

**Board of Fire Commissioner  
Meeting Agenda  
January 18<sup>th</sup>, 2023, 1800 hrs  
At 238 Mossyrock Road East**

**Call Meeting to Order  
Pledge of Allegiance  
Public Comment**

**Approval of Agenda - M**

**Consent Agenda - M**

- Payroll for December \$13,522.94
- AP last mtg to today \$ 26,274.76
- Transfer of Funds \$39,797.70
- Collections/Write-Off/Refunds - \$1,683.04 sent to collections, \$1,401.08 in 2<sup>nd</sup> collection letters sent, \$344.24 Charity Request received, \$479.65 initial collection letters sent, \$260 was received from 2 aid fee payment plans, \$400 proposed to write-off.
- December 21<sup>st</sup> BoC Meeting Minutes

**Fund Reports**

- GEN \$91,632.75, EMS \$308,119.99, Bond \$37,542.14& Capital Projects \$46.70
- **Executive Session RCW 42.30.110(1)(g) Review Personnel (30 minutes)**

**Reports:**

- Chief Report
- Admin Assistant Report

**Old Business:**

**New Business:**

- Vote on 2023 Chair & Vice Chair - M
- Resolution 23-01 Surplus Wildland Hose – M
- 

**Good of the Order  
Adjourned**

**Lewis County Fire District #3  
Commissioner's Meeting Minutes  
January 18<sup>th</sup>, 2023 @ 6PM  
@ 238 Mossyrock Road East**

The meeting of the Board of Commissioners was called to Order by Chairperson Majors at 1800. Board of Commissioners in attendance – Chair Commissioner Marty Majors, Commissioner Curt Spahn & Commissioner Doug Houghtelling.  
Administrative Assistant – Amanda Blankenship  
Fire Chief – Doug Fosburg  
Additional attendees on sign-in sheet

**Pledge of Allegiance**

**Public Comment:** None.

Commissioner Houghtelling moved to approve the agenda with the update to remove executive session as presented. Commissioner Spahn seconded the motion. Motion carried with all members voting in the affirmative.

**Consent Agenda:** The consent agenda details were read aloud to the Board:

- December payroll \$13,522.94
- AP from last meeting to today: \$26,274.76
- Transfer of Funds Request: \$39,797.70
- Collection/Write-off/Refund: \$1,683.04 sent to collections, \$1,401.48 in 2<sup>nd</sup> collection letters sent, \$479.65 initial collection letters sent, \$344.24 in charity request received and \$260 from 2 payment plans received & \$400 proposed to write off
- December 21<sup>st</sup>, 2022, BoC Meeting Minutes draft

After review, Commissioner Spahn moved to approve the consent agenda as presented. Commissioner Houghtelling seconded the motion. Motion carried with all members voting in the affirmative.

**Fund Reports:** The Admin Assistant presented the Board with the December 2022 County fund balance statements & imprest bank statement for review.

- Fund Reports: GEN \$91,632.75, EMS \$308,119.99, Bond \$37,542.14 & Capital Projects \$46.70

**Chief's Report:** Chief Fosburg advised the total calls for last month were 27, 3 Fire 24 EMS, 3 calls with medics and 0 downgraded to BLS. Engine-31's ATC light is on, but has since self-corrected after driving for a short time and contacted HME to verify. An account for the district has been created with Richie Brothers for online bidding in the hopes of finding a brush truck chassis. Chief advised that the Fire Academy Recruit Training Program did not have enough interest so was not pursued and that there will be a Fire Instructor 1 class in March for \$375 a person at Lewis County Fire District 5 in Napavine with 2 people interested from our district.

Chief informed the EMT class will test on January 21<sup>st</sup> then will take the National Register test after. Chief reviewed the current ALS Agreement with district 8 and stated that it needs to be updated to reflect how ALS would be used in 2023 for a mutual aid. Chief informed the Board that the suction unit on the ambulance needs a new battery and is on order.

At station 3-1 Mossyrock Rd E, all SCBA batteries were replaced at all stations. Station 3-3 Green Mountain, surplus hose has been inventoried.

**Administrator's Report:** The admin assistant advised that the parking lot grant project has been extended another 6 months by request of the county to finish paperwork and release retainage. The admin assistant advised that ESD has released their final decision to deny any payment to the past employee from 2021. Amanda advised that she will be meeting with the County Assessor in January to review Levy Rates and review the lid lift process and effects.

Out of December's 29 calls we billed 14 EMS incidents, 11 BLS & 3 ALS.

**Old Business:** None.

**New Business:** The admin assistant asked the Board for a vote on 2023 Chair and Vice Chair positions. Commissioner Spahn moved to approve Commissioner Houghtelling as 2023 Chair and Commissioner Majors as 2023 Vice Chair. Commissioner Majors seconded the motion. Motion carried with all members voting in the affirmative.

The admin assistant presented Resolution 23-01 Surplus Wildland Hose for the Board to review. Commissioner Spahn moved to approve Resolution 23-01 Surplus Wildland Hose as presented. Commissioner Majors seconded the motion. Motion carried with all members voting in the affirmative.

**Good of the Order:** Chief asked if any Commissioners might attend the CUC meeting tomorrow. Commissioner Spahn stated he might be there.


**Meeting adjourned:** With no other business presented, Chairperson Majors adjourned the meeting at 1841. These are the minutes of January 18<sup>th</sup>, 2023 Lewis County Fire District #3 meeting, hereby approved as written on this 22<sup>nd</sup>, day of February 2023.

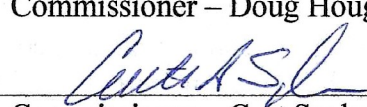
Prepared by:



Administrative Assistant  
Amanda Blankenship

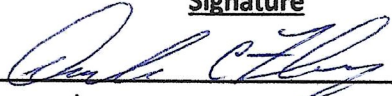



  
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Commissioner Chair - Marty Majors

  
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Commissioner - Doug Houghtelling

  
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Commissioner - Curt Spahn

Board of Fire Commissioner  
Meeting Agenda  
January 18<sup>th</sup>, 2023, 1800 hrs  
At 238 Mossyrock Road East

Sign In Sheet

	<u>Signature</u>	<u>Print</u>
1.		Doug Fosburg
2.		Amanda Blankenship
3.		Jon Hammann
4.		CURTIS SPANH
5.	Marty Majors na phone	
6.		
7.		
8.		
9.		
10.		