

**Board of Fire Commissioner
Meeting Agenda
February 25th, 2026, 1800 hrs
At 238 Mossyrock Road East**

Call Meeting to Order

Pledge of Allegiance

Public Comment

Approve Agenda

Consent Agenda

- Revenue from January 29th to February 25th - \$33,026.49
- Payroll for January 29th to February 25th - \$18,856.43
- AP from January 29th to February 25th - \$18,187.97
- February Transfer of Funds - \$37,044.40
- December 31st, 2025 Special Meeting Minutes
- January 6th, 2026 Special Meeting Minutes
- January 28th, 2026 Meeting Minutes

Fund Totals

- January: GEN \$187,418.45, EMS \$380,250.53, Bond \$102,987.25, Capital Projects \$405.99

Reports

- Chief Report
- Admin Assistant Report

Old Business

- Municipality Contracts (FP Services for City, County, State) RCW 52.30.020 Incl TPU
- Policy Review Ch. 5

New Business

- Resolution 26-02 Update Authorized LCFD 3 Account Signers
- LC Fire District 8 Meeting March 9th @ 1700 hrs Mutual Aid Agreement
- LC PUD Power Lines Identifier Globes

Good of the Order

Adjourned

**Lewis County Fire District #3
Commissioner's Meeting Minutes
February 25th, 2026 @ 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 – Commissioner Doug Houghtelling, Commissioner Curt Spahn & Commissioner Scott Spade.

Administrative Assistant (AA) – Amanda Houghtelling

Fire Chief (FC) – Bill Edgington

Additional attendees on sign in sheet.

Pledge of Allegiance

Public Comment: None.

Approval of Agenda: Commissioner Spahn moved to approve the agenda. Commissioner Houghtelling seconded the motion. Motion carried with all members voting in the affirmative.

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

- Revenue January 29th to February 25th, 2026 - \$33,026.49
- Payroll January 29th to February 25th, 2026 - \$18,856.43
- AP from January 29th to February 25th, 2026 - \$18,187.97
- February 2026 Transfer of Funds - \$37,044.40
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After discussion, Commissioner Spahn moved to approve the consent agenda. Commissioner Houghtelling seconded the motion. Motion carried with all members voting in the affirmative.

A community member, Melissa Goulter, arrived and began discussion with the Board about public education and communication with ideas of offering “Lunch with a firefighter” to students as a reward and to ask local stores and businesses to help fund project like smoke detectors or kitchen fire blankets for the community. Melissa expressed interest in helping communicate information to the community about the fire district and upcoming EMS Levy.

Fund Reports: The AA presented the Board with the County fund balance statements, district bank statements & the district financial system bank/fund reports for review.

- January: General \$187,418.45, EMS \$380,250.53, Bond \$102,987.25 & Capital Projects \$405.99

Fire Chief's (FC) Report: FC reported information from December 2025 to January 2026 & key February Updates. Vehicle mileage for Command 3-1 was 85494.7 miles as of January 5, 2026 and 85726.1 miles as of February 2, 2026.

The incident count for December was 28 incidents with 6 fire and 17 EMS. For the EMS incidents, 6 were ALS and 17 were BLS.

The incident count for January was 23 incidents with 4 fire and 19 EMS. For the EMS incidents, 11 were ALS and 8 were BLS. Adventure Medics provided ALS service for 6 incidents and 5 ALS incidents the medics were cancelled or downgraded in route.

In fire operation, class A foam and wildland equipment have been purchased at a 50% discount utilizing DNR's annual Phase 1 Grant. Additional hose and hand tools will be placed in service on Brush 3-1 and Brush 3-2.

In EMS operations, the AEMT class is underway with Idaho Medical Academy. 3 EMT's are enrolled and seeking upgraded licensure. EMT's M. Clark and R. Anderson have left the district to pursue other opportunities. Recruitment for additional EMS personnel remains an ongoing process. Volunteer D. Palm is considering seeking EMT certification. Several new volunteers have been recently onboarded, presenting additional potential candidates for EMS training.

The 2008 Ford 450 service truck has had the electrical computer issues corrected and now runs. An oil leak has been detected and is being investigated. Stand-alone AED units have been placed in Command 3-1 and Engine 3-1. The unit in Command 3-1 has already been utilized on a recent CPR-in-progress incident. Aid 3-2 developed a real wheel sensor issue disabling traction control and anti-lock brakes and has been repaired. Aid 3-1 displays intermittent vibration and slipping in the rear axle. This axle has been rebuilt twice in the last 2 years, once under warranty. The plan is to seek service warranty again. DNR will reimburse the district for \$6000 for Brush 3-2 repairs.

At Station 3-1 Mossyrock Rd. East, reorganizing of the radio room is underway. It will be designed as a volunteer day room. Reconfiguration of the turnout room is planned and will be implemented soon.

At Station 3-2 Flynn Rd., no updates to report.

At Station 3-3 Green Mountain Rd., a small pancake compressor has been purchased and placed at this station for air brake pressure maintenance. A minor air leak has been identified in the pneumatic controls of Engine 3-3. Repair of the leak is pending while researching a suitable replacement air solenoid.

Administrative Assistant's (AA) Report: The AA stated she submitted a records request to the County and received 87 financial reports to vet for the requested information. Tacoma Power Utility requested to meet with the Board without attorneys to discuss the contract and expected services. The meeting is set for March 9th, 2026 at 11am in the LCFD 3 main station 3-1 and via Teams online. For CPR classes taught to the community last year, after CPR expenses, the district made \$557.38. The district received a letter dated 1/28/26 from the County advising districts with Bond Funds to request the County that the district would like its funds invested and the interest given to the district instead of the County keeping it. This letter is in response to the

ongoing request by LCFD 3 to the County to give the district its interest earnings from the district's Bond Fund tax revenue being held by the County.

For the month of January, there were 11 incidents billed out of 20 EMS incidents, 4 were ALS level 1 and 7 were BLS.

Old Business: Municipality Contract with Tacoma Power Utility is tabled while drafts are being reviewed by Tacoma Power Utility for the March 9th meeting. A draft contract for City of Mossyrock is presented to the Board for review and approval to send to City of Mossyrock for consideration. Commissioner Houghtelling moved to approve the City of Mossyrock draft contract as presented. Commissioner Spade seconded the motion. Motion carried with all members voting in the affirmative. Tabled for next meeting.

The Board discussed policy review of chapter 5. Commissioner Spahn moved to approve the policies in Chapter 5 as presented. Commissioner Spade seconded the motion. Motion carried with all members voting in the affirmative.

New Business: The AA presented Resolution 26-02 Update Authorized LCFD 3 Account Signers for the Board to review. After review, Commissioner Spahn moved to approve the Resolution 26-02 Update Authorized LCFD 3 Account Signers as presented. Commissioner Spade seconded the motion. Motion carried with 2 members voting in the affirmative and 1 member abstaining.

The AA presented a draft mutual aid agreement for the Board to review and Chair Commissioner, Scott Spade, to present to Lewis County Fire District 8 at their next Board meeting on March 9th at 5pm. LCFD 3 has requested to be on their agenda. After review, Commissioner Spade moved to approve the Mutual Aid Agreement with Lewis County Fire District 8 draft as presented. Commissioner Houghtelling seconded the motion. Motion carried with all members voting in the affirmative.

Commissioner Spade advised that after inquiring with Lewis County PUD, PUD would charge the district \$1200 per globe to request identifier globes be installed on the powerlines near the fire station where the helicopters land to fly a patient to a higher level of care in a short amount of time. Chief stated he is exploring other avenues for funding assistance on this project.

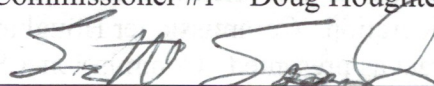
Chief presented the board with chapter 6 policies to review and discuss at the next meeting.

Good of the Order: None.

Meeting adjourned: With no other business presented, Commissioner Spahn moved to adjourn the meeting at 1925 hrs. Commissioner Spade seconded the motion. Meeting adjourned. These are the minutes of February 25th, 2026 Lewis County Fire District #3 meeting, hereby approved as written on this 25th day of March, 2026.



Commissioner #1 – Doug Houghtelling



Commissioner #2 – Scott Spade

Prepared by:




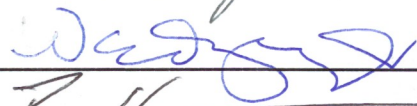

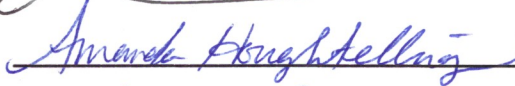
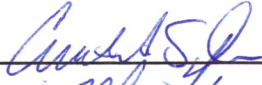

Administrative Assistant
Amanda Houghtelling



Commissioner #3 – Curt Spahn

Board of Fire Commissioner
Meeting Agenda
February 25th, 2026, 1800 hrs
At 238 Mossyrock Road East

Sign In Sheet

	<u>Signature</u>	<u>Print</u>
1.		SCOTT SPADE
2.		William Edgington
3.		Amanda Houghtelling
4.		Amanda Houghtelling
5.		CURTIS R. SPAW
6.		Melissa Goulter
7.		
8.		
9.		
10.		