

KLICKITAT COUNTY FIRE DISTRICT 3

200 Husum Street, Husum, WA 98623

Commissioner's Meeting

Thursday February 8 2018

Called to order: 18:31

Attendance: , Commissioner Montag, Commissioner Connor, Commissioner Virts via Phone, Chief Long , Secretary Plumb,

Public: Lloyd Olsen, Debbie Olsen, Eric Bosler, Melinda Heidel and Andrew Heindel

Approval of the agenda- Motion to approve the agenda for February 8 2018 with the adjustment of covering the Bond information to the first order of business (to allow members of the advisory Committee to leave), made by Commissioner Connor, seconded by Commissioner Virts, (3 yay, 0 nay).

Public Discussion: Voted Bond information. Melinda Heindel is on the Citizens Advisory Committee for the Fire District. At the Voted Bond Workshop on Jan 22 2018 she noticed the list of capital improvements needed refining. Melinda and Drew Heindel (both Licensed Architects) voluntarily updated the information to give a more comprehensive summary of the capital projects that contractors would expect to see before bidding on the projects. She was also concerned that the soft costs of the projects had not been anticipated. The Heidels used their experience to produce drawings and cost estimates of the building projects. At the Work shop the hope was to keep costs to around 1.7 Million Dollars. The new estimates show costs will likely be well over 2Million Dollars. The total estimate included the building improvements as well as the purchase of equipment and the purchase of land for future development. Melinda noted that they added a contingency of 25% of the costs. The Contingency would help cover unknowns. It was noted that this is not an official cost estimate, but preliminary cost estimates. The Heidels indicated that it is not as accurate as a comprehensive feasibility study and specialist engineers would need to be consulted to verify the costs. There are several areas that they feel raised more questions than answers. The feasibility study will be needed before going to the Bond Attorney. The deadline for hiring the Bond attorney is February 28 2018 (3 weeks). Melinda is familiar with the hiring process and stated it is unlikely we would be able to fulfill the hiring process and have the feasibility study done by the deadline.

There are formal procedures set out in Chapter 39.80 RCW for hiring architects and engineers. The district will follow the state regulations for contracting for services. Roz commented that the hiring process is very involved and we are learning it as we go. If we fail to do it correctly it will damage the whole project. Melinda agreed and pointed out that hiring the right people up front will reduce the risk of cost overruns down the road.

The Commissioners and Chief thanked the Heidels for their work. The next step would be to present this to the citizen's advisory panel in the next couple of weeks. Commissioner Montag asked Debbie Olsen to set up a meeting. It was decided that sharing the current information via e-mail would help facilitate the spread of information and help speed up the process. The goal of the meeting would be to revise the current information and decide on the next steps, and prioritize the projects.

Chief Long commented that, given the 3 week window, the process for correct hiring (state regulations) and the work that needs to be done, he feels it will not be possible to meet the deadline. He recommended to the board that they wait for a 2019 ballot. We would have better preparation and time to gather the right people in place to move forward with a well prepared bond request.

Commissioner Montag brought up the possibility of the schools running a Levy in 2019 and that running at the same time was not an option according to the Bond attorney. There is also the possibility of interest rates

increasing in the future and not being as favorable as they are this year. This is another topic to be brought to the Advisory Committee before the Commissioners are ready to decide on a delay.

Commissioner Virts recommended we contact Robert Merit to ask for advice as he is familiar with the process and may be able to give us some direction.

Minutes of the last meeting: *Motion to approve the minutes of the January 11, 2018 Regular Business Meeting. Motion made by Commissioner Connor Seconded by Commissioner Virts. (3 yay, 0 nay).*

Secretary’s Report:

1. County Treasurer’s Report for January 2017 was not available at time of meeting

| | |
|------------------------------|----------------|
| Beginning balance 343,656.64 | Ending Balance |
| Deposits | Disbursements |

2018 District expenditure shows a year to date (Jan 11) total of \$33,380.14.

2. Bills and items to be signed

MOTION to approve the bills made by Commissioner Connor, Seconded by Commissioner Virts (3 y 0 nay)

a. Vouchers: Commissioner Voucher January 12 2017 to February 08 2018

a). 01/17 \$4,578.41 b). 01/23 \$1,959.34 c). 02/01 \$2,252.27

d). 02/08 \$ 5,665.74 e).

Request for Funds:

a) Life Flight - \$1,100.00 to cover volunteers.

Motion to approve paying Life Flight invoice made by Commissioner Connor, Seconded by Commissioner Virts.

3. Budget 2018. \$421,656.12 is the operating budget.

4. Investment of funds

District added \$25,000 to the 101,800 which will mature in November 9 2018. (Total invested is \$126,800.00)

5. Correspondence:

WFCA- Commissioner Handbook. The Commissioners each have pdf copies of the hand book and Roz offered to print copies if they wanted.

6. Current priority projects include:

- Bond, A&E research
- Year-end Financial Report.
- archiving of documents.

Chief’s report: See attached.

Safety: Tony Gilmer is putting safety policies together.

EMT class is very busy.

Equipment: Replacement of a ladder which failed testing will cost \$1,300.

New brush vehicle: Grant for outfitting the new brush was not successful. We still need to have it ready for the fire season.

Training: Personnel have logged 424 training hours for the month. There were 3 fire drill and each brought in 50 hours of training hours. The Rhine village fire logged over 100 volunteer hours.

Automatic aid was given 12 times and we received it twice in January..

EMS Conference,- David and Katherina Larson would like to attend an ALS conference in May and there is no training money available through the KC EMS District. The expectation is they will bring back valuable information for BLS level of care that will be useful for the district. Chief noted they are also helping out with the EMT class.

Commissioner Virts also supported sending the Larsons as they are long-term members of the District.

WA Fire Chief's training Symposium- Captain Renault is signed up to attend the training. Again the expectation is he will bring back and share skills and knowledge from the event.

On-going business:

1. Personnel/Payroll:

a. **Sick leave:** The new regulations will be covered in the contracts later in the meeting.

2. Training Officer Position: Commissioner Montag met with Mayor Barnes (Bingen) and Mayor Poucher (White Salmon) and reviewed the project to date. Commissioner Zoller had initially contacted them on the topic of sharing a full time Training Officer, and the Chiefs of the four Fire Departments (KCFD3, White Salmon, Bingen, and Skamania Fire 3) have had a chance to meet and talk about the expectations of the position if it is approved. Commissioner Montag pointed out that KCFD3 has funds for a part time position and will need finances from the other departments to make it a full time position. The Mayors agree with the goal of the project but will need to take it to their respective Councils for funding. Commissioner Montag pointed out that the commitment to funds would have to be long term in order to secure the position. There would need to be contracts of commitment from all the parties involved. Commissioner Montag will be meeting with the Skamania County Fire District 3 Fire District Commissioners in the near future.

KCFD3 could hire in June and pay full time, but ONLY if the commitment from the Cities is confirmed.

3. Policy review: None at this time. Chief noted that staff are working on policies as they can.

4. Post Office relocation: Commissioner Connor updated the board on the project. The newest contract has been reviewed and some of the costs have been addressed by the Postal service. However, Commissioner Connor has spoken to adjacent land owners at the Church and it was noted that the corner is very convoluted. There are property line and easement issues. Both Commissioner Connor and Commissioner Virts noted that they would like to be able to help the Community, However, it is proving to be a burden to the Fire District. Commissioner Montag used the Commissioner's Hand book to point out the Purpose and Function of the Fire District:

'RCW 52.02.020 which establishes that a district is authorized to provide:

- 1. Fire Prevention Services*
- 2. Fire Suppression Services*
- 3. Emergency Medical Services and*
- 4. The protection of Life and property.'*

'As a commissioner you are required to focus your efforts and services on action that will further the above purposes. You do not have the legal authority to undertake or direct actions outside of the scope of the above authorities.'

(WA Fire Commissioner Association Commissioner's Handbook January 2018 page 2.)

The contract states the 'land lord' (aka the district) would be responsible for the maintenance of the gravel and ploughing the access.

Commissioner Connor also noted that no contract or documents have been received by the district for the temporary boxes.

It appears the USPS are not addressing the issues that have been pointed out to them.

All the Commissioners will need to review the current document before making any further decisions towards becoming a land lord to the US Postal Service.

5. **Bond-** updated in discussion above.
6. **Dry Creek Structure protection:** During the Dry Creek Fire a residence was protected by a KCFD3 engine and staff. The residence is outside of the KCFD3 boundary. Attempts to deliver letter to the land owner have failed. The commissioners would like to have a KCSO deputy deliver a letter explaining the situation directly to the land owner to ensure delivery. This will cost \$170 minimum. There is a one- time \$100 fee for the delivery and \$70 travel fee. Roz has been unable to get the letter to Goldendale with payment in hand at the time of the meeting.
7. **SCEMS Agreement:** Chief Long updated the Commissioners on the update to the agreement with Skamania County EMS District. Revised interlocal agreement has been signed by the SCEMS commissioners and is now before the KCFD3 Commissioners for signatures. The revisions regarded the form of payment to the district. The agreement allows payment in the form of training if it is available and/ or replacement items such as c-collars, back boards, or general EMS equipment.

Motion to approve the Interlocal agreement for First Response Emergency Medical Services made by Commissioner Connor, Seconded by Commissioner Virts (3 y, 0n).

8. **Resolution 2014-12 – Volunteer Stipend revision.** Commissioners were asked to review the current stipend schedule and to look at updating the stipend format.
At the January Meeting Commissioner Virts had concerns around the relationship of the volunteers and FLSA rules. Chief Long noted that we cannot tell a volunteer that they have to on duty for 'x ' amount of hours, but can set a stipend amount for a block of time.

Motion to approve Resolution 2018-08 Adjusting the Volunteer Stipend made by Commissioner Virts, seconded by Commissioner Connor. (3 yay, 0 nay).

20:25 Recess: Commissioners took a short recess for Board for Volunteer Firefighters local board of trustees meeting.

20:37 back in Session

9. **Annual Performance reviews:** delayed to end of meeting.
10. **Dispatch fees:** AS mentioned in the Chief's report last month, the shortfall in funding for dispatch will likely become a fee for service from the Fire Districts. More information will be forthcoming.
11. **Snowden Community Sign-** Commissioner Connor updated the Commission on the sign placement. The County has requested the sign size and location be altered.

New Business:

1. **Annexation –** Commissioners received a petition to annex property into the District. The property is north and adjacent to district boundary in the Hwy 141 corridor. A hearing will be scheduled for March 8th prior to the regular meeting.

Annual Performance reviews: EXECUTIVE SESSION: RCW 42.30.110(1)(g) ...to review the performance of a public employee. Commissioners entered executive session to review contracts for Chief Long and Secretary Plumb.

Entered at 20:40 to reconvene at 20:55.

Additional Time 15 minutes. Additional time : 4 minutes

Public Session re opened at 21:14. Commissioners have reviewed the performance and contracts of the employees. The commissioners are requesting adjustments to the contracts and will review the contracts at the next meeting after approval by legal counsel.

Good of the Order:

Next meeting: March 8th 2018.

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

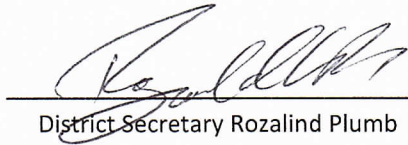
Meeting Adjourned: 21:43.

APPROVED BY:

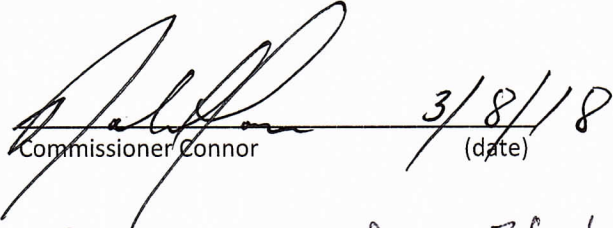
Attest:



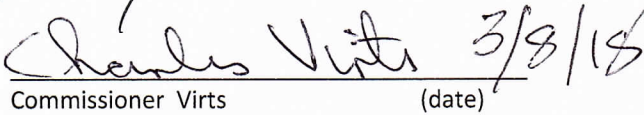
Chairman – Commissioner Montag. (date)



District Secretary Rozalind Plumb



Commissioner Connor (date)



Commissioner Virts (date)

Klickitat County Fire District 3 Commissioners Meeting

200 Husum Street Husum, WA .

February 8, 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 meeting: (A) January 11 2018** business meeting.
- **Secretary's Report:** 1. Treasurer's report. 2. Bills and items to be signed (A) 3. 2017 End Budget 4. Invested funds. 5. Correspondence. 6. request for funds
- **Chief's Report: (I)**
- **Training Report: (I)**
- **On Going Business:**
 1. **Personnel/Payroll :**
 - a). **Paid Sick Leave** Measure 1443 in effect Jan 1 2018, and paid Family care Jan 1 2019.
 - b). **Performance reviews** (see Executive Session at end of meeting).
 2. **Training Officer Position- (I) Montag**
 3. **Policies:**
 4. **US Post Office** – relocation of Post Office. –(I) Connor
 5. **Bond** –update. – (I)Connor
 6. **Dry creek structure protection:** Attempt to resolve billing for structure protection during the Dry Creek fire at property outside the fire district.
 7. **SCEMS Agreement:** amendment to the Skamania County Hospital District mutual Aid agreement.
 8. **Resolution 2014-12** - volunteer stipend revision. Review the existing resolution and amend to include a set monthly stipend for Captains and to allow for a duty program with compensation.
 9. **Annual Performance reviews: EXECUTIVE SESSION:** RCW 42.30.110(1)(g) ...to review the performance of a public employee
Contract updates. (A) Chief Long and Secretary Plumb
 10. **Dispatch Fees**
 11. **Snowden Community Sign** – Update - Connor
- **New Business:**
 1. **Annexation** – petition to annex property into district
 - 2.
- **Good of the order:**
- **Next meeting:** Regular meeting **March 8** 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

This budget sheet is connected to the expenditure spreadsheet.

Klickitat County Fire District 3

updated 2/8/2018

BUDGET 2018

| Category | Original Budget | January expenditure | expenditure YTD | Balance | % Used | notes |
|--|---------------------------|---------------------|------------------|--------------------|-----------|-------|
| Salaries & Wages + employee paid benefits | 139,398.30 | 10,228.00 | 19,284.81 | 120,113.49 | 14% | |
| Benefits (excluding employee paid) | 42,432.00 | 3,429.98 | 2,224.55 | 40,207.45 | 5% | |
| Volunteer Stipend | 18,000.00 | - | - | 18,000.00 | 0% | |
| Volunteer Disability/Pension/lifeflight | 8,907.00 | - | - | 8,907.00 | 0% | |
| Volunteer Recognition | 2,700.00 | - | 2,499.23 | 200.77 | 93% | |
| Office Expense/Supplies | 6,000.00 | 215.81 | 517.85 | 5,482.15 | 9% | |
| Professional Services | 8,000.00 | 2,163.88 | 2,163.88 | 5,836.12 | 27% | |
| Insurance | 16,500.00 | - | - | 16,500.00 | 0% | |
| Communications | 4,500.00 | - | - | 4,500.00 | 0% | |
| Advertising | 1,300.00 | - | - | 1,300.00 | 0% | |
| Vehicle Parts/Repairs/service | 14,100.00 | 9.00 | 11.00 | 14,089.00 | 0% | |
| Rescue - Apparatus/Supplies | 7,500.00 | 198.32 | 198.32 | 7,301.68 | 3% | |
| Fuel | 8,000.00 | 297.43 | 896.12 | 7,103.88 | 11% | |
| Station Repairs/Supplies | 10,000.00 | 1,617.30 | 1,676.29 | 8,323.71 | 17% | |
| Utilities Services | 17,000.00 | 1,354.05 | 1,396.05 | 15,603.95 | 8% | |
| Travel & Meals | 3,000.00 | 47.26 | 47.26 | 2,952.74 | 2% | |
| Training | 9,000.00 | 187.78 | 823.20 | 8,176.80 | 9% | |
| Fire Supplies | 15,000.00 | 130.98 | 130.98 | 14,869.02 | | |
| EMS Supplies | 9,500.00 | 139.87 | 323.04 | 9,176.96 | 3% | |
| Uniform/apparel <small>currently in fire supplies</small> | 2,000.00 | - | - | 2,000.00 | | |
| Prevention | 1,500.00 | - | - | 1,500.00 | 0% | |
| Long Term Loans (Ambulance) | 51,223.00 | - | - | 51,223.00 | 0% | |
| Taxes (for previous year) | 2,000.00 | 1,229.55 | 1,229.55 | 770.45 | 61% | |
| Dues & Fees | 2,500.00 | (41.99) | (41.99) | 2,541.99 | -2% | |
| Municipal Pool Reserve | 21,595.82 | - | - | 21,595.82 | 0% | |
| Capital Pool | - | - | - | - | 0.00% | |
| Total budgeted expenditure | 421,656.12 | 21,207.22 | 33,380.14 | 388,275.98 | 8% | |
| Capital project using cash balance | | - | - | | | |
| INSURANCE CLAIM will be reimbursed | | - | - | | | |
| Total Actual Expenditure | 421,656.12 | 21,207.22 | 33,380.14 | 388,275.98 | | |
| <small>av property tax estimated in November 2017</small> | <small>431,916.33</small> | | | | | |
| <small>04/14/17 property tax confirmed from Assessor</small> | | | 33,380.14 | (33,380.14) | | |
| Revenue from Wildland (-) | | | | | | |
| Expense for Wildland | 13,728.00 | | | | | |

Fire Chief's Report to Board of Commissioners

February 8, 2018

Safety:

- No injuries or accidents to report.
- Tony Gilmer is working on safety policy consolidation with White Salmon Fire as time permits.

Customer Service (emergent and non-emergent):

- See attached Emergencyreporting.com summaries

Projects:

- Extrication tool at Station 32 fully repaired and serviced. Badly needed oil and a few gaskets changed. This service can only be completed by qualified technician.
- Station 31 base radio project is complete. System is working but will have Firefighter Harmon re-program the radio to reduce some of the unnecessary frequencies being scanned.
- EMT Basic continues at Station 31 with a remote classroom in Goldendale. Monday Wednesday and Saturday classes are ongoing.
- Training Officer Proposal to the Board. – Continuing – Commissioner Montag
- Annual Appreciation Dinner completed. I'd like to revamp the entire event for 2019 with the help of a small group of *White Salmon and KCFD3 personnel*. Purpose: *To make the event more meaningful and reduce catering costs.*
- Abandoned car from Station 32 is gone. – This problem took an extensive amount of time.
- Annual apparatus service and inspections delayed due to family emergency with our mechanic. Rescheduling services as soon as possible.
- Received a decline notice for \$12,000 DNR grant. Grant was intended to equip the new brush truck and outfit all three with like equipment that meets NWCG standards.
- WT324 ladder. Waiting for Captain Renault to advise if Mosier Fire has a serviceable ladder that they intend to surplus. New 24' ladder cost: \$1,300.
- Type 3 Team up on rotation every third week for the landslide in Yakima. Experts are no longer predicting a date for the hillside to release. Additional experts are now stating that the slide may have minimal impact – if it does release. I do not expect to be activated to this event.
- Traveling to Ellensburg on February 13th for planning meeting related to the Interagency Fire School in May.
- Working on Bond project. I have received zero responses from the Request for Information letter sent to MRSC recipients.
- Planning to begin the 2017 Annual Report sometime this month.
- Attended OTEP (Ongoing Trauma Education Plan) training in White Salmon. Required for EMT Basic credentials.
- Captain Riggelman delivered one pump operations drill.
- Held pump evolution/structure fire drill in Puckerhuddle on January 30th. Received a warm welcome from the neighbors who were very happy to see the fire department training in their neighborhood.
- Working on the CWPP evaluation form. (Community Wildfire Protection Plan). This document is being put together through a grant from the DNR. A consultant is working with all the fire departments in the

county to compile information. Successful completion of this document will allow property owners to be eligible for FEMA Grant funding should a disaster be declared by the governor in our area.

- Traveled to Vancouver to test EMT students on two occasions last month. One more session is scheduled for April for final state testing.
-

Community Events:

- None to report at this time

Personal Activities and Achievements: None at this time.

Respectfully submitted: Wes Long – Fire Chief

Klickitat Fire District #3

Husum, WA

This report was generated on 2/5/2018 1:14:33 PM



Incident Statistics

Start Date: 01/11/2018 | End Date: 02/05/2018

| INCIDENT COUNT | | | |
|--|-------------------------------|-------------------------|-----------------------------|
| INCIDENT TYPE | | # INCIDENTS | |
| EMS | | 13 | |
| FIRE | | 11 | |
| TOTAL | | 24 | |
| TOTAL TRANSPORTS (N2 and N3) | | | |
| APPARATUS | # of APPARATUS TRANSPORTS | # of PATIENT TRANSPORTS | TOTAL # of PATIENT CONTACTS |
| B312 | 0 | 0 | 6 |
| C300 | 0 | 0 | 3 |
| POV | 0 | 0 | 1 |
| Z356 | 0 | 0 | 1 |
| TOTAL | 0 | 0 | 11 |
| PRE-INCIDENT VALUE | | LOSSES | |
| \$0.00 | | \$0.00 | |
| CO CHECKS | | | |
| TOTAL | | | |
| MUTUAL AID | | | |
| Aid Type | | Total | |
| Aid Given | | 12 | |
| Aid Received | | 2 | |
| OVERLAPPING CALLS | | | |
| # OVERLAPPING | | % OVERLAPPING | |
| 2 | | 8.33 | |
| LIGHTS AND SIREN - AVERAGE RESPONSE TIME (Dispatch to Arrival) | | | |
| Station | EMS | FIRE | |
| Station 31 | 0:13:16 | 0:18:00 | |
| AVERAGE FOR ALL CALLS | | 0:13:48 | |
| LIGHTS AND SIREN - AVERAGE TURNOUT TIME (Dispatch to Enroute) | | | |
| Station | EMS | FIRE | |
| Station 31 | 0:04:05 | 0:07:00 | |
| AVERAGE FOR ALL CALLS | | 0:04:25 | |
| AGENCY | AVERAGE TIME ON SCENE (MM:SS) | | |
| Klickitat Fire District #3 | 32:34 | | |

Only Reviewed Incidents included. CO Checks only includes Incident Types: 424, 736 and 734. # Apparatus Transports = # of incidents where apparatus transported. # Patient Transports = # of PCR with disposition "Treated, Transported by EMS". # Patient Contacts = # of PCR contacted by apparatus. This report now returns both NEMSIS 2 & 3 data as appropriate.