

**Board of Fire Commissioner
Meeting Agenda
February 26th, 2025, 1800 hrs
At 238 Mossyrock Road East**

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

Approval of Agenda

Consent Agenda

- Payroll for January - \$16,825.27
- Revenue from January 23rd to February 26th - \$12,872.68
- AP from January 23rd to February 26th - \$21,297.55
- February Transfer of Funds - \$38,122.82
- Collections/Write-Off/Refunds –
 - \$2,078.80 (4 accounts) sent to collections, \$0 (2 accounts) in 2nd collection letters sent, \$1,269.40 (2 accounts) in initial collection letters sent, \$300 paid to office for aid fee payment.
- January 22nd, 2025 BoC Meeting Minutes

Fund Balance

- January: GEN \$176,011.80, EMS \$390,888.70, Bond \$87,353.94, Capital Projects \$926.41

Reports

- Chief Report
- Admin Assistant Report

Old Business

- Resolution 25-01 Leave Benefits
- Mission Statement
- EMS License Renewal

New Business

- Election Timeline
-

**Good of the Order
Adjourned**

**Lewis County Fire District #3
Commissioner's Meeting Minutes
February 26th, 2025 @ 1800 hours
@ 238 Mossyrock Road East**

The Board of Commissioners meeting was called to Order by Commissioner Spahn at 1807 hrs.
Board of Commissioners in attendance – Chair Commissioner Curt Spahn, 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.

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

- January Payroll: \$16,825.27
- Revenue from January 23rd to February 26th - \$12,872.68
- AP from January 23rd to February 26th: \$21,297.55
- February transfer of funds: \$38,122.82
- Collection/Write-off/Refund: \$2,078.80 (4 accounts) sent to collections, \$1,269.40 (2 accounts) in initial collection letters sent, \$300 for aid fees paid to the office.
- January 22nd, 2025 BoC Meeting Minutes

After discussion, Commissioner Houghtelling moved to approve the consent agenda as presented. Commissioner Spade 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.

- January: General \$176,011.80, EMS \$390,888.70, Bond \$87,353.94 & Capital Projects \$926.41

Fire Chief's (FC) Report: FC advised the mileage on Command 3-1 is now at 78651.3. The incident count for last month was 35 incidents with 3 fire and 32 EMS. For the EMS calls, 12 were ALS and 20 were BLS with Adventure Medics responding to 9 calls (of which 2 were cancelled due to pt AMA before on scene and extended response time) and being unavailable for 3 ALS calls.

Station 3-1 SCBA compressor had the zero gas calibration bottles replaced and preparing for the upcoming air quality test due soon. On renewal of the districts EMS license this year, the district will be renewing a BLS license and plans to apply for an ILS license once personnel complete the Advanced EMT program and become certified. DOH is requesting different updated forms

from prior years submission for the renewal. The new packet is anticipated to be complete and submitted to DOH by the required date for renewal.

At station 3-1 Mossyrock Rd. East, Traver's Electric replaced a defective breaker that was tripping the lighting in the meeting room and kitchen. The relay system for the exhaust fan in the apparatus bay has been repaired. Parts have been ordered to repair the center light fixture in the apparatus bay. Attempts to repair the CO/smoke alarm system were unsuccessful and system faults persist. Traver's Electric technician stated he thinks the sensors have reached the end of their service life and require replacement of eight sensors and reprogramming. FC is investigating alternatives that are less costly.

At station 3-2 Flynn Rd., Brush 3-1 has been relocated to Station 3-2. Brush 3-2 has been relocated to Station 3-1 for hose and equipment install and place into service. AFFF will be relocated to Stn 3-1 to prepare for disposal of 62 gallons total from 2 stations.

At station 3-3 Green Mountain Rd., major cleanup efforts were made making 2 dump runs with remaining items needing to be surplus such as a mobile foam pump.

The FC proposed a list of policy change recommendations to the Board for review. Information was given to the Board on a Fenton Fire 2000 Kenworth Pumper Tanker for \$29,900 with about 56,000 miles and a 1500-gal tank to replace the outdated Engine 3-3 at Green Mountain station. Commissioner Spade stated that the mobile foam unit can be taken to an auction in May for sale once it is declared surplus.

The district is coordinating with Washington State for the no-cost disposal of Aqueous Film-Forming Foam (AFFF). L&I was invited to the district for a proactive inspection. Reports were produced by L&I from 3 categories: Risk Management, Industrial Hygiene and Safety and Health per station.

Administrative Assistant's (AA) Report: The AA advised that all tax documents were filed and sent out timely. CPR classes are advertised and filling up with inquiries out about a Spanish version to offer the community. AA applied for a financial scholarship to attend a Resuscitation Academy October 7-8 to improve being a CPR Instructor and bring new knowledge to train with.

The AA has partnered with a new volunteer who is committed to marketing and community engagement support, Dana Edgington and also created banners for the substations that say "Volunteers Needed". Easter candy is being priced and discussions for prizes and Easter set up with the volunteers are being conducted at trainings. AA has been going to businesses and talking to the community recruiting volunteers with fliers and conversation.

The Naloxone (Narcan) programs are underway and running smoothly with about half of the ordered 20 units of Naloxone has been distributed to the community.

For the month of January, there were 19 incidents billed out of 28 EMS incidents, 7 were ALS-1 and 12 were BLS.

Old Business: Resolution 25-01 Leave Benefits, that was discussed last month, was presented for review. After discussion, Commissioner Spade moved to approve the Resolution 25-01

Leave Benefits as presented. Commissioner Spahn seconded the motion. Motion carried with all members voting in the affirmative.

The AA distributed information on Mission Statements, Vision Statements and Values Statements with examples of other Fire Districts for the Board to review.

EMS license renewal discussed during the FC report.


New Business: The AA presented to the Board the election timeline for each upcoming election for review. The Board discussed running a General Fund Levy Lid Lift and for which election to run it. After discussion, Commissioner Houghtelling moved to approve proposing the General Levy Lid Lift at the General Election on November 4th, 2025. Commissioner Spade seconded the motion. Motion carried with all members voting in the affirmative.


Good of the Order: Commissioner Spade asked that a smoke alarm program be researched for the community.

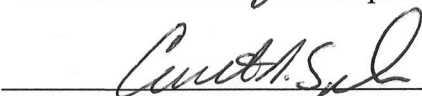
Meeting adjourned: With no other business presented, Commissioner Spahn adjourned the meeting at 1941 hrs. These are the minutes of February 26th, 2025 Lewis County Fire District #3 meeting, hereby approved as written on this 26th day of March, 2025.

Prepared by:


Administrative Assistant
Amanda Blankenship


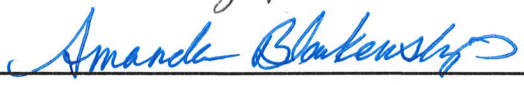
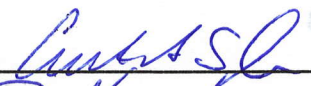

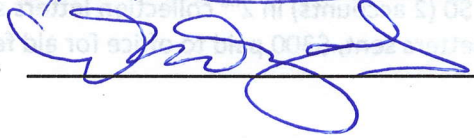

Commissioner #1 – Doug Houghtelling


Commissioner #2 – Scott Spade


Commissioner #3 – Curt Spahn

Board of Fire Commissioner
Meeting Agenda
February 26th, 2025, 1800 hrs
At 238 Mossyrock Road East

Sign In Sheet

	<u>Signature</u>	<u>Print</u>
1.		SCOTT SPADE
2.		Amanda Blankenship
3.		Curt Spahn
4.		Dave Horan
5.		William Edgington
6.		
7.		
8.		
9.		
10.		