

**Board of Fire Commissioner
Meeting Agenda
November 26th, 2025, 1800 hrs
At 238 Mossyrock Road East**

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

Adventure Medics

Consent Agenda

- Revenue from October 23rd to November 26th - \$169,233.17
- Payroll for October 23rd to November 26th - \$16,169.83
- AP from October 23rd to November 26th - \$220,766.88
- November Transfer of Funds - \$79,986.21
- Collections/Refunds/Waiver Authorizations: None
- November 5th, 2025 Special Meeting Minutes

Fund Balance

- October: GEN \$221,035.20, EMS \$389,066.34, Bond \$230,030.56, Capital Projects \$401.84

Reports

- Chief Report
- Admin Assistant Report

Executive Session RCW 42.30.110(1)(g) Personnel Reviews (45 minutes)

Old Business

- Municipality Contracts (FP Services for City, County, State) RCW 52.30.020 Incl TPU
- Adventure Medics Contract
- 2026 Budget Final

New Business

- Policy Review
- Volunteer Stipends
- Resolution 25-10 Ordinance Resolution for General Fund
- Resolution 25-11 Ordinance Resolution for EMS Fund
- Levy Certification GEN
- Levy Certification EMS
- Levy Certification Bond

Good of the Order

Adjourned

**Lewis County Fire District #3
Commissioner's Meeting Minutes
November 26th, 2025 @ 1800 hours
@ 238 Mossyrock Road East**

The Board of Commissioners meeting was called to Order by Commissioner Spahn at 1804 hrs. Board of Commissioners in attendance – 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: None.

Commissioner Spade moved to approve the agenda as presented. 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:

- Revenue October 23rd to November 26th, 2025 - \$169,233.17
- Payroll October 23rd to November 26th, 2025 - \$16,169.83
- AP from October 23rd to November 26th, 2025 - \$220,766.88
- Transfer of funds October 23rd to November 26th, 2025 - \$79,986.21
- November 5th, 2025 Meeting Minutes

After discussion, Commissioner Spade moved to approve the consent agenda. 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, district bank statements & the district financial system bank/fund reports for review.

- October: General \$221,035.20, EMS \$389,066.34, Bond \$230,030.56 & Capital Projects \$401.84

Fire Chief's (FC) Report: FC advised, the mileage on Command 3-1 as of November 3rd, is 84,970.1 miles. The incident count for October was 26 incidents with 4 fire and 22 EMS. For the EMS calls, 11 were ALS and 11 were BLS. Adventure Medics (AM) was available for 10 of the 11 ALS incidents.

The SAFER Grant award has been published online and it does not include our fire district. No formal notification was sent yet. The election results for the November 4th general election were certified as final on November 25th failing by 36 votes.

The contract renewal for ALS service is due. A 30-day contract extension has been signed by Adventure Medics to continue operations while proposals are evaluated.

Diagnosis of the 2008 F450 service truck remains in process. Options to correct the fault by reprogramming the PCM module are being considered. All other apparatus are in service.

At Station 3-1 Mossyrock Rd. East, due to the levy failure, budget reduction measures are being implemented. Notice has been given to cancel janitorial service for the upcoming year and discussion of what can possibly be done in house.

At Station 3-2 Flynn Rd., the entry door lock has been replaced due to malfunction. Security cameras continue to function at this station as intended.

At Station 3-3 Green Mountain Rd., Engine 3-3 has returned to service.

Administrative Assistant's (AA) Report: The AA stated the 2025 GEMT cost report is on track to be submitted to the Health Care Authority by the end of November when it is due.

For the month of October, there were 16 incidents billed out of 22 EMS incidents, 5 were ALS level 1 and 11 were BLS.

Executive Session: At 1822 hrs., the Board entered executive session per RCW 42.30.110(1)(g) for personnel review for 45 minutes. At 1845 hrs., the Board invited Chief Edgington into executive session. At 1907 hrs., Commissioner Spahn asked for an extension for 45 minutes. At 1930 hrs., Commissioner Houghtelling exited executive session recusing himself from further evaluations, the Board excused the Chief and invited the administrative assistant into executive session. At 1952 hrs., the Board exited executive session and Commissioner Spahn proposed that the probationary period for the Chief has been completed and the Board is extending the Chief's 2-year employment contract for 1 year ending December 31, 2027. The Board would like to offer an additional \$5,000 to make an annual salary total of \$90,000 to the Chief's salary in 2026 and include life insurance up to \$100,000 as well as \$500 per month for a medical stipend. Commissioner Spade moved to approve the additional \$5,000 to make an annual salary total of \$90,000 to the Chief's salary in 2026 and include life insurance up to \$100,000 as well as \$500 per month for a medical stipend. Commissioner Houghtelling seconded the motion. Motion carried with all members voting in the affirmative.

Commissioner Spahn stated that the additional \$8,161 in increased annual wage in 2025 for additional duties to the administrative assistant will be complete the end of December 2025 and the annual salary will revert to the base wage of \$60,463.73. Commissioner Spahn moved to approve the extension of the administrative assistant's 2-year contract for 1 year ending December 31st, 2027 with a 3% increase in annual salary (\$1,813.92) totaling an annual salary of \$62,277.64 for 2026 and to continue benefits as previously contracted. Commissioner Spade seconded the motion. Motion carried with all members voting in the affirmative.

Old Business: Municipality Contracts are tabled while the district attorney, Brian Snure, corresponds with Tacoma Public Utilities and Lewis County Treasurer. No new updates on municipality contracts. Tabled for next meeting.

The renewal contract for ALS services is currently in negotiation between Adventure Medics and the Fire District for a contract start date of January 1, 2026. Discussion of a 1-month addendum

to achieve the January 1st, 2026 start date of the annual contract. Commissioner Spade moved to approve the extension of 1 month of services at the current cost to the current ALS service contract with Adventure Medics to the end of December 2025. Commissioner Spahn seconded the motion. Motion carried with all members voting in the affirmative.

The AA presented the 2026 final budget draft for the public and Board to review. Discussion of a 2026 Budget revision in February or March to update the ALS cost after negotiations and GEMT revenue once the cost report is complete. Discussion to remove janitorial and any other services that are not priority to meet the budget parameters. May need to adjust fees for Liz Loomis to cover public affairs to connect with the community and show the need for the upcoming EMS renewal levy in 2026. Chief asked the Board to revisit the approval of sending 4 people to AEMT school at about \$1,600 per person plus a week stay in Idaho. After discussion, Commissioner Houghtelling moved to approve the cost of sending 4 personnel to AEMT school at \$1,600 per person plus a week stay in Idaho. Commissioner Spade seconded the motion. Motion carried with all members voting in the affirmative.

New Business: FC presented draft policies for the Board to review, approve, and discuss future policies to update.

The AA presented the Nov. 1, 2024 to Oct. 31, 2025 volunteer stipends in the amount of \$5,185 for approval with annual Life Flight Memberships \$75 each for 8 households totaling \$600. After review, Commissioner Houghtelling moved to approve the Nov. 1, 2024 to Oct. 31, 2025 volunteer stipends in the amount of \$5,185 for approval with annual Life Flight Memberships \$75 each for 8 households totaling \$600. Commissioner Spade seconded the motion. Motion carried with all members voting in the affirmative.

The AA presented Resolution 25-10 Ordinance Resolution for the General Fund for the Board to review. After review, Commissioner Spade moved to approve the Resolution 25-10 Ordinance Resolution for the General Fund as presented. Commissioner Houghtelling seconded the motion. Motion carried with all members voting in the affirmative.

The AA presented Resolution 25-11 Ordinance Resolution for the EMS Fund for the Board to review. After review, Commissioner Spade moved to approve the Resolution 25-10 Ordinance Resolution for the EMS Fund as presented. Commissioner Houghtelling seconded the motion. Motion carried with all members voting in the affirmative.

The AA presented the 2026 Levy Certification for the General Fund for the Board to review. After review, Commissioner Houghtelling moved to approve the 2026 Levy Certification for the General Fund as presented. Commissioner Spade seconded the motion. Motion carried with all members voting in the affirmative.

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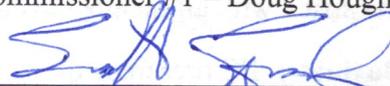
The AA presented the 2026 Levy Certification for the Bond Fund for the Board to review. After review, Commissioner Spahn moved to approve the 2026 Levy Certification for the Bond Fund as presented. Commissioner Spade seconded the motion. Motion carried with all members voting in the affirmative.

Good of the Order: None.

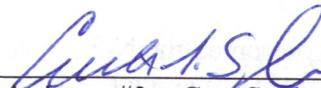
Meeting adjourned: With no other business presented, Commissioner Spahn adjourned the meeting at 2050 hrs. These are the minutes of November 26th, 2025 Lewis County Fire District #3 meeting, hereby approved as written on this 23rd day of December, 2025.



Commissioner #1 – Doug Houghtelling

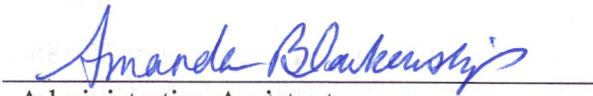


Commissioner #2 – Scott Spade



Commissioner #3 – Curt Spahn

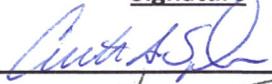
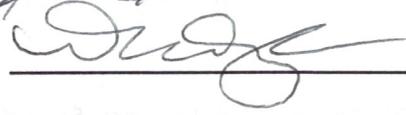
Prepared by:



Administrative Assistant
Amanda Blankenship

Board of Fire Commissioner
Meeting Agenda
November 26th, 2025, 1800 hrs
At 238 Mossyrock Road East

Sign In Sheet

	<u>Signature</u>	<u>Print</u>
1.		CURTIS SPANH
2.		SCOTT SPADE
3.		Amanda Blankenship
4.		Louie Houltell
5.		William Edgington
6.		
7.		
8.		
9.		
10.		