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LEWIS COUNTY FIRE DISTRICT SIX

Fire Commissioner Special Meeting

1.11.2022 Notes

Attendance: Commissioner C. Mason, G. Greene & J. Martin, and Fire Chief K. Cardinale.

4:00 PM Meeting was called to order by Fire Commissioner Chair Jim Martin.

4:35 PM Fire Commissioner Board went into Executive Session.

4:45 PM Board Reconvened regular meeting.

4:50 PM Vouchers reviewed and approved @ 4:59 PM.

Discussion took place regarding vouchers that will be submitted to Lewis County.

5:00 PM Discussion and update on the new digital locks for Station 61, 62 & 64

**Old Business:**

* Secretary Position was discussed involving Express Temporary services. Melody will be working with Kiley Franz to process vouchers and other paperwork. Amanda will continue to process the payroll temporally. Discussion took place regarding hiring one full-time or two part-time individuals for the position. Melody’s schedule will be Monday, Tuesday, and Wednesday. Melody’s schedule will be set around Kiley’s schedule and availability.

* Accountability Audit by the State of Washington in process.
* Discussion to Run ads in local papers for Secretary Position, the board allocated $300 for the ads.
* Discussion to set up Budgeting Forecast meeting with Bill Cushman.
* Next Commissioner’s Meeting on 1-25-2022 will include budget forecasting. Recommendation for future secretary to run end of the moth budget reports.
* Public Input, discussion took place as to whether to allow time for the public to address the board. Commissioner Martin recommended a policy be developed. Discussion for a time limit to be included as well as public filling out cards with the topic they wish to address with the board.
* Lexipol Policies:
* Commissioner Greene recommended cleaning up the policies. Commissioner Martin explained the previous process of reviewing. He stated that he believed that Divisions 1-9 have already been approved. Division 10 still needed to be reviewed and adopted. Lexipol Policy Revision and adoption should be a priority in 2022.
* Discussion regarding hiring three additional firefighter positions for staffing station 62. The job has been posted through Public Safety Testing for both FF/EMT and FF/PM. The passing grade for the written is 70% and CPAT certification is required for all applicants.

The Chief advised that LT. McCoy has been assigned to the hiring process. He is in the process of setting up proctors for the interview boards. The board will be made up of two LCFD 6 personnel, one FTE and one VTFF, plus one outside Chief Officer, which will make up the three-panel interview board. No decision was made at this time on the full-time positions.

**New Business:**

* Commissioner Board Chair Position was next. The three Commissioners discussed the position. Commissioner Martin stated he would be willing to retain the position. Commissioner Mason stated he would be opened to holding the position but requested some guidance because he was new to the board. Commissioner Greene stated he did not wish to hold the position. The three then voted on the position and selected Commissioner Mason as the Chair. Commissioner Mason was appointed Board Chairman for 2022.
* Discussion on banking and Credit cards for Commissioners. Old S.O.G. Policy 39 laid out use of District Credit Cards. Each card has a $5,000 limit. The Board made a motion to contact Security State Bank and authorize them to issue Fire District credit cards to Commissioners Mason and Greene. The motion was approved unanimously. Commissioner Martin and Chief Cardinale already have cards issued.
* Commissioner Martin explained past system for Commissioners receiving their stipend. He elaborated that a calendar used to be in the secretary’s office and that the commissioners would log their time down. He stated that system went away when Covid hit. Commissioner Mason commented that there needs to be more definition on what and how commissioners should receive stipend. It was agreed to research developing some form of policy.
* Commissioner Greene discussed the issue of commissioners being Volunteer Firefighters. After a lengthy discussion, along with input from Chief Cardinale, on the benefits versus the conflicts and the differences between the roles and responsibilities of the two positions it was agreed to continue the current practice and re-evaluate in the near future to determine compliance and expectations.
* Discussion on the strategic plan paid for by the district and the new, Chief Cardinale, version of a Strategic plan. Commissioner Martin commented the plan that was outsourced, was of inadequate quality. Chief Cardinale stated that his plan was put together, minus financial data, and was meant to start a conversation with the prior Commissioner Board, to address the extended response times in two of the four fire response districts.

Meeting adjourned at 9:06 pm