

**Board of Fire Commissioner
Meeting Agenda
April 22nd, 2026, 1800 hrs
At 238 Mossyrock Road East**

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

Approve Agenda

Consent Agenda

- Revenue from March 26th to April 22nd - \$66,805.07
- Payroll for March 26th to April 22nd - \$20,020.96
- AP from March 26th to April 22nd - \$12,692.69
- April Transfer of Funds - \$32,713.65
- March 25th, 2026 Meeting Minutes
- April 13th, 2026 Special Meeting Minutes

Fund Totals

- March: GEN \$198,582.97, EMS \$379,562.51, Bond \$138,145.61, Capital Projects \$559.19

Reports

- Chief Report
- Admin Assistant Report

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.
- Resolution 26-04 EMS Levy Renewal
- Shift Program
- Chapter 7 Policies
- Mission Statement

New Business

- Resolution 26-05 LTGO Bond Payment Fund Allocation April 2026
- Resolution 26-06 Authorizing Commissioners to Serve as Volunteer Firefighters
- Cemetery District Meeting Location – 2nd Monday monthly?
- Chapter 8 Policies
- Fuel Tank
- Signage

Good of the Order

Adjourned

Lewis County Fire District #3
Commissioner's Meeting Minutes
April 22nd, 2026 @ 1800 hours
@ 238 Mossyrock Road East

The Board of Commissioners meeting was called to Order by Commissioner Spade at 1811 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 Spahn 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 March 26th to April 22nd, 2026 - \$66,805.07
- Payroll March 26th to April 22nd, 2026 - \$20,020.96
- AP from March 26th to April 22nd, 2026 - \$12,692.69
- April 2026 Transfer of Funds - \$32,713.65
- March 25th, 2026 Meeting Minutes
- April 13th, 2026 Special Meeting Minutes

After discussion, Commissioner Spade moved to approve the consent agenda. Commissioner Spahn 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.

- March: General \$198,582.97, EMS \$379,562.51, Bond \$138,145.61 & Capital Projects \$559.19

Fire Chief's (FC) Report: FC reported information from March 2026 & key April updates. Vehicle mileage for Command 3-1 was 86457.4 miles as of April 2nd, 2026. The incident count for March was 20 incidents with 1 fire and 19 EMS. For the EMS incidents, 8 were ALS and 11 were BLS. Adventure Medics provided ALS service for 6 incidents and 2 ALS incidents were cancelled or downgraded in route.

In fire operations, D. Dillashaw and T. Manns are currently pursuing their initial Red Card certifications. Having successfully completed the classroom portion of the course, they are scheduled for Wildland Field Day exercises on Saturday, April 25th.

In EMS operations, the Advanced EMT (AEMT) training cycle is in progress for 3 personnel. EMT J. Edgington has successfully completed the psychomotor skill week and clinical rotations in Boise, ID. EMT B. Edgington is on schedule for the week of May 11th and EMT A. Edgington following in the week of July 13th. D. Palm has started the enrollment process for EMT certification. Commissioner Spade inquired who will be managing the calls and shifts while Chief is gone to AEMT school in ID. Chief responded that there are 3 EMT's in place to cover and are communicating who will cover which days.

Aid 3-1 has been returned to service following repairs at Van Cleve Motors. In the past, the rear axle was rebuilt under warranty, further diagnostics identified the root cause of the reported vibration to be a front-end problem. Repairs to the front end were completed resolving the problem.

At Station 3-1 Mossyrock Rd. East, the station gym is now fully equipped following the donation and installation of a Solo Flex resistance weight system.

At Station 3-2 Flynn Rd., the scrap metal disposal project remains pending.

At Station 3-3 Green Mountain Rd., the power problem previously noted for Engine 3-3 were traced to a battery failure. New batteries have been installed correcting the charging problem.

Administrative Assistant's (AA) Report: The AA advised the district has received \$22,164.17 of the Bond Fund interest. This covers from the 2022 LCIP contract and forward and will continue accruing interest as long as there is a balance. A discussion on whether to pay the UTGO Bond early and after comparing the estimated interest earned vs. the interest paid, it benefits the district financially to continue with the scheduled payments rather than an early pay in full.

Patrick Sullivan from Tacoma Power Utility (TPU) emailed on April 15th advising that TPU is gathering data and discussing what services are needed from the fire district and what services TPU will perform. Patrick and Holly are presenting their findings to upper management for approval and will send the approved proposal the following week.

For the month of March, there were 13 incidents billed out of 19 EMS incidents, 6 were ALS level 1 and 7 were BLS.

Old Business: Municipality Contract with Tacoma Power Utility (TPU) is in discussion process. An approved proposed contract for City of Mossyrock has been given to the City for review and approval. Waiting on response from the City of Mossyrock. Ike Kinswa, Lewis County Shed, Mossyrock Hatchery are presented for review. After review and discussion, Commissioner Spade moved to approve the Ike Kinswa, Lewis County Shed, Mossyrock Hatchery contracts as presented with a 5-year term. Commissioner Houghtelling seconded the motion. Motion carried with all members voting in the affirmative. Commissioner Spade asked the FC to follow up with the City of Mossyrock as they have had ample time to review. Tabled for next meeting.

The AA presented the Resolution 26-04 EMS Levy for review and approval to propose an EMS Levy Lid Lift at the upcoming primary election in August. AA shared Snure's legal suggestions for the Resolution and Explanatory Statement. After updates and discussion, Commissioner Spahn moved to approve the Resolution 26-04 EMS Levy. Commissioner Spade seconded the motion. Motion carried with all members voting in the affirmative.

The FC presented a draft Shift Program with guidelines and rules with a contract for the shift worker to sign, for the Board to review. After discussion, Commissioner Spahn moved to approve the Shift Program. Commissioner Spade seconded the motion. Motion carried with all members voting in the affirmative. Commissioner Spahn suggested the staff purchase 2 small smart TVs to put in the quarter's rooms.

The Board discussed policy review of chapter 7. Commissioner Spahn moved to approve the policies in Chapter 6 as presented. Commissioner Spade seconded the motion. Motion carried with all members voting in the affirmative.

Commissioner Spade presented examples of font for the mission statement to be ordered as a vinyl application. After review, the group preferred the courgette font option and to check around for a local artist to apply the statement on the hallway wall in the station.

New Business: The AA presented Resolution 26-05 LTGO Bond payment Fund allocation for the Board to review. After review, Commissioner Houghtelling moved to approve the Resolution 26-05 LTGO Bond payment Fund allocation as presented. Commissioner Spahn seconded the motion. Motion carried with all members voting in the affirmative.

The AA presented Resolution 26-06 Authorizing Commissioners to Serve as Volunteer Firefighters for the Board to review. After review, Commissioner Houghtelling moved to approve the Resolution 26-06 Authorizing Commissioners to Serve as Volunteer Firefighters as presented. Commissioner Spahn seconded the motion. Motion carried with all members voting in the affirmative.

The AA stated that the local municipality Lewis County Cemetery District #2 in Mossyrock is needing a new location for their monthly meeting and asked if the Board would approve the use of the fire district meeting room. After discussion, Commissioner Spahn moved to approve use of the meeting room monthly to the local municipality Lewis County Cemetery District #2 as long as it does not hinder district business or trainings. Commissioner Spade seconded the motion. Motion carried with all members voting in the affirmative.

The FC presented the Board with Chapter 8 Policies for review and table till next meeting.

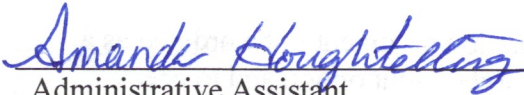
The FC inquired about putting a fuel tank onsite at the main station to have the option of purchasing fuel in bulk at a lower price. FC states he is inquiring with Stanley Oil for a quote for a 500-1000-gallon tank to be stored near the dumpster. The FC intends to build a wooden enclosure to match the dumpster enclosure.

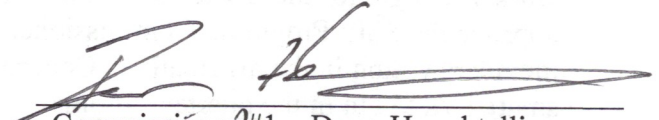
Discussion of EMS Levy signs to the community.

Good of the Order: The AA reminded the Board and Chief that she will be out of District for Memorial Day weekend.

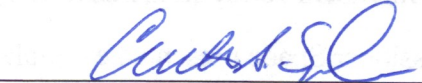
Meeting adjourned: With no other business presented, Commissioner Spade moved to adjourn the meeting at 2121 hrs. Commissioner Spahn seconded the motion. Meeting adjourned. These are the minutes of April 22nd, 2026 Lewis County Fire District #3 meeting, hereby approved as written on this 27th day of May, 2026.

Prepared by:


Administrative Assistant
Amanda Houghtelling

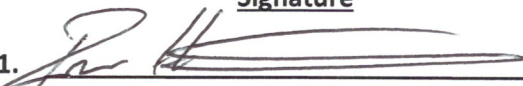
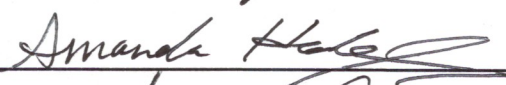
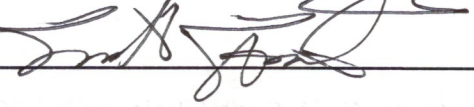

Commissioner #1 – Doug Houghtelling


Commissioner #2 – Scott Spade


Commissioner #3 – Curt Spahn

Board of Fire Commissioner
Meeting Agenda
April 22nd, 2026, 1800 hrs
At 238 Mossyrock Road East

Sign In Sheet

	Signature	Print
1.		Raven HOSHETTELLINGER
2.		William Edgington
3.		CURTIS SPARH
4.		Amanda Hough telling
5.		SCOTT SPADE
6.		
7.		
8.		
9.		
10.		