

**Board of Fire Commissioner
Special Meeting Agenda
August 22nd, 2024, 1800 hrs
At 238 Mossyrock Road East**

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

Approval of Agenda

Consent Agenda

- Payroll for July - \$13,509.13
- Revenue from July 25rd to August 22nd - \$16,220.42
- AP from July 25rd to August 22nd - \$23,255.24
- July 25rd to August 22nd Transfer of Funds \$36,764.37
- Collections/Write-Off/Refunds –
 - \$500 sent to collections, \$1475.80 in 2nd collection letters sent, \$2198.99 in initial collection letters sent, \$50 received for aid fee payment plan.
- July 24th, 2024 BoC Special Meeting Minutes

Fund Balance

- July: GEN \$178,738.78, EMS \$394,105.26, Bond \$175,722.18, Capital Projects \$904.28

Reports

- Chief Report
- Admin Assistant Report

Old Business

- **Executive Session RCW 42.30.110(1)(g) Review performance of an employee (30 minutes)**
- CUC 911 Communications

New Business

- Paladin Background Screening 1-year agreement
- Centralia-Chehalis Co-Op Interlocal Agreement with 47.64% increase in pricing
- 2025 Capital Project Budget Items
- Impact Fees

**Good of the Order
Adjourned**

Lewis County Fire District #3
Commissioner's Special Meeting Minutes
August 22nd, 2024 @ 1800 hours
@ 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 (AA) – Amanda Blankenship

Fire Chief (FC)– 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:

- July Payroll: \$13,509.13
- Revenue from July 25th to August 22nd - \$16,220.42
- AP from July 25th to August 22nd: \$23,255.24
- August transfer of funds request: \$36,764.37
- Collection/Write-off/Refund: \$500 sent to collections, \$1,475.80 in 2nd collection letters sent, \$2,198.99 in initial collection letters sent, \$50 for payment plan received.
- July 24th, 2024 BoC Meeting Minutes

After discussion, Commissioner Houghtelling moved to approve the consent agenda with revenue and AP dates to July 25th to August 22nd. 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 \$178,738.78, EMS \$394,105.26, Bond \$175,722.18, Capital Projects \$904.28.

Fire Chief's (FC) Report: FC reported total calls last month to be 30; 4 Fire, 26 EMS, 6 calls with a medic, 3 downgrades, 0 AEMT/ALS mutual aid requests by LC Fire District 8 and Command 3-1 mileage is 76,612.6.

FC stated the monitor for Brush 3-2 has been installed and is operating as intended but with a small water leak. The winch and new bumper brush guard for Brush 3-1 has been installed and the old bumper stored at Station 3-3. The new LED lights for Brush 3-1 have been ordered through NiLights and the FC plans to have them mounted in house.

The FC stated A-32 is back in service. Moerke and Sons were out to assess the water boost pump pressure tank at Station 3-1 and showed the FC how to run testing on the pump. The FC ordered a new smoke/CO detector for Station 3-1 bays and plans to have the school assist install with their lift. Brush 3-2 is back at Flynn Rd. and Brush 3-1 is back at Station 3-1.

Administrative Assistant's (AA) Report: The AA stated she attended an MRSC Small Works Roster training, registered for L&I's Prevailing Wage and Affidavits webinar in September and registered for 3 SBX Financial System Budget trainings.

The district was awarded a Washington Prevent Prescription Drug/Opioid Overdose-Related Deaths (WA-PDO) Naloxone for Rural First Responders Program Grant received 20 units of Naloxone in August. A spreadsheet was created to track the disbursement and use of Narcan from this grant. So far, we have 3 of the Grant provided Narcan units on the ambulance to start our program.

Medicare Ground Ambulance Data Collection System (GADCS) reporting is 70% complete. 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. We serve many Medicare patients.

For the month of July, there were 11 incidents billed out of 28 EMS incidents, 7 were ALS and 4 were BLS.

Old Business: At 1835 hours, the Board entered into executive session per RCW 42.30.110(1)(g) to review performance of an employee for 30 minutes. At 1905 hours, the Board exited executive session and Commissioner Spahn stated no decisions were made at this time.

The FC presented the proposed Interlocal Agreement for Lewis County 911 creating a joint group called Lewis County 911 with a Board of representatives from each party. Review and discussion followed. The FC added that the Communications 911 has been trying to pass a 2/10th of 1% sales tax to support the aged system, but have not received the support needed from the County Attorney J. Meyer.

New Business: The AA presented the Paladin Background Screening 1-year renewal agreement for the Board to review. Commissioner Spade moved to approve the Paladin Background Screening 1-year renewal agreement as presented. Commissioner Spahn seconded the motion. Motion carried with all members voting in the affirmative.

The AA presented the Centralia-Chehalis Co-Op Interlocal 1-year renewal agreement with 47.64% price increase for the Board to review. After much discussion, Commissioner Houghtelling moved to approve the Centralia-Chehalis Co-Op Interlocal 1-year renewal as presented. Commissioner Spake seconded the motion. Motion carried with all members voting in the affirmative.

The AA asked the Board and FC about estimates on items for capital project plans for 2025. After discussion, the following items were put on a list for 2025: a pumper tender for Station 3-3 if one is not purchased by the end of this year, tree trimming around Station 3-3, Station 3-1

generator service, seal coating cedar beams at entrance of Station 3-1 with a clear coat, install soffits under eaves of west wall and touch up paint at Station 3-1, repair bay door at Station 3-3, repair man doors at Station 3-2, install pavers on dirt square at entry of Station 3-1, install a barrier fence around the propane tank and HVAC units at Station 3-1. Commissioner Spade stated he would inquire about the ad in the Capital Press on pumper tenders.

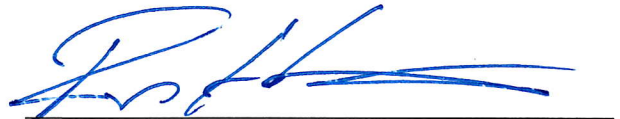
The Board reviewed the response from the district legal representative regarding impact fees and how a district may impose them. After discussion, the Board would like to review the District and County Comprehensive Plans.


Good of the Order: The AA asked the Board and FC if there was any conflict to moving the monthly commissioner meetings to a different day of the month so the fire district is able to attend the City of Mossyrock Council meetings and be more involved with the city. Currently the district and city are on the same schedule for monthly meetings, the third Wednesday of the month at 1800 hours. After discussion, the Board advised to create a resolution for next month's meeting updating the monthly meetings to the fourth Wednesday of the month at 1800 hours starting October's meeting.

Meeting adjourned: With no other business presented, Commissioner Spahn adjourned the meeting at 1940 hrs. These are the minutes of August 22nd, 2024 Lewis County Fire District #3 meeting, hereby approved as written on this 18th day of September, 2024.

Prepared by:


Administrative Assistant
Amanda Blankenship

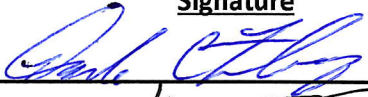

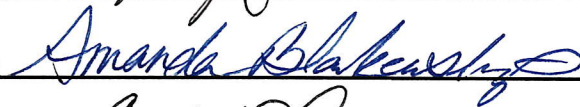
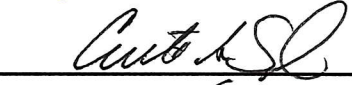
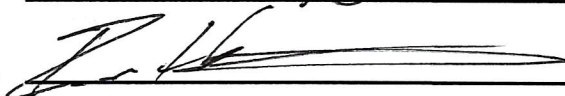

Commissioner #1 – Doug Houghtelling


Commissioner #2 – Scott Spade


Commissioner #3 – Curt Spahn

Board of Fire Commissioner
Special Meeting Agenda
August 22nd, 2024, 1800 hrs
At 238 Mossyrock Road East

Sign In Sheet

	<u>Signature</u>	<u>Print</u>
1.		Doug Fosburg
2.		SCOTT SPADE
3.		Amanda Blankenship
4.		CURT B. SPAIN
5.		Paul Horvitz
6.		
7.		
8.		
9.		
10.		