

**Board of Fire Commissioner
Special Meeting Agenda
April 24th, 2024, 1800 hrs
At 238 Mossyrock Road East**

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

Approval of Agenda

Executive Session RCW 42.30.110(1)(h) Evaluate Candidates (15 minutes)

- Commissioner Position #2 Appointment

Consent Agenda

- Payroll for March and Quarterlies - \$15,221.09
- Revenue from March 20th to April 17th - \$37,275.02
- AP from March 20th to April 17th - \$22,636.31
- April Transfer of Funds \$37,857.40
- Collections/Write-Off/Refunds –
 - \$0 sent to collections, \$0 in 2nd collection letters sent, \$791.92 in initial collection letters sent, \$50 received for aid fee payment plan & \$275 aid fee paid in full.
- March 20th, 2024 BoC Meeting Minutes

Fund Balance

- March: GEN \$124,009.95, EMS \$359,865.20, Bond \$106,835.35

Reports

- Chief Report
- Admin Assistant Report

Old Business

- **Executive Session RCW 42.30.110(1)(g) Review performance of an employee (15 minutes)**
- D8 MA ALS Agreement - Review how many MA calls to D8 included AEMT/ALS out of district for last 6 months.
- Adventure Medics Contract

New Business

- Stn 31 Epoxy floor repair quote for damage from rental on 3-23-24
- Antique Fire Truck repairs for parades

**Good of the Order – Pictures of commissioners for ID cards
Adjourned**

Lewis County Fire District #3
Commissioner's Special Meeting Minutes
April 24th, 2024 @ 1800 hrs
@ 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
Administrative Assistant – Amanda Blankenship
Fire Chief – Doug Fosburg
Additional attendees on sign in sheet.

Pledge of Allegiance

Public Comment: None.

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

At 1825, the Board entered into executive session per RCW 42.30.110(1)(h) to evaluate candidates for the open Commissioner position for 15 minutes. At 1940, the Board exited executive session and announced the Board is looking forward to speaking with both interested people; Scott Spade and Dustin Stromme.

The Board asked both applicants about their experience and interest in the fire district and discussed their availability as a commissioner. The Board stated both people are very qualified and appreciate the strong interest from the community. After discussion between both applicants and the Board, the Board appointed Scott Spade the Commissioner Position #2. Scott accepted the appointment. The Board asked Dustin if he would consider volunteering for the District in the future.

The Admin Assistant asked Scott to stand and raise his right hand for the Oath of Office and Certificate of Appointment. Scott recited these in front of the group.

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

- March Payroll and Quarterlies \$15,221.09
- Revenue from March 20th to April 17th: \$37,275.02
- AP from March 20th to April 17th: \$22,636.31
- April transfer of funds request: \$37,857.40
- Collection/Write-off/Refund: \$0 sent to collections, \$0 in 2nd collection letters sent, \$791.92 in initial collection letters sent, \$200 write-off request, \$50 for payment plans received and \$275 paid in full for single incident.
- March 20th, 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 Admin Assistant presented the Board with the Fund reports, County Fund Balance statements & bank statements for review.

- March Fund Balances: GEN \$124,009.95, EMS \$359,865.20, Bond \$106,835.35

Chief's Report: Chief Fosburg reported total calls last month to be 46; 9 Fire, 37 EMS, 19 calls with a medic, 7 downgrades and 1 mutual aid request by LC Fire District 8. Chief stated that R. Tevis, T. Foglio and C. Fithen are volunteers going to fire school in Wenatchee May 18th. WSRB is scheduled to visit June 11th of this year. Wildland equipment was received from Phase 1 grant with a 50% match requirement. Researched quotes for PPE purchase of 4-5 sets. Avg quotes are ranging from \$2900 to \$3500 for coats and pants. Commissioners stated they prefer the gear like the brown Globe gear they currently have. Chief states it comes from Sea-Western.

Chief stated he cancelled the reservations for the EMS Conference as it is the same weekend as the fire conference with the same people wanting to attend. There is a CPR instructor class toward the end of May. Chief followed up from last meeting that there were 10 mutual aid calls to LCFD #8 with an AEMT in the last 6 months. DNR offered a grant for either \$7000 for a monitor pump on Engine 3-2 or \$3500 to add improvements to Brush 3-1. Commissioner Houghtelling asked if the surplus Brush 3-1 has been sent to auction yet. Chief stated it has not, but will be ready by Monday to drop off at the Chehalis Equipment Auction. Chief followed up with the Board that he completed the police report on Devon Bernard's fire equipment that was not returned to the district. Commissioners asked Chief to provide a quote for a full set of Globe fire gear.

At station 3-1 Mossyrock Rd E, A-31 has a new tire on the rear duals due to one sidewall separating, new belt installed on JD mower, Engine 3-1 annual service and air leak fixed, Brush 3-1 water leak repaired. Station 3-2 on Flynn Rd, working with DNR to obtain proper paperwork for licensing on Brush 3-2. Station 3-3 Green Mountain, no new updates.

Administrator's Report: The admin assistant advised that the annual report due date is coming up in May and the reporting is on track, but not complete yet. Attended multiple trainings on procurement and financial reporting. Discussed how Ike Kinswa is billed for their annual rate based on the assessed value of structures within the fire district that is being protected and how that would look if applied to Tacoma Power too. This is also similar to how community members are billed for their property tax.

Old Business: At 1926, the Board entered into executive session per RCW 42.30.110(1)(g) to review performance of an employee for 15 minutes. At 1941, the Board exited executive session and announced that no decisions were made at this time.

Chief reported that there were 10 mutual aid calls to LCFD #8 with an AEMT and will track it going forward. Commissioner Houghtelling asked Chief if our district is still first out to be toned for the Kiona area that is in LCFD #8's fire district. Chief confirmed.

Chief stated that Adventure Medics agreed to wait until the annual negotiation time to make any proposals of change to the contract.

New Business: The admin assistant showed the Board the quote in the amount of \$3,787.50 for the repairs of scratches on the hallway floor done by a person using the meeting room. The quote is from the original contractor who installed the floor as no other company would repair other companies work. The admin assistant proposed to keep the \$500 deposit of the person who used the meeting room as a damage fee and communicating with the person of the actual cost to repair the floor and applying it to the Capital Projects Fund account for a future floor repair. The Board agreed to only keep the \$500 deposit and apply meeting room fees to this account for a future floor repair. The admin assistant advised that there is \$400 from previous fees that have been incurred and will transfer this amount to the Capital Projects floor repair account too.




Commissioner Spahn asked about repairing the antique fire truck and how much the Board thinks it would cost to repair for parades and community events. After discussion, the Board determined that it may take up to \$40,000 to fully restore the truck including painting. The admin assistant proposed that she create a resolution to restore the antique fire truck by setting aside funds into the Capital Projects Fund, specific by account. The admin assistant suggested that \$5000 in funds be set aside into this account two times a year in May and November just after the larger tax payments are received. The Board agreed.

Good of the Order: The admin assistant proposed that she create an A-Board sign for Commissioner meetings to put in town the day of meetings in hopes of creating interest in the community to join and mentioned the cost of \$260. The Board is in support of the idea. Chief stated he would like to sign up 3 volunteers for EMS PCR documentation training at \$99 per person.

Meeting adjourned: With no other business presented, Commissioner Spahn adjourned the meeting at 2027 hrs. These are the minutes of April 24th, 2024 Lewis County Fire District #3 meeting, hereby approved as written on this 15th, day of May 2024.



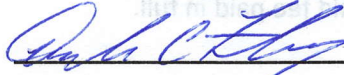



Prepared by:


Administrative Assistant
Amanda Blankenship


Commissioner #1 – Doug Houghtelling

Commissioner #2 – Scott Spade

Commissioner #3 – Curt Spahn

Board of Fire Commissioner
Special Meeting Agenda
April 24th, 2024, 1800 hrs
At 238 Mossyrock Road East

Sign In Sheet

	Signature	Print
1.		SCOTT SPADE
2.		CURT SPADE
3.		Doug Fosberg
4.		Dustin Stromme
5.		Amanda Blankenship
6.		John Kouratelline
7.		
8.		
9.		
10.		