

KLICKITAT COUNTY FIRE DISTRICT 3

200 Husum Street, Husum, WA 98623

Commissioner's Meeting

Thursday December 8 2016

Minutes

Called to order: 18:31

Attendance: Commissioner Zoller, Chief Long, Secretary Plumb.

By Phone: Commissioner Connor, Commissioner Montag –Quorum present. (Commissioners phoned in due to weather preventing travel).

Approval of agenda: *Motion to approve the agenda for December 8 2016 meeting made by Commissioner Montag, Seconded by Commissioner Connor.* (3 yay 0 nay).

Public discussion: None noted.

Minutes for November 10th Regular business meeting and Minutes for 2017 Budget Approval on November 22nd – *Motion to approve the minutes for both meetings made by Commissioner Montag, Seconded by Commissioner Connor, Commissioner Zoller abstained.* (2 yay, 0 nay).

Secretary's report:

- 1. County Treasurer's Report for November 2016** is not available from the county at the time of the meeting. This will be forwarded to the Commissioners as soon as it is available. October Treasurer's report was reviewed.

OCTOBER

Beginning balance	211,029.18	Ending Balance	323,709.03
Deposits	126,808.71	Disbursements	14,128.86

2016 District expenditure shows a year to date (December 8) total of **\$356,082.38**

2. Bills and items to be signed;

- Vouchers: *Motion to approve bills made by Commissioner Connor, Seconded by Commissioner Montag* (3 yay 0 nay). Vouchers signed by Commissioner Zoller, Commissioners Connor and Montag authorized Commissioner Zoller to initial next to their names. Commissioners Montag and Connor will visit the office to sign the vouchers next week.

Commissioner Voucher November 11 2016 to December 8 2016

- | | | |
|---------------------------|------------------------|-------------------------|
| a). 11/16 - \$1,056.26 | b). 11/17 - \$1,077.05 | c). 11/23 - \$918.88 |
| d). 12/01 pr - \$7,784.78 | e). 12/01 - \$4,116.92 | f). 12/08 - \$5,174.23. |

- 2016 Stipend: has been calculated at \$12,819.50 (excluding tax) Stipend covers December 1 2015 through November 30, 2016. *Motion approving the payment of the stipends was made by Commissioner Montag, seconded by Commissioner Connor.* (3 yay, 0 nay).

iii) BVFF Disability and Pension payment. The annual fee for disability and pension is due. The cost to cover all current members for 2017 is \$2,400.00. Motion to approve payment of the BVFF coverage made by Commissioner Montag, Seconded by Commissioner Connor (3yay, 0 nay).

3. **2016 Budget:** Review of spending by line item. There have been no major changes since last month. The Commissioners were e-mailed the most current version of the budget and expenditure for 2016. It was noted that the pension and the stipend are not reflected in expenditure at this time, but we are still under budget for those items.
4. **Investment of funds:** \$101,000.00 remains invested from November 2016, and is due to mature in November 2017.
5. **Correspondence:**
 - Federal tax exemption certificates - Hunsaker Oil, and Wilcox & Flegel require these to ensure tax exemption.
 - Refund from LN Curtis has been finalized. The DNR grant for the new pump and foam educators has been completed. It is unlikely the payment of the 50/50 cost share will be received before the end of the year.
6. **Current priority projects include:**
 - 2016 Stipend.
 - BVFF pension buy back.
 - State Auditor's Office Roundtable. Attended on December 5 and found it informative and I made contact with other fire districts.

Chief's Report:

Chief Long updated the Commissioners on the current projects in the district. See attached Chief's report. Of note is the update to the Task force members scheduled for January 18 2017. The Active 911 system has been experiencing some issues and the Chief has been working with Dispatch to resolve the delays. In addition the Chief has arranged for an energy audit in January to assess where the district can make savings. Commissioner Connor plans to attend this audit.

Training report:

Chief Long spoke for Assistant Chief Nelson and updated the Commissioners on training activities for the past month. Training has included equipment check, strategy and tactics in operation, tire chain inspections, training at the burn house included vehicle positioning, long hose stretches and search and rescue, and ventilation.

On-going business:

1. **Personnel;**
 - a). Direct deposit – is still in progress with the Treasurer's Department, they are experiencing personnel shortages so this will be on hold until further notice.

b). Chief Long's Performance review and Secretary's contract – **EXECUTIVE SESSION**. RCW 42.30.110(1)(g) ...to review the performance of a public employee.

Commissioners entered executive session at 19:10 to resume at 19:25. Only Commissioners were present.

19:25 **Reopened Public meeting** - Chief Long and Secretary Plumb re-entered the meeting.

i). The current District secretary's annual salary has been \$23,230.00. The Board proposes to pay the District secretary \$2,100.00 as retroactive pay for 2016. The Board also proposes to renew the District secretary's contract for 2017 at a salary of 26,000.00.

Motion to pay \$2,100.00 to the district secretary for the year 2016 made by Commissioner Montag, seconded by Commissioner Connor. (3 yay, 0 nay).

Motion to approve the 2017 contract for the District Secretary with the annual salary of \$26,000.00, effective January 1 2017, made by Commissioner Connor, seconded by Commissioner Montag. (3 yay, 0 nay).

ii). The Chief's contract was reviewed in relation to the performance evaluation. While it was not requested the Commissioners saw fit to address the Chief's contract with regard to compensation (section 5). The Commissioners propose to increase the salary by 3% from \$73,000.00 to \$75,190.00.

Motion to approve the 2017 contract with Chief Long with the new salary of \$75,190.00 made by Commissioner Montag, seconded by Commissioner Connor (3 yay, 0 nay).

2. **Policy Updates:** none reviewed this month.

New business:

1. Resolution 2016-19 establishing the 2017 Commissioner meeting dates. ***Motion to approve the meeting dates for 2017 made by Commissioner Montag, seconded by Commissioner Connor (3 yay, 0 nay).***
2. Station 32 bathroom and heaters – The heater project has been rolled over to the 2017 budget cycle and the project will include the installation of a bathroom. In order to achieve this, the District will utilize the MRSC Small Works Roster to maintain compliance with state laws. It is recommended the District hire a general contractor to oversee the project which will entail planning permits, construction, plumbing and electrical work. The Commissioners agreed to move forward with this plan.
3. BVFF Pension Buy-back: The Local Board of Trustees for the Board For Volunteer Firefighters pension fund has been discussing the option to buy back years for members who were not paid into the pension. Historically the pension premium was paid by both the district and the individual. The \$60 annual premium was split 50/50 and the individual's portion was taken out of the stipend. Due to clerical procedures it was often the case that new members were not paid into the pension in their first year of service. The Board for Volunteer Firefighters has recently created a policy where by the missing years could be bought (the cost to include the premium

and the interest the premium would have earned). Several KCFD3 members were seen to have discrepancies between the years of service and the number of pension payments made. Roz has investigated the missing years and presented the *estimated* buy back cost as \$4,160.00. It was noted that Mollie Krall was missing several years due to her position as secretary and more research will be needed determine how to buy back the missing years.

The Commissioners have several options in this 1. Not to fund the buy back, but allow the individual to buy the years back; 2. Fund the buy back 50/50 with the individual; or 3. Cover the entire cost. The Commissioners discussed the options and had concerns over the cost and where it would come from in the budget. Chief Long indicated that we are currently set to come in under budget and we have not yet had to dip into the municipal pool reserve of \$13,000. Commissioner Montag made a motion to approve funding the pension buy back at \$4,160.00. Seconded by Commissioner Connor (3 yay, 0 nay). [Note, The Commissioners reserved the right to address the pension buy back for Mollie Krall at a later date after further research has been carried out].

4. Appreciation Dinner- January 28 is the date set for the Annual appreciation Dinner. The Caterer is set and the Chief requested permission to pay the caterer 50% of the \$1,400 estimated cost for 100 people. Commissioners approved the deposit.

Good of the order: Chief reminded the Commissioner's that the January meeting will be when the chair positions will be decided.

Commissioner Zoller's term is due to finish at the end of 2017. He said he will make his decision to run for another term dependent on the deadline for submitting the paperwork. There was brief discussion on the potential for recruiting future Commissioners.

Next meeting: January 12 2017.


Motion to adjourn meeting of December 8 2016 made by Commissioner Montag, seconded by Commissioner Connor (all in favor 3 yay 0 nay).

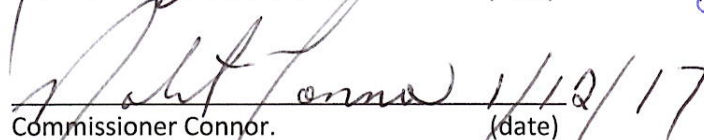
Meeting adjourned 20:05.

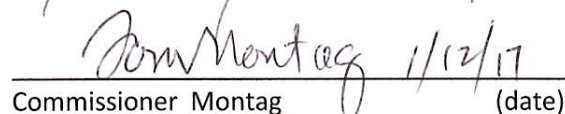
APPROVED BY:

Attest:


Chairman - Commissioner Zoller. 1/12/17
(date)


District Secretary Rozalind Plumb 1/12/17


Commissioner Connor. 1/12/17
(date)


Commissioner Montag 1/12/17
(date)



**KLICKITAT COUNTY TREASURER
REPORT
OCTOBER 2016**

667.1 FIRE DIST. 3	
Beginning Cash Balance	\$ 211,029.18
Cash Increases	
Tax Collections	\$ 124,231.11
District Deposits	\$ 2,535.11
State Apportionment	\$ -
State Forest/PILT/Timber Excise	\$ -
Federal PILT	\$ -
Leasehold Excise	\$ -
Reimbursements	\$ -
Investment Interest	\$ 42.49
Matured Investments	\$ -
Interfund Transfers In 397	\$ -
G/L Entries & Journal Entries	\$ -
Subtotal	\$ 126,808.71
Total Cash Balance	\$ 337,837.89
Cash Disbursements	
A/P Vouchers & G/L Journal Entries	\$ 11,964.16
Interfund Transfers Out 597	\$ -
New Investments	\$ -
Accounts Payable	\$ -
Payroll/Salary Clearing	\$ -
Misc. Remittances/EFTPS/ACH	\$ 2,164.70
Misc County Fees	\$ -
Bonds Paid: Principle/Interest	\$ -
Lease/Loans: Principle/Interest	\$ -
Other:	\$ -
Total Disbursements	\$ 14,128.86
Ending Cash Balance	\$ 323,709.03
Warrant Activity	
Previous Month Outstanding	\$ -
Warrants Issued (+)	\$ -
Warrants Paid (-)	\$ -
Warrants Canceled (-)	\$ -
Warrants Outstanding (O/S)	\$ -
Cash Balance-Less O/S Warrants	\$ 323,709.03
Investment Activity	
Beginning Investment Balance	\$ 100,000.00
Matured Investments	\$ -
New Investments	\$ -
Ending Investment Balance	\$ 100,000.00
Bond Activity	
Beginning Bond Principle Balance	\$ -
Bond Principle Payments	\$ -
Bond Interest Payments	\$ -
Ending Bond Principle Balance	\$ -

This budget sheet is connected to the expenditure spreadsheet.

Klickitat County Fire District 3

12/8/2016

2016 BUDGET

Bars #	Category	Original Budget	Nov expenditure	expenditure YTD	Balance	% Used	grant other \$
	Salaries & Wages + employee paid benefits	116,846.00	10,105.67	104,650.25	12,195.75	90%	
	Benefits (excluding employee paid)	32,014.00	1,960.96	26,824.13	5,189.87	84%	
	Volunteer Stipend/lifeflight	21,000.00	-	855.00	20,145.00	4%	DNR mob
	Volunteer Disability/Pension	5,000.00	-	2,460.00	2,540.00	49%	
	Volunteer Recognition	2,000.00	-	2,828.51	(828.51)	141%	774.00 404 WSFD / 370 associatio
	Office Expense/Supplies	5,000.00	299.17	4,182.02	817.98	84%	
	Professional Services	7,000.00	275.00	13,006.20	(6,006.20)	186%	
	Insurance	15,000.00	-	15,178.00	(178.00)	101%	
	Communications	8,000.00	1,052.14	8,976.75	(976.75)	112%	338.00 Enduris refund
	Advertising	1,000.00	-	1,259.55	(259.55)	126%	
	Vehicle Parts/Repairs	12,000.00	1,225.00	16,830.08	(4,830.08)	140%	2,764.10 State mob -equipment i
	Rescue - Apparatus Supplies	15,000.00	21.42	38,451.47	(23,451.47)	256%	21,820.00 grants dnr & BNSF + vel
	Fuel	11,000.00	641.85	5,774.98	5,225.02	52%	
	Station Repairs - Supplies	20,000.00	192.54	7,797.28	12,202.72	39%	
	Utilities Services	12,000.00	1,764.27	10,141.62	1,858.38	85%	
	Travel & Meals	5,000.00	687.60	3,624.25	1,375.75	72%	
	Fire Training - Supplies	25,000.00	467.17	19,470.44	5,529.56	78%	
	EMS Training - Supplies	20,000.00	4,456.67	11,885.48	8,114.52	59%	2,115.00 grants
	Prevention	2,000.00	526.64	799.96	1,200.04	40%	
	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	500.00	3,864.64	(1,364.64)	155%	
	Municipal Pool Reserve	13,000.00			13,000.00	0%	
	Capital Pool	-			-	0.00%	27,811.10
	Total	409,860.00	24,176.10	356,082.38	53,777.62	87%	
	02/23/16 property tax confirmed from Assessor	410,010.12					
	sv property tax estimated in October 2015	406,994.12			50,901.74		

Fire Chief's Report to Board of Commissioners

November 10th 2016

Safety:

- No injuries or accidents to report

Customer Service (emergent and non-emergent):

- December 5th. Santa comes to town. Visited Station 31 and Station 32.

Projects:

- Vacation time taken during November.
- Winter tires purchased for Ambulance. Will seek out a deal for rims throughout the year to save on mount/remount costs in the future.
- Pending Board's decision on how to proceed will begin working on Station 32's projects for 2017. Reminder, heating project placed on hold due to Small Works procedure issue.
- Policy review continues – none to submit for December.
- Training Officer – Annual performance review wrapping up.
- Will be evaluating to see if we can afford to get old turnouts in to Northwest Safety Clean for inspection and cleaning. Purpose of this project is to make all efforts to utilize PPE we have in stock and defer new purchases until all equipment is fully out of service due to wear and/or service life. Cost estimate is \$2,000.00. Not sure if we can do it just yet as the heating system at Station 32 is a higher priority at this time.
- Water trailer at Station 33 has been moved to verify wheels are not locked up and tires are up. Will work toward a plan to have plumbing repaired and paint in the spring. Trailer re-positioned parallel to the fence. Tank is empty.
- Troubleshooting Station 33 heaters. Only one wall-mount heater is working. Concerned about overload, failure, or potential fire due to strain on one heater. Previous inspection stated they needed replaced – per A/C Nelson.
- Scheduled update meeting for January 18, 2017 with the Community Taskforce members. One reply at this point. Will make phone contact with them to verify attendance. If more than one Board member chooses to attend, please inform Roz or myself so we can properly create an announced "workshop" for that date. OPM compliance.

Fire District and Firefighter Association Events:

- Association provided Benneventi's a thank you card for supporting The Spaghetti Feed.

Community Events:

- Snowden Council met at Station 32
- Husum/BZ Community Council December 5th

Fleet:

- Brush 332 having issues with the battery shut-off switch. Need to replace it.
- Fleet maintenance and inspections will begin in January. Dates TBA.
- Engine 311 acquired an anomaly with lighting. Holding for annual maintenance for repairs.
- Expedition: Battery replacement and will need winter tires.

Personal Activities and Achievements:

- Instructed 2 BLS First Aid classes
- Attended Washington State EMT practical final testing - evaluator

Respectfully submitted,

Wesley W. Long



Board of Fire Commissioners

RESOLUTION

KCFD 3

RESOLUTION 2016-19

Klickitat County Fire District 3

200 Husum Street – P.O. Box 151 Husum, WA

98623

(509) 493-2996

“ A RESOLUTION ESTABLISHING THE REGULARLY SCHEDULED BOARD OF FIRE COMMISSIONER MEETINGS FOR 2017”

Background:

WHEREAS: Regularly scheduled meetings of the Board of Fire Commissioners are to be established annually by resolution in accordance with RCW 42.30 as to date, time and typical location;

RESOLUTION OF THE BOARD:

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF COMMISSIONERS, FIRE DISTRICT 3, COUNTY OF KLICKITAT, STATE OF WASHINGTON, THAT:

Effective January 1, 2017, the Regular Board Meetings for Klickitat County Fire District 3 will be scheduled on the second Thursday of each month; scheduled to convene at 18:30 hours (6:30 p.m.) and will typically be held at Klickitat County Fire District 3 Headquarters Fire Station, 200 Husum Street, Husum, WA on the day / dates as follows:

Thursday night	January 12th
Thursday night	February 9th
Thursday night	March 9th
Thursday night	April 13th
Thursday night	May 11th
Thursday night	June 8th

Thursday night	July 13th
Thursday night	August 10th
Thursday night	September 14th
Thursday night	October 12th
Thursday night	November 12th
Thursday night	December 14th

ADOPTION:

ADOPTED at a Regular Meeting of the Board of Fire Commissioners of Klickitat County Fire District 3 on December 8th, 2016 -- the following Fire District Board Members being present and voting:

SIGNATURES

MARK ZOLLER, Fire Commissioner (position 2)

ATTEST: ROZALIND PLUMB, Fire District Secretary

ROBERT CONNOR, Fire Commissioner (position 3)

TOM MONTAG, Fire Commissioner (position 1)



Klickitat County Fire District 3 Commissioners Meeting

200 Husum Street Husum, WA .

December 8, 2016 @ 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 x2) November 10** 2016 business meeting, and **November 22nd** special meeting for budget approval.
- **Secretary's report: 1.** Treasurer's report (I) **2.** Bills and items to be signed (A)
3. 2016 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)
 - b) **Employee contracts** to be renewed. Chief review and secretary renew. **EXECUTIVE SESSIONS.** RCW 42.30.110(1)(g) ...to review the performance of a public employee (A)
–Approve in open public meeting, (A)
 - 2. **Policy.**
 - a). review section -none this month

- **New Business:**
 - 1. **2017 Resolutions (A)**
 - Motion to approve resolution** 2016-19 for 2017 meeting dates.
Resolutions for, board officers, secretary, payroll, etc. will be renewed at the January meeting).
 - 2. **Station 32** –Bathroom & Heater project.
 - 3. **BVFF pension buy back.**
 - 4. **Appreciation Dinner.**
 - 5. **BVFF** – pension/disability fee approval. \$2,400.
- **Good of the order:**
- **Next meeting:** Regular meeting **January 12** 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: _____