

**Board of Fire Commissioner
Meeting Agenda
March 15th, 2023, 1800 hrs
At 238 Mossyrock Road East**

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

Approval of Agenda - M

Consent Agenda - M

- Payroll for January \$12,805.97 & February \$12,369.74
- AP last mtg to today \$19,201.98 & \$23,108.28
- Transfer of Funds \$28,778.45 & \$35,478.02
- Collections/Write-Off/Refunds –
 - \$1,277.80 sent to collections, \$479.65 in 2nd collection letters sent, \$123.28 received from collection letters, \$137.13 in initial collection letters sent, \$60 was received from aid fee payment plans.
 - \$479.65 sent to collections, \$1,248.60 in 2nd collection letters sent, \$60 was received from aid fee payment plans.
- January 18th BoC Meeting Minutes & No meeting in February

Fund Reports

- Jan: GEN \$72,080.44, EMS \$333,855.48, Bond \$44,236.86 & Capital Projects \$46.87
- Feb: GEN \$68,953.39, EMS \$338,789.32, Bond \$66,473.89 & Capital Projects \$47.03
- **Executive Session RCW 42.30.110(1)(g) Review Personnel (30 minutes)**

Reports:

- Chief Report
- Admin Assistant Report

Old Business:

- Parking Lot Striping - M

New Business:

- Discussion about CDBG Deed of Trust between LCFD 3 (subrecipient) & County (recipient)
- Temporary License Agreement for WSU Weather Station - M
- BVFF 2022 Pension Participation Certification – M

**Good of the Order
Adjourned**

**Lewis County Fire District #3
Commissioner's Meeting Minutes
March 15th, 2023 @ 6PM
@ 238 Mossyrock Road East**

The meeting of the Board of Commissioners was called to Order by Chairperson Majors at 1805. Board of Commissioners in attendance – Vice Chair Commissioner Marty Majors, Commissioner Curt Spahn & Chair Commissioner Doug Houghtelling joined via phone mid meeting.

Administrative Assistant – Amanda Blankenship

Fire Chief – Doug Fosburg

Additional attendees on sign-in sheet

Pledge of Allegiance

Public Comment: None.

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

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

- Jan payroll \$12,805.97 and Feb payroll \$12,369.74
- AP from last meeting to today: \$19,201.98 & \$23,108.28
- Transfer of Funds Request: \$28,778.45 & \$35,478.02
- Collection/Write-off/Refund: For Jan - \$1,277.80 sent to collections, \$479.65 in 2nd collection letters sent, \$0 initial collection letters sent, \$0 in charity request received and \$60 from payment plan received. For Feb - \$479.65 sent to collections, \$1,248.60 in 2nd collection letters sent, \$0 initial collection letters sent, \$0 in charity request received and \$60 from payment plan received.
- January 18th, 2023, BoC Meeting Minutes draft

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 January and February 2023 County fund balance statements & imprest bank statement for review.

- January Fund Reports: GEN \$72,080.44, EMS \$33,855.48, Bond \$44,236.86 & Capital Projects \$46.87
- February Fund Reports: GEN \$68,953.39, EMS \$338,789.32, Bond \$66,473.89 & Capital Projects \$47.03

Chief's Report: Chief Fosburg advised the total calls for last month were 23, 2 Fire 21 EMS, 8 calls with medics and 1 downgraded to BLS. Command-31's coolant leak has been repaired after D. Blankenship and Chief replaced the water pump portion saving about \$1000. The Fire Instructor 1 class in March will be attended by M. Browning and M. Hawkins. M. Browning is

close to receiving her Fire Science degree. Chief advised that he has been attending planning committee meetings with the City of Mossyrock to help evaluate impact fees for serving the intense growth coming up in homes and community members.

Chief informed that M. Hawkins passed his NREMT test and his WA state Certification has been received and the other student is still on the schedule for testing. Chief has met with Fire District #8 and clarified that if Mossyrock Fire District responds to a request for mutual aid for a Salkum Fire District ALS incident and Salkum Fire District medic isn't available that Mossyrock Fire District is approved to use Mossyrock's ALS contracted service through Adventure Medics. Chief stated at their OPM, Salkum Fire District agreed to the modification to the ALS agreement.

At station 3-1 Mossyrock Rd E, the generator block heater quit and needed to be replaced and A-32 is waiting on repairs from Van Cleve and then will take to Braun for the remainder of repairs. Station 3-3 Green Mountain, surplus hose has been removed and thermostat adjusted due to increase in electricity use.

Chief stated to the Board that he would like to powder coat the wheels on the command vehicle.

Administrator's Report: The admin assistant advised that the parking lot grant project is still waiting to be closed due to the County tying up remaining items to be done for the CDBG grant including corrections in certified payrolls to be verified and approved. Waiting on the County's response as to what agreement the County would like to use for a Deed of Trust between the County and LC Fire District #3.

Admin Assistant stated that WSU sent a Temporary Licensing Agreement for the weather station to be installed after they are built in March. This agreement is in New Business. Airlift and Life Flight have ok'd the specs of the weather station to ensure no interference and 150' from the landing zone.

The admin assistant reminded the commissioners that the transition from Columbia Bank to Umpqua Bank is happening in March and maybe beginning of April. This looks to be a smooth transition for our district. Admin also stated that there has been a revenue increase in timber sales taxes of at least \$20,000, but this only benefits the Bond and EMS levied funds.

Out of January's 30 calls we billed 19 EMS incidents, 12 BLS & 7 ALS.

Out of February's 23 calls we billed 14 EMS incidents, 10 BLS & 4 ALS.

Old Business: Chief informed the Board that he received 2 bids for the parking lot striping and wheel stops. Puget Paving estimate doesn't include wheel stops and is still the higher estimate. S&T Sealcoating and Striping submitted the lower estimate of \$3,126.20. Chief stated that the vendor informed him the striping may need repainted every 3-5 years. After review, Commissioner Spahn moved to approve the S&T Sealcoating and Striping estimate as presented. Commissioner Majors seconded the motion. Motion carried with all members voting in the affirmative.

New Business: The admin assistant informed the Board that the CDBG Deed of Trust suggested agreement was sent by Jacquie with CDBG to Robin with Lewis County Development as an agreement to use, but Robin or the County has not confirmed they want to use the suggested agreement.

The admin assistant presented to the Board the Temporary License Agreement for WSU weather station to be installed at the southwest corner of Station 3-1 property. After review, Commissioner Spahn moved to approve the Temporary License Agreement for WSU weather station as presented. Commissioner Majors seconded the motion. Motion carried with all members voting in the affirmative.

The admin assistant presented to the Board the 2022 BVFF Pension Participation Certification to be reviewed. After review, Commissioner Spahn moved to approve the 2022 BVFF Pension Participation Certification as presented. Commissioner Houghtelling seconded the motion. Motion carried with all members voting in the affirmative.

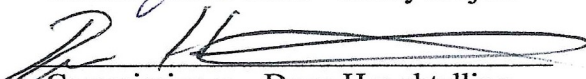
Good of the Order: Chief asked if any Commissioners might attend the CUC meeting tomorrow. Commissioner Spahn stated he might be there. Amanda reminded Commissioner Spahn he is up for re-election this year and of his candidate filing dates as well as reminding all Commissioners of their F-1 report requirement.

Meeting adjourned: With no other business presented, Chairperson Houghtelling adjourned the meeting at 1900. These are the minutes of March 15th, 2023 Lewis County Fire District #3 meeting, hereby approved as written on this 19th, day of April 2023.

Prepared by:


Administrative Assistant
Amanda Blankenship





Commissioner Chair – Marty Majors


Commissioner – Doug Houghtelling


Commissioner – Curt Spahn


Board of Fire Commissioner
Meeting Agenda
March 15th, 2023, 1800 hrs
At 238 Mossyrock Road East

Sign In Sheet

	<u>Signature</u>	<u>Print</u>
1.		CURTIS SPANW
2.		Marty McGors
3.	Amanda Blankenship	Amanda Blankenship - Admin
4.		Chief Doug Fosburg
5.	Via phone	Doug Houghfelling - mid mtg phoned in
6.		
7.		
8.		
9.		
10.		