Board of Fire Commissioner
Meeting Agenda
March 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 February - $17,442.37
- Revenue from February 27th to March 26th - $40,436.14
- AP from February 27th to March 26th - $22,136.84
- March Transfer of Funds - $39,579.21
- Collections/Write-Off/Refunds –
    - $1,269.40 (2 accounts) in 2nd collection letters sent
    - $290.00 Waiver Authorization Request 24FE078
    - $275.00 Charity Request Application 24FE354
- February 26th, 2025 BoC Meeting Minutes
- March 4th, 2025 Special BoC Meeting Minutes

Fund Balance

- February: GEN $172,662.41, EMS $378,533.42, Bond $96,767.40, Capital Projects $929.72

Reports

- Chief Report
- Admin Assistant Report

Old Business

- Mission Statement
- EMS License Renewal
- General Levy Lid Lift

New Business

- BVFF 2024 Pension Participation Certification
-

Good of the Order
Adjourned

Lewis County Fire District #3
Commissioner's Meeting Minutes
March 26th, 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 – 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: Jessica Bragg attended to introduce herself as the new City of Mossyrock treasurer.

Approval of Agenda: Commissioner Houghtelling moved to approve the agenda as presented. Commissioner Spade seconded the motion. Motion carried with all members voting in the affirmative.

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

- February Payroll: $17,442.37
- Revenue from February 27th to March 26th - $40,436.14
- AP from February 27th to March 26th: $22,136.84
- March transfer of funds: $39,579.21
- Collection/Write-off/Refund: $1,269.40 (2 accounts) in 2nd collection letters sent, $290 Waiver Authorization for 24FE078 & $275 Charity Request for 24FE354.
- February 26th, 2025 Meeting Minutes
- March 4th, 2025 Special Meeting Minutes

After discussion, Commissioner Spade moved to approve the consent agenda with a modification of the Charity Request denied and to offer a payment plan of $25/month. 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.

- February: General $172,662.41, EMS $378,533.42, Bond $96,767.40 & Capital Projects $929.72

Fire Chief's (FC) Report: FC advised the mileage on Command 3-1 is now at 79,665.1. The incident count for last month was 31 incidents with 1 fire and 30 EMS. For the EMS calls, 19 were ALS and 11 were BLS. Adventure Medics responded to 17 of the 19 calls, were cancelled on 4 of the 17, and downgraded 1 call.

Three new chainsaws were purchased and placed in service on Brush 3-1, Brush 3-2 and replaced the old one on Tender 3-1. Tender 3-1's old saw transferred to Engine 3-2 at Flynn Rd.

The EMS license renewal package has been submitted to the Dept. of Health. The new BLS license is approved and pending arrival.

The disposal of Aqueous Film-Forming Foam (AFFF) is proceeding and initial state-level steps have been complete and waiting further instructions. L&I inspection reports were received detailing minor repairs that were previously discussed during the consultation. Corrective actions are in process.

At Station 3-1 Mossyrock Rd. East, Software and programming information obtained to facilitate in-house sensor replacement. Seven of the nine sensors require replacement. The smoke/CO sensor replacement costs are approximately $200 each. Heat-based sensors w/o CO detection are available for approximately $15 each. Brush 3-2 has been outfitted with hose and tools but the front pump seal is leaking. Repairs scheduled at the Co-Op in early April pending their availability. The skid unit located at station 3-2 is being relocated to station 3-1 for cleaning and preparation to be sold as surplus. Command 3-1 requires front brake replacement. Parts are on order with the intent of performing the repair in house.

At station 3-2 Flynn Rd., Brush 3-1 remains in service at this location. Further discussions involving a major cleanup are ongoing.

At station 3-3 Green Mountain Rd., no significant changes since the last meeting. Engine 3-3 received additional chain saw equipment. Surplus equipment remains housed at this location.

Administrative Assistant's (AA) Report: The AA advised Mat with Mossyrock Area Action League was invited to connect on the Levy Lid Lift discussion and he is interested being on the Levy committee.

Compiling data on Medicare Ground Ambulance Data ensuring we are receiving the full payments. Attended annual training on State Auditor updates and changes for the annual financial reporting. Report due the end of May. Completed 5 CPR classes since the last meeting with 2 of those being in Spanish.

The district has issued out 20 units of Narcan for the Leave Behind Program through DOH and have ordered another 50 to have available. Entered all personnel certifications and expirations into Image Trend and created reports to track personnel data.

For the month of February, there were 16 incidents billed out of 30 EMS incidents, 9 were ALS and 7 were BLS.

Old Business: Mission statement was tabled. The FC stated the EMS license renewal is waiting on the state to process and send the BLS license.

The AA presented multiple options and examples to the Board on types of Levy Lid Lifts. After discussion, Commissioner Spade motioned to approve proposing a $.90 per $1000 of assessed

value with a single year permanent Levy Lid Lift at the General Election on November 4th, 2025. Commissioner Houghtelling seconded the motion. Motion carried with all members voting in the affirmative.

Commissioner Spahn stated that a committee needs to be assembled and the Board discussed inviting the following community members: Tanissa Lovan, Jack DeGoede, Rex Birley, Paul Neilson, Gina Neitzel, Mat Aihara, Geeg Eklund & Angie Hartman.

New Business: The AA presented to the Board the BVFF 2024 Pension Participation Certification for review and approval. Commissioner Spade moved to approve the BVFF 2024 Pension Participation Certification. Commissioner Spahn seconded the motion. Motion carried with all members voting in the affirmative.

Good of the Order: After discussion, Commissioner Houghtelling asked the Chief or admin to see if the school or MAAL want the dunk tank as the fire district has not used it in years and do not want to store and maintain it anymore.

Meeting adjourned: With no other business presented, Commissioner Spahn adjourned the meeting at 1942 hrs. These are the minutes of March 26th, 2025 Lewis County Fire District #3 meeting, hereby approved as written on this 18th day of June, 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
March 26th, 2025, 1800 hrs
At 238 Mossyrock Road East

Sign In Sheet

	Signature	Print
1.		William Edgington
2.		Curtis Spahn
3.		Dave Hauchtellin
4.		Scott Spade
5.	Amanda Blankenship	Amanda Blankenship
6.	Jessica Bragg	Jessica Bragg
7.		
8.		
9.		
10.		