

**Board of Fire Commissioner  
Meeting Agenda  
September 24<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 August - \$13,680.65
- Revenue from August 23<sup>rd</sup> to September 18<sup>th</sup> - \$13,288.18
- AP from August 23<sup>rd</sup> to September 18<sup>th</sup> - \$20,132.36
- September Transfer of Funds \$33,813.01
- Collections/Write-Off/Refunds –
  - \$1,474.80 (1 account) sent to collections, \$629.59 (2 accounts) in 2<sup>nd</sup> collection letters sent, \$1,501.80 (1 account) in initial collection letters sent, \$50 received for aid fee payment plan and one uncollectable account sent back to SDW to accept online payments.
- August 22<sup>nd</sup>, 2024 BoC Special Meeting Minutes

**Fund Balance**

- August: GEN \$171,939.28, EMS \$380,057.86, Bond \$181,086.60, Capital Projects \$908.25

**Reports**

- Chief Report
- Admin Assistant Report

**Old Business**

- **Executive Session RCW 42.30.110(1)(g) Review performance of an employee (1 hour)**
- CUC 911 Communications
- Pumper Tender for Station 3-3
- Impact Fees
- ALS Contract Expires 11-30-24, up for renewal

**New Business**

- Employment Contracts
- 24-10 Resolution Adopting Electronic Funds Transfer Policy and Procedures
- 24-11 Resolution to Change Meeting Date to 4<sup>th</sup> Wed of the Month
- 2025 Budget Draft – Budget Hearing in Oct. 1 hour before regular meeting

**Good of the Order  
Adjourned**



**Lewis County Fire District #3**  
**Commissioner's Special Meeting Minutes**  
**September 24<sup>th</sup>, 2024 @ 1800 hours**  
**@ 238 Mossyrock Road East**

The Board of Commissioners meeting was called to Order by Commissioner Spahn at 1800 hrs.  
Board of Commissioners in attendance – Chair Commissioner Curt Spahn, Commissioner Doug Houghtelling & Commissioner Scott Spade.  
Administrative Assistant (AA) – Amanda Blankenship  
Fire Chief (FC)– 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:

- August Payroll: \$13,680.65
- Revenue from August 23<sup>rd</sup> to September 18<sup>th</sup> - \$13,288.18
  - AP from August 23<sup>rd</sup> to September 18<sup>th</sup>: \$20,132.36
  - September transfer of funds request: \$33,813.01
  - Collection/Write-off/Refund: \$1,474.80 (1 account) sent to collections, \$629.59 (2 accounts) in 2<sup>nd</sup> collection letters sent, \$1,501.80 (1 account) in initial collection letters sent, \$50 for payment plan received and 1 uncollectable account sent back to SDW to accept online payments after connecting with the patient on a payment plan.
- August 22<sup>nd</sup>, 2024 BoC Meeting Minutes

After discussion, Commissioner Spade moved to approve the consent agenda as presented. Commissioner Houghtelling seconded the motion. Motion carried with all members voting in the affirmative.

**Fund Reports:** The Administrative Assistant presented the Board with the County fund balance statements, the fire district bank/fund reports & bank statements for review.

- August Fund Balances: General \$171,939.28, EMS \$380,057.86, Bond \$181,086.60, Capital Projects \$908.25.

**Fire Chief's (FC) Report:** FC reported total calls last month to be 28; 5 Fire, 23 EMS, 6 calls with a medic, 3 downgrades, 0 AEMT/ALS mutual aid requests by LC Fire District 8 and Command 3-1 mileage is 77,208.6.

FC stated the SCBA bottles will need replaced in 5 years, in 2029, and that we have 21 packs and 42 SCBA bottles. FC stated he does not have a replacement plan at this time. SCBA compressor maintenance is scheduled for tomorrow at the main station. FC acquired a PPE extractor quote from Seawestern for \$5,507. This is a much-needed item as the district currently uses fire district 8's extractor when needed. A helmet quote was also acquired from LN Curtis to



replace 15 helmets at one time to get free name shields included with the helmets at \$6,398.79. All current helmets are expired with no replacement program plan. After discussion, Commissioner Houghtelling moved to approve purchasing 6 helmets this year to follow the turnout replacement program recently put in place for PPE. Commissioner Spahn seconded the motion. Motion carried with all members voting in the affirmative.

The FC informed the Board that the WSRB rating stayed the same after our recent review with a rating of 6 in city limits and 8 outside city limits. FC stated the Mossyrock City Council received an ARPA grant that gave them the ability to purchase an Electric Vehicle fire smothering blanket for the fire district.

The FC advised that Narcan was offered to the local school through a program the fire district is participating in as overdose calls are increasing. Also, that staffing may become an issue as Adventure Medics has notified the district of at least 219 IFT unavailability so far this year.

The FC stated at Station 3-1, the new smoke/CO detector has been replaced and bay 4 garage door needs adjusted and is being scheduled with Hung Right Doors, the original installer. At Station 3-2, Brush 3-2 is at the co-op for repairs to replace the air dryer and a routine service. At Station 3-3, the FC measured the garage door opening to be 10'x11' per request of the Board in lieu of repair and possibilities of replacing the current aged fire truck in station 3-3.

**Administrative Assistant's (AA) Report:** The AA stated she has been learning about the procurement process and attended L&I's prevailing wage and affidavits webinar training. The AA completed the Medicare Ground Ambulance Data Collection Report (MGADC) and waiting on feedback from Medicare. Starting to compile data for the annual GEMT reporting and wrapping up quotes for the 2025 budget. The County has not sent the prelim assessed values yet.

For the month of August, there were 16 incidents billed out of 23 EMS incidents, 8 were ALS-1, 1 was ALS-2 and 7 were BLS.

**Old Business:** At 1819 hours, the Board entered into executive session per RCW 42.30.110(1)(g) to review performance of an employee for 1 hour. At 1919 hours, the Board exited executive session and Commissioner Spahn stated no decisions were made at this time.

The FC followed up with last months discussion on the CUC proposed agreement and stated that no changes or approvals have been made to the proposal at this time. Commissioner Spade followed up on the possible replacement fire truck for Station 3-3 and stated the truck they were looking at in the paper is still available and will fit. The Board reviewed last months discussion on impact fees and would like to table this topic till next year.

The Board reviewed the ALS agreement with Adventure Medics that is up for renewal as of November 30, 2024 and advised the FC to contact Mike Johnson with Adventure Medics and invite him to the next meeting in October to start negotiations. The Board asked the FC to get the number of calls that Adventure has responded to for the district, how many IFT unavailable instances, how many times transported for and with the district and how many BLS calls they responded to.

**New Business:** The topic of employment contracts was tabled till next meeting by the Board.

The AA presented Resolution 24-10 Adopting an Electronic Funds Transfer Policy and Procedures for review. After discussion, Commissioner Spade moved to approve the Resolution 24-10 Adopting an Electronic Funds Transfer Policy and Procedures as presented. Commissioner Houghtelling seconded the motion. Motion carried with all members voting in the affirmative.

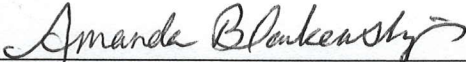
The AA presented Resolution 24-11 to Change the Regular Meeting date to 4<sup>th</sup> Wednesday of the month for review. After discussion, Commissioner Spade moved to approve the Resolution 24-11 to Change the Regular Meeting date to 4<sup>th</sup> Wednesday of the month as presented. Commissioner Spahn seconded the motion. Motion carried with all members voting in the affirmative.

The AA presented the rough draft of the 2025 budget for review and discussion and it was discussed to hold a 2025 Budget Hearing an hour prior to next month's regular meeting.

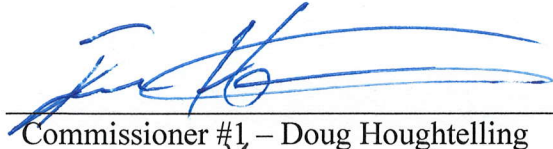
**Good of the Order:** None.

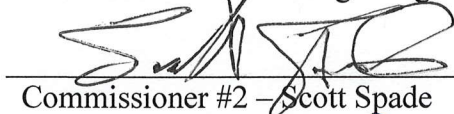
**Meeting adjourned:** With no other business presented, Commissioner Spahn adjourned the meeting at 1942 hrs. These are the minutes of September 24<sup>th</sup>, 2024 Lewis County Fire District #3 meeting, hereby approved as written on this 30<sup>th</sup> day of October, 2024.

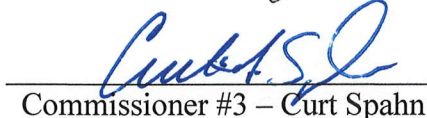
Prepared by:



Administrative Assistant  
Amanda Blankenship

  
Commissioner #1 – Doug Houghtelling

  
Commissioner #2 – Scott Spade

  
Commissioner #3 – Curt Spahn



Board of Fire Commissioner  
Meeting Agenda  
September 24<sup>th</sup>, 2024, 1800 hrs  
At 238 Mossyrock Road East

Sign In Sheet

	<u>Signature</u>	<u>Print</u>
1.	<u>Amanda Blankenship</u>	<u>Amanda Blankenship -AA</u>
2.	<u>Doug Fosburg</u>	<u>Doug Fosburg</u>
3.	<u>Curtis Spahr</u>	<u>CURTIS SPARH</u>
4.	<u>Joe H. Houtt</u>	<u>Joe Houtt</u>
5.	<u>M. Hawkins</u>	<u>Matthew Hawkins</u>
6.	<u>Richard Tevis</u>	<u>Richard Tevis</u>
7.	<u>Scott Spade</u>	<u>SCOTT SPADE</u>
8.	<u>Morgan Browning arrived mid-meeting &amp; missed sign-in.</u>	<u>AA</u>
9.	<u></u>	
10.	<u></u>	