



# 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 Meeting Minutes

March 19, 2026

Physical location of 1733 ST RT 508

The regular meeting of the Board of Commissioners was called to Order by Commissioner Tim Miles, at 1803 hrs., followed by Pledge of Allegiance

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

Chief – Brad Flexhaug

Administrative Assistant- Kim Lawrence

Additional attendees are on the sign-in sheet.

Surplus of AEDs to Timber River Connections Older Adult Centers Transfer of Ownership with Hold Harmless Form. Timber River Connections Older Adult Centers Board attended the meeting accepting and signing the Hold Harmless Form. They were extremely happy with LCFD1 for giving them this opportunity.

**Public Comments:** No public comments

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 February 19, 2026, BoC meeting minutes. Commissioner Brock moved to approve February 19, 2026, 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 February 2026 Treasure Fund reports that show the ending balance for the month of February to be: General Fund \$1,065,318.13, EMS Fund \$804,610.18 Bond Fund \$11,371.44 and Columbia Bank \$150,342.49. The combined total for Gen, EMS, and Umpqua Bank is \$2,020,270.80.

**Payroll:** Kim Lawrence presented the February 2026 payroll in the amount of \$31,719.44 for the Board's review and approval. Commissioner Brock moved to approve the February 2026 payroll in the amount of \$31,719.44 as presented. Commissioner Faber seconded the motion. Motion carried with all members voting in the affirmative.

### **Warrant Distribution:**

**GEN-**\$65,697.95 **EMS-**\$199,520.65 **EMS-**\$33,013.33 **Total Imprest Transfer** \$98,711.28



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Kim Lawrence Presented a Warrant Distribution transfer in the amount of \$199,520.65 out of EMS on 2-25-26 for the 2026 Ambulance Rechassis. Commissioner Brock approved the \$199,520.65 on 2-25-2026 for the 2026 Ambulance Rechassis. Commissioner Faber seconded the motion. Motion carries with all members voting in the affirmative.

Kim Lawrence presented February 19, 2026, to March 18, 2026, Warrant Distribution transfer from the Treasurer account to the Imprest Account in the amount of \$98,711.28. Commissioner Brock moved to approve the Warrant Distribution, and transfer from the February 19, 2026, to March 18, 2026, Treasurer account to the Imprest Account in that amount of \$98,711.28. Commissioner Faber seconded the motion. Motion carried with all members voting in the affirmative.

## Chief's Report March 19, 2026

**Calls** for the month of February 2026 - 28

Fire – 3, EMS - ALS transports – 10, BLS transports – 7, Refusals – 2, Service Calls – 2, Other - 4

Mutual aid given- 1x's to Dist. 8

Overlapping calls - 8

### Other

Generator

SCBA testing completed

### Vehicles

Ambulance 5 is striped, stocked and waiting for registration and insurance to be fully in service

Still have not seen change orders for New engine

B-1-3 ABS fixed, quotes for door damage- Estimate \$2371.79

Other 2 ambulances need services as soon as new one is in service

A3- received 4 new batteries

Gurney in A5 received a new Cot battery

Defib Tech CPR unit received a new battery

E3 Pathways has Reunification training on April 24. We have 1 person going and maybe 1 BoC member.

### Stations

Roll up door at Station 1-2



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## Training

In February we had 5 fire trainings and 1 EMS training

March 14 - Live fire training in Salkum

## Meetings

March 3 - 911 Operations board meeting

March 4 - DNR chief's meeting

March 4 - County Fire Chiefs meeting

March 5 - Active shooter meeting

March 10 - EMC meeting

March 11 - SCBA testing

March 12 - S-219 class

## Upcoming meetings

March 26 - District 6 Chief meet and greet

March 27-28 - Vacation

April 1 - County Fire Chiefs meeting

April 2 - Active Shooter meeting

April 11 - Bicycle event- one more flyer going to school next week

April 14 - 911 Operations board meeting

## Equipment

Boat has been ordered

## **Unfinished Business:**

1. **Seasonal Employees-** Both applicants have accepted the Seasonal positions. They will start on May 1<sup>st</sup>. There will be a mini academy May 5<sup>th</sup> through May 9<sup>th</sup>.
2. **Bicycle Rodeo April 11, 2026-** The second Flyer will go to the Onalaska Elementary and Middle school on March 30<sup>th</sup>. All the helmets and prizes are here. Things are coming together well with our online registrations. Our second flyer will have a QR Code.
3. **OVFA Review-** At the last meeting March 11, 2026, the OVFA appointed new Board Members. President- Kim Lawrence, Vice President-Jenny Baldwin-McGraw, Secretary-Teresa Jordan, and Treasure- Tammi Clark. At that time, they appointed Kathy Kassel to Comity Chair.
4. **Generator-** District 1 has the Generator that was purchased from GovDeals. Chief Flexhaug is applying for a Grant that is \$20,00.00. It's a No Match grant from DNR for Station improvements. Chief Flexhaug received the first estimate from Travers Electric in the



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amount of \$37,980.00. This includes prep (concrete work) and setting up (taking Generator off the trailer/wiring) of the Generator and the electrical Auto Transfer switch. The District is still waiting for one more estimate. Both Businesses are off the Small works Roster. Once it is in working order the Generator will need to be painted and landscaping done around it.

- 5. Bond Fund Interest Update-** The District received an email from Noah Hudson on 3-9-2026 stating that the Treasurer's Office will Credit Fire District 1 in the amount of \$14,730.85. This amount covers the period from the execution of the LCIP agreement in 2022 through the end of February 2026. We have not seen the Funds credited to LCIP. Going forward the Bond Fund will continue to earn interest monthly as an active participant in the LCIP.

## **New Business:**

- 1. Resolution NO. 2026-03 Declaring Certain Property Surplus to the Needs of the District-** 2001 Ambulance chassis removed and returned to LCIP. Commissioner Miles read Resolution No. 2026-03 in its entirety. Commissioner Brock made a motion to accept Resolution No. 2026-03 as read. Commissioner Faber seconded the motion. Motion carries with all members voting in the affirmative.
- 2. Executive Session:** Personnel RCW 42.30.110 (1) (G)- Executive Session was called to order at 1910 hours for 15 minutes. At 1925 the notification was given that Executive session needed five more minutes. At 1930 the Executive session adjourned with no decisions made.
- 3. Open Public Meetings Act, training-** the BoC discussed who may need to take the Open Public Meetings Act Class retraining. Chief Flexhaug will find the training classes and send a link to those in need of retraining.
- 4. Call Back Policy-** Chief Flexhaug is working on the new Call Back Policy. This Policy will designate what is appropriate for off duty employees and seasonal employees to respond to a call. Chief Flexhaug read some of the information that he had in his incomplete policy to the BoC. The BoC discussed the need for Policy. This is an appropriate Policy to have in place. Chief Flexhaug is to finish the Policy and present it to the BoC at the next BoC meeting.

**Good of the Order-** Commissioner Brock attended the Nicholson meeting in March. They discussed Glenoma at a minimum. Chelan Nicholson Meeting is in Chelan Friday June 5<sup>th</sup> it is \$175.00 to register for the Meeting. Commissioner Brock is interested in going to the meeting. Commissioner Faber is thinking about it. Chief Flexhaug read the Thank you letter from District 14 Randall Fire. They thanked us for the surplus helmets and boots.



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Adjournment: With no other business present, Commissioner Miles adjourns the meeting at 1945hrs. These are the minutes of March 19, 2026, the Lewis County Fire Protection District #1 meeting, hereby approved as written on this 16th day of April 2026.

Prepared by:

Kim Lawrence

Commissioner Chair – Tim Miles

Commissioner – Carolyn Brock

Commissioner – John Faber