

**Board of Fire Commissioner  
Meeting Agenda  
December 12<sup>th</sup>, 2024, 1800 hrs  
At 238 Mossyrock Road East**

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

**Approval of Agenda**

**Consent Agenda**

- Payroll for November - \$11,294.80
- Revenue from November 14<sup>th</sup> to December 12<sup>th</sup> - \$16,144.93
- AP from November 14<sup>th</sup> to December 12<sup>th</sup> - \$45,370.06
- December Transfer of Funds \$56,664.86
- Collections/Write-Off/Refunds –
  - \$1,501.80 (1 account) sent to collections, \$4,269.05 (4 accounts) in 2<sup>nd</sup> collection letters sent, \$462.62 (3 accounts) in initial collection letters sent, \$172.30 received for aid fee payment plan as final payment for 2023-055.
- November 21<sup>st</sup>, 2024 BoC Special Meeting Minutes
- December 4<sup>th</sup>, 2024 BoC Special Meeting Minutes

**Fund Balance**

- November: GEN \$, EMS \$, Bond \$, Capital Projects \$ - Have not received from the County.

**Old Business**

- **Executive Session RCW 42.30.110(1)(g) Review performance of an employee (1 hour)**
- Employee Review

**New Business**

- Resolution 24-15 Volunteer Stipends
- Resolution 24-16 Payroll Leave Benefits
- 2025 Board Chair and Vice Chair

**Good of the Order  
Adjourned**

**Lewis County Fire District #3**  
**Commissioner's Special Meeting Minutes**  
**December 12<sup>th</sup>, 2024 @ 1800 hours**  
**@ 238 Mossyrock Road East**

The Board of Commissioners meeting was called to Order by Commissioner Spahn at 1803 hrs. Board of Commissioners in attendance – Chair Commissioner Curt Spahn, Commissioner Doug Houghtelling & Commissioner Scott Spade.

Administrative Assistant (AA) – Amanda Blankenship

Interim Fire Chief (IFC)– Richie Tevis

Additional attendees on sign in sheet.

**Pledge of Allegiance**

**Public Comment:** None.

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

- November Payroll: \$11,294.80
- Revenue from November 14<sup>th</sup> to December 12<sup>th</sup> - \$16,144.93
- AP from November 14<sup>th</sup> to December 12<sup>th</sup>: \$45,370.06
- December transfer of funds: \$56,664.86
- Collection/Write-off/Refund: \$1,501.80 (1 account) sent to collections, \$4,269.05 (4 accounts) in 2<sup>nd</sup> collection letters sent, \$462.62 (3 accounts) in initial collection letters sent, \$172.30 for final payment plan received for 2023-055.
- November 21<sup>st</sup>, 2024 BoC Special Meeting Minutes
- December 4<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 stated the County fund balance statements have not arrived yet for review and will present with the next set of financials.

**Old Business:** At 1810 hours, Commissioner Spahn and Commissioner Spade entered into executive session per RCW 42.30.110(1)(g) to review the performance of an employee for 1 hour while Commissioner Houghtelling abstained from executive session. At 1910 hours, both two commissioners exited executive session and Commissioner Spade made a motion to renew the administrative assistant's contract for two years with a five percent COLA added to the 2024 salary of \$57,584.50 and an additional salary of \$8,161.00 paid out over 12 months in 2025 for additional duties. 2026 salary evaluation will use the current base salary not to include the additional duties compensation. Commissioner Spahn seconded the motion. Motion carried with two members voting in the affirmative and Commissioner Houghtelling abstained.

**New Business:** The AA presented Resolution 24-15 Revised Volunteer Stipends for review. After discussion, Commissioner Spade moved to approve the Resolution 24-15 Volunteer



Stipends as presented. Commissioner Houghtelling seconded the motion. Motion carried with all members voting in the affirmative.

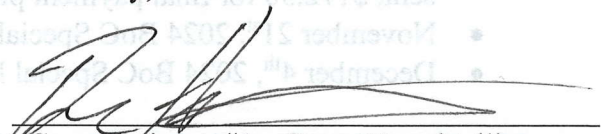
The AA presented Resolution 24-16 Revise Payroll Leave Benefits for review. After discussion, Commissioner Houghtelling moved to approve the Resolution 24-16 Revise Payroll Leave Benefits as presented. Commissioner Spahn seconded the motion. Motion carried with all members voting in the affirmative.


Commissioner Houghtelling nominated Commissioner Spahn for 2025 Board Chair position, Commissioner Spade seconded the motion. Motion carried with all members voting in the affirmative.


Commissioner Spahn nominated Commissioner Houghtelling for 2025 Board Vice Chair position, Commissioner Spade seconded the motion. Motion carried with all members voting in the affirmative.

**Good of the Order:** The administrative assistant asked the Board to reassess the cost charged to the school for CPR classes and presented the costs for each student. After discussion, Commissioner Spahn suggested \$21 per student to help keep costs down for the school as well as cover the expense for the district to provide the workbook and certification card.

**Meeting adjourned:** With no other business presented, Commissioner Spahn adjourned the meeting at 1947 hrs. These are the minutes of December 12<sup>th</sup>, 2024 Lewis County Fire District #3 meeting, hereby approved as written on this 22<sup>nd</sup> day of January, 2025.

  
Commissioner #1 – Doug Houghtelling

  
Commissioner #2 – Scott Spade

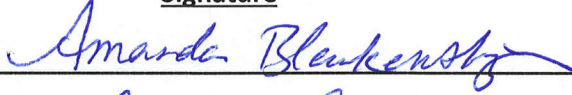


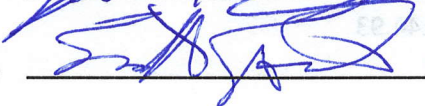
  
Commissioner #3 – Curt Spahn

Prepared by:

  
Administrative Assistant  
Amanda Blankenship

Board of Fire Commissioner  
Meeting Agenda  
December 12<sup>th</sup>, 2024, 1800 hrs  
At 238 Mossyrock Road East

Sign In Sheet

	<u>Signature</u>	<u>Print</u>
1.		Amanda Blankenship
2.		CURTIS SPAHN
3.		Dawn Hovattell
4.		SCOTT SPADE
5.		
6.		
7.		
8.		
9.		
10.		