

**Board of Fire Commissioner
Meeting Agenda
April 23rd, 2025, 1800 hrs
At 238 Mossyrock Road East**

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

Approval of Agenda

Consent Agenda

- Revenue from March 27th to April 23rd - \$57,834.37
- Payroll for March - \$20,436.70 incl. quarterly payroll
- AP from March 27th to April 23rd - \$23,822.73
- April Transfer of Funds - \$44,259.43
- Collections/Write-Off/Refunds –
 - \$1,668.44 (2 accounts) Sent 1st Letters
 - \$1,269.40 (2 accounts) Sent to collections 24FE001 & 24FE031

Fund Balance

- March: GEN \$180,598.32, EMS \$382,404.04, Bond \$110,976.49, Capital Projects \$933.19

Reports

- Chief Report
- Admin Assistant Report

Old Business

- **Executive Session RCW 42.30.110(1)(g) Review the performance of a public employee (30 minutes)**
- CO2 Sensor Replacements in Stn 3-1
- Mission Statement
- General Levy Lid Lift

New Business

- BVFF 2024 Pension Participation Certification Update
- Lewis County 911 Updated Agreement

**Good of the Order
Adjourned**

**Lewis County Fire District #3
Commissioner's Meeting Minutes
April 23rd, 2025 @ 1800 hours
@ 238 Mossyrock Road East**

The Board of Commissioners meeting was called to Order by Commissioner Spahn at 1802 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: Mat and Jolene Aihara from MAAL (Mossyrock Area Action League) attended to inquire how MAAL and the fire district can assist each other. Mat and Jolene expressed interest in being on the Levy committee and it was suggested to invite Dusty Belcher and George Barnett too.

Arbor Health Commissioners attended to build communication with the fire district. Discussion about medicine ordering and minimum orders concluded with Arbor Health stating that they recognize this hurdle for small districts and are in the process of updating their license to authorize distribution to the fire district EMS.

Approval of Agenda: Commissioner Spahn 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:

- Revenue from March 27th to April 23rd - \$57,834.37
- March Payroll - \$20,436.70 including quarterly payroll
- AP from March 27th to April 23rd - \$23,822.73
- April transfer of funds - \$44,259.43
- Collection/Write-off/Refund - \$1,668.44 (2 accounts) sent 1st collection letters, \$1,269.40 (2 accounts) sent to collections.

After discussion, Commissioner Houghtelling 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.

- March: General \$180,598.32, EMS \$382,404.04, Bond \$110,976.49 & Capital Projects \$933.19

Fire Chief's (FC) Report: FC advised the mileage on Command 3-1 as of March 31st, is 80,640.3. The incident count for last month was 19 incidents with 2 fire and 17 EMS. For the EMS calls, 7 were ALS and 10 were BLS. Adventure Medics (AM) was available for 6 of the 7 ALS calls, AM was cancelled on 1 of those 6.

The district successfully acquired a large quantity of surplus fire hose to replace the aged (50+ years old) supply line hose currently on Engine 3-1, Engine 3-3, and Brush 3-2. While used, the acquired hose is significantly newer and improves equipment reliability.

The West Region EMS Council held a special meeting on April 18th, 2025, and approved the district's application to transition its license from Intermediate Life Support to Basic Life Support. The final license approval is pending additional steps from Washington Dept. of Health (WA DOH). A virtual inspection is scheduled with WA DOH for Monday, April 28, 2025, to finalize the transition process.

The Aqueous Film-Forming Foam (AFFF) Disposal is underway. The district is waiting for the pick up of the AFFF by the designated state contractor. The required application process has been completed and no further action is needed from the district at this time.

At Station 3-1 Mossyrock Rd. East, Brush 3-2 is undergoing repairs at the co-op for a pump leak. Diagnostics revealed an internally damaged tank recirculation valve. Additionally, the PTO driveline required repairs, including replacing the PTO shaft yoke. Driveline had to be rebalanced and is scheduled to be back in service by the end of the week. The old skid unit in storage that is not on a chassis has been prepped and cleaned for surplus sale.

Command 3-1 front brake replacement was completed in house. Brush 3-1 has been relocated to Station 3-1 on Mossyrock Rd. East to prepare for upcoming brush fire season. Aid 3-1 was having signs of rear differential failure and Van Cleve in Morton rebuilt the rear end with new internal components under warranty. Only 5,000 miles have been put on the vehicle since the rear differential was last rebuilt.

At Station 3-2 Flynn Rd., the entry door lock is malfunctioning, replacement parts are pending. A major station clean up is complete. Approximately 2,000 lbs. of unwanted materials and debris were removed and disposed of. Miscellaneous surplus equipment and storage containers from this station have been selected to go for auction. A combination of surplus items from Station 3-1 and 3-2 totaled approximately 2,500 lbs. of unwanted materials, have been disposed.

At Station 3-3 Green Mountain Rd., surplus items have been removed from this station and selected to go for auction. Engine 3-3 remains in service at this station.

Administrative Assistant's (AA) Report: The AA is preparing for the annual State Auditor Report due at the end of May. Continuing to follow the Medicare Ground Ambulance Data Collection to ensure we are receiving the full Medicare payments possible.

Completed 1 CPR class this month and intend on advertising for 1 per month going forward. Received notification from CARES Resuscitation Academy that we were not chosen for the training grant this time.

Received the audit results for 2023 GEMT Cost Recovery Reporting with only a small adjustment of \$135.39 due to miscellaneous income being applied to the general fund rather than the EMS fund.

For the month of March, there were 9 incidents billed out of 17 EMS incidents, 3 were ALS and 6 were BLS.

Executive Session: RCW 42.30.110(1)(g) Review performance of a public employee (30 minutes) Commissioner Spahn stated the Board will go into executive session starting at 1829 hrs. per RCW 42.30.10(1)(g) to review the performance of an employee for 30 minutes. At 1859, Commissioner Spahn asked to extend 10 minutes. At 1909 hrs., the Board exited executive session and Commissioner Spahn stated no decisions were made at this time.

Old Business: Mission statement was tabled.

The FC advised that the CO2 sensor replacements in Station 3-1 have arrived and will be completed by next meeting.

The Board discussed the need for a pro and con committee for the General Levy Lid Lift and that information needs to be sent out to the community. Mat from MAAL expressed interest in being a part of the pro committee. The Board mentioned to reach out to Dusty Belcher and George Barnett also.

New Business: The AA presented to the Board the updated BVFF 2024 Pension Participation Certification for review and approval. The AA advised that there were volunteers missing from the original list presented last month. Commissioner Spade moved to approve the updated BVFF 2024 Pension Participation Certification. Commissioner Spahn seconded the motion. Motion carried with all members voting in the affirmative.

The Lewis County 911 Updated Agreement was presented to the Board for review. After discussion, Commissioner Spade moved to approve the updated Lewis County 911 Agreement. Commissioner Spahn asked for a second motion. After discussion, no second motion was made. Agreement tabled.

Good of the Order: Mat from MAAL stated they were interested in the dunk tank and are creating a storage space for it. A reminder to the Board that the Lewis County Fire Commissioners training was coming up May 19th, 2025.

Meeting adjourned: With no other business presented, Commissioner Spahn adjourned the meeting at 1945 hrs. These are the minutes of April 23rd, 2025 Lewis County Fire District #3 meeting, hereby approved as written on this 23rd day of July, 2025.

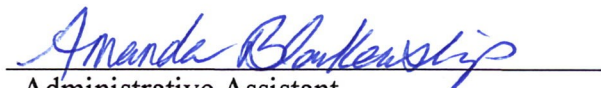


Commissioner #1 – Doug Houghtelling



Commissioner #2 – Scott Spade

Prepared by:

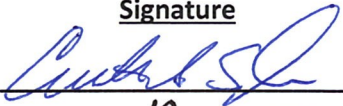

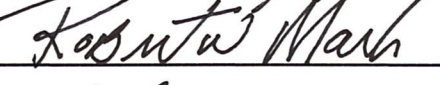
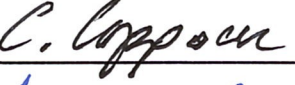






Administrative Assistant
Amanda Blankenship

Commissioner #3 – Curt Spahn

Board of Fire Commissioner
Meeting Agenda
April 23rd, 2025, 1800 hrs
At 238 Mossyrock Road East

Sign In Sheet

	<u>Signature</u>	<u>Print</u>
1.		CURTIS B. SPANH
2.		SCOTT SPADE
3.		Robert Mach
4.		CRAIG COPPOCK
5.		Amanda Blankenship
6.		Van Anderson
7.		Dave Hovatterman
8.		Dolene Aihara
9.		
10.		