



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

May 15, 2025

Physical location of 1733 ST RT 508

The regular meeting of the Board of Commissioners was called to Order by Carol Brock. Commissioner Tim Miles was absent from the meeting. (Chairperson) at 1800 hrs. followed by Pledge of Allegiance

Board of Commissioners in attendance – Commissioner Carolyn Brock acting Chairman & Commissioner John Faber

Chief – Brad Flexhaug

Administrative Assistant- Kim Lawrence

Additional attendees are on the sign-in sheet. (no attendees)

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

Prior Meeting Minutes: The board reviewed the April 17, 2025, BoC meeting minutes. Commissioner Faber moved to approve April 17, 2025, BoC meeting minutes. Commissioner Brock seconded the motion. Motion carried with all members voting in the affirmative.

Fund Reports: Kim Lawrence presented to the Board for review the April 2025 Umpqua Bank Fund \$159,827.07. The Treasures reports for GEN, EMS, and BOND were not available. To be reported to the BoC later.

Payroll: Kim Lawrence presented the April 2025 payroll in the amount of \$31,293.57 for the Board's review and approval. Commissioner Faber moved to approve the April 2025 payroll in the amount of \$31,293.57 as presented. Commissioner Brock seconded the motion. Motion carried with all members voting in the affirmative.

Warrant Distribution:

GEN-\$38,879.82 EMS-\$18,706.12

Kim Lawrence presented the April 17, 2025, through May 14, 2025, Warrant Distribution transfer from the Treasurer account to the Imprest Account in the amount of \$57,585.94. Commissioner Faber moved to approve the Warrant Distribution, and transfer from the April 17, 2025, through May 14, 2025, Treasurer account to the Imprest Account in that amount of \$57,585.94. Commissioner Brock seconded the motion. Motion carried with all members voting in the affirmative.



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Chief's Report May 15, 2025

Calls for the month of April 2025 - 43

Fire - 14

EMS - ALS transports - 15

BLS transports - 5

Refusals - 4

Service Calls – 3 Other - 2

Mutual aid given- District 8 - 7 times, District 5 - 2 times

Overlapping calls - 4

Other

Received 2200 feet of Large diameter hose in exchange for the surplus turnout gear

SCBA has been flow tested

Zoll Cardiac Monitors have been serviced

Vehicles

Ambulance 1 waiting on estimate for re-chassis – Spec from Braun is in. Changes will be made to the spec and then sent back to Braun to update and then get a quote.

New rear bumper and kick panel estimate for Rescue received. They will be moving forward with repairs- parts are in at Braun as of today.

Stations

Training

In April we had 6 fire trainings and 1 EMS training with Dr. McCahill

Wildland Field day was April 26th and Wildland pack test was April 30th

9 personnel renewing Red Cards, 1 - Division Sup, 4 - FFT1 and 4 - FFT2



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Meetings

April 24 - SCBA flow testing

May 1 - Active Shooter meeting- working on County wide protocol with Police and Fire. The biggest concern is EMS having the correct protection to go into a scene (Body armor and Helmets). There are also FEMA funding issues.

May 5 - House Bill 1498- House- Training for activation of

May 7 - Staff meeting

May 7 - State Fire Chiefs meeting

May 7 - County Fire Chiefs meeting

May 13 - Zoll service

Upcoming meetings

May 16 - DNR regional Fire Chiefs meeting- Concerns due to their budget cuts by the Government.

May 19 - County Commissioners dinner

June 4 - County Fire Chiefs meeting

June 5 - Active Shooter meeting

June 16 - EMS Council meeting- Medix received their ALS license from the DOH. It is a provisional license. They are set to start in Lewis County on June 1st.

Equipment

Helmets, boots and gloves- we will be ordering fire boots from SeaWestern, and we will be getting a glove quote from them.

Association Report : There was no one present to give a report. Chief Flexhaug addresses that at their last meeting they did not have a good turnout for volunteers. They are working on the Car Show for August. There are concerns about their future.

Unfinished Business:

1. **ILA-911- update**— the BoC accepted the final draft of the ILA with no concerns. Commissioner Faber made a motion to approve the Final Draft of the ILA. Commissioner Brock seconded the motion. Motion carried with all members voting in the affirmative.



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2. Rechassis A-1 Update- discussed in Chiefs report.
3. Storage Box- Discussed with the BoC that there were five us who tried to push the trailer into the Conex box and we could not accomplish the task. Due to the angle of the approach and the height of the container. We will be able to store the Mower and the trailer for the winter. For mowing season, the mower and trailer will be stored in the bay. Due to the issue at hand, we feel that the need for electricity is not necessary. It serves the purpose of storage for the OVFA, and the Department will use it for storage as well. The BoC agreed that spending money on electoral for the Conex box is not desirable at this time.

New Business:

1. Commissioner Brock is gone June 19th for BoC- Discussion about Commissioner Brock being unable to attend the June 19th BoC meeting ended with the agreement of keeping the Regular BoC meeting on June 19th.
2. Web-Specialist- Joanna Kaner presented an updated web design with what was previously on our webpage. She presented with a Coded version for the webpage. The webpage that Brittany Voie set up for us uses WordPress. Joanna Kaner made a statement that it would be about \$2000.00 to set up the Coded webpage and then a monthly fee to maintain the page. The BoC discussed what was created by Brittany Voie is working and we just need someone to maintain and update it monthly. Chief Flexhaug stated that Brittany did very well and helped us out when needed but we have never seen an invoice from her. The Department should have a monthly fee with Dream Host that she is paying for. The Boc with further discussion would like Chief Flexhaug to reach out to Brittany Voie and discuss the past cost and inquire if she would like to manage our website. The BoC would also like an estimate for monthly maintenance. Joanna Kaner presented well but we are happy with the WordPress version of the website and with Brittany.
3. Volunteer Application- David Watson- Discussion of his application was in depth. The suggestion was made by Chief Flexhaug that we do an interview process. The discussion of creating an interview board was mentioned. The BoC discussed the possibility of an interview board and decided against it. After the approval of an application Chief Flexhaug will bring the applicant in and go over the requirements to be a Department volunteer. If at that time Chief Flexhaug feels that the applicant is qualified, then the applicant will be sent for a physical. Commissioner Faber made a motion to accept David Watson's Fire Department application. Commissioner Brock seconded the motion. Motion carried with all members voting in the affirmative.



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Executive Session Personnel: RCW 42.30.110 (1)(G) – Session was call at 19:18 for twenty minutes. At 19:38 the session was extended for ten more minutes (there was no public to notify about the additional time). At 19:48 the Executive session was completed. At this time Joeseph Jordan was granted his three months Medical leave request. Starting from April 9, 2025, to July 1, 2025. The BoC was presented with his paperwork form BVFF, and a Dr note. Commissioner Brock and Chief Flexhaug signed the BVFF form for his medical leave. Commissioner Brock suggested that Chief Flexhaug contact the Departments lawyer Snure to ask if the Department can have volunteers undergo a reentry physical other than their primary care giver. Also addressed were Per diem Shifts at another District's. Chief Flexhaug was asked to take care of any issue that may need to be pulled back with per diem shifts at other Districts. At this time a Wage Scale increase was introduced for the Paramedics (Alexander Blake Arellano & Danile Kaner) of a \$2.00 an hour raise starting July 1, 2025. Paramedic Laura Lee Krause (salary) her wage increase is \$4,992.00 annually (see attached wage scale). Kamille Flexhaug and Kimberly Lawrence will receive a \$2.00 hourly wage increase also starting July1, 2025. Chief Flexhaug is prompted to manage shifts at other stations and refers to Policy. Commissioner Faber made a motion to approve the new Wage Scale for employees with a \$2.00 raise starting July 1, 2025. Commissioner Brock seconded the motion. Motion carried with all members voting in the affirmative.

The good of the Order- May 19th LCFCA Dinner in Mossyrock at 6:30 4 are confirmed. John is unsure if he can go now. Chief Flexhaug will ask Kami if she would like to attend. Appreciation Dinner update, the community dinner was Mexican food presented by the Hispanic Community. Some of us attended and enjoyed the food but it is not what we are looking for. Discussion with the BoC we came to a decision that we will contact Plaza and Casa for an estimate (60 people). On May 10 there was an event in the field that was signed up to sell flowers. It ended up being a Farmers Market where vender spots were sold. We were unaware of this happening. We will ask more questions in the future. Chief Flexhaug stated that he likes the turnout of the community and wouldn't mind seeing a Farmers Market more often. The discussion of the OVFA and maybe the OA getting involved and making it possible.

Our next meeting is Thursday June 19, 2025

Adjournment: With no other business present, Commissioner Brock moves to adjourn at 20:02 hrs. These are the minutes of May 15, 2025, the Lewis County Fire Protection District #1 meeting, hereby approved as written on this 15day of May 2025.



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Prepared by:

Kim Lawrence

Commissioner Chair – Tim Miles

Commissioner – Carolyn Brock

Commissioner – John Faber