

**Board of Fire Commissioner  
Meeting Agenda  
September 20, 2023, 1800 hrs  
At 238 Mossyrock Road East**

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

**Approval of Agenda**

**Consent Agenda**

- Payroll for August - \$12,570.85
- Revenue last mtg to today - \$15,220.66
- AP last mtg to today - \$19,874.77
- Transfer of Funds \$32,445.03
- Collections/Write-Off/Refunds –
  - \$0 sent to collections, \$1,416.94 in 2<sup>nd</sup> collection letters sent, \$1,770.48 in initial collection letters sent, \$350 received for 3 aid fee payment plans, \$0 in Charity request.
- August 16th BoC Meeting Minutes

**Fund Reports**

- June: GEN \$103,426.98, EMS \$417,930.74, Bond \$175,391.76
- **Executive Session RCW 42.30.110(1)(g) Review Personnel (30 minutes)**

**Reports**

- Chief Report
- Admin Assistant Report

**Old Business**

- General Levy Lid Lift

**New Business**

- Centralia-Chehalis Co-Op Annual Agreement
- USDA Forest Service Engine Surplus Donation of Engine
- 2024 Budget Wish List Items and Estimates

**Good of the Order**

**Adjourned**

**Lewis County Fire District #3**  
**Commissioner's Meeting Minutes**  
**September 20, 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 (arrived during Chief's report) & Commissioner Curt Spahn  
Administrative Assistant – Amanda Blankenship

Fire Chief – Doug Fosburg

No additional attendees.

**Pledge of Allegiance**

**Public Comment:** None.

Commissioner Spahn 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:

- August payroll \$12,570.85
- Revenue from last meeting to today: \$15,220.66
- AP from last meeting to today: \$19,874.77
- Transfer of Funds Request: \$32,445.03
- Collection/Write-off/Refund: \$200 sent to collections, \$1,416.94 in 2<sup>nd</sup> collection letters sent, \$1,770.48 initial collection letters sent received and \$350 from payment plans received.
- August 16<sup>th</sup>, 2023 BoC Meeting Minutes draft

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 August 2023 County fund balance statements & bank statements for review.

- Fund Balances: GEN \$103,426.98, EMS \$417,930.74, Bond \$175,391.76.

**Chief's Report:** Chief Fosburg reported total calls for last month were 32, 6 Fire, 26 EMS, 1 call with a medic and 31 total mutual aids for District 8 in 2023. Chief advised the Board that the DNR FEPP Type 3 engine will be arriving and will be stored in Flynn Rd. station. Out of 40 bottles hydrotested, there were no fails. 12 portable 1250 radios were received from RFA surplus at no cost to the district have been added to inventory and are waiting to be reprogrammed next time all radios have TAC channels added. Old skid unit from the surplused brush truck needs to be stored. If it is stored on a trailer, it will need a double axle for the weight. AEMT class will be held Sep. 28 through Jan. 6 with 3 weekends at the station in person



for skills and training. M. Browning and M. Hawkins are signed up for the AEMT class and J. Edgington is doing well in the EMT class at Centralia College.

At station 3-1 Mossyrock Rd E, exhaust fan in the apparatus bay repaired by resetting the panel. Commissioner Houghtelling asked Chief to look into the water filtration system. Station 3-2 on Flynn Rd. B-31 lights and storage boxes have been removed and working on removing the radio and skid unit. Station 3-3 Green Mountain, only 1 vehicle in this station now.

**Administrator's Report:** The admin assistant advised that the community says they are surprised the levy did not pass. Looking forward to having an open house to invite the community to ask questions and see the Fire District. Website has been updated with latest factual information about the levy.

Admin assistant stated that the 2022 GEMT audit is going smoothly and hope to be finished in October. The biggest time-consuming part is entering the PDF back-up data into excel for the auditors. Amanda attended a Myers & Stauffer GEMT training and acquired additional tools for filing future GEMT reports. The 2023 GEMT report information starts being released in September from Health Care Authority and Systems Design.

Admin assistant reminded the Board that the district will have an accountability audit at the end of the year sometime. SAO will be contacting the district with dates.

Out of August's 26 calls, we billed 18 EMS incidents, 14 BLS & 4 ALS.

**Old Business:** The admin assistant asked the Board for input on an updated flier to send to the community before the November election. The Board stated that it looked good and that they would reach out with any suggestions. Admin stated she would send an updated one once suggestions are made for change.

**New Business:** The admin assistant presented to the Board with the Centralia-Chehalis Co-Op annual agreement for review. After review, Commissioner Majors moved to approve the Centralia-Chehalis Co-Op annual agreement as presented. Commissioner Houghtelling seconded the motion. Motion carried with all members voting in the affirmative.

The Chief informed the Board that the USDA Forest Service engine surplus donation is being shipped to the district and stated he would let the Commissioners know of its condition when it arrives tomorrow.

The admin assistant asked the Board and Chief about wish list items for 2024 budget and reviewed current expenses for comparison. Commissioner Houghtelling asked Chief to get quotes for painting the USDA donated brush truck and to replace or add a vehicle to station 33. Chief stated he will get quotes for a deck gun on tender 31. Amanda stated she will look into bids from contractors once project details are decided for the 6'x8' square piece of dirt outside the entry of the office. Chief stated he would like to get the cornerstone completed by the flag pole and will get estimates. Chief stated he wants to replace the Ipads with surface pro tablets in 2024 and will get a quote. Commissioner Houghtelling stated that the tires on the support

vehicle look like they need replaced and asked Chief to get bids. Chief asked if the Commissioners preferred a vendor and Board responded to go with best price of the estimates. Chief advised that he does not have personnel to go to the EMS conference in Ocean Shores and does not wish to budget for it. Commissioners agree that a flatbed trailer is needed to store the skid unit on from the old brush truck and instructed Chief to purchase a flatbed trailer with ramps, dual-axle, 7000 lbs GVW, spare tire and tongue jack, 7 ft wide and between 16-18 ft long. Commissioner Majors moved to approve the purchase of the flatbed trailer for under \$5000. Commissioner Spahn seconded the motion. Motion carried with all members voting in the affirmative.

**Good of the Order:** Chief advised the Board that he will be out of the area from Saturday to Wednesday.

**Meeting adjourned:** With no other business presented, Chairperson Houghtelling adjourned the meeting at 1919 hrs. These are the minutes of September 20<sup>th</sup>, 2023 Lewis County Fire District #3 meeting, hereby approved as written on this 15<sup>th</sup>, day of November 2023.

Prepared by:

  
Administrative Assistant  
Amanda Blankenship

  
Commissioner Chair – Doug Houghtelling


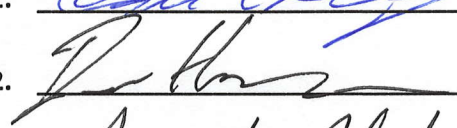
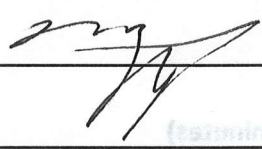
  
Commissioner – Marty Majors

  
Commissioner – Curt Spahn



Board of Fire Commissioner  
Meeting Agenda  
September 20, 2023, 1800 hrs  
At 238 Mossyrock Road East

Sign In Sheet

	<u>Signature</u>	<u>Print</u>
1.		Doug Fosberg
2.		Dave Houghton
3.	Amanda Blankenship	Amanda Blankenship
4.	C. SPAN	CURT SPAN
5.		Marty Magos
6.		
7.		
8.		
9.		
10.		