

KLICKITAT COUNTY FIRE DISTRICT 3

200 Husum Street, Husum, WA 98623

Commissioner's Meeting

Wednesday October 12 2016

Minutes

Called to order: 18:39

Attendance: Commissioner Zoller, Commissioner Connor, Commissioner Montag – Quorum present, Chief Long, Secretary Plumb, Assistant Chief Nelson, Eric Bosler, Tom Andrews.

Approval of agenda: *Motion to approve the agenda for October 12 2016 meeting made by Commissioner Montag , Seconded by Commissioner Connor.* (3 yay 0 nay).

Public discussion: Eric Bosler thanked Captain Renault for doing a great job training staff at the White Salmon Library for CPR and AED use. The AED purchased by the Friends of the Library, through the Volunteer Firefighter's Association is now at the Library.

Minutes of September meeting – *Motion to approve the minutes from September 8 2016 made by Commissioner Connor, seconded by Commissioner Zoller.* (3 yay, 0 nay)

Secretary's report:

The County Treasurer's report was not available for the meeting. This will be forwarded to the Commissioners as soon as it is available.

- 1. County Treasurer's Report for September 2016** not available from the county at the time of the meeting.

Beginning balance	226,705.22	Ending Balance	
Deposits		Disbursements	

2016 District expenditure shows a year to date (October 10) total of **\$313,528.70**

- 2. Bills and items to be signed**

Vouchers: *Motion to approve bills made by Commissioner Montag, Seconded by Commissioner Connor* (3 yay 0 nay). Vouchers signed.

Commissioner Voucher September 9 2016 to October 12 2016

- | | | |
|------------------------|-----------------------|------------------------|
| a). 9/15 - \$2,942.94 | b). 09/22 - \$841.94 | c). 09/30 - \$931.14 |
| d). 10/04 - \$6,579.98 | e). 10/7 - \$2,675.36 | f). 10/10 - \$1,777.68 |

- 3. Budget:** Review of spending by line item. There have been no major changes since last month. Chief Long commented that heading into the 4th quarter of the year we are still inline to keep the municipal pool untouched. Secretary Plumb noted that the insurance line item while it shows a deficit we have just received the refund for the 2 vehicles sold and that will eradicate the deficit.
- 4. Investment of funds:** District is maintaining \$100,000.00 invested which is due to mature in November. Discussion ensued to renew the investment plus the interest it earned, or round it

up to \$101,000.00. Chief Long also noted that the Commissioners had indicated a desire to pay off the ambulance early and the interest on the loan would be greater than the interest earned in the investment pool.

Commissioners agreed to reinvest the 100,000.00 plus the interest earned.

5. Correspondence:

County Assessor's Office issued the estimates for the 2017 tax year, and the Budget Certification package that will be finalized at the November meeting.

6. Current priority projects include:

- Budget for 2017 and attending the WFCA conference/ seminars in Yakima.

19:01- Recessed business meeting to open **2017 Budget Public Hearing** – see separate minutes

19:42- Closed Hearing and short break

19:47 - Reopened Business meeting.

Chiefs Report:

Chief long updated the Commissioners on the current projects in the district. See attached Chief's report. He added that he is interested in being involved in the regional Fire Defense Committee and wanted to bring this to the attention of the Commissioners. There may be an opening on the committee in the near future. He is familiar with the work they do and it would not take away from his duties as Chief. It would however give Klickitat County representation which is currently does not have.

Training report:

Assistant Chief Nelson updated the Commissioners on training activities for the past month (see attached training report).

Chief added that we have 2 new members who are proving to be very committed, and 2 existing members have left us due to outside commitments taking priority for them at this time.

On-going business:

1. **Personnel;** Direct deposit – is still in progress with the Treasurer's Department, they are experiencing personnel shortages so this will be on hold until further notice.
Disability Compensation – research is still ongoing for example policies.
Secretary's contract – The contract was drafted at the September meeting and presented with the existing salary rate approved in December 2014.. Motion to approve the 2016 Secretary's contract made by commissioner Montag, seconded by Commissioner Connor (3 yay, 0 nay). The contract was not signed as they wish to confirm the salary for 2016. Further discussion is needed to approve the salary, and if it will be retroactive for 2016. An executive session will be held next meeting for this purpose.
2. **2017 preliminary budget** - The preliminary forecast for the 2017 budget was presented. The operating budget is based on \$406,984.12 (current 2016 confirmed tax levy). The District will submit a levy request for the maximum allowable amount \$420,647.42, as estimated by the County Assessor's Office. See the budget hearing minutes for details. The budget and levy

certification will be approved at the November 10 meeting. Commissioner Zoller will not be present at the November meeting.

3. **Policy Updates:** Section 1.1, 1.2, 1.3, 1.4 and 1.6. These administration policies were reviewed, discussed, and amendments made. The most discussion centered around the carrying of guns on fire district property. **Motion to approve the updated policies made by Commissioner Montag, Seconded by Commissioner Connor (3 yay, 0 nay).**

New business:

1. **Physio Control Contract:** The updated contract for Physio Control to service and maintain our Physio Control EMS equipment (LifePak 12 and Automatic External Defibrillators AED's). Motion to approve the contract made by Commissioner Montag seconded by Commissioner Connor (3 yay, 0 nay).
2. **Chief's Performance review:** This was marked on the agenda to be an executive session but the commissioners decided to ask the public and staff present for input. Chief Long was asked to leave the room for a short time. Comments to the Commissioners were all very positive. It was suggested that next time the commissioners should reach out individually to the members and staff to gather feedback in a confidential manner and bring those findings to an executive session. Chief Long was invited back into the room and an executive session is scheduled for the November meeting.

Good of the order: Spaghetti feed is coming on Saturday October 22nd.

Next meeting: November 10 2016.

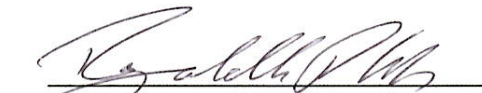
Motion to adjourn meeting of October 12 2016 made by Commissioner Montag, seconded by Commissioner Connor (all in favor 3 yay 0 nay).

Meeting adjourned 21:05

APPROVED BY:

Attest:

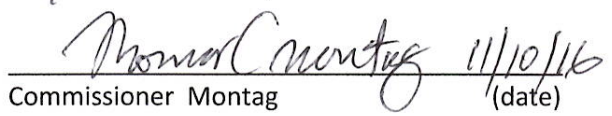
Chairman - Commissioner Zoller. (date)



District Secretary Rozalind Plumb



Commissioner Connor. (date)



Commissioner Montag (date)

Klickitat County Fire District 3 Commissioners Meeting

200 Husum Street Husum, WA .

October 12, 2016 @ 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 8** 2016 business meeting,
- **Secretary's report:** 1. Treasurer's report (I) 2. Bills and items to be signed (A)
3. 2016 Budget 4. Invested funds. 5. Correspondence

- **2017 BUDGET HEARING**

- **Chief's Report: (I)**
- **Training Report: (I)**
- **On Going Business:**
 - 1. **Personnel**
 - a) **Payroll** – Ongoing, Direct Deposit for paid employees and Disability compensation policy. (I)
 - b) **Secretary's contract** to be renewed. – Discussion in open public meeting, (A)
 - 2. **2017 budget-** preliminary budget numbers.
 - 3. **Policy** - section 1.1, 1.2, 1.3, 1.4 (omit 1.4.1 loan form and conjoin with 1.4), 1.6 - (A)

- **New Business:**
 - 1. **Physio Control contract (A)**
 - 2. **Chief's Performance review** – EXECUTIVE SESSION. RCW 42.30.110(1)(g) ...**to review the performance of a public employee (A)**

- **Good of the order:** 2016 Spaghetti Feed 10/22/2016 17:00hrs.
- **Next meeting:** Regular meeting **November 10** 2016.
- **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 Fire District 3

10/10/2016

2016 BUDGET

Bars #	Category	Original Budget	Sept expenditure	expenditure YTD	Balance	% Used	grant other \$
	Salaries & Wages + employee paid benefits	116,846.00	11,042.42	83,259.48	33,586.52	71%	
	Benefits (excluding employee paid)	32,014.00	2,032.62	24,558.53	7,455.47	77%	
	Volunteer Stipend/lifeflight	21,000.00	-	855.00	20,145.00	4%	
	Volunteer Disability/Pension	5,000.00	-	2,460.00	2,540.00	49%	
	Volunteer Recognition	2,000.00	-	2,828.51	(828.51)	141%	
	Office Expense/Supplies	5,000.00	242.85	3,882.85	1,117.15	78%	
	Professional Services	7,000.00	35.00	12,696.20	(5,696.20)	181%	
	Insurance	15,000.00	-	15,178.00	(178.00)	101%	
	Communications	8,000.00	345.40	7,139.43	860.57	89%	
	Advertising	1,000.00	-	1,259.55	(259.55)	126%	
	Vehicle Parts/Repairs	12,000.00	85.68	13,552.17	(1,552.17)	113%	
	Rescue - Apparatus Supplies	15,000.00	2,220.08	38,126.17	(23,126.17)	254%	
	Fuel	11,000.00	703.29	4,792.03	6,207.97	44%	
	Station Repairs - Supplies	20,000.00	430.65	7,543.97	12,456.03	38%	
	Utilities Services	12,000.00	856.55	8,336.35	3,663.65	69%	
	Travel & Meals	5,000.00	874.11	2,936.65	2,063.35	59%	
	Fire Training - Supplies	25,000.00	4,533.61	19,225.26	5,774.74	77%	
	EMS Training - Supplies	20,000.00	602.77	7,428.81	12,571.19	37%	
	Prevention	2,000.00	8.32	273.32	1,726.68	14%	
	Long Term Loans (ends June)	58,000.00	-	55,224.31	2,775.69	95%	
	Taxes (for previous year)	1,500.00	-	1,997.46	(497.46)	133%	
	Dues & Fees	2,500.00	-	196.64	2,303.36	8%	
	Municipal Pool Reserve	13,000.00			13,000.00	0%	
	Capital Pool	-			-	0.00%	27,441.10
	Total	409,860.00	24,013.35	313,750.69	96,109.31	77%	
	av property tax estimated in October 2015	410,010.12					
	02/23/16 property tax confirmed from Assessor	409,984.12			93,239.43		

404.00 WSFD contribution
 338.00 Enduris refund

2,764.10 State mob -equipment
 21,820.00 grants dnr & BNSF + vel

2,115.00 grants

Fire Chief's Report to Board of Commissioners

September 8, 2016

Safety:

- One previous injury (rib pains) reported. Roz has provided firefighter with paperwork to visit his doctor – if he chooses.

Customer Service (emergent and non-emergent):

- Fire Prevention Week – ongoing. KCFD 3 Facebook page receiving prevention tips each day this week. Yesterday's post was viewed by ~ 100 people.
- Provided Fire Prevention instruction to 3rd grade students at Witson Middle School. ~ 100 children.
- Last minute request for a 'firefighter' to come to Henkle Middle School 10/13-14 to speak to 7th grade students. ~300 children.
- 304 incidents for 2016 as of 10/10.
- 9/14 AC Nelson and I installed new smoke detectors and repaired brakes on customer's walker at their home. Customer had been seen by KCFD 3 and is expected to likely call again. Our visit lasted approximately 2 hours.
- Requests for additional home safety surveys in the Northwestern Lakes Neighborhood Association are pending. Working to schedule this time.

Projects:

- 2017 Budget planning continues. We do have a shortfall to work through.
- Met with Eric Cunningham (Washington State Boundary Review Board). Gathered pertinent information to prepare KCFD3 for our next survey
- Eric Bosler and I attended fire safety visit to Head Start on 9/15. 15 children.
- KCIFA Meeting 9/28 - Goldendale. DNR shared their organizational changes that will benefit local fire districts. They also shared training needs that, too, will affect KCFD3.
- KCFD 3 website continues to see activity. Website and Facebook pages have Spaghetti Feed information posted.
- Met with Roy Griffiths on October 8th to install District signs on Station #3.
- Removed Plymovent exhaust extractor from Station 3 and moved to Station #2. Captain Helton, FF Griffiths and FF Sowa nearly have it up and running. Savings to the district: ~ \$800.00 by doing the project's in-house.
- Captain Renault, EMT Michelle Renault and Probationary Firefighter performed "CPR/AED in the school". Reached out to ~ 150 students.

- Captain Renault provided CPR training to the White Salmon Library as part of a new AED installed at the library in White Salmon. Prevention Officer Bosler observed and was involved in the project.
- Station #2 propane heater replacements: Working on cost quotes. Plan is to try to fund this project in 2016 budget – IF enough savings can be met in overall Operations Budget.
- Taught one Defensive Driving class and two EMT Basic Lectures during the month. Working to get these public safety classes taught inside FD 3 in the future. Prevention efforts.
- Working with Captain Wardwell for SCBA Grant application.
- Working with Captain Wardwell to apply for a Washington Department of Ecology Oil Spill grant.

Fire District and Firefighter Association Events:

- Spaghetti Feed preparation work party – October 8th. Preparations ongoing.
- Final cleaning and preparation work party planned for Friday October 21st at five pm.

Community Events:

- BZ/Husum Community Council held a political candidate open house at the Fire Station. KCFD 3 provided the space only. We did not participate with the event – or endorse.

Fleet:

- Changed oil/air/fuel filter in Brush 322. In-house cost. Still need to schedule inspection of brakes and chassis.
- Delegated getting scene lights installed on Brush 322.
- Scheduling of fleet annual services will be completed this month to begin after the first of the year.
- Annual pump testing scheduled week of October 24th.
- Will be assigning tire chain and tire chain installation training to Assistant Chief/Captains in the coming months.
- Winter facility preparations.

Personal Activities and Achievements:

- Waiting for State of Washington Department of Licensing to issue SEI (Senior EMS Instructor) license. They are waiting for letter from Clark County Medical Program Director to issue credentials to my EMT license.
- No response as of draft time regarding Amy Long grant application.
- NOTE: Moving continues. Will be taking time off during November 4th – 15th. Will be attending the November AC Nelson will be adjusting his work schedule during the week of November 7th to cover during the day.
- Fire Defense Committee

WLONG

Assistant Chiefs/Training report to the Fire Commissioners

Septembers Report

The month started off with equipment checks and a volunteer/KCFD#3 business meeting

The second Tuesday we had a practical hands on class of a combination engine/tender operation. We had two station set up, both were nursing operations from different tenders delivering enough flow to the engine to maintain the necessary 250 G.P.M. without interrupting the flow of water.

This is all part of practicing for the upcoming tender credit application to reduce our insurance rates in the district.

The third Tuesday was our medical OTEP training (Patient assessment/Respiratory emergencies) and Apparatus inventory inspections

The fourth Tuesday we set up a two car MVC in the rear of station 31 with two patients and an energized electrical wire across on of the cars. We rolled one of the cars on it side with the wire across the hood. We ran it like an actual event with the first arriving engine taking command and setting up a plan on how to mitigate the situation and how many resources will be needed.

Again on the first Tuesday of October was equipment checks, inventory and run all the tools on the rigs.

Last night we covered Structural firefighting, two in, two out, standby crews, RIT/SCBA rescue breathing and search and rescue of a down firefighter.

45% of our combined personnel attended some or all training during the last 30 days.