

KLICKITAT COUNTY FIRE DISTRICT 3

200 Husum Street, Husum, WA 98623

Commissioner's Meeting

Thursday November 9 2017

Called to order: 18:30

Attendance: Commissioner Zoller, Commissioner Montag, Commissioner Connor, Chief Long , Secretary Plumb, Public: Eric Bosler, Lloyd Olson, Debbie Olson, Sverre Bakke (White Salmon Enterprise), Jim Nelson (D.A.Davidson), Lance Beckman, Bill Crouse, Christie Hessler.

Approval of the agenda- Motion to approve the agenda for November 9 2017 made by Commissioner Connor, seconded by Commissioner Montag, (3 yay, 0 nay).

Public Discussion: None.

Minutes of the last meeting: Motion to approve the minutes of the October 12, 2017 Regular meeting made by Commissioner Montag Seconded by Commissioner Connor. (3 yay, 0 Nay).

Secretary's Report:

1. County Treasurer's Report for October 2017

Beginning balance	\$261,602.99	Ending Balance	\$375,047.00
Deposits	\$140,857.40	Disbursements	\$ 27,416.39

2017 District expenditure shows a year to date (November 8) total of **\$357,063.98**

Commissioner Connor reviewed the county data matched the District data and reconciled petty cash and general deposits for the month of September.

2. Bills and items to be signed:

Motion to approve bills made by Tom Montag, Seconded by Commissioner Connor. (3 yay, 0 nay).

Vouchers: Commissioner Voucher October 13 2017 to November 9 2017

- a). 10/19 \$890.55 b). 10/25 \$248.48 c). 11/01 \$7,238.96
d). 11/01 PR \$7,194.54 e). 11/8 5,744.53

3. Budget 2017.

- Rescue Apparatus: over budget due to the replacement of stolen items. We will be reimbursed for this cost. Once all the invoices are submitted to the insurance agent we should see the reimbursement.

- Station Repairs. The district still needs to pay \$2,976.00 per the State requirements (5% of the total cost) this will be taken from the cash balance as part of the capital project. The Notice of Completion has been submitted to L&I, and other required agencies. The district cannot release the final payment until it receives approval from L&I. The DRS has requested further in formation.

Wild land revenues are still coming in and we received \$11,000 this week.

4. Investment of funds

District is maintaining \$101,000 which matured on November 9 2017.

A letter was sent to the Treasurers department requesting \$101,000 plus \$800 of the interest earned be reinvested, beginning November 10 2017 and mature November 9 2018.

5. Correspondence:

- County Assessor Levy Packets for 2018 budget has a correction. The estimated Levy amount we can request is \$434,575.26 not \$437,118.85.
- WA FCA Health care program- Commissioners to renew the agreement later in the meeting .
- Public Records request- Sverre Bakke from the White Salmon Enterprise is requesting information on the call volumes and volunteer response to calls and training.

6. Current priority projects include:

- public records request
- stipend calculations

Chief's report: See attached. 282 calls year to date.

Training Report: See attached.

On-going business:

1. Personnel/Payroll:

- a. Direct Deposit for paid employees- The district should be ready to file payroll through automatic payment in December.
- b. Training Officer Position: Commissioner Zoller followed up on the possibility of funding a full time regional Training Officer. Initial letters sent to the Mayors of Bingen and White Salmon were well received. The Mayors are interested and further discussion is needed. Skamania Fire District 3 also responded positively to the idea. The next step will be for the Chief's to discuss the idea and form an outline of expectations.
- c. Health Benefits: Annual renewal of health benefits through the Wa Fire Commissioners Association. This document outlines which health policies the District will offer the staff.

Motion to approve the benefits offered made by Commissioner Montag, seconded by Commissioner Connor.

- 2. Policy review:** Temporary Employment Hiring. Review of policy outlining the hiring and use of temporary employees for state mobilizations when the district's equipment is hired by the state for emergency situations. At the last meeting there were questions around accident coverage of nonmembers. The district would cover them under L&I as career fire fighters and include that cost when billing the fire. The Commissioners recognized the increased risk to increased L&I rates if a temporary employee is injured.

Motion to approve the policy for the hiring of temporary employees made by Commissioner Connor, Seconded by Commissioner Montag (3 yay, 0 nay).

- 3. Post Office relocation:** Commissioner Zoller noted there has been no communication from the post office regarding the new location.

- 4. Bond Consultant Services:** The Consultant Jim Nelson from D.A Davidson gave a presentation on the bond process and development. Jim is a bond underwriter consultant. He represents many fire department across the north west.

Key points:

- You can only spend bond funds on the items you outline in the bond resolution.

- Newsletter- if you have a newsletter now you can do multiple newsletters, if you start a newsletter next year then the public disclosures committee will only allow you to publish one newsletter. The newsletter cannot request a yes vote, it can only give facts.
- A voted bond requires 60% voter approval and has to be validated (voter turnout has to be 40% of previous year's General/November election).
- You must spend the proceeds of the Bond within a 36 month period.
- The Estimates used in the presentation were based on an average \$350,000 house value for the district. Research is need on this to determine the average property value in the district.
- For a 15 year bond at 2.35% on a 1million dollar bond, the levy amount would be 18cents per \$1,000 property value. A \$350,000 home would pay \$63.68 per year, \$5.31 per month.
- A 3 million dollar bond would have a levy rate of 55cents per \$1000 property value and a \$350,000 home would pay 191.04 per year, \$15.92 per month.
- We may need to complete financial statements with the State Auditor's Office (current audits required by the state are for 'accountability').
- When to mail brochures is important as they must be circulated before the ballots are mailed, but not too far ahead.
- Educating the community of what you are doing is key to a successful bond vote. Start education 9-12 months before the vote.
- The longest a Fire district can finance a bond for is 20 years. (15 years or less is ideal).

Suggestions:

- Contact a bond attorney and draft a Reimbursement Resolution so that any capital items purchased between now and December 2018 could be reimbursed under the bond. If the project comes in under the predicted amount of the bond then if you have a reimbursement resolution in place you can use funds for that.
- Adopt a formal financial policy.
- Determine if Financial Statements are required.
- Adopt a long term Capital improvement plan.
- Identify the projects and their cost by March or April. This can happen simultaneously with the bond attorney writing the Resolution. With careful wording in the resolution there may be some flexibility for adjustments in the final cost of projects
- Determine how community outreach and voter education will be achieved.
- Determine when to hold the vote (August or November),
- Determine the levy amount that will be acceptable to voters.

Jim will supply target dates for key items to be completed by.

Financing costs for DA Davidson are covered in the bond. If the voters do not approve the bond then DA Davidson will not get paid.

Public relations consultants are probably not needed for this size of district.

Public discussion included the possibility of Annexation of areas of the district in to the City of White Salmon and how that may affect the bond.

Jim Nelson will begin working with Chief Long and send a schedule of deadlines.

5. **Equipment theft:** The extrication hose and TIC are still outstanding.
6. **Dry Creek Structure protection:** During the Dry Creek Fire a residence was protected by a KCFD3 engine and staff. The residence is outside of the KCFD3 boundary. Following the example of previous KCFD3 Commissioners in similar situations, and in order to protect the funding and resources of the citizens who do pay into the fire district for fire protection, the Commissioners have requested reimbursement of costs for the period of structure protection.
- The first letter sent in August was signed for but not by the property owner. A second letter was sent but was not able to be delivered / signed for. A new letter was sent via recorded delivery and arrived November 2nd (no signature was required).
- Chief requested the Commissioners decide what to do next: 1), initiate a lien on the property, 2). Refer it to a debt collector, 3). Forgive the debt.
- The Commissioners opted to defer any decision for the next 30 days so as to give time for a response from the property owner.

7. **Provident Insurance:** The Commissioners were asked to review the options available for increased Accidental Death and Disability (AD&D) insurance for volunteers. During the Budget workshop the Commissioners indicated support to put this in the 2018 budget. The 2018 budget includes \$3,807 to cover the additional insurance which will protect the volunteers income should they become injured while volunteering for the district (Line of Duty). There are 3 options for coverage and the preliminary 2018 budget includes funds for the highest level of coverage (\$3,807 annual premium). The Commissioners still need to approve the level of coverage. There are also 3 options for paying the premium, 1). Annual premium (\$3,807), 2). Commit to 3 years coverage and pay \$3,565 annually (saving 6.7%), or 3). Pay a 3 year premium of \$10,313 up front and save 10% off the total cost (saving \$1,108 over 3 years).

Commissioners deferred a motion until after item 8 - 2018 budget approval.

8. **2018 Budget approval:** The Commissioners attended a budget workshop on October 19, and conducted a Public Hearing for the 2018 budget at 6pm on 11/9/2017.
- Motion to approve Resolution 2017-10 requesting 1% increase over the previous year's tax levy, made by Commissioner Connor, seconded by Commissioner Montag, (3 yay, 0 nay).***
- Motion to approve the 2018 budget of \$421,656.12 made by Commissioner Montag, seconded by Commissioner Connor, (3 yay, 0 nay).***

Provident Insurance; (See item 7 above)

Motion to approve additional AD&D coverage for volunteers injured in the Line of Duty at the highest coverage (plan 3), and approval to use cash funds to pay the 3 year premium of \$10,313 made by Commissioner Montag, seconded by Commissioner Connor (3 yay, 0 nay).

New Business:

None noted.

Good of the Order: Lance Beckman requested clarification on the insurance coverage for the stolen items. Commissioner Zoller confirmed the district will be reimbursed by the insurance for the actual cost of replacement.

Next meeting: December 14th 2017.

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

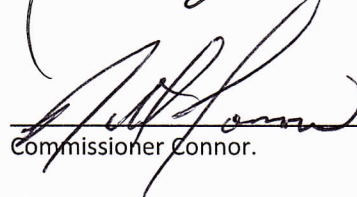
Meeting Adjourned: 20:29.

APPROVED BY:

Attest:

 12-14-17
Chairman - Commissioner Zoller. (date)


District Secretary Rozalind Plumb

 12-14-17
Commissioner Connor. (date)

 12/14/17
Commissioner Montag (date)

Klickitat County Fire District 3 Commissioners Meeting

200 Husum Street Husum, WA .

October 12, 2017 @ 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 meeting: (A) September 14 2017 business meeting.**
- **Secretary's Report: 1. Treasurer's report (A) approve report reconciled with district report. 2. Bills and items to be signed (A) 3. 2017 Budget 4. Invested funds. 5. Correspondence.**
- **Chief's Report: (I) e-mailed**
- **Training Report: (I) e-mailed**
- **On Going Business:**
 - 1. **Personnel/Payroll – Ongoing,**
 - a) **Direct Deposit** for paid employees. (I)
 - b) **Mobilization payments:** Timing of payments v's reimbursements. Authority to pay before reimbursement?
 - c) **Training Officer Position- (I) Zoller –** Provide comparison, full time vs part time, reference previous proposal by Chief.
 - 2. **Policy.** Temporary Employment hiring policy. (A)
 - 3. **US Post Office –** relocation of Post Office. –Zoller
 - 4. **Bond Consultant services - (I)**
 - 5. **Equipment Theft- (I)**
 - 6. **Dry creek structure protection:** Second letter sent to 1531 Hwy 141 to recover costs of fire protection to property outside of the fire district. Next step?
- **New Business:**
 - 1. **Requests for payment:**
 - a) Thermal Imaging Camera
 - b) Structural PPE - \$4000
 - c) Computer back up – 3 year plan \$1999.99
 - 2. **Audit:** review of Auditors summary for public record.
 - 3. **Provident Insurance:** Additional insurance to cover volunteers in the event of injury.
- **Good of the order:**
- **Next meeting:** Regular meeting **October 12** 2017.
- **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: _____



**CLICKITAT COUNTY
TREASURER REPORT
OCTOBER 2017**

Fund No.: 667.1

Fund Name: FIRE DIST 3

BEGINNING CASH BALANCE	1	\$	261,602.99
+++ Increases ++++			
Receipts (Revenue Dist Rpt)	2		140,857.40
Netted Transactions	3		-
Matured Investments	4		-
Interfund Transfers - In (397)	5		-
Other Revenue - JE's	6		-
Subtotal Increases	7		140,857.40
<< Disbursements >>			
Other Expenditures - JE & KC AP	8		25,168.46
Interfund Transfers - Out (597)	9		-
New Investments	10		-
Disbursements (AP & PR)	11		-
E - Transactions (ACH & EFTPS)	12		2,244.93
Debt Service P&I	13		-
Other	14		-
Subtotal Disbursements	15		27,413.39
ENDING CASH BALANCE	16	\$	375,047.00
<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	\$	375,047.00
<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		(48,991.68)
Bond Principle Payments	28		-
Bond Interest Payments	29		-
ENDING BOND PRINCIPLE BALANCE	30		(48,991.68)

2017 Budget

This budget sheet is connected to the expenditure spreadsheet.

Klickitat County Fire District 3

updated **11/8/2017**

BUDGET 2017

Category	Original Budget	October expenditure	expenditure YTD	Balance	% Used	Grants and other notes
Salaries & Wages + employee paid benefits	136,665.00	10,562.27	111,607.66	25,057.34	82%	
Benefits (excluding employee paid)	41,600.00	6,276.22	33,062.26	8,537.74	79%	
Volunteer Stipend	20,000.00	-	-	20,000.00	0%	
Volunteer Disability/Pension/lifeflight	5,100.00	-	900.00	4,200.00	18%	plus \$600 refund from 2016 DNQ
Volunteer Recognition	2,500.00	-	2,235.33	264.67	89%	
Office Expense/Supplies	6,000.00	141.29	4,179.46	1,820.54	70%	web site \$500 - monitor spending /communications
Professional Services	6,652.00	77.25	5,861.22	790.78	88%	NB State Auditor will be approx \$4000
Insurance	15,700.00	-	15,698.00	2.00	100%	
Communications	4,500.00	-	785.41	3,714.59	17%	was 5000,took \$500 towards loan interest
Advertising	500.00	56.58	131.41	368.59	26%	
Vehicle Parts/Repairs	14,000.00	180.48	10,585.09	3,414.91	76%	
Rescue - Apparatus Supplies	7,500.00	3,138.41	11,109.55	(3,609.55)	148%	2889.39 insurance claim
Fuel	8,000.00	979.75	8,289.61	(289.61)	104%	1400 for reimburse for wild fire
Station Repairs - Supplies	20,000.00	405.17	19,946.85	53.15	100%	includes 12,000 for stn 32 project PLUS PUD refunds \$750 + 1084.54 replace lock insurance covers.....
Utilities Services	17,000.00	1,116.29	13,740.58	3,259.42	81%	
Travel & Meals	3,490.00	509.92	3,056.63	433.37	88%	was 4000, took \$510 toward laon interest.
Fire Training - Supplies	13,500.00	853.69	10,773.82	2,726.18	80%	221.97 insurance claim
EMS Training - Supplies	9,500.00	2,553.57	5,483.59	4,016.41	58%	1,270 health dept grant(\$1,112.66 spent 157.34 remaining) 2553 AED insurance claim
Uniform/apparel						physion control service fees due \$3500.
Prevention	1,000.00	-	963.03	36.97	96%	
Long Term Loans (Ambulance)	52,776.67	-	51,766.67	1,010.00	98%	was 51766.67 - \$1,010.00 still due. (took \$10 from trvl, &500 from Comm)
Taxes (for previous year)	3,000.00	-	3,685.91	(685.91)	123%	budget was set before the end of the year.
Dues & Fees	2,500.00	500.00	591.52	1,908.48	24%	
Municipal Pool Reserve	15,000.00			15,000.00	0%	
Capital Pool	-				0.00%	
Total budgeted expenditure	406,483.67	27,350.89	314,453.60	92,030.07	77%	
Stn 32 capital project			42,610.38			
Total Actual Expenditure			357,063.98			
av property tax estimated in October 2016	420,647.42					
04/14/17 property tax confirmed from Assessor	420,647.42			106,193.82		
Revenue from Wildland (-)				(19,442.09)		
Expense for Wildland				1,287.49		

Fire Chief's Report to Board of Commissioners

November 9, 2017

Safety:

- No injuries or accidents

Customer Service (emergent and non-emergent):

- Fire safety week – October 12th / 13th. Witson Elementary School, Pre-school, one day care facility. Unable to make contact with the middle and high schools to schedule presentations.
- October 12th – Century Link 911 phone outage from Bingen to Trout Lake to Glenwood. Worked with Klickitat 911 to ensure folks were at the stations in the event a “walk in” emergency was reported.
- 283 calls as of 11/03/2016 which equates to .9 calls per day average.

Projects:

- Re-contacted LN Curtis about the extrication hose. Informed them that I was not happy with their services as the parts still have not arrived. They sent a new sales rep that physically came to see our needs and is working on the problem.
- Approved Day Wireless to complete planned radio project for Station 31. Missed several more tap outs due to not being able to hear radios or pagers in the stations. Will be fixed and billed out no later than next month.
- Door for station 32 has arrived. Still waiting for Zach to install it.
- Training Officer Proposal to the Board. – Continuing - we received a letter from Skamania County Fire District 3 showing support with this subject. Turned it in to Commissioners. Briefed Chief Hunsaker, Chief Spratt Chief Nelson and Chief Holdtman on progress and informed them that we will need to sit down together and develop a plan – with Chief Zeigler as well.
- SW Fire attended a walk through – pre-plan at SDS Lumber. I have to reschedule due to fires on 10/31.
- Bond consultant – Jim Nelson will be at the November 9th, 2017 meeting. Contacted to confirm.
- 2018 Budget Preparation is ready for budget hearing.
- Annual pump testing completed. All apparatus (engines and tenders) passed. Documentation on file.
- Two volunteers continuing fire academy in Hood River. Doing very well.
- 2017 district secretary evaluation completed.
- 11/3 Met with EMS personnel to prepare for winter EMT Class. Slated to begin January 3, 2018 – April 21, 2018. Class will be on Monday's Wednesday's and several Saturday's. It will take a huge amount of time.
- Making preparations for Chief Nelson's retirement –

Community Events:

Personal Activities and Achievements:

- Nothing to report

Respectfully submitted:

Wes Long

Assistant Chiefs/Training report to the Fire Commissioners

October 2017 Report

- 10/3 Equipment checks and inventory, wash all rigs.
- 10/10 Class room training at White Salmon on SCBA buddy breathing, usage of the RIT pack breathing system with the new Scott SCBA's.
- 10/17 Hands on fire extinguisher class taught by Chief Hunsaker
- 10/24 After action review with Bingen Fire, White Salmon Fire and KCFD3 of the Underwood Fire was directed by Chief Long.
- 10/31 Training at Station 32 incorporating equipment familiarization, running the power tools and explaining pump systems.
- 11/7 Equipment checks, and business meeting.

Special actives:

October 9th. thru October 14th. was Fire Prevention Week. KCFD3 attend Whitson Elementary, Donna's Day Care and The Head Start to talk Program to the students about fire safety and how to safely evacuate from a structure fire.

Fire Schools:

Westside Fire recruit academy started the first Monday of October. We now have three volunteers attending.

Training Statistics:

This last month attendance percentage was an average of 45%.

Respectfully Submitted

AC/Training Jerry Nelson