

**Board of Fire Commissioner
Meeting Agenda
November 13th, 2024, 1800 hrs
At 238 Mossyrock Road East**

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

Approval of Agenda

Old Business

- Adventure Medics Contract renewal

Consent Agenda

- Payroll for October - \$25,145.74
- Revenue from October 24th – November 13th - \$75,657.31
- AP from October 24th – November 13th - \$44,840.39
- November Transfer of Funds \$56,358.82
- Collections/Write-Off/Refunds –
 - \$1,894.20 (1 account) in initial collection letters sent & \$50 received for aid fee payment plan 2023-055 and charity request.

Fund Balance

- September: GEN \$169,505.02, EMS \$364,281.70, Bond \$184,986.80, Capital Projects \$912.06
- October: GEN \$, EMS \$, Bond \$, Capital Projects \$

Reports

- Chief Report
- Admin Assistant Report

Old Business

- 2025 Budget
- Hiring process or committee

**Good of the Order
Adjourned**

Lewis County Fire District #3
Commissioner's Special Meeting Minutes
November 13th, 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
Interim Fire Chief (IFC) – Richie Tevis absent
Additional attendees on sign in sheet.

Pledge of Allegiance

Public Comment: None.

Old Business: Adventure Medics contract renewal was discussed between Mike Johnson, supervisor and the Board of Commissioners. Discussion of IFT's, district availability since the Chief's resignation, budget and the EMS Levy renewal in 2026. Mike, with Adventure Medics, stated they will lead EMS training on Tuesdays for the next 6 months. Discussion on increase of ALS fee considering no increase last year. Commissioner Houghtelling moved to renew the Adventure Medics annual contract from December 1st, 2024 to November 30th, 2025 at \$79,980 with a monthly payment of \$6665 per month and with Adventure Medic's assistance on EMS training on Tuesdays. Commissioner Spade seconded the motion. Motion carried with all members voting in the affirmative.

The AA Amanda asked Adventure Medics if they would put together a few sentences from the Medics side to add to the Community Newsletter the district would like to send out soon.

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

- October Payroll: \$25,145.74
- Revenue from October 24th to November 13th: \$75,657.31
- AP from October 24th to November 13th: \$44,840.39
- November transfer of funds request: \$56,358.82
- Collection/Write-off/Refund:
 - \$1,894.20 (1 account) in initial collection letters sent & \$50 for aid fee payment plan 2023-055 and charity request.

After discussion, Commissioner Spade moved to approve the consent agenda with the approval of waiving half of the original amount billed for 2023-055. 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. This special meeting was early for October Fund Balances.

- September Fund Balances: General \$169,505.02, EMS \$364,281.70, Bond \$184,986.80, Capital Projects \$912.06.

Fire Chief's (FC) Report: The interim Chief was not able to make the meeting so Commissioner Houghtelling gave updates. The command vehicle was offered to the interim Chief Richie Tevis to use for district business. For Station 3-1, there is a small drip leak above the dryer in the ceiling and Aid 3-1 had a bad DEF heat exchanger and quoted between \$850 to \$1100 to repair and will be finished by the end of the week. The contractor for the hose bib is scheduled to look at the repairs on 11/18 for the broken turn off valve. For Station 3-2, IFC Tevis mentioned prior to the meeting that it is in need of cleaning, remove items that haven't been used in years and are not usable anymore and the badly damaged entry door is needing replaced after damage done to it years ago and it is rotting apart. For Station 3-3, tree trimming is scheduled for 11/18 per request from the insurance last summer to trim away from the building. Commissioner Houghtelling stated he is working on getting maps for the parks to put in the vehicles.

Administrative Assistant's (AA) Report: The AA stated she has been compiling data for the annual GEMT reporting and also submitting data for the 2023 GEMT audit. Received the preliminary assessed values from the County yesterday to complete the 2025 Budget by next meeting.

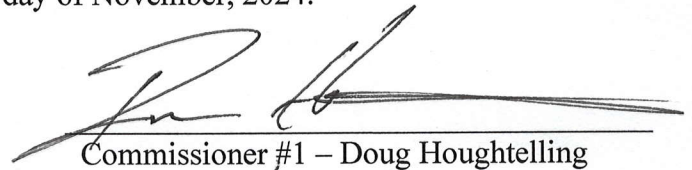
For the month of October, there were 14 incidents billed out of 23 EMS incidents, 5 were ALS-1, 1 was ALS-2 and 8 were BLS.

Old Business: 2025 Budget was tabled till next meeting to finalize.

Commissioner Houghtelling stated that the 1st review of Fire Chief applications committee should be notified soon. The Board discussed and decided to invite community members: Tanissa Lovan & Craig Coppick, volunteers: Interim/Asst. Chief Richie Tevis & Captain Tyler Foglio, Commissioner Scott Spade and the Administrative Assistant Amanda Blankenship. The Commissioners discussed and set the first review date of applications to December 3rd. The Board discussed what questions they would like to be asked to each applicant during first interview panel. 12 questions were set aside for all applicants at the 1st panel. If the 1st panel of interviewers has any additional questions, they are to inform Commissioner Spade of the question so it can be asked to all applicants during the second interview.

Good of the Order: Commissioner Spade stated that it has become necessary to create a policy about items that are donated to the fire district over the years become district property and cannot be removed later without the Board of Commissioners permission. Commissioners will determine specific areas to store personal items for personnel. A policy for teaching CPR classes for the fire district to people outside the fire district is also needed.

Meeting adjourned: With no other business presented, Commissioner Spahn adjourned the meeting at 1956 hrs. These are the minutes of November 13th, 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



Commissioner #3 – Curt Spahn


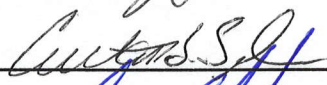
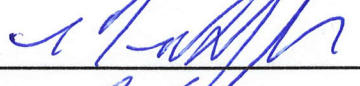
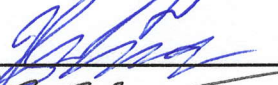


Prepared by:



Administrative Assistant
Amanda Blankenship

Board of Fire Commissioner
Meeting Agenda
November 13th, 2024, 1800 hrs
At 238 Mossyrock Road East

Sign In Sheet

	<u>Signature</u>	<u>Print</u>
1.		SCOTT SPADE
2.		CURTIS SPADE
3.		Michael John
4.		Jacob Scribo
5.		Matthew Hawkey
6.		DOUG HOVATTER
7.		
8.		
9.		
10.		