

# KLICKITAT COUNTY FIRE DISTRICT 3

200 Husum Street, Husum, WA 98623

Commissioner's Meeting

January 14 2016

Minutes

**Called to order:** 18:30

Welcome Tom Montag as new commissioner.

**In Attendance:** Commissioner Zoller, Commissioner Connor, Commissioner Montag, quorum present.  
Assistant Chief Nelson, Secretary Plumb, Eric Bosler, Captain Renault, Michelle Renault, Eric Bosler, Lloyd Olson, Debbie Olson.

**Approval of agenda:** (Removed EVIP training query as it was seen as falling under the authority of the Chief).  
Motion to approve agenda as amended by Commissioner Connor seconded by Commissioner Montag.

**Public Discussion:** None.

**Approval of Minutes:** Motion to approve the minutes for the public hearing for annexation of property into the district, and the regular business meeting on December 10 2015 made by Commissioner Connor, Seconded by Commissioner Zoller.

**Secretaries report:**

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

Beginning balance	276,645.82	Ending Balance	197,545.38
Deposits	5,324.74	Disbursements	84,425.18

2015 District expenditure shows a year to date (January 14) total of **\$3,361.45**

2. **Bills and items to be signed :** Motion to approve bills made by Commissioner Connor, seconded by commissioner Montag. All in favor. (3 yay , 0 nay)

a. Vouchers: Commissioner Voucher Dec 11 2015 to January 14 2016

- a). 12/18 - \$5,789.55      b).12/23 p - \$5,160.69      c). 12/23 - \$1,282.54
- d). 01/14 - \$3,361.45      e). \$

3. **Budget:** 2015 -27,000 remaining (roles over and is destined for the Brush engine).

4. **Investment of funds**

Maintaining \$100,000 invested until November 2016.

5. **Correspondence:**

Public works dept. – renewal of the reimbursement agreement. Will be for 5 years. Correspondence: public works agreement.

County Auditor- Accounts payable processing fee. \$290.40

6. **December Incident Report:**

8 EMS, 1 chimney fire, 4 cancelled en route, 1 other. 14 total.

7. **Current projects include:**

- BVFF pensions
- 2015 year end – taxes, quarterlies, state audit,
- Firefighter physicals – ongoing
- 2016 employee agreements/policies/handbook
- Update web site – researching costs.

**Chiefs Report: read by AC Nelson.**

1. New brush engine, slip in unit is mounted on the bed and ready for the boxes to be fitted. The striping will be done before the lighting. We are on track to complete this project well before March 1st.
2. Status of repairs to E331- pump apparently not in need of repairs as earlier thought. Problem is with the relief valve, and will cost a lot less than anticipated. Parts were ordered to make the repairs (AA&L).
3. Capt. Helton’s DNR Phase II grant requesting a new pump, engine and foam eductor for B312 was successful. This request also included funding for foam eductors for the water tenders.
4. We have purchased access to a new records management system - Emergency Reporting. \$1,600 per year subscription. This is a suit of on line records mgmt. software. Modules include incident reporting, personnel records, training records, volunteer expense records, fire hydrant records, data analysis reporting and inventory to name a few of the modules. It is an online records storage system similar to WEMISIS, but with many more capabilities.
5. AED project – The Lions Club have donated \$1000. Total of 6 purchased to date.

**Training report; by Assistant Chief Nelson**

AC Nelson and Capt. Renault attended a training workshop in Longview and came away with a health and safety plan that could be implemented. The training highlighted things we need to be doing that we currently are not, especially in the area of respiratory documentation.

Training schedule – AC Nelson and Captain Renault have built the annual training schedule and expanded it for two years. There are elements that are required to be covered annually.

Fire at Trout Lake Motel. AC Nelson said he was impressed that Trout Lake Fire managed to stop the fire as well as they did. He said that “in spite of their efforts they did a good Job”. He noted that there is not a lot of effort going into training. AC Nelson said he was asked to take over Command.

**Ongoing Business:**

1. Review on hiring processes – we have 3 applicants in to date. It was posted online on Daily Dispatch, and mailed the announcement out to several fire departments.  
The Commissioners had agreed to remain out of the process until the final interviews.  
The announcement closes on January 22 2016, an update will follow very quickly after review of the applications.
2. Resolution to extend the life of turnouts – still in progress. Capt. Renault reported to the Commissioners that he had just completed an on-line class to inspect turnouts to the required standard. He has researched the WACs and could not find where it says an extension of life is possible. He noted that none of our bunker gear has ever been inspected, so we have no history or documentation on any of the gear. Therefore to extend the life of older gear may be problematic. Capt. Renault noted that the inspection is time consuming; there are companies that can do inspections and repairs and keep the documentation on file and that can be linked to the Emergency Reporting Database. He also noted that after the current Fire Academy is completed there are 18 members who would be qualified to enter IDLH environments and that the older gear could be reserved for training and for the EMTs who need protection for extrication work but not structure fires. So there are other ways to reuse the bunker gear.



Commissioner Zoller commented that we are organizing in the right direction. We are not ready for a resolution but we do not need to be.

The estimated cost of inspection is \$50 per set. We have approximately 40 sets. The Commissioners would like to see a baseline and agreed that outside inspections would be prudent.

3. Annual resolutions:

Board officers: Chair and Vice chair. **Commissioner Montag made a motion for Mark Zoller to remain as Chair, and Bob Connor to be Vice Chair. Seconded by Commissioner Connor all in favor, (3 yay, 0 nay). Resolution 2016-01 approved and signed.**

Secretary for 2016 – **Motion to approve resolution 2016-02 appointing Rozalind Plumb as District Secretary, made by Commissioner Connor seconded by Commissioner Montag, all in favor (3 yay 0 nay).**

Meetings – **Motion approving resolution 2016-03 establishing the regular business meeting dates for 2016, made by Commissioner Connor, Seconded by Commissioner Montag (3 yay, 0 nay)**

Investment Officers - **Motion to approve resolution 2016-04 appointing investment officers made by Commissioner Montag, seconded by Commissioner Connor all in favor (3 yay, 0 nay).**

Auditing Officers – **Motion to approve resolution 2016-05 appointing finance Officers made by Commissioner Connor, seconded by Commissioner Montag. (3 yay 0 nay).**

Payroll officers – **Motion to approve resolution 2016-06 appointing payroll officers made by Commissioner Montag, seconded by Commissioner Connor (3 yay, 0 nay).**

Medical Records and Privacy Officers – **Motion to approve Resolution 2016-07 appointing medical record/privacy officers made by Commissioner Montag, seconded by Commissioner Connor (3 yay 0 nay).**

Claims agent and records retention officers remain the same under 2015 resolutions.

4. State Funding– Tammy brought that to our attention and we will keep this in mind for projects.

5. Employee agreements – AC Nelson’s agreement expired at the end of 2015. Both the 2015 and the 2016 agreements were presented for comparison. The 2015 agreement was worded for a fixed salary for the year; the 2016 agreement is paid hourly at \$15. Commissioner Zoller asked AC Nelson how many hours he usually works, AC Nelson said it may be more than 30 some weeks depending on meetings, but that he may do less another week due to an appointment. He confirmed that he meets the 30 hour minimum for the health benefits. Commissioner Zoller noted that the hourly pay rate equates to a slight pay raise, and all commissioners are happy with that. It also holds the potential for increased expenditure over the year, but it is the Chief’s job to ensure the hours are kept in check.

**Motion to approve the 2016 employment agreement for Assistant Chief/Training Officer made by Commissioner Connor, seconded by Commissioner Montag , all in favor (3 yay 0 nay).** Agreement signed.

6. Health care provider resolution – Draft resolution recognizing Northshore as our Occupational Healthcare Provider (OHCP). Secretary Plumb had concerns over the reference to RCW 52.12.03 and questioned its relevance to this situation. The response from Attorney Brian Snure was that he references the RCW as it clarifies the district’s ability to contract services. This resolution will be presented for approval next month.

New business: None noted.

Good of the Order:

Next meeting Feb 11, 2016 at 6:30.

Motion to adjourn made by Commissioner Montag, seconded by Commissioner Connor (3 yay, 0 nay).

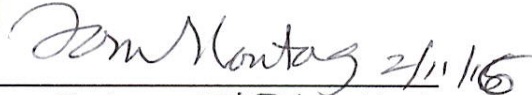
Meeting adjourned 19:38.

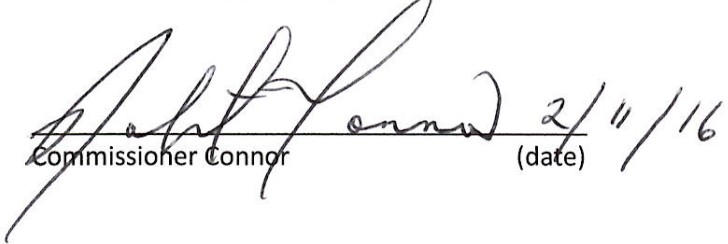
**APPROVED BY:**

**Attest:**

  
\_\_\_\_\_  
Chairman - Commissioner Zoller. (date)

  
\_\_\_\_\_  
District Secretary Rozalind Plumb

  
\_\_\_\_\_  
Commissioner Riggeman. ~~MONTEG~~ (date)

  
\_\_\_\_\_  
Commissioner Connor (date)

Board of Volunteer Firefighters local meeting began 19:39

Klickitat County Fire District 3 Commissioners Meeting

200 Husum Street Husum, WA .

January 14, 2016 @ 6:30 pm

**AGENDA**

**Regular Board meeting.**

(A) = Action (I) = Information (D)= Discussion

- **Open Meeting:** Call to order. Time \_\_\_\_\_
- **Approval of agenda (A)**
- **Attendance:**
- **Public Discussion:**
- **Minutes of last meeting: (A) x2**
  - 1. December 10 2015 business meeting,      2. Annexation Hearing 12-10-2015
- **Secretary's report:** 1. Financial Report (I)      2. Bills and items to be signed (A)  
3. Budget (I),      4. Investments(I)      5. Correspondence (I)      6. Incident Report (I)
- **Chief's Report: (I)**
- **Training Report: (I)**
- **On Going Business:**
  - 1. **Personnel-** hiring a Chief- review of progress (I)
    - a. Selection committee needed.
  - 2. **Resolution** to extend the life of Turnouts 2015-xx -in progress
  - 3. **Review annual resolutions – (A)**
    - a. 2016-01 -Board Officers (chair, Vice Chair)
    - b. 2016-02 – District Secretary
    - c. 2016 -03 - Regular scheduled meetings
    - d. 2016- 04 -Investment Officers
    - e. 2016-05 - Auditing Officers
    - f. 2016-06 -Payroll Officers
    - g. 2016-07 Medical Records/Privacy Officers
    - h. Claims Agent - remains the same under resolution 2015-08
    - i. Records Retention Officers-remains the same under resolution 2015-09
  - 4. **State funding-** for Capital improvements- progress update
  - 5. **Employee agreements** for 2016- Nelson.
  - 6. **Health care provider** resolution: (in progress)

○ **New Business:**

*Removed from Agenda*

- 1) ~~EVIP Training- Training is conducted by Captain Helton with staff from Skamania County EMS to all agencies in the area. Request Authorization to spend district training funds to supply lunch for all attendees at the trainings when hosted by KCFD3 (this year and in the future).~~

○ **Good of the order:**

- **Next meeting:** Regular meeting February 11<sup>th</sup> 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 TREASURER  
FINANCIAL REPORT  
DECEMBER 2015**

		667.1 FIRE DIST. 3
<b>Beginning Cash Balance</b>	\$	276,645.82
<b>Cash Increases</b>		
Tax Collections	\$	2,263.89
District Deposits	\$	1,450.81
State Apportionment	\$	-
State Forest/PILT/Timber Excise	\$	1,414.32
Federal PILT	\$	-
Leasehold Excise	\$	184.23
Reimbursements	\$	-
Investment Interest	\$	11.49
Matured Investments	\$	-
Interfund Transfers In 397	\$	-
G/L Entries & Journal Entries	\$	-
<b>Subtotal</b>	\$	5,324.74
<b>Total Cash Balance</b>	\$	281,970.56
<b>Cash Disbursements</b>		
A/P Vouchers & G/L Journal Entries	\$	82,008.34
Interfund Transfers Out 597	\$	-
New Investments	\$	-
Accounts Payable	\$	-
Payroll/Salary Clearing	\$	-
Misc. Remittances/EFTPS/ACH	\$	1,600.72
Misc County Fees	\$	-
Bonds Paid: Principle/Interest	\$	-
Lease/Loans: Principle/Interest	\$	816.12
Other:	\$	-
<b>Total Disbursements</b>	\$	84,425.18
<b>Ending Cash Balance</b>	\$	197,545.38
<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	\$	197,545.38
<b>Investment Activity</b>		
Beginning Investment Balance	\$	100,000.00
Matured Investments	\$	-
New Investments	\$	-
<b>Ending Investment Balance</b>	\$	100,000.00
<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 2/11/14*

Chief Deputy Treasurer

**2015 BUDGET REVISED VERSION**

Bars #	Category	REVISED Budget	grant/other	December expenditure	expenditure YTD	Balance	% Used
	Salaries & Wages + employee paid benefits	76,378.00		9,228.83	83,815.04	(964.28)	110%
	Benefits	19,886.00	6,472.76	3,163.13	18,229.84	1,656.16	92%
	Volunteer Stipend*	17,000.00		15,064.55	15,642.05	1,357.95	92%
	Volunteer Disability/Pension	3,000.00		-	2,370.00	630.00	79%
	Office Expense/Supplies	6,150.00		258.80	6,129.54	20.46	100%
	Fuel	8,000.00		261.32	7,744.36	255.64	97%
	Professional Services	19,600.00		2,003.00	19,354.20	245.80	99%
	Taxes (for previous year)	1,250.00		-	1,082.65	167.35	87%
	Travel & Meals	3,600.00		4.00	3,561.86	38.14	99%
	Advertising	250.00		115.50	234.50	15.50	94%
	Insurance	13,000.00		-	12,283.00	717.00	94%
	Utilities Services	10,000.00		1,106.47	9,487.28	512.72	95%
	Communications	10,300.00		373.79	10,253.35	46.65	100%
	Dues & Fees	2,800.00		-	2,720.92	79.08	97%
	Vehicle Parts/Repairs	12,100.00		528.47	10,968.92	1,131.08	91%
	Fire Training - Supplies	20,500.00		1,840.35	19,796.23	703.77	97%
	EMS Training - Supplies	22,500.00	2,291.00	5,382.04	14,562.16	10,228.84	65%
	Rescue - Apparatus Supplies	64,000.00		44,055.36	53,853.07	10,146.93	84%
	Volunteer Recognition	2,050.00	420.00	-	2,469.30	0.70	120%
	Station Repairs - Supplies	15,300.00		223.48	15,165.67	134.33	99%
	Long Term Loans	74,100.00		816.12	74,093.86	6.14	100%
	Municipal Pool Reserve	-				-	#DIV/0!
	Capital Pool	6.00				6.00	0.00%
	<b>Total</b>	<b>401,770.00</b>	<b>9,183.76</b>	<b>84,425.21</b>	<b>383,817.80</b>	<b>27,135.96</b>	<b>96%</b>

Includes Cougar creek Fire





# COMMISSIONER VOUCHER

FOR PERIOD OF:  
**Dec 11 2015 - Jan 14 2016**

CORRECTED 02/11/16

**TOM MONTAG** position 1

Meeting	Date	Signature
Webinar - (Fire Dist. Finances)	01/06/16	<div style="font-size: 2em; margin-bottom: 5px;">X</div>
Regular Board Meeting	01/14/16	

**MARK ZOLLER** Position 2

Meeting	Date	Signature
Regular Board Meeting	01/14/16	<div style="font-size: 2em; margin-bottom: 5px;">X</div>

**ROBERT CONNOR** Position 3

Meeting	Date	Signature
Regular Board Meeting	01/14/16	<div style="font-size: 2em; margin-bottom: 5px;">X</div>



**KCFD3**

# COMMISSIONER VOUCHER

FOR PERIOD OF:

**Dec 11 2015 - Jan 14 2016**

## TOM MONTAG position 1

Meeting	Date	Signature
Regular Board Meeting	01/14/2016	X <i>Tom Montag 1-14-16</i>

## MARK ZOLLER Position 2

Meeting	Date	Signature
Webinar - (Fire Dist. Finances)	01/06/16	X <i>Mark Zoller</i>
Regular Board Meeting	01/14/16	

## ROBERT CONNOR Position 3

Meeting	Date	Signature
Regular Board Meeting	01/14/16	X <i>Robert Connor</i>