

KLICKITAT COUNTY FIRE DISTRICT 3

200 Husum Street, Husum, WA 98623

Commissioner's Meeting

November 19 2015

Minutes

Called to order: 18:51

Approval of agenda: *Motion to approve the agenda made by Commissioner Rigglesman, Seconded by Commissioner Connor.* (3 Aye, 0 nay)

In Attendance: Commissioner Zoller, Commissioner Rigglesman, Commissioner Connor, Quorum Present. Chief Virts, Secretary Plumb, AC Nelson, Mike Renault, Eric Bosler, Sandy Montag, Tom Montag, Chad Brunton.

Public discussion: None

Approval of Minutes: *Motion approving the minutes of October 8, 2015 meeting made by Commissioner Rigglesman, seconded by Commissioner Connor.* (3yay, 0 nay). Minutes signed.

Secretaries report:

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

Beginning balance	147,101.87	Ending Balance	253,248.38
Deposits	129,276.63	Disbursements	23,130.12

2015 District expenditure shows a year to date (Nov 19) total of **\$299,915.16**

2. **Bills and items to be signed**

a. Vouchers: Commissioner Voucher Oct 9 to Nov 19

- a). 10/16 - \$1,225.76 b). 10/16 - \$150.00 c). 10/22 - \$2,552.95
- d). 10/29 - \$2,379.65 e). 10/29 - \$919.34 f). 11/03 - \$4,614.40
- g). 11/05 - \$400.00 h). 11/05 - \$1,009.07 i). 11/12 - \$1,956.43
- j). 11/19 - \$4,184.65

b. ***Motion to approve paying the bills made by Commissioner Rigglesman Seconded by Commissioner Connor (3 yay , 0 Nay). Bills Signed.***

3. **Budget:** See 2015 budget handout. Noted the reserve funds have been moved to cover the brush engine chassis under vehicle line item.

4. **Investment of funds:** \$100,000 invested on 05/18/2015 matured 11/18. Letter to invest \$100,000- from November 24 for one year. ***Motion to reinvest the \$100,000 made by Commissioner Rigglesman, seconded by Commissioner Connor. All in Favor (3 yay 0 nay)***

5. **Correspondence:**

- -Northshore Medical – Rozalind met with Dr. Samuel to discuss the Firefighter physicals and required forms. Northshore Medical is looking to keep the price of a physicals low as their contribution to the community and the Fire Districts. Rozalind added that this is a start towards revamping the program and hopes it will continue to grow.
- US Department of Agricultural Rural Development sent notice that funds are available for community projects.
- WFCAs- annual fees are due and mailed a summary of legislation they are working on.

6. **October Incidents:**

14 EMS, 3 MVA, , 4 brush fires, 4 cancelled en route, 4 Alarm activation, 6 other. Total 30.

7. **Other notes from the secretary:** Current priority projects include:

- Continued development and improvement of the physicals for our Fire Fighter's
- 2016 employee agreements/policies/handbook.

Chiefs Report by Chief Virts:

Number of Incidents for the year are now at 335.

1. **Apparatus:** Hope to have the brush chassis in a couple of weeks. The bed is ordered, the brush cabinets are planned with input from the captains.
Brush 322 rear end bounce – The engine has been taken out of service. There was another incident with the bounce and is unsafe. The unit will need to be surplused.
E 331 – pump test failed. It was not pumping the required volume. **Motion made by Commissioner Riggelman authorizing Chief to spend up to \$2500. To rebuild the pump on E-331. Seconded by Commissioner Connor, (3 yae 0 nay).**
2. **Parking area at Station 31:** With the completion of the striping the project is finished.
3. **BNSF grant:** Chief called the regional representative in Seattle and he said the delay in processing is due to changes in the grant procedure. He was optimistic for our grant request of \$31,000.
4. **Jackets:** AC Nelson and Captain Renault have been researching winter jackets for the volunteers. They meet the NFPA reflective standards, and have removable fleece liners. They are available at a discounted price. Chief asked for permission to fund the jackets. **Motion was made by Commissioner Connor authorizing \$7,500 for the purchase of responder high visibility parkas. Seconded by Commissioner Riggelman (3 yea,0 nay).**

Training Report: by Assistant Chief Nelson

1. **October:** We were scheduled for the WSRB tender Operation rating test. Training for the Tender Ops was a challenge where space was restricted. The intent is to pump 250 gals per minute for 30 minutes. Two drill nights were dedicated to this training. The third drill was interrupted by a fire. Luckily the WSRB cancelled the test scheduled for the following week. AC Nelson said more training is required on this operation. The test will be rescheduled for April.
2. **Extrication class** – Captain Helton and FF Jeremy Grose are planning an extrication class for the district. They have 3 cars to bring in. Skamania County Fire Assistant Chief Hildenbrand will help.
3. **Recruit academy** – Captain Renault has been active with the recruit academy in Hood River there are 7 members from KCFD3 attending.
4. **CPR Training** – The School program is ongoing. Captain Renault and EMT Michelle Renault have been heading that.

Ongoing Business:

1. **Personnel:** Hiring a Chief. Consultant Bob Merritt was unable to attend the meeting due to an injury. The Workshop on 10/26 was helpful for the commissioners. Chief handed out a draft brochure sent by Mr. Merritt for review. The process is ongoing. Mr. Merritt offered to come to

a special meeting to meet with the commissioners at a later date. Members of the task Force are going to be contacted to help with the hiring process.

2. **2016 Budget- Resolution 2015-15: *Motion made by Commissioner Riggelman seconded by Commissioner Connor, All in favor (3 yay,0 nay)***. Resolution signed. Budget Certification signed by Chairman Zoller.
3. **MRSC Rosters:** discussion over the delegation of authority to a value less than \$3500 was approved. The term Consent Agenda was removed from the sentence. ***Motion to approve resolution 2015-16 appointing MRSC Rosters to maintain our Small Works, Consultant and Vendor lists made by Commissioner Riggelman, Seconded by Commissioner Connor. All in favor (3 yay, 0 nay)***.
Contract for MRSC signed by Chairman Zoller.
4. **Resolution to extend the life of turnouts:** Last meeting Chief Virts suggested a resolution to extend the use of turnouts to a maximum of 15 years *PROVIDING* they continue to meet strict compliance with NFPA standards and WAC 296-305-02001 Personal protective equipment and protective clothing inspections. If any of the turnout PPE fails to meet the safety standards it will be removed from service regardless. At the time of the meeting the proposed resolution was not available for review.
5. **November Election Result** – Tom Montag will replace John Riggelman as Commissioner beginning January 1 2016.
6. **Lodging at the Fire Station:** In regard to the use of District property and utilities to host the camper used by Assistant Chief Nelson, our Attorney Brian Snure reviewed the job description and contract and indicated that any agreement should stress that his position is an ‘at-will’ position. The job position is not ‘exempt’ as the annual salary is below the FLSA minimum threshold of \$23,660. The position must therefore be compensated directly for hours worked and would therefore be eligible for over time if more than 40 hours are worked in one week. The housing of the trailer on district property is a fringe benefit and therefore taxable. The estimated value of housing the trailer and use of utilities is \$49 per month. The tax on \$49 per month will not amount to much. Staff recommends that any agreement relative to the siting of the camper on District property should reference that this fringe benefit is not available to any other member under any circumstance. Also of note, there have been a couple of incidents in the Rural Center of Husum where people were residing in trailers in back yards, but were told by the County this was not allowed. At the time of this meeting secretary Plumb had been unable to find the regulations that applied to this. Commissioner Zoller asked that an e-mail be sent to the County requesting information on the matter before continuing.

Short break.

Chief asked for arrangements to be made for a special meeting with the Consultant Bob Merritt. Tuesday November 24 was suggested.

New Business:

1. **Capital projects matrix:** During the Budget workshop held 8 Oct. 2015 Chief presented a working document that defined district goals and tied the overall goals to the budget. Chief asked that the Commissioners adopt the working document as a guide for future planning.

Motion to adopt the capital projects goals 1 through 6, made by Commissioner Connor seconded by Commissioner Riggleman All in favor (3 yay, 0 nay).

2. **Volunteer Recognition.** We have an existing resolution (011212) allowing the use of funds for a volunteer recognition dinner and awards. It was indicated by Bob Merritt that said resolution should be adopted every year and he provided a draft resolution used by another district. The existing resolution does not specify a set amount but states "the funds authorized for the banquet shall not exceed the reasonable sum established in the budget..." The resolution used by Mr. Merritt indicates a specific amount each year. Also at issue is the allowance of funding the meal for spouses. While the State Auditor allows funds to be spent on the member it is usual for the association to pay for additional family members. Discussion by the commissioners resulted in suggesting a revision of the resolution to read 'a reasonable amount' and not state a specific year (to allow the resolution to stand with the current policy).
3. **District Annexations:** Two petitions were presented to the Commissioners requesting Annexation into the district. The hearing will be scheduled for December 10 2015.

Good of the order: Chief noted he had sent a letter of thanks to the owners of the house the district used for training, and they were very appreciative.

Spaghetti Feed: The event was very successful. Great turn out and well organized and the amount of money raised was impressive.


Next meeting: Regular Meeting December 10, 2015. Performance reviews are scheduled for executive sessions. The commissioners will use the job descriptions to guide the process.

Motion to adjourn meeting of October 8, 2015 made by Commissioner Riggleman, seconded by Commissioner Connor, all in favor. (3 Aye, 0 nay).


Meeting adjourned 20:40

APPROVED BY:

Attest:

 12-10-15
Chairman - Commissioner Zoller. (date)

 12-10-15
District Secretary Rozalind Plumb

 12-10-15
Commissioner Riggleman. (date)


 Dec 10 '15
Commissioner Connor (date)

Board of Volunteer Firefighters local meeting began 20:40

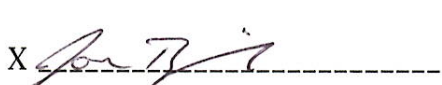


11-19 Mandates Ming
COMMISSIONER ZOLLER
~~Sept 11 - Oct 08 2015~~
 Oct 09 - Nov 19

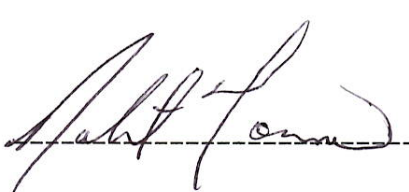
MARK ZOLLER

Meeting	Date	Signature
Workshop - w/ consultant	10/26/2015	
Regular Board Meeting & Hearing	11/19/15	
		X 

JONATHAN RIGGLEMAN

Meeting	Date	Signature
Workshop - w/ consultant	10/26/2015	
Regular Board Meeting & Hearing	11/19/15	
		X 

ROBERT CONNOR

Meeting	Date	Signature
Workshop - w/ consultant	10/26/2015	
Regular Board Meeting & Hearing	11/19/15	
		X 

Klickitat County Fire District 3 Commissioners Meeting

200 Husum Street Husum, WA .

November 19, 2015 @ 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:**
 1. **Minutes of last meeting: (A).** Move to approve the minutes of October 8 2015 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 workshop 10/26– make decisions as needed. (A)
 2. 2016 budget (A) **Approval of the 2016 Budget. Resolution 2015-15**
 3. MRSC Rosters – decide if we will contract for services for Small works, Consultants **And** Vendors. **Resolution 2015-16** review, discussion and approval. (A.)
Discuss: (per the e-mail Secretary plumb sent on 10/19/2015)
 - i). values entered for Chief's approval and
 - ii). Removal of 'consent agenda' ? Note the resolution was drafted from a sample supplied by MRSC it was not intended to be verbatim.
 - iii). **Resolution approval- Resolution 2015-16 , sign**
 - iv). **Contract approval – sign.**
 4. Resolution to extend the life of Turnouts 2015-xx review
 5. November elections- result
 6. Lodging at the fire station (I/D).
- **New Business:**
 1. Adoption of capital projects matrix. Discussed at the budget workshop
 2. Appreciation Dinner – approval of funds (resolution needed?)
 3. Annexation request – Bauguess & O'Donnell- (receive request).
 4. Volunteer Appreciation Banquet
- **Good of the order:**
- **Next meeting:** Regular meeting December 10 (NB: performance reviews will be in executive session).
- **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
OCTOBER 2015**

	667.1 FIRE DIST. 3
Beginning Cash Balance	\$ 147,101.87
Cash Increases	
Tax Collections	\$ 128,271.54
District Deposits	\$ -
State Apportionment	\$ -
State Forest/PILT/Timber Excise	\$ 990.55
Federal PILT	\$ -
Leasehold Excise	\$ -
Reimbursements	\$ -
Investment Interest	\$ 14.54
Matured Investments	\$ -
Interfund Transfers In 397	\$ -
G/L Entries & Journal Entries	\$ -
Subtotal	\$ 129,276.63
Total Cash Balance	\$ 276,378.50
Cash Disbursements	
A/P Vouchers & G/L Journal Entries	\$ 21,564.32
Interfund Transfers Out 597	\$ -
New Investments	\$ -
Accounts Payable	\$ -
Payroll/Salary Clearing	\$ -
Misc. Remittances/EFTPS/ACH	\$ 1,565.80
Misc County Fees	\$ -
Bonds Paid: Principle/Interest	\$ -
Lease/Loans: Principle/Interest	\$ -
Other:	\$ -
Total Disbursements	\$ 23,130.12
Ending Cash Balance	\$ 253,248.38
Warrant Activity	
Previous Month Outstanding	\$ -
Warrants Issued (+)	\$ -
Warrants Paid (-)	\$ -
Warrants Canceled (-)	\$ -
Warrants Outstanding (O/S)	\$ -
Cash Balance-Less O/S Warrants	\$ 253,248.38
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

Chief Deputy Treasurer

2015 BUDGET REVISED VERSION

Bars #	Category	REVISED Budget	grant/other	October expenditure	expenditure YTD	Balance	% Used
	Salaries & Wages + employee paid benefits	76,378.00	6,472.76	4,509.14	68,459.28	14,391.48	90%
	Benefits	19,886.00		4,323.60	19,575.36	310.64	98%
	Volunteer Stipend	13,000.00		-	577.50	12,422.50	4%
	Volunteer Disability/Pension	3,000.00		-	2,370.00	630.00	79%
	Office Expense/Supplies	5,950.00		263.29	5,870.74	79.26	99%
	Fuel	12,000.00		928.42	7,483.04	4,516.96	62%
	Professional Services	18,000.00		4,285.20	17,351.20	648.80	96%
	Taxes (for previous year)	1,250.00		-	1,082.65	167.35	87%
	Travel & Meals	3,600.00		-	3,557.86	42.14	99%
	Advertising	250.00		-	119.00	131.00	48%
	Insurance	13,000.00		-	12,283.00	717.00	94%
	Utilities Services	11,000.00		626.93	8,380.81	2,619.19	76%
	Communications	10,000.00		1,425.24	9,879.56	120.44	99%
	Dues & Fees	2,800.00		-	2,720.92	79.08	97%
	Vehicle Parts/Repairs	12,100.00		418.96	10,440.45	1,659.55	86%
	Fire Training - Supplies	20,000.00		4,215.45	19,955.88	44.12	100%
	EMS Training - Supplies	23,000.00	2,291.00	50.00	9,170.97	16,120.03	40%
	Rescue - Apparatus Supplies	64,000.00		236.48	9,947.71	54,052.29	16%
	Volunteer Recognition	2,050.00	420.00	-	2,469.30	0.70	120%
	Station Repairs - Supplies	15,500.00		253.45	14,942.19	557.81	96%
	Long Term Loans	75,000.00		-	73,277.74	1,722.26	98%
	Municipal Pool Reserve	-				-	#DIV/0!
	Capital Pool	6.00				6.00	0.00%
	Total	401,770.00	9,183.76	21,536.16	299,915.16	111,038.60	75%

includes Cougar creek Fire

add pension back to m



Chuck Warner <chuckwarner1921@gmail.com>

Board information

Robert Merritt <Administrator@highlandfire1.org>
To: "chief@kcf3.com" <chief@kcf3.com>

Thu, Nov 19, 2015 at 6:16 PM

GOOD EVENING:

With one leg in a 'boot' suspended in the air I humbly submit to the Board my updated report. It will be short because I wanted to use handouts and gain Board perspective/approval 'face-to-face' but that won't happened yet for a few more 'days' . . . so here is my abbreviated report for the night:

- ♣ **TEAM:** We have an awesome force of 'known' helpers in putting together this effort. Darren Nelson, the Task Force Chairman is weighing in and helping out as with other members of the Task Force. Chief, Roz and others are lending their shoulders to the effort as well
- ♣ **BROCHURE:** Attached is a DRAFT of the brochure that we are putting together. Members of the Team are participating in contribution and editing to insure we have a very homegrown and professional brochure
- ♣ **TESTING:** I have made contact with an associate of mine who will be assisting in the testing and selection process. There is no cost to you and he is renowned in the State for conducting good, fair processes.
- ♣ **ANNOUNCEMENT:** We have compiled names and addresses of Washington/Oregon media and firms that will broadcast and cast the net on our behalf
- ♣ **STAKE HOLDERS MEETINGS:** We are submitting a list of potential 'stakeholder groups' that we desire the Board to triage and nod at those whom you desire 'input' into the process and selection of their new community Fire Chief
- ♣ **TASK FORCE:** As we could expect, the Task Force is wholly excited and involved with following up on their recommendations and guidance. We have a remarkable group of community folks that really 'get it'. We're excited to be working with them and them with us.
- ♣ **POLICY QUESTIONS:** My plan for the night was to work through a number of policy questions with the Board in seeking your input and desire on a number of issues. It would be best done face-to-face and so I offered to Chief Virts anytime next week. I can put weight on my foot on Monday and my wife would drive me down – morning, noon or night.

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Klickitat County Fire District #3

Executive Chief Officer



“Good leadership consists of showing good people how to accomplish the work of superior people”.

John D. Rockefeller

Klickitat County Fire Protection District #3

Resolution 011212

A resolution regarding Volunteer Fire Fighter Recognition

WHEREAS, The Commissioners of Klickitat County Fire Protection District #3 have reviewed and discussed the adoption of KCFD#3 policies and procedures Human Resources section 3.6 regarding Fire Fighter recognition policy, held at regular business meeting for January 12, 2012 at the Husum Fire Hall located at 200 Husum Street Husum, Wa. 98623.

WHEREAS, the District recognizes the importance of retaining well trained, experienced volunteer and paid fire fighters, the establishment and maintaining of a high level of employee morale and the recognition and rewarding of the hours of service that volunteer fire fighters provide for the District. The Board of Commissioners believes that it is reasonable to expend District funds to provide recognition for services rendered to the District in the expectation that such an activity will reduce personnel turnover. The retention of trained and experienced personnel will help reduce the expenditure of District funds to provide for the training and equipping of new personnel. It is also recognized by the Board of Commissioners that the fire fighter recognition banquets have become a common practice in the area.

WHEREAS, it is the policy of the District to budget for and expend District funds to sponsor fire fighter recognition banquet for all employees/volunteers, their spouses or companions. The funds authorized for the banquet may be used to provide food, nonalcoholic beverages, plaques, trophies, citations, or certificates as deemed appropriate by the Fire Protection District. The funds authorized for the banquet shall not exceed the reasonable sum established in the budget and no cash awards shall be distributed to any volunteer or paid employee.

NOW, THEREFORE, BE IT RESOLVED, that the board of Commissioners of Klickitat County Fire Protection District #3 adopts the policies and procedures section human resources section 3.6 Fire Fighter Recognition

Signed this 12th day of January 2012

Commissioner John Riggleman

Attest: _____
District Secretary Mollie Krall

Commissioner Mark Zoller

Commissioner Les Penney



Klickitat County Fire District 3

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

(509) 493-2996

RESOLUTION 2015-17

Annual

A RESOLUTION AUTHORIZING THE ~~2016~~ FIRE DISTRICT VOLUNTEERS RECOGNITION BANQUET

Background:

WHEREAS: the Board of Commissioners recognizes the importance of retaining well trained, experienced Volunteer Responders and other Fire District staff; the establishment and maintaining of a high level of KCFD3 Member morale; and the recognition and rewarding of the hours of service that the Volunteers and staff provide to the Fire District; and

WHEREAS: the Board of Commissioners believes that it is reasonable to expend Fire District funds to provide recognition for services rendered to the District in the expectation that such an activity will reduce personnel turnover; and

WHEREAS: the Board of Commissioners believes the retention of trained and experienced personnel will help to reduce the expenditure of Fire District funds to provide for the training and equipping of new personnel; and

WHEREAS: the Board of Commissioners recognizes that Volunteer recognition efforts and recognition events are a common practice in the Fire Service:

Resolution: NOW, THEREFORE BE IT RESOLVED by the Board of Commissioners of Klickitat County Fire Protection District 3 that:

1. The Board hereby authorizes the budgeting and expenditure of public funds to sponsor the 2014 Annual Recognition and Service Awards banquet for all KCFD3 Members.
2. That the funds authorized for the Annual Recognition and Service Awards banquet shall be used exclusively to provide the following:
 - ◆ Annual Recognition and Service Awards banquet costs (facility, food, non-alcoholic beverages) *for KCFD3 Volunteer Members and elected/appointed personnel only.*

- ◆ Recognition and Service Award costs (service recognition plaques, trophies, equipment, citations or certificates) as deemed appropriate by the Fire District *for KCFD3 Volunteer Members and elected/appointed personnel only.*

3. That the funds authorized for the Annual Recognition and Service Awards banquet (except service award expenditure costs) shall not exceed ~~\$2,000~~ *reasonable* and no cash awards shall be distributed to any Member.

Adoption:

ADOPTED at a Regular Meeting of the Board of Commissioners of Klickitat County Fire Protection District 3 on November 19th, 2015 -- the following Commissioners being present and voting:

Signatures:

Mark Zoller, Chairman

Jonathan Riggleman, Fire Commissioner

Robert Connor, Fire Commissioner

ATTEST: _____
Rozalind Plumb, Fire District Secretary

