

KLICKITAT COUNTY FIRE DISTRICT 3

200 Husum Street, Husum, WA 98623

Commissioner's Meeting

Thursday October 12 2017

Called to order: 18:30

Attendance: Commissioner Zoller, Commissioner Montag, Commissioner Connor, Chief Long, Secretary Plumb, Public: Charles Virts, Eric Bosler, Lloyd Olson, Debbie Olson.

Approval of the agenda- Motion to approve the agenda for October 12 2017 made by Commissioner Connor, seconded by Commissioner Montag, (3 yay, 0 nay).

Public Discussion: Charles Virts commented that the EMS District Director has begun writing briefings for the local newspapers.

Minutes of the last meeting: Motion to approve the minutes of the September 14, 2017 Regular meeting made by Commissioner Montag Seconded by Commissioner Connor. (3 yay, 0 Nay).

Secretary's Report:

1. County Treasurer's Report for September 2017

Beginning balance \$270,317.52	Ending Balance \$261,602.99
Deposits \$ 7,090.18	Disbursements \$15,804.71

2017 District expenditure shows a year to date (October 12) total of **\$331,787.27**

2. Bills and items to be signed

Vouchers: Commissioner Voucher September 15, 2017 to October 12, 2017

a). 09/27 \$2,013.34, b). 10/04 PR \$7,394.87, c). 10/11 \$9,038.41, d). 10/12 \$2,959.39, e) 10/04 \$2,809.40

Motion to approve the bills made by Commissioner Montag, seconded by Commissioner Connor. (3 yay).

3. Budget 2017.

- Rescue Apparatus: Over budget due to the replacement of stolen items. We will be reimbursed for the cost.
- Station Repairs: The district still needs to pay \$2,976.00 per the State requirements (5% of the total cost). The Notice of Completion has been submitted to L&I, and other required agencies. The district cannot release the final payment until it receives approval from L&I. You will note the amount owed is more than the balance for that line. Also the new door project at station 32 will total \$2,500.

4. Investment of funds

District is maintaining \$101,000 which will mature in November 2017. The Commissioners considered the options for reinvestment of funds when the investment matures and opted to reinvest \$101,000.00 plus the interest earned, (approximately \$500 to date).

5. Correspondence:

- County Assessor has sent out the Levy Packets for 2018 budget. The District's estimated value is \$483,148,635.00. The estimated Levy amount we can request is \$437,118.85.
- White Salmon Fire Department Association sent a letter to the Commissioners expressing thanks to the KCFD3 members for helping them with their Fireman's Breakfast.
- Enduris – Our insurance representative has changed and the new representative has offered to come and meet with the district. Preference would be for a meeting with the staff and one board representative to be able to have a thorough review of the current coverage.

6. Current priority projects include:

-2018 Budget. The budget work shop will be at 3pm on October 19th.

Chief's report: See attached.

Training Report: See attached.

On-going business:

1. Personnel/Payroll:

- a. Direct Deposit for paid employees- The Treasurer's Office has made headway with this project and the district should be ready to file payroll through automatic payment in November.
- b. Temporary Employment agreement – On hold as a new hiring policy is needed.
- c. Mobilization payments- The district is looking at ways for personnel to be paid before the mobilization reimbursements are received from state agencies. A policy is needed as the district would hold accountability for the funds expended before reimbursement is finalized.
- d. Training Officer Position: Commissioner Zoller followed up on letters sent to the Mayors of Bingen and White Salmon regarding the possibility of funding a full time Training Officer. Commissioner Zoller feels the subject is being well received. The Mayors are interested and further discussion is needed. Skamania Fire District 3 and Trout Lake have also been approached. It is unlikely any other agencies will be able to designate finances to this project in time for 2018 budget. There needs to be considerable discussion with all the fire department members. The District will have to assess the options for the immediate future and keep working towards the long-term goal. It is recognized that AC Nelson will be retiring before the position can be filled. There will be a period when the role will be empty and the extra work will fall to other staff members.

2. Policy review: Temporary Employment Hiring. Review of policy outlining the hiring and use of temporary employees. There were questions around accident coverage of nonmembers. The district would cover them under L&I as career fire fighters and include that cost when billing the fire. The Commissioners recognized the increased risk to increased L&I rates if a temporary employee is injured. Commissioners would like more information on how other agencies handle the hiring of temporary employees. As the wild fire season winds down there appears to be no rush on completing the policy, however, Chief Long noted we are an 'All Hazards' response agency so other events could also benefit from this policy.

3. Post Office relocation: Commissioner Zoller noted there has been no communication from the post office regarding the location.

4. Bond Consultant Services: The Consultant Jim Nelson will be attending the next board meeting on November 9th.

5. Equipment theft: Covered in the Chief's report.

6. Dry Creek Structure protection: During the Dry Creek Fire a residence was protected by a KCFD3 engine and staff. The residence is outside of the KCFD3 boundary. Following the example of previous KCFD3 Commissioners in similar situations, and in order to protect the funding and resources of the citizens who do pay into the fire district for fire protection, the Commissioners have requested reimbursement of costs for the day of structure protection. The Commissioners also offered an option to forgive the debt if the residence is annexed into the fire district. A letter was sent on August 12th 2017 outlining the two options for payment. The letter was signed for but there has been no response. A second letter was sent to the

residence but was returned as the postal carrier was unable to deliver it. The Commissioners discussed what to do next. They are obligated to attempt to recover costs in order to avoid gifting funds and resources. Options included sending the letter using a Sheriff to deliver it, employing a collections agency, or putting a Lien on the residence. There was concern about upsetting the property owner, and the commissioners wondered if the options were fully understood by the property owner. Secretary Plumb, asked for clarification that the Commissioners will forgive the debt if the property is annexed in to the fire district.

Motion to forgive the debt providing the residence is annexed into the fire District made by Commissioner Montag, Seconded by Commissioner Connor (3 yay, 0 nay).

The Commissioners settled on sending a new letter highlighting the annexation option as the preferred solution in this situation. The letter will be sent recorded delivery with a tracking number but not require a signature. Chief Long requested the Commissioners give direction on the next steps so the project can move between Commissioner meetings. It was advised that the Chief should send the letter recorded delivery (no signature required), after 2-3 weeks without response then send the letter via process server. A policy is needed to enable the district to be consistent in its approach to these matters in the future.

New Business:

1. Requests for payment:

a) Thermal Imaging Camera (TIC); The replacement cost for the MSA TIC that was stolen is \$6,000. While it would be covered by insurance the Chief feels it is too much. He was able to find a similar item for \$1,600.00 which will serve our purpose. Chief requested authority to purchase the item that is over \$1,000. The purchase will be covered by the insurance.

Motion to authorize purchase of the TIC to cost no more than \$1725.00 made by Commissioner Montag, seconded by Commissioner Connor (3 yay, 0 nay).

b) Structural PPE \$4,000. AC Nelson requested authorization to purchase 2 sets of turn outs.

Motion to authorize \$4100.00 for turn outs made by Commissioner Montag, seconded by Commissioner Connor (3 yay, 0 nay).

c) Computer back up: The Cloud back up system is up for renewal. The current contract was for 3 years but they now want to increase the cost significantly (from \$1999.99 to \$3699.99 for 250GB). Roz was able to get the price reduced to \$1999.99 for 250GB but it was not budgeted for in 2017. Roz has looked at other options and suggested moving to a local company for month to month coverage. It was also suggested to look into external hard drives that can be stored off site. No request for payment over \$1000 was made.

2. State Audit: Commissioner Zoller read the report by the State Auditor. No issues were found, and the auditor noted that progress is already being made on areas that could cause concern if not addressed (eg. improved inventory records).

3. Provident Insurance: The Commissioners were asked to review the options available for increased Accidental Death and Disability (AD&D) insurance for volunteers. The Commissioners are in support of finding ways to put this in the 2018 budget.

Good of the Order: Chief Long noted the current income from state mobilization for the wildland season is approximately \$38,000.

Next meeting: The 2018 Budget Work Shop is scheduled for October 19th at 3pm. The 2018 Budget Hearing is scheduled for November 9th at 6pm just before the regular business meeting on November 9th 2017.

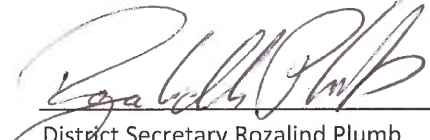
Motion to Adjourn the meeting made by Commissioner Montag, Seconded by Commissioner Connor (3 yay, 0 nay)

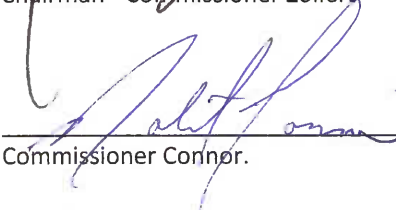
Meeting Adjourned: 20:42.

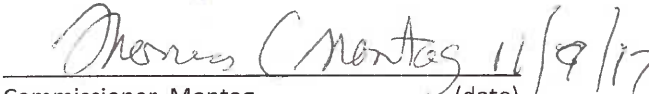
APPROVED BY:

Attest:


Chairman - Commissioner Zoller, 11/9/17
(date)


District Secretary Rozalind Plumb


Commissioner Connor, 11/9/17
(date)


Commissioner Montag 11/9/17
(date)

Klickitat County Fire District 3 Commissioners Meeting

200 Husum Street Husum, WA .

October 12, 2017 @ 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 meeting: (A) September 14 2017 business meeting.**
- **Secretary's Report:** 1. Treasurer's report (A) approve report reconciled with district report. 2. Bills and items to be signed (A) 3. 2017 Budget 4. Invested funds. 5. Correspondence.
- **Chief's Report: (I) e-mailed**
- **Training Report: (I) e-mailed**
- **On Going Business:**
 1. **Personnel/Payroll – Ongoing,**
 - a) **Direct Deposit** for paid employees. (I)
 - b) **Mobilization payments:** Timing of payments v's reimbursements. Authority to pay before reimbursement?
 - c) **Training Officer Position- (I) Zoller –** Provide comparison, full time vs part time, reference previous proposal by Chief.
 2. **Policy.** Temporary Employment hiring policy. (A)
 3. **US Post Office –** relocation of Post Office. –Zoller
 4. **Bond Consultant services - (I)**
 5. **Equipment Theft- (I)**
 6. **Dry creek structure protection:** Second letter sent to 1531 Hwy 141 to recover costs of fire protection to property outside of the fire district. Next step?
- **New Business:**
 1. **Requests for payment:**
 - a) Thermal Imaging Camera
 - b) Structural PPE - \$4000
 - c) Computer back up – 3 year plan \$1999.99
 2. **Audit:** review of Auditors summary for public record.
 3. **Provident Insurance:** Additional insurance to cover volunteers in the event of injury.
- **Good of the order:**
- **Next meeting:** Regular meeting **October 12** 2017.
- **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 REPORT
SEPTEMBER 2017**

Fund No.: 667.1

Fund Name: FIRE DIST 3

BEGINNING CASH BALANCE 1 \$ 270,317.52

+++ Increases ++++

Receipts (Revenue Dist Rpt)	2	7,090.18
Netted Transactions	3	-
Matured Investments	4	-
Interfund Transfers - In (397)	5	-
Other Revenue - JE's	6	-
Subtotal Increases	7	7,090.18

<< Disbursements >>

Other Expenditures - JE & KC AP	8	13,580.15
Interfund Transfers - Out (597)	9	-
New Investments	10	-
Disbursements (AP & PR)	11	-
E - Transactions (ACH & EFTPS)	12	2,224.56
Debt Service P&I	13	-
Other	14	-
Subtotal Disbursements	15	15,804.71

ENDING CASH BALANCE 16 \$ 261,602.99

WARRANTS

Previous Month O/S	17	-
Issued (+)	18	-
Redeemed (-)	19	-
Canceled (-)	20	-

WARRANTS OUTSTANDING (O/S) 21 -

Cash Balance <O/S Warrants > 22 \$ 261,602.99

INVESTMENTS

Beginning Inv Balance	23	101,000.00
Matured Investments	24	-
New Investments	25	-

ENDING INVESTMENT BALANCE 26 101,000.00

DEBT SERVICE/BOND ACTIVITY

Beginning Bond Principle Balance	27	(48,991.68)
Bond Principle Payments	28	-
Bond Interest Payments	29	-

ENDING BOND PRINCIPLE BALANCE 30 (48,991.68)

2017 Budget

This budget sheet is connected to the expenditure spreadsheet.

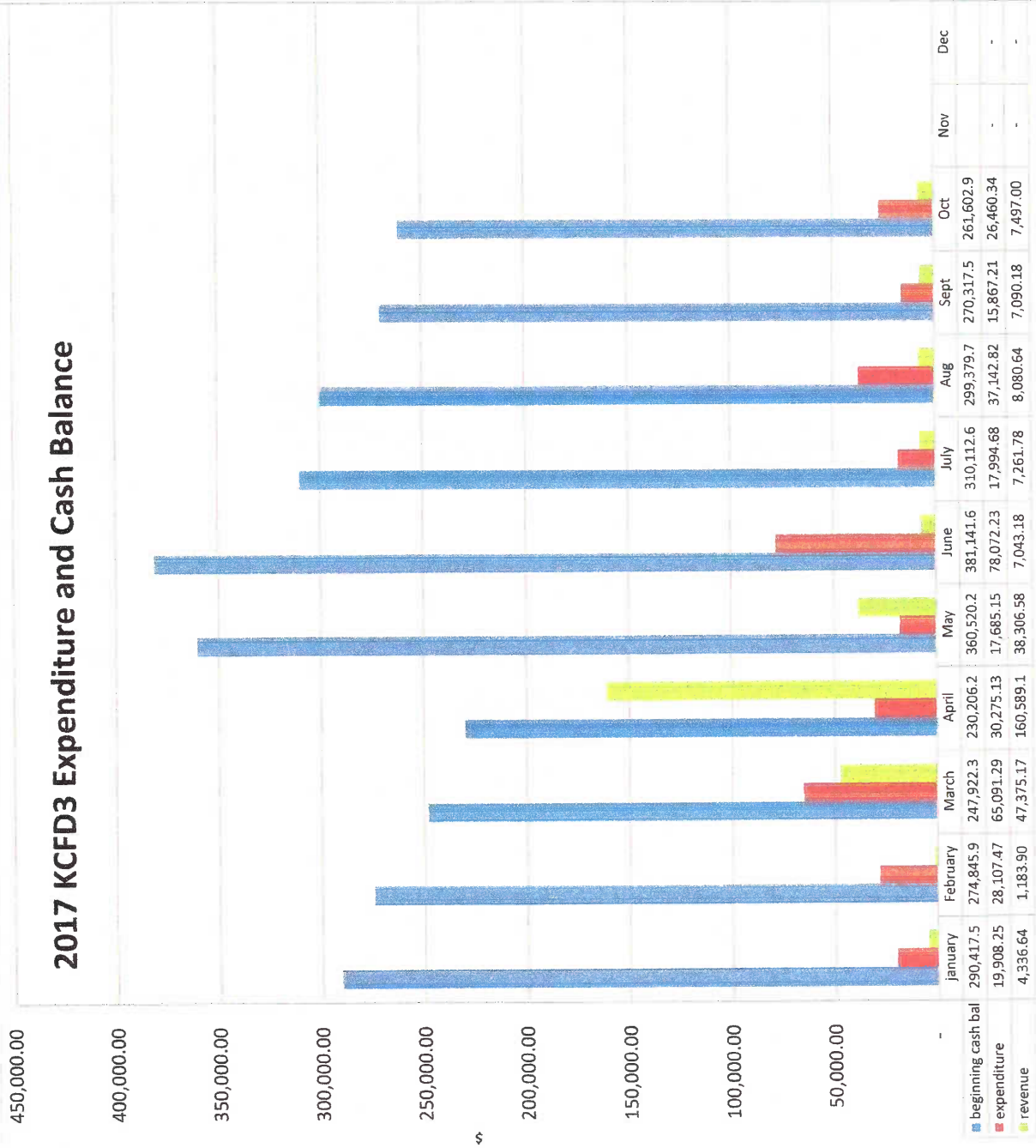
Klickitat County Fire District 3

updated 10/11/2017

BUDGET 2017

Category	Original Budget	September expenditure	expenditure YTD	Balance	% Used	Grants and other notes
Salaries & Wages + employee paid benefits	136,665.00	10,578.90	101,301.47	35,363.53	74%	
Benefits (excluding employee paid)	41,600.00	1,272.68	28,655.59	12,944.41	69%	
Volunteer Stipend	20,000.00	-	-	20,000.00	0%	
Volunteer Disability/Pension/life/flight	5,100.00	-	900.00	4,200.00	18%	plus \$100 refund from 2016-17
Volunteer Recognition	2,500.00	-	2,235.33	264.67	89%	
Office Expense/Supplies	6,000.00	22.16	3,820.13	2,179.87	64%	web site \$500 - monitor spending /communications
Professional Services	6,652.00	36.05	1,434.62	5,217.38	22%	NB State Auditor will be approx \$4000
Insurance	15,700.00	-	15,698.00	2.00	100%	
Communications	4,500.00	-	382.35	4,117.65	8%	was 5000, took \$500 towards loan interest
Advertising	500.00	-	113.16	386.84	23%	
Vehicle Parts/Repairs	14,000.00	-	10,293.29	3,706.71	74%	
Rescue - Apparatus Supplies	7,500.00	615.44	9,884.55	(2,384.55)	132%	2016-17 insurance claim
Fuel	8,000.00	1,147.43	7,394.23	605.77	92%	
Station Repairs - Supplies	20,000.00	313.01	17,896.68	2,103.32	89%	includes 12,000 for stn 32 project plus 1000 for other projects - 50 x 1084.54 replace lock insurance
Utilities Services	17,000.00	1,109.48	12,621.92	4,378.08	74%	
Travel & Meals	3,490.00	10.89	2,620.56	869.44	75%	was 4000, took \$510 toward loan interest.
Fire Training - Supplies	13,500.00	2.00	9,179.78	4,320.22	68%	221.97 insurance claim
EMS Training - Supplies	9,500.00	105.98	5,483.59	4,016.41	58%	1,113 health & safety grant (\$11,46 spent on 1,34 remaining) plus 1 FD insurance claim
Uniform/apparel - currently in fire supplies				-		
Prevention	1,000.00	662.54	878.15	121.85	88%	
Long Term Loans (Ambulance)	52,776.67	-	51,766.67	1,010.00	98%	was 51,765.67 - \$1,010.00 still due. (took \$10 from trvl. & \$00 from Comm)
Taxes (for previous year)	3,000.00	-	3,685.91	(685.91)	123%	budget was set before the end of the year.
Dues & Fees	2,500.00	(9.35)	(28.48)	2,528.48	-1%	
Municipal Pool Reserve	15,000.00			15,000.00	0%	
Capital Pool	-				0.00%	
Total budgeted expenditure	406,483.67	15,867.21	286,217.50	120,266.17	70%	
Stn 32 capital project using cash balance			42,610.38			
Total Actual Expenditure			328,827.88			
ev property tax, estimated in October 2016	420,647.42					
0014417 property tax confirmed from Assessor	420,647.42			134,429.92		
Revenue from Wildland (-)				-		
Expense for Wildland				-		

2017 KCFD3 Expenditure and Cash Balance



Fire Chief's Report to Board of Commissioners

October 12, 2017

Safety:

- No injuries or accidents

Customer Service (emergent and non-emergent):

- Fire safety week – October 12th / 13th. Witson Elementary School, Pre-school, one day care facility. Unable to make contact with the middle and high schools to schedule presentations.
- October 12th – Century Link 911 phone outage from Bingen to Trout Lake to Glenwood. Worked with Klickitat 911 to ensure folks were at the stations in the event a “walk in” emergency was reported.
- 18 calls since your last board meeting. 266 calls as of 10/11/16. Average calls per day as of 10/12/17 – 1.3/day.

Projects:

- Stolen equipment is coming in for the insurance claim from the break in. Still waiting for the Thermal Imaging Camera (TIC), extrication hose, and the A.E.D. Purchase request for thermal imaging camera. Quick connections for extrication equipment has not arrived. Working with LN Curtis to complete extrication repairs. Still have a loaner tool from White Salmon Fire Department.
- Door for station 32 has arrived. Should be installed by this week by Zach Langren.
- Training Officer Proposal to the Board. – Continuing. Support from both City of White Salmon and Bingen. Mayor Barnes voiced concern about services for dollars spent and wants to make it clear that City of Bingen will not support funding a training officer if they are not receiving direct benefit from the investment.
- Met with SDS Lumber at their mill to discuss emergencies and their internal procedures. Will be obtaining maps for fire/emergency pre-plans for Tom Andrews to continue to improve our database. SDS currently has excellent facility maps and they will be able to easily fit into our pre-plan books in the event of a large fire or other emergency on the facility.
- Bond consultant – Jim Nelson will be at the November 9th, 2017 meeting.
- 2006 Type 6 brush engine – Still needs inspection and service. Budget planning to get it fully equipped.
- 2018 Budget Preparation is ongoing.
- Fire Extinguishers – annual required service. Completed 10/12/17
- Annual Pump Testing for fire apparatus - Week of October 16th at Mid-Columbia Fire in The Dalles.
- Fire District notified that Survey and Ratings will be in Klickitat County Washington in 2018 for full surveys. This will meet my objectives to seek out a better rating for our entire district. Looking forward to it.
- One new volunteer (career firefighter) within the last two months. Hired one volunteer who was able to get into the academy on short notice. 10/10/17 – another applicant (Cherry Lane resident).

- Expedition will need to go into the shop for oil/air fuel service. It also has rear sway bar bushings that have failed and need replaced. It also needs a tune up and diagnosed additional noises with the bottom end of the engines. It is now at 175000 miles on the odometer. Recommend replacement of both that vehicle and the utility truck per the planned replacement schedule. Budget planning.
- 2017 employee evaluations nearly complete.

Community Events:

- Presented at Rotary meeting on September 19th at the Methodist Church. Well attended.
- Citizens Advisory Panel met at Station 31 on September 19th. Met with one of our new advisory panel members Melisa Heidel. I provided her with a tour of the fire district, all three stations and our fleet. I was able to show her some of our capital needs related to our pending Bond activities.

Personal Activities and Achievements:

- Participated in SE Team #1 assignments: Whitehall Fire (Coulee City Washington 9/30-10/2) and the Teanaway River Fire in Cle Ellum Washington (10/6 – 10/10). Anticipate these being the last assignments for 2017. Roz has unanticipated funding estimates available.

Respectfully submitted:

Wes Long

To the Fire Chief and Fire Commissioners of Klickitat County Fire District 3

September, 19th./October 10th. 2017 Training Report

Submitted on Wednesday October 9, 2017

Training Events:

September 19th. Equipment checks at individual station, EMT's OTEP training. This week we covered Infectious Diseases and recertification on the proper technique in the use of a King Airway.

September 26th. Chief Long held a budget meeting with myself and Captain Renault. The other two Captains were not able to attend. They both had conflicting work schedules.

The other firefighter spent time cleaning up their individual stations.

October 3ed. Equipment Checks at individual station.

October 9th. SCBA review of White Salmon's new Scott air packs. A review of cold weather operations.

Upcoming special actives:

October 9th. thru October 14th. is Fire Prevention Week. KCFD3 have been invited to attend Whitson Elementary, Donna's Day Care and Head Start to talk to the students about fire safety and how to safely evacuate from a structure fire.

Fire Schools:

Westside Fire recruit academy started the first Monday of the month. We have two volunteers attending.

Training Statistics:

This last month attendance percentage was an averaged of 38%.

Respectfully Submitted

AC/Training Jerry Nelson

District: FIRE 3

Previous year's levy amount	\$420,647.42	
Maximum lawful levy since 1985	424,853.89	423,165.82
		427,397.48
Estimated additional revenue resulting from new construction, improvements to property, newly constructed wind turbines, any increase in the value of state assessed property, any annexations that have occurred and refunds made	9,721.37	9,721.37
Estimated total request: using maximum lawful levy using previous year's levy	\$434,575.26	\$437,118.85
Estimated dollar amount of increase	\$4,206.47	\$6,750.06
Estimated percentage over last year's levy amount using previous year's levy	1.00%	
using maximum lawful levy	1.60%	
Estimated total district value	\$491,776,841.00	
	\$483,148,635.00	total real and pers
	\$8,628,206.00	last year's state-a-
Levy Real and Mobile Taxable Value	\$476,341,273.00	
Levy Personal & Structure Taxable Value	\$6,807,362.00	
	<u>\$483,148,635.00</u>	

Klickitat County Fire District No 3
January 1, 2014 through December 31, 2016
Audit Recommendations for Management

Payroll

The District has made improvements over their payroll process since our prior audit. The board is actively involved in updating employment contracts and reviewing payroll documentation. The District also hired a CPA firm to process payroll to help ensure it is calculated correctly via employment contracts and timesheet.

During our audit, we recognized the improvements that the District is making. However, within our testing we noted several smaller transactions that were either unsupported or calculated incorrectly.

We recommend that the District continue to strengthen internal controls over their payroll process.

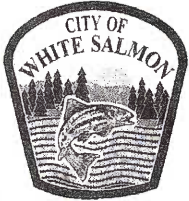
Small and Attractive Assets

During our audit, we identified the following control weaknesses within the District's small and attractive asset process:

- The District has not conducted a recent physical inventory of all small and attractive assets.
- Asset listing is incomplete and does not document all serial numbers or tag numbers to distinguish between items.
- Recent purchases of small and attractive assets are not assigned an inventory number or added to the inventory sheet before being placed in service.

Without adequate internal controls, public assets are at risk of misappropriation, misuse or loss that may not be detected by District staff.

During our review, we noted that the District is in the process of creating policies over inventory and the tracking of small and attractive assets. The District is also in the process of building an electronic database to track small and attractive assets via tag numbers and serial numbers. We recommend the District continue to improve internal controls over the safeguarding of small and attractive assets.



City of White Salmon
- Volunteer -
Fire Department

September 12, 2017

Board of Commissioners
Klickitat County Fire District No. 3
P.O. Box 151
200 Husum Street
Husum, WA 98623

Re: Thank You To Your Membership

Dear Fire Commissioners:

The White Salmon Volunteer Fire Department greatly appreciates the generous assistance given by your members who answered our Department's request for aid in putting on our annual Huckleberry Breakfast during the Bingen Huckleberry Festival. Your members' time and toil was invaluable in continuing our Department's annual breakfast for the community.

If you have any questions, please do not hesitate to contact me.

Thank you for your courtesy and consideration.

Sincerely yours,

Lance S. Stryker

Lance S. Stryker
Secretary/Treasurer
White Salmon Volunteer Fire Department

Box 2139 - 119 NE Church St.
White Salmon, WA 98672
Email: cityhall@gorge.net

Emergency: 911
Non-Emergency: (509) 493-2660
Office: (509) 493-1135
Fax: (509) 493-1147