

**Board of Fire Commissioner  
Meeting Agenda  
January 22<sup>nd</sup>, 2025, 1800 hrs  
At 238 Mossyrock Road East**

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

**Approval of Agenda**

**Consent Agenda**

- Payroll for December - \$8,914.69
- Revenue from December 13<sup>th</sup> to January 22<sup>nd</sup> - \$10,13.66
- AP from December 13<sup>th</sup> to January 22<sup>nd</sup> - \$17,318.68
- January Transfer of Funds \$26,233.37
- Collections/Write-Off/Refunds –
  - \$0 (1 account) sent to collections, \$0 (2 accounts) in 2<sup>nd</sup> collection letters sent, \$0 (1 account) in initial collection letters sent, \$0 received for aid fee payment and a waiver authorization request for 24FE316 \$910.25.
- December 12<sup>th</sup>, 2024 BoC Special Meeting Minutes
- December 19<sup>th</sup>, 2024 BoC Special Meeting Minutes

**Fund Balance**

- November: GEN \$183,323.02, EMS \$446,075.26, Bond \$85,266.19, Capital Projects \$919.38
- December: GEN \$181,004.42, EMS \$406,801.66, Bond \$86,526.18, Capital Projects \$922.92

**Reports**

- Chief Report
- Admin Assistant Report

**Executive Session RCW 42.30.110(1)(g) Review performance of an employee (45 minutes)**

**Old Business**

- Resolution 24-16 Leave Benefits review

**New Business**

- Election Schedule
- BVFF Annual Roster – Fees went up \$50/volunteer
- 911 Communications Interlocal Agreement
- Mission Statement
- EMS license renewal
- BVFF Invoice Voucher for FF Physical Reimb

**Good of the Order  
Adjourned**

**Lewis County Fire District #3  
Commissioner's Meeting Minutes  
January 22<sup>nd</sup>, 2025 @ 1800 hours  
@ 238 Mossyrock Road East**

The Board of Commissioners meeting was called to Order by Commissioner Spahn at 1800 hrs. Board of Commissioners in attendance – Chair Commissioner Curt Spahn, 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:** Mat, the new chairperson for MAAL came to introduce himself and see how the district and work with MAAL for the upcoming community events this summer. Mat stated he would like to have the fire district assist in setting up a safety plan for the community events. Mat also showed interest in having the MAAL participants attend a CPR class.

**Consent Agenda:** The consent agenda details were read aloud to the Board:

- December Payroll: \$8,914.69
- Revenue from December 13<sup>th</sup> to January 22<sup>nd</sup>: \$10,413.66
- AP from December 13<sup>th</sup> to January 22<sup>nd</sup>: \$17,318.68
- October transfer of funds: \$26,233.37
- Collection/Write-off/Refund: \$0 (0 accounts) sent to collections, \$0 (0 account) in 2<sup>nd</sup> collection letters sent, \$0 (0 accounts) in initial collection letters sent, \$0 for aid fees and 1 charity request from incident 24FE316 in the amount of \$910.25 for review.
- December 12<sup>th</sup>, 2024 BoC Special Meeting Minutes
- December 19<sup>th</sup>, 2024 BoC Special Meeting Minutes

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

**Fund Reports:** The Administrative Assistant presented the Board with the County fund balance statements, the fire district bank/fund reports & bank statements for review. November County treasurer reports were not available at the time of the district board meeting so are being presented here with the December reports.

- November: General \$183,323.02, EMS \$446,075.26, Bond \$85,266.19 & Capital Projects \$919.38
- December: General \$181,004.42, EMS \$406,801.66, Bond \$86,526.18 & Capital Projects \$922.92

**Fire Chief's (FC) Report:** FC advised the mileage on Command 3-1 is now at 77806.7. Incident count for last month was 20 incidents with 1 fire and 19 EMS. For the EMS calls, 7 were ALS and 12 were BLS with Adventure Medics responding to 11 calls (of which 2 were



downgraded) and being cancelled on 4 BLS calls. Adventure Medics were not toned on the 4 BLS calls, but went in route to provide assistance if needed.

Fire Academy is going well with both FC Edgington and J. Edgington attending until graduation in May. EMT school is also going well with A. Edgington in the Centralia College Course and C. Fithen in the Cowlitz County Course and both scheduled to complete in May also.

Station 3-1 repairs on the CO/smoke detector combo faults ongoing since last summer, exhaust fan in apparatus bay intermittently remaining on after shut off time & light fixture in center of apparatus bay not working. Travers Electric coming out 1-28-25 to address. FC would like to update the computer hardware to a file storage on a server and quoted to be less than \$300 to do so.

Engine 3-1 was taken to the Co-Op and they found fault codes for the ABS brakes and ATC traction control. Codes were scanned and cleared by the Co-Op 1-22-25 and they advised the apparatus may need to go to HME for calibration and repair of proprietary computer systems. Researching alternatives to access the computer remotely with software and a cable.

**Administrative Assistant's (AA) Report:** AA stated this year she will revise the billing resolutions for updates and review MVC billing. The State Auditor annual report period is now open to start filing, due in May. The Medicare Ground Ambulance Data Collection System report period is now open and due by May. The MGADC report must be completed or the district will have 10% of the aid fee revenue withheld from Medicare payments. The AA states she is completing the W-2's, 1099's and year end reports by the end of this month. The AA and FC are attending a training to compete CARES reports for CPR incidents. AA advised that she is taking on the goal of teaching CPR classes this year and building a process for Spanish speaking CPR classes as well. January was a great start with 2 classes held and another already scheduled.

For the month of December, there were 13 incidents billed out of 19 EMS incidents, 5 were ALS-1, 1 was ALS-2 and 7 were BLS.

**Executive Session:** At 1840 hours, the Board entered into executive session per RCW 42.30.110(1)(g) to review performance of an employee for 45 minutes. At 1925, Commissioner Spahn asked for another 55 minutes. At 2020 hours, the Board exited executive session and Commissioner Spahn stated there were no decisions made.

**Old Business:** Resolution 24-16 was presented for review of exempt employee comp time details. Discussion and tabled till next meeting to present with suggested update.

**New Business:** The Commissioner election schedule was presented showing Commissioner Scott Spade open for election this year, Commissioner Doug Houghtelling open for election in 2027 and Commissioner Curt Spahn is open for election in 2029.

The AA submitted to the Board for review the BVFF Annual roster showing fees went up \$50 per person with a total of \$140 per person for disability and pension. The roster has a total cost of \$2240 this year for disability and pension covering the volunteers.

The AA presented the latest 911 communications interlocal agreement for review. After discussion, Commissioner Spade moved to approve the 911 Interlocal Agreement as presented. Commissioner Houghtelling seconded the motion. Motion carried with all members voting in the affirmative.

The Board expressed the need for an updated mission statement for the district and asked the AA to provide some examples at the next meeting.

The FC advised the Board that the EMS license for the district is due for renewal in April and even though there are 2-3 people willing to attend AEMT school, it could not be done before the renewal time. For this renewal, the district will need to renew at a BLS level and Dept. of Health assured the district that once AEMT's are established, upgrading back to the ILS level can be done at that time. After discussion, Commissioner Spade moved to approve the EMS license renewal at BLS level. Commissioner Spahn seconded the motion. Motion carried with all members voting in the affirmative. The FC advised that the AEMT classes found are about \$2100 per person.

The AA presented the BVFF invoice voucher for a firefighter physical reimbursement to the Board for signature. Commissioner Spade moved to approve the firefighter physical reimbursement from BVFF. Commissioner Houghtelling seconded the motion. Motion carried with all members voting in the affirmative.


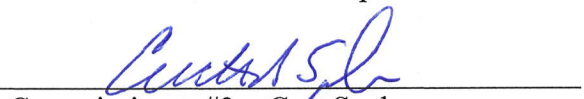
**Good of the Order:** None.

**Meeting adjourned:** With no other business presented, Commissioner Spahn adjourned the meeting at 2045 hrs. These are the minutes of January 22<sup>nd</sup>, 2025 Lewis County Fire District #3 meeting, hereby approved as written on this 26<sup>th</sup> day of February, 2025.

Prepared by:




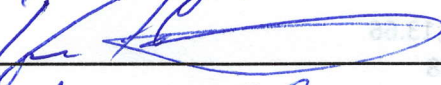

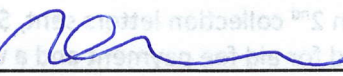
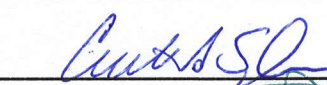

Administrative Assistant  
Amanda Blankenship

  
Commissioner #1 – Doug Houghtelling  
Commissioner #2 – Scott Spade  
Commissioner #3 – Curt Spahn



Board of Fire Commissioner  
Meeting Agenda  
January 22<sup>nd</sup>, 2025, 1800 hrs  
At 238 Mossyrock Road East

Sign In Sheet

	Signature	Print
1.		SCOTT SPADE
2.		PAT HOUGHTON
3.		Amanda Blankenship
4.		MAT AHNEN
5.		CURT SPAHN
6.		William Edgington
7.		
8.		
9.		
10.		