

**Board of Fire Commissioner
Meeting Agenda
March 20th, 2024, 1800 hrs
At 238 Mossyrock Road East**

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

Approval of Agenda

Consent Agenda

- Payroll for February - \$14,047.69
- Revenue from February 22nd to March 20th - \$44,755.06
- AP from February 22nd to March 20th - \$25,099.47
- March Transfer of Funds \$39,147.16
- Collections/Write-Off/Refunds –
 - \$2,424.34 sent to collections, \$0 in 2nd collection letters sent, \$0 in initial collection letters sent, \$50 received for aid fee payment plan.
- February 21st, 2024 BoC Meeting Minutes

Fund Balance

- February: GEN \$120,938.47, EMS \$370,371.09, Bond \$97,555.97

Reports

- Chief Report
- Admin Assistant Report

Old Business

- **Executive Session RCW 42.30.110(1)(g) Review performance of an employee (15 minutes)**
- D8 MA ALS Agreement - Review details of 2023 MA to District 8 ie. Request to Chief by BoC in Jan for details on who mutual aid to whom and how many included AEMT out of district.

New Business

- Resignation of Commissioner Position #2 Marty Majors
- 3-year Accountability Audit by State Auditor
- Updated Signature Card for Umpqua Bank removing M. Majors
- Resolution 24-07 Update Authorized Bank Account Signers
- Wildland gear purchase
- Adventure Medics New Contract Proposal

**Good of the Order
Adjourned**

**Lewis County Fire District #3
Commissioner's Meeting Minutes
March 20th, 2024 @ 1800 hrs
@ 238 Mossyrock Road East**

The Board of Commissioners meeting was called to Order by Commissioner Spahn at 1809 hrs.
Board of Commissioners in attendance – 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 Houghtelling moved to approve the agenda. Commissioner Spahn 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 \$13,598.21
- Revenue from January 18th to current: \$12,610.98
- AP from January 18th to current: \$22,977.33
- February transfer of funds request: \$36,575.54
- Collection/Write-off/Refund: \$0 sent to collections, \$922.94 in 2nd 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 24th, 2023 BoC Special Meeting Minutes
- January 31st, 2023 BoC Special Meeting Minutes

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

- February Fund Balances: GEN \$120,938.47, EMS \$370,371.09, Bond \$97,555.97

Chief's Report: Chief Fosburg reported total calls last month to be 28; 6 Fire, 22 EMS, 5 calls with a medic, 2 downgrades and 1 mutual aid request by LC Fire District 8. Chief stated that R. Tevis, T. Foglio and C. Fithen are volunteers interested in fire school in Wenatchee this summer. WSRB is scheduled to 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.

Reservations for lodging were made for the EMS conference for M. Browning and J. Edgington. The district has 2 new AEMT's M. Browning and M. Hawkins and 1 new EMT J. Edgington.

At station 3-1 Mossyrock Rd E, A-31 back in service after rear end repairs, but the check engine light is still on. Van Cleve's estimated about \$1500-\$2000 to evaluate. Fast Signs installed decal on A-31 paid by Adventure Medics and red lights installed on the 2015 B-31. Chief mentioned that the light bar on B-31 was given to the district free from the County. Station 3-2 on Flynn Rd, still removing USFS decals from type 3 engine and radio has been installed. Station 3-3 Green Mountain, no new updates.

The admin assistant asked about the damage on Aid 3-2 to the box portion of the vehicle that happened during a call and asked if a report had been filed by the person driving the vehicle at the time of the damage. Chief responded that a report had not been filed, but will make sure it does get done. Admin stated that a report will be needed to turn into insurance for repairs. Chief stated that the old surplus B-31 is getting repaired by the Chief then the plan is to auction it. Commissioner Houghtelling stated to list it in the soonest auction coming up and to have it done by June. After discussion on lodging for the Wenatchee Fire School, the commissioners set a cap of \$700 for lodging.

Administrator's Report: The admin assistant advised that the State Auditor 3-year Accountability Audit Report and the 2024 Budget have been posted on the district website for the community to review. The 2023 annual report to the State Auditor is in the process and due May 29th. Updated annual report trainings were attended through SAO and our financial system Springbrook. Admin plans to attend a Snure Administration webinar March 23rd, WFOA BARS-Cash Basis & Chart of Accounts webinar March 26th, WFOA Federal Awards - Grants (procurement) Reporting webinar April 16th & Snure Procurement training April 19th to improve the district procurement process.

The district received \$1,676.32 from City of Tacoma for annual fire protection and \$177.05 for July – December 2023 fuel tax refunds. The district is currently in contract with City of Tacoma that is up for negotiations at the end of 2025 for a new contract starting January of 2026. The district billed Ike Kinswa State Park for annual fire protection. No agreement is in place with Ike Kinswa, but they pay per RCW (improvement assessed value x levy rate / 1000).

Old Business: At 1847, the Board entered into executive session per RCW 42.30.110(1)(g) to review performance of an employee for 15 minutes. At 1902, Commissioner Spahn asked for 45 minutes additional. At 1947, the Board exited executive session and announced that no decisions were made at this time.

Chief stated he informed neighboring Fire District #8 that in 2023 there were 36 incidents where FD #8 requested mutual aid from our district to their district and 17 incidents where our district requested mutual aid from FD #8. The Board asked Chief for mutual aid numbers to neighboring fire district #8 that included an AEMT for the last 6 months.

New Business: The admin assistant presented the resignation from Commissioner Marty Majors Position #2 as of March 14th, 2024 for the Board to review. After review, Commissioner Houghtelling moved to accept the resignation from Commissioner Marty Majors Position #2 as of March 14th, 2024. Commissioner Spahn seconded the motion. Motion carried with all members voting in the affirmative.

The admin assistant presented the published report from the 3-year accountability audit for the district with a good result. After review, Commissioner Spahn moved to accept the report from State Auditor's Office of the 3-year accountability audit 2020-2022. Commissioner Houghtelling seconded the motion. Motion carried with all members voting in the affirmative.

The admin assistant presented updated signature cards for the district bank accounts removing Martin Majors. After review, Commissioner Spahn moved to approve updated signature cards for the district bank accounts removing Martin Majors. Commissioner Houghtelling seconded the motion. Motion carried with all members voting in the affirmative.

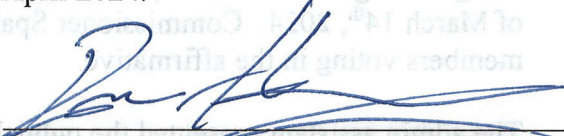
The admin assistant presented Resolution 24-07 Updating Authorized Bank Account Signers for the Board to review. After review, Commissioner Houghtelling moved to approve updated signature cards for the district bank accounts removing Martin Majors. Commissioner Spahn seconded the motion. Motion carried with all members voting in the affirmative.

Chief stated that DNR has a Phase 1 grant open till March 29th that he would like to purchase wildland gear for Brush 31 to possibly mobilize this summer. Commissioner Spahn asked how many red card people. Chief stated it would be gear for 4 personnel including a large and regular sized shelter. Commissioner Spahn moved to approve purchasing through the DNR Phase 1 grant wildland gear up to an amount of \$1600 for mobilizing brush 31. Commissioner Houghtelling seconded the motion. Motion carried with all members voting in the affirmative.

The Board reviewed the Adventure Medics proposed new contract and found items added to the contract that were not discussed in negotiations at the prior meeting and declined signing the proposal. The Board stated that the contract will be reviewed again in November in preparation for the new term starting December 1st with a possible amendment at that time.

Good of the Order: Chief stated he is researching pricing quotes on turnouts as the current turnouts are almost all expired.

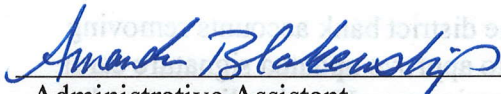
Meeting adjourned: With no other business presented, Commissioner Spahn adjourned the meeting at 2035 hrs. These are the minutes of March 20th, 2024 Lewis County Fire District #3 meeting, hereby approved as written on this 17th, day of April 2024.



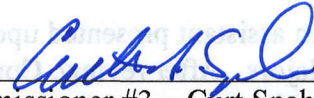
Commissioner #1 – Doug Houghttelling

Prepared by:

Commissioner #2 – Open Seat



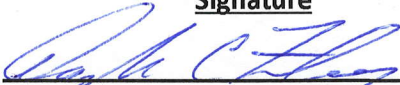

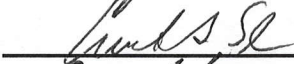

Administrative Assistant
Amanda Blankenship



Commissioner #3 – Curt Spahn

Board of Fire Commissioner
Meeting Agenda
March 20th, 2024, 1800 hrs
At 238 Mossyrock Road East

Sign In Sheet

	<u>Signature</u>	<u>Print</u>
1.		Doug Fosburg
2.		Amanda Blankenship
3.		Curt Spahn
4.		Paul Houtzenroeder
5.		
6.		
7.		
8.		
9.		
10.		