

KLICKITAT COUNTY FIRE DISTRICT 3

200 Husum Street, Husum, WA 98623

Commissioner's Meeting

Thursday January 10, 2019

Called to order: 15:05

Attendance:

Commissioner Montag, Commissioner Connor, Commissioner Virts,
Chief Long, Rozalind Plumb, Captain Gilmer, Eric Bosler, Sandy Montag, Lloyd Olson.
Debbie Olson, Svere Bakke (White Salmon Enterprise).

Approval of agenda:

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

Public Discussion:

None noted. Commissioners to allow open discussion during the meeting.

Minutes of the last meeting:

Motion to approve the minutes of the December 13th, 2018 Regular Business Meeting, made by Commissioner Virts, seconded by Commissioner Connor. (3 yay, 0 nay) motion passed.

Secretary's Report:

- 1. County Treasurer's Report for December 2018** was not available at time of meeting

Beginning balance	\$541,751.79	Ending Balance	\$
Deposits	\$	Disbursements	\$

2018 District expenditure shows a year to date (December 31) total of \$573,775.67.

Reconciled County Auditor's reports against District Accounts, and will schedule a time with Commissioner Connor when County Treasurer's reports are available.

Bills and items to be signed:

Motion to approve bills made by Commissioner Connor, Seconded by Commissioner Virts (3 yay, 0 nay) motion passed.

Vouchers: Commissioner Voucher December 14th 2018 to January 10th 2019

- a). 12/19 \$3,251.69 b).12/20 \$500.00 c). 12/20 stipend \$4,560.70
d). 12/0 stipend2 \$3,394.69 e). 12/20 stipend3 \$1,507.14 f). 1/9 \$6,254.64

Payroll –direct deposit. \$8,569.56 Timesheets reviewed by Commissioner Connor

Request for Funds:

- a) Life Flight billing, the Life Flight bill will be over \$1,000. ***Motion allowing Secretary Plumb to pay the Life Flight costs in excess of \$1,000. Made by Commissioner Virts, seconded by Commissioner Connor (3 yay, 0 nay) motion passed.***

2. 2018 Operating Budget:

Anticipated budget was \$421,656.12

Operating Expenditure **\$371,667.15** (88%). Remaining Balance for 2018 is \$49,988.97. (Unaudited at time of meeting).

3. Investment of funds

District is maintaining \$200,000.00 invested funds. \$2,486.46 interest earned to November 30th.

The investment matured on November 9th and was placed into the cash balance. Per resolution 2018-03 the investment officers reinvested the funds into the state pool. Added \$21,595.00 to invested funds. This was the budgeted 5% of the operating budget the Commissioners had anticipated to invest.

2019 District Expenditure: Operating Budget is \$476,497.00. Expenditure to date is \$16,081.53

4. Correspondence:

WFCA Saturday seminars are available for Commissioners to attend.

The White Salmon Enterprise has requested notification of all meetings and meeting packets.

5. Current priority projects include:

- Bond financial set up and training opportunities,
- 2018-year end taxes and auditing
- 2019 financial set up.
- Life Flight updates
- BVFF updates
- Appreciation Dinner
- Grant for Archiving – workshop in Feb and opens/closes in March

Chief's Report: See attached.

Chief Long had submitted his Chief's report to the Commissioners in advance of the meeting. Additional items included the repair of the Box door on B 312, M316 will be going to Glenwood while their medic is in the shop (they may require transport to meet an

ALS unit). They will cover the insurance on it. B 323 is back in the shop for transmission work.

Training Report: See Attached.

Captain Gilmer submitted his training report to the Commissioners in advance of the meeting. Focus is currently on the annual training requirements set by the State.

Ongoing business:

1. Personnel/Payroll:

- a) **2019 contracts:** Following performance reviews the contracts for the Fire Chief and District Secretary have been updated. ***Motion to approve the contracts for the Chief and District Secretary made by Commissioner Virts, Seconded by Commissioner Connor. (3 yay, 0 nay) motion passed, contracts signed.***
- b) **Washington Family Leave Act:** Beginning January 1 2019 Washington state mandates a family leave benefit. As such there is a state fee to cover costs (similar to unemployment benefit). With less than 50 employees the District does not have to pay into the fund, but employees must pay in at a rate of 0.004 of gross wages. The District can choose to pay the employee's portion of the benefit.
Motion authorizing the District pay the employee's portion of the FMLA benefit made by Commissioner Virts, Seconded by Commissioner Connor (3 yay, 0 nay) Motion passed.
- c) **AD&D Benefits:** The Volunteers are covered by the Board for Volunteer Firefighters and an additional policy for AD&D. However, paid staff (Firefighters) currently have no additional coverage other than L&I. Secretary Plumb asked the commissioners to consider comprehensive support to staff members in the event of an accident. There is additional coverage available through the WFCA Health benefit program. There are other options available too. Roz will work with Commissioner Montag to review other options available and report back at the next meeting.

2. Policies:

Lexipol: We have approved using Lexipol to build the policies and operational procedures for the district. There are some webinars to attend in preparation for the project. Commissioner Virts will be assisting with the policies before they are approved by the board.

- 3. Bond Update:** Commissioners asked Chief to contact Robert Merritt and MRSC to find options for project management of the construction items. It is vital that the consultant have a strong knowledge of the state regulations for capital projects, contractor and agency responsibilities. Chief has written confirmation from the Attorney that we do not have to go to bid for a project manager (you must go to bid for architects and engineers).

Spend Down Plan: Chief is going to work with Bob Merritt to get a spend down schedule.

Commissioner Virts expressed his concern to ensure the funds are invested when possible. Roz ensured Commissioner Virts that she is working closely with the County Treasurer while the accounts are set up and systems are put in place. The treasurer's office is working hard to ensure we have the correct procedures. The Treasurer and the State require the Spend Down Plan to ensure funds are available in the correct accounts.

4. **Outreach to White Salmon City Council Public Safety Committee;** Commissioner Virts has contacted Jason Hartman and will continue to follow up with sharing of information.
5. **Cell Phones for Operations Staff:** The Commissioners authorized the Chief to make the decision on whether to adopt a phone plan through the district or to continue using his personal phone with a \$60 reimbursement for cost paid by the District. Chief reported back that he and Captain Gilmer have opted to use their personal cell phones. Commissioner Virts asked that the contracts be updated to include a clause specifically stating the stipend will be given for cell phones and that the individual understands the phone may be discoverable in the event of a law suit.

New Business:

1. 2019 Administrative Resolutions:

- i. 2019-01 appointing KCFD3 board of Fire Commissioners Officer Positions
Commissioners voted to elect officers:
Motion to retain Thomas Montag as Chairman of the board made by Commissioner Virts seconded by Commissioner Connor – motion passed
Motion to retain Commissioner Connor as Vice Chair made by Commissioner Virts seconded by Commissioner Montag – motion passed.
Motion to approve Resolution 2019-01 appointing KCFD3 Commissioners Officer Positions made by Commissioner Virts, Seconded by Commissioner Connor (3 yay , 0 nay) motion passed.
- ii. 2019-02 appointing District Secretary
Motion to appoint Rozalind Plumb as District Secretary made by Commissioner Virts, seconded by Commissioner Connor (3 yay, 0 nay) motion passed.
- iii. 2019-03 appointing Investment officers
Motion to appoint Commissioner Virts, Chief Long and Secretary Plumb as investment officers made by Commissioner Virts, seconded by Commissioner Connor, (3 yay, 0 nay) motion passed.
- iv. 2019-04 Appointing Auditing Officers
Motion to appoint Commissioner Connor, Chief Long, Rozalind Plumb as auditing Officers, made by Commissioner Virts seconded by Commissioner Connor (3 yay, 0 nay) motion passed
- v. 2019-05 Appointing Payroll Officers
Motion to appoint Commissioner Connor, Chief Long and Secretary Plumb as Payroll Officers made by Commissioner Virts, seconded by Commissioner Connor (3 yay, 0 nay) motion passed.
- vi. 2019-06 appointing Medical records/privacy officer

Motion to appoint Chief Long and Secretary Plumb as Privacy Officers made by Commissioner Virts seconded by Commissioner Connor, (3 yay, 0 nay) motion passed.

- vii. 2019-07 Appointing Agent to Receive Claims
Motion to appoint Brian Snure as agent to receive claims made by Commissioner Virts seconded by commissioner Connor (3 yay, 0 nay) motion passed.

Good of the Order:

None noted.

Next meeting:

- Regular Business meeting February 14th, 2018 at 3:00pm at station 31 in Husum WA.

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

Meeting adjourned: 16:10

APPROVED BY:

Thomas C Montag 2/18/19
Chairman – Commissioner Thomas Montag. (date)

Robert Connor 2/18/19
Commissioner Robert Connor (date)

Approved via Telephone. 2/18/19
Commissioner Charles Virts (date)

Attest:

Rozalind Plumb
District Secretary Rozalind Plumb

Klickitat County Fire District 3 Commissioners Meeting

200 Husum Street Husum, WA.

January 10, 2019 at 15:00 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. December 13th Regular Business 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:
- **Chief's Report: (I)**
- **Training Report: (I)**
- **On Going Business:**
 1. **Personnel:**
 - a) **2019 contracts:** Update personnel contracts.
 - b) **Wa State Family Leave:** With new legislation in effect the payroll contractor has asked how the District intends to handle the employee's portion of the premium. (A)
 - c) **AD&D for paid staff:** Income protection for staff in the event of an accident.
 2. **Policies:**
 3. **Bond – update:**
Construction Project Coordinator- Contract required.
Project Planning,
Spend down planning.
 4. **Outreach to White Salmon City Council Public Safety Committee: (I) Virts**
 5. **Cell phones** for operations staff.
- **New Business:**
 1. **2019 Administrative Resolutions:**
2019-01 appointing KCFD3 board of Fire Commissioners Officer Positions
2019-02 appointing District Secretary
2019-03 appointing Investment officers
2019-04 Appointing Auditing Officers
2019-05 Appointing Payroll Officers
2019-06 appointing Medical records/privacy officer
2019-07 Appointing Agent to Receive Claims
- **Good of the order:**
- **Next meeting: Regular meeting February 14th 3:00 pm**
- **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.

2018 Operating Budget

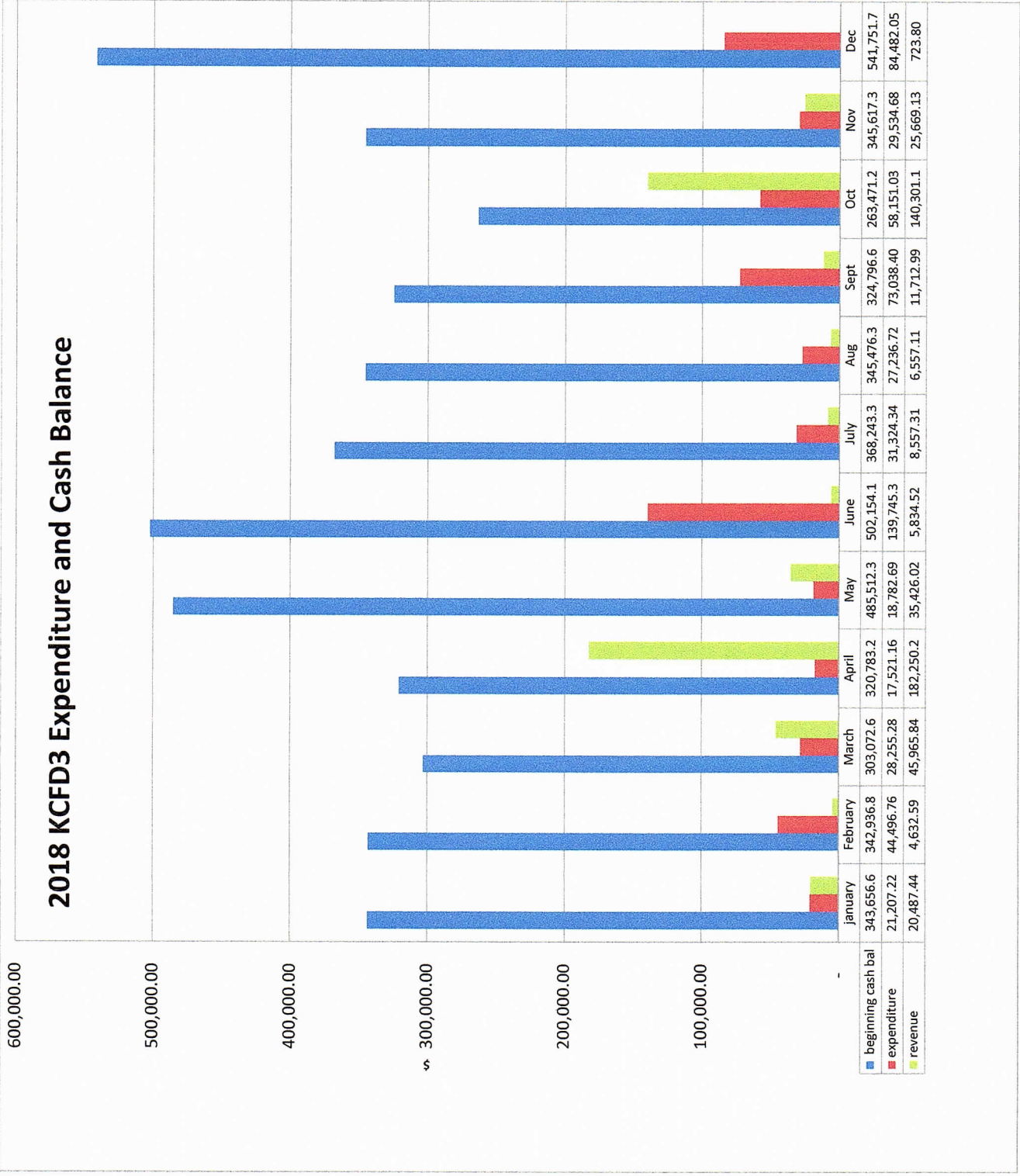
This budget sheet is connected to the expenditure spreadsheet.

BUDGET 2018 **Klickitat County Fire District 3** updated **12/30/2018**

Category	Original Budget	Dec expenditure	expenditure YTD	Balance	% Used	notes
Salaries & Wages + employee paid benefits	139,398.30	12,379.51	131,512.84	7,885.46	94%	includes Wildland pay which will be reimbursed. (20,412.76 due for sal and bens)
Benefits (excluding employee paid)	42,432.00	(259.56)	23,820.97	18,611.03	56%	negative for de as EFTPS has not been paid for Stipends
Volunteer Stipend	18,000.00	9,462.53	11,955.98	6,044.02	66%	
Volunteer Disability/Pension/lifeflight	8,907.00	2,430.00	7,387.00	1,520.00	83%	paid LF. 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	550.76	4,707.03	1,292.97	78%	
Professional Services	8,000.00	1,551.94	6,127.82	1,872.18	77%	
Insurance	16,500.00	-	16,884.00	(384.00)	102%	
Communications	4,500.00	-	3,070.97	1,429.03	68%	
Advertising	1,300.00	-	844.82	455.18	65%	
Vehicle Parts/Repairs/service	14,100.00	3,386.19	13,372.71	727.29	95%	
Rescue - Apparatus/Supplies	7,500.00	660.00	9,511.34	(2,011.34)	127%	
Fuel	8,000.00	418.43	8,802.99	(802.99)	110%	
Station Repairs/Supplies	10,000.00	760.16	6,130.79	3,869.21	61%	
Utilities Services	17,000.00	1,202.58	14,388.17	2,611.83	85%	
Travel & Meals	3,000.00	-	2,129.94	870.06	71%	
Training	9,000.00	1,235.00	7,157.54	1,842.46	80%	
Fire Supplies/service	15,000.00	5,829.88	19,111.06	(4,111.06)	127%	200 repay for Danner boots PLUS EDA GRANT to be completed 50/50.
EMS Supplies	9,500.00	746.86	2,341.87	7,158.13	25%	
Uniform/apparel	2,000.00	2,509.19	2,579.18	(579.18)	129%	425 from NWL for signs
Prevention	1,500.00	421.58	1,236.11	263.89	82%	
Long Term Loans (Ambulance)	51,223.00	513.00	51,223.00	-	100%	
Taxes (for previous year)	2,000.00	-	1,229.55	770.45	61%	
Dues & Fees	2,500.00	30.91	2,047.24	452.76	82%	
Municipal Pool Reserve	21,595.82	21,595.00	21,595.00	0.82	100%	
Capital Pool	-	-	-	-	0.00%	
Total budgeted expenditure	421,656.12	65,423.96	371,667.15	49,988.97	88%	
Capital projects using cash balance		1,822.05	75,419.69			
Bond prep expenditure		17,236.04	30,875.82			
invested funds		-	94,393.00			
GRANT / other spending		-	358.10			
Expense for Wildland		-	1,061.91			
Total Actual Expenditure		84,482.05	573,775.67			
aw property tax estimated in November 2017	431,916.33					
04/14/17 property tax confirmed from Assessor			573,775.67	(573,775.67)		
expected Revenue from Wildland (-)	26,869.38			25,807.47		

This is not complete -\$ in wages not included here. See Wages above.

2018 KCFD3 Expenditure and Cash Balance



2019 Operating Budget

This budget sheet is connected to the expenditure spreadsheet.

BUDGET 2019 **Klickitat County Fire District 3** updated **1/10/2019**

Category	Original Budget	Jan expenditure	expenditure YTD	Balance	% Used	notes
Salaries & Wages + employee paid benefits	172,000.00	9,776.89	9,776.89	162,223.11	6%	214,510.00
Benefits (excluding employee paid)	42,510.00	-	2,339.61	40,170.39	6%	
Volunteer Stipend	18,000.00	-	-	18,000.00	0%	
Volunteer Disability/Pension/life/flight	9,807.00	-	-	9,807.00	0%	
Volunteer Recognition	2,700.00	-	-	2,700.00	0%	
Office Expense/Supplies	6,000.00	-	170.51	5,829.49	3%	
Professional Services	11,850.00	-	145.80	11,704.20	1%	
Insurance	17,800.00	-	-	17,800.00	0%	
Communications	8,300.00	-	1,671.91	6,628.09	20%	
Advertising	1,400.00	-	87.60	1,312.40	6%	
Vehicle Parts/Repairs/service	15,000.00	-	369.17	14,630.83	2%	
Rescue - Apparatus/Supplies	9,900.00	-	-	9,900.00	0%	
Fuel	9,000.00	-	372.91	8,627.09	4%	
Station Repairs/Supplies	7,142.00	-	15.03	7,126.97	0%	
Utilities Services	17,000.00	-	423.10	16,576.90	2%	
Travel & Meals	4,000.00	-	-	4,000.00	0%	
Training	9,500.00	-	634.00	8,866.00	7%	
Fire Supplies/service	21,000.00	-	-	21,000.00	0%	
EMS Supplies	9,500.00	-	-	9,500.00	0%	
Uniform/apparel	4,000.00	-	-	4,000.00	0%	
Prevention	1,500.00	-	-	1,500.00	0%	
Long Term Loans (Ambulance)	51,813.00	-	-	51,813.00	0%	exact amount
Taxes (for previous year)	2,000.00	-	-	2,000.00	0%	
Dues & Fees	2,050.00	-	75.00	1,975.00	4%	
Municipal Pool Reserve	22,725.00	-	-	22,725.00	0%	
Capital Pool	-	-	-	-	0.00%	
Total budgeted expenditure	476,497.00	9,776.89	16,081.53	460,415.47	3%	
Capital projects using cash balance		-	-			
Bond prep expenditure		-	-			
invested funds		-	-			
GRANT / other spending		-	-			
Expense for Wildland						
Total Actual Expenditure		9,776.89	16,081.53			
av property tax estimated in November 2018 +22,000TO share	476,497.53					
04/14/17 property tax confirmed from Assessor			16,081.53	(16,081.53)		
expected Revenue from Wildland (-)	26,869.38			26,869.38		

Fire Chief's Report to Board of Commissioners

January 10, 2019

Safety:

No incidents or accidents reported.

Safety Committee minutes posted at each station as required. Committee Meeting scheduled for 1/11/19 @ White Salmon FD.

Customer Service (emergent and non-emergent):

- 12 incidents since your last meeting.

Projects:

- Staff vehicles – Project continues. Installation of emergency equipment has started.
- Bond: Planning with mHc Consultants a meeting to develop project timelines. Working to put together committees for equipment purchases. Will be setting up a meeting with Citizens Advisory Committee to solicit their participation of various projects – if they desire.
- Training Captain – continuing to work with Captain Gilmer as he slowly builds training plan.
- Turnout purchase – continues. Captain Glaser is assisting. Blended an order between KCFD3 and WSFD in order to get a better price.
- Brush 332 (1999 F450 – Green) Picked up brush from Gearhead Transmission in Odel Oregon. Returned it to them as it was not shifting correctly and was leaking transmission fluid. UPDATE: Brush 322 is still in the shop. The transmission is going to be pulled out again. I'm 'stuck' with waiting for it to be fixed correctly because sending it to another shop will cost us more. Very unhappy with the service and timeliness of Gearhead Transmission. I researched the area for a reputable shop that wouldn't break the bank.
- District inventory: Estimated 10% of inventory has been completed.
- Assisted Roz with annual stipend project.
- Ordered uniforms for Captain Gilmer, myself and Roz. Working to make patch change. Uniforms arrived; need to send back pants due to incorrect sizing. Patches have not been secured quite yet.
- Seeking vendors to create laminate window decals for our volunteers (incentive tool). Project continues.
- Annual Fleet service scheduled for January 2019. Will be sending commercial vehicles in for brake inspections this year. Brush 332 slated to receive new leaf springs due to sagging from age. Brush 312 slated for 360 degree LED work lights for nighttime work (improved safety).
- Glenwood Fire District 8 borrowed Medic 316 while their ambulance was in the shop. It was returned without them needing it for a call.
- Replaced Station 31 radio antenna and coax cable with new directional antenna. Note: This is the last piece of equipment. Continued reception issues at Station 31 will then be directed to Klickitat County Emergency Management (911) for troubleshooting. Reception into the Husum valley is difficult at best. Contacted Klickitat County 911 on January 4th to have them look into their system.
- Firefighter Jesse Sheppard has agreed to take over radio equipment and programming for the district. As he can.
- Finishing up with Lexipol to get KCFD3 signed into their system to begin building our Administration and Operations Policy Manual. Webinar trainings are scheduled and will share with Commissioner Virts as requested.
- Brush 312 damaged compartment door repaired to specifications.

Training: See Captain Gilmer's report

Community Events:

None at this time

Personal Activities and Achievements:

Appointed to the Washington State Regional Fire Defense Committee as the regional Alternate. The primary fire chief is Chief Sinclair at Kittitas County Fire in Ellensburg. Duties will be a continuation of work already performed at various times associated with Washington State Mobilization and gathering area resources for dispatches whenever agencies are calling for help. This is an All-Hazards program for a wide-variety of emergencies.

Respectfully submitted: Wesley W. Long – Fire Chief 01/07/2019

Training report to the Fire Commissioners November 2018

Statistically:

KCFD3:

December -

- 52% attendance; 16/31
- 16 hours training provided

End of the 4th Quarter 2018 –

- 68% attendance; 21/31
- 44 hours training provided

White Salmon:

- 57% attendance; 11/19
- No quarterly data

Skamania 3:

- 62% attendance; 10/16
- No quarterly data

Activities:

Attended Columbia Gorge Training Association and the grant is going to be applied for hopefully two trainings. First is “My House Rocks” with Mike Gagliano from Meridan, Idaho. Mike presents five key areas that help keep a firehouse thriving and productive. The second opportunity is still being explored.

Starting the EMT class January 2nd

Offered a draft for the 1st quarter 2019 Training Calendar to Chief for approval.

Developed and improving an outline for each drill setting expectations and encouraging previewing supporting data to show up knowing what is expected and why.

Activities: (cont.)

Developed “menu” of training areas for Chief to use with WS and SKA3 for the direction they want to go and help refine the level of training.

Actively recruiting instructors for future training, both internally and outside the area.

Developed excel spreadsheet for tracking training for WS and SKA3.

Developing personal databases of training.

Developing department assessment to ascertain baseline skills within IFSTA, NFPA and WAC 296-305 for tracking measurable improvement or areas requiring additional focus.

Scheduled demonstration with TargetSolutions to understand their online training package being used locally with the CGTA and Kittitas F&R.

Exploring different qualified instructional options for younger volunteers as they use technology an average of 6.5 hours a day to communicate, entertain and educate themselves. They respond to 5 R’s; research based, relevance, rationale, relaxed and rapport.

36 y/o and younger are prime FF’s and we can’t assume even if it works our methods will enlist or engage them to stay and be productive.

Safety Committee:

Minutes posted and next meeting scheduled for January 8th. Planning on a safety presentation on the January 29th and future 5th Tuesday Drills.

Respectfully submitted and available for questions,
Tony Gilmer
Training Captain