

KLICKITAT COUNTY FIRE DISTRICT 3

200 Husum Street, Husum, WA 98623

Commissioner's Meeting

March 10 2016

Minutes

Called to order: 18:35

In Attendance: Commissioner Zoller, Commissioner Connor, Commissioner Montag, quorum present.
Chief Virts, Assistant Chief Nelson, Secretary Plumb, , Eric Bosler. Captain Mike Renault. Michelle Renault.

Approval of agenda:

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

Public Discussion: Eric Bosler complimented the Commissioners on the extent of the Chief hiring process.

Approval of Minutes:

Motion to approve the minutes for the February 11, 2016 regular business meeting made by Commissioner Connor, Seconded by Commissioner Montag (3 yay, 0 Nay).

Motion to approve the minutes for the January 22, 2016 Special Meeting regarding Chief Hiring process made by Commissioner Montag, Seconded by Commissioner Zoller (2 yay, Commissioner Connor Abstained).

Secretary's report:

1. **County Treasurer's Report for February 2016**

Beginning balance	170,865.75	Ending Balance	138,621.08
Deposits	5,581.14	Disbursements	37,825.81

2016 District expenditure shows a year to date (March 10) total of **\$70,210.85**

Bills and items to be signed **Motion to approve the payment of bills made by Commissioner Connor, Seconded by Commissioner Montag (3 yay, 0 nay).**

a. Vouchers: Commissioner Voucher Feb 12 to March 10 2016

a). 2/18 - \$3267.58 b). 03/03p - \$4,631.57 c). 03/03 - \$4,644.00

d). 03/10 - \$2,947.44

2. **Budget:** 2016.

Advertising –Chief's position was advertised in daily dispatch for 1 month and local papers. There was an overcharge from Daily Dispatch and \$530 will be refunded.

Rescue Apparatus- We have received the \$12,000 grant from DNR.

Investment of funds: Maintaining \$100,000.

3. **Correspondence: PDC** – Commissioners to submit annual information to the Public Disclosure Committee. There is a link on the WA Fire Commissioners newsletter.

4. **February Incident Report:**

5 EMS, **1** Controlled burn , **3** cancelled en route, **1** other. (**10** total).

5. **Current priority projects include:**

- Chief hiring process. All other projects outside of essential work are on hold.

Chiefs Report (read by Assistant Chief Nelson):

1. **Chad Brunton** – Chad has been hired by Pierce County Fire and Rescue. While we are excited for him we are very sad to lose him. We have had 3 members go onto professional fire service in the last 2 years and chief believes this says a lot about the quality of what we do here.
2. **Annexation Withdrawal**- There appear to be errors in the taxing of the Los Altos withdrawal area. They are being taxed for Fire District 3 when they should not be. However, there are still outstanding debts for equipment which they would be required to pay their share of according to the RCW 52.04.056 (3). Chief Virts has contacted the County Assessor Christa Schroder on the matter.
3. **Annual Report**- Chief was hoping to have it done but there has been so much going on it is not complete yet.
4. **New Brush Engine**- Burlington Northern will be coming on March 21st to present a check for \$6,000 to help pay for the project.

Training report by Assistant Chief Nelson:

1. **Tender Ops** -WSRB will be coming in April so the focus has been on this.
2. **Emergency Reporting** – The training will be entered into the system and we are learning as we go.
3. **Fire Fighter 1 Academy** – Everyone will graduate on Monday 14th March. It was a long process but was really good.
4. **CPR training** at Stn. 32 on Saturday March 12th and 19th. First Aid and CPR training will be coming in the future.
5. **AED Project** – every patrol car in Bingen and White Salmon now has an AED.
6. **State Audit Training** – Roz Attended a Workshop put on by the State Auditor's Office.
7. **Leadership Conference** – Chief attended the conference and walked away inspired.
8. **Health and Safety Officer** – Captain Renault and Rozalind Plumb attended this training put on by the National Fire Academy in order to manage the Health and Safety Program for the District.

Ongoing Business:

1. **Chief hiring processes** – The Assessment lab will take place on Saturday 12 March.
2. **Chief Employment Contract** – We do not have any sample contracts from Mr. Merritt yet.
3. **Resolution extending the life of turnouts** – still in progress, research needed.
4. **Renewal of the Klickitat County public works agreement** – Attorney Brian Snure reviewed the agreement and highlighted some concerns for the District. It was discussed at the February meeting and noted that we have no obligation to use the County for such work. Having the contract would allow the flexibility to use the County for projects if we choose. Brian Snure has signed the agreement subject to his concerns. ***Motion to approve the contract made by Commissioner Montag, Seconded by Commissioner Connor (3 yay, 0 nay).***
5. **Surplus Vehicle**. – The old brush unit has been declared surplus but has not been put up for bid yet.
Surplus Equipment – Chief noted that we have 2 overhead exhaust removal rails (used to remove exhaust from the apparatus bays) that are not designed for our current vehicles. (The existing rails are for stack exhaust systems, current vehicles are regular exhaust pipe). We need to replace them to accommodate the new vehicles. We have asked to trade them in but the installation company will not do this. Chief requested that they be declared surplus so we can off-set the cost of new vents that fit our current vehicles.

New Business:

Annexation petition – Property owners on Lyons Road would like to be in the District. Their property is adjacent to the existing boundary. They have the petition and will return it to the Commissioners soon.

Good of the Order:

Commissioner Connor has advertised the CPR class in the Snowden Community page.

Chief was at the radio user group meeting and noted that the County Commissioners are behind adding two repeaters to the radio system to cover problem areas around Satus Pass and Appleton/Klickitat.

Next meeting: April 14, 2016 at 6:30.

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


Meeting adjourned **19:09**.

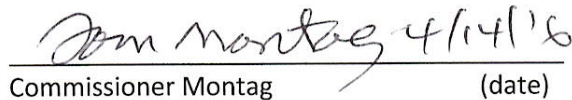
APPROVED BY:

Attest:

 4-14-16
Chairman - Commissioner Zoller. (date)


District Secretary Rozalind Plumb

 4-14-16
Commissioner Connor. (date)

 4/14/16
Commissioner Montag (date)

Board of Volunteer Firefighters local meeting began 19:10

Klickitat County Fire District 3 Commissioners Meeting

200 Husum Street Husum, WA .

March 10, 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)** February 11 2016 business meeting,
- **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)
-Chief Employment Contract (I)
 - 2. **Resolution** to extend the life of Turnouts 2016-xx –research continuing
 - 3. **Public works dept.** – renewal of the reimbursement agreement [Snure Law office signed –(A) board to sign].
 - 4. **Surplus Vehicle-** B -322 - on going
- **New Business:**
 - 1. Annexation Petition
- **Good of the order:**
- **Next meeting:** Regular meeting **April 14th** 2016.
[March 12th 8am Commissioners participating in Assessment Lab of new candidates]
- **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
FEBRUARY 2016**

		667.1 FIRE DIST. 3
Beginning Cash Balance	\$	170,865.75
Cash Increases		
Tax Collections	\$	5,054.27
District Deposits	\$	494.00
State Apportionment	\$	-
State Forest/PILT/Timber Excise	\$	-
Federal PILT	\$	-
Leasehold Excise	\$	-
Reimbursements	\$	-
Investment Interest	\$	32.87
Matured Investments	\$	-
Interfund Transfers In 397	\$	-
G/L Entries & Journal Entries	\$	-
Subtotal	\$	5,581.14
Total Cash Balance	\$	176,446.89
Cash Disbursements		
A/P Vouchers & G/L Journal Entries	\$	36,142.93
Interfund Transfers Out 597	\$	-
New Investments	\$	-
Accounts Payable	\$	-
Payroll/Salary Clearing	\$	-
Misc. Remittances/EFTPS/ACH	\$	1,682.88
Misc County Fees	\$	-
Bonds Paid: Principle/Interest	\$	-
Lease/Loans: Principle/Interest	\$	-
Other:	\$	-
Total Disbursements	\$	37,825.81
Ending Cash Balance	\$	138,621.08
Warrant Activity		
Previous Month Outstanding	\$	-
Warrants Issued (+)	\$	-
Warrants Paid (-)	\$	-
Warrants Canceled (-)	\$	-
Warrants Outstanding (O/S)	\$	-
<i>Cash Balance-Less O/S Warrants</i>	\$	138,621.08
Investment Activity		
Beginning Investment Balance	\$	100,000.00
Matured Investments	\$	-
New Investments	\$	-
Ending Investment Balance	\$	100,000.00
Bond Activity		
Beginning Bond Principle Balance	\$	-
Bond Principle Payments	\$	-
Bond Interest Payments	\$	-
Ending Bond Principle Balance	\$	-

Prepared By: Paul Dunn

Paul Dunn 3/8/16

Chief Deputy Treasurer

2016 BUDGET

Bars #	Category	Original		grant/other	february expenditure	expenditure YTD	Balance	% Used
		Budget						
	Salaries & Wages + employee paid benefits	116,846.00			6,943.51	15,184.20	101,661.80	13%
	Benefits (excluding employee paid)	32,014.00			2,705.62	7,910.95	24,103.05	25%
	Volunteer Stipend/Lifeflight	21,000.00		90.00	-	855.00	20,235.00	4%
	Volunteer Disability/Pension	5,000.00			-	2,460.00	2,540.00	49%
	Volunteer Recognition	2,000.00		551.00	2,470.51	2,470.51	80.49	124%
	Office Expense/Supplies	5,000.00			161.55	2,051.55	2,948.45	41%
	Professional Services	7,000.00			90.00	525.70	6,474.30	8%
	Insurance	15,000.00			-	43.00	14,957.00	0%
	Communications	8,000.00			452.31	1,278.01	6,721.99	16%
	Advertising	1,000.00			1,497.75	1,497.75	(497.75)	150%
	Vehicle Parts/Repairs	12,000.00			195.29	1,161.43	10,838.57	10%
	Rescue - Apparatus Supplies	15,000.00		12,000.00	16,245.82	16,823.90	10,176.10	112%
	Fuel	11,000.00			358.98	932.18	10,067.82	8%
	Station Repairs - Supplies	20,000.00			89.18	577.64	19,422.36	3%
	Utilities Services	12,000.00			1,017.25	3,082.25	8,917.75	26%
	Travel & Meals	5,000.00			570.04	1,404.12	3,595.88	28%
	Fire Training - Supplies	25,000.00			4,156.97	4,968.14	20,031.86	20%
	EMS Training - Supplies	20,000.00			1,810.77	3,009.11	16,990.89	15%
	public ed	2,000.00			-	1,802.95	197.05	
	Long Term Loans	58,000.00			-	-	58,000.00	0%
	Taxes (for previous year)	1,500.00			-	1,997.46	(497.46)	133%
	Dues & Fees	2,500.00			175.00	175.00	2,325.00	7%
	Municipal Pool Reserve	13,000.00					13,000.00	0%
	Capital Pool	-					-	0.00%
	Total	409,860.00			38,940.55	70,210.85	339,649.15	17%
	av property tax estimated in October 2015	410,010.12						
	02/23/16 property tax confirmed from Assessor	406,984.12						



KCFD3

COMMISSIONER VOUCHER

FOR PERIOD OF:

Feb 12 2016 - March 10 2016

TOM MONTAG position 1

Meeting	Date	Signature
Regular Board Meeting	03/10/2016	X <i>Tom Montag 3/10/16</i>

MARK ZOLLER Position 2

Meeting	Date	Signature
Regular Board Meeting	03/10/2016	X <i>Mark Zoller</i>

ROBERT CONNOR Position 3

Meeting	Date	Signature
Regular Board Meeting	03/10/2016	X <i>Robert Connor</i>