

**Board of Fire Commissioner
Meeting Agenda
May 15th, 2024, 1800 hrs
At 238 Mossyrock Road East**

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

Approval of Agenda

Consent Agenda

- Payroll for April - \$13,533.13
- Revenue from April 18th to May 15th - \$207,971.00
- AP from April 18th to May 15th - \$17,337.00
- May Transfer of Funds \$30,870.13
- Collections/Write-Off/Refunds –
 - \$0 sent to collections, \$791.92 in 2nd collection letters sent, \$2,378.40 in initial collection letters sent, \$50 received for aid fee payment plan.
- April 24th, 2024 BoC Meeting Minutes

Fund Balance

- April: GEN \$183,079.36, EMS \$414,923.83, Bond \$170,229.30, Capital Projects \$500

Reports

- Chief Report
- Admin Assistant Report

Old Business

- Executive Session RCW 42.30.110(1)(g) Review performance of an employee (30 minutes)

New Business

- 2022 GEMT Audit

**Good of the Order
Adjourned**

Lewis County Fire District #3
Commissioner's Meeting Minutes
May 15th, 2024 @ 1800 hrs
@ 238 Mossyrock Road East

The Board of Commissioners meeting was called to Order by Commissioner Houghttelling at 1805 hrs.

Board of Commissioners in attendance – Vice Chair Commissioner Curt Spahn (via phone), Commissioner Doug Houghttelling & Commissioner Scott Spade.

Administrative Assistant – Amanda Blankenship

Fire Chief – Doug Fosburg

Additional attendees on sign in sheet.

Pledge of Allegiance

Public Comment: None.

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

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

- April Payroll: \$13,533.13
- Revenue from April 18th to May 15th: \$207,971.00
- AP from April 18th to May 15th: \$17,337.00
- May transfer of funds request: \$30,870.13
- Collection/Write-off/Refund: \$0 sent to collections, \$791.92 in 2nd collection letters sent, \$2,378.40 initial collection letters sent, \$50 for payment plans received.
- April 24th, 2024 BoC Meeting Minutes

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

Fund Reports: The Admin Assistant presented the Board with the County fund balance statements & bank statements for review.

- April Fund Balances: GEN \$183,079.36, EMS \$414,923.83, Bond \$170,229.30, Capital Projects \$500

Chief's Report: Chief Fosburg reported total calls last month to be 29; 2 Fire, 27 EMS, 6 calls with a medic, 4 downgrades, 4 AEMT/ALS mutual aid requests by LC Fire District 8 and C-31 mileage is 74,403.0. Chief stated the DNR FEPP Grant for the front monitor and lights was submitted for the B-32 International. The monitor costs about \$7,300 with all needed items to mount it. DNR notified the district that the district is awarded both the \$7,000 for the monitor and the \$3,500 for the B-31 LED scene lighting and tires.

Chief presented the Board with quotes for Globe firefighter turnouts PPE: Jacket \$1,744.20 & Pants \$1,375.30 and stated he acquired a quote to buy 20 sets of the PPE at \$67,256 and asked the Board's thoughts on how to finance. Commissioner Spahn stated for the admin assistant to inquire into Local Lending and a short-term loan with the County and asked the Chief what the interest rate would be to finance with LN Curtis from whom the quotes were received. Chief stated he will check into the interest rate with LN Curtis. Commissioner Spahn asked for a price quote on new UST helmets as well for a cost savings compared to the traditional helmets and the lighter weight is desired. Chief stated all the current traditional helmets are expired and will check into the pricing of the UST helmet.

Chief stated there is no fire district boundary sign on the East end of the fire district and the West end sign was damaged by the snow plow. Chief plans to purchase new signs at DOT specifications and DOT agreed to install them.

B. Edgington passed his NREMT test and the state certification was submitted. A CPR Instructor class will be held at the main station on May 18th. A donation of CPR manikins was donated anonymously to the fire district.

At station 3-1 Mossyrock Rd E, A-31 EGR valve was replaced, T-31's suction on the primer motor is being repaired. Station 3-2 on Flynn Rd, still removing USFS decals from B-32 type 3 engine, corresponding with DNR to get B-32 license transferred to the district. Station 3-3 Green Mountain, Captain Foglio mowed the lawn and trimmed lower tree limbs back, but more limbs need to be trimmed that are too high to reach.

Chief advised that he installed the battery on the skid unit that is sitting on the bulldog trailer at Stn 3-2 so it can be used, but still needs to mount the unit onto the trailer. Commissioner Houghtelling asked Chief to finish outfitting the skid unit trailer so it can be used this summer for brush fires if needed.

Administrator's Report: The admin assistant advised that the 2023 annual report to the State Auditor's office is almost complete and is on track to be submitted before the due date of May 29th. Presented 2 options for A-board designs to the Board and Chief for input on which they like best. Admin stated she plans to place the A-board sign on the morning of a Board meeting day and will pick it up after the meeting. When Randall Sasser, the Mayor of Mossyrock, was contacted for permission to place the sign in front of the community center, he suggested to place the sign on the sidewalk at the corner of Mossyrock Rd. and Williams St. in front of his auto store to get as much visibility as possible. Everyone at the meeting gave their input on the desired design.

The district was notified of River Valley Health closing business at the end of the year. In preparation of this, the district is now able to send personnel to Arbor Health in Mossyrock to obtain their firefighter physicals.

For the month of April, there were 17 incidents billed, of those 6 were ALS 1, 1 was ALS 2 and 10 were BLS.

Old Business: At 1845, the Board entered into executive session per RCW 42.30.110(1)(g) to review performance of an employee for 10 minutes. At 1855, the Board exited executive session and Commissioner Spade moved to approve the updated admin assistant job description as presented with updates discussed by the Board in the previous meeting. Commissioner Spahn seconded the motion. Motion carried with 2 of 3 members voting in the affirmative, 3rd member recused himself.


New Business: The admin assistant presented the 2022 GEMT Audit findings to the Board showing a successful audit by Myers and Stauffer with an overall difference of \$82 due to revenue interest and misc. income offsets allowed for adjustments per 2 CFR Section 413.153(b)(2)(iii) and CMS Pub 15-1, Section 2328 Regulation. The admin assistant noted that these offset adjustments will be taken into consideration in future reports. Commissioner Spade moved to accept the 2022 GEMT audit as presented. Commissioner Spahn seconded the motion. Motion carried with all members voting in the affirmative.


Good of the Order: Chief reminded the Board he will be on vacation starting June 19th till June 27th and will not be available to attend the Board meeting on June 19th.

Meeting adjourned: With no other business presented, Commissioner Houghtelling adjourned the meeting at 1902 hrs. These are the minutes of May 15th, 2024 Lewis County Fire District #3 meeting, hereby approved as written on this 19th, day of June 2024.

Prepared by:


Administrative Assistant
Amanda Blankenship




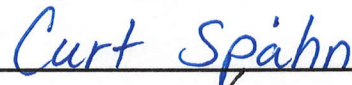
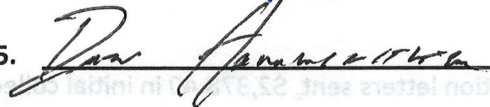
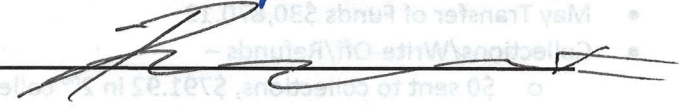

Commissioner #1 – Doug Houghtelling


Commissioner #2 – Scott Spade


Commissioner #3 – Curt Spahn

Board of Fire Commissioner
Meeting Agenda
May 15th, 2024, 1800 hrs
At 238 Mossyrock Road East

Sign In Sheet

	<u>Signature</u>	<u>Print</u>
1.		Doug Fosburg
2.		SCOTT SPADE
3.		Amanda Blankenship
4.		via phone
5.		
6.		
7.		
8.		
9.		
10.		