**Lewis County Fire District #3**
**Commissioner's Special Meeting Minutes**
**June 23rd, 2021 @ 6PM**
**@ 238 Mossyrock Road East & via zoom**

The meeting of the Board of Commissioners was called to Order by Chairperson Majors at 1809.

Board of Commissioners in attendance – Chair Commissioner Marty Majors & Commissioner Doug Houghtelling. Commissioner Curt Spahn absent.
Administrative Assistant – Amanda Blankenship
Fire Chief – Doug Fosburg
No additional attendees

**Pledge of Allegiance**

**Consent Agenda:** The Admin Assistant read the consent agenda details aloud to the Board:

- May Payroll $12,175.53
- AP and Transfer of Funds Request: $85,937.17
- Collection/Write-offs: $209.49 Charity Application review 2020-134
- May 6th, 2021 BoC Special Meeting Minutes

After review and discussion, Commissioner Houghtelling moved to approve the consent agenda excluding the Charity Application. Commissioner Majors seconded the motion. Motion carried with all members voting in the affirmative. Commissioners denied the Charity Application and asked that he be contacted to set up a payment plan.

**Fund Reports:** The Admin Assistant presented the Board with the account & fund statements for review.

- Treasurer's Report (May): GEN $125,239.82, EMS $256,752.60, Construction $34,393.58, Bond $118,780.76
- Columbia Bank Account (May) $119,644.61
- Checks & Square Received: $139.41 2020-206 Aid Fee PIF ck #2079

**Chief's Report:** Fire Chief Fosburg stated calls for May 23, 3 Fire 20 EMS. No medics this month, totaling 26 calls with the Medics for the Fiscal Year. Chief informed the Board that the architect asked if we would like to extend the contract to include a final walk through ensuring the items on the prewalk through list were addressed. Chief ensured the Board that he and the Admin Assistant can follow up on the prewalk through list items including touch up paint, kitchen cabinet/drawer handles, gutters, etc. The Commissioners agreed to decline extension of the architect contract. Chief advised that the audio/visual equipment has been received, but do not plan to install until Glacier is completely finished and that he received the estimate from Travers Electric to upgrade and install more security cameras estimating about $4700. Chief informed the Board that the annual awards had been ordered and will be picked up Friday and the time in service jacket in a couple weeks. Chief asked the Board what their thoughts were on the proposed gas-powered remount A31A. The Board decided to table the topic till next

meeting. Chief advised that R. Smith did not pass the EMT class and discussion of cost reimbursement. Chief stated he spoke with Adventure Medics recently and met the new person taking Matt's place and advised there is an MCI exercise being held this summer and we are invited to attend or participate. Chief reported at station 3-1 SCBA flow tests are complete, T31 is back in service and has new tires, A31 needs a valve cover gasket replaced, tires and an alignment, Station 3-2 the grass needs mowed or brush hogged, B31 needs tire repair for flat and no issues at Station 3-3. Chief reported C31 Mileage increased 743.6 miles to a total of 49,640.2.

**Administrator's Report:** The Admin Assistant Amanda advised the Board she has reviewed the Phase 2 contract, invoicing and tracking and we are coming up to the last payment to complete the current contract until the 13A Amendment is reviewed and approved. Amanda mentioned that the State Auditor Report is complete and her next project to start is the GEMT review and is signed up for a GEMT mtg on July 7th to start gathering information and make a recommendation on whether to use PCG services this year. Amanda followed up with the Board and informed that 2 credit cards for the District have been obtained with one being held by the Chief and the other by the Admin. Amanda notified the Board that her computer is having some difficulties and she has taken the steps to move all documents and financial system to the external hard drive so no data is lost. On June 16th, Amanda attended a meeting at Arbor Health to facilitate a communication rapport between EMS and the receiving ED Department and it was a great opportunity for each District and the ED to share concerns and comments. Amanda touched on the plans for the parade.

**Inter-local Rep. Report:** Commissioner Majors stated that LCMO increased their budget to include $20,000 and $5,000 for fuel and medical supplies. LCMO asked Commissioner Majors if the letter to withdraw from District 3 is still in effect and Commissioner majors advised the Board that he confirmed with LCMO the withdrawal still is in effect. Commissioner Majors advised the Board that LCMO is now basing their fiscal year call volume for each District based on the District the incident is located in or first toned as opposed to what District transported the patient.

**Old Business:** Glacier Industries (Change Orders): The Chief stated we are down to finishing paint touch-ups, locks, gutters, adjust doors and will hopefully be completed by the 30th.

**New Business:** The Administrative Assistant read aloud the Resolution 21-03 updating payroll leave benefits that was presented for review. Commissioner Majors moved to approve Resolution 21-03 as presented. Commissioner Houghtelling seconded the motion. Motion carried with all members voting in the affirmative.

After last meeting discussion to have all Board members on the District accounts as signers, Commissioner Majors read aloud the Resolution 21-04 adding the remaining 2 Commissioners to the District account signer list was presented for review. Commissioner Houghtelling moved to approve Resolution 21-04 as presented. Commissioner Majors seconded the motion. Motion carried with all members voting in the affirmative.

The Administrative Assistant presented the Payroll Deduction Form that she is proposing the District use on an annual basis or if benefits change allowing each employee to authorize benefit deductions to be taken out of their payroll each month. The Board reviewed the form and agreed the form will be used going forward.

The Chief proposed an upgrade on our security system by Travers Electric estimate $4,700 + tax to protect the District property with better visuals. Commissioner Majors moved to approve the purchase of the upgrades for the security system. Commissioner Houghtelling seconded the motion. Motion carried with all members voting in the affirmative.

The Admin Amanda presented Resolution 21-05 updating Commissioner Compensation and Commissioner Majors read it aloud. Commissioner Majors moved to approve Resolution 21-05 as presented. Commissioner Houghtelling seconded the motion. Motion carried with all members voting in the affirmative.

Discussion about volunteer time vs. comp time occurred.

Admin Amanda presented the option to the Board to set the SFY2022 cost per transport the same as it currently is $2000 or to follow the SFY2020 cost per transport at $2183. Amanda proposed that the Board choose to keep the A0999 charge at the same $2000 it currently is to avoid any payback at the end. The Board agreed. Vehicle maintenance discussed in Chief's report.

Chief expressed that there are many pool fill requests coming in and not enough volunteers or time to get them all done so we will try and schedule them for Tuesdays during training.

**Good of the Order:** Admin Amanda asked for clarity for non-fire District personnel use of District property including CPR manikins and equipment without any scheduling or notification ahead of time. After discussion, the Board stated that the District will not be loaning out training equipment or accessories to non-fire District personnel. Chief mentioned he received a new cadet application for P. Houghtelling and gave his approval.

**Meeting adjourned:** With no other business presented, Chairperson Majors adjourned the meeting at 2025. These are the minutes of June 23rd, 2021 Lewis County Fire District #3 meeting, hereby approved as written on this 14th day of July 2021.

Commissioner Chair – Marty Majors

Commissioner – Doug Houghtelling

Absent

Commissioner – Curt Spahn

Prepared by:

Amanda Blankenship

Administrative Assistant – Amanda Blankenship