



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

November 20, 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 Public comments

Fire Prevention Poster Awards- Went well three out of the six poster winners were present.

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 October 16, 2025, BoC meeting minutes. Commissioner Brock moved to approve October 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 October 2025 Treasure Fund reports that show the ending balance for the month of October to be: General Fund \$1,193,476.38, EMS Fund \$963,382.86, Bond Fund \$123,151.47, and Columbia Bank \$152,733.34. The combined total for Gen, EMS, and Umpqua Bank is \$2,309,592.58.

Payroll: Kim Lawrence presented the October 2025 payroll in the amount of \$34,628.49 for the Board's review and approval. Commissioner Brock moved to approve the October 2025 payroll in the amount of \$34,628.49 as presented. Commissioner Faber seconded the motion. Motion carried with all members voting in the affirmative.

Corrected Imprest Transfer for September 18, 2025, to October 15, 2025. Kim Lawrence presented to the BoC that last months Imprest Transfer that they signed was in the amount of \$60,542.03. This had a Bond payment of \$200.00 that was not supposed to be on there. The \$200.00 was subtracted from the Imprest Transfer. The corrected Imprest Transfer is in the



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amount of \$60,342.03. Commissioner Brock made a motion to accept the corrected Imprest Transfer of \$60,342.03. Commissioner Faber seconded the motion. Motion carries with all members voting in the affirmative.

Warrant Distribution:

GEN-\$57,757.21 EMS-\$32,824.83 Total Imprest Transfer \$90,582.04

Kim Lawrence presented October 16, 2025, through November 19, 2025, Warrant Distribution transfer from the Treasurer account to the Imprest Account in the amount of \$90,582.04. Commissioner Brock moved to approve the Warrant Distribution, and transfer from the October 16, 2025, through November 19, 2025, Treasurer account to the Imprest Account in that amount of \$90,582.04. Commissioner Faber seconded the motion. Motion carried with all members voting in the affirmative.

Chief's Report November 20, 2025

Calls for the month of October 2025 – 35, Fire – 4, EMS - ALS transports - 6

BLS transports – 13, Refusals – 7, Service Calls – 4, Other - 1

Mutual aid given- District 8 - 3 times, District 6 - 1 time

Mutual Aid received - District 8 - 1 time

Overlapping calls – 8

Other

Vehicles

Brush 1-2 ignition replaced

Heavy Rescue truck sale process- On Govdeals

Ambulance 1 is at Braun for re-chassis

New engine

Stations

Roll up door at Station 1-2

In October we had 5 fire trainings and 1 EMS training

Meetings

October 22 - Morton EMS meeting- we will try to take pt to Morton that want to go. Call before transport to get permission to transport.

October 28 - Braun Pre-build meeting



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November 5 - County Fire Chiefs meeting

November 6 - Active Shooter meeting

November 12 - Gov Deals

November 14 - School Assembly

November 17 - County Fire Commissioners meeting

Upcoming meetings

December 3 - WREMS

December 3 - Fire Chief's Association

December 4 - Active Shooter meeting

December 2 - EMC meeting

December 6 - Fill the Ambulance Food Drive

December 17 - Christmas Families delivery

December 17 - Christmas party

Equipment

New helmets have been ordered

WFCA Report (Commissioners Brock and Faber) Commissioners Borck and Faber shared some information from the meeting. Updated Snure information, mileage increase, Schools Per Student Fees, TIF updates, Meeting per diem, and PTSD.

Nicholson- WA State Risk Management Annual Meeting (Commissioner Brock)
Commissioner Brock shared the overall concern for more thorough background checks. Commissioner Brock stated the concern of changes that Nicholson's makes prior to the meeting in which she must vote on but has no understanding of the changes being made. The next Nicholson meeting is in March 2026 in which she stated that she will be attending.

Unfinished Business:

1. **Appreciation Dinner 1-9-26** -The guest speaker that Chief Flexhaug had in mind cannot make it. We are still looking for a guest speaker. Commissioner Brock stated that she liked John Murphy from District 38 King County. We will be making personal pizza and having Charcuterie boards at the tables and having some table games. Chief is still looking for appreciation memorabilia for the staff.

New Business:



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1. **2025 Stipend-** Chief Flexhaug has November 1, 2024, through October 31, 2025, Payroll for points prepared. The BoC reviewed the Payroll points. Commissioner Brock made a motion to accept the Payroll for Points November 1, 2024, through October 31, 2025, in the amount of \$8,881.00. Commissioner Faber seconded the motion. The motion carries with all members voting in the affirmative.
2. **Springbrook Payment-** Kim Lawrence presented to the BoC that the payment for the Spring Brook annual payment was an 18% increase. This agreement is for Financial Essentials Maintenance for 2026. We stayed at the same level of maintenance. In the future we may have to upgrade to Cloud based agreement.
3. **2026 Budget Acceptance-** The BoC reviewed the 2026 Budget. At the October 16th Special Meeting the BoC asked to have the cost of seasonal employees added to the 2026 Budget. With those changes made, Commissioner Brock made a motion to approve the 2026 Budget as presented. Commissioner Faber seconded the motion. Motion carries with all members voting in the affirmative.
4. **Resolution No. 2025-07-** Gen, Commissioner Miles read the Resolution 2025-07 to the BoC. Commissioner Brock made a motion to accept Resolution 2025-07 as written. Commissioner Faber seconded the motion. Motion carries with all members voting in the affirmative.
5. **Resolution No. 2025-08** Ems, Commissioner Miles read Resolution No. 2025-08 to the Boc. Commissioner Brock made a motion to accept Resolution No. 2025-08 as written. Commissioner Faber seconded the motion. Motion carries with all members voting in the affirmative.
6. **Levy Certification 2026-** The Levey Certification was reviewed by the BoC for 2026 Regular levies and Excess levies.
7. **Certification of Administrative Refunds for Fire District #1 Gen Levy, Ems Levy, and Bond Levy. Intended for 2026 tax year.** The BoC reviewed the Refunds. Commissioner Miles signed for the refunds.
8. **New Engine-Possible Resolution-** Chief Flexhaug presented the cost of the new engine at \$605,614.00. This amount was locked in in October. As of November 1st, if there are any changes to the engine design there will be a 5% cost increase. If we stay with the plans that are drawn up for this custom engine, we can have work orders to make changes to the engine. BoC along with Chief Flexhaug discussed the cost. Some things to think about were the High/Low pressure pump, the engine being 4-wheel drive, and over all length of the engine. Chief Flexhaug was told that the warranty would be void if the engine left the roadway. Chief Flexhaug is investigating this concern. The decision may be made with a change order to go to 2-wheel drive. If the chassis is paid for upfront the



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District will save some money. This engine is custom to the needs of the District and future engines will possibly be the same build. The BoC had an in-depth conversation about the building of the new engine. They have concluded that District 1 will sign a contract with Rosenbauer for the building of the new engine using a competitive parading agreement through Sourcewell.

Resolution No. 2025-09 Contract to Build and Purchase a New Fire Engine-

Commissioner Miles read Resolution No. 2025-09 to the BoC. Commissioner Brock made a motion to accept Resolution No. 2025-09. Commissioner Faber seconded the motion. Motion carries with all members voting in the affirmative.

9. **Volunteer Application-** Clayton Jewell has turned in an application. The BoC reviewed Clayton Jewells application. Commissioner Brock made a motion to accept Clayton Jewells volunteer application. Commissioner Faber seconded the motion. Motion carries with all members voting in affirmative.

Good of order-Christmas Tree Lighting November 28th. Fill the Ambulance Food Drive December 6th 10 to 3. December 17th gift delivery at 6pm BoC invited to take part. Also, the BoC is invited to come to the department later that evening and take part in our party. There was discussion about offering the County for the purchase of the old dump located on Alexander in the future.

Adjournment: With no other business present, Commissioner Miles moves to adjourn at 2023hrs. These are the minutes of November 20, 2025, the Lewis County Fire Protection District #1 meeting, hereby approved as written on this 20th day of November 2025.

Prepared by:

Kim Lawrence

Commissioner Chair – Tim Miles

Commissioner – Carolyn Brock

Commissioner – John Faber