

# KLICKITAT COUNTY FIRE DISTRICT 3

200 Husum Street, Husum, WA 98623

Commissioner's Meeting

April 14 2016

Minutes

**Called to order:** 18:32

**In Attendance:** Commissioner Zoller, Commissioner Connor, Commissioner Montag, quorum present.  
Chief Virts, Secretary Plumb, Eric Bosler. Captain Mike Renault, Mollie Krall, Lester Penney, Sverre Bakke, Tamara Kaufman.

**Approval of agenda:**

**Motion to approve agenda made by Commissioner Montag, seconded by Commissioner Connor.** (3 yay, 0 nay)

**Public Discussion:** None noted.

**Approval of Minutes:**

**Motion to approve the minutes for the March 10, 2016 regular business meeting and special meetings on March 23rd, March 31st, April 5th and April 7<sup>th</sup>, made by Commissioner Connor, Seconded by Commissioner Montag** (3 yay, 0 Nay).

**Secretary's report:**

1. **County Treasurer's Report for March 2016**

Beginning balance	138,621.08	Ending Balance	179,000.18
Deposits	60,686.53	Disbursements	20,307.43

2016 District expenditure shows a year to date (April 14) total of **\$101,596.48**

2. **Bills and items to be signed:**

**Motion to approve the payment of bills made by Commissioner Connor, Seconded by Commissioner Montag** (3 yay, 0 nay).

a. Vouchers: Commissioner Voucher March 11 to April 14 2016

a). 3/17 - \$3,610.07      b). 03/024 - \$2,855.34      c). 04/05 - \$5,188.53  
d). 03/31 - \$2,506.60      e). 04/07 - \$2,094.87      f) 04/14 - \$13,987.67

3. **Budget:** 2016.

Professional Services, as expected is over the budgeted amount.

4. **Investment of funds:** Maintaining \$100,000.

5. **Correspondence:** WFCOA Annual report.

6. **2016 Fire Protection** contracts for properties outside the district boundary.

7. **March Incident Report:** 19 EMS, 1 MVA, 1 cooking fire, 5 cancelled en route, 2 other. (28) total.

8. **Current priority projects include:**

- 2015 state audit,
- Employee handbook

### Chief's Report

1. **Bathrooms at Stn. 31:** Hot water heaters have been installed.
2. **Wildland** – The District is again making use of the DNR phase 1 (50/50 cost match) for wildland equipment.
3. **New Brush 312** is in service. In Fire Service tradition, it was pushed into the bay by the volunteers at the last training night.
4. **BNSF Foundation:** A check for \$6,000 was presented to the District by Courtney Wallace. The funds covered the cost of installing the lights and radio on the new Brush engine.
5. **The old Brush 312:** This vehicle is now at station 32 and renamed B-322. It is currently being stripped down for a new pump and foam eductor system.
6. **Tender 314:** A new cabinet has been ordered to provide more storage on the tender, which is needed for gear when it is mobilized for extended periods.
7. **Annual Report-** The completed 2015 annual report was presented to the Commissioners.

### Ongoing Business:

1. **Personnel:** Hiring a Chief

**EXECUTIVE SESSION: –RCW 42.30.110(1)(g) To evaluate the qualifications of an applicant for public employment** or to review the performance of a public employee. However, subject to **RCW 42.30.140(4)**, discussion by a governing body of salaries, wages, and other conditions of employment to be generally applied within the agency shall occur in a meeting open to the public, and when a governing body elects to take final action hiring, setting the salary of an individual employee or class of employees, or discharging or disciplining an employee, that action shall be taken in a meeting open to the public.

**Recessed public meeting for 15 minutes to 19:10.**

Public entered the meeting room.

**Reopened public meeting: 19:16**

**Review of hiring process:** Chairman Zoller gave a brief review of the process to date. The Commissioners hired a consultant to help them through the process. They analyzed the qualifications desired in a chief, and the position was advertised locally and through on-line fire industry web sites. The first step had applicants send in a brief summary indicating their qualifications for the position. Selected individuals were then asked to submit an extensive application which included essay questions. After a technical review by a panel, six candidates were invited to attend an all-day assessment lab run by the consultant. The Assessment lab tested several management skills. Three individuals were then interviewed by a task force panel, a volunteer panel, and finally by the Commissioners.

Commissioner Zoller explained the next steps: A formal offer to the selected candidate would be announced. However, the offer requires a contract and at the time of the meeting the contract was still being reviewed by the attorney. So while the Commissioners know who they wish to offer the position to, they do not have the package of what they are going to offer. As soon as the contract is ready they will call a special meeting and confirm the offer.

**Formal decision to offer the position of Chief:** Commissioner Zoller announced that they would like to offer the position of Fire Chief to Wesley Long. Following the meeting the final candidates will be informed of the Commissioners' decision. Commissioner Zoller added that this process has been thorough and emotional, and they do not take it lightly.

Sverre Bakke representing the White Salmon Enterprise asked "Who is Wes Long?" Commissioner Zoller said he is currently a full time fire captain in SW Washington and had been a Fire Chief for a Fire Department very

similar to Fire District 3, that was located in another state. Commissioner Zoller noted that at this point they have not yet hired Mr. Long, they still need a contract to offer him, and for him to agree to the offer.

1. **Surplus Vehicle.** – The old brush unit has been declared surplus but has not been put up for bid yet. Roz is working on a description that can be posted and hopes to be able to have the closed bid offers ready for opening at the May 12<sup>th</sup> meeting.

**New Business:**

**Annexation petition** – Property owners on Lyons Road and 2 parcels owned by Mount Adams Orchards are proposed for annexation into the District. The properties are adjacent to the existing boundary. The petitions were presented to the Commissioners and a hearing will be scheduled at the May 12 commissioners meeting.

**Good of the Order:** None noted.


**Next meeting:** May 12, 2016 at 6:30.

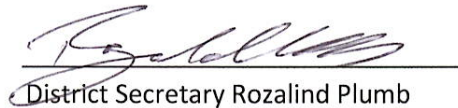
**Motion to adjourn made by Commissioner Montag, seconded by Commissioner Connor** (3 yay, 0 nay).

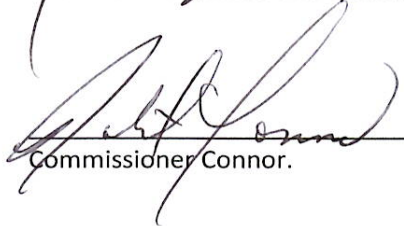
Meeting adjourned **19:26**.


**APPROVED BY:**

Attest:

  
Chairman - Commissioner Zoller.      5-12-16  
(date)

  
District Secretary Rozalind Plumb

  
Commissioner Connor.      5-12-16  
(date)

  
Commissioner Montag      5-12-16  
(date)

Board of Volunteer Firefighters local meeting began 19:28

Klickitat County Fire District 3 Commissioners Meeting

200 Husum Street Husum, WA .

April 14, 2016 @ 6:30 pm

**AGENDA**

**Regular Board meeting.**

(A) = Action (I) = Information (D)= Discussion

- **Open Meeting:** Call to order. Time \_\_\_\_\_
- **Approval of agenda (A)**
- **Attendance:**
- **Public Discussion:**
- **Minutes of last meeting:** (A) **March 10** 2016 business meeting,  
Special Meetings (A) – March 23, March 31, April 9.
- **Secretary's report:** 1. Bills and items to be signed (A)
- **Chief's Report: (I)**
- **Training Report: (I)**
- **On Going Business:**
  - 1. **-Personnel-** hiring a Chief- review of progress (I)
    - EXECUTIVE SESSION: –RCW 42.30.110(1)(g) To evaluate the qualifications of an applicant for public employment** or to review the performance of a public employee. However, subject to **RCW 42.30.140(4)**, discussion by a governing body of salaries, wages, and other conditions of employment to be generally applied within the agency shall occur in a meeting open to the public, and **when a governing body elects to take final action hiring, setting the salary of an individual employee or class of employees, or discharging or disciplining an employee, that action shall be taken in a meeting open to the public.**
    - Reopen public meeting.** \_\_\_\_\_
    - Formal decision to offer Chief position (A)**
    - Chief Employment Contract (A)**
  - 2. **Surplus Vehicle-** 1986 Chevrolet- in progress
- **New Business:**
  - 1. Annexation Petitions -3 properties have submitted petitions. Schedule hearing for next meeting.
- **Good of the order:**
- **Next meeting:** Regular meeting **May 12<sup>th</sup>** 2016.
- **Motion to adjourn: (A) Time** \_\_\_\_\_

**BVFF local trustees meeting –** As it is not part of the Commissioner's meeting it can be held after the meeting. TIME: \_\_\_\_\_



**CLICKITAT COUNTY TREASURER  
FINANCIAL REPORT  
MARCH 2016**

		667.1 FIRE DIST. 3
<b>Beginning Cash Balance</b>	\$	138,621.08
<b>Cash Increases</b>		
Tax Collections	\$	47,036.13
District Deposits	\$	13,617.00
State Apportionment	\$	-
State Forest/PILT/Timber Excise	\$	-
Federal PILT	\$	-
Leasehold Excise	\$	-
Reimbursements	\$	-
Investment Interest	\$	33.40
Matured Investments	\$	-
Interfund Transfers In 397	\$	-
G/L Entries & Journal Entries	\$	-
<b>Subtotal</b>	\$	60,686.53
<b>Total Cash Balance</b>	\$	199,307.61
<b>Cash Disbursements</b>		
A/P Vouchers & G/L Journal Entries	\$	18,688.42
Interfund Transfers Out 597	\$	-
New Investments	\$	-
Accounts Payable	\$	-
Payroll/Salary Clearing	\$	-
Misc. Remittances/EFTPS/ACH	\$	1,619.01
Misc County Fees	\$	-
Bonds Paid: Principle/Interest	\$	-
Lease/Loans: Principle/Interest	\$	-
Other:	\$	-
<b>Total Disbursements</b>	\$	20,307.43
<b>Ending Cash Balance</b>	\$	179,000.18
<b>Warrant Activity</b>		
Previous Month Outstanding	\$	-
Warrants Issued (+)	\$	-
Warrants Paid (-)	\$	-
Warrants Canceled (-)	\$	-
<b>Warrants Outstanding (O/S)</b>	\$	-
<i>Cash Balance-Less O/S Warrants</i>	\$	179,000.18
<b>Investment Activity</b>		
Beginning Investment Balance	\$	100,000.00
Matured Investments	\$	-
New Investments	\$	-
<b>Ending Investment Balance</b>	\$	100,000.00
<b>Bond Activity</b>		
Beginning Bond Principle Balance	\$	-
Bond Principle Payments	\$	-
Bond Interest Payments	\$	-
<b>Ending Bond Principle Balance</b>	\$	-

Prepared By: Paul Dunn

*Paul Dunn* 4/7/16

\_\_\_\_\_, Chief Deputy Treasurer

This budget sheet is connected to the expenditure spreadsheet.

Klickitat County Fire District 3

4/14/2016

2016 BUDGET

Bars #	Category	Original Budget	grant/other	March expenditure	expenditure YTD	Balance	% Used
	Salaries & Wages + employee paid benefits	116,846.00		6,528.01	22,333.21	94,512.79	19%
	Benefits (excluding employee paid)	32,014.00		1,309.98	8,867.94	23,146.06	28%
	Volunteer Stipend/lifeflight	21,000.00	90.00	855.00	855.00	20,235.00	4%
	Volunteer Disability/Pension	5,000.00		-	2,460.00	2,540.00	49%
	Volunteer Recognition	2,000.00	551.00	-	2,470.51	80.49	124%
	Office Expense/Supplies	5,000.00		558.06	3,015.32	1,984.68	60%
	Professional Services	7,000.00		242.50	9,575.70	(2,575.70)	137%
	Insurance	15,000.00		-	43.00	14,957.00	0%
	Communications	8,000.00		498.41	1,835.22	6,164.78	23%
	Advertising	1,000.00		(530.00)	967.75	32.25	97%
	Vehicle Parts/Repairs	12,000.00		1,011.76	2,177.82	9,822.18	18%
	Rescue - Apparatus Supplies	15,000.00	18,000.00	3,232.15	21,986.47	11,013.53	147%
	Fuel	11,000.00		262.74	1,343.60	9,656.40	12%
	Station Repairs - Supplies	20,000.00		2,447.10	5,077.58	14,922.42	25%
	Utilities Services	12,000.00		1,024.28	4,094.70	7,905.30	34%
	Travel & Meals	5,000.00		1,036.02	1,606.06	3,393.94	32%
	Fire Training - Supplies	25,000.00		817.31	7,502.55	17,497.45	30%
	EMS Training - Supplies	20,000.00		1,014.11	3,211.59	16,788.41	16%
	Prevention	2,000.00		-	-	2,000.00	0%
	Long Term Loans	58,000.00		-	-	58,000.00	0%
	Taxes (for previous year)	1,500.00		-	1,997.46	(497.46)	133%
	Dues & Fees	2,500.00		-	175.00	2,325.00	7%
	Municipal Pool Reserve	13,000.00				13,000.00	0%
	Capital Pool	-				-	0.00%
	<b>Total</b>	<b>409,860.00</b>		<b>20,307.43</b>	<b>101,596.48</b>	<b>308,263.52</b>	<b>25%</b>
	av property tax estimated in October 2015	410,010.12					
	02/23/16 property tax confirmed from Assessor	406,984.12					

MHC = \$90000



# COMMISSIONER VOUCHER

FOR PERIOD OF:  
**March 11 2016-April 14 2016**

## TOM MONTAG position 1

Meeting	Date	Signature
Assessment Lab	03/12/2016	
Special Meeting (chief selection)	03/23/2016	
Special Meeting (Chief exit)	03/31/2016	
Special Meeting (chief selection)	04/07/2016	
Regular Board Meeting	04/14/2016	
		X <i>Tom Montag 4/14/16</i>

## MARK ZOLLER Position 2

Meeting	Date	Signature
Special Meeting (chief selection)	03/23/2016	
Special Meeting (Chief exit)	03/31/2016	
Special Meeting (chief selection)	04/07/2016	
Regular Board Meeting	04/14/2016	
		X <i>Mark Zoller</i>

## ROBERT CONNOR Position 3

Meeting	Date	Signature
Assessment Lab	03/12/2016	
Special Meeting (chief selection)	03/23/2016	
Special Meeting (Chief exit)	03/31/2016	
Special Meeting (chief selection)	04/07/2016	
Regular Board Meeting	04/14/2016	
		X <i>Robert Connor</i>