

Lewis County Fire District # 5

Main Station

June 9, 2023 Regular Fire Commission Meeting

ATTENDANCE

Commissioners: Sam Patrick, Sandra White, and Mike Goodwillie

Administrative Staff: Secretary Carmen Sundin

Career Staff: Asst. Chief Tyler Lyons, Capt. Brad Bozarth, MSO Caity Hoyer, Tyler Correia, Connor Tardiff, Brandon Schaffer, Malachi Simper, Matt McCracken, Matt Wallace.

Legal Counsel: Allen Unzelman

CALL TO ORDER

Commissioner Patrick called the meeting to order 8:02 a.m. A quorum was declared, and Comm. Patrick led the flag salute.

EXECUTIVE SESSION

- Comm. Patrick called for an Executive session at 8:03 for 45 minutes for a personnel matter with legal counsel present. It was extended at 8:46 for another 10 minutes. At 8:53 it was extended again, for another 6 minutes. It concluded at 8:59 and no decisions were made, or actions taken.

RESUME REGULAR SESSION

- Normal regular session resumes at 9:02 and Comm. Patrick requested that all public comments be held until the end of the meeting.

FINAL ACTION TAKEN ON EXECUTIVE SESSION

- Comm. Mike Goodwillie makes the motion to terminate Chief Dan Mahoney's employment, without cause, per paragraph 6.3 of his contract, effective immediately; second by Comm. White; all Commissioners voted to approve and motion carries.
- Comm. Goodwillie makes a motion to approve a 90-day Interim Chief contract with Gregg Peterson; Comm. White seconds; all Commissioners voted to approve and motion carries.
- Comm Patrick requests that all personnel stay off their cell phones and requests a 5-minute break at 9:06. Break ended at 9:11.

APPROVAL OF MINUTES

- *Motion made by Comm. Goodwillie to approve the May 12, 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 May 19, Special Meeting Minutes; second by Comm. White; all commissioners voted to approve-motion carried.*
- *Motion made by Comm. Goodwillie to approve the May 26, 2023 Second Regular Meeting Minutes; second by Comm. White; all commissioners voted to approve-motion carried.*
- *Motion made by Comm. Goodwillie to approve the June 2, 2023 Special Meeting Minutes Executive Session; second by Comm. White; all commissioners voted to approve-motion carried.*
- *Motion made by Comm. Goodwillie to approve the June 7, 2023 Special Meeting Minutes Executive Session; second by Comm. White; all commissioners voted to approve-motion carried.*

OLD BUSINESS

- Levy Posters-Comm. Patrick advised that due to the previous weeks of meetings he has not been able to complete the edits requested from the prior meeting. He will finish it this coming weekend.
- Newsletter for Website-Comm. White requested to have website access and will get with Ryan Parsons to set it up.
- Public Outreach-Comm. White commended staff for making the Kindergarten Class visit a success. The Chronicle wrote a great article, and she thanked Secretary Sundin for bringing the puppets. Comm. White noted that we did not have any publicity in the month of April, and she wants to try to commit to an activity that will keep FD5 in the spotlight each month.
- Equipment Repairs reported by Asst. Chief Tyler Lyons
 - Pump Testing-all engines passed pump tests.
 - E51- repair made to a valve and it, and all other trucks, are back in service.
 - B52's engine-no report
 - Sections of hose damaged during the commercial fire.
 - Comm. Patrick inquired exactly what was damaged. Asst. Chief Lyons advised that 100 feet of trash line, 2 sections of 50' LDH were damaged, and an all apparatus has old and worn hose on them.
 - Quote to replace all hoses is approximately \$20,000.:
 - Request for 1000 feet of 1 ¾ inch hose
 - Request for 800 feet of LDH in 50-foot sections which have been lost (blown) over the past 2 years and not replaced.
 - Comm. Goodwillie asked how much free hose we could get from Hoodspport. Asst. Chief Lyons advised that we could get 1100 feet of 5 inch and as much 4 inch as we want, and it will need to be tested. Comm. Patrick directed him to get an estimate on the hose testing.
 - Comm. Patrick inquired what is the critical need, at this time? Asst. Chief Lyons advised we need 800 feet of 1 3/4" for E51 with 2 pre-connects. Comm. Goodwillie will inspect what is on the trucks. For E52, 200 feet of LDH minimum, but would like to see 800-1000 feet replaced. The hose currently has 4" adapters that connect to a 5" Stohrs fitting.
 - Radios/Pagers-no report
- Property Search-Tabled
- Ambulance Billing District Residents-Tabled

COMMUNICATIONS/CORRESPONDANCE

- VFIS Claim/Heat pump-Hartford Steam Boilers claim. Adjuster, Corissa Jefferson wants to make an appointment to come and see the unit. She can wait until next week.
- LC Community Development-Burn Ban is on
- Lewis County Fire Commissioner's Association support letter for Sales Tax funding Communications-
Comm. Goodwillie motions to sign the letter; second by Comm. White; motion carries with all Commissioners voting in favor.
- Firefighter I Academy Graduation-Volunteer Jenna Gawrys will be graduating on June 17th at South Puget Sound Community College.

- WA ESD-Cares Fund Long Term Care premiums to Bwithheld beginning July 1, 2023.
- Comm. Goodwillie Emailed a community contact list to all Commissioners. Comm. White will add all the contacts from the previous "Coffee with The Chief" events. Secretary Sundin advised that she has left two messages on the City Clerk's voicemail to request a copy of the City Business license names/addresses. No one has returned the messages. She will try again.

SECRETARY'S REPORT-ACCOUNTING APPROVAL

- ***PAYROLL-Comm. Goodwillie makes a motion to approve payroll of \$84,254.22 for staff; with benefits and taxes \$101,708.94; second by Comm. White; all commissioners voted to approve-motion carried.***
- ***ACCOUNTS PAYABLE-Comm. Patrick makes motion to approve \$79,782.86 for Accounts Payable; second by Comm. White; all commissioners voted to approve-motion carried.***
- ***FUND TRANSFER-Comm. White makes motion to approve fund transfer in the amount of \$181,708.94; 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: May General Fund ending balance of \$724,386.97; May EMS Fund ending balance of \$949,058.44; May Capital Projects Fund of \$121,169.50 and \$186,560.38 for Columbia Bank. Total of all funds is \$1,981,175.29.***

NEW BUSINESS

- Charity Request on transport 102-
 - ***Comm. White motions to approve a 50% charity of bill due, making new amount \$190.00; second by Comm. Goodwillie; motion passes with all Commissioners voting in favor.***

COMMISSIONER'S REPORT

- Comm. Patrick-with the dismissal of Chief Mahoney, Comm. Patrick advised that their #1 priority is to serve the citizens and provide services. There will be a change of direction and we are to move forward in a positive way. There has been a lot of negativisms by staff, up to this point, which he does not like. All staff, paid and volunteer, have a duty to provide services. During the transition, if an issue comes up, call Comm. Patrick, until Gregg Peterson has officially accepted the 90-day interim offer. Gregg will carry on and keep moving forward.
- Comm. White-Nothing to report.
- Comm. Goodwillie-
 - In addition to Comm. Patrick's comments, added that the calls will continue to come in, regardless of what changes we are making. Staff needs to focus on upkeep of apparatus and making sure everything is 'squared away'.
 - Committee Meeting with Union for levy ideas. They have scheduled a weekend for walking/door knocking.
 - Open House schedule for July 29th at Golf Course
 - Signs are in the back room and are available.

COLLECTIVE BARGAINING

- Nothing to report.

PUBLIC COMMENT

- Matt Wallace advised that B51 is back from shop and transmission is done. B53 is not in service yet. Connor Tardiff asked if they could start putting equipment on it and Comm. Patrick advised that Interim Chief Peterson could get it set up and cautioned everyone to not start the pump engine.
- Command vehicle-Secretary Sundin advised that FD20 has the old Medic One Sprint Jeep Renegade and are willing to loan it.
- Asst. Chief Lyons inquired about the rescue air bags that were approved for purchase several years ago. Then, the quote was \$9,000. Comm. Patrick directed him to get quotes from two vendors and an estimated delivery timeframe.
- Comm. Goodwillie tasks staff to come up with a priority list of crucial equipment, needed to keep responders safe and request it by the 2nd regular June meeting.

ADJOURNMENT

- ***Comm. Goodwillie motions to adjourn hours (9:49 a.m.); second by Comm. White; 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 July 14, 2023.

Sam Patrick, Commissioner Chair

Sandra White, Commissioner

Mike Goodwillie, Commissioner



Carmen Sundin, Secretary

Lewis County Fire District # 5

Main Station

June 23, 2023 2nd Regular Fire Commission Meeting

ATTENDANCE

Commissioners: Sam Patrick, Sandra White, and Mike Goodwillie

Administrative Staff: Chief Gregg Peterson, Secretary Carmen Sundin

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

Public: Ryan Parsons, LCFD15 Chief Richard Undedahl

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 20 minutes for a personnel matter and potential litigation. It was extended at 8:20 for another 10 minutes. At 8:25 it was continued for 10 minutes without the Chief and Secretary present. Executive session ended at 8:36 with no decisions made.

RESUME REGULAR SESSION

- Normal regular session resumes at 8:36

OLD BUSINESS

- Property Search- The Economic Development grant expires on June 30th. Comm. White requests that we let Peter Abbarno know that we have not been able to secure property. Chief will contact Dept. of Commerce to find out if the grant can be extended. Newsletter for Website-Comm. White requested to have website access and will get with Ryan Parsons to set it up.
- Newsletter for website-Comm. White will get with Ryan to get it up on the website.
- Levy Outreach-
 - Posters/flyers-Secretary gave quotes from Staples for printing 500 flyers/\$362.25 for 2 days and \$470.92 for same day. For 1000/\$842.40 2 days. She was directed to print 500, once the final proof is sent from Comm. Patrick.
 - Public Information Meeting/Open House-Comm. Goodwillie met with Association members and they have scheduled a 'door-to-door' event on 16th & 17th of July for the area of Jackson Hwy/Golf Course. July 29th was booked at Newaukum Golf Club House, by the Association, for a Levy Information Meeting. Comm. White inquired if it was too late to hold the meeting since it is 3 days prior to the election. Comm. Goodwillie does not think so and they can inform at the 'door-to-door' that the meeting is scheduled.
 - Visual Aids to include call volume, resident program, SCBA & life saving tools needed, and levy collection rate information.

- Asst. Chief Lyons believes we should talk about our ALS program and how it supplements and improves fire operations.
 - Business invitation letter is being completed by Comm. Goodwillie. Comm. White went to City Hall to see if she could find out about access to the City issued business licenses, since no one from City Hall has called the Secretary back. She was told that they are not allowed to give the information out as dictated by WA Department of Revenue. Secretary Sundin advised it is all public record on the DOR website and she will compile a list.
 - Funtime Festival-There will be an Open House during Funtime from 11:00-2:00 and will need a Commissioner, or, Admin to be inside to address the info. Comm. Goodwillie is trying to get information for calls per areas of District, as well as other stats for the displays.
 - Business handouts. Secretary was directed to print 200 lighter weight copies of flyers for the businesses and handouts for Funtime Festival.
 - Newaukum Village Home Owners Association-Comm. Goodwillie tried to schedule a meeting with them and they were not interested. He will work on HOH associations in Napavine.
 - Chief Peterson thinks our own staff need to be educated on what the levy means and explain the terms used on the ballot, such as, 'permanent'.
 - Calculator for the website-request for Ryan Parsons to put a calculator up so you can punch in your home value and it will auto-populate your yearly and monthly levy cost. Ryan advised that Thurston County South Bay used one and it is doable.
- Ambulance Billing District Residents-Tabled
 - Secretary brought up the fact that we have nothing in place, with the discharge of former Chief, for vehicle crash response billing. She advised that Systems Design admits that they cannot collect as much as EF Recovery can. Secretary inquired if we can attempt to salvage the relationship with EF Recovery. Direction was given to reach out to them and see if it is possible.
 - Equipment Repairs reported by Chief Peterson
 - Pump repair-so far we are in with US Fire for \$4500. The problem with the pump, a pressure control device, is deemed to be the problem. Matt Wallace advised that the Chehalis-Centralia Maintenance Coop has one on a shelf, which belongs to LCFD8. They suggested to bring it down and see if they can install it to correct the issue. There are leaking valves, in need of repair as well, since the pump testing was done. Asst. Chief Lyons advised that the truck kept stalling during the pump tests and it was able to work when testing the 5" LDH. It would over pressure or couldn't maintain pressure, which is not dependable and could be dangerous. Chief advised that US Fire will charge \$1500 to install the pressure control devise if LCFD8 will let us use it, plus a trip charge and mileage. Coop advises that it will take approximately 8 hours of labor for them to do it but they only have one technician available and cannot get to it right away.
 - Radios/Pagers-Chief advises that they are doing a radio sweep. All equipment was brought in and LC Radio Shop sent technicians to FD5 to test them. Many have antenna problems and portables need new batteries. Cost for 14 batteries is \$99.80 each for a total of \$1397.20. **Comm. Goodwillie makes a motion to purchase the batteries; Comm. White seconds; all Commissioners voted to approve; motion carried.**

- Damaged Hose- Comm. Patrick inquired how the hose became damaged. Asst. Chief Lyons advised it was burned in the Hilltop Storage fire a few weeks ago.
Comm. White motions to purchase two 50' sections of 1 ½ at a cost of \$369; one 100' section of 1 ½ at a cost of \$324 to replace the damaged hose; Comm. Goodwillie seconds; all Commissioners voted to approve; motion carried.
- EMS Supply Audit-Chief Peterson advised that Dr. McCahill ordered an audit of supplies and had the audit done by LCFD1 Chief Flexhaug. 'Independent handling' recommendations were made for accounting of such, and an updated handling policy, but nothing major. MSO Hoyer will handle and Comm. White would like to have the policy draft by the July 14th BOFC Meeting.
- Septic System Failure Station 3- Chief Peterson advised that when the old mobile was sold, they took with it, the pump that sends the sewage to the holding tank. Without it, sewage backs up into the sink. Chief was directed to get a quote to reinstall a pump and get the sewage system back in working order.
- Station 2 bathroom-all walls have been removed and there is no private bathroom. The toilet is still connected, but no sink. Framing has been done for what looks like two bedrooms and an office space, but there are no blueprints or plans to see what the thought was on framing. Secretary Sundin inquired if we are required to furnish a working bathroom, and if so, should we put a porta-potty at Station 2? Comm. White asked if there is a way to check regulations to see if this is something we need to do.
- Chief Durango-Comm. Patrick advised it is in production now. Secretary advised that the BOFC for FD20 agrees to let Chief Peterson use the Jeep for as long as he needs, but requests to have a monthly mileage report, just to see how many miles are being put on it.

BREAK

- Comm. Patrick requests a 5 minute break at 9:19 and meeting resumed at 9:23.

COMMUNICATIONS/CORRESPONDANCE

- None

NEW BUSINESS

- SOPHOS Server Upgrade-Ryan Parsons explained the two options as either a 1 year or a 3 year contract. ***Comm. White makes a motion to sign the 3-year contract to upgrade the server; Comm. Goodwillie seconds; all Commissioners voted to approve; motion carried.***
- Commissioner pay for events-Comm. Patrick wanted to clarify what qualifies for pay, due to the extensive amounts of meetings and phone calls with legal counsel over the past few weeks. He advised that only one event per day is in-line with state guidelines at \$128 per day. Comm. White advised that per Roger Ferris (WFCA), some Districts do an addendum to their policy for what can and cannot be charged.

CHIEF'S REPORT

- Hose-Chief sent staff to Hoodsport to pick up the hose. They were able to get 4" and 5" LDH. The 4" has threaded fittings and the 5" has been tested. Asst. Chief Lyons advised that 800 feet tested good. Another section leaked, but we can cut it down and salvage a shorter piece of about 30'. For

E51, we will keep 1000' at front line instead of 800' used in the past. E52 will have 800'-900' instead of 200'. We lost two 100' sections and one 50' section. We may be able to pass along some of the extra 4". Comm. White inquired if anyone is sending Hoodsport a 'thank you' letter. Secretary will draft one for Chief to sign.

- Chief Peterson has been tasking qualified personnel, roles of responsibility for certain items. He will assign a staff member for radios, maintenance, small tools, etc. He may ask those members of staff to report directly to the BOFC at meetings for status updates. Presently Capt. Bozarth has taken over meeting with the Hartford Steam Boilers/Insurance adjuster on the heat pump and Matt Wallace for the vehicle maintenance program. He thinks each staff member should have a year-long commitment to each item. Once one person is knowledgeable in one area, they can pass the knowledge on to another when changing positions.
- District Email for all staff & volunteers-Ryan Parsons advised there is another provider, CDWG third party vendor and suggests we get a Microsoft Business Account so we can set up new emails, and not have to go through GODADDY. Chief, also, suggests a 'Duty Officer' email that will have to be checked, daily by the Duty Officer for anything needing to be passed along. This will show dates and times of information relayed for tracking.

COMMISSIONER'S REPORT

- Comm. Patrick- Provided Chief Peterson with the name of a company that does septic work. The company is JT Septic. Chief will call and arrange for Capt. Bozarth to inspect the problem.
- Comm. White-
 - Suggests Chief speak to various organizations to inform them of FD operations and the levy.
 - The Bazaar has now been dumped in her lap. So far six reservations for booths. She checked with City of Napavine and they are not sponsoring a bazaar or on a committee for Funtime as we were previously told.
 - SW WA Fire Commissioner Quarterly Meeting- Comm. White inquired if FD5 wishes to co-sponsor with LCFD2 to host the next meeting which is on Oct. 18th. Approximately 50 people attend and they pay for the catering. We would need table covers and decorations. Comm. White suggested Jester's Auto Museum. Secretary suggested the Toledo Senior Center. Comm. White will get with Comm. Jacquie Spahr and report back.
- Comm. Goodwillie-Promotion of levy lid lift facts- Comm. Goodwillie inquired who has posting rights for Facebook. Lt. Blair advised that himself, Capt. Bozarth and Secretary can all post. He wants to see the Levy Info Meetings posted. Secretary Sundin will get them posted. Comm. Goodwillie advised that 'we should live the levy lifestyle 24-7 which will set the groundwork for years to come.'

COLLECTIVE BARGAINING

- Comm. Goodwillie advised that the last meeting was cancelled. Next meeting is June 26th. The attorney and Ryan Reese have been discussing individual items, now, it is time to go over terms. Comm. Goodwillie will bring Chief Peterson up to speed on the negotiations to date.

PUBLIC COMMENT

- None.

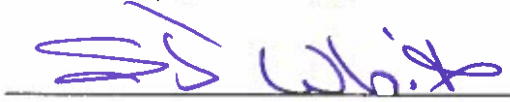
ADJOURNMENT

- **Comm. Goodwillie motions to adjourn at 9:57 a.m.; second by Comm. White; 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 July 14, 2023.



Sam Patrick, Commissioner Chair



Sandra White, Commissioner

Mike Goodwillie, Commissioner



Carmen Sundin, Secretary