

KLICKITAT COUNTY FIRE DISTRICT 3

200 Husum Street, Husum, WA 98623

Commissioner's Meeting

September 08 2016

Minutes

Called to order 18:31

Attendance: Commissioner Zoller, Commissioner Connor, (Absent Commissioner Montag – Quorum present), Chief Long, Secretary Plumb, Eric Bosler.

Approval of agenda: Adjusted agenda to include executive session regarding secretary's contract.

**Motion to approve the agenda for September 8 2016 meeting made by Commissioner Zoller ,
Seconded by Commissioner Connor.** (2 yay 0 nay).

Public discussion: Eric Bosler gave out a flyer on a presentation coming to the White Salmon Library.

Minutes of the public hearing for annexation of property on Nestor Peak Road into district 3. **Motion to approve the minutes of the hearing made by Commissioner Connor – (2 yay, 0 nay).**

Minutes of August meeting – Motion to approve the bills presented at the August meeting made by Commissioner Connor. Seconded by Commissioner Zoller (2 yay. 0 nay).

Secretaries report:

The County Treasurer's report was not available for the meeting. This will be forwarded to the Commissioners as soon as it is available.

1. Bills and items to be signed

Vouchers: **Motion to approve bills made by Commissioner Connor, Seconded by Commissioner Zoller** (2 yay 0 nay). Vouchers signed.

2. Budget: Review of spending by line item.

3. Investment of funds: \$100,000 remains invested.

4. Correspondence: IRS: We received a request from the IRS regarding FUTA payments in relation to our 501 (c) (4) status. We were unaware of this status. After extensive research we discovered the documents indicating the 501 (c) (4) status was granted in 1973. There were also subsequent correspondences indicating it was not applicable to the district. It appears the request for 501(c) status would have been for what is now referred to as the Volunteer Fire fighters Association, but it was granted under the district's EIN. All documents including the evidence that the district is a Tax Exempt Municipal Corporation have been copied and sent to the IRS along with a letter requesting assistance to clarify the situation.

Chiefs Report:

Chief long updated the Commissioners on the current projects in the district. See attached.

Training report:

Roll -in ceremonies occurred in August, tender water supply needs work. Captain Renault put a couple of drills together and Chief also headed up a couple of training events.

Two members are attending the Crunch Time training in Grants Pass this weekend.

Commissioner Zoller asked if the training report could indicate the number of members attending drills.

On-going business:

Personnel; direct deposit – is still in progress with the treasurers department.

Disability Compensation – research is still ongoing for example policies.

Secretary’s contract - The final figures have not been discussed as the total cost to the district needs to be worked out. Roz will work on that and it is expected the contract will be ready for approval next month.

2017 preliminary budget - The preliminary forecast for the 2017 budget was presented. The wages and salaries are based on current figures and do not account for any increases in rates.

It was noted that the district had 4 large projects in the 2016 budget (the new ambulance, the new Brush 312, the refitting of brush 322, and the hiring of the new Chief). There is still work to be done to finalize the budget.

Mission and vision statement- Commissioners approved minor adjustments to the statements.

Motion to approve the adjustments to the mission and vision statements made by Commissioner Connor , seconded by Commissioner Zoller – (2 yay, 0 nay). Chief will print and frame the mission and vision of the department and post at each station. He also noted that in the future he envisions the members having a fuller involvement in the acceptance of new members. He hopes at some point have new members meet the Board of Commissioners and have a swearing in ceremony. This will also help instill a sense of pride and professionalism in the department.

New business:

Policy: section 1.1 – Rules and Regulations. We were unable to move forward on this as the commissioners had been unable review the changes to the policy. Chief will resend the policy with the suggested updates. It is likely two or more policies will be reviewed at a time.

Executive session – RCW 42.30.110(1)(g) ...**to review the performance of a public employee.** Review of District Secretary Rozalind Plumb with discussion on job description and contract format. 10 minutes to reconvene at 7:54 (Commissioners and Secretary Plumb present).

7:54 back in session. Public called back into the meeting.

The Secretary’s contract will be completed for next month with current salary. The commissioners will then discuss the possibilities for a pay increase including the option of a retro-active pay increase for

2016, and what the pay rate should be for 2017 as it will affect the budget planning. Commissioner Zoller added that the district should add the performance reviews and salary increase options in to a schedule to align with the budget cycle.

Good of the order: Commissioner Zoller commented he was impressed with the way the office looks it is tidy and professional. Connor noted he had met with the Chief of Mosier and

Next meeting: October 13 was scheduled but the Commissioner Zoller requested it be changed to October 12. Commissioner Zoller made a motion to change the meeting date to October 12 2016, Seconded by Commissioner Connor. (2 yay, 0 nay).


Motion to adjourn meeting of September 8 2016, made by Commissioner Connor, seconded by Commissioner Zoller (all in favor 2 yay 0 nay).


Meeting adjourned 20:03

APPROVED BY:

Attest:


Chairman - Commissioner Zoller. 10-12-16
(date)


District Secretary Rozalind Plumb


Commissioner Connor. 10-12-16
(date)


Commissioner Montag 10/12/16
(date)



KCFD3

COMMISSIONER VOUCHER

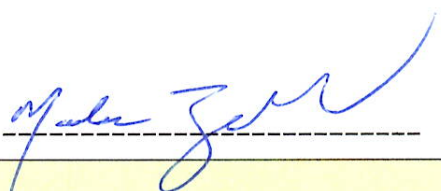
FOR PERIOD OF:

August 12 2016-September 8 2016

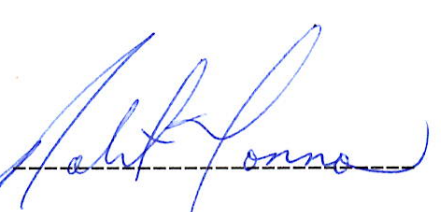
TOM MONTAG position 1

Meeting	Date	Signature
Budget Work shop	absent	
Regular Board Meeting	absent	
		X _____

MARK ZOLLER Position 2

Meeting	Date	Signature
Budget Work shop	08/29/2016	
Regular Board Meeting	09/08/2016	
		X 

ROBERT CONNOR Position 3

Meeting	Date	Signature
Budget Work shop	08/29/2016	
Regular Board Meeting	09/08/2016	
		X 

This budget sheet is connected to the expenditure spreadsheet.

Klickitat County Fire District 3

9/8/2016

2016 BUDGET

Bars #	Category	Original Budget	AUG expenditure	expenditure YTD	Balance	% Used	grant other \$
	Salaries & Wages + employee paid benefits	116,846.00	10,279.67	73,088.56	43,757.44	63%	
	Benefits (excluding employee paid)	32,014.00	1,974.26	23,093.52	8,920.48	72%	
	Volunteer Stipend/lifeflight	21,000.00	-	855.00	20,145.00	4%	
	Volunteer Disability/Pension	5,000.00	-	2,460.00	2,540.00	49%	
	Volunteer Recognition	2,000.00	-	2,828.51	(828.51)	141%	404.00
	Office Expense/Supplies	5,000.00	-	3,640.00	1,360.00	73%	
	Professional Services	7,000.00	85.00	12,661.20	(5,661.20)	181%	
	Insurance	15,000.00	15,135.00	15,178.00	(178.00)	101%	
	Communications	8,000.00	350.44	6,607.09	1,392.91	83%	
	Advertising	1,000.00	65.70	1,208.45	(208.45)	121%	
	Vehicle Parts/Repairs	12,000.00	64.33	13,515.10	(1,515.10)	113%	
	Rescue - Apparatus Supplies	15,000.00	584.80	37,563.25	(22,563.25)	250%	18,000.00
	Fuel	11,000.00	555.88	4,115.76	6,884.24	37%	
	Station Repairs - Supplies	20,000.00	1,650.48	7,060.89	12,939.11	35%	
	Utilities Services	12,000.00	862.65	7,479.80	4,520.20	62%	
	Travel & Meals	5,000.00	-	2,062.54	2,937.46	41%	
	Fire Training - Supplies	25,000.00	2,211.66	17,588.60	7,411.40	70%	
	EMS Training - Supplies	20,000.00	339.76	6,923.13	13,076.87	35%	2,115.00
	Prevention	2,000.00	-	265.00	1,735.00	13%	
	Long Term Loans (ends June)	58,000.00	-	55,224.31	2,775.69	95%	
	Taxes (for previous year)	1,500.00	-	1,997.46	(497.46)	133%	
	Dues & Fees	2,500.00	21.64	196.64	2,303.36	8%	
	Municipal Pool Reserve	13,000.00			13,000.00	0%	
	Capital Pool	-			-	0.00%	20,519.00
	Total	409,860.00	34,181.27	295,612.81	114,247.19	72%	
	av property tax estimated in October 2015	410,010.12					
	02/23/16 property tax confirmed from Assessor	406,994.12			111,371.31		



Mission Statement

Provide professional, responsible emergent and non-emergent services to our customers efficiently, effectively and with pride.

Vision Statement

We are committed to maintaining and enhancing the safety and health of our members and their families through training and participation within the Fire District.

We dedicate ourselves to the safety of the community by providing the highest level of service possible.

We will strive to create a partnership with the community in a responsive, proactive manner.

Our organization stresses attainable goals, achieved through shared responsibility and accountability.

We will nurture these relationships with respect, honesty and integrity.

Fire Chief's Report to Board of Commissioners

September 8, 2016

Safety:

- No injuries or near-miss incidents to report at this time.

Customer Service (emergent and non-emergent):

- No significant events to report at this time.
- 272 incidents to date for 2016.

Projects:

- Working with Fire Prevention Coordinator to set up fire safety demonstration for third grade class at Witson Elementary during the second week of October.
- Scheduled fire prevention time at Head Start on Thursday 9/15 (firefighter visit)
- Budget planning continues
- Bingen Point Emergency Plans are coming in to the stakeholder team. KCFD3 is part of that.
- Meeting with Washington Survey and Ratings on Wednesday 9/14 to go over items to prepare for Tender "test" in the future.
- Website and Facebook pages have Spaghetti Feed information posted.
- Placed on standby for one State Mobilization on August 21st. Cancelled from response after sufficient resources from Klickitat County agencies were mustered for deployment to Leavenworth WA.

Fire District and Firefighter Association Events:

- Huckleberry Festival Parade Saturday September 10th 2016. Chief Virts and Eric Bosler will be taking Brush 312.
- Participated in Association Business Meeting 9/6/2016

Community Events:

- Association Spaghetti Feed October 22. Planning has begun
- Attended KCIFA Meeting in Appleton in August

Fleet:

- Notified (9/6) of a damaged AED at Station 32. Needs replaced after being dropped. Budget item.
- Scheduling of fleet annual services will be completed this month to begin after the first of the year.
- Need to schedule 2016 annual pump testing. Budget line item depleted +/- \$1500.00 expense.
- Pump testing still needs completed for 2016. Line item is 224% over budget (Rescue Apparatus/Supplies).
- Will be assigning tire chain and tire chain installation training to Assistant Chief/Captains in the coming months.
- Winter facility preparations.
- Several reviews from Klickitat County Planning Department to provide comment on – as needed.
- Continue to teach occasional EMT/Defensive Driving classes in Vancouver. Adjusting work schedule for compensate and forecast assisting with upcoming EMT class here as well. TBD.

Personnel Activities and Achievements:

- Submitted a grant application to support FF/EMT Amy Long. Grant provided through National Organization of EMT's – Corporate sponsored grant. Unknown amount or type of grant. Five individuals, nationally, who have been injured on the job (volunteer or paid) will be awarded an unknown amount of grant funding. Unknown who the corporate sponsor is until the grants are awarded. Announcement date TBA. FF/EMT Long provided approval for her story to be shared, printed and I have given permission to share her injury story on behalf of the Fire District. Will announce if Amy is awarded this grant.

Station 32 is in excellent condition! The entire Station 32/33 crews have put forth great efforts to keep their equipment and facility in a prideful state. Kudos to all of them!

Station 32's bathroom and propane heaters are still high on the priority list for completion. Budget funding is pending.

Respectfully yours,

Assistant Chiefs report to the Fire Commissioners

August, 2016 Training Report

August started off with a new apparatus (push in ceremony) of Brush 322 and Medic 314 followed by a special Chiefs meeting to go over expectations and goals of the fire district.

We again practiced water delivery, tender to engine water supply, supplying an engine from a fire hydrant and long 2 ½" hose lays to the fire buildings.

Due to lack of access to the fire scene the officers had to use their training and ingenuity to complete the task in a timely but affective manner. The training was held behind C-court at the high school simulating one of the portable class room on fire with fire impingement onto the portable classroom next to it.

After the drill and during the after action briefing several firefighter and officers felt they had learned a lot and walked away thinking.

While I was on vacation the latter part of the month, Chief Long and Capt. Renault stepped in to hold two of the training nights.

The first drill was on multiple company training in Hazmat identification, removal and decontamination of the patient who was involved in a Hazmat situation. Again I had feedback that this was an excellent drill and there were a lot of good points learned from the troops.

Second training was a wildland interface drill with both classroom and in the field training.

First was the class room setting where Captain Renault reviewed the IRPR's (Incident Response Pocket Guide) on wildland interface identification of building triage and prepping a structure for potentially protection from the fire. Each crew was given an area to drive, identify and make contact with the occupants of the residents to discuss possible medication actions they could they could do to make their property more fire safe.

This weekend we are sending two FF to a class in Gig Harbor called Crunch Time. This class in a two day intensive all hands on training on vehicle, large truck and farm equipment extrication. They are tasked with bringing back the information learned and delivering it to the rest of the troops.

This completes the August Fire Commissioners Report.

preliminary Budget

Category	Original	YTD	Balance	% Used
	Budget	grant/other		
Salaries + employee paid benefits	126,665.00		126,665.00	0%
Benefits	30,600.00		30,600.00	0%
Volunteer Stipend	21,000.00		21,000.00	0%
Volunteer Disability/Pension	5,100.00		5,100.00	0%
Volunteer Recognition	2,500.00		2,500.00	0%
Office Expense/Supplies	6,000.00		6,000.00	0%
Professional Services	3,000.00		3,000.00	0%
Insurance	15,700.00		15,700.00	0%
Communications	5,000.00		5,000.00	0%
Advertising	500.00		500.00	0%
Vehicle Parts/Repairs	14,000.00		14,000.00	0%
Rescue - Apparatus Supplies	7,500.00		7,500.00	0%
Fuel	11,000.00		11,000.00	0%
Station Repairs - Supplies	20,000.00		20,000.00	0%
Utilities Services	12,000.00		12,000.00	0%
Travel & Meals	5,000.00		5,000.00	0%
Fire Training - supplies	23,000.00		23,000.00	0%
EMS Training - Supplies	18,000.00		18,000.00	0%
prevention/public ed	1,000.00		1,000.00	0%
Long Term Loans	51,766.67		51,766.67	0%
Taxes	3,000.00		3,000.00	0%
Dues & Fees	2,500.00		2,500.00	0%
Municipal Pool Reserve	25,000.00	-	25,000.00	0%
Capital Pool	-			
	409,831.67	-	409,831.67	0%
levy 0.92c	402,307.72			
estimated increase	7,702.40			
	410,010.12			
remaining	178.45			

total sal + benefits

includes life flight

new computer

toilet St32, Training facility, etc

2xWFCA, 1xChief, 1x training, FEMA health & safety