

Lewis County Fire District #6

Commissioner's Meeting

January 12, 2016

Minutes

In attendance:

- Commissioners: Kirk Johnston, Jeri Lux, and Jim Martin
- Administration: Chief Kinder and Kiley Franz
- Visitors: Douglas Hammer, Greg Lund, and Matthew McCoy

The meeting of the Board of Commissioners, Lewis County Fire District Number Six, was called to order at 6:30 P.M. by Commissioner Jeri Lux.

The Pledge of Allegiance was led by Chief Kinder.

The Board reviewed the agenda. A motion to approve the agenda was made by Commissioner Johnston, and was seconded by Commissioner Martin.

The Board then reviewed the minutes from the December 22, 2015 meeting; a motion to approve the minutes was made by Commissioner Johnston and seconded by Commissioner Martin.

The Board of Fire Commissioners then went into executive session from 6:34 P.M. until 6:44 P.M. per RCW 42.30.110 (1)(c) to consider the sale of real estate. A decision was made to accept the highest bid from BDK enterprises for \$50,650 on a two day contingency. The Board authorized the Chief to accept the second highest offer from Brian Green at \$41,500 if the highest offer falls through. Commissioner Jeri Lux will be the authorized signer for the sale.

Chief Kinder then gave the Board a copy of a maintenance agreement from Lewis County IT and explained that he would be checking into the amount of MDCs listed to verify. The newsletter was then discussed. DJ Hammer explained the attached printing quotes, the Board decided to have the Silver Agency do the printing and distribution of the newsletter.

Payroll was then reviewed and briefly discussed, it was decided to move the payroll approval to the second meeting of the month beginning in February. A motion to approve payroll as presented was made by Commissioner Martin and was seconded by Commissioner Johnston.

Vouchers were presented to the Board for approval. The motion was made by Commissioner Johnston to approve the vouchers as presented, and was seconded by Commissioner Martin.

Chief Kinder's report was then presented to the Board. Chief Kinder explained the quote for repairs to Engine 65; the Board approved the needed repairs.

Chief Kinder then gave the Board a copy of the minutes from the Ambulance Consortium meeting.

Chief Kinder then told the Board that Section 4 for Lexipol has been reviewed and approved by labor. Logins for all members have been created and will be tested soon.

It was decided to add a Badge Pinning Ceremony to the next agenda for Kyle DePriest to celebrate the completion of his one year probation.

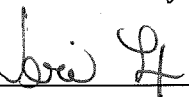
Kiley Franz then updated the Board on the payroll transition and the Bias program. She presented a sample of the check stock; it was approved by the Board.

Chief Kinder then presented and shortly discussed the Strategic Plan. He asked for feedback from the Board and would like to move forward with the approval soon.

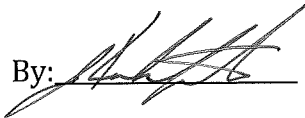
Nominations for Board Chair were then discussed. Commissioner Martin made a motion to have Jeri Lux remain Board Chair, Commissioner Johnston seconded the motion.

Chief Kinder then told the Board about a meeting the Chief's Association had regarding the dispatch center. At this time they are waiting for a response. The department is currently beta testing E-dispatch and will survey members regarding the system at the end of the month.

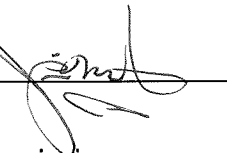
The motion was made to adjourn the meeting at 8:16 P.M. by Commissioner Martin, and was seconded by Commissioner Lux.

By: 

Commissioner

By: 

Commissioner

By: 

Commissioner

Dated: January 22, 2016

Lewis County Fire District #6

Commissioner's Meeting January 26, 2016 Minutes

In attendance:

- Commissioners: Kirk Johnston, Jeri Lux, and Jim Martin
- Administration: Chief Kinder and Kiley Franz
- Visitors: Kyle DePriest, Tammy DePriest, Courtney Eiswald, Kyle Eiswald, Matthew Foley, Greg Folwell, David Layden, and James Van Ornum

The meeting of the Board of Commissioners, Lewis County Fire District Number Six, was called to order at 6:32 P.M. by Commissioner Jeri Lux.

The Pledge of Allegiance was led by Chief Kinder.

The Board reviewed the agenda. It was decided to hold the badge pinning until the arrival of Kyle DePriest's family. A motion to approve the agenda as amended was made by Commissioner Johnston, and was seconded by Commissioner Martin.

The Board then reviewed the minutes from the January 12, 2016 meeting; a motion to approve the minutes was made by Commissioner Johnston and seconded by Commissioner Martin.

Chief Kinder then introduced a new volunteer, David Layden, to the Board. David then briefly told the Board about himself and his reason for joining the department.

A letter to the City of Chehalis regarding possible annexation was then discussed. Chief Kinder will look into the possibility for a contract for service.

Vouchers were presented to the Board for approval. The motion was made by Commissioner Martin to approve the vouchers as presented, and was seconded by Commissioner Johnston.

Chief Kinder's report was then presented to the Board. Chief Kinder gave a brief summary of the year-end report and thanked Kyle DePriest for his assistance in the report's creation.

Chief Kinder then informed the Board that Tender 64 had been completed and would be delivered soon.

The strategic plan was then discussed briefly. It was decided to review the strategic plan at the February 23rd meeting.

Chief Kinder then told the Board that the grant application had been completed and

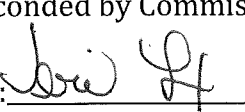
submitted.

Kiley Franz then updated the Board on the Bias software program. All payroll set up and submission has been completed.

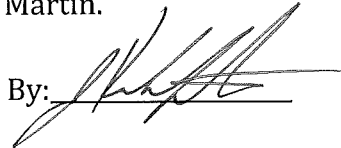
The Board of Fire Commissioners then went into executive session from 7:20 P.M. until 7:40 P.M. per RCW 42.30.140 (4)(b) to review proposals made in labor negotiations. No decision has been made at this time.

A badge pinning for Firefighter/Paramedic Kyle DePriest followed.

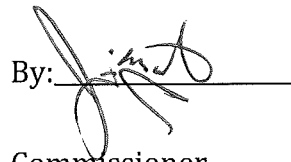
The motion was made to adjourn the meeting at 7:52 P.M. by Commissioner Lux, and was seconded by Commissioner Martin.

By: 

Commissioner

By: 

Commissioner

By: 

Commissioner

Dated: February 5, 2016

Lewis County Fire District #6

Commissioner's Meeting February 9, 2016 Minutes

In attendance:

- Commissioners: Kirk Johnston, Jeri Lux, and Jim Martin
- Administration: Chief Kinder and Kiley Franz
- Visitors: Jeff Ames, Kyle Eiswald, Mike Goodwillie, and Patrick Smith

The meeting of the Board of Commissioners, Lewis County Fire District Number Six, was called to order at 6:31 P.M. by Commissioner Jeri Lux.

The Pledge of Allegiance was led by Chief Kinder.

The Board reviewed the agenda. A motion to approve the agenda was made by Commissioner Johnston, and was seconded by Commissioner Martin.

The Board then reviewed the minutes from the January 26, 2016 meeting; a motion to approve the minutes was made by Commissioner Johnston and seconded by Commissioner Martin.

Chief Kinder thanked the members that participated in the CPR program with Adna Middle School.

An updated contract from Systems Design was presented to the Board for review, after no issues were found, Commissioner Lux signed the agreement.

Vouchers were presented to the Board for approval. The motion was made by Commissioner Martin to approve the vouchers as presented, and was seconded by Commissioner Johnston.

Chief Kinder's report was then presented to the Board. The ID card systems were discussed, purchase of a system was approved by the Board. Chief Kinder then informed the Board that quotes for the Hull house roof replacement would be conducted by the end of the week.

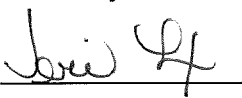
Chief Kinder then updated the Board regarding Boistfort Valley Water. Another meeting will be held on February 18, 2016.

Mike Goodwillie then approached the Board regarding an accident prevention plan. He explained that the document had been reviewed by the Board previously, but had never been adopted. A motion to adopt the program was made by Commissioner Martin, and seconded by Commissioner Johnston.

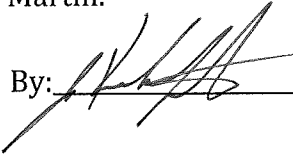
Lewis County Fire District #6
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The Board of Fire Commissioners then went into executive session from 7:27 P.M. until 7:45 P.M. per RCW 42.30.110 (1)(g) to review the performance of a public employee. At 7:45 P.M. the meeting was extended until 8:30 P.M. At 8:30 P.M. it was decided to extend the meeting until 8:50 P.M. It was decided by the Board to raise Kiley Franz's salary to \$15.75/hour to take effect in May. The Board had also decided to raise Chief Kinder's salary to \$8,321.25/month, retroactive to December 2015.

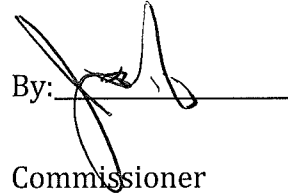
The motion was made to adjourn the meeting at 8:52 P.M. by Commissioner Lux, and was seconded by Commissioner Martin.

By: 

Commissioner

By: 

Commissioner

By: 

Commissioner

Dated: February 19, 2016

Lewis County Fire District #6

Commissioner's Meeting February 23, 2016 Minutes

In attendance:

- Commissioners: Kirk Johnston, Jeri Lux, and Jim Martin
- Administration: Chief Kinder and Kiley Franz
- Visitors: Matthew McCoy and James Van Ornum

The meeting of the Board of Commissioners, Lewis County Fire District Number Six, was called to order at 6:30 P.M. by Commissioner Jeri Lux.

The Pledge of Allegiance was led by Chief Kinder.

The Board reviewed the agenda. A motion to approve the agenda was made by Commissioner Martin, and was seconded by Commissioner Johnston.

The Board then reviewed the minutes from the February 9, 2016 meeting; a motion to approve the minutes was made by Commissioner Johnston and seconded by Commissioner Martin.

Chief Kinder then discussed the CPR program at Adna Middle School with the Board. Expansion of the program was briefly discussed. Kiley Franz then informed the Board that the district's newsletter had been completed and mailed out to the public. Quotes for replacement of the Hull house were discussed, Kiley Franz will write up a bid for the Board's approval.

The Board of Fire Commissioners then went into executive session from 6:45 P.M. until 6:25 P.M. per RCW 42. 30. 140 (4)(a) to discuss with legal counsel the interpretation of a labor agreement. Commissioner Johnston abstained from the meeting. No decision has been made at this time.

Payroll was then reviewed and briefly discussed. A motion to approve payroll as amended was made by Commissioner Martin and was seconded by Commissioner Johnston.

Vouchers were presented to the Board for approval. The motion was made by Commissioner Martin to approve the vouchers as presented, and was seconded by Commissioner Johnston.

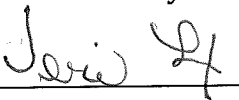
Chief Kinder's report was then presented to the Board. Chief Kinder informed the Board that Engine 65 would be returning to the district at the end of February.

The Board then discussed the Strategic Plan in depth. Chief Kinder will begin working on a formal draft for review.

Kiley Franz informed the Board that the Lexipol system for training would be set up for all members soon.

Chief Kinder then informed the Board that the port district was interested in having a meeting regarding the impact of the city's annexation. Commissioner Lux will return to Chief Kinder with a possible date.

The motion was made to adjourn the meeting at 8:09 P.M. by Commissioner Martin, and was seconded by Commissioner Johnston.

By: 

Commissioner

By: _____

Commissioner

By: 

Commissioner

Dated: March 4, 2016

Lewis County Fire District #6

Commissioner's Meeting

March 8, 2016

Minutes

In attendance:

- Commissioners: Jeri Lux, and Jim Martin
- Administration: Chief Kinder and Kiley Franz
- Visitors: Gus Burbee

The meeting of the Board of Commissioners, Lewis County Fire District Number Six, was called to order at 6:30 P.M. by Commissioner Jeri Lux.

The Pledge of Allegiance was led by Chief Kinder.

The Board reviewed the agenda. A motion to approve the agenda was made by Commissioner Martin, and was seconded by Commissioner Lux.

The Board then reviewed the minutes from the February 23, 2016 meeting; a motion to approve the minutes was made by Commissioner Lux and seconded by Commissioner Martin.

Gus Burbee then updated the Board on his progress with the Office 365 system. Chief Kinder will provide Gus with a laptop in order to test a trial version of the program.

A hydrant use application from Boistfort Valley Water was given to the Board for review. Chief Kinder informed the Board that water from their system would not be used outside of emergency response.

Vouchers were presented to the Board for approval. The motion was made by Commissioner Martin to approve the vouchers as presented, and was seconded by Commissioner Lux.

Chief Kinder's report was then presented to the Board. A fire in Centralia was briefly discussed. The Curtis Hill property was also discussed, Commissioner Lux will contact the owners of the property next door for the first right of refusal.

Chief Kinder then informed the Board that Commissioner Martin and himself would be attending a class at Riverside Fire Authority relating to strategic plans on April 5, 2016. He is currently working to shrink his strategic plan to fit the needs of the department.

Kiley Franz then informed the Board that a Lexipol meeting will be held on March 24, 2016 and that she would be attending a webinar on the daily training bulletin.

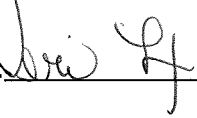
The Lewis County Fire Commissioner's Association meeting was then briefly discussed, it

Lewis County Fire District #6
March 8, 2016
Minutes

was decided that Commissioner Lux would not attend.

It was decided by the Board to move the first meeting in April to April 14, 2016 due to the absence of Kiley Franz.

The motion was made to adjourn the meeting at 7:19 P.M. by Commissioner Martin, and was seconded by Commissioner Lux.

By:  _____

Commissioner

By: _____

Commissioner

By:  _____

Commissioner

Dated: March 18, 2016

Lewis County Fire District #6

Commissioner's Meeting

March 22, 2016

Minutes

In attendance:

- Commissioners: Kirk Johnston, Jeri Lux, and Jim Martin
- Administration: Chief Kinder and Kiley Franz
- Visitors: Kyle Eiswald, Garry Lienhard, Jamie Martin, and James Van Ornum

The meeting of the Board of Commissioners, Lewis County Fire District Number Six, was called to order at 6:32 P.M. by Commissioner Jeri Lux.

The Pledge of Allegiance was led by Chief Kinder.

The Board reviewed the agenda. A motion to approve the agenda was made by Commissioner Martin, and was seconded by Commissioner Johnston.

The Board then reviewed the minutes from the March 8, 2016 meeting; a motion to approve the minutes was made by Commissioner Lux and seconded by Commissioner Martin.

Chief Kinder then introduced new volunteer Garry Lienhard, Garry then told the Board about himself. James Van Ornum then told the Board of a simulated emergency that the HAM Radio group conducted recently.

Uncollectable ambulance transport fees were then presented to the Board for review. A motion to write off the ambulance fees in the amount of \$1,375.30 as uncollectable in reference to call number 131566402, was made by Commissioner Lux and was seconded by Commissioner Johnston.

Vouchers were presented to the Board for approval. The motion was made by Commissioner Johnston to approve the vouchers as presented, and was seconded by Commissioner Lux.


Payroll was then reviewed and briefly discussed. A motion to approve payroll as amended was made by Commissioner Martin and was seconded by Commissioner Johnston.

Chief Kinder's report was then presented to the Board. He informed the Board that at this time the call volume for the district is averaging 21 calls a week. The annexation by the City of Chehalis was briefly discussed.

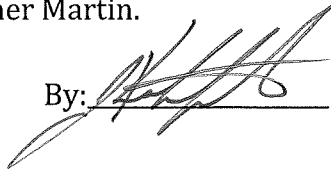
Chief Kinder then informed the Board that he would be attending a strategic planning class on April 5th.

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March 22, 2016
Minutes

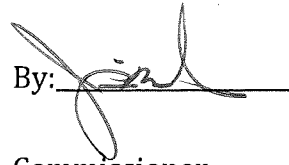
The motion was made to adjourn the meeting at 7:30 P.M. by Commissioner Lux, and was seconded by Commissioner Martin.

By: 

Commissioner

By: 

Commissioner

By: 

Commissioner

Dated: April 7, 2016

Lewis County Fire District #6

Commissioner's Meeting

April 14, 2016

Minutes

In attendance:

- Commissioners: Kirk Johnston, Jeri Lux, and Jim Martin
- Administration: Chief Kinder and Kiley Franz
- Visitors: Matthew Foley, Greg Folwell, Matthew McCoy, and James Van Ornum

The meeting of the Board of Commissioners, Lewis County Fire District Number Six, was called to order at 6:37 P.M. by Commissioner Jeri Lux.

The Pledge of Allegiance was led by Chief Kinder.

The Board reviewed the agenda. A motion to approve the agenda was made by Commissioner Johnston, and was seconded by Commissioner Martin.

The Board then reviewed the minutes from the March 22, 2016 meeting; a motion to approve the minutes was made by Commissioner Martin and seconded by Commissioner Johnston.

Chief Kinder then shared an article regarding the CPR class with Adna Middle School.

A letter from the City of Chehalis regarding the annexation was presented to the Board for review. A meeting with the city officials was briefly discussed.

Vouchers were presented to the Board for approval. The motion was made by Commissioner Martin to approve the vouchers as presented, and was seconded by Commissioner Johnston.

Chief Kinder's report was then presented to the Board. He informed the Board that Tender 65 is showing signs of corrosion in the chassis and replacement would need to be discussed in the near future. The GEMT program's progress was discussed, paperwork should arrive in late fall. MOUs were discussed, a motion to approve Chief Kinder to sign the MOU to formalize a shift lead as long as no monetary value was attached to the designation was made by Commissioner Lux, and was seconded by Commissioner Johnston.

Matt McCoy informed the Board that Local 451 had recently undergone elections. The new President for the union is Jesse Berry, but Rick LeBoeuf will still be the negotiator for District 6.

The strategic plan was then discussed. Chief Kinder asked that members of the Board participate in different formation groups to help with the compilation of the plan.

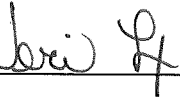
April 14, 2016

Minutes

Chief Kinder then told the Board about the live fire training that occurred on April 9, 2016. He was happy with the turn out and believes the entire exercise went well. David Layden was able to take video of the burn with his drone, and no complaints had been received.

Bunker gear was discussed briefly.

The motion was made to adjourn the meeting at 7:49 P.M. by Commissioner Lux, and was seconded by Commissioner Johnston.

By:  _____

Commissioner

By:  _____

Commissioner

By:  _____

Commissioner

Dated: April 22, 2016

Lewis County Fire District #6

Commissioner's Meeting

April 26, 2016

Minutes

In attendance:

- Commissioners: Kirk Johnston, Jeri Lux, and Jim Martin
- Administration: Chief Kinder and Kiley Franz
- Visitors: Jeff Ames, Harvey Bamford, Kyle DePriest, Matthew Foley, Greg Folwell, Julie Johnston, Justin Shoemaker, Patrick Smith, and James Van Ornum

The meeting of the Board of Commissioners, Lewis County Fire District Number Six, was called to order at 6:32 P.M. by Commissioner Jeri Lux.

The Pledge of Allegiance was led by Chief Kinder.

The Board reviewed the agenda. It was decided to add an executive session at the end of the meeting. A motion to approve the agenda as amended was made by Commissioner Johnston, and was seconded by Commissioner Martin.

The Board then reviewed the minutes from the April 14, 2016 meeting; a motion to approve the minutes was made by Commissioner Martin and seconded by Commissioner Johnston.

Julie Johnston presented a letter from the Washington State Firefighters Association regarding the conference in Chelan.

James Van Ornum told the Board about a major disaster response exercise that the Ham radio group would be participating in.

A discussion regarding the CAFS system on the new engine ensued. Harvey Bamford of the Centralia-Chehalis Pupil Transportation gave his thoughts on the cost of maintenance for a CAFS system. All members discussing the system pointed out that they were in no way anti-CAFS, but would like the Board to evaluate the cost to benefit ratio before making a decision on whether to include the CAFS system on a new engine. Greg Folwell will prepare two separate bid specs to present to the Board, one of which will have the CAFS system, and one of which will not.

An email from Caryn Foley regarding a meeting with the City of Chehalis Board of Commissioners was presented. It was decided by the Board to hold off on setting up a meeting at the present.

Kiley Franz then explained the findings from the Department of Retirement System's audit. An update will be provided once the necessary paperwork has been completed.

Kiley Franz then presented the Board with two different templates for roof repair bids. The necessary corrections will be completed for the next meeting.

A contract for laptop maintenance with Zebra Computers was briefly discussed.

Vouchers were presented to the Board and briefly discussed. The motion was made by Commissioner Johnston to approve the vouchers as presented, and was seconded by Commissioner Martin.

Payroll was then reviewed. A motion to approve payroll was made by Commissioner Johnston and was seconded by Commissioner Martin.

Volunteer payroll was then presented and reviewed by the Board. A motion to approve volunteer payroll as presented was made by Commissioner Johnston, and was seconded by Commissioner Martin.


Chief Kinder's report was then presented to the Board. He informed the Board that the fit test machine was on delay. A Ham radio system for Station 63 was discussed. A challenge coin for the 60 year anniversary of the department was also discussed.

Volunteer requirements were then discussed. Chief Kinder informed the Board that he had studied policies from neighboring districts and would like the commissioners to review them as well.

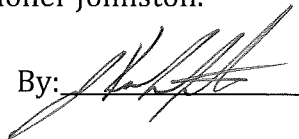
The Board then went into executive session from 8:02 P.M. to 8:32 P.M. per RCW 42.30.110 (I)(f) to receive and evaluate complaints or charges brought against a public officer or employee. The Board returned from their session at 8:20 P.M., all public participants were present and had no objections to the early completion of the session. The issue discussed was from two years ago and had already been addressed.

Commissioner Johnston was excused from the meeting on May 10, 2016.

The motion was made to adjourn the meeting at 8:22 P.M. by Commissioner Martin, and was seconded by Commissioner Johnston.

By: 

Commissioner

By: 

Commissioner

By: 

Commissioner

Dated: May 6, 2016

Lewis County Fire District #6

Commissioner's Meeting

May 10, 2016

Minutes

In attendance:

- Commissioners: Kirk Johnston, Jeri Lux, and Jim Martin
- Administration: Chief Kinder and Kiley Franz
- Visitors: Jeff Ames, Kyle Eiswald, and Patrick Smith

The meeting of the Board of Commissioners, Lewis County Fire District Number Six, was called to order at 6:31 P.M. by Commissioner Jeri Lux.

The Pledge of Allegiance was led by Chief Kinder.

The Board reviewed the agenda. A motion to approve the agenda was made by Commissioner Martin, and was seconded by Commissioner Johnston.

The Board then reviewed the minutes from the April 26, 2016 meeting; a motion to approve the minutes was made by Commissioner Martin and seconded by Commissioner Lux.

Vouchers were presented to the Board for approval and were briefly discussed. The motion was made by Commissioner Martin to approve the vouchers as presented, and was seconded by Commissioner Johnston.

Chief Kinder's report was then presented to the Board. He informed the Board that Engine 65 was at the shop awaiting repairs. Chief Kinder discussed a mutual aid fire with Chehalis Fire and the hazmat operations that occurred. Commemorative coins for the district's 60 year anniversary were discussed and approved by the Board. Problems with Central Dispatch were also discussed briefly.

The strategic plan was then discussed. Chief Kinder informed the Board that he would begin to assemble a group to create and review standards for the department.

Chief Kinder informed the board that the mutual aid agreement with South County Medic One was on hold until after June.

A meeting with the City of Chehalis was discussed. Kiley Franz will contact Brian Snure to get potential dates for this meeting.

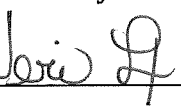
Volunteer requirements were then discussed; comparisons from Riverside Fire Authority and Lewis County Fire District #5 were given to the commissioners for review. Individual station drills were discussed briefly.

Lewis County Fire District #6
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Chief Kinder then informed the Board that he had been approached by Chief Cardinale of the Chehalis Fire Department regarding help financing a training facility. The approximate cost would be \$2,500.00. Chief Kinder will approach the Chehalis Fire Department to procure a written agreement for use of the facility.

Chief Kinder will not be in attendance for the commissioner's meeting on May 24, 2016.

The motion was made to adjourn the meeting at 7:31 P.M. by Commissioner Lux, and was seconded by Commissioner Martin.

By:  _____

Commissioner

By:  _____

Commissioner

By:  _____

Commissioner

Dated: May 20, 2016

Lewis County Fire District #6

Commissioner's Meeting

May 24, 2016

Minutes

In attendance:

- Commissioners: Kirk Johnston, Jeri Lux, and Jim Martin
- Administration: Kiley Franz
- Visitors: James Van Ornum

The meeting of the Board of Commissioners, Lewis County Fire District Number Six, was called to order at 6:30 P.M. by Commissioner Jeri Lux.

The Pledge of Allegiance was led by Commissioner Lux.

The Board reviewed the agenda. A motion to approve the agenda was made by Commissioner Johnston, and was seconded by Commissioner Martin.

The Board then reviewed the minutes from the May 10, 2016 meeting; a motion to approve the minutes was made by Commissioner Martin and seconded by Commissioner Johnston.

The final report from the Department of Retirement's audit was presented and review by the board. A letter from Chief Cardinale of the Chehalis Fire Department was also reviewed by the board.

Year to date expenditures were presented and reviewed by the board.

Vouchers were presented to the Board for approval and were briefly discussed. The motion was made by Commissioner Martin to approve the vouchers as presented, and was seconded by Commissioner Johnston.

Payroll was then presented to the Board for approval. The motion was made by Commissioner Johnston to approve payroll as presented, and was seconded by Commissioner Lux.

Chief Kinder's report was then presented to the Board. There were no questions at this time.

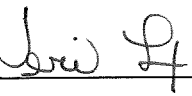
A motion to table sections A, B, C, E, and F under Old Business on the agenda was made by Commissioner Martin, and was seconded by Commissioner Johnston.

There was no update on the Lexipol program.

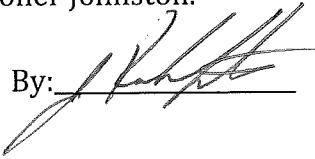
Dispatch services and AMR fees were discussed briefly.

Lewis County Fire District #6
May 24, 2016
Minutes

The motion was made to adjourn the meeting at 7:16 P.M. by Commissioner Martin, and was seconded by Commissioner Johnston.

By: 

Commissioner

By: 

Commissioner

By: 

Commissioner

Dated: June 10, 2016

Lewis County Fire District #6

Commissioner's Meeting

June 6, 2016

Minutes

In attendance:

- Commissioners: Kirk Johnston, Jeri Lux, and Jim Martin
- Administration: Kiley Franz
- Visitors: Patrick Smith

The meeting of the Board of Commissioners, Lewis County Fire District Number Six, was called to order at 6:32 P.M. by Commissioner Jeri Lux.

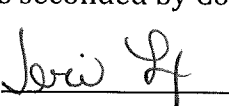
The Pledge of Allegiance was led by Commissioner Lux.

The Board reviewed the agenda. It was decided by the Board to not go into executive session. A motion to approve the agenda as amended was made by Commissioner Johnston, and was seconded by Commissioner Lux.

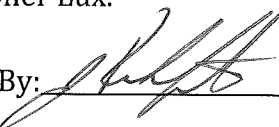
The Board then spoke with Brian Snure via telephone conference. The annexation by the City of Chehalis was discussed in depth. The Board has no opposition to the annexation of the school district property.

Commissioner Martin made a motion to instruct Brian Snure to invoke jurisdiction in regards to the City of Chehalis Annexation on the industrial area only. Commissioner Johnston seconded this motion. Brian Snure informed the Board that the Boundary Review Board may say that this notification came in too late.

The motion was made to adjourn the meeting at 7:03 P.M. by Commissioner Martin, and was seconded by Commissioner Lux.

By: 

Commissioner

By: 

Commissioner

By: 

Commissioner

Dated: June 10, 2016

Lewis County Fire District #6

Commissioner's Meeting

June 14, 2016

Minutes

In attendance:

- Commissioners: Kirk Johnston, Jeri Lux, and Jim Martin
- Administration: Chief Kinder and Kiley Franz
- Visitors: Kyle Eiswald, Matthew Foley, and Matthew McCoy

The meeting of the Board of Commissioners, Lewis County Fire District Number Six, was called to order at 6:30 P.M. by Commissioner Jeri Lux.

The Pledge of Allegiance was led by Chief Kinder.

The Board reviewed the agenda. A motion to approve the agenda was made by Commissioner Johnston, and was seconded by Commissioner Martin.

The Board then reviewed the minutes from the May 24, 2016 and June 6, 2016 meetings; a motion to approve the minutes was made by Commissioner Lux and seconded by Commissioner Johnston.

The proposed roof bid was presented for review. It was decided by the Board to check the small works roster before releasing the bid.

The Department of Retirement correction was discussed. The Board pre-approved payment to be made to the Department of Retirement.

The Board then reviewed the Hold Harmless Agreement from the Chehalis Fire Department. The Board authorized Chief Kinder to sign the agreement.

The possible purchase of a medic unit from South County Medic One was discussed. Matthew McCoy expressed his concerns to the Board. A copy of the quote for the needed repairs to the medic unit was given to the Board for review.

Year to date expenditures were then reviewed. The purchase of new bunker gear was discussed.

Vouchers were presented to the Board for approval and were briefly discussed. The motion was made by Commissioner Johnston to approve the vouchers as presented, and was seconded by Commissioner Martin.

Chief Kinder's report was then presented to the Board. Dispatch was briefly discussed. An MOU for Shift Supervisors was given to the Board for review; all commissioners approved

the MOU to be presented to the labor group.

The strategic plan was then discussed. Chief Kinder informed the Board that he will have a meeting with Commissioner Martin to create and review the document.

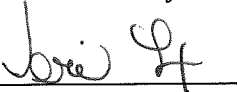
Lexipol is on hold at the moment awaiting the review of section five by Assistant Chief Smith.

Volunteer requirements were then discussed. The policy from Riverside Fire Authority was reviewed, shared responsibility for the members and the district were discussed. Chief Kinder asked that the Board send any questions to him via email.

An appreciation dinner for the members was discussed. It was decided to contact members of the Fire Dog's Association to begin preparation for the event.

Capital expenditures were briefly discussed. It was decided by the Board to create a report to monitor the progress of budgeted capital expenditures.

The motion was made to adjourn the meeting at 8:14 P.M. by Commissioner Martin, and was seconded by Commissioner Lux.

By:  _____

Commissioner

By: _____

Commissioner

By:  _____

Commissioner

Dated: June 24, 2016

Lewis County Fire District #6

Commissioner's Meeting June 28, 2016 Minutes

In attendance:

- Commissioners: Kirk Johnston, Jeri Lux, and Jim Martin
- Administration: Chief Kinder and Kiley Franz
- Visitors: Jeff Ames, DJ Hammer, Matthew McCoy, Patrick Smith, and James Van Ornum

The meeting of the Board of Commissioners, Lewis County Fire District Number Six, was called to order at 6:31 P.M. by Commissioner Jeri Lux.

The Pledge of Allegiance was led by Chief Kinder.

The Board reviewed the agenda. A motion to approve the agenda was made by Commissioner Lux, and was seconded by Commissioner Johnston.

The Board then reviewed the minutes from the June 14, 2016 meeting; a motion to approve the minutes as amended was made by Commissioner Martin and seconded by Commissioner Johnston.

The county's interlocal agreement for the small works roster was reviewed by the Board. A motion to approve the interlocal agreement between District #6 and Lewis County was made by Commissioner Lux, and was seconded by Commissioner Martin.

Vouchers were presented to the Board for approval and were briefly discussed. The motion was made by Commissioner Johnston to approve the vouchers as presented, and was seconded by Commissioner Martin.

Payroll was then given to the Board for review. A motion to approve payroll as presented was made by Commissioner Johnston and was seconded by Commissioner Martin.

Chief Kinder's report was then presented to the Board. Chief Kinder relayed thanks from Chief Cardinale for the help with the joint training facility. The issues with locks at Station 63 were briefly discussed.

The strategic plan was then discussed. Chief Kinder informed the Board that he will have a meeting with Commissioner Martin to review the document.

Volunteer requirements were then discussed. Chief Kinder and Commissioner Johnston will be working together to create requirements.

Lewis County Fire District #6
June 28, 2016
Minutes

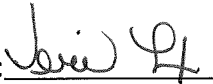
Chief Kinder then informed the Board that he would be meeting with the City Manager and Chief Cardinale to review the agenda for the meeting on Thursday, June 30th.

A proposal for the new engine was presented for review. Chief Kinder informed the Board that Greg Folwell would be attending both July meetings to answer any questions that may arise. Matthew McCoy briefly discussed the build and safety features.

Commissioner Lux then expressed her concern and frustrations regarding the purchase of South County Medic One's excess ambulance.

Resolution #16-145 was tabled.

The motion was made to adjourn the meeting at 8:04 P.M. by Commissioner Lux, and was seconded by Commissioner Johnston.

By:  _____

Commissioner

By: _____

Commissioner

By:  _____

Commissioner

Dated: July 8, 2016

Lewis County Fire District #6

Commissioner's Meeting June 30, 2016 Minutes

In attendance:

- Commissioners: Jeri Lux, and Jim Martin
- Administration: Chief Kinder and Kiley Franz
- Visitors: Chief Ken Cardinale, Dennis Dawes, Matthew Foley, Terry Harris, Natalie Johnson, Daryl Lund, Merlin MacReynolds, Dr. Isaac Pope, Judy Schave, Patrick Smith, Brian Snure, Robert Spahr, and Chad Taylor

The joint meeting between the Board of Commissioners, Lewis County Fire District Number Six and the Chehalis City Council was called to order at 6:30 P.M. by Commissioner Jeri Lux.

The Pledge of Allegiance was led by Chief Kinder.

The agenda was then reviewed by all members present. There was no opposition to the agenda.

Brian Snure then explained the mitigation process for the proposed annexation that the district would prefer. He explained in detail the proposal of a ramp down agreement.

Mayor Dawes then expressed the City Council's desire to discuss a merger between Chehalis Fire Department and Lewis County Fire District #6. Discussion followed.

A motion was made by Commissioner Martin to have the attorney, Brian Snure, form a draft mitigation plan for the annexation to minimize financial impact to the department. Commissioner Lux seconded this motion. The City of Chehalis' attorney informed the Board that this mitigation plan would be for this annexation only and would not set precedence for future annexations.

Discussion regarding consolidation of the fire departments followed.

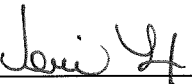
The Board of Commissioners for Lewis County Fire District #6 then went into Executive Session from 7:27 P.M. to 7:32 P.M. per RCW 42.30.110 (1)(i) to discuss with legal counsel representing the agency matters relating to the agency.

Brian Snure informed the City Council that the Board had discussed a three year ramp down agreement. Under general good faith, the Board would remove its appeal to the Boundary Review Board at this time. The Board of Fire Commissioner for Lewis County Fire District #6 and the Chehalis City Council then directed staff members to work on this

agreement. All in favor, none opposed.

It was decided that the Chehalis City Council would attend the Board meeting on July 12th at 6:00 P.M. to review the mitigation agreement and to further discuss the possibility of a merger.

The motion was made to adjourn the meeting at 7:42 P.M. by Commissioner Martin, and was seconded by Commissioner Lux.

By: 

Commissioner

By: _____

Commissioner

By: 

Commissioner

Dated: July 8, 2016

Lewis County Fire District #6

Commissioner's Meeting

July 12, 2016

Minutes

In attendance:

- Commissioners: Jeri Lux, and Jim Martin
- Administration: Chief Kinder and Kiley Franz
- Visitors: Jeffrey Ames, Thomas Burke, Dennis Dawes, Kyle Eiswald, Terry Harris, William Hilliard, Daryl Lund, Merlin MacReynolds, Dr. Isaac Pope, Judy Schave, Robert Spahr, and Chad Taylor

The meeting of the Board of Commissioners, Lewis County Fire District Number Six, was called to order at 6:00 P.M. by Commissioner Jeri Lux.

The Pledge of Allegiance was led by Chief Kinder.

The Board reviewed the agenda. A motion to approve the agenda was made by Commissioner Martin, and was seconded by Commissioner Lux.

The Board then reviewed the minutes from the June 28, 2016 and June 30, 2016 meetings; a motion to approve the minutes was made by Commissioner Martin and seconded by Commissioner Lux.

The mitigation agreement was discussed between the Lewis County Fire District #6 Board of Commissioners and the City Council for Chehalis. A motion to accept the mitigation agreement as proposed was made by Commissioner Martin and was seconded by Commissioner Lux.

Potential meeting dates for discussions regarding a regional fire authority were debated. It was decided to keep all meetings to approximately an hour. The second Wednesday of every month was decided upon for these discussions. The first one will be held on Wednesday, August 10th.

A thank you letter from Mary Johnson was given to the Board as correspondence.

Year to date expenditures were then reviewed.

Vouchers were presented to the Board for approval and were briefly discussed. The motion was made by Commissioner Martin to approve the vouchers as presented, and was seconded by Commissioner Lux.

Chief Kinder's report was then presented to the Board. The GEMT program was briefly

Lewis County Fire District #6
July 12, 2016
Minutes

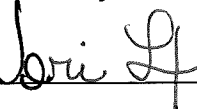
discussed. Chief Kinder also informed the Board that various repairs to substations would be taking place in August. He also gave the Board his midyear report and informed them that the district has seen a 16% increase in call volume so far this year.

Chief Kinder then informed the Board that he and Matt McCoy were currently reviewing section nine of the Lexipol program.

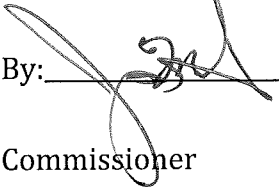
Volunteer requirements were then briefly discussed.

The new engine was briefly discussed. The option of financing it was debated; Kiley Franz will research interest rates.

The motion was made to adjourn the meeting at 7:02 P.M. by Commissioner Lux, and was seconded by Commissioner Martin.

By:  _____

Commissioner

By:  _____

Commissioner

By: _____

Commissioner

Dated: July 22, 2016

Lewis County Fire District #6

Commissioner's Meeting

July 26, 2016

Minutes

In attendance:

- Commissioners: Jeri Lux, and Jim Martin
- Administration: Chief Kinder and Kiley Franz
- Visitors: Diane Ames, Jeffrey Ames, Kyle DePriest, Courtney Eiswald, Kyle Eiswald, Patrick Smith, and James Van Ornum

The meeting of the Board of Commissioners, Lewis County Fire District Number Six, was called to order at 6:30 P.M. by Commissioner Jeri Lux.

The Pledge of Allegiance was led by Chief Kinder.

The Board reviewed the agenda. A motion to approve the agenda was made by Commissioner Martin, and was seconded by Commissioner Lux.

The Board then reviewed the minutes from the July 12, 2016 meeting; a motion to approve the minutes was made by Commissioner Martin and seconded by Commissioner Lux.

James Van Ornum thanked the Chief on his memo regarding situational awareness.

A badge pinning ceremony for Jeffrey Ames was then held. A ten minute recess followed.

Finance options were discussed; Kiley Franz will look into different financing options.

Vouchers were presented to the Board for approval and were briefly discussed. The motion was made by Commissioner Martin to approve the vouchers as presented, and was seconded by Commissioner Lux.

Payroll was then presented to the Board for review and approval. The motion to approve payroll as presented was made by Commissioner Martin, and was seconded by Commissioner Lux.

Volunteer payroll was then presented to the Board for review and approval. The motion to approve volunteer payroll as presented was made by Commissioner Martin, and was seconded by Commissioner Lux.

Chief Kinder's report was then presented to the Board. He informed the Board that the hazard mitigation plan was almost done. The increase in dispatch fees was discussed. A motion to approve up to a 20% increase in dispatch fees was made by Commissioner Martin, and was seconded by Commissioner Lux. Chief Kinder will pass this information

Lewis County Fire District #6
July 26, 2016
Minutes

along to those at Central Dispatch.

The strategic plan was then discussed.

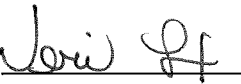
Chief Kinder informed the Board that the specs for the new engine were available for review.

Volunteer requirements were then briefly discussed.

The Lewis County Fire Commissioner's dinner was discussed. The Fire Dogs Association has been approached regarding hosting the dinner; the option of catering was also discussed.

Assistant Chief Smith discussed EMS bunker gear and a sample was shown to the Commissioners. It was decided to sample the EMS bunker gear. Lifepak maintenance was discussed; a three year contract for \$18,000.00 was approved by the Board.

The motion was made to adjourn the meeting at 7:51 P.M. by Commissioner Lux, and was seconded by Commissioner Martin.

By: 

Commissioner

By: 

Commissioner

By: _____

Commissioner

Dated: August 5, 2016

Lewis County Fire District #6

Commissioner's Meeting August 9, 2016 Minutes

In attendance:

- Commissioners: Kirk Johnston, Jeri Lux, and Jim Martin
- Administration: Chief Kinder and Kiley Franz
- Visitors: Matthew McCoy

The meeting of the Board of Commissioners, Lewis County Fire District Number Six, was called to order at 6:31 P.M. by Commissioner Jeri Lux.

The Pledge of Allegiance was led by Chief Kinder.

The Board reviewed the agenda. Due to absence, the introduction of Jeanine Traylor was removed from the agenda. A motion to approve the agenda as amended was made by Commissioner Martin, and was seconded by Commissioner Johnston.

The Board then reviewed the minutes from the July 26, 2016 meeting; a motion to approve the minutes was made by Commissioner Lux and seconded by Commissioner Martin.

The Southwest Washington State Risk Management Group Meeting was discussed. All commissioners will be present. The EPLI update form was then reviewed by the board and signed by Commissioner Lux.

An updated rate agreement from the Centralia-Chehalis Pupil Transportation was reviewed by the board and signed by Commissioner Lux.

A 'Thank You' letter from Truck Part Sales was presented to the board for review.

Uncollectable accounts from Systems Design were reviewed by the board. A motion to write off the amount of \$147.35 in ambulance fees was made by Commissioner Lux, and was seconded by Commissioner Johnston.

The Fireflash newsletter was presented to the Board for review.

Year to date expenditures were then reviewed. Kiley Franz will add the General and EMS fund balances to the report.

Vouchers were presented to the Board for approval and bunker gear was briefly discussed. The motion was made by Commissioner Martin to approve the vouchers as presented, and was seconded by Commissioner Johnston.

Lewis County Fire District #6
August 9, 2016
Minutes

Chief Kinder's report was then presented to the Board. Chief Kinder thanked the volunteers of the department for their increased response to major incidents. Chief Kinder informed the Board that he had met with the Lewis County IT department and was told that the rates would be decreasing from \$6,480.00 to \$4,320.00 in 2017. The progress of Station 65's gutters were discussed briefly. ID cards were discussed; it was decided to move ahead with the second design.

Chief Kinder informed the Board that review on the strategic plan has begun.

Volunteer requirements were discussed. It was decided to clarify the 'Sunday Duty' description. Requirements for out of district volunteers were discussed. It was also decided to remove the 'or 10%' option on call responses. Support positions were discussed. Chief Kinder will have a clean copy for the Board to review at the next meeting.

The department's appreciation dinner was briefly discussed.

The Lewis County Commissioner's dinner was discussed. The Fire Dog's Association will be hosting the dinner.

The motion was made to adjourn the meeting at 8:19 P.M. by Commissioner Martin, and was seconded by Commissioner Lux.

By:  _____

Commissioner

By:  _____

Commissioner

By: _____

Commissioner

Dated: August 19, 2016

Lewis County Fire District #6

Board of Fire Commissioner's Special Meeting Joint Meeting with the Chehalis City Council

August 10, 2016
Minutes

In attendance:

- Commissioners: Kirk Johnston, Jeri Lux, and Jim Martin
- Administration: Chief Kinder and Kiley Franz
- Visitors: Chief Ken Cardinale, Dennis Dawes, Michael Goodwillie, Daryl Lund, Merlin MacReynolds, and Matthew McCoy

The joint meeting between the Board of Commissioners, Lewis County Fire District Number Six and the Chehalis City Council was called to order at 6:02 P.M. by Commissioner Jeri Lux.

The Board then reviewed the agenda. The motion to approve the agenda was made by Commissioner Martin, and was seconded by Commissioner Johnston.

Discussions regarding possible consolidation of Lewis County Fire District #6 and the Chehalis Fire Department ensued. The city and the district agreed that they were interested in moving forward with research for a merger. It was decided by all members present that Lewis County Fire District #6 was to facilitate the meetings.

It was decided by the Lewis County Fire District #6 Board of Commissioners that not all members needed to be present for future meetings.

The possibility of a regional fire authority, an annexation, a merger, and other such options were discussed.

Chief Cardinale informed the present members that Chehalis Fire and Fire District #6 have been working in conjunction operationally for the past year with great success.

It was decided to keep the labor and volunteer groups informed of the intention of the merger updates.

It was decided by all members present to contact Attorney Brian Snure to discuss the pros and cons of each merger option. Chief Kinder will contact Brian to set up a possible date for this meeting. The meeting that had been set for September 14th was preferred by the present members. It was verbally agreed upon by all members present that all costs incurred during possible merger research would be split equally between the district and the city.

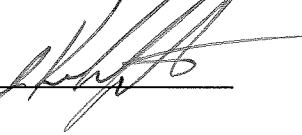
Lewis County Fire District #6
August 10, 2016
Minutes

Dennis Dawes expressed his belief that all crew members should be informed as well in order to ensure the best possible transition.

The motion was made to adjourn the meeting at 6:53 P.M. by Commissioner Martin, and was seconded by Commissioner Lux.

By:  _____

Commissioner

By:  _____

Commissioner

By:  _____

Commissioner

Dated: August 19, 2016

Lewis County Fire District #6

Commissioner's Meeting August 23, 2016 Minutes

In attendance:

- Commissioners: Jeri Lux, and Jim Martin
- Administration: Chief Kinder and Kiley Franz
- Visitors: Gus Burbee, Kyle DePriest, Matthew Foley, Douglas Hammer, David Layden, Garry Leinhard, Matthew McCoy, and James Van Ornum

The meeting of the Board of Commissioners, Lewis County Fire District Number Six, was called to order at 6:33 P.M. by Commissioner Jeri Lux.

The Pledge of Allegiance was led by Chief Kinder.

The Board reviewed the agenda. A motion to approve the agenda was made by Commissioner Martin, and was seconded by Commissioner Lux.

The Board then reviewed the minutes from the August 9, 2016 meeting; a motion to approve the minutes was made by Commissioner Lux and seconded by Commissioner Martin. The Board also reviewed the minutes for the August 10, 2016 meeting, a motion to approve the minutes as amended was made by Commissioner Martin, and seconded by Commissioner Lux.

Chief Kinder thanked all members that helped out with the CPR flash mob, and thanked DJ Hammer for his participation at the fairgrounds.

Gus Burbee then informed the Board that he would be implementing the Microsoft Office 365 program soon. He also informed the Board that he would be upgrading the wireless system within the next few weeks. Phone systems were briefly discussed.

Kiley Franz then presented the Board with the newsletter. The Board unanimously agreed that it was ready for publication. It will be sent to the printer by the end of the week.

Vouchers were presented to the Board for approval and were briefly discussed. The motion was made by Commissioner Martin to approve the vouchers as presented, and was seconded by Commissioner Lux.

Payroll was then presented to the Board for review and approval. The motion to approve payroll as presented was made by Commissioner Martin, and was seconded by Commissioner Lux.

Chief Kinder's report was then presented to the Board. He informed the Board that the

Lewis County Fire District #6
August 23, 2016
Minutes

information from Brian Snure regarding the possible merger with Chehalis Fire Department would be available the following week. Brush 61 was briefly discussed, Chief informed the Board that it would be ready for deployment within the week. New volunteer interviews were also briefly discussed.

The mutual aid agreement with Lewis County Fire District #5 was presented to the Board for review. Chief Kinder explained the two changes made by District #5. The motion to approve the mutual aid agreement as amended was made by Commissioner Lux and was seconded by Commissioner Martin.

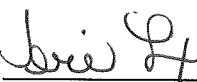
Interest rates for the new fire engine were briefly discussed. No decision was made at this time.

Volunteer requirements were then discussed. The feasibility of the new requirements was discussed in depth. It was decided to table the discussion until Commissioner Johnston was present.

Chief Kinder then informed the Board that Amy Kollar would be coordinating the appreciation dinner.

The Board then went into executive session from 7:50 P.M. until 8:05 P.M. per RCW 42.30.110(i) to discuss personnel matters. No decision was made at this time.

The motion was made to adjourn the meeting at 8:07 P.M. by Commissioner Martin, and was seconded by Commissioner Lux.

By: 

Commissioner

By: _____

Commissioner

By: 

Commissioner

Dated: September 9, 2016

Lewis County Fire District #6

Commissioner's Meeting September 13, 2016 Minutes

In attendance:

- Commissioners: Kirk Johnston, Jeri Lux, and Jim Martin
- Administration: Chief Kinder and Kiley Franz
- Visitors: Jeff Ames, Kevin Curfman, Kyle DePriest, Steve Emrich, Matthew Foley, Wyatt Hill, Penny McCarty, and Jeanine Traylor

The meeting of the Board of Commissioners, Lewis County Fire District Number Six, was called to order at 6:30 P.M. by Commissioner Jeri Lux.

The Pledge of Allegiance was led by Chief Kinder.

The Board reviewed the agenda. A motion to approve the agenda was made by Commissioner Johnston, and was seconded by Commissioner Martin.

The Board then reviewed the minutes from the August 23, 2016 meeting; a motion to approve the minutes was made by Commissioner Lux and seconded by Commissioner Martin.

Commissioner Lux then informed the Board that she would not be able to attend the September 27, 2016 meeting.

Chief Kinder then introduced two new volunteers: Wyatt Hill and Jeanine Traylor. Both told the Board a little bit about themselves and their personal motivation to become volunteers.

Quotes for the Hull house roof replacement were then reviewed. It was decided to approve the use of Ayers construction contingent upon the additional repairs not exceeding \$2.50/sq foot. The motion was made by Commissioner Lux, and was seconded by Commissioner Martin.

Vouchers were presented to the Board for approval and it was decided to hold payment to Physio-Control until contact can be made regarding lifepak maintenance. The motion was made by Commissioner Martin to approve the vouchers as amended, and was seconded by Commissioner Johnston.

Chief Kinder's report was then presented to the Board. Chief Kinder informed the Board that work has begun to set up another CPR for 7th graders class.

Chief Kinder informed the Board that the mutual aid agreement for Lewis County Fire

Lewis County Fire District #6
September 13, 2016
Minutes

District #5 has been signed and he is currently waiting a time to sit down with the Chief of District #5 to review run cards.

Chief Kinder informed the Board that he and Matthew McCoy were almost done with the Lexipol review. Logins for the Lexipol website were given to the commissioners in order for them to review the progress.

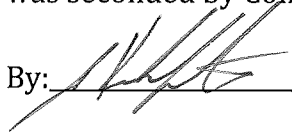
Chehalis Fire Department brought their new engine for the Board to see. A fifteen-minute recess was taken.

Upon their return, the Board discussed the options for the new fire engine. Chief Kinder informed the Board that he had been researching comparable models to the Pierce engine. Pierce, KME, True North, and Rosenbaugher were discussed. Per the Board, Chief Kinder will contact departments with these brands and ask for reviews.

Volunteer requirements were discussed. It was decided to remove the 'or 10% of calls' line from response requirements. Job descriptions for fire, EMS, and support divisions were briefly discussed. It was decided to create these descriptions for clarification of requirements for future and current members.

Chief Kinder asked the Board to email him with available dates within the next 30 to 60 days for the dedication of the training facility.

The motion was made to adjourn the meeting at 9:31 P.M. by Commissioner Martin, and was seconded by Commissioner Johnston.

By: 

Commissioner

By: 

Commissioner

By: _____

Commissioner

Dated: September 23, 2016

Lewis County Fire District #6

Board of Fire Commissioner's Special Meeting Joint Meeting with the Chehalis City Council

September 14, 2016
Minutes

In attendance:

- Commissioners: Kirk Johnston, Jeri Lux, and Jim Martin
- Administration: Chief Kinder and Kiley Franz
- Visitors: Chief Ken Cardinale, Dennis Dawes, Daryl Lund, Merlin MacReynolds, Brian Snure, and Robert Spahr

The joint meeting between the Board of Commissioners, Lewis County Fire District Number Six and the Chehalis City Council was called to order at 6:02 P.M. by Commissioner Jeri Lux.

The Board then reviewed the agenda. The motion to approve the agenda was made by Commissioner Martin, and was seconded by Commissioner Johnston.

Brian Snure gave a presentation regarding the options for consolidation. Contractual services, annexations, and the formation of a regional fire authority were discussed. Levy rates and tax issues were briefly discussed.

It was decided to research and discuss the options with individual Boards, and the discussion regarding which option to pursue would be discussed at the next meeting on October 12, 2016.

The motion was made to adjourn the meeting at 7:51 P.M. by Commissioner Martin, and was seconded by Commissioner Johnston.

By: 

Commissioner

By: 

Commissioner

By: _____

Commissioner

Dated: September 23, 2016

Lewis County Fire District #6

Commissioner's Meeting September 27, 2016 Minutes

In attendance:

- Commissioners: Kirk Johnston and Jim Martin
- Administration: Chief Kinder and Kiley Franz
- Visitors: Mike Goodwillie, Matthew McCoy, Patrick Smith, and James Van Ornum

The meeting of the Board of Commissioners, Lewis County Fire District Number Six, was called to order at 6:30 P.M. by Commissioner Jim Martin.

The Pledge of Allegiance was led by Chief Kinder.

The Board reviewed the agenda. A motion to approve the agenda was made by Commissioner Johnston, and was seconded by Commissioner Martin.

The Board then reviewed the minutes from the September 13, 2016 and September 14, 2016 meetings; a motion to approve both sets of minutes was made by Commissioner Johnston and seconded by Commissioner Martin.

James Van Ornum informed the Board that on October 29, 2016 the amateur radio group would be holding a test of the emergency systems.

Kiley Franz then informed the Board that Ayers Construction was not part of the Lewis County Small Works Roster, and provided the Board with the remaining quotes for replacement of the Hull house roof. It was decided to approve the use of the Roof Doctor contingent upon the additional repairs not exceeding \$2.50/sq foot as per the quote. The motion was made by Commissioner Johnston, and was seconded by Commissioner Martin.

Year to date expenditures were given to the Board for review.

Vouchers were presented to the Board for approval. The motion was made by Commissioner Martin to approve the vouchers as presented, and was seconded by Commissioner Johnston.

Payroll was then presented to the Board for review. The motion to approve payroll as presented was made by Commissioner Johnston and was seconded by Commissioner Martin.

Chief Kinder's report was then presented to the Board. The poster contest for Adna Elementary was briefly discussed.

Lewis County Fire District #6
September 27, 2016
Minutes

Chief Kinder informed the Board that he and Matthew McCoy were done with the Lexipol review. Jeff Ames and Matthew Foley were working on creating job descriptions for volunteer positions.

Chief Kinder informed the Board that the introduction and the mission statement for the strategic plan had been completed.

The new engine was briefly discussed. More information will be available at the October 11th meeting.

The meeting with Nicholson's insurance was briefly discussed.

The motion was made to adjourn the meeting at 7:08 P.M. by Commissioner Martin, and was seconded by Commissioner Johnston.

By: 

Commissioner

By: 

Commissioner

By: _____

Commissioner

Dated: October 7, 2016

Lewis County Fire District #6

Commissioner's Meeting
October 11, 2016
Minutes

In attendance:

- Commissioners: Kirk Johnston, Jeri Lux, and Jim Martin
- Administration: Chief Kinder and Kiley Franz
- Visitors: Colton Boucher, Kyle DePriest, Matthew Foley, Greg Folwell, Mike Goodwillie, Julie Johnston, Dave Layden, Jodie Little, Steve Lux, Matthew McCoy, Andrew Scheffron, and Randy Tobler

The meeting of the Board of Commissioners, Lewis County Fire District Number Six, was called to order at 6:36 P.M. by Commissioner Jeri Lux.

The Pledge of Allegiance was led by Chief Kinder.

The Board reviewed the agenda. A motion to approve the agenda was made by Commissioner Johnston, and was seconded by Commissioner Martin.

The Board then reviewed the minutes from the September 27, 2016 meeting; a motion to approve the minutes was made by Commissioner Johnston and seconded by Commissioner Martin.

Andrew Scheffron of the Washington State Firefighter's Association then presented the plaque for EMS Responder of the Year to Randy Tobler. Steve Lux was then presented with the plaque for Support Person of the Year. A small break followed the presentation.

The Board returned at 6:50 P.M.

Chief Kinder then introduced a new volunteer: Colton Boucher. Colton told the Board a little about himself and his desired fire service career.

Commissioner Lux then informed the Board that she would be unable to attend the October 25th meeting. Since Commissioner Johnston would also be on vacation, it was decided to reschedule the meeting to October 26th.

A resignation letter from Richard Bliss was given to the Board for their information. The Board was informed that Rich would no longer be a captain, but wished to remain with the department as a firefighter.

Year to date expenditures were given to the Board for review.

Vouchers were presented to the Board for approval. A motion to approve the vouchers as presented was made by Commissioner Martin and was seconded by Commissioner Johnston.

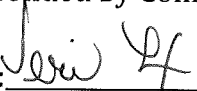
Chief Kinder's report was then presented to the Board. Chief Kinder informed the Board that Fire Prevention day with the Adna School District will be held on October 14, 2016 and Safe Candy Stops will be held on October 31, 2016.

Chief Kinder and Matthew McCoy then presented the revised packets for the new fire engine. Comparable fire engines were discussed in depth. Chief informed the Board that he had received reviews from multiple agencies and had the reviews for the Board if they wished. Chief Kinder then gave his full support of the apparatus committee in their choice of the Pierce engine. The motion to move forward with Option 3 of the presented Pierce Fire Engine was made by Commissioner Lux and was seconded by Commissioner Johnston. The motion passed unanimously.

Volunteer requirements were briefly discussed. It was decided to have the Board review the presented job descriptions and discuss them later.

Chief Kinder's report was then revisited and AMR was discussed. Chief Kinder asked the Board if there was any interest in having a representative from AMR come in to talk to them about being a resource. Discussion followed. The Board has no interest at this time.

The motion was made to adjourn the meeting at 8:34 P.M. by Commissioner Lux, and was seconded by Commissioner Martin.

By: 

Commissioner

By: _____

Commissioner

By: 

Commissioner

Dated: October 21, 2016

Lewis County Fire District #6

Board of Fire Commissioner's Special Meeting Joint Meeting with the Chehalis City Council

October 12, 2016
Minutes

In attendance:

- Commissioners: Kirk Johnston, Jeri Lux, and Jim Martin
- Administration: Chief Kinder and Kiley Franz
- Visitors: Jill Anderson, Chief Ken Cardinale, Dennis Dawes, Kyle DePriest, Kyle Eiswald, Daryl Lund, Matthew McCoy, Kevin Reynold, and Robert Spahr

The joint meeting between the Board of Commissioners, Lewis County Fire District Number Six and the Chehalis City Council was called to order at 6:00 P.M. by Commissioner Jeri Lux.

The Board then reviewed the agenda. The motion to approve the agenda was made by Commissioner Martin, and was seconded by Commissioner Johnston.

The options presented by Brian Snure at the previous meeting were discussed. It was unanimously agreed upon by all present to research the feasibility of annexation.

Chief Cardinale and Chief Kinder will work together to create a model for a joint department. This model will include necessary personnel, stations, and apparatus. Kiley Franz will contact Brian Snure for a generic annexation plan for the members to review.

The motion was made to adjourn the meeting at 6:36 P.M. by Commissioner Lux, and was seconded by Commissioner Martin.

By: Jeri Lux

Commissioner

By: _____

Commissioner

By: [Signature]

Commissioner

Dated: October 21, 2016

Lewis County Fire District #6

Commissioner's Meeting October 26, 2016 Minutes

In attendance:

- Commissioners: Jeri Lux and Jim Martin
- Administration: Chief Kinder and Kiley Franz
- Visitors: Spencer Baumgartner, Mike Goodwillie, and Matthew McCoy

The meeting of the Board of Commissioners, Lewis County Fire District Number Six, was called to order at 6:30 P.M. by Commissioner Jeri Lux.

The Pledge of Allegiance was led by Chief Kinder.

The Board reviewed the agenda. A motion to approve the agenda was made by Commissioner Martin, and was seconded by Commissioner Lux.

The Board then reviewed the minutes from the October 11, 2016 and October 12, 2016 meetings; a motion to approve both sets of minutes was made by Commissioner Martin and seconded by Commissioner Lux.

Chief Kinder then informed the Board that the Safe Candy Stop would be held on October 31, 2016 at both Station 61 and Station 62, Fire Prevention Day would be held at Station 62 on October 28, 2016.

Vouchers were presented to the Board for approval. The motion was made by Commissioner Martin to approve the vouchers as presented, and was seconded by Commissioner Lux.

Volunteer payroll was presented to the Board for review. The motion to approve volunteer payroll as presented was made by Commissioner Lux and was seconded by Commissioner Martin.

Payroll was then presented to the Board for review. The motion to approve payroll as presented was made by Commissioner Martin and was seconded by Commissioner Lux.

Chief Kinder's report was then presented to the Board. Chief Kinder informed the Board that the district did not receive the Safer Grant this year. EF Recovery will be at the next meeting to present to the Board.

Chief Kinder informed the Board that Lexipol is up and running. He would like the Board to finish their reviews and submit any changes soon to have the system up and running by January 1, 2017.

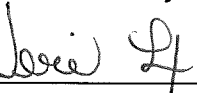
Run cards and the Chaplin's association were briefly discussed.

The new engine was briefly discussed. Resolution #16-145 to purchase the fire engine, Option 3, from Pierce Fire Engines was read by Commissioner Lux. A motion to adopt the resolution was made by Commissioner Lux, and was seconded by Commissioner Martin. Kiley Franz will contact Andy with Security State Bank informing them that we would like to finance the engine.

The Christmas Potluck was briefly discussed. A tentative date of December 12, 2016 at 6:30 P.M. was set.

The LifePak 12 was discussed. Chief Kinder asked the Board for approval to surplus the item, all in favor, none opposed.

The motion was made to adjourn the meeting at 7:19 P.M. by Commissioner Martin, and was seconded by Commissioner Lux.

By:  _____

Commissioner

By:  _____

Commissioner

By: _____

Commissioner

Dated: November 4, 2016

Lewis County Fire District #6

Commissioner's Meeting November 8, 2016 Minutes

In attendance:

- Commissioners: Kirk Johnston, Jeri Lux, and Jim Martin
- Administration: Chief Kinder and Kiley Franz
- Visitors: Jim Clark, Matthew McCoy, and James Van Ornum

The meeting of the Board of Commissioners, Lewis County Fire District Number Six, was called to order at 6:33 P.M. by Commissioner Jeri Lux.

The Pledge of Allegiance was led by Chief Kinder.

The Board reviewed the agenda. A motion to approve the agenda was made by Commissioner Johnston, and was seconded by Commissioner Martin.

The Board then reviewed the minutes from the October 26, 2016 meeting; a motion to approve the minutes was made by Commissioner Lux and seconded by Commissioner Martin.

Chief Kinder then thanked everyone that helped out with the Fire Prevention Day at Adna Elementary School and the Safe Candy Stops held at Station 1 and Station 2.

Jim Clark of EF Recovery then gave a presentation to the Board regarding their services. The Board will review this information and another presentation will be held to cover the EMS portion of the billing services.

A refund levy certification was reviewed by the Board. A motion to collect the amount of \$1,196.02 for the general fund, and \$268.82 for the EMS fund in refund levies was made by Commissioner Lux and was seconded by Commissioner Martin.

Year to date expenditures were given to the Board for review.

Vouchers were presented to the Board for approval. A motion to approve the vouchers as presented was made by Commissioner Martin and was seconded by Commissioner Johnston.

Chief Kinder's report was then presented to the Board. Chief Kinder informed the Board that problems with HAM radio interference at Station 2 were being caused by the sign. Repairs will be made as necessary.

Finance options for the Engine were discussed. It was decided that Chief Kinder would

Lewis County Fire District #6
October 11, 2016
Minutes

sign any necessary documents.

Volunteer requirements were briefly discussed. A few minor changes were made to the document and will be revised.

Resolution 16-146 regarding the surplus of Lifepak 12, serial number: 30178760, PN: UVLP12029010 was read by Commissioner Lux and was adopted unanimously by the Board of Commissioners.

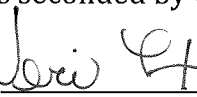
The GI unit owned by the Department of Natural Resources was briefly discussed.

The Board then went into Executive Session per RCW 42.30.110(i)(f) to discuss personnel matters from 8:19 P.M. to 8:30 P.M. This session was informational only.

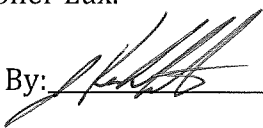
It was decided to hold a budget meeting on December 1, 2016 at 6:30 P.M.

A meeting for the Board of Volunteer Firefighters will be held after the regularly scheduled meeting on November 22, 2016.

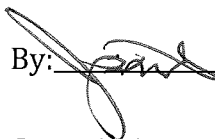
The motion was made to adjourn the meeting at 8:39 P.M. by Commissioner Martin, and was seconded by Commissioner Lux.

By:  _____

Commissioner

By:  _____

Commissioner

By:  _____

Commissioner

Dated: November 18, 2016

Lewis County Fire District #6

Board of Fire Commissioner's Special Meeting Joint Meeting with the Chehalis City Council

November 9, 2016
Minutes

In attendance:

- Commissioners: Kirk Johnston, Jeri Lux, and Jim Martin
- Administration: Chief Kinder and Kiley Franz
- Visitors: Jill Anderson, Chief Ken Cardinale, Dennis Dawes, Daryl Lund, Matthew McCoy, Kevin Reynold, and Robert Spahr

The joint meeting between the Board of Commissioners, Lewis County Fire District Number Six and the Chehalis City Council was called to order at 6:00 P.M. by Commissioner Jeri Lux.

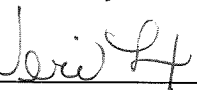
The Board then reviewed the agenda. The motion to approve the agenda was made by Commissioner Johnston, and was seconded by Commissioner Martin.

Chief Kinder gave a presentation regarding the model for a joint department. The model included NFPA standards and the best fit for the community. Options regarding shift scheduling and staffed stations were reviewed in depth. Revenue sources and expenses were discussed.

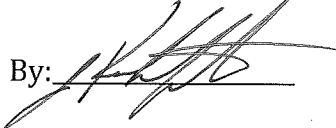
It was decided that Chief Cardinale, Chief Kinder, and Kiley Franz would review current staffing, apparatus, stations, expenses, and revenues to create a functional model of a combined department.

A letter from Brian Snure was reviewed and the next meeting was briefly discussed.

The motion was made to adjourn the meeting at 7:29 P.M. by Commissioner Lux, and was seconded by Commissioner Martin.

By:  _____

Commissioner

By:  _____

Commissioner

By:  _____

Commissioner

Dated: October 21, 2016

Lewis County Fire District #6

Commissioner's Meeting November 22, 2016 Minutes

In attendance:

- Commissioners: Kirk Johnston, Jeri Lux, and Jim Martin
- Administration: Chief Kinder and Kiley Franz
- Visitors: Kyle DePriest, Matthew Foley, Greg Folwell, Patrick Smith, and James Van Ornum

The meeting of the Board of Commissioners, Lewis County Fire District Number Six, was called to order at 6:30 P.M. by Commissioner Jeri Lux.

The Pledge of Allegiance was led by Chief Kinder.

The Board reviewed the agenda. A motion to approve the agenda was made by Commissioner Johnston, and was seconded by Commissioner Martin.

The Board then reviewed the minutes from the November 8, 2016 and November 9, 2016 meetings; a motion to approve both sets of minutes was made by Commissioner Johnston and seconded by Commissioner Martin.

Vouchers were presented to the Board for approval. Discussion regarding electrical repairs ensued, it was decided to hold the voucher for repairs at this time. The motion was made by Commissioner Johnston to approve the vouchers as amended in the amount of \$5,243.68, and was seconded by Commissioner Martin.

Payroll was then presented to the Board for review. The motion to approve payroll as presented was made by Commissioner Johnston and was seconded by Commissioner Martin.

Chief Kinder's report was then presented to the Board.

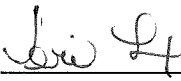
Chief Kinder informed the Board that the mutual aid agreement and run cards with Lewis County Fire District 5 had been completed.

Finance requirements for the engine were briefly discussed.

Volunteer requirements were then discussed. A motion to approve the job description for volunteer firefighter was made by Commissioner Lux, and was seconded by Commissioner Johnston. The job description for EMS only volunteer was reviewed. Chief Kinder will revise as requested.

Lewis County Fire District #6
November 22, 2016
Minutes

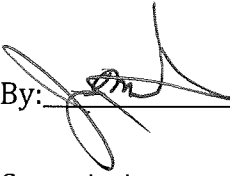
The motion was made to adjourn the meeting at 8:03 P.M. by Commissioner Lux, and was seconded by Commissioner Martin.

By: 

Commissioner

By: 

Commissioner

By: 

Commissioner

Dated: December 9, 2016

Lewis County Fire District #6

Special Commissioner's Meeting

December 1, 2016

Minutes

In attendance:

- Commissioners: Kirk Johnston, Jeri Lux, and Jim Martin
- Administration: Chief Kinder and Kiley Franz
- Visitors: Patrick Smith


The meeting of the Board of Commissioners, Lewis County Fire District Number Six, was called to order at 6:20 P.M. by Commissioner Jeri Lux.

The Board reviewed the agenda. A motion to approve the agenda was made by Commissioner Johnston, and was seconded by Commissioner Martin.

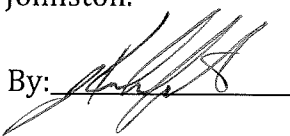
The budget expenditures were then presented by Kiley Franz. The Board reviewed the general and EMS fund expenditures, Kiley Franz will make the requested corrections.

Revenues were then discussed. Since the certified values had not yet been supplied by the Assessor's Office, it was decided to increase the budget by five percent. Commissioner Lux then gave the first reading of the budget. The estimated budget for the 2017 general fund was \$1,345,145.93. The estimated budget for the 2017 EMS fund was \$269,349.21. It was decided to complete the second reading of the budget at the December 13, 2016 meeting.

The motion was made to adjourn the meeting at 7:40 P.M. by Commissioner Lux, and was seconded by Commissioner Johnston.

By: 

Commissioner

By: 

Commissioner

By: 

Commissioner

Dated: December 9, 2016

Lewis County Fire District #6

Commissioner's Meeting December 13, 2016 Minutes

In attendance:

- Commissioners: Kirk Johnston, Jeri Lux, and Jim Martin
- Administration: Chief Kinder and Kiley Franz
- Visitors: Lisa Rogalsky

The meeting of the Board of Commissioners, Lewis County Fire District Number Six, was called to order at 6:33 P.M. by Commissioner Jeri Lux.

The Pledge of Allegiance was led by Chief Kinder.

The Board reviewed the agenda. A motion to approve the agenda was made by Commissioner Martin, and was seconded by Commissioner Johnston.

The Board then reviewed the minutes from the November 22, 2016 and December 1, 2016 meetings; a motion to approve both sets of minutes was made by Commissioner Johnston and seconded by Commissioner Martin.

A presentation by Lisa Rogalsky of EF Recovery ensued. She informed the Board of the services offered by her company. No decision was made at this time.

A thank you note from Adna School District was then read to the Board.

Year to date expenditures were given to the Board for review.

Vouchers were presented to the Board for approval. The motion was made by Commissioner Martin to approve the vouchers as presented, and was seconded by Commissioner Johnston.

Chief Kinder's report was then presented to the Board. He briefly discussed a county wide power outage and the success of the district's HAM radio group.

Finance documents for the engine would be received soon.

Chapter 4 of Lexipol was then discussed. It was decided to remove number 402. A motion to adopt Chapter 4 as amended was made by Commissioner Lux, and was seconded by Commissioner Martin.

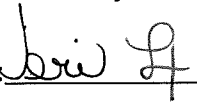
Volunteer requirements were then discussed. The eight-hour shift requirement for volunteers was discussed. Apparatus operator job descriptions were discussed. It was

decided to table the discussion at the moment.

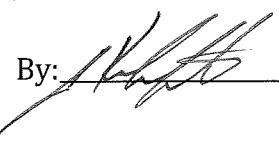
The budget was then discussed and reviewed. The proposed 2017 budget for the general fund is \$1,345,145.93, and the proposed 2017 budget for EMS is \$269,349.21. Resolution number 16-148 was read by Commissioner Lux. Resolution number 16-149 was also read by Commissioner Lux. Both resolutions were then signed by the Board of Commissioners.

General discussion ensued.

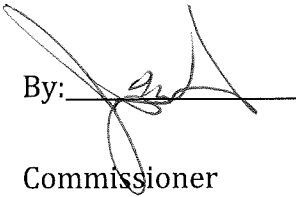
The motion was made to adjourn the meeting at 8:41 P.M. by Commissioner Lux, and was seconded by Commissioner Johnston.

By:  _____

Commissioner

By:  _____

Commissioner

By:  _____

Commissioner

Dated: December 23, 2016

Lewis County Fire District #6

Board of Fire Commissioner's Special Meeting Joint Meeting with the Chehalis City Council

December 14, 2016
Minutes

In attendance:

- Commissioners: Jeri Lux and Jim Martin
- Administration: Chief Kinder and Kiley Franz
- Visitors: Jill Anderson, Chief Ken Cardinale, Dennis Dawes, Mike Goodwillie, Daryl Lund, Matthew McCoy, Kevin Reynold, and Robert Spahr

The joint meeting between the Board of Commissioners, Lewis County Fire District Number Six and the Chehalis City Council was called to order at 6:07 P.M. by Commissioner Jeri Lux.

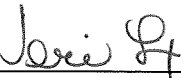
The Board then reviewed the agenda. The motion to approve the agenda was made by Commissioner Martin, and was seconded by Commissioner Lux.

Revenues for both District 6 and the City of Chehalis were discussed. The level of service and the need for adequate coverage was discussed in depth.

It was decided to have Chief Cardinale and Chief Kinder meet with their respective labor groups to get an idea of what would be asked for if the merger were to take place.

The next meeting was set for 6:00 P.M. on Wednesday, February 8, 2017.

The motion was made to adjourn the meeting at 6:57 P.M. by Commissioner Lux, and was seconded by Commissioner Martin.

By:  _____

Commissioner

By:  _____

Commissioner

By:  _____

Commissioner

Dated: December 23, 2016

Lewis County Fire District #6

Commissioner's Meeting December 27, 2016 Minutes

In attendance:

- Commissioners: Kirk Johnston, Jeri Lux, and Jim Martin
- Administration: Kiley Franz
- Visitors: Kyle DePriest and Matthew Foley

The meeting of the Board of Commissioners, Lewis County Fire District Number Six, was called to order at 6:36 P.M. by Commissioner Jeri Lux.

The Pledge of Allegiance was led by Commissioner Lux.

The Board reviewed the agenda. It was decided to table the items under Old Business. A motion to approve the agenda as amended was made by Commissioner Martin, and was seconded by Commissioner Johnston.

The Board then reviewed the minutes from the December 13, 2016 and December 14, 2016 meetings; a motion to approve both sets of minutes was made by Commissioner Johnston and seconded by Commissioner Martin.

Kiley Franz then informed the Board of fraudulent charges on a company credit card, the card has been cancelled.

Vouchers were presented to the Board for approval. The motion was made by Commissioner Martin to approve the vouchers as presented, and was seconded by Commissioner Johnston.

Volunteer payroll were presented to the Board for approval. The motion was made by Commissioner Martin to approve volunteer payroll as presented, and was seconded by Commissioner Johnston.

Payroll were presented to the Board for approval. The motion was made by Commissioner Johnston to approve payroll as presented, and was seconded by Commissioner Martin.

The Board then went into executive session per RCW 42.30.110(i)(g) to evaluate the performance of a public employee. No decisions were made at this time.

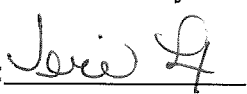
Board Chair elections were then discussed. It was unanimously decided that Commissioner Jeri Lux would remain as Board Chair.

Labor negotiations were briefly discussed. Commissioner Lux will provide available dates

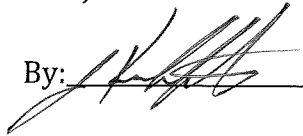
Lewis County Fire District #6
December 27, 2016
Minutes

within the next week.

The motion was made to adjourn the meeting at 7:12 P.M. by Commissioner Martin, and was seconded by Commissioner Johnston.

By: 

Commissioner

By: 

Commissioner

By: 

Commissioner

Dated: January 6, 2017