



# 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

**JUNE 19, 2025**

**Physical location of 1733 ST RT 508**

The regular meeting of the Board of Commissioners was called to Order by Commissioner Tim Miles, at 1759 hrs., followed by Pledge of Allegiance

Board of Commissioners in attendance – Commissioner Tim Miles Chairman & Commissioner John Faber, Commissioner Brock was absent.

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 Miles 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 May 15, 2025, BoC meeting minutes. Commissioner Miles moved to approve May 17, 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 May 2025 Treasure Fund reports that show the ending balance for the month of May to be: General Fund \$1,129,386.68, EMS Fund \$900,879.54, Bond Fund \$102,313.19, and Umpqua Bank Fund \$160,102.62. The combined total is \$2,292,682.03.

**Payroll:** Kim Lawrence presented the May 2025 payroll in the amount of \$32,492.78 for the Board's review and approval. Commissioner Faber moved to approve the May 2025 payroll in the amount of \$32,492.78 as presented. Commissioner Miles seconded the motion. Motion carried with all members voting in the affirmative.

### Warrant Distribution:

GEN-\$40,350.88 EMS-\$21,522.68 Total Imprest Transfer \$61,873.56

Kim Lawrence presented May 15, 2025, through Jun 18, 2025, Warrant Distribution transfer from the Treasurer account to the Imprest Account in the amount of \$61,873.56. Commissioner Faber moved to approve the Warrant Distribution, and transfer from the May 15, 2025, through June 19, 2025, Treasurer account to the Imprest Account in that amount of \$61,873.56. Commissioner Miles seconded the motion. Motion carried with all members voting in the affirmative.



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## Chief's Report June 19, 2025

**Calls** for the month of April 2025 - 50

Fire – 6, EMS - ALS transports – 13, BLS transports – 15, Refusals - 7

Service Calls - 5

Other - 4

Mutual aid given- District 8 - 5 times, District 6 - 1 time

Mutual Aid Received- District 5&6 - 1 time

Overlapping calls - 12

### Other

#### Vehicles

Ambulance 1 waiting on estimate for re-chassis

Tender having electrical issues

Brush 1-3 fuel issues- Future repairs on the fuel system after Fire Season unless there is an issue.

#### Stations

Roll up door at Station 1-2- New engines are greater than 10 feet tall. The door at the station is under 10 feet. Station 2 would need a slight remodel. Constructing the bay opening to 12 feet and getting a new 12-foot door. BoC instructed Chief Flexhaug to begin pricing on the future project.

#### Training

In May we had 5 fire trainings and 1 EMS training

July Family Water games day July 30

#### Metings

May 16 - DNR regional Fire Chiefs meeting- Our relationship with them is better this year. Their new budget starts July 1<sup>st</sup>. We will see changes in the future working with them.

May 19 - County Commissioners dinner

June 4 - County Fire Chiefs meeting-working on a County wide Mutual Aid Agreement the last time it was updated was 2001.

June 5 - Active Shooter meeting- The County is working with Law and Fire to improve the program. They have come to an agreement on the Training program. They will have initial training and then move to the schools to train.



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June 12 - 911 Directors Interviews- Chief on the interview board. They had four applicants and out of those they had two good candidates.

June 16 - EMS Council meeting- Chief Fullbright is stepping down from the presidency and they are having a hard time filling the position.

## Upcoming meetings

June 21 - Taxes and Levies

July 4 - Family party- BBQ-Potluck 1830 at Station 1

## Equipment

Helmets-still working on

boots and gloves have been ordered

**Association Report :** There was no one present to give a report. Commissioner Miles stated he was at the last meeting, and they are preparing for the Car Show in August.

## **Unfinished Business:**

1. Rechassis A-1 Update- The BoC received an email from Chief Flexhaug earlier in the week indicating the estimate for the Rechassis. There is a significant increase in costs. This was not unexpected due to the tariffs and other price increases. Chief Flexhaug went through the specs thoroughly to decrease the cost for unnecessary things. The biggest change for the Box is that the ceiling will be pulled down and a new fiberglass ceiling will be placed. The ceiling will also have new LED lights installed. At our next meeting, we will need a Resolution to approve the cost based on a Single Source Provider.

## **New Business:**

1. Waiver Authorization-Bill Insurance/Waive copay- It was brought to the attention that C. Foister was asking to waive his copay amount to his insurance company Regence Bue Card due to financial hardship in the amount of \$120.00 Commissioner Faber made a motion to waive the Copay amount for C Foister for \$120.00 due to financial hardship. Commissioner Miles seconded the motion. Motion carried with all members voting in the affirmative.
2. BVFF Annual Certification for 2024- The list of Certification of Volunteers for 2024 was presented to the BoC. This list of Volunteers has met the requirements to be active



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members of BVFF and receive benefits for the year 2024. Commissioner Miles made a motion to accept the current list of Volunteers for BVFF for 2024 and make the invoice payment. Commissioner Faber seconded the motion. Motion carried with all members voting in the affirmative.

3. Temp Hire for Summer- Chief Flexhaug brought to the attention of the BoC that with a recent conversation he learned that District 5 hires seasonal employees during wildland fire season. He would like to consider this for the future of District 1. It would entail the hiring of two part-time/seasonal EMT/Red Card. These positions would be expected to be deployed out of the District or work shifts at the Station. This would relieve some of the fatigue or burnout of District 1 volunteers and paid staff. District 5 had 28 applicants for their two positions. Chief Flexhaug did some research on Season work Labor Laws. He found that under an average of 30 hours a week worked during the year they don't have to pay benefits. Unsure if the Department would need to pay into a Retirement plan. There is more research to be done about the rules and legal requirements for seasonal workers. Chief Flexhaug believes that the hiring of seasonal workers will be a steppingstone into the future of this District as it grows. The BoC was in total agreement that the hiring of 2 seasonal EMT/Red Card personnel is an excellent opportunity. It will benefit the District in many ways. If the Department can put something together this year it would be great, but next year the District can have a plan in place for Seasonal hiring.
4. Volunteer Application- Cora Dailey-Lawson, the BoC reviewed her application and background information. She is interested in becoming an EMT. She does live in Rochester but is willing to pull shifts. She will pay for her own EMT class. If she stays in the District for a year and meets protocols she might be reimbursed (see Policy for full details). Commissioner Miles made a motion to accept the Volunteer application from Cora Dailey-Lawson. Commissioner Faber seconded the motion. Motion carried with all members voting in the affirmative.

**Resolution No. 2025-03-** Lewis County Hazardous Mitigation Plan and Community Wildfire Protection Plan- Commissioner Miles read Resolution No. 2025-03 in its entirety. Chief Flexhaug explained the Resolution to the BoC. Each District must rank hazards in their Districts. Hazards that are ranked from Low, Medium and High such as maintain generators, proper lighting for stations, outdated equipment and apparatuses, flooding, etc. for FEMA. Our District plan was approved by FEMA. That approval lets District 1 apply and receive Grants if we qualify. Commissioner Faber made a motion to accept Resolution No. 2025-03 for the Lewis County Hazardous Mitigation Plan and Community Wildfire Protection Plan. Commissioner Miles seconded the motion. Motion carried with all members voting in the affirmative.



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**Resolution No. 2025-04-Umpqua Bank Stop Payment- Humana Overpayment Integrity Department** due to non-processing of payment that was issued on 1-13-2025. This was investigated by System design multiply times. Humana has not cashed the check. If they need reimbursement in the future, we will issue a new check. Check #1110 Stop Payment was placed on 6-17-2025. Commissioner Faber made a motion to approve Resolution No. 2025-04 Stop Payment of check #1110 to Humana Overpayment Integrity Department in the amount of \$115.01. Commissioner Miles seconded the motion. Motion carried with all members voting in the affirmative.

**Executive Session Personnel: RCW 42.30.110 (1)(G)- Struck from agenda No need.**

**The good of the Order-** Commissioner Miles inquired about the Generator for Station 1. Chief Flexhaug stated that this project will need to go out to bid. He has not had any luck with Generator companies getting back to him with prices (past estimated price increase \$90,00.00 to \$100,00.00 is possible). The electrical companies he has worked with have brought some good information forward to him. Chief Flexhaug feels like the District is still unsure of the size of generator we need. The future of this project is going to be bids, and the District will have more to discuss. Discussed the opportunity for Community involvement by opening Station 1 up in the summer for a cool place for community members to come. Also, a possible bring your pool water day for the hot days of summer and popsicles to give away. We need to look and see if there is a way to budget money for this kind of Community Service. Discussion about HAM radio. The District has one and has a license. We do not have anything set up. Antenna is not on the roof. Possible future project. Discussed the future need of battery-operated tools for the apparatuses. Easier to store, have chargers installed in new vehicles. The BoC would like to be aware of things that are aging or damaged so the District can replace them before they are broken.

Our next meeting is Thursday July 17, 2025

Adjournment: With no other business present, Commissioner Miles moves to adjourn at 19:12 hrs. These are the minutes of June 19, 2025, the Lewis County Fire Protection District #1 meeting, hereby approved as written on this 19 day of June 2025.



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Prepared by:

*Kim Lawrence*

Kim Lawrence

*Tim Miles*

Commissioner Chair – Tim Miles

*Carolyn Brock*

Commissioner – Carolyn Brock

*John Faber*

Commissioner – John Faber