Board of Fire Commissioner
Special Meeting Agenda
August 28th, 2025, 1800 hrs
At 238 Mossyrock Road East

Call Meeting to Order
Pledge of Allegiance
Public Comment

Consent Agenda
- Revenue from July 24th to August 28th - $16,881.97
- Payroll for July - $16,400.00
- AP from July 24th to August 28th – $28,310.16
- August Transfer of Funds - $44,710.16
- Collections/Write-Off/Refunds – None
- July 23rd, 2025 Meeting Minutes

Fund Balance
- July: GEN $212,984.44, EMS $394,675.85, Bond $174,927.38, Capital Projects $395.02

Reports
- Chief Report
- Admin Assistant Report

Old Business
- Mission Statement
- General Levy Lid Lift
- Municipality Contracts (FP Services for City, County, State) RCW 52.30.020
- Contract Review of Tacoma Power Contract ending 12-31-2025

New Business
- Policy Review
- Billing Resolution

Good of the Order
Adjourned

Lewis County Fire District #3
Commissioner's Special Meeting Minutes
August 28th, 2025 @ 1800 hours
@ 238 Mossyrock Road East

The Board of Commissioners meeting was called to Order by Commissioner Spahn at 1825 hrs. Board of Commissioners in attendance – Commissioner Doug Houghtelling & Commissioner Scott Spade.
Administrative Assistant (AA) – Amanda Blankenship
Fire Chief (FC) – Bill Edgington
Additional attendees on sign in sheet.

Pledge of Allegiance

Public Comment: None.

Consent Agenda: The consent agenda details were read aloud to the Board:
- Revenue from July 24th to August 28th - $16,881.97
- July Payroll - $16,400.00
- AP from July 24th to August 28th - $28,310.16
- Transfer of funds July 24th to August 28th - $44,710.16
- Collection/Write-off/Refund – None
- July 23rd, 2025 Meeting Minutes

After discussion, Commissioner Spade moved to approve the consent agenda. Commissioner Spahn seconded the motion. Motion carried with all members voting in the affirmative.

Fund Reports: The AA presented the Board with the County fund balance statements, district bank statements & the district financial system bank/fund reports for review.

- July: General $212,984.44, EMS $394,675.85, Bond $174,927.38 & Capital Projects $395.02

Fire Chief's (FC) Report: FC advised, the mileage on Command 3-1 as of August 4th, is 83,725.7 miles. The incident count for July was 32 incidents with 5 fire and 27 EMS. For the EMS calls, 10 were ALS and 17 were BLS. Adventure Medics (AM) was available for 8 of the 10 ALS calls.

The decision for the SAFER Grant is still pending with the award announcement window from August 18 to September 30th.

A. Edgington and R. Anderson have both received their EMT-B state licenses from DOH and C. Fithen has completed his application packet and then sent to DOH for licensure.

The old Engine 3-3 1981 Western States has been sold as surplus at auction on GovDeals for $3250.00. Pickup of the apparatus by its new owner is scheduled for Saturday August 30th,

2025. The 2008 Ford F450 service truck is still undergoing repairs with major mechanical damage to the engine necessitated it being rebuilt with internal parts replaced. Brush 3-2 is out of service due to mechanical breakdown and has been towed to the Centralia-Chehalis Co-Op for evaluation and repair. An estimate and summary of the damage have not been received from the Co-Op. Brush 3-1 has been relocated to Station 3-1 to keep a brush truck in service at the main station.

At Station 3-1 Mossyrock Rd. East, no updates for this station in August.

At Station 3-2 Flynn Rd., security cameras have been installed around the perimeter of the station.

At Station 3-3 Green Mountain Rd., trees adjoining the station are being cleared today of limbs hanging over the building. Loose fasteners on the roof surface need repair and the rain gutters will need to be cleaned.

Administrative Assistant's (AA) Report: The AA stated she was awarded a scholarship in the amount of $500 to attend the WA Fire Chief's Administrative Support conference in Wenatchee September 29th to October 1st. This will be a first-time attendance for this conference. 2 nights in the hotel are paid by the district adding up to $250. 2024 GEMT audit requests for data are underway and the 2025 GEMT reporting period is now open and requesting from Systems Design billing data for the report. 2025 GEMT is due November 30th.

Spoke with the districts original UTGO Bond council to plan for the final year of tax levy and the topic of interest on the Bond funds was discussed with confirmation that the district should be accruing interest on these monies though the county treasurer's office who holds the funds. An email was sent to the county inquiring about the Bond fund interest. An estimate of what will be levied for the Bond fund for 2026 is on the fund reports. The estimate will update each month as taxes are received to ensure only what is needed to make the Bond payment is levied.

For the month of July, there were 18 incidents billed out of 29 EMS incidents, 6 were ALS level 1, 2 were ALS level 2 and 10 were BLS.

Old Business: Commissioner Spade presented a draft mission statement to the Board and the Chief to ask the volunteers about their input.

No responses were submitted for the inquiry to the community about Pro/Con Committees for the upcoming General Levy Lid Lift proposal. The Board asked the Chief to provide the community with a fall general newsletter in September and a Levy Lid Lift information flier by October 10th, 2025.

The Board tabled the municipality contracts until legal returns a draft contract for the district to present to the municipalities it serves.

New Business: Chief presented draft policies for the Board to review and approve and discussed future policies to update. Policy numbers 101, 200, 211, 215, 321, 500, 601, 603, 900, 914, 911, 1029 & 1040 were discussed. After review, Commissioner Spade moved to approve policy numbers 101, 200, 211, 215, 321, 500, 601, 603, 900, 914, 911, 1029 & 1040 as presented. Commissioner Spahn seconded the motion. Motion carried with all members voting in the affirmative. It was discussed to go forward updating policies by number sequence and all 100 and 200 policy numbers were presented in draft form for the Board to review and discuss next meeting.

The AA presented all the billing resolutions with suggested changes. After discussion of all billing resolutions, updates were made for a final draft next month.

Good of the Order: Discussions on 2008 Ford F450 repairs.

Meeting adjourned: With no other business presented, Commissioner Spahn adjourned the meeting at 1943 hrs. These are the minutes of August 28th, 2025 Lewis County Fire District #3 meeting, hereby approved as written on this 24th day of September, 2025.

Commissioner #1 – Doug Houghtelling

Commissioner #2 – Scott Spade

Prepared by:

Amanda Blankenship

Administrative Assistant
Amanda Blankenship

Commissioner #3 – Curt Spahn

Board of Fire Commissioner
Special Meeting Agenda
August 28th, 2025, 1800 hrs
At 238 Mossyrock Road East

Sign In Sheet

	Signature	Print
1.	[signature]	SCOTT SPADE
2.	[signature]	CURTIS SPAHN
3.	Amanda Blankenship	Amanda Blankenship
4.	[signature]	Paul Hauerstein
5.		
6.		
7.		
8.		
9.		
10.		