

## **Lewis County Fire District #6**

### **Commissioner's Meeting January 8<sup>th</sup>, 2019 Minutes**

In attendance:

- Commissioners: Jeri Lux, James Martin, and Travis McGregor
- Administration: McKenzie Gust and Chief Timothy Kinder
- Visitors: Jay Birley, Michael Goodwillie, DJ Hammer, 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 James Martin.

The Board reviewed the agenda; The motion to approve the agenda as written was presented by Commissioner McGregor and seconded by Commissioner Lux. All in favor; none opposed.

The Board reviewed the meeting minutes from the December 26<sup>th</sup>, 2018 meeting. The motion to approve the minutes as written was presented by Commissioner McGregor and then seconded by Commissioner Lux. All in favor; none opposed.

Commissioner Jeri Lux asked to be excused from the January 22<sup>nd</sup> Commissioners meeting.

Earlier in the week the District received paperwork from *Title Guaranty Company of Lewis County*, the office handling the closing of the districts escrow transaction. Commissioner Lux made a motion to advise Chief Kinder to sign all documentation regarding Escrow No. 162012 and Commissioner McGregor seconded this motion. Chief Kinder will be signing the paperwork and mailing it off along with a copy of the minutes.

First on the Chief's report; Chief presented number of calls per stations in 2018 for Fire District 6. Station 61 had only 23 more calls than station 62 in 2018.

Next; The roll up door on bay 4 is currently not functioning correctly. *Johnson and Johnson Overhead Doors* have been notified and will be coming in as soon as they get a chance. The district has also been in contact with *Common Gutters* for pricing on new gutters for Station 63.

Recruitment and Retention; At this time, 9 members have signed up to attend the March academy. The Board was presented with a copy of the recruiting reimbursement agreement for new recruits. Brian Snure has viewed and approved the agreement.

Last on the Chiefs Report; An obvious call increase has taken place since RFA's contract has ended with AMR. A discussion regarding AMR ensued.

Vouchers were presented to the Board for approval; Commissioner McGregor made the motion to approve the vouchers as presented and the motion was seconded by Commissioner Lux. All in favor; none opposed.

Next on the agenda; City of Chehalis discussion. The board first wanted to discuss the current lease agreement that was in place and what the district should continue to charge for use of the station based off recent changes in the duration of their residency. The board agreed to present the new rate of \$3,000 to the City at the next Fire Consolidation meeting. Next, the board talked about the consolidation and all the benefits it would bring to the community as a whole, but there are still a lot of unknowns on the financial shortcomings. The idea was presented to possibly hire a third party to run a study on the financial feasibility of the consolidation. The board will bring the idea to the City of Chehalis at the next Fire Consolidation meeting.

Next on the Agenda; The district has recently purchased new AEDs for the department. Assistant Chief Patrick Smith has asked that the Board consider selling the remaining AED's, that have not been utilized since they were purchased, to a District that may not be as fortunate as us as far as being able to purchase new AED's themselves. A discussion ensued. Commissioner Martin suggested that the district surplus them.

The Board then went into Executive Session per RCW 42.30.110(1)(g) to review the performance of a public employee. The session was called at 7:25 P.M. for 20 minutes. At 7:45 P.M. the Board extended the meeting to last for another 20 minutes. At 8:05 P.M. the Board announced to extend the meeting another 15 minutes and invite the Chief in to attend the remaining executive session. At 8:20 P.M. the board announced that they would be extending the meeting one last time for 10 minutes until 8:30 P.M. The Board then returned from Executive Session at 8:30 P.M. and announced that there were multiple decisions made during the Executive Session. The following decisions were announced by Commissioner Martin;

- The Chief will do his best to be in the office from 7 A.M. to 4 P.M. to run day to day operations.
- Starting January 14<sup>th</sup>, Chief will lead a staff meeting at shift change every two weeks to discuss any new developments, concerns, and daily tasks.
- Chief will be putting an emphasis on Lexipol to get policies out every month.
- Chief will no longer be doing the weekly truck checks; These will be taken care of by personnel from now on.

The board has set a 90-day review period to come back and review these changes. At that time the board will be sitting down with each of the district members to get feedback. The Board has made the decision to have no pay increase at this time. A question emerged

regarding the minimum shift requirements for volunteers. The board has given Chief Kinder permission to give all volunteers till the end of the first quarter to meet the standards set by the district. Starting now all volunteer start over with a clean slate.

The motion was made to adjourn the meeting at 8:36 P.M. by Commissioner Lux and was seconded by Commissioner McGregor.

By: \_\_\_\_\_  
Commissioner

By: \_\_\_\_\_  
Commissioner

By: \_\_\_\_\_  
Commissioner

Dated: January 9<sup>th</sup>, 2019

## **Lewis County Fire District #6**

### **Commissioner's Meeting January 22<sup>nd</sup>, 2019 Minutes**

In attendance:

- Commissioners: James Martin, and Travis McGregor
- Administration: McKenzie Gust and Chief Timothy Kinder
- Visitors: Jeffrey Ames, Matthew Foley, Ted McCarty, Braxton Traylor, 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 the Board Chair, Commissioner James Martin.

Chief Timothy Kinder lead the Pledge of Allegiance.

The Board reviewed the agenda; The motion to approve the agenda as written was presented by Commissioner McGregor and seconded by Commissioner McGregor. All in favor; none opposed.

The Board reviewed the meeting minutes from the January 8<sup>th</sup>, 2019 meeting. The motion to approve the minutes as written was presented by Commissioner McGregor and then seconded by Commissioner Martin. All in favor; none opposed.

As the districts Accountability Audit comes to a close, the Auditors Office has sent over a Management Letter to be viewed and signed by Chief Kinder and the Secretary.

First on the Chief's report; Chief Kinder has asked for a 45-day review of his performance in addition to the 90-day review originally scheduled. The purpose of the request is to ensure the expectations of the Board are being met and allows time to make corrections before the 90-days concludes. Commissioner Martin asks to make this decision when Commissioner Lux will be in attendance to have input from the entire Board.

Next on the Chiefs Report; The Ambulance Consortium. AMR has requested a 4.6% raise. The Board stated their concerns with how many calls are being dropped recently. Commissioner Martin has suggested looking into other viable options for ambulance service.

The Internal and External groups for the Strategic Planning have both had their meetings. Commissioner McGregor mentioned how nice it was to sit down and hear more about the day to day operations from labor. He also suggested getting more members involved. The district received kudos for being ahead of the game on the social media aspect but would

like to see improvements on getting the word out on getting more volunteers involved.

Chief Kinder and Chief Kytta have been discussing regionalizing the support/rehab unit, so Chief Kinder will be reaching out to the volunteers about getting them involved in that program.

A couple Volunteer Policies were next up for discussion. Chief Kinder asked the Board to review the policies, but since Commissioner Lux was not in attendance the Board decided to table the policy regarding volunteer reimbursements. Commissioner McGregor made a motion to approve the policy V001 regarding Fitness for Volunteering and Commissioner Martin seconded this motion.

Vouchers were presented to the Board for approval; Commissioner McGregor made the motion to approve the vouchers as presented and the motion was seconded by Commissioner Martin. All in favor; none opposed.

Payroll was presented to the Board for approval; Commissioner McGregor made a motion to approve payroll as presented and the motion was seconded by Commissioner Martin. All in favor; none opposed.

Volunteer payroll was presented to the Board for approval; Commissioner McGregor made a motion to approve volunteer payroll as presented and the motion was seconded by Commissioner Martin. All in favor; none opposed.

Next on the agenda; The borderless response agreement. Chief Kinder had an agreement drawn up by the attorney and will have a clean copy at the next meeting for the Board to review.

Next on the Agenda; discussions regarding increasing the costs in the lease agreement, with the City of Chehalis, ensued. No decisions were reached at this time.

The morning shift change meetings were discussed and Chief Kinder gave a brief outline of the meetings. Commissioner Martin stated that the point of these are to have Chief present and accessible for questions and to give the Commissioners a chance to hear about what goes on at the shift change meetings.

The motion was made to adjourn the meeting at 7:37 P.M. by Commissioner McGregor and was seconded by Commissioner Martin.

By: \_\_\_\_\_  
Commissioner

By: \_\_\_\_\_  
Commissioner

By: \_\_\_\_\_  
Commissioner

Dated: January 23<sup>rd</sup>, 2019

**Lewis County Fire District #6**  
Commissioner's Meeting  
February 12<sup>th</sup>, 2019  
Minutes

In attendance:

- Commissioners: Jeri Lux, James Martin, and Travis McGregor
- Administration: McKenzie Gust and Chief Timothy Kinder
- Visitors: Michael Goodwillie and Douglas Hammer

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

Chief Timothy Kinder lead the Pledge of Allegiance.

The Board reviewed the agenda; The motion to approve the agenda as written was presented by Commissioner McGregor and seconded by Commissioner Lux. All in favor; none opposed.

The Board reviewed the meeting minutes from the January 22<sup>nd</sup>, 2019 meeting. The motion to approve the minutes as written was presented by Commissioner McGregor and then seconded by Commissioner Martin. All in favor; none opposed.

Good of the order; Chief Kinder mentioned to the board that we are looking to introduce a program and have a regional rehab unit where we could provide our air trailer. Chief also informed the board of a meeting he has later this week with EF Recovery to get a full-scale idea on their updated agreement. James Van Ornum mentioned that he was pleased to see the website now posting the Agendas. He also wanted to state how the Radio Club appreciated the use of Station 63.

First on the Chief's report; Station 62 has been having electrical issues with the bay doors due to them being installed incorrectly originally, so parts have been ordered to have them fixed.

Chief did a safety report and gave all findings to Michael Goodwillie.

Chief asked if when going through policies, if the commissioners would like to see any and all changes he makes to the policy. The board agreed that they would like to see any changes that would alter the meaning of the policy in any way.

New tires have been ordered for Engine 63. Engine 63 will be remaining out of service till

the tires are replaced. Also, tender 62 is out of service today while addressing a stuck valve.

Next; the board reviewed the Education Reimbursement Agreement that would legally obligate a new volunteer to payback the money to the district that was spent on their initial training if the volunteer failed to remain in good standing for the term of the agreement. The motion to approve this agreement was made by Commissioner McGregor and seconded by Commissioner Lux.

Next on the Chiefs Report; The Ambulance Consortium. Chief Kinder is hoping to have an agreement ready to present to the board by March.

Both the Internal and External groups for the Strategic Planning are being scheduled to meet up some time this month to discuss the findings of the strategic planning.

Chief Kinder asked for item A under Old Business be stricken off the Agenda at this time.

Next; Chief asked for the Board to review and approve the Promotions Policy at this time. Legal and labor have both seen and approved of this policy and Chief wants to be able to implement it into Lexipol. After reviewing, Commissioner Lux made the motion to approve the Promotions Policy as written and Commissioner McGregor seconded this motion.

Lastly on the Chief's Report; Chief Kinder presented the Classification Description for the job title of Shift Lieutenant and asked for the board to also approve this document. The Board agreed to table this conversation till the next meeting to be able to thoroughly read through the documents.

Vouchers were presented to the Board for approval; Commissioner Lux made the motion to approve the vouchers as presented and the motion was seconded by Commissioner McGregor. All in favor; none opposed.

Old Business; The City of Chehalis' Lease agreement with the District was discussed and the board all agreed that due to recent circumstances no longer being an emergency situation, that the cost should be increased. Commissioner Lux made a motion that the cost be increased to \$3,000/month and for this to be reevaluated annually from the date of agreement and Commissioner McGregor seconded this motion. All in favor; none opposed.

New Business; Michael Goodwillie was in attendance to present a safety update. Michael stated how physicals are a great thing that the district offers its members. He then went on to express his concerns with certain safety violations he's seeing. Discussion regarding these concerns ensued. Chief Kinder and the Board discussed these issues and them being addressed.

At this time the Commissioners entered Executive session for informational purposes only per RCW 42.30.140(4)(a) at 7:40 P.M. for 20 minutes. The Executive Session ended at 8:00 P.M. No decisions were made in the executive session.

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

By: \_\_\_\_\_  
Commissioner

By: \_\_\_\_\_  
Commissioner

By: \_\_\_\_\_  
Commissioner

Dated: February 13<sup>th</sup>, 2019



**Lewis County Fire District #6**  
Commissioner's Meeting  
February 26<sup>th</sup>, 2019  
Minutes

In attendance:

- Commissioners: Jeri Lux, James Martin, and Travis McGregor
- Administration: McKenzie Gust and Chief Timothy Kinder
- Visitors: Jeffrey Ames, Matthew McCoy, and Karen Miltenberger

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

Chief Timothy Kinder lead the Pledge of Allegiance.

The Board reviewed the agenda; The motion to approve the agenda as written was presented by Commissioner McGregor and seconded by Commissioner Lux. All in favor; none opposed.

The Board reviewed the meeting minutes from the February 12<sup>th</sup>, 2019 meeting. The motion to approve the minutes as written was presented by Commissioner McGregor and then seconded by Commissioner Lux. All in favor; none opposed.

Public Participation; Karen Miltenberger from Nicholson's Insurance was in attendance. Due to the living situation with the City, Karen stressed the importance of the District reviewing their current insurance policies to ensure the district would not be liable if the City of Chehalis were to encounter an incident while on District 6 property. Discussions ensued.

Chief's Report; The District Newsletter will be mailed out later this week.

Chief presented multiple avenues for purchasing a new brush truck for the district. A long discussion ensued on the make, models, and prices of the different options.

Next; Chief informed the Board that he will be setting up a time to meet with Bill Cushman and scheduling him to run a feasibility study to help further collect information for the next Fire Consolidation meeting with the City of Chehalis.

Chief announces he will be posting the Lieutenant Position March 1<sup>st</sup> and the posting closes on the 15<sup>th</sup> of March at 1500hrs.

Chief Kinder gave a brief update on the Fire Academy for our Volunteers; Concerns for the quickly approaching start date of the Academy were expressed. The company the district had in mind for the academy would be able to change the start date to the 16<sup>th</sup> of next month but would need payment by the 13<sup>th</sup> or the class would be canceled. The board stated this will be an operational call and gave Chief Kinder the authority to make the decision on what he thinks is the best avenue is for the District.

Chief asked for the board's opinion on filling SCBAs for the school and District #13. A brief conversation ensued, and Commissioner Lux suggested we have contracts and directly do the invoicing with the entities. Chief will be taking care of the paperwork.

Lastly on the Chief's Report; Chief Kinder introduces the want of an Esco sign for the front of Station 61. A discussion ensued. More research will need to be done.

Old Business; The lease agreement between District 6 and the City of Chehalis has been revised with a new cost and has been sent off to legal to be reviewed.

Vouchers were presented to the Board for approval; Commissioner McGregor made the motion to approve the vouchers as presented and the motion was seconded by Commissioner Lux. All in favor; none opposed.

Payroll was presented to the Board for approval; Commissioner Lux made the motion to approve the payroll as presented and the motion was seconded by Commissioner McGregor. All in favor; none opposed.

At this time the Commissioners entered Executive session for informational purposes only per RCW 42.30.140(4)(a) at 7:30 P.M. for 10 minutes. The Executive Session ended at 7:40 P.M. No decisions were made in the executive session.

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

By: \_\_\_\_\_  
Commissioner

By: \_\_\_\_\_  
Commissioner

By: \_\_\_\_\_  
Commissioner

Dated: February 27<sup>th</sup>, 2019

**Lewis County Fire District #6**  
Commissioner's Meeting  
March 12<sup>th</sup>, 2019  
Minutes

In attendance:

- Commissioners: Jeri Lux, James Martin, and Travis McGregor
- Administration: McKenzie Gust and Chief Timothy Kinder
- Visitors: Jeffrey Ames, Casey Beck, Matthew Foley, Jim Forbes, 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 the Board Chair, Commissioner James Martin.

Chief Timothy Kinder lead the Pledge of Allegiance.

The Board reviewed the agenda; The motion to approve the agenda as written was presented by Commissioner McGregor and seconded by Commissioner Lux. All in favor; none opposed.

The Board reviewed the meeting minutes from the February 26<sup>nd</sup>, 2019 meeting. The motion to approve the minutes as written was presented by Commissioner McGregor and then seconded by Commissioner Lux. All in favor; none opposed.

Good of the Order; Chief Kinder had a meeting last week with Lewis County Fire District #13. Boistfort wanted to thank the District for not charging them for their SCBA's to be filled due to their help in responding to calls.

Correspondence; The district received a check from Nicholson's Insurance earlier this week, reimbursing the district the premiums paid in January for the North Fork property and apparatuses.

Chief Kinder asked if there were any questions regarding his Chief's report. No questions at this time.

Vouchers were presented to the Board for approval; Commissioner McGregor made the motion to approve the vouchers as presented and the motion was seconded by Commissioner Lux. All in favor; none opposed.

The District and the City of Chehalis have a meeting on the 18<sup>th</sup> of March to discuss insurance coverage for both District 6 and the City of Chehalis while the City is being housed on District

6 property. After both entities come to an agreement on insurance, the lease agreement can be updated and resigned by the City.

New Business; EF Recovery was briefly discussed. Resolution #155 to implement a cost recovery program per RCW 4.24.314 was read aloud by Commissioner Martin. A motion to adopt the resolution was made by Commissioner Lux and was seconded by Commissioner McGregor. All in favor; none opposed.

Fire Corps was next up for discussion. Chief Kinder handed out a packet of more information for the commissioners. Chief stated that we have a lot of Volunteers willing to participate in the program. A discussion on Fire Corps ensued. The board had no opposition to the program so Chief Kinder announced he would be moving forward with getting the program rolling.

Gus Burbee produced a list of IT surplus items that have been replaced over the years and are outdated. The commissioners had a few questions and are wanting more information on some if the items.

At this time the Commissioners entered Executive session for a public employee review per RCW 42.30.110(1)(g) at 19:05 for 30 minutes to resume at 19:35. The Executive Session was extended for 10 minutes to return at 19:45 and at this time Secretary McKenzie Gust was invited into the session. Commissioner Martin returned and extended the meeting for another 5 minutes to return at 19:50 and McKenzie exited the Executive Session. The Executive Session was extended one last time at 19:50 till 19:55 for 5 minutes. The Board returned from Executive session at 19:55 and announced that the Board Secretary McKenzie Gust had her review and the decision to increase her number of paid holidays, wages, and medical and dental coverage by the district was mutually agreed upon. An updated employee agreement will be typed up by the board chair and signed at the next Commissioners meeting.

The motion was made to adjourn the meeting at 7:57 P.M. by Commissioner McGregor and was seconded by Commissioner Lux.

By: \_\_\_\_\_  
Commissioner

By: \_\_\_\_\_  
Commissioner

By: \_\_\_\_\_  
Commissioner

Dated: March 13<sup>th</sup>, 2019

**Lewis County Fire District #6**  
Commissioner's Meeting  
March 26<sup>th</sup>, 2019  
Minutes

In attendance:

- Commissioners: Jeri Lux, James Martin, and Travis McGregor
- Administration: McKenzie Gust and Chief Timothy Kinder
- Visitors: Kyle DePriest, Kyle Eiswald, Kevin Reynolds, 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 the Board Chair, Commissioner James Martin.

Chief Timothy Kinder lead the Pledge of Allegiance.

The Board reviewed the agenda; Commissioner Martin asked to add MPD for a discussion under New Business and for Meeting Dates to be added under Old Business. The motion to approve the agenda as amended was presented by Commissioner McGregor and seconded by Commissioner Lux. All in favor; none opposed.

The Board reviewed the meeting minutes from the March 12<sup>th</sup>, 2019 meeting. The motion to approve the minutes as written was presented by Commissioner Lux and then seconded by Commissioner McGregor. All in favor; none opposed.

Good of the Order; Chief Kinder announced that this Saturday would be the first orientation for the new recruits.

First on Chief's Report; A spread sheet to show call volume this year compared to last year's calls was presented by Chief Kinder to show that the District is currently 42.9% above last year at this time. Also, this spread sheet shows the District having 21 transports in 2019 while last year at this time the district had 2.

Next; With the City of Chehalis being housed here at District 6, the Board was given updates on the most recent meeting regarding a possible change in insurance. The Board seen no issue with Chief kinder being in charge with taking the lead on this and working it out with the City.

Vouchers were presented to the Board for approval; Commissioner McGregor made the motion to approve the vouchers as presented and the motion was seconded by Commissioner Lux. All in favor; none opposed.

Payroll was presented to the Board for approval; Commissioner Lux made a motion to approve payroll as presented and the motion was seconded by Commissioner McGregor. All in favor; none opposed.

Old Business; The current lease agreement with the City of Chehalis was up for discussion. Commissioner Martin proposed we ask for backpay from when the bump in cost was previously discussed. The Board was in agreeance.

Chief Kinder proposed a "Decision Making" policy to the Board. After reviewal of the document, the Board was all in agreeance that this would be a guideline for the District and not a policy.

Next; Chief Kinder presented an Organizational Structure policy that would establish the organizational structure of Fire District 6 and it's reporting process through the chain of command. The Board will review the Org Chart and will discuss this further at the next meeting.

Lastly on Old Business; Commissioner McGregor asked for the Regular Commissioners Meetings be temporarily changed to Wednesdays, instead of the regular Tuesdays, till the end of June. Temporary Wednesday meetings will start on April 24<sup>th</sup> and will last until June 12<sup>th</sup>. Meetings will resume their regular Tuesday evening occurrence on June 25<sup>th</sup>. These changes will be posted online and at the station.

New Business; Soon, all lights in Station 61 will not be able to be serviced and will need to be updated to LED. This lighting project will cost the District approximately \$50,000. Since this was not budgeted for the 2019 budget, the Board decided this project will have to hold off until 2020. Also, this project will have to go to bid or off of the small works roster due to the substantial cost.

Next; a long discussion regarding the possible purchase of a new brush truck for the district ensued. The Board suggested a committee be formed when making such an important purchase. All were in agreeance.

Shift Lieutenant Classification policy was briefly discussed. The board advised Chief Kinder to move forward with this policy.

Lastly; Dr. McCahill has proposed to all the District he's serving that he needs a pay increase. This was just to inform the board of this potential increase and Chief will keep them informed as more discussion are had with the other districts on the topic.

At this time the Commissioners entered Executive session for a public employee review per RCW 42.30.110(1)(g) at 7:45 P.M for 10 minutes to resume at 7:55 P.M. The Executive Session was extended for 5 minutes to return at 8:00 P.M. Commissioner Martin returned and extended the meeting for another 10 minutes to return at 8:10 P.M. The Board returned from Executive session at 8:10 P.M and the regular meeting was called back to order at that

time. Commissioner Martin announced that the Board has gathered information for a 90-day review of the District and its Leadership. The board requested an email be sent to Matthew Foley to set aside times for all district 6 personal to be able to sit down with the commissioners to discuss the District and its leadership. No other decisions were made in executive session.

The motion was made to adjourn the meeting at 8:12 P.M. by Commissioner McGregor and was seconded by Commissioner Lux.

By: \_\_\_\_\_  
Commissioner

By: \_\_\_\_\_  
Commissioner

By: \_\_\_\_\_  
Commissioner

Dated: March 27<sup>th</sup>, 2019

## **Lewis County Fire District #6**

### **Special Commissioner's Meeting**

**April 1<sup>st</sup>, 2019**

### **Minutes**

In attendance:

- Commissioners: Jeri Lux, Travis McGregor, and Jim Martin
- Administration: McKenzie Gust
- Visitors: Jeffrey Ames, Casey Beck, Kyle DePriest, Kyle Eiswald, Matthew Foley, Michael Goodwillie, Matthew McCoy, Adam Strobeck and Braxton Traylor

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

The Board reviewed the Agenda. Commissioner McGregor made a motion to approve the Agenda as written and the motion was seconded by Commissioner Lux.

The Board then went into Executive Session at 6:00 P.M. for 2 hours and 5 minutes, per RCW 42.30.110(1)(g) to review performance of a public employee, to return at 8:05 P.M. At 8:05 P.M. the execution session was extended 25 minutes till 8:30 P.M. At 8:30 P.M. the meeting was extended 10 minutes to return at 8:40 P.M. At 8:40 P.M. the meeting was extended another 15 minutes to return at 8:55 P.M. At 8:55 P.M. the meeting was extended till 9:15 P.M. for another 20 minutes. At 9:15 P.M. the meeting was extended one more time till 9:20 for 5 minutes. Executive session ended at 9:20 P.M. and Commissioner Martin announced that this was informational only and no decisions were made at this time.

The motion was made to adjourn the meeting at 9:21 P.M. by Commissioner Lux and was seconded by Commissioner McGregor.

By: \_\_\_\_\_

By: \_\_\_\_\_

By: \_\_\_\_\_

Commissioner

Commissioner

Commissioner

Dated: April 2<sup>nd</sup>, 2019



## **Lewis County Fire District #6**

### **Special Commissioner's Meeting**

**April 8<sup>th</sup>, 2019**

### **Minutes**

In attendance:

- Commissioners: Jeri Lux, Travis McGregor, and Jim Martin
- Administration: McKenzie Gust and Chief Timothy Kinder
- Visitors: None

The meeting of the Board of Commissioners, Lewis County Fire District Number Six, was called to order at 2:00 P.M. by Commissioner Martin.

The Board reviewed the Agenda. Commissioner McGregor made a motion to approve the Agenda as written and the motion was seconded by Commissioner Lux.

The Board then went into Executive Session at 2:03 P.M. for 30 minutes, per RCW 42.30.110(1)(g) to review performance of a public employee, to return at 2:33 P.M. At 2:33 P.M. the execution session was extended 15 minutes till 2:48 P.M. At 2:48 P.M. the meeting was extended 30 minutes to return at 3:18 P.M. Commissioner Martin came out and invited Chief Kinder to join the executive session at 2:55 P.M. At 3:18 P.M. the meeting was extended another 22 minutes to return at 3:30 P.M. At 3:30 P.M. the meeting was extended till 3:40 P.M. for another 10 minutes. At 3:40 P.M. the meeting was extended one more time till 3:45 for 5 minutes. Executive session ended at 3:45 P.M. Commissioner Martin announced that Chief Kinder submitted his letter of resignation, effective April 8<sup>th</sup>, 2019.

The motion was made to adjourn the meeting at 3:49 P.M. by Commissioner McGregor and was seconded by Commissioner Lux.

By:\_\_\_\_\_

By:\_\_\_\_\_

By:\_\_\_\_\_

Commissioner

Commissioner

Commissioner

Dated: April 9<sup>th</sup>, 2019

**Lewis County Fire District #6**  
Commissioner's Meeting  
April 9<sup>th</sup>, 2019  
Minutes

In attendance:

- Commissioners: Jeri Lux, James Martin, and Travis McGregor
- Administration: McKenzie Gust
- Visitors: Jeff Ames, Casey Beck, Jesse Berry, Landon Cruickshank, Dennis Day, Kyle DePriest, Kyle Eiswald, Matthew Foley, Jim Forbes, Pat Gilligan, Michael Goodwillie, Garry Lienhard, Eric Renk, Braxton Traylor, 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 the Board Chair, Commissioner James Martin.

Board Chair, James Martin, lead the Pledge of Allegiance.

The Board reviewed the agenda; Commissioner Martin asked for MPD information and ILA Dispatch be added for a discussion under New Business. Executive Session was stricken off the agenda. The motion to approve the agenda as amended was presented by Commissioner McGregor and seconded by Commissioner Lux. All in favor; none opposed.

The Board reviewed the meeting minutes from the March 26<sup>th</sup> and April 1<sup>st</sup>, 2019 meetings. The motion to approve the minutes as written was presented by Commissioner McGregor and then seconded by Commissioner Lux. All in favor; none opposed. The Board reviewed the minutes from the April 8<sup>th</sup> meeting. The board asked for a small change to be made in wording. Commissioner McGregor made a motion to approve the minutes as amended and Commissioner Lux seconded the motion. All in favor, none opposed.

Good of the Order; New recruit, Eric Renk, introduced himself and announced that he is thankful for the District allowing him to be a part of the team here at District 6.

Next; Jesse Berry of Riverside Fire Authority was in attendance to ask the Board a few questions about the recent administrative changes and how they will affect the upcoming Lieutenants testing.

Commissioner Martin briefly gave an update on the MPD, Dr. McCahill, and his request to increase his ALS Advisor Fee.

Vouchers were presented to the Board for approval; Commissioner McGregor made the motion to approve the vouchers as presented and the motion was seconded by

Commissioner Lux. All in favor; none opposed.

The upcoming fire consolidation meeting with the City of Chehalis was postponed to a later date.

Lastly; Commissioner Martin announced that Timothy Kinder has submitted his resignation letter. The Board is starting the process to appoint an Interim Chief. Assistant Chief, Patrick Smith, will be head of operations and can answer any questions anyone might have. Commissioner Martin or McKenzie Gust will be available to answer any questions he might not be able to answer.

The motion was made to adjourn the meeting at 6:48 P.M. by Commissioner McGregor and was seconded by Commissioner Lux.

By: \_\_\_\_\_  
Commissioner

By: \_\_\_\_\_  
Commissioner

By: \_\_\_\_\_  
Commissioner

Dated: April 10<sup>th</sup>, 2019

## **Lewis County Fire District #6**

### **Special Commissioner's Meeting April 17<sup>th</sup>, 2019 Minutes**

In attendance:

- Commissioners: Jeri Lux, Travis McGregor, and Jim Martin
- Administration: McKenzie Gust
- Visitors: Jeffrey Ames, Casey Beck, and Matthew Foley

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

The Board reviewed the Agenda. Commissioner McGregor made a motion to approve the Agenda as written and the motion was seconded by Commissioner Lux.

First the Commissioners discussed an email sent by Tim Kinder. A discussion ensued.

Lieutenant testing was discussed. Labor met earlier in the week and thought it would be best to not continue with the testing at this time. In a month's time, both labor and the board will sit down and discuss what the next steps will be.

Next; The Board discussed the process of hiring a new Chief. A discussion ensued on what sites would be best to post the job opening on so that the word would reach as many candidates as possible.

A few candidates for interim Chief have reached out to us with letters of intent and resumes. The board will be sitting down next week to discuss the next steps in bringing them in for interviews.

The Board then went into Executive Session at 6:30 P.M. for 10 minutes, per RCW 42.30.110(1)(g) to discuss the possible Interim Chief candidates, to return at 6:40 P.M. At 6:40 P.M. the execution session was extended 10 minutes till 6:50 P.M. At 6:50 P.M. the meeting was extended 15 minutes to return at 7:05 P.M. Executive session ended at 7:05 P.M. Commissioner Martin announced that the board decided to move forward with the three candidates who submitted resumes for the Interim Chief position. The three individuals that will be contacted are Larry Dibble, Chuck Duffy, and Gary Franz.

The motion was made to adjourn the meeting at 7:00 P.M. by Commissioner McGregor and was seconded by Commissioner Lux.

By: \_\_\_\_\_ By: \_\_\_\_\_ By: \_\_\_\_\_  
Commissioner Commissioner Commissioner

Dated: April 18<sup>th</sup>, 2019

**Lewis County Fire District #6**  
Commissioner's Meeting  
April 24<sup>th</sup>, 2019  
Minutes

In attendance:

- Commissioners: Jeri Lux, James Martin, and Travis McGregor
- Administration: McKenzie Gust
- Visitors: Kyle Eiswald and Douglas Hammer

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

The Board reviewed the agenda; The motion to approve the agenda as presented was presented by Commissioner McGregor and seconded by Commissioner Martin. All in favor; None opposed.

The Board reviewed the meeting minutes from the April 9<sup>th</sup>, 2019 and April 17<sup>th</sup>, 2019 meetings. The motion to approve the minutes as amended was presented by Commissioner McGregor and then seconded by Commissioner Martin. All in favor; none opposed.

The district received a letter in the mail thanking the Firemen for their rapid response to a call on the 8<sup>th</sup> of April.

Vouchers were presented to the Board for approval; Commissioner McGregor made the motion to approve the vouchers as presented and the motion was seconded by Commissioner Martin. All in favor; None opposed.

Payroll was presented to the Board for approval; Commissioner McGregor made a motion to approve the payroll as presented and the motion was seconded by Commissioner Martin. All in favor; None opposed.

Volunteer Payroll was presented to the Board for approval; Commissioner McGregor made the motion to approve the Volunteer Payroll as presented and the motion was seconded by Commissioner Martin. All in favor; None opposed.

The current lease agreement with the City of Chehalis is still under review. A discussion regarding changes ensued. The Board agreed to keep the discussion on the next agenda.

Chief hiring process; The Board discussed what all is needed to move forward in the hiring process. Douglas Hammer was in attendance and was asked to assist in the advertising

aspect of hiring a Chief so District 6 can advertise on a National level. A discussion regarding a timeline and the budget for advertising ensued.

The Board then went into Executive Session at 7:10 P.M. for 20 minutes per RCW 42.30.110(1)(g) to evaluate the qualifications of an applicant for public employment. The Board returned and the executive session ended at 7:30 P.M. The Board instructed McKenzie Gust to schedule interviews with the three Interim Chief candidates on the 1<sup>st</sup> or 6<sup>th</sup> of May, depending on the availability of the candidates.

The motion was made to adjourn the meeting at 7:38 P.M. by Commissioner Lux and was seconded by Commissioner Martin.

By: \_\_\_\_\_  
Commissioner

By: \_\_\_\_\_  
Commissioner

By: \_\_\_\_\_  
Commissioner

Dated: April 25<sup>th</sup>, 2019

**Lewis County Fire District #6**  
Commissioner's Meeting  
May 8<sup>th</sup>, 2019  
Minutes

In attendance:

- Commissioners: Jeri Lux, James Martin, and Travis McGregor
- Administration: McKenzie Gust
- Visitors: Jill Anderson, Michael Goodwillie, Matthew McCoy, Derek Pedersen, 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 the Board Chair, Commissioner James Martin.

The Board reviewed the agenda; Commissioner Martin asked to strike Policies off the agenda and add MPD discussion under Old Business. The motion to approve the agenda as amended was presented by Commissioner Martin and seconded by Commissioner McGregor. All in favor; None opposed.

The Board reviewed the meeting minutes from the April 24<sup>th</sup>, 2019 meetings. The motion to approve the minutes as presented was made by Commissioner McGregor and then seconded by Commissioner Lux. All in favor; none opposed.

The district received a document in the mail from The Employment Security Department requesting more information on a former employee filing for unemployment.

Vouchers were presented to the Board for approval; Commissioner McGregor made the motion to approve the vouchers as presented and the motion was seconded by Commissioner Lux. All in favor; None opposed.

City Manager Jill Anderson thanked the board for being flexible in regard to the Station Use Agreement. A brief conversation on the lease agreement ensued and a few changes were discussed. Commissioner McGregor made a motion to approve the updated Station Use Interlocal with the City of Chehalis and the motion was seconded by Commissioner Lux. All in favor; None opposed.

Surplus items were reviewed by the board. A few concerns regarding some IT items were briefly discussed. A motion to allow Patrick Smith to surplus the Cardiac Science AED was made by Commissioner Lux and seconded by Commissioner McGregor. All in favor; None opposed.

Lastly; the board reviewed the Professional Service Agreement between District 6 and Dr. Peter McCahill. A discussion regarding salary increase ensued. Then Commissioner Lux made a motion to approve the Professional Service Agreement and Commissioner Martin seconded the motion. All in favor; none opposed.

The Board then went into Executive Session at 7:15 P.M. for 5 minutes per RCW 42.30.110(1)(g) to evaluate the qualifications of an applicant for public employment. The Board returned and the executive session ended at 7:20 P.M. The Board made no decisions at this time.

The motion was made to adjourn the meeting at 7:27 P.M. by Commissioner McGregor and was seconded by Commissioner Lux.

By: \_\_\_\_\_  
Commissioner

By: \_\_\_\_\_  
Commissioner

By: \_\_\_\_\_  
Commissioner

Dated: May 9<sup>th</sup>, 2019



**Lewis County Fire District #6**  
Commissioner's Meeting  
May 22<sup>nd</sup>, 2019  
Minutes

In attendance:

- Commissioners: Jeri Lux, James Martin, and Travis McGregor
- Administration: McKenzie Gust
- Visitors: Jeffrey Ames, David Collins, David Layden, and Ted McCarty

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

The Board reviewed the agenda; Commissioner Martin asked to add a discussion on the search for a new Chief, under old business. The motion to approve the agenda as amended was presented by Commissioner McGregor and seconded by Commissioner Lux. All in favor; None opposed.

The Board reviewed the meeting minutes from the May 8<sup>th</sup>, 2019 meetings. The motion to approve the minutes as presented was made by Commissioner Lux and then seconded by Commissioner McGregor. All in favor; none opposed.

Commissioner Martin announced that there will be a meeting regarding the Lieutenant's testing on May 23<sup>rd</sup> at 1500 hours. Also, the City of Chehalis Fire Chief; Ken Cardinale produced a list of expectations for the board to review.

The District was approached earlier in the week and offered a possible practice burn on a house in the district.

Vouchers were presented to the Board for approval; Commissioner McGregor made the motion to approve the vouchers as presented and the motion was seconded by Commissioner Lux. All in favor; None opposed.

Payroll was presented to the Board for approval; Commissioner Lux made the motion to approve payroll as presented and the motion was seconded by Commissioner McGregor. All in favor; None opposed.

Commissioner Martin announced that at this point in time the board is waiting to hear back from legal on a new interim Chief contract.

Last on the Agenda; the search for a new Chief. The Board discussed where they would like

the advertisement to be posted and the budget for the whole process. A discussion regarding what all the Board would like to see in the brochure ensued. Commissioner Martin mentioned that if need be, they would call a special meeting to plan this process further.

The motion was made to adjourn the meeting at 7:05 P.M. by Commissioner McGregor and was seconded by Commissioner Lux.

By: \_\_\_\_\_  
Commissioner

By: \_\_\_\_\_  
Commissioner

By: \_\_\_\_\_  
Commissioner

Dated: May 23<sup>rd</sup>, 2019

**Lewis County Fire District #6**  
Commissioner's Meeting  
June 12<sup>th</sup>, 2019  
Minutes

In attendance:

- Commissioners: Jeri Lux, James Martin, and Travis McGregor
- Administration: McKenzie Gust
- Visitors: David Layden and James Van Ornum

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

The Board reviewed the agenda; Commissioner Martin asked to add a discussion about week in reviews, under old business. The motion to approve the agenda as amended was presented by Commissioner McGregor and seconded by Commissioner Lux. All in favor; None opposed.

The Board reviewed the meeting minutes from the May 22<sup>nd</sup>, 2019 meetings. The motion to approve the minutes as presented was made by Commissioner McGregor and then seconded by Commissioner Lux. All in favor; none opposed.

Reports; Commissioner Martin attended the most recent windmill project meeting and gave the rest of the board an update regarding that project.

Addition to the agenda; Commissioner Martin recently suggested in the absence of a Fire Chief that the district doesn't want to have communication falter. His suggestion was that there be a brief, yet informative email sent out weekly on any district updates.

Vouchers were presented to the Board for approval; A brief discussion regarding the landscape and maintenance invoice ensued. Commissioner McGregor made the motion to approve the vouchers as presented and the motion was seconded by Commissioner Lux. All in favor; None opposed.

Policies; Although the district is currently operating without a Chief, the district needs to move forward with updating policies in Lexipol. The Social Media policy was then briefly discussed. Commissioner Martin has a meeting with a member of labor to sit down and discuss being proactive in implementing Lexipol policies.

The Lieutenant testing was next on the agenda. The testing is now scheduled for September. The lieutenant testing was initially going to be a 1-day process, but after further discussion,

the decision was made to make this a 2-day process instead.

Lastly; The hiring brochure for a Fire Chief was looked over by the board. A discussion about what media outlets the district would be using to advertise for Fire Chief ensued. The board asked for the advertisements to be posted no later than next week and for the listing to be posted through July 22<sup>nd</sup>.

The motion was made to adjourn the meeting at 7:15 P.M. by Commissioner McGregor and was seconded by Commissioner Lux.

By: \_\_\_\_\_  
Commissioner

By: \_\_\_\_\_  
Commissioner

By: \_\_\_\_\_  
Commissioner

Dated: June 13<sup>th</sup>, 2019

**Lewis County Fire District #6**  
Commissioner's Meeting  
June 25<sup>th</sup>, 2019  
Minutes

In attendance:

- Commissioners: Jeri Lux and James Martin
- Administration: McKenzie Gust
- Visitors: Jay Birley, Kyle DePriest, Rob Gebhart, Michael Goodwillie, Ferra Gust, Douglas Hammer, Wyatt Hill, Matthew McCoy, Cody Neuenschwander, 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 the Board Chair, Commissioner James Martin.

The Pledge of Allegiance was led by Commissioner James Martin.

The Board reviewed the agenda; The motion to approve the agenda as presented was made by Commissioner Lux and seconded by Commissioner Martin. All in favor; None opposed.

The Board reviewed the meeting minutes from the June 12<sup>th</sup>, 2019 meetings. The motion to approve the minutes as presented was made by Commissioner Lux and then seconded by Commissioner Martin. All in favor; none opposed.

Commissioner Martin announced that Commissioner McGregor excused himself from the meeting.

The District's Public Information Officer, Douglas Hammer, inquired about the District's biannual Newsletter continuing. Due to the positive feedback the newsletter has created, the Commissioners decided to proceed with the biannual newsletter.

Kyle DePriest, of District Six, asked if the district could revisit the possibility of purchasing a reader board sign for the main station due to the current sign's condition. The board will look at the budget and past meeting minutes to verify what the most recent discussion was.

Jay Birley, of The City of Chehalis Fire Department, asked the Board what the current Interim Chief situation was. Board Chair James Martin responded by saying the board was waiting on legalities. At this time a contract for an Interim Chief has not been signed.

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

All in favor; None opposed.

Payroll was presented to the Board for approval. Commissioner Lux made the motion to approve June payroll as presented and the motion was seconded by Commissioner Martin. All in favor; None opposed.

Policies; Commissioner Martin has a meeting with Labor on Thursday to do an annual review of Lexipol and the District's policies.

Chief Posting; Douglas Hammer of District 6 gave a brief update on the process of getting the advertisement for a Fire Chief posted. The first review of candidates will be held at the July 23<sup>rd</sup> meeting. A brief discussion regarding tours of the district ensued.

Ambulance Consortium; After Assistant Chief Patrick Smith had reviewed the documents, and was in agreeance with the contract, the Board agreed to sign the contract. Commissioner Lux made the motion to approve the Ambulance Consortium Contract and Interlocal Agreement, then Commissioner Martin seconded the motion. All in favor; None opposed.

The motion was made to adjourn the meeting at 6:51 P.M. by Commissioner Lux and was seconded by Commissioner Martin.

By: \_\_\_\_\_  
Commissioner

By: \_\_\_\_\_  
Commissioner

By: \_\_\_\_\_  
Commissioner

Dated: June 26<sup>th</sup>, 2019

**Lewis County Fire District #6**  
Commissioner's Meeting  
July 9<sup>th</sup>, 2019  
Minutes

In attendance:

- Commissioners: Jeri Lux and James Martin
- Administration: McKenzie Gust
- Visitors: 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 the Board Chair, Commissioner James Martin.

The Pledge of Allegiance was led by Commissioner James Martin.

The Board reviewed the agenda; The motion to approve the agenda as presented was made by Commissioner Lux and seconded by Commissioner Martin. All in favor; None opposed.

The Board reviewed the meeting minutes from the June 25<sup>th</sup>, 2019 meetings. The motion to approve the minutes as presented was made by Commissioner Lux and then seconded by Commissioner Martin. All in favor; None opposed.

Commissioner Martin announced that Commissioner McGregor excused himself from the meeting.

Public Participation; District member James Van Ornum asked the Board what the relationship between the District and the Fire Dogs Association was. A brief discussion ensued on the Fire Dogs Association.

Commissioner James Martin will be giving District tours to any prospective Fire Chiefs that are wanting to get to know the district better.

So far, the District has received 31 responses from the posting for Fire Chief. The Commissioners will meet later in the month to review the applications received thus far.

Vouchers were presented to the Board for approval. Commissioner Lux made the motion to approve the vouchers as presented and the motion was seconded by Commissioner Martin. All in favor; None opposed.

Commissioner James Martin met with labor to review the policies the district currently has in place. The group is working on getting a few of the policies off to the attorney for some

assistance. The labor group will be meeting up again next month to continue discussing policies further.

Last on the Agenda; The Board reviewed the final ILA with the City of Chehalis to contract Fire Chief services. Commissioner Lux made a motion to approve the ILA as presented and Commissioner Martin seconded the motion. All in favor; None opposed.

The motion was made to adjourn the meeting at 7:22 P.M. by Commissioner Lux and was seconded by Commissioner Martin.

By: \_\_\_\_\_  
Commissioner

By: \_\_\_\_\_  
Commissioner

By: \_\_\_\_\_  
Commissioner

Dated: July 10<sup>th</sup>, 2019



## **Lewis County Fire District #6**

### **Special Commissioner's Meeting July 17<sup>th</sup> 2019 Minutes**

In attendance:

- Commissioners: Jeri Lux, Travis McGregor, and Jim Martin
- Administration: McKenzie Gust
- Visitors:

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

The Board reviewed the Agenda. Commissioner McGregor made a motion to approve the Agenda as written and the motion was seconded by Commissioner Lux. All in Favor; None opposed.

The Board then went into Executive Session at 6:02 P.M. for 40 minutes, per RCW 42.30.110(1)(g) to discuss applicants for public employment, to return at 6:42 P.M. At 6:42 P.M. the execution session was extended 30 minutes till 7:12 P.M. At 7:12 P.M. the meeting was extended 20 minutes to return at 7:32 P.M. At 7:32 P.M. the meeting was extended 20 minutes to return at 7:52 P.M. At 7:52 P.M. the meeting was extended an additional 20 minutes to return at 8:12 P.M. Executive session ended at 8:12 P.M. Commissioner Martin announced that no decisions were made at this time and was informational only.

The motion was made to adjourn the meeting at 8:12 P.M. by Commissioner McGregor and was seconded by Commissioner Lux.

By:\_\_\_\_\_ By:\_\_\_\_\_ By:\_\_\_\_\_  
Commissioner Commissioner Commissioner

Dated: July 17<sup>th</sup>, 2019

**Lewis County Fire District #6**  
Commissioner's Meeting  
July 23<sup>rd</sup>, 2019  
Minutes

In attendance:

- Commissioners: Jeri Lux, Travis McGregor, and James Martin
- Administration: McKenzie Gust
- Visitors: Sean Bell, Kyle DePriest, Kyle Eiswald, 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 the Board Chair, Commissioner James Martin.

The Pledge of Allegiance was led by Commissioner James Martin.

The Board reviewed the agenda; Commissioner Lux asked that lighting at Station 63 be added to the agenda. The motion to approve the agenda as amended was made by Commissioner McGregor and seconded by Commissioner Lux. All in favor; None opposed.

The Board reviewed the meeting minutes from the July 9<sup>th</sup>, 2019 meetings. The motion to approve the minutes as presented was made by Commissioner Lux and then seconded by Commissioner Martin. All in favor; None opposed. The Board also reviewed the minutes from the special meeting on July 17<sup>th</sup>, 2019. The motion to approve the minutes as presented was made by Commissioner McGregor and seconded by Commissioner Martin. All in favor; None opposed.

Sean Bell of Renewable Energy Systems was in attendance to provide answers to any questions from the board regarding the upcoming Skookumchuck Wind Energy Project. A discussion on emergency and response plans ensued. Before the Emergency and Response Services Agreement is signed, it will be reviewed by the District's attorney.

The draft of the District's bi-annual newsletter was presented to the Board for review. The newsletter will be going to print by the beginning of next month.

Chief's Report; Chief Cardinale expressed major concerns with the Volunteer program at District 6. A discussion between Chief and the Board ensued on ways to improve the program.

Next on the Chief's Report; Chief Cardinale believes that the district would better serve the community to the best of its abilities if staffing was increased at the District. A brief discussion ensued.

Commissioner Lux had noticed some lighting issues on the outside of Station 63. A discussion on some station repairs and updates ensued.

Vouchers were presented to the Board for approval. Commissioner McGregor made the motion to approve the vouchers as presented and the motion was seconded by Commissioner Lux. All in favor; None opposed.

Payroll was presented to the Board for approval. Commissioner Lux made a motion to approve July payroll as presented and the motion was seconded by Commissioner McGregor.

Volunteer Payroll was presented to the Board for approval. Commissioner Lux made a motion to approve Volunteer payroll as presented and the motion was seconded by Commissioner McGregor.

Policy updates are progressively moving forward.

The Board went into Executive Session at 7:18 P.M. for 30 minutes per RCW 42.30.110(1)(g) to discuss applicants for public employment. At 7:48 P.M. the meeting was extended for 27 minutes till 8:15 P.M. At 8:15 P.M. the meeting was extended an additional 15 minutes to return at 8:30 P.M. At 8:30 P.M. the executive session ended. No decisions were made at this time.

The motion was made to adjourn the meeting at 8:31 P.M. by Commissioner Lux and was seconded by Commissioner McGregor.

By: \_\_\_\_\_  
Commissioner

By: \_\_\_\_\_  
Commissioner

By: \_\_\_\_\_  
Commissioner

Dated: July 24<sup>th</sup>, 2019

**Lewis County Fire District #6**  
Commissioner's Meeting  
August 14<sup>th</sup>, 2019  
Minutes

In attendance:

- Commissioners: Jeri Lux, Travis McGregor, and James Martin
- Administration: McKenzie Gust
- Visitors: Jeff Ames 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 the Board Chair, Commissioner James Martin.

The Board reviewed the agenda; The Commissioners asked that lighting at Station 63 be added to Old Business, remodeling to Station 61 be added to New Business, and Communications User Committee be added to Reports. The motion to approve the agenda as amended was made by Commissioner Martin and seconded by Commissioner McGregor. All in favor; None opposed.

The Board reviewed the meeting minutes from the July 23<sup>rd</sup>, 2019 meetings. The motion to approve the minutes as presented was made by Commissioner Lux and then seconded by Commissioner McGregor. All in favor; None opposed.

Good of the Order; Commissioner James Martin wanted to publicly thank the Volunteers and Secretary for their help at the fair this year at the Ol Fire House. He mentioned how many kids enjoyed learning CPR while using the Loop System to make it fun. A special thanks to Dave Layden and Matthew March for their participation in Public Education.

A rate approval and member agreement from Centralia-Chehalis Pupil Transportation was reviewed and approved by the Board. Commissioner McGregor made a motion to approve the Participating Member Agreement Centralia/Chehalis Cooperative Regional Pupil Transportation Maintenance Center and the motion was seconded by Commissioner Lux. All in favor; None opposed.

Vouchers were presented to the Board for approval. A brief discussion on the newly purchased extrication equipment ensued. Commissioner McGregor made the motion to approve the vouchers as presented and the motion was seconded by Commissioner Lux. All in favor; None opposed.

Commissioner Martin gave the rest of the board an update on the last Communications User Committee meeting. The next CUC meeting will be the 28<sup>th</sup> at 1:30PM.

Old Business; The Commissioners quickly discussed a recent estimate from Travers Electric to have lighting work done to Station 63. The board asked for estimates from other local electrician companies before any decisions are made.

New Business; The Board briefly discussed the possibility of doing some remodeling to the living quarters at Station 61.

The Board went into Executive Session at 7:40 P.M. for 35 minutes per RCW 42.30.110(1)(g) to discuss applicants for public employment. At 8:15 P.M. the meeting was extended for 15 minutes till 8:30 P.M. At 8:30 P.M. the meeting was extended 15 minutes to return at 8:45 P.M. At 8:45 P.M. the meeting was extended an additional 10 minutes to return at 8:55 P.M. At 8:55 P.M. the executive session ended. Board Chair James Martin announced that the board has 4 candidates moving forward at this point and will be discussing with IT what our options are with proceeding with interviews via video conference.

The motion was made to adjourn the meeting at 9:03 P.M. by Commissioner McGregor and was seconded by Commissioner Lux.

By: \_\_\_\_\_  
Commissioner

By: \_\_\_\_\_  
Commissioner

By: \_\_\_\_\_  
Commissioner

Dated: August 15<sup>th</sup>, 2019

**Lewis County Fire District #6**  
Commissioner's Meeting  
August 27<sup>th</sup>, 2019  
Minutes

In attendance:

- Commissioners: Jeri Lux and James Martin
- Administration: McKenzie Gust and Chief Ken Cardinale
- Visitors: 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 the Board Chair, Commissioner James Martin.

The Board reviewed the agenda; The Commissioners asked that IT/Chief Interviews update be added to Reports. The Board also asked to strike Executive Session from the Agenda. The motion to approve the agenda as amended was made by Commissioner Lux and seconded by Commissioner Martin. All in favor; None opposed.

The Board reviewed the meeting minutes from the August 14<sup>th</sup>, 2019 meetings. The motion to approve the minutes as presented was made by Commissioner Lux and then seconded by Commissioner Martin. All in favor; None opposed.

Good of the Order; Commissioner Lux stated she would be attending the next CUC Budget Meeting on the 27<sup>th</sup>.

First on the Chief's Report; Chief Cardinale sat down in meetings and spoke with members on their expectations. He reiterated that he doesn't want to reinvent the wheel, but just enforce what has always been in place so we can hold members accountable and continue to move in a positive direction.

Next; Chief had written up commendation letters for three of our career firefighters for their actions on a complex incident they responded to recently.

Cardinale went over the training budget and a discussion ensued on what all would be needed to have the new recruits ready.

Last on the Chief's Report; Chief discussed with the board the possibilities of doing some remodeling to the crew side of station 61.

Vouchers were presented to the Board for approval. A brief discussion on landscaping options ensued. Commissioner Lux made the motion to approve the vouchers as presented

and the motion was seconded by Commissioner Martin. All in favor; None opposed.

Payroll was presented to the Board for approval. The amount of Commissioner Lux and Commissioner Martin's meetings attended in August was amended and the motion to approve August 2019 payroll as amended was made by Commissioner Martin and seconded by Commissioner Lux. A Special payroll was presented to the Board for approval. Commissioner Martin made a motion to approve the Special payroll as presented and Commissioner Lux second the motion. All in favor; None opposed.

The motion was made to adjourn the meeting at 8:01 P.M. by Commissioner Martin and was seconded by Commissioner Lux.

By: \_\_\_\_\_  
Commissioner

By: \_\_\_\_\_  
Commissioner

By: \_\_\_\_\_  
Commissioner

Dated: August 28<sup>th</sup>, 2019

## **Lewis County Fire District #6**

### **Special Commissioner's Meeting September 9<sup>th</sup>, 2019 Minutes**

In attendance:

- Commissioners: Jeri Lux, Travis McGregor, and Jim Martin
- Administration: McKenzie Gust
- Visitors: Kyle Eiswald

The meeting of the Board of Commissioners, Lewis County Fire District Number Six, was called to order at 4:06 P.M. by Commissioner Martin.

The Board reviewed the Agenda. The Board asked that we strike the Pledge of Allegiance from the agenda. Commissioner McGregor made a motion to approve the Agenda as amended and the motion was seconded by Commissioner Lux. All in Favor; None opposed.

The Board then went into Executive Session at 4:11 P.M. for 3 hours and 49 minutes, per RCW 42.30.110(1)(g) to discuss applicants for public employment, to return at 8:00 P.M. Executive session ended at 8:00 P.M. Commissioner Martin announced that no decisions were made at this time and was informational only.

The motion was made to adjourn the meeting at 8:00 P.M. by Commissioner McGregor and was seconded by Commissioner Lux.

By:\_\_\_\_\_ By:\_\_\_\_\_ By:\_\_\_\_\_  
Commissioner Commissioner Commissioner

Dated: September 10<sup>th</sup>, 2019



**Lewis County Fire District #6**  
Commissioner's Meeting  
September 10<sup>th</sup>, 2019  
Minutes

In attendance:

- Commissioners: Jeri Lux and James Martin
- Administration: McKenzie Gust and Chief Ken Cardinale
- Visitors: Kyle DePriest and James Van Ornum

The meeting of the Board of Commissioners, Lewis County Fire District Number Six, was called to order at 6:35 P.M. by the Board Chair, Commissioner James Martin.

The Board reviewed the agenda. The Board asked to strike Policies. The motion to approve the agenda as amended was made by Commissioner McGregor and seconded by Commissioner Lux. All in favor; None opposed.

The Board reviewed the meeting minutes from the August 27<sup>th</sup>, 2019 meetings. Chief Cardinale was added to the administration attendance in the minutes. The motion to approve the minutes as amended was made by Commissioner Lux and then seconded by Commissioner Martin. All in favor; None opposed.

First on the Chief's Report; Chief Cardinale gave a brief update to the board on who was chosen to be the raters for the upcoming Lieutenant Testing for District 6. Since the board has multiple topics to discuss at the next meeting following the lieutenant testing, they decided to move the meeting time up to 6:00 P.M. on September 24<sup>th</sup>.

Next; Chief made the board aware of the "No Parking" signs being replaced up at Station 63. Then Chief Cardinale and the board had a long discussion on all the updates and repairs needing to be done to Station 63. The board authorized McKenzie or Chief Cardinale to hire a carpenter to repair the door issue at 63 up to \$2,000.

Last on the Chief's Report; Chief Cardinale gave a report on call volume and response times. At this time Chief asked the board to consider hiring two firefighters in the next two years. A discussion amongst the board and Chief Cardinale ensued.

Vouchers were presented to the Board for approval. A brief discussion on landscaping ensued. Commissioner Lux made the motion to approve the vouchers as presented and the motion was seconded by Commissioner McGregor. All in favor; None opposed.

At this time the board went into executive session at 7:43 P.M. for 17 minutes per RCW

42.30.110(1)(g) to discuss the qualifications of an applicant. At 8:00 P.M. Board Chair James Martin extended the session 15 minutes to return at 8:15 P.M. At 8:15 P.M. the executive session ended. Commissioner Martin announced that no decisions were made at this time.

The motion was made to adjourn the meeting at 8:20 P.M. by Commissioner Lux and was seconded by Commissioner McGregor.

By: \_\_\_\_\_  
Commissioner

By: \_\_\_\_\_  
Commissioner

By: \_\_\_\_\_  
Commissioner

Dated: September 11<sup>th</sup>, 2019

**Lewis County Fire District #6**  
Commissioner's Meeting  
September 24<sup>th</sup>, 2019  
Minutes

In attendance:

- Commissioners: Jeri Lux, James Martin, and Travis McGregor
- Administration: McKenzie Gust and Chief Ken Cardinale
- Visitors: Kyle DePriest, Matthew Foley, Dave Layden, Matthew McCoy, and James Van Ornum

The meeting of the Board of Commissioners, Lewis County Fire District Number Six, was called to order at 6:04 P.M. by the Board Chair, Commissioner James Martin.

The Pledge of Allegiance was led by Chief Ken Cardinale.

The Board reviewed the agenda. The Board asked to strike Policies. The motion to approve the agenda as amended was made by Commissioner Martin and seconded by Commissioner McGregor. All in favor; None opposed.

The Board reviewed the meeting minutes from the September 9<sup>th</sup>, 2019 meeting. The motion to approve the minutes as presented was made by Commissioner McGregor and then seconded by Commissioner Martin. The Board also reviewed the minutes from the September 10<sup>th</sup>, 2019 meeting. The motion to approve the minutes as presented was made by Commissioner McGregor and seconded by Commissioner Martin. All in favor; None opposed.

After receiving multiple estimates from local landscapers, the board decided to continue services with the district's current landscaping company.

Commissioner Martin announced that there will be a special meeting tomorrow evening and a meet and greet with a potential chief candidate will immediately follow.

First on the Chief's Report; Chief Cardinale gave a report on the safety stops on the bay doors at station 61 not working properly. An estimate on fixing the issue will be assessed later this week.

Last on Chief's Report; Chief Cardinale informed the board that Chief Kytta of Riverside Fire Authority and himself would be going over the bids received for the SCBA Grant and selecting a vendor.

Vouchers were presented to the Board for approval. Commissioner McGregor made the motion to approve the vouchers as presented and the motion was seconded by Commissioner Lux. All in favor; None opposed.

Payroll was presented to the Board for approval. The motion to approve payroll as presented was made by Commissioner McGregor and the motion was seconded by Commissioner Lux. All in favor; None opposed.

At this time the board went into executive session at 6:17 P.M. for 30 minutes per RCW 42.30.110(1)(g) to discuss the qualifications of an applicant. At 6:47 P.M. Board Chair James Martin extended the session 30 minutes to return at 7:17 P.M. At 7:17 P.M. the executive session was extended 10 minutes. At 7:27 P.M. Commissioner Martin extended the meeting another 10 minutes to return at 7:37 P.M. At 7:37 P.M. the meeting was extended 5 minutes to return at 7:42 P.M. At 7:42 P.M. the meeting was extended another 5 minutes to return at 7:47 P.M. At 7:47 P.M. the meeting was extended one last time for 2 minutes to end at 7:49 P.M. At 7:49 P.M. the executive session ended. As the Commissioners returned from executive session the test results from the recent Lieutenant testing were presented and Commissioner Martin announced that the rankings will be posted. Chief Cardinale will be scheduling interviews for the Chief Interview process of the Lieutenant Testing. After evaluations are complete, the Board plans on promoting.

Commissioner Martin reminded the rest of the board that there will be a budget meeting Monday, October 1<sup>st</sup>, 2019, at 5:45 P.M.

The motion was made to adjourn the meeting at 7:55 P.M. by Commissioner Lux and was seconded by Commissioner McGregor.

By: \_\_\_\_\_  
Commissioner

By: \_\_\_\_\_  
Commissioner

By: \_\_\_\_\_  
Commissioner

Dated: September 25<sup>th</sup>, 2019

## **Lewis County Fire District #6**

### **Special Commissioner's Meeting September 25<sup>th</sup>, 2019 Minutes**

In attendance:

- Commissioners: Jeri Lux, Travis McGregor, and Jim Martin
- Administration: McKenzie Gust
- Visitors: Brynne Burrough, Kyle Eiswald, Matthew Foley, Rob Gebhart, Garry Lienhard, Justin Shoemaker, and Adam Strobeck.

The meeting of the Board of Commissioners, Lewis County Fire District Number Six, was called to order at 6:05 P.M. by Commissioner Martin.

The Board reviewed the Agenda. The Board asked that we strike the Pledge of Allegiance from the agenda. Commissioner Lux made a motion to approve the Agenda as amended and the motion was seconded by Commissioner McGregor. All in favor; None opposed.

The Board then went into Executive Session at 6:10 P.M. for 45 minutes, per RCW 42.30.110(1)(g) to discuss applicants for public employment, to return at 6:55 P.M. At 6:55 P.M. the meeting was extended 10 minutes to return at 7:05 P.M. At 7:05 P.M. the session was extended 10 minutes to return at 7:15 P.M. Executive session ended at 7:15 P.M. Commissioner Martin announced that no decisions were made at this time and the executive session was informational only.

The motion was made to adjourn the meeting at 7:20 P.M. by Commissioner Lux and was seconded by Commissioner McGregor.

By:\_\_\_\_\_ By:\_\_\_\_\_ By:\_\_\_\_\_  
Commissioner Commissioner Commissioner

Dated: September 26<sup>th</sup>, 2019

## **Lewis County Fire District #6**

### **Special Commissioner's Meeting September 30<sup>th</sup>, 2019 Minutes**

In attendance:

- Commissioners: Jeri Lux, Travis McGregor, and Jim Martin
- Administration: McKenzie Gust
- Visitors: Matthew McCoy

The meeting of the Board of Commissioners, Lewis County Fire District Number Six, was called to order at 5:45 P.M. by Commissioner Martin.

The Board reviewed the Agenda. Commissioner Lux made a motion to approve the Agenda as presented and the motion was seconded by Commissioner McGregor. All in favor; None opposed.

The Board review the 2019 budget and its year to date expenditures. Budget requests and 2020 budget planning was then up for discussion.

Adam Strobeck's coding in Bias will be changed from EMS fund to General Fund starting January of 2020.

A subcategory under Small Tools for pagers and batteries will be on the line item budget for next year.

A discussion on purchasing gear in 2020 for new recruits ensued. Commissioner Martin requested to see the Fire Academy Reimbursement Agreement at the next meeting.

Apparatuses were briefly discussed and the potential lifespan on the existing vehicles ensued.

The board discussed station 61 purchasing an outdoor electronic reader board sign. The station's current sign is wooden, has been restored multiple times, and is currently falling apart. The board asked that they get quotes from companies so further decisions can be made.

Station 63 exterior repairs were discussed for the 2020 budget.

After reviewing the year to date expenditures for the last 3 years, the board agreed it would be best to increase the Professional Services line item in both the administrative and operations budget.

Travel and Training budgets were also reviewed, and the board agreed that those items also needing increasing.

The Volunteer point values for their stipends were briefly discussed.

Lewis County Fire District #6  
September 30<sup>th</sup>, 2019  
Minutes

The board went into a long discussion on the possibilities of increasing staff. Further discussion to be had at the next meeting.

The motion was made to adjourn the meeting at 7:34 P.M. by Commissioner Lux and was seconded by Commissioner McGregor.

By:\_\_\_\_\_ By:\_\_\_\_\_ By:\_\_\_\_\_  
Commissioner Commissioner Commissioner

Dated: October 1<sup>st</sup>, 2019

**Lewis County Fire District #6**  
Commissioners Meeting  
October 8<sup>th</sup>, 2019  
Minutes

In attendance:

- Commissioners: Jeri Lux, James Martin, and Travis McGregor
- Administration: McKenzie Gust
- Visitors: Thomas Croteau, Kyle DePriest, Kyle Eiswald, Matthew McCoy, Greg Petterson, and James Van Ornum

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

The Pledge of Allegiance was led by Commissioner James Martin.

The Board reviewed the agenda. The Board asked to strike Policies. The motion to approve the agenda as amended was made by Commissioner McGregor and seconded by Commissioner Lux. All in favor; None opposed.

At this time the board went into executive session at 6:05 P.M. for 30 minutes per RCW 42.30.110(1)(g) to discuss the qualifications of an applicant, to return at 6:35. The Board invited Thomas Croteau and Executive Secretary McKenzie Gust to join the executive session. At 6:35 P.M. Board Chair James Martin extended the session 15 minutes to return at 6:50 P.M. At 6:50 P.M. the executive session ended. Commissioner James Martin announced that there were no decisions made and the executive session was informational only.

The board announced a recess at 6:50 to return at 7:08 P.M.

The Board reviewed the meeting minutes from the September 24<sup>th</sup>, 2019 meeting. The motion to approve the minutes as presented was made by Commissioner Lux and then seconded by Commissioner McGregor. The Board also reviewed the minutes from the September 25<sup>th</sup>, 2019 meeting. The motion to approve the minutes as presented was made by Commissioner Lux and seconded by Commissioner McGregor. All in favor; None opposed.

Good of the Order; Next budget meeting will be held on October 21<sup>st</sup>, 2019 at 5:30 P.M.

Also discussed under Good of the Order; The next Lewis County Fire Commissioners Association meeting is November 18<sup>th</sup> and District 6 is the host. Discussions on local caterers in the area ensued.



Correspondence; The Boys & Girls Club of Chehalis sent a thank you letter to the station thanking all the members for allowing them to visit the facility during their summer program.

Vouchers were presented to the Board for approval. Commissioner McGregor made the motion to approve the vouchers as presented and the motion was seconded by Commissioner Lux. All in favor; None opposed.

The motion was made to adjourn the meeting at 7:32 P.M. by Commissioner McGregor and was seconded by Commissioner Lux.

By: \_\_\_\_\_  
Commissioner

By: \_\_\_\_\_  
Commissioner

By: \_\_\_\_\_  
Commissioner

Dated: October 9<sup>th</sup>, 2019

## **Lewis County Fire District #6**

### **Special Commissioner's Meeting October 21<sup>st</sup>, 2019 Minutes**

In attendance:

- Commissioners: Jeri Lux, Travis McGregor, and Jim Martin
- Administration: McKenzie Gust

The meeting of the Board of Commissioners, Lewis County Fire District Number Six, was called to order at 5:31 P.M. by Commissioner Martin.

The Board reviewed the Agenda. Commissioner McGregor made a motion to approve the Agenda as presented and the motion was seconded by Commissioner Lux. All in favor; None opposed.

The Board reviewed the last 3 years year to date expenditures and the 2020 budget discussion began.

The board received an email from Chief Cardinale earlier in the week requesting the board's approval on hosting a Fire Behavior class and Hazmat Class. The cost of the classes would be \$3,750 each and Chief was requesting the district covering the cost of the Fire Behavior class while the City of Chehalis would cover the cost of the Hazmat class. Chief Cardinale was not in attendance and the Board had a few questions for him. Commissioner Martin will follow up with Chief Cardinale.

Recruitment academy was discussed and the purchasing of non-personalized uniforms and PPE for the new volunteers.

The Board then discussed additional personnel being hired. The board suggested budgeting for the hiring happening mid-year.

Next; The board discussed a station remodel at station 61. Having enough room in the crew sleeping quarters was the topic and how much District 6 and the City would be responsible for when discussing cost.

Station 63 updates were discussed.

Since the district has not received certified numbers from the Assessor's office yet, the next

budget meeting has not been scheduled.

The motion was made to adjourn the meeting at 7:06 P.M. by Commissioner Lux and was seconded by Commissioner McGregor.

By:\_\_\_\_\_  
Commissioner

By:\_\_\_\_\_  
Commissioner

By:\_\_\_\_\_  
Commissioner

Dated: October 22<sup>nd</sup>, 2019

**Lewis County Fire District #6**  
Commissioners Meeting  
October 22<sup>nd</sup>, 2019  
Minutes

In attendance:

- Commissioners: Jeri Lux, James Martin, and Travis McGregor
- Administration: Ken Cardinale, McKenzie Gust, and Patrick Smith
- Visitors: Kyle DePriest 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 the Board Chair, Commissioner James Martin.

The Pledge of Allegiance was stricken from the Agenda due to the lack of a flag in the room. The Board reviewed the agenda. The motion to approve the agenda as amended was made by Commissioner McGregor and seconded by Commissioner Lux. All in favor; None opposed.

The Board reviewed the meeting minutes from the September 30<sup>th</sup>, 2019 meeting. The motion to approve the minutes as presented was made by Commissioner McGregor and then seconded by Commissioner Lux. The Board also reviewed the minutes from the October 8<sup>th</sup>, 2019 meeting. The motion to approve the minutes as presented was made by Commissioner McGregor and seconded by Commissioner Lux. All in favor; None opposed.

Public Participation; James Van Ornum asked if he should reserve Station 61 training room now for the 2020 calendar year for the Amateur Radio group. The board advised him to schedule these days as soon as possible with the district secretary.

Commissioner Jeri Lux will be excused from the November 12<sup>th</sup>, 2019 Commissioners meeting.

Vouchers were presented to the Board for approval. Commissioner McGregor made the motion to approve the vouchers as presented and the motion was seconded by Commissioner Lux. All in favor; None opposed.

Payroll was presented to the board for approval. Commissioner Lux made a motion to approve October Payroll as presented and the motion was seconded by Commissioner McGregor. All in favor; None opposed.

Volunteer Points Reimbursement was presented to the Board for approval. Commissioner Lux made a motion to approve the Volunteer Points Reimbursement as presented and the motion was seconded by Commissioner McGregor. All in favor; None opposed.

Chief's Report; Chief Cardinale gave the board an update on where we were with the SCBA

Grant. Chief Cardinale wanted to give credit to Firefighter/Paramedic Kyle DePriest for stepping up to help with the SCBA prepping and maintenance.

Next on the Chief's Report; Spread sheets of call volumes and response times out of Station 62 were presented to the board. Chief Cardinale expressed his opinions on the importance of having station 62 staffed.

Also, on the Chief's Report; Chief Cardinale recently took a Hazmat Class in Tacoma and found it to be an outstanding course with a great instructor. He stated that the Hazmat course was so good that he feels as if it would be of great benefit to the members of both the City and the District. Class would be held in February and March if the board decides to approve this training for the 2020 budget.

Last on the Chief's Report; Chief Cardinale has been monitoring the Volunteers participation and noticed participation increasing. Also, Chief's interviews with the potential Lieutenant Candidates will be held on October 30<sup>th</sup>.

Old Business; Assistant Chief Patrick Smith presented three policies to the board to have approved as amended. Chief Smith read aloud changes in the verbiage to Policy *905 Body Armor*. Commissioner Lux made a motion to approve the policy as amended and the motion was seconded by Commissioner McGregor. Next Chief Smith read aloud the amendments to Policy *501 Medical Supplies*. Commissioner Lux made the motion to approve the amendments made to the policy, Commissioner McGregor seconded the motion. Lastly; Chief Smith read aloud the last policy to be amended. Commissioner McGregor made the motion to approve Policy *500 Patient Care Reports* and the motion was seconded by Commissioner Martin.

At this time the board went into executive session at 7:56 P.M. for 15 minutes per RCW 42.30.110(1)(g) to discuss the qualifications of an applicant, to return at 8:11 P.M. The Board invited Interim Chief, Ken Cardinale and Executive Secretary McKenzie Gust to join the executive session. At 8:11 P.M. Board Chair James Martin extended the session 15 minutes to return at 8:26 P.M. At 8:26 P.M. the executive session was extended one last time for 10 more minutes to return at 8:36 P.M. At 8:36 P.M. the executive session ended. Commissioner James Martin then announced some information from the Executive session. The board discussed possibly extending an offer to 1 of the 2 Fire Chief Candidates that were previously interviewed. Jim and Chief Cardinale will be constructing the email. More details to follow at the next Commissioners meeting.

The motion was made to adjourn the meeting at 8:43 P.M. by Commissioner Lux and was seconded by Commissioner McGregor.

By: \_\_\_\_\_  
Commissioner

By: \_\_\_\_\_  
Commissioner

By: \_\_\_\_\_  
Commissioner

Dated: October 23<sup>rd</sup>, 2019

**Lewis County Fire District #6**  
Commissioners Meeting  
November 12<sup>th</sup>, 2019  
Minutes

In attendance:

- Commissioners: James Martin and Travis McGregor
- Administration: Ken Cardinale and McKenzie Gust
- Visitors: Jay Birley, Kyle DePriest Matthew Foley, Rob Gebhart, Adam Strobeck, 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 the Board Chair, Commissioner James Martin.

The Pledge of Allegiance was led by Chief Cardinale.

The Board reviewed the agenda. The motion to approve the agenda as presented was made by Commissioner McGregor and seconded by Commissioner Martin. All in favor; None opposed.

The Board reviewed the meeting minutes from the October 22<sup>nd</sup>, 2019 meeting. The motion to approve the minutes as presented was made by Commissioner McGregor and then seconded by Commissioner Martin. All in favor; None opposed.

Public Participation; James Van Ornum, of the Chehalis Valley Amateur Radio Society, previously requested the use of the training room in 2020 for the society's meetings twice a month. James produced exact dates for the secretary to reserve for the Amateur Radio Society.

The district received preliminary assessed values from the Assessor's Office. The Board decided to schedule a budget meeting for November 25<sup>th</sup>, 2019 at 6:00 P.M.

Vouchers were presented to the Board for approval. Commissioner McGregor made the motion to approve the vouchers as presented and the motion was seconded by Commissioner Martin. All in favor; None opposed.

Chief's Report; Chief Cardinale started a discussion on the purchasing of the SCBA necessities and quickly gave Firefighter/Paramedic Kyle DePriest the floor. Kyle explained that although the SCBA grant covered most the costs, the district will still be responsible for the remaining cost and all the add-ons. A discussion ensued. Kyle requested the initial purchasing take place by the end of the year. The Board will discuss further at the next meeting when all three Commissioners are present.

At this time the board went into executive session at 6:55 P.M. for 15 minutes per RCW 42.30.110(1)(g) to discuss the qualifications of an applicant, to return at 7:10 P.M. At 7:10 P.M. Board Chair James Martin announced that the Board has decided to not move forward with the Chief candidate discussion. At this time, it is the best for the district to wait for all three Commissioners to be in attendance to discuss the next steps. The Commissioners returned to Executive session, invited Executive Secretary McKenzie Gust, and announced they were extending the session 15 minutes to return at 7:25 P.M. At 7:25 P.M. the executive session was extended one last time for 5 more minutes to return at 7:30 P.M. At 7:30 P.M. the executive session ended. Commissioner James Martin then announced decisions made by the board. After careful review, the board has decided to promote 3 Lieutenants. In no particular order, Board Chair Jim Martin announced Matthew Foley, Kyle Eiswald, and Matthew McCoy as the District's first 3 Lieutenants. The pay increases for the lieutenant position will go into effect December 1<sup>st</sup>, 2019.

The motion was made to adjourn the meeting at 7:34 P.M. by Commissioner McGregor and was seconded by Commissioner Martin.

By:\_\_\_\_\_

Commissioner

By:\_\_\_\_\_

Commissioner

By:\_\_\_\_\_

Commissioner

Dated: November 13<sup>th</sup>, 2019

## **Lewis County Fire District #6**

### **Special Commissioner's Meeting November 25<sup>th</sup>, 2019 Minutes**

In attendance:

- Commissioners: Jeri Lux, and Jim Martin
- Administration: McKenzie Gust

The meeting of the Board of Commissioners, Lewis County Fire District Number Six, was called to order at 6:02 P.M. by Commissioner Martin.

The Board reviewed the Agenda. Commissioner Lux made a motion to approve the Agenda as presented and the motion was seconded by Commissioner Martin. All in favor; None opposed.

The board reviewed three options given to them for post-SCBA grant purchases. Kyle DePriest listed in the paperwork, the needed items that were not covered in the grant. The board didn't go with options 1-3 and decided they would be comfortable with a sixty-seven-thousand-dollar budget for purchasing the additional accessories for the new SCBAs.

Next; The Board discussed taxes and the certified values received from the Assessor's office and the Board Chair James Martin read aloud the first reading of resolution 19-155. Resolution 19-156 was also read aloud by Commissioner Martin. The second reading will be added to the next agenda.

The motion was made to adjourn the meeting at 8:18 P.M. by Commissioner Lux and was seconded by Commissioner Martin.

By: \_\_\_\_\_  
Commissioner

By: \_\_\_\_\_  
Commissioner

By: \_\_\_\_\_  
Commissioner

Dated: November 26<sup>th</sup>, 2019



**Lewis County Fire District #6**  
Commissioners Meeting  
November 26<sup>th</sup>, 2019  
Minutes

In attendance:

- Commissioners: Jeri Lux, James Martin and Travis McGregor
- Administration: Ken Cardinale and McKenzie Gust
- Visitors: Kyle DePriest, Kyle Eiswald, Alicia Howard, 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 the Board Chair, Commissioner James Martin.

The Pledge of Allegiance was led by Chief Cardinale.

The Board reviewed the agenda. Commissioner Martin asked for SCBA Grant to be added to the agenda. The motion to approve the agenda as amended was made by Commissioner Lux and seconded by Commissioner McGregor. All in favor; None opposed.

The Board reviewed the meeting minutes from the November 12<sup>th</sup>, 2019 meeting. The motion to approve the minutes as presented was made by Commissioner McGregor and then seconded by Commissioner Martin. All in favor; None opposed.

Public Participation; District resident, Alicia Howard, was in attendance and shared a brief personal story and her concerns with response times to her area. Discussion ensued. Suggestions were made to keep the community more informed.

Firefighter/Paramedic Kyle DePriest presented updated information on the SCBA Grant.

Vouchers were presented to the Board for approval. Commissioner McGregor made the motion to approve the vouchers as presented and the motion was seconded by Commissioner Lux. All in favor; None opposed.

Payroll was presented to the Board for approval. Commissioner Lux made the motion to approve payroll as presented and the motion was seconded by commissioner McGregor.

Chief's Report; Chief Cardinale issued three commendation letters to Matthew McCoy, Eric Renk, and Kyle Eiswald for an incident that occurred on highway 6 earlier this month.

Next on Chief's Report; Chief gave an overview of the recent bay door incident and preventative measures that can be taken to prevent this happening in the future.

Last on the Chief's report; Chief Cardinale spoke on the structure fire that ended in a fatality

last weekend.

The board discussed the 2020 budget. At this time the Board Chair James Martin read aloud the second reading of resolutions 19-155. Resolution 19-156 was also read by Commissioner Martin. The final reading will take place at the November 27<sup>th</sup>, 2019 meeting.

At this time the board went into executive session at 7:34 P.M. for 10 minutes per RCW 42.30.110(1)(g) to discuss the qualifications of an applicant, to return at 7:44 P.M. At 7:44 P.M. the executive session ended. Commissioner Martin announced that there were no decisions made. The Commissioners then discussed the possibilities of hiring a company to assist in the hiring of a Fire Chief. More details on those companies at the next meeting.

The motion was made to adjourn the meeting at 7:46 P.M. by Commissioner McGregor and was seconded by Commissioner Lux.

By: \_\_\_\_\_  
Commissioner

By: \_\_\_\_\_  
Commissioner

By: \_\_\_\_\_  
Commissioner

Dated: November 27<sup>th</sup>, 2019

## **Lewis County Fire District #6**

### **Special Commissioner's Meeting November 27<sup>th</sup>, 2019 Minutes**

In attendance:

- Commissioners: Travis McGregor, and Jim Martin
- Administration: McKenzie Gust
- Visitors: Casey Beck and Kyle Eiswald

The meeting of the Board of Commissioners, Lewis County Fire District Number Six, was called to order at 6:03 P.M. by Commissioner Martin.

The Board reviewed the Agenda. Commissioner McGregor made a motion to approve the Agenda as presented and the motion was seconded by Commissioner Martin. All in favor; None opposed.

The Board briefly discussed the budget.

At this time the Board Chair James Martin read aloud the third and final reading of resolution 19-155. Resolution 19-156 was also read aloud by Commissioner Martin.

The motion was made to adjourn the meeting at 6:12 P.M. by Commissioner McGregor and was seconded by Commissioner Martin.

By: \_\_\_\_\_  
Commissioner

By: \_\_\_\_\_  
Commissioner

By: \_\_\_\_\_  
Commissioner

Dated: November 28<sup>th</sup>, 2019

**Lewis County Fire District #6**  
Commissioners Meeting  
December 10<sup>th</sup>, 2019  
Minutes

In attendance:

- Commissioners: Jeri Lux, James Martin and Travis McGregor
- Administration: Ken Cardinale and McKenzie Gust
- Visitors: Kyle DePriest 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 the Board Chair, Commissioner James Martin.

The Pledge of Allegiance was led by Chief Cardinale.

The Board reviewed the agenda. The Commissioner Martin requested a discussion on the most recent Fire Consolidation Meeting be added to the agenda. The motion to approve the agenda as amended was made by Commissioner McGregor and seconded by Commissioner Lux. All in favor; None opposed.

The Board reviewed the meeting minutes from the November 26<sup>th</sup>, 2019 meeting. The motion to approve the minutes as presented was made by Commissioner McGregor and then seconded by Commissioner Lux. All in favor; None opposed.

The board viewed the Christmas cards sent to the District this month.

James Van Ornum mentioned how great it was to see the three new Lieutenants at their badge pinning ceremony this weekend.

Vouchers were presented to the Board for approval. Commissioner McGregor made the motion to approve the vouchers as presented and the motion was seconded by Commissioner Lux. All in favor; None opposed.

Chief's Report; Chief Cardinale gave the board a brief update on the practice burn where District 13 joined District 6, Chehalis Fire, and Riverside Fire Authority for some live fire training.

Next on Chief's Report; The board and Chief Cardinale discussed the Lieutenants uniforms and purchasing of new badges. The board agreed with Chief that the District should go with the standard Lieutenant badges and bugles on uniforms.

Last on Chief's Report; Chief Cardinale suggested the three new Lieutenants attend a Leadership Conference. The board was all in agreeance and Chief Cardinale will be moving

forward with plans to schedule the three Lieutenants for training.

Old Business; Firefighter/Paramedic Kyle DePriest gave the board an update on the purchasing of SCBA equipment. The board gave Kyle permission to move forward with the purchases, but to not exceed what was budgeted.

The Board reviewed a proposal from Prothman to provide recruitment services for the District's next Fire Chief. The board asked for other options be brought to the next meeting.

January 7<sup>th</sup>, 2020 will be the next budget meeting.

After a brief discussion about fire consolidation, Chief Cardinale suggested the board speak to labor before the next consolidation meeting to get their input. The next fire consolidation meeting on the 18<sup>th</sup> may be put on hold after Chief Cardinale has a discussion with the City Manager Jill Anderson.

New Business; Due to the next Commissioner meeting landing on Christmas Eve, the board decided to move the next meeting to Monday, December 23<sup>rd</sup> at 1800hours.

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

By: \_\_\_\_\_  
Commissioner

By: \_\_\_\_\_  
Commissioner

By: \_\_\_\_\_  
Commissioner

Dated: December 11<sup>th</sup>, 2019

**Lewis County Fire District #6**  
Commissioners Meeting  
December 23<sup>rd</sup>, 2019  
Minutes

In attendance:

- Commissioners: Jeri Lux, James Martin and Travis McGregor
- Administration: Ken Cardinale and McKenzie Gust
- 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 6:01 P.M. by the Board Chair, Commissioner James Martin.

The Pledge of Allegiance was led by Chief Cardinale.

The Board reviewed the agenda. The motion to approve the agenda as presented was made by Commissioner McGregor and seconded by Commissioner Lux. All in favor; None opposed.

The Board reviewed the meeting minutes from the December 10<sup>th</sup>, 2019 meeting. The motion to approve the minutes as presented was made by Commissioner McGregor and then seconded by Commissioner Lux. All in favor; None opposed.

James Van Ornum wishes everyone a Merry Christmas.

Christmas cards sent to the district were passed around for all to view.

The Oath of Office was then led by Executive Secretary McKenzie Gust and was sworn by Commissioner James Martin as Lewis County Fire District 6 Commissioner.

Charla Skaggs of Maul Foster and Alongi is available to attend the January 7<sup>th</sup>, 2020 meeting. She will be added to the agenda and be given a half hour slot before the Commissioners begin their budget meeting.

Vouchers were presented to the Board for approval. Commissioner Lux made the motion to approve the vouchers as presented, along with the engine payment in the amount of \$16,755.00, and the motion was seconded by Commissioner McGregor. All in favor; None opposed.

December's Payroll was presented to the board for approval. Commissioner McGregor made the motion to approve payroll as presented and the motion was seconded by Commissioner Lux. All in favor; None opposed.

Chief's Report; Chief Cardinale is working on updating a few policies for the district and he

will bring recommendations to the next meeting for the board to review.

Next on Chief's Report; Chief gave a brief update on the bay door and Engine 61 repairs. Johnson and Johnson should be out in the next few weeks to repair the bay door panels and Engine 61 has been given a 6-week estimated time frame.

Last on Chief's Report; An issue regarding self-dispatching came up earlier this week so Chief wanted to remind all personnel that there will be no self-dispatching unless there is a mutual aid agreement in place. ILAs to be discussed at the next meeting.

Old Business; The Board discussed the Chief hiring process and potential recruiting agencies.

The motion was made to adjourn the meeting at 6:28 P.M. by Commissioner McGregor and was seconded by Commissioner Lux.

By: \_\_\_\_\_  
Commissioner

By: \_\_\_\_\_  
Commissioner

By: \_\_\_\_\_  
Commissioner

Dated: December 24<sup>th</sup>, 2019