

# KLICKITAT COUNTY FIRE DISTRICT 3

200 Husum Street, Husum, WA 98623

Commissioner's Meeting

Thursday December 14 2017

Called to order: 18:30

**Attendance:** Commissioner Zoller, Commissioner Montag, Commissioner Connor, Chief Long, Secretary Plumb, Public: Eric Bosler, Charles Virts, Lloyd Olson, Bill Crouse, Jerry Nelson.

**Approval of the agenda- Motion to approve the agenda for December 14 2017 made by Commissioner Montag, seconded by Commissioner Connor, (3 yay, 0 nay).**

**Public Discussion:** Eric Bosler Thanked Commissioner Zoller for his leadership and hard work during his years as Commissioner for the Fire District.

**Minutes of the last meeting: Motion to approve the minutes of the November 9, 2017 Public Hearing on the 2018 Budget and November 9 2017 Regular Business Meeting. Motion made by Commissioner Connor Seconded by Commissioner Montag. (3 yay, 0 Nay).**

## Secretary's Report:

### 1. County Treasurer's Report for November 2017

Beginning balance \$ 375,047.00	Ending Balance \$386,451.97
Deposits \$143,975.51	Disbursements \$132,570.54

2017 District expenditure shows a year to date (December 14) total of **\$408,778.62** (excludes stipends). Commissioner Connor reviewed the county data matched the District data and reconciled petty cash and general deposits for the month of October on 11/16/2017.

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

- a. Vouchers: Commissioner Voucher November 10 2017 to December 14 2017  
a). 11/16 \$8,188.84      b). 11/20 \$14,230.39      c). 12/06 \$9,724.70  
d). 12/06 PR \$613.18      e). 12/14 \$2,000.88

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

#### Request for Funds:

BVFF annual coverage and pension premium \$2,250.00 (f)

WFCA 2018 dues - \$1500.00, (f)

2017 Stipends- (g, h, i.)

f).12/15 (2) \$3,750      g). 12/15 STP1 \$5,980.12,      h). 12/15 STP2 \$5,769.79

i). 12/15 STP3 \$70.65

**Motion to approve Funds requests made by Commissioner Montag, Seconded by Commissioner Connor (3 yay, 0 nay).**

### 3. Budget 2017.

- a) Rescue Apparatus: over by \$720.  
b) Fuel over by \$719 – but mileage from Wildland mobilizations will more than cover this.

- c) Station Repairs. Over by \$321.33. The district payed the remaining \$2,976.00 to Hearn Construction. The payment was made before receiving approval from the state because the State has failed to process the information in a timely manner in order for the district to make payments with in the budget year. The District and the Contractor have followed the regulations to the best of their ability. It was noted at the last meeting that the delay in payment to the vendor in unacceptable and hurts our ability to hire contractors in the future.
- d) Fire Training/Supplies: over by \$3,317.77 due to Emergency Reporting annual fee. This fee can be split between different line items as it applies to operations across the district.

**4. Investment of funds**

District is maintaining \$101,800 which will mature in November 9 2018.

**5. Correspondence:**

County Assessor Levy Packet for 2018 budget has a correction. The estimated Levy amount we can request is \$437,118.85, not \$434,575.26. See Ongoing Business item 7 for resolution.

**6. Current priority projects include:**

- 2017 Year end, and prepare for 2018

**Chief's report:** See attached. 301 calls year to date (average 1.1 call per day).

**Training Report:** See attached read by Chief Long (Chief Nelson on a call during the meeting).

**On-going business:**

**1. Personnel/Payroll:**

- a. Training Officer Position: Commissioner Zoller followed up on the possibility of funding a full time regional Training Officer. Initial letters sent to the Mayors of Bingen and White Salmon were well received. The Mayors are interested and further discussion is needed. Skamania Fire District 3 also responded positively to the idea. The next step will be for the Chief's to discuss the idea and form an outline of expectations. Chief Long has attempted to schedule a meeting but is waiting to hear from Chief Hunsaker, Chief Spratt and Chief Zeigler. The Chief's will be the ones to decide the objectives of the position. Finances will be another issue with this project.
- b. 2017 Stipend – covered in finances above.

**2. Policy review:** None at this time.

- 3. Post Office relocation:** Commissioner Zoller noted that Mr. Shelton had contacted him requesting information. Deed of Trust (already sent), W-9 (already sent), Transaction Screen Questionnaire that needed completing. Commissioner Zoller had questions regarding asbestos and national priorities lists, but was able to complete the questionnaire at the meeting. There was also a request for a survey of the site. The district does not have a survey. Chief Long recommended we have the site surveyed. We have estimates of the corners of the property. Commissioners agreed to have a survey but hoped the a US Postal Service will pay for it. Commissioner Zoller also requested the neighbors are contacted again to ensure they are all on board and check if they have any concerns. Commissioner Connor will take over from Commissioner Zoller on this project.



4. **Potential Bond request:** The Consultant Jim Nelson from D.A Davidson gave a presentation at the last meeting on the bond process and development. The Citizens Advisory Committee met and went over the budget and the projects the district requires. The group was asked for their input on priorities for the district. Chief Long said there was good feedback and Debbie Olsen has recorded minutes from that meeting. There were 12-14 present at the meeting. The next meeting will be in February/March.
5. **Equipment theft:** The insurance claim is complete. Total cost was \$8,219.55 and reimbursed \$7,133.68.
6. **Dry Creek Structure protection:** During the Dry Creek Fire a residence was protected by a KCFD3 engine and staff. The residence is outside of the KCFD3 boundary. Letters have been sent but no response has been received. The Commissioners are unsure of what to do next: 1), initiate a lien on the property, 2). Refer it to a debt collector, 3). Forgive the debt (members of the public present at the meeting were not inclined to forgive the debt). 4) Join the fire District and have taxes levied from this point forward. The Commissioners are concerned that the actual land owner has not received the letters, as there is no confirmation that he received them, only that the letters were sent to the address on file. The Commissioners directed staff to contact the attorney regarding a policy. They also would like to have a KCSO deputy deliver a very polite letter explaining the situation directly to the land owner to ensure delivery.
7. **2018 Levy approval:** The 2018 Levy request was passed at the last meeting but the County Assessor's Office realized an error in the assessed value of 2015/2016 which has adjusted the amount the district can request in the 2018 Levy. In order to request the corrected/additional amount the commissioners must approve a new resolution:

***Motion to approve Resolution 2017-10(2) requesting 1% increase over the previous year's tax levy, and the underlevy amount of \$2,153.65. Motion made by Commissioner Montag, seconded by Commissioner Connor, (3 yay, 0 nay).***

**New Business:**

1. **SCEMS Agreement:** Chief Long updated the Commissioners on the update to the agreement with Skamania County EMS District. The District had an account balance for mutual aid services to Skamania County. The agreement allows for the district to bill SCEMS, or send a member for training hosted by the SCEMS. Chief requested the funds be used to purchase equipment allowing for remote training capabilities – the equipment will include video cameras and computer equipment allowing for live streaming of lectures to relieve the need to travel long distances for training. There will need to be a revision of the mutual aid agreement in 2018.
2. **Resolution 2014-12 – Volunteer Stipend revision.** Commissioners were asked to review the current stipend schedule and to look at updating the stipend format.
  - i). Captains stipends to change from \$9.50 per call to a fixed stipend of \$100 per month.
  - ii). A daily stipend amount of \$96 per day to encourage volunteers to attend **approved** off site training.
  - iii). A daily stipend amount of \$80 per shift to encourage volunteers to staff the station for **approved** special events.

Eric Bosler noted that he KCFD3 Volunteer Firefighters Association had the opportunity to comment on the proposals and there was no negative feedback to any of it.

This is the first review by the Commissioners and they will vote on it at the next meeting.

3. **Annual Performance reviews: EXECUTIVE SESSION:** RCW 42.30.110(1)(g) ...to review the performance of a public employee. Commissioners entered executive session to review Chief Long. At 20:05 to reconvene at 20:20.

**Executive session extended at 20:20 to 20:25.**

**Public Session opened at 20:25.** Commissioners requested an executive session be added to the January meeting.

4. **2018 Meeting Dates:** Resolution 2017- 11 setting the meeting dates for 2018.

**Motion to approve resolution 2017-11 setting the meeting dates for the second Thursday of each month at 18:30 pm at Husum Fire Station. Motion made by Commissioner Montag, Seconded by Commissioner Connor, (3 yay, 0 nay).**

**Good of the Order:** Commissioner Connor Thanked Commissioner Zoller for his service as Commissioner and presented him with a plaque from Commissioner Connor and Commissioner Montag.

**Next meeting:** January 11<sup>th</sup> 2018.


**Motion to Adjourn the meeting made by Commissioner Montag, Seconded by Commissioner Connor (3 yay, 0 nay)**

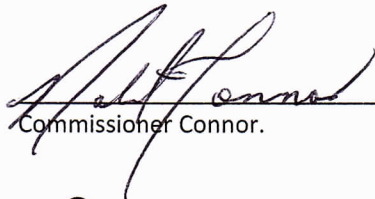
**Meeting Adjourned: 20:40.**


**APPROVED BY:**

**Attest:**

Not present  
Chairman - Commissioner Zoller. (date)

 1-11-18  
District Secretary Rosalind Plumb

 1-11-18  
Commissioner Connor. (date)

 1-12-18  
Commissioner Montag (date)

Abstained.  
Commissioner Virts (date)

## Klickitat County Fire District 3 Commissioners Meeting

200 Husum Street Husum, WA .

December 14, 2017 @ 6:30 pm

### AGENDA

Regular Board meeting.

(A) = Action (I) = Information

- **Open Meeting:** Call to order. Time \_\_\_\_\_
- **Approval of agenda (A)**
- **Attendance:**
- **Public Discussion:**
- **Minutes of last meeting: (A)X2 November 9 2017 Budget Hearing and business meeting.**
- **Secretary's Report:** 1. Treasurer's report (A) approve report reconciled with district report. 2. Bills and items to be signed (A) 3. 2017 Budget 4. Invested funds. 5. Correspondence. 6. request for funds
- **Chief's Report: (I)**
- **Training Report: (I)**
- **On Going Business:**
  1. **Personnel/Payroll –**
    - a) **Training Officer Position-** (I) Zoller.
    - b) ~~2018~~<sup>2017</sup> **Stipend:** approve payment of the stipend (A)
  2. **Policies:** none at this time.
  3. **US Post Office –** relocation of Post Office. –(I) Zoller
  4. **Bond –** Citizen's Advisory Group update.
  5. **Equipment Theft-** Insurance claim is complete total cost \$8,219.55 and reimbursed \$7,133.68.
  6. **Dry creek structure protection:** Attempt to resolve billing for structure protection during the Dry Creek fire at property outside the fire district.
  7. **2018 Budget Approval(A):** Resolution **2017-10(2)**. Due to a clerical error at the Assessor's Office the estimated Levy amount requested was incorrect. The Commissioners have the option to maintain the current resolution or to request the extra funds.
- **New Business:**
  1. **SCEMS Agreement:** amendment to the Skamania County Hospital District mutual Aid agreement.
  2. **Resolution 2014-12 -** volunteer stipend revision. Review the existing resolution and amend to include a set monthly stipend for Captains and to allow for a duty program with compensation.
- **Annual Performance reviews: EXECUTIVE SESSION:** RCW 42.30.110(1)(g) ...to review the performance of a public employee (A)
- **2018 Meeting dates:** Resolution 2017 – 11 setting the dates for meetings in 2018 (A)
- **Good of the order:**
- **Next meeting:** Regular meeting **January 11, 2018.**
- **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: \_\_\_\_\_





**KLICKITAT COUNTY  
TREASURER REPORT  
NOVEMBER 2017**

Fund No.: 667.1

Fund Name: FIRE DIST 3

**BEGINNING CASH BALANCE** 1 \$ 375,047.00

+++ Increases ++++

Receipts (Revenue Dist Rpt)	2	42,975.51
Netted Transactions	3	-
Matured Investments	4	101,000.00
Interfund Transfers - In (397)	5	-
Other Revenue - JE's	6	-
<b>Subtotal Increases</b>	<b>7</b>	<b>143,975.51</b>

<< Disbursements >>

Other Expenditures - JE & KC AP	8	28,615.35
Interfund Transfers - Out (597)	9	-
New Investments	10	101,800.00
Disbursements (AP & PR)	11	-
E - Transactions (ACH & EFTPS)	12	2,155.19
Debt Service P&I	13	-
Other	14	-
<b>Subtotal Disbursements</b>	<b>15</b>	<b>132,570.54</b>

**ENDING CASH BALANCE** 16 \$ **386,451.97**

WARRANTS

Previous Month O/S	17	-
Issued (+)	18	-
Redeemed (-)	19	-
Canceled (-)	20	-

**WARRANTS OUTSTANDING (O/S)** 21 -

**Cash Balance <O/S Warrants >** 22 \$ **386,451.97**

INVESTMENTS

Beginning Inv Balance	23	101,000.00
Matured Investments	24	101,000.00
New Investments	25	101,800.00

**ENDING INVESTMENT BALANCE** 26 101,800.00

DEBT SERVICE/BOND ACTIVITY

Beginning Bond Principle Balance	27	(48,991.68)
Bond Principle Payments	28	-
Bond Interest Payments	29	-

**ENDING BOND PRINCIPLE BALANCE** 30 (48,991.68)

# 2017 Budget

This budget sheet is connected to the expenditure spreadsheet.

## Klickitat County Fire District 3

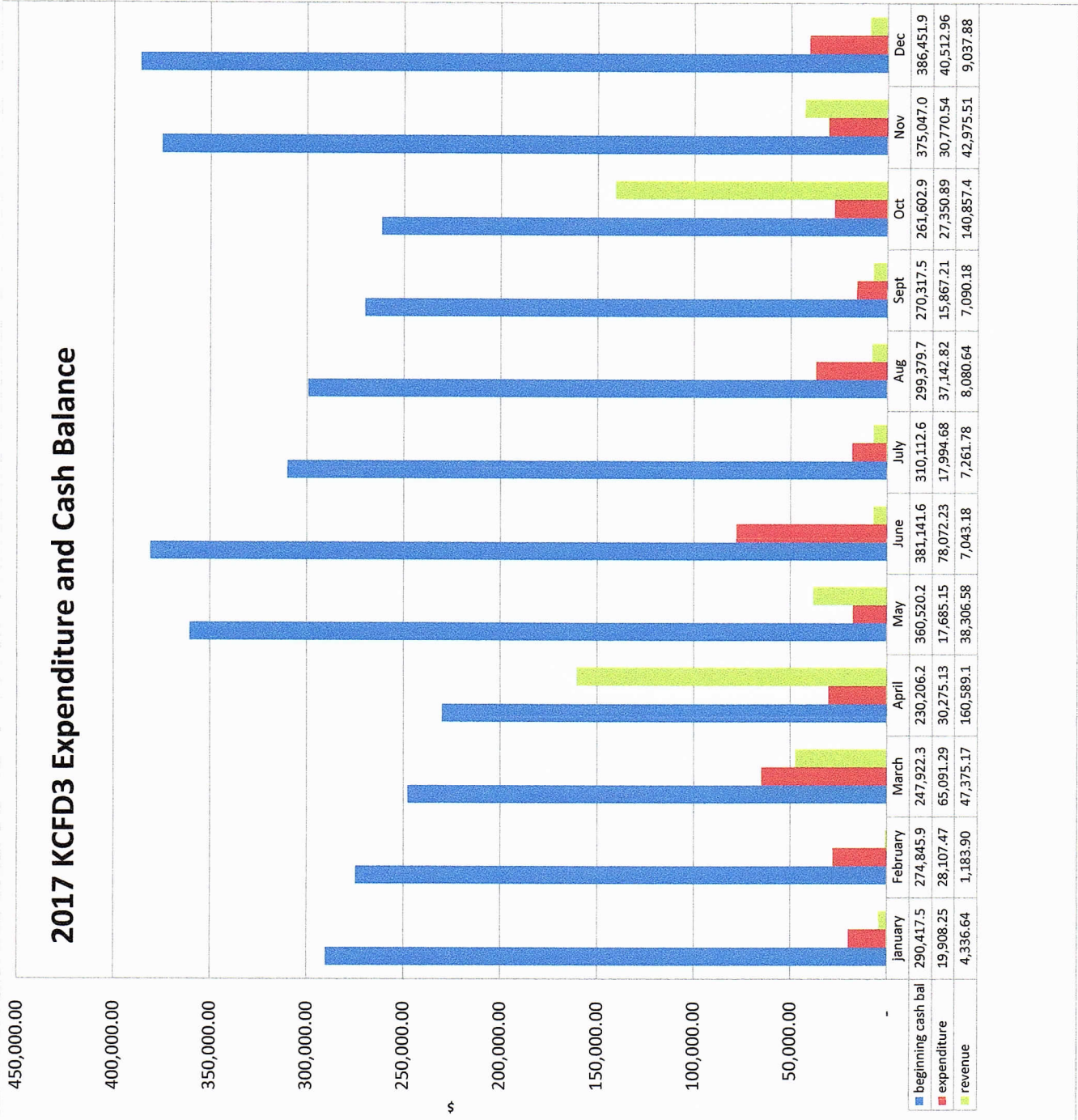
updated 12/14/2017

### BUDGET 2017

Category	Original Budget	November expenditure	expenditure YTD	Balance	% Used	Grants and other notes
Salaries & Wages + employee paid benefits	136,665.00	10,306.19	127,859.80	8,805.20	94%	
Benefits (excluding employee paid)	41,600.00	2,602.21	34,171.03	7,428.97	82%	
Volunteer Stipend	20,000.00	-	-	20,000.00	0%	
Volunteer Disability/Pension/life/flight	5,100.00	-	3,150.00	1,950.00	62%	plus \$600 refund from 2016 DNQ
Volunteer Recognition	2,500.00	-	2,235.33	264.67	89%	
Office Expense/Supplies	6,000.00	359.33	4,748.75	1,251.25	79%	
Professional Services	6,652.00	4,546.60	6,022.42	629.58	91%	
Insurance	15,700.00	-	15,698.00	2.00	100%	
Communications	4,500.00	1,199.61	4,462.84	37.16	99%	was 5000, took \$500 towards loan interest
Advertising	500.00	73.00	186.16	313.84	37%	
Vehicle Parts/Repairs	14,000.00	291.80	10,713.49	3,286.51	77%	
Rescue - Apparatus Supplies	7,500.00	1,225.00	8,220.16	(720.16)	110%	
Fuel	8,000.00	895.38	8,719.27	(719.27)	109%	1400 from wild fire
Station Repairs - Supplies	20,000.00	1,659.62	20,321.33	(321.33)	102%	includes 12,000 for str 32 project PLUS PUD refunds \$750 +
Utilities Services	17,000.00	1,118.46	15,817.31	1,182.69	93%	
Travel & Meals	3,490.00	436.07	3,056.63	433.37	88%	was 4000, took \$510 toward loan interest.
Fire Training - Supplies	13,500.00	5,531.64	16,817.77	(3,317.77)	125%	Emergency reporting \$2328 1,270 health dept grant(\$1,112.66 spent 157.34 remaining) physio control service fees due \$3500.
EMS Training - Supplies	9,500.00	200.00	3,130.02	6,369.98	33%	
Uniform/apparel currently in fire supplies	-	-	-	-	-	
Prevention	1,000.00	84.88	963.03	36.97	96%	
Long Term Loans (Ambulance)	52,776.67	-	52,776.67	-	100%	
Taxes (for previous year)	3,000.00	-	3,685.91	(685.91)	123%	was 51766.67 - \$1,010.00 still due. (took \$10 from trvl, 8500 from Comm)
Dues & Fees	2,500.00	-	1,971.52	528.48	79%	budget was set before the end of the year.
Municipal Pool Reserve	15,000.00	-	-	15,000.00	0%	
Capital Pool	-	-	-	-	0.00%	
<b>Total budgeted expenditure</b>	<b>406,483.67</b>	<b>30,529.79</b>	<b>344,727.44</b>	<b>61,756.23</b>	<b>85%</b>	
Stn 32 capital project using cash balance	-	-	45,586.38	-	-	reimbursed \$7,133.68 (actual cost to dist. \$1018.12)
INSURANCE CLAIM will be reimbursed	-	240.75	8,151.80	-	-	
AD&D cover to 2020 from cash balance	-	-	10,313.00	-	-	
<b>Total Actual Expenditure</b>	<b>406,483.67</b>	<b>30,770.54</b>	<b>408,778.62</b>	<b>(2,294.95)</b>		
av property tax estimated in October 2016	420,647.42	-	-	-	-	
04/14/17 property tax confirmed from Assessor	420,647.42	-	408,778.62	11,868.80	-	
correction to property tax confirmed by assessor (nov 2017)	418,014.81	-	408,778.62	9,236.19	-	
<b>Revenue from Wildland (-)</b>	<b>27,505.11</b>					
<b>Expense for Wildland</b>				<b>1,287.49</b>		



## 2017 KCFD3 Expenditure and Cash Balance





# Fire Chief's Report to Board of Commissioners

December 11, 2017

## Safety:

- No injuries or accidents

## Customer Service (emergent and non-emergent):

- 301 calls as of 12/11/2017 which equates to 1.14 calls per day on average.

## Projects:

- LN-Curtis has the quick-connect parts ordered for Engine 321 extrication hose. The 30' hose that was stolen has been on order with Hurst. The company, Hurst, has a 3- week delivery time for all parts 'in stock'. LN Curtis representative is extremely apologetic and as soon as our hose is delivered, the technician will be here to ensure the equipment is up and running.
- Expedition is at the bus barn for service. It is receiving oil change, transmission oil and filter change, new shocks, tire rotation and the parking brake repaired (current set purchased the spring are being replaced under warranty)
- Day Wireless has installed station speakers at Station 31. The mobile radio is in their shop for programming to work with a page tap and will be returned and installed. Approved budget expense.
- Klickitat County EMT Basic course has been approved by the State of Washington. Class is scheduled for January 3<sup>rd</sup> through April 21<sup>st</sup>. This activity is fairly large but is positioning Fire District #3 into a proactive role as stated in the Taskforce Final Report of 2013.
- Santa came to Fire District #3 last week.
- Door for station 32 has been installed.
- Training Officer Proposal to the Board. – Continuing – Meeting scheduled for Friday with Chief's Hunsaker, Spratt, Zeigler and Holtman to go over specifics as requested by Commissioner Zoller.
- Bond consultant – We are in process of gathering costs towards capital projects.
- Budget: We have gone over the budget again. Barring any unforeseen items, it appears to be firmly set.
- Volunteer fire academy continues.
- Annual SW Fire appreciation (Fire District 3 / White Salmon Fire) dinner is in the works.

## Community Events:

- Four Fire District 3 members (Katharina and David Larson, Roz Plum & Mark Harmon) attended fundraising at Dallesport Fire Department for Chief Howard whose daughter passed away.

## Personal Activities and Achievements:

- Nothing to report

Respectfully submitted,

Wes Long

## Assistant Chiefs/Training report to the Fire Commissioners

### November/December 2017 Report

11/14 TIM's (Traffic Incident Management) class from the traffic safety aspect of positioning the emergency apparatus to protect the crash scene from other vehicles and collisions.

11/21 Equipment Checks for Firefighters and OTEP meeting at the White Salmon ambulance quarters.

The subject matter for OTEP was Critical Incident Stress Management and the idea of forming a county team to assist the Firefighters through the psychological trauma that is brought on after a severe traumatic event.

11/28 Crews met at station 32 for equipment checks, SCBA fit testing and fitting tire chains on the apparatus.

12/5 Equipment Checks at individual station, finish fitting tire chains.

12/12 Annual Haz-mat refresher training at station 31.

This month we had a 50% training attendance from the crews.

#### **Special actives:**

Commissioner Chair Mark Zoller and AC/Training officer Jerry Nelson's last month with KCFD3.

#### **Fire Schools:**

Westside Fire recruit academy is going very well. The three Firefighter stated to me they are really learning a lot and are having a great time.

#### **Training Statistics:**

This last month attendance percentage average was at 49%.

Respectfully Submitted

AC/Training Jerry Nelson