

**Board of Fire Commissioner
Special Meeting Agenda
October 30th, 2024, 1800 hrs
At 238 Mossyrock Road East**

Call Meeting to Order
Pledge of Allegiance
Public Comment

- September & October Meeting Minutes
- 2025 budget workshop
- Chief job description for advertisement

Good of the Order
Adjourned

Lewis County Fire District #3
Commissioner's Special Meeting Minutes
October 30th, 2024 @ 1800 hrs
@ 238 Mossyrock Road East

The Board of Commissioners meeting was called to Order by Commissioner Spahn at 1806 hrs.
Board of Commissioners in attendance – Chair Commissioner Curt Spahn, Commissioner Doug Houghtelling & Commissioner Scott Spade.

Fire Chief Interim (FCI) – Richie Tevis

Administrative Assistant (AA) – Amanda Blankenship

Additional attendees on sign in sheet.

Pledge of Allegiance

Public Comment: None.

The AA presented the September 24th, 2024 meeting minutes draft for the Board to review.
Commissioner Spade moved to approve the September 24th, 2024 meeting minutes as presented.
Commissioner Houghtelling seconded the motion. Motion carried with all members voting in the affirmative.

The AA presented the October 23rd, 2024 meeting minutes draft for the Board to review.
Commissioner Spade moved to approve the October 23rd, 2024 meeting minutes as presented.
Commissioner Houghtelling seconded the motion. Motion carried with all members voting in the affirmative.

The AA presented the 2025 budget draft and discussion ensued. Commissioner Spahn suggested looking at DNR for SCBA surplus as well as surplus from other districts. Commissioner Houghtelling suggested the district look at quotes for a monitor on Engine 3-2 to make usability better for the operator and more effective. FCI Tevis added that a manual monitor would be sufficient to help with cost and also could look for a used one. 2025 Budget draft tabled till next month.

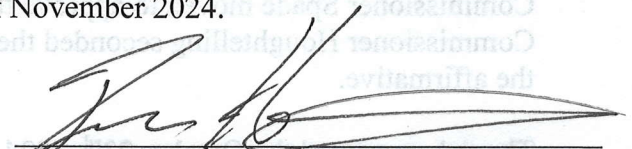
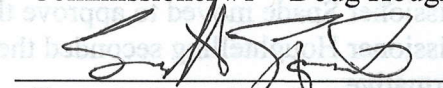
After the Board reviewed the current Chief job description, Commissioner Spade suggested the description specifically state the position includes compiling, inventory and maintenance of equipment. Commissioner Spahn suggested some grammatical errors be fixed. The Board discussed the minimum qualifications and want to add that they would prefer a candidate with the Firefighter 1 and Firefighter 2 if possible. Commissioner Spade would like to modify in the Daily Duties section, line 2, to be “Clean and maintain bays in all stations or designate to be done”. After discussion, suggestions to advertise on the district website, district Facebook page, the ad agency website, Washington Fire Chiefs Association, Washington Fire Commissioners Association, the East County Journal and any other free ads that may be available. The AA stated that volunteer M. Clark was creating a newsletter for the community and hope to have it out within a week or so.

Commissioner Spahn presented an ad draft example that was shared previously with the Board to use that type of formatting for creating this Fire Chief ad. The AA advised that there are a

couple ad recruiting companies that were reached out to and 2 responded with 1 being very reputable and referred to by another fire district. The Board suggested once the ad is done, to have volunteer M. Hawkins share the ad on the district facebook page as he has been running the page for the fire district. More discussion on verbiage for the advertisement and how and who the Board would like on the hiring panel for the first set of reviews. The Board stated they would like two community members, one commissioner, the administrative assistant to take notes, the Assistant Chief who is also acting as Interim Chief, maybe 2 volunteers and possibly the supervisor of Adventure Medics, who the district has contracted through for medic service.

Good of the Order: FCI Tevis mentioned to the Board that the neighbor, Todd Hunt, would like to move his fence line into the district property by quite a bit. The Board responded that he will need to have a survey done before anything can be discussed as the Board stated they think that fence line is in the correct place.

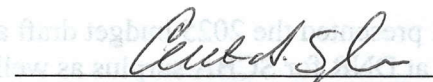
Meeting adjourned: With no other business presented, Commissioner Spahn adjourned the meeting at 2025 hrs. These are the minutes of October 30th, 2024 Lewis County Fire District #3 meeting, hereby approved as written on this 21st, day of November 2024.


Commissioner #1 – Doug Houghtelling
Commissioner #2 – Scott Spade

Prepared by:


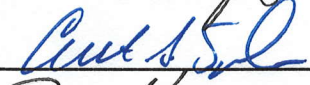

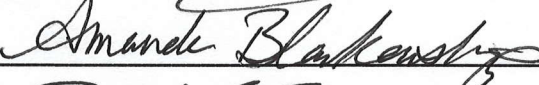



Administrative Assistant
Amanda Blankenship


Commissioner #3 – Curt Spahn

Board of Fire Commissioner
Special Meeting Agenda
October 30th, 2024, 1800 hrs
At 238 Mossyrock Road East

Sign In Sheet

	Signature	Print
1.		SCOTT SPADE
2.		Curt S. Spain
3.		Dan Hartman
4.		Amanda Blankenship
5.		Richard Tevis
6.		
7.		
8.		
9.		
10.		