

KLICKITAT COUNTY FIRE DISTRICT 3
Commissioner's Meeting
January 8, 2015

Call to order: 18:34

Approval of the agenda:

The agenda was amended to include an option for executive session at the end of the meeting. ***'Motion to approve the agenda for January 8 2015 as amended' was made by Commissioner Rigglesman and Seconded by Commissioner Connor. All in favor, motion carried.***

Attendance; Eric Bosler, Chad Brunton.

Public discussion- Nothing discussed.

Minutes:

Amendment made to minutes after final draft had been e-mailed to Commissioners earlier in the week – Commissioner Zoller read out the amendment which clarified a sentence regarding the BIA in Lieu Site billing.

Motion to approve the minutes of the regular meeting on December 11 2014 as written. Made by Commissioner Rigglesman, seconded by Commissioner Connor. All in favor, motion carried. Minutes signed.

Secretary's Report:

1. **County Treasurer's Report for December 2014** The December 2014 Financial report from the County Treasurers Office was not available at the time of the meeting.

Beginning balance	Ending Balance	164,143.29
Deposits	Disbursements	
County Treasurer Expenditure – Year to 12-31-14		

2014 District expenditure shows a year to date (December 31) total of **\$331,929.89**.

2. **Reinvestment of \$60,000.**

As discussed at the December 2014 meeting Roz approached the Treasurer's office about the options to invest funds more economically.

- Investments must have a start and end date. (by resolution or motion? Roz will look into this).
- To pull funds out early, the Treasurer's office will need 2-3 business days.
- The Commissioners will need to appoint someone to manage the investments. This person would be authorized to withdraw funds before they mature if needed.
- Investments can be spread out to mature at different dates.

Roz will look closely into timing of investments, to see what will be efficient on her time and figure out a system that keeps us up to date. There should be a reporting/control mechanism to ensure we conform to the requirements of the State Auditor's office.

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

I. **Accounts Payable:**

a). 12/17 \$3975.11, b).12/20 \$1,227.50 c). 1/08 \$3,293.89

Roz noted that two credit card bills did not get paid in December due to a typing/submission error. The Commissioners had already signed for them so Roz resubmitted the bills to the County for payment this month.

Motion to sign bills made by Commissioner Riggleman, Seconded by Commissioner Connor. All in favor, motion carried. Vouchers Signed.

- II. Fire Protection Contracts. The 2015 contracts for fire protection for outlying properties have been sent out. We advised the property owners to return them by the February business meeting.
- III. Annexations- this project is ongoing.

4. **Budget:** 2014 ended over budget. See attached budget. It was anticipated that we would receive the EDA Grant payment of \$10,238 and remain in budget but the payment did not arrive before the end of the year.

5. **Correspondence:**

- a) **Public Disclosures Committee** it is time for the Commissioners to submit the annual PDC form.
- b) **Small Works Roster** Having had no response from the ads placed in the paper for a small works roster in previous years (Mollie said she did not get a response) I looked into joining up with the City of White Salmon, however, they have just switched to using Municipal Resource SC. We can also join MRSC but they will not take new accounts until May. I will revisit this option as a way to streamline our ability to get jobs done without having to get bids for jobs. We would use contractors that are registered with the agency and conform to state requirements.

6. **December Incident Report:** 7 EMS, 3 fire, 1 power line, 3 cancelled, 1 MVA, 1 authorized burn.

7. **As a point of information,** having been away from the office for a brief vacation, I am still catching up on end of the year items. Also due this month is renewal of fire protection contracts and completing tax reporting (with deadlines by the end of January).

Chief's report:

BIA in Lieu site invoice: The invoice to BIA for our response to the fire at the in lieu site was not accepted on grounds that it was not a wild fire. We were advised to pursue payment through DNR. Chief Virts has submitted the bill to DNR and is hopeful that they will pay the expense.

Ray Sowa: Has been hired as a fire fighter for the City of Portland. As such he will be taking a leave of absence for one year.

Dept of Emergency Management: Ed Powel had resigned as manger and Jeff King is the interim manager. Jeff King has applied to become the new manager of DEM. Chief Virts noted that he has sent a letter of recommendation for Jeff King to the County Commissioners.

Annual Awards Banquette: The Annual Firefighter Appreciation Dinner will be on January 25th 2015.

FEMA grants: Capt. Renault and Roz have put together a grant for EMS equipment. Capt. Jess Wardwell of White Salmon F.D. has put together a Regional FEMA grant for SCBA gear for Bingen, White Salmon, KCFD3, KCFD4, KCFD13, and KCFD14.

DNR grant:. We have been awarded \$12,000 towards purchase of a new brush rig.

Burlington Northern: We are approaching BNSF for additional funding to complete the Brush Truck project.

Trout Lake Business Association: TLBA has sent a letter stating they have funds available for community projects. Chief Virts will be asking for funds to go towards CPR mannequins for the school CPR training program we are conducting at the White Salmon High School.

SAFER GRANT: Jess Wardwell has approached Chief Virts about putting together a grant for Staffing for Adequate Fire and Emergency Response (SAFER).

EMS District Grant: We will be receiving a grant of \$1300 for EMS needs. Capt. Renault will be utilizing these funds to replace EMS supplies.

Vehicles: The medic rewiring project is being planned for March.

It is also planned to mount the replacement light bar on Brush 312 as soon as possible.

Hydrant Flow Testing: Chief has been helping Stan Trout with the hydrant flow tests on the Fordyce Water System. This will be the first time we have actual figures for flows at specific hydrants.

Training Report: by Chief Virts.

EVIP: Captain Helton will be teaching 2 classes this month.

CPR training: Captain Renault and Michelle Renault have completed the fire department CPR training for the year.

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

[5 minute break]

Old business:

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

Levy law suit: Chief Virts received an e-mail from our attorney Mr. Burke, stating that the county clerk had received a letter indicating Mr. Stryker was very ill at OHSU and will not be available for the court hearing in the near future. Mr. Burke stated he would like to send a letter to the court politely asking "now what?". Chief said if there was no objection he would like the attorney to write the letter.

Commissioner Zoller emphasized it should be very polite. Commissioner Connor commented that it is indeed unfortunate anybody is in the hospital, but the Committee has some obligation to appoint another attorney. It was pointed out that the whole of the 2015 budget has been based on dealing with this law suit. The Commissioner's thought it would be appropriate

PDC Complaint: Nothing has been heard regarding the complaint filed against the Volunteer Firefighters Association. Chief Virts said he will call to follow up on it.

2010 Annexation: Chief said he will wait for the new assessor to take office before drafting a letter addressing the annexations and the Assessors duty to continue to collect taxes due the District relative to the expense of apparatus purchases still being paid for.

Recess for Board of Volunteer Firefighters meeting.

BVFF meeting- Recess from regular meeting. Called to order 19:22

Reconvened Commissioner's meeting 19:39

New Business:

Planning for the Chief's Retirement: Commissioner Zoller wanted this on the agenda so we do not slip behind in trying to develop a plan for replacing the Chief. He suggested we set goals and dates.

Commissioner Connor suggested we review what we need to do legally to hire a chief. From there we can set goals.

Eric Bosler asked if the Commissioners have a clear idea in their minds of what they want in a Chief.

Commissioner Zoller said the Commissioners need to meet to discuss what they are looking for to drive this district. It was suggested that the commissioners have a workshop at the end of March.

The Task Force recommendation was to find someone like Chief Virts – Someone with background in fire.

What are the short and long term goals? What are the member's needs?

Check the legal posting requirements and also plan to have a workshop to map out the timeline. Also, get consultation from staff and Bob Merritt.

Les Dewey Retirement Resolution: Chief Virts presented draft resolution 2015-01 commending Les Dewey for his service (he will have the final prepared before the Appreciation Dinner on the 25th January).

Motion to approve the resolution 2015 -01 commending Les Dewey for his service to the district made by Commissioner Connor, Seconded by Commissioner Riggelman, all in favor, motion carried.

Executive session: not required

Good of the order: Chief Virts said Roz has been secretary for a year now and he said it is a privilege to work with her, and she is doing a great job.

Nomination of Commissioner Chairman: Commissioner Rigglesman nominated Commissioner Zoller as Chairman, as he does an excellent job of explaining issues at meetings. Commissioner Zoller said he liked to keep the tradition of passing the gavel on each year. He noted that he accepted the position last year as there was unfinished legal business. He suggested either of the other Commissioners could do just as good a job. Commissioner Connor agreed with Commissioner Rigglesman that Commissioner Zoller does a very good job of keeping the meeting moving forward especially when there is a large meeting. It was also noted that the legal issues are yet to be totally resolved and keeping the continuity of leadership going until that process is complete would be a good thing for the District.

Motion- Commissioner Rigglesman nominated Commissioner Zoller to be chairman of the Klickitat County Fire District 3 Board of Commissioners for calendar year 2015. Seconded by Commissioner Connor. No objections, motion carried.

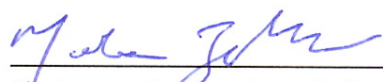
Rozalind asked if both Commissioner Zoller's and Commissioner Rigglesman's terms were up at the same time (they would both finish 3 years from now- the end of 2017). They both said they believed that to be correct. Rozalind said she would like to address that, so we do not end up trying to fill two places on the board at the same time. There was some confusion as to how they were not staggered. Chief Virts also wanted to look into how that happened and suggested we contact the County Elections Department to try to resolve it. Rozalind will follow-up on this.

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


Meeting adjourned at 20:06.

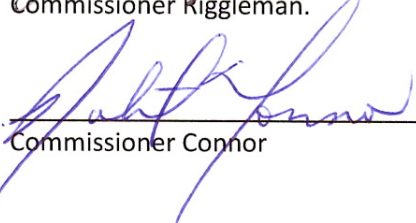
APPROVED BY:

Attest:


Chairman - Commissioner Zoller. (date) 2-5-15


District Secretary Rozalind Plumb


Commissioner Rigglesman. (date) 2-5-15


Commissioner Connor (date) 2-5-15

Klickitat County Fire District 3 Commissioners Meeting
January 8th, 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 (see County Treasurers report for December)
 - 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. Resolutions: None pending from December
 - 6. Policy updates: None pending from December

Recess for **BVFF** – local trustees meeting. TIME: _____

Reconvene regular Commissioner's meeting TIME: _____

- **New Business:**
 - 1. Planning for Chief's retirement
 - 2. Les Dewey Retirement -resolution

Good of the order:

Next meeting: Regular meeting February 12, 2015.

Motion to adjourn:

2014

REVISED BUDGET

to Dec 20

Category	revised Budget	grant/other	YTD	Balance	% Used
Salaries + employee paid benefits	69,300.00		68,906.17	393.83	99%
Benefits	16,200.00		15,959.34	240.66	99%
Volunteer / Personnel	-		-	-	0%
Volunteer Disability/Pension	13,550.00		13,545.00	5.00	100%
Office Expense/Supplies	2,800.00		1,520.25	1,279.75	54%
Fuel	10,320.00		9,876.58	443.42	96%
Professional Services	40,230.00		40,228.47	1.53	100%
Protection Contracts	-		-	-	#DIV/0!
Taxes	1,000.00		932.05	67.95	93%
Travel & Meals	1,830.00		1,829.40	0.60	100%
Advertising	135.00		133.00	2.00	99%
Insurance	12,950.00		12,946.00	4.00	100%
Utilities Services	11,150.00		11,145.13	4.87	100%
Communications	7,500.00		7,101.44	398.56	95%
Dues & Fees	1,670.00		1,665.00	5.00	100%
Vehicle Parts/Repairs	11,405.00		11,403.34	1.66	100%
Fire Training - supplies	10,400.00		20,748.50	(10,348.50)	200%
Volunteer Recognition	1,500.00		1,311.78	188.22	87%
EMS Training - Supplies	5,600.00	1,473.00	6,733.50	339.50	120%
Rescue - Apparatus Supplies	9,090.00		9,086.18	3.82	100%
Station Repairs - Supplies	3,900.00		3,894.65	5.35	100%
Long Term Loans	92,970.00		92,963.42	6.58	100%
Municipal Pool Reserve			-	-	#DIV/0!
	323,500.00		331,929.20	(8,429.20)	103% (submitted to county by
					20-Dec
EMS Grant (\$1473.00)			1481.89	-8.89	

Verification of attendance at previous meeting.



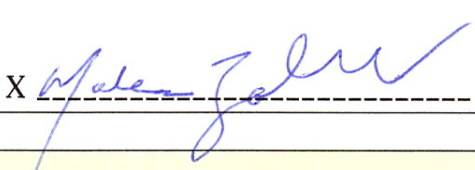
KCFD#3

COMMISSIONER VOUCHER

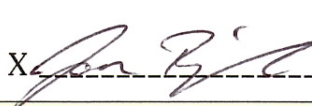
FOR PERIOD OF:

January 2015

MARK ZOLLER

Meeting	Date	Signature
Regular Board Meeting	01/08/2015	X 

JONATHAN RIGGLEMAN

Meeting	Date	Signature
Regular Board Meeting	01/08/2015	X 

ROBERT CONNER

Meeting	Date	Signature
Regular Board Meeting	01/08/2015	X 