

**Board of Fire Commissioner
Meeting Agenda
June 21st, 2023, 1800 hrs
At 238 Mossyrock Road East**

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

Approval of Agenda

Consent Agenda

- Payroll for May - \$12,643.84
- Revenue last mtg to today - \$65,554.61
- AP last mtg to today - \$42,150.21 (Incl. UTGO Bond semi-annual payment)
- Transfer of Funds \$54,794.01
- Collections/Write-Off/Refunds –
 - \$0 sent to collections, \$260 in 2nd collection letters sent, \$2,734.20 in initial collection letters sent, \$100 was received for an aid fee payment plan, \$0 in Charity request.
- May 17th BoC Meeting Minutes

Fund Reports

- May: GEN \$125,870.22, EMS \$421,669.54, Bond \$170,392.43 & Capital Projects \$0.41
- **Executive Session RCW 42.30.110(1)(g) Review Personnel (30 minutes)**

Reports

- Chief Report
- Admin Assistant Report

Old Business

- Zoom Meeting cost for EMS Council \$113.12

New Business

- Resolution 23-03 Payroll Leave Benefits Update
- B-31 Quotes

Good of the Order

Adjourned

**Lewis County Fire District #3
Commissioner's Meeting Minutes
June 21st, 2023 @ 1800 hrs
@ 238 Mossyrock Road East**

The meeting of the Board of Commissioners was called to Order by Chairperson Houghtelling at 1803 hrs.

Board of Commissioners in attendance – Chair Commissioner Doug Houghtelling, Vice Chair Commissioner Marty Majors, Commissioner Curt Spahn via phone.

Administrative Assistant – Amanda Blankenship

Fire Chief – Doug Fosburg

Additional attendees on sign-in sheet

Pledge of Allegiance

Public Comment: None.

Commissioner Spahn moved to approve the agenda without the executive session.

Commissioner Majors seconded the motion. Motion carried with all members voting in the affirmative.

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

- May payroll \$12,643.84
- Revenue from last meeting to today: \$65,554.61
- AP from last meeting to today: \$42,150.21, which includes the semi-annual UTGO Bond payment.
- Transfer of Funds Request: \$54,794.01
- Collection/Write-off/Refund: \$0 sent to collections, \$260 in 2nd collection letters sent, \$2,734.20 initial collection letters sent, \$0 in charity request received and \$100 from payment plans received.
- May 17th, 2023, BoC Meeting Minutes draft

Commissioner Majors moved to approve the consent agenda as presented. Commissioner Spahn seconded the motion. Motion carried with all members voting in the affirmative.

Fund Reports: The Admin Assistant presented the Board with the May 2023 County fund balance statements & bank statements for review.

- Fund Reports: GEN \$125,870.22, EMS \$421,669.54, Bond \$170,392.43 & Capital Projects \$0.41

Chief's Report: Chief Fosburg advised the total calls for last month were 39, 7 Fire, 32 EMS, 17 calls with medics and 25 total mutual aids for District 8 in 2023. The communications meeting (CUC) voted and accepted the proposal of 2/10 of 1% sales tax with no votes against and a few who abstained in the circumstance of not having 100% of the members of a Board in support of the tax. The Rapid Extrication Module (REM) team from Bend, OR will instructing at LC

District #3 from June 26-29 to train on over the bank vehicle extrication and patient access. Chief advised an AEMT class is still in the research phase.

At station 3-1 Mossyrock Rd E, purchased mounting brackets for dumpster enclosure and Image Trend data migration has started. Station 3-2 on Flynn Rd. B-31 transmission lead has been repaired by the Co-Op and was advised that a brake change needs to be evaluated. Chief quoted the local auto parts store at \$4500 in parts and stated the quote from the Co-Op was only \$4000. Commissioner Spahn stated that the district needs to replace the current B-31 with an updated chassis. Commissioner Majors stated that Richie Bros. is auctioning soon and asked Chief to look into the trucks getting ready to auction. Chief mentioned that DirtWorx has a 4x4 service truck sitting in their lot. Commissioner Spahn asked the admin assistant to get the details on local lending. Station 3-3 Green Mountain, no new news.

Administrator's Report: The admin assistant advised that the WSU weather station is scheduled for installation sometime in July or August. The annual State Auditor reporting has been completed and submitted to the state. Amanda followed up with feedback to the Board on the Chelan seminar and mentioned she is filing data requests with the county to research the new information from the seminar. For example, a request of data was sent to the county elections to find out what our voter turnout was for the past 5 year for the primary and general elections and a flier is being created to send to the community about the levy facts.

Out of April's 39 calls, we billed 22 EMS incidents, 7 BLS & 15 ALS.

Old Business: Commissioner Houghtelling stated he saw an invoice for the district to pay for an annual zoom subscription for the EMS Council and asked the Chief to ensure that the other entities in the EMS Council are responsible for their share of the cost or a guarantee that each entity will take an annual turn paying for the cost. Chief responded that fire district #8 provided access to their zoom account they have for their monthly commissioner meetings, but there was a conflict in use of their account while they were using it for district business.

New Business: The admin assistant presented to the Board Resolution 23-03 to add Juneteenth as a new federal paid holiday. Chief asked that his comp time be adjusted to include calls up to 2 hours before his shift. The Commissioners agreed to review this Resolution at the end of the year when employee evaluations are completed. Topic tabled until the end of the year Resolution updates. The Board advised the Chief until the resolution updates that if he arrives at the station up to 2 hours early for an incident response and it continues into his shift, to communicate to the Board that he would like to leave work early for that same amount of time.

Chief reviewed the brush truck in his report, but asked if the Board would like Chief to take B-31 out of service due to safety. The Commissioners responded in the affirmative to take it out of service as it is not safe to drive. Commissioner Houghtelling advised that he would like a resolution made for July meeting to surplus the brush truck and asked the Chief to remove the skid unit from it and any other gear the district intends to keep for the next truck.

Good of the Order: Chief advised that he will be requiring any personnel that the district sponsors through the AEMT class to sign a contract that will require the person to commit to at least 1 weekend shift per month. The Board supported the Chief.

Meeting adjourned: With no other business presented, Chairperson Houghtelling adjourned the meeting at 1900. These are the minutes of June 21st, 2023 Lewis County Fire District #3 meeting, hereby approved as written on this 19th, day of July 2023.


Commissioner Chair – Doug Houghtelling


Commissioner – Marty Majors

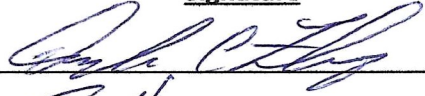

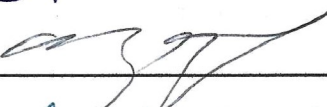

Commissioner – Curt Spahn

Prepared by:


Administrative Assistant
Amanda Blankenship

Board of Fire Commissioner
Meeting Agenda
June 21st, 2023, 1800 hrs
At 238 Mossyrock Road East

Sign In Sheet

	<u>Signature</u>	<u>Print</u>
1.		Doug Fosburg
2.		Dave Hovett
3.	Amanda Blankenship	Amanda Blankenship
4.		Marty Majors
5.	Curt Spahn	via phone
6.		
7.		
8.		
9.		
10.		