

## **Klickitat County Fire District 3**

200 Husum Street, Husum, WA 98623

Commissioner's Meeting

Thursday November 8, 2018

**Called to order:** 18:30

**Attendance:**

Commissioner Montag, Commissioner Connor, Commissioner Virts, Chief Long, Rozalind Plumb, Canyon Willey, Tony Gilmer, Suzanne Glaser, Deborah Olson, Lloyd Olson

**Approval of agenda:**

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

**Public Discussion:**

Lloyd Olsen commented on the ballot wording, indicating the district was listed as Husum Fire Department. Commissioner Virts responded by noting it is a technicality from the history of the department. He and Mollie Krall had tried to change it in the past, but were unable to succeed. Rozalind noted that the original resolution for the formation of the District is for Klickitat County Fire Protection District #3. However, the name associated with the Federal ID number is 'Husum Fire Dept.-Klickitat Co. Fire Dist. #3'. The District is officially doing business as (DBA) Klickitat County Fire District 3.

Commissioner Montag thanked the citizen Task force for their hard work on the Bond.

**Minutes of the last meeting:**

***Motion to approve the minutes of the October 11, 2018 Annexation Hearing, made by Commissioner Virts, seconded by Commissioner Connor. (2 yay, 0 nay (Montag abstained) motion passed.***

***Motion to approve the minutes of the October 11, 2018 Regular Business Meeting, made by Commissioner Virts, seconded by Commissioner Connor. (2 yay, 0 nay Montag Abstained)) motion passed.***

***Motion to approve minutes for the 2019 Budget workshop on October 17<sup>th</sup> 2018, made by Commissioner Virts, seconded by Commissioner Connor, (3 yay, 0 nay) motion passed.***

***Motion to approve the minutes for the 2019 Budget Hearing held on November 5<sup>th</sup> 2018, made by Commissioner Virts, Seconded by Commissioner Connor, (3 yay, 0 nay).***

**Secretary's Report:**

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

Beginning balance	\$263,471.27	Ending Balance	\$
Deposits	\$	Disbursements	\$

**2018 District expenditure shows a year to date (November 8<sup>th</sup>) total of \$471,895.55.**

Unable to Reconcile County Treasurer's and Auditor's reports against District Accounts as data from the County is not available. Reconciliation will take place with Commissioner Connor when the data is available.

**2. Bills and items to be signed:**

Vouchers: Commissioner Voucher October 12 2018 to November 8 2018

- a). 10/17 \$2,813.20      b).10/24 \$701.72      c). 11/01 \$1729.17
- d). 11/08 \$7,092.19      e).

Payroll –direct deposit. \$6,651.36 Timesheets reviewed by Commissioner Connor.

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

Request for Funds:

- a) MHC consultant fees. The second bill for services takes the total cost over the initial limit of \$10,000, set by the Commissioners.

***Motion to approve the bill from MHC Associates, 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 \$292,946.08 (69%). NB includes Wildland wages which will be reimbursed by \$20,412.76). Remaining Balance for 2018 is \$128,710.04. see the attached budget spread sheet. Note the operating budget expenditure total and the total expenditure for the year are different. This is due to the purchase of vehicles and the Bond preparation being separated from the annual operating budget, and taken out of the cash fund. It was noted that the Bond consultant costs and the vehicles will be reimbursed from the Bond.

**4. Investment of funds**

District is maintaining \$200,000.00 invested funds. \$1,804.16 interest earned up to September.

**5. Correspondence:**

Bond correspondence was sent out in emails. There are time lines and a calendar outlining the process by the DA Davidson.

**6. Current priority projects include:**

- Bond financial prep.
- Admin for the training officer position.
- usual duties.

**Chief's Report:** See attached.

Chief Long had submitted his Chief's report and training report to the Commissioners in advance of the meeting.

**Ongoing business:**

- 1. Personnel/Payroll:** Contract for Training Officer is in process with Attorney Brian Snure.
- 2. Training Captain Position:** Tony Gilmer has accepted a conditional offer for the position. Start date will be November 19. There will be a period of orientation and planning for the position.
- 3. Policies:**
  - a) **Fiscal Policy:** Secretary Plumb requested one Commissioner review the draft fiscal policy before the next meeting. Commissioner Montag volunteered to review the policy with Roz and address any issues before the next meeting.
  - b) **Lexipol:** Chief Long gave a brief description of the Lexipol subscription system to establish policies. The system is currently being used by White Salmon Fire Department to establish and revise needed policies. Chief would like to add this into the budget for 2019 to make some needed advances on policies and also coordinate the policies with White Salmon FD. The initial cost for administrative policies only is approximately \$1,200. Adding the operations module will bring the cost to approximately \$3,200 annually. The annual fees ensure that any changes and recommendations are kept up to date. This is an investment to protect the district from a legal standpoint for procedures in administration and operations. Standardized policies will ensure staff and volunteers are protected.

***Motion to approve up to \$3,500.00 for the purchase of both modules of Lexipol for one year made by Commissioner Virts, seconded by Commissioner Connor, (3 yay, 0 nay) motion passed.***

Chief also asked for one Commissioner to assist with the Policy reviews. Commissioner Virts will be the primary Commissioner helping with this project before all policies are presented and passed to the Board.

**4. Bond Update:**

The Votes have not yet been certified but the Bond looks set to pass with approximately 72% majority in favor. The next step is to address any documentation from the Bond Attorney, County and legal issues.

Chief Long also wishes to ensure the Citizens involved in promoting the Bond are recognized. Chief will also be involving the Firefighters in the process of the project resolution for and the use of the funds.

The Community task Force will also be brought in to review the progress of projects. As soon as the vote is certified Chief will put forward a press release to thank the community. Press releases will continue as the projects develop.

5. **Snowden Community Council Sign:** The Community Council has not had any movement on this topic. Commissioner Connor requested this item be tabled indefinitely.
6. **Replace vehicles:** The two pick-ups have been delivered and are waiting for radios, lights and decals before they go into full service.  
Surplus of the old vehicles will likely be after a full inventory has been accomplished and then all surplus items will be posted.
7. **Outreach to White Salmon City Council Public Safety Committee;** Commissioner Virts said there has been no further movement on this since the last meeting. He will contact Jason Hartman to follow up.
8. **Annexation of property into the District:** There is another request to annex an adjoining parcel into the District. Due to missing the deadline for adequate legal notice in the newspaper the annexation hearing is scheduled for the December 13<sup>th</sup> meeting. Commissioner Montag was curious about how we find out if properties are in the district. Chief told him we can check on the Klickitat County mapping program for the tax code for the property.
9. **2019 Budget:** The 2019 Budget Hearing took place on November 5<sup>th</sup>.  
The Resolution to approve the 2019 Tax Levy was presented.  
***Motion to approve Resolution 2018-15 requesting a \$4,773.35 increase in the regular property tax levy for 2019 made by Commissioner Virts, Seconded by Commissioner Connor (3 yay, 0 nay) motion passed.***  
***The 2019 Budget certification for the regular levy of \$454,497.53 was signed by Commissioner Montag.***
10. **Meeting times:** In the interest of time management the Commissioners consider changing the meeting times to earlier in the day. 3pm
11. **Commissioner Business cards and E-mails:** The e-mails are working and the cards are on order.

#### **New Business:**

1. **DNR Forest Land Response Agreement:** This agreement is the foundation for wildland fire response in the region.  
***Motion to approve the Forest land Response agreement Number 93-09-0971 made by Commissioner Virts, seconded by Commissioner Connor. (3 yay, 0 nay) motion passed.***  
Agreements signed.

**Good of the Order:** None noted.

**Next meeting:** There is a high potential for further meetings for the Capital Bond

- Bond Resolution/ Action - December 4<sup>th</sup> 2018 at 3pm at station 31 in Husum Wa.
- Annexation Hearing –December 13<sup>th</sup> 6:30pm at station 31 in Husum Wa
- Regular Business meeting December 13<sup>th</sup>, 2018 at 6:30pm at station 31 in Husum Wa

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

***Meeting adjourned: 19:26***

**APPROVED BY:**

Thomas Montag 12/13/18  
Chairman – Commissioner Thomas Montag. (date)

Attest:

Rozalind Plumb  
District Secretary Rozalind Plumb

Robert Connor 12/13/18  
Commissioner Robert Connor (date)

Charles Virts 13 Dec 2018  
Commissioner Charles Virts (date)

## Klickitat County Fire District 3 Commissioners Meeting

200 Husum Street Husum, WA .

November 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 meetings: (A)**
  1. October 11th 2018 Annexation hearing.
  2. October 11th Regular Business Meeting.
  3. October 17<sup>th</sup> – Workshop 2019 budget year,
  4. November 5<sup>th</sup> – The 2019 Budget hearing.
- **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: i) MHC invoice takes the cost over the \$10,000 limit, ii).
- **Chief's Report: (I)**
- **Training Report: (I)**
- **On Going Business:**
  1. **Personnel/Payroll :**
  2. **Training Officer Position-** Chief Long
  3. **Policies:**
    - Fiscal Policy revision (I) (A?)
    - Lexipol (I) (A)
  4. **Bond – update**
  5. **Snowden Community Sign – Update (I) Connor**
  6. **Replace vehicles:** Outfitting new vehicles. Surplus or repurpose old vehicles discussion.
  7. **Outreach to White Salmon City Council Public Safety Committee: (I) Virts**
  8. **Annexations into district:** McWethy property #2-Hearing next month before meeting – missed deadline for newspaper legal notices for 11/8 meeting.
  9. **2019 budget - Approve 2019 Budget. Budget Certification (A), RESOLUTION 2018 -15**
  10. **Meeting start time:** Discuss changing the start time for Commissioner Meetings to 3pm.
  11. **Commissioner Business card- emails:**
- **New Business:**
  1. **DNR - Forest Land response Agreement:**
- **Good of the order:**
- **Next meeting:** , Annexation hearing December 13<sup>th</sup> 6:30 pm. Regular meeting **December 13th**
- **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.

updated **11/8/2018**

## Klickitat County Fire District 3

### BUDGET 2018

Category	Original Budget	October expenditure	expenditure YTD	Balance	% Used	notes
<b>Salaries &amp; Wages + employee paid benefits</b>	139,398.30	9,414.00	119,133.33	20,264.97	85%	includes Wildland pay which will be reimbursed. (20,412.76 due for sal and bens)
<b>Benefits (excluding employee paid)</b>	42,432.00	1,479.36	18,511.09	23,920.91	44%	
<b>Volunteer Stipend</b>	18,000.00	851.15	2,493.45	15,506.55	14%	
<b>Volunteer Disability/Pension/life/flight</b>	8,907.00	-	4,957.00	3,950.00	56%	paid LF. Paid A&H into investments.
<b>Volunteer Recognition</b>	2,700.00	-	2,499.23	200.77	93%	\$1,196.23 reimbursed. (\$1,399.00 available)
<b>Office Expense/Supplies</b>	6,000.00	327.27	4,006.27	1,993.73	67%	
<b>Professional Services</b>	8,000.00	283.20	4,451.68	3,548.32	56%	
<b>Insurance</b>	16,500.00	-	16,884.00	(384.00)	102%	
<b>Communications</b>	4,500.00	352.50	1,672.99	2,827.01	37%	
<b>Advertising</b>	1,300.00	109.50	786.42	513.58	60%	
<b>Vehicle Parts/Repairs/service</b>	14,100.00	85.50	9,391.52	4,708.48	67%	
<b>Rescue - Apparatus/Supplies</b>	7,500.00	-	7,871.34	(371.34)	105%	
<b>Fuel</b>	8,000.00	316.58	8,384.56	(384.56)	105%	
<b>Station Repairs/Supplies</b>	10,000.00	64.99	5,030.17	4,969.83	50%	
<b>Utilities Services</b>	17,000.00	972.31	11,876.63	5,123.37	70%	
<b>Travel &amp; Meals</b>	3,000.00	-	1,753.36	1,246.64	58%	
<b>Training</b>	9,000.00	109.00	5,310.54	3,689.46	59%	
<b>Fire Supplies</b>	15,000.00	-	13,281.18	1,718.82	89%	200 repay for Dammer boots PLUS EDA GRANT to be completed
<b>EMS Supplies</b>	9,500.00	-	1,330.01	8,169.99	14%	
<b>Uniform/apparel</b>	2,000.00	-	69.99	1,930.01	3%	425 from NWL for signs
<b>Prevention</b>	1,500.00	-	814.53	685.47	54%	
<b>Long Term Loans (Ambulance)</b>	51,223.00	-	50,710.00	513.00	99%	
<b>Taxes (for previous year)</b>	2,000.00	-	1,229.55	770.45	61%	
<b>Dues &amp; Fees</b>	2,500.00	550.00	497.24	2,002.76	20%	
<b>Municipal Pool Reserve</b>	21,595.82	-	-	21,595.82	0%	
<b>Capital Pool</b>	-	-	-	-	0.00%	
<b>Total budgeted expenditure</b>	<b>421,656.12</b>	<b>14,915.36</b>	<b>292,946.08</b>	<b>128,710.04</b>	<b>69%</b>	
Capital projects using cash balance		41,647.82	73,597.64			
Bond prep expenditure		-	9,538.82			
invested funds		-	94,393.00			
GRANT / other spending		-	358.10			
<b>Expense for Wildland</b>		-	1,061.91			
<b>Total Actual Expenditure</b>		56,563.18	<b>471,895.55</b>			
av property tax estimated in November 2017	431,916.33					
04/14/17 property tax confirmed from Assessor			471,895.55	(471,895.55)		
<b>expected Revenue from Wildland (-)</b>	26,869.38			25,807.47		

This is not complete - \$ in wages not included here. See Wages above.

## 2018 KCFD3 Expenditure and Cash Balance

