

**Board of Fire Commissioner  
Meeting Agenda  
May 17<sup>th</sup>, 2023, 1800 hrs  
At 238 Mossyrock Road East**

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

**Approval of Agenda**

**Consent Agenda**

- Payroll for April \$12,780.92
- AP last mtg to today \$20,372.78
- Transfer of Funds \$33,153.70
- Collections/Write-Off/Refunds –
  - \$0 sent to collections, \$0 in 2<sup>nd</sup> collection letters sent, \$260 in initial collection letters sent, \$150 was received for aid fee payment plans, \$0 in Charity request
- April 19<sup>th</sup> BoC Meeting Minutes

**Fund Reports**

- April: GEN \$119,144.66, EMS \$415,945.97, Bond \$161,912.39 & Capital Projects \$95.21
- **Executive Session RCW 42.30.110(1)(g) Review Personnel (30 minutes)**

**Reports**

- Chief Report
- Admin Assistant Report

**Old Business**

- CUC proposal of 2/10 of 1% sales tax
- S&T Sealcoating & Striping for parking lot

**New Business**

- Reporting Service to replace ERS/ESO – Contract expires June 1, 2023
- Zoom Meeting cost for EMS Council \$113.12

**Good of the Order**

**Adjourned**

**Lewis County Fire District #3  
Commissioner's Meeting Minutes  
May 17<sup>th</sup>, 2023 @ 1800 hrs  
@ 238 Mossyrock Road East**

The meeting of the Board of Commissioners was called to Order by Chairperson Houghtelling at 1805 hrs.

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

Administrative Assistant – Amanda Blankenship

Fire Chief – Absent

Additional attendees on sign-in sheet

**Pledge of Allegiance**

**Public Comment:** None.

Commissioner Majors moved to approve the agenda without the executive session.

Commissioner Houghtelling seconded the motion. Motion carried with all members voting in the affirmative.

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

- April payroll \$12,780.92
- AP from last meeting to today: \$20,372.78
- Transfer of Funds Request: \$33,153.70
- Collection/Write-off/Refund: \$0 sent to collections, \$0 in 2<sup>nd</sup> collection letters sent, \$260 initial collection letters sent, \$0 in charity request received and \$150 from payment plans received.
- April 19<sup>th</sup>, 2023, BoC Meeting Minutes draft

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

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

- Fund Reports: GEN \$119,144.66, EMS \$415,945.97, Bond \$161,912.39 & Capital Projects \$95.21

**Chief's Report:** Chief Fosburg provided a report reviewed by the Board. The report read that the total calls for last month were 28, 4 Fire, 24 EMS, 11 calls with medics and 14 total mutual aid's for District 8 in 2023. Engine 3-1's DEF header has been replaced. Chief wrote that: Community Planning Committee is still in the process of growth planning, an EPCR software provider still needs to be chosen with a current contract expiration date of 5/31/23 and he is still looking for an AEMT course.

At station 3-1 Mossyrock Rd E, A-32 is back in service, E-31 is back in service. Station 3-2 on Flynn Rd. mower has been repaired. Station 3-3 Green Mountain, no new news.

**Administrator's Report:** The admin assistant advised that L&I and the County have given the approval to close out the parking lot project and release the 5% retainage of \$2,786.67. Robin from the County has advised that someone from the County is preparing the Deed of Trust and will be in contact to have the Chief sign once ready.

The WSU weather station is scheduled for installation sometime in July or August. Amanda advised she will be attending the WFCFA seminar in Chelan on June 2<sup>nd</sup> on the topic of communicating to win ballot measures and on June 3<sup>rd</sup> for personal leadership and effective communication. Amanda stated that she reached out to Jacquie Spahr, who has received the WREMS Grant for years, from District #2 about her experience with the WREMS Grant to assist in injury prevention for the community and how she best applied it to her community.

Amanda shared the information learned about the Forest Board revenue being applied to excess levies only and not the general fund based off of Tax Code Area. The County assessor sets the TCA. There are 3 TCA's in our fire district; 041, 219 & 220. The last 2 TCA's have an F after the number, which causes it to not be applied to the general fund. The F signifies it is for unimproved land that pays forest patrol. Currently, Amanda states she is in the process of communicating with the County Assessor's office to learn what determines funds to be applied to a levy or the general fund.

Amanda informed the Board that her computer is starting to have problems with slowness, shutting down unexpectedly, etc. The Board stated for Amanda to look for a new computer that is a small business quality. Amanda stated she had Ryan Parsons (IT) evaluate the computer on 5/5/23 and he stated the hard drive is basic and needs upgraded to continue running properly. IT estimated a hard drive and upgrade memory to be under \$150. While waiting for parts to arrive, admin was able to repair the hard drive through a clean-up hard drive function and appears to have 90% solved the issue with slight slowness here and there. Amanda advised the IT person that to cancel the order.

Amanda informed the Board that the annual report is in the process and on track to be completed before the due date of May 30<sup>th</sup>. Amanda also stated that the district is now using the new investment accounts for deposits and created a step-by-step process for the County to hand out to other districts who will need to adopt the same new process.

Out of April's 30 calls, we billed 17 EMS incidents, 9 BLS & 8 ALS.

**Old Business:** Commissioner Houghtelling announced the topic of whether the Board supports the County Communications proposal of a 2/10 of 1% sales tax for the County or not. With much discussion and with the thought of the sales tax helping to prevent higher costs for the fire district individually, all 3 Commissioners stated they support the proposed tax and to share their support with the Lewis County Fire Commissioners Association as a group.

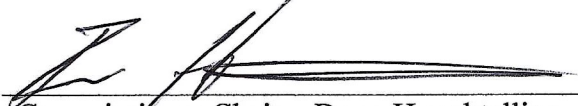
Commissioner Houghtelling asked about the status of the parking lot striping. Amanda stated she was not sure at this time, but at the last meeting the quote was approved to use S&T Striping and that she would follow up on and get it scheduled if it is not yet.

**New Business:** Commissioner Houghtelling asked if there is any new information to be presented for options on a new incident reporting software and mentioned that Chief suggested to use ESO at \$8,500 at the last meeting and had not been able to get any response from other options. Admin assistant Amanda presented information from Image Trend and First Due, the 2 other options Chief had been trying to contact before going on vacation. After reviewing the details of as close to apples to apples as it can get, Commissioner Majors moved to approve signing a contract with Image Trend Elite with the Core version for \$2700 annually and \$900 initial training of the system. Commissioner Spahn seconded the motion. Motion carried with all members voting in the affirmative.

Commissioner Houghtelling asked the admin assistant about an annual zoom subscription paid by the district on the Chief's credit card. Amanda stated when she asked Chief about it, he stated it is for the Lewis County EMS Council meetings. Commissioner Houghtelling asked to table the topic until next meeting when the Chief will be available.

**Good of the Order:** Commissioner Houghtelling stated he has heard the water liability release forms are not being used anymore and asked if anyone knows why? The Board nor the admin assistant could respond as to why.

**Meeting adjourned:** With no other business presented, Chairperson Houghtelling adjourned the meeting at 1858. These are the minutes of May 17<sup>th</sup>, 2023 Lewis County Fire District #3 meeting, hereby approved as written on this 21<sup>st</sup>, day of June 2023.

  
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Commissioner Chair – Doug Houghtelling

  
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Commissioner – Marty Majors



  
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Commissioner – Curt Spahn

Prepared by:

  
\_\_\_\_\_  
Administrative Assistant  
Amanda Blankenship

Board of Fire Commissioner  
Meeting Agenda  
May 17<sup>th</sup>, 2023, 1800 hrs  
At 238 Mossyrock Road East

Sign In Sheet

	Signature	Print
1.		<u>Paul Howler</u>
2.		<u>Marty Mason</u>
3.	<u>Amanda Blenkinship</u>	<u>Amanda Blenkinship</u>
4.	<u>Curt Spahn</u>	<u>via phone</u>
5.		
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