

# Lewis County Fire District # 5

## Main Station

July 14, 2023 Regular Fire Commission Meeting

### ATTENDANCE

Commissioners: Sam Patrick, Sandra White, (Mike Goodwillie was absent/excused)

Administrative Staff: Chief Gregg Peterson, Secretary Carmen Sundin

Career Staff: Asst. Capt. Brad Bozarth, Connor Tardiff, Malachi Simper, Matt McCracken, Matt Wallace

Public: Duane Kraus-Napavine City Council, Mike Kayser-Cowlitz FD6 Commissioner

### CALL TO ORDER

Commissioner Patrick called the meeting to order 8:05 a.m. A quorum was declared, and Comm. Patrick led the flag salute.

### APPROVAL OF MINUTES

- *Motion made by Comm. White to approve the June 9, 2023 Regular First BOFC Meeting Minutes; second by Comm. Patrick; both commissioners voted to approve-motion carried.*
- *Motion made by Comm. White to approve the June 23, 2023 Second Regular Meeting Minutes; second by Comm. Patrick; both commissioners voted to approve-motion carried.*

### OLD BUSINESS

- Levy Posters-Chief Peterson drafted a letter that outlines the vehicles, facilities and equipment needs. It discusses hose, air packs and repair/reconstruction of Jackson Highway stations. Target audience is the public and media. Additionally, he drafted a statement about the definition of a permanent levy to assure the public they would not be at \$1.20 per assessed value, forever, and that the levy is subject to the regular reduction/change in cost per thousand depending on the Assessor's Office valuations.
- Newsletter/Website-Secretary Sundin advised that Ryan Parsons has made some changes to the website. Comm. White will train with Ryan Parsons and advises that no changes will be made without the Chief's approval. She would like to see a video link access for the newsletter information with Chief Peterson as the narrator. Examples of videos requested are 3-4 minutes explaining firefighter's equipment, training and where the tax dollars are spent at FD5 and would like them up as soon as possible.
- Public Outreach-Secretary Sundin gave a synopsis of what the Funtime Booth will have and what the Open House will consist of, inside. Chief Peterson will be here for the Open House, and Comm. Goodwillie will be coming after his training concludes, around 12:30.
- Equipment Repairs
  - E5-1 Pump Damage-Chief Peterson provided printed images of the damage to the pump impeller. The mechanic has traced the issue to a check valve that came apart and threw shrapnel into the pump, causing a limited amount of water getting to the pump. Capt. Bozarth advised this caused it to cavitate during the Second Street fire, and, also, caused warping of the pump housing due to overheating with no water flow. The estimate from U.S.

Fire Service & Repair is \$11,800-\$25,000 to repair. If approved, it can be taken up, today. It will take, approximately, ten days to two weeks, dependent upon availability of parts.

- E52-has been put at Station 1 as the first out engine until repairs are made. It is a 2500gallon Class A truck.
- E53 Pump Controller-E53 (Freightliner)-the pressure or pump volume cannot be increased due to a faulty controller. Additionally, while inspecting the truck the mechanic found it to have a damaged pump transmission. Estimate to repair is \$9000. It can go up, when E51 is back.
- East Olympia Reserve Engine-this truck has never been put in service. It will now be our second out engine.

***Comm. White makes the motion to have both E51 and E51 repairs done as soon as possible;***

***Comm. Patrick seconds the motion; both Commissioners voted to approve; motion carries.***

- B51's engine-still waiting for engine to be delivered.
- M51 will need some warranty work done for exhaust manifold.
- B51 has the check engine light on and will need to be checked out.
- Maintenance records-Chief Peterson advised that there is a lot of inconsistency in how they apparatus files were kept and the information in them. There are many missing annual reports and service records. Secretary Sundin advised that since she has been working at FD5, every service and repair gets copied and written across the top is "Fleet Copy: in red marker. She may have duplicates of the missing records with the invoices filed.
- ESO Asset Management and Scheduling Modules- Matt McCracken advised that he has solicited a quote from ESO. To just get Asset Management would be approximately \$1500 more per year. It would not, solely, take care of the rest of our needs for scheduling and truck maintenance. There are additional modules we would need, but we could save almost \$2000 by dropping Crew Sense/Vector Solutions scheduling. Comm Patrick is glad to see that staff is taking responsibility to have a program in place and reminded that they will need to stay on top of all the data entry. The Vector Solution contract is due to be renewed in August. Comm. White suggests to put it on the agenda for the August 11<sup>th</sup> regular BOFC meeting.
- Facilities Repairs/Reconstruction-Chief Peterson checked with Lewis County Building Department, and they advised that all public buildings must provide a bathroom. It is an urgent need to get the plumbing working in both stations or we would have to rent portable toilets. JT Development submitted a quote of \$3575.00 and can do the work this month.

***Comm. White makes a motion to approve the quote from Waterworks, LLC, to do the emergency work;***

***Comm. Patrick seconds the motion; both Commissioners vote to approve and motion carries.***

- Infrastructure Grant-Chief Peterson advised us we are up against a deadline and could lose the grant. Chief submitted a request to change the scope of the project. He has asked if the money could be used to repair stations two and three and build a truck bay behind the main administration building. Comm. White directed the Chief to advise Peter Abbarno of this as he is the one who rallied for FD5 to be the first recipient of the grant. Chief Peterson advised he will contact him, as well as the other 19<sup>th</sup> District Representative, and our two state senators.
- Ambulance Billing District Residents-Tabled

- EF Recovery Crash Billing-Sam Wright was supposed to be sending a contract for Chief and Secretary to review, however, it has not been received as of the Meeting. A reminder Email was sent to them.

### **COMMUNICATIONS/CORRESPONDANCE**

- ESO NEMESIS Data Transfer-Ryan Parsons is working directly with ESO.
- WA Unclaimed Monies-LC Treasurer advised that FD5 was the recipient of unclaimed funds from Aramark in 2000 for \$113.95 and \$23.96 in 2017; another from Madison River for \$6.21.
- WA HCA GEMT-
  - 2022 Settlement-paid in the amount of \$110,016.04.
  - Confirmation of Average Cost of Transport for 2024 fiscal year of \$1461.00
  - Letter advising of GEMT Medicare audit for 2022 reporting year and all providers will share the cost of the audit for the management fees in later settlements.
- Lewis County Commissioners-Email to advise of top County Manager candidate, Ryan Barrett.
- WA DRS Roth DCP Option with pretax contributions. Upcoming training to be announced.
- Crew Sense Vector Solutions Contract-already discussed. Cost is \$1958 plus tax and renews on 9/25/23, unless cancelled.
- DNR Finance-Rush Road Office Fire Protection Contract-Chief Peterson spotted, almost immediately, that the value listed for the contract had not been updated in several years. Secretary Sundin emailed DNR Finance and asked for a new, updated contract. Their response was that the person responsible for that is on vacation.
- Budget Status and Fund Balance Reports-Comm. White gave mention to Secretary for staying on top of providing updates each month for Fund Balance Reports and the Quarterly Budget Reports, especially with having to pay for so many unanticipated apparatus repairs that were not budgeted.

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

- ***PAYROLL-Comm. White makes a motion to approve payroll which includes \$42,258.08 in severance pay for former Chief, \$827.82 for Q2 Volunteer Pay, \$75,181.80 for Staff Payroll and Mobe pay of \$2876.50; with benefits and taxes, total payroll approved is \$139,354.84; second by Comm. Patrick; both Commissioners voted to approve-motion carries.***
- ***ACCOUNTS PAYABLE-Comm. White makes motion to approve \$45,547.63 for Accounts Payable; second by Comm. Patrick; both Commissioners voted to approve-motion carries.***
- ***FUND TRANSFER-Comm. White makes motion to approve fund transfer in the amount of \$184,902.47; second by Comm. Patrick; both Commissioners voted to approve-motion carries.***
- ***FUND TRANSFER-Comm. White makes motion to approve fund transfer in the amount of \$8,500.00; second by Comm. Patrick; both Commissioners voted to approve-motion carries.***
- **FUND BALANCES:** June General Fund ending balance of \$660,279.24; June EMS Fund ending balance of \$985,688.31; June Capital Projects Fund of \$30,171.91 and \$191,648.88 for Umpqua Bank. Total of all funds is \$1,967,788.34.

**MSO REPORT**-No Report as the MSO was not in attendance.

## CHIEF'S REPORT

- Lieutenant Promotion Testing is scheduled for September 13<sup>th</sup>. Capt. Bozarth will oversee all three Lieutenants and will rotate through all three shifts and will also be used as coverage to fill vacancies due to vacation or sick time. Chief Peterson is trying to find some supervisory training for Capt. Bozarth.
- Evaluations-Chief Peterson advises that no evaluations have ever been done on any of the staff while Former Chief Mahoney was in command. Once the promotions are done, Capt. Bozarth will be responsible for doing the evaluations.
- Seasonal Summer Hires-two were budgeted, however, due to the cost of repairs, the Chief will only be hiring one. A process was done a while ago and Bailey Cooper is next up on that list. We are hiring about a month and a half later than usual. Start date will be July 21 and end date will be September 30<sup>th</sup>. Loaded wage for one temp is about \$7322.00 so the unfilled position will help towards the cost of repairs.
- Radio Batteries-they were ordered, should be here next week. Four pagers were ordered, but they are delayed and will take about 4 months to get.
- Hose from Hoodspout-Chief sent an E-mail thanking them for the hose.
- Heat pump Insurance Claim-The heat pump will not be covered due to the fact that it's 30 years old.

## NEW BUSINESS

- Charity Request on transport 102-2022-0661-**Comm. White motions to write off \$116.96 due to death of the patient; Comm. Patrick seconds the motion; both Commissioners voted to approve; motion carries.**
- Charity Request on transport 102-23fg0246-**Comm. White motions to write off \$285.78 due to no employment and income of the patient; Comm. Patrick seconds the motion; both Commissioners voted to approve; motion carries.**
- Chief Vacancy-A meeting/workshop is scheduled for July 21<sup>st</sup> at 8:00 to discuss what the qualifiers will be. Comm. Patrick thinks that the Captain, current Chief and 2 Commissioners should be part of the process.
- Secretary Position vacancy for 2024. Chief Peterson will schedule a meeting with Jessica Blair and inform her that the Board wants the position opened and advertised. It was decided to wait until the new Chief is hired so they can be part of the process.

## COMMISSIONER'S REPORT

- Comm. Patrick-Nothing to report.
- Comm. White-Will send a spreadsheet to the Secretary of the policies that have been approved to date.
- Comm. Goodwillie-Not Present.

## COLLECTIVE BARGAINING

- Nothing to report as all meetings have been cancelled due to ongoing litigation that has the IAFF Rep tied up.

**PUBLIC COMMENT**-None.

**ADJOURNMENT**

- ***Comm. White motions to adjourn hours (9:18 a.m.); second by Comm. Patrick; 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 August 11, 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

July 21, 2023 -Special Fire Commission Meeting

### ATTENDANCE

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

Administration: Chief Gregg Peterson and Secretary Carmen Sundin. Staff: Capt. Brad Bozarth, Brandon Schaffer, Connor Tardiff, Matthew Wallace, Tyler Correia and Malachi Simper.

### CALL TO ORDER

- Commissioner Patrick called the meeting to order 08:00 a.m.
- A quorum was declared, and Comm. Patrick led the flag salute.

### EXECUTIVE SESSION

- *Comm. Patrick called an Executive Session at 8:02 a.m. for 15 minutes for a personnel matter requesting Capt. Bozarth's attendance. At 8:16 it was extended for 15 minutes. At 8:31, extended again, 10 minutes more. Executive Session ended at 8:39 with no action taken or decisions made.*

### RESUME NORMAL SESSION

- Regular Session continued at 8:41

### NEW BUSINESS

- Selection Process for hiring a new chief.
  - Comm. Goodwillie shared information, from Lewis County Fire District 6, of what it costs to use Prothman to promote the position, which is between \$18,000-\$23,000 for nationwide promotion but does not include advertising costs.
  - Outline of process was discussed to include:
    - Come up with a job description and qualifications (Comm. Goodwillie and Comm. White will work on this).
    - Format a timeline (Comm. Goodwillie will ask LCFD6 Secretary how long it took them).
    - Form a user panel so the public feels they are vested in the new chief.
    - Timeline for recruitment posting.
    - Assessment center of BOFC, IAFF Local member, volunteers (Capt. Bozarth would like to see the current Chief in the assessment center).

### LEVY OUTREACH/OPEN HOUSE

- Reminder of the Open House at 2:00 p.m. at Station 1

### ADJOURNMENT

Meeting adjourned at 09:15 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 August 11, 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

## Main Station

July 28, 2023- 2<sup>nd</sup> Regular Fire Commission Meeting

### ATTENDANCE

Commissioners: Sam Patrick, Sandra White, and Mike Goodwillie

Administrative Staff: Chief Gregg Peterson and Secretary Carmen Sundin

Career Staff: Capt. Brad Bozarth, MSO Caity Hoye, Matthew Wallace.

### 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.

### CHIEF'S PROCESS

- Application Process-Comm. Goodwillie suggested to keep posting open for 3-4 weeks.
  - Expect a lot of last minute applicants.
  - All applications will be sent to the E-mail Admin@lcfpd5.com.
  - Interview Process-how many will be up to the BOFC to decide.
    - Panel Interview Process-Stakeholders: Union employee, a volunteer, neighboring Chief, a citizen.
    - Interview with BOFC and Chief.
  - Candidate Tours of Stations.
  - Meet & Greet with comment cards (needs to be very organized).
- Lodging & travel of applicants-BOFC to decide if on them or on FD5.
- Advertising will be the biggest cost. Comm. White provided a list of where we could advertise.
- Qualifications-Comm. Goodwillie provided a spreadsheet of basic qualifications and suggested the BOFC work, and build off that.
  - Preferred, not mandatory wording per Chief Peterson
  - 2-year to 4-year degree.
  - 5-years experience
    - Fund generating
    - Volunteer supervision
    - IFSAC Fire Officer 1 & 2
    - EMT Certification
    - Instructor Certificate and experience
    - Wildland Experience
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- Timeline-ASAP as Chief Peterson has a one-week commitment with legislature for one week in November and again in January.
- Background Check

# Lewis County Fire District # 5

## Main Station

### July 28, 2023- 2<sup>nd</sup> Regular Fire Commission Meeting

- Secretary Sundin requested a credit check be done on the new Chief. She has checked with Paladin Screening and your agency has to be inspected by the credit check company which has a \$75 inspection fee, then, once approved, it is \$19 per credit check. Comm. White thinks if it is done on the chief's position it should be done on all employees. Comm. Patrick thinks only management should have a credit check done. Chief Peterson adds that, with upcoming Secretary opening, that position, especially, that handles money/accounting should have one. No decision was made on the credit check requirement.
- Go to their former department and talk to employees to see how the candidate was perceived.
- Check References-Comm. Patrick volunteered to do these.
- August 4<sup>th</sup> Chief selection process meeting scheduled at 9:00.

#### **OLD BUSINESS**

- Website-Comm. White would like any old PR videos put up on the website if they are applicable to now. Comm. Patrick is planning a 911 use video and a CPR/First Aid video and asked MSO Hoyer if she could do the instruction part. She advised we are going to be scheduling a public First Aid/CPR and could video that class. She advised the Board that she would like to purchase a full body mannequin with feedback. Comm. White advised to get quotes for the 2024 budget process. Chief Peterson suggested reaching out to the West Region EMS Council for grant.
- Photos of BOFC-Comm. White advised that there is still no photo of Comm. Goodwillie.
- Levy Outreach-
  - Comm. Goodwillie and crew have been canvassing with door-to-door contact. He advises it has gone well and have reached, and or, educated a lot of voters.
  - Chief Peterson has been working with Ryan Parsons to remove old, outdated information and get updated info, with easy access to it. He suggested a link to send a message to the Chief for when a citizen has a concern or question.
  - Community Feedback-Chief attended a recent event with 75 people from around the community. There were 3 State elected officials (Senator/Representatives) present. Chief Peterson was asked to speak about FD5's Levy. When he explained the equipment and facilities predicament the crowd went silent with concern. They had no idea we were down to two fire engines.
  - KELA Let's Talk About It Radio Program-Chief tried to get on, but there were other negative callers; one about the ladder truck debacle and then they got off track. The Chief is scheduled for an on-air interview on August 1.
  - Tours of facilities-Chief Peterson has been taking public leaders and citizens to tour the stations, so they can see, first hand, the problems.
  - Comm. Goodwillie reached out to State Representatives to come to an Open House, but they are not available. They said they could schedule something in the fall.



# Lewis County Fire District # 5

## Main Station

July 28, 2023- 2<sup>nd</sup> Regular Fire Commission Meeting

- Telephone calls received at Station 1-Secretary Sundin advised that five phone calls came in with direct levy questions or wanting information on the levy. Those were all transferred to Chief Peterson to handle.
- Infrastructure Grant Dept. of Commerce-Chief inquired if FD5 could change the scope of the project to be able to use the funds to repair/rebuild stations 2 and 3 and add new construction to Station 1 Admin Building to put apparatus bays on the back lot. The Dept. of Commerce asked for the addresses to check into this. The person responsible will be out of the office for a few weeks. Chief Peterson asked Comm. Patrick if we could make a response video of the personnel having to cross traffic for a call and send to them.
- Station 3 sewer problem- Capt. Bozarth called in while he was on location with the contractor. They found that the toilet was connected to the old septic tank, but the lines had all collapsed. All lines are currently dug up. Chief Peterson suggested to have contractor bury what was dug up, to avoid a safety hazard and stop the project until the Department of Commerce gets back to us on the grant as the grant may pay for the work. Project was stopped.
- Equipment Repairs-E51 in Sumner being repaired, and the pump housing can be re-used saving some money and when back, the other Engine will go up.
- Replacement Chief's vehicle-Comm. Patrick will check with the dealer for an update on delivery.
- Secretary job posting-BOFC wants it opened to public to apply but wait for the new chief to be hired, so he has a say in the person hired.

### COMMUNICATIONS/CORRESPONDANCE

- None

### NEW BUSINESS

- *Comm. White makes a motion to add modules to ESO for crew scheduling, maintenance records, asset management and training; cancel Vector Solutions Crew Sense Contract; Comm. Goodwillie seconds; motion passes with all Commissioners voting in favor.*

### CHIEF'S REPORT

- Matters, mostly, discussed in Old Business.
- Lieutenant's Promotion applications being accepted through the 31<sup>st</sup>.

### COMMISSIONER'S REPORT

- Comm. Patrick-nothing to report.
- Comm. White-nothing to report.
- Comm. Goodwillie-nothing to report.

### COLLECTIVE BARGAINING

- On hold because of lawsuit in Vancouver which is taking most of the IAFF Representative's time. Hoping to get back on track after the August 1, Primary Election, with Chief Peterson being involved.

**Lewis County Fire District # 5  
Main Station**

July 28, 2023- 2<sup>nd</sup> Regular Fire Commission Meeting


**PUBLIC COMMENT**

- Secretary advised of the Nicholson & Associates Risk Management Annual Meeting coming up.
- Comm. White drafted a letter to LCFD15's BOFC recognizing Chief Underdahl for stepping in to cover incident command during shortage.

**ADJOURNMENT**

- ***Comm. White motions to adjourn at 9:34 a.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 August 11, 2023.



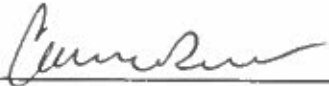
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Sam Patrick, Commissioner Chair



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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**

**August 4, 2023 -Special Fire Commission Meeting  
Workshop-Chief's Selection Process**

**ATTENDANCE**

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

Administration: Chief Gregg Peterson and Secretary Carmen Sundin. Staff: Lt. Robert Blair, Kyle Marik, Connor Tardiff, Malachi Simper and Bailey Cooper.

**CALL TO ORDER**

- Commissioner Patrick called the meeting to order 08:00 a.m. A quorum was declared, and Comm. Patrick led the flag salute.

**CHIEF'S SELECTION PROCESS**

- Comm. Goodwillie provided copies, prior to his trip, of a sample of how he thinks the announcement should appear with examples of context. He attended by telephone and explained that we need to evaluate the salary and make all suggested changes to what he provided. Once changes are made, he will resubmit the draft at the August 11, 2023 BOFC meeting for approval. Discussed were the following:
  - Job Announcement Title- "Fire Chief of Administration and Operations"
  - Salary-Secretary Sundin suggested starting salary of former Chief's highest step of \$113,000-\$115,000 range.
  - Application-(document) Chief advised that FD5's general application is for responders. Comm. Goodwillie will get LCFD6 and Riverside Fire's announcements for comparison.
  - Website access with Daily Dispatch link for Application and Letter of Interest.
  - Position description-add 'working/responding Chief' in the language and response requirements of either mileage or minutes to scene.
  - Suggested Qualifications-add budget planning and experience and 5-years supervisory or management experience.
  - Opportunities & Challenges-add 'maintaining relationships' with working with neighboring departments.

**ADJOURNMENT**

Comm. White motions to adjourn at 10:00; second by Comm. Patrick and 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 August 11, 2023.



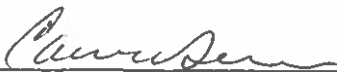
Sandra White, Commissioner



Sam Patrick, Commissioner



Mike Goodwillie, Commissioner



Carmen Sundin, Secretary