

KLICKITAT COUNTY FIRE DISTRICT 3

200 Husum Street, Husum, WA 98623

Commissioner's Meeting

Thursday September 12, 2019

Called to order: 15:08

In Attendance:

Commissioner Montag, Commissioner Virts. Quorum present. (Commissioner Connor absent).

Chief Long, Rozalind Plumb, Jennifer McLean, Robert Merritt.

Roberta Klaus. Robert Klaus, Ernest Gonzalez, Kristina Gonzalez, Justin Bousquet, Sheri Bousquet, Lloyd Olson, Debbie Olson, Melinda Heindel.

Approval of agenda:

Motion to approve the agenda as presented made by Commissioner Virts, seconded by Commissioner Montag, (2 yay, 0 nay) motion passed.

Public Discussion:

Justin Bousquet has input for the Property Line discussion. Commissioner Montag assured him it is on the agenda late in the meeting.

Minutes of the last meetings:

Motion to approve the minutes of the Annexation Hearing on August 8th, made by Commissioner Virts, seconded by Commissioner Montag Motion passes.

Motion to approve August 8 regular business meeting made by Commissioner Virts seconded by Commissioner Montag (2 yay, 0 nay) motion passed.

Secretary's Report:

1. GENERAL EXPENSE FUND:

a) County Treasurer's Report for Aug 2019

| | |
|---|-----------------------------|
| Beginning balance \$453,818.06 | Ending Balance \$431,664.92 |
| Deposits \$19,088.86 (incorrect-\$6,176.69 should be \$12,912.17) | Disbursements \$29,885.51 |

Reconciliation of County Treasurer's and Auditor's reports against District Accounts scheduled for sept 23 with Commissioner Connor. To cover, credit cards, petty cash, payroll, and general deposits. July reconciliation was covered on 8/13, no issues found.

Aug Revenue- includes Interest from CAPITAL FUND Investment. This is INCORRECT and being addressed at Treasurer's Office.

Debt service Discrepancy: Still no resolution to the -\$149,986.07 discrepancy.

b) **Bills and items to be signed**

*Motion to approve the bills as presented made by Commissioner Virts,
Seconded by Commissioner Montag (2 yay, 0 nay) motion passed.*

Vouchers: Commissioner Voucher August 9th 2019 to September 12th 2019

General Fund/Operating Budget:

- a) 8/14 \$2,240.74 b) 8/28/19 \$1,004.35 c) 8/28/19 \$119.66
- d) 9/4 \$3,743.32 e) 9/11 \$5,399.10

Payroll – direct deposit. \$14,377.15 Timesheets are reviewed by Commissioner Connor

c) **2019 Operating Budget:**

Anticipated budget is \$476,497.53

Operating Expenditure \$300,648.75 (63%).

Remaining Balance for 2019 is \$175,848.25 (note- we will be receiving reimbursements for personnel out on Mobilizations).

2. **CAPITAL FUND:**

Original balance: \$3,220,750.00

Remaining balance: \$3,075,323.83.

a) **County Treasurer’s Report for August 2019**

| | | | |
|-------------------|------------|----------------|------------|
| Beginning balance | \$8,080.30 | Ending Balance | \$3,977.48 |
| Deposits | \$0 | Disbursements | \$4,102.82 |

Deposits SHOULD include interest (\$3,424.08 & \$6,176.69) from the investment reported below.

Capital vouchers to be signed:

- a) 8/28 \$12,196.81 b) 9/4 \$432.00 c) 9/11 \$3,962.37

We are monitoring the balance in the Capital Fund. Interest from invested Capital funds should be applied to this Fund. \$16,500.00 was requested to be moved out of investments back into the Capital Fund to cover existing bills. The goal is to maintain \$10,000.00 in the Capital Fund and invest all other funds.

3. **INVESTED FUNDS**

- General Funds = \$225,402.00, yielding \$3,331.67 interest year to date

- CAPITAL FUNDS = \$3,088,651.46 yielding \$9,600.77 interest year to date. \$16,500 was transferred out of this investment back into the Capital Fund bringing the investment down to \$3, 072,151.46.
- Need to invest 2019 general funds. Cash balance is at 400,000. We could likely invest another 200,000. The Investment Officers can make this adjustment outside of a meeting.

4. Correspondence:

- **WFCA Conference** – October 24-26. 2 Commissioners Montag and Virts will attend
- **Public Records Request** has been received. This has taken approximately 13 hours and incurred some legal fees due to some of the requested data being protected by law. It was prudent to seek legal counsel as an error in a Public Record Request can be costly.

5. Current priority projects:

- Providing guidance for the newly created Admin Assistant position. This position is a real boost to the productivity of the office. Jennifer brings a great deal of experience and will be a huge asset for the District. She is taking on the many aspects of the accounting for the district. Commissioners welcomed Jenifer McLean to the district.
- IT update for office.
- Archiving project –State Office has issued an agreement and Roz will coordinate the project. Deadline for completion is May 29 2020. The total awarded for reimbursement is \$7,792.00.

Motion to authorize Rozalind Plumb sign the agreement and spend up to \$7,792.00 on the archive project made by Commissioner Virts, Seconded by Commissioner Montag. (2 yay 0 nay) motion passed.

- Lexipol – Now that some of the workload has been transferred to the Admin Assistant Roz will be able to address the policies.

Chief's Report: See attached.

Chief Long submitted his Chief's report to the Commissioners in advance of the meeting. Updates include 42 calls since the last Commissioner meeting, including a couple of lightning strikes. Tender 31 was hired out on Monday to a DNR Fire. Radio Grant application is still under review.

Training Report: See Attached.

Chief Long was ready to answer any questions on behalf of Captain Gilmer. No questions.

Ongoing business:

1. Personnel/Payroll:

- The Administrative Assistant – see Secretary’s report above.
- Staff evaluations- all reviews should be complete by the October meeting.

2. Policies: *Lexipol*. Chief has issued several policies to core staff and needs input to get the system rolled out. Captain Gilmer is working on operation policies and Secretary will be working on admin policies. We are behind schedule but making progress.

3. Bond Update:

• **Capital Projects:**

Robert Merritt reported back to the Board on progress with the building projects. We are following the County Planning department’s advice and completing surveys of the properties and cleaning up issues ready for a conditional use permit application. Last meeting the Commissioner hired an Engineering company tonight the commissioners will review the contract. The Scope of work is being drafted. The aim is to upgrade two stations to be compliant with WAC 296.305 and necessary enhancements for staff and volunteers to do their job safely. And to prepare the district for the future in potential staffing of the station to ensure faster response times. The engineers have looked at the facilities in relation to our goals and needs. Their mission is to catalogue existing systems and analyze them to make the best recommendations for the projects. It is expensive to have a team of engineers but necessary to ensure we move forward effectively.

The Bay doors at all three stations are being evaluated to establish which ones can be refurbished.

We have received input from the volunteers and staff to establish needs. There needs to be a financial projection of construction costs. The core projects for each station will be established. Any additional requests will be addressed if funding is available as bid alternatives.

• **DNR**

Commissioner Montag, Chief Long and Mr. Merritt have had a second very productive meeting with DNR. They discussed operational needs and work space allotments. Coordination will save State and District tax payer money as it will reduce duplication of facilities. Moving forward with joint use facilities would require two interagency agreements, one for the initial project and a second for the ongoing relationship.

• **Property Line Mitigation policy:**

Following the County's instructions, the district had the properties surveyed. This has brought to light some encroachment issues along the property lines. This is a new issue for the District. Before making any decisions to resolve the issues the District will establish a Policy on how to address such issues now and into the future. Commissioner Montag stated that the district wants to be good neighbors and The Board will not take any action without the guidance of a policy that is verified by legal counsel. The Board has a draft policy for review. The district has received letters from the property owners and is very interested to hear from all the affected neighbors. It is very important that fire districts do not make decisions on a subjective basis or set precedents that may negatively affect the District's interests in the future. This is why establishing a policy is vital before moving forward. It is important to remember that the property belongs to all the tax payers of the District. It is the boards intent to be cooperative but it must also protect the District's property. Laws and legal counsel need to guide the board. Specific to the Station 31 there are still some documents missing that detail the deeds for a right of way from 1911. Ameri-Title is currently looking for them. They will be sent to our legal counsel to read them correctly.

Policy Adoption: Commissioner Montag feels it will be better to wait for all the information to be gathered to ensure the policy will cover any anomalies. Commissioner Virts was in agreement. The policy will be held for adoption at the next meeting.

Comments from the Public on the property lines:

Justin Bousquet addressed the Commissioners with a prepared statement. He thought that tonight's meeting would be an opportunity to discuss options. He is aware that the issue on his property line (east) is different to that on Olson Drive (west). Commissioner Montag gave him the floor to speak. He presented a statement to the Commissioners showing photos of the property lines. His property is accessed via a driveway along the District property line. To move the access would entail having to remove a tree of over 100 years old. He noted the district was very gracious to grant a utility easement across the south end of the property last year. He believes an easement for access would be fair given the history of the two properties and that access had been there for over 30 years. They are willing to pay the legal fees for filing an easement. Sheri Bousquet also commented that the 9-foot section of property in question is a small back corner for the District property but has a significant impact on the use of their property.

Earnesta Gonzalez spoke from the perspective of Olson Drive. He is interested in hearing what would happen if Olson Drive were to go away. The utilities go along that road. If he were to call 911 they would come along that road. He is aware the Commissioners are unable to move on this until a policy is established.

Everyone is interested in solving the issues together.

The Commissioners thanked the neighbors for their time and comments.

- **Contract for Professional Services (Klien and Associates)**

The agreement was formulated with legal Counsel and Klien and Associates. Commissioner Virts had not read the contract but has faith in Legal Counsel.

Motion to approve the contract made by Commissioner Virts, Seconded by Commissioner Montag, (2 yay, 0 nay) motion passed.

Chief requested that the Commissioners co-sign the agreement with him.

- **Capital Purchases:**

- SCBAs-**

- Chief Long reported the Requests for sealed Bids for SCBAs followed state procedure to ensure compliance with State Purchasing requirements. He reached out to vendors with the needed specifications. Only one bid was received from Cascade Fire Equipment. Commissioner Montag opened the bid in the meeting.

- Scott package SCBAs per KCFD3 specifications = \$164,778.97 plus 7% sales tax.

- Total = \$176,313.50**

- The Bond estimate was for \$225,000.00 so this is significantly under the estimated cost. Chief Long noted he would like to add walk away brackets to mount them in the vehicles as he is not sure they are included in the bid. He estimates they cost around \$65 each x18. This will be a separate purchase at a later date.

- Chief recommended the board accept the bid as part of our capital improvement bond objectives.

Motion to approve \$176,313.50 to be expended for SCBAs and Washington State sales tax. Made by Commissioner Virts, Seconded by Commissioner Montag (3 yay, 0 nay) motion passed.

- IT updates-**

- Request for Quotes for computer upgrades and IT equipment, data storage and security. The request was posted and 1 sealed bid has been received.

- Commissioner Montag opened the bid packet.

- Laptops, hardware and services.

- \$7796.45.

Chief commented the bid was for lap tops with docking stations, a server that will be accessible remotely, hardware, software and services.

Commissioners reviewed the bid.

Motion to accept the Radcomp proposal for the IT upgrade in the amount of \$7796.45 and authorize the Chief to move forward in take care of that. Made by Commissioner Virts, seconded by Commissioner Montag (2 yay, 0 nay) motion passed.

[NOTE: Post meeting it was realized the bid was divided into separate functions. The \$7,779.45 only related to the purchase of 4 laptops with docking stations. The sever and other required items were on a separate sheet totaling \$10, 337.43. The project is actually around \$18,133.88].

4. Outreach to White Salmon City Council Public Safety Committee; Commissioner Virts has no further information.

5. Petition to Annex-

Several properties are requesting annexation into the District. The District has historically maintained private contracts for fire protection services with property owners who were not adjacent to the district boundary. With new legislation allowing for annexation within a reasonable distance from the district boundary, these properties can move towards permanent annexation in to the district. We are waiting for more petitions before presenting them to the and moving to a hearing.

New Business:

- Archive Grant- Roz will work with the State Archivist on this project.
- 2020 Budget Calendar – Workshop scheduled for October 3rd at 1pm. Another meeting was scheduled for October 23 at 10 am but this was an error. The October 23 date is on the calendar to remind Admin to post the notice in the newspaper for the Budget Hearing. The Hearing is scheduled for November 11th at 1:30.

Good of the Order:

None noted.

Next meeting:

- 2020 Budget Workshop – Thursday October 3th 1pm.
- Regular Business meeting October 10th, 2019 at 3:00pm at station 31 in Husum WA.
- Special Meetings for the Bond will be scheduled as needed.

Motion to adjourn made by Commissioner Virts, seconded by Commissioner Montag. (2 yay, 0 nay) motion passed.

Meeting adjourned: 16:40

APPROVED BY:

Thomas Montag 10/10/19
Chairman – Commissioner Thomas Montag. (date)

Attest:

Rozalind Plumb
District Secretary Rozalind Plumb

Robert Connor 10/10/19
Commissioner Robert Connor (date)

Commissioner Charles Virts (date)

Klickitat County Fire District 3 Commissioners Meeting

200 Husum Street Husum, WA.

September 12, 2019 at 15:00 (3 pm).

AGENDA DRAFT

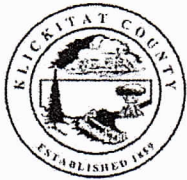
Regular Board meeting.

(A) = Action (I) = Information

- **Open Meeting:** Call to order. Time _____
- **Approval of agenda (A)**
- **Attendance:**
- **Public Discussion:**
- **Minutes of last meetings: (A)**
 1. August 8th Regular Business Meeting.
- **Secretary's Report:** 1. Treasurer's report. 2. Bills and items to be signed (A) 3. 2019 Budget
4. Invested funds. 5. Correspondence. 6. Request for funds: a). b).
- **Chief's Report: (I)**
- **Training Report: (I)**
- **On Going Business:**
 1. **Personnel:**
 - New Hire – Administrative Assistant.
 - Performance reviews – tabled for later date
 2. **Policies:**
 - a) **Lexipol** - update
 3. **BOND**
CAPITAL PROJECTS - Items to be addressed By Robert Merritt:
 - K-3 Capital Project Update
 - DNR conversations and policy discussion
 - K-3 Property Line Mitigation policy
 - K-3 Professional Services Contract (Klein and Associates).
 - **CAPITAL PURCHASES**
 - SCBAs (Self Contained Breathing Apparatus)- A request for Sealed Bids has been issued. Bid Packets to be opened in public meeting.
 - Information Technology Upgrades- request for quotes is in process. Quotes received will be opened in public meeting.
- 4. **Outreach to White Salmon City Council Public Safety Committee: (I) Virts**
- 5. **Petition to annex** – several individual properties are requesting annexation in to the fire district.
- **New Business:**
 - Archive Grant:. Roz is working with State Archivists.
 - 2020 Budget: review calendar.

- **Good of the order:**
- **Next meeting: Regular meeting** **October 10th 3:00 pm**
- **Budget Workshop scheduled for** **October 10th at 1pm**
- **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.



**KLICKITAT COUNTY
TREASURER REPORT
August 2019**

| | Fund No.: | 667.1 | 667.2 | 667.3 |
|---|-----------|----------------------|----------------------|---------------------|
| Fund Name: | | FIRE DIST 3 | FIRE DIST 3 BOND | FIRE DIST 3 CAP |
| BEGINNING CASH BALANCE | 1 | \$ 431,664.92 | \$ 130,052.28 | \$ 8,080.30 |
| +++ Increases ++++ | | | | |
| Receipts (Revenue Dist Rpt) | 2 | 19,088.86 | 1,566.74 | - |
| Netted Transactions | 3 | - | - | - |
| Matured Investments | 4 | - | - | - |
| Interfund Transfers - In (397) | 5 | - | - | - |
| Other Revenue - JE's | 6 | - | - | - |
| Subtotal Increases | 7 | 19,088.86 | 1,566.74 | - |
| << Disbursements >> | | | | |
| Other Expenditures - JE & KC AP | 8 | 8,777.12 | - | 4,102.82 |
| Interfund Transfers - Out (597) | 9 | - | - | - |
| New Investments | 10 | - | - | - |
| Disbursements (AP & PR) | 11 | - | - | - |
| E - Transactions (ACH & EFTPS) | 12 | 21,108.39 | - | - |
| Debt Service P&I | 13 | - | - | - |
| Other | 14 | - | - | - |
| Subtotal Disbursements | 15 | 29,885.51 | - | 4,102.82 |
| ENDING CASH BALANCE | 16 | \$ 420,868.27 | \$ 131,619.02 | \$ 3,977.48 |
| WARRANTS | | | | |
| Previous Month O/S | 17 | - | - | - |
| Issued (+) | 18 | - | - | - |
| Redeemed (-) | 19 | - | - | - |
| Canceled (-) | 20 | - | - | - |
| WARRANTS OUTSTANDING (O/S) | 21 | - | - | - |
| Cash Balance <O/S Warrants > | 22 | \$ 420,868.27 | \$ 131,619.02 | \$ 3,977.48 |
| INVESTMENTS | | | | |
| Beginning Inv Balance | 23 | 225,402.00 | - | 3,088,651.46 |
| Matured Investments | 24 | - | - | - |
| New Investments | 25 | - | - | - |
| ENDING INVESTMENT BALANCE | 26 | 225,402.00 | - | 3,088,651.46 |
| DEBT SERVICE/BOND ACTIVITY | | | | |
| Beginning Bond Principle Balance | 27 | (149,986.07) | - | - |
| Bond Principle Payments | 28 | - | - | - |
| Bond Interest Payments | 29 | - | - | - |
| ENDING BOND PRINCIPLE BALANCE | 30 | (149,986.07) | - | - |

2019 Operating Budget

This budget sheet is connected to the expenditure spreadsheet.

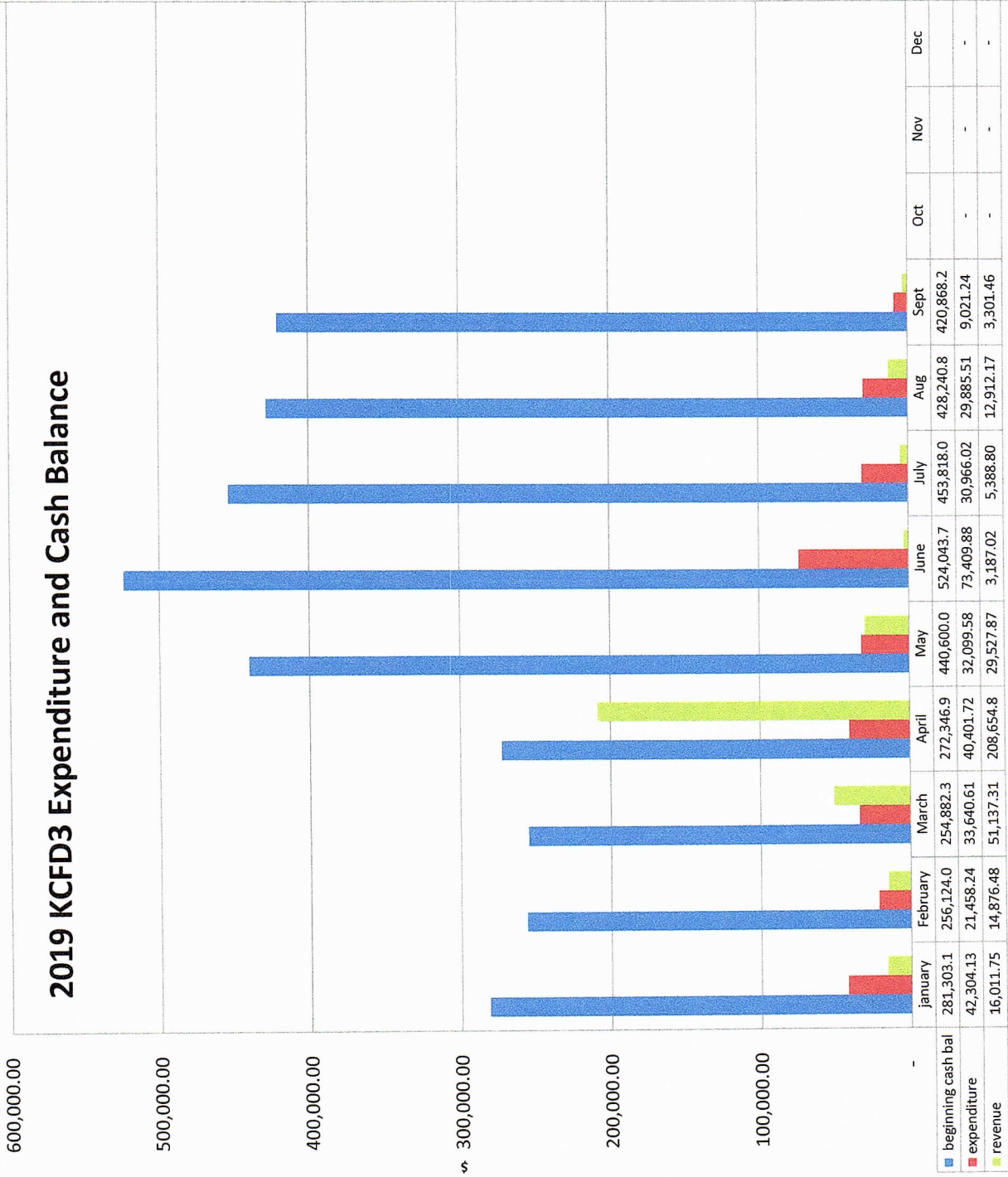
BUDGET 2019

Klickitat County Fire District 3

updated 9/9/2019

| Category | Original Budget | August expenditure | expenditure YTD | Balance | % Used | notes |
|---|-------------------|--------------------|-------------------|-------------------|------------|---|
| Salaries & Wages + employee paid benefits | 194,725.00 | 19,476.15 | 120,765.06 | 73,959.94 | 62% | 237,235.00 |
| Benefits (excluding employee paid) | 42,510.00 | 2,805.45 | 28,604.68 | 13,905.32 | 67% | Use Municipal Pool funds to cover additional staffing |
| Volunteer Stipend | 18,000.00 | - | 1,662.30 | 16,337.70 | 9% | |
| Volunteer Disability/Pension/lifeflight | 9,807.00 | - | 5,446.36 | 4,360.64 | 56% | |
| Volunteer Recognition | 2,700.00 | 533.00 | 2,627.17 | 72.83 | 97% | reimbursed 506 from Association \$1,111 remains |
| Office Expense/Supplies | 6,000.00 | 169.32 | 5,679.33 | 320.67 | 95% | Lexipol |
| Professional Services | 11,850.00 | 350.75 | 3,981.00 | 7,869.00 | 34% | |
| Insurance | 17,800.00 | - | - | 17,800.00 | 0% | |
| Communications | 8,300.00 | - | 4,093.02 | 4,206.98 | 49% | |
| Advertising | 1,400.00 | 84.00 | 1,288.60 | 111.40 | 92% | |
| Vehicle Parts/Repairs/service | 15,000.00 | 2,899.70 | 14,711.21 | 288.79 | 98% | |
| Rescue - Apparatus/Supplies | 9,900.00 | 32.27 | 4,986.99 | 4,913.01 | 50% | |
| Fuel | 9,000.00 | 813.10 | 5,627.52 | 3,372.48 | 63% | |
| Station Repairs/Supplies | 7,142.00 | 166.74 | 9,348.38 | (2,206.38) | 131% | replaced 2 station doors & Locks |
| Utilities Services | 17,000.00 | 707.52 | 11,141.22 | 5,858.78 | 66% | |
| Travel & Meals | 4,000.00 | 99.39 | 950.16 | 3,049.84 | 24% | |
| Training | 9,500.00 | - | 2,093.02 | 7,406.98 | 22% | |
| Fire Supplies/service | 21,000.00 | 1,748.12 | 13,565.92 | 7,434.08 | 65% | |
| EMS Supplies | 9,500.00 | - | 10,693.84 | (1,193.84) | 113% | plus 1266 Grant ACTUAL \$72.16 remaining credit w/ boundthree |
| Uniform/apparel | 4,000.00 | - | 55.80 | 3,944.20 | 1% | |
| Prevention | 1,500.00 | - | - | 1,500.00 | 0% | |
| Long Term Loans (Ambulance) | 51,813.00 | - | 51,813.00 | - | 100% | exact amount |
| Taxes (for previous year) | 2,000.00 | - | 1,489.17 | 510.83 | 74% | |
| Dues & Fees | 2,050.00 | - | 25.00 | 2,025.00 | 1% | |
| Municipal Pool Reserve | - | - | - | - | #DIV/0! | 22,725.00 moved to salaries |
| Capital Pool | - | - | - | - | 0.00% | |
| Total budgeted expenditure | 476,497.00 | 29,885.51 | 300,648.75 | 175,848.25 | 63% | |
| EXTRA projects using cash balance | | | 12,538.18 | | | |
| invested funds | | | | | | |
| GRANT / other spending | | | | | | |
| Expense for Wildland | | | | | | |
| Total Actual Expenditure | | 29,885.51 | 313,186.93 | | | |
| av property tax estimated in November 2018 \$22,000TO share | 476,497.53 | | | | | |
| 04/14/17 property tax confirmed from Assessor | | | | | | |

2019 KCFD3 Expenditure and Cash Balance



BOND Expenditure SUMMARY

3,220,750.00

9/12/2019

| | | \$ | |
|--------------------------|-----------------------|---------------------|------------|
| Capital PURCHASES | vehicles | 82,637.64 | 90,350.33 |
| | EMS Supplies | 7,712.69 | |
| | Fire Supplies | | |
| | | | |
| | | | |
| Capital Projects | | | 55,075.84 |
| Services | Professional services | 55,075.84 | |
| | | | |
| | | | |
| TOTAL | | 145,426.17 | 145,426.17 |
| REMAINING FUNDS | | 3,075,323.83 | |
| INVESTED | | 3,072,151.46 | |
| availabe | cash balance | 3,172.37 | |

nb interest should have been added to this fund.

Fire Chief's Report to Board of Commissioners

September 12, 2019

Safety:

No injuries or accidents as of this report.

Customer Service (emergent and non-emergent):

1. As of 8/9/2019 there have been 36 calls for service since your August 8th meeting.

Projects:

2. Bond project:
 - (a) Numerous emails, phone calls and documents addressed in preparation for upcoming engineering services and other items associated.
 - (b) Received on Sealed Bid for SCBA's (9/12 Board Agenda Item)
 - (c) Received on Request for Quote for computer, IT equipment. (9/12 Board agenda item).
 - (d) Worked with Day Wireless with radio coverage testing on August 29th. Working with them to determine if obtaining a licensed (repeated) radio frequency for SW Fire is feasible.
 - (e) Meeting with Bob Merritt Tuesday, Wednesday and Thursday this week. Klein and Associates scheduled to begin secondary contract work on Wednesday September 11th at Station 31.
3. Jennifer McClean has begun her duties as Administrative Assistant for Fire District 3. As expected, she has quickly moved into important tasks, assigned by Roz, which has already helped to open time for other projects.
4. As of September 9, 2012, our application for radio equipment applied through the Washington State Department of Ecology remains in "under review" status. No information given via their website suggesting a date of approval/denial timeline.
5. Filed restitution documents (Roz completed) for illegal burn incident at 1521 SR 141 criminal citation case where two property occupants (not the owner) were cited for illegal burning during Klickitat County Burn Ban. KCFD3 dispatched and responded to property where owner does not wish to annex into the Fire District after multiple contacts in 2017 and 2018 with invitations to do so. **UPDATE: Received letters from Klickitat County giving dates for: Review Hearing September 4th 2019 and Jury Trial Readiness Hearing September 18th 2019. Both at 09:00/am**
6. Captain Gilmer's Type 3 IMT is in the "up" position for this week. The area is still seeing small fire starts due to the lightning activity in the region from September 7th.
7. Budget review begins with staff on September 18th.
8. Attended KCIFA meeting on August 28th. Meeting cancelled lack of attendees.

9. Training:

See Captain Gilmer's report

Community Events:

Personnel participated in the Huckleberry Pancake Feed.

Eric Bosler has contacted WSVSD with the hopes of scheduling Fire Safety Week activities with the school district.

Personal Activities and Achievements:

Miscellaneous personal time blocks used for doctor appointments used.

Respectfully submitted: Wesley W. Long – Fire Chief 09/09/2019

Training report to the Fire Commissioners
August 2019

Statistically 3rd Quarter to date:

14 hours of training provided

| | | | |
|---------------------|--------------------|---------|-----------|
| | KCFD3 (26 members) | WS (18) | SKA3 (16) |
| Attendance average: | 39% | 45% | 23% |

Activities:

The Gorge Training Association is on a hiatus during the fire season however have announced The FFI Academy. We have promptly processed and approved registration for 6 total candidates; four from KCFD#3, two from WS and none from SKA3.

In open discussions with Chief Deputy Fire Marshall Scartozzi there will be some additional classes we'll have to make up on the Washington side as the Oregon itinerary does not meet Washington standards.

All Departments participated in *National Night Out* in White Salmon; an event to introduce the public with who is active in emergency services locally.

We completed a *Return to School Training* with KCEMS and White Salmon Valley Schools Bus Transportation Staff on Bus Emergencies. I submitted a photo and article for Enterprise; they chose to offer a simple paragraph in SW Fire reports.

A six month assessment of; training provided, classes attended and response to incidents from January 1st to June 30th is in process with Chief Long's council. Per WAC 296-305-05502(1)(a) and (c) (**attached**) to ensure our schedule and members are on track to meet expectations. Skamania assessment is incomplete but in process.

Personal development:

Registered with FFI Academy

After discussions with Skamania County EMS I will work towards dual certification as EMTB with MPD approval, as I am stationed in Skamania.

Safety Committee:

Safety Committee met on July 23; and discussion continue regarding the possible need for a Supervisor's or IC's Report as Firefighter was following directions and not operating independently therefore some of the report is incomplete in determining what the directions were at the time of the near miss.

Respectfully submitted,
Tony Gilmer, Training Captain

WAC 296-305-05502 Training and member development.

(1) The employer must provide training, education and ongoing development for all members commensurate with **those duties and functions that members are expected to perform.**

(a) **Training and education must be provided to members before they perform emergency activities.**

(b) Fire service leaders and training instructors must be provided with training and education which is more comprehensive than that provided to the general membership of the fire department.

(c) **The fire department must develop an ongoing proficiency cycle with the goal of preventing skill degradation.**