White, Commissioner



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Mike Goodwillie, Commissioner



Carmen Sundin, Secretary

**Lewis County Fire District # 5**  
**May 26, 2023 Regular Fire Commission Meeting**  
**Main Station – 115 E Washington**

**ATTENDANCE**

Commissioners: Sam Patrick and Sandra White. Mike Goodwillie was absent (excused).

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

Career Staff: Lt. Blair

Guest:

**CALL TO ORDER**

Commissioner Patrick called the meeting to order 0819 hours (8:19 a.m.) and led the flag salute.

**EXECUTIVE SESSION**

- Comm. Patrick called for an Executive Session at 8:03 hours for 25 minutes for a Personnel Matter per RCW 42.30.110 (f).
  - 8:26 hours for 15 more minutes waiting for legal counsel.
  - 8:35 attorney arrived.
  - 8:42 another 15 minutes
  - 8:57 10 more minutes
  - 9:08 5 more minutes
  - 9:13 ended with no decisions made and no conclusion.

**OLD BUSINESS**

- Property Search-no progress to report.
- Newsletter/Website- Chief Mahoney pointed out that on the poster, "Differance" is misspelled. Paid Staff do not want non-FD5 photos used. All Commissioners approve of the layout. Comm. Goodwillie reiterated that the posters will be printed 2 per page/ front and back. Would like a quote for 500 and 1000.
- Levy Outreach-Comm. Goodwillie wants to see 'Coffee With the Chief' continued and in addition, have one or two open houses. Also, in addition to leaving the posters in the businesses, send the business owners invitations to the open house events so they can pass the information on to their customers. Secretary will try to get a list of business owners from City of Napavine.
- Ambulance Billing of District Residents- Secretary has not had time to work on this due to the State Auditor Annual Accountability Report and thought she could start on the billing stats next week, but the State Auditor has sent Email requesting documents for next audit. No time frame given to get the billing statistics done.
- Equipment Repairs/Pump Testing- Lewis County Fleet advised it is taking longer than anticipated to get the transmission. Also, the truck is too heavy for their lift so the replacement will take longer.
- B52 is waiting for the motor.
- E51 pump didn't work on fire; staff tried to troubleshoot with US Fire over the phone and they inspected and ran the truck, which has a Darley pump. The mechanic advised the Darley pumps gets worn with age and gets a mismatch on the pup casing and will cause it not to prime. Comm. Goodwillie was at the fire as a LCFD6 employee and back-pulled hose so they could get water from



the hydrant and must have caused enough of a push to get the water moving through the pump. Chief had Lt. Blair try to recreate the problem and the pump functioned fine. Because of this problem, the following apparatus are scheduled for pump testing: E51, E52, E53 and T51. Annual testing will be \$300 per unit plus set up fee of \$2200. Scheduled June 4-6<sup>th</sup>. Chief advised that since the fire, he has dedicated a lot of hours to make sure the truck is safe.

- Chief taking his command truck to Chico on June 6 & 7<sup>th</sup> to install the skid unit. Comm. Patrick inquired if Capt. Bozarth would be back from vacation by then and Chief advised that Asst. Chief Tyler Lyons will be available.

### **COMMUNICATIONS/CORRESPONDANCE**

- State Auditor notification Email of next audit.
- Letter From LC Communications-elected officials to sign letter in support of the 1/10 of 1 percent sales tax to support operations of the center.

***Comm. Goodwillie makes motion to sign the letter; second by Comm. White; motion carries with all Commissioners voting to approve.***

### **CHIEF'S REPORT**

- Structure Fire/Explosion-o2 bottle in parked vehicle threw the roof 75 feet over the top of the home into the back yard. Chief presented photos for the BOFC to see the magnitude of the explosion. Two patients were treated for smoke inhalation. A few days later, Chief went back to retrieve the deceased tenants' pets so they could be cremated by a 3<sup>rd</sup> party vendor. A neighbor came in to advise that another neighbor, Bert Holmes, saw the fire and he and his sister ran to the fire to assist on getting the tenants out the back door. The neighbor was hoping the rescuers could receive some sort of recognition. Chief advised the cause is undetermined at this time, however there is an old 14gauge extension cord hooked to decorative lights on the deck. The cord was buried in the ground and appeared to be old. The report is not complete at this time, no law arrived on scene as the PD does not have anyone on in the evenings, per the Chief.
- Comm. White inquired of the Chief if they are still working on the Fire Investigation issue with the City. Chief advised they still do not have an ILA in place for Chief to do the investigations, nor does the City contract with the County Fire Marshall's Office to do them. When one is done, a fee will need to be established. Chief is trying to get more information on this and thinks the charge should be comparable to what the City is charging the fire department. Comm. Patrick would like to see what the Lewis County's procedure is, and Chief advised that we do not charge for inspections, either, due to the resistance of business owners. Comm. White suggests to revisit this all in August after the Levy is done.
- Facilities-Air conditioner in med-room went out damaging \$5500 worth of medications. A claim has been made to insurance; however, they probably will not cover the heat pump, which is 30 years old, that went out. The quotes for a replacement are \$10,193.57 from Americool and \$9648.00 from Chehalis Sheet Metal. Insurance requested Chief contact Hartford Steam Boilers to file a claim but advises it will, most likely, be denied.

### **COMMISSIONER'S REPORT**

- Comm. Patrick- Nothing to report.

- Comm. Goodwillie- Nothing to report.
- Comm. White-
  - Wants to see Website and Facebook Page used to sell the need for the Levy. She advised that there has been nothing new on FB since March 10 and reminded everyone that inconsistency will kill us. Lt. Blair advised that he and Capt. Bozarth have admin rights and will be adding MSO Hoyer. Comm. Goodwillie concurs that all activities should be posted.
  - Bazaar at the Funtime Festival July 14-15<sup>th</sup>. 30-35 vendors. Secretary inquired if the bazaar is being sponsored by the Association, is the Association paying for the portable toilets. Lt. Blair is booking the toilet and only doing one this year. Comm. White requested to have the Bazaar flyer posted on Facebook and keep it bumped up on the page. Comm. White, Anita Mahoney and Samantha Schaffer are waiting to be approved as Association Members. Chief Mahoney advised Comm. White that she was not authorized to change the Association Email address to a District 5 Email address. It has been changed back. The Association is their own non-profit entity. Comm. White asked Lt Blair if they could do a raffle. He advised that they do not condone one because it could be construed as gambling.

**COLLECTIVE BARGAINING WITH IAFF LOCAL 0451**

- Chief advised they have had 2 meetings so far and drafts should be done very soon. They are down to hammering out ‘wants and gets’ and benefits.

**PUBLIC COMMENT**

- Lt. Blair suggested to send the business flyers to the school to send home with the student. Comm. Goodwillie advised this would not catch all the students as many go to Chehalis for school. Last day of school is June 16.
- Chief advised that the Special Olympics Torch Run will be coming through Napavine on June 2<sup>nd</sup> and will convene at City Hall.

**ADJOURNMENT**

- ***Motion to adjourn made by Comm. Goodwillie; second by Comm. White; meeting adjourned at 10:12 hours (10:12 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 June 9, 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**  
**June 2, 2023 Special BOFC Meeting-Continued Executive Session**  
**Main Station – 115 E. Washington Street**

**ATTENDANCE**

Commissioners: Sam Patrick, Mike Goodwillie and Sandra White

Administrative Staff: Secretary Carmen Sundin    Legal Counsel/Alan Unzelman

**CALL TO ORDER**

Commissioner Patrick called the meeting to order at 3:00 p.m. by Comm. Patrick led the flag salute.

**EXECUTIVE SESSION CONTINUED FROM 05262023 EXECUTIVE SESSION PER RCW RW.,30.110 (1),(f).**

- Executive Session, for a personnel matter (per RCW 42.30.110 (1-f)), was continued from the 05262023 Special Meeting. It was called for at 1501 hours by Comm. Patrick, for 15 minutes with legal counsel present. At 1515 it was called for 15 minutes more; at 1526 it was called for 10 minutes more; at 1536 it was called for 24 minutes more. At 1547 Secretary Sundin was requested in the Executive Session. Executive Session ended at 1602 hours.
- It concluded with no actions taken or decisions made.

**EXECUTIVE SESSION WITH LEGAL COUNSEL FOR POTENTIAL LITIGATION PER RCW 42.30.110 (i)**

- It was called for at 4:02 p.m. hours, for 10 minutes, for potential litigation with legal counsel. That Executive Session ended at 4:12 p.m.
- It concluded with no actions taken or decisions made.

**RESUME NORMAL SESSION**

- Regular Session resumed at 16:12 hours.

**FINAL ACTION TAKEN ON EXECUTIVE SESSION #1**

- Motion made by Comm. Goodwillie to move forward with follow up on incidents and appoint two fire consultants from Vashon Island, one of which is Jim Wilkowski (and other name will be provided later), to investigate the citizen's complaints and concerns; second by Comm. White; all Commissioners voted in favor of the motion and motion passes.

**FINAL ACTION ON EXECUTIVE SESSION #2**

- Motion made by Comm. Goodwillie while Chief Mahoney is away on paid time off, the BOFC Chair will contact Chief Cardinale from LCFD6 for emergency responses; second by Comm. White; all Commissioners voted to approve and motion passes.

**ADJOURNMENT**

- Comm. White made the motion to adjourn at 1618 hours; second by Comm. Goodwillie.

These minutes have been approved by the Board of Fire Commissioners of Lewis County Fire District 5, in an open public meeting held on June 9, 2023



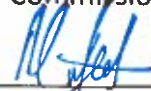
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Sam Patrick, Commissioner Chair



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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 Main Station

June 7, 2023 -Special Fire Commission Meeting

## ATTENDANCE

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

Staff: Secretary Carmen Sundin                      Legal Counsel: Allan Unzelman

## CALL TO ORDER

- Commissioner Patrick called the meeting to order 0901 a.m.
- A quorum was declared, and Comm. Patrick led the flag salute.

## EXECUTIVE SESSION CONTINUED PERSONNEL MATTER

- *Comm. Patrick called an Executive Session at 9:01 a.m. for one hour for a personnel matter per RCW 42.30.110 section (1), (f).*
- *Executive Session concluded at 9:45 a.m.*

Comm. Patrick requested a short recess to take a phone call at 9:48 and the recess ended at 9:51 a.m. and Normal Session was resumed.

## FINAL ACTION TAKEN IN REGULAR SESSION AS LISTED:

*Comm. Goodwillie motions to place Chief Mahoney on paid administrative leave and to have the attorney prepare a statement regarding the administrative leave; second by Comm. White; all Commissioners voted to approve and motion passes.*

*Comm. Goodwillie motions to appoint Comm. Patrick to contact LC Central Communications to change the dispatch run cards for FD5 back to what they were, prior to the Chief ordering them changed; second by Comm. White; motion passes with all Commissioners voting to approve.*

*Comm. Goodwillie motions to appoint Gregg Peterson as Interim Chief and have legal counsel draft an employment contract for him; second by Comm. White; motion passes with all Commissioners voting to approve.*

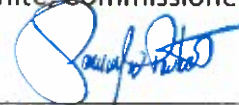
## ADJOURNMENT

The meeting was adjourned at 0953 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 June 9, 2023.



\_\_\_\_\_  
Sandra White, Commissioner



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Sam Patrick, Commissioner



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Mike Goodwillie, Commissioner



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Carmen Sundin, Secretary