

**KLICKITAT COUNTY FIRE DISTRICT 3**  
**Commissioner's Meeting**  
**April 09, 2015**

**Call to order:** 18:31

**In Attendance:** Chair Commissioner Zoller, Commissioner Rigglesman, Commissioner Connor, Chief Virts, Assistant Chief Nelson, Secretary Plumb, Chief Hunsaker, Eric Bosler, Tom Montag, Sandy Montag, Chad Brunton, Robert Merritt (MHC Associates), Joanne Bisquerra (Enduris Washington).

**Agenda Approval:** *Motion to approve the agenda as amended (removal of Executive session) for April 9, 2015. Made by Commissioner Connor, seconded by Commissioner Rigglesman, (3 Yay, 0 Nay).*

**Public discussion:** None.

**Minutes:** *Commissioner Rigglesman motioned to approve the minutes of the March 12, 2015 meeting. Seconded by Commissioner Connor, (3 Yay, 0 Nay).*

**Secretary's report**

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

Beginning balance	157,532.14	Ending Balance	182,324.48
Deposits	38,351.85	Disbursements	13,559.51

2015 District expenditure shows a year to date (April 9) total of **\$57,953.72**

**2. Bills and items to be signed. Commissioner Rigglesman motioned to approve bills for KCFD3. (3 yay, 0 nay).**

a. Vouchers:

- a). 3/19 - \$1,418.03      b). 3/29 - \$757.71      c). 4/2 - \$4,212.40  
d). 4/9 - \$ 8,438.17      e). 04/09- \$172.40      f). Commissioner Voucher

**3. Budget:** As expected the professional services are over budget.

**4. Correspondence:**

- a) Klickitat County –Public Works agreement for services. The agreement is to ensure payment for work done by Public Works for the District (usually snow plowing). This agreement is only good for one year as they are updating their policies. Agreement signed by Commissioner Zoller.

**5. March Incident Report:**

10 EMS, 1 MVA, 1 vegetation fire, 2 Smoke detectors, 4 cancelled en route.

6. **Other Projects:** Forms created for performance reviews. Ongoing projects include updating the purchasing and small works protocols, annual report for the State Auditor's Office due May 30<sup>th</sup>, policy reviews for human resources, and annexation letters to be sent out to properties outside the district.

**Chief's Report:** by Chief Virts

1. Paging Channels: Switch over to the new paging channel is scheduled for April 15<sup>th</sup>. Our Swiss-phone Pagers do not have dual channel capabilities, but Rural 7 donated their old pagers to us with this capability. Former Centerville Fire Chief Dave Brotherton programmed them for us, also at no cost. With these pagers we will be able to receive the old channel in the event that the new channel fails. Chief will reprogram the Swissphone pagers in the future. He also commented that Dispatch will be working towards an 'active 911' system using cell phones for paging. Once this happens the pagers may not be as important.
2. County Roads Department graciously graded the parking lot at St 32.
3. Brush 322: The clutch had not been replaced as previously noted so it went for repair and is now back in service.
4. New Brush Truck chassis: Chief is looking to replace the chassis with the same build up as White Salmon's Brush Engine. He is holding off on the purchase until the legal appeal has been sorted out.
5. Chamber of Commerce – Chief noted for the record that the District was represented at the annual business event. It was a good opportunity to be out in the public.

**Training Report:** by A/C Nelson

1. Resuscitation Academy: Captain Renault and EMT Kaufman attended the training held by the Medic 1 Foundation in Seattle. Chief Hunsaker also sent a member of White Salmon's Fire Dept. to the academy in Bend. Along with the CPR training they were introduced to the Medic One Foundation which could be a resource for funding opportunities. Tamara Kaufman is looking into the local foundation Community Enrichment for Klickitat County that may also be able to assist with funding opportunities.
2. AEDs: We assisted White Salmon Police in getting their AED serviced and ready for use. It's now back in one of their vehicles, ready to go. Captain Renault also provided CPR training for the police.
3. Wildland Training: The annual training is in progress. There has been one Red Card refresher class and two more will occur soon. There will be a Blue Card refresher for those who will not be fighting fires such as water tender and medic unit personnel.
4. Operations: We just submitted a purchase under the DNR 50/50 grant program for wildland gear. The District spent approximately \$6000, but with the DNR match the total expense to the District will be approximately \$3000.
5. Burn to Learn: There are 4 firefighters from White Salmon and KCFD3 attending Burn-To-Learn in Hood River on Saturday. West Side Fire is hosting the training.
6. Recruit Academy: One of our members has just completed their basic fire training at the West Side Fire Recruit Academy. Westside FD has invited us to send others for training in the future.

## Old Business

1. Inter-local agreement for Fire Inspections: Skip Grimes requested a specific complaint process be a part of the agreement, and once this is cleared by our attorney it will be sent to the County Commissioners.
2. Levy Law Suit: Attorney Tom Burke is recovering from surgery and therefore not available for a telephone conference tonight. Chief sent an e-mail to the paralegal asking questions about the process. As soon as Tom is able he will get back to us. The window for appeal will close on April 15.
3. 2010 Annexation: Still in progress with the County Assessor's Office.
4. MRSC Roster: Having reviewed the draft Small Works Roster Resolution, there was a brief discussion about being legally bound to accept the lowest bid. Also, Commissioner Zoller noted that the phrase 'consent agenda' does not apply to this district and should be removed and replaced with 'board approval'. Roz noted that we have a small works roster in process and the next open period to join MRSC will be in December. We can refine the resolution and have it ready by then.
5. Log Book Documentation: The policy was presented at the last meeting for review and it requires a motion for adoption. ***Motion to approve the log book documentation policy made by Commissioner Connor. Seconded by Commissioner Riggleman (3 yay , 0 nay).***
6. Fire Department Unification: Commissioner Zoller updated the commissioners on conversations between Mayor Poucher of White Salmon, Chief Virts and Commissioner Zoller exploring the possibility of the two fire departments working together. There have been no decisions made but they would like to know the best way to go about such talks. What are the issues we need to address? The Volunteers on each department need the opportunity to talk about concerns and ideas.

It is clear that the City is looking towards more annexations in the future.

The 2013 Community Task Force for Fire District 3, clearly identified that there are gaps in the service the community expects. Chief Virts noted that the task force looked beyond our boundaries and recommended a regional approach as the way forward. He also noted that Mayor Poucher was at the forefront of the regional approach when he recommended hiring a single Training Officer to train the volunteers from both departments. Commissioner Riggleman commented that training together has made a great improvement on scene.

All three Commissioners approved taking steps to explore the idea of pooling resources to provide the community with the best service possible.

A concern raised was that KCFD3 will be looking for a new Chief by the end of the year. How will these two projects affect each other? There is no timeline for talks or decisions at this point.

Chief Virts will report back to the Mayor and inform him that the Commissioners would like to continue exploring the possibilities. The commissioners also recommend that the Chiefs and Command Officers start conversations on the subject.

Chief Hunsaker was asked his opinion. He was unaware that the Mayor had met with Commissioner Zoller and the Chief. He went on to say that he and Chief Virts had often talked about how to make this a joint venture. As far as putting it together, he said Bob Merritt probably has the most experience on what the best way to approach this is. He had told the Mayor the timing on this was bad with KCFD3 looking to hire a new Chief. He agreed there is a lot to talk about and we should not rush it.

Commissioner Zoller said he would like to see how the Officer's meetings go to help decide if KCFD3 should look towards hiring a permanent or interim Chief.

Bob Merritt noted that many amalgamations and RFA's have been prompted by a vacancy at the top. It is often a window of opportunity for Commissioners to look at the system and improve the service.

7. Recess for BVFF trustees meeting **19:33**

Reconvened Commissioners meeting **19:38**

**New Business**

1. Enduris – Joanne Bisquera talked to the Commissioners about the coverage and resources available to the district as members of Enduris. There were several items and services that the staff were unaware of that would be helpful for the district and benefits for the volunteers (including replacement of personal items, glasses, and cell phones, identity theft coverage for volunteers and their family, and coverage for vehicle accidents when responding POV). Joanne said she is working on a handout to give to fire districts insured with Enduris to help let the volunteers know what benefits are available to them.  
Other benefits for the district include; assistance to prevent employment disputes, Risk management handbook samples and access to MRSC (who have many lawyers on staff to research topics and give you answers with the associated RCW's). She is also responsible for approving training scholarships which include covering EVIP-train the trainer, Chief's Conference, and any training that will reduce risks. They can also do contract and policy reviews (saving us money on legal fees).
2. Skamania County Fire District 3 Automatic Aid Agreement: We discovered that our past agreement was out of date. Several calls to the office from residents in the Lake View area who have had drastic increases in their fire insurance alerted us to this situation. Office staff have redrafted an agreement and it is currently being reviewed by our attorney.
3. Volunteer's pension payment: The local BVFF board asked the Commissioners to pay the volunteer's share of the pension. A draft resolution was presented to the Commissioners for consideration of approval at the next meeting.
4. Proposal to use Herman and Associates CPA for Payroll: The Commissioners agreed this was a good idea as the rules are often changing. It will allow more time for the secretary to work on District projects. Rozalind will look at other companies and report back to the Commissioners.

**Good of the Order:** AC Nelson commented that there was an unusual call during the week where there was a great turn out from District and White Salmon volunteers. He said the spouse of the patient was very impressed with the responders, and was surprised that they were volunteers.

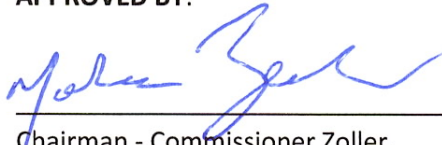
Next Meeting- May 14<sup>th</sup> 2015.

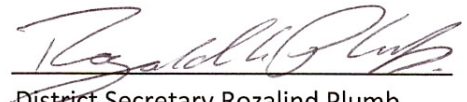
**Motion to adjourn made by Commissioner Riggleman, Seconded by Commissioner Zoller.**

**Meeting Adjourned: 20:10**

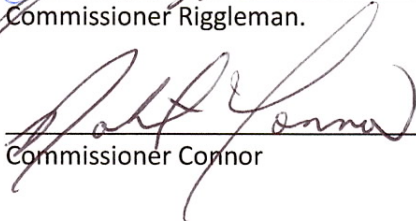
**APPROVED BY:**

**Attest:**

  
Chairman - Commissioner Zoller.      5-14-15  
(date)

  
District Secretary Rozalind Plumb      5-14-15

  
Commissioner Riggleman.      5-14-15  
(date)

  
Commissioner Connor      5-14-15  
(date)

Commissioners convened a **Workshop to discuss the hiring of a new Chief.**

April 9th, 2015 @ 6:30 pm

AGENDA

○ **Open Meeting:** Call to order. (A) = Action (I) = Information (D)= Discussion

○ **Approval of agenda (A)**

○ **Attendance:**

○ **Public Discussion:**

○ **Minutes of last meeting:** (A) review, approve, and sign.

~~○ **Executive session:** In accordance with RCW 42.30.110 (1)(i) To discuss legal council regarding Levy Law suit. NO ACTION during session. Time to restart \_\_\_\_\_ Extended time needed? \_\_\_\_\_. Do not reopen meeting until stated time.~~

○ **Secretary's report:**

1. Financial Report (I)
2. Bills and items to be signed
  - a. Vouchers - review/approve (A)
  - b. Protection contracts – (i)
3. Budget (I)
4. Correspondence (I)
5. Incident Report (I)

○ **Chief's Report: (I)**

○ **Training Report: (I)**

○ **Old Business:**

1. Inter-local Agreement for Fire Inspection Service.
2. 2013 Levy Law Suit.
3. 2010 annexation and associated outstanding debt.
4. MRSC- Small Works Roster.
5. Policy – Log-Book Documentation (A)
6. Fire Department Unification – Bob Merritt (I)

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

Reconvene regular Commissioner's meeting (A) TIME: \_\_\_\_\_

○ **New Business:**

1. Enduris Update – Joanne Bisquerra (I)
2. Interlocal agreement between SCFD3 and KCFD3 for automatic response to Lakeview Road area. (I)
3. BVFF – request District pays the member's premium of the pension.(D)
4. Herman and Associates- proposal to outsource payroll (I/D).

○ **Good of the order:**

○ **Next meeting:** Regular meeting May 14, 2015.

○ **Motion to adjourn: (A)**

**Workshop-** To discuss plans for Chief Succession.

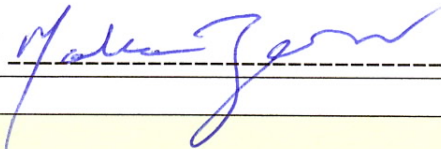


KCFD3


# COMMISSIONER VOUCHER

March 13-April 09 2015

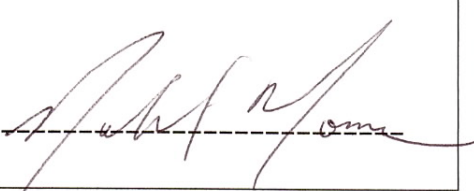
## MARK ZOLLER

Meeting	Date	Signature
Regular Board Meeting	04/09/2015	X 

## JONATHAN RIGGLEMAN

Meeting	Date	Signature
Regular Board Meeting	04/09/2015	X 

## ROBERT CONNOR

Meeting	Date	Signature
Regular Board Meeting	04/09/2015	X 



**KLICKITAT COUNTY TREASURER  
FINANCIAL REPORT  
MARCH 2015**

667 FIRE DIST. 3	
<b>Beginning Cash Balance</b>	\$ 157,532.14
<b>Cash Increases</b>	
Tax Collections	\$ 38,198.63
District Deposits	\$ 153.22
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>	\$ 38,351.85
<b>Total Cash Balance</b>	\$ 195,883.99
<b>Cash Disbursements</b>	
A/P Vouchers & G/L Journal Entries	\$ 11,993.71
Interfund Transfers Out 597	\$ -
New Investments	\$ -
Accounts Payable	\$ -
Payroll/Salary Clearing	\$ -
Misc. Remittances/EFTPS/ACH	\$ 1,565.80
Misc County Fees	\$ -
Bonds Paid: Principle/Interest	\$ -
Loans: Principle/Interest	\$ -
Other:	\$ -
<b>Total Disbursements</b>	\$ 13,559.51
<b>Ending Cash Balance</b>	\$ 182,324.48
<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	\$ 182,324.48
<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

*Paul Dunn* 4/8/15

\_\_\_\_\_, Chief Deputy Treasurer



This budget sheet is connected to the expenditure spreadsheet.

**2015 BUDGET**

Bars #	Category	Original Budget	grant/other	expenditure YTD	Balance	% Used
	Salaries & Wages + employee paid benefits	76,378.00		14,906.46	61,471.54	20%
	Benefits	19,886.00		5,258.69	14,627.31	26%
	Volunteer Stipend	13,000.00		187.50	12,812.50	1%
	Volunteer Disability/Pension	3,000.00		2,370.00	630.00	79%
	Office Expense/Supplies	3,500.00		2,298.11	1,201.89	66%
	Fuel	12,000.00		1,382.16	10,617.84	12%
	Professional Services	5,000.00		8,277.50	(3,277.50)	166%
	Taxes (for previous year)	1,500.00		1,082.65	417.35	72%
	Travel & Meals	4,000.00		1,556.62	2,443.38	39%
	Advertising	500.00		56.00	444.00	11%
	Insurance	14,000.00		-	14,000.00	0%
	Utilities Services	12,000.00		2,953.55	9,046.45	25%
	Communications	7,000.00		2,383.46	4,616.54	34%
	Dues & Fees	2,500.00		761.45	1,738.55	30%
	Vehicle Parts/Repairs	14,100.00		3,531.41	10,568.59	25%
	Fire Training - Supplies	20,000.00		2,039.45	17,960.55	10%
	EMS Training - Supplies	23,000.00	350.00	4,063.81	19,286.19	18%
	Rescue - Apparatus Supplies	20,000.00		-	20,000.00	0%
	Volunteer Recognition	1,500.00	420.00	2,287.60	(367.60)	153%
	Station Repairs - Supplies	25,000.00		2,557.30	22,442.70	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>57,953.72</b>	<b>343,816.28</b>	<b>14%</b>

**Klickitat County Fire Protection District 3  
RESOLUTION NO. 2015 XX**

**AUTHORIZING DISTRICT TO PAY ANNUAL FEE FOR VOLUNTEER  
FIREFIGHTERS' RETIREMENT**

**WHEREAS**, RCW 41.24.030 creates a trust fund for the benefit of the volunteer firefighters in the state of Washington; and,

**WHEREAS**, the fire district has elected to make available retirement provisions as provided for in RCW 41.24; and,

**WHEREAS**, the 1995 Legislature produced successful legislation to authorize any municipality to voluntarily pay the firefighters' share of the retirement provision; and,

**WHEREAS**, the volunteer firefighters are an extremely important part of the operation of the fire protection district;

**NOW, THEREFORE BE IT RESOLVED**, that the Board of Commissioners of Klickitat County Fire District 3 does hereby declare that it will pay the firefighters' share of the volunteer retirement provisions of RCW 41.24.030 as authorized in Section 1(c).

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Chairperson Zoller

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Commissioner Riggleman

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Commissioner Connor

The above resolution was adopted at the regular commissioners' meeting held at Station 31, 200 Husum Street, Husum, WASHINGTON on **MAY 14** 2015.


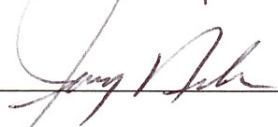
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Secretary Rozalind Plumb

KCFD3 Commissioner's Meeting

Attendance Sign-in Sheet.

Date: April 9<sup>th</sup> 2015

Print Name	Signature	Contact Information
Joanne Bisquera	JBisquera	jbisquera@enduris.us
ERIC BOSLER		same
BOB MENDICTO		
Bill Hunsaker	Bill Huns	
Tom MONTAG	Tom Montag	
Sandy Montag	Sandy Montag	
Jerry Nelson		
Chad Brunton	