

**Board of Fire Commissioner
Special Meeting Agenda
November 5th, 2025, 1800 hrs
At 238 Mossyrock Road East**

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

Adventure Medics

Consent Agenda

- Revenue from September 25 to October 22 - \$10,872.25
- Payroll for September - \$19,295.12 Incl. Q3 taxes and reporting
- AP from September 25 to October 22, 2025 – \$26,718.55
- October Transfer of Funds - \$46,013.67
- Collections/Write-Off/Refunds – Waiver Authorizations: 25FE060 \$1,123.40, 25FE015 \$1076.60, 25FE137 \$125.00
- September 24th, 2025 Meeting Minutes

Fund Balance

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

Reports

- Chief Report
- Admin Assistant Report

Executive Session RCW 42.30.110(1)(g) Personnel Reviews (45 minutes)

Old Business

- General Levy Lid Lift
- Municipality Contracts (FP Services for City, County, State) RCW 52.30.020 Incl TPU
- Adventure Medics Contract
- Bond Fund Interest
- 2026 Budget Workshop

New Business

- Policy Review
- Annual IT Services (Spillman) Contract
- Fee for maintenance of community meeting room per usage
- Resolution 25-07 Establishing Fees for CPR/AED/First Aid Classes
- Resolution 25-08 Public Safety or Fire Emergency Incident Mitigation Cost Recovery
- Resolution 25-09 Ambulance Transport Billing

**Good of the Order
Adjourned**

Lewis County Fire District #3
Commissioner's Special Meeting Minutes
November 5th, 2025 @ 1800 hours
@ 238 Mossyrock Road East

The Board of Commissioners meeting was called to Order by Commissioner Spahn at 1800 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.

Jacob Sobrito, the new regional manager and Matthew Hawkins attended to represent Adventure Medics in discussion of the renewal of ALS services. 3 different service options were discussed; Per-call cost model, revised annual rate with ALS transport capability and reduced annual rate with station-based deployment.

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

- Revenue from September 25th to October 22nd, 2025 - \$10,872.25
- September Payroll - \$19,295.12 incl. Q3 taxes
- AP from September 25th to October 22nd, 2025 - \$26,718.55
- Transfer of funds September 25th to October 22nd, 2025 - \$46,013.67
- Collection/Write-off/Refund – Waiver authorization 25FE060 \$1,123.40, 25FE015 \$1,076.60, 25FE137 \$125.00
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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.

- September: General \$191,908.56, EMS \$369,038.82, Bond \$183,530.80 & Capital Projects \$401.05

Fire Chief's (FC) Report: FC advised, the mileage on Command 3-1 as of October 1st, is 84,355.7 miles. The incident count for September was 32 incidents with 10 fire and 22 EMS. For the EMS calls, 14 were ALS and 8 were BLS. Adventure Medics (AM) was available for 11 of the 14 ALS incidents.

The SAFER Grant approvals remain undetermined. Notification was not delivered prior to the government shutdown. Expect the result to be sent out after the shutdown has concluded.

The 2008 F450 service truck has been reassembled but is still inoperable due to computer problems. Diagnosis and repair are ongoing. Brush 3-2 has been repaired by the Co-Op and returned to service. Brush 3-2 repairs involved replacement of both the turbo unit and engine intercooler, which tested bad after disassembly. Estimated cost is between \$7500-\$8000. Engine 3-1 has completed annual service at the Co-Op and is back in service. A cooling system flush and fill was performed to address a deficit identified during inhouse vehicle checks. Co-Op mechanics indicated the issue was caused by the wrong coolant having been added at some point in the past. Tender 3-1 has been sent to the Co-Op for annual service. An issue was identified with the seals for tank to pump and tank fill valves causing loss of vacuum pressure. This issue has been repaired and the apparatus is awaiting pickup at the Co-Op.

At Station 3-1 Mossyrock Rd. East, the SCBA compressor service has been completed.

At Station 3-2 Flynn Rd., Brush 3-2 has been placed at this station.

At Station 3-3 Green Mountain Rd., Engine 3-3 has been temporarily reassigned to Station 3-1 as back up for the Tender currently being serviced at the Co-Op.

Administrative Assistant's (AA) Report: The AA stated she inquired with Liz Loomis for information and pricing on public affairs assistance in preparation of the EMS Levy renewal in 2026. This is recommended by the AA to help liaison between the community and the fire district.

The 2024-2025 GEMT reporting period is open and due by November 30th, 2025. The districts legal counsel, Brian Snure, is assisting the district with communications between the Lewis County Treasurer and the fire district regarding interest on tax revenue from the Bond Levy. AA met with Mr. Snure for 15 minutes via phone in regards to the Lewis County Treasurer Fund reports and to touch base on negotiations with Tacoma Public Utility about the municipality contract.

Fire Prevention Week was a hit with the kids. The district provided PreK through 3rd grade classroom visits and demonstrations with the firefighters and goodie bags for the kids. The district invited the homeschool Co-Op kiddos to the fire station also for a fun filled few hours of games, goodies, and fun.

A community CPR class was held 10/27/25 and while 5 people RSVP'd for the class, only 2 showed and only 1 of the 2 paid for the class. The other person did not follow through with payment so did not receive their CPR card when they completed the class. Discussion about requiring an RSVP fee of \$20 up front that will count toward the persons CPR class fee and was determined to be needed to assure the instructors time is best used.

For the month of September, there were 12 incidents billed out of 22 EMS incidents, 6 were ALS level 1, 1 was ALS level 2 and 5 were BLS.

Executive Session: At 1843 hrs., the Board entered executive session per RCW 42.30.110(1)(g) for personnel review for 45 minutes. At 1713 hrs., the Board invited Chief Edgington into executive session. At 1928 hrs., the Board exited executive session and Commissioner Spahn announced no decisions were made yet.

Old Business: The Board reviewed the results of the failed General Levy Lid Lift proposal. As of today, votes are 306 approve and 360 decline. Discussion of asking Liz Loomis to assist the district with the next proposal of the EMS Levy renewal in 2026.

Municipality Contracts are in negotiations currently with Tacoma Power and will have contracts for LC Road Dept, City of Mossyrock and Ike Kinswa starting January 1, 2026. Table till next month.

The renewal contract for ALS services is currently in negotiation between Adventure Medics and the Fire District for a contract start date of January 1, 2025. Discussion of possibly doing a 1-month addendum to achieve the January 1 start date of the annual contract. Table till next month.

The Bond Fund Tax revenue interest topic is tabled till a resolution is reached.

The AA presented the 2026 Budget draft for the public and Board. Discussion on each account line item through each fund was accomplished and now just waiting for final numbers on 2026 Levied Tax revenue to be entered and presented at next meeting for approval. A recommendation for \$50 per water delivery in 2026. Advanced Life Saving (ALS) service fees will cause the EMS budget to be over budget. The proposal this year for the General Levy Lid Lift would have corrected this deficit in 2026, but it was denied. This year ALS Services cost is \$80,000. The EMS Fund will carry over money from the prior year to cover the deficit this year and in 2026. The AA set aside \$7500 for the public affairs consultant to help communicate the dire need to the community for funding.

New Business: FC presented draft policies for the Board to review, approve, and discuss future policies to update. Policies in the 300's section were reviewed. After review, Commissioner Spade moved to approve the 300's policies as presented. Commissioner Spahn seconded the motion. Motion carried with all members voting in the affirmative.

The AA presented the annual Lewis County IT Services (Spillman) contract for review. After review, Commissioner Houghtelling moved to approve the annual Lewis County IT Services (Spillman) contract as presented. Commissioner Spahn seconded the motion. Motion carried with all members voting in the affirmative.

The AA suggested to cover ongoing maintenance and cleaning of the meeting room each time it is used by the community, a fee should be charged as the district's funding is minimal. After discussion, it was determined that \$50 would be best for a use fee for all who use it. The AA will integrate that into the Facility Use Agreement and bring to the Board in December for approval of the updated agreement.

The AA presented Resolution 25-07 Establishing Fees for CPR/AED/First Aid Classes for the Board to review. After discussion, Commissioner Spade moved to approve the Resolution 25-07 Establishing Fees for CPR/AED/First Aid Classes as presented. Commissioner Houghtelling seconded the motion. Motion carried with all members voting in the affirmative.

The AA presented Resolution 25-08 Public Safety or Fire Emergency Incident Mitigation Cost Recovery for the Board to review. After discussion, Commissioner Houghtelling moved to

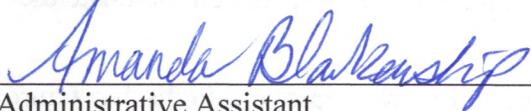
approve the Resolution 25-08 Public Safety or Fire Emergency Incident Mitigation Cost Recovery as presented. Commissioner Spade seconded the motion. Motion carried with all members voting in the affirmative.

The AA presented Resolution 25-09 Ambulance Transport Billing for the Board to review. After discussion, Commissioner Spade moved to approve the Resolution 25-09 Ambulance Transport Billing as presented. Commissioner Spahn seconded the motion. Motion carried with all members voting in the affirmative.

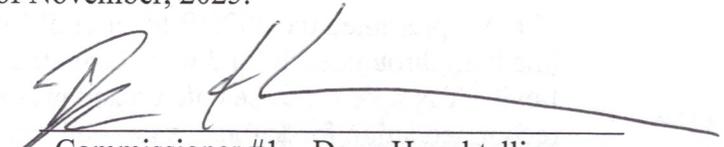
Good of the Order: None.

Meeting adjourned: With no other business presented, Commissioner Spahn adjourned the meeting at 2108 hrs. These are the minutes of November 5th, 2025 Lewis County Fire District #3 meeting, hereby approved as written on this 26th day of November, 2025.

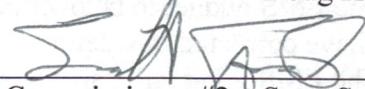
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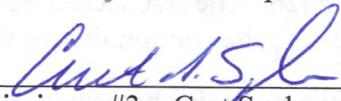
Administrative Assistant
Amanda Blankenship



Commissioner #1 – Doug Houghtelling



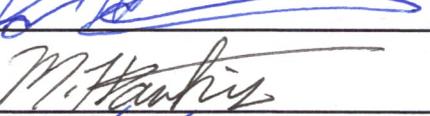
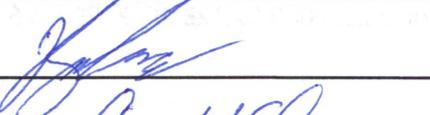
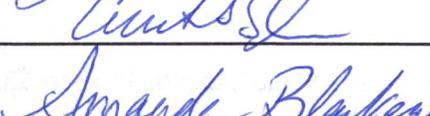
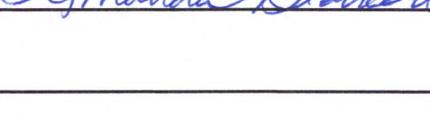
Commissioner #2 – Scott Spade



Commissioner #3 – Curt Spahn

Board of Fire Commissioner
Special Meeting Agenda
November 5th, 2025, 1800 hrs
At 238 Mossyrock Road East

Sign In Sheet

	<u>Signature</u>	<u>Print</u>
1.		SCOTT SPADE
2.		William Edgington
3.		Dave Houghton
4.		Matthew Hawkins
5.		Jacob Soritto
6.		CURTIS SPAW
7.		Amanda Blankenship
8.		
9.		
10.		