

# Lewis County Fire District # 5

## Main Station

September 8, 2023 Regular Fire Commission Meeting

### ATTENDANCE

Commissioners: Sam Patrick, Sandra White, Mike Goodwillie

Administrative Staff: Chief Gregg Peterson, Secretary Carmen Sundin    Legal Counsel: Allen Unzelman

Career Staff: Matt McCracken, Lt. Rob Blair, Connor Tardiff, Capt. Brad Bozarth, Bailey Cooper, Tyler Correia, and Brandon Schaffer.

Public: Justin Wilkey, Bud Goodwillie and Mike Kayser.

### CALL TO ORDER

Commissioner Patrick called the meeting to order 7:59 a.m. A quorum was declared, and Comm. Patrick led the flag salute.

### EXECUTIVE SESSION #1

- Called at 08:00 a.m. by Comm. Patrick, for 30 minutes for contract negotiations for Medical Services Officer with Justin Wilkey. It concluded at 8:30 a.m. with no action taken.

### EXECUTIVE SESSION #2

- Called at 08:30 a.m., by Comm. Patrick, and Allen Unzelman was present as legal counsel for a personnel matter in accordance with WA RCW 42.30.110 (1) (g). It was called for 15 minutes; but at 8:45 a.m. it was called for an additional 25 minutes. It concluded at 9:02 a.m. No action was taken and no decisions were made.

### EXECUTIVE SESSION #3

- Called at 09:03 a.m. by Chief Peterson to discuss a continuation of his employment contract. It concluded at 9:04 a.m. and normal session resumed.

### RESUME NORMAL SESSION

- Final Action taken on Executive Session #3: ***Comm. Goodwillie makes a motion to approve a month-to-month employment contract with interim Chief Peterson; second by Comm. White; motion carries with all commissioners voting to approve.***

### APPROVAL OF MINUTES

- ***Motion made by Comm. White to approve the August 11, 2023 Regular First BOFC Meeting Minutes; second by Comm. Goodwillie; all commissioners voted to approve-motion carried.***
- ***Motion made by Comm. White to approve the August 17, 2023 Special Meeting Executive Session & Workshop; second by Comm. Goodwillie; all commissioners voted to approve-motion carried.***
- ***Motion made by Comm. Goodwillie to approve the August 24, 2023 Special Meeting MSO Crisis; second by Comm. White; all commissioners voted to approve-motion carried.***
- ***Motion made by Comm. White to approve the August 25, 2023 Special Meeting Executive Session Chief's Selection Process; second by Comm. Goodwillie; all commissioners voted to approve-motion carried.***

## COMMUNICATIONS/CORRESPONDANCE

- LCSO Email-Announcement of retiring traffic safety advocate Dianne Swanson.
- SW WA Fire Commissioner Association- Notice of October 11 Meeting at Jester's Auto Museum.
- SW WA Risk Management Group Annual Meeting in Yakima October 12/13.
- Systems Design-notice of fee increase January 1, 2024 of 3% which equals .75 per call billed. The present rate is \$24.50 per call.
- Chehalis Centralia Transportation Coop shop rate increases 12% in rates and 25% increase in fuel.
- IAFF Local 451 notice of dues for October withholding of \$111 per employee.
- WA State Auditor-notice of rate increase to \$139/hour and \$210/hour fraud investigation.
- WFCA Trusteed-notice of rate increase of 6% medical and 2% dental and returned back to First Choice Health on 8/1/23.
- Waterworks LLC quote to finish septic at Station 3 of \$10875 plus tax.

## CHIEF'S REPORT given by Chief Peterson

- City of Napavine Fire Investigations and Building Plans sign-offs-City is arguing whose responsibility it is to do them. Comm. Patrick believes the RCW states the Chief or his designee.
- Training-Lt Blair drafted a training schedule. He has, also, been in contact with a representative of Security State Bank for a house they wish to donate for a burn-to-learn.
- Apparatus-Comm. Patrick requests to know exactly the statuses of apparatus, instead of being told they are 'in-service'. Chief Peterson brought in impeller parts from Engine 5-3, which is presently up at US Fire for repairs. A piece of metal shrapnel destroyed the impeller. Engine 5-1 has been repaired and passed new pump test and it is back in service.
- Narcotics storage policy-Chief Peterson sent drafts of the policy to the Commissioners to review, prior to the meeting. The policy mirrors LCFD15's policy. Comm. White wants the Policy redrafted to the same formatting as the policy manual and requests to submit it with ILA for MSO Wilkey for approval.
- Air packs-quote is for \$460,000. Chief Peterson requests to purchase what we can, this year, if LN Curtis is willing to delay billing until 2024. Presently LN Curtis is offering a buy one, get one bottle free. The quote is for 40 air packs, 40 masks and 80 bottles. Chief Peterson requests that Chris Mackey, the rep for LN Curtis come to the September 15<sup>th</sup> meeting at 9:00 to discuss with the board.
- Hose testing-Chief advised he is getting it scheduled.
- Coop shop agreement-Chief Peterson is concerned over continuing to use the shops with the huge rate increase.
- Forceable entry door-staff requests this as a training aid and to use EMS funds as the main reason it would be used is for an EMS emergency. Secretary Sundin advised there is unspent money in EMS Budget for the Lifepak. No decision were made and requests to get more information on it. Comm. Goodwillie advises that Station 48 loans their door out.
- Funtime Festival-Chief Peterson advised that the Owens' are no longer part of the festival planning. The City will be taking it over. There is a meeting on September 12<sup>th</sup> and they request involvement from the fire department. Comm. White and Comm. Patrick will attend.

## SECRETARY'S REPORT-ACCOUNTING APPROVAL

- **PAYROLL-Comm.** *White makes a motion to approve payroll of \$122,897.21 which includes benefits and taxes for career staff, temp and mobe payroll; second by Comm. Goodwillie; all Commissioners voted to approve-motion carries.*
- **ACCOUNTS PAYABLE-Comm.** *White makes motion to approve \$150,896.19 which includes \$44,278.21 for the Durango, for Accounts Payable; second by Comm. Goodwillie; all Commissioners voted to approve-motion carries.*
- **FUND TRANSFER-Comm.** *White makes motion to approve fund transfer in the amount of \$273,793.40 for AP and September Payroll; second by Comm. Goodwillie; all Commissioners voted to approve-motion carries.*
- **FUND TRANSFER-Comm.** *Goodwillie makes motion to approve fund transfer in the amount of \$8,500.00; second by Comm. Whitee; all Commissioners voted to approve-motion carries.*
- **FUND BALANCES:** August General Fund ending balance of \$489,420.85; August EMS Fund ending balance of \$1,021,207.90; \$189,150.47 for Umpqua Bank. Total of General Fund, EMS Fund and Umpqua Bank is \$1,848,048.81 and July Capital Projects Fund of \$139,769.59.

## OLD BUSINESS

- **Chief's Selection Process-Comm.** Goodwillie advised the announcement has been posted for 8 days and we have received one application. The process was explained as a public 'meet & greet' will be a part of the process, as well as a 5–6-person panel that has at least two community members, a union representative, a city council member, and Sheriff Snaza and a Fire Chief. Review of applications will be on October 6<sup>th</sup>. Possibly one of the panels will be held at City Hall and one at FD5. Comm. White inquired if the paid staff would be part of the process. Comm. Goodwillie advised they would be part of the meet & greet. Comm. Goodwillie advised that cards will be printed with candidates' info in a brief description and asking for comments and concerns about the candidate. Comm. White suggests to print the candidate's photo on the cards, so people tie the face to the right candidate.
- **Website/Public Outreach/Videos/Newsletter-**
  - **Website-Comm.** White has been working with Ryan Parsons and FF Simper and defining what web duties they will have. Comm. White suggested a meeting with Chief Peterson and FF Simper for PIO. Comm. White advised that Ryan Parsons is hosting our website and would like to get away from this.
  - **Videos-Chief Peterson** doesn't want to see us start the videos and not follow through with them. Comm. Patrick advises that the theft case has been a priority and no time to work on the videos. Comm. White suggested one video be removed. Secretary Sundin suggested a Halloween safety video or a back-to-school safety video. Comm. Patrick advises he is currently working on a 911 use video.
  - **Public Involvement-Comm.** White requested permission for FD5 to sponsor a blood drive.
- **Equipment Repairs-discussed in Chief's Report.**
- **Facilities Repairs/Reconstruction Grant-Chief Peterson** advised the change of scope is to include the septic tank upgrade at Station 3. Comm. White suggested that we now get Peter Abbarno apprised of the situation with the grant and change of scope. Station 2 will need to go out to bid. Chief Peterson will get with Lewis County Community Development to understand the process.

- Ambulance Billing District Residents-tabled.

**NEW BUSINESS**

- Peer Support Policy-**Comm. White motions to approve the Peer Support Policy as drafted; second by Comm. Goodwillie; motion carries with all commissioners voting to approve.**
- Replacing beds for staff quarters-tabled.

**COMMISSIONER'S REPORT**

- Comm. Patrick-Nothing to report.
- Comm. White-Napavine City Council meetings are on the 2<sup>nd</sup> and 4<sup>th</sup> Tuesday of each month. Next meeting is on September 12<sup>th</sup>. Reminder of the SW WA Fire Commissioner meeting at Jester's Auto Museum. Speakers will be Senator John Braun and Representative Orcutt.
- Comm. Goodwillie-attended the LC Fire Commissioner Association and discussed the Peer Support program. Other speakers were Roger Ferris and BVFF. Randy Pennington from FD15 discussed the newly proposed interfering with an emergency responder. The present law only provides that they must comply with law. Once it is adopted, city governments will have to adopt it as their city ordinance. LC Board of Commissioners reminded everyone to educate the public on the 911 sales tax on the November ballot.

**COLLECTIVE BARGAINING** Report given by Comm. Goodwillie

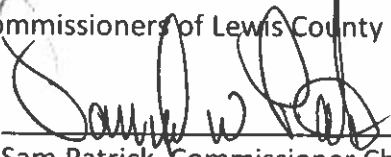
- Upcoming meeting with legal counsel, Rick LeBouef next week for the ongoing personnel issue.
- Collective bargaining resumes on September 15<sup>th</sup>. They expect to have a rough draft started and the major terms of the contract ironed out by the conclusion of the meeting.

**PUBLIC COMMENT**-None.

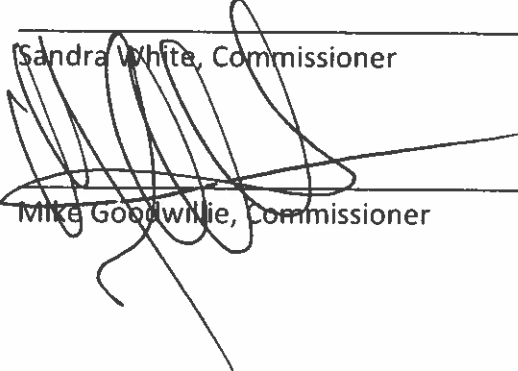
**ADJOURNMENT**

- **Comm. White motions to adjourn 10:16 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 October 13, 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

September 15, 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: Lt. Blair, Connor Tardiff,  
Guests: Chris Mackey LN Curtis Sales Rep

### CALL TO ORDER

Commissioner Patrick called the meeting to order 9:00 a.m. A quorum was declared, and Comm. Patrick led the flag salute.

### NEW BUSINESS

- SCBA Replacement-
  - Explanation of MSA brand packs by Chief Peterson to Board. MSA is what is used by surrounding agencies to FD5. Packs need to be compatible for joint responses for fires. The packs and tanks have expiration dates and FD5's equipment is expiring. Chief requested for the staff to have input on the number of packs. FD5 will not see any levy revenue until April-May of 2024.
  - Presentation by Chris Mackey of LN Curtis & Sons-
    - Equipment-What FD5 will be getting is cylinders, masks and air packs. For every bottle purchased, there will be a second free bottle.
    - Price-\$460,715.96 (qty 40)-The price will include fit testing and 2 RIT (Rapid Intervention Team) bottles and tools for rescues.
    - The life of the bottles-15 years certified. Packs will have 15 year warranty, as well as masks.
    - Pass alarms and charging-He suggests if you have 12 spare bottles, have 2 charging stations and if you have 6 spare bottles, 1 charging station for PASS alarms. The PASS alarm will last several months without charging.
    - Disposal of old equipment-Question from Chief Peterson about disposal of old packs. LN Curtis does not take them back, but, Mr. Mackey advised that Olympia FD gathers them and sends them to Mexico. Delivery-Once they are ordered, delivery is within 30 days.
- HVAC Medical Supply Room-Chief is checking to see if PUD has any grants.

### EXECUTIVE SESSION

- Comm. Patrick called an Executive Session for 30 minutes at 9:21 a.m. for personnel matter. At 9:51 it was called for an additional 15 minutes. Executive session concluded at 10:05.

### RESUME NORMAL SESSION

- Regular session resumed at 10:05 and a short break was called.
- Break ended at 10:22 and regular session resumed.

### OLD BUSINESS

- Chief's Selection Process- Application Review on October 6<sup>th</sup>. Letter of Interest Interview Panel will be October 21<sup>st</sup>, and letters to be in by October 12<sup>th</sup>. Meet & greet scheduled for October 20<sup>th</sup> at 7:00 p.m. Duane Krauss will be out of town on Vacation and another representative from City will be sought.
- MSO Agreement- Chief Peterson advised that Union Rep will look at the points in the ILA. FD15 Commissioners did have valid questions about liability and exposures. Chief Peterson requests the Board consider to adopt the policy as written, for now, so we can get an MSO in place and get our ALS transport service back up and running. He advised that Dr. McCahill will present a draft county-wide ALS policy on Monday at the EMS Council meeting. **Comm. Goodwillie makes a motion to approve the FD15 Narcotics Policy as written; second by Comm. White; all commissioners voted to approve and motion carries.**

**COMMISSIONER'S REPORT**

- Comm. Patrick-nothing to report.
- Comm. White-gave kudos to staff for their showing of support at the Funtime Festival Meeting. The City would like to jointly sponsor Santa Clause, Funtime and an Easter Egg event. They plan to do a 501-3c and accept donations. Chief donated personal funds and the Firefighters Association pledged to do the same. She will RSVP for three Commissioners for the SW WA Fire Comm. Meeting on October 11<sup>th</sup>. Website changes are being made by FF Simper and he is doing a great job. Pumpkin event has been nixed as there was a growing disaster and not enough pumpkins.
- Comm. Goodwillie-nothing to report.

**COLLECTIVE BARGAINING**

- They had a meeting at 10:00 with Union and attorney for rough draft.

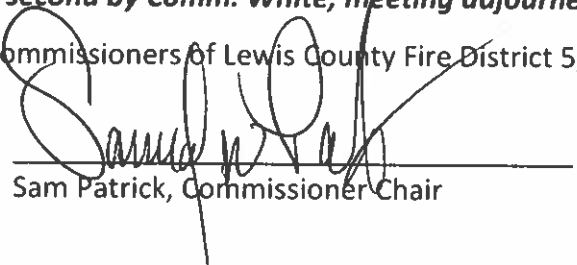
**PUBLIC COMMENT**

- None.

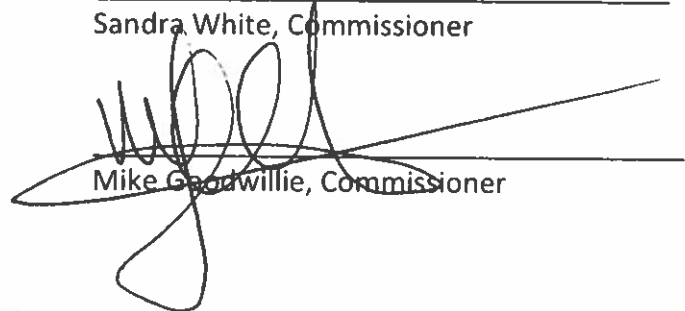
**ADJOURNMENT**

- **Comm. Goodwillie motions to adjourn at 10:42 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 October 13, 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**

**October 6, 2023 -Special Fire Commission Meeting  
& Executive Session Application Review for Chief's Selection**

**ATTENDANCE**

Commissioners: Sam Patrick, Sandra White, and Mike Goodwillie.  
Administration: Chief Gregg Peterson and Secretary Carmen Sundin.

**CALL TO ORDER**

Comm. Patrick called the meeting to order at 12:00 p.m.

**EXECUTIVE SESSION**

- A Closed Executive Session was called at 12:00 p.m. to review applications for the Chief's position. It was closed at 13:45.

**RESUME NORMAL SESSION**

- Normal session resumed at 13:45.

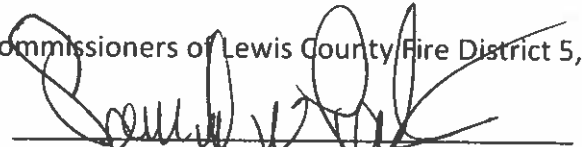
**CHIEF SELECTION PROCESS**

- Due to the low number of candidates, it was agreed to repost the Chief's job for an additional 30 days holding all applications until the opening closes on October 31<sup>st</sup>. Secretary Sundin was directed to sent letters to the applicants advising of the extension.
- Citizen Panel Applicants-Two applicants have expressed interest. The letters of interest will be reviewed at the October 13<sup>th</sup> Meeting.

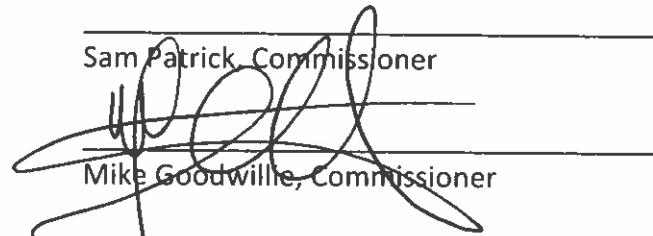
**ADJOURNMENT**

Meeting adjourned at 13:50 p.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 ~~October 6~~ October 13, 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