

**Board of Fire Commissioner
Special Meeting Agenda
July 24th, 2024, 1800 hrs
At 238 Mossyrock Road East**

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

Approval of Agenda

Consent Agenda

- Payroll for June - \$15,085.98
- Revenue from June 19th to July 24th - \$21,128.28
- AP from June 19th to July 24th - \$25,581.81
- July Transfer of Funds \$40,667.79
- Collections/Write-Off/Refunds –
 - \$2,643.96 sent to collections, \$500 in 2nd collection letters sent, \$1475.80 in initial collection letters sent, \$50 received for aid fee payment plan.
- June 19th, 2024 BoC Meeting Minutes

Fund Balance

- June: GEN \$191,186.38, EMS \$401,053.81, Bond \$174,699.83, Capital Projects \$900.26

Reports

- Chief Report
- Admin Assistant Report

Old Business

- **Executive Session RCW 42.30.110(1)(g) Review performance of an employee (30 minutes)**

New Business

- Dogs staying in the station bedrooms
- Impact Fees
- Resolution 24-08 Antique Fire Truck Restoration
- Resolution 24-09 Update Shared Expense Percentages
- Resolution 24-10 Using MRSC Small Works Rosters

**Good of the Order
Adjourned**

Lewis County Fire District #3
Commissioner's Special Meeting Minutes
July 24th, 2024 @ 1800 hrs
@ 238 Mossyrock Road East

The Board of Commissioners meeting was called to Order by Commissioner Houghtelling at 1800 hrs.

Board of Commissioners in attendance – Chair Commissioner Curt Spahn, Commissioner Doug Houghtelling & Commissioner Scott Spade.

Administrative Assistant – Amanda Blankenship

Fire Chief – Doug Fosburg

Additional attendees on sign in sheet.

Pledge of Allegiance

Public Comment: None.

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

- June Payroll: \$15,085.98
- Revenue from June 19th to July 24th - \$21,128.28
- AP from June 19th to July 24th: \$25,581.81
- July transfer of funds request: \$40,667.79
- Collection/Write-off/Refund: \$2,643.96 sent to collections, \$500 in 2nd collection letters sent, \$1,475.80 in initial collection letters sent, \$50 for payment plan received.
- June 19th, 2024 BoC Meeting Minutes

After discussion, Commissioner Houghtelling moved to approve the consent agenda with revenue and AP dates to July 24th. Commissioner Spade seconded the motion. Motion carried with all members voting in the affirmative.

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

- June Fund Balances: General \$191,186.38, EMS \$401,053.81, Bond \$174,699.83, Capital Projects \$900.26

Chief's Report: Chief Fosburg reported total calls last month to be 25; 3 Fire, 22 EMS, 4 calls with a medic, 2 downgrades, 2 AEMT/ALS mutual aid requests by LC Fire District 8 and C-31 mileage is 75,835.8.

Chief stated the monitor for Brush 3-2 was received and Chief reviewed how LCFD #8 installed their monitor to learn how to install the monitor for Brush 3-2 and plans to add a support bracket. The winch for Brush 3-1 quote was received from Nomad and stated that it was the only option Nomad had that provided a winch and wrap around bumper option. Chief advised that when he checked multiple vendors, this was the best price. After discussion, Commissioner Houghtelling asked the Chief to get a quote from Nomad for a 16,000lb rated winch as the current quoted

winch was too small and to include install and any other associated costs and send to the Board. Commissioner Houghtelling moved to approve the purchase of the presented wrap around bumper with an upgraded to 16,000 lb winch with all parts to install and tax from Nomad if the quote is less than \$8500. Commissioner Spahn seconded the motion. Motion carried with all members voting in the affirmative.

Chief advised an extrication class cost increased and is offered in September for \$550 per student. The Chief asked the Fire Chief's Association for assistance, but they are not willing to provide funding support for this class. The Board stated this training is out of our budget at this time. SCBA flow tests were completed this month with a couple of repairs.

Chief presented the idea of impact fees and stated he inquired with the County for support and they are not responding. Chief stated it is a huge task to research and doesn't feel the County is in support. Commissioner Spahn asked the administrative assistant to contact the district's legal representative and ask about how the district may proceed if the County is not in support of imposing impact fees for large developments being built within the fire district.

Chief stated A-32 was taken to Braun for repairs estimate and Braun repaired a relay for 12V outlets & straightened out the damaged corner while there. A-32 was scheduled for repairs and estimated to possibly be out for 3 weeks. Support 3-1 was serviced and oil pressure light repaired. In station 3-1, Travers Electric replaced the relay for the exhaust fan.

Administrator's Report: The administrative assistant stated she attended a levy class held by the Lewis County Assessor at LCFD #5 on June 27th, 2024. The new assessor is auditing their processes and procedures and in turn are doing things differently than the previous assessor. Audits are being done one tax exemption coded properties as an example of this change. The LC Assessor confirmed the difference between the assessed value on each levy is due to exemptions such as senior and disabled persons who may be required to pay on one type of levy but not on another. The administrative assistant also joined an Image Trend Users Group and attended a meeting lead by Melissa from Dept. of Health focusing on reporting on every incident tone regardless of transport decision. GEMT (Ground Emergency Medical Transportation) reporting is due the end of November, beginning to gather data for reporting.

The district has been awarded a Washington Prevent Prescription Drug/Opoid Overdose-Related Deaths (WA-PDO) Naloxone for Rural First Responders Program Grant and will be receiving 20 units of Naloxone in August with a chance to replenish stock in the beginning of January 2025 if needed.

Medicare Ground Ambulance Data Collection System (GADCS) reporting is due end of August. This is a first-time report and is not the same report as GEMT. The district does not get additional funding from GADCS reporting. Centers for Medicare Services (CMS) regulations state that organizations that do not sufficiently report data will receive a 10% Medicare payment reduction for ambulance services provided during that calendar year.

For the month of June, there were 11 incidents billed out of 22, 4 were ALS and 7 were BLS.

Old Business: At 1850 hrs, the Board entered into executive session per RCW 42.30.110(1)(g) to review performance of an employee for 30 minutes. At 1920 hrs, the Board exited executive session and Commissioner Spahn stated no decisions were made at this time.

New Business: Commissioner Spahn stated it was brought to his attention that a volunteer had their dogs staying in the station sleeping quarters with them over the weekend while on shift. The commissioners stated they like that the district is a family environment including dogs, but cannot have dogs staying in the sleeping quarters for multiple reasons discussed. Chief stated he will advise the volunteer.

The Impact Fees were discussed during the Chief's report.

The administrative assistant presented the requested Resolution for an Antique Fire Truck Restoration but advised against the resolution until the district is able to secure better funding. The next couple of years will determine whether this is financially possible. After further discussion with the Board, the Board determined it not the best time for this project.

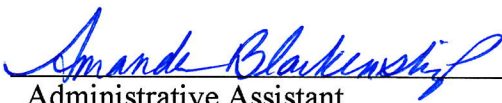
The administrative assistant presented Resolution 24-08 Updating the Shared Expense Percentages for the Board to review. Commissioner Spade moved to approve the Resolution 24-08 Updating the Shared Expense Percentages as presented. Commissioner Houghtelling seconded the motion. Motion carried with all members voting in the affirmative.

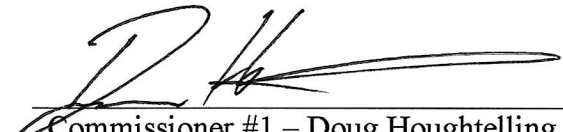
The administrative assistant presented Resolution 24-09 Using MRSC Small Works Rosters for review. Commissioner Spade moved to approve the Resolution 24-09 Using MRSC Small Works Rosters as presented. Commissioner Spahn seconded the motion. Motion carried with all members voting in the affirmative.

Good of the Order: None.


Meeting adjourned: With no other business presented, Commissioner Spahn adjourned the meeting at 1952 hrs. These are the minutes of July 24th, 2024 Lewis County Fire District #3 meeting, hereby approved as written on this 22nd, day of August 2024.

Prepared by:


Administrative Assistant
Amanda Blankenship

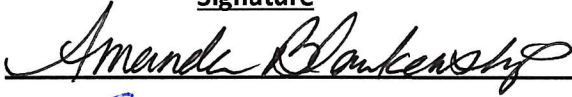
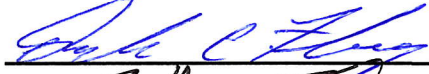




Commissioner #1 – Doug Houghtelling


Commissioner #2 – Scott Spade


Commissioner #3 – Curt Spahn

Board of Fire Commissioner
Special Meeting Agenda
July 24th, 2024, 1800 hrs
At 238 Mossyrock Road East

Sign In Sheet

	Signature	Print
1.		Amanda Blankenship Admin Assist.
2.		Doug Fosburg
3.		SCOTT SPADE
4.		Pam Hollenbein
5.		CURT W SPAHN
6.		
7.		
8.		
9.		
10.		