

KLICKITAT COUNTY FIRE DISTRICT 3

200 Husum Street, Husum, WA 98623

Commissioner's Meeting

July 14, 2016

Minutes

Called to order: 18:36

In Attendance: Commissioner Zoller, Commissioner Connor, Commissioner Montag, (quorum).
Chief Long, Secretary Plumb, Captain Mike Renault, Eric Bosler.

Approval of agenda:

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

Public Discussion: Eric Bosler commented there have been lots of good things going on at the district and the community.

Approval of Minutes:

Motion to approve the minutes for the May 12th, 2016 regular business meeting, and special meetings on Monday May 23rd, and Friday May 27th, made by Commissioner Connor, Seconded by Commissioner Montag (3 yay, 0 Nay). Minutes Signed. [NB. Commissioner Zoller inadvertently signed the minutes for May 27th for which he was absent. This was corrected in the meeting by striking his signature and he initialed the correction].

Secretary's Report:

1. County Treasurer's Report for June 2016

Beginning balance	321,868.31	Ending Balance	249,856.77
Deposits	153,340.59 (ambulance financing)	Disbursements	225,352.13 (includes ambulance)

2016 District expenditure shows a year to date (July 14) total of **\$238,877.91**

2. Bills and items to be signed: **Motion to approve the bills as presented made by Commissioner Connor, seconded by Commissioner Montag. (3 yay, 0 nays)**

- a. Vouchers: Commissioner Voucher June 10 2016 to July 14 2016

- a). 6/14 - \$2398.44
- b). 06/30 - \$1,181.64
- c). 07/06p - \$8,011.73
- d). 07/07 - \$6,382.62
- e). 07/14 - \$2413.21

3. **Budget:** 2016 line items over budget include; vehicles, rescue apparatus and professional services. All are explainable.

Eric Bosler asked about the expenditure in professional services. The overage was due to contracting Bob Merritt for the hiring process, and additional legal counsel fees for the ambulance. We also pay for payroll services.

4. **Investment of funds**

Maintaining \$100,000.

Correspondence: PUD costs have increased. Stations 31 and 32 are on budget accounts, and have seen a significant monthly increase. Enduris insurance will also be increasing.

1. **Current priority projects include:** budget for 2017, and the 'half start' list.

Chief's Report - Chief Wes Long

Safety: Two accidents have been reported but doctors were not seen in either case. A Safety Meeting has been requested.

Customer service:

- Chief has received a couple of emails noting the good work KCFD3 responders do in the field.
- Chief met with Skyline Hospital CEO to talk about KCFD3s role with EMS in the future. AMR and HMS submitted proposals for the recent R.F.P. There is interest in reviewing the role fire districts play in the EMS system. The task force for KCFD3 emphasized EMS is a priority which is why the commissioners opted to enter into debt for the new ambulance. Most notably, there is dialogue and options for reducing waiting times for customers in emergencies.

Projects:

- Chief is still in the process of meeting community groups and will be at the next Husum Community council.
- The half start list will be reviewed and prioritized in the next month. Chief invited the commissioners for input.
- 2017 budget planning will begin next week.
- Fire Prevention Officer Eric Bosler has been very busy. He and the Chief have visited customers and developers to discuss access to sites.

Fire District and Firefighter Association Events:

- The KCFD3 Volunteer Firefighters Association has elected Charles Virts to be their representative for the Board for Volunteer Firefighters which covers the Volunteers L&I and pension funds. The Association has also had to elect a new secretary.
- Fire Fighter of the Year – Ron Reynolds was presented with firefighter of the year by Chief Virts. This was presented at the volunteer firefighters association meeting as Ron was absent from the appreciation dinner in January.
- New Vehicle 'Roll-in' ceremony for brush 322 and Medic 316 I scheduled for August 2.

Community events:

- White Salmon River Fest was at station 31 on July 13.
- One small fire resulted from July 4th activities. KCFD3 and White Salmon were both fairly quiet during the holiday.
- Social Media – Chief has been updating the district's Face book page.

Fleet:

- B322 is in service, but requires a service.
- Medic 316 is in service – Thank you to Captain Renault for the work put into transferring all the equipment. Decals will be applied July 15, and Captain Renault is working hard at doing that project 'right' but controlling the cost.
- Ford Expedition will need oil change soon. This vehicle needs to be addressed in the next budget cycle (153,216 miles)
- Reviewed Maintenance records of fleet. Recommendation is to increase efforts in this area.
- Engine 321 –no other issues with the pump control.
- Tender 314 experienced damage to the drop chain system while out on a hire for DNR. Chief does not intend to replace the dropdown chains as they do not work in deep snow. On a lighter note the service the tender provided generated \$2800 for the department.

Facilities:

- Station 32 it looking great, thanks to the firefighters for cleaning it out. Chief was also approached by a community member expressing an interest in helping to clean the kitchen and meeting room.
- Station 31 – overhead door was repaired. The doors do not need to be replaced they just need routine maintenance and this will be factored into the budget next year,
- Stn 33 light is bad, and will be repaired.

Personnel Activities and Achievements:

- Employee review- District Secretary

Training Report: Assistant Chief Nelson.

- AC Nelson attended the BNSF oil by rail training in Colorado. Played a short video for the commissioners. This was one of the best trainings he has attended. Several firefighters from White Salmon and Bingen have also attended.
- There is a foam trailer stationed in Bingen for rail events and will be used in training so departments are familiar with its capabilities.
- Chief Long covered training when AC Nelson was away and covered ventilation.
- School Bus – we have acquired a school bus for training purposes.
- Training is reflecting the skills required in the field. SCBA confidence is improving with drills. Last training session Captain Renault set up search and rescue drills.

EMS division:

Captain Renault updated the commissioners on the County wide OTEP training being scheduled for the future. Grant funds pay for the online OTEP training. There are also grant opportunities to cover the cost of hosting new classes and the county is looking to put on more classes including advanced EMT classes. Captain Renault noted that the classes would only be for those who show commitment. We currently have 10 EMTs and 2 paramedics. Chief Long also commented that advanced training improves quality of care for the customers, as training builds confidence.

Ongoing Business:

- 2016 Ambulance: Captain Renault collected the ambulance, he did the walk round and all was in order on collection. It is set up for the graphics to be applied. The UHF radio is installed to enable easier communication with Skamania EMS. Equipment has been switched over.
- Surplus vehicles: Resolution was presented to surplus the ambulance and the procedure for closed bid sale of the vehicles. ***Motion to approve resolution 2016-16 to surplus the 1999 ambulance made by commissioner Connor, seconded by commissioner Montag, (3 yay 0 nay)***
- Sealed bids for the two surplus vehicles will be opened at the next commissioner meeting.
- Annexation petition – A parcel on Nestor Peak was previously scheduled for a hearing in May and the notices posted in the area created interest from neighbors to annex in to the district. The hearing was postponed but there was hope we would have more properties involved. Several e-mails were sent but we have not heard any more from the neighbors. We will therefore plan the next hearing for August 11.
- Payroll administration update: The following items have been left on the agenda until staff can move forward with them.
 - a) Direct deposits
 - b) Deferred Compensation
 - c) Disability compensation

- Active 911 user agreement: This document gives the terms for the agreement. It is a contractual agreement between Kcfd3 and Klickitat County Emergency Management. **Motion to approve agreement made by Commissioner Montag, seconded by Commissioner Connor. (3 yay, 0 nay).** Agreement signed.

Break - 19.56 back in session.

- Active 911 Policy 4.12: This document sets out the district's responsibility to provide access for the volunteers and limits the cost liability. **Motion to approve policy 4.12, made by Commissioner Connor, seconded by Commissioner Montag, (3 yay 0 nay).**
- Hazard mitigation plan for Klickitat County: This plan is still in progress.

New business

- 2017 budget: In addition to the normal process, Chief requested information from commissioners on preliminary non capital projects the district should work towards. Fixed expenses and priorities will be established. The budget submission date is November 30. Looking at the calendar we will try to have the hearing in September, and approval of budget in October. If the commissioners intend to go to the voters for a levy, they will have to factor the cost of the ballot included in the budget. Chief has spoken to Jim Nelson who is a contractor that can help with the preparation and process (another expense the budget should account for).
- SCEMS radio user agreement. We have installed a UHF radio in the ambulance and this user agreement needs to be sent to chief Hildebrandt in Skamania County Fire med frequency review board. Motion to approve agreement made by Commissioner Connor, seconded by Commissioner Montag (3 yay, 0 nay).
- Good of the order: from Eric Bosler – the written reports from the chief and assistant chief are a great idea, he suggested a copy be available for the public to read too.
- Executive session: RCW 42.30.110(1)(g) ...**to review the performance of a public employee**. Review of District Secretary Rozalind Plumb. All asked to leave except chief Long. 20:08 began session to reopen at 20:18. Extension to 20:28.
20:28 -Chief Long left session and Rozalind entered session. Extension to 20:38.
20:38.Reopened meeting to the public.
Motion to adjourn meeting (3 yay, 0 nays).

Meeting adjourned 20:40


Next meeting: August 11, 2016 at 6:30

APPROVED BY:

Attest:

 8/11/16
Chairman - Commissioner Zoller. (date)


District Secretary Rozalind Plumb

 8/11/16
Commissioner Connor. (date)

 8/11/16
Commissioner Montag (date)

Klickitat County Fire District 3 Commissioners Meeting

200 Husum Street Husum, WA .

July 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) June 9 2016 business meeting, June 20 special meeting, and Hearing May 12 (was omitted at last meeting).
- **Secretary's report: 1.** Bills and items to be signed (A)
- **Chief's Report: (I)**
- **Training Report: (I)**
- **On Going Business:**
 1. **Surplus Vehicles-** 1986 Chevrolet- will be posted when the ambulance is declared surplus. SURPLUS AMBULANCE (A). resolution2016 xx
 2. **Annexation Petitions:**
–(Nestor Peak)
 3. **Personnel –**
 1. **Payroll -**
 - i. Direct Deposit for paid employees
 - ii. Deferred Compensation Plan
 - iii. Disability compensation policy
 2. Secretary's contract needs to be renewed. –discussion in august.
 4. **Ambulance - M-316 Situation Report.**
 - i. WHOOP WHOOP!!!
 5. **Inter-local Radio System Use and 911/Dispatch Services Agreement**
 6. **Active 911 draft policy**
 7. **Hazard Mitigation Plan**
- **New Business:**
 1. 2017 budget
 2. **Skamania County Fire EMS radio user authorization**
 3. **EXECUTIVE SESSION:** –RCW 42.30.110(1)(g) To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. However, subject to RCW 42.30.140(4), discussion by a governing body of salaries, wages, and other conditions of employment to be generally applied within the agency shall occur in a meeting open to the public, and when a governing body elects to take final action hiring, setting the salary of an individual employee or class of employees, or discharging or disciplining an employee, that action shall be taken in a meeting open to the public.
- **Good of the order:**
- **Next meeting:** Regular meeting August 11 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
JUNE 2016**

667.1 FIRE DIST. 3	
Beginning Cash Balance	\$ 321,868.31
Cash Increases	
Tax Collections	\$ 2,869.44
District Deposits	\$ 150,325.00
State Apportionment	\$ -
State Forest/PILT/Timber Excise	\$ -
Federal PILT	\$ -
Leasehold Excise	\$ 110.10
Reimbursements	\$ -
Investment Interest	\$ 36.05
Matured Investments	\$ -
Interfund Transfers In 397	\$ -
G/L Entries & Journal Entries	\$ -
Subtotal	\$ 153,340.59
Total Cash Balance	\$ 475,208.90
Cash Disbursements	
A/P Vouchers & G/L Journal Entries	\$ 18,687.93
Interfund Transfers Out 597	\$ -
New Investments	\$ -
Accounts Payable	\$ -
Payroll/Salary Clearing	\$ -
Misc. Remittances/EFTPS/ACH	\$ 151,439.89
Misc County Fees	\$ -
Bonds Paid: Principle/Interest	\$ -
Lease/Loans: Principle/Interest	\$ 55,224.31
Other:	\$ -
Total Disbursements	\$ 225,352.13
Ending Cash Balance	\$ 249,856.77
Warrant Activity	
Previous Month Outstanding	\$ -
Warrants Issued (+)	\$ -
Warrants Paid (-)	\$ -
Warrants Canceled (-)	\$ -
Warrants Outstanding (O/S)	\$ -
Cash Balance-Less O/S Warrants	\$ 249,856.77
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	\$ -

Paul Dunn

Klickitat County Fire District 3

2016 BUDGET

Bars #	Category	Original Budget	grant/other	June expenditure	expenditure YTD	Balance	% Used
	Salaries & Wages + employee paid benefits	116,846.00		11,723.33	51,766.47	65,079.53	44%
	Benefits (excluding employee paid)	32,014.00		3,982.36	19,086.64	12,927.36	60%
	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	404.00	-	2,828.51	(424.51)	141%
	Office Expense/Supplies	5,000.00		280.47	3,636.23	1,363.77	73%
	Professional Services	7,000.00		91.25	12,541.20	(5,541.20)	179%
	Insurance	15,000.00		-	43.00	14,957.00	0%
	Communications	8,000.00		380.34	5,762.25	2,237.75	72%
	Advertising	1,000.00		56.00	1,142.75	(142.75)	114%
	Vehicle Parts/Repairs	12,000.00		1,769.28	13,402.16	(1,402.16)	112%
	Rescue - Apparatus Supplies	15,000.00	18,000.00	264.92	34,455.78	(1,455.78)	230%
	Fuel	11,000.00		445.50	3,003.74	7,996.26	27%
	Station Repairs - Supplies	20,000.00		15.43	5,338.80	14,661.20	27%
	Utilities Services	12,000.00		698.70	6,576.15	5,423.85	55%
	Travel & Meals	5,000.00		-	1,934.89	3,065.11	39%
	Fire Training - Supplies	25,000.00		1,558.97	11,839.82	13,160.18	47%
	EMS Training - Supplies	20,000.00	2,115.00	-	4,747.75	17,367.25	24%
	Prevention	2,000.00		-	60.00	1,940.00	3%
	Long Term Loans (ends June)	58,000.00		55,224.31	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		-	175.00	2,325.00	7%
	Municipal Pool Reserve	13,000.00				13,000.00	0%
	Capital Pool	-				-	0.00%
	Total	409,860.00		76,490.86	238,877.91	170,982.09	58%
	02/23/16 property tax confirmed from Assessor	409,910.12					
	02/23/16 property tax estimated in October 2015	406,984.12					
						168,105.21	



COMMISSIONER VOUCHER

FOR PERIOD OF:
June 10 2016-July 14 2016

TOM MONTAG position 1		
Meeting	Date	Signature
Special Meeting Ambulance	06/20/2016	<div style="text-align: right; border-top: 1px dashed black; padding-top: 5px;"> X <i>Tom Montag 7/14/16</i> </div>
Regular Board Meeting	07/14/2016	

MARK ZOLLER Position 2		
Meeting	Date	Signature
Special Meeting Ambulance	06/20/2016	<div style="text-align: right; border-top: 1px dashed black; padding-top: 5px;"> X <i>Mark Zoller</i> </div>
Regular Board Meeting	07/14/2016	

ROBERT CONNOR Position 3		
Meeting	Date	Signature
Special Meeting Ambulance	06/20/2016	<div style="text-align: right; border-top: 1px dashed black; padding-top: 5px;"> X <i>Robert Connor</i> </div>
Regular Board Meeting	07/14/2016	

Fire Chief's Report to Board of Commissioners

July 14, 2016

Safety:

- Accident Report filed for bruised ribs. Working on Brush 322 piping at home and felt a "pop" in ribs while bearing down on a pipe/wrench. Did not see a doctor, but was in pain for approximately a week. BVFF Report Card not submitted on time due to delayed reporting.
- Inhalation exposure to poison oak irritated lungs on a wildfire. Accident Report in progress.
- Instructed Safety Officer to set date for Safety Committee Meeting and prepare written agenda with plans to have written minutes (both per WAC)

Customer Service (emergent and non-emergent):

- Received two separate emails from outside fire personnel praising our response and quality of work for the last two mutual aid brush fires in Wasco County.
- I will be reaching out to neighboring agencies (all) and community members in conjunction with learning KCFD operations and administration activities. As expected, this will take time.
- Meeting with Skyline Hospital CEO – KCFD3 Ambulance participation. 7/14/16

Projects:

- Actively meeting personnel and community leaders: <90 days
- ½ Start List commencing soon.
August 2nd. I will hold a meeting to roll out Goals and Objectives for all personnel at all levels. I'll be seeking persons willing to receive 'ownership' of various district functions and/or projects.
- Budget planning begins next week.
- Fire Prevention Activities (address signs, emergency access reviews etc.) continue. FPC Bosler remains integral and active.

Fire District and Firefighter Association Events:

- Association has elected Chief Chuck Virts as their BVFF representative
- Leadership positions are being addressed within the Association.
- Informed body that their role in the Fire District will become more important as messages go out to the community from the Board
- Chief Virts presented FF Ron Reynolds his Firefighter of the Year award for 2015. (Ron is a snowbird and is currently in district)(Extremely active and committed)
- Participated in Association Business Meeting 5/10/16
- New vehicle "Roll-in" ceremony for Brush 322 and Medic 316 on August 2, 2016 starting at 18:40 hours @ Station 32 (Cherry lane). Then, moving to Station 31 at 19:30 hours.
PUBLIC IS WELCOME TO ATTEND

Community Events:

- White Salmon River Fest and Symposium @ Station 31 on 7/13/16
- One small fire resulted from July 4th activities. KCFD3 and White Salmon were both fairly quiet during this holiday.
- I now have Admin control of our Facebook page. Adding new items and have a tool for District communications to a broad range of people.

Fleet:

- Brush 322 needs annual servicing (oil, air, fuel filters, oil, brake inspections, steering suspension inspections etc.) I cannot get it in to the bus garage until after August. Will pick up supplies and perform this function in-house.
- Medic 316 is in service. Going in for decals on 7/15. Captain Renault is working hard at doing that project 'right' but controlling the cost. He and I have discussed the importance of sticking to our allotted funds.
- Ford Expedition will need oil change soon. Note: While I am NOT interested in spending any money, this vehicle needs addressed in the coming budget cycle. 153,216 miles as of today.
- Reviewed maintenance records for the fleet. I will recommend, in the 2017 budget proposal that the fire district increase our efforts in this area.
- No known additional problems with Engine 321's pump control.
- Tender 314 experienced damage to the drop chain system while out on hire for DNR. They have been removed. As this is a tender, I am not convinced I'll replace them. Rather, we will ensure good tire chains are available. No final decision as of yet.

Facilities:

- Station #2 (Cherry Lane) received a HUGE cleaning by Captain Helton and FF Griffiths on June 13. The truck bay has been organized with a long term plan to get rid of junk.
- Station 2 – I found someone willing to stop in about once a month for 15 minutes and help keep the meeting room clean. Will be getting rid of old furniture soon.
- The apron has been cleaned. Public works used their road sweeper to clean the blacktop of rocks.
- Still needs yard work completed.
- Station 1 – Watering the yards to keep them fairly moist. The backyard is now cleaned up.
- Station 1 – Overhead door is in on 6/14 to repair door #'s 1, 2 and 3. I am getting price quotes to have services completed on all 11 KCFD doors to prevent accidents and breakdowns. (2017 budget planning).
- Station 3 – need to replace the man door exterior light. It's on 24 hours a day. Need to install a day/night light.
- Station 3 – Weeded the exterior.
- Station 3 – Seeking a plan to repair the water trailer and pain it. FEPP property.

Personnel Activities and Achievements:

- Jeremy Gross – New baby boy to the family!
- Employee review – District Secretary

Respectfully,

Wes Long

Training Report

July 14,2016

Training taken place from June 14th. thru July 14th. 2016

1. Tender operations, supplying an engine with water.
2. Foam applied onto a fuel tanker for cooling application
3. Chief Nelson went to Pueblo Col. for a 3 day training by "Crude by Rail" sponsored by BNSF.
 - a. All expenses paid, air fare, rental car, room, and a credit card for fuel and food.
It was some of the best training I have ever received. My goal is to send as many of our volunteers to the class as possible. I have a whole new respect for the rail industry and the ability of the new rail cars from sustaining damage on impacts.
We now have three Crude by Rail trainees in the district. I have four names to send next.
4. Following up with Tactics and Strategy class that was held 6 months ago or so, we introduced another video on the importance and danger of cross ventilation inside a fire building. ie, Firefighter have been killed when a hallway becomes total involved with fire in just seconds from the intense heat caused by total involvement of the gases of combustion.
5. We now have a school bus we can use for drill. It was donated by White Salmon School district for us to use throughout the community. On July 30 OTEP is putting on a MCI drill involving a school bus and a motor vehicle crash.

The question is, is the training we are delivering reflecting in the actions taken while on the emergency scene. The answer is yes, the FF are performing tasks they had not performed before our training started.

Upon arrival on scene the officers and FF are taking command, reporting doing size ups, performing 360's and running the calls and IC. Is it perfect, no but it has been a big improvement from the past.

At MVC's EMT's and FF alike approach the incident scene with the proper tools and PPE's, doing 360's stabilizing the car and performing patient assessment. Pulling hand lines to protect the occupant (s) and FF. Working as a team and not freelancing like they use to do.

The volunteers have become very familiar with using the SCBA's then they ever were. We have quarterly SCBA training and all the volunteer are required to participate.

These are just a few improvements we have made over the past 7 years. The list goes on.

The question should be asked of the FF, "Do they feel the training has improved their capabilities and confidence when mitigating the dynamics that takes place during of an emergency event.



Klickitat County Fire District 3

200 Husum Street – P.O. Box 151 Husum, WA 98623

(509) 493-2996

RESOLUTION 2016- 16

A RESOLUTION DECLARING CERTAIN PROPERTY SURPLUS TO THE NEEDS OF THE DISTRICT

A RESOLUTION DECLARING THE 1999 FORD AMBULANCE SURPLUS TO THE NEEDS OF THE DISTRICT TO BE OFFERED FOR SALE.

WHEREAS, the above named vehicle was removed from service as it was unreliable as an emergency response vehicle; and

WHEREAS, this fire district has now financed to purchase a new 2016 Ford F 350 Northstar Ambulance; and,

WHEREAS, the new vehicle replaces the 1999 vehicle;

NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF KLICKITAT COUNTY FIRE DISTRICT 3, STATE OF WASHINGTON, THAT: the 1999 FORD AMBULANCE (VIN 1 FDXF47FXEA98476) be and is hereby declared surplus to the needs of the district and offered for sale in accordance with applicable law.

ADOPTION:

ADOPTED at a Regular Meeting of the Board of Fire Commissioners of *Klickitat County Fire District 3* on **July 14th, 2016** -- the following Fire District Board Members being present and voting:

SINGATURES




MARK ZOLLER, *Fire Commissioner (position 2)*



ROBERT CONNOR, *Fire Commissioner (position 3)*



TOM MONTAG, *Fire Commissioner (position 1)*

ATTEST: 

ROZALIND PLUMB, *Fire District Secretary*

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