

**KLICKITAT COUNTY FIRE DISTRICT 3  
Commissioner's Meeting  
February 5, 2015**

**Call to order:** 18:32

**Approval of the agenda:**

***'Motion to approve the agenda for February 5, 2015 as written' was made by Commissioner Connor and Seconded by Commissioner Riggleman. All in favor, motion carried.***

**Attendance;** Bob Merit (Consultant), Eric Bosler, Mark Miller (SCEMS)

**Public discussion-** Nothing discussed.

**Minutes:**

***Motion to approve the minutes of the regular meeting on January 8, 2015 as written. Made by Commissioner Connor, seconded by Commissioner Riggleman. All in favor, motion carried.*** Minutes signed.

**Secretary's Report:**

**1. County Treasurer's Report for January 2015.**

Beginning balance	165,119.31	Ending Balance	160,300.71
Deposits	12,921.55	Disbursements	17,740.15

2015 District expenditure shows a year to date (February 5) total of **\$25,386.47**.

**2. Investment of funds** –Still looking into best practice. There will be a resolution appointing investment agents. Policy /protocols will need to be written.

**3. Bills and items to be signed**

I. Vouchers: ***Motion to pay Fire District 3 bills made by Commissioner Riggleman. Seconded by Commissioner Connor, all in favor.*** Bills signed.

- a). 1/12 - \$6,662.37,      b). 1/15 - \$4695.75      c). 1/22 - \$1, 813.34  
d). 1/29 - \$4259.00      e). 1/29 - \$1,518.69,      f). 2/05 - \$1,808.63  
g). 2/05 - \$60.00

II. Protection Contracts – 2015 protection contracts that have been returned with payment were signed;

1). K. Leon (2x properties), 2). R. Conant, and 3). B. Bailey.

1 other contract has been returned but without payment.

We advised the property owners to return them by the February 12 business meeting.

III. OTHER – Service Charge for 2014 from Klickitat County Auditor's Office (\$297.00)

required signature from all Commissioners for the County to withdraw funds directly.

IV. Commissioner's Voucher- Signature required by Commissioners verifying attendance at the last meeting (to be stapled to the minutes).

4. **Budget:** 2015 attached.

5. **Correspondence:**

a) **WFCA** – there have been several items sent out this month. We have a copy of the law book in the office.

6. **January Incident Report:** 11 EMS, 6 Medical Assist, 3 MVA, 4 Cancelled en route, 1 Vehicle Fire, 1 power line down, 2 controlled burns, 1 unauthorized burn, 1 good intent. (30 Total).

7. **FYI** Roz will be going to the Snure Seminar on Fire Service Employment Law.

**Chief's report:**

Trout Lake Business Association: Awarded the District a grant for \$350.00 towards mannequins for CPR classes.

BNSF Grant: Chief will submit the grant this week for funds toward the new Brush Truck.

Fencing- To fence the back of Station 31 for a training ground the first bid has been received for a 6ft high chain link fence. We will get more bids and see if we will be able to complete the project this year. Chief also noted that the property line on the west actually runs down the middle of the access road, and there is not an easement in place (there is no intension of putting the fence directly along that property line). He will contact the neighbors and start the process to ensure all property owners are aware of the situation and hopefully establish an easement that maintains access for all property owners.

Apparatus: Training vehicle- the roof will be repaired next week. Command-300 alternator had to be replaced. Brush 312 light bar replacement will happen this month.

Legislation: There is a proposal for additional dollars to be added to the price of tickets at the George, WA amphitheater which would be used to fund EMS services. If the legislation passes, then an amendment adding Maryhill may be a future possibility. This could help to provide more funds for EMS in Klickitat County.

**Training Report:** by Chief Virts.

High School CPR Training: Captain Renault has scheduled the next round of CPR training in February.

CPR Academy: Captain Renault and EMT Kaufman will be going to Seattle to attend.

**Old business:**

Inter-local agreement for Fire Inspections: Nothing new to report at this time.

Levy law suit: Our Attorney Tom Burke is trying to schedule a meeting with the Judge on February 10. We are waiting to see if this will go ahead.

PDC Complaint: Nothing has been heard regarding the complaint filed against the Volunteer Firefighters Association. Ask Tammy Kaufman to follow up on it.

2010 Annexation: Chief met with the new assessor and discussed the situation with regard to past annexations and the residents within those areas continuing to pay down debt incurred on their behalf. The need to address properties that are mapped as being in KCFD3 but are not coded for taxes for fire protection was also discussed. We need to provide the Assessor's Office with a list of the properties.

Planning for the Chief's Retirement: There is a workshop scheduled for the March meeting. Commissioner Connor expressed concern about ensuring the hiring process follows the legal requirements. Bob Merritt stated that there is no RCW or legal requirement in terms of advertising or hiring. The Commissioners would like to ensure the hiring process is handled in an open and professional manner. Bob Merritt suggested that they look at the district and see whether changes are needed and look to the future for what changes may be beneficial for the fire service. Commissioner Zoller said a change in command at any level is an opportunity to assess our greatest needs and see who fits those needs the best. Eric Bosler strongly urged the Commissioners to utilize a search committee as there are advantages to both sides in the hiring process.

BIA In lieu Site billing: Chief said he received an e-mail from Nancy Shaff at DNR and was advised that we should be receiving payment for the response to the fire.

**Resolutions:** for general order of business (Bob Merritt brought these to our attention as required items)

2015- 02, A resolution appointing KCFD3 board Officers Positions for 2015, (we had appointed a Chair but require a Vice Chair too). ***Commissioner Zoller made a motion to appoint Commissioner Connor as Vice Chair for the Board of Commissioners for 2015, Seconded by Commissioner Rigglesman. All in favor, motion carried.***

2015- 03, A resolution appointing KCFD3 Fire District Secretary for 2015. ***Commissioner Zoller made a motion to appoint Rozalind Plumb as District Secretary for fiscal year 2015, seconded by Commissioner Connor, all in favor, motion carried.*** Rozalind will sign an oath of Office and have it notarized at the bank.

2015- 04, A resolution establishing the regular board of the Fire Commissioner's meetings for 2015. ***Commissioner Zoller made a motion for resolution 2015- 04 that our regular scheduled Commissioner meetings are the second Thursday of each month. Seconded by Commissioner Rigglesman, All in favor, motion carried.***

2015- 05, A resolution appointing KCFD3 Investment Officers. All three Commissioners, the fire Chief and the Secretary are listed as authorized to oversee the investments of the District. ***Motion to approve the resolution 2015- 05 appointing KCFD3 Investment Officers made by Commissioner Zoller, Seconded by Commissioner Connor, all in favor, motion carried.***

2015- 06, A resolution appointing KCFD3 Auditing Officers. . All three Commissioners, the Fire Chief and the Secretary are listed as authorized to oversee the auditing of the District. ***Motion to approve resolution 2015- 06 –appointing KCFD3 Auditing Officers for fiscal year 2015, made by Commissioner Zoller , Seconded by Commissioner Rigglesman, all in favor, motion carried.***

2015-07, A resolution appointing KCFD3 payroll Officers. All three Commissioners, the Fire Chief and the Secretary are named as authorized payroll officers of the District. ***Motion to approve resolution 2015 07***

*appointing KCFD3 payroll Officer for fiscal year 2015 was made by Commissioner Zoller, seconded by Commissioner Connor, all in favor, motion carried.*

2015-08, A resolution appointing KCFD3 Agent to receive claims. *Motion to approve resolution 2015-08 Appointing Brian K Snure as the Agent to receive claims made by Commissioner Zoller, Seconded by Commissioner Rigglesman, all in favor, motion carried.*

2015-09, A resolution appointing KCFD3 Records Retention Officer. *Motion to approve resolution 2015-09 appointing KCFD3 records retention Officer – that officer being the Secretary Rozalind Plumb. Seconded by Commissioner Connor, All in Favor, motion carried.*

2015-10, A resolution appointing KCFD3 Medical Records Privacy Officer. *Motion to approve resolution 2015-10 appointing KCFD3 Medical Records Privacy Officer, that Officer will be Secretary Rozalind Plumb, made by Commissioner Zoller, Seconded by Commissioner Rigglesman. All in favor, motion Carried.*

**Recess for Board of Volunteer Firefighters meeting.**

**BVFF meeting-** Recess from regular meeting. Called to order **19:24**

BVFF Meeting Adjourned 19:37

**Reconvened Commissioner's meeting 19:37**

**New Business:**

Skamania County EMS Inter-local Agreement. Paramedic Captain Mark Miller from SCEMS was present to offer input on the proposed agreement for KCFD3 to respond to the Lakeview and Underwood areas in eastern Skamania County where they have limited BLS response and extended response times for ALS. The Commissioners had reviewed the proposal, and Chief Virts has just received a revised copy from Attorney Brian Snure. The agreement proposes a \$56 fee per hour of response, with the opportunity to use any financial credit toward training from SCEMS personnel. The Commissioners see no problems with the agreement and will wait for the finished agreement for signing.

Commissioner Term: Following up on the last meeting query regarding two Commissioners terms expiring at the same time in 2017, it was discovered that Commissioner Rigglesman's term expires at the end of 2015. It is unclear why the terms were muddled but there had been a significant turn-over with Commissioners not completing their full 6 year terms. Commissioners Rigglesman and Zoller both ran for election in the same year for the 2 available terms. The County Election Department has determined that Position 1 will end in 2015. As such the position will be on the November election ballot. Candidates will have to file their papers during the week of May 11-15 2015. Commissioner Rigglesman said he had committed to complete the current term for the full 6 years, but now it is shortened he would like to focus on his duties as a Fire Captain, he also has added business responsibilities and so will likely not run for reelection at this time. The commissioners asked for him to consider running.

Executive session: **Motion to go to executive session to discuss potential contract negotiations [regarding the levy law suit] made by Commissioner Zoller, Seconded by Commissioner Connor. Called at 19:54 to run until 20:15.**

**Reopened public meeting at 20:15.**


**Good of the order:** Commissioner Riggelman said the Firefighters Appreciation Dinner went very well. Chief Virts said a lot of credit goes to the Association Officers for putting the dinner together, and it was terrific that members did not have to be in the kitchen. The Commissioners would like to send their compliments to the Association.

**Motion to adjourn the Commissioner's meeting of January 8, 2015, made by Commissioner Riggelman, seconded by Commissioner Connor. All in favor. Motion Carried**


**Meeting adjourned at 20:23.**

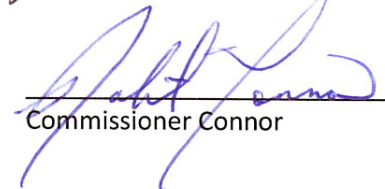
**APPROVED BY:**

**Attest:**

 3/12/15  
Chairman - Commissioner Zoller. (date)

\_\_\_\_\_  
District Secretary Rozalind Plumb

 3-12-15  
Commissioner Riggelman. (date)

 3/12/15  
Commissioner Connor (date)

Klickitat County Fire District 3 Commissioners Meeting

February 5th, 2015 @ 6:30 pm

AGENDA

- **Open Meeting:** Call to order.
- **Approval of agenda**
- **Attendance:**
- **Public Discussion:**
- **Minutes of last meeting:** read, motion to approve/amend, and sign.
- **Secretary's report:**
  - 1. Financial Report
  - 2. Bills and items to be signed
    - a. Vouchers
    - b. Protection contracts:
  - 3. Budget
  - 4. Correspondence
  - 5. Incident Report
- **Chief's Report:**
- **Training Report:**
- **Old Business:**
  - 1. Inter-local Agreement for Fire Inspection Service.
  - 2. 2013 Levy Law Suit.
  - 3. KCFD3 Firefighters Association PDC complaint.
  - 4. 2010 annexation and associated outstanding debt
  - 5. Planning for Chief's retirement
  - 6. BIA in Lieu Site
  - 7. Resolutions: **2015-02 through 2015-10** for general order of business
  - 8. Policy updates: None pending from **January**

Recess for **BVFF** – local trustees meeting. TIME: \_\_\_\_\_

Reconvene regular Commissioner's meeting TIME: \_\_\_\_\_

- **New Business:**
  - 1. Inter-local Agreement for Skamania EMS
  - 2. Commissioner Position 1, expiration of term.
- **Executive session-** Potential contractual negotiations
- **Good of the order:**
- **Next meeting:** Regular meeting March 12, 2015. With workshop for planning/hiring a new chief.
- **Motion to adjourn:**



**KLICKITAT COUNTY TREASURER  
FINANCIAL REPORT  
JANUARY 2015**

	667 FIRE DIST. 3
<b>Beginning Cash Balance</b>	\$ 165,119.31
<b>Cash Increases</b>	
Tax Collections	\$ 1,747.14
District Deposits	\$ 11,174.41
State Apportionment	\$ -
State Forest/PILT/Timber Excise	\$ -
Federal PILT	\$ -
Leasehold Excise	\$ -
Reimbursements	\$ -
Investment Interest	\$ -
Matured Investments	\$ -
Interfund Transfers In 397	\$ -
G/L Entries & Journal Entries	\$ -
<b>Subtotal</b>	\$ 12,921.55
<b>Total Cash Balance</b>	\$ 178,040.86
<b>Cash Disbursements</b>	
A/P Vouchers & G/L Journal Entries	\$ 17,740.15
Interfund Transfers Out 597	\$ -
New Investments	\$ -
Accounts Payable	\$ -
Payroll/Salary Clearing	\$ -
Misc. Remittances/EFTPS/ACH	\$ -
Misc County Fees	\$ -
Bonds Paid: Principle/Interest	\$ -
Loans: Principle/Interest	\$ -
Other:	\$ -
<b>Total Disbursements</b>	\$ 17,740.15
<b>Ending Cash Balance</b>	\$ 160,300.71
<b>Warrant Activity</b>	
Previous Month Outstanding	\$ -
Warrants Issued (+)	\$ -
Warrants Paid (-)	\$ -
Warrants Canceled (-)	\$ -
<b>Warrants Outstanding (O/S)</b>	\$ -
Cash Balance-Less O/S Warrants	\$ 160,300.71
<b>Investment Activity</b>	
Beginning Investment Balance	\$ -
Matured Investments	\$ -
New Investments	\$ -
<b>Ending Investment Balance</b>	\$ -
<b>Bond Activity</b>	
Beginning Bond Principle Balance	\$ -
Bond Principle Payments	\$ -
Bond Interest Payments	\$ -
<b>Ending Bond Principle Balance</b>	\$ -

Prepared By: Paul Dunn

 2/5/15  
 \_\_\_\_\_, Chief Deputy Treasurer

current balance:

2015 BUDGET	Category	Original Budget	grant/oth	expenditure YTD	Balance	% Used
Salaries & Wages + employee paid benefits		76,378.00		4,828.94	71,549.06	6%
Benefits		19,886.00		2,582.60	17,303.40	13%
Volunteer Stipend		13,000.00		187.50	12,812.50	
Volunteer Disability/Pension		3,000.00		2,370.00	630.00	79%
Office Expense/Supplies		3,500.00		1,780.38	1,719.62	51%
Fuel		12,000.00		764.18	11,235.82	6%
Professional Services		5,000.00		850.50	4,149.50	17%
Taxes		1,500.00		1,082.65	417.35	72%
Travel & Meals		4,000.00		60.00	3,940.00	2%
Advertising		500.00		28.00	472.00	6%
Insurance		14,000.00		-	14,000.00	0%
Utilities Services		12,000.00		1,084.99	10,915.01	9%
Communications		7,000.00		1,671.35	5,328.65	24%
Dues & Fees		2,500.00		736.03	1,763.97	29%
Vehicle Parts/Repairs		14,100.00		1,163.72	12,936.28	8%
Fire Training - Supplies		20,000.00		691.19	19,308.81	3%
EMS Training - Supplies		23,000.00		1,446.75	21,553.25	6%
Rescue - Apparatus Supplies		20,000.00		-	20,000.00	0%
Volunteer Recognition		1,500.00	420.00	1,509.52	410.48	101%
Station Repairs - Supplies		25,000.00		2,548.17	22,451.83	10%
Long Term Loans		75,000.00		-	75,000.00	0%
Municipal Pool Reserve		27,000.00			27,000.00	0%
Capital Pool		21,906.00			21,906.00	0.00%
<b>Total</b>		<b>401,770.00</b>		<b>25,386.47</b>	<b>376,383.53</b>	<b>6%</b>

submitted to cou 2/5



KCFD 3 Commissioners Meeting.

2/5/15.

ERIC BOSLER  
R.A. Merritt  
MARK MILLER (SCEMS)

SATNE  
mhc



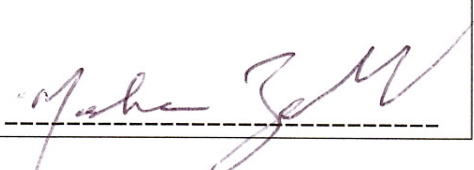
KCFD#3

# COMMISSIONER VOUCHER

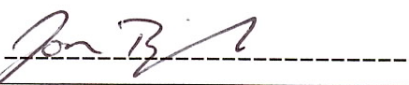
FOR PERIOD OF:

**February 2015**

## MARK ZOLLER

Meeting	Date	Signature
Regular Board Meeting	02/05/2015	X 

## JONATHAN RIGGLEMAN

Meeting	Date	Signature
Regular Board Meeting	02/05/2015	X 

## ROBERT CONNER

Meeting	Date	Signature
Regular Board Meeting	02/05/2015	X 