

**Board of Fire Commissioner  
Meeting Agenda  
February 21<sup>st</sup>, 2024, 1800 hrs  
At 238 Mossyrock Road East**

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

**Changes or Approval of Agenda**

**Consent Agenda**

- Payroll for January - \$13,598.21
- Revenue from January 18<sup>th</sup> to February 21<sup>st</sup> - \$12,610.98
- AP from January 18<sup>th</sup> to February 21<sup>st</sup> - \$22,977.33
- February Transfer of Funds \$36,575.54
- Collections/Write-Off/Refunds –
  - \$0 sent to collections, \$922.94 in 2<sup>nd</sup> collection letters sent, \$1501.40 in initial collection letters sent, \$200 waiver request, \$50 received for aid fee payment plan.
- January 24<sup>th</sup>, 2024 BoC Spc Meeting Minutes
- January 31<sup>st</sup>, 2024 BoC Spc Meeting Minutes

**Fund Balance**

- January: GEN \$125,675.55, EMS \$394,850.12, Bond \$84,821.30

**Reports**

- Chief Report
- Admin Assistant Report

**Old Business**

- **Executive Session RCW 42.30.110(1)(g) Review performance of an employee (15-minutes)**
- 2024 Budget Revision <sup>30</sup>
- Resolution 24-06 Payroll Leave Benefits

**New Business**

- Resolution 24-03 LTGO Bond Payments 2024
- Resolution 24-04 Check Process and Procedure
- Resolution 24-05 Payroll Process and Procedure
- 2023 BVFF Pension Participation Certification

**Good of the Order  
Adjourned**

**Lewis County Fire District #3**  
**Commissioner's Meeting Minutes**  
**February 21<sup>st</sup>, 2024 @ 1800 hrs**  
**@ 238 Mossyrock Road East**

The Board of Commissioners meeting was called to Order by Chairperson Majors at 1802 hrs.  
Board of Commissioners in attendance – Chair Commissioner Marty Majors, Vice Chair  
Commissioner Curt Spahn & Commissioner Doug Houghtelling  
Administrative Assistant – Amanda Blankenship  
Fire Chief – Doug Fosburg  
Additional attendees on sign in sheet.

**Pledge of Allegiance**

**Public Comment:** None.

Commissioner Majors asked to make the executive session 30 minutes instead of 15.  
Commissioner Spahn moved to approve the agenda with the added 15 minutes time to 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:

- January Payroll \$13,598.21
- Revenue from January 18<sup>th</sup> to current: \$12,610.98
- AP from January 18<sup>th</sup> to current: \$22,977.33
- February transfer of funds request: \$36,575.54
- Collection/Write-off/Refund: \$0 sent to collections, \$922.94 in 2<sup>nd</sup> collection letters sent, \$1,501.40 initial collection letters sent, \$50 for payment plans received, \$200 waiver request for an aid fee on incident #2023-160.
- January 24<sup>th</sup>, 2023 BoC Special Meeting Minutes
- January 31<sup>st</sup>, 2023 BoC Special Meeting Minutes

After discussion, 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 County fund balance statements & bank statements for review.

- January Fund Balances: GEN \$125,675.55, EMS \$394,850.12, Bond \$84,821.30

**Chief's Report:** Chief Fosburg reported total calls last month to be 37; 9 Fire, 28 EMS, 11 calls with a medic, 4 downgrades and 2 mutual aid requests by LC Fire District 8 in 2024. The district received the DNR surplus engine to put into service as Brush 3-1, just waiting on the license transfer. The school conducted an evacuation drill last week that went very smooth and all



students were out of the building in less than 2 minutes. The City of Mossyrock offered to purchase an electric vehicle fire blanket with grant funds they received. Chief stated there are a couple volunteers interested in fire school in Wenatchee this summer but it is the same weekend as the EMS conference. The EMS conference itself will cost \$170 per person for Saturday and Sunday plus a hotel room. Ghosn's donated \$1000 for volunteers to attend the training.

WSRB will visit the district June of this year. The district's current rating is 6 in the City of Mossyrock and 8 in the remainder of the fire district. The AEMT class was a success and the district has 2 volunteers who will be testing by the end of February for their certification.

At station 3-1 Mossyrock Rd E, A-31 rear pinion gear needs replaced and the check engine light diagnosed as a possible EGR valve problem. Fast Signs will replace the district decal once the vehicle is back from Van Cleves repairs. Station 3-2 on Flynn Rd, remove USFS decals from type 3 engine. Station 3-3 Green Mountain, trim tree limbs away from station.

**Administrator's Report:** The admin assistant advised that the 2020 to 2022 Washington State 3-year Accountability Audit is wrapping up with an exit interview on February 22<sup>nd</sup> at 0830 hrs. Up to the end of January, the district has paid \$4599.35 to the auditor for the required audit. The auditors have focused on procurement and records retention for the purchasing process of capital projects. The auditor also focused on the EFT process and policy. Once the audit is finished, the SAO report will be posted on the district website.

The 2023 annual report is due May 29<sup>th</sup> this year due to leap year. The schedules are complete and uploaded up to schedule 16 Federal Grants with a couple remaining. Annual financials sent to USDA for 2023. This will be the last year submitting financials to comply with the grant for Ambulance 3-2. The admin assistant stated that she signed up for multiple trainings in the near future with Springbrook for the annual report filing, Snure Administration webinar, WFOA BARS-Cash Basis-COA's Webinar, WFOA Federal Grant Awards webinar and a Snure procurement training.

**Old Business:** At 1822, the Board entered into executive session per RCW 42.30.110(1)(g) to review performance of an employee for 30 minutes. At 1852, Commissioner Majors asked for 30 minutes additional. At 1922, the Board exited executive session and announced that no decisions were made at this time.

The admin assistant presented the amended 2024 General and EMS Funds budget to alleviate some expense from the General Fund for the Board to review and approve with the updated total General Fund expense \$157,004.69 & EMS Fund expense \$348,504.34 using funds carried from the previous year to cover the overage in the EMS Fund. All shared expenses are now based on a % type of EMS vs. other incidents to be annually reviewed. After discussion, Commissioner Spahn moved to approve the updated 2024 budget as presented. Commissioner Houghtelling seconded the motion. Motion carried with all members voting in the affirmative.

Resolution 24-06 Payroll Leave Benefits was presented to the Board for review. After discussion, Commissioner Majors moved to approve the Resolution 24-06 Payroll Leave

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

**New Business:** The admin assistant presented Resolution 24-03 LTGO Bond Payments 2024 for approval. After review, Commissioner Spahn moved to approve Resolution 24-03 as presented. Commissioner Majors seconded the motion. Motion carried with all members voting in the affirmative.

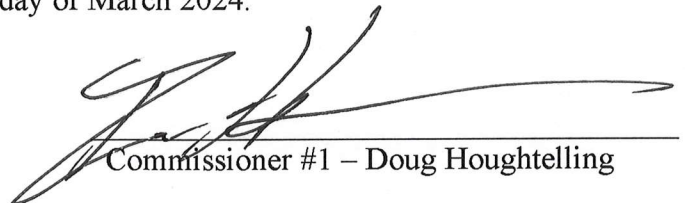
The admin assistant presented Resolution 24-04 Check Process for approval. After review, Commissioner Spahn moved to approve Resolution 24-04 as presented. Commissioner Majors seconded the motion. Motion carried with all members voting in the affirmative.

The admin assistant presented Resolution 24-05 Payroll Process for approval. After review, Commissioner Houghtelling moved to approve Resolution 24-05 as presented. Commissioner Majors seconded the motion. Motion carried with all members voting in the affirmative.

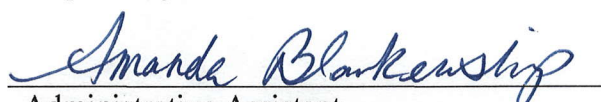
For the 2023 BVFF Pension Participation Certification, the admin presented the list of qualifying members for approval. After review, Commissioner Majors moved to approve the 2023 BVFF Pension Participation Certification as presented. Commissioner Houghtelling seconded the motion. Motion carried with all members voting in the affirmative.

**Good of the Order:** Commissioner Spahn inquired about making an insurance claim for the fire district gear D. Bernard did not return. Chief stated that each turnout set is about \$3500.00.

**Meeting adjourned:** With no other business presented, Chairperson Majors adjourned the meeting at 1943 hrs. These are the minutes of February 21<sup>st</sup>, 2024 Lewis County Fire District #3 meeting, hereby approved as written on this 20<sup>th</sup>, day of March 2024.

  
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Commissioner #1 – Doug Houghtelling

Prepared by:

  
\_\_\_\_\_  
Administrative Assistant  
Amanda Blankenship

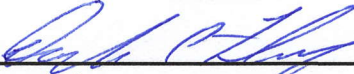
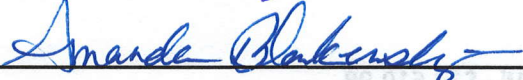

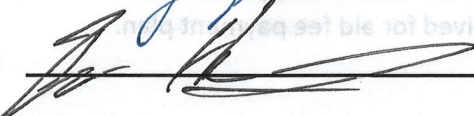
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Commissioner #2 – Open Seat

  
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Commissioner #3 – Curt Spahn



Board of Fire Commissioner  
Meeting Agenda  
February 21<sup>st</sup>, 2024, 1800 hrs  
At 238 Mossyrock Road East

Sign In Sheet

	<u>Signature</u>	<u>Print</u>
1.		Doug Fusburg
2.		Amanda Blankenship
3.	C. SPANAL	Carl S L
4.		Marty Majors
5.		Paul Kovanis
6.		
7.		
8.		
9.		
10.		