

**KLICKITAT COUNTY FIRE DISTRICT 3**

200 Husum Street, Husum, WA 98623

Commissioner’s Meeting

Thursday March 14, 2019

**Called to order:** 15:02

**Attendance:**

Commissioner Montag, Commissioner Connor, Commissioner Virts, Chief Long (via telephone), Rozalind Plumb, Eric Bosler, Robert Merritt, Bill Crouse, Lloyd Olson, Debbie Olson, Sverre Bakke.

**Approval of agenda:**

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

**Public Discussion:**

Commissioners to allow open discussion during the meeting. (3 yay. 0 nay).

**Minutes of the last meeting:**

*Motion to approve the minutes of the February 18th, 2019 Regular Business Meeting, made by Commissioner Virts, seconded by Commissioner Connor, (3 yay, 0 nay) motion passed.*

**Secretary’s Report:**

**GENERAL EXPENSE FUND:**

**1. County Treasurer’s Report for December 2018**

Beginning balance	\$541,751.79	Ending Balance	\$ 281,303.11
Deposits	\$3,244,638.11	Disbursements	\$3,505,086.79

County Deposited the Bond funds into the General Fund instead of the Capital Fund. Corrections were made during the month of December. There was also a correction made by the County for revenues in the amount of \$1,740.64.

**County Treasurer’s Report for January 2019 revised 3/14/2019**

Beginning balance	\$281,303.11	Ending Balance	\$262,464.06
Deposits	\$16,011.75	Disbursements	\$34,850.80

The Corrections noted in the Revised December report actually occurred in January so the January report also indicates the transfer of funds.

**County Treasurer's Report for February 2019** (revised 3/14/2019)

Beginning balance \$262,464.06	Ending Balance \$254,882.30
Deposits \$14,376.48	Disbursements \$21,958.24

Reconciliation of County Treasurer's and Auditor's reports for January and February against District Accounts will be completed as soon as practical for Commissioner Connor.

January Treasurers Report is off from the District and Auditor by \$1,113.33. This is due to a revenue correction made by the County (plus \$1740.80), and a credit for a returned check in the amount of \$2853.80 which was not reflected in the auditors report. (\$2853.80- \$1740.47 = \$1,113.33)

February Treasurers Report is off from District an Auditor by \$500 due to a timing error between the transfer of funds and the actual payment to the Department of Retirement.

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

***Motion to approve bills made by Commissioner Virts seconded by Commissioner Connor (3 yay, 0 nay) Motion passed.***

Vouchers: Commissioner Voucher February 15th 2019 to March 14th 2019

- a). 2/21 \$1448.77      b).2/28 \$3533.35      c). 3/04 \$101.00  
d). 7/07 \$7,352.78      e). 3/13 \$404.17

Payroll – direct deposit \$10,282.63 Timesheets reviewed by Commissioner Connor.

**3. Request for Funds:** (over \$1,000).

- a) EMS supplies \$4,555.17.

***Motion to approve spending for EMS supplies made by Commissioner Montag, seconded by Commissioner Connor (3 yay, 0 nay) motion passed.***

- b) Physio Control service plan \$5,583.60

The AEDs and Life Pak require annual servicing.

***Motion to approve spending for Physio Control contract made by Commissioner Virts, seconded by Commissioner Connor (3 yay, 0 nay) motion passed.***

Commissioner Virts asked who owns the AEDs on the police vehicles. The Association purchased them but we are currently unsure of the agreement of ownership and servicing. The District will cover them under this service agreement as a safety and prevention measure to ensure they are functioning correctly for the benefit of the customers. The topic of ownership will be placed on the agenda for next meeting.

**4. 2019 Operating Budget:**

Anticipated budget is \$476,497.53

Operating Expenditure **\$80,243.03** (17%). Remaining Balance for 2019 is \$396,253.97.

**CAPITAL FUND: Original balance: \$3,22,750.00**

**1. County Treasurer's Report for December 2018 revised 2/1/2019**

Beginning balance	\$3,220,750.00	Ending Balance	\$3,203,752.00
Deposits	\$0	Disbursements	\$16,998.00

**County Treasurer's Report for January 2019**

Beginning balance	\$3,203,752.00	Ending Balance	\$3,197,412.00
Deposits	\$0	Disbursements	\$6,340.00

**County Treasurer's Report for February 2019**

Beginning balance	\$3,197,412.00	Ending Balance	\$3,197,412.00
Deposits	\$0	Disbursements	\$0

A payment of \$6340.00 for capital a project (Striping and Radios for new pick-ups) was paid out of the general fund.

Request authorization for transfer to General Fund for all Authorized activity BEFORE the Bond was received. Per Resolution 2018-10 (86,797.51).

Motion to approve transfer of funds from capital to general fund made by Commissioner Virts, seconded by Commissioner Connor, (3 yay, 0 nay ) motion passed.

**2. Capital vouchers to be signed:**

a) 3/11 \$1,660 b). \$6,340.00 (this was actually an ACH made by the Treasurer)

**INVESTED FUNDS**

- District is maintaining \$221,595.00 invested funds. \$676.18 interest earned this year.
- Invest budgeted funds for AD&D insurance. (\$3,807.00). The district paid a 3-year premium in order to gain significant savings. Investment Officers Commissioner Virts and Secretary Plumb signed the authorization.

**3. Correspondence:**

Captain Renault. Has tendered his resignation from the District to pursue his career as Fire Chief at Mosier. Commissioners recognize he has done a lot for the district and wish him well for the future.

**4. Current priority projects include:**

- Bond financial set up and training opportunities.
- 2018 year end taxes and auditing.
- BVFF updates
- Grant for Archiving – Katharina Larson has started with this Application. Closes in March.
- The Project to set up the Inventory in Emergency Reporting is almost at a close. This will of course be an ongoing project.
- Katharina Larson is helping to reorganize the filing system in preparation for archiving.

**Chief's Report:** See attached.

Chief Long submitted his Chief's report to the Commissioners in advance of the meeting.

**Training Report:** See Attached.

Captain Gilmer submitted his training report to the Commissioners in advance of the meeting.

**Ongoing business:**

**1. Personnel/Payroll:** None at this time.

**2. Policies:**

***Lexipol:*** We have approved using Lexipol to build the policies and operational procedures for the district.

***Purchasing Policy update*** – The policy update gives increased purchasing limits to the staff and members. Commissioner Virts requested more time to review the policy. Update is tabled to April.

**3. Bond Update:** Robert Merritt- Updated the board with the plan for identifying projects and purchases. He will establish a timeline for the projects and establish which projects require additional expertise (i.e. architectural services). The District will move forward with establishing an engineer and architect so as to be able to call on them should they be required at any time. This will save time in terms of having to go to bid for their expertise on every project. There will be an interlocal agreement with local agencies if they are interested in joining forces for purchasing and gaining economies of scale, and standardizing equipment for interoperability.

Work plan for capital project will involve policy statements from the board. The goal will be to build the facilities that enhance the work of the district. The task force and volunteers will be heavily involved in a fire station needs assessment, and utilize a

design and space use matrix to determine the space needed for any activity in the building.

There are new purchasing thresholds for purchasing and small works projects. We may need to revise the limit was have in place with MRSC.

4. **Outreach to White Salmon City Council Public Safety Committee;** Commissioner Virts has no further information on this. He will have report for the board at the next meeting.
5. **Break in at station 32;** Chief has begun to replace the equipment stolen. Captain Helton asked Chief to consider replacing 2 of the saws with rescue/extrication saws – they have specific design for structure firefighting but have a higher cost to a regular chain saw. The doors are being replaced. Eric Bosler has been working with Insitu on installing alarms at all 3 stations.  
Appleton Fire Department was also broken into again and have lost a lot of equipment.

**New Business:**

1. **Office Assistant:** Chief reviewed with the Commissioners the work load of the part time secretary. The bond will add a significant work load. Having an assistant would free Roz to help implementing the management of the bond. Bob Merritt added he has a form that identifies all the duties of the staff, he will send it to Chief for staff to fill out and help with the planning. Staff will put a plan together and bring a proposal to the next meeting.

**Good of the Order:**

None noted.

**Next meeting:**

- Regular Business meeting April 11<sup>th</sup>, 2018 at 3:00pm at station 31 in Husum WA.

***Motion to adjourn made by Commissioner Connor, seconded by Commissioner Virts.***

***Meeting adjourned: 16:15***

**APPROVED BY:**

Bob Montag 4/11/19  
Chairman – Commissioner Thomas Montag. (date)

Robert Connor 4/11/19  
Commissioner Robert Connor (date)

Charles Virts 11 Apr 2019  
Commissioner Charles Virts (date)

Attest:

Rozalind Plumb  
District Secretary Rozalind Plumb

**Klickitat County Fire District 3 Commissioners Meeting**

**200 Husum Street Husum, WA.**

**March 14, 2019 at 15:00 (3 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 meetings: (A)**
  1. February 18th Regular Business Meeting.
- **Secretary's Report:** 1. Treasurer's report. 2. Bills and items to be signed (A) 3. 2018 Budget  
4. Invested funds. 5. Correspondence.  
6. Request for funds: a). EMS equipment \$4,555.17. b). \$5,573.60 Physio Control
- **Chief's Report: (I)**
- **Training Report: (I)**
- **On Going Business:**
  1. **Personnel:** none at this time.
  
  2. **Policies:**
    - a) **Purchasing Policy** -revision.
  3. **Bond** – update:
  4. **Outreach to White Salmon City Council Public Safety Committee:** (I) Virts
  5. **Break in at stn 32:**
  
- **New Business:**
  1. **Office Assistant:** Review the need for additional temporary/part time office staff.
  
- **Good of the order:**
- **Next meeting: Regular meeting April 11<sup>th</sup> 3:00 pm**
- **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.



**KLICKITAT COUNTY  
TREASURER REPORT  
FEBRUARY 2019**

Fund No.: 667.1 667.2 667.3

Fund Name:	FIRE DIST 3	FIRE DIST 3 BOND	FIRE DIST 3 CAP
BEGINNING CASH BALANCE	1 \$ 256,124.06	\$ -	\$ 3,203,752.00
	262,464.06		3,197,412.00
+++ Increases ++++			
Receipts (Revenue Dist Rpt)	2 14,376.48	52.28	-
Netted Transactions	3 -	-	-
Matured Investments	4 -	-	-
Interfund Transfers - In (397)	5 -	-	-
Other Revenue - JE's	6 -	-	-
Subtotal Increases	7 14,376.48	52.28	-
<< Disbursements >>			
Other Expenditures - JE & KC AP	8 6,362.73	-	-
Interfund Transfers - Out (597)	9 -	-	-
New Investments	10 -	-	-
Disbursements (AP & PR)	11 -	-	-
E - Transactions (ACH & EFTPS)	12 15,595.51	-	-
Debt Service P&I	13 -	-	-
Other	14 -	-	-
Subtotal Disbursements	15 21,958.24	-	-
ENDING CASH BALANCE	16 \$ 248,542.30	\$ 52.28	\$ 3,203,752.00
<u>WARRANTS</u>			
Previous Month O/S	17 -	-	-
Issued (+)	18 -	-	-
Redeemed (-)	19 -	-	-
Canceled (-)	20 -	-	-
WARRANTS OUTSTANDING (O/S)	21 -	-	-
Cash Balance <O/S Warrants >	22 \$ 248,542.30	\$ 52.28	\$ 3,203,752.00
<u>INVESTMENTS</u>			
Beginning Inv Balance	23 221,595.00	-	-
Matured Investments	24 -	-	-
New Investments	25 -	-	-
ENDING INVESTMENT BALANCE	26 221,595.00	-	-
<u>DEBT SERVICE/BOND ACTIVITY</u>			
Beginning Bond Principle Balance	27 (98,686.07)	-	-
Bond Principle Payments	28 -	-	-
Bond Interest Payments	29 -	-	-
ENDING BOND PRINCIPLE BALANCE	30 (98,686.07)	-	-



**KLICKITAT COUNTY  
TREASURER REPORT  
JANUARY 2019**

**REVISÉ**  
3-14-19, 16

	Fund No.:	667.1	667.2	667.3
	Fund Name:	FIRE DIST 3	FIRE DIST 3 BOND	FIRE DIST 3 CAP
BEGINNING CASH BALANCE	1	\$ 281,303.11		\$ 3,203,752.00
+++ Increases ++++				
Receipts (Revenue Dist Rpt)	2	(3,204,738.25)	-	3,220,750.00
Netted Transactions	3	-	-	-
Matured Investments	4	-	-	-
Interfund Transfers - In (397)	5	-	-	-
Other Revenue - JE's	6	3,220,750.00	-	-
Subtotal Increases	7	16,011.75	-	3,220,750.00
<< Disbursements >>				
Other Expenditures - JE & KC AP	8	17,805.01	-	3,220,750.00
Interfund Transfers - Out (597)	9	-	-	-
New Investments	10	-	-	-
Disbursements (AP & PR)	11	-	-	-
E - Transactions (ACH & EFTPS)	12	17,045.79	-	6,340.00
Debt Service P&I	13	-	-	-
Other	14	-	-	-
Subtotal Disbursements	15	34,850.80	-	3,227,090.00
ENDING CASH BALANCE	16	\$ 262,464.06	\$ -	\$ 3,197,412.00
<u>WARRANTS</u>				
Previous Month O/S	17	-	-	-
Issued (+)	18	-	-	-
Redeemed (-)	19	-	-	-
Canceled (-)	20	-	-	-
WARRANTS OUTSTANDING (O/S)	21	-	-	-
Cash Balance <O/S Warrants >	22	\$ 262,464.06	\$ -	\$ 3,197,412.00
<u>INVESTMENTS</u>				
Beginning Inv Balance	23	221,595.00	-	-
Matured Investments	24	-	-	-
New Investments	25	-	-	-
ENDING INVESTMENT BALANCE	26	221,595.00	-	-
<u>DEBT SERVICE/BOND ACTIVITY</u>				
Beginning Bond Principle Balance	27	(98,686.07)	-	-
Bond Principle Payments	28	-	-	-
Bond Interest Payments	29	-	-	-
ENDING BOND PRINCIPLE BALANCE	30	(98,686.07)	-	-





**KLICKITAT COUNTY  
TREASURER REPORT  
DECEMBER 2018**

**REVISED**  
2-1-19

Fund No.: 667.1 667.3

Fund Name:	FIRE DIST 3	FIRE DIST 3 CAP
<b>BEGINNING CASH BALANCE</b>	1 \$ 541,751.79	\$ -
+++ Increases ++++		
Receipts (Revenue Dist Rpt)	2 3,225,899.64	-
Netted Transactions	3 -	-
Matured Investments	4 -	-
Interfund Transfers - In (397)	5 -	-
Other Revenue - JE's	6 18,738.47	3,220,750.00
<b>Subtotal Increases</b>	<b>7 3,244,638.11</b>	<b>3,220,750.00</b>
<< Disbursements >>		
Other Expenditures - JE & KC AP	8 3,253,860.84	16,998.00
Interfund Transfers - Out (597)	9 -	-
New Investments	10 221,595.00	-
Disbursements (AP & PR)	11 -	-
E - Transactions (ACH & EFTPS)	12 29,117.95	-
Debt Service P&I	13 513.00	-
Other	14 -	-
<b>Subtotal Disbursements</b>	<b>15 3,505,086.79</b>	<b>16,998.00</b>
<b>ENDING CASH BALANCE</b>	<b>16 \$ 281,303.11</b>	<b>\$ 3,203,752.00</b>
<b>WARRANTS</b>		
Previous Month O/S	17 -	-
Issued (+)	18 -	-
Redeemed (-)	19 -	-
Canceled (-)	20 -	-
<b>WARRANTS OUTSTANDING (O/S)</b>	<b>21 -</b>	<b>-</b>
<b>Cash Balance &lt;O/S Warrants &gt;</b>	<b>22 \$ 281,303.11</b>	<b>\$ 3,203,752.00</b>
<b>INVESTMENTS</b>		
Beginning Inv Balance	23 -	-
Matured Investments	24 -	-
New Investments	25 221,595.00	-
<b>ENDING INVESTMENT BALANCE</b>	<b>26 221,595.00</b>	<b>-</b>
<b>DEBT SERVICE/BOND ACTIVITY</b>		
Beginning Bond Principle Balance	27 (98,686.07)	-
Bond Principle Payments	28 -	-
Bond Interest Payments	29 513.00	-
<b>ENDING BOND PRINCIPLE BALANCE</b>	<b>30 (98,686.07)</b>	<b>-</b>

# 2019 Operating Budget

This budget sheet is connected to the expenditure spreadsheet.

updated 3/13/2019

## Klickitat County Fire District 3

Category	Original Budget	Feb expenditure	expenditure YTD	Balance	% Used	notes
<b>Salaries &amp; Wages + employee paid benefits</b>	172,000.00	14,263.18	41,797.58	130,202.42	24%	214,510.00
Benefits (excluding employee paid)	42,510.00	832.33	10,517.78	31,992.22	25%	
Volunteer Stipend	18,000.00	554.10	554.10	17,445.90	3%	
Volunteer Disability/Pension/lifeflight	9,807.00	-	1,639.36	8,167.64	17%	
Volunteer Recognition	2,700.00	830.50	1,940.82	759.18	72%	
Office Expense/Supplies	6,000.00	192.51	3,572.42	2,427.58	60%	Lexipol
Professional Services	11,850.00	671.50	1,232.50	10,617.50	10%	
Insurance	17,800.00	-	-	17,800.00	0%	
Communications	8,300.00	81.66	1,753.57	6,546.43	21%	
Advertising	1,400.00	216.00	303.60	1,096.40	22%	
Vehicle Parts/Repairs/service	15,000.00	360.74	747.42	14,252.58	5%	
Rescue - Apparatus/Supplies	9,900.00	331.04	336.42	9,563.58	3%	
Fuel	9,000.00	551.45	1,440.55	7,559.45	16%	
Station Repairs/Supplies	7,142.00	1,287.26	4,378.72	2,763.28	61%	
Utilities Services	17,000.00	770.70	3,574.22	13,425.78	21%	
Travel & Meals	4,000.00	-	461.69	3,538.31	12%	
Training	9,500.00	18.99	1,305.99	8,194.01	14%	
Fire Supplies/service	21,000.00	496.28	2,167.21	18,832.79	10%	
EMS Supplies	9,500.00	-	1,004.91	8,495.09	11%	
Uniform/apparel	4,000.00	-	-	4,000.00	0%	
Prevention	1,500.00	-	-	1,500.00	0%	
Long Term Loans (Ambulance)	51,813.00	-	-	51,813.00	0%	exact amount
Taxes (for previous year)	2,000.00	-	1,489.17	510.83	74%	
Dues & Fees	2,050.00	-	25.00	2,025.00	1%	
Municipal Pool Reserve	22,725.00	-	-	22,725.00	0%	
Capital Pool	-	-	-	-	0.00%	
<b>Total budgeted expenditure</b>	<b>476,497.00</b>	<b>21,458.24</b>	<b>80,243.03</b>	<b>396,253.97</b>	<b>17%</b>	
Capital projects using cash balance						
invested funds						
GRANT / other spending						
<b>Expense for Wildland</b>						
<b>Total Actual Expenditure</b>		<b>21,458.24</b>	<b>80,243.03</b>			
av property tax estimated in November 2018 +22,000TO share	476,497.33					
04/14/17 property tax confirmed from Assessor			80,243.03	(80,243.03)		
<b>expected Revenue from Wildland ( - )</b>	<b>26,869.38</b>			<b>26,869.38</b>		



# Fire Chief's Report to Board of Commissioners

March 14, 2019

## Safety:

No incidents or accidents reported.

Safety Committee Meeting 3/5

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

- Provided short presentation to SDS annual safety meeting in Hood River on 3/6. Captain Gilmer attended.

## Projects:

- Met with Bob Merritt on 3/7. He will be at the 3/14 Board meeting with an update.
- Making progress with Lexipol. Met with Commissioner Virts who has gained access into the system to begin review. We will be identifying a target goal of 50% and 100% completion for our Administrative policies and Operational procedures. Currently 18 documents have been reviewed in the Operations Manual. Once they've been fully reviewed by three parties, they will be sent out to the body for review and acknowledgement. Same process for updating our Administrative policies.
- Coordinating Stryker Medical to arrive on 3/12/19 to inspected, and repair AED's. Including the AED's in Bingen/White Salmon police cars. Notified surrounding agencies that our police cars do not have AED's for a short time.
- Fleet maintenance postponed due to weather. Set to be started the third week of March.
- Staff vehicles – Final installation invoices have come in ~ \$1300 dollars remain in the approved \$85K project to be applied to the Bond. We have only winter tires/wheels and truck boxes to purchase left. Still on the project list. Gathering prices and have Paco's tire searching for winter wheels for us. Some budget funds may be needed to finish boxes and/or winter tires.
- Camera system at Station 32 continues to be monitored closely. Interior intrusion alarm system installed. Support from Insitu. Still working on insurance claim.
- District inventory project nearly completed. Roz can report on this project status. Most importantly, we will have a "how to" report from our vendor for the process to receive, inventory and remove from inventory district property moving forward. Will also be starting our property surplus list for Board approval this Spring.
- Firefighter Jesse Sheppard has agreed to take over radio equipment and programming for the district. As he can. Working with Day Wireless to investigate a repeater radio frequency for SW Fire use. Currently, we have no "talk around" channel. Seeking options.
- Assisted with Skamania County FD 3's monthly training on 3/6. Salvage and Overhaul.
- Participated in Active Shooter planning meeting on 3/7. Information not public at this time for date or the scenario. KCDEM/KCSO taking the lead on this training.
- Did not attend the Columbia Gorge Chief's Meeting in Hood River due to schedule conflict 3/8/19. Will follow up to with Chief Hunsaker to see what was relevant to KCFD3.

**Training: See Captain Gilmer's report**

**Community Events:**

Working with Roz, Tony and FF Yela to prepare for ½ Marathon being planned for June 1<sup>st</sup>. This includes the pancake feed at White Salmon fire station.

**Personal Activities and Achievements:**

- Continued progress on the Hazard Mitigation Project in conjunction with Klickitat County.
- Planning continues for the Central Washington Inter-Agency Fire Training Academy
- Assisting Appleton Fire with annual Red Card field training day on April 27<sup>th</sup>.
- Annual Type 3 Team meeting scheduled for April in Kennewick. Both I and Captain Gilmer will need to attend. Will work to ensure staffing in district is planned.
- Approved vacation time taken from 3/9 -3/17.

Respectfully submitted: Wesley W. Long – Fire Chief 03/08/2019

Training report to the Fire Commissioners  
February 2019

**Statistically 1<sup>st</sup> Quarter:**

**19 hours of training provided**

	KCFD3:	WS	SKA3
Attendance average:	24%	32%	50%

**Activities:**

Drill location continues to rotate between all three departments.

Columbia Gorge Training Association meeting; no new information.

Rescheduled Battalion Chief Dan Pearce for Drill covering ***Decon and health risks*** to March 19<sup>th</sup> due to inclement weather.

Scheduling a Saturday extrication review with all three departments and both Klickitat and Skamania Ambulance services. Planning on five stations (5 cars) preliminarily in 5 hours.

Continuing the development for personal databases of training; attempting to hyperlink the attendance records to individual records.

Collaborating with Klickitat County Sheriff's Office in a near future drill with an Active Shooter. This will be a new aspect introduced to Emergency Responders.

**Safety Committee:**

Safety meeting met on March 5<sup>th</sup>; minutes posted at each station. *Hearing conservation and protection* on the next "Fifth Tuesday" Drill in April. Invitation stands for Skamania #3 to participate as they have no formal safety committee.

Respectfully submitted,  
Tony Gilmer  
Training Captain

## Klickitat County Fire District No. 3

Policies & Procedures	Section: FINANCE	Page 1 of 2 Date: November 10, 2016 Revision 3/2019
Section 2.2	Subject: Purchasing Policy	

**PURPOSE:** The purpose of this policy is to define how purchases can be made with Fire District funding. The secondary purpose of this policy is to set limitations for any one individual's ability to complete transactions for the protection of the Fire District and its assets.

**SCOPE:** This policy is intended to address purchases by individuals at all levels of the Fire District. It shall not supersede any regulatory rule, policy or procedure. Rather, it is designed to ensure transparency to the public and our customers while giving clear direction for District personnel at all levels for purchasing products and services for the purpose of our Mission Statement. This policy applies to District employees, Commissioners, and Volunteers, hereafter referred to as "authorized Members."

### **POLICY:**

#### Section I

- A. It is the policy of the Fire District to always maintain transparency to our customers by openly sharing documentation that shows how each penny, nickel, dime, quarter, dollar and so on, has been spent. Note: Normal circumstances for this "sharing" are as a result of official public record and documentation requests. As such, any and all requests for records shall be thoroughly documented and in such a manner that requesting individuals are able to be contacted at a later date.
- B. Maximum limits of spending authority shall be set as follows:
1. Board of Commissioners: Legal limits of authority based on Administrative Law only AFTER ensuring that all legal procedural processes have been exhausted. This action is delegated to the District Secretary and the Fire Chief to ensure adherence to law and procedures have been met.
  2. Individual Commissioners: Legal limits and procedures set forth by Washington Department of Revenue, Klickitat County Auditor's Office and funding in various official holdings. No transaction can be made without the majority of a vote by the Commissioners. Commissioners shall not have the authority to make purchases on any credit card, or Fire District purchasing account without specific approval, in official meeting of the Board itself. Individual Commissioners have the authority to spend \$1,200.00 without prior approval – if that Commissioner has previously received authority to make such purchases.
  3. Fire Chief/District Secretary: \$5,000.00 for goods and services within established operating budget. \$3000.00 for emergency purchases or unanticipated non-emergency expense.
  4. Assistant Fire Chief: \$750.00
  5. Captain/Program Manager/Prevention Coordinator: \$1,000 with all expenditures from authorized budget line item.
  6. Firefighter: \$ \$100.00 without prior approval / \$150.00 with prior approval by chief officer.
  7. The Chief shall notify the Board of Commissioners for significant budgeted expenses in advance when possible. The Fire Chief and District Secretary shall have discretionary approval for Board approved budget line items that may exceed position spending limits so long as the Board Chair is notified in advance. This does not authorized unplanned spending beyond positions spending limits. Purchases above spending limits shall be pre-approved in public meeting, unless due to bonified emergency.

Policies & Procedures	Section: FINANCE	Page 2 of 2 Date: November 10, 2016 Revision 3/2019
Section 2.1	Subject: Purchasing Policy	

- C. Receipts for authorized purchases shall be submitted to the District Secretary. Individuals purchasing items are to inform the District Secretary where to apply costs. In cases where the Individual purchasing goods and/or services is unsure, he/she shall verify by contacting an officer to ensure accuracy.
- D. Fire District personnel shall sign each receipt in a legible fashion so that the District Secretary has the ability to acknowledge who the purchaser is.
- E. Purchases for products and services shall have no individual perks and/or incentives.
- F. Any purchases, by individuals that are discovered to have been for personal use shall be investigated immediately and submitted to Klickitat County Sherriff's Office for additional action.
- G. Local vendor's who provide "charge" accounts shall be reviewed annually to ensure authorized names are on the. NAPA, for example provides the ability for customers to 'charge' to business accounts.
- H. The District Secretary and Fire account Chief shall ensure that Visa Credit Cards are accurate and each account is monitored for accuracy before each Board meeting.

Note: ALL the credit cards are paid on one invoice, monthly. This invoice may total more than the \$5,000 limit the secretary is authorized to spend. However, because each individual purchase is authorized, the secretary may pay the total invoice without waiting for the Commissioners approval as fees and interest would be incurred if payment is late.

- I. It is the policy of the Fire District to comply with Washington Department of Revenue requirements of documentation and reporting.
- J. It is the policy of the Fire District to comply with Washington State Labor and Industries Prevailing wage and documentation requirements. This includes Small Works, capital purchasing, and utilizing MRSC work rosters as required by RCW 39.

Approval Signatures:

Chair Tom Montag \_\_\_\_\_

Commissioner Robert Connor \_\_\_\_\_

Commissioner Thomas Montag \_\_\_\_\_