Board of Fire Commissioner
Meeting Agenda
May 27th, 2026, 1800 hrs
At 238 Mossyrock Road East

Call Meeting to Order
Pledge of Allegiance
Public Comment

Approve Agenda

Consent Agenda
- Revenue from April 23rd to May 27th - $167,865.51
- Payroll for April 23rd to May 27th - $17,224.40
- AP from April 23rd to May 27th - $23,944.46
- May Transfer of Funds - $41,168.86
- April 22nd, 2026 Meeting Minutes

Fund Totals
- April: GEN $249,331.49, EMS $420,875.53, Bond $168,136.06, Capital Projects $611.06

Reports
- Chief Report
- Admin Assistant Report

Executive Session RCW 42.30.110(1)(g) Personnel Reviews (45 minutes)

Old Business
- Municipality Contracts (FP Services for City, County, State) RCW 52.30.020 Incl TPU, City of Mossyrock, State Park Ike Kinswa, Lewis County, State Mossyrock Hatchery.
- Chapter 8 Policies
- Mission Statement Application

New Business
- Lexipol
- GEMT Interim Rate Cost Per Transport

Good of the Order – Change June BoC Mtg date, conflicts with EMS Council Mtg.

Adjourned

Lewis County Fire District #3
Commissioner's Meeting Minutes
May 27th, 2026 @ 1800 hours
@ 238 Mossyrock Road East

The Board of Commissioners meeting was called to Order by Commissioner Spade at 1800 hrs. Board of Commissioners in attendance – Commissioner Doug Houghtelling, Commissioner Scott Spade & Commissioner Curt Spahn.
Administrative Assistant (AA) – Amanda Houghtelling
Fire Chief (FC) – Bill Edgington
Additional attendees on sign in sheet.

Pledge of Allegiance

Public Comment: None.

Approval of Agenda: Commissioner Spade moved to approve the agenda. Commissioner Houghtelling seconded the motion. Motion carried with all members voting in the affirmative.

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

- Revenue April 23rd to May 27th, 2026 - $167,865.51
- Payroll April 23rd to May 27th, 2026 - $17,224.40
- AP from April 23rd to May 27th, 2026 - $23,944.46
- May 2026 Transfer of Funds - $41,168.86
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After discussion, Commissioner Spade moved to approve the consent agenda. Commissioner Houghtelling seconded the motion. Motion carried with all members voting in the affirmative.

Fund Reports: The AA presented the Board with the County fund balance statements, district bank statements & the district financial system bank/fund reports for review.

- April: General $249,331.49, EMS $420,875.53, Bond $168,136.06 & Capital Projects $611.06

Fire Chief's (FC) Report: FC reported information from April 2026 & key May updates. Vehicle mileage for Command 3-1 was 86899.7 miles as of May 4th, 2026. The incident count for April was 29 incidents with 2 fire and 27 EMS. For the EMS incidents, 10 were ALS and 17 were BLS. Adventure Medics (AM) provided ALS service for 2 incidents and 6 ALS incidents were cancelled or downgraded in route, 1 ALS incident AM was not available, and 1 ALS incident transported by AM due to multiple pt's to transport.

In fire operations, D. Dillashaw and T. Manns have completed their Red Card training requirements. Four members have applied for admission to the Regional Training Academy for Firefighter 1 training.

In EMS operations, J. Edgington has completed the AEMT testing and has obtained AEMT credentials from the state. B. Edgington has completed the training and is preparing for testing. A. Edgington has moved her testing date forward to the week of June 21st. EMT class is ongoing for D. Palm and D. Dillashaw.

Engine 3-1 has an intermittent electrical problem with the fuel gauge and throttle control. The throttle control issue was identified and corrected. The fuel gauge problem has not been repeatable.

LifePak 15 Equipment has been outfitted with an onboard charger in the ambulance. The charger will keep batteries fully charged, reduce battery wear from cycling and allow the existing external charger to serve as an independent backup.

At Station 3-1 Mossyrock Rd. East, the lawn tractor was recently taken out of service for repair. The problem has been resolved and equipment back in service. During recent use, the Genie lift had a broken fan belt that was replaced and back in service. Commissioner Spade asked the Board if the district should keep the White F450 that they replaced the engine in to use the funds to purchase a rescue boat. The Board discussed call volume and amount of water rescue calls dispatched to the fire district and what is most beneficial to the community. The Board agrees to sell the F450 and then look for a boat with the proceeds. Commissioner Spahn moved to approve the surplus sale of the 2008 Ford F450 VIN ending in 3630 and use the proceeds for the purchase of a district rescue boat. Commissioner Houghtelling seconded the motion. Motion carried with all members voting in the affirmative.

At Station 3-2 Flynn Rd., John Goodwin was contacted by Chief and requested to look at the scrap metal to be removed. Mr. Goodwin has not been up to the station yet.

At Station 3-3 Green Mountain Rd., no major updates.

Administrative Assistant's (AA) Report: The AA advised the annual State Auditor report was due the end of May and on time to be complete.

AA advised the State Auditor also requested 2025 to current data for the 3-year accountability audit coming up. All data was submitted.

For the month of April, there were 9 incidents billed out of 25 EMS incidents, 2 were ALS level 1 and 7 were BLS.

Executive Session: At 1822 hrs., Commissioner Spade and Commissioner Spahn entered into executive session per RCW 42.30.110(1)(g) for personnel reviews for 45 minutes. At 1907 hrs., Commissioner Spade asked for 45 minutes extension. At 1918 hrs., an aid call initiated pause of the meeting. At 2017 hrs., aid call was complete and meeting resumed. At 2051 hrs., the Board exited executive session and Commissioner Spade announced that 6-month evaluations are complete and no changes are proposed. Commissioner Houghtelling recused from the Executive session review process.

Old Business: Municipality Contract with Tacoma Power Utility (TPU) counter proposal has been received by TPU and the district is preparing a draft counter proposal back. The draft contract to City of Mossyrock is still being reviewed by the City's council. Tabled till next meeting.

The Board discussed policy review of chapter 8. Commissioner Spahn moved to approve the policies in Chapter 8 with discussed corrections. Commissioner Spade seconded the motion. Motion carried with all members voting in the affirmative.

Commissioner Spade tabled the mission statement topic till next meeting once an artist has been contacted.

New Business: The FC discussed with the Board discontinuing the use of Lexipol due to the expense for the service provided. The cost has increased dramatically over the last couple of years. After discussion, the Board advised the FC they are open to the change but to research more and table for June.

The FC presented the Board with Chapter 9 Policies for review and table till next meeting.

The AA presented the GEMT interim rate cost per transport at $1,604.00 for approval and the AA advised to choose to receive funds at the end of the report review period instead of an estimated cost as transports are billed. Commissioner Spade moved to accept the GEMT interim rate cost per transport at $1,604.00 and to receive funds at the end of the reporting review. Commissioner Spahn seconded the motion. Motion carried with all members voting in the affirmative.

Good of the Order: The AA advised that the EMS Council has a meeting in the same location on the same day as the district next board meeting. After discussion, the Board set the next meeting for June 25th at the same time and place to accommodate.

Meeting adjourned: With no other business presented, Commissioner Spahn moved to adjourn the meeting at 2100 hrs. Commissioner Spade seconded the motion. Meeting adjourned. These are the minutes of May 27th, 2026 Lewis County Fire District #3 meeting, hereby approved as written on this 25th day of June, 2026.

Commissioner #1 – Doug Houghtelling

Commissioner #2 – Scott Spade

Commissioner #3 – Curt Spahn

Prepared by:

Amanda Houghtelling

Administrative Assistant
Amanda Houghtelling

Board of Fire Commissioner
Meeting Agenda
May 27th, 2026, 1800 hrs
At 238 Mossyrock Road East

Sign In Sheet

	Signature	Print
1.	[illegible]	SCOTT SPADE
2.	Amanda Houghtelling	Amanda Houghtelling
3.	[illegible]	CURTIS SPAHN
4.	[illegible]	DAVE HOUGHTELLIN
5.	[illegible]	William Edgington
6.		
7.		
8.		
9.		
10.		