

KLICKITAT COUNTY FIRE DISTRICT 3

200 Husum Street, Husum, WA 98623

Commissioner's Meeting

Thursday March 9 2017

Minutes

Called to order: 18:30

Attendance: Commissioner Zoller, Commissioner Montag, Commissioner Connor, Chief Long, Secretary Plumb, Charles Virts, Captain Renault, Eric Bosler,

Approval of the agenda- Motion to approve the agenda for March 9 2017 made by Commissioner Montag, seconded by Commissioner Conner, (3 yay, 0 nay).

Public Discussion: None noted.

Minutes of the last meeting: Motion to approve the minutes of the February 9 2017 meeting made by Commissioner Montag, Seconded by Commissioner Connor, (Commissioner Zoller abstained as he was absent). (2 yay, 0 Nay).

Motion to approve the minutes of the February 28 Special meeting for the Station 32 project made by Commissioner Montag, Seconded by m Connor, (3 yay, 0 nay).

Secretary's Report:

1. Treasurer's report for February was not available at the time of the meeting. January report from the treasurer is attached.

2017 District expenditure shows a year to date (March 9) total of **\$103,991.48**

2. **Bills and items to be signed: Motion to pay approve the bills made by Commissioner Connor, Seconded by Commissioner Montag. (3 yay, 0 nay).**

Vouchers: Commissioner Voucher February 10 2016 to March 9 2017

- | | | |
|-------------------------|------------------------|-------------------------|
| a). 02/15 - \$2,549.07 | b). 02/16- \$3,280.19 | c). 3/1 pay- \$7,145.75 |
| d). 3/02 - \$3,939.09. | e). 03/06- \$18,203.46 | f). 3/8 \$5,144.84 |
| g). 03/09- \$19,244.56. | | |

3. **Budget 2017.**

Station repairs are currently well over budget due to the Station 32 project. However, the funding of this project will be coming from the District's cash balance. The budget spread sheet will be adjusted to separate this project from the 2017 budget funds (\$12,000 of the station repairs budget is allocated to the Station 32 project).

4. **Investment of funds:** District is maintaining \$101,000 which will mature in November 2017.

5. **Correspondence: PDC** – Public Disclosures Commission should be contacting the Commissioner soon. Commissioners have not heard from them yet.

6. **Current priority projects include:**

- Public records request - Completed
- BVFF pension qualifications - completed
- Fire Protection Contracts. In progress.
- State audit- in progress and now a priority.

Chief's report: See attached.

Training Report: See attached.

On-going business:

Ongoing business:

1. **Payroll:** No progress has been made on the direct deposit.

2. **Policy review:**

Motion to approve the update to policy 1.7 Access to public records made by Commissioner Montag, Seconded by Commissioner Connor. (3 yay, 0 Nay).

3. **Station 32 project:** Commissioner Montag updated the Commissioners on the status of the work. The Contract with Hearn Construction was approved on March 6 and the first payment has processed. The second payment has also been submitted to be processed and delivered at the end of the second week of work as per the contract. The Stud walls are up and the floor has been dug out. There may be some slight delays with plumbing permitting, and the snow on the ground may delay the final hook up of the lines into the septic tank. The delay is a concern for the contractor as he still has to pay his sub-contractors. The Commissioners feel they will be able to make arrangement to satisfy the payments to sub-contractors and still withhold final payment in accordance with the contract.

4. **Post Office relocation:** Commissioners discussed the possible location and made comments on a draft document Chief Long had written as a proposal to send to Greg Shelton at the Post Office. Recommendations for the project include the USPS being responsible for surveying, road building (sufficient to withstand heavy equipment) and maintenance. Landscaping and fencing were also topics discussed. The District could host the entire road. The issue of easements for the neighbors will need to be addressed. The District would need to involve Legal counsel on this project. The monthly suggested lease/rent was also discussed. Fencing was a topic as the training equipment may be seen by more people and possibly be an attractive nuisance. The district needs to look at liability. Commissioner Connor is concerned that the Neighbors also need to approve this project. It was noted that the district was approached by the Post Office and this project is not the Districts idea. Chief Long will take the comments and add them to the document.

5. **Task Force:** Chief Long noted that the idea is to gather as many of the original group together and update them on the progress made. The evening of March 23 was suggested. And food will be supplied as a working dinner.

New Business:

- a. **Wild Fire Training.** Chief requested the support of the Commissioners in initiating task books for him to continue training as a Division Group Supervisor for Type 3 SE Region. He would like to participate in Division Supervisor roles for the south west region. It would entail Chief leaving the district on occasion, but he noted state mobilizations will allow for back fill pay. This would mean there is no cost to the district and the district can be covered by existing staff. He would like to initiate temporary employment agreements with members in order to cover the district with paid staffing.

Charles Virts added he recommend the support as he sees the potential for income for the district and networking with other agencies for the benefit of the district.

The board agreed to initiate The Chief's task books and support the Chief's training advancement. They believe the District will benefit from the training. Chief would like to increase the training of all the members so we are better prepared to battle wildfires in our district.

Chief Long made it clear that taking care of home is the priority. He would inform the Commissioners if he were to go out on a fire and make provisions for cover. He intends to grow the program in the future to have full crews that can go on mobilizations. This can bring in significant funding for the district.

- b. **Insurance review:** The insurance cycle begins in September, but now is the time to review our current values of buildings, equipment and inventories. Commissioner Connor has reviewed the Insurance policy binder. Commissioner Montag will review the policy next. Staff will begin to update the policy soon.

Also discussed was the option to better cover the volunteers should they be injured while responding. Captain Jess Wardwell organized a meeting on February 28 with a supervisor from Provident who described the options available for Volunteer fire Departments. It was hoped that other fire districts would be interested in participating as this would reduce the premium costs. Chief Long and Rozalind Plumb are working on a preliminary application to assess the cost of such coverage.

- c. **Annexation:** The Office has been contacted by a landowner off Lyons Road who would like to annex several properties in to the District. The paperwork has been sent to him and we hope to have the petitions returned by the next meeting.

There was a brief discussion on comments seen in the White Salmon Enterprise that there are property owners wishing to annex out of District 3 in to the City of White Salmon. No more was known at the time of the meeting.

Good of the Order: Charles Virts commented that Post Office Supervisor Sue Grose has retired and there is a book on the counter at the White Salmon Post Office for people to comment and sign in.

He also commented that "Chief Long is doing a banner Job." Charles Virts is very pleased with the work being done.


Next meeting: April 13th 2017.

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

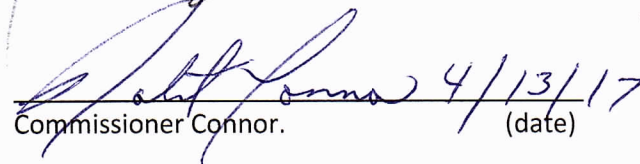
Meeting Adjourned 20:15.

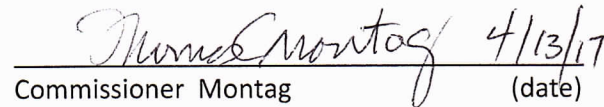
APPROVED BY:

Attest:


Chairman - Commissioner Zoller. 4/13/17
(date)


District Secretary Rozalind Plumb


Commissioner Connor. 4/13/17
(date)


Commissioner Montag 4/13/17
(date)

Klickitat County Fire District 3 Commissioners Meeting

200 Husum Street Husum, WA .

February 9, 2017 @ 6:30 pm

AGENDA

Regular Board meeting.0

(A) = Action (I) = Information

- **Open Meeting:** Call to order. Time _____
- **Approval of agenda (A)**
- **Attendance:**
- **Public Discussion:**
- **Minutes of last meeting: (A) February 9** 2017 business meeting,.
- **Secretary’s report: 1.** Treasurer’s report (I) **2.** Bills and items to be signed (A)
3. 2017 Budget **4.** Invested funds. **5.** Correspondence.
- **Chief’s Report: (I)**
- **Training Report: (I)**
- **On Going Business:**
 1. **Personnel**
 - a) **Payroll** – Ongoing, Direct Deposit for paid employees and Disability compensation policy. (I)
 2. **Policy. Review (A)**

1.7 public records access	
3.3 physical evaluations	
4.0 Rules of engagement	
 3. **Station 32** –Bathroom & Heater project
 4. **US Post Office** – relocation of Post Office.
 5. **Task Force** – set a date and back up date for a meeting.
- **New Business:**
 1. **Wildfire-** "Chief Long - Division Group Supervisor "T"
 2. **Insurance** – review (Enduris and Provident)
 3. **Annexation** -
- **Good of the order:**
- **Next meeting:** Regular meeting **April 13** 2017.
- **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
JANUARY 2017

Fund No.: 667.1

	Fund Name:	FIRE DIST 3
BEGINNING CASH BALANCE	1	\$ 290,417.54
+++ Increases ++++		
Receipts (Revenue Dist Rpt)	2	4,336.64
Netted Transactions	3	
Matured Investments	4	-
Interfund Transfers - In (397)	5	
Other Revenue - JE's	6	
Subtotal Increases	7	4,336.64
<< Disbursements >>		
Other Expenditures - JE & KC AP	8	14,105.57
Interfund Transfers - Out (597)	9	
New Investments	10	-
Disbursements (AP & PR)	11	-
E - Transactions (ACH & EFTPS)	12	5,802.68
Debt Service P&I	13	
Other	14	
Subtotal Disbursements	15	19,908.25
ENDING CASH BALANCE	16	\$ 274,845.93
<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	\$ 274,845.93
<u>INVESTMENTS</u>		
Beginning Inv Balance	23	101,000.00
Matured Investments	24	
New Investments	25	
ENDING INVESTMENT BALANCE	26	101,000.00
<u>DEBT SERVICE/BOND ACTIVITY</u>		
Beginning Bond Principle Balance	27	-
Bond Principle Payments	28	
Bond Interest Payments	29	
ENDING BOND PRINCIPLE BALANCE	30	-

Klickitat County Fire District 3

3/9/2017

2017 BUDGET

Bars #	Category	Original Budget	January expenditure	expenditure YTD	Balance	% Used
	Salaries & Wages + employee paid benefits	136,665.00	10,145.50	30,926.17	105,738.83	23%
	Benefits (excluding employee paid)	41,600.00	4,245.05	9,538.69	32,061.31	23%
	Volunteer Stipend	20,000.00	-	-	20,000.00	0%
	Volunteer Disability/Pension/lifeflight	5,100.00	-	900.00	4,200.00	18%
	Volunteer Recognition	2,500.00	2,235.33	2,235.33	264.67	89%
	Office Expense/Supplies	6,000.00	616.90	616.90	5,383.10	10%
	Professional Services	6,652.00	186.05	965.30	5,686.70	15%
	Insurance	15,700.00	-	-	15,700.00	0%
	Communications	5,000.00	-	163.60	4,836.40	3%
	Advertising	500.00	56.58	56.58	443.42	11%
	Vehicle Parts/Repairs	14,000.00	3,648.75	5,416.86	8,583.14	39%
	Rescue - Apparatus Supplies	7,500.00	-	107.20	7,392.80	1%
	Fuel	8,000.00	365.06	1,361.97	6,638.03	17%
	Station Repairs - Supplies	20,000.00	461.29	37,395.57	(17,395.57)	187%
	Utilities Services	17,000.00	1,550.10	4,996.79	12,003.21	29%
	Travel & Meals	4,000.00	-	835.90	3,164.10	21%
	Fire Training - Supplies	13,500.00	3,445.90	3,639.13	9,860.87	27%
	EMS Training - Supplies	9,500.00	886.03	1,076.70	8,423.30	11%
	Uniform/apparel <small>currently in fire supplies</small>				-	
	Prevention	1,000.00	12.88	72.88	927.12	7%
	Long Term Loans (Ambulance)	51,766.67	-	-	51,766.67	0%
	Taxes (for previous year) <i>Use Sub.</i>	3,000.00	-	3,685.91	(685.91)	123%
	Dues & Fees	2,500.00	39.00	53.80	2,446.20	2%
	Revenue from Wildland (-)				-	
	Expense for Wildland				-	
	Municipal Pool Reserve	15,000.00			15,000.00	0%
	Capital Pool	-				0.00%
	Total	406,483.67	27,894.42	104,045.28	302,438.39	26%
	<small>av property tax estimated in October 2016</small>	<small>420,547.42</small>				
	<small>02/23/16 property tax confirmed from Assessor</small>				<small>(104,045.28)</small>	

st.32 funding from cash bal.

budget was set before the end of the year.

Fire Chief's Report to Board of Commissioners

March 9, 2017

Safety:

- Progress is moving slowly to implement a Health and Safety Officer for both Fire District 3 and WS Fire Departments.
- One minor injury – Dog bite to the forearm while attempting to gain access to injured patient. Minor bleeding. Confirmed dog has rabies shots. Documented and on file.

Customer Service (emergent and non-emergent):

- February 10th – Eric Bosler, George Rocha, Mark Harmon, Greg Holdtman will all be at Henkle Middle School providing a public education presentation. Short presentation scheduled to be in conjunction with our EMS partners at KCEMS.

Projects:

- Station 32 project. Documentation, Special Board meeting and preparations for project to begin.
- Post Office Relocation: Drafted proposal for Board's consideration. If the project will move forward, our Council will need to review.
- Brakes on Command 300. Purchased parts and completed the job at home saving the District some money. Found old suspension damage and transmission oil leak. Working on a plan to repair.
- Brush 323 moved to Station 3 due to heavy snow in the area.
- Radios – Base Stations. Waiting for vendor to place this project on schedule.
- Community Taskforce: Will be setting this meeting up again. On the Board's agenda.
- Public Education and Prevention Coordinator Eric Bosler continues to work on getting the Association legally filed as a 5013(c) Non-Profit. This project is nearly complete.
- Assisting Washington State DNR with Fire Academy – instructor in Naches WA May 16-21-2017.
- **Working to schedule officer's meeting.**
- **Staff will be reviewing 1st quarter budget expenses near the end of the month t**

Fire District and Firefighter Association Events:

- February 21 – provided EVIP refresher to WS and KCFD 3 personnel – Training night
- February 28 – provided Confined Space/Trench Rescue Awareness training for WS Fire and KCFD 3 fire personnel.

Community Events:

- March 2nd. Mt. Adams Chamber of Commerce business fair – Bingen. Attended with Eric Bosler

Personal Activities and Achievements:

- March 3 – Instructed Mass Casualty Training in Vancouver 10 hours.
- March 18th - Providing State Evaluations for EMT Students – NWRTC
- March 23th – Defensive Driving Class – Camas

Note:

EMT Instruction: Maintaining position to bring a full EMT Course to Klickitat County in 2018

Defensive Driving: Making efforts to introduce consortium training for public works employees in the future.

Respectfully submitted – Monday March 6th / Subject to last minute adjustments – if needed.

Wesley W. Long

To the Fire Chief and Fire Commissioners of Klickitat County Fire District 3

February 2017 Training Report

Submitted on Thursday March 9, 2017

Training Events:

February 7th. Equipment checks and a quarterly SCBA review at our individual station.

February 14th. Valentine's Day. Training was canceled to allow the volunteers to spend Valentine's Day with their families.

February 21st. Chief Long presented an EVIP (Emergency Vehicle Incident Prevention) refresher training to the Volunteers.

FYI: State RCW 46.61.035 and the WAC 296-305-04505 revised in 2015 required fire district drivers to be trained to a level of competency to safely drive and operate a fire apparatus. The first part of this training includes an 8 hour Emergency Vehicle Incident Prevention (EVIP) class taught by a certified EVIP instructor. We have 3 in our district. Then a practical driving skills exam called a "Rodeo". After passing the Rodeo, the volunteer is checked off to begin their driver training and pump operation training. This is completed by a one of our driving instructors before the volunteer is legal to drive a piece of apparatus on a code three call and/or while returning back to the fire station after a call or training. Once the volunteer has been certified as EVIP qualified, they now are required to complete 2 hours per year per vehicle type. Once the driver is certified and competent, they are then required to attend a yearly refresher class taught by our trainers as well as attending a "Rodeo" every three years.

February 28th. Chief Long presented a confined space awareness training class. Again each year we are required to comply with WAC 296-305-05101 as part of the Technical Rescue Awareness Level training in (Confined Space Awareness). Each year our volunteers are required to complete a Confined Space Awareness level training class.

Projects:

SCBA Review:

Captain Renault and AC Nelson spent the evening of February 14th at the White Salmon fire station reviewing several different models of SCBA's brought for them to look at.

The impetus for this review was that White Salmon Fire applied for a grant of \$90,000 to purchase SCBA's and it was granted.

They are looking at several brands and have come up with either MSA or Scott.

If the SCBA grant that is now in play fails to be approved we will be looking at applying for the same grant next year and felt it necessary to see what was available.

Class Folder Development

The challenge is having the correct and updated information readily available for anyone of the instructors to teach the volunteers what is required to learn during each training secession.

To meet this challenge, AC Nelson felt developing training folders would be a solution. The folders will include the necessary information needed to instruct each training secession.

The folder will include a training outlines, goals and objectives, handouts, skills sheets, resources required and sign in roster to teach the classes.

For example, Captain Renault, or Captain Helton or Chief Long wanted to teach an upcoming class in Ventilation. The training folders will be available in one specified location identified. The instructor will go to the file pull the folder on Ventilation and be able to take the folder and teach the class.

Upcoming training events:

House Burn(s):

Two burn to learn houses have been donated to the combined fire district and White Salmon fire for training and burning.

We are waiting for the paper work to be completed on both houses before we can proceed forward with the burn. We were hoping to burn in late March for one and possible in late April for the other.

Wildland fire training:

Appleton Fire District 13 will be hosting their annual live wildland fire training offered to any volunteer of Klickitat County who need the live fire training. This training will be held on Saturday May 13 at the Appleton fire station.

We have scheduled with the Department of Natural Resources to teach the red card wildland refresher shelter training in April.

Fire Schools:

FF/EMT Rozalind Plumb will be attending a wildland fire school in May to complete her S-131 FFI qualifications.

EMT/EMS Officer/Fire Captain Renault will be attending the 94th annual Washington State Fire Fighters Association conference and fire school in Wenatchee Washington on May from 19th through the 21.

Training Statistics:

This last month attendance was again around 48%, this seems to be the average of our attendance these past several month.

One of our challenges is having several volunteers working shift jobs on the days we have training. To help with this challenge we have offered individual training for those folks when they are off duty to *meet their requirements*. We have also looked into holding weekend classes as well with little response.

I would like to bring our attendance up to at least 60% by the end of the year.

Respectfully Submitted

AC/Training Jerry Nelson