

Lewis County Fire District #6
Commissioners Meeting
February 22, 2022
Minutes

In attendance:

- Commissioners: Gregory Greene, James Martin, and Colin Mason
- Administration: Chief Ken Cardinale
- Visitors: Kyle DePriest, Kiley Franz, Mike Goodwillie, Matt McCoy, and James Van Ornum

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

The Board reviewed the agenda. Commissioner Greene approved the agenda as presented. Commissioner Martin seconded the motion. All in favor; None opposed.

The Board reviewed the minutes from the regular commissioner's meetings on December 22, 2021 and January 25, 2022; and the minutes from the special commissioner's meetings on February 2, 2022 and February 15, 2022. The motion to approve the minutes as written was made by Commissioner Greene and was seconded by Commissioner Martin. All in favor; None opposed.

Chief Cardinale provided an update on fire department activities. Chief Cardinale reported that volunteer hours were up from December; training for February focused on search and rescue activities. Replacement door locks for Station 61 required a small modification to the doors, but should be completed soon. Chief Cardinale explained that landscaping bark was needed at Stations 61 and 62, the estimated cost was \$3,880.80; the board unanimously approved of the cost.

Chief Cardinale informed the Board that Wyatt Hill had graduated from paramedic school and congratulated him for the accomplishment. Chief Cardinale requested that Wyatt Hill be reclassified from a Firefighter/EMT position to a Firefighter/Paramedic position as of March 1, 2022. The Board asked if Mr. Hill was certified by the State, Chief Cardinale confirmed that he is certified by the State and has met all requirements to practice as a paramedic. A motion to approve the reclassification of Wyatt Hill to a Firefighter/Paramedic as of March 1, 2022 was made by Commissioner Martin. The motion was seconded by Commissioner Green and carried unanimously.

Vouchers were reviewed by the Board; Commissioner Martin inquired about the cost of electricity for Station 62. He was informed that the cost was normal in the winter months while the station was regularly staffed. Bills for the NW Leadership Seminar and Washington Fire Commissioners were pulled from approval for pending questions. A motion to approve vouchers (checks number 5236 – 5282) was made by Commissioner Greene. The motion was seconded by Commissioner Martin and carried unanimously.

Volunteer payroll, which was processed via Resolution No. 20-163 on February 1, 2022, was reviewed. Payroll for career staff for February was also reviewed. A motion to approve payroll and volunteer payroll as presented was made by Commissioner Greene. The motion was seconded by Commissioner Martin and carried unanimously.

The board recessed into Executive Session per RCW 42.30.110 (1) (G) to discuss personnel matters at 7:20 PM, not to exceed 7:35 PM. At 7:34 P.M. the regular meeting was reopened. Commissioner Mason informed the public that a decision to hire the top candidate for the secretary position had been made and welcomed Kiley Franz to the position. Discussion ensued regarding a part-time or on-call position; Chief Cardinale will reach out to other candidates to inquire if they would like to be considered for a potential part-time position.

Banking cards were discussed. A motion to approve the new secretary, Kiley Franz, Commissioner Gregory Greene, and Commissioner Colin Mason to the signature cards and account information access for both Security State Bank and Columbia Bank accounts, and the issuance of credit cards for Kiley Franz, Commissioner Gregory Greene, and Commissioner Colin Mason from Security State Bank was made by Commissioner Mason. The motion was seconded by Commissioner Martin and carried unanimously. A motion to remove Jeri Lux and McKenzie Hocter (Gust) from the signature cards and account access was made by Commissioner Mason. The motion was seconded by Commissioner Martin and carried unanimously. Commissioner Mason noted that reauthorization of any signature cards necessary for the operation of the district be corrected at that time; the Board unanimously agreed.

An update on the audit process was provided by Commissioner Mason. While the audit was taking longer than usual due to the staffing changes, it was predicted to be concluded at the beginning of March.

Commissioner Greene informed the Board that research into laptops for commissioner use had been conducted and quotes had been received. A quote for new laptops went slightly over the \$3,000 limit approved by Commissioners in December; totaling \$3,210.33. Refurbished computers were quoted for \$2,406.94, but did not come with a warranty. After discussion, Commissioners Martin and Mason decided to decline a laptop at this time, but approved the purchase of a new laptop for Commissioner Greene. A motion to approve the purchase of one new laptop for Commissioner Greene was made by Commissioner Mason. The motion was seconded by Commissioner Martin and passed unanimously.

The discussion regarding the budget was tabled until the March meeting.

The Commissioner Compensation program was discussed. Requirements such as a minimum of two hours for non-meeting related activities was discussed. A form will be made for tracking of commissioner time and will be due a week before the monthly commissioner's meeting.

Discussion ensued regarding the EMS levy concerning rates and deadlines. Commissioner Mason explained that the due date for the ballot submission for the primary was May 31st; and the due date for the general election was August 12th. If the primary election were to fail, the submission deadline for the general election would be missed. Kiley Franz explained that resolutions for both elections could be submitted, and if the levy passed during the primary election, the second resolution could be pulled from the ballot for the general election.

Good of the Order:

- Commissioner Martin explained that the Lewis County Fire Commissioners met at Riverside Fire Authority on February 21st. He informed the commission that State Representative Peter Abbarno attended the meeting and spoke about upcoming grants for fire departments. He

encouraged all local fire departments to apply. The 9-1-1 committee had formed a strategic planning committee.

The motion was made to adjourn the meeting at 8:28 P.M. by Commissioner Greene and was seconded by Commissioner Mason.

By: _____
Commissioner

By: _____
Commissioner

By: _____
Commissioner

Lewis County Fire District #6
Special Commissioners Meeting
March 22, 2022
Minutes

In attendance:

- Commissioners: Gregory Greene, James Martin, and Colin Mason
- Administration: Chief Ken Cardinale and Executive Secretary Kiley Franz
- Visitors: Michelle Kwon and Ginny Waltman

The special meeting of the Board of Commissioners, Lewis County Fire District Number Six, was called to order at 3:02 P.M. by the Board Chair, Commissioner Colin Mason.

Michelle Kwon and Ginny Waltman of the Washington State Auditor’s Office introduced themselves and explained that an accountability audit of Lewis County Fire District #6 had been completed. Ms. Kwon explained that the intent of this audit was to ensure transparency and accuracy for governmental agencies.

The audit reviewed payroll controls, accounts payable, annual report filing, self-insurance requirements and reporting, open public meeting requirements, and financial conditions. No major findings were identified during the audit. A list of recommended exit items was provided.

Ms. Kwon informed the commission that the next audit would occur in the fall or winter months of 2024. Results of the current audit will be published online at www.sao.wa.gov.

The motion was made to adjourn the meeting at 3:16 P.M. by Commissioner Martin and was seconded by Commissioner Mason.

By: _____
Commissioner

By: _____
Commissioner

By: _____
Commissioner

Lewis County Fire District #6
Commissioners Meeting
April 26, 2022
Minutes

In attendance:

- Commissioners: Gregory Greene, James Martin, and Colin Mason
- Administration: Chief Ken Cardinale and Executive Secretary Kiley Franz
- Visitors: Kyle Eiswald, Daniel Holmes, Dave Layden, Sally Saxton, 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 Colin Mason.

The Board reviewed the agenda. Commissioner Martin made a motion to approve the agenda as presented. Commissioner Mason seconded the motion. All in favor; None opposed.

The Board reviewed the minutes from the regular commissioner's meeting on March 29, 2022 and the special commissioner's meeting on April 11, 2022. The motion to approve the minutes of March 29, 2022 and the minutes of April 11, 2022 as presented was made by Commissioner Martin and was seconded by Commissioner Greene. All in favor; none opposed.

Vouchers were reviewed by the Board. Commissioner Martin inquired about the rise in cost for the station locks, Chief Cardinale explained that the rise in cost was due to the locks being ordered after the beginning of the year. A motion to approve vouchers was made by Commissioner Martin. The motion was seconded by Commissioner Greene and carried unanimously.

Payroll was reviewed by the Board. A motion to approve payroll as presented was made by Commissioner Greene and was seconded by Commissioner Mason. All in favor; none opposed.

Volunteer payroll was reviewed by the Board. A motion to approve payroll as presented was made by Commissioner Greene and was seconded by Commissioner Martin. All in favor; none opposed.

Chief Cardinale provided an update on fire department activities. Chief Cardinale explained that department training had improved in the last year and thanked Lieutenant Matt McCoy and Firefighter Mike Goodwillie for their efforts in creating realistic training. He further informed the Board that the year's call volume had increased from this time in 2021. The district received \$5,035 for the surplus sale of Rescue 63.

The Board discussed opening stations to the public; Ms. Franz explained that no restrictions were found, only suggestions for masks and sanitization. All Commissioners agreed that the station would once again be opened to the public, effective immediately.

A letter of appreciation was presented to the Board for review. Commissioner Mason explained that the letter was for the man that had donated the house on Jackson Highway for the recent training burn. An appreciation plaque was discussed, a price limit of \$100.00 was agreed upon by all commissioners.

Good of the Order:

- Commissioner Martin informed the Board that a 9-1-1 Strategic Planning meeting would take place on May 11th which he will attend. He also reminded the Board that the Lewis County Fire Commissioner's Association will meet on May 16th at Lewis County Fire District #1.

The motion was made to adjourn the meeting at 7:12 P.M. by Commissioner Mason and was seconded by Commissioner Greene.

By: _____
Commissioner

By: _____
Commissioner

By: _____
Commissioner

Lewis County Fire District #6
Special Commissioners Meeting
May 13, 2022
Minutes

In attendance:

- Commissioners: Gregory Greene, James Martin, and Colin Mason
- Administration: Chief Ken Cardinale and Executive Secretary Kiley Franz
- Visitors: Zack Brotherson (Zoom), Daniel Holmes (Zoom), and Adam Strobeck (Zoom)

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

The Board reviewed the agenda. Commissioner Martin made a motion to approve the agenda as presented. Commissioner Mason seconded the motion. All in favor; None opposed.

Vouchers were reviewed by the Board. Commissioner Greene inquired about the surplus computers, Ms. Franz explained that the computers had been surplussed years ago and were now being disposed of. A motion to approve vouchers as presented was made by Commissioner Martin. The motion was seconded by Commissioner Mason and carried unanimously.

Payroll was reviewed by the Board. A motion to approve payroll was made by Commissioner Mason. The motion was seconded by Commissioner Martin and carried unanimously.

Chief Cardinale provided an update on district activities. He informed the Board that a pump class would take place on Saturday, May 14th; the live-fire training on April 30th had been completed successfully. Chief Cardinale thanked Lieutenant Matt McCoy and Firefighter Mike Goodwillie for their efforts setting up this training. Chief Cardinale informed the Board that defensible space classes for homeowners would be held this summer; a high probability of wildland fires are expected for July and August.

Bids for painting at Station 61 were reviewed by the Board. One bid was received from R&E Painting and Coatings for \$25,333.00 and one bid was received from Sandrini Restoration for \$91,274.64. Chief Cardinale explained that the bid received from Sandrini Restoration also included many minor repairs to baseboards and other such items. A motion to accept the \$25,333.00 from R&E Painting and Coating was made by Commissioner Greene. The motion was seconded by Commissioner Martin; all in favor, none opposed.

Chief Cardinale informed the Board that he had conducted interviews with the top firefighter candidates. He further explained that all candidates were quality candidates and any would be an exceptional choice. Discussion regarding candidates would be held during the executive session.

The renewal to the Ambulance Consortium contract was discussed. Chief Cardinale explained that the renewal just updated and revised a few items, no major alterations were made. Commissioner Martin asked if any changes had been made to address performance standard issues; Chief Cardinale explained that while not fixed yet, improvements were being made. A motion to accept the renewal contract with

the ambulance consortium and authorize Commissioner Mason to sign the document was made by Commissioner Martin. The motion was seconded by Commissioner Greene and passed unanimously.

The board recessed into Executive Session per RCW 42.30.110 (1) (G) to discuss personnel matters at 6:17 PM, not to exceed 6:37 PM. At 6:37 P.M. the executive session was extended until 6:53 P.M. At 6:53 P.M. the regular meeting was reopened. A motion was made by Commissioner Greene to extend a conditional offer of employment to the top candidate for the upcoming firefighter vacancy. The motion was seconded by Commissioner Martin and passed unanimously. Chief Cardinale will contact the top candidate with the conditional offer of employment.

The meeting of May 24th was discussed. Since payroll and vouchers were approved early due to the scheduled absence of the secretary, it was decided that the meeting was unnecessary. A motion to cancel the regularly scheduled commissioners meeting on Tuesday, May 24th was made by Commissioner Greene. The motion was seconded by Commissioner Mason and carried unanimously.

The motion was made to adjourn the meeting at 7:00 P.M. by Commissioner Mason and was seconded by Commissioner Greene; the motion carried unanimously.

By: _____
Commissioner

By: _____
Commissioner

By: _____
Commissioner

Lewis County Fire District #6
Commissioners Meeting
June 28, 2022
Minutes

In attendance:

- Commissioners: Gregory Greene, James Martin, and Colin Mason
- Administration: Chief Ken Cardinale and Executive Secretary Kiley Franz
- Visitors: Kyle DePriest, Matt 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 Colin Mason.

The Board reviewed the agenda. Commissioner Greene made a motion to approve the agenda as presented. Commissioner Mason seconded the motion. All in favor; None opposed.

The Board reviewed the minutes from the regular commissioner's meeting on April 26, 2022 and the special commissioner's meeting on May 13, 2022. The motion to approve the minutes of April 26, 2022 and the minutes of May 13, 2022 as presented was made by Commissioner Greene and was seconded by Commissioner Martin. All in favor; none opposed.

Vouchers were reviewed by the Board. Ms. Franz informed the Board that three invoices had been added since the packets were disbursed. Commissioner Greene asked why the electricity bill for Station 63 exceeded Station 62; Ms. Franz explained that credit due to overpayment on the account had been applied for Station 62, but electricity usage was similar. A motion to approve vouchers as presented was made by Commissioner Greene. The motion was seconded by Commissioner Mason and carried unanimously.

Payroll was reviewed by the Board. A motion to approve payroll as presented was made by Commissioner Greene. The motion was seconded by Commissioner Martin and carried unanimously.

Chief Cardinale provided an update on district activities. He informed the Board that the resident program was down to one; annual apparatus waxing had begun; and written expectations had been reviewed with the lieutenants. Chief Cardinale presented custom belt buckles to the commissioners and explained that they were intended to be a memento of service and to build pride for the district. He explained that the buckles would be utilized as part of the class b uniform and would be issued to full-time staff members. Belt buckles will be available for purchase at cost to any interested volunteers.

Chief Cardinale further explained that upon his hiring, Commissioner Martin presented him with an original district challenge coin. He expressed his gratitude for this gesture. Commissioner Mason informed the Board that Firefighter Goodwillie had created a design for a new district challenge coin. He explained that this coin would be the third iteration of district challenge coins. The intent is to continue the tradition of providing paid staff with a coin and having additional coins available for purchase at cost. A motion to approve the purchase of coins, provide coins to career staff and recruit academy graduates, and to have coins available for purchase at cost, was made by Commissioner Mason and was seconded

by Commissioner Greene. All in favor; none opposed.

Chief Cardinale informed the Board that fire shelters for wildland firefighting had been ordered and received. He thanked Kevin Curfman for the wildland firefighting class and informed the Board that red card training for wildland firefighting would be researched soon.

Landscape maintenance at Station 63 was briefly discussed. Chief Cardinale informed the Board that landscaping had been done monthly in the past, but had been cancelled at some point. A quote from Knott a Problem Landscaping for maintenance at Station 63 was presented for review; the total cost per month would be \$250.00. A motion to approve landscape maintenance costs for Station 63, for both the ongoing maintenance and an annual weed control, was made by Commissioner Mason. The motion was seconded by Commissioner Greene and carried unanimously.

The discussion regarding the Acting Chief MOU was tabled.

The board recessed into Executive Session per RCW 42.30.110(1)(g) to discuss personnel matters at 7:14 PM, not to exceed 7:34 PM; there would be no action taken following the conclusion of the executive session. At 7:34 P.M. the executive session was extended until 7:54 P.M. At 7:54 P.M. the executive session was extended until 8:24 P.M. At 8:24 P.M. the executive session was extended until 8:34 P.M. At 8:35 P.M. the regular meeting was reopened.

Commissioner Martin informed the Board that he had participated in three meetings: the Lewis County Fire Commissioners' Association meeting, and two 9-1-1 strategic planning committee meetings, one of which was dedicated to fire departments, and one that was all entities involved in the committee. He explained that the current dispatch fees were split between law enforcement and fire; the percentages of 70% law enforcement and 30% fire were not expected to change.

Commissioner Greene informed the Board that he had attended a class in Chelan regarding grant writing, which weighed the pros and cons of hiring a grant writer.

The motion was made to adjourn the meeting at 8:42 P.M. by Commissioner Greene and was seconded by Commissioner Martin; the motion carried unanimously.

By: _____
Commissioner

By: _____
Commissioner

By: _____
Commissioner

Lewis County Fire District #6
Special Commissioners Meeting
July 14, 2022
Minutes

In attendance:

- Commissioners: Gregory Greene, James Martin, and Colin Mason (via Zoom)
- Administration: Chief Ken Cardinale (via Zoom) and Executive Secretary Kiley Franz
- Visitors: None

The special meeting of the Board of Commissioners, Lewis County Fire District Number Six, was called to order at 4:01 P.M. by the Board Chair, Commissioner Colin Mason.

The Board reviewed the agenda. Commissioner Martin made a motion to approve the agenda as presented. Commissioner Mason seconded the motion. All in favor; None opposed.

The board recessed into Executive Session per RCW 42.30.110 (1)(g) to discuss personnel matters at 4:03 PM, not to exceed 4:33 PM. At 4:33 P.M. the executive session was extended until 4:53 P.M. At 4:53 P.M. the regular meeting was reopened.

The motion was made to adjourn the meeting at 4:54 P.M. by Commissioner Mason and was seconded by Commissioner Martin; the motion carried unanimously.

By: _____
Commissioner

By: _____
Commissioner

By: _____
Commissioner

Lewis County Fire District #6
Commissioners Meeting
July 26, 2022
Minutes

In attendance:

- Commissioners: Gregory Greene, James Martin (Zoom), and Colin Mason
- Administration: Fire Chief Ken Cardinale and Executive Secretary Kiley Franz
- Visitors: Zack Brotherson, Matt Foley (Zoom), Daniel Holmes, 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 Colin Mason.

The Board reviewed the agenda. Commissioner Mason made a motion to approve the agenda as presented. Commissioner Greene seconded the motion. All in favor; None opposed.

The Board reviewed the minutes from the regular commissioner's meeting on June 28, 2022 and the special commissioner's meeting on July 14, 2022. The motion to approve the minutes of June 28, 2022 and the minutes of July 14, 2022 as presented was made by Commissioner Greene and was seconded by Commissioner Martin. All in favor; none opposed.

Vouchers were reviewed by the Board. A motion to approve vouchers as presented was made by Commissioner Greene. The motion was seconded by Commissioner Martin and carried unanimously.

Payroll was reviewed by the Board. A motion to approve payroll as presented was made by Commissioner Martin. The motion was seconded by Commissioner Greene and carried unanimously.

Volunteer payroll was reviewed by the Board. A motion to approve volunteer payroll as presented was made by Commissioner Greene. The motion was seconded by Commissioner Mason and carried unanimously.

Chief Cardinale provided an update on district activities. He informed the Board that volunteer attendance at drills and shift hours had increased and call volume was down slightly from 2021. Engine 63 is now back in service after approximately \$3,000 in repairs due to an accident with the pump. Chief Cardinale will be following up with the individuals involved in the mishap. Policies for wildland and grass fires and electric vehicles had been drafted. Run cards with dispatch are being reviewed; a goal has been set for standardized run cards across the county.

The budget was reviewed. It was decided to table the topic until the EMS levy election results were available.

Chief Cardinale expressed his belief that Engine 64 should be declared surplus to the needs of the District. He explained that rust had been found and repaired by Randco Tanks previously, but the engine remained at Station 64, which currently has no active volunteers. He informed the Board that the other engines were able to be rotated to ensure use, but Engine 64 is a small, two-person cab and cannot be utilized at

Station 61 due to this. Commissioner Greene asked if insurance ratings would go down due to the surplus; Chief Cardinale informed him that the surplus of Engine 64 would not reduce the 4,000 gallon pumping capability of the district. Chief Cardinale will get an estimate for the surplus of Engine 64 from Ritchie Brothers; a possible transition of the engine was also discussed.

Chief Cardinale informed the Board that after the L&I pre-inspection, the springs on bay doors at Station 61 had been found undersized and unsafe for the weight of the glass doors. Some have failed previously and have been replaced with the appropriate springs. A bid for the replacement of the remaining door springs from Johnson and Johnson Overhead Doors in the amount of \$13,805.24 was reviewed by the Board. Commissioner Greene asked if any other bids had been received; Chief Cardinale informed him that Johnson and Johnson Overhead Doors had been the only local company to respond to the inquiry. A motion to approve the replacement of the door springs and accept the bid from Johnson and Johnson Overhead Doors in the amount of \$13,805.24 was made by Commissioner Greene. The motion was seconded by Commissioner Mason and carried unanimously.

Ongoing training and continuing education for officers was discussed. Chief Cardinale expressed his concern with not mandating training. Matt Foley informed the Board that the labor group agreed that ongoing training was necessary, but was concerned about certifications being required that were not currently required in the CBA. The commission agreed that the language of the CBA needed to be reviewed in executive session.

The litigation defense policy was briefly discussed; it was decided to table the topic until the August 23, 2022 commissioner's meeting.

The board recessed into Executive Session per RCW 42.30.110(1)(i) and 42.30.140(4)(a) at 7:47 PM, not to exceed 8:27 PM; there would be no action taken following the conclusion of the executive session. At 8:27 P.M. the executive session was extended until 8:57 P.M. Commissioner Martin recused himself from the executive session at 8:34 P.M. At 8:57 P.M. the regular meeting was reopened.

The motion was made to adjourn the meeting at 8:59 P.M. by Commissioner Greene and was seconded by Commissioner Mason; the motion carried unanimously.

By: _____
Commissioner

By: _____
Commissioner

By: _____
Commissioner

Lewis County Fire District #6
Commissioners Meeting
August 23, 2022
Minutes

In attendance:

- Commissioners: Gregory Greene, James Martin (Zoom), and Colin Mason (Zoom)
- Administration: Fire Chief Ken Cardinale and Executive Secretary Kiley Dyas
- Visitors: Zack Brotherson (Zoom), Matt Foley, Wyatt Hill, Daniel Holmes (Zoom), Dave Layden (Zoom), Colton Moorhead (Zoom), and Adam Strobeck

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

The Board reviewed the agenda. Commissioner Martin made a motion to approve the agenda as presented. Commissioner Greene seconded the motion. All in favor; None opposed.

The Board reviewed the minutes from the regular commissioner's meeting on July 26, 2022. The motion to approve the minutes as presented was made by Commissioner Greene and was seconded by Commissioner Mason. All in favor; none opposed.

Vouchers were reviewed by the Board. A motion to approve vouchers as presented was made by Commissioner Martin. The motion was seconded by Commissioner Greene and carried unanimously.

Payroll was reviewed by the Board. A motion to approve payroll as presented was made by Commissioner Greene. The motion was seconded by Commissioner Mason and carried unanimously.

Chief Cardinale provided an update on district activities. He provided additional information to his previous month's report: Lieutenant Foley did address the issue with Engine 63 and provided remedial training on the issue. A record of the conversation has been added to the individual's file. Chief Cardinale updated the Board on volunteer drill activity and mutual aid calls. A county-wide mass casualty incident drill will take place in October.

Chief Cardinale informed the Board that Engine 64 cannot be converted into an ambulance; it would take approximately \$200,000 to convert the engine into a tender. He suggested moving forward with the surplus of Engine 64. A motion to surplus Engine 64 was made by Commissioner Greene; the motion was seconded by Commissioner Mason and carried unanimously.

Chief Cardinale requested that the Board consider the purchase of a new brush truck and a new ambulance. He informed the Board that due to a chassis shortage, the brush truck would not be available until next summer and an ambulance was approximately two years out. According to legal counsel, due to the limited availability, both purchases would fall under the sole-source provider and would not need to go through the bidding process. He further explained that a new ambulance was needed due to the aging back-up ambulance and the intended staffing of Station 62. After discussion, it was decided to table the request until further information was reviewed.

The budget was reviewed. A motion to approve the budget as presented was made by Commissioner Greene. The motion was seconded by Commissioner Mason and carried unanimously.

The litigation defense policy was reviewed by the Board; no alterations have been made since the previous meeting. A motion to approve the litigation defense policy as presented was made by Commissioner Greene and was seconded by Commissioner Mason. Commissioner Martin recused himself from the motion.

A contract with Pacific Northwest Hydro for annual hose and ladder inspections was reviewed. Due to the fixed pricing and a discount received for a 5-year commitment, the Board decided to approve the contract with a 5-year term. The motion was made by Commissioner Mason and was seconded by Commissioner Martin. All in favor; none opposed.

The annual contract with Lewis County IT Services was reviewed. A reduction in cost was due to an audit of authorized users. A motion to approve the contract was made by Commissioner Greene. The motion was seconded by Commissioner Mason and carried unanimously.

An annual contract renewal with Centralia-Chehalis Pupil Transportation was reviewed by the Board. No major changes have been made to the contract. A motion to approve the contract as presented was made by Commissioner Mason and seconded by Commissioner Greene. All in favor; none opposed.

An insurance policy cancellation form from Provident was reviewed by the Board. Kiley Dyas explained that the district's insurance company, Nicholson and Associates, was moving to a new carrier for that particular policy. The insurance from Provident would be replaced by one from VFIS shortly. A motion to approve the cancellation of the Provident policy was made by Commissioner Greene. The motion was seconded by Commissioner Mason and carried unanimously.

The Board then went into executive session per RCW 42.30.110(1)(g) from 7:30 pm to 8:00 pm. At 8:00 pm, the Board reopened the regular meeting. A motion to approve the hiring of three additional firefighter/EMT positions was made by Commissioner Mason. The motion was seconded by Commissioner Greene; Commissioner Martin abstained. Chief Cardinale will extend conditional offers of employment to the remaining candidates on the hiring list.

The motion was made to adjourn the meeting at 8:01 P.M. by Commissioner Greene and was seconded by Commissioner Mason; the motion carried unanimously.

By: _____
Commissioner

By: _____
Commissioner

By: _____
Commissioner

Lewis County Fire District #6
Special Commissioners Meeting
September 15, 2022
Minutes

In attendance:

- Commissioners: Gregory Greene, James Martin, and Colin Mason (via Zoom)
- Administration: Chief Ken Cardinale (via Zoom) and Executive Secretary Kiley Franz
- Visitors: Wyatt Hill and Adam Strobeck

The special 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 Colin Mason.

The Board reviewed the agenda. Commissioner Martin made a motion to approve the agenda as presented. Commissioner Greene seconded the motion. All in favor; None opposed.

Chief Cardinale informed the Board that the LifePak and Lucas service renewal was a four-year contract for maintenance. This renewal will cost \$29,858.80 total; or \$7,464.70 annually. Commissioner Martin asked if this contract covered the new LifePaks as well; Chief Cardinale confirmed that it did. A motion to approve the four-year renewal contract with Stryker for LifePak and Lucas maintenance was made by Commissioner Martin. The motion was seconded by Commissioner Greene and carried unanimously.

Chief Cardinale stated that the ambulance purchase was being brought to the Board for consideration due to the availability of the chassis. Between the acquisition of the chassis and the back-ordered ambulances, production of an ambulance will take approximately two years. Medic 61 currently has over 80,000 miles on it and Aid 61 has over 120,000 miles, as well as some electrical issues. The cost of a new ambulance, which will be built similar to Medic 61 to reduce design costs, is estimated between \$347,000 and \$352,000. Commissioner Martin asked Chief Cardinale which apparatus he expected to replace in the next five years. Chief Cardinale expressed his desire to retro-fit Aid 61, acquire a second brush truck, and possibly replace Engine 62. He informed the Board that he would be seeking grants for some of these purchases. Commissioner Martin expressed hesitancy regarding the adequacy of available funds. Commissioner Mason expressed his desire to be proactive with aging apparatus. Chief Cardinale informed the Board that due to the limited availability of the chassis and the geographical location of Braun NW, according to legal counsel, this purchase would fall under the sole source provider stipulation and bidding requirements would be waived. A motion to secure the order of the ambulance from Braun NW in an amount not to exceed \$352,000 was made by Commissioner Mason and was seconded by Commissioner Greene. Commissioner Martin abstained.

Chief Cardinale thanked Firefighter/Paramedic Daniel Holmes for his contributions in locating and receiving quotes for the brush truck. Due to the limited availability of the chassis, according to legal counsel, this purchase would fall under the sole source provider stipulation as well. Chief Cardinale informed the Board that the need for a brush truck became imminent when the current brush truck began experiencing issues and was unusable for most of the wildland season. Commissioner Martin expressed his concern regarding the cost so shortly after hiring three more firefighter/EMT positions. Chief Cardinale expressed his desire to plan for future growth and to be proactive in both staffing and apparatus replacement. Commissioner Greene agreed that the cost was difficult to see, but agreed that

the district needed to be proactive. Commissioner Martin agreed that the district needed to be proactive, but voiced concern about the short time frame in which the money was being allocated. Commissioner Mason made a motion to approve the ordering of the brush truck from Deep South Fire Trucks in an amount not to exceed \$215,000. Commissioner Greene seconded the motion. Commissioner Martin abstained.

The motion was made to adjourn the meeting at 5:43 P.M. by Commissioner Greene and was seconded by Commissioner Martin; the motion carried unanimously.

By: _____
Commissioner

By: _____
Commissioner

By: _____
Commissioner

Lewis County Fire District #6
Commissioners Meeting
September 27, 2022
Minutes

In attendance:

- Commissioners: Gregory Greene, James Martin (Zoom), and Colin Mason (Zoom)
- Administration: Fire Chief Ken Cardinale and Executive Secretary Kiley Dyas
- Visitors: Matt Foley, Wyatt Hill, Dave Layden (Zoom), Adam Strobeck, and James Van Ornum

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

The Board reviewed the agenda. Chief Cardinale informed the Board that a review of a contract with the Washington State Patrol and a donation needed to be added under new business. Commissioner Greene made a motion to approve the agenda as amended. Commissioner Martin seconded the motion. All in favor; none opposed.

The Board reviewed the minutes from the regular commissioner's meeting on August 23, 2022 and the special commissioner's meeting on September 15, 2022. The motion to approve the minutes as presented was made by Commissioner Greene and was seconded by Commissioner Mason. All in favor; none opposed.

Vouchers were reviewed by the Board; Secretary Dyas informed the Board that two additional invoices had been added since the agenda packet was disseminated. One invoice for Pacific NW Hydro for hose testing and one for Pioneer Fire for fire alarm monitoring. A motion to approve vouchers as presented was made by Commissioner Mason. The motion was seconded by Commissioner Greene and carried unanimously.

Payroll was reviewed by the Board; Secretary Dyas informed the Board that two minor additions had been made to overtime and commissioner stipends. A motion to approve payroll as presented was made by Commissioner Greene. The motion was seconded by Commissioner Martin and carried unanimously.

Chief Cardinale provided an update on district activities. He informed the Board that he had met with Dr. McCahill regarding the district becoming a transporting agency; Dr. McCahill has no objections. Chief Cardinale also explained that as of September 22, 2022, the county will once again provide fire investigation services. An accident report regarding Engine 61 was provided to the Board for review.

A contract with the Washington State Patrol (WSP) was presented to the Board for review. Chief Cardinale explained that this agreement was to be put in place to reimburse the department for any mobilizations. This contract will not require the district to mobilize. The commission agreed to designate Chief Cardinale as an authorized signer of this contract.

Commissioner Mason informed the Board that donors had approached the district to provide pink shift shirts and a pink element for the medic unit and the command vehicle in honor of breast cancer

awareness month. Commissioner Martin noted that pink shirts had been done in the past to honor breast cancer awareness month. The commission thanked the donors and approved the Chief to move forward with the pink stripe on Medic 61 and Command 61.

The motion was made to adjourn the meeting at 7:01 P.M. by Commissioner Greene and was seconded by Commissioner Martin; the motion carried unanimously.

By: _____
Commissioner

By: _____
Commissioner

By: _____
Commissioner

Lewis County Fire District #6
Special Commissioners Meeting
October 19, 2022
Minutes

In attendance:

- Commissioners: Gregory Greene, James Martin, and Colin Mason
- Administration: Chief Ken Cardinale and Executive Secretary Kiley Franz
- Visitors: Michael Goodwillie, Daniel Holmes, Stephanie Mason, Matthew McCoy, and Colton Moorhead

The special meeting of the Board of Commissioners, Lewis County Fire District Number Six, was called to order at 5:30 P.M. by the Board Chair, Commissioner Colin Mason.

The Board reviewed the agenda. Commissioner Greene made a motion to approve the agenda as presented. Commissioner Mason seconded the motion. All in favor; None opposed.

Chief Cardinale informed the Board that an issue with brakes on multiple apparatus had been found. Firefighter/Paramedic Daniel Holmes, who oversees apparatus maintenance, provided a summary of the issue. The brakes on Engine 61-A, the reserve engine for Station 61, are no longer in production and the weight of the vehicle exceeds the axel specifications. Mr. Holmes explained in detail the process in which additional vehicles have been and will soon be evaluated. Engine 61-A and Engine 62 are affected by the discontinuation of the brake pads and four additional apparatus may be affected as well. The liability of potential brake failure was discussed; Commissioner Martin expressed concern about the wrong brake pads being installed on Engine 61-A in the past.

Chief Cardinale informed the Board that he had reached out to neighboring districts to inquire about borrowing and/or leasing a reserve engine until a solution could be found. Lewis County Fire District #5 and Riverside Fire Authority have confirmed that each could provide a reserve engine if necessary. The commission unanimously agreed to lease engines from both departments as an interim solution.

Chief Cardinale informed the Board that the apparatus committee had requested that the district transition the vehicles from yellow/green to red. This request is not to paint existing apparatus, but to have future apparatus painted red, including the brush truck and the medic unit that were approved at the September 15, 2022 special meeting. Commissioner Martin explained that the current apparatus color had been selected due to a study showing it provided the highest visibility. The Board agreed to consider the alteration and discuss it at future meetings.

The motion was made to adjourn the meeting at 6:22 P.M. by Commissioner Greene and was seconded by Commissioner Martin; the motion carried unanimously.

By: _____
Commissioner

By: _____
Commissioner

By: _____
Commissioner

Lewis County Fire District #6
Commissioners Meeting
October 25, 2022
Minutes

In attendance:

- Commissioners: Gregory Greene, James Martin, and Colin Mason
- Administration: Fire Chief Ken Cardinale and Executive Secretary Kiley Dyas
- Visitors: Kyle DePriest (Zoom), Daniel Holmes, Dave Layden (Zoom), Matt McCoy, Colton Moorhead, and James Van Ornum

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

The Board reviewed the agenda. Commissioner Greene made a motion to approve the agenda as presented. Commissioner Martin seconded the motion. All in favor; none opposed.

The Board reviewed the minutes from the regular commissioner's meeting on September 27, 2022 and the special commissioner's meeting on October 19, 2022. Secretary Dyas noted that a correction from the distributed minutes regarding the discussion of apparatus color had been adjusted to yellow/green instead of yellow. The motion to approve the minutes as presented was made by Commissioner Mason and was seconded by Commissioner Greene. All in favor; none opposed.

Vouchers were reviewed by the Board. A motion to approve vouchers as presented was made by Commissioner Martin. The motion was seconded by Commissioner Greene and carried unanimously.

Payroll was reviewed by the Board. A motion to approve payroll as presented was made by Commissioner Greene. The motion was seconded by Commissioner Mason and carried unanimously.

Volunteer payroll was reviewed by the Board. A motion to approve volunteer payroll as presented was made by Commissioner Greene. The motion was seconded by Commissioner Martin and carried unanimously.

Chief Cardinale informed the Board that he had attended the EMS Council meeting and the ALS provider meeting. He notified the Board that with the elimination of South County Medic One, affected fire districts will be implementing their own ALS programs.

Chief Cardinale noted that the three newly hired firefighter/EMTs had passed all pre-requisite testing and background investigations and would be on their respective shifts as of November 1, 2022.

Chief Cardinale informed the Board that Firefighter/Paramedic Holmes had located brakes that would work for the engines. Firefighter/Paramedic Holmes provided an overview of the issue and solution with the brakes for many fire district apparatus that had been discussed at the special meeting on October 19, 2022.

The 2023 preliminary budget was reviewed and briefly discussed. Secretary Dyas informed the Board that a special meeting would be scheduled to review the budget in depth. Commissioner Martin asked approximately how much was allocated to the education fund stipulated in the collective bargaining agreement; Secretary Dyas informed him that it was roughly \$60,000.

Chief Cardinale informed the Board that the 2007 Suburban was no longer utilized and requested the vehicle be deemed surplus to reduce maintenance costs. He explained that another fire department may be interested in purchasing the vehicle. He explained that the vehicle had been retained for use as a rehab vehicle, but the district does not have current support staff to operate the vehicle. A motion to surplus the 2007 Suburban was made by Commissioner Mason. Commissioner Greene seconded the motion and it carried unanimously.

The motion was made to adjourn the meeting at 7:42 P.M. by Commissioner Greene and was seconded by Commissioner Mason; the motion carried unanimously.

By: _____
Commissioner

By: _____
Commissioner

By: _____
Commissioner

Lewis County Fire District #6
Commissioners Meeting
November 22, 2022
Minutes

In attendance:

- Commissioners: Gregory Greene and Colin Mason
- Absent, Excused: Jim Martin
- Administration: Fire Chief Ken Cardinale and Executive Secretary Kiley Dyas
- Visitors: Kylie Bretzel (Zoom), Zach Brotherson, Kyle Eiswald, Mike Goodwillie, Daniel Holmes, Dave Layden, Matt McCoy, and Kevin Reynolds

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 Colin Mason.

The Board reviewed the agenda. Commissioner Greene made a motion to approve the agenda as presented. Commissioner Mason seconded the motion. All in favor; none opposed.

A graduation ceremony for the district's newest volunteer recruits was held. The ceremony was led by Firefighter Mike Goodwillie; volunteer recruits Aaron Boyle, Kylie Bretzel, Dayce Childress, Pete Harris, Mackenzie Kukas, Trevor Minkoff, and Colton Whiting were recognized for their hard work and dedication through their six months of training. Fire Chief Ken Cardinale praised the recruits on completing their training, explaining to the recruit's friends and families the significant hours worked and training that had been completed by the recruits. Chief Cardinale further thanked the recruit's friends and families for their support.

A fifteen-minute recess was taken for refreshments from 6:48 P.M. until 7:03 P.M.

The Board reviewed the minutes from the regular commissioner's meeting on October 25, 2022. The motion to approve the minutes as presented was made by Commissioner Greene and was seconded by Commissioner Mason. All in favor; none opposed.

Vouchers were reviewed by the Board. A motion to approve vouchers as presented was made by Commissioner Mason. The motion was seconded by Commissioner Greene and carried unanimously.

Payroll was reviewed by the Board. A motion to approve payroll as presented was made by Commissioner Greene. The motion was seconded by Commissioner Mason and carried unanimously.

Chief Cardinale provided the Board with a monthly staffing report. He informed the Board that the three new firefighter/EMTs had begun on November 1st and all were adapting well.

Chief Cardinale informed the Board that a replacement for the brakes on the affected engines had been located and were being installed. The borrowed engine from Lewis County Fire District #5 would be returned the following day. Chief Cardinale once again thanked Lewis County Fire District #5 for their generosity.

Lewis County Fire District #6
November 22, 2022
Minutes

The motion was made to adjourn the meeting at 7:09 P.M. by Commissioner Greene and was seconded by Commissioner Mason; the motion carried unanimously.

By: _____
Commissioner

By: _____
Commissioner

By: _____
Commissioner

Lewis County Fire District #6
Special Commissioners Meeting
November 23, 2022
Minutes

In attendance:

- Commissioners: Gregory Greene, James Martin, and Colin Mason
- Administration: Chief Ken Cardinale and Executive Secretary Kiley Dyas
- Visitors: None

The special meeting of the Board of Commissioners, Lewis County Fire District Number Six, was called to order at 5:33 P.M. by the Board Chair, Commissioner Colin Mason.

The Board reviewed the agenda. Commissioner Greene made a motion to approve the agenda as presented. Commissioner Martin seconded the motion. All in favor; none opposed.

Secretary Dyas presented the 2023 proposed budget for review. The 2023 proposed budget expenditures were reviewed by line item. Discussion regarding various line items ensued.

Reserve allocations were discussed by the Board. The following reserve allocation fund balances were agreed upon as follows:

- General Reserves: \$750,000.00
- Building Reserves: \$268,979.43
- Apparatus Reserves: \$762,028.17
- Equipment Reserves: \$218,979.44
- Unfunded Liability: \$232,318.45
- **Total: \$2,232,305.49**

The Board then recessed into a public hearing for the budget at 8:12 P.M. Secretary Dyas read Resolution 2022-3 and Resolution 2022-4. The amount levied for the general fund was \$1,679,717.69 and the amount levied for the EMS fund was \$1,066,891.99. There were no questions or comments from the public.

The Board then reopened the special meeting at 8:19 P.M.

A motion to approve Resolution 2022-3 and Resolution 2022-4 was made by Commissioner Grenee. The motion was seconded by Commissioner Martin and carried unanimously.

A motion to approve the 2023 proposed budget for operational expenses and funding for reserve items was made by Commissioner Martin. The motion was seconded by Commissioner Greene and carried unanimously.

The motion was made to adjourn the meeting at 8:22 P.M. by Commissioner Martin and was seconded by Commissioner Greene; the motion carried unanimously.

Lewis County Fire District #6
November 23, 2022
Minutes

By: _____
Commissioner

By: _____
Commissioner

By: _____
Commissioner

Lewis County Fire District #6
Special Commissioners Meeting
December 12, 2022
Minutes

In attendance:

- Commissioners (via Zoom): Gregory Greene, James Martin, and Colin Mason
- Administration: Executive Secretary Kiley Dyas
- Visitors: None

The special meeting of the Board of Commissioners, Lewis County Fire District Number Six, was called to order at 5:30 P.M. by the Board Chair, Commissioner Colin Mason.

The Board reviewed the agenda. Commissioner Greene made a motion to approve the agenda as presented. Commissioner Martin seconded the motion. All in favor; none opposed.

The Board then went into executive session per RCW 42.30.110(1)(i) – Litigation/Potential Litigation – from 5:31 pm to 5:55 pm. At 5:55 P.M. the special meeting was reopened.

The motion was made to adjourn the meeting at 5:56 P.M. by Commissioner Mason and was seconded by Commissioner Greene; the motion carried unanimously.

By: _____
Commissioner

By: _____
Commissioner

By: _____
Commissioner