

**Board of Fire Commissioner
Meeting Agenda
June 19th, 2024, 1800 hrs
At 238 Mossyrock Road East**

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

Approval of Agenda

Consent Agenda

- Payroll for May - \$13,533.11
- Revenue from May 15th to June 19th - \$28,583.84
- AP from May 15th to June 19th - \$28,259.70
- June Transfer of Funds \$41,792.81
- Collections/Write-Off/Refunds –
 - \$526.36 sent to collections, \$2,643.96 in 2nd collection letters sent, \$500 in initial collection letters sent, \$50 received for aid fee payment plan and \$141.01 Waiver Request.
- May 15th, 2024 BoC Meeting Minutes

Fund Balance

- May: GEN \$195,830.84, EMS \$414,335.18, Bond \$175,923.24, Capital Projects \$900

Reports

- Chief Report
- Admin Assistant Report

Old Business

- **Executive Session RCW 42.30.110(1)(g) Review performance of an employee (30 minutes)**

New Business

- Vote for new Board Chair and Vice Chair
- Cost of International B-32 Monitor \$8,542.64 (DNR Grant pays \$7000)
- 2025 DSHS GEMT Interim Cost per Transport \$2,242.00 Options

**Good of the Order
Adjourned**

**Lewis County Fire District #3
Commissioner's Meeting Minutes**

**June 19th, 2024 @ 1800 hrs
@ 238 Mossyrock Road East**

The Board of Commissioners meeting was called to Order by Commissioner Houghtelling at 1810 hrs.

Board of Commissioners in attendance – Vice Chair Commissioner Curt Spahn (via phone), Commissioner Doug Houghtelling & Commissioner Scott Spade.

Administrative Assistant – Amanda Blankenship

Fire Chief – Doug Fosburg

Additional attendees on sign in sheet.

Pledge of Allegiance

Public Comment: None.

Commissioner Spade moved to approve the agenda. 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:

- May Payroll: \$13,533.11
- Revenue from May 15th to June 19th: \$28,583.84
- AP from May 15th to June 19th: \$28,259.70
- June transfer of funds request: \$41,792.81
- Collection/Write-off/Refund: \$526.36 sent to collections, \$2,643.96 in 2nd collection letters sent, \$500 in initial collection letters sent, \$50 for payment plans received and \$141.01 waiver request.
- May 15th, 2024 BoC Meeting Minutes

After discussion, Commissioner Spade moved to approve the consent agenda as presented. Commissioner Spahn seconded the motion. Motion carried with all members voting in the affirmative.

Fund Reports: The Admin Assistant presented the Board with the County fund balance statements & bank statements for review.

- May Fund Balances: GEN \$195,830.84, EMS \$414,335.18, Bond \$175,923.24, Capital Projects \$900

Chief's Report: Chief Fosburg was absent, but Assistant Chief Richie Tevis reported total calls last month to be 31; 0 Fire, 31 EMS, 10 calls with a medic, 3 downgrades, 3 AEMT/ALS mutual aid requests by LC Fire District 8 and C-31 mileage is 75,468.0. Assistant Chief stated the DNR FEPP Grant for the front monitor on Brush 32 and the scene lights and winch for Brush 31 will need to be mounted. Commissioner Houghtelling added that the winch will need to be mounted to a brush guard and would like a full one with headlight hoops and what type of cable or

synthetic is the quote? The admin assistant added that it was approved and that funds have been received this morning. WSRB review is complete and will receive results in 60 days. Pump testing was completed on June 6th with Engine 33 not passing due to a leaking tank to pump valve. Commissioner Houghtelling asked the other members what is the minimum gallons for a replacement truck in Station 33? Commissioner Spahn stated he would like to have a pumper tender truck with at least 2000 gallons. Commissioner Houghtelling mentioned with the low bay door size, a larger truck probably won't fit. Chief purchased a district boundary sign for the East end of the district on Hwy 12 and plans to have DOT install it.

Chief's report advised that the new OSHA standard 1910.156 coming soon could cost the district a lot of money. The open comment period is now till July 22nd, 2024. An extrication class will be offered in September costing \$500 per student located in Lewis County Fire District #8's Fire Station and Chief would like to send 2-3 personnel. Chief stated he is going to inquire with the Lewis County Fire Chief's Association for financial help on the cost. The Assistant Chief provided a packet of information about Impact Fees put together by the Chief for the Board to review. Commissioner Spahn asked to table the Impact Fees till next month when Chief is able to attend for questions.

After the CPR Instructor Class on May 18th the district has 5 Certified CPR Instructors available to the community.

At station 3-1 Mossyrock Rd E, for the water system, a water boost pump pressure switch was replaced and now working as intended. Station 3-2 on Flynn Rd, Brush 32 is now licensed to the district. Station 3-3 Green Mountain, no updates.

The admin assistant offered to type up pump operating instructions for the Assistant Chief and install them inside the door next to the pumps on each truck. Turnout PPE replacement gear measurements are scheduled for July 8th for 6 sets for T. Foglio, J. Browning, W. Edgington, J. Edgington, C. Fithen & J. Fosburg. Commissioner Houghtelling asked to see a list of the personnel and who has expired gear, who does not and when the gear does expire. Commissioner Spahn agreed he'd like to see the same information.

Administrator's Report: The admin assistant advised the Board that the 2023 reporting to the State Auditors Office was complete and turned in on May 23rd with a copy sent to the Board via email. Annual invoices are showing a steady increase of 6-7% in all categories of expense.

Created a turnout replacement program by using the funds budgeted last year and not spent elsewhere (\$10,200) and this year (\$10,200) based from estimates given by the Chief to purchase 6 sets of turnouts (estimate \$22,764.13 incl. tax) then 2 sets each following year and will not require financing. The district would only spend \$2364.13 that was not budgeted already for turnouts.

Attended the CPR instructor renewal class on May 18th. Admin noted that if CPR classes are being instructed by a paid staff member during work hours the revenue/expenses from that class should go to the Fire District as opposed to the instructor.

Joined the Image Trend User Group to help facilitate improvements in reporting. Attended a DNR Fire District Aviation Request training for our district to be able to request DNR Type 2 helicopter for wildland water support. This training was in conjunction with the Forestland Response Agreement recently signed. Attended a Nicholson and Associates seminar on 5/31 about Commissioners and Chief legal updates with a big focus on strong policies in place. A brief 4 pg synopsis was written for the Board summarizing the seminar weekend information with a closing that policy is not enough. Applying the policies is most important. Valuing, encouraging and incorporating the uniqueness of people supports growth. Intervene in bad behavior. Action and not words are the key. Another big part of the training this weekend was on Strategic Planning and the admin handed out a packet with strategic planning information and examples of another district who had a great plan in place. The admin stated she would like to help facilitate a meeting between the Board and a Strategic Planning specialist team who offered to come help the district get started and also help the Board, Chief and volunteers to create a mission statement and values. The admin advised the Board that the current Mission Statement is: To provide for the safety and health of our community and our visitors through professional emergency response, fire prevention and public education. The Board responded that they would gladly meet with the Strategic Response team the end of July, beginning of August timeframe and to reach out to see when they are available.

The admin assistant mentioned a goal of reaching out to the community through employers and established group leaders to incorporate those of who may feel like an outsider to the fire district. Also, to reach out to the High School health teacher and offer CPR assistance when teaching to the students. The need for newsletters and information fliers is consistent to keep the community involved.

For the month of May, there were 19 incidents billed, of those 11 were ALS 1, 1 was ALS 2 and 7 were BLS.

Old Business: At 1927 hrs, the Board entered into executive session per RCW 42.30.110(1)(g) to review performance of an employee for 30 minutes. At 1957 hrs, Commissioner Houghtelling asked for a 10-minute extension. At 2007 hrs, the Board exited executive session and Commissioner Houghtelling stated no decisions were made.

New Business: The admin assistant asked the Board for a vote on who may be the new Chairperson. Commissioner Spade nominated Commissioner Spahn as Chairperson. Commissioner Houghtelling seconded the motion. Motion carried with all members voting in the affirmative.

Commissioner Spade nominated Commissioner Houghtelling as Vice Chairperson. Commissioner Spahn seconded the motion. Motion carried with all members voting in the affirmative.

Assistant Chief presented to the Board the quote from NW General Fire Equipment for the cost of the Akron monitor for Brush 32 International at \$8,542.64 with a 2-4-week lead time and also a quote from Feld Fire at \$8229.45 with a 10-12 week lead time (with the DNR FEPP Program reimbursing \$7000). Commissioner Houghtelling asked for a plan and install cost. Assistant Chief stated that the Chief planned to install himself. Commissioner Spahn asked the admin assistant to reach out to Chief Jaques on recommendations of companies to install the monitor.

Commissioner Houghtelling asked for a vote on the monitor. Commissioner Spade moved to approve the General Fire quote of \$8542.64 given that it includes the harness, pump wiring and joystick. Commissioner Spahn seconded the motion. Motion carried with all members voting in the affirmative.

Commissioner asked the Assistant Chief if the water tank on the trailer had been bolted down for wildfire season yet and Assistant Chief responded that it is still tied down with straps only.

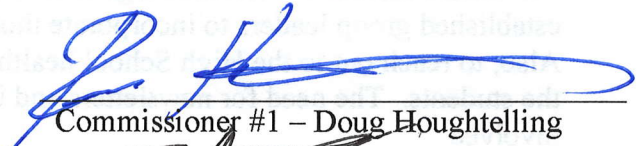
The admin assistant presented the 2025 GEMT DSHS Interim Cost per Transport \$2,242.00 options for billing the GEMT program. Commissioner Houghtelling moved to approve the 2025 GEMT DSHS Interim Cost per Transport option to receive all funds at the time of the settlement payment. Commissioner Spade seconded the motion. Motion carried with all members voting in the affirmative.

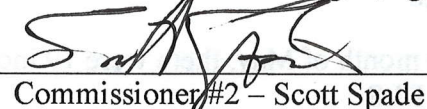
Good of the Order: None.

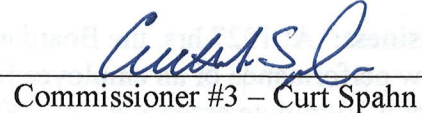
Meeting adjourned: With no other business presented, Commissioner Houghtelling adjourned the meeting at 2030 hrs. These are the minutes of June 19th, 2024 Lewis County Fire District #3 meeting, hereby approved as written on this 24th, day of July 2024.

Prepared by:


Administrative Assistant
Amanda Blankenship



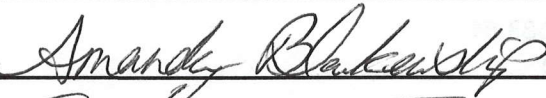

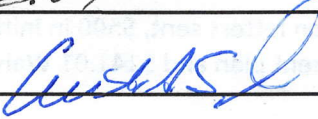

Commissioner #1 – Doug Houghtelling


Commissioner #2 – Scott Spade


Commissioner #3 – Curt Spahn

Board of Fire Commissioner
Meeting Agenda
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Sign In Sheet

	<u>Signature</u>	<u>Print</u>
1.		SCOTT SPADE
2.		Richard Tevis
3.		Amanda Blankenship
4.		Love Hartzell
5.		Curt Spahn via phone
6.		
7.		
8.		
9.		
10.		