

Lewis County Fire District #6

Commissioners Meeting

January 26th, 2021

Minutes

In attendance:

- Commissioners: Jeri Lux, James Martin, and Travis McGregor
- Administration: McKenzie Hocter and Ken Cardinale
- Visitors: Kyle Eiswald, Matthew Foley, Wyatt Hill, and Daniel Holmes

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 move the executive session to the beginning of the agenda, under new business he would be like to add the media cart to the agenda. The motion to approve the agenda as amended was made by Commissioner McGregor and Commissioner Lux seconded the motion. All in favor; None opposed.

The Commissioners went into executive session per RCW 42.10.130 (1)(g). Started at 6:32PM for 15 minutes to return at 6:47PM. At 6:47 PM Commissioner Martin extended the meeting 10 minutes to last till 6:57 P.M. At 6:57 PM the Commissioners extended the meeting 10 minutes to last till 7:07PM. At 7:07 PM the board came out of executive session. The board decided to transition the secretary who has been working from home back into the office two days a week. Start date pending.

Vouchers were presented to the Board for approval. Commissioner McGregor made the motion to approve the January 2021 vouchers as presented and the motion was seconded by Commissioner Lux. All in favor; None opposed.

Payroll was presented to the board for approval. An amendment was made to the admin's pay. Commissioner McGregor made a motion to approve payroll for the month of January 2021 as amended. Commissioner Lux seconded the motion. All in favor; None opposed.

Volunteer payroll was presented for 4th quarter 2020. Commissioner McGregor made the motion to approve the volunteer payroll as presented. Commissioner Lux seconded the motion. All in favor; None opposed.

Chief's Report; Call volume is down; suspected due to COVID-19. Also, drills are down in numbers due to COVID-19 restrictions. Chief went over COVID-19 restrictions effecting the district and how he's put things in place to stay in compliance.

Station 63 bids. We have had about 7 companies reach out to inquire about the bid. Multiple have scheduled station tours at station 63. Discussion ensued.

Chief presented job descriptions that he has made amendments to. Discussion ensued.

Next on Chief's report; There are 3 pumps at station 63 that the district no longer uses. Estimated value is \$250-\$300. Chief asked for the board's approval to surplus these items. Lieutenant Eiswald presented these items with serial numbers included. Commissioner Lux made a motion to surplus the Vanguard pumps from the old GI tender. Serial numbers 11727G, 117658G, and 117660G. All in favor; none opposed.

Chief's Report continued, Blue card training. Chief will be bringing blue card training back virtually so training can continue.

Last on Chief's report; Chief discussed moving forward with the resident program. Discussion ensued. More information at a later date.

Commissioner Martin brought up the district purchasing a media cart and supplies to make trainings easier and more accessible to stay in compliance with the restrictions. Commissioner Martin suggested the district budgets to purchase these items. Discussion ensued. Commissioner Martin make a motion that the district make this purchase. Commissioner McGregor seconded the motion. All in favor; None opposed.

The board decided they needed to go back into Executive Session at 7:37 PM per RCW 42.10.130 (1)(g) for 5 minutes to return at 7:42. At 7:42 PM the executive session ended. Commissioner Martin announced that the board has directed Chief Ken Cardinale to move forward with the offering of a full time position to 2 candidates.

Chief talked about the updated DEM contract. The Commissioners read the presented contract. All were in agreement for the new DEM contract to be signed.

Educational reimbursement. This topic has been tabled.

Jim Martin will remain board chair for 2021.

The motion was made to adjourn the meeting at 7:48P.M. by Commissioner McGregor and was seconded by Commissioner Lux.

By: _____ By: _____ By: _____
Commissioner Commissioner Commissioner

Dated: January 26th, 2021

Lewis County Fire District #6

Commissioners Meeting

February 23rd, 2021

Minutes

In attendance:

- Commissioners: Jeri Lux, James Martin, and Travis McGregor
- Administration: McKenzie Hctor and Ken Cardinale
- Visitors: Jason Cahill, Matthew Foley, Damon Hctor, Adam Strobeck, and Yvette Winter

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. Meeting with Bill Cushman was added under New Business. Commissioner McGregor made a motion to approve the agenda as amended. Commissioner Lux Seconded the motion. All in Favor. None Opposed.

The Board reviewed the minutes from the January 26th regular Commissioners Meeting. The motion to approve the minutes as presented was made by Commissioner McGregor and Commissioner Lux seconded the motion. All in favor; None opposed.

Vouchers were presented to the Board for approval. Commissioner McGregor made the motion to approve the February 2021 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 McGregor made a motion to approve payroll for the month of February 2021 as presented. Commissioner Lux seconded the motion. All in favor; None opposed.

Chief's Report; Chief requested a list of items be put out as surplus. The board reviewed and approved the list of items. Chief asked the secretary to post the items for closed bid. Bids to be open at the next Commissioners meeting.

Next; Chief gave his monthly station report.

Next on Chief's Report; Chief is looking into AT & T FirstNet and evaluating their product and services. Chief is looking into eventually getting cell phones for the apparatus to utilize Emergency Reporting more efficiently with the cellular based app. This way it can be used on scene. Discussion ensued.

Chief informed the board that he will be meeting with Chief Mahoney regarding multi company drills with Fire District #5.

New Business: The board reviewed all 10 bids. Discussion ensued. Deacon was in attendance if

the board had any questions. Long discussions ensued while going through the bids extensively. The Chief gave his input with painting vs replacing metal siding. The board agrees we need to decide to move forward with this project. The Board was in agreeance to go with metal vs the other siding options. Commissioner McGregor made a motion to award the Logan Hill Station project to Hubbard and Sons Construction LLC. Commissioner Martin seconded the motion. The Board directed Chief Cardinale to contact Hubbard and Sons Construction to move forward with the project.

Bill Cushman is requesting a daytime meeting with the board after the 15th of March. After a brief discussion, the board decided to meet with Bill on March 22nd at 4pm.

The Board requested adding the Secretary's annual review to the next regular Commissioner's meeting agenda.

The Commissioner's gave the floor to Firefighter/EMT Adam Strobeck to discuss the changing of the district Patch/logo. Adam presented samples to the board. Discussion ensued. There was a discussion on phasing the old design out instead of replacing the logo on existing uniforms. Commissioner McGregor made a motion to phase in the new patch design presented to the board by Adam Strobeck. The motion was seconded by Commissioner Lux. All in favor; None Opposed.

Chief requested a discussion on Life Pak's at the next meeting.

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

By: _____ By: _____ By: _____
Commissioner Commissioner Commissioner

Dated: February 23rd, 2021

Lewis County Fire District #6

Commissioners Meeting

March 30th, 2021

Minutes

In attendance:

- Commissioners: Jeri Lux, James Martin, and Travis McGregor
- Administration: McKenzie Hocter and Ken Cardinale
- Visitors: Dave Layden and Matthew Foley

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. The board added Executive Session to the agenda. Commissioner McGregor made a motion to approve the agenda as amended. Commissioner Lux Seconded the motion. All in Favor; None opposed.

The Board reviewed the minutes from the February 23rd, 2021 Regular Commissioners Meeting. The motion to approve the minutes as presented was made by Commissioner McGregor and Commissioner Lux seconded the motion. All in favor; None opposed.

Vouchers were presented to the Board for approval. Questions regarding uniforms and turnouts. Commissioner McGregor made the motion to approve the March 2021 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 McGregor made a motion to approve payroll for the month of March 2021 as presented. Commissioner Lux seconded the motion. All in favor; None opposed.

Chief's Report: Chief made the board aware of the Fire Alarm System at Station 61 having issues. The original bid to have this completely fix was \$4,215. Additional costs are \$3,125 plus a monthly charge of 35 dollars for a monitoring fee. Discussion ensued on the importance of replacing the outdated panel. Commissioner Martin made a motion to accept the quote to update the fire alarm and monitoring system. Commissioner Lux seconded the motion.

Next; Strategic Plan slide show presented by Chief Ken Cardinale. Chief Cardinale passed out the in-depth strategic plan. Key points in the shortened slide show; Mission Driven/Goals; Organization Chart; Service Excellence; Increase Public Engagement; enhance culture; safety and wellness; advanced partnership; Growth; 5 fundamental strategies; Response Summary; Staffing Levels. Long discussion ensued on staffing levels.

Correspondence: A Thank you letter was sent to the district on a recent call. Hubbard and Sons sent in a contract for station 63 construction. Commissioners reviewed the contract. Commissioners give Commissioner Martin the authority to sign contract once reviewed and

approved by attorney Brian Snure.

Opening of Closed bids; Winning bid was in the amount of \$325 per pump. Citizen Dave Layden won the bid for item one at \$325, Citizen Dave Layden also won the second bid at \$325, and third bid was won by the same person at \$325.

Stryker Life Pak's update. Chief has asked the board to update the district's lifepaks. Discussion ensued. Discussion ensued on Lifepak maintenance agreement. Commissioners give Chief permission to move forward.

The board announced they were going into Executive Session per RCW 42.30.110 (1)(g) to discussion the Executive Secretary Review. Executive Session began at 7:10P M for 15 minutes to return at 7:25PM. At 7:25PM the commissioners extended 10 minutes till 7:35. At 7:35pm the Executive Session ended. Commissioner Martin announced they will be adding her review to her personnel file. Pay increase effective March 1st.

The motion was made to adjourn the meeting at 8:46 P.M. by Commissioner Martin and was seconded by Commissioner McGregor.

By: _____ By: _____ By: _____
Commissioner Commissioner Commissioner

Dated: March 30th, 2021

Lewis County Fire District #6

Commissioners Meeting

May 25th, 2021

Minutes

In attendance:

- Commissioners: Jeri Lux, James Martin, and Travis McGregor
- Administration: McKenzie Hctor
- Visitors: Colin Mason

The meeting of the Board of Commissioners, Lewis County Fire District Number Six, was called to order at 6:34 P.M. by the Board Chair, Commissioner James Martin.

The Board reviewed the agenda. The board added Voucher limit discussion to the agenda. Leaving the agenda open.

The Board reviewed the minutes from the March 30th, 2021 Regular Commissioners Meeting. The motion to approve the minutes as presented was made by Commissioner McGregor and Commissioner Lux seconded the motion. All in favor; None opposed.

Vouchers were presented to the Board for approval. Questions regarding uniforms and turnouts. Discussion ensued. Commissioner McGregor made the motion to approve the May 25th, 2021 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 McGregor made a motion to approve payroll for May 2021 as presented. Commissioner Lux seconded the motion. All in favor; None opposed.

Resident Program Payroll was presented to the board for approval. Discussion ensued on residents' program. Commissioners wanted to make sure as to not exceed allotted amount per year. Commissioner Martin made a motion to approve the resident payroll for May of 2021. Commissioner Lux seconded the motion.

Chief's Report: Training room being opened to the public. Discussion ensued. The Board discussed opening the training room on July 1st 2021 and the reserving party signing a release form to follow CDC guidelines. Reserving party would be responsible for sanitizing the room. All in agreeance.

Next; Engine 64 update. Rust issues with tank and pump. Discussion ensued on what avenue to take. The engine is scheduled to be inspected and given an estimate to repair it. They will be presented so a decision can be made to either fix or surplus depending on outcome of inspection.

Next; Update on rescue 61. Eiswald asked to surplus Rescue 61 due to age, no equipment on it, and has required multiple trips to the shop for repairs. Discussion ensued on vehicle being up for surplus or not. Tabled till next meeting.

A quote was presented to the board to replace the existing copier machine. Discussion ensued. The board decided to add the copier to the budget discussion for 2022.

Next; Switching to AT&T. Discussion ensued. The board was in agreeance to move forward with switching cell phone and air card services from US Cellular to AT&T.

Next; A Petti Bon Rehabilitation system was presented to the board for purchase. Discussion ensued. The board decided this would be added to the budget discussion for 2022.

Commissioner Martin gave an update about the LCFCA meeting that was held on the 17th at District #1. Public education was a big discussion at the meeting. Commissioner Martin brought up doing a county wide smoke detector push and CPR. Next meeting will be in August 16 in Mossy rock.

NW Leadership conference discussion. Commissioner Martin gave an update on presentations at the virtual conference.

Commissioner Martin brought up station 63 repairs and gave an update on the project.

New business; Setting a new Preapproval voucher limit. The board agreed to approve the new limit at \$150,000. To sign resolution at next meeting.

Laura presented a pub ed report. Laura gave an update on the most recent visits to the Adna school district. Discussion on pub ed continued between the group on what we can do as a district to continue education.

District #6 Volunteer Colin Mason introduced himself to the group as he has put his hat in to run for district #6 Fire Commissioner for 2022.

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

By: _____ By: _____ By: _____
Commissioner Commissioner Commissioner

Dated: May 25th, 2021

Lewis County Fire District #6

Commissioners Meeting

June 29th, 2021

Minutes

In attendance:

- Commissioners: Jeri Lux, James Martin, and Travis McGregor
- Administration: Chief Ken Cardinale and McKenzie Hctor
- Visitors: Matthew Foley, Daniel Holmes, David Layden, Colin Mason, 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 McGregor made a motion to approve the agenda as presented. Commissioner Lux seconded the motion. All in favor; None opposed.

The Board reviewed the minutes from the May 25th, 2021, Regular Commissioners Meeting. The motion to approve the minutes as presented was made by Commissioner McGregor and Commissioner Lux seconded the motion. All in favor; None opposed.

Vouchers were presented to the Board for approval. Commissioner McGregor made the motion to approve the June 29th, 2021, 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 McGregor made a motion to approve General and EMS payroll for June 2021 as presented. Commissioner Lux seconded the motion. All in favor; None opposed.

Resident Program Payroll was presented to the board for approval. A brief discussion regarding resident program ensued. Martin made a motion to approve the resident payroll for June of 2021. Commissioner Lux seconded the motion.

Chief's Report: Volunteer participation report from April and May were presented by Chief Cardinale. Chief reminded everyone that Monday night training is a required attendance.

Next; Station staffing report was presented to the board for April and May. Response times and over all call volume were listed and discussed. Recently we reduced our calls going into Chehalis. Hours being staffed have dropped at station 62. Discussion ensued on staffing station 62.

Next; Chief presented policy 603 and his concerns with standards are not being met as listed in the policy.

Chief presented to the board a list of district members both volunteer and career staff. Chief

went over the steps in which a new volunteer must take to come on full time with the district.

Chief presented EVIP report.

Pump testing was scheduled to start on the 28th of June, but with the weather conditions it started today, the 29th.

Chief discussed a new house bill that passed and goes into effect at the beginning of the year that effects the Sheriff's department in our area. Calls where we had the sheriff's department dispatched in the past are not guaranteed to have them on scene anymore. Chief suggested an internal policy be put in place to protect our employees due to the new circumstances. Chief states he plans to get together with the Brian Snure and other chiefs to make internal adjustments.

Next; Chief says they'll be rotating tenders to make sure they're getting used and changing out water regularly for better maintenance.

Next on Chief's report; We're going to change apparatus maintenance to hours and milage to make sure get proper maintenance on them.

64 water tank has rusted and was sent out to get a quote on fixing this. They will get back to us with a bid on what it'll take to repair this.

Chief's Station 63 update. Discussion ensued on the new locks on the station and the need to change out all of the existing key pads. Commissioner Lux asked if Chief could check on the exterior lighting and to make sure it's turning off during the day.

Chief presented an MCI plan. Last year before covid-19 restrictions, the chiefs got together and updated the county MCI plan. This will take place in October; the intent is to get everyone together and have a joint training.

Chief will be out in PE ELL Thursday to do a wildland training.

Chief presented a Facility Use Policy. The board requested to change verbiage to Station use "agreement" rather than "policy" and add a signature page.

Chief made the board aware of a fire yesterday where many were treated for heat stroke. Chief stated his appreciation to all that showed up to that call and fought a fire during such extreme temperatures. Chief mentioned the phenomenal support from the community.

Jim Martin mentioned under correspondence the WSRMG meeting being held in person this year.

Old business; Surplus item. Chief says they're still looking into this. Tabled till next meeting or when update is available.

Resolution to be amended. Increased to \$150,000 from \$75,000. Commissioner McGregor made a motion to amend the resolution 20-163. Commissioner Lux seconded. All in favor; None opposed.

The board reviewed and approved the new purchase request form.

The board called for an executive session per rcw 42.30.110 for personal matters. The Executive Session was called to order at 7:24PM for 10 minutes to return at 7:34PM. At 7:34 the board announced they would be extending the executive session 20 minutes to last until 7:54. At 7:54 the executive session ended and the regular meeting was called back into session. No decisions were made at this time.

A letter of resignation to the board from Commissioner McGregor was read aloud. A huge thank you to Travis McGregor for his 3.5 years of service on the board.

Volunteer Dave Layden inquired about reopening the station to previous operating hours. Discussion ensued.

The motion was made to adjourn the meeting at 8:21 P.M. by Commissioner Lux and was seconded by Commissioner McGregor.

By: _____ By: _____ By: _____
Commissioner Commissioner Commissioner

Dated: June 29th, 2021

Lewis County Fire District #6

Commissioners Meeting

July 27th, 2021

Minutes

In attendance:

- Commissioners: Jeri Lux and James Martin
- Administration: McKenzie Hocter
- Visitors: Reference Sign In Sheet

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. Commissioner Martin added tank repairs to old business on the agenda. Commissioner Lux approved the agenda as amended. Commissioner Martin seconded the motion.

The Board reviewed the minutes from the June 29th, 2021, Regular Commissioners Meeting. Policy 306 was corrected from 603 to 306. The motion to approve the minutes as amended was made by Commissioner Lux and Commissioner Martin seconded the motion. All in favor; None opposed.

Vouchers were presented to the Board for approval. Questions regarding the water bill at station 62. 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. Chief mentioned staffing up during the heat spell and for the 4th of July. Chief mentioned providence being on divert and call backs will be a new norm. Commissioner Lux made a motion to approve payroll for July 2021 as presented. Commissioner Lux seconded the motion. All in favor; None opposed.

Volunteer payroll was presented to the board for approval. The motion to approve Volunteer Payroll for 2nd Quarter 2021 by Commissioner Lux. Commissioner Martin seconded the motion. All in favor; None opposed.

Chief's Report: Monthly volunteer report presented by Chief. We lost 2 residents due to one going to Chehalis Fire and other decided to go to a support role. Chief's goal is to increase volunteer staff to 30. Chief is looking at advertising volunteering to increase our outreach.

Next; District 6 staffing report and response times. Chief is looking to increase shift hours required by volunteers and wants to make an addendum to the current volunteer job descriptions. Chief went over our Mutual Aid calls year to date.

Next; EVIP training is coming up in August. Chief went over Memorandum 2021-5 and how it will

affect EMS calls. Today Chief had a meeting with the sheriff's office. Chief informed the board on what impact this will have on the community and what this means for us moving forward when dispatched.

Next: Engine 64 water tank repair. 2 bids came in. One is for repair; one is for replacement. Chiefs' recommendation was to go with the repair to the apparatus. Commissioner Lux made a motion to go with chiefs' recommendation. Commissioner Martin seconded this motion. All in favor; None opposed.

Next: EF Recovery agreement. Chief gave agreement to board to review the changes.

Next; Radio budget discussion ensued. Commissioner Martin makes a motion to approve the 3-year plan to be inserted into the radio budget. \$80,638.18 for the first year. Commissioner Lux seconded the motion. All in favor: None opposed.

Next: New EMS Support Job description; Chief has asked it to be reviewed and approved. The board reviewed the amended job description. Commissioner Lux would like some time to review this and discuss at the next meeting.

Next; Volunteer Dave Layden gave an update on the volunteer coordinator program.

Next; Chief gave a resident program update. We will be asking for internal applications for the resident program. If we don't get any we will be going out.

Correspondence; Retention requirements sent from the attorney. Board reviewed.

Commissioner Martin brought up station 63 repairs and gave an update on the project.

Commissioner Martin added good of the order to the agenda. A guest in attendance inquired about station 62 staffing. Discussion ensued. Discussion on growth and concerns for service needs, Levy rates, and a strategic plan ensued. The Board informed the group that they are currently working on a 7-year financial plan.

The board went into executive session per RCW 42.30.110 at 7:54 PM for 20 minutes to return to 8:14pm. At 8:14P.M. the executive session ended. The board announced that they will be accepting letters of interest to fill the vacant Commissioner position.

The motion was made to adjourn the meeting at 8:21 P.M. by Commissioner Martin and was seconded by Commissioner Lux.

By: _____ By: _____ By: _____

Commissioner Commissioner Commissioner

Dated: July 27th, 2021

Lewis County Fire District #6

Commissioners Meeting

September 28th, 2021

Minutes

In attendance:

- Commissioners: Gregory Greene, Jeri Lux and James Martin
- Administration: Chief Ken Cardinale and McKenzie Hocht (zoom)
- Visitors: Ames, Hill, Daniel Holmes, Kyle Eiswald, Zach Brotherson, Colin Mason, James Van Ornum, Bob Shaw, Matt Foley, and 2 unknown zoom attendees

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. Adding an Executive Session. Commissioner Lux approved the agenda as amended. Commissioner Gregory Greene seconded the motion. All in favor; None opposed.

The Board reviewed the minutes from the August 31st, 2021, Regular Commissioners Meeting. The motion to approve the minutes as written was made by Commissioner Martin and Commissioner Lux seconded the motion. All in favor; None opposed.

Commissioner James Martin: Update on the recent WSRMG meeting he attended in Ellensburg. Out of the 30 members they will be voting one member out of the risk pool. Nicholson's will still cover this member, but no longer will they be in our risk pool due to not being a "like" entity. Jim brought back all the new insurance cards and invoice for our insurance. Discussion of vaccination exemptions took place at the conference. The next meeting will be in Ellensburg again next year.

Jim gave update on a Region 8 meeting he attended recently.

Vouchers were presented to the Board for approval. Questions on water bill at 62 again. Washer went bad at station 62 and soaked the carpet. Commissioner Lux made the motion to approve the vouchers as presented, and the motion was seconded by Commissioner Greene. All in favor; None opposed.

Regular, EMS, and resident program payroll were presented to the Board for approval. Commissioner Lux made a motion to approve all payroll for September 2021 as presented. Commissioner Greene seconded the motion. All in favor; None opposed.

Chief's Report; Chief reminded Lieutenants to send out monthly reminders to volunteers not pulling shifts.

Calls are up 19%, transports are up 25%. Calls are on track to be higher this year.

Station staffing; we brought on 2 residents. Chief will be coming to the board to request increasing residents to 4.

Chief gave an update on calls for service when it comes to mutual aid calls.

EVIP was moved to October.

Training for Monday night drills were suspended for 14 days by Chief due to a member at the last training being covid positive the day after the last training.

Facility closure. Chief Cardinale recommended the station remain closed. The board agrees with Chief's recommendation.

Chief report continues; Lack of hospital staffing is an issue. It impacts AMR which impacts us.

Chief spoke on the memorandum regarding the Governor's proclamation regarding COVID vaccinations. Chief asked for directions from the board on the memorandum. The board agrees to follow the attorney's recommendation.

Chiefs report; volunteer is requesting to be reimbursed for EMT classes. Discussion ensued.

Lastly; update on volunteer program.

Budget Planning; Send available meeting dates to McKenzie to set up budget meeting in near future. Chief asks for monthly YTD expenditures.

Paramedic reclassification: Discussion ensued regarding one of our Firefighters earning their paramedic license. Once the board speaks to legal they will get back to them. Chief was directed to reach out to legal council on the matter.

Commissioner Greene asked about granting Chief access to the secretary's office and personal files, hiring someone to answer the phone at the station, and asked for chief to have access to budget history. Discussion ensued.

Centralia/Chehalis Pupil Transportation annual contract was reviewed and signed by the board.

The board went into Executive Session per RCW 42.30.110 (1) (G) to discuss personnel matters at 8:21 PM for 15 minutes to return at 8:36 PM. At 8:38 P.M. the executive session ended. No decisions were made at this time.

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

By: _____ By: _____ By: _____
Commissioner Commissioner Commissioner

Dated: September 28th, 2021

Lewis County Fire District #6
Special Commissioners Meeting
October 5th, 2021
Minutes

In attendance:

- Commissioners: Jeri Lux, James Martin, and Greg Greene
- Administration: McKenzie Hctor
- Visitors: Matthew Foley

The meeting of the Board of Commissioners, Lewis County Fire District Number Six, was called to order at 5:00 P.M. by the Board Chair, Commissioner James Martin.

The special agenda was approved as presented.

Discussion regarding paramedic classification ensued. Patrick Smith sent out information to the board on Daniel Holmes status as a state certified paramedic. Gregory Greene makes a motion to reclassify Daniel Holmes as a paramedic as of August 2021. Jeri Lux seconded the motion. All in favor. None opposed.

The motion was made to adjourn the meeting at 5:13 P.M. by Commissioner Martin and was seconded by Commissioner Greene.

By: _____
Commissioner

By: _____
Commissioner

By: _____
Commissioner

Dated: October 5, 2021

**Fire District Six
Commissioner Meeting
December 28, 2021**

Attendees: Matt Foley, Daniel Holmes, Dave Layden, Stephanie Frazier, Ken Cardinale, Colton, #2, Colin Mason, Moto G Power, Jim Martin, Jeri Lux, Gregory Greene

Meeting was called to order at 6:30pm

Meeting minutes reviewed and approved for November 23, 2021, and December 1, 2021. No meeting minutes were required for December all was an executive meeting.

Payment of Vouchers for December 27, 2021 were reviewed motion made by Commissioner Greene to pay the vouchers Commissioner Lux seconded the motion. Except the voucher for Stryker Sales Corporation in the amount of \$11,811.60.

Payroll was reviewed for December 31, 2021, Commissioner Greene made motion to approve, and Commissioner Lux seconded the motion.

Chief's Report

Comparison reports for multiyear statistical data were presented and reviewed. Monday night drill training will resume January 2022. The volunteer position description is being reviewed. The chief will discuss changing drill times and dates. Discussion ensued about the posting of the Executive Secretary position. Chief was working on posting the position opening to various online employment sites. Chief has also put a call into Washington Fire Commissioners Association (WFCA) to see if the Executive Secretary position could be posted to that website.

New Business

The commissioners would like to have their own Fire Department computers. Create a separation from fire department business and personal business that is conducted on privately owned computer. Could make public records searches less timely. Estimate has been received from Gus Burbee each HP Pro book would cost \$800 - \$1,000. Commissioner Green made a motion to issue fund from the reserves not to exceed \$3,000. Commissioner Martin seconded the motion.

A discussion ensued about adding additional paid staff due to increasing staff responsibility, and to create permanent staffing for Station 2. Funding for mechanism must be found to hire additional staff. Transporting is a portion of the funding that could be used for additional staff. The district would need leave the ambulance consortium for this type of funding. It is possible additional funding could be received through the EMS Levy by asking for up to 50 cents per thousand of assessment. It is possible that the 50 cents would be increased by increments as needed. There is also the possibility to ask the taxpayers in the district for a levy lid lift. Chief was given the permission to create an eligibility list for the

possibility of hire 3 additional staff. The hiring of additional staff will be tabled until Colin Mason is instated as the commissioner in January 2022.

Commissioner Martin discussed increasing meeting occurrences from one meeting per month to two meetings per month. Possibly the 2nd and 4th Tuesday of every month. It would allow for vouchers to be paid twice a month instead of once a month. This discussion was tabled until Colin Mason is instated as commissioner in January of 2022.

Executive Session

Executive session was called per RCW 43.30.100 (1) – Started at 7:48pm ended 8:03pm. No decision was made.

Discussion about creating a schedule for the temporary secretary. Chief will be in charge, Commissioner Martin, and Commissioner Greene will help with the scheduling if needed.

Motion to adjourn the meeting by Commissioner Green at 8:10pm, motion seconded by Commissioner Lux.