

**Board of Fire Commissioner
Meeting Agenda
October 23rd, 2024, 1800 hrs
At 238 Mossyrock Road East**

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

Approval of Agenda

Consent Agenda

- Payroll for September - \$15,195.40
- Revenue from September 19th to October 23rd - \$
- AP from September 19th to October 23rd - \$32,876.30
- October Transfer of Funds \$48,071.70
- Collections/Write-Off/Refunds –
 - \$629.59 (2 accounts) sent to collections, \$1,501.80 (1 account) in 2nd collection letters sent, \$4,269.05 (4 accounts) in initial collection letters sent, \$50 received for aid fee payment plan and one Charity request for incident #24FE223 \$1,384.80 for review.
- October 9th, 2024 BoC Special Meeting Minutes

Fund Balance

- September: GEN \$, EMS \$, Bond \$, Capital Projects \$

Reports

- Chief Report
- Admin Assistant Report

Old Business

- **Executive Session RCW 42.30.110(1)(g) Review performance of an employee (30 minutes)**
- ALS Contract Expires 11-30-24

New Business

- Fire Chief Job Description and advertisement
- Resolution 24-12 Update Bank Account Signers
- BVFF Invoice Voucher for M. Stahl FF physical
- School District Evacuation Drill

**Good of the Order
Adjourned**

Lewis County Fire District #3
Commissioner's Special Meeting Minutes
October 23rd, 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 via phone & Commissioner Scott Spade.
Administrative Assistant (AA) – Amanda Blankenship
Fire Chief (FC) –
Additional attendees on sign in sheet.

Pledge of Allegiance

Public Comment: Doug Fosburg stated he wants answers.

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

- September Payroll: \$15,195.40
- AP from September 19th to October 23rd: \$32,876.30
- October transfer of funds request: \$48,071.70
- Collection/Write-off/Refund: \$629.59 (2 accounts) sent to collections, \$1,501.80 (1 account) in 2nd collection letters sent, \$4,269.05 (4 accounts) in initial collection letters sent, \$50 for payment plan received and 1 charity request from incident 24FE223 in the amount of \$1,384.80 for review.
- October 9th, 2024 BoC Special Meeting Minutes

After discussion, Commissioner Spahn moved to approve the consent agenda as presented and suggested to offer a payment plan as low as \$50/month to the charity request. Commissioner Spade 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.

Fire Chief's (FC) Report: None at this time.

Administrative Assistant's (AA) Report: The AA stated she has been compiling GEMT data for the 2024 report due date at the end of November and was recently notified that the 2023 GEMT reporting will be audited with documentation requests throughout November. 2024 Budget will be due to the County at the end of November and the district has not received the assessed values yet to complete the Levy Resolution and Ordinance.

For the month of September, there were 9 incidents billed out of 16 EMS incidents, 4 were ALS-1 and 5 were BLS.

Old Business: At 1808 hours, the Board entered into executive session per RCW 42.30.110(1)(g) to review performance of an employee for 30 minutes. At 1838 hours, the Board exited executive session and Commissioner Spade thanked Doug Fosburg for his service

to the community and moved to approve to pay Doug Fosburg his total accrued PTO as of October 9th, 2024, a total of 461 hours and his total comp time, a total of 4 hours as a final lump sum. Commissioner Houghtelling seconded the motion. Motion carried with all members voting in the affirmative.

Doug Fosburg stated that he wants a copy of the October 9th signed meeting minutes and asked when his payment will be processed. The administrative assistant advised that she can process his last payroll tomorrow. Doug Fosburg states he wants his paystub emailed to him tomorrow then.

Mike from Adventure Medics asked the Board how much revenue ALS transports bring in to the district. The administrative assistant stated she would have to pull the report. Mike stated they do not mind being able to help with BLS calls if needed. Discussion between Mike and the Board about growth over the past year for both entities and the Board asked Mike if they can continue to discuss and they will have the administrative assistant contact Mike for further information with the intent of meeting back in November's special meeting on the 13th. The administrative assistant added that the district looks forward to working with Adventure Medics and collaborating about the upcoming EMS levy for the district in 2026.

New Business: After discussion, the Board tabled the Chief job description for advertisement until October 30, 2024 at 1800 hrs.

The AA presented Resolution 24-12 Updating Bank Account Signers for review. After discussion, Commissioner Houghtelling moved to approve the Resolution 24-12 Updating Bank Account Signers as presented and signed. Commissioner Spade seconded the motion. Motion carried with all members voting in the affirmative.

The AA presented a BVFF invoice to receive reimbursement for a firefighter physical for review. After discussion, Commissioner Spahn moved to approve the BVFF invoice to receive reimbursement for a firefighter physical as presented. Commissioner Spade seconded the motion. Motion carried with all members voting in the affirmative.

Commissioner Spahn reviewed the Mossyrock School Districts process of the evacuation drill and mentioned to make sure the school is notifying dispatch in the event of a real evacuation.

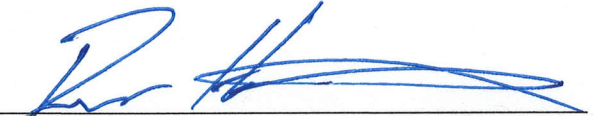
Good of the Order: Doug Fosburg demanded the administrative assistant to write up the meeting minutes for tonight and have the commissioners sign it so he can have a copy before he leaves. The administrative assistant responded, that is not going to happen tonight and that she will send him a signed copy after the next meeting when the meeting minutes from tonight's meeting are reviewed for approval and signed.

Meeting adjourned: With no other business presented, Commissioner Spahn adjourned the meeting at 1908 hrs. These are the minutes of October 23rd, 2024 Lewis County Fire District #3 meeting, hereby approved as written on this 30th day of October, 2024.

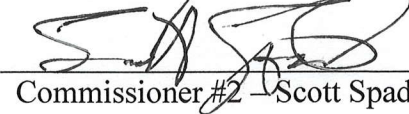
Prepared by:

Amanda Blankenship

Administrative Assistant
Amanda Blankenship



Commissioner #1 – Doug Houghtelling



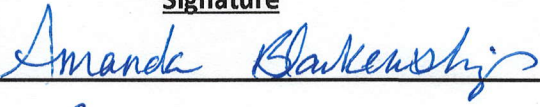
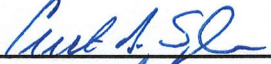
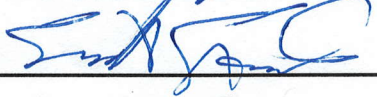



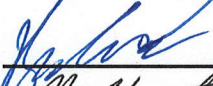

Commissioner #2 – Scott Spade



Commissioner #3 – Curt Spahn

Board of Fire Commissioner
Meeting Agenda
October 23rd, 2024, 1800 hrs
At 238 Mossyrock Road East

Sign In Sheet

	<u>Signature</u>	<u>Print</u>
1.		Amanda Blankenship
2.		Curtis B. Spain
3.		SCOTT SPADE
4.		R. Tevis
5.		D Fosburg
6.		Michael Johnson
7.		Jacob Sobriro
8.		Matthew Hawkins
9.		
10.		