

Lewis County Fire District # 5 Main Station

November 10, 2023 Regular Fire Commission Meeting

ATTENDANCE

Commissioners: Sam Patrick, Sandra White, Mike Goodwillie Legal Counsel: Allen Unzelman
Administrative Staff: Chief Gregg Peterson, Secretary Carmen Sundin Career Staff: Matt McCracken,
Connor Tardiff, Tyler Correia Public: Bud Goodwillie and Andrew McAfee

CALL TO ORDER

Commissioner Patrick called the meeting to order 8:03 a.m. A quorum was declared, and Comm. Patrick led the flag salute.

NEW BUSINESS

- Representative from the Office of Marie Gluesenkamp-Perez was scheduled but had to cancel.
- Bob Nocis/Kelly Connect Copier Service-Mr. Nocis provided estimates and copier service information for Kelly Connect. He had previously asked what our current copy rates are and did a comparison with his current rates. Comm. Patrick advised he would need to see a bid put together, well ahead of the next meeting so he has time to review it and make a decision on information. Mr. Nocis will have a quote back to Commissioners so they can review prior to the December 8th meeting. Mr. Nocis advised that if we change companies, we would have to provide a 60-day letter of intent to cancel lease with CTX and US Bank.
- 2024 Budget Public Hearing-set for November 17th at 9:00 a.m.
- Training Costs-Comm. White request to have a breakdown for the January 2024 meeting.

EXECUTIVE SESSION – COLLECTIVE BARGAINING WITH LEGAL COUNSEL

- Legal counsel, Allen Unzelman was present, and called for an Executive Session to discuss progress on the IAFF Collective Bargaining Agreement. It was called for 30 minutes at 8:41 a.m. At 8:11 a.m. it was extended for an additional 30 minutes. Executive Session ended at 9:42 with no actions taken and no decisions made.

BREAK CALLED AT 9:43 a.m.

RESUME NORMAL SESSION AT 9:49 a.m.

APPROVAL OF MINUTES

- *Motion made by Comm. Goodwillie to approve the October 13, 2023 Regular BOFC Meeting Minutes; second by Comm. White; all commissioners voted to approve-motion carried.*
- *Motion made by Comm. Goodwillie to approve the October 20, 2023 Special Meeting Executive Session Employee Complaint; second by Comm. White; all commissioners voted to approve-motion carried.*
- *Motion made by Comm. Goodwillie to approve the November 5, 2023 Special Meeting Executive Session for Chief's Selection Process; second by Comm. White; all commissioners voted to approve-motion carried.*

CHIEF'S REPORT- Chief Gregg Peterson

- ALS Program-Chief Peterson advised that Dr. McCahill has voiced his concerns filling the vacancies of the paramedics. He suggested to have all applicants who are signing up to work the open shifts, sign onto their SAW accounts and list LCFD5 as their secondary agency. Dr. McCahill will have to approve the secondary agency. Additionally, there was an issue, when the first advertising went out, that it had the old MSO email address, so Chief Peterson had Ryan Parsons forward them to EMSO Email address so the MSO could sort through them.
- Grant/Appropriation-Chief has been in contact with a survey company and has reached out to the Chehalis tribe for the Indian Artifact Study. Additionally, Chief will start getting bids on pedestrian door replacements at Station 1 and Septic System work scheduled at Station 3.
- Lighting on Engine 51-Matthew Wallace came to Chief wanting to upgrade the lighting for accident scenes on the engine. Cost is \$5000. Comm. Patrick inquired if there was adequate emergency lighting on the engine? Crew believes there is, but FF Correia will check with Wallace to make sure that doesn't need to be upgraded as well. ***A motion was made by Comm. White to upgrade the lighting for the first out engine; second by Comm. Goodwillie; all commissioners voted to approve and motion carries.***
- Air packs-Chief thanked FF Correia for his work with the Curtis Representative, to get the order submitted in time, and to assure of the delayed billing for April of 2024. The packs should start arriving in the next couple of months. They will set up some trainings to make sure the entire crew and volunteers are trained and familiar with how they operate.

OLD BUSINESS

- Chief's Selection Process-This to be discussed during second Executive Session later in Agenda.
- Website-Comm. White advised this is an ongoing process.
 - Updates to information-FF Simper is making changes, but is also still learning. Comm. White sought a quote to rebuild website it and the cost would be approximately \$20,000. There was concern over extra assigned duties in the CBA and Comm. Goodwillie will address that with contract language in their next meeting.
 - Videos-Comm. White shared her appreciation for Comm. Patrick's work on the Videos. She asked if she could do a Thanksgiving safety video? Comm. Patrick will get with crew to see if they can make this happen. She would, also, like to see a Christmas safety video as well.
 - Newsletter-Comm. White advised that Lewis County puts out an online newsletter and it is very informative. She would like FD5's newsletter to have a "Message from The Chief" as well as pertinent things coming up on the calendar. Comm. Goodwillie has heard from citizens that they would like to see a schedule of public meetings and special meetings. Other suggestions are, from Comm. Goodwillie to start planning on getting EMS Levy information out in January.
 - December Events-Story Time with Mrs. Claus, Santa Parade, Candy Cane drive through neighborhoods.
- Ambulance Billing of District Residents-Tabled
- Bed Upgrade for Quarters-Tabled for 2024.

SECRETARY'S REPORT-ACCOUNTING APPROVAL

- **PAYROLL-Comm. Goodwillie makes a motion to approve payroll of \$98,766.38 which includes benefits and taxes for November payroll; second by Comm. White; all Commissioners voted to approve-motion carries.**
- **ACCOUNTS PAYABLE-Comm. Goodwillie makes motion to approve \$56,463.49 for Accounts Payable; second by Comm. White; all Commissioners voted to approve-motion carries.**
- **FUND TRANSFER-Comm. Goodwillie makes motion to approve fund transfer in the amount of \$155,229.877 for November AP and Payroll; second by Comm. White; all 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. Goodwillie; all Commissioners voted to approve-motion carries.**
- **FUND BALANCES: October General Fund ending balance of \$583,147.16; October EMS Fund ending balance of \$1,050,941.02; \$ 122,755.15 for Capital Projects Fund and \$180,468.40 for Umpqua Bank. Total of General Fund, EMS Fund, Capital Projects Fund and Umpqua Bank is \$1,937,311.73.**

COMMUNICATIONS/CORRESPONDANCE

- LC Fire Commissioner Association Meeting/Dinner-Nov 20th 18:30 hours at Riverside Station 2. Secretary advised to RSVP for 3.
- WFCAs Trustees Open Enrollment for month of December. Secretary to ascertain if the CBA when signed is a qualifying event to do open enrollment.
- VFIS Claims-payment received for theft loss/drugs not covered under employee dishonesty but is covered under the crime/forgery coverage. They are advising that the associated loss may not be covered for lost billing revenue and overtime.
- WA Paid Family Leave premiums are decreasing to .74% with employers paying \$28.57 % and employees paying 71.43%.
- Comm. White inquired if all mobes had been paid and Secretary advised all apparatus used has been paid, but, not the wages have not for WSP, but, have for DNR. For WSP, the prior year, they didn't pay until February, after Fire Season.

COMMISSIONER'S REPORT

- Comm. Patrick-Nothing to report but called for a 2nd Executive Session for Personnel/Chief's Process.
- Comm. Goodwillie- requests the same as Comm. Patrick.
- Comm. White- Nothing to report.

PUBLIC COMMENT-

- Comm. Goodwillie suggested a Candy Cane Delivery with the engine and that we post it on our website. We will advertise that we will be out, starting on December 20th, doing one neighborhood at a time and pick different areas to give out candy canes each night, hitting all developments and neighborhoods. Comm. White was concerned of no back-up plan if they crew got called away. Bud Goodwillie believes the public would understand if the crew got called away...this would be a time permitting type event.

EXECUTIVE SESSION-CHIEF’S HIRING/SELECTION PROCESS

- Comm. Patrick called for a 15 minutes Executive Session at 10:25 a.m. to select Citizen Interview Panel and discuss applicants; at was extended at 10:48 a.m. for an additional 5 minutes. It concluded at 11:03 hours.

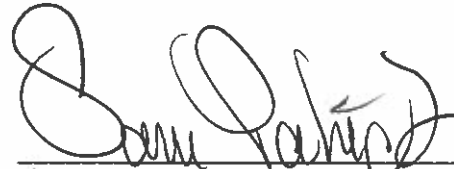
RESUME NORMAL SESSION at 11:03 a.m.

- Announcement-The BOFC has chosen seven members to sit on the stakeholder interview panel for the Chief’s position. The panel will be comprised of Union Representative Connor Tardiff; City Counselor Duane Crause; City Counselor Ivan Weidiger; LC Sheriff Rob Snaza; Riverside Chief Kevin Anderson; citizens: Olga Miller and Bud Goodwillie.
- There is a second interview panel that will consist only of the commissioners.
- Meet & Greet- scheduled for November 17th at 7:00 p.m. One of the three candidates have withdrawn, leaving two candidates: Brad Flexhaug, Lewis County Fire District 1 Chief and Brent Adams of Key Peninsula and Browns Island. Interviews will be done on November 18th, beginning at 9:00 a.m.


ADJOURNMENT

- Meeting adjourned at 11:05 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 December 8, 2023.



Sam Patrick, Commissioner Chair



Sandra White, Fire Commissioner



Mike Goodwillie, Fire Commissioner

Attest:



Carmen Sundin, District Secretary

Lewis County Fire District # 5

Main Station

November 17, 2023 -Special Fire Commission Meeting
PUBLIC HEARING 2024 BUDGET

ATTENDANCE

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

Administration: Chief Gregg Peterson and Secretary Carmen Sundin. Staff: Connor Tardiff, Matt McCracken.

CALL TO ORDER

Comm. Patrick called the meeting to order at 9:02 a.m. and the flag salute was led by Comm. White.

PUBLIC HEARING

- 2024 Budget presented by Secretary Sundin with a General Fund operating budget of \$3,923,354.41 and an EMS Fund operating budget of \$1,102,151.03.
 - Discussion:
 - Secretary Sundin explained Revenues by line item, and to included Department of Commerce Infrastructure Grant in the amount of \$1,950,000; with the same amount put in the line item of Capital Expenditures for the project of the Station 1 apparatus bays; and \$158,350 to be used for Station 2 remodel project; major equipment purchase of the air packs in the amount of \$411,000 under Capital Machinery & Equipment. Additional major costs are payroll, which includes an anticipated 5% increase of current year, and the increase of medical/dental/vision coverage from \$1127.50 to \$1650 allowance per month. Without having certified values, it is unknown if we will have to amend any part of the budget.
 - Comm. Goodwillie advised that if we have to cut anything from the Training line item, we need to prioritize classroom training first. The training door can be utilized from other agencies, so it isn't a priority. He, also, asked about bunker gear. FF Tardiff advised the newest volunteers are all outfitted in prior personnels gear. No one is going without and all is certified. Three sets are budgeted for new Paramedic/FF employees.
 - Chief Peterson advised the COLA looks like it is 3%.
 - FF Tardiff suggested to eliminate the contract with Aramark , to save money, and suggested that the duty crew do the bathrooms and rugs. Secretary was advised to check the contract to see how long we are committed to Aramark.
 - Secretary Sundin inquired about the AED's and asked Medic McCracken if he knew how long our current AED's were extended for. He did not know, but, solicited a quote during the meeting and the cost was \$2200. Secretary advised that prior MSO Chisnell had worked out a quote from AMR, for much cheaper, but could not recall the amount. Medic McCracken will see what he can find out about the expirations of the current AED's. Secretary did not budget for them as their expirations were supposed to be extended by the manufacturer.

RESUME NORMAL SESSION

- Normal session resumed at 9:58 a.m.

NEW BUSINESS

- Resolution 2023-06 consideration of the 2024 Budget:
 - **Motion made by Comm. White to approve Resolution 2023-06 adopting the 2024 Budget as presented in the amounts of \$3,923,352.41 General Fund and \$1,102,151.03 EMS Fund; second by Comm. Goodwillie; all commissioners voted to approve and motion carries.**
 - **Motion made by Comm. White to approve Resolution 2023-07 to levy a General Fund increase of \$1,027,781.72 over last year's \$763,380.10, which is an increase of 134.635645%; second by Comm. Goodwillie; all commissioners voted to approve and motion carries.**
 - **Motion made by Comm. White to approve Resolution 2023-08 of a EMS Fund levy increase of \$5040.57 over last year's \$509,056.52 which is an increase of 1%; second by Comm. Goodwillie; all commissioners voted to approve and motion carries.**
 - **Motion made by Comm. White to approve the WA Department of Revenue Levy Certification in the amounts of \$1,854,102.41 for General Fund and \$531,406.07 for EMS Fund; second by Comm. Goodwillie; all commissioners voted to approve and motion carries.**

ADJOURNMENT

Meeting adjourned at 10:00 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 December 8, 2023.



Sam Patrick, Commissioner Chair



Sandra White, Fire Commissioner



Mike Goodwillie, Fire Commissioner

Attest:



Carmen Sundin, Secretary

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

**November 30, 2023 -Special Fire Commission Meeting
2ND Interview/Chief's Candidate with BOFC**

ATTENDANCE

Commissioners: Sam Patrick, Sandra White, and Mike Goodwillie.
Chief's Candidate: Brent Adams

CALL TO ORDER

Comm. Patrick called the meeting to order at 3:42 p.m. Which was earlier than scheduled as all participants were present.

EXECUTIVE SESSION 2ND INTERVIEW CHIEF'S APPLICANT per RCW 42.30.10/(1), (g)

An Executive Session was called at 3:42 p.m. by Comm. Patrick for a duration of 2 hours, for the purpose of evaluating the qualifications of the Chief's applicant.

Executive Session ended at 5:21 p.m. and resulted in no decisions made and no actions taken.

RESUME REGULAR SESSION AT 5:21 p.m.

ADJOURNMENT

The meeting was adjourned at 5:21 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 December 8, 2023.



Sam Patrick, Commissioner Chair



Sandra White, Fire Commissioner



Mike Goodwillie, Fire Commissioner

Attest:



Carmen Sundin, Secretary