

**Lewis County Fire District #3
Commissioner's Meeting Minutes
July 19th, 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.

Administrative Assistant – Amanda Blankenship

Fire Chief – Doug Fosburg

No additional attendees.

Pledge of Allegiance

Public Comment: None.

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

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:

- June payroll \$14,010.84
- Revenue from last meeting to today: \$59,943.31
- AP from last meeting to today: \$27,873.57
- Transfer of Funds Request: \$41,884.41
- Collection/Write-off/Refund: \$260 sent to collections, \$1,485.60 in 2nd collection letters sent, \$0 initial collection letters sent, \$1,944.60 in charity request received and \$60 from payment plans received.
- June 21st, 2023 BoC Meeting Minutes draft

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

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

- Fund Balances: GEN \$131,561.23, EMS \$400,969.78, Bond \$164,672.08 & Capital Projects \$0.41

Chief's Report: Chief Fosburg advised the total calls for last month were 25, 6 Fire, 19 EMS, 7 calls with medics and 25 total mutual aids for District 8 in 2023. Chief advised that DNR loaned an extra brush truck they had till November to take place of the surplused district brush truck and will have equipment switched at next drill. Chief also stated that SCBA hydrotesting is scheduled for August 9th.

Chief advised an EMT class will be offered at Centralia College in September and he plans to send J. Edgington at \$1,340 per person and he is still looking forward to an AEMT class in Lewis County at \$1,842 per student if Chief's Association will pay the \$6000 to have instructors teach at District 3 station.

At station 3-1 Mossyrock Rd E, the generator coolant leak has been repaired and obtained an estimate from Pacific Power for generator service at \$2,539.64. Chief mentioned that the weather station has been installed by WSU and data can be found on the district website. Station 3-2 on Flynn Rd. B-31 getting ready for surplus and the DNR brush truck has been received. Station 3-3 Green Mountain, all surplus hose has been removed and the northern door sticks when rolled up and not sure why yet.

Administrator's Report: The admin assistant advised that the WSU weather station has been installed on July 13th and that she added a weather station page on the website with the data from WSU. Signs were purchased outside of the district supporting the Levy and posted around town as well as the district having the facts on the website and admin created fliers to be sent to the community via USPS. Amanda stated that in researching the past election turnout rates, August may be a low voter turnout compared to the general election in November (not in a presidential election year). Voter turnout is historically better with multiple propositions on the ballot, but we only have one proposition on the August ballot. Amanda stated she is working on auditing the inventory and entering into Image Trend and will be preparing for the GEMT reporting soon.

Out of May's 25 calls, we billed 10 EMS incidents, 8 BLS & 2 ALS.

Old Business: Commissioner Houghtelling stated B-31 old business was discussed under the Chief's report and the Levy Lid Lift was covered under the admin report.

New Business: The admin assistant presented to the Board Resolution 23-03 Surplus of 2000 F350 Brush 3-1 for review. Commissioner Houghtelling read the resolution and asked for a motion. Commissioner Majors moved to approve the Resolution 23-03 Surplus of 2000 F350 Brush 3-1 as presented. Commissioner Spahn seconded the motion. Motion carried with all members voting in the affirmative. Chief stated he would start by listing the surplus brush truck on govdeals.com before listing elsewhere.

The admin assistant presented to the Board Resolution 23-04 Levy Lid Lift for General Election (provisional of Aug. election approval or rejection) for review. Commissioner Houghtelling read the resolution and asked for a motion. Commissioner Spahn moved to approve the Resolution 23-04 Levy Lid Lift for General Election as presented. Commissioner Majors seconded the motion. Motion carried with all members voting in the affirmative.

The admin assistant presented to the Board Resolution 23-05 Depositing Funds for review. Commissioner Houghtelling read the resolution and asked for a motion. Commissioner Majors moved to approve the Resolution 23-05 Depositing Funds as presented. Commissioner Spahn seconded the motion. Motion carried with all members voting in the affirmative.

Good of the Order: None.

Meeting adjourned: With no other business presented, Chairperson Houghtelling adjourned the meeting at 1846. These are the minutes of July 19th, 2023 Lewis County Fire District #3 meeting, hereby approved as written on this 16th, day of August 2023.



Commissioner Chair – Doug Houghtelling

Prepared by:



Administrative Assistant
Amanda Blankenship



Commissioner – Marty Majors



Commissioner – Curt Spahn