

KLICKITAT COUNTY FIRE DISTRICT 3

200 Husum Street, Husum, WA 98623

Commissioner's Meeting

Thursday July 13 2017

Called to order: 18:32

Attendance: Commissioner Zoller, Commissioner Montag, Commissioner Connor, Chief Long, Secretary Plumb. Public: Charles Virts.

Approval of the agenda- Motion to approve the agenda for July 13 2017 made by Commissioner Montag, seconded by Commissioner Connor, (3 yay, 0 nay).

Public Discussion: None.

Minutes of the last meeting: Motion to approve the minutes of the June 8 2017 meeting made by Commissioner Connor, Seconded by Commissioner Montag. (3 yay, 0 Nay).

Secretary's Report:

County Treasurer's Report:

Beginning balance	381,141.65	Ending Balance	310,112.60
Deposits	7,043.18	Disbursements	78,072.23

2017 District expenditure shows a year to date (June 08) total of **\$250,749.52**

District financial records match County Auditor and County Treasurer for the month of June. There is a discrepancy between the Auditor and the Treasurer for June, but this has been identified as one batch of checks being accounted for in June by the Auditor, but the Treasurer accounted for in July.

Financial records were reviewed by Commissioner Connor prior to the meeting.

Motion to approve treasurer's report made by Commissioner Montag, seconded by Commissioner Connor. (3yay, 0 nay).

- 1. Bills and items to be signed: Motion to approve bills made by Commissioner Connor, Seconded by Commissioner Montag, (3 yay, 0 nay).**

Vouchers:

i). Commissioner Voucher June 14 2017 to July 8 2017

- ii). a). 06/14 - \$4,251.98 b). 06/21 - \$2,144.67 c). 6/28 - \$829.76
d). 7/01 - \$104.50. e). 07/10 pr- \$6,784.70. F). 7/12- \$4,915.33

- 2. Budget 2017.**

\$600 refund from Board for Volunteer Firefighters for 2016 pension would be applied to Volunteer Disability and pension.

Professional Services, The State Auditor will cost around \$4,000 when they visit. They are expected in September but a date has not yet been set.

Station repairs: This line item is getting low due to the project at station 32.

Volunteer Recognition: Commissioner Connor noted that this line item is at 89%. This line is only for the recognition dinner in January, and there should be no more use in this line item unless we use the remainder to prepare for the 2018 dinner.

Ultimately we are half way through the year and at 51% of the total budget.

Station 32 construction work is complete. The district is retaining \$2,976.00 per the State requirements (5% of the total cost). The district will submit the Notice of Completion to L&I as soon as the information on the sub-contractors is received. The district cannot release the final payment until it receives approval from L&I.

3. Investment of funds

District is maintaining \$101,000 which will mature in November 2017.

4. Correspondence:

Health insurance rates will be increasing next year.

5. Current priority projects include:

Secretary is catching up on work after time away.

Chief's report: See attached.

Training Report: See attached. Of note was the work done by the volunteers to train and gain Tender Credit for the district where hydrants are not available. This has resulted in reducing the WSRB rate for property insurance purposes. Chief has sent a press release urging residents to inform their insurance companies in order to adjust insurance rates.

On-going business:

1. **Payroll:** Roz has revisited direct deposit with Greg Gallagher and he will be working on this.
2. **Policy review:** none this month.
3. **Station 32 project:** The final paperwork for PUD is still outstanding. The Contractor is responsible for submitting the receipts to the PUD. L&I documentation has to be completed before the final check can be issued.
4. **Post Office relocation:** Commissioner Zoller has not heard anything from the US Post Office representative Greg Shelton on possible options. With the deadline for the end of the lease coming in August there is concern the USPS will simply install the temporary mail boxes. HOWEVER, there must be an agreement in place with the Fire District before this can happen. The Commissioners instructed the staff to stop any such delivery and have Mr. Sheldon contact Commissioner Zoller immediately. Commissioner Zoller noted that this would not mean the boxes could not be installed quickly. The Board has given Commissioner Zoller authority to negotiate the contract and set an end date for the temporary post boxes.
5. **Temporary Employment agreement:** Chief noted this is a process that will enable the volunteers to be picked up on wildfire mobilizations and get paid competitive rates. As temporary employees of the district they would be covered under L&I so that would be an added cost. However, the district would be able to recover the costs of hire from the mobilization. The District would pay

the personnel when they return from a mobilization and then recover the cost at a later date. Chief noted that the district does not currently have a hiring policy that allows him to hire paid personnel. This will need to be in place before we can move forward.

6. **Bond Consultant Service for 2018:** Chief noted that if the Commissioners would like to move forward with a bond we would need a full year from August to be ready for the vote. Once a consultant is selected the focus will be on establishing the actual amount required to fulfill the needs (not wants) of the district. The district could be eligible for up to \$3million but we would likely not request that amount in order to fulfill the priority needs of the District. There would be considerations of other items on the ballot such as the pool and perhaps the schools. The Commissioners agreed to move forward with the Bond. The Capital list established by Chief Virts has a rough estimated cost of \$1million. Items on the list include extending station 32, vehicle replacement and SCBAs, an air compressor, Stn 31 bathrooms. The Bond would specify the items required. If an item on the bond is then purchased with a grant, then the bond money could not be used for a different item. Chief will look for an alternative vendor, and establish costs. The Commissioners would then need to officially hire a consultant. The District also needs to establish the timeframe for the bond (5,10, or 15 years), and establishing the priorities. The Commissioners would also need to authorize a board member to help the Chief move through the process.
7. **Executive session: Chief performance review –RCW 42.30.110(1)(g)** To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee.
Executive session called from 19:41 to 20:00.
Executive session extended from 20:00 to 20:20.
20:20, Back in Open public meeting.

New Business:

1. **Skamania County EMS Contract:** KCFD3 has an agreement with SCEMS to respond to eastern areas of Skamania County as the response time for ALS from Stevenson is long, and there are currently no EMTs in that part of the County. The agreement is not up until January, but there was a recent call in Mill A which is beyond the established contract area. Chief Long spoke with Chief Nichols and it was concluded that no changes need to be made to the contract. KCFD3 will respond in the event their service is required. The renewal of the contract is in process with the SCEMS board and will be ready before the current contract expires.
2. **Dry Creek Fire:** At the time of the meeting the fire was 322 acres. The teams will be decreasing on Monday to a type 3 , and then down to type 4 (local resources). There were 2 EMS hospital transports, and one medical. There were large logs rolling down the steep slopes.
3. **Equipment Theft:** Following the recent break in at station 32, the insurance agency has given permission to replace the stolen items (3 chain saws, 1 AED, 1 Weed eater, 1 Sawzall). Chief requested authorization to make the purchases up to \$700.00. ***Motion to authorize staff to purchase insurance replaceable items up to \$7,000.0, made by Commissioner Montag, seconded by Commissioner Connor, (yay,0 nay).***
Chief also asked the Commissioners to consider the installation of security doors at the station, and possibly security cameras. The Commissioners agreed to explore the costs involved in securing the station.

Good of the Order: none noted

Next meeting: August 10th 2017.

Motion to Adjourn the meeting made by Commissioner Montag, Seconded by Commissioner Connor (3 yay, 0 nay)

Meeting Adjourned: 20:32.

APPROVED BY:

Attest:


Chairman - Commissioner Zoller. (date) 8/10/17


District Secretary Rozalind Plumb (date) 8/10/2017


Commissioner Connor. (date) 8/10/17


Commissioner Montag (date) 8/10/17



**KLICKITAT COUNTY
TREASURER REPORT
JUNE 2017**

Fund No.: 667.1

	Fund Name:	FIRE DIST 3
BEGINNING CASH BALANCE	1	\$ 381,141.65
+++ Increases +++		
Receipts (Revenue Dist Rpt)	2	7,043.18
Netted Transactions	3	-
Matured Investments	4	-
Interfund Transfers - In (397)	5	-
Other Revenue - JE's	6	-
Subtotal Increases	7	7,043.18
<< Disbursements >>		
Other Expenditures - JE & KC AP	8	23,984.93
Interfund Transfers - Out (597)	9	-
New Investments	10	-
Disbursements (AP & PR)	11	-
E - Transactions (ACH & EFTPS)	12	2,320.63
Debt Service P&I	13	51,766.67
Other	14	-
Subtotal Disbursements	15	78,072.23
ENDING CASH BALANCE	16	\$ 310,112.60
<u>WARRANTS</u>		
Previous Month O/S	17	-
Issued (+)	18	-
Redeemed (-)	19	-
Canceled (-)	20	-
WARRANTS OUTSTANDING (O/S)	21	-
Cash Balance <O/S Warrants >	22	\$ 310,112.60
<u>INVESTMENTS</u>		
Beginning Inv Balance	23	101,000.00
Matured Investments	24	-
New Investments	25	-
ENDING INVESTMENT BALANCE	26	101,000.00
<u>DEBT SERVICE/BOND ACTIVITY</u>		
Beginning Bond Principle Balance	27	-
Bond Principle Payments	28	48,991.68
Bond Interest Payments	29	2,774.99
ENDING BOND PRINCIPLE BALANCE	30	(48,991.68)

2017 Budget

updated 7/13/2017

Klickitat County Fire District 3

BUDGET 2017

This budget sheet is connected to the expenditure spreadsheet.

Category	Original Budget	June expenditure	expenditure YTD	Balance	% Used	Grants and other notes
Salaries & Wages + employee paid benefits	136,665.00	10,377.98	69,737.36	66,927.64	51%	
Benefits (excluding employee paid)	41,600.00	2,506.38	20,499.79	21,100.21	49%	
Volunteer Stipend	20,000.00	-	-	20,000.00	0%	
Volunteer Disability/Pension/life/flight	5,100.00	-	900.00	4,200.00	18%	
Volunteer Recognition	2,500.00	-	2,235.33	264.67	89%	
Office Expense/Supplies	6,000.00	527.57	3,229.65	2,770.35	54%	
Professional Services	6,652.00	36.05	1,218.32	5,433.68	18%	
Insurance	15,700.00	-	-	15,700.00	0%	
Communications	5,000.00	-	226.10	4,773.90	5%	
Advertising	500.00	-	56.58	443.42	11%	
Vehicle Parts/Repairs	14,000.00	1,933.13	8,780.55	5,219.45	63%	
Rescue - Apparatus Supplies	7,500.00	3,466.30	4,024.40	3,475.60	54%	
Fuel	8,000.00	717.73	3,752.56	4,247.44	47%	
Station Repairs - Supplies	20,000.00	2,031.18	16,410.49	3,589.51	82%	
Utilities Services	17,000.00	1,273.59	9,282.43	7,717.57	55%	
Travel & Meals	4,000.00	829.82	2,083.80	1,916.20	52%	
Fire Training - Supplies	13,500.00	2,382.52	7,238.36	6,261.64	54%	
EMS Training - Supplies	9,500.00	280.92	2,824.04	6,675.96	30%	
Uniform/apparel (currently in fire supplies)						
Prevention	1,000.00	-	190.61	809.39	19%	
Long Term Loans (Ambulance)	51,766.67	51,766.67	51,766.67	-	100%	
Taxes (for previous year)	3,000.00	-	3,685.91	(685.91)	123%	
Dues & Fees	2,500.00	(57.61)	(3.81)	2,503.81	0%	
Revenue from Wildland (-)						
Expense for Wildland						
Municipal Pool Reserve	15,000.00			15,000.00	0%	
Capital Pool					0.00%	
Total budgeted expenditure	406,483.67	78,072.23	208,139.14	198,344.53	51%	
Stn 32 capital project using cash balance			42,610.38			
Total Actual Expenditure			250,749.52			
av property tax estimated in October 2016	470,647.42					
04/14/17 property tax confirmed from Assessor	420,647.42					
				212,508.28		

includes 12,000 for stn 32 project

December interest payment \$1,010.00 still due. budget was set before the end of the year.

Fire Chief's Report to Board of Commissioners

July 13, 2017

Safety:

- No injuries or accidents report

Customer Service (emergent and non-emergent):

- Eric Bosler is meeting with Mark King from the Upper Northwestern Lakes Neighborhood association to evaluate properties for wildfire threats. That meeting will be held in the neighborhood on 7/16.

Projects:

- October Mass Casualty Drill sponsored by both hospitals in Klickitat County. Planning meeting was scheduled for July 7th. I missed this event due to fire assignment, but will be connecting to see what assignments may have been given to me to help move that along.
- Community Wildfire Protection Plan – I provided some information to Chief Knowling from FD 15 who will forward to Jeff King at KC Emergency Management.
- Working on proposal to the Board for Training Officer Position beginning in 2018. Reached out to Chief Hunsaker for financial support from the city. Should have a proposal to the Board by the end of June.
- An extraordinary amount of time has been spent on the Dry Creek Fire starting at 11:30 Friday July 7th. This event expanded in size to 322 acres and experienced rapid growth after six pm on July 8th. It is currently be managed by a Type 2 Incident management team from Oregon. It did not qualify for Washington State Mobilization due to not having significant threats to residential structures. The Fire originated from a "no fire district" parcel, however it started inside Fire District 3's jurisdiction.
- Chief Hunsaker, Chief Holdtmann, Chief Nelson and I are all working through a process regarding future operations of both Fire District #3 and White Salmon Fire Department. We will be meeting soon to go over the next step of information gathering.

Community Events:

- Riverfest – Station 31 June 27 this event was a success and coordinators were very thankful for our support.
- The Fire District participated in the Spring Fest event by having a staffed booth and two fire vehicles on display Saturday. Brush 312 and Medic 316 were both in the parade and staged in the park for customers to view the equipment. Engine 321 was also in the parade.

Personal Activities and Achievements:

- Participated in three out of area assignments in Yakima County. 1. Sela 2. Naches 3. Moxee. All three assignments were Southeast Region Type 1 Team assignments where I worked as a division supervisor. Roz will be compiling the invoices for my hours spend and mileage for Command 1 and invoicing the DNR.

Incidents not categorized:

As everyone knows by now, Station 32 was burglarized sometime overnight on ~~Friday or Saturday~~ ^{Monday} night July ~~18~~ ¹⁹. I have contacted our insurance company and begun the process to replace equipment lost. Klickitat County Sheriff has been notified. I also submitted a press release and KWGTV interviewed Chief Nelson for a tv news bit. Several print media companies have also wrote stories on the subject.

Respectfully submitted

Wesley W. Long

To the Fire Chief and Fire Commissioners of Klickitat County Fire District 3

June/July 2017 Training Report

Submitted on Wednesday June 5, 2017

Training Events:

- June 6. Equipment checks and house cleaning of the stations and equipment.
- June 13th. Tender operation and Advance hose lays. The crews practiced pumping from their own water tanks on the engines then switching over from the engines tank supply to water being supplied by a tender. Crews practiced deploying 1-2 1/2" pre-connected hose lines and on another evaluation crews pulled 2-1 3/4" pre-connected hose lines.
- June 20th. The Washington Surveying and Ratings bureau (WSRB) evaluation took place at station 31.

Eric Cunningham from WSRB evaluated our Tender ratings test. The crews did an amazing job and passed with lots of time to spare. Now with this rating if a constituent lives within 5 miles of both Station 31 and 32 their insurance fire rating will see a reduction of a 9 rating to an 8. This will help reduce their insurance costs for their residence and property.
- June 27th. Wildland hose lays, stretched, and drafting with brush engines and water tenders.

Review brush engine pumping, laying trunk line, branching off with 100' forestry hose, progressive hose lays, finishing with fire shelters deployment in the wind.
- July 4th. Crews were off for the Holiday.

We did however have several crew members join in our unofficial annual 4th. of July fire patrol. Every 4th of July KCFD3, White Salmon Fire and Bingen Fire man brush rigs and tenders driving around our respected districts showing a presents and to be on the ready if needed for fire protection or EMS needs. We are also out there to assist our constituents with information about our fire districts, what fireworks are legal and which are not and offer our assistance any way we can. Our goal is to be a source of information and not an enforcer of the rules.

KCFD3 had two brush units, a tender and 301 in U325 out and about until 2300hr.
- July 11 Equipment checks and inventory of individual station.

Upcoming special actives:

July is the month for our annual SCBA inspections and mask fit testing.

The SCBA inspections require a privet vender that is certified and has the equipment to perform these tests. We preform the SCBA mask fit in house. Both are an annual requirement required by WAC 292-305.

Fire Schools:

On Thursday July 13, there will be a table top exercise on crude oil derailments in Hood River.

Training Statistics:

This last month attendance percentage was 45%.

Respectfully Submitted

AC/Training Jerry Nelson