

# Lewis County Fire District # 5 Main Station

## December 8, 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: Connor Tardiff  
Guest: Sarah Kohout      Public: Bud Goodwillie, Linda Goodwillie, Brent Adams, Mike Kayser

### 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.

### PRESENTATION

- Sarah Kohout from Marie Gluesenkamp-Perez's Office- Ms. Kohout spoke about the EMS staffing shortage that is affecting most agencies, statewide. She provided information on a new bill to address the shortage and is wanting to educate all the FD's in their jurisdiction. She arranged to meet with Chief Peterson after the conclusion of the meeting.

### APPROVAL OF MINUTES

- *Motion made by Comm. Goodwillie to approve the November 10, 2023 Regular BOFC Meeting Minutes; second by Comm. White; all commissioners voted to approve-motion carried.*
- *Motion made by Comm. White to approve the November 17, 2023 Special Meeting Public Hearing for consideration of 2024 Budget & Levy; 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 2<sup>nd</sup> interview; second by Comm. White; all commissioners voted to approve-motion carried.*

### CHIEF'S REPORT- Chief Gregg Peterson

- Department of Commerce Facilities Grant-Chief Peterson advised it is a non-issue from the historic group. Frank Kirkbride is finalizing the plans, but did not provide a date they would be done. There has been a lack of response from the Chehalis Tribe. Chief Peterson went to their office and it was closed due to a death in the Tribe. He, also sent them one email and one letter. He wants to sit down with the program manager to make sure all our boxes are checked and information is collected.
- Flood Event-Comm. Patrick inquired if our engine had gone through flood waters. Chief advised we had one possible reported rescue for a vehicle that had become disabled in the water and subjects were trying to push it out. That vehicle was gone by the time FD5 arrived and none of FD5's vehicles got stuck.

- Future openings for Firefighter/EMT's-Comm. White asked Chief if we will be facing the same shortage of applicants when we need to hire firefighters. Chief Peterson does not think so because so many are just starting out their career and trying to get hired anywhere.

### NEW BUSINESS

- Swearing in of Comm. Goodwillie-Oath was given to Comm. Goodwillie for a 6-year term beginning January 1, 2024 through December 31, 2030.
- Copier Contract-Bob Nocis did not turn in a proposal, as directed by Comm. Patrick at the November 10<sup>th</sup> meeting. Secretary Sundin advised he did come in and tried to convince her that we didn't need a copier as big as the one we currently have. He asked to be placed on the agenda, to pitch for Kelly Connect Copier Service.
- VFIS has provided a Claims Representative for the 2<sup>nd</sup> Street fire. Secretary has a phone conversation with the Claims Rep. who advised that they will not provide legal counsel and we would have to use our own attorney. He, further advised that they want to know if we release any further records to the property owner, and we have to follow our policy for records releases. Comm. White advised that once he comes in with his records request, to get Allen Unzelman involved.
- Ambulance Billing District Residents-Tabled
- ALS Part-time Medics-Chief Peterson had sent a memo to the BOFC to advise of the status of the fill-ins. Nine Medics are signing up for the open 24-hour slots. He confirmed that there is no one working a 96-hour shift, and if they are, it is adjoining a shift at the primary agency, and not at FD5. Comm. White inquired if FD5 has a policy that prohibits 96-hour shifts? Chief was not able to answer her question. Comm. Goodwillie asked of the union shop steward, Connor Tardiff, what language the union is putting in the contract about it? Connor advised that presently, they are allowed to work a 96-hour shift as approved by the Chief. Chief Peterson advised that we need to get the shifts covered as soon as possible to be allowed to go forward with running ALS transports. Dr, McCahill will only allow Lewis County approved Medics to work as fill-in at FD5.
- ALS Full-time Medic-Chief Peterson advised that 2 applications have been received to date. The pay scale is the reason we are not attracting many candidates.
- Charity Request-the following charity requests were approved as follows:
  - 23fg531 owing \$230 but do not qualify for 100% charity. **Motion made by Comm. White to grant a reduction of \$161, as charity, leaving a remaining owing balance of \$69.00; second by Comm. Goodwillie; all Commissioners voted to approve; motion passes.**
  - 23fg222 owing \$240 but does not qualify for 100% charity. **Motion made by Comm. White to grant a reduction of \$206.40, as charity, leaving a remaining owing balance of \$33.60; second by Comm. Goodwillie; all Commissioners voted to approve; motion passes.**

### OLD BUSINESS

- Chief's Selection Process-Comm. Patrick commended Comm. Goodwillie for organizing the selection process. It was a lengthy process, beginning with the job description and requirements; the screening of the applicants; setting the foundation to have a good platform for which to do the process and get it narrowed down to 2 applicants and the interview process. Two 90 minute interviews were done, simultaneously, between two interview panels. A second interview was done

and the BOFC feels they can reach an agreement with a contract very soon. Brent Adams was given a conditional offer of employment pending the results of his background. Direction was given to him that he will need to live within close proximity to the District. The BOFC has met his significant other, as well, and she has been included in the contract discussions. Chief Peterson's time is coming to an end and the BOFC is hoping to have new Chief in place in 30-60 days. Comm. Goodwillie gave kudos for the unification of the board throughout the process. Comm. White thanked Comm. Patrick and Comm. Goodwillie for all the work they put into the process. The candidate is very excited and eager to start.

- Website-Malachi Simper has been focused on the FB Page and promoting events at FD5. Next, he will work on posting the number of responses. Malachi now has a FD5 email and it can be used for all staff to send photos to be used for future promotions and press releases.
- Public Outreach-Comm. White believes we have a healthy budget for 2024 and has created a calendar with placeholder events, so at least one event is going to be done, every month. The Santa Event after the Santa Parade was a huge success and after it was over, the crew decided they did not want to do Story Time with Mrs. Claus.
- Holiday Videos-Comm. Patrick has ideas for a couple of holiday videos. He would like to do a sit down with the Chief interview, for one video.
- Ambulance Billing of District Residents-Tabled
- Bed Upgrade for Quarters-Tabled for 2024. Comm. White reminded that this will be replacing beds, mattresses and sheets issued for each employee.
- Training Costs for 2023- Secretary will work on compiling the 2023 costs once the budget is closed out and provide a report back to the BOFC.

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

- ***PAYROLL-Comm. Goodwillie makes a motion to approve payroll of \$96,163.59 which includes benefits and taxes for December payroll; second by Comm. White; all Commissioners voted to approve-motion carries.***
- ***ACCOUNTS PAYABLE-Comm. Goodwillie makes motion to approve \$81,236.01 for Accounts Payable; 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 \$177,399.60 for December AP and Payroll; 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 \$8,500.00; second by Comm. Goodwillie; all Commissioners voted to approve-motion carries.***
- **FUND BALANCES:** November General Fund ending balance of \$514,379.54; November EMS Fund ending balance of \$1,042,570.01; \$ 131,808.38 for Capital Projects Fund and \$188,481.34 for Umpqua Bank. Total of General Fund, EMS Fund, Capital Projects Fund and Umpqua Bank is \$1,877,239.27.

#### **COMMUNICATIONS/CORRESPONDANCE**

- Volunteer Gary Givens has given his written resignation and with it came forms for the Local Board to sign for his pension with BVFF.

- Peer Support Group-Email from Glenn Schaffer announcing the up and coming website. Comm. Goodwillie advised the goal is to have 100% participation of agencies in Lewis County. So far, Chehalis FD, LCFD6, LCFD5, LCFD15, LCFD4 and possibly LCFD13 are on board. He has not heard back from Riverside Fire Authority. Prior to the website, they have used an app which was funded by a grant for law enforcement and fire departments were not allowed to use the app. Now, with the website, everyone can access. Comm. White inquired if Comm. Goodwillie would be the FD5 Rep? Comm. Goodwillie wants to see the FD5 Rep be a member of the career staff.

### **COMMISSIONER'S REPORT**

- Comm. Patrick-Nothing to report.
- Comm. Goodwillie-
  - He advised he recently attended the Lewis County Fire Commissioners Meeting/Dinner.
  - Open House Events for 2024-With the EMS Levy expiring, Comm. Goodwillie advised that we need to get an Open House done as soon as possible (February or March) to start educating the public on the needs of the FD and what the current EMS levy pays for. Comm. White had an Open House scheduled for April, but Comm. Goodwillie would like to see it done earlier. The April Open House we will be able to show the public the SCBA's purchased with their tax dollars. Hoping to get the EMS levy up on the August Primary. Comm. Patrick advises that we should hold a few of them at Station 2 or Station 3, if possible.
- Comm. White-
  - She attended the City Council Meeting in the Chief's absence. She thanked City Councilors for their participation in the Citizen Panel on the Chief's interview and for the use of the Council Chambers. She mentioned the food drive and announced our that FD5 would have holiday photo back drops up for photos, and the Storytime Event with Mrs. Claus is cancelled. Lastly, she announced that ALS program was back up and staffed.
  - Comm. Email Addresses-Comm. White reminded Comm. Patrick to use FD5 Email.

### **COLLECTIVE BARGAINING**

- Nothing to report and no meetings have been scheduled.

### **PUBLIC COMMENT-**

- Bud Goodwillie-Mr. Goodwillie thanked the BOFC for allowing him to be on the Citizen Interview Panel and part of the hiring process for the new Chief. He believes we have selected a good candidate. Comm. Patrick thanked Mr. Goodwillie for volunteering to be involved with the process.
- Mike Kayser, Cowlitz County FD6 Commissioner cautioned the guest speaker about violating election laws and soliciting support from a government entity. He also advised that the election costs will be split by the number of measures and candidates on the ballot and thought the General Election might be a better option for the EMS Levy.
- Connor Tardiff-Inquired if employees would be getting FD5 emails? Chief Peterson advised that Ryan Parsons is working on it. Presently, with GODADDY, we pay \$74 per year for each email address. He thinks he can find a more reasonable company and is working on a quote.

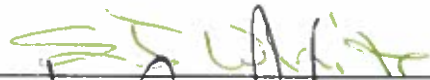
**ADJOURNMENT**

- *Motion made to adjourn meeting at 8:57 a.m. by Comm. Goodwillie; second by Comm. White; meeting adjourned.*

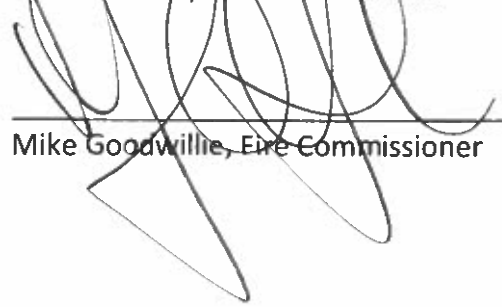
These minutes have been approved by the Board of Fire Commissioners of Lewis County Fire District 5, in an open public meeting held on January 12, 2024.



Sam Patrick, Commissioner Chair



Sandra White, Fire Commissioner



Mike Goodwillie, Fire Commissioner

Attest,



Carmen Sundin, District Secretary

# Lewis County Fire District # 5

## Main Station

December 19, 2023 -Special Fire Commission Meeting

### ATTENDANCE

Commissioners: Sam Patrick, Sandra White, and Mike Goodwillie

Secretary: Carmen Sundin

Chief: Gregg Peterson

Staff: Matt Wallace, Matt

McCracken, Malachi Simper, Justin Baker

### CALL TO ORDER

- Comm. Patrick called the meeting to order at 9:03 a.m. and the flag salute was led by Comm. Patrick.

### CHANGE TO AGENDA

- Comm. Patrick request to add an additional Executive Session to the Agenda for a personnel matter. ***Motion made by Comm. White to change the Agenda to allow for a second Executive Session; second by Comm. Goodwillie; motion passes with all Commissioners voting to approve.***

### OLD BUSINESS

- Paramedic Recruitment-
  - Full-time Paramedics-Chief Peterson advised that with other agencies hiring, with better pay, the number of applicants for the permanent paramedic position is very few. He advised it would be helpful to have the union contract signed and a better wage and benefit package in place to attract more applicants. Comm. Goodwillie will check in with Allen Unzelman to see where they are in the process with the collective bargaining agreement. Chief requested to repost once the CBA is signed to fill the final position once Kyle Marik leaves.
  - Part-time Temporary Paramedics-Comm. White inquired about the status of the fill-ins and how they are working out, and if the complaint was resolved about one person work too many hours? Chief Peterson advised that with Kyle Leaving in Mid-January, there will be more open shifts to cover if we do not get a full-time position filled. To date, we have third shift covered through April. Comm. Goodwillie has been hearing lots of complaints that one particular person was given an advantage over the rest and got the calendar of open shifts, first, and took almost all of them, making his work-week 96 hours. Comm. White wants all available Medics to be given the same opportunity for the open shifts. Chief Peterson advised that the one Medic is willing to give away the shifts he selected if they just ask him, but, no one has come forward. Chief advised he is hoping to get the full-time Medic on as quickly as possible but they will have onboarding time, as dictated by Dr. McCahill. This will take longer if the person hired is not currently a LC Medic already working under Dr. McCahill. Matt McCracken has been making packets for both part-time and full-time positions and has been attending the EMS Council Meetings.

- Hiring requirements-Comm. Goodwillie inquired if we have an actual hiring process, such as physical agility and so forth? The Paramedic candidates have a two phase interview; one with the panel and a second one with the Chief. The Volunteer process and the Career process are different...the Paramedic process has to be in line with the ALS protocols set forth by Dr. McCahill.
- MSO Status/ALS program-Chief Peterson advised that we are still under the guidance of Dr. McCahill. There have been situations where Matt McCracken has stepped in because the MSO was on vacation for the month of November and interested parties to work part-time to fill ALS vacancies. McCracken is doing a lot of legwork for the interview process for the full-time applicants, with the guidance of Dr. McCahill. He wants to have a complete understanding of the narcotics ordering forms, as well as other stocked supplies. He is going to have a one-on-one meeting to go over MSO responsibilities and the processes we need to have in place. Comm. Patrick asked if the BOFC will have input with this process and Chief advised that the new Lewis County protocols are in place and we will be using those protocols going forward, not just for the supplies on the ambulances, but, accounting for all doses of medications in inventory, as well.
- Chief's Process-Still in the background phase per Comm. Patrick. Secretary has an onsite video interview with Trend Source, the company doing the compliance check for credit background for employment screening.

#### EXECUTIVE SESSION

- 1<sup>st</sup> Executive Session called at 9:15 a.m. for 15 Minutes pertaining to Chief's Background process. It was extended at 9:30 a.m. for an additional 20 minutes and ended at 9:50 a.m. with no action taken or decisions made.
- 2<sup>nd</sup> Executive Session was called at 9:54 a.m. for 30 minutes to discuss personnel changes and process. Lt. Wallace was requested to go before the BOFC at 10:14 a.m. Executive Session ended at 10:24 with no decisions made or action taken.

#### RESUME REGULAR SESSION

- Regular Session resumed at 10:24 a.m.

#### NEW BUSINESS

- Chief's Employment-***Motion made by Comm. White to schedule a meeting with Brent Adams to discuss final contract and official offer of the Chief's job; second by Comm. Goodwillie; all Commissioners voted to approve and motion passes.***
- Promotion-***Comm. Goodwillie makes a motion to promote Matthew Wallace to permanent Lieutenant status with a one-year probationary period; second by Comm. White; motion passes with all Commissioners voting to approve.***

#### DEPT COMMERCE GRANT/STATION BAY PROJECT

- A meeting was held on December 8th with Lena Moore from WA Department of Commerce. Comm. White, Chief Peterson and Secretary Sundin were also in attendance. Mrs. Moore walked us through the complete LEED Application Form and Secretary was able to provide all technical and financial data necessary to proceed. She was able to get the form completed and we are just waiting on the reply, or no reply, from the Tribe for their blessing. If no response from them in 30 days, we proceed with out it. Chief Peterson has been working with Architect, Frank McBride with costs, and details such as parking lot changes. Once all plans have been changed, they will

have to be filed by January 8<sup>th</sup>, which is the first week of the Legislature. Chief Peterson is working on applying for the parking lot and side street parking in another application.

- ***Comm. Goodwillie motions to make Chief Peterson as the first signatory of the paperwork and Comm. Patrick as the second signatory; second by Comm. White; motion passes with all Commissioners voting to approve.***

### **COMMISSIONER REPORTS**

- Comm. Goodwillie-nothing to add.
- Comm. Patrick-Drove the Durango up north to do the background on Chief's finalist. He is overall happy with the lighting, with the exception of the lightbar. He advised we couldn't have blue lights in the bar, but Lt. Wallace advised him to the contrary and a WAC was changed a few years ago to allow them for emergency vehicles that were not law enforcement. Comm. Patrick will check into the WAC. Comm. Patrick advised that there are empty spots on the light bar that could accommodate more lights and would like more lights added to it. Lt. Wallace will look for the parts and get them ordered.
- Comm. White-
  - Advised she was very pleased with the Dept. of Commerce meeting and the process for paying vendors versus paying for work up front and waiting to get reimbursed. She will be giving project online access to Secretary and Comm. White requested that Secretary be included on every email, so nothing slips through the cracks.
  - WFCM put out the rate for the new fire commissioner pay for 2024 and requested it be put on the January 10<sup>th</sup> Agenda to set the rate for 2024.
  - Chief's Background-Comm. White thanked Comm. Patrick for all the work he put in doing the background.
  - City Council-The Santa Parade and other issues were discussed. One citizen was very vocal about the event and thinks the City Council is not supportive and occupies their time with growth instead of fostering relationships with the Owens'. There is a meeting on the 26<sup>th</sup> but it might get cancelled.
  - Santa Event-Ivan Weidiger will be Santa for a last minute Santa event at FD5. Backdrops are up outside and people can come take a photo with Santa and get a wrapped present. Wants the event put up on Facebook and Webpage and to mention that we are, also, doing the canned food drive.

### **PUBLIC COMMENT**

- None.

### **ADJOURNMENT**

- Comm. Goodwillie motions to adjourn; second by Comm. White; motion passes and meeting adjourned at 10:41 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 January 12, 2024.





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Sam Patrick, Commissioner Chair



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Sandra White, Fire Commissioner



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Mike Goodwillie, Fire Commissioner

Attest:



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Carmen Sundin, Secretary

# Lewis County Fire District # 5

## Main Station

December 22, 2023 -Special Fire Commission Meeting

### ATTENDANCE

Commissioners: Sam Patrick, Sandra White, Mike Goodwillie  
Chief Candidate Finalist Brent Adams

### CALL TO ORDER

- Comm. Patrick called the meeting to order at 10:30 a.m. and led the flag salute.

### EXECUTIVE SESSION per RCW 42.30.110 1-g

- An Executive Session was called at 10:32 a.m. by Comm. Patrick for a duration of two hours. Executive Session ended at 12:33 p.m. and resulted in no decisions made and no actions taken.

### RESUME REGULAR SESSIONL

- Normal session resumed at 12:33 p.m.

### NEW BUSINESS

- Conditional employment -Comm. White motions to extend a conditional employment offer to Brent Adams and to continue to negotiate an employment contract with him; Comm. Goodwillie seconds; motion passes with all Commissioners voting to approve.

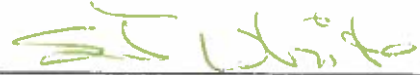
### ADJOURNMENT

Comm. Goodwillie motioned to adjourn at 12:36 p.; Comm. White second; motion passes and meeting adjourned.

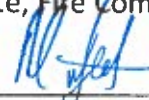
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Sam Patrick, Commissioner Chair



Sandra White, Fire Commissioner



Mike Goodwillie, Fire Commissioner

Attest:



Carmen Sundin, Secretary

# Lewis County Fire District # 5

## Main Station

December 29, 2023 -Special Fire Commission Meeting

### ATTENDANCE

Commissioners: Sam Patrick, Sandra White, and Mike Goodwillie

Secretary: Carmen Sundin

Chief: Gregg Peterson

Staff: Capt. Bozarth

Legal Counsel: Allen Unzelman

Chief Finalist: Brent Adams

### CALL TO ORDER

- Comm. Patrick called the meeting to order at 10:13 a.m. and the flag salute was led by Comm. White.

### OLD BUSINESS-CHIEF HIRING PROCESS

- Continuation of negotiation of Chief Candidate Executive Session per RCW 42.30.110.1G
  - Comm. Patrick called for an Executive Session with legal counsel present (Allen Unzelman) to continue discussion of an employment contract. It was called for 45 minutes. Present in the Executive Session was the Board of Commissioners, Secretary and legal counsel, then, at 10:29 a.m. Chief Peterson and Capt. Bozarth were summoned to attend until 10:55 a.m. At that time, Chief Peterson and Capt. Bozarth left the room.
  - Executive Session was extended at 10:55 a.m. for 25 minutes to include Chief Applicant Finalist, Brent Adams. This executive session concluded at 11:17 a.m. with no decisions made and no action taken.

### RESUME REGULAR SESSION

- Regular Session resumed at 11:18 a.m.

### NEW BUSINESS

- Comm. Patrick directed Allen Unzelman to redraft the employment contract and Email back to the BOFC prior to January 8<sup>th</sup>, so the BOFC has time to review it before the January 12 Meeting.
- Onboarding process over the next two weeks as follows:
  - Cell Phone-Secretary Sundin was advised to add one additional line of service to the cell plan with one new phone.
  - Business Cards-Comm. White directed Secretary Sundin to get business cards printed, similar to the last ones done for the Commissioners for the new Chief.
  - VISA card-Secretary Sundin will contact Security State Bank to get a new card issued for Brent Adams and to cancel the card with Dan Mahoney's name on it ending in 6734.
  - Email-Secretary Sundin will get with Ryan Parsons to get Email and computer access set up for new Chief and get him signed up for I-Spy as soon as new phone is issued.
  - Tyler Correa has already sized the new Chief and will have to place the order for uniforms. He possibly can wear the bunker gear used by Chief Peterson until new gear is ordered.

- Hiring Physical and Fit Test- Secretary to give Brent Adams the contact information for Lower Columbia Occupational Health to complete hiring screen, UA and fit test.

**ADJOURNMENT**

- Comm. Goodwillie motions to adjourn; second by Comm. White; motion passes and meeting adjourned at 11:40 a.m.

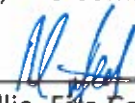
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Sam Patrick, Commissioner Chair



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Sandra White, Fire Commissioner



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Mike Goodwillie, Fire Commissioner

Attest:



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Carmen Sundin, Secretary