

**Board of Fire Commissioner
Special Meeting Agenda
January 24, 2024 @ 1800 hrs
At 238 Mossyrock Road East**

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

Approval of Agenda

Consent Agenda

- Payroll for November - \$20,847.18
- Payroll for December - \$13,638.96
- Revenue Nov mtg to End of year - \$70,279.76
- Revenue from Jan. 1 to today's meeting - \$2,020.33
- AP Nov 16 to Dec 20 - \$195,011.51 Includes UTGO Bond payment \$152,316.34
- AP Dec 21 to today - \$18,239.19
- Dec Transfer of Funds \$219,092.59 (Incl. UTGO Bond payment & Stryker Payment)
- Jan Transfer of Funds \$31,878.15
- Collections/Write-Off/Refunds –
 - \$1471.20 sent to collections, \$0 in 2nd collection letters sent, \$922.94 in initial collection letters sent, \$100 received for aid fee payment plan, \$200 in waiver request & \$250 Charity request.
- November 15th, 2023 BoC Meeting Minutes
- November 29th, 2023 BoC Spc Meeting Minutes

Fund Balance

- November: GEN \$129,233.64, EMS \$399,263.45, Bond \$83,064.38
- December: GEN \$127,034.33, EMS \$397,914.89, Bond \$83,941.39
- **Executive Session RCW 42.30.110(1)(g) Review Personnel (30 minutes)**

Reports

- Chief Report
- Admin Assistant Report

Old Business

- Resolution 22-10 review – Chief propose change and add Juneteenth Holiday

New Business

- 2024 Board positions: Chair, Vice Chair
- Oath of Office for Commissioner Spahn's re-election
- Resolution 24-01 Commissioner Compensation Increase
- LC 911 Communications Interlocal Agreement 1/1/24-6/30/24
- Fire Mobilization Interagency Agreement WSP and LCFD3

Good of the Order

Adjourned

Lewis County Fire District #3
Commissioner's Special Meeting Minutes
January 24th, 2024 @ 1800 hrs
@ 238 Mossyrock Road East

The meeting of the Board of Commissioners was called to Order by Chairperson Houghtelling at 1807 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 Spahn moved to approve the agenda as presented. 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:

- November Payroll \$20,847.18 including annual stipends
- December Payroll \$13,638.96
- Revenue from Nov. 16th to the end of year: \$70,279.76
- Revenue from Jan. 1st to today: \$2,020.33
- AP from Nov. 16th to Dec. 20th: \$195,011.51 including UTGO Bond and Stryker payment
- AP from Dec. 21st to today: \$18,239.19
- Dec. Transfer of Funds: \$219,092.59 including UTGO Bond and Stryker payment
- Jan. of Funds Request: \$31,878.15
- Collection/Write-off/Refund: \$1,471.20 sent to collections, \$0 in 2nd collection letters sent, \$922.94 initial collection letters sent, \$100 for payment plans received, \$200 waiver request & \$250 charity request.
- November 15th, 2023 BoC Meeting Minutes
- November 29th, 2023 BoC Special Meeting Minutes

After discussion, Commissioner Majors moved to approve the consent agenda with a denial for the Charity Request of \$250 for run #2023-191 and an offer of a \$50/month payment plan. Commissioner Spahn seconded the motion. Motion carried with all members voting in the affirmative.

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

- November Fund Balances: GEN \$129,233.64, EMS \$399,263.45, Bond \$83,064.38
- December Fund Balances: GEN \$127,034.33 EMS \$397,914.89, Bond \$83,941.39

At 1845, the Board entered into executive session per RCW 42.30.110(1)(g) to review personnel for 30 minutes. At 1915, the Board exited executive session and announced that no decisions were made at this time.

Chief's Report: Chief Fosburg reported total calls for November were 33, 8 Fire, 25 EMS, 6 calls with a medic, 2 downgrades and 33 mutual aids so far for LC Fire District 8 in 2023. In December, total calls were 21, 2 Fire, 19 EMS, 4 calls with a medic, 1 downgrade and 3 EMS & 1 fire mutual aid for LC Fire District 8. Chief added that LC Fire District 8 asked how many mutual aid calls between the two districts there have been in 2023. Commissioner Houghtelling asked if the 33 mutual aid calls were to district 8 or to district 3 and Chief responded that it was to district 8 and didn't know how many incidents were mutual aid to our district yet. Chief stated he was working on getting those numbers together and differentiating whether he was on the call as an AEMT out of district, how many calls were mutual aid to LC Fire District 8 and how many calls were mutual aid to LC Fire District 3. Commissioner Houghtelling asked the Chief to let the Board know what all of those numbers are once he has them.

Chief stated that the district has been selected to receive a surplus engine from DNR. It is still in the beginning phase as the district has only been notified but no paperwork yet. The surplus engine will be similar to the 2015 truck the district borrowed from DNR. The AFG Grant has closed with no word of award. Chief stated he applied for a surplus command vehicle F350 from DNR and haven't heard back yet, not sure of the close date. Chief advised the fire hose testing has been completed but all the reserve fire hose has been placed on the vehicles to replace the 200 ft of 2.5" failed hose. Chief stated he needs 1.5" and 2.5" hose for reserve. Commissioner Spahn said to order it.

AEMT class psychomotor exam will be on Jan. 25th at 0900-1700 hrs at our fire district. J. Edgington will take his EMT test on Jan. 20th and will schedule his National Registry test in the next two weeks. B. Edgington is attending EMT-b school and paid the school fees already. Chief stated the district will reimburse him for his school fees upon completion of the course. Chief advised that he spoke with Dr. McCahill, the district's Medical Program Director, about authorization to transport ILS to Providence Centralia Hospital and Dr. McCahill approved as long as no medic interventions are needed above an AEMT level of service.

At station 3-1 Mossyrock Rd E, main security camera power supply needed to be replaced from the power outage, A-31 had Braun body work completed, paid by Adventure Medics due to borrowing of the ambulance and causing damage. Chief stated he plans to contact Fast Signs to replace the decal and send the invoice to Adventure Medics also. Station 3-2 on Flynn Rd, Old pallets have been burned, cleaned up outside area, new trailer has the skid unit mounted and will be configured to hold the drop tanks and water supply equipment. Station 3-3 Green Mountain, DNR brush truck moved to the main station, when the next brush truck is received from DNR it will be stationed at Green Mountain until wildland fire season.

Administrator's Report: The admin assistant advised the 2023 GEMT report was submitted on 12/20/23, the modified deadline for 2023 submission and confirmation of receipt from Health Care Authority. Our estimated refund for the 2023 cost report submission will be \$49,906 paid out in 2024. Researching making payroll a shared expense by the same percentage as the other

shared expenses and will have an update by February meeting. In 2023, we had a savings of Fuel tax refund totals \$254.17 and fuel rewards discount a total of \$498.22.

WA State Auditor started briefly in November and are completing the entrance meeting in January with SAO estimating costs for the audit to be \$8100. Discussion about the audit and focused items being reviewed. The admin assistant reported that the ALS reports requested from Mike with Adventure Medics prior to and at the November meeting were never received after many attempts from the district. The district was in turn only able to bill at the BLS level with no medic report. At this time, there is a request to Adventure Medics for a medic report from 1-8-24.

The admin assistant met with Liz Loomis via zoom and was able to attain some insight on goals to bridge the gap with community and within the district.

Old Business: The admin assistant presented Resolution 22-10 Payroll Leave Benefits for review and discussion. Chief proposed that in the Annual Stipend & Bonus section, for the Chief 'incident calls that start off shift and run over into shift time' be moved to the Comp Time section for the Chief. Commissioner Houghtelling stated to add that it is up to two hours or an incident that is toned between 0430-0630 and runs into shift time. The admin assistant asked to add Juneteenth Holiday to the Paid Holidays. Commissioner Houghtelling asked for a motion. After discussion, Commissioner Majors moved to update Resolution 22-10 with the updates of adding 'incident calls toned out up to 2 hours prior to shift and continue into shift time' to the Chief's comp time section instead of the bonus section and adding Juneteenth to Paid Holidays. Commissioner Spahn seconded the motion. Motion carried with all members voting in the affirmative.

New Business: The admin assistant asked the Board for nominations or 2024 board positions. Commissioner Houghtelling nominated Commissioner Spahn for Board Chair but was turned down. Commissioner Spahn nominated Commissioner Majors for Board Chair and Commissioner Houghtelling nominated Commissioner Spahn for Vice Chair. After discussion, Commissioner Houghtelling moved to approve Commissioner Majors as Chair and Commissioner Spahn as Vice Chair for 2024. Commissioner Spahn seconded the motion. Motion carried with all members voting in the affirmative.

The admin assistant asked Commissioner Spahn to stand and perform his Oath of Office for re-election of Lewis County Fire District #3 Commissioner Position #3 6-year term. Commissioner Spahn performed his Oath of Office.

The admin assistant presented Resolution 24-01 Commissioner Compensation Increase per Office of Financial Management. After review, Commissioner Spahn moved to approve Resolution 24-01 as presented. Commissioner Majors seconded the motion. Motion carried with all members voting in the affirmative.

Chief presented the Lewis County 911 Communications 6-month extension to the current agreement from January 2024 to June 2024. After review and discussion of the 911 sales tax not passing in election, Commissioner Spahn moved to approve the Lewis County 911

Communications 6-month extension to the current agreement from January 2024 to June 2024 as presented. Commissioner Majors seconded the motion. Motion carried with all members voting in the affirmative.

Chief presented the Fire Mobilization Interagency Agreement between WA State Patrol and the district creating a bridge for faster payment to the district in the instance DNR needs the district personnel or vehicles.

Good of the Order: Chief stated he will be out for PTO on Monday. Commissioner Spahn asked how many miles are on the command vehicle. Chief stated about \$70,000 and that it is paid off.

Meeting adjourned: With no other business presented, Chairperson Majors adjourned the meeting at 2005 hrs. These are the minutes of January 24th, 2024 Lewis County Fire District #3 meeting, hereby approved as written on this 21st, day of February 2024.

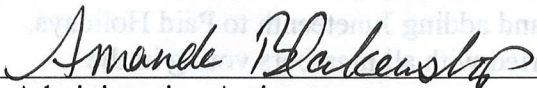


Commissioner Chair – Marty Majors



Commissioner – Doug Houghtelling

Prepared by:






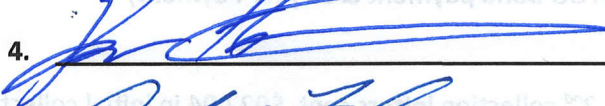
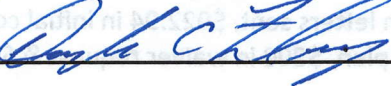
Administrative Assistant
Amanda Blankenship



Commissioner – Curt Spahn

Board of Fire Commissioner
Special Meeting Agenda
January 24, 2024 @ 1800 hrs
At 238 Mossyrock Road East

Sign In Sheet

	Signature	Print
1.		CURTIS B. SPAIN
2.		Marty Masors
3.		Amanda Blankenship
4.		Doug Houghtelling
5.		Doug Fosbury
6.		
7.		
8.		
9.		
10.		