

KLICKITAT COUNTY FIRE DISTRICT 3

200 Husum Street, Husum, WA 98623

Commissioner's Meeting

Thursday October 11, 2018

Called to order: 18:41

Attendance:

Commissioner Connor, Commissioner Virts,
Chief Long, Rozalind Plumb, Eric Bosler, Deborah Olson, Lloyd Olson.
Absent- Commissioner Montag.

Approval of agenda:

Motion to approve the agenda with an adjustment to add temporary staffing project under ongoing business, and to move executive session to the end of the meeting, made by Commissioner Virts, seconded by Commissioner Connor. (2 yay 0 nay). Motion passed.

Public Discussion:

None noted but Commissioners will allow comments from the floor during the meeting.

Minutes of the last meeting:

Motion to approve the minutes of the September 13, 2018 Annexation Hearing, made by Commissioner Virts, seconded by Commissioner Connor. (2 yay, 0 nay) motion passed.

Motion to approve the minutes of the September 13, 2018 Regular Business Meeting, made by Commissioner Virts, seconded by Commissioner Connor. (2 yay, 0 nay) motion passed.

Secretary's Report:

1. County Treasurer's Report for September 2018

Beginning balance	\$324,796.68	Ending Balance	\$263,471.27
Deposits	\$11,712.99	Disbursements	\$73,038.40

2018 District expenditure shows a year to date (October 11th) total of \$456,945.74.

Reconciled County Treasurer's and Auditor's reports against District Accounts on 10/11/2018 with Commissioner Connor. Covered Petty cash, credit cards and payroll, general deposits.

Motion to approve the Treasurer's report for September made by Commissioner Virts, seconded by Commissioner Connor. (2 yay, 0 nay motion passed).

Bills and items to be signed:

Motion to approve the bills made by Commissioner Virts, Seconded by Commissioner Connor. (2 yay, 0 nay motion passed)

Vouchers: Commissioner Voucher September 14 2018 to October 11 2018

- a). 09/20 \$49,365.86 b).09/27 \$420.15 c). 10/04 \$42,356.90
d). 10/04 stipend \$851.15 e). 10/10 \$1,820.28

Payroll –direct deposit. \$6,756.65. Timesheets reviewed by Commissioner Connor.

Request for Funds:

- a) Mailing for ballot flyer \$2,500.- The size and shape of the flyer has increased the cost of postage. Based on 2,500 flyers the cost will be \$1 per flyer. [Post script- there were only 1800 flyers]. The contractor has already printed the flyers and we will be billed for them by him. The flyers are specifically addressed to households in the district. The bulk mail option would mail to every household by zip code so there would have been increased costs for the flyers. The funds to pay for bond preparation are coming out of the cash fund and not out of the operating budget for the year.

Motion to approve expense for postage on the mailers we have already purchased, made by Commissioner Virts, seconded by Commissioner Connor (2 yay, 0 nay) motion passed.

- b) Turn outs for new recruits- We have run out of turnouts to outfit the new recruits Board has already approved the purchase of 2 sets of turnouts. One set has been purchased but we have 2 new volunteers. Cost to outfit a firefighter was estimated at \$4,200. Chief requested another \$4200 to outfit one more firefighter
Motion to approve expenditure up to \$4,200 for a 3rd set of turnouts. Made by Commissioner Virts, seconded by Commissioner Connor. 2 yay, 0 nay motion passed. . [After the meeting Secretary found - May 10th 2018 commissioners authorized \$4,500 for two sets of turn outs, 1 set purchased for \$2000.74].

2. 2018 Operating Budget :

Anticipated budget is \$421,656.12

Operating Expenditure to date is \$280,496.27 (67%). NB includes Wildland wages which will be reimbursed by \$20,412.76). Remaining Balance for 2018 is \$141,159.85. Roz explained there has been some shuffling of expenditures between line items to address areas that were over budget. So the table looks a little different than last month. Line items affected were professional services – MHC consultant fees are now removed from the operating budget and taken out of the cash balance. The flow testing cost was taken out of fire supplies and into rescue apparatus and equipment in order to free up fire supplies costs for other projects (including the EDA grant which must be completed by

Dec 31). The wages and salaries reflect the wage and overtime cost for wildland response but that will be refunded.

3. Investment of funds

District is maintaining \$200,000.00 invested funds. \$1,804.16 interest earned to date.

4. Correspondence:

Bond correspondence will be covered later -Data collection for the Bond.

White Salmon Fire Department Thank you letter for KCFD3 firefighter help at the last pancake feed.

5. Current priority projects include:

- Finances and budget for 2019
- Bond financial prep.
- Admin for the training officer position.

Chief's Report: See attached.

Chief Long had submitted his Chief's report and training report to the Commissioners in advance of the meeting. 3 items added – He attended the rotary club meeting to answer any questions regarding the bond. He was also at the Snowden community Council and has been working on a federal grant to SCBA s in the region of 70,000- 80,000 value.

Training: recruit academy in Hood river has been cancelled and that will become a priority for the Chief in the new year to train the new recruits to standard.

Eric Bosler also noted the department has been into the elementary school for fire prevention week.

Ongoing business:

1. **Personnel/Payroll** : see executive session at end of meeting.
2. **Training Captain Position:** The training Captain position received 3 applicants. The lack of response was probably due to the wage range. The interview process was comprehensive with a volunteer panel including 2 representatives from all 3 fire departments. And a chief's interview with chief Long, Chief Hunsaker and Commissioner Holtman (as stand in for Chief Zeigler). Tony Gilmer has accepted a conditional offer for the position.

Motion to endorse Tony Gilmer for the Training Captain position made by Commissioner Connor, seconded by Commissioner Virts (2 yay, 0 nay motion passed).

3. Policies:

- a) **Fiscal Policy:** Secretary Plumb requested the Commissioners review the draft fiscal policy before the next meeting.
- b) **Lexipol:** Chief Long gave a brief description of the Lexipol subscription system to establish policies. The system is currently being used by White Salmon Fire

Department to establish and revise needed policies. Chief would like to add this into the budget for 2019 to make some needed advances on policies and also coordinate the policies with White Salmon FD. The initial cost is approximately \$1,200.

4. Bond Update:

Chief Long noted there has been a request for information by the Bond attorney. We have only had a couple of queries from the public on the Bond.

Debbie Olson noted that the Advisory committee has been working on advertising in the local paper.

Snowden Community Council hosted a forum for information on the EMS Levy, KCFD3 Bond and the White Salmon Pool district.

5. Snowden Community Council Sign: The Community Council has not had any movement on this topic.

6. Replace vehicles: The two pick-ups have been delivered and are waiting for radios, lights and decals before they go into full service.

Surplus of the old vehicles was discussed. The training vehicle will be surplus. The expedition may be moved up to station 32 as an EMS response vehicle. No decision has been made on this.

7. Outreach to White Salmon City Council Public Safety Committee; Commissioner Virts said there has been no further movement on this since the last meeting.

8. Annexation of property into the District: Following the Hearing held prior to this business meeting on 10/11/2018 at 18:30. The Commissioners accepted the petition to annex property into the district.

Motion to approve resolution 2018-14 annexing property into the Fire District made by Commissioner Virts, seconded by Commissioner Connor (2 yay, 0 nay) motion passed.

9. 2019 Budget: Planning for the 2019 Budget is underway and a workshop is scheduled for Wednesday October 17th 2018 at station 31 at 3pm.

10. 2019 Budget Calendar: The preliminary calendar for finalizing the 2019 budget was presented and there appears to be no conflict with the commissioner's time.

11. Meeting times: In the interest of time management Chief Long suggested the Commissioners consider changing the meeting times to earlier in the day. 3pm was considered as it allows paid staff to get home at a reasonable hour. It is also a reasonable time for the public to attend, and make slight adjustments to their work day if there is a need for individuals to attend.

12. Inventory and Archiving: Chief asked permission from the Commissioners to hire an individual to address 2 projects.

a) The inventory is needed for auditing. – This will need a bar code system and reader (approximately \$1500 cost). And an individual to document the items, label them and set up the inventory system.

b) Archiving- the district documents need to be archived with the State.

Chief suggested we hire an individual under a 1099 contract basis to complete these projects.

Motion to approve up to \$5,000 to prioritize the inventory and secondarily the archiving of files, made by Commissioner Virts, seconded by Commissioner Connor (2 yay, 0 nay motion passed).

New Business:

1. Commissioner Business Cards: Roz has been working on business cards for commissioners, and in the process is setting up emails specifically for district work.

Good of the Order:

None noted.

Next meeting:

- 2019 Budget Workshop October 17, 2018 at 3pm at station 31 in Husum Wa.
- 2019 Budget Hearing – Monday November 5th 6pm at station 31 in Husum Wa
- Regular Business meeting November 8th, 2018 at 6pm at station 31 in Husum Wa

Executive Session: per RCW 42:30.110 (1) (g) to review the performance of a public employee.

20:30 - Entered into executive session. Estimated 20 minutes to 20:50.

20:50 - Reopened public meeting.

The Commissioners have completed the annual performance review of the Fire Chief. The commissioners would like to address the renewal of the Chief’s contract at the next meeting when all three commissioners are present.


Motion to adjourn made by Commissioner Virts, seconded by Commissioner Connor.

Meeting adjourned: 20:53

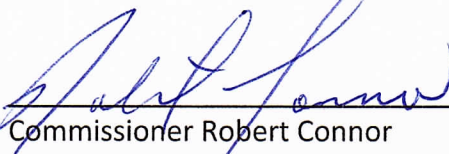
APPROVED BY:

Attest:

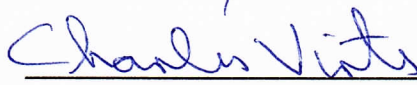
Chairman – Commissioner Thomas Montag. (date)



District Secretary Rozalind Plumb

 Nov 8 '18

Commissioner Robert Connor (date)

 8 Nov 2018

Commissioner Charles Virts (date)

Klickitat County Fire District 3 Commissioners Meeting

200 Husum Street Husum, WA .

October 11, 2018 @ 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 meetings: (A)**
 1. September 13th 2018 Annexation hearing.
 2. September 13th regular Meeting.
- **Secretary's Report:** 1. Treasurer's report. 2. Bills and items to be signed (A) 3. 2018 Budget 4. Invested funds. 5. Correspondence. 6. Request for funds: i) turnouts, ii) USPS bulk mail
- **Chief's Report: (I)**
- **Training Report: (I)**
- **On Going Business:**
 1. **Personnel/Payroll** : Annual Reviews : **EXECUTIVE SESSION:** RCW 42.30.110(1)(g) ...to review the performance of a public employee (A)
 2. **Training Officer Position-** confirm conditional hire (A) Chief Long
 3. **Policies:**
 - Fiscal Policy revision (I)
 - Lexipol (I)
 4. **Bond** – update
 5. **Snowden Community Sign** – Update (I) Connor
 6. **Replace vehicles:** both vehicles have been delivered. Outfitting them is next. Surplus or repurpose old vehicles discussion.
 7. **Outreach to White Salmon City Council Public Safety Committee:** (I) Virts
 8. **Annexations into district:** Resolution 2018- 14 annexing 1 property into KCFD3. (A) plus add another property for hearing next month
 9. **2019 budget** - workshop and hearing dates.
 10. Discuss changing the start time for Commissioner Meetings beginning January.
- **New Business:**
 1. **Commissioner Business card- emails:**
 2. **Turnouts** (see request for funds)
- **Good of the order:**
- **Next meeting:** 2019 Budget workshop Wednesday OCTOBER 17th 3pm, 2019 Budget HEARING Monday November 5th , Annexation hearing November 8th 6:30 pm. Regular meeting November 8th 2018.
- **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: _____

Version 10.10.18 17:30.



KLICKITAT COUNTY
TREASURER REPORT
SEPTEMBER 2018

Fund No.: 667.1

Fund Name: FIRE DIST 3

BEGINNING CASH BALANCE	1	\$	324,796.68
+++ Increases ++++			
Receipts (Revenue Dist Rpt)	2		11,712.99
Netted Transactions	3		-
Matured Investments	4		-
Interfund Transfers - In (397)	5		-
Other Revenue - JE's	6		-
Subtotal Increases	7		11,712.99
<< Disbursements >>			
Other Expenditures - JE & KC AP	8		59,944.22
Interfund Transfers - Out (597)	9		-
New Investments	10		-
Disbursements (AP & PR)	11		-
E - Transactions (ACH & EFTPS)	12		13,094.18
Debt Service P&I	13		-
Other	14		-
Subtotal Disbursements	15		73,038.40
ENDING CASH BALANCE	16	\$	263,471.27
<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	\$	263,471.27
<u>INVESTMENTS</u>			
Beginning Inv Balance	23		200,000.00
Matured Investments	24		-
New Investments	25		-
ENDING INVESTMENT BALANCE	26		200,000.00
<u>DEBT SERVICE/BOND ACTIVITY</u>			
Beginning Bond Principle Balance	27		(98,686.07)
Bond Principle Payments	28		-
Bond Interest Payments	29		-
ENDING BOND PRINCIPLE BALANCE	30		(98,686.07)

2018 Operating Budget

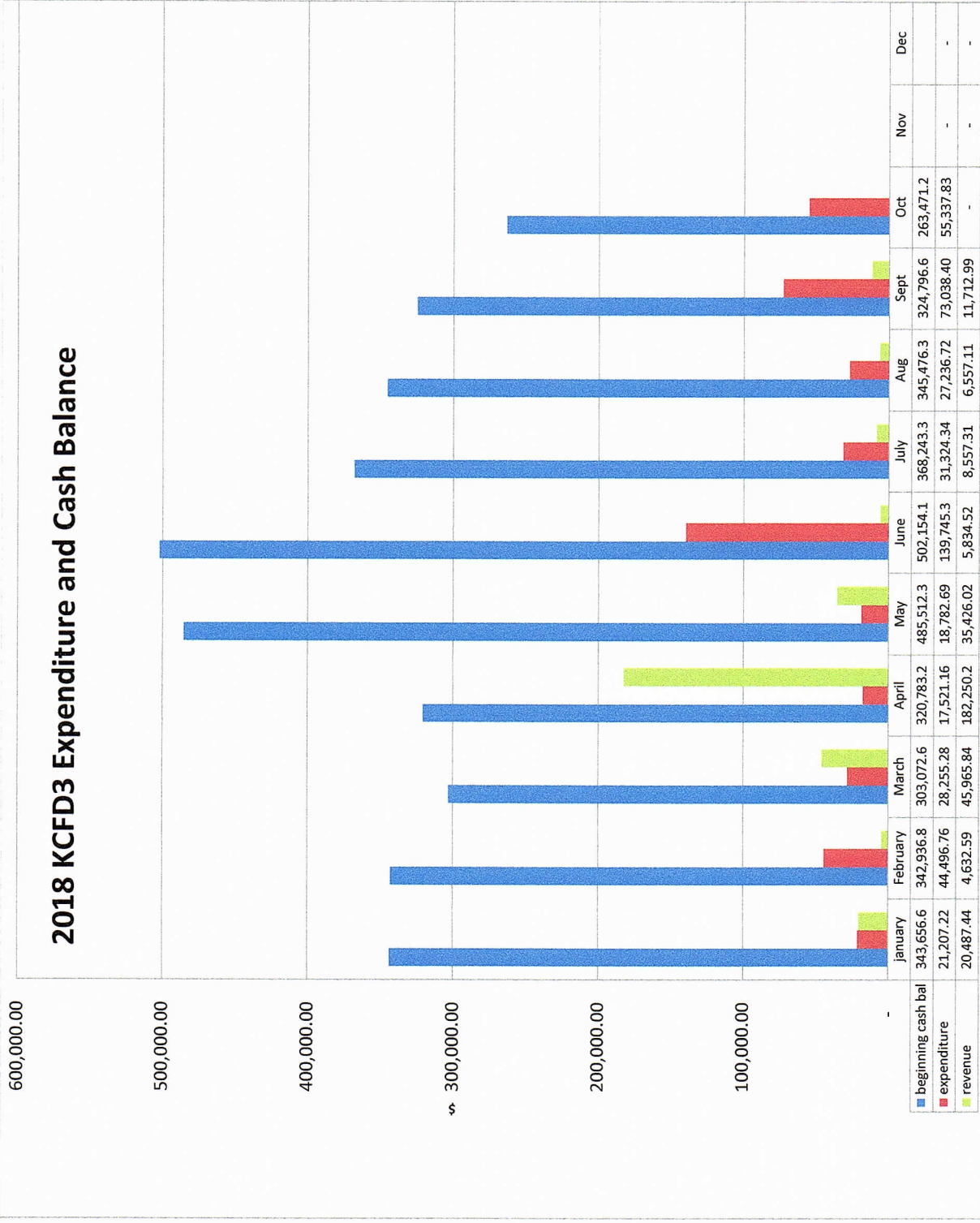
This budget sheet is connected to the expenditure spreadsheet.

updated **10/10/2018**

Klickitat County Fire District 3

Category	Original Budget	September expenditure	expenditure YTD	Balance	% Used	notes
Salaries & Wages + employee paid benefits	139,398.30	13,477.94	110,022.18	29,376.12	79%	includes Wildland pay which will be reimbursed.(20,412.76 due for sal and bens)
Benefits (excluding employee paid)	42,432.00	2,711.20	20,970.88	21,461.12	49%	
Volunteer Stipend	18,000.00	-	2,493.45	15,506.55	14%	
Volunteer Disability/Pension/lifeflight	8,907.00	-	4,957.00	3,950.00	56%	paid L.F. Paid A&H into investments.
Volunteer Recognition	2,700.00	-	2,499.23	200.77	93%	\$1,196.23 reimbursed. (\$1399.00 available)
Office Expense/Supplies	6,000.00	72.09	2,294.53	3,705.47	38%	
Professional Services	8,000.00	133.80	4,220.68	3,779.32	53%	
Insurance	16,500.00	16,651.00	16,651.00	(151.00)	101%	
Communications	4,500.00	1,159.99	1,672.99	2,827.01	37%	
Advertising	1,300.00	405.00	735.32	564.68	57%	
Vehicle Parts/Repairs/service	14,100.00	973.52	9,369.94	4,730.06	66%	
Rescue - Apparatus/Supplies	7,500.00	-	7,871.34	(371.34)	105%	
Fuel	8,000.00	2,161.61	7,495.84	504.16	94%	
Station Repairs/Supplies	10,000.00	83.20	4,965.18	5,034.82	50%	
Utilities Services	17,000.00	1,317.47	11,295.27	5,704.73	66%	
Travel & Meals	3,000.00	-	1,115.52	1,884.48	37%	
Training	9,000.00	718.00	5,230.54	3,769.46	58%	
Fire Supplies	15,000.00	956.00	13,281.18	1,718.82	89%	200 repay for Danner boots PLUS EDA GRANT to be submitted
EMS Supplies	9,500.00	-	582.89	8,917.11	6%	
Uniform/apparel	2,000.00	-	69.99	1,930.01	3%	
Prevention	1,500.00	267.76	814.53	685.47	54%	425 from NWL for signs
Long Term Loans (Ambulance)	51,223.00	-	50,710.00	513.00	99%	
Taxes (for previous year)	2,000.00	-	1,229.55	770.45	61%	
Dues & Fees	2,500.00	-	(52.76)	2,552.76	-2%	
Municipal Pool Reserve	21,595.82	-	-	21,595.82	0%	
Capital Pool	-	-	-	-	0.00%	
Total budgeted expenditure	421,656.12	41,088.58	280,496.27	141,159.85	67%	
Capital projects using cash balance		31,949.82	73,597.64			
Bond prep expenditure		-	7,038.82			
invested funds		-	94,393.00			
GRANT / other spending		-	358.10			
Expense for Wildland		-	1,061.91			This is not complete -\$ in wages not included here.
Total Actual Expenditure		73,038.40	456,945.74			
av property tax estimated in November 2017	431,916.33					
04/14/17 property tax confirmed from Assessor			456,945.74	(456,945.74)		
Revenue from Wildland (-)	18,646.00		1,061.91	17,584.09		

2018 KCFD3 Expenditure and Cash Balance



Fire Chief's Report to Board of Commissioners

October 11, 2018

Safety:

Engine 311 suffered minor damage when the truck left the station without unplugging the shore power. Repaired by Captain Riggleman.

Customer Service (emergent and non-emergent):

- 13 total calls for service since your last Board Meeting.

Projects:

- Staff vehicles – Both staff vehicles have arrived. (reimbursed through Capital Bond if approved by voters) Both trucks are awaiting installation of radios, lights and truck boxes. Anticipate them to be fully in service by November.
- Multiple contacts and activities associated with Bond vote.
- Beginning budget review. Budget calendar dates are set and advertised.
- 2017 Annual Report is completed. Need to compile the documents, preview and print. . Roz and I need time to go over financial data.
- Training Captain Interview process is complete. Candidate moving through the process.
- New recruits finishing up their doctor entry physicals. Looks like we will be having to order PPE as we are out of compliant reserve PPE.
- [Attended Rotary Club Meeting on October 9th](#).
- [Attended Snowden Community Council election forum October 10th 2018](#).

Training:

- Training continues per the current schedule. We are still seeing about 50% of our folks attending training. Mostly due to summer activities. **Total Training hours since your last meeting: 40.7**
- Working on 2019 Training Calendar with Chief Hunsaker.
- We are working to get our probationary firefighters enrolled in the 2018/19 recruit academy in Hood River. The Hood River recruit academy has been cancelled due to low attendance. Formulating a plan to conduct an in-house academy.
- Roz Plumb will be attending 24 EMT Refresher training in Arlington Oregon.

Community Events:

Fire District 3 and White Salmon Fire folks are slowly starting to gear up for the Spaghetti Feed on October 20th.

Personal Activities and Achievements:

Took two days vacation in September.

Respectfully submitted: Wesley W. Long – Fire Chief 10/8/2018