Board of Fire Commissioner
Meeting Agenda
July 23rd, 2025, 1800 hrs
At 238 Mossyrock Road East

Call Meeting to Order
Pledge of Allegiance
Public Comment

Approval of Agenda

Consent Agenda

- Revenue from June 19th to July 23rd - $26,852.09
- Payroll for June - $19,604.83 Including Quarterly Payroll
- AP from June 19th to July 23rd – $33,743.73
- July Transfer of Funds - $53,348.56
- Collections/Write-Off/Refunds –
    - Collections – 24FE274 $1500
    - Waiver Request – 25FE005 $275
    - Waiver Request – 25FE287 $550
- April 23rd 2025 Meeting Minutes
- June 18th 2025 Special Meeting Minutes

Fund Balance

- June: GEN $223,811.05, EMS $403,977.94, Bond $171,697.88, Capital Projects $943.54

Reports

- Chief Report
- Admin Assistant Report

Executive Session RCW 42.30.110(1)(d) Review negotiations on the performance of a publicly bid contract (45 minutes)

Old Business

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

New Business

- Resolution 25-05 Billing and Collections
- Resolution 25-06 Surplus 1981 Ford Fire Truck
- Contract Review of Tacoma Power Contract ending 12-31-2025

Good of the Order
Adjourned

Lewis County Fire District #3
Commissioner's Meeting Minutes
July 23rd, 2025 @ 1800 hours
@ 238 Mossyrock Road East

The Board of Commissioners meeting was called to Order by Commissioner Houghtelling at 1807 hrs.
Board of Commissioners in attendance – Commissioner Doug Houghtelling & Commissioner Scott Spade. Chair Commissioner Spahn absent.
Administrative Assistant (AA) – Amanda Blankenship
Fire Chief (FC) – Bill Edgington
Additional attendees on sign in sheet.

Pledge of Allegiance

Public Comment: None.

Approval of the Agenda: Commissioner Spade moved to approve the agenda as presented. 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 from June 19th to July 23rd - $26,852.09
- June Payroll - $19,604.83
- AP from June 19th to July 23rd - $33,743.73
- Transfer of funds June 19th to July 23rd - $53,348.56
- Collection/Write-off/Refund - $275 (25FE005) Waiver, $550 (25FE287) Waiver & $1500 (24FE274) for collections.

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, the fire district bank/fund reports & bank statements for review.

- June: General $223,811.05, EMS $403,977.94, Bond $171,697.88 & Capital Projects $943.54

Fire Chief's (FC) Report: FC advised, the mileage on Command 3-1 as of July 1st, is 83,454.9 miles. The incident count for June was 33 incidents with 5 fire and 28 EMS. For the EMS calls, 10 were ALS and 18 were BLS. Adventure Medics (AM) was available for 9 of the 10 ALS calls.

The Safer Grant application was completed and submitted with an expected decision starting anytime after the 2nd week of August.

Vented chest seals are now placed in service on both aid vehicles. This occlusive type dressing has already been utilized by our crew on a recent call involving a gunshot wound to the chest helping to create a better outcome for the patient. Feedback from ground and flight medics who the patient was transferred to commented that our EMS team did a great job at applying the chest seal and happy to see that intervention was applied in the field prior to their arrival.

At Station 3-1 Mossyrock Rd. East, carpet restoration has been completed in the meeting room.

At Station 3-2 Flynn Rd., someone has been regularly scattering gravel from the station driveway by doing high speed turnarounds on ATVs in front of the station. The FC is researching methods of placing security cameras to document and identify the people involved. Signage will be posted for authorized personnel only and no trespassing.

At Station 3-3 Green Mountain Rd., a 1995 HME Fire Engine was bid on and purchased at auction from GovDeals. This engine has been placed in service at the Green Mountain substation replacing the retiring 1981 apparatus previously stationed there. A 2008 Ford F450 service truck has been purchased and is undergoing retrofit and repairs to convert for use with the already owned skid unit. This truck is planned to be placed in service as a brush truck at this station. The retired 1981 Western States Engine has been taken out of service and moved from Station 3-3 to Station 3-1. Equipment and hose have been removed in preparation of being old as surplus.

Administrative Assistant's (AA) Report: The AA stated that Red Cross offers CPR classes for babysitting and lifeguard and is looking forward to completing the necessary steps to become an instructor for the Red Cross as well as continuing CPR classes for the AHA. The AHA does not offer babysitter CPR/First Aid or for lifeguard specific CPR/First Aid. This will offer more services to our community and assist our younger community members in becoming aware of the importance of early bystander CPR.

The annual State Auditor reporting was completed before the due date. The AA is continuing to building depreciation schedules for district assets to meet the new requirements of the Ground Emergency Medical Transport (GEMT) reporting that will open in July to acquire reporting data.

For the month of June, there were 18 incidents billed out of 28 EMS incidents, 9 were ALS and 9 were BLS.

Old Business: Commissioner Spade asked to table the mission statement for next month. The AA advised that the district needs to advertise for Pro/Con Committee members. AA suggested that the district advertise on Facebook, fliers and on the district website. Discussion on topics to include on a Levy flier for the community too.

Commissioner Houghtelling stated at the last Lewis County Fire Commissioner meeting it was discussed that per RCW 52.30.020 there needs to be a contract for fire protection services between any City, County, State that has property to protect in the fire district. Discussion on what entities may fall under this RCW and a plan to contact the district legal council to advise on how the contract should be written. The board asked the AA to contact Brian Snure for legal council to assist in preparing a contract.

New Business: Resolution 25-05 Billing and Collections was tabled till next meeting.

Resolution 25-06 Surplus 1981 Western States fire truck was presented to the Board for review. After discussion Commissioner Spade moved to approve the Resolution 25-06 Surplus 1981 Western States fire truck and to place a reserve of $3,500.00 when listing the apparatus on GovDeals for auction. Commissioner Houghtelling seconded the motion. Motion carried with all members voting in the affirmative.

The Board reviewed the current Tacoma Power contract that is expiring at the end of 2025 and made suggestions for the email to the district legal council pertaining to what the board would like to see included in the future contract with Tacoma Power.

Good of the Order: None.

Meeting adjourned: With no other business presented, Commissioner Houghtelling adjourned the meeting at 2007 hrs. These are the minutes of July 23rd, 2025 Lewis County Fire District #3 meeting, hereby approved as written on this 28th day of August, 2025.

Commissioner #1 – Doug Houghtelling

Commissioner #2 – Scott Spade

Prepared by:

Amanda Blankenship

Administrative Assistant
Amanda Blankenship

Commissioner #3 – Curt Spahn

Board of Fire Commissioner
Meeting Agenda
June 18th, 2025, 1800 hrs
At 238 Mossyrock Road East

Sign In Sheet

	Signature	Print
1.	[illegible]	SCOTT SPADE
2.	[illegible]	R. TEVIS
3.	Amanda Blankenship	Amanda Blankenship
4.	[illegible]	Dave [illegible]
5.	[illegible]	William Edgington
6.		
7.		
8.		
9.		
10.		