

Klickitat County Fire District 3

200 Husum Street, Husum, WA 98623

Commissioner’s Meeting

September 10 2015

Minutes

Called to order: 18:35

Approval of agenda: *Motion to approve the agenda for September 10 2015 meeting made by Commissioner Riggleman, Seconded by Commissioner Connor.* (3 yay 0 nay)

Attendance: Commissioner Zoller, Commissioner Riggleman Commissioner Connor (Quorum Present), Chief Virts, Assistant Chief Nelson. Captain Renault, Michelle Renault, Tom Montag, Sandy Montag, Lloyd Olson, Debbie Olson.

Public discussion: nothing to note.

Minutes of the public hearing for annexation of properties into district 3 on August 13 2015 reviewed and signed by Commissioners Zoller and Connor. [no motion]

Minutes of August meeting – *Motion to approve the bills presented at the August 2015 meeting (amending the omission of a motion during the August meeting), made by Commissioner Connor. Seconded by Commissioner Zoller (Commissioner Riggleman abstained as he was absent from the August meeting)* (2 yay. 0 nay, 1 Abstained)

Motion to approve the additional \$3,000.00 to complete the paving project at station 31 (amending the omission of a motion during the August meeting) made by Commissioner Connor, Seconded by Commissioner Zoller (Commissioner Riggleman Abstained) 2 yay, 0 nay, 1 abst).

Motion approving the minutes of August 13, 2015 meeting made by Commissioner Connor, seconded by Commissioner Zoller . (2 yay 0 nay 1 Abst).

Secretaries report:

1. County Treasurer’s Report for August 2015

Beginning balance	49,343.88	Ending Balance	147,769.53
Deposits	132,779.37 (100,000 incl.)	Disbursements	34353.72

2015 District expenditure shows a year to date (Sept 10) total of **\$258,572.72**

2. Bills and items to be signed:

a. Vouchers: *Motion to approve bills made by Commissioner Riggleman, Seconded by Commissioner Connor* (3 yay 0 nay). Vouchers signed.

a). 8/21 - \$1,807.20 b).8/27 - \$4,539.28 c). 9/2 - \$4,715.50

d). 9/2 - \$1,712.05 e). 09/10 - \$5359.40

Commissioners Voucher for August 14 through September 10, 2015 signed.

3. **Budget 2015:** See handout. Review of spending by line item.
4. **Investment of funds:** \$100,000 invested on 05/18/2015 (matures 11/18). No new funds were invested.
5. **Correspondence:** Enduris: Roz contacted Enduris to see if the insurance would cover the law suit, but have not heard back yet.
6. **August Incident Reports:**
12 EMS, 3 MVA, 4 fires, 2 unauthorized burns, 4 cancelled en route. 4 other.
7. **Other notes from the secretary:** Current priority projects include - Firefighter physicals and Respirator program updates and the 2016 budget.

Chiefs Report: by Chief Virtz

1. **Cougar Creek Fire:** Several members participated in firefighting activities over 3 weeks. The crews were made up of White Salmon and KCFD3 members.
Chief is looking into the cost of a ground sweep attachment for the tender, as tenders are requested to water the roads during fires.
2. **Spaghetti Dinner:** The community fundraiser is set for 24th October.
3. **White Salmon Fire Department's pancake breakfast:** The breakfast starts 6am on Saturday September 12.
4. **Map books:** Eric Bosler has updated the map books including Skamania response zones.
5. **Apparatus:** Brush 322 rear end bounce – it was taken into White Salmon School Dist. Transportation Garage for inspection but nothing was found. Chief was unable to duplicate the problem or diagnose it further. Chief restricts who drives that vehicle to those drivers familiar with it.
New brush Chassis: The Ford F550 chassis has been ordered. It will be model year 2016. The price tag amounts to \$44,000. We still have the \$12,000 from DNR that can be used to add the flat bed and utility boxes. There has still been no word on the BNSF grant request.
Command 300: The command vehicle went in to the White Salmon School District Garage for a routine tune-up and fluid changes.
6. **Radio Program:** Radio programming is being handed over to Mark Harmon. Mark is a new member who has experience with radios.
7. **Washington Surveying & Rating Bureau:** We have received word that on 3 November they will be here to complete the Tender Credit field testing process.
8. **Ask Rail:** This is a new cell phone app that can be used to identify the contents of rail cars. Chief is ensuring Captains have access to the app.
9. **Ambulance rewire proposal:** Chief gave a brief summary of the project. The initial cost was \$21,350. Chief and Captain Renault eliminated some items from the project and reduced the cost to \$16,100. We don't currently have funding for this project (as it is 3 times more than expected), but it should be kept on the budget agenda for next year. Commissioner Zoller asked about LED lights versus traditional lighting. The LEDs will significantly reduce power use. Capt. Renault explained briefly that Medic 316 is equipped with two (2) alternators in order to provide sufficient electrical capacity to run the various lighting systems. Switching to LEDs will be helpful

in reducing the electrical needs for the unit and could result in the removal of one of the generators.

Training Report: by Assistant Chief Nelson

1. **Training House:** Captain Renault has organized some excellent drills at the house we have been allowed access to.
2. **High School CPR:** Captain Renault and Michelle Renault have scheduled more CPR classes in the High school to meet the state requirements for graduation.
3. **Citizen CPR program: The District** is looking at hosting CPR classes at our station. The goal is to get more CPR trained citizens in the community and thus help to improve the survival chances for those suffering cardiac events.
4. **Recruit academy:** Captain Renault is coordinating with West Side Fire in Hood River to put on the Recruit Academy which begins September 14. There are 9 members from KCFD3 scheduled to attend.

Old Business:

1. Law suit: The anti-slap that provided the means by which we could recoup our legal fees was ruled to be unconstitutional, but our case was decided before this ruling. We still have a judgement and it remains alive for ten years and reportedly accrues 10% interest per year. A recent e-mail received from attorney Thomas Burke suggests that at this point it would be overly expensive for the District to pursue the matter and he recommended against doing so. He recommended we wait and see if someone else fights the ruling.
2. Personnel: Hiring a Chief – Recent workshops have been helpful and now the Commissioners need to make decisions on full time or part-time. Budgeting is an issue. Even combining the Chief and Training Officer funds would not cover the cost of a full time wage and benefits package. Chief noted that historically a full time position was not viable; however, looking at the 2016 budget we should take another look at the funding options. Timing wise we are 6 months out and can probably post and conduct interviews in 3 months. Another consideration is that the district will be debt free from vehicle loans in 2017. It was noted that Chief Virts, although paid part time, is putting in the hours for, and above, a full time position. To hire a part-time chief the Commissioners will need to adjust their expectations of what can be achieved by the person assuming the position. Other concerns include the ability to maintain funding for a full time position in the long term. Another option is to hire a part time chief with the potential for full time in the future. Commissioner Connor suggested having a 30 hour/week position, however, the benefits package would be the same as a full time employee so this will not significantly reduce the cost.

Suggested time schedule;

October – Meet with Consultant, prepare budget showing the realities of part time versus full time and decide by November.

Discussion on the 'Got to Haves' for a chief included; long term, working chief, wildland fire management, experience with volunteer firefighter management, good with public relations.

There is a list of qualifications in the draft job description, and a tentative residence requirement (within 20 miles of district boundary).

Will a part time chief be allowed to hold another job if part time? This would necessitate a definitive policy on the subject.

Chief suggested a special meeting with Bob Merritt in attendance to address full time, part time and the requirements involved. Commissioners decided on 7 October for a special meeting at which to address these issues.

Motion to hire Bob Merritt as consultant for hiring a Chief made by Commissioner Connor, seconded by Commissioner Riggleman all in favor (3 yay 0 nay).

3. Lodging at the Fire Station: An e-mail detailing the situation regarding Assistant Chief Nelson's camper/lodging behind the station has been forwarded to attorney Brian Snure for review in order to ensure we cover all eventualities.

New Business:

1. **Budget Calendar**: Our 2016 Budget Workshop has been scheduled for October 8, after the regular meeting. The budget hearing would be on November 12 at the regularly scheduled meeting. Discussion on changing meeting date from Nov 12 to Nov 19. Commissioner Zoller asked that the training ground project to be at the forefront of future projects. Chief commented that there are concerns with the project as we are close to the river and drainage is an issue among other things.
2. **Credit card for Captain Renault**: Secretary Plumb noted that it would be more efficient to handling EMS purchases if Capt. Renault who handles the EMS budget had a District credit card. ***Motion to approve credit card be issued to Captain Renault made by commissioner Riggleman seconded by Commissioner Zoller.*** All in favor 3yay 0 nay.
3. **Performance review schedule**: Chief noted that as a condition of the contract for the Training Officer there should be an annual review with both Chief Hunsaker and Chief Virts. This will be arranged. Roz requested a performance review with the Chief in April and that was accomplished, however, she noted that as Secretary to the Commissioners she will also require a performance review from them, this can be achieved in an executive session. Commissioners agreed to hold performance reviews in December.
4. **Residency requirement in district for paid staff**: Commissioner Connor brought this subject to the table. He said it was his opinion that all three commissioners and paid staff should be residents in the district. He noted that the district is required to ask the constituents of the district to support levies for the fire district and if those asking for the levy do not live in the same tax area it may reduce the chances of a successful outcome. There was discussion on the visibility of the Chief in the community, and on the distance from the district boundary that might be acceptable for residency. There were questions on how this would affect Assistant Chief Nelson's residency in Battleground and his temporary camper situation. Chief Virts noted that we should look into the legality of setting a distance requirement. Commissioner Connor

asked the district look into this subject to ensure we are clear on the direction we are heading with hiring a chief and that we have adequate policies in place to address the requirements.

5. **Realignment of paid staff and volunteers:** Commissioner Connor brought this subject to the table. He requested that the position of Assistant Chief be an appointed volunteer officer, then the Assistant Chief would be responsible to appoint an EMS Captain, and a Fire Captain. Chief Virtz noted that the Commissioners are responsible for setting policy. The Chief is responsible for applying the policies, and for the Operational Management of the District. Commissioner Zoller indicated that as management changes there may be a time when restructuring of the department is appropriate. However, the time is not now, and it should address the strengths of the incoming Chief and the existing staff. The emphasis should be on providing benefit to the organization. There should be clarity for all the staff in regard to their role in the organization. Chief commented that he is really proud of the talent and dedication of the departments' personnel.

Good of the order: Commissioner Riggleman mentioned that September 11 is tomorrow.

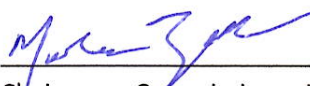
Next meeting: Special Meeting October 7 to address hiring a chief, Regular Meeting October 8, November 12 meeting will be changed to November 19.

Motion to adjourn meeting of September 10 2015 made by Commissioner Riggleman, seconded by Commissioner Connor all in favor. (3 yay 0 nay).

Meeting adjourned 20:33

APPROVED BY:

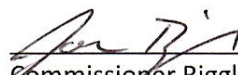
Attest:



Chairman - Commissioner Zoller. 10-8-15
(date)



District Secretary Rozalind Plumb



Commissioner Riggleman. 10-8-15
(date)

Commissioner Connor (date)

Board of Volunteer Firefighters local meeting began 20:34

Klickitat County Fire District 3 Commissioners Meeting

200 Husum Street Husum, WA .

SEPTEMBER 10, 2015 @ 6:30 pm

AGENDA

Regular Board meeting.

(A) = Action (I) = Information (D)= Discussion

- **Open Meeting:** Call to order. Time _____
- **Approval of agenda (A)**
- **Attendance:**
- **Public Discussion:**
- **Minutes of last meeting: (Ax2).** 1. Move to approve bills presented in August 2. Move to approve minutes.
 - 1. **Secretary's report:** 1. Financial Report (I) 2. Bills and items to be signed (A) 3. Budget (I), 4. Investments(I)
5. Correspondence (I) 6. Incident Report (I)
- **Chief's Report: (I)**
- **Training Report: (I)**
- **On Going Business:**
 - 1. 2013 Levy law Suit update
 - 2. Personnel- hiring a Chief- brief summary of progress to date.(I/D) workshops have had input from volunteers and staff and task force. Need to start taking decisive action toward the goal.
 - i). Hire a consultant to help w/ hiring process. (A) We already have consultant on hand – we need to formally invite him to take on this specific task.
 - ii). Full time or part time? (D) this may tie into new business items 3&4 below.
 - iii). Approve job description (present & D)
 - 3. Chassis purchase.(I)
 - 4. Lodging at the fire station (D). ties in with item 3 under new business.
 - 5. 2016 budget (D)
- **New Business:**
 - 1. **Credit card-** for EMS Officer Captain Renault.(D)
 - 2. **Performance reviews** – schedule reviews of paid staff as executive sessions by the end of 2015.
 - 3. **Residency requirement** for paid employees of fire district 3 (D)
 - 4. **Realignment of paid staff and volunteers (D)**
- **Good of the order:**
- **Next meeting:** Regular meeting **October 8, 2015.**
- **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: _____

Workshop- Planning for Chief Succession (no action will be taken during workshop).



**KLICKITAT COUNTY TREASURER
FINANCIAL REPORT
AUGUST 2015**

667.1 FIRE DIST. 3	
Beginning Cash Balance	\$ 49,343.88
Cash Increases	
Tax Collections	\$ 4,481.40
District Deposits	\$ 5,313.56
State Apportionment	\$ -
State Forest/PILT/Timber Excise	\$ 22,819.63
Federal PILT	\$ -
Leasehold Excise	\$ 143.34
Reimbursements	\$ -
Investment Interest	\$ 21.44
Matured Investments	\$ 100,000.00
Interfund Transfers In 397	\$ -
G/L Entries & Journal Entries	\$ -
Subtotal	\$ 132,779.37
Total Cash Balance	\$ 182,123.25
Cash Disbursements	
A/P Vouchers & G/L Journal Entries	\$ 32,787.94
Interfund Transfers Out 597	\$ -
New Investments	\$ -
Accounts Payable	\$ -
Payroll/Salary Clearing	\$ -
Misc. Remittances/EFTPS/ACH	\$ 1,565.78
Misc County Fees	\$ -
Bonds Paid: Principle/Interest	\$ -
Lease/Loans: Principle/Interest	\$ -
Other:	\$ -
Total Disbursements	\$ 34,353.72
Ending Cash Balance	\$ 147,769.53
Warrant Activity	
Previous Month Outstanding	\$ -
Warrants Issued (+)	\$ -
Warrants Paid (-)	\$ -
Warrants Canceled (-)	\$ -
Warrants Outstanding (O/S)	\$ -
Cash Balance-Less O/S Warrants	\$ 147,769.53
Investment Activity	
Beginning Investment Balance	\$ 200,000.00
Matured Investments	\$ 100,000.00
New Investments	\$ -
Ending Investment Balance	\$ 100,000.00
Bond Activity	
Beginning Bond Principle Balance	\$ -
Bond Principle Payments	\$ -
Bond Interest Payments	\$ -
Ending Bond Principle Balance	\$ -

Prepared By: Paul Dunn


 _____, Chief Deputy Treasurer

2015 BUDGET

Bars #	Category	Original Budget	grant/other	August expenditure	expenditure YTD	Balance	% Used
	Salaries & Wages + employee paid benefits	76,378.00	6,472.76	-	57,480.09	25,370.67	75%
	Benefits	19,886.00		2,793.29	15,545.00	4,341.00	78%
	Volunteer Stipend	13,000.00		-	577.50	12,422.50	4%
	Volunteer Disability/Pension	3,000.00		-	2,370.00	630.00	79%
	Office Expense/Supplies	3,500.00		210.15	5,321.47	(1,821.47)	152%
	Fuel	12,000.00		1,047.68	5,875.67	6,124.33	49%
	Professional Services	5,000.00		135.80	13,032.05	(8,032.05)	261%
	Taxes (for previous year)	1,500.00		-	1,082.65	417.35	72%
	Travel & Meals	4,000.00		2.00	2,353.37	1,646.63	59%
	Advertising	500.00		63.00	119.00	381.00	24%
	Insurance	14,000.00		12,283.00	12,283.00	1,717.00	88%
	Utilities Services	12,000.00		628.84	6,514.22	5,485.78	54%
	Communications	7,000.00		-	8,047.90	(1,047.90)	115%
	Dues & Fees	2,500.00		-	720.92	1,779.08	29%
	Vehicle Parts/Repairs	14,100.00		1,558.00	9,748.68	4,351.32	69%
	Fire Training - Supplies	20,000.00		495.37	12,527.07	7,472.93	63%
	EMS Training - Supplies	23,000.00	2,291.00	255.38	7,414.31	17,876.69	32%
	Rescue - Apparatus Supplies	20,000.00		1,872.59	7,555.38	12,444.62	38%
	Volunteer Recognition	1,500.00	420.00	-	2,469.30	(549.30)	165%
	Station Repairs - Supplies	25,000.00		987.36	14,257.40	10,742.60	57%
	Long Term Loans	75,000.00		-	73,277.74	1,722.26	98%
	Municipal Pool Reserve	27,000.00				27,000.00	0%
	Capital Pool	21,906.00				21,906.00	0.00%
	Total	401,770.00		22,332.46	258,572.72	143,197.28	64%

Includes Cougar creek Fire

Ambulance Rewiring Proposal

10 Sep. 2015

Report to Board of Commissioners:

Review: Hughes Fire Equipment Company examined Medic 316 early this summer to evaluate its wiring and look into how we might lessen the electrical demand on the wiring system and generator in the vehicle. As a part of their examination we specifically asked for a review of the shore power, charger, inverter wiring as well as any electrical components thereof. Also included in the our request was a review of the practicality associated with converting the units existing light fixtures from incandescent to LED in order to lessen the electrical load associated with operation of the unit in the field.

The examination was completed and Hughes provided a preliminary plan for dealing with the various items reviewed. Their suggestions were well thought out, but the resulting expense totaled approximately \$21,350 an amount far in excess of the off the cuff estimate provided by a representative from Braun Northwest. Captain Renault and I subsequently reviewed the proposal and after consulting with Hughes representative arrived at an alternative plan that still addressed the core issues while bringing the cost down to the area \$16,100.

Under the modified proposal the following work would be done:

- 1) Repair the Shore Power – Charger - Inverter Wiring
- 2) Inspect & repair as needed all DC wiring and connections
- 3) Upgrade the emergency lighting to LED
- 4) Upgrade side and rear scene lighting to LED
- 5) Upgrade stop, tail and turn lighting to LED
- 6) Upgrade compartment door warning lights to LED

The following items were removed from the project:

- 1) Replacement of mechanical switches, circuit breakers and relays many of which are obsolete. All of these items are currently in working order. Savings \$3645.
- 2) Replace front electrical panel and fabricate a new one. Savings = \$375.
- 3) Replace and fabricate a new rear control panel. Savings = \$275.