

**Board of Commissioner  
Special Meeting Agenda  
November 23<sup>rd</sup>, 2022, 6PM at  
238 Mossyrock Road East**

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

**Approval of Agenda**

**Consent Agenda**

- Payroll for October \$13,537.80
- AP last mtg to today \$104,244.45
- Transfer of Funds \$116,575.30
- Collections/Write-Off/Refunds - \$475 in new collection letters sent
- October 19<sup>th</sup> Regular, Nov. 2<sup>nd</sup> Special & Nov. 8<sup>th</sup> Special BoC Meeting Minutes

**Fund Reports**

- GEN \$110,020.68, EMS \$376,021.74, Bond \$183,409.11 & Capital Projects \$46.31
- **Executive Session RCW 42.30.110(1)(g) Review Personnel (1 hour)**

**Reports:**

- Chief Report
- Admin Assistant Report

**Old Business:**

- Parking Lot Paving
- 2023 Final Budget

**New Business:**

- Annual Stipends & Bonus
- Life Flight Membership
- BVFF Pension Eligibility
- 2023 Gen & EMS Levy & Ordinance Resolutions

**Good of the Order  
Adjourned**

**Lewis County Fire District #3  
Commissioner's Special Meeting Minutes  
November 23<sup>rd</sup>, 2022 @ 6PM  
@ 238 Mossyrock Road East**

The meeting of the Board of Commissioners was called to Order by Chairperson Majors at 1821.  
Board of Commissioners in attendance – Chair Commissioner Marty Majors via phone,  
Commissioner Doug Houghtelling via phone & Commissioner Curt Spahn.  
Administrative Assistant – Amanda Blankenship  
Fire Chief – Doug Fosburg  
Additional attendees on sign-in sheet

**Pledge of Allegiance**

**Public Comment:** None.

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

- October payroll \$13,537.80
- AP from last meeting to today: \$104,244.45
- Transfer of Funds Request: \$116,575.30
- Collection/Write-off/Refund: \$475 new collection letters sent; \$50 payment plan received.
- Oct. 19<sup>th</sup> Regular BoC Meeting Minutes, Nov. 2<sup>nd</sup> & Nov. 8<sup>th</sup>, 2022, BoC Special Meeting Minutes

After review, Commissioner Spahn moved to approve the consent agenda as presented.  
Commissioner Majors seconded the motion. Motion carried with all members voting in the affirmative.

**Fund Reports:** The Admin Assistant presented the Board with the October 2022 County fund balance statements & imprest bank statement for review.

- Fund Reports: GEN \$110,020.68, EMS \$376,021.74, Bond \$183,409.11 & Capital Projects \$46.31

**Executive Session RCW 42.30.110(1)(g)** to review personnel was announced by Commissioner Majors to commence at 1830 for 15 minutes. The Board exited executive session at 1845 and joined the meeting with Commissioner Spahn announcing that no decisions are to be made at this time.

**Chief's Report:** Chief Fosburg advised the total calls for last month were 35, 7 Fire 28 EMS, 9 calls with medics and 0 downgraded to BLS. Engine-33 has been serviced at the Co-op, but the hose reel was not able to be repaired on one side. E-33 will be picked up on Monday. Chief stated the DNR grant application was turned down due to the target median income for the grant not being met.



Chief advised that for the fire academy recruit training program, he needs to speak with the new Fire Marshall at the December Chief meeting and will have more information after. He also mentioned that the EMT students are both passing the class with scores above 90%. Chief informed that he is now certified to administer cardiac epi, Zofran & nitrous oxide, however, we will not be carrying nitrous oxide on our ambulance. Chief stated he has started an annual auditing for inventory on radios and pagers to find out what works and what doesn't. Chief advised that he is still researching other reporting programs to replace ERS/ESO and is currently also working on the Hazard Mitigation plan update with DEM that is due by November 30<sup>th</sup>.

At station 3-1 Mossyrock Rd E, Chief stated the parking lot project work is completed and now following up with the County to ensure timely grant reimbursement and project closeout. Commissioner Spahn asked what the plan is to stripe the parking lot. Chief stated that he researched thermal tape and it appears to be easy to do. Commissioner Spahn requested the Chief to contract out the striping to be professionally done so Chief is not using his time for this. He removed all Cardiac Science AEDs from service due to batteries dying at \$450 per battery and the LifePak 15's also have AED function to replace the other AEDs. Chief advised his is exploring a new O2 supplier due to cost and found so far Pacific Welding Supply to be cheaper with same service. After speaking to a technician, Chief advised that the CO Detector in the apparatus bay needs replaced at a cost of \$357.00 per unit, but is currently working. At station 3-2 Flynn Rd, a roll of plastic was purchased to cover the fireworks trailer. Station 3-3 Green Mountain, Brush 3-1 has a transmission leak and Chief asked the Board about spending more money on this vehicle or replacing. Commissioner Majors stated he does not want to spend anymore funds on this vehicle. Commissioner Spahn instructed to research for F-450 or equivalent. C-31 Mileage increased 804.9 miles to a total of 61608.6.

**Administrator's Report:** The admin assistant, Amanda, advised the Board she has compiled and entered the GEMT data for the annual cost report due at the end of November with a tentative return of \$63,788. Now that the parking lot project work is complete, Amanda is continuously following up with the County to ensure the Labor Standards packet is completed and reimbursement submitted in a timely manner for the district to be reimbursed by the end of the year.

The admin assistant asked the Board how they would like to proceed with the ESD case. The Board replied that there is possibly a case against the claimant for defamation of character and to reach out to the attorney on the topics discussed. Commissioner Majors asked that the topic be added to the November 29<sup>th</sup> special meeting agenda. Amanda advised the Board of information learned from the County Assessors office in regards to a possible General Fund Levy Lid Lift and discussion about what to propose for amount. The Board instructed Amanda to reach out to legal council with a few questions before making a final decision.

Amanda updated the Mossyrock Emergency Service SAM.gov account to ensure timely payments from the VA for transports. 2023 budget, Levy Certifications, Levy Resolutions, the annual contract renewal with WFCA for benefits has been renewed with the same selections as the year prior and annual overall insurance for the district was re-evaluated and renewed with

Nicholson/VFIS for the proper coverage amounts and including the new phase of the station completion. Amanda advised the Board that the parking lot bumpers are being researched and have found 3 companies that sell the bumpers for \$63/bumper with full price comparisons being generated to view all fees. Amanda advised the Board that she looks forward to a meeting with the County Assessors office in January after the end of year rush to learn more about possible outcomes of the General Levy Lid Lift and how our proposed lift will affect our fire district, community payers and how the rate may change when assessments decrease and the cap being \$1.50.

Out of October's 35 calls we billed 15 EMS incidents, 7 BLS & 8 ALS

**Old Business:** The parking lot paving project was discussed in Chief and admin reports. No further discussion.

Amanda presented the 2023 final budget draft to the Board for review and approval. After discussion, Commissioner Spahn moved to approve the 2023 Budget as presented. Commissioner Majors seconded the motion. Motion carried with all members voting in the affirmative.

**New Business:** The admin assistant, Amanda, presented the annual volunteer stipends and Chief bonus sheet in the total of \$10,775 for the Board to review. Commissioner Spahn moved to approve annual volunteer stipends and Chief bonus as presented. Commissioner Majors seconded the motion. Motion carried with all members voting in the affirmative.

Amanda presented the 2023 Life Flight membership list for the Board to review. Commissioner Spahn moved to approve the 2023 Life Flight membership list as presented. Commissioner Houghtelling seconded the motion. Motion carried with all members voting in the affirmative.

Amanda presented the BVFF Pension Eligibility List to the Board for review. Commissioner Spahn moved to approve the 2023 Life Flight membership list as presented. Commissioner Houghtelling seconded the motion. Motion carried with all members voting in the affirmative.

Amanda presented the 2023 General, EMS & Bond Levy Certifications to the Board for review. Commissioner Spahn moved to approve the 2023 General, EMS & Bond Levy Certifications as presented. Commissioner Majors seconded the motion. Motion carried with all members voting in the affirmative.

Amanda presented Resolution 22-11 Ordinance for 2023 General Fund Tax Revenue to the Board for review. Commissioner Spahn moved to approve Resolution 22-11 Ordinance for 2023 General Fund Tax Revenue as presented. Commissioner Majors seconded the motion. Motion carried with all members voting in the affirmative.

Amanda presented Resolution 22-12 Ordinance for 2023 EMS Fund Tax Revenue to the Board for review. Commissioner Spahn moved to approve Resolution 22-12 Ordinance for 2023 EMS Fund Tax Revenue as presented. Commissioner Majors seconded the motion. Motion carried with all members voting in the affirmative.


**Good of the Order:** Chief Fosburg invited everyone to attend the Thanksgiving dinner potluck style at the fire station at 1500 on Nov. 24<sup>th</sup>.

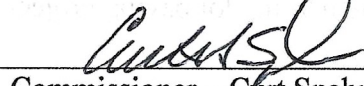
**Meeting adjourned:** With no other business presented, Chairperson Majors adjourned the meeting at 1925. These are the minutes of November 23<sup>rd</sup>, 2022 Lewis County Fire District #3 meeting, hereby approved as written on this 21<sup>st</sup>, day of December 2022.

Prepared by:

  
Administrative Assistant  
Amanda Blankenship

  
Commissioner Chair – Marty Majors

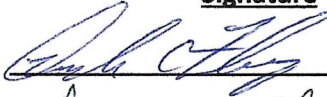

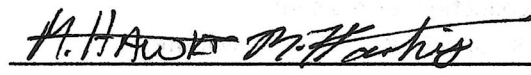
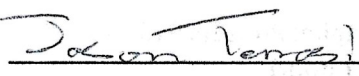
  
Commissioner – Doug Houghtelling

  
Commissioner – Curt Spahn



Board of Commissioner  
Special Meeting Agenda  
November 23<sup>rd</sup>, 2022, 6PM at  
238 Mossyrock Road East

Sign In Sheet

	<u>Signature</u>	<u>Print</u>
1.		Doug Fosburg
2.		Amanda Blankenship
3.	C. SPAAN	CURTIS B. SPAAN
4.		MATTHEW HAWKINS
5.		Jason Terrasi
6.	via phone	Doug Houghtelling
7.	via phone	Marty Majors
8.		
9.		
10.		