

**Board of Fire Commissioner
Meeting Agenda
August 16, 2023, 1800 hrs
At 238 Mossyrock Road East**

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

Approval of Agenda

Consent Agenda

- Payroll for July - \$12,707.17
- Revenue last mtg to today - \$12,102.44
- AP last mtg to today - \$14,577.91
- Transfer of Funds \$27,285.08
- Collections/Write-Off/Refunds –
 - \$1,485.60 sent to collections, \$0 in 2nd collection letters sent, \$0 in initial collection letters sent, \$60 was received for an aid fee payment plan, \$0 in Charity request.
- July 19th BoC Meeting Minutes

Fund Reports

- June: GEN \$108,778.68, EMS \$430,448.26, Bond \$172,113.78 & Capital Projects \$0 (closed out Cap Proj fund in July)
- **Executive Session RCW 42.30.110(1)(g) Review Personnel (30 minutes)**

Reports

- Chief Report
- Admin Assistant Report

Old Business

- B-31
- Levy Lid Lift

New Business

- Resolution 23-06 GEN/EMS Share Expense Percentage
- Resolution 23-07 LTGO Bond Payment

Good of the Order

Adjourned

**Lewis County Fire District #3
Commissioner's Meeting Minutes
August 16th, 2023 @ 1800 hrs
@ 238 Mossyrock Road East**

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

Board of Commissioners in attendance – Chair Commissioner Doug Houghtelling & Vice Chair Commissioner Marty Majors.

Administrative Assistant – Amanda Blankenship

Fire Chief – Doug Fosburg

No additional attendees.

Pledge of Allegiance

Public Comment: None.

Commissioner Majors moved to approve the agenda without the executive session.

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:

- July payroll \$12,707.17
- Revenue from last meeting to today: \$12,102.44
- AP from last meeting to today: \$14,577.91
- Transfer of Funds Request: \$27,285.08
- Collection/Write-off/Refund: \$1,485.60 sent to collections, \$0 in 2nd collection letters sent, \$0 initial collection letters sent, \$0 in charity request received and \$60 from payment plans received.
- July 19th, 2023 BoC Meeting Minutes draft

Commissioner Majors moved to approve the consent agenda as presented. Commissioner Houghtelling seconded the motion. Motion carried with all members voting in the affirmative.

Fund Reports: The Admin Assistant presented the Board with the June 2023 County fund balance statements & bank statements for review.

- Fund Balances: GEN \$108,778.68, EMS \$430,448.26, Bond \$172,113.78 & Capital Projects Fund has been closed at \$0.

Chief's Report: Chief Fosburg reported total calls for last month were 27, 6 Fire, 21 EMS, 12 calls with medics and 27 total mutual aids for District 8 in 2023. Chief advised the Board that District 8 is reviewing their mutual aid agreement with our district in preparation of a renewal discussion. SCBA hydrotesting for the 1st 20 bottles is done and the next 20 will be going out for testing today. With the drought, the community is in high demand of water. Chief plans to conduct SCBA fit testing in September. Chief advised the district has 2 new EMT volunteers (M. Panuska and M. Barlow), one of the district's volunteers is attending the EMT class at

Centralia College and Chief's Association agreed to pay the \$6000 to have instructors teach an AEMT class in Lewis County which brings the cost per student to \$1,842. Chief stated he communicated with the LC Chief's association about the cost of the annual zoom subscription for the EMS Council and they said they will pay for it next year and going forward, but did not offer to share the annual cost this year.

At station 3-1 Mossyrock Rd E, the vehicle bays exhaust fan needs troubleshooting, C-31 recall repaired and oil change done, E-31 ATC light is on, station freezer stopped working. Station 3-2 on Flynn Rd. B-31 getting ready for surplus still need to pull lights, radio and skid unit. Station 3-3 Green Mountain, bay doors working fine now.

Administrator's Report: The admin assistant advised that with the August primary election levy proposal not passing, there was also a low voter turnout. An open house was suggested to answer any questions from the community and invite them to meet the volunteers. A total of 596 votes were submitted for the levy proposal with 286 approved and 310 rejected. The last election held with a proposition for the district was in 2020 for the EMS levy with a voter turnout of 922, 495 approved and 427 rejected.

Image Trend is active and working out the kinks as we are one of the first to use the CORE version. Admin assistant stated that all GEMT 2022 reports are being audited by a third-party company called Myers and Stauffer, LC. for the HCA and information requests will start in September. The 2023 GEMT report information starts being released in September for the 2023 report due at the end of November. Admin stated that she plans to discuss 2024 budget for purchases or services estimates at the September meeting to start on budget.

Out of July's 34 calls, we billed 12 EMS incidents, 8 BLS & 4 ALS.

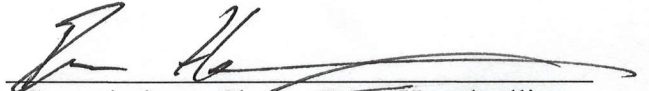
Old Business: Brush 3-1 was discussed in the Chief's report and the levy lid lift was discussed in the admin report.

New Business: The admin assistant presented to the Board Resolution 23-06 General/EMS % for Shared Expenses for review. Commissioner Houghtelling read the resolution and asked for a motion. Commissioner Majors moved to approve the Resolution 23-06 General/EMS % for Shared Expenses as presented. Commissioner Houghtelling seconded the motion. Motion carried with all members voting in the affirmative.

The admin assistant presented to the Board Resolution 23-07 LTGO Bond Payment for review. Commissioner Houghtelling read the Resolution and asked for a motion. Commissioner Majors moved to approve the Resolution 23-07 LTGO Bond Payment as presented. Commissioner Houghtelling seconded the motion. Motion carried with all members voting in the affirmative.


Good of the Order: Chief advised the Board that National Hose Testing is at .28/foot now and that open house is being planned for September 30th.

Meeting adjourned: With no other business presented, Chairperson Houghtelling adjourned the meeting at 1835. These are the minutes of August 16th, 2023 Lewis County Fire District #3 meeting, hereby approved as written on this 20th, day of September 2023.


Commissioner Chair – Doug Houghtelling

Prepared by:

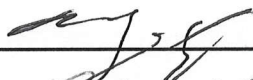

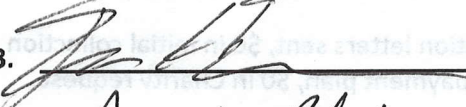

Commissioner – Marty Majors


Administrative Assistant
Amanda Blankenship


Commissioner – Curt Spahn

Board of Fire Commissioner
Meeting Agenda
August 16, 2023, 1800 hrs
At 238 Mossyrock Road East

Sign In Sheet

	<u>Signature</u>	<u>Print</u>
1.		Marty Majors
2.		Doug Fosburg
3.		Pam Houtrevelles
4.	Amanda Blankenship	Amanda Blankenship
5.		
6.		
7.		
8.		
9.		
10.		