

**Board of Fire Commissioner
Meeting Agenda
November 15th, 2023, 1800 hrs
At 238 Mossyrock Road East**

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

Approval of Agenda

Consent Agenda

- Payroll for September - \$14,054.71
- Payroll for October - \$12,570.23
- Revenue from 9/21-10/18/23 - \$19,228.16
- Revenue 10/19 to today - \$151,971.80 (large tax payment month)
- AP last mtg to 10/18 - \$24,718.14
- AP last 10/18 to 11/15 - \$42,234.98 (highlighted items on
- Sept. Transfer of Funds \$32,445.03
- Oct. Transfer of Funds \$38,772.85
- Collections/Write-Off/Refunds –
 - Oct - \$200 sent to collections, \$1,770.48 in 2nd collection letters sent, \$0 in initial collection letters sent, \$350 received for 3 aid fee payment plans (1 of which is paid in full now), \$134.94 in waiver request.
 - Nov - \$0 collections, \$299 collections notice paid, no new collection letters, \$100 paid in full payment plan.
- September 20th, 2023 BoC Meeting Minutes

Fund Balance

- September: GEN \$100,780.94, EMS \$410,102.76, Bond \$179,212.77
- October: GEN \$140,951.94, EMS \$439,411.59, Bond \$226,018.07
- **Executive Session RCW 42.30.110(1)(g) Review Personnel (15 minutes)**
- **Executive Session RCW 42.30.140(4)(a) Pursuant to Negotiations (30 minutes)**

Reports

- Chief Report
- Admin Assistant Report

Old Business

- General Levy Lid Lift
- 2024 Budget

New Business

- Adventure Medics Contract Negotiation
- 2024 IT Services Contract
- BVFF Invoice Voucher for FF Physical Reimb

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- 2024 WFCA Healthcare App
- 2024 Life Flight Group Membership Agreement
- 2023 Volunteer Stipends & Chief Bonus
- Resolution 23-08 General Fund Ordinance/Resolution for 2024
- Resolution 23-09 EMS Fund Ordinance/Resolution for 2024

**Good of the Order
Adjourned**

**Lewis County Fire District #3
Commissioner's Meeting Minutes
November 15, 2023 @ 1800 hrs
@ 238 Mossyrock Road East**

The meeting of the Board of Commissioners was called to Order by Chairperson Houghtelling at 1800 hrs.

Board of Commissioners in attendance – Chair Commissioner Doug Houghtelling, Vice Chair Commissioner Marty Majors & Commissioner Curt Spahn

Administrative Assistant – Amanda Blankenship

Fire Chief – Doug Fosburg

Additional attendees on sign in sheet.

Pledge of Allegiance

Public Comment: None.

Commissioner Majors moved to approve the agenda 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:

- September payroll \$14,054.71
- October Payroll \$12,570.23
- Revenue from 9/21-10/18/23: \$19,228.16
- Revenue from 10/19-today: \$151,971.80
- AP from 9/20-10/18/23: \$24,718.14
- AP from 10/19-today: \$42,234.98
- Sept. Transfer of Funds: \$32,445.03
- Oct. of Funds Request: \$38,772.85
- Oct. Collection/Write-off/Refund: \$200 sent to collections, \$1,770.48 in 2nd collection letters sent, \$0 initial collection letters sent received and \$350 from 3 payment plans received one of which is now PIF, \$134.94 waiver request.
- Nov. Collection/Write-off/Refund: \$0 sent to collections, \$299 of collections notice paid, \$0 in 2nd collection letters sent, \$0 initial collection letters sent received and \$100 for payment plans received.
- September 20th, 2023 BoC Meeting Minutes

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 County fund balance statements & bank statements for review.

- September Fund Balances: GEN \$100,780.94, EMS \$410,102.76, Bond \$179,212.77.
- October Fund Balances: GEN \$140,951.94, EMS \$439,411.59, Bond \$226,018.07

At 1806, the Board entered into executive session per RCW 42.30.110(1)(g) to review personnel for 15 minutes. At 1821, the Board extended 10 minutes until 1831 the Board exited executive session and announced that no decisions were made at this time.

At 1832, the Board entered into executive session per RCW 42.30.140(4)(a) pursuant to negotiations for 30 minutes. At 1902, the Board exited executive session and announced that no decisions were made at this time.

Chief's Report: Chief Fosburg handed to the Board Publication F700-207-000(09-2022) by WA Dept. of LNI showing salary thresholds projected based on forecasted changes in the Consumer Price Index in support of a salary increase in upcoming employee reviews. Chief reported total calls for last month were 34, 5 Fire, 29 EMS, 6 calls with a medic and 33 total mutual aids for District 8 in 2023. Chief added that LC Fire District 8 is reading the ALS mutual aid agreement to not include Chiefs service as ALS. Chief advised the Board that the DNR FEPP Type 3 engine has been received and in service, but still needs to be painted. Old skid unit from the surplus brush truck has been placed on the trailer, but is not bolted down yet and are going to add drop tanks. Old B31 decals are being removed and will be ready by December to be placed on Gov Deals. An application has been sent in for a surplus type 6 engine from DNR. Hose testing has been completed and the rating bureau will be out in 2024.

AEMT class skills tests at our main station 3-1 went really well and the final exam will be on Jan. 25th. Chief mentioned that there is a learning curve for building reports in the new Image Trend incident reporting system, but with time we will have needed reports built.

At station 3-1 Mossyrock Rd E, the water softener system was repaired by a vendor replacing the power supply that was bad. Command 31 starter replaced and the fence was built around the dumpster. When weather allows, plan to stain the wood. Station 3-2 on Flynn Rd, B-31 skid unit has been removed and set on the new trailer, still in process of removing decals from surplus B-31. Station 3-3 Green Mountain, moved DNR type 6 brush truck to Stn 3-3 at Green Mountain.

Administrator's Report: The admin assistant advised that due to only a 40% approval rate or 260/657 yes votes on the general levy lid lift, she would like to reach out to a public affairs consultant to help bridge the gap between the community and the fire district with better communication. One public affairs person that provided great training at the last WFCAs spring seminar was Liz Loomis. Amanda would like to research estimates from Liz and another group to compare pricing to get connected sooner than later with the community and build a questionnaire to get honest feedback on the Levy and why it didn't pass which will in turn help the district improve. The EMS Levy expires in 2026 and if the district doesn't make a change to get the community involved, there is a possibility of the next proposition the district sends out not passing either. If this happens, the EMS levy rate will decrease to the rate it was prior to any lid lift plus 1% statutory increase each year. The district would not be able to afford Advanced Life Services (ALS) any longer by tax revenue. With the general fund levy lid lift not passing this year, 2023, the general fund would not be able to cover the ALS cost either.

2022 GEMT Health Care Authority (HCA) audit has all been submitted on time and waiting to hear of final closure of audit. 2023 GEMT report is due December 20th this year due to HCA sending out date later than scheduled. Compiling data currently to enter into the cost report.

The admin assistant stated she will be researching with the State Auditor and Employment Security Department to ensure proposed idea of restructuring the funds payroll comes out of to match shared expense percentage putting the heavier expense on the EMS fund and the lighter expense on the general fund that will be bringing in less tax revenue due to the levy lid lift not passing this year.

In September we billed 10 EMS incidents, 6 BLS & 4 ALS.

Old Business: The Chief stated that the community expressed that they are in support of the Levy Lid Lift to him in community meetings and at the open house and is not sure why it didn't pass other than the simple reason of increased taxes in an already tough economy.

The admin assistant presented the final draft of the 2024 budget to the Board for review and approval with the total general fund expenses \$157,036.45, EMS fund expenses \$335,926.04 and Bond fund expenses \$199,856.00. The admin assistant advised that the GEMT income for the EMS fund is a low estimate until the 2023 GEMT reporting is completed. Commissioner Spahn moved to approve the 2024 Budget as presented. Commissioner Majors seconded the motion. Motion carried with all members voting in the affirmative.

Chief advised that he received a new quote on turnout pants and coat only at \$3,767.12 from PNW Emergency Equipment on 11/9/23 and that he also brought a quote for new tires for Support 3-1 from Point S Tire and Auto Service at \$915.56. The Board asked about the condition of the tires currently and the Chief stated they need to be replaced for winter. The Board said to get it done asap. Chief also stated that A-31 will be serviced for repairs this coming Tuesday to Braun and he will be having Braun check the rear end as he feels it is not riding properly. Chief and admin assistant informed the board that the District will be using a new vendor Central Welding in 2024 for medical O2 due to pricing from Airgas being so high.

New Business: Mike Johnson, manager of Adventure Medics and Jacob Sobrito, a paramedic with Adventure Medics and soon to be the new manager, stated that Mike will be moving to the Bend, OR office tomorrow and introduced Jacob Sobrito as the upcoming manager assistant. Mike stated that his numbers show that they provided service for 93 ALS transports with the District for the contract year and proposed a 3% increase from the \$72,000 current annual cost. Mike also stated that they are aware that with having interfacility contracts also, that they were not available to the District about 14% of the time for ALS service. Along with this unavailability, Mike mentioned that they just proposed a 24/7 contract with Packwood for a considerable amount of revenue for Adventure Medics. After much discussion about the decrease in tax revenue each year for the District, GEMT funding decreasing due to no construction costs, unavailable ALS service % and issues receiving medic reports in a timely manner, Commissioner Houghtelling stated that the District will make sure to minimize the impact on Adventure Medics by downgrading any call that no medic intervention is needed and utilizing our ILS certification when transporting to Morton Hospital with the District AEMT's.

Mike from Adventure Medics stated that a transport can be billed ALS if the medic does a 10cc flush on an IV. The admin assistant from the District stated that the District's billing department has stated that it depends on the patient's insurance. The Board tabled the Adventure Medics contract renewal till the special meeting on November 29th at 1800 hrs and invited Adventure Medics management to attend as well for further contract negotiations. Mike stated he will not be able to make it, but Jacob stated he will be there.

The admin assistant presented the 2024 IT Services Contract for Spillman between Lewis County IT and the District for the Board to review. Commissioner Spahn moved to approve the 2024 IT Services Contract for Spillman between Lewis County IT and the District as presented. Commissioner Houghtelling seconded the motion. Motion carried with all members voting in the affirmative.

The admin assistant presented the BVFF invoice voucher for firefighter W. Edgington's physical reimbursement for review. Commissioner Majors moved to approve the BVFF invoice voucher for firefighter W. Edgington's physical reimbursement as presented. Commissioner Spahn seconded the motion. Motion carried with all members voting in the affirmative.

The admin assistant presented the 2024 WFCA Healthcare application renewal for the Board to review. Commissioner Majors moved to approve the 2024 WFCA Healthcare application as presented. Commissioner Spahn seconded the motion. Motion carried with all members voting in the affirmative.

The admin assistant presented the 2024 Life Flight Group Membership Agreement for the Board to review. Commissioner Majors moved to approve the 2024 Life Flight Group Membership Agreement as presented. Commissioner Houghtelling seconded the motion. Motion carried with all members voting in the affirmative.


The admin assistant presented the 2023 volunteer stipends and Chief bonus in the amount of \$7,588.47 for the Board to review. Commissioner Majors moved to approve the 2023 volunteer stipends and Chief bonus in the amount of \$7,588.47 as presented. Commissioner Houghtelling seconded the motion. Motion carried with all members voting in the affirmative.

The admin assistant presented the Ordinance/Resolution 23-08 requesting the general fund current tax of \$151,804.69 to be increased by 1% or \$1,516.08 for year 2024 for the Board to review. Commissioner Spahn moved to approve the Ordinance/Resolution 23-08 requesting a general fund current tax of \$151,804.69 to be increased by 1% or \$1,516.08 for year 2024 as presented. Commissioner Majors seconded the motion. Motion carried with all members voting in the affirmative.

The admin assistant presented the Ordinance/Resolution 23-09 requesting the EMS fund current tax of \$154,267.74 to be increased by 1% or \$1,542.68 for year 2024 for the Board to review. Commissioner Majors moved to approve the Ordinance/Resolution 23-09 requesting the EMS fund current tax of \$154,267.74 to be increased by 1% or \$1,542.68 for year 2024 as presented. Commissioner Spahn seconded the motion. Motion carried with all members voting in the affirmative.

Good of the Order: The admin assistant advised the Board that she will be having surgery November 28th and will be out for at least a month, but will work from home as soon as possible until wounds are healed. Chief stated he plans to attend the County Commissioner meeting on Monday at RFA. The Commissioners stated they plan to attend as well.

Meeting adjourned: With no other business presented, Chairperson Houghtelling adjourned the meeting at 2022 hrs. These are the minutes of November 15th, 2023 Lewis County Fire District #3 meeting, hereby approved as written on this 24th, day of January 2024.


Commissioner Chair – Doug Houghtelling


Commissioner – Marty Majors

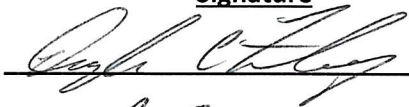
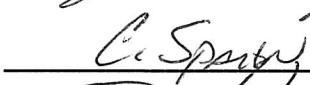
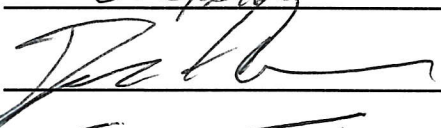
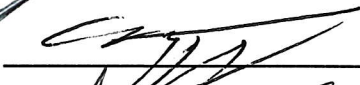
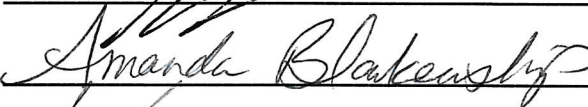

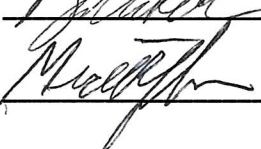

Commissioner – Curt Spahn

Prepared by:


Administrative Assistant
Amanda Blankenship

Board of Fire Commissioner
Meeting Agenda
November 15th, 2023, 1800 hrs
At 238 Mossyrock Road East

Sign In Sheet

	<u>Signature</u>	<u>Print</u>
1.		Doug Fosburg
2.		C. Spry
3.		Todd
4.		Marty
5.		Amanda Blankenship
6.		Jacob
7.		Michael
8.		
9.		
10.		

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