

**Board of Fire Commissioner
Meeting Agenda
September 24th, 2025, 1800 hrs
At 238 Mossyrock Road East**

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

Consent Agenda

- Revenue from August 29th to September 24, 2025 - \$17,642.35
- Payroll for August - \$17,197.77
- AP from August 29th to September 24, 2025 – \$20,851.07
- September Transfer of Funds - \$38,048.84
- Collections/Write-Off/Refunds – Waiver Authorization \$290.00
- August 28th, 2025 Meeting Minutes

Fund Balance

- August: GEN \$210,722.45, EMS \$394,781.60, Bond \$179,816.86, Capital Projects \$398.44

Reports

- Chief Report
- Admin Assistant Report

Old Business

- Mission Statement
- General Levy Lid Lift
- Municipality Contracts (FP Services for City, County, State) RCW 52.30.020 Incl TPU

New Business

- Policy Review
- 2026 Budget
- Adventure Medics Contract
- Bond Fund Interest
- Centralia/Chehalis Cooperative Annual Agreement
- Resolution 25-05 Billing

**Good of the Order
Adjourned**

**Lewis County Fire District #3
Commissioner's Meeting Minutes
September 24th, 2025 @ 1800 hours
@ 238 Mossyrock Road East**

The Board of Commissioners meeting was called to Order by Commissioner Spahn at 1804 hrs.
Board of Commissioners in attendance – Commissioner Doug Houghtelling & Commissioner Scott Spade.

Administrative Assistant (AA) – Amanda Blankenship

Fire Chief (FC) – Bill Edgington

Additional attendees on sign in sheet.

Pledge of Allegiance

Public Comment: None.

Commissioner Spade moved to approve the agenda as presented. Commissioner Spahn 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 from August 29th to September 24th, 2025 - \$17,642.35
- August Payroll - \$17,197.77
- AP from August 29th to September 24th, 2025 - \$20,851.07
- Transfer of funds August 29th to September 24th, 2025 - \$38,048.84
- Collection/Write-off/Refund – Waiver authorization \$290 25FE093
- August 28th, 2025 Special Meeting Minutes

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.

- August: General \$210,722.45, EMS \$394,781.60, Bond \$179,816.86 & Capital Projects \$398.44

Fire Chief's (FC) Report: FC advised, the mileage on Command 3-1 as of September 1st, is 84,018.3 miles. The incident count for August was 42 incidents with 4 fire and 38 EMS. For the EMS calls, 25 were ALS and 13 were BLS. Adventure Medics (AM) was available for 20 of the 25 ALS calls.

The final selections of the SAFER Grant have not been announced and will continue through the end of September. C. Fithen has received his EMT license from the state. Stryker completed the annual service and maintenance for the medical equipment in Aid 3-1 and Aid 3-2. This includes service for the power cots, power loading system, LifePak 15's and LUCAS devices.

Stryker is recommending replacement batteries be purchased for the LUCAS devices due to age. The material cost quoted for 3 replacement batteries is \$2,583.90.

The 2008 F450 service truck continues to move through the repair and refit process. This vehicle was originally purchased with the intent to outfit as a brush truck, but after discussion, the plan is to outfit as a rescue truck and become Rescue 3-1. The district does not have a rescue truck currently. Brush 3-2 remains at the Co-Op for a major mechanical failure. The mechanic at the Co-Op reports the turbo is not salvageable and the estimate cost to replace the turbo is \$3700 plus incidentals. The mechanic advised there is a possibility that the intercooler was damaged also and will be testing to confirm. If the intercooler also needs to be addressed, the cost quote is estimated to double. DNR, who owns the borrowed vehicle, has been approached for financial assistance with repair their truck. Nick Cronquist from DNR reports they have no budget to assist the fire district currently.

At Station 3-1 Mossyrock Rd. East, fencing around the garbage dumpster has been repaired correcting the leaning side walls. The apparatus door for bay 4 motorized chain drive system was repaired.

At Station 3-2 Flynn Rd., security cameras have been performing well with no noteworthy activity since installment. Appears the cameras are working as a deterrent to the issues that were happening prior to installment.

At Station 3-3 Green Mountain Rd., apparatus bay doors have been adjusted to increase the opening tension to increase the height the door rises to when open to clear the updated apparatus when pulling in and out. Debris from the tree limbing operation had been moved into a pile at the edge of the property. Rain gutters have been cleaned and inspected for repairs.

Administrative Assistant's (AA) Report: The AA stated she will attend the WA Fire Chief's Administrative Support conference in Wenatchee September 29th to October 1st and will be leaving early the 29th and return late the 1st.

The 2025 GEMT reporting period is now open and data has been received from our billing dept. SDW and from the Health Care Authority. 2025 GEMT is due November 30th.

Received a response from the Lewis County Treasurer office about the inquiry of Bond Fund interest that did not give a reason why interest is not being accrued. Seeking more information from council on how to proceed and will draft another email and send to the Board to review prior to sending to the County. The AA will adjust the 2026 levied amount as taxes come in for 2025 that will rollover and offset revenue needed for the final year of the 2016 UTGO Bond payments. The district is making this adjustment to ensure only the obligated amount is levied from the tax payers in 2026 considering the rollover from 2025 in the Bond Fund.

The districts council is in contract negotiations with Tacoma Public Utilities (TPU) and is submitting a counter proposal contract to TPU for emergency protection services provided to all their properties in the fire district. This contract is a 5-year contract and in the past TPU grossly underpaid less than \$2000 annually for all emergency services provided.

For the month of August, there were 22 incidents billed out of 38 EMS incidents, 7 were ALS level 1, 1 was ALS level 2 and 14 were BLS.

Old Business: FC presented some examples of mission statements for the Board to review. After discussion, it was decided that the district's new mission statement is: Proud to serve, ready to respond, and committed to our community.

Some discussion of what the district could do if the General Levy Lid Lift passes and ideas on what the community might want to know to be more informed. The Board discussed municipality contracts and are waiting on TPU negotiations and will reach out with other municipality contracts prior to the end of the year.

New Business: FC presented draft policies for the Board to review, approve, and discuss future policies to update. Policies in the 100's-200's were reviewed. After review, Commissioner Spade moved to approve policy numbers 100's-200's as presented. Commissioner Spahn seconded the motion. Motion carried with all members voting in the affirmative.

The AA presented the first draft of the 2026 budget. Wish list items were discussed and suggestions given. Discussion about the expiring Adventure Medics (AM) contract ensued and the FC was advised to contact AM and notify intent to negotiate and not auto renew. With the current \$80,000 cost of ALS service with Adventure Medics, the district will be over budget and will have to cut expenses in other areas like protective equipment, maintenance and training. Commissioner Houghtelling discussed communicating with Medix and Fire District 8 in Salkum or return to only providing BLS service.

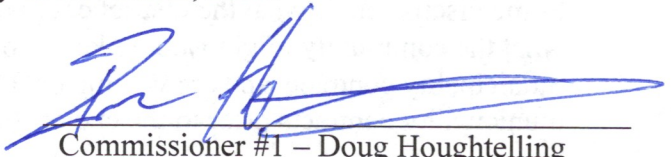
The Centralia-Chehalis Cooperative Annual Agreement was presented for review. After discussion, Commissioner Spade moved to approve the Centralia-Chehalis Cooperative Annual Agreement as presented. Commissioner Houghtelling seconded the motion. Motion carried with all members voting in the affirmative.

The Board and FC discussed expensive repair cost of Brush 3-2 at the Co-Op. Commissioner Spahn moved to approve the repair cost of Brush 3-2 at the Co-Op. Commissioner Spade seconded the motion. Motion carried with all members voting in the affirmative. The truck will be an asset to the district on brush fires once in service.

The AA presented Resolution 25-05 Recovery of Costs for Services for the Board to review. After discussion, Commissioner Spade moved to approve the Resolution 25-05 Recovery of Costs for Services as presented. Commissioner Spahn seconded the motion. Motion carried with all members voting in the affirmative.

Good of the Order: The antique airhorn was discussed to have it restored for nostalgia and blown on Tuesdays for training. After discussion, it was determined that the district does not have funds for this but the topic will be presented to the fireman's fund.

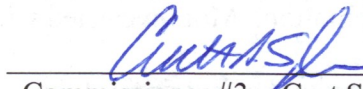
Meeting adjourned: With no other business presented, Commissioner Spahn adjourned the meeting at 1929 hrs. These are the minutes of September 24th, 2025 Lewis County Fire District #3 meeting, hereby approved as written on this 5th day of November, 2025.



Commissioner #1 – Doug Houghtelling

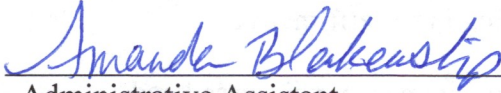


Commissioner #2 – Scott Spade



Commissioner #3 – Curt Spahn

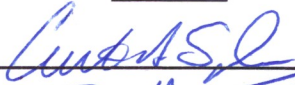
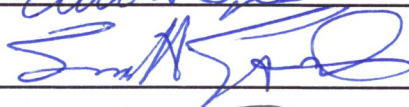
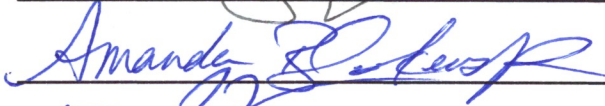
Prepared by:



Administrative Assistant
Amanda Blankenship

Board of Fire Commissioner
Special Meeting Agenda
^{SEP. 24} ~~August 28th~~, 2025, 1800 hrs
At 238 Mossyrock Road East

Sign In Sheet

	<u>Signature</u>	<u>Print</u>
1.		CURTIS SPAIN
2.		SCOTT SPADE
3.		William Edgington
4.		Amanda Blankenship
5.		Jana Hostetler
6.		
7.		
8.		
9.		
10.		