

**Board of Fire Commissioner
Meeting Agenda
March 25th, 2026, 1800 hrs
At 238 Mossyrock Road East**

Call Meeting to Order

Pledge of Allegiance

Public Comment

Approve Agenda

Consent Agenda

- Revenue from February 26th to March 25th - \$36,085.34
- Payroll for February 26th to March 25th - \$17,224.40
- AP from February 26th to March 25th - \$18,551.26
- March Transfer of Funds - \$35,775.66
- Waiver Request for 25FE186 \$550
- February 25th, 2026 Meeting Minutes
- March 9th, 2026 Special Meeting Minutes

Fund Totals

- February: GEN \$188,795.00, EMS \$379,376.65, Bond \$109,249.32, Capital Projects \$557.31

Reports

- Chief Report
- Admin Assistant Report

Old Business

- Municipality Contracts (FP Services for City, County, State) RCW 52.30.020 Incl TPU
- District 8 Mutual Aid Agreement
- Policy Review Ch. 6
- EMS Levy Lid Lift
- Lewis County Treasurer Bond Interest

New Business

- Resolution 26-03 Adopting a Volunteer Firefighter Recognition Banquet
- Shift Program
- Volunteer Education Contract
- AEMT Training – Idaho portion
- BVFF 2025 Pension Participation Certification

Good of the Order – Chelan Class

Adjourned

**Lewis County Fire District #3
Commissioner's Meeting Minutes
March 25th, 2026 @ 1800 hours
@ 238 Mossyrock Road East**

The Board of Commissioners meeting was called to Order by Commissioner Spade at 1803 hrs.
Board of Commissioners in attendance – Commissioner Doug Houghtelling, Commissioner Scott Spade & Commissioner Curt Spahn.
Administrative Assistant (AA) – Amanda Houghtelling
Fire Chief (FC) – Bill Edgington
Additional attendees on sign in sheet.

Pledge of Allegiance

Public Comment: None.

Approval of Agenda: Commissioner Spahn moved to approve the agenda. 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:

- Revenue February 26th to March 25th, 2026 - \$36,085.34
- Payroll February 26th to March 25th, 2026 - \$17,224.40
- AP from February 26th to March 25th, 2026 - \$18,551.26
- March 2026 Transfer of Funds - \$35,775.66
- Waiver Request for 25FE186 \$550
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After discussion, Commissioner Spahn moved to approve the consent agenda. Commissioner Houghtelling 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.

- February: General \$188,795.00, EMS \$379,376.65, Bond \$109,249.32 & Capital Projects \$557.31

Fire Chief's (FC) Report: FC reported information from February 2026 & key March updates. Vehicle mileage for Command 3-1 was 86041.6 miles as of March 2nd, 2026. The incident count for February was 24 incidents with 1 fire and 23 EMS. For the EMS incidents, 16 were ALS and 7 were BLS. Adventure Medics provided ALS service for 9 incidents and 7 ALS incidents were cancelled or downgraded in route.

In fire operation, DNR has reimbursed the district \$6,000 for engine repair costs associated with Brush 3-2. The final repair invoice totaled \$6,158.23.

In EMS operations, three paramedic level EMS providers have signed up as volunteers. They will be able to assist with training and occasional duty shifts.

The 2008 Ford 450 service truck has been disassembled again to correct an oil leak and issue has now been resolved. Aid 3-1 is out of service being repaired at Van Cleve Motors in Morton for issues in the rear axle again.

At Station 3-1 Mossyrock Rd. East, the turnout room has been repurposed as a workout room. Additional equipment will be added and upgraded as it is acquired. Turnout gear has been relocated to the back wall behind the vehicles in the apparatus bays.

At Station 3-2 Flynn Rd., upcoming projects at this station are the disposal of the old firework mortar tubes and racking that are no longer usable and the abandoned hay accumulator that had been left at the edge of the substation property.

At Station 3-3 Green Mountain Rd., during a recent storm, a power disruption caused an onboard charger fault on Engine 3-3. This caused the Engine battery to be dead during routine checks. The initial fault was cleared and battery recharged with the problem recurring two weeks later. Currently troubleshooting the system to determine if the onboard charger requires replacement or if there is a persistent energy draw.

Administrative Assistant's (AA) Report: The AA stated the County responded to the fire district Bond tax interest revenue request with a letter stating the County is willing to transfer \$22,164.17 to the fire district that will cover from 2022 forward due to the 2022 LGIP Contract being the oldest written contract with the County the district could find stating all funds were to be invested. The fire district Bond tax interest revenue the County received from 2016 through 2021 was not returned to the fire district due to the County stating the district cannot prove with contract that the fire district Bond tax revenue should be invested and so therefore the interest is kept by the County prior to 2022.

For the month of February, there were 14 incidents billed out of 23 EMS incidents, 8 were ALS level 1, 2 were ALS level 2 and 4 were BLS.

Old Business: Municipality Contract with Tacoma Power Utility (TPU) is in discussion process. FC states he is going to communicate with TPU that the average call volume to TPU properties for the last five years is 15.6 calls per year. The average cost per incident for the past year is \$2006. The Board asked for the communication to be in a formal letter and to let the Board review the letter prior to sending directly to TPU.

An approved proposed contract for City of Mossyrock has been given to the City for review and approval. Waiting on response from the City. Tabled for next meeting.

The AA presented the Lewis County Fire District #8 mutual aid agreement with the district 8 suggestion verbiage additions. Board reviewed and has no objections to the draft being sent to Lewis Count Fire District #8 for signature.

The Board discussed policy review of chapter 6. Commissioner Spahn moved to approve the policies in Chapter 6 as presented. Commissioner Spade seconded the motion. Motion carried with all members voting in the affirmative.

Discussion of the permanent vs. temporary EMS Levy Lid Lift led the Board to decide to propose a permanent to set the new year that the Levy rate would revert to if future levy lid lifts did not pass. The last permanent EMS Levy was approved in 2000 and the community approved 6-year temporary EMS Levy Lid Lifts every 6 years following. The most recent temporary EMS Levy expires the end of 2026. If the proposed EMS Levy Lid Lift is not approved, the levy rate would revert down to what it would be if there were no temporary levy lid lifts since the year 2000. The Board decided to propose an EMS Levy Lid Lift to \$.50 per thousand of assessed value same rate that was approved in the last temporary EMS Levy Lid Lift in 2020. Once a single year permanent EMS Levy Lid Lift is in place for 2027, the subsequent years would be limited to the annual one percent statutory limit.

Bond tax interest covered in AA report.

New Business: The AA presented Resolution 26-03 Adopting a Volunteer Firefighter Recognition Banquet for the Board to review. After review, Commissioner Houghtelling moved to approve the Resolution 26-03 Adopting a Volunteer Firefighter Recognition Banquet as presented. Commissioner Spahn seconded the motion. Motion carried with all members voting in the affirmative.

The FC mentioned that he is creating a draft shift program for the Board to review and approve and will have it next meeting. Research how this would qualify for BVFF credits if possible. FC states he will list station maintenance tasks and shift personnel would engage in training when not being utilized on an incident call.


The FC presented a draft contract addressing volunteer training reimbursement and service commitment that outlines training course cost reimbursement if commitment of service is not completed. The Board asked Chief to update the contract to show the Chairman of the Board is to sign the contract between a volunteer and the district.

The FC stated that all three personnel that are attending the AEMT course are needing to do their skills/clinical portion at different times in Idaho. After discussion, the Board decided to reimburse up to \$75 per diem daily for the trip and the district will provide the lodging set up ahead of time and fuel via a fuel card. Personnel are to use the district support vehicle if needed. The Board stated that no family members are to ride in the district vehicles. If a person wants to make a family trip out of the travel, their own personal vehicle is to be used.


The AA presented the 2025 BVFF Pension Participation Certification for the Board to review. After review, Commissioner Spahn moved to approve the 2025 BVFF Pension Participation Certification draft as presented. Commissioner Spade seconded the motion. Motion carried with all members voting in the affirmative.

Good of the Order: The AA reminded Commissioner Spahn that his OPM training is due and reminded all commissioners to file their F1 reporting.


Meeting adjourned: With no other business presented, Commissioner Spade moved to adjourn the meeting at 2006 hrs. Commissioner Spade seconded the motion. Meeting adjourned. These are the minutes of March 25th, 2026 Lewis County Fire District #3 meeting, hereby approved as written on this 22nd day of April, 2026.



Commissioner #1 – Doug Houghtelling

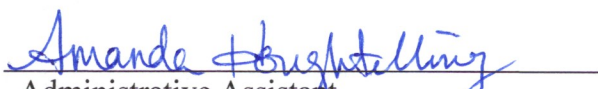


Commissioner #2 – Scott Spade



Commissioner #3 – Curt Spahn


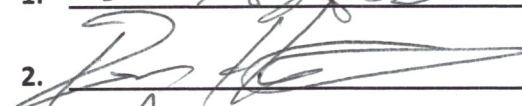
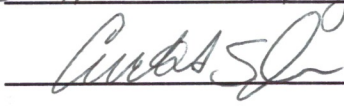
Prepared by:



Administrative Assistant
Amanda Houghtelling

Board of Fire Commissioner
Meeting Agenda
March 25th, 2026, 1800 hrs
At 238 Mossyrock Road East

Sign In Sheet

	Signature	Print
1.		SCOTT SPADE
2.		PAUL HOUGHTELLING
3.	Amanda Houghtelling	Amanda Houghtelling
4.		CURTIS SPADE
5.		
6.		
7.		
8.		
9.		
10.		