

KLICKITAT COUNTY FIRE DISTRICT 3

200 Husum Street, Husum, WA 98623

Commissioner's Meeting

Thursday July 12 2018

Called to order: 18:33

Attendance: Commissioner Montag, Commissioner Connor, Commissioner Virts,
Chief Long , Debbie Olson, Lloyd Olson

Approval of agenda:

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

Public Discussion: None (waiting for the Bond topic)

Minutes of the last meeting:

*Motion to approve the minutes of the June 14, 2018 workshop, made by Commissioner Virts
Secoded by Commissioner Connor. (3 yay, 0 nay) Motion passed.*

*Motion to approve the July14,2018 Regular Business Meeting, made by Commissioner Virts,
seconded by Commissioner Connor. (3 yay, 0 nay) motion passed.*

*Motion to approve minutes of July 5th 2018 special meeting, made by Commissioner Virts seconded
by Commissioner Connor, (yay, 0 nay) motion passed.*

Secretary's Report:

1. County Treasurer's Report for June 2018 not available at time of meeting.

Beginning balance	\$502,154.15	Ending Balance	\$502,154.15
Deposits		Disbursements	\$

2018 District expenditure shows a year to date (July 9) total of \$231,426.04

Unable to reconcile County Treasurer's report against District Accounts as the County treasurers report not available at time of writing. However, June report from the Auditor's Office matches the district.

2. Bills and items to be signed.

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

Vouchers: Commissioner Voucher June 15 2018 to July 12 2018

a). 06/28 \$4,347.16 b). 07/05 stipend \$1,642.30 c). 07/09 \$4,799.62

d). 07/10 \$1,315.01

Payroll –direct deposit.

Request for Funds:

a) Computer: Replace the Secretary's Computer – computer tower and software. \$1,500.00 (\$909.50 including. tax plus software and miscellaneous costs).

Motion to approve spending up to \$1800.00 for new office computer made by Commissioner Virts, seconded by Commissioner Connor. (3 yay 0 nay) motion passed.

3. 2018 Operating Budget :

Anticipated budget is \$421,656.12

Operating Expenditure \$216,650.09 (49%). NB includes Wildland wages which will be reimbursed). Professional services is now over budget as expected from costs related to consultant fees.

4. Investment of funds

District is maintaining \$200,000.00 invested funds.

5. Correspondence:

None noted

6. Current priority projects include:

- .Bond
- Computer upgrade and file maintenance

• **Chief's Report:** See attached.

Chief Long had submitted his Chief's report and training report to the Commissioners in advance of the meeting. Updates included 2 near miss incidents. Note that the safety committee is a joint effort with White Salmon Fire, so will include incidents at White Salmon too.

• **Ongoing business:**

1. Personnel/Payroll : nothing at this time.

2. Training Officer Position: The three agencies committed to the project are City of White Salmon FD, Skamania Fire District3 and KCFD3. Once the agreement has been approved the agencies can move forward with the position. Commissioner Virts expressed concern in the contract over who the employee reports to, and that there could be a conflict with having 3 supervisors. Chief Long explained that the training officer position is an employee of this fire District, but the chiefs at the other stations have the authority to request the employee to participate in particular projects. Chief does not see it being a problem, and there will be periodic reviews to ensure the position is not compromised.

3. Policies: Draft Financial Policy. Roz has requested the Commissioners review the draft for the Financial Policy. The policy will be addressed at the next meeting. Commissioner Virts asked if anything was being done to coordinate policies between the agencies. Chief Long reported that Chief Hunsaker has been looking at purchasing a subscription to a company that specializes in policy templates for Fire Departments. Chief Long will follow up with Chief Hunsaker on the topic. If it looks feasible Chief Long suggested that KCFD3 also purchase the same subscription to coordinate the districts.

4. Bond Update: Commissioner Montag invited Debbie Olson to speak and update the commissioners on the work done by the Citizens Advisory Committee/ task force. The Pro Bond committee members will be Sandy Montag, Lloyd Olson and Les Penny. There has been no response for a Con committee. The District has ran an advert in the legal notices for 2 weeks in the newspaper. Bob Merritt also sent requests to all the political parties in the area for participants in the con committee. Debbie has not been able to get a quote for the postcards.

The web site is being updated. The Frequently Asked questions are being worked on. Chief Long noted that the KCFD3 Volunteer Fire Fighters Association would like more information on the cost of advertising before they commit the funds.

Project list – Bob Merritt had a contractor and engineer look at the stations and the projects. The cost estimates have not yet been received.

Resolution 2018-10 Amendment. Chief Long noted that the Resolution was approved on April 12 2018 with the intent to allow the district to recover the costs spent in the bond application process and give the ability to recover capital expenditures made prior to a successful Bond (specifically the purchase of two vehicles). The resolution stated a specific dollar amount of \$85,000 that could be recovered. This only accounted for the cost of the two vehicles. The intent of the resolution is to allow the district to recover costs spent in the bond application process. The attachment to the resolution lists the items the district requests reimbursement for should the bond be successful. The maximum amount of reimbursement funds will be \$150,000.

Motion to adopt the amendment to resolution 2018-10, made by Commissioner Virts, seconded by Commissioner Connor, (3 yay, 0 nay) motion passed.

Endorsement of the Pro committee – Motion to approve Sandy Montag, Lloyd Olson and Les Penny as members of the Pro Committee made by Commissioner Virts, seconded by Commissioner Connor, (2 yay, 0 nay, commissioner Montag abstained) motion passed.

Approval of voter pamphlet statement: Bob Merritt approached the County prosecuting attorney regarding the explanatory statement in the Voters Pamphlet. Commissioner Montag read the statement in the meeting. Although the actual costs of the projects still need to be finalized the Commissioners approve of the language of the explanatory statement for the voter's pamphlet.

Commissioner Virts moved to approve the proposed language for the voters pamphlet, seconded by Commissioner Connor. (3 yay, 0 nay) motion passed.

The KCFD3 Volunteer Firefighter Association has submitted a letter to the Board of Commissioners stating the association voted to endorse the proposal to place a bond measure for capital improvements before the voters in the district.

5. Dry Creek billing: There has been no response from the property owner at this time. The Commissioners had requested staff look into processing a lien on the property. Staff has contacted the attorney Brian Snure for guidance. The options are to go to small claims court, or collections agency, or drop it. Cost for small claims would include court fees, serving fee, staff time, and fuel.

Commisisoner Virts moved to drop this issue on the grounds that the district has done it due diligence in attempting to recover costs on behalf of the tax payers. To continue pursuing the recovery of funds is costing staff time and legal fees. Motion seconded by Commissioner Connor, (3 yay, 0 nay) motion passed.

6. Snowden Community Council Sign: The Community Council has not had any movement on this topic.

7. **Replace vehicles:** The Vehicles are still on order. Estimated construction is August 8. When they are ready we can collect them and we will have 20 days to pay the bill in order to receive a discounted price. The funds are already approved.
8. **WSRB rating report:** The report is available at the office for the Commissioners to review.
9. **Fire protection Contract:** Contracts have been established for several properties that are not in, or contiguous with the district. The contracts are charged at the same rate as the levy (2018 rate is 0.89 per 1000 AV). Commissioner Montag signed the contracts received to date.
10. **Office Projects:** Chief and Roz are looking at the possibility of hiring a temporary employee to complete needed projects. In particular a comprehensive inventory is needed. With the training officer position being vacant the district will have funds available to hire a temporary employee. It was noted this particular project will require bar code labels and a reader. The amount of funds available, the hourly rate, and an estimate of how long the project will take will be determined for the next meeting. – tabled for the month due to lack of time to work on the funding.

New Business:

1. **Outreach to White Salmon City Council Public Safety Committee;** Commissioner Virts and Chief Long met with City Council member Jason Hartman. They talked about how the two departments function together. Commissioner Virts will stay in touch with Council man Hartman.

Good of the Order: Commissioner Virts commented that he is very impressed and thankful for the work Debbie Olson, Lloyd Olson and the rest of the Citizens advisory Committee. Chief Long also noted that even without the current Bond item this group is critical to our progress.

Next meeting: August 9, 2018

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

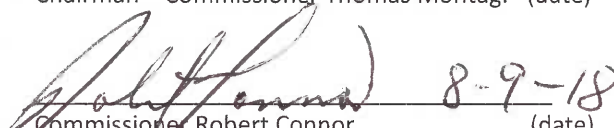
Meeting adjourned: 20:06

APPROVED BY:

Attest:


 Chairman – Commissioner Thomas Montag. (date)


 District Secretary Rozalind Plumb


 Commissioner Robert Connor (date)


 Commissioner Charles Virts (date)

Klickitat County Fire District 3 Commissioners Meeting

200 Husum Street Husum, WA .

July 12, 2018 @ 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 meetings: (A)**
 1. June 14 2018 Workshop
 2. June 14 2018 business meeting.
 3. July 5th Special 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:
- **Chief's Report: (I)**
- **Training Report: (I)**
- **On Going Business:**
 1. **Personnel/Payroll** : none
 2. **Training Officer Position-** (I) Montag
 3. **Policies:** DRAFT financial policy. Review and discuss.
 4. **Bond** –update and Action as needed.
 1. Explanatory Statement voter's pamphlet (A) 2. August 7 Resolution Deadline (I) 3. Pro Committee (A) 4. Con Committee (A) 5. Volunteer Firefighter Association Endorsement (I)
 2. Resolution 2018-10 amendment (A)
 5. **Dry creek structure protection:** Billing for structure protection during the Dry Creek fire at property outside the fire district. – last meeting the commissioner requested staff attempt to place a lien on the property. The District is not legally able to file a lien. Options left include small claims court or collection agency. (RCW 19.16.500).
 6. **Snowden Community Sign** – Update (I) Connor
 7. **Replace vehicles:** update- estimated arrival end of July. (Will have 20 days to pay to benefit from prompt payment refund).
 8. **WSRB Rating:** Review (I) Chief.
 9. **2018 Fire protection contracts.** Commissioner to sign.
 10. **Office projects:** hire temporary employee for purposes of coordinating/implementing specific task of district inventory/attractive asset program. (tabled until financial analysis can be completed)
- **New Business:**
 1. **Outreach to White Salmon City Council Public Safety Committee:** (I) Virts.
- **Good of the order:**
- **Next meeting:** Regular meeting **August 9** 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: _____

2018 Operating Budget

Klickitat County Fire District 3

updated 7/9/2018

BUDGET 2018

This budget sheet is connected to the expenditure spreadsheet.

Category	Original Budget	June expenditure	expenditure YTD	Balance	% Used	notes
Salaries & Wages + employee paid benefits	139,398.30	9,003.15	72,971.54	66,426.76	52%	includes Wildland pay which will be reimbursed.
Benefits (excluding employee paid)	42,432.00	1,381.46	15,141.88	27,290.12	36%	includes Wildland pay which will be reimbursed.
Volunteer Stipend	18,000.00	-	1,662.30	16,337.70	9%	
Volunteer Disability/Pension/lifeflight	8,907.00	-	4,957.00	3,950.00	56%	paid LF. Paid A&H into investments.
Volunteer Recognition	2,700.00	-	2,499.23	200.77	93%	\$1,196.23 reimbursed. (\$1,399.00 available)
Office Expense/Supplies	6,000.00	23.42	1,637.81	4,362.19	27%	
Professional Services	8,000.00	2,657.68	10,707.50	(2,707.50)	134%	MHC @ \$7,038.82
Insurance	16,500.00	-	-	16,500.00	0%	
Communications	4,500.00	-	160.50	4,339.50	4%	
Advertising	1,300.00	-	155.12	1,144.88	12%	
Vehicle Parts/Repairs/service	14,100.00	2,037.63	8,138.23	5,961.77	58%	
Rescue - Apparatus/Supplies	7,500.00	-	5,333.30	2,166.70	71%	
Fuel	8,000.00	839.96	4,488.04	3,511.96	56%	
Station Repairs/Supplies	10,000.00	57.15	4,736.88	5,263.12	47%	
Utilities Services	17,000.00	588.97	8,061.87	8,938.13	47%	
Travel & Meals	3,000.00	-	1,115.52	1,884.48	37%	
Training	9,000.00	70.00	4,403.54	4,596.46	49%	
Fire Supplies	15,000.00	2,982.92	5,749.33	9,250.67	38%	200 \$replay for Danner boots
EMS Supplies	9,500.00	-	582.89	8,917.11	6%	
Uniform/apparel	2,000.00	-	69.99	1,930.01	3%	
Prevention	1,500.00	-	546.77	953.23	36%	425 from NNL for signs
Long Term Loans (Ambulance)	51,223.00	50,710.00	50,710.00	513.00	99%	
Taxes (for previous year)	2,000.00	-	1,229.55	770.45	61%	
Dues & Fees	2,500.00	-	(52.76)	2,552.76	-2%	
Municipal Pool Reserve	21,595.82	-	-	21,595.82	0%	
Capital Pool	-	-	-	-	0.00%	
Total budgeted expenditure	421,656.12	70,352.34	205,006.03	216,650.09	49%	
Capital projects using cash balance						
2017 invested funds			25,000.00			
GRANT / other spending			358.10			
Expense for Wildland			1,061.91			2380 from state mobe
Total Actual Expenditure	421,656.12	70,352.34	231,426.04	190,230.08		
av property tax estimated in November 2017	431,916.33					
04/14/17 property tax confirmed from Assessor			231,426.04	(231,426.04)		
Revenue from Wildland (-)	18,646.00		1,061.91	17,584.09		

Fire Chief's Report to Board of Commissioners

June 14th 2018

Safety:

Tony Gilmer is working to join up the safety committee members for a meeting this week. No injuries or accidents to report to the Board during this period.

Customer Service (emergent and non-emergent):

- See attached Emergencyreporting.com summaries
- July 10: 35 reportable calls since May 10th.
- June 10 829.50 hours of compiled training since January 1st for all members.

Projects:

- Submitted for all Red Card requests and submitted to DNR for issuance. This required collecting everyone's wildland experience records for 2017.
- Coordinated SCBA hydro-testing of bottles. This included several bottles that were donated from White Salmon to us.
- Replaced two tires on Engine 311 due to age expiration. Front steer tires. I am working conduct a trade for rims to fit Medic 316 which could avoid costs of changing over studded tires annually. Jay Holtmann has the wheels and they will hopefully work. This could save us \$240/year.
- Ordered replacement fire hose – expense approved by the Board.
- Working on the 2017 Annual Report – ongoing as time permits.
- Staff vehicles – delivery date has not yet been announced by the dealer. When they do arrive, we will need three people to travel to Longview to pick the two trucks up.
- Assisted with the CWIFTA academy in Glead WA as a Branch Director.
- Roz and I traveled to Kennewick for a 1-day State Mobilization. She was able to successfully get several items marked off on her Firefighter 1 taskbook. Plus revenue for Emergency Equipment Rental from the tender to be paid for by Washington State Patrol.
- Drafted internal announcement that we will move forward with the Training Captain. This was for our current volunteers in order for those who may be interested to begin to prepare their resumes. Roz and I spent time reviewing our finances and have determined that we have funding needed to hire a FTE. The next step is for our attorney to draft up an Inter-local Agreement for each agency to approve.
- Prevention: Eric Bosler is working on a significant address sign order for the Northwestern Lakes Homeowner's Association. He has been working on this project for some time and when it's completed, several addresses will have our blue and white address signs. This project is fully paid for by their association and we will not incur any costs. We will benefit us with another supply order Eric is placing which will save us shipping costs. Budgeted funds.

Training:

- See report
Annual Wildland RT 130 firefighter training is completed for Red Card personnel and all firefighters. If anyone needs rescheduling, we'll get that done in the next couple weeks.

Community Events: Several FD 3 folks participated in the White Salmon pancake feed during Springfest. Ron Reynolds, Roz Plumb and others also staffed a booth during that event.

Personal Activities and Achievements:

Utilized vacation time to see family out of state.

Respectfully submitted: Wesley W. Long – Fire Chief 7/10 11:50/am