

Lewis County Fire District #6
Commissioners Meeting
January 24, 2023
Minutes

In attendance:

- Commissioners: Gregory Greene, Jim Martin, and Colin Mason
- Administration: Fire Chief Ken Cardinale and Executive Secretary Kiley Dyas
- Visitors: Zach Brotherson (Zoom), Gregory Lund, Dave Luxenburg, Matt McCoy, Colton Moorhead, Brian Snure, 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.

Gregory Lund addressed the Commissioners regarding the adequate facilities document that is currently being discussed with Lewis County. Chief Cardinale has not been signing the adequate facilities document due to liability issues; Chief Cardinale explained that he has been working with the county for a solution. Mr. Lund expressed his desire to find a resolution so that development in the district could continue.

The Board reviewed the minutes from the regular commissioner's meeting on December 27, 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 Mason and carried unanimously. Commissioner Greene noted that items that would exceed line-item budgets would be addressed in the first budget amendment in March.

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 a request to increase the training line-item budget for staff under code 522.45.49.01 from \$2,000 to \$5,000 had been received. The Board agreed that the budget should be increased and would address the increase during the first budget amendment. Chief Cardinale explained that work with the Lewis County Communications Center continued; efforts to increase the district's radio coverage was underway. He asked that the Board review the lieutenant's job description and the training captain's position documents. Chief Cardinale asked the Board for a decision regarding placing an Adna Pirate's logo on the ambulance at Station 62; the Board agreed that the decal was not appropriate for apparatus.

The Board discussed appointment of the Board Chair. Commissioner Greene nominated Commissioner Mason for the position. Commissioner Mason accepted the nomination. All in favor; none opposed.

Chief Cardinale presented a proposal for new district badges for review. He explained that the design represented the balance between fire and EMS in the district. He noted that badges for the Commissioners were aesthetically pleasing for ceremonial purposes and had been included in the proposal.

Secretary Dyas explained that the meeting in February fell on the last day of the month and payroll would need to be approved prior to the meeting. The Commissioners noted that they would need to leave the night of February 28, 2023 to attend the Leadership Conference; it was decided to cancel the February 28, 2023 meeting and schedule a special meeting on February 21, 2023 instead.

The board recessed into Executive Session per RCW 42.30.110 (1)(i), RCW 42.30.140(4)(b), and RCW 42.30.110(1)(g) at 7:36 PM, not to exceed 9:36 PM. At 9:36 P.M. the executive session was extended until 10:06 P.M. At 10:06 P.M. the executive session was extended until 10:24 P.M. At 10:24 P.M. the executive session was extended until 11:24 P.M. At 11:24 P.M. the regular meeting was reopened.

Commissioner Martin informed the Board that he had attended a meeting regarding medical response in the county. He informed the Board that mutual aid agreements were mostly from 2002 and were in need of review and updates. The district's auto-aid agreements need review as well.

The motion was made to adjourn the meeting at 11:32 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
Special Commissioners Meeting
February 15, 2023
Minutes

In attendance:

- Commissioners: Gregory Greene, James Martin, and Colin Mason
- Administration: Executive Secretary Kiley Franz
- Visitors: Kyle Eiswald

The special meeting of the Board of Commissioners, Lewis County Fire District Number Six, was called to order at 5:35 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.

Secretary Dyas explained that the insurance was in need of a letter from the Board of Commissioners regarding the Hull Property. No documents had been located to verify that upon purchase of the property for Station 61, the resident of the house could occupy the residence for the remainder of their lifetime. The Board reviewed the letter and approved its contents.

The board recessed into Executive Session per RCW 42.30.110 (1)(g) to discuss personnel qualifications at 5:46 PM, not to exceed 6:06 PM. At 6:06 P.M. the executive session was extended until 6:26 P.M. At 6:26 P.M. the executive session was extended until 6:41 P.M. At 6:41 P.M. the executive session was extended until 6:46 P.M. At 6:46 P.M. the regular meeting was reopened.

The motion was made to adjourn the meeting at 6:47 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
February 21, 2023
Minutes

In attendance:

- Commissioners: Gregory Greene, Jim Martin, and Colin Mason
- Administration: Fire Chief Ken Cardinale and Executive Secretary Kiley Dyas
- Visitors: Kylie Bretzel, Kyle DePriest, Kyle and Courtney Eiswald, Mike Goodwillie, Laura Hanson, Wyatt Hill, Daniel and Felicity Holmes, Dave Layden, Matt McCoy, Colton Moorhead, and Devin Schlapbach

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.

An appreciation awards ceremony was held for members of the department. Chief Cardinale expressed his thanks to the various members for their exceptional work and dedication to the department. Following the awards ceremony, a 15-minute recess was taken.

The Board reviewed the minutes from the regular commissioner's meeting on January 24, 2023 and the special commissioner's meeting on February 15, 2023. It was noted that the agenda had a typo listing the minutes as 2022 instead of 2023. The motion to approve the minutes as presented was made by Commissioner Martin and was seconded by Commissioner Greene. All in favor; none opposed.

Vouchers were reviewed by the Board. It was noted that the names on hotel reservations for Chief Cardinale and Commissioner Mason, and the reservations for Commissioners Greene and Martin should be labeled in reverse. 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.

The proposal for Fire Chief recruitment services by the company Prothman was reviewed by the Board. A motion to accept the proposal as presented was made by Commissioner Greene; the motion was seconded by Commissioner Martin and carried unanimously.

Commissioner Martin informed the Board that at the Lewis County Fire Commissioner's Association meeting a report from the 9-1-1 dispatch committee was discussed, the Lewis County Assessor's Office made a presentation regarding tax levies, and a smoke detector scholarship was discussed.

A celebration of life for former volunteers Bill and Wanda Thompson would be held on Saturday, February 25, 2023 at the V.R. Lee Building in Chehalis.

Commissioner Greene discussed the need for two monthly meetings to be held in March, April, May, and June due to the fire chief recruitment process, the upcoming labor negotiations, and other district business. A motion to hold an additional regularly scheduled monthly meeting in March, April, May, and June on the second Tuesday of each month at 6:30 P.M. was made by Commissioner Greene. The motion was seconded by Commissioner Martin and carried unanimously. It was noted that these meetings were subject to cancellation if deemed unnecessary.

The motion was made to adjourn the meeting at 7:04 P.M. by Commissioner Martin and was seconded by Commissioner Mason; the motion carried unanimously.

By: _____
Commissioner

By: _____
Commissioner

By: _____
Commissioner

Lewis County Fire District #6
Special Commissioners Meeting
March 10, 2023
Minutes

In attendance:

- Commissioners: Gregory Greene, James Martin, and Colin Mason (via Zoom)
- Administration: Executive Secretary Kiley Franz
- Visitors: Matt Foley, Laura Hanson, and Daniel Holmes

The special meeting of the Board of Commissioners, Lewis County Fire District Number Six, was called to order at 5:02 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.

Vouchers were reviewed by the Board. Secretary Dyas noted that Commissioner Greene had inquired about the electricity charge at Station 63 being as much as Station 62; Secretary Dyas explained that after researching the issue, it appeared that the heaters in the bays, which are two wall heaters, were likely the cause. A motion to approve vouchers as presented was made by Commissioner Martin. The motion was seconded by Commissioner Greene and carried unanimously.

The wage scale for the fire chief position to be published and recruited via the Prothman company was reviewed. Commissioners Mason and Greene informed the group that the Prothman representative had suggested a range of \$118,000 to \$132,000. Commissioner Martin informed the group that he had researched fire chief wages across the country and suggested a scale of \$95,000 to \$140,000. After discussion, the commissioners unanimously agreed that the range of \$118,000 to \$132,000 was an appropriate wage range. All benefit groups would remain the same.

An employment extension agreement for fire chief services with Chief Cardinale was reviewed by the Board. Commissioner Mason informed the Board that the offer would only take effect if a suitable candidate was not located before the current fire chief contract expired on June 30, 2023. A motion to approve the extension offer as presented was made by Commissioner Greene. The motion was seconded by Commissioner Mason. Commissioner Martin abstained.

Secretary Dyas explained that the brush truck ordered from Deep South Fire Trucks was ready for review and delivery. The company wished to know who would be reviewing the truck and which method of delivery was desired. After reviewing the options, it was decided to have a union member fly down to review the truck and have the truck shipped to limit liability and wear and tear on the vehicle. A motion to approve this decision was made by Commissioner Martin. The motion was seconded by Commissioner Greene and carried unanimously.

The motion was made to adjourn the meeting at 5:44 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
March 28, 2023
Minutes

In attendance:

- Commissioners: Gregory Greene, Jim Martin, and Colin Mason
- Administration: Fire Chief Ken Cardinale (Zoom) and Executive Secretary Kiley Dyas
- Visitors: Kyle Eiswald, Laura Hanson, Daniel Holmes, Dave Layden, Greg Lund, Robert Shaw (Zoom), Carrie Slater (Zoom), Jacob Smith (Zoom), James Van Ornum, and many attendees via Zoom without specified names.

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.

Dave Layden explained that he had questions for the commissioners as a voting citizen. Dave Layden began by asking Commissioner Greene what he had accomplished to enhance the district since his appointment to the Board. Commissioner Greene explained that he had supported efforts to hire additional staffing and purchase new apparatus. Dave Layden asked what Commissioner Greene's goal was for the district. Commissioner Greene explained his desire to improve staffing at Station 62, improve service to the community, and complete the upcoming collective bargaining negotiations. Dave Layden asked where Commissioner Greene stood regarding the district providing medical transportation and wildfire mobilizations. Commissioner Greene explained that he was not against the idea but did not believe that the current staffing level could handle either project.

Dave Layden asked Commissioner Martin if a budgeting plan and strategic plan had been implemented. Commissioner Martin explained that the budget forecast model had not yet been provided to the district, but had been completed. Dave Layden asked Commissioner Martin why he had abstained from voting regarding hiring additional staff, the purchase of the ambulance and brush truck, and the extension of the current Fire Chief's contract. Commissioner Martin noted that he did not remember abstaining from all of those items, but hoped to find ways to fund items before going to the taxpayers.

Dave Layden asked Commissioner Mason what his plan for a strategic plan for the district. Commissioner Mason explained that Chief Cardinale had created a draft strategic plan that provided general direction. That plan needs to be reviewed and revised to create a 5-year plan. Dave Layden asked what Commissioner Mason and Commissioner Martin's stance was regarding medical transportation and wildfire mobilizations. Commissioner Mason and Commissioner Martin agreed with Commissioner Greene that while not against the idea, it would take a while to be able to provide those services.

Jacob Smith asked if the district was receiving money from the GEMT program. Commissioner Mason confirmed that the district was enrolled in the program.

A question in Zoom from D. Longwell was read regarding metal siding from Station 63 being located on Commissioner Martin's property. Commissioner Martin explained that the contractor had been tasked with disposing of the siding. Commissioner Martin had approached the contractor and offered to pay for the siding. The contractor had informed Commissioner Martin that he would be saving the contractor from disposal fees and did not require payment for the siding.

Greg Lund from Century 21 informed the Board that the adequate facilities document issue had not yet been resolved. A sample had been provided to the Board of a potential wording option to provide to the County. Commissioner Mason explained that the district was not against growth. Commissioner Mason explained that the district's legal counsel had been provided a copy of the sample and expect a response in the next two weeks.

The Board reviewed the minutes from the regular commissioner's meeting on February 21, 2023 and the special commissioner's meeting on March 10, 2023. 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. Secretary Dyas noted that a correction to sick time had been made since the agenda packets were disseminated, but there was no change in the amount payroll. A motion to approve payroll as presented was made by Commissioner Greene. The motion was seconded by Commissioner Mason and carried unanimously.

The Fire Chief's report was provided to the Board as information only. The report contained call volume and volunteer attendance reports.

Firefighter/Paramedic Daniel Holmes provided an update regarding the new brush truck. The chassis was delayed approximately one week. Deep South Fire Trucks would be paying for the flight and hotel for up to two individuals to perform the apparatus check. The new skid unit for the current Brush 61 had arrived and has been installed.

Lieutenant Kyle Eiswald informed the Board that major repairs to flooring and pipes were needed on the crew side of Station 61. Local contractors were going to be contacted for estimates.

Commissioner Martin provided an update regarding the CUC meeting on March 16, 2023. General governance options were discussed with legal counsel. The 1/10th of 1% sales tax was discussed, the County Commissioners would need to put the proposal on the ballot.

Commissioners Greene and Martin attended the Snure Seminar regarding volunteer firefighting programs.

The board recessed into Executive Session per RCW 42.30.110 (1)(g) to discuss personnel qualifications at 7:30 PM, not to exceed 7:40 PM. At 7:40 P.M. the executive session was extended until 7:50 P.M. At 7:50 P.M. the executive session was extended until 7:55 P.M. At 7:55 P.M. the regular meeting was

reopened. No decisions were made.

The motion was made to adjourn the meeting at 7:56 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
April 11, 2023
Minutes

In attendance:

- Commissioners: Gregory Greene, Jim Martin, and Colin Mason (Zoom)
- Administration: Fire Chief Ken Cardinale (Zoom) and Executive Secretary Kiley Dyas
- Visitors: Matthew McCoy and Colton Moorhead

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. An executive session regarding employee qualifications was added per RCW 42.30.110(1)(g). 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 March 28, 2023. 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 Mason. The motion was seconded by Commissioner Greene and carried unanimously.

Chief Cardinale provided an update on district activities. He explained that extrication tools had been budgeted in 2022 and 2023; the tools had not been purchased in 2022, and the Chief requested that the budgeted money be allocated to 2023 for a total of \$30,000. After discussion, the Board approved the reallocation which will be finalized during the budget amendment. Engine 61 will be taken to Hughes Fire for repairs of the ladder rack and a possible head gasket issue. Chief Cardinale informed the Board that a citizen complaint had been received regarding the lighting at Station 63; lighting was being reviewed to address the complaint.

Chief Cardinale informed the Board that Deep South Fire Trucks, the company from which the new brush truck had been ordered, offered to pay for flight and hotel for up to two individuals to review and approve the brush truck. After discussion, it was decided the only one individual will be sent to the review.

Chief Cardinale informed the Board that the current traffic safety vests had become less reflective and presented a possible safety hazard. He informed the Board that new vests which met updated regulations would cost approximately \$1,000. The Board agreed that safety was important and approved the purchase of the vests; this purchase will be reflected in the budget amendment.

The discussion regarding the adequate facilities document was tabled until after the executive session.

Commissioner Mason expressed the desire for a Commissioner Uniform Policy.

The board recessed into Executive Session per RCW 42.30.110 (1)(i)(iii) to discuss legal risks at 7:01 PM, not to exceed 7:11 PM. At 7:11 P.M. regular meeting was reopened. Commissioner Mason explained that legal counsel had provided language to be added in the comment section of the adequate facilities document, which would limit district liability. A motion to authorize the Fire Chief to sign the adequate facilities documents from Lewis County Community Development with the language provided by legal counsel was made by Commissioner Mason. The motion was seconded by Commissioner Greene and carried unanimously.

The board recessed into Executive Session per RCW 42.30.110 (1)(g) to discuss personnel qualifications at 7:13 PM, not to exceed 7:23 PM. Commissioner Greene recused himself from the executive session due to a perceived conflict of interest. At 7:23 P.M. the executive session was extended until 7:28 P.M. At 7:28 P.M. the regular meeting was reopened. No decisions were made.

The motion was made to adjourn the meeting at 7:29 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
April 25, 2023
Minutes

In attendance:

- Commissioners: Gregory Greene, Jim Martin, and Colin Mason
- Administration: Fire Chief Ken Cardinale (Zoom) and Executive Secretary Kiley Dyas
- Visitors: Matt Foley, Laura Hanson (Zoom), Wyatt Hill, 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. An executive session per RCW 42.30.110(1)(i) for litigation/potential litigation was added to the agenda. Commissioner Mason made a motion to approve the agenda as amended. Commissioner Greene seconded the motion. All in favor; none opposed.

The Board reviewed the minutes from the regular commissioner's meeting on April 11, 2023. The motion to approve the minutes as presented was made by Commissioner Martin 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 Greene. The motion was seconded by Commissioner Mason and carried unanimously.

Payroll for career staff and volunteer staff 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 including volunteer participation. Chief Cardinale informed the Board that a live fire training had taken place; he thanked Lieutenant McCoy and Firefighter/EMT Mike Goodwillie for their efforts in setting up the training. Feedback from the burn had been positive and participation had been high.

Chief Cardinale informed the Board that an agreement with Lewis County to provide radio services for station radios had been created. A motion to approve the agreement was made by Commissioner Mason. The motion was seconded by Commissioner Martin; all in favor, none opposed.

Secretary Dyas presented the first quarter budget amendment for review. After reviewing items that had been approved at previous meetings, the increase to the general budget in the amount of \$32,400 discussed. A motion to approve the budget amendment as presented was made by Commissioner Martin and seconded by Commissioner Greene. All in favor; none opposed.

The board recessed into Executive Session per RCW 42.30.140 (4)(a) to discuss collective bargaining at 6:59 PM, not to exceed 7:40 PM. At 7:40 P.M. the executive session was extended until 7:45 P.M. The regular meeting was reopened at 7:45 P.M.

The board recessed into Executive Session per RCW 42.30.110 (1)(i) to discuss litigation/potential litigation at 7:46 PM, not to exceed 8:16 PM. Commissioner Martin and Chief Cardinale recused themselves from the executive session. At 8:16 P.M. the executive session was extended until 8:25 P.M. At 8:25 P.M. the regular meeting was reopened. No decisions were made.

It was noted that the agenda referred to the ILA with the county as an IT service ILA when it should have read Radio Services Agreement.

Commissioner Martin provided an update regarding the recent CUC meeting. The 1/10th of 1% sales tax has been chosen as the primary funding method.

The motion was made to adjourn the meeting at 8:30 P.M. by Commissioner Martin and was seconded by Commissioner Mason; the motion carried unanimously.

By: _____
Commissioner

By: _____
Commissioner

By: _____
Commissioner

Lewis County Fire District #6
Commissioners Meeting
May 9, 2023
Minutes

In attendance:

- Commissioners: Gregory Greene, Jim Martin, and Colin Mason
- Administration: Executive Secretary Kiley Dyas
- Visitors: Kyle DePriest, Kyle Eiswald, Warren Merrit, Colton Moorhead, and James Van Ornum

The meeting of the Board of Commissioners, Lewis County Fire District Number Six, was called to order at 6:30 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 April 25, 2023. The motion to approve the minutes as presented was made by Commissioner Martin 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 Greene. The motion was seconded by Commissioner Mason and carried unanimously. Commissioner Martin confirmed that the lawncare service covered Stations 61, 62, and 63.

Secretary Dyas explained that payment for the brush truck had been sent via ACH after inspection approval from Firefighter/Paramedic Holmes. Payment in the amount of \$212,295.00 was issued on May 1, 2023 after separate confirmation from the commissioners.

A request from the Washington State Risk Management Group regarding a potential increase in excess coverage was reviewed. Commissioner Greene explained that this excess coverage could be utilized in circumstances where the district is sued or other such instances. Commissioner Martin made a motion to vote in favor of increasing excess coverage; the second option, which increased coverage to \$5 million and \$10 million was chosen. The motion was seconded by Commissioner Mason; all in favor, none opposed.

The board recessed into Executive Session per RCW 42.30.110 (1)(g) to evaluate applicant qualifications at 6:41 PM, not to exceed 7:41 PM. At 7:41 P.M. the executive session was extended until 8:11 P.M. At 8:11 P.M. regular meeting was reopened. Commissioner Greene made a motion to accept candidates A, B, C, and D to proceed with the interview process at the recommendation of Prothman. The motion was seconded by Commissioner Martin and carried unanimously.

The motion was made to adjourn the meeting at 8:12 P.M. by Commissioner Martin and was seconded by Commissioner Greene; the motion carried unanimously.

By: _____
Commissioner

By: _____
Commissioner

By: _____
Commissioner

Lewis County Fire District #6
Commissioners Meeting
May 23, 2023
Minutes

In attendance:

- Commissioners: Gregory Greene, Jim Martin, and Colin Mason
- Administration: Fire Chief Ken Cardinale (Zoom) and Executive Secretary Kiley Dyas
- Visitors: Zach Brotherson, Jim Damico (Zoom), Daniel Holmes, and Max Loewenstein

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. It was decided that the executive session should be switched to RCW 42.30.110(1)(g) to evaluate candidate qualifications. Commissioner Mason 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 May 9, 2023. 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 for career staff and volunteer staff was reviewed by the Board. A motion to approve payroll as presented was made by Commissioner Martin. The motion was seconded by Commissioner Mason and carried unanimously.

Chief Cardinale provided an update on district activities including volunteer participation. Chief Cardinale informed the Board that wildfires were expected to be prevalent throughout the summer; burn restrictions are expected to be put into place soon. The emergency generators at Station 61 and Station 62 will be topped off with fuel soon. The computers at Station 62 are dated and need to be replaced; after consultation with the district’s IT specialist, a recommendation of two new computers was made. After discussion, it was decided by the Board to purchase one computer now and one in 2024.

The board recessed into Executive Session per RCW 42.30.110 (1)(g) to evaluate candidate qualifications at 6:54 PM, not to exceed 7:14 PM. At 7:14 P.M. the executive session was extended until 7:24 P.M. At 7:24 P.M. the executive session was extended until 7:44 P.M. At 7:44 P.M. the executive session was extended until 7:55 P.M. At 7:55 P.M. the regular meeting was reopened. No decisions were made.

The motion was made to adjourn the meeting at 8:03 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
May 25, 2023
Minutes

In attendance:

- Commissioners: Gregory Greene, James Martin, and Colin Mason
- Administration: 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 3:30 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 Greene seconded the motion. All in favor; None opposed.

The board recessed into Executive Session per RCW 42.30.110 (1)(g) to discuss personnel qualifications at 3:30 PM, not to exceed 4:00 PM. At 4:00 P.M. the executive session was extended until 4:45 P.M. At 4:45 P.M. the meeting was reopened.

A motion to authorize Commissioner Mason to extend a conditional offer to the top candidate was made by Commissioner Greene. The motion was seconded by Commissioner Martin and carried unanimously.

The motion was made to adjourn the meeting at 4:51 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
Special Commissioners Meeting
May 31, 2023
Minutes

In attendance:

- Commissioners: Gregory Greene, James Martin, and Colin Mason
- Administration: Executive Secretary Kiley Franz
- Visitors: Christopher Baum and Dave Luxenberg

The special meeting of the Board of Commissioners, Lewis County Fire District Number Six, was called to order at 8:15 A.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 recessed into Executive Session per RCW 42.30.110 (1)(f) to evaluate complaints brought against a public officer or employee at 8:18 AM, not to exceed 8:28 AM. At 8:28 AM the meeting was reopened. No decisions were made.

After a short recess, Attorney Dave Luxenberg clarified that the second executive session should be listed as RCW 42.30.110(1)(g) to discuss personnel qualifications of an applicant or review a public employee. The board then recessed into Executive Session per RCW 42.30.110(1)(g) at 8:52 AM, not to exceed 9:22 AM. At 9:22 AM, the executive session was extended until 9:37 AM. At 9:37 AM, the executive session was extended until 9:47 AM. At 9:47 AM, the executive session was extended until 9:52 AM. At 9:52 AM the meeting was reopened. No decisions were made.

The motion was made to adjourn the meeting at 9:54 A.M. by Commissioner Martin and was seconded by Commissioner Mason; the motion carried unanimously.

By: _____
Commissioner

By: _____
Commissioner

By: _____
Commissioner

Lewis County Fire District #6
Special Commissioners Meeting
June 6, 2023
Minutes

In attendance:

- Commissioners: Gregory Greene, James Martin, and Colin Mason
- Administration: 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 5:30 PM. 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 42.30.140 (4)(a) to discuss labor negotiations at 5:32 PM, not to exceed 6:32 PM. At 6:32 PM the executive session was extended until 7:32 PM. At 7:32 PM, the executive session was extended until 7:47 PM. At 7:47 PM, the meeting was reopened. No decisions were made.

The motion was made to adjourn the meeting at 7:47 PM. 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 13, 2023
Minutes

In attendance:

- Commissioners: Gregory Greene, Jim Martin (Zoom), and Colin Mason
- Administration: Executive Secretary Kiley Dyas
- Visitors: Matt Foley, 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. An update regarding the fire chief search through Prothman and an Executive Session per RCW 42.30.110 (1)(i) for litigation/potential litigation was added to the agenda. Commissioner Greene made a motion to approve the agenda as amended. Commissioner Mason seconded the motion. All in favor; none opposed.

The Board reviewed the minutes from the commissioner's meetings on May 23, 2023, May 25, 2023, May 31, 2023, and June 6, 2023. 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 the voucher list had been updated since its original distribution the week before. A motion to approve vouchers as presented was made by Commissioner Greene. The motion was seconded by Commissioner Mason and carried unanimously.

Commissioner Mason informed the Board that the fire chief position announcements had been reposted. A new timeline was reviewed; interviews for the position are anticipated to take place in early August 2023.

Commissioner Martin informed the Board that the Lewis County Fire Commissioner's Association had requested a vote on whether or not the association should support the 9-1-1 sales tax being put on the ballot for citizens to vote on. The special tax would be either 1/10th of 1% or 2/10th's of 1% sales tax which would be used to adequately fund the dispatch center. Commissioner Greene made a motion to send a letter of support to the Board of County Commissioners supporting the measure to be brought to the citizens of Lewis County for a vote. The motion was seconded by Commissioner Mason and carried unanimously.

The board recessed into Executive Session per RCW 42.30.140 (4)(a) regarding labor negotiations at 6:47 PM, not to exceed 7:47 PM. At 7:47 P.M. the executive session was extended until 8:17 P.M. At 8:17 P.M. the executive session was extended until 8:47 P.M. At 8:47 P.M. the executive session was extended until 8:52 P.M. At 8:52 P.M. the regular session was reopened; no decisions were made.

The board then recessed into Executive Session per RCW 42.30.110 (1)(g) to evaluate applicant qualifications at 8:55 PM, not to exceed 9:05 PM. Commissioner Greene abstained from the conversation.

Lewis County Fire District #6
June 13, 2023
Minutes

At 9:05 P.M. the executive session was extended until 9:20 P.M. At 9:20 P.M. regular meeting was reopened.

The board recessed into Executive Session per RCW 42.30.110 (1)(i) regarding personnel matters at 9:22 PM, not to exceed 9:30 PM. At 9:30 P.M. the regular session was reopened; no decisions were made.

A short discussion regarding a request from Prothman for an adjusted wage range for the fire chief position was held. It was unanimously agreed that the wage range maximum be increased from \$132,000 to \$140,000.

The motion was made to adjourn the meeting at 9:52 P.M. by Commissioner Martin and was seconded by Commissioner Greene; the motion carried unanimously.

By: _____
Commissioner

By: _____
Commissioner

By: _____
Commissioner

Lewis County Fire District #6
Commissioners Meeting
June 27, 2023
Minutes

In attendance:

- Commissioners: Gregory Greene, Jim Martin, and Colin Mason
- Administration: Executive Secretary Kiley Dyas
- Visitors: Pete Bowman, Zach Brotherson, Kyle DePriest, Kyle Eiswald, Matthew McCoy, Colton Moorhead, Devin Schlapbach (Zoom), Adam Strobeck (Zoom) 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. It was decided to add a discussion regarding board policies and review of a letter to Umpqua Bank. Commissioner Greene made a motion to approve the agenda as amended. Commissioner Martin seconded the motion. All in favor; none opposed.

Pete Bowman of 1-800-Board-Up provided the commissioners with a brief overview of the services provided by the company. The district currently utilizes the services provided by 1-800-Board-Up after major fires.

Commissioner Mason acknowledged Fire Chief Ken Cardinale for his tenure and his dedication to the district. Fire Chief Ken Cardinale will officially retire on June 20, 2023. Commissioner Mason read a proclamation regarding Chief Cardinale's accomplishments, dedication, and service to the district. Fire Chief Cardinale was unable to attend the meeting, so the token of appreciation was accepted by Commissioner Mason on Chief Cardinale's behalf.

The Board reviewed the minutes from the regular commissioner's meeting on June 13, 2023. 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 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 Greene. The motion was seconded by Commissioner Mason and carried unanimously. Secretary Dyas noted that an alteration to Fire Chief Cardinale's sick time had been made since the original packet distribution; a slight reduction in payroll cost was affected.

A chief's report was reviewed by the Board. The report contained a list of achievements during the Chief's tenure and a letter from Riverside Fire Authority Chief Kytta regarding his positive experience working with Chief Cardinale.

The Board then discussed the need to continue having two meetings a month until a new fire chief was

hired. It was unanimously decided by the Board to continue meeting twice a month until the end of 2023. Meetings will continue to take place on the second and fourth Tuesday's of each month at 6:30 P.M.

Secretary Dyas presented a letter to Umpqua Bank for Commissioner review and approval. The Board unanimously agreed to continue banking access for Army Davis, Lewis County Treasurer; Kiley Dyas (previously Franz), Executive Secretary; Gregory Greene, Commissioner; James Martin, Commissioner; Colin Mason, Board Chair; and Rodney Reynolds, Investment Banking Officer. Due to his retirement, the Board agreed to remove Kenneth Cardinale, Fire Chief from the list of authorized users.

The board recessed into Executive Session per RCW 42.30.140 (4)(a) regarding labor negotiations at 6:52 PM, not to exceed 7:07 PM. At 7:07 P.M. the executive session was extended until 7:22 P.M. At 7:22 P.M. the regular meeting was reopened. No decisions were made.

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

By: _____
Commissioner

By: _____
Commissioner

By: _____
Commissioner

Lewis County Fire District #6
Commissioners Meeting
July 11, 2023
Minutes

In attendance:

- Commissioners: Gregory Greene, Jim Martin, and Colin Mason (Zoom)
- Administration: Executive Secretary Kiley Dyas
- Visitors: Zach Brotherson (Zoom), Daniel Holmes, 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 6:33 P.M. by Commissioner Greg Greene.

The Board reviewed the agenda. It was decided to add an update regarding the fire chief search through Prothman and a discussion regarding the district's hosting of the Lewis County Fire Commissioner's Association meeting in August. Commissioner Martin made a motion to approve the agenda as amended. Commissioner Greene seconded the motion. All in favor; none opposed.

The Board reviewed the minutes from the regular commissioner's meeting on June 27, 2023. The motion to approve the minutes as presented was made by Commissioner Martin 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.

Secretary Dyas explained that in accordance with the radio replacement plan, old radios were in need of surplus. After review, a motion to surplus the listed radios was made by Commissioner Marting. The motion was seconded by Commissioner Greene and carried unanimously. Secretary Dyas informed the Board that interest had been indicated for a heater/drying unit utilized for post-flood purposes that was in the district's possession. The Board agreed that the heater was still of use to the district and would not be available for surplus at this time.

The District will host the Lewis County Fire Commissioner's Association meeting on August 21st; catering for the meeting was discussed. The Board authorized Secretary Dyas to reach out to local companies to cater the event.

Commissioner Greene inquired if the Board would be interested in pursuing grants. Options for pursuing grants were briefly discussed.

The Board reviewed the Commissioner Policy Packet. Commissioner Greene noted that corrections to the compensation policy, previously passed by the Board, would be made. A few sections regarding uniforms and insurance would not be removed as indicated in the draft document. It was noted that the flow chart regarding appointing a new commissioner in the event of a vacancy had time requirements listed. It was decided to keep the flow chart, but remove the associated time constraints in favor of the

phrase 'within 90-days' per the associated RCW. A motion to accept the Board Policy Packet as amended was made by Commissioner Martin. The motion was seconded by Commissioner Greene and carried unanimously.

A part-time temporary administrative assistant position was discussed. This position would assist in the compilation and updating of district policies and other such tasks. The Board agreed that the position would need fire-related knowledge in order to assist with policies and the SOP manual. The Board clarified that the position would not be creating policies; current policies would be compiled and reviewed. Any new policies would be created by the district's administration and reviewed by the union.

Commissioner Mason informed the Board that the Prothman company had received six applicants for the fire chief position. Preliminary interviews will be conducted and recommendations will be received before the next Commissioner's meeting.

Commissioner Greene inquired if the Board would like to revisit the strategic plan created by Chief Cardinale or if the Board would like to contact outside agencies to create a strategic plan. It was noted that Chief Cardinale's strategic plan had been a framework and was now three years old. It was decided not to begin the process of creating a strategic plan until a new fire chief was hired; but inquiries to potential agencies would be conducted. Commissioner Martin cautioned the Board to thoroughly vet any companies before contracting with one.

Firefighter/Paramedic Daniel Holmes informed the Board that Aide 61-A, the back-up medic unit, has been experiencing numerous electrical issues, oil leaks, and other engine issues. It was requested that he look into the expense of remounting the box onto a new chassis. Braun NW has van chassis available and would be willing to remount the box. He also informed the Board that the delivery of the new ambulance that had been authorized in September 2022, had been further delayed. It was also inquired if the Board would like the chassis back to surplus separately, or if they would like to leave it with Braun NW, who had offered \$500 for the old chassis. The Board unanimously agreed to receive the chassis back and surplus it for auction. A motion to approve the remount of Aide 61-A onto a new van chassis not to exceed the amount of \$200,000 was made by Commissioner Greene. The motion was seconded by Commissioner Martin and carried unanimously.

The board recessed into Executive Session per RCW 42.30.140 (4)(a) regarding labor negotiations at 8:02 PM, not to exceed 9:00 PM. At 9:00 P.M. the executive session was extended until 9:15 P.M. At 9:15 P.M. the executive session was extended until 9:25 P.M. At 9:25 P.M. the regular meeting was reopened. No decisions were made.

General discussion ensued.

The motion was made to adjourn the meeting at 9:54 P.M. by Commissioner Martin and was seconded by Commissioner Greene; the motion carried unanimously.

By: _____
Commissioner

By: _____
Commissioner

By: _____
Commissioner

Lewis County Fire District #6
Commissioners Meeting
July 25, 2023
Minutes

In attendance:

- Commissioners: Gregory Greene, Jim Martin, and Colin Mason
- Administration: Executive Secretary Kiley Dyas
- Visitors: Zach Brotherson, Matt Foley, Dave Layden, Dave Luxenberg (Zoom), Matt McCoy, Warren Merrit (Zoom), Colton Moorhead, 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 Colin Mason.

The Board reviewed the agenda. It was decided to add an update regarding Aide 61-A. 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 July 11, 2023. Commissioner Martin noted a typo on his name on the first page to be corrected. The motion to approve the minutes as amended 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 Martin and carried unanimously.

Payroll was reviewed by the Board. Secretary Dyas noted an additional meeting for Commissioner Martin had been added since the packets had been disseminated. A motion to approve payroll as amended was made by Commissioner Mason. The motion was seconded by Commissioner Greene and carried unanimously.

Commissioner Mason provided an operational update for the Board. Over the 4th of July weekend, Station 62 was fully staffed and 18 total calls for service were received. Firefighter/EMT Zach Brotherson has successfully completed his probationary period; a badge pinning ceremony will be held in November with the three additional new hires per FF/EMT Brotherson's request. The Adna car show was a success; Commissioner Mason thanked Firefighter/Paramedic Daniel Holmes and Firefighter/EMT Zach Brotherson for their attendance. Repairs to Engine 61 have been completed and it is now back in service.

Commissioner Martin provided an update regarding the combined user committee; the current ILA has been extended to provide time for the 2/10th's of 1% vote to be held.

The part-time temporary administrative assistant position was reviewed. Minor corrections to the job description were made; Secretary Dyas will research the rules and regulations regarding temporary employment.

Commissioner Mason informed the Board that concerns regarding safety harnesses in Aide 61-A had been resolved. A VIN number had been received for the chassis for the new medic unit; Commissioner Mason inquired if the Board would still like to move ahead with the refurbishment of Aide 61-A. The Board unanimously agreed to continue with the refurbishment.

Equipment for the new brush truck was discussed. Commissioner Mason explained that the requested equipment would be necessary to adequately equip the vehicle for emergency response. Commissioner Greene made a motion to approve up to \$12,000 for necessary equipment with the intent to review the list and only order the necessary equipment. Commissioner Mason seconded the motion and it carried unanimously.

Commissioner Greene explained that with the new Board policy packet that was approved at the July 11th meeting, a vice chair was needed or the policy needed to be amended to exclude the position. Commissioner Mason made a motion to appoint Commissioner Greene as the vice chair. Commissioner Greene seconded the motion and it carried unanimously.

The board recessed into Executive Session per RCW 42.30.110 (1)(g) regarding applicant qualifications at 7:20 PM, not to exceed 8:20 PM. At 8:20 P.M. the regular meeting was reopened. Commissioner Greene made a motion to invite the applicants recommended by the Prothman Company to interview. Commissioner Mason seconded the motion and it carried unanimously.

The board recessed into Executive Session per RCW 42.30.140 (4)(a) regarding labor negotiations at 8:22 PM, not to exceed 8:52 PM. At 8:52 P.M. the executive session was extended until 9:30 P.M. At 9:30 P.M. the regular meeting was reopened. No decisions were made.

The motion was made to adjourn the meeting at 9:30 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
August 8, 2023
Minutes

In attendance:

- Commissioners: Gregory Greene, Jim Martin, and Colin Mason
- Administration: Executive Secretary Kiley Dyas
- Visitors: Zach Brotherson, Kyle Eiswald, Daniel Holmes, and James Van Ornum

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

James Van Ornum expressed a desire to see the website updated with current information and a better layout for easier public access.

The Board reviewed the minutes from the regular commissioner's meeting on June 27, 2023. The motion to approve the minutes as presented was made by Commissioner Mason and was seconded by Commissioner Martin. All in favor; none opposed.

Vouchers were reviewed by the Board. The invoice for Hughes Fire Equipment was discussed; it was decided to hold the invoice for further information. A motion to approve the remaining vouchers as presented was made by Commissioner Greene. The motion was seconded by Commissioner Mason and carried unanimously. The amended vouchers totaled \$31,580.50; \$18,280.28 for the general fund and \$13,300.22 for the EMS fund.

Commissioner Mason provided an operational status report to the Board. He informed the Board that the water leak issue at Station 62 had been repaired; he thanked Lieutenants Eiswald and Foley, Firefighter/Paramedic Holmes, Firefighter/EMT Brotherson, and Tom Dembenski of Knott a Problem Landscaping for their assistance with the matter. The washing machine and the refrigerator at Station 62 have broken and need to be replaced. The new Brush 61 has been placed in service.

Commissioner Martin informed the Board that the 9-1-1 combined user committee would like to create and disperse pamphlets with facts about the upcoming 2/10th's of 1% vote. The pamphlets will contain facts only; the county is looking for individuals to participate on the for and against committees regarding the issue.

Commissioner Greene informed the Board that he had reached out to Maul Foster and Alongi regarding the strategic plan. The company representatives believe that the plan may not have been completed. Secretary Dyas will research emails from previous staff members to attempt to locate any final documents.

Commissioner Mason informed the Board that the refrigerator at Station 62 had broken and was in need of surplus. He explained that the fridge would be taken to the local scrap metal business, that way it would not cost the district to dispose of the fridge, but no funds would be received either. Secretary Dyas noted the serial number of the fridge: 479314B018G80396.

Secretary Dyas provided the second budget amendment for review. The amendment was reviewed by each section by the Board. Secretary Dyas explained that the amendment had moved funds by line item, but neither increased nor decreased the overall general and EMS budgets. A motion to accept the second budget amendment as presented was made by Commissioner Martin. Commissioner Greene seconded the motion and it carried unanimously.

The motion was made to adjourn the meeting at 7:56 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
August 10, 2023
Minutes

In attendance:

- Commissioners: Gregory Greene, James Martin, and Colin Mason
- Administration: None
- Visitors: Warren Merrit

The special meeting of the Board of Commissioners, Lewis County Fire District Number Six, was called to order at 8:30 A.M. by the Board Chair, Commissioner Colin Mason.

The Board then conducted interviews for the fire chief position.

The board recessed into Executive Session per RCW 42.30.110 (1)(g) to discuss personnel qualifications at 3:45 PM, not to exceed 4:45 PM. At 4:45 P.M. the meeting was reopened.

A motion to authorize Commissioner Mason to extend a conditional offer contingent upon the successful completion of a medical examination, drug screening, and background check to the most qualified candidate for the fire chief position was made by Commissioner Greene. The motion was seconded by Commissioner Martin and carried unanimously.

The motion was made to adjourn the meeting at 4:47 P.M. by Commissioner Martin and was seconded by Commissioner Greene; the motion carried unanimously.

By: _____
Commissioner

By: _____
Commissioner

By: _____
Commissioner

Lewis County Fire District #6
Commissioners Meeting
August 22, 2023
Minutes

In attendance:

- Commissioners: Gregory Greene, Jim Martin, and Colin Mason
- Administration: Executive Secretary Kiley Dyas
- Visitors: Zach Brotherson (Zoom), Mike Goodwillie, Daniel Holmes (Zoom), Dave Layden, 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 6:30 P.M. by Commissioner Colin Mason.

The Board reviewed the agenda. It was decided to add a discussion regarding the peer support program policy provided by Firefighter Mike Goodwillie; a discussion regarding commissioners as volunteers; and to move the discussion regarding the ILA with Lewis County Fire District #5 to executive session per RCW 42.30.140(4)(a) – Labor Negotiations. Commissioner Greene made a motion to approve the agenda as amended. Commissioner Mason seconded the motion. All in favor; none opposed.

The Board reviewed the minutes from the regular commissioner’s meeting on August 8, 2023 and the special meeting on August 11, 2023. The motion to approve the minutes as presented was made by Commissioner Martin and was seconded by Commissioner Greene. All in favor; none opposed.

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

Firefighter Mike Goodwillie provided a brief overview of the peer support program that is being developed throughout the county. Commissioner Mason expressed his support of the program. Commissioner Martin expressed a desire to have the proposed SOG and policy reviewed by the district’s legal counsel.

A brief discussion regarding commissioners serving as volunteers ensued. Commissioner Mason expressed his belief that the chain of command became a little convoluted for line staff when commissioners served as volunteers. Commissioner Greene agreed; commissioners will no longer be able to serve as volunteers.

The board recessed into Executive Session per RCW 42.30.110 (1)(g) regarding applicant qualifications at 6:42 PM, not to exceed 6:57 PM. At 6:57 P.M. the executive session was extended until 7:12 P.M. At 7:12 P.M. the executive session was extended until 7:42 P.M. At 7:42 P.M. the executive session was extended until 7:57 P.M. At 7:57 P.M. the regular meeting was reopened. No decisions were made.

Lewis County Fire District #6
August 22, 2023
Minutes

The board recessed into Executive Session per RCW 42.30.140 (4)(a) regarding labor negotiations at 8:00 PM, not to exceed 8:20 PM. At 8:20 P.M. the regular meeting was reopened. No decisions were made.

Commissioner Greene briefly discussed the Washington Fire Commissioner's Conference in October, it was decided to purchase recordings of the event later instead of attending the conference.

The motion was made to adjourn the meeting at 8:26 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
September 26, 2023
Minutes

In attendance:

- Commissioners: Gregory Greene, Jim Martin, and Colin Mason
- Administration: Executive Secretary Kiley Dyas and Fire Chief Paul Patterson
- Visitors: Jill Anderson, Gus Burbee, Asia Cross, Courtney Eiswald, Kyle Eiswald, Laura Hanson, Daniel Holmes, Chief Mike Kytta, Ron Lager, Dave Layden, Max Loewenstein, Thomas Lazaras (Zoom), Matt McCoy, Trevor Minkoff, Colton Moorhead, Lesly Patterson (Zoom), Paul Patterson Jr., 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 Commissioner Colin Mason.

The Board reviewed the agenda. It was decided to add a discussion regarding the peer support program policy under old business, a discussion regarding authorized banking users under new business, and an executive session per RCW 42.30.110(1)(g) regarding personnel matters. Commissioner Martin made a motion to approve the agenda as amended. Commissioner Greene seconded the motion. All in favor; none opposed.

Commissioner Mason provided a brief speech regarding the new Fire Chief, Paul Patterson. Commissioner Mason expressed the district's excitement and commended Chief Patterson for his extensive history in the fire service. After the introduction, Chief Patterson was pinned by Lieutenant Eiswald and took his oath of office.

A brief recess was taken at 6:40 P.M. The meeting resumed at 6:50 P.M.

The Board reviewed the minutes from the regular commissioner's meeting on August 22, 2023. 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 explained that after a review of the emails and discussion with Hughes, it was suggested that the invoices be approved for payment. A motion to approve the 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 Greene. The motion was seconded by Commissioner Martin and carried unanimously.

Chief Patterson provided an update on District activities. He is still in the process of learning about the department and personnel. A walkthrough of the St. Helens Apartments has been scheduled. He expressed his excitement and optimism for the future of the district.

Commissioner Greene informed the Board that Central Whidby Island Fire would be a great resource for strategic planning. The Board agreed to have Chief Patterson reach out to Central Whidby Island Fire.

Secretary Dyas provided an update regarding the peer support program policy. She explained that legal counsel had reviewed the document and had no major issues. One minor change had been suggested, but it was clarified that it was not necessary to pass the document. Once the labor group has a chance to review the policy, it will be brought back to the Board for approval.

Secretary Dyas presented quotes for parking lot repairs. After review, it was decided by the Board to add the possible repairs to the 2024 proposed budget for further review.

The Board then reviewed the annual Centralia-Chehalis Pupil Transportation Cooperative agreement. The Board saw no issues with the renewal and directed Chief Patterson to sign the document.

The budget schedule was briefly discussed. Secretary Dyas will present initial expenditures at the first meeting in October. Estimated revenues should be received from the county in early November and will be presented for review at the meeting following their receipt.

Secretary Dyas presented a letter to Umpqua Bank for Commissioner review and approval. The Board unanimously agreed to continue banking access for Army Davis, Lewis County Treasurer; Kiley Dyas (previously Franz), Executive Secretary; Gregory Greene, Commissioner; James Martin, Commissioner; Colin Mason, Board Chair; Paul Patterson, Fire Chief, and Rodney Reynolds, Investment Banking Officer.

The board recessed into Executive Session per RCW 42.30.140 (4)(a) regarding labor negotiations at 7:15 PM, not to exceed 7:25 PM. At 7:25 PM the executive session was extended until 7:30 PM. At 7:30 P.M. the regular meeting was reopened. Commissioner Greene made a motion to approve the Collective Bargaining Agreement, the Acting Chief MOU, and the Lieutenant Job Description. Commissioner Mason seconded the motion and it carried unanimously.

The board recessed into Executive Session per RCW 42.30.110 (1)(i) regarding litigation/potential litigation at 7:32 PM, not to exceed 7:52 PM. At 7:52 P.M. the executive session was extended until 7:57 P.M. At 7:57 P.M. the regular meeting was reopened. No decisions were made.

The board recessed into Executive Session per RCW 42.30.110 (1)(g) regarding personnel matter at 7:57 PM, not to exceed 8:12 PM. At 8:12 P.M. the executive session was extended until 8:27 P.M. At 8:27 P.M. the executive session was extended until 8:55 P.M. At 8:55 P.M. the regular meeting was reopened. No decisions were made.

The motion was made to adjourn the meeting at 8:57 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
October 10, 2023
Minutes

In attendance:

- Commissioners: Gregory Greene, Jim Martin, and Colin Mason
- Administration: Executive Secretary Kiley Dyas and Fire Chief Paul Patterson
- Visitors: Matthew Foley, 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 Commissioner Colin Mason.

The Board reviewed the agenda. It was decided to add an executive session per RCW 42.30.110 (1)(g) regarding personnel matters. Commissioner Martin made a motion to approve the agenda as amended. Commissioner Mason seconded the motion. All in favor; none opposed.

The Board reviewed the minutes from the regular commissioner's meeting on September 26, 2023. 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. The invoice for L.N. Curtis was discussed; Secretary Dyas confirmed that the purchased materials were part of the brush truck equipment purchase approved at the July 25, 2023 meeting. A motion to approve the vouchers as presented was made by Commissioner Martin. The motion was seconded by Commissioner Mason and carried unanimously.

Chief Patterson provided the Board with an overview of district activities. Chief Patterson explained that he was learning about the community, the department, and the personnel. He explained that his priorities include full-time staffing of Station 62, filling the vacant paramedic position, providing consistent training to staff and volunteers, and transporting medical calls. Chief Patterson explained that he had completed a SWOT analysis of the district and provided the Board with the breakdown.

The peer support group policy was reviewed; Secretary Dyas explained that legal counsel and the union had reviewed the policy and had no issues. A motion to approve the peer support group policy was made by Commissioner Greene. The motion was seconded by Commissioner Mason and carried unanimously.

The preliminary expenditure budget was provided for review. Secretary Dyas explained that the expenditures included all 'wish list' items and had not yet been reduced for feasible budget parameters. Discussion regarding Emergency Report and First Due ensued. Secretary Dyas provided a quote for the redesign and implementation of a new website layout; it was decided by the Board not to pursue the quote further.

Chief Patterson informed the Board that the remount of Aid 61-A had been delayed due to confusion regarding graphics. Graphics have been submitted to Braun NW and the remount is scheduled to take place in April or June of 2024. The new medic unit is scheduled for arrival at the end of 2024.

The board recessed into Executive Session per RCW 42.30.140 (4)(a) regarding labor negotiations at 7:57 PM, not to exceed 8:02 PM. At 8:02 PM the regular meeting was reopened. Commissioner Greene made a motion to approve the Memorandum of Understanding regarding the use of the training fund for paramedic school in which funds will be available immediately upon approval of this MOU. Commissioner Martin seconded the motion and it carried unanimously.

The board recessed into Executive Session per RCW 42.30.110 (1)(g) regarding personnel matter at 8:03 PM, not to exceed 8:33 PM. At 8:33 P.M. the executive session was extended until 9:02 P.M. At 9:02 P.M. the executive session was extended until 9:33 P.M. At 9:33 P.M. the executive session was extended until 9:48 P.M. At 9:48 P.M. the executive session was extended until 10:03 P.M. At 10:03 P.M. the executive session was extended until 10:13 P.M. At 10:13 P.M. the regular meeting was reopened. No decisions were made.

The motion was made to adjourn the meeting at 10:16 P.M. by Commissioner Martin and was seconded by Commissioner Greene; the motion carried unanimously.

By: _____
Commissioner

By: _____
Commissioner

By: _____
Commissioner

Lewis County Fire District #6
Commissioners Meeting
October 24, 2023
Minutes

In attendance:

- Commissioners: Gregory Greene, Jim Martin, and Colin Mason (Zoom)
- Administration: Executive Secretary Kiley Dyas and Fire Chief Paul Patterson
- Visitors: Zach Brotherson, Kyle DePriest, Mike Goodwillie, Laura Hanson, Daniel Holmes, and James Van Ornum

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

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.

FF/EMT Goodwillie requested an update regarding full-time staffing of Station 62. Commissioner Greene informed FF/EMT Goodwillie that a staffing model for 2024 was being developed in the hopes of staffing Station 62 consistently.

The Board reviewed the minutes from the regular commissioner's meeting on October 10, 2023. The motion to approve the minutes as presented was made by Commissioner Martin and was seconded by Commissioner Mason. All in favor; none opposed.

Firefighter Laura Hanson provided the Board an update on public education activities. She commended Chief Patterson on his participation at recent events and informed the Board that she had received many compliments from citizens regarding Chief Patterson. She noted that his energy, knowledge, experience, and attitude made him a great asset to the district.

Vouchers were reviewed by the Board. A motion to approve the 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 Mason and carried unanimously.

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

Chief Patterson provided an update on District activities. He informed the Board that annual hose and pump testing had been conducted; some minor repairs are needed to ladders and hose lengths. The open position for Firefighter/Paramedic will be closing on Friday, October 27, 2023. Review of the candidates will take place the following week; interviews and the testing process will be scheduled after the review.

Chief Patterson inquired if the Board would be interested in applying for a small grant for car seat technicians. He explained that his intent was to have at least one member of each shift qualified to inspect and install car seats; he believes this program is an important public service to provide to the district's citizens. Laura Hanson noted that there are very few agencies in the area that provide this service. Commissioner Martin expressed his desire to see the program reinstated. Commissioners Greene and Mason also voiced their support of the program.

Chief Patterson informed the Board that he was creating a list of external stakeholders to receive input regarding the strategic plan. A survey will be distributed and reviewed soon regarding their opinions.

A quote from First Due Software was reviewed by the Board. Chief Patterson informed the Board that this quote included all necessary elements for daily operations, including a payroll module, ePCR reporting for transport billing, report writing elements, apparatus maintenance scheduling, etc. Commissioner Greene asked if any local departments utilize this software; Chief Patterson informed him that both Chehalis Fire and Riverside Fire Authority use First Due and speak highly of it. A three-month implementation period will be required. A motion to approve the transition to First Due software, with a one-time implementation cost of \$13,050 and a reoccurring annual maintenance cost of \$11,500 was made by Commissioner Martin. The motion was seconded by Commissioner Mason and carried unanimously.

Surplus of a broken washing machine was discussed, serial number: Maytag: W11129559. A motion to approve the surplus of the broken washing machine was made by Commissioner Martin. The motion was seconded by Commissioner Greene and carried unanimously.

The board recessed into Executive Session per RCW 42.30.110 (1)(g) regarding personnel matter at 7:00 PM, not to exceed 7:10 PM. At 7:10 P.M. the executive session was extended until 7:25 P.M. At 7:25 P.M. the executive session was extended until 7:35 P.M. At 7:35 P.M. the regular meeting was reopened. No decisions were made.

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

By: _____
Commissioner

By: _____
Commissioner

By: _____
Commissioner

Lewis County Fire District #6
Commissioners Meeting
November 14, 2023
Minutes

In attendance:

- Commissioners: Gregory Greene, Jim Martin, and Colin Mason
- Administration: Executive Secretary Kiley Dyas and Fire Chief Paul Patterson
- Visitors: Zach Brotherson, Max Loewenstein, Matt McCoy, Colton Moorhead, Adam Strobeck (Zoom) 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 Colin Mason.

The Board reviewed the agenda. It was decided to move the staffing model discussion to executive session per RCW 42.30.140(4)(a) and add a discussion regarding credit cards and banking information under new business. Commissioner Martin made a motion to approve the agenda as amended. Commissioner Mason seconded the motion. All in favor; none opposed.

Lt. Matt McCoy addressed the Board regarding vehicle graphics. After discussion, it was decided to keep simple graphic design with a red and charcoal color scheme. It was noted that the wording should be 'Serving Lewis County Since 1956'.

The Board reviewed the minutes from the regular commissioner's meeting on October 24, 2023. The motion to approve the minutes as presented was made by Commissioner Martin and was seconded by Commissioner Mason. All in favor; none opposed.

Vouchers were reviewed by the Board. Secretary Dyas noted that additional vouchers had been received since agenda distribution and were included in the packet. Total expenditures were \$30,050.36; \$25,242.88 attributed to the general fund and \$4,807.48 to the EMS fund. A motion to approve the vouchers as presented was made by Commissioner Martin. The motion was seconded by Commissioner Greene and carried unanimously.

Chief Patterson provided the Board with an overview of district activities. Chief Patterson explained that the implementation of the First Due software had begun. Applicants for the vacant firefighter/paramedic positions would participate in a panel review and skills test on Saturday, November 18th. Chief Patterson informed the Board that a grant had been awarded to the district for the car seat program; training will take place from March 5, 2024 to March 8, 2024. Six members of the district have already volunteered to participate in the program and outside agencies have been invited to attend as well.

Updates to policies from Lexipol approved in 2016, Sections 100 and 200 were reviewed by the Board. Various corrections were noted; Chief Patterson will contact legal for final review before approval.

Surplus of expired bunker gear was discussed, a list of which has been retained by the secretary. A motion to approve the surplus of the expired bunker gear was made by Commissioner Mason. The motion was

seconded by Commissioner Martin and carried unanimously. Commissioner Greene noted that the expired PPE was to be destroyed or donated to an agency which operates outside of the United States.

The preliminary expenditure budget was provided for review. Revenues were briefly discussed. It was decided to schedule an in-depth expenditure budget review and budget forecasting discussion for Saturday, December 2, 2023 at 10:00 am. Expenditures were briefly discussed; the Board requested that the secretary provide a 'bare bones' budget for review at the special meeting.

Secretary Dyas explained that revised authorized credit card users through Security State Bank were needed. The following was noted:

- Retain Fire Commissioners: Gregory Greene, Jim Martin, and Colin Mason with credit limits of \$4,000/each
- Remove Fire Chief Ken Cardinale
- Add Fire Chief Paul Patterson with a credit limit of \$5,000
- Retain Assistant Chief/MSO Patrick Smith with a credit limit of \$5,000
- Update the last name of Executive Secretary Kiley Franz to Kiley Dyas with a credit limit of \$3,000

A motion to approve the revised credit approvals as proposed was made by Commissioner Mason. Commissioner Greene seconded the motion and it carried unanimously.

The board recessed into Executive Session per RCW 42.30.140 (4)(a) regarding labor negotiations at 8:02 P.M., not to exceed 8:32 P.M. At 8:32 P.M. the executive session was extended until 8:52 P.M. At 8:52 P.M. the executive session was extended until 9:12 P.M. At 9:12 P.M. the regular meeting was reopened. No decisions were made.

The board recessed into Executive Session per RCW 42.30.110 (1)(g) regarding personnel matters at 9:13 P.M., not to exceed 9:30 PM. At 9:30 P.M. the executive session was extended until 9:40 P.M. At 9:40 P.M. the regular meeting was reopened. No decisions were made.

Commissioner Martin noted that he may be unable to attend the November 28, 2023 meeting and asked to be excused. Commissioner Mason and Commissioner Greene excused the absence if necessary.

General discussion ensued.

The motion was made to adjourn the meeting at 9:53 P.M. by Commissioner Martin and was seconded by Commissioner Mason; the motion carried unanimously.

By: _____
Commissioner

By: _____
Commissioner

By: _____
Commissioner

Lewis County Fire District #6
Commissioners Meeting
November 28, 2023
Minutes

In attendance:

- Commissioners: Gregory Greene and Colin Mason
- Administration: Executive Secretary Kiley Dyas and Fire Chief Paul Patterson
- Visitors: Zach Brotherson, Gus and Robin Burbee, Kyle DePriest, Kyle Eiswald, Mike Goodwillie, Daniel Holmes, Max Loewenstein, Matt McCoy, Colton Moorhead, Devin Schlapbach, 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 Fire Chief Patterson.

A badge pinning ceremony was held for FF/EMT's Zach Brotherson, Max Loewenstein, Colton Moorhead, and Devin Schlapbach. Chief Patterson explained that the four had successfully completed their probationary period. The Board congratulated the employees and thanked them for their dedication.

A recess was taken at 6:40 P.M. The meeting reconvened 7:06 P.M.

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 November 14, 2023. 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 the 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 Mason. The motion was seconded by Commissioner Greene and carried unanimously.

Chief Patterson provided the Board with an overview of district activities. Chief Patterson explained that testing for the vacant position had been conducted. Three employees have turned in letters of interest for the ability to serve as an acting lieutenant; testing will take place on December 4th.

An annual renewal of the interlocal agreement for services provided by Lewis County IT was briefly discussed. A motion to approve the ILA as presented was made by Commissioner Greene. The motion was seconded by Commissioner Mason and carried unanimously.

The revenues for the 2024 budget were reviewed.

The Board then recessed into a public hearing for the budget at 7:20 P.M. Secretary Dyas read Resolution

2023-1 and Resolution 2023-2. The amount levied for the general fund was \$1,661,279.90 and the amount levied for the EMS fund was \$1,075,120.98. There were no questions or comments from the public.

The Board then reopened the regular meeting at 7:24 P.M.

A motion to approve Resolution 2023-1 and Resolution 2023-2 was made by Commissioner Grenee. The motion was seconded by Commissioner Mason and carried unanimously.

The board recessed into Executive Session per RCW 42.30.110 (1)(g) regarding personnel matters at 7:25 P.M., not to exceed 7:55 PM. At 7:55 P.M. the executive session was extended until 8:25 P.M. At 8:25 P.M. the executive session was extended until 8:55 P.M. At 8:55 P.M. the regular meeting was reopened. No decisions were made.

Commissioner Martin noted that he may be unable to attend the November 28, 2023 meeting and asked to be excused. Commissioner Mason and Commissioner Grenee excused the absence if necessary.

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

By: _____
Commissioner

By: _____
Commissioner

By: _____
Commissioner

Lewis County Fire District #6
Special Commissioners Meeting
December 2, 2023
Minutes

In attendance:

- Commissioners: Gregory Greene, James Martin, and Colin Mason
- Administration: Executive Secretary Kiley Dyas and Fire Chief Paul Patterson
- Visitors: Max Loewenstein, Matthew McCoy, and Colton Moorhead

The special meeting of the Board of Commissioners, Lewis County Fire District Number Six, was called to order at 10:07 A.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 2024 proposed budget was presented for review. The 2024 proposed budget expenditures were reviewed by line item. Discussion regarding various line items ensued. No decisions were made.

The budget forecasting model was tabled due to issues with the forecasting model file.

The board recessed into Executive Session per RCW 42.30.110 (1)(g) to discuss personnel matters at 12:11 PM, not to exceed 12:45 PM. At 12:45 P.M. the meeting was reopened.

The board recessed into Executive Session per RCW 42.30.110 (1)(g) to discuss personnel qualifications at 12:48 PM, not to exceed 1:48 PM. At 1:48 P.M. the executive session was extended until 2:48 P.M. At 2:48 P.M. the executive session was extended until 3:28 P.M. At 3:28 P.M. the meeting was reopened. A motion to approve the Fire Chief to extend a conditional offer contingent upon the successful completion of a medical examination, drug screening, and background check to the top candidate for the vacant position was made by Commissioner Martin. The motion was seconded by Commissioner Greene and carried unanimously.

The motion was made to adjourn the meeting at 3:46 P.M. by Commissioner Martin and was seconded by Commissioner Greene; the motion carried unanimously.

By: _____
Commissioner

By: _____
Commissioner

By: _____
Commissioner

Lewis County Fire District #6
Commissioners Meeting
December 12, 2023
Minutes

In attendance:

- Commissioners: Gregory Greene and Jim Martin
- Administration: Fire Chief Paul Patterson
- Visitors: Kyle Eiswald, Kyle DePriest, Daniel Holmes, and James Van Ornum

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

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 November 28, 2023. An error was found in the minutes; discussion tabled until revisions could be made.

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

Chief Patterson provided the Board with an overview of district activities. Chief Patterson informed the Board about a wrap for Brush 61, the Board requested a clear quote for the wrap to be reviewed at the next meeting. Discussion regarding repairs to a potential boat for the district ensued; repairs are estimated at \$1,500 to \$1,700. Insurance coverage for the boat is being researched.

Policy updates were tabled.

The budget review was tabled.

An annual renewal of the interlocal agreement with the Washington State Risk Management Group was reviewed. A motion to approve the Interlocal Agreement was made by Commissioner Martin; Commissioner Greene seconded the motion. All in favor, none opposed.

An annual renewal of the interagency agreement with the Washington State Patrol was reviewed. A motion to approve the Interagency Agreement was made by Commissioner Martin; Commissioner Greene seconded the motion. All in favor, none opposed.

Discussion regarding surplus equipment was tabled.

The board recessed into Executive Session per RCW 42.30.110 (1)(g) regarding personnel matters at 6:50 P.M., not to exceed 7:50 PM. At 7:50 P.M. the executive session was extended until 8:50 P.M. At 8:50 P.M. the executive session was extended until 9:10 P.M. At 9:10 P.M. the regular meeting was reopened. No decisions were made.

Lewis County Fire District #6
December 12, 2023
Minutes

The motion was made to adjourn the meeting at 9:10 P.M. by Commissioner Martin and was seconded by Commissioner Greene; the motion carried unanimously.

By: _____
Commissioner

By: _____
Commissioner

By: _____
Commissioner

Lewis County Fire District #6
Special Commissioners Meeting
December 15, 2023
Minutes

In attendance:

- Commissioners: 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 6:34 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.

The board recessed into Executive Session per RCW 42.30.110 (1)(i) to discuss litigation/potential litigation at 6:35 PM, not to exceed 7:35 PM. At 7:35 P.M. the executive session was extended until 8:35 P.M. At 8:35 P.M. the executive session was extended until 9:05 P.M. At 9:05 P.M. the meeting was reopened. No decisions were made.

The motion was made to adjourn the meeting at 9:05 P.M. by Commissioner Martin and was seconded by Commissioner Greene; the motion carried unanimously.

By: _____
Commissioner

By: _____
Commissioner

By: _____
Commissioner

Lewis County Fire District #6
Commissioners Meeting
December 26, 2023
Minutes

In attendance:

- Commissioners: Gregory Greene, Colin Mason, and Jim Martin
- Administration: Executive Secretary Kiley Dyas and Fire Chief Paul Patterson
- Visitors: Max Loewenstein, 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 6:30 P.M. by Board Chair Colin Mason.

The Board reviewed the agenda. Secretary Dyas indicated the addition of minutes from the regular meeting of December 12, 2023 and a discussion regarding the commissioner's meeting schedule. Commissioner Martin made a motion to approve the agenda as amended. Commissioner Greene seconded the motion. All in favor; none opposed.

The Board reviewed the minutes from the regular commissioner's meeting on November 28, 2023. The motion to approve the minutes as presented was made by Commissioner Mason and was seconded by Commissioner Greene. Minutes from the regular commissioner's meeting on December 12, 2023 were reviewed. The motion to approve the minutes as presented was made by Commissioner Greene and was seconded by Commissioner Martin. The Board reviewed the minutes from the special commissioner's meetings on December 2, 2023 and December 15, 2023. The motion to approve the minutes as presented was made by Commissioner Mason and was seconded by Commissioner Martin. All in favor; none opposed.

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

Payroll was reviewed by the Board. Secretary Dyas noted a reduction in overtime from the distributed packets. 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 Martin. The motion was seconded by Commissioner Greene and carried unanimously.

Secretary Dyas noted that the Board had previously discussed the wrapping of Brush 61 to meet state reflective standards. A motion to approve the quote, which includes labor and necessary taxes, for \$2,986.32 was made by Commissioner Martin. The motion was seconded by Commissioner Greene. All in favor; none opposed.

Discussion regarding policy updates was tabled.

The Board then reviewed the proposed operational budget for 2024. Firefighter/Paramedic Strobeck requested that the Board consider another power-load system for the third ambulance, suggesting that the cost for the system could be split between two or three years. Commissioner Mason noted that the 7-year budget forecasting would take place soon and the suggestion would be considered at that time. A motion to approve the proposed 2024 operational budget was made by Commissioner Martin. The motion was seconded by Commissioner Mason and carried unanimously.

Secretary Dyas presented a letter from the non-profit organization, Hero Saver, regarding the previously surplused bunker gear. Secretary Dyas noted that the gear would be utilized outside of the United States as requested by the Board at the time of surplus approval. Commissioner Greene recused himself from the conversation. A motion to approve the donation of the surplus bunker gear to Hero Saver was made by Commissioner Martin and seconded by Commissioner Mason. All in favor; none opposed.

The Board discussed appointment of the Board Chair. Commissioner Mason nominated Commissioner Greene for the position. Commissioner Greene accepted the nomination. All in favor; none opposed.

The board recessed into Executive Session per RCW 42.30.110 (1)(i) regarding litigation/potential litigation at 7:03 P.M., not to exceed 7:33 PM. At 7:33 P.M. the executive session was extended until 7:48 P.M. At 7:48 P.M. the executive session was extended until 8:38 P.M. At 8:38 P.M. the regular meeting was reopened. No decisions were made.

Commissioner Martin provided a brief update on activities related to the 9-1-1 combined user committee.

A short discussion regarding commissioner meeting schedule was held. It was decided by the Board to continue meetings at 6:30 pm at the second and fourth Tuesdays of each month.

The motion was made to adjourn the meeting at 8:44 P.M. by Commissioner Greene and was seconded by Commissioner Mason; the motion carried unanimously.

By: _____
Commissioner

By: _____
Commissioner

By: _____
Commissioner