

KLICKITAT COUNTY FIRE DISTRICT 3

200 Husum Street, Husum, WA 98623

Commissioner's Meeting

Thursday June 14 2018

Called to order: 18:33

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

Approval of agenda:

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

Public Discussion: None.

Minutes of the last meeting:

*Motion to approve the minutes of the May 10, 2018 Regular Business Meeting, made by
Commissioner Virts Seconded by Commissioner Connor. (3 yay, 0 nay) Motion passed.*

Secretary's Report:

1. County Treasurer's Report for May 2018

Beginning balance \$485,512.35	Ending Balance \$502,154.15
Deposits \$ 35,426.02	Disbursements \$18,784.22

2018 District expenditure shows a year to date (June 14) total of \$200,615.04

Reconciled County Treasurer's and Auditor's reports against District Accounts on 6/13/2018
Commissioner Connor reviewed general deposits, petty cash, payroll, and reported no errors.

*Motion to approve the treasurer's report for May 2018 made by Commissioner Virts, Seconded
by Commissioner Connor. (3 Yay, 0 nay) Motion passed.*

[KCFD3 paged for a Brush fire – Chief Long left the meeting].

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 May 11 2017 to June 14 2018

- a). 05/23 \$6,857.50 b). 05/30 \$3,156.82 c). 06/7 \$6,725.80
- d). 06/13 \$1,830.44

Request for Funds:

- a) Radios: request for \$1,455.48 (plus tax and shipping) for a Kenwood radio with supplies and a pager. Commissioner Virts thought the estimate presented was high and requested to table it until the Chief returned. Commissioner Connor also wished to table the item until the chief was able to give more information. (Chief did not return during the meeting).
- b) EMT class: Authorize payment of EMS District #1 funds to Chief Long for teaching the EMT class. KCFD3 has received \$4,541.15 from KCEMS District 1 for the EMT class. \$325.06 is reimbursement to the district for supplies, and \$4,216.09 is for instructor compensation.

Motion to approve Chief is compensated for teaching the EMT class made by Commissioner Connor, seconded by Commissioner Virts. (3 yay, 0 nay) motion passed.

- c) **State Mobilization:** Authorize payments to Chief and FF2 Plumb for state mobilization to Benton County. Personnel costs will be reimbursed by WSP in the amount of \$903.03 & \$375.97 respectively.

Motion to approve payment for state mobilization made by Commissioner Connor, Seconded by Commissioner Virts. (3 yay, 0 nay) motion passed.

3. 2018 Operating Budget:

Anticipated operating budget is \$421,656.12
Operating Expenditure to date is \$174,515.55 (41%).

4. Investment of funds

District is maintaining \$200,000.00 invested funds. (added \$69,393 on June 4).

5. Correspondence: none noted

6. Current priority projects include:

- 2017 Financial Report -has been submitted to the State and is available for review.
- Archiving records- on hold
- Department of Revenue annual report needs to be corrected and Roz is working with the agency on that.
- Financial preparation for the Bond will likely be the priority moving forward.

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

Chief Long had submitted his Chief's report and training report to the Commissioners in advance of the meeting. All Commissioners had reviewed the report and had no questions.

- **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. A request to the attorney Brian Snure has been made for an Inter local agreement (ILA) between the agencies. Once the agreement has been approved the position can be advertised and the interview process will be defined.
3. **Policies:** Draft Financial Policy. Roz has requested the Commissioners review the draft for the Financial Policy. The Commissioners had not had time to review the policy before the meeting and will address it at the next meeting.
4. **Bond Update:** The Commissioners attended a Bond Workshop with project manager Bob Merritt prior to the meeting. The Workshop covered what the bond is intended to achieve. Capital projects are to be prioritized to meet the six major goals of the District. Comprehensive cost estimates for essential facilities repairs and upgrades have yet to be determined by qualified engineers, but Bob Merritt has a commercial contractor willing to look at the buildings. Action is needed to authorize the Project manager to engage a Bond Council;

Motion to authorize Bob Merritt to move forward and engage a Bond Council on behalf of the district, made by Commissioner Virts, seconded by Commissioner Connor, (3 yay, 0 nay) motion passed.

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 County for assistance with this, and will likely contact the attorney Brian Snure for guidance. Commissioner Virts asked if interest accrues on outstanding debt. This will be researched.
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 delivery is late July.
8. **WSRB rating report:** *Chief is not at the meeting and will revisit this with the board at the next meeting.* The report is available at the office for the Commissioners to review. Roz noted that she has been researching the addition of external 911 only phones at each station. Additional research is needed and it may require the addition of a new phone line to station 33.
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.

New Business:

1. **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.

Good of the Order: Commissioner Virts commented that he is interested in pursuing direct contact with the White Salmon City Council regarding the future of the fire service in the community. He would like to find out which Councilors are on the City's Public Safety Committee and reach out to them. Commissioners Connor and Montag thought this was a good idea.

Next meeting: July 12, 2018

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

Meeting adjourned: 19:15

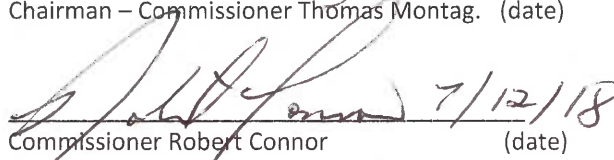
APPROVED BY:

Attest:

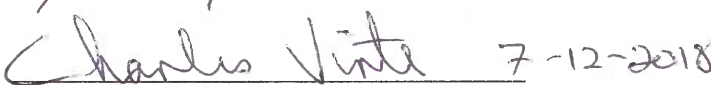


 Chairman – Commissioner Thomas Montag. (date)

 District Secretary Rozalind Plumb



 Commissioner Robert Connor (date)



 Commissioner Charles Virts (date)

Klickitat County Fire District 3 Commissioners Meeting

200 Husum Street Husum, WA .

June 14, 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) May 10 2018** business 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
 4. **Bond** –update and Action as needed.
 5. **Dry creek structure protection:** Attempt to resolve billing for structure protection during the Dry Creek fire at property outside the fire district.
 6. **Snowden Community Sign** – Update (I) Connor
 7. **Replace vehicles:** update.
 8. **WSRB Rating:** Review
 9. **2018 Fire protection contracts.** Commissioner to sign
- **New Business:**
 1. **Office projects:** temporary employee to accomplish specific projects (inventory – labels required).
 - 2.
 - 3.
- **Good of the order:**
- **Next meeting:** Regular meeting July 12 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: _____



CLICKITAT COUNTY
TREASURER REPORT
MAY 2018

Fund No.: 667.1

Fund Name: FIRE DIST 3

BEGINNING CASH BALANCE 1 \$ 485,512.35

+++ Increases ++++

Receipts (Revenue Dist Rpt)	2	35,426.02
Netted Transactions	3	-
Matured Investments	4	-
Interfund Transfers - In (397)	5	-
Other Revenue - JE's	6	-
Subtotal Increases	7	35,426.02

<< Disbursements >>

Other Expenditures - JE & KC AP	8	10,577.86
Interfund Transfers - Out (597)	9	-
New Investments	10	-
Disbursements (AP & PR)	11	-
E - Transactions (ACH & EFTPS)	12	8,206.36
Debt Service P&I	13	-
Other	14	-
Subtotal Disbursements	15	18,784.22

ENDING CASH BALANCE 16 \$ 502,154.15

WARRANTS

Previous Month O/S	17	-
Issued (+)	18	-
Redeemed (-)	19	-
Canceled (-)	20	-

WARRANTS OUTSTANDING (O/S) 21 -

Cash Balance <O/S Warrants > 22 \$ 502,154.15

INVESTMENTS

Beginning Inv Balance	23	130,607.00
Matured Investments	24	-
New Investments	25	-

ENDING INVESTMENT BALANCE 26 130,607.00

DEBT SERVICE/BOND ACTIVITY

Beginning Bond Principle Balance	27	(48,991.68)
Bond Principle Payments	28	-
Bond Interest Payments	29	-

ENDING BOND PRINCIPLE BALANCE 30 (48,991.68)

2018 Operating Budget

This budget sheet is connected to the expenditure spreadsheet.

Klickitat County Fire District 3

updated 6/13/2018

BUDGET 2018

Category	Original Budget	May expenditure	expenditure YTD	Balance	% Used	notes
Salaries & Wages + employee paid benefits	139,398.30	9,345.15	56,203.92	83,194.38	40%	
Benefits (excluding employee paid)	42,432.00	1,395.33	11,758.50	30,673.50	28%	
Volunteer Stipend	18,000.00	-	-	18,000.00	0%	
Volunteer Disability/Pension/lifeflight	8,907.00	-	4,957.00	3,950.00	56%	paid I.F. Paid A&H into investments.
Volunteer Recognition	2,700.00	-	2,499.23	200.77	93%	\$1,196.23 reimbursed. (\$1399.00 available)
Office Expense/Supplies	6,000.00	289.25	1,310.75	4,689.25	22%	
Professional Services	8,000.00	81.00	5,326.76	2,673.24	67%	
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	377.01	8,125.85	5,974.15	58%	
Rescue - Apparatus/Supplies	7,500.00	3,408.00	5,333.30	2,166.70	71%	
Fuel	8,000.00	580.21	3,334.92	4,665.08	42%	
Station Repairs/Supplies	10,000.00	17.00	4,736.88	5,263.12	47%	
Utilities Services	17,000.00	1,510.72	7,659.54	9,340.46	45%	
Travel & Meals	3,000.00	142.73	1,115.52	1,884.48	37%	
Training	9,000.00	394.19	4,374.54	4,625.46	49%	
Fire Supplies	15,000.00	1,192.11	4,943.55	10,056.45	33%	
EMS Supplies	9,500.00	-	582.89	8,917.11	6%	
Uniform/apparel	2,000.00	69.99	69.99	1,930.01	3%	
Prevention	1,500.00	(20.00)	(20.00)	1,520.00	-1%	
Long Term Loans (Ambulance)	51,223.00	-	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	18,782.69	174,515.55	247,140.57	41%	
Capital projects using cash balance						
2017 invested funds			25,000.00			
GRANT / other spending			358.10			
Expense for Wildland			742.10			
Total Actual Expenditure	421,656.12	18,782.69	200,615.75	221,040.37		
av property tax estimated in November 2017	431,916.33					
04/14/17 property tax confirmed from Assessor			200,615.75	(200,615.75)		
Revenue from Wildland (-)	18,646.00		742.10	17,903.90		

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
- June 11, 2018: 26 reportable calls since May 10th.
- June 11, 2018 84 Total hours of training since May 10th

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 Gled 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.

Respectfully submitted: Wesley W. Long – Fire Chief 6/10/2018 12:01pm.