

**Board of Fire Commissioner
Special Meeting Agenda
December 23rd, 2025, 1800 hrs
At 238 Mossyrock Road East**

Call Meeting to Order

Pledge of Allegiance

Public Comment

Oath of Office

Consent Agenda

- Revenue from November 27th to December 23rd - \$79,473.44
- Payroll for November 27th to December 23rd - \$22,382.77
- AP from November 27th to December 23rd - \$37,105.95
- December Transfer of Funds - \$47,373.17
- November 26th, 2025 Meeting Minutes

Fund Balance

- November: GEN \$218,716.73, EMS \$355,432.89, Bond \$82,100.40, Capital Projects \$403.20

Reports

- Chief Report
- Admin Assistant Report

Old Business

- Municipality Contracts (FP Services for City, County, State) RCW 52.30.020 Incl TPU
- Adventure Medics Contract

New Business

- Policy Review
- Resolution 25-12 Updated Resolution for Transport Billing and Collections
- 2026 Board Chair and Vice Chair
- Updated Facility Use Agreement Form
- 2025 GEMT Cost Report

Good of the Order

Adjourned

Lewis County Fire District #3
Commissioner's Special Meeting Minutes
December 23rd, 2025 @ 1800 hours
@ 238 Mossyrock Road East

The Board of Commissioners meeting was called to Order by Commissioner Spahn at 1802 hrs.
Board of Commissioners in attendance – 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: None.

The administrative assistant asked Commissioner Scott Spade to stand and raise his right to take the Oath as elected commissioner position number 2, elected for a 6-year term until December of 2031. Commissioner Scott Spade took the oath and signed the Certificate of Election Oath of Office.

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

- Revenue November 27th to December 23rd, 2025 - \$79,473.44
- Payroll November 27th to December 23rd, 2025 - \$22,382.77
- AP from November 27th to December 23rd, 2025 - \$37,105.95
- Transfer of funds November 27th to December 23rd, 2025 - \$47,373.17
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After discussion, Commissioner Houghtelling moved to approve the consent agenda. Commissioner Spade 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.

- November: General \$218,716.73, EMS \$355,432.89, Bond \$82,100.40 & Capital Projects \$403.20

Fire Chief's (FC) Report: FC advised, the mileage on Command 3-1 as of December 1st, is 85,252.5 miles. The incident count for October was 28 incidents with 6 fire and 22 EMS. For the EMS calls, 16 were ALS and 6 were BLS. Adventure Medics (AM) was available for 16 of the 16 ALS incidents.

In fire operation, two 1.5" nozzles have been purchased and placed in service on Engine 3-1 and Tender 3-1 to replace broken equipment.

In EMS operations, ALS contract drafts have been received and are ready for approval. The existing contract was extended through the end of the year and will expire 12/31/2025. A basket stretcher has been purchased and placed in service to help facilitate patient movement from rugged terrain.

The 2008 Ford 450 service truck remains out of service at Station 3-1. A genie lift has been awarded to the district through the FFP federal surplus program. Delivery is currently scheduled for the 2nd week of January. Discussion on who and how to repair the truck.

At Station 3-1 Mossyrock Rd. East, no major updates.

At Station 3-2 Flynn Rd., the new entry door lock that was installed was found to be defective and has been exchanged for a new unit.

At Station 3-3 Green Mountain Rd., no major updates.

Administrative Assistant's (AA) Report: The AA stated the district's legal representative, Brian Snure, has drafted a contract proposal to Tacoma Power who is still in the reviewing step. After communicating with the County since August to request the district's interest funds be credited to the district account with no avail, Brian Snure was contacted to assist the district in recovering the money from the interest on revenue from the district's 2016 UTGO Bond Levy Taxes that the County holds until the semiannual payment for the UTGO Bond. The County has stated that they put the interest into their own general fund instead of giving it to the district because the district did not catch the mistake sooner and request it. Snure has drafted a letter to send to the County Treasurer, Arny Davis, after the Boards review. After discussion, the Board suggested to contact Lewis County Commissioner, Scott Brummer, in hopes of support with the issue and invite him to the next Board meeting.

For the month of November, there were 16 incidents billed out of 22 EMS incidents, 7 were ALS level 1, 2 were ALS level 2 and 7 were BLS.

Old Business: Municipality Contracts are tabled while the district attorney, Brian Snure, corresponds with Tacoma Public Utilities. No new updates on municipality contracts. Tabled for next meeting.

The new contract for ALS services was presented on a per call basis starting January 1st, 2026. After review, Commissioner Spade moved to approve the 2026 ALS Services contract. Commissioner Spahn seconded the motion. Motion carried with all members voting in the affirmative.

New Business: FC presented draft policies through chapter 5 for review till next meeting. Last meeting, Chief presented policies through chapter 4 for review. After discussion, Commissioner Spahn moved to approve the chapter 5 draft policies. Commissioner Spade seconded the motion. Motion carried with all members voting in the affirmative.

The AA presented Resolution 25-12 Updated Resolution for Transport Billing and Collections for the Board to review. After review, Commissioner Houghtelling moved to approve the Resolution 25-12 Updated Resolution for Transport Billing and Collections as presented. Commissioner Spahn seconded the motion. Motion carried with all members voting in the affirmative.

The AA asked the Board for a motion of 2026 Chair position. Commissioner Spahn motioned for Scott Spade as the Chair position for 2026. Commissioner Houghtelling seconded the motion. Motion carried with all members voting in the affirmative.

The AA asked the Board for a motion of 2026 Vice Chair position. Commissioner Spahn moved to approve Doug Houghtelling as the Vice Chair position for 2026. Commissioner Spade seconded the motion. Motion carried with all members voting in the affirmative.

The AA presented the district's updated facility use agreement form for the Board to review. After review, Commissioner Spahn moved to approve the district's updated facility use agreement form as presented. Commissioner Houghtelling seconded the motion. Motion carried with all members voting in the affirmative.

The AA presented the 2025 GEMT Cost report for the Board to review and explained how the report works. Estimated return is \$28,133.

Good of the Order: None.

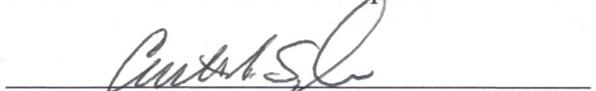
Meeting adjourned: With no other business presented, Commissioner Spahn adjourned the meeting at 1833 hrs. These are the minutes of December 23rd, 2025 Lewis County Fire District #3 meeting, hereby approved as written on this 28th day of January, 2026.

Prepared by:


Administrative Assistant
Amanda Houghtelling

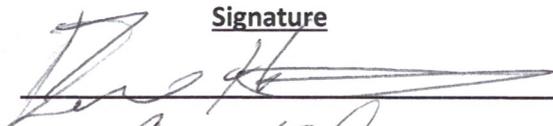
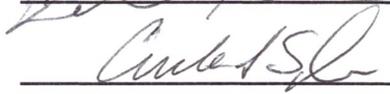

Commissioner #1 – Doug Houghtelling


Commissioner #2 – Scott Spade


Commissioner #3 – Curt Spahn

Board of Fire Commissioner
Special Meeting Agenda
December 23rd, 2025, 1800 hrs
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Sign In Sheet

	Signature	Print
1.		<u>Donna Houghton</u>
2.		<u>Curtis Spaw</u>
3.	<u>via phone Scott Spade</u>	
4.		<u>Amanda Blankenship</u>
5.		<u>William Edgington</u>
6.		
7.		
8.		
9.		
10.		