

**Board of Fire Commissioner
Meeting Agenda
April 19th, 2023, 1800 hrs
At 238 Mossyrock Road East**

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

Approval of Agenda

Consent Agenda

- Payroll for March \$14,122.13
- AP last mtg to today \$19,911.84
- Transfer of Funds \$34,033.97
- Collections/Write-Off/Refunds –
 - \$1,248.60 sent to collections, \$0 in 2nd collection letters sent, \$60 was received for aid fee payment plans, \$1,712.80 in Charity request
- March 15th BoC Meeting Minutes

Fund Reports

- March: GEN \$73,534.44, EMS \$362,212.49, Bond \$97,263.23 & Capital Projects \$94.81
- **Executive Session RCW 42.30.110(1)(g) Review Personnel (30 minutes)**

Reports

- Chief Report
- Admin Assistant Report

Old Business

New Business

- Community Planning – Impact
- General Fund Levy Lid Lift Resolution 23-02
- General Fund Levy Lid Lift Explanatory Statement
- CUC proposal of 2/10 of 1% sales tax
-

**Good of the Order
Adjourned**

**Lewis County Fire District #3
Commissioner's Meeting Minutes
April 19th, 2023 @ 6PM
@ 238 Mossyrock Road East**

The meeting of the Board of Commissioners was called to Order by Chairperson Houghtelling at 1802 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 Houghtelling moved to approve the agenda without the executive session. Commissioner Majors seconded the motion. Motion carried with all members voting in the affirmative.

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

- March payroll \$14,122.13
- AP from last meeting to today: \$19,911.84
- Transfer of Funds Request: \$34,033.97
- Collection/Write-off/Refund: For Jan - \$1,248.60 sent to collections, \$0 in 2nd collection letters sent, \$0 initial collection letters sent, \$1,712.80 in charity request received and \$60 from payment plan received.
- March 15th, 2023, BoC Meeting Minutes draft

Commissioner Houghtelling moved to deny the charity request to waive the \$1,512.80 aid fee balance caused by driving while intoxicated and no helmet or safety gear and requiring a minimum of \$60 monthly payment for 26 months to be paid in full. Commissioner Spahn seconded the motion. Motion carried with all members voting in the affirmative.

Commissioner Houghtelling moved to approve the charity request to waive the \$200.00 aid fee balance after insurance payment. Commissioner Spahn seconded the motion. Motion carried with all members voting in the affirmative.

After review, Commissioner Spahn moved to approve the remainder of the consent agenda as presented with the exception of the previously voted charity requests. Commissioner Majors seconded the motion. Motion carried with all members voting in the affirmative.

Fund Reports: The Admin Assistant presented the Board with the March 2023 County fund balance statements & imprest bank statement for review.

- Fund Reports: GEN \$73,534.44, EMS \$362,212.49, Bond \$97,263.23 & Capital Projects \$94.81

Chief's Report: Chief Fosburg advised the total calls for last month were 33, 8 Fire 23 EMS, 13 calls with medics and 1 downgraded to BLS. Commissioner Spahn asked the Chief to add how many mutual-aid calls for district 8 to his call report. Engine 31's DEF header has been replaced. The DEF tank was damaged by the mechanic that was out to repair it causing an additional trip that Cummins will cover. No estimate of the new tank arrival at this time. The Fire Instructor 1 class in March was passed by M. Browning and M. Hawkins. Chief advised he had attended meetings with the City of Mossyrock with discussions of a 42-unit community possibly being built in Mossyrock city limits. Chief shared his concern of only 1 hydrant services that area which is not enough. Chief ensured the Board he is communicating this to the City and that he is also following up with the County about the issues with issuing permits for inadequate roads to new homes like Skyview Drive.

Chief informed that he found an AEMT class being offered in Spokane for about \$4000 per person, but is going to continue looking. Chief is looking forward to sending 3-5 people to AEMT school. Chief advised the district has been renewed for the annual ILS license. Chief stated that the ALS mutual aid agreement with district #8 needs to be updated now that ALS structure is different for district #8 in 2023 as opposed to 2022.

At station 3-1 Mossyrock Rd E, A-32 driveline was repaired by Van Cleve and then taken to Braun for the remainder of repairs. Station 3-2 on Flynn Rd. needs a minor repair on the mower, parts are on order already. Station 3-3 Green Mountain, Brush 3-1 moved to Flynn Rd and is not leaking anymore.

Administrator's Report: The admin assistant advised that the County is still in the process of closing out the project with the hopes of releasing retainage next month. Admin assistant also stated that WSU plans to install the weather station sometime in July to August when the ground is dry.

The admin assistant advised the transition from Columbia Bank (Imprest Account) to Umpqua Bank went smooth and the district is now using the money market account that was set up last year by the County Treasurer. We were the first district to make a deposit into the new account and in turn created step by step screenshot directions for the County Treasurer to share with other fire districts as they transition to depositing into the new account and transfer process.

Admin attended WREMS injury prevention meeting that focused on fall prevention and farm worker stress tools on April 13th and advised of a possible grant through WREMS to provide fall prevention tools to the community at no cost to the district.

Admin advised that a House Bill 5770 is being proposed to increase the property tax limit from 101% to 103% to help fire districts address their shortfall due to inflation. This 101% limit

refers to the 1% increase each year the fire district is limited to when asking the County Assessor for the tax revenue to be collected in the following year.

There has been a large revenue increase in timber sales taxes of at least \$20,000, but this is only being applied to the bond and EMS levied funds. Admin is researching with the County Treasurer what determines where the revenue is applied to and why it isn't being applied to the general fund.

Out of March's 33 calls, we billed 17 EMS incidents, 11 BLS & 6 ALS.

Old Business: None.

New Business: Chief informed the Board that when he attended the community planning meeting in Mossyrock, a panel was put together to address the growth of the community. Chief advised he communicated to the planning committee how much funding the fire district is currently getting from taxes and that the fire district is planning to ask the community for a general levy lid lift as one has never been asked for and now the district is collecting .37 cents per \$1000 of assessed value with the growth of the community and inflation.

The admin assistant presented to the Board the General Fund Levy Lid Lift Resolution 23-02 for review. After discussion, Commissioner Majors moved to approve the Resolution 23-02 General Fund Levy Lid Lift as presented. Commissioner Spahn seconded the motion. Motion carried with all members voting in the affirmative.


The admin assistant presented to the Board the General Fund Levy Lid Explanatory Statement for review. After discussion, Commissioner Majors moved to approve the General Fund Levy Lid Explanatory Statement as presented. Commissioner Spahn seconded the motion. Motion carried with all members voting in the affirmative.

Chief stated that he attended the recent CUC meeting where County Commissioner Bremmer asked each representative to return to their fire district and ask the Fire Commissioners for their support. Chief stated the County Commissioners will not move forward with the proposed 2/10 of 1% sales tax unless they have full support of all elected officials that it would affect. The Board responded that they would need more details before they are able to offer full support. The Board expressed that they would like to see information how much additional funding will replace infrastructure and then where does the additional funding go once infrastructure is upgraded? What are the plans for the funds long term? What is the projection for infrastructure upgrade pay off? The Board would like a guarantee the funds will go where proposed.

Good of the Order: Commissioner Houghtelling stated that there is a training coming up with risk management for ballot measures and would like the admin assistant to attend this training in preparation for our levy lid lift being on the ballot.

Chief stated he is still in the process of researching new ePCR reporting services and are looking at 3 choices with all being at least \$4000 a year.

Meeting adjourned: With no other business presented, Chairperson Houghtelling adjourned the meeting at 1851. These are the minutes of April 19th, 2023 Lewis County Fire District #3 meeting, hereby approved as written on this 17th, day of May 2023.



Commissioner Chair – Doug Houghtelling

Prepared by:



Commissioner – Marty Majors






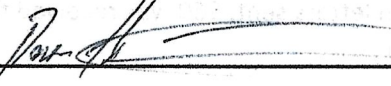
Administrative Assistant
Amanda Blankenship



Commissioner – Curt Spahn

Board of Fire Commissioner
Meeting Agenda
April 19th, 2023, 1800 hrs
At 238 Mossyrock Road East

Sign In Sheet

	Signature	Print
1.		Dave Fosberg
2.		Marty Majors
3.		Amanda Blankenship
4.		Rue Hovet
5.	Curt Spahn	via phone
6.		
7.		
8.		
9.		
10.		