



Onalaska Fire Department

Lewis County Fire District #1

PO Box 100, 1733 State Route 508, Onalaska WA, 98532

(360)-978-4182 / Fax: (360)-925-3966

Board Of Fire Commissioners

February 20, 2025

Physical location of 1733 ST RT 508

The meeting of the Board of Commissioners was called to Order by Tim Miles (Chairperson) at 1803 hrs. followed by Pledge of Allegiance

Board of Commissioners in attendance – Chair Tim Miles, Commissioner, Commissioner Carolyn Brock, & Commissioner John Faber
Chief – Brad Flexhaug
Administrative Assistant- Kim Lawrence
Additional attendees are on the sign in sheet.

Approval of Agenda: Kim Lawrence presents today's agenda. Commissioner Brock makes a motion to approve today's agenda. Commissioner Faber seconded the motion. Motion carried with all members voting in the affirmative.

Prior Meeting Minutes: The board reviewed the January 16, 2025, BoC meeting minutes. Commissioner Brock moved to approve January 16, 2025, BoC meeting minutes. Commissioner Faber seconded the motion. Motion carried with all members voting in the affirmative.

Fund Reports: Kim Lawrence presented to the Board for review the January 2025 Treasurer Fund reports that show the ending balance for the month of January to be: General Fund \$804,394.82. EMS Fund \$796,653.04. UTGO Bond Fund \$2,747.85. Umpqua Bank Fund \$145,226.23.

Payroll: Kim Lawrence presented the January 2025 payroll in the amount of \$32,399.78 for the Board's review and approval. Commissioner Brock moved to approve the January 2025 payroll in the amount of \$32,399.78 as presented. Commissioner Faber seconded the motion. Motion carried with all members voting in the affirmative.

Warrant Distribution:

GEN-\$76,925.64

EMS-\$45,602.85

Kim Lawrence presented the, January 16, 2025, through February 19, 2025, Warrant Distribution transfer from the Treasurer account to the Imprest Account in the amount of \$122,528.49.



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Commissioner Brock moved to approve the Warrant Distribution, and transfer from the January 16, 2025, through February 19, 2025, Treasurer account to the Imprest Account in that amount of \$122,528.49. Commissioner Faber seconded the motion. Motion carried with all members voting in the affirmative.

Chief's Report February 20, 2025

Calls for the month of January 2025 - 33

Fire – 2, EMS - ALS transports – 12, BLS transports – 8, Refusals – 5, Service Calls - 3

Other – 3, Mutual aid given- District 8 - 2x's, District 6 - 1x's, District 5 1x's

Overlapping calls – 4

Discussed that we gave District 8 mutual aid 38 times in 2024 this is Fire and Ems. We had 0 Mutual aid received from them in 2024. The Boc discussed this and felt that we may need to talk with District 8 about a contract or some kind of payment for our ALS Mutual Aid. Chief Flexhaug will investigate this further.

Other

Vehicles

R-1-1 Generator replacement completed

Ambulance 1 waiting on estimate for re-chassis

Stations

Training

In January we had 5 fire trainings and 1 EMS training

Live fire training completed at MERTS February 8.

Extrication training March 8

ISO class March 22-23- trying to get two people registered



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Meetings

February 5 - Fire Chiefs meeting

February 10 – DEM- Chief Flexhaug helped with interviews

February 10 - Onalaska Alliance- Discussed the possibility of Fireworks at Carlisle Lake

February 12 – DNR- Still struggling with them. They repaired some wildland hose for us. We are working for a better relationship with them.

February 14 - Onalaska Schools - cancelled by school

February 18 - Onalaska Schools - cancelled by school

February 20 - CUC meeting- Still working on ILA updates Jennifer Libby Jones gave her notice. The County Attorney Johnathan Meyer has not reviewed the updated ILA.

February 20 – Active Shooter in Mason County- informative. Lewis County does not have a program in place. EMS Council is working on an updated MCI Plan for Lewis County. Sheriff Snaza sounds willing would like to joint trainings in the future.

Upcoming meetings

February 25 – Meeting with the School

February 28 - Staff meeting

March 5 - County Fire Chiefs meeting

Equipment

Additional 3 sets of turnout gear have arrived

Helmets, boots and gloves

Association Report : There was no one present to give a report. Updated notes from their meeting on 2-12-25, They have \$14,357.84 and they are working on the Car show. At that meeting Chief Flexhaug asked them about the fireworks show he would like to put on with the OA. President Kathy Kassel was willing to use OVFA funds to buy fireworks. She also stated that it would be hard for her OVFA members to work at a Fireworks stand. More discussion will take place at their next meeting March 12, 2025. This year the OVFA will be earning fund for AEDs.



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Unfinished Business:

1. ILA-911- The updated ILA is in the Prosecuting Attorney's office for review. There is a three-year agreement and then it becomes fully independent. They are hoping to have the ILA updated and signed ASAP. As of now Districts are working without a signed agreement. The biggest concern is that Jennifer Libby Jones will be leaving and finding a good replacement for her. Chief Flexhaug stated that The County has a good application process. There has been no discussion about filling the Executive Board positions yet. Once the ILA is signed, they will move forward with Boards and Board members.
2. Generator For Station 1- Chief Flexhaug utilized the Small works Roster and found that Warmer Electric and Travers Electric are on the roster. Each of them came out and did an estimate for the generator and the storage unit. Warmers' estimate was \$4,994.21 and Travers' was \$9,410.00. Warmers' estimate was less involved, no dirt work no permits. It had two lights and three plugins. Travers was a more in-depth estimate. It included dirt work, permitting, three outlets, four lights (possibly pull string) and an outside GFCI. There is question whether there will be a breaker box on the outside or if it will be run from the breaker boxes inside the station. The BoC is happier with the Estimate from Travers Electric and has asked Chief Flexhaug to inquire more about the panel box, the lights, and if we could do the dirt work ourselves. Hoping this will bring the overall cost down. We will have more discussion at our next BoC meeting.
3. SAO- Report- Over all the three-year Accountability Audit went well. There are a few things that we will be updating. There were no findings. Executive Session notes on one time decisions that need to improve. We need an EFT Policy to be put in place and a Policy for Disbursements, such as engraved plaques, and an appreciation dinner for the volunteers. We had the Exit interview on 2-18-2025 and all BoC members were emailed the Auditors Report.

New Business:

1. Fireworks- Chief Flexhaug met with the OA at their last meeting. He approached the idea of lighting off fireworks on the 4th of July this year at Carlisle Lake. The OA was very receptive to the idea. It would give them an opportunity to have live music and food vendors there. Morgan Browning a volunteer her at the District has her pyro technique license. She has in the past helped District 3 buy, sell fireworks as well as help put on the fireworks show. She is meeting with Doug Fossberg and another person to get more information for Chief Flexhaug. As of now it sounds like the OVFA would purchase the fireworks in bulk. The District would set up a stand to sell them out of. The money raised



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would cover the cost of next year's show (2026). So, for this year we would have to get donations to cover the expense of the fireworks estimated to be \$6,00.00 to \$10,000.00. The cake style is cheaper than the mortar style. The unopened fireworks packages can be shipped back for a refund. A call has been made to Nicholson Insurance to see what we need to have to cover this event (OVFA and District 1). There will be more information next month after Chief Flexhaug talks with Morgan Browning and attends the OA and the OVFA meetings.

2. WA Fire Commissioners Association Health Care Program- Form. Commissioner Miles reviewed the documentation for 2025 health care. Commissioner Miles signed the document. This form will be emailed back to keep the District current.
3. Resolution:2025-01- Cancellation of municipal warrants for Lewis County Fire District #1- Commissioner Miles read Resolution 2025-01 to the BOC it entailed voiding check #1100 because it was lost (Dry Box) and voiding check #1118 because of an email hack (Nicholson Insurance). Commissioner Brock made a motion to accept resolution 2025-01 as read. Commissioner Faber seconded the motion. Motion carried with all members voting in the affirmative.

The good of the Order- No business.

Our next meeting is Thursday March 20, 2025

Adjournment: With no other business present, Commissioner Miles moves to adjourn at 19:30 hrs. These are the minutes of February 20, 2025, the Lewis County Fire Protection District #1 meeting, hereby approved as written on this 20 day of February 2025.

Prepared by:

Kim Lawrence

Commissioner Chair – Tim Miles

Commissioner – Carolyn Brock

Commissioner – John Faber