



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

September 18, 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 1802 hrs., followed by Pledge of Allegiance

Board of Commissioners in attendance – Commissioner Tim Miles Chairman, Commissioner John Faber, and Commissioner Brock.

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 Brock made 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 August 21, 2025, BoC meeting minutes. Commissioner Brock moved to approve August 21, 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 August 2025 Treasure Fund reports that show the ending balance for the month of August to be: General Fund \$1,031,920.04, EMS Fund \$901,117.57, Bond Fund \$83,966.05, and Umpqua Bank \$150,675.12. The combined total for Gen, EMS, and Umpqua Bank is \$2,083,715.73.

Payroll: Kim Lawrence presented the August 2025 payroll in the amount of \$33,957.28 for the Board's review and approval. Commissioner Brock moved to approve the August 2025 payroll in the amount of \$33,957.28 as presented. Commissioner Faber seconded the motion. Motion carried with all members voting in the affirmative.

Warrant Distribution:

GEN-\$39,906.41 EMS-\$20,505.17 Total Imprest Transfer \$60,411.58

Kim Lawrence presented August 21, 2025, through September 17, 2025, Warrant Distribution transfer from the Treasurer account to the Imprest Account in the amount of \$60,411.58. Commissioner Brock moved to approve the Warrant Distribution, and transfer from the August 21, 2025, through September 17, 2025, Treasurer account to the Imprest Account in that amount of \$60,411.58. Commissioner Faber seconded the motion. Motion carried with all members voting in the affirmative.



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Chief's Report August 21, 2025

Chief's Report September 18, 2025

Calls for the month of August 2025 - 41

Fire – 3, EMS - ALS transports – 17, BLS transports – 6, Refusals – 5, Service Calls – 3,
Other - 7

Mutual aid given- District 8 - 6 times, District 5 - 2 times

Mutual Aid Received- District 8 - 1 time

Overlapping calls - 4

Other

Grant received from WREMS for \$3000.00 for Bike helmets and supplies

Vehicles

Ambulance 1 waiting for re-chassis

Working on design for new engine

Stations

Roll up door at Station 1-2

Training

In August we had 4 fire trainings and 1 EMS training

Pediatric training September 10

Meetings

September 3 - WREMS meeting- Chief Flexhaug Term is up this month. Not sure if he will do it again.

September 3 - County Fire Chiefs meeting-Discussed at last meeting. The 2.2 Million dollars of ARPA money will not be coming back to the Dispatch Center. The County refused to use Reserved Funds to make up the short fall. The County stated that the Change orders for a half of million dollars by the previous 911 Director exceeded her authority in signing the Order.



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That short fall in funds will also not be covered by County Reserve. The change from County turnover to Dispatch Center is to be completed in three years. It will be a long three years for Districts. The 911 fees will have to increase to pay for the short falls in the budget. The Executive Board seems to have its own struggles that are hopefully being worked out. They still have not hired a Dispatch Director.

September 3 - NERIS onboarding meeting

September 10 - Water District

September 16 - WFCA health care workshop

Upcoming meetings

September 22 - Rosenbauer

September 29 - DEM interviews

September 30 - Brian Gilliland retirement party

October 1 - County Fire Chiefs meeting

October 2 - Active Shooter meeting

October 4 - Apple Harvest

October 8 - PAM class meeting

October 14 - Braun Pre-build meeting

Equipment

Helmets- Waiting to see if the District was rewarded with the GESA Grant that the District applied for.



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Unfinished Business:

1. Water District Update- Chief Flexhaug and Kim Lawrence attended the BoC Meeting of the Water District on September 10th. We discussed the color of fire hydrants and the meaning of the color. The color of the caps is the size of the pipe (Flow Rate). The Rating Bureau expects the hydrants to be Flow Tested once every five years. The last time the Water District had the system flow tested they hired a third-party company. The Water District suggested that they would like to do their own flow testing but do not have the equipment or the training. Chief Flexhaug stated that he did know someone (Greg Peterson) who could help with information about equipment and for testing. He will reach out to him and gather the necessary information. The Water District and the Fire District may in the future work together to flush hydrants. Also discussed is the annual fee that we pay. It is based on \$250.00 maintenance fee for the hydrants. The Water Districts BoC agreed that the amount we pay is high and that the BoC will investigate the cost. The Water District did purchase a new hydrant last year that cost them around \$23,00.00. This seemed high to them. In the future the purchase of used or new hydrants, if possible, will need to have 5-inch (LDH) fittings. If not, the Water District needs to watch for LDH adapters for the hydrants that are in service now. In the past we were told only to use the hydrant at Station 1 due to sediment stir up. We asked the Water District BoC about it. They did talk with their Technician and the Technician stated that we can use any and all of the hydrants in town for refill at any time. Overall, the meeting with the Water District was very successful.
2. Fire Prevention Week-Posters Update- The District will be going to the Grade School Tuesday October 7th in the afternoon and on October 10th in the morning. The BoC was invited to attend in the education. The Fire Prevention Poster will be picked up on September 30 and brought back to the Station to be displayed during Apple Harvest. The volunteers will pick some winners and prizes will be given.
3. Apple Harvest Update- The Fire Station will have a new obstacle course for the kids this year. Life Flight donated a year membership that the District will have a free raffle for. Chief Flexhaug has reached out to Live 95 to see if they would like to be here at the Station and the cost of doing so. The District is having free vendor space out on the grass. At this time there are six spaces taken. The maximum for vendors is 12. Commissioner Brock is going to investigate getting Food Trucks (self-contained). Commissioner Miles has secured a Porta Potty for the event.



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New Business:

1. Policy 1.1020 Electronic Fund Transfers (EFTs) - Policy 1.1020 Electronic Fund Transfers (EFTs) was reviewed and discussed by the BoC. Commissioner Brock made a motion to accept Policy 1.1020 Electronic Fund Transfers (EFTs) as written. Commissioner Faber seconded the motion. Motion carries with all members voting in the affirmative.
2. West Region Grant for \$3000.00, Bicycle Helmets etc. The District (Chief Flexhaug & Danile Kaner) applied for a Grant and received it. This Grant is for bicycle helmets. In the Spring of 2026 (Spring Break), the District plans on having a Bicycle Safety Day. It will include the fitting of helmets for children, bicycle rodeo, minor bicycle maintenance, a family bike ride, and lunch at the Station. This Grant is a reimbursement, Grant. We need to have our receipts turned in by June 1, 2026. The BoC feels that this is a great community event and will support it. The BoC stated that if the Department goes over the \$3000.00 Grant amount the District may spend funds necessary for this event for Public Education
3. Airgas, estimate for 3 large bottles- Chief Flexhaug has completed the Cascade System for filling O2 bottles. With the completion of this system the Department is three large oxygen bottles short. Having this system, we will be able to refill our empty O2 bottles. In time this will save the District money. The BoC discussed the estimate and directed Chief Flexhaug to continue with the purchase of the three bottles to make the Cascade System more complete and more operational.
4. WFCA-Insurance Increase 15%- Chief Flexhaug discussed with the BoC that this year the TPSC insurance will increase by 15%. In 2023 it increased 15% and in 2024 it increased 12%. This seems like a very large increase over three years. It concerns the Department. Chief Flexhaug has been in contact with an Insurance Broker and is looking into other Insurance Plans that are like the plan the District has now. There was Discussion about the increase. It seems everything is going up and the District needs to make sure that the investigation into new insurance is a savings and has as good or better coverage. Also, if the Department leaves WFCA-TPSC insurance can we get back into it in the future if need be. The BoC supports Chief Flexhaug's decision to investigate other options for the District. The other option would be to have the employees pay a portion of their own healthcare insurance. The District would like to avoid this option.
5. New OVFA Member Application- The BoC reviewed the application and background check of Sherrie Boehm to become an OVFA Member. Commissioner Miles made a



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motion to accept Sherrie Boehm as an OVFA Member. Commissioner Faber seconded the motion. Motion carries with all members voting in the affirmative.

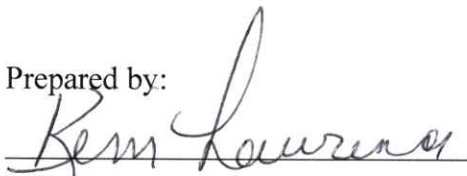
6. Set Date for 2026 Budget Meeting- The BoC came to the agreement that on October 16 at 17:30 the 2026 Budget meeting will take place. This meeting is prior to the Original schedule Board meeting.

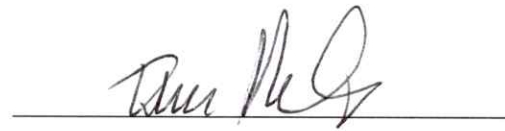
Good of the Order- Discussed that we had the Station open on a couple hot days for a Cooling Station and no one attended. It was recommended that we place a different sign in front of the Station. Something like a plywood sign that may be more visible to passersby than the reader board. Discussed the need for Open Public Meeting Training. It seems that it is something that the LCFCA may be able to get a presenter/teacher. Commissioner Brock will look into it. If not, the Department needs to find something (online) because few of the BoC and Chief are due soon. The LCFCA will be asking for Districts to host at their meetings in 2026. District 1 would be interested in hosting the LCFCA meeting and the dinner in May

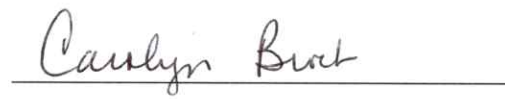
Our next meeting is Thursday October 16, 2025

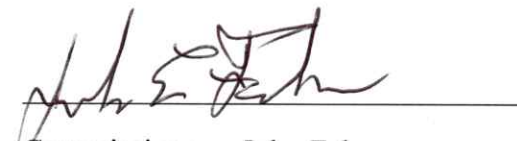
Adjournment: With no other business present, Commissioner Miles moves to adjourn at 1944hrs. These are the minutes of September 18, 2025, the Lewis County Fire Protection District #1 meeting, hereby approved as written on this 18th day of September 2025.

Prepared by:


Kim Lawrence


Commissioner Chair – Tim Miles


Commissioner – Carolyn Brock


Commissioner – John Faber