

**Board of Commissioner
Special Meeting Agenda
September 27th, 2022 at 1800 hrs
238 Mossyrock Road East**

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

Approval of Agenda

Consent Agenda

- Payroll for August \$12,604.70
- AP last mtg to today \$21,472.72
- Transfer of Funds \$34,077.42
- Collections/Write-Off/Refunds - \$2913.13 propose to send to collections
- August 17th, 2022, BoC Meeting Minutes

Fund Reports for July

- GEN \$78,027.61, EMS \$359,655.94, Bond \$133,914.33 & Capital Projects \$39.81
- **Executive Session RCW 42.30.110(1)(g) Personnel (30 minutes)**

Reports:

- Chief Report
- Admin Assistant Report

Old Business:

- 2023 Budget Draft review
- Nov. LC BoC Meeting Food Option
- ALS contract review

New Business:

- Parking Lot Paving Project Bids

Good of the Order

Adjourned

**Lewis County Fire District #3
Commissioner's Special Meeting Minutes
September 27th, 2022 @ 6PM
@ 238 Mossyrock Road East**

The meeting of the Board of Commissioners was called to Order by Chairperson Majors at 1803. Board of Commissioners in attendance – Chair Commissioner Marty Majors & Commissioner Doug Houghtelling. Commissioner Curt Spahn absent.
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 as presented. 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:

- August Payroll \$12,604.70
- AP from last meeting to today: \$21,472.72
- Transfer of Funds Request: \$34,077.42
- Collection/Write-off/Refund: \$2913.13 proposed to be sent to collections.
- August 17th, 2022, BoC Meeting Minutes

After review, Commissioner Houghtelling 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 August 2022 financial statements.

- Fund Reports: GEN \$78,027.61, EMS \$359,655.94, Bond \$133,914.33 & Capital Projects \$39.81

Executive Session RCW 42.30.110(1)(g) to discuss personnel was announced by Commissioner Majors to commence at 1807 hrs for 30 minutes. At 1837, the Board exited executive session and joined the meeting with Chairman Majors announcing that there were no decisions made.

Chief's Report: Chief Fosburg advised the total calls for last month were 28, 3 Fire 25 EMS, 12 calls with medics and 0 downgraded. Chief stated that Tender 3-1's annual maintenance has been completed, he has been researching a volunteer shift program and creating policies & communicating with the grant writer GIS information for a surplus engine by DNR grant.

Chief announced that there is a new fire investigator for Lewis County and is associated with Chehalis Fire District. Chief added that he is excited for a Fire Academy Recruit Program to be offered at our district location and have instructors willing to teach.

Chief stated the EMT Course starts in October 15th with 2 personnel signed up to attend. He advised that Lewis County has been awarded #1 in reporting stroke data. There is an upcoming MCI exercise Oct. 8th that will be held in 2 sessions to reduce the amount of people at once.

At station 3-1 Mossyrock Rd E, Chief stated vehicle Support 3-1 had its initial decals installed & Command 3-1 had black chevrons added to the back & Tender 3-1 had LED spotlights installed. At station 3-2 Flynn Rd, Engine 3-2 initial decals were installed. Station 3-3 Green Mountain, no updates. C-31 Mileage increased 1082.6 miles to a total of 60169.1.

Administrator's Report: The admin assistant, Amanda, advised the Board she is continuing to work on data for the GEMT annual cost report due at the end of October, assisting Chief with the parking lot project & collecting 2023 budget numbers and reviewing cost trends.

Out of August's 28 calls we billed 15 EMS incidents, 6 BLS & 9 ALS (8 ALS with Adventure medics, 1 ALS D8 MA w/LCMO).

Old Business: The admin assistant presented the proposed annual 2023 budget draft and asked about thoughts on budget for turnout cleaning, turnout replacement, SCBA Hydro test, SCBA flow test, annual award jackets, training and any wish list items. After discussion, Chief asked for \$1000 to be budgeted for turnout cleaning, replace only 5 sets rather than 10 at \$3400/set and stated he would get estimates for the other items. Commissioner Houghtelling mentioned he would like to put on the wish list a tender for the substations.

The Board reviewed the menus from Bonanza BBQ, Uncle Jim's Smokehouse and Mr. T's BBQ and decided to ask Uncle Jim's Smokehouse to cater again for the district hosting the Lewis County Fire Commissioners quarterly meeting in November and chose their menu options.

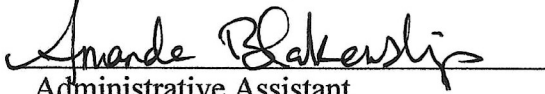
The Board reviewed the current ALS agreement between the district and Adventure Medics and discussion ensued in preparation for next month inviting Mike from Adventure Medics to meet for negotiating an agreement renewal.

New Business: Chief updated the Board that the contract is ready to be signed with a contractor for the parking lot to be paved and stated the lowest bid was with Puget Paving and Construction for \$59,595.95. Commissioner Majors moved to approve the parking lot paving contract with Puget Paving and Construction as presented by the Chief and that the Board is authorizing the Chief to sign said contract the next day with the County on behalf of Lewis County Fire District 3. Commissioner Houghtelling seconded the motion. Motion carried with all members voting in the affirmative. Commissioner Houghtelling asked the Chief if there is a performance date and if not to request one.

Good of the Order: None.

Meeting adjourned: With no other business presented, Chairperson Majors adjourned the meeting at 1935. These are the minutes of September 27th, 2022 Lewis County Fire District #3 meeting, hereby approved as written on this 19th day of October 2022.

Prepared by:


Administrative Assistant
Amanda Blankenship




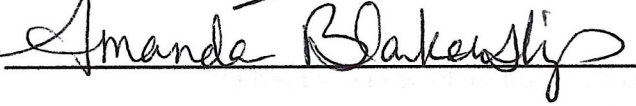

Commissioner Chair – Marty Majors


Commissioner – Doug Houghtelling


Commissioner – Curt Spahn

Board of Commissioner
Special Meeting Agenda
September 27th, 2022 at 1800 hrs
238 Mossyrock Road East

Sign In Sheet

	<u>Signature</u>	<u>Print</u>
1.		Marty McGaris
2.		Dave Horn
3.		Doug Fosburg
4.		Amanda Blankenship
5.		
6.		
7.		
8.		
9.		
10.		