

# KLICKITAT COUNTY FIRE DISTRICT 3

200 Husum Street, Husum, WA 98623

Commissioner's Meeting

Thursday August 9, 2018

**Called to order:** 18:35

**Attendance:** Commissioner Montag, Commissioner Connor, Commissioner Virts, Chief Long (via phone), Rozalind Plumb, Debbie Olson, Lloyd Olson

**Approval of agenda:**

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

**Public Discussion:** A citizen emailed the commissioners stating he applauded the commissioners for going for the bond. He believes it is good for the district to be updating its facilities for the future.

**Minutes of the last meeting:**

***Motion to approve the minutes of the July 12, 2018 Regular Business Meeting, made by Commissioner Virts, seconded by Commissioner Connor. (3 yay, 0 nay) motion passed.***

***Motion to approve minutes for the August 6<sup>th</sup> 2018 Special meeting made by Commissioner Virts, seconded by Commissioner Connor. (3 yay 0 nay) motion passed.***

**Secretary's Report:**

**1. County Treasurer's Report for June 2018**

Beginning balance	\$502,154.15	Ending Balance	\$368,243.33
Deposits	\$ 5834.52	Disbursements	\$139,745.34

**County Treasurer's Report for July 2018**

Beginning balance	\$368,243.33	Ending Balance	\$345,476.30
Deposits	\$ 8557.31	Disbursements	\$31,324.34

**2018 District expenditure shows a year to date (August 9) total of \$323,082.89** (Total does not yet include the \$85,000 committed for vehicles).

Reconciled County Treasurer's and Auditor's reports against District Accounts on 8/6/2018 with Commissioner Connor. County Treasurer's report for July was not available at that time. There is a \$19 discrepancy between district and county records for July, this is likely a typo in the district spread sheet and will be verified as soon as possible.

***Motion to approve Treasurers' report made by Commissioner Virts, seconded by Commissioner Connor. (3 yay, 0 nay) motion passed.***

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 July 13 2018 to August 9 2018

a). 07/20 \$532.75      b). 07/26 \$480.60      c). 08/03 \$4,625.83

d). 08/09 \$6,634.71

Payroll –direct deposit. \$9,988.96. (July) Timesheets reviewed by Commissioner Connor 8/6/2018)

Request for Funds: LN Curtis bill for flow testing was \$2,538.04 and was approved.

3. **2018 Operating Budget :**

**Anticipated Operating budget is \$421,656.12**

**Current Operating Expenditure is \$227,268.88 ( 54%).** NB includes Wildland wages which will be reimbursed. Professional services are over balance, it will likely be covered by funds from the EMS supplies and training line item.

4. **Investment of funds:**

District is maintaining \$200,000.00 invested funds. Interest earned in July was \$281.01.

5. **Correspondence:**

Thank you letter from the company Culture Seed for use of the building during the river fest for the gear swop.

6. **Current priority projects include:**

- Finances and budget for 2019
- Bond financial prep.
- Administration for the training officer position.
- Archiving records.

Note: Rozalind was on vacation for 2 weeks during the month of July.

• **Chief's Report:** See attached.

Chief Long had submitted his Chief's report and training report to the Commissioners in advance of the meeting. No accidents or injuries reported, the reports for calls and training had not been finalized at the time of the meeting, but there has been an increase in calls over the last month. Chief also noted that he has been lead on the trainings recently.

• **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. The project has been approved by all agencies and the interlocal agreement has been signed by White Salmon.

***Motion to approve the interlocal agreement for training services made by Commissioner Virts, seconded by Commissioner Connor. (3 yay 0 nay ) motion passed.***

***Commissioner Montag signed the 3 agreements (one copy for each agency).***

SCFD3 is still to sign. At their last public meeting they authorized a commissioner to sign the agreement outside of public meeting in order to not slow down the process.

The next step is to complete the application package and advertise the position. There was some discussion on a tentative start date (late September at the earliest), and some discussion on prorating the amount of funding from each agency.

- 3. Policies:** Policy development is currently on hold. Chief Long had reported last month that Chief Hunsaker has been looking at purchasing a subscription to a company that specializes in policy templates for Fire Departments. Chief Long will follow up with Chief Hunsaker on the topic. If it looks feasible Chief Long suggested that KCFD3 also purchase the same subscription to coordinate the City and the District.

- 4. Bond Update:** Commissioner Montag invited Debbie Olson to speak and update the commissioners on the work done by the Citizens Advisory Committee. The Citizens Advisory Committee met on 8/8/2018. Bob Merritt will help develop the postcards. The Post cards need to be printed and mailed by October 12<sup>th</sup>. The Website has been updated with a tab just for the Bond. There are some corrections to be made including an incorrect phone number, and updated dollar amount requested. The breakdown of costs should also be posted. The detailed breakdown of the facility remodel costs have not been received from the engineers.  
The frequently asked questions also need to be updated with the correct dollar amounts. The District will announce the decision to request a bond in the newspaper, on the web site and on Facebook. Open houses at the 2 fire station are tentatively scheduled for September. The Citizens advisory group will also host an open session at the library in October. Chief Long will look into getting banners from another Fire District. Debbie Olson has also researched the purchase of stickers to update the voting signs (the signs were purchased by the Association several years ago).

In review: Commissioner Montag noted that the resolution was approved and signed at a special meeting on August 6. The paperwork was submitted to the Klickitat County Offices on August 6<sup>th</sup> with the deadline being August 7<sup>th</sup>.

Chief Long was very grateful for all the work being done by everyone.

- 5. Snowden Community Council Sign:** The Community Council has not had any movement on this topic.
- 6. Replace vehicles:** The Vehicles are still on order. Estimated delivery is September. When they are ready we can collect them and we will have 20 days to pay the bill in order to receive a discounted price.

**Motion to authorize Secretary Plumb to pay the invoice for the Vehicles to ensure the District benefits from early payment discount, made by Commissioner Virts, seconded by Commissioner Connor. (3 yay, 0 nay ) motion passed.**

- 7. **Outreach to White Salmon City Council Public Safety Committee;** Commissioner Virts noted that this is a work in progress.

**New Business:**

- 1. Annexation of property into the District: 2 property owners have requested to be annexed into the fire District. The next step is to set a hearing date. Hearing date will be scheduled prior to the next regular business meeting on 09/13/2018 at 18:30.

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

**Next meeting:**

Hearing regarding annexation of property into the district September 13, 2018 at 18:30.

Regular Business meeting September 13, 2018 at 18:30 (immediately after hearing)

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

**Meeting adjourned: 19:24**

**APPROVED BY:**

Attest:

Thomas Montag 9/13/18  
Chairman – Commissioner Thomas Montag. (date)

Rozalind Plumb  
District Secretary Rozalind Plumb

Robert Connor 13 Sept 2018  
Commissioner Robert Connor (date)

Charles Virts 13 Sep 2018  
Commissioner Charles Virts (date)

**Klickitat County Fire District 3 Commissioners Meeting**

200 Husum Street Husum, WA .

August 09, 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. July 12 2018 business meeting. 2. August 6<sup>th</sup> Special 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). Update (I) Montag
    - ii). Interlocal agreement (A)
  - 3. **Policies:** DRAFT financial policy. Review and discuss.
  - 4. **Bond** –update and Action as needed.
  - 5. **Snowden Community Sign** – Update (I) Connor
  - 6. **Replace vehicles:** update- Should both be ready for collection this month
  - 7. **Outreach to White Salmon City Council Public Safety Committee:** (I) Virts.
  - 8.
- **New Business:**
  - 1. **Annexations into district** – set date for hearing.
- **Good of the order:**
- **Next meeting:** Regular meeting **September 13** 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: \_\_\_\_\_



**KLICKITAT COUNTY  
TREASURER REPORT  
JULY 2018**

Fund No.: 667.1

Fund Name: FIRE DIST 3

<b>BEGINNING CASH BALANCE</b>	1	\$	368,243.33
+++ Increases ++++			
Receipts (Revenue Dist Rpt)	2		8,557.31
Netted Transactions	3		-
Matured Investments	4		-
Interfund Transfers - In (397)	5		-
Other Revenue - JE's	6		-
<b>Subtotal Increases</b>	7		<b>8,557.31</b>
<< Disbursements >>			
Other Expenditures - JE & KC AP	8		18,945.94
Interfund Transfers - Out (597)	9		-
New Investments	10		-
Disbursements (AP & PR)	11		-
E - Transactions (ACH & EFTPS)	12		12,378.40
Debt Service P&I	13		-
Other	14		-
<b>Subtotal Disbursements</b>	15		<b>31,324.34</b>
<b>ENDING CASH BALANCE</b>	16	\$	<b>345,476.30</b>
<u>WARRANTS</u>			
Previous Month O/S	17		-
Issued (+)	18		-
Redeemed (-)	19		-
Canceled (-)	20		-
<b>WARRANTS OUTSTANDING (O/S)</b>	21		<b>-</b>
<b>Cash Balance &lt;O/S Warrants &gt;</b>	22	\$	<b>345,476.30</b>
<u>INVESTMENTS</u>			
Beginning Inv Balance	23		200,000.00
Matured Investments	24		-
New Investments	25		-
<b>ENDING INVESTMENT BALANCE</b>	26		<b>200,000.00</b>
<u>DEBT SERVICE/BOND ACTIVITY</u>			
Beginning Bond Principle Balance	27		(48,991.68)
Bond Principle Payments	28		-
Bond Interest Payments	29		-
<b>ENDING BOND PRINCIPLE BALANCE</b>	30		<b>(48,991.68)</b>



# 2018 Operating Budget

This budget sheet is connected to the expenditure spreadsheet.

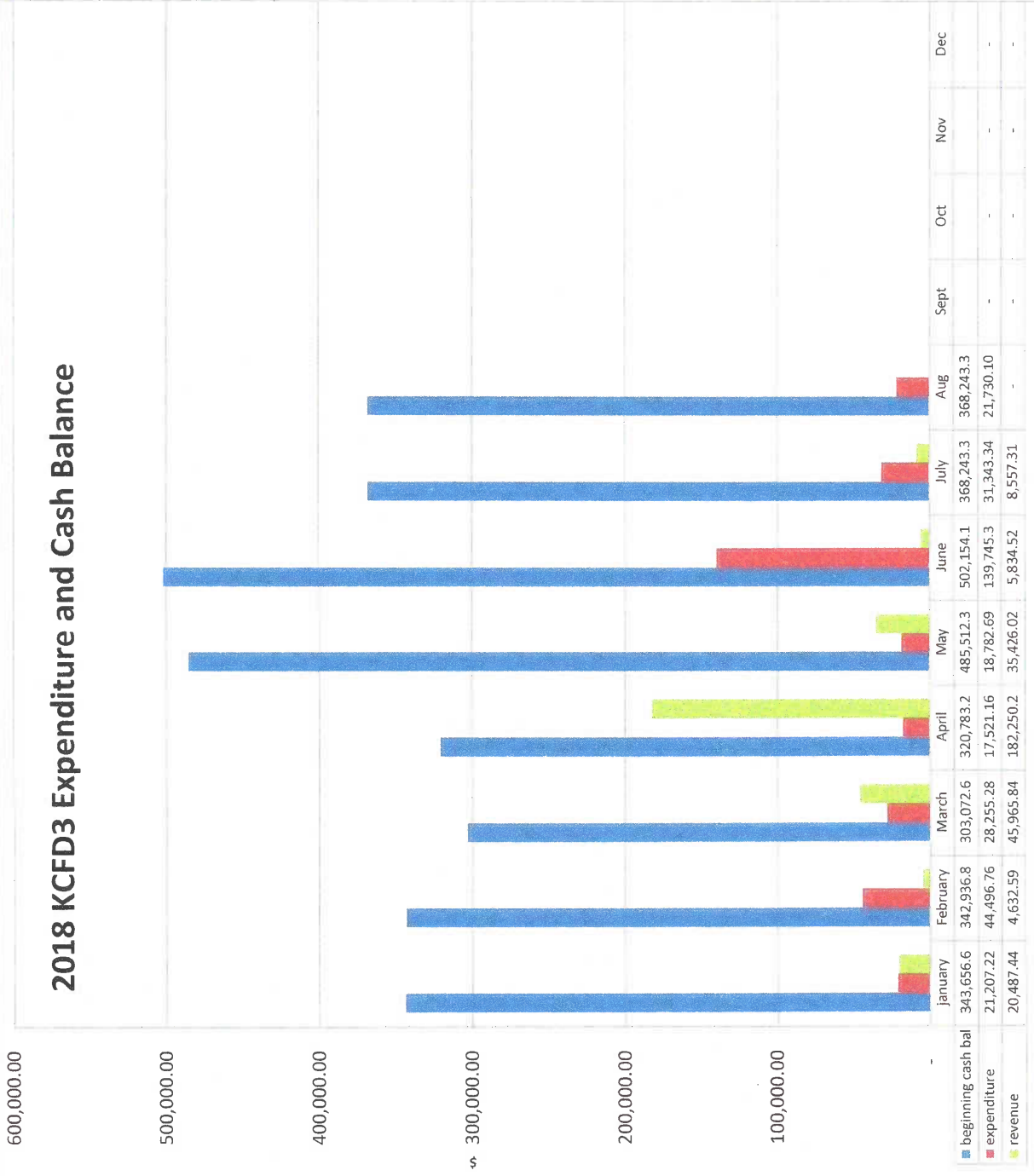
## Klickitat County Fire District 3

updated 8/9/2018

### BUDGET 2018

Category	Original Budget	June expenditure	expenditure YTD	Balance	% Used	notes
Salaries & Wages + employee paid benefits	139,398.30	9,003.15	87,010.24	52,388.06	62%	includes Wildland pay which will be reimbursed.
Benefits (excluding employee paid)	42,432.00	1,381.46	13,111.42	29,320.58	31%	
Volunteer Stipend	18,000.00	-	1,662.30	16,337.70	9%	
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	23.42	1,953.17	4,046.83	33%	
Professional Services	8,000.00	2,657.68	10,842.50	(2,842.50)	136%	MHC @ \$7,038.82
Insurance	16,500.00	-	-	16,500.00	0%	
Communications	4,500.00	-	160.50	4,339.50	4%	
Advertising	1,300.00	-	220.82	1,079.18	17%	
Vehicle Parts/Repairs/service	14,100.00	2,037.63	8,310.92	5,789.08	59%	
Rescue - Apparatus/Supplies	7,500.00	-	5,333.30	2,166.70	71%	
Fuel	8,000.00	839.96	6,012.00	1,988.00	75%	
Station Repairs/Supplies	10,000.00	57.15	4,881.98	5,118.02	49%	
Utilities Services	17,000.00	588.97	8,845.52	8,154.48	52%	
Travel & Meals	3,000.00	-	1,115.52	1,884.48	37%	
Training	9,000.00	70.00	4,403.54	4,596.46	49%	
Fire Supplies	15,000.00	2,982.92	12,862.48	2,137.52	86%	236 reserve for banners/broch
EMS Supplies	9,500.00	-	582.89	8,917.11	6%	
Uniform/apparel	2,000.00	-	69.99	1,930.01	3%	
Prevention	1,500.00	-	546.77	953.23	36%	425 from JAWL for signs
Long Term Loans (Ambulance)	51,223.00	50,710.00	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%	
<b>Total budgeted expenditure</b>	<b>421,656.12</b>	<b>70,352.34</b>	<b>227,268.88</b>	<b>194,387.24</b>	<b>54%</b>	expect 85,000 for vehicles in august
Capital projects using cash balance						
invested funds			94,393.00			
GRANT / other spending			358.10			
<b>Expense for Wildland</b>			1,061.91			2380 from state mobe
<b>Total Actual Expenditure</b>	<b>421,656.12</b>	<b>70,352.34</b>	<b>323,081.89</b>	<b>98,574.23</b>		
av property tax estimated in November 2017	431,916.33					
04/14/17 property tax confirmed from Assessor			323,081.89	(323,081.89)		
<b>Revenue from Wildland ( - )</b>	<b>18,646.00</b>		1,061.91	<b>17,584.09</b>		

# 2018 KCFD3 Expenditure and Cash Balance





# Fire Chief's Report to Board of Commissioners

## August 9, 2018

### Safety:

No accidents or incidents to report.

### Customer Service (emergent and non-emergent):

- 33 total calls for service since your last Board Meeting.  
Actual data does not populate until all reports are fully completed and authorized.

### Projects:

- Received \$7800.00 grant from Klickitat County Economic Development Association to upgrade and equip brush trucks. We have received some new wildland hose, booster hoses. Currently we are waiting for new hard suction hoses with foot valves to finish the project. Once they arrive, inventory will be completed and then distributed amongst the brush trucks.
- SCBA flow testing completed. Two SCBA masks were unable to be repaired and were pulled from service. Replaced with donated masks from White Salmon.
- Staff vehicles – delivery expected second week of August.
- Traveled to Tri-Cities, Vantage, Asotin and Goldendale Washington for Type 3 deployments.
- Assisted Mid-Columbia Fire and Rescue with mutual aid grass fire with Klickitat County resources.
- Provided automatic aid support to City of Bingen for the Muggs Coffee Shop structure fire. Incident Command and provided one engine, brush and personnel
- Significant brush fire on Tunnel Road. Captain Helton and crews did a stellar job of getting on it. They also worked very well with DNR under Unified Command to manage the incident.
- Working on final wording of the Training Officer Inter-Local Agreement.
- Eric Bosler is working on address signs for Upper Northwestern Lakes Neighborhood Association. He also met with their chairperson to review possible sheltering location at the horse stables.
- Captain Helton and Riggleman have both proactively stepped up to begin learning how to submit reports.
- Budget season is quickly coming on us. 2019 planning will begin very soon and involve captains.
- 2018 Employee evaluations will be completed this month as directed by the Board.

### Training:

- Actual hours for training for the month of July are not fully inputted into the system as of yet. Pending.
- Training is going well and balanced with current activities.
- August 7<sup>th</sup> training will coincide with National Night Out at the park in White Salmon. Coordinated by Bingen White Salmon Police Department and several other agencies. We will take the opportunity to perform apparatus inspections while interacting with neighborhood children.

### Community Events:

SW Fire participating in the National Night Out event at the park in White Salmon.

### Personal Activities and Achievements:

Respectfully submitted: Wesley W. Long – Fire Chief August 7, 2018 07:12