

KLICKITAT COUNTY FIRE DISTRICT 3

200 Husum Street, Husum, WA 98623

Commissioner's Meeting

Thursday January 12 2017

Minutes

Called to order: 18:30

Attendance: Commissioner Zoller, Commissioner Connor, Commissioner Montag –Quorum present. Chief Long, Secretary Plumb, Tom Culp, Bo Aplin, Daryl Horn, Lisa Evans, Mike Renault, Bill Couse, Christie Hessler, Chuck Virts, US Post Office representatives Sue and Debbie Alaway. Eric Bosler.

Approval of agenda: *Motion to approve the agenda for January 12 2017 meeting made by Commissioner Montag, Secoded by Commissioner Connor.* (3 yay 0 nay).

Public Discussion: Discussion revolved around the need to relocate the Post Office from the current location on DNR property. A new purpose-built building (10x40 building plus 7 parking spots) would replace the current building. Options for placement include behind the Fire Department. Work would be needed to assess access if it were to be placed behind the fire Department. The fire Commissioners noted the space behind the department is also needed for training. Chuck Virts and Chief Long both think there may be enough room for both activities. Sue noted she has spoken to other land owners including Don Struck and Sandy Lock, but there are no other options available at this time, or she has not heard back from them. The project would need to involve no cost to the department. USPS would need to install the road. Chief Long noted he has a concern for fire load of another building. The residents adjacent to the building would also need to be onboard with the project. There would also be a monthly lease paid by the USPS, which may help fund the fire Department. No decisions will be made at this time, but he Commissioners asked for direction on the future discussion points needed for them to assess the option.

End of public discussion – most members of public left the room at this time.

Minutes for December 8th Regular business meeting *Motion to approve the minutes for both meetings made by Commissioner Montag, Secoded by Commissioner Connor,.* (3 yay, 0 nay).

Secretary's report:

1. **County Treasurer's Report for December 2016** was not available from the county at the time of the meeting. This will be forwarded to the Commissioners as soon as it is available.

December 2016 Beginning balance was \$330,598.00

2016 District expenditure shows a year (January 1 -December 31) total of **\$388,832.19.**

2017 District expenditure shows a year to date (January 12) total of **\$8,195.45**

2. Bills and items to be signed: *Motion to approve bills made by Commissioner Connor, Seconded by Commissioner Montag* (3 yay 0 nay).

a. Vouchers: Commissioner Voucher December 9 2016 to January 12 2017

- a). 12/13 stp1 - \$4,634.60 b). 12/13stp 2 - \$6,689.72 c). 12/13stp3 - \$392.49
d). 12/15 - \$6,499.39 e). 12/15ret -\$1655.74 f). 12/21 - \$5,202.17
g). 12/20 - \$3,145.80 h). 01/05 - \$1,298.26 i).01/06 pr-6,317.07
j). 01/06 (2) - \$5,294.05 k). 01/12 - \$1,196.19

b. Signature Sheet – County Auditor required updated signatures for 2017.

c. Use Tax – Roz requested authorization to pay the use tax (estimated at \$3,685.00). **Motion to authorize up to \$3,900 for use tax made by Commissioner Zoller, Seconded by Commissioner Montag.** (3 yae, 0 nay).

3. 2016 Budget: \$388,832.19. Year-end figures still need to be reconciled with the County Treasurer’s Department. But we were under budget for the year. There is \$12,000 carried over in the cash balance for station repairs.

4. Budget 2017: \$8,195.45.

5. Investment of funds: District is maintaining \$101,000 which will mature in November 2017.

6. Correspondence:

PDC – reminder to Commissioners that PDC required information is due.

WFCA - Conference and Saturday Seminars flyers were given to Commissioners. Any of the seminars would be beneficial. Any that relate to a Bond would be advised. There was discussion, on when the

MRSC - E-mails and newsletters have links to information relevant to the Commissioners (OPMA, budget and planning etc.)

7. Current priority projects include:

- State Audit
- Taxes
- Life Flight

Chief’s Report:

Chief long updated the Commissioners on the current projects in the district. See attached Chief’s report. We are at 19 calls already this year (Jan 12).

Training report:

Chief Long spoke for Assistant Chief Nelson and updated the Commissioners on training activities for the past month. Training has included equipment check, strategy and tactics in operation, tire chain inspections, training at the burn house included vehicle positioning, long hose stretches and search and rescue, and ventilation.

On-going business:

1. Personnel;

a). Direct deposit – is still in progress with the Treasurer’s Department, they are experiencing personnel shortages so this will be on hold until further notice.

b). Employee Contract- Training Officer – **EXECUTIVE SESSION**. RCW 42.30.110(1)(g) ...to review the performance of a public employee.

Commissioners entered executive session at 19:50 to resume at 20:05. Only Commissioners and Chief Long were present. 20:05 extended to 20:15.

20:17 Reopened Public meeting –

Motion to approve 1.5% pay increase for the Training Officer made by Commissioner Zoller, seconded by Commissioner Montag (3 yae, 0 nay).

5 minute break.

2. **Policy Updates:**

1.3 Line of Duty Death or Injury	2.3 Address Signs
1.4 Loaning District Equipment	3.1 Sexual Harassment
1.5 Vehicle Use	

Motion to approve updates to the above policies 1.3,1.4, 1.5, 2.3 and 3.1 made by Commissioner Zoller, seconded by Commissioner Montag. (3 yae, 0 nay)

3. **2017 Administrative Resolutions:**

2017-02 District secretary ***Motion to approve resolution district 2017-02 District secretary made by Commissioner Montag, Seconded by Commissioner Connor, (3 yea, 0 nay).***

2017-03 Investment Officers ***Motion to approve resolution district 2017-03 Investment Officers made by Commissioner Montag, Seconded by Commissioner Connor, (3 yea, 0 nay).***

2017-04 Auditing Officers ***Motion to approve resolution district 2017-04 Auditing Officers made by Commissioner Montag, Seconded by Commissioner Connor, (3 yea, 0 nay).***

2017-05 Payroll Officers ***Motion to approve resolution district 2017-05 Payroll Officers made by Commissioner Montag, Seconded by Commissioner Connor, (3 yea, 0 nay).***

2017-06 Medical Records/Privacy Officers ***Motion to approve resolution district 2017-06 Medical Records/Privacy Officers made by Commissioner Montag, Seconded by Commissioner Connor, (3 yea, 0 nay).***

2017-07 Claims Agent ***Motion to approve resolution district 2017-07 Claims Agent made by Commissioner Montag, Seconded by Commissioner Connor, (3 yea, 0 nay).***

2017 -01 Board Officers ***Motion to approve resolution district 2017 -01 Board Officers (Chairman Commissioner Zoller, Vice Chair, Commissioner Connor) made by Commissioner Montag, Seconded by Commissioner Connor, (3 yea, 0 nay).***

4. Station 32: Chief Long is working on the new proposal. Chief recommended the heater project also look at the insulation. There may be options for rebates for this. Commissioners agreed to look at the cost.
5. Appreciation Dinner: Caterer is set and 50% paid.

New business:

1. Post Office: The Commissioners were initially against the idea, but are now open to the possibility. More information on property lines and the footprint of the building and parking needs. The road would need to be sufficient to accept the weight of fire equipment. Commissioner Connor noted that a training facility would need fencing. There would need to be

an exact survey to identify the boundaries and **high priority placed on coordination with the neighbors.**

Good of the order: Commissioner Zoller will be absent at the next meeting.

Next meeting: February 9th 2017.

Motion to adjourn meeting of January 12th 2017 made by Commissioner Montag, seconded by Commissioner Connor (all in favor 3 yay 0 nay).

Meeting adjourned 21:02.


APPROVED BY:

Attest:

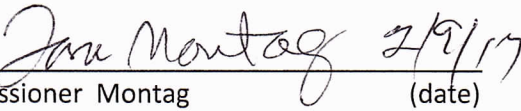
Chairman - Commissioner Zoller. (date)



District Secretary Rozalind Plumb



Commissioner Connor. 2/9/17
(date)



Commissioner Montag (date)

Klickitat County Fire District 3 Commissioners Meeting

200 Husum Street Husum, WA .

January 12, 2017 @ 6:30 pm

AGENDA

Regular Board meeting.0

(A) = Action (I) = Information

- **Open Meeting:** Call to order. Time _____
- **Approval of agenda (A)**
- **Attendance:**
- **Public Discussion:**
- **Minutes of last meeting: (A) December 8 2016** business meeting,.
- **Secretary’s report:** 1. Treasurer’s report (I) 2. Bills and items to be signed (A)
3. 2016 Budget 4. Invested funds. 5. Correspondence.
- **Chief’s Report: (I)**
- **Training Report: (I)**
- **On Going Business:**
 - 1. **Personnel**
 - a) **Payroll** – Ongoing, Direct Deposit for paid employees and Disability compensation policy. (I)
 - b) **Employee contracts** to be renewed. Training Officer. **EXECUTIVE SESSION.** RCW 42.30.110(1)(g) ...to review the performance of a public employee (A) –Approve in open public meeting, (A)
 - 2. **Policy. Review (A)**

1.3 Line of Duty Death or Injury	2.3 Address Signs
1.4 Loaning District Equipment	3.1 Sexual Harassment
1.5 Vehicle Use	
 - 3. **2017 Resolutions (A)**

2017 -01 Board Officers	2017-05 Payroll Officers
2017-02 District secretary	2017-06 Medical Records/ Privacy Officers
2017-03 Investment Officers	2017-07 Claims Agent
2017-04 Auditing Officers	
 - 4. **Station 32** –Bathroom & Heater project
 - 5. **Appreciation Dinner.**
- **New Business:**
 - 1. US Post Office – relocation of Post Office.
 - 2.
- **Good of the order:**
- **Next meeting:** Regular meeting **February 9 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 Fire District 3

1/6/2017

2017 BUDGET

Bars #	Category	Original Budget	January expenditure	expenditure YTD	Balance	% Used	grant other \$
	Salaries & Wages + employee paid benefits	136,665.00	3,757.16	3,757.16	132,907.84	3%	
	Benefits (excluding employee paid)	41,600.00	1,943.86	1,943.86	39,656.14	5%	
	Volunteer Stipend	20,000.00	-	-	20,000.00	0%	
	Volunteer Disability/Pension/lifeflight	5,100.00	-	-	5,100.00	0%	
	Volunteer Recognition	2,500.00	-	-	2,500.00	0%	
	Office Expense/Supplies	6,000.00	-	-	6,000.00	0%	
	Professional Services	6,652.00	175.00	175.00	6,477.00	3%	
	Insurance	15,700.00	-	-	15,700.00	0%	
	Communications	5,000.00	-	-	5,000.00	0%	
	Advertising	500.00	-	-	500.00	0%	
	Vehicle Parts/Repairs	14,000.00	171.23	171.23	13,828.77	1%	
	Rescue - Apparatus Supplies	7,500.00	22.28	22.28	7,477.72	0%	
	Fuel	8,000.00	365.06	365.06	7,634.94	5%	
	Station Repairs - Supplies	20,000.00	7.77	7.77	19,992.23	0%	
	Utilities Services	17,000.00	1,417.95	1,417.95	15,582.05	8%	
	Travel & Meals	4,000.00	-	-	4,000.00	0%	
	Fire Training - Supplies	13,500.00	164.23	164.23	13,335.77	1%	
	EMS Training - Supplies	9,500.00	170.93	170.93	9,329.07	2%	
	Uniform/apparel						
	Prevention	1,000.00	-	-	1,000.00	0%	
	Long Term Loans (Ambulance)	51,766.67	-	-	51,766.67	0%	
	Taxes (for previous year)	3,000.00	-	-	3,000.00	0%	
	Dues & Fees	2,500.00	-	-	2,500.00	0%	
	Revenue from Wildland						
	Expense for Wildland						
	Municipal Pool Reserve	15,000.00			15,000.00	0%	
	Capital Pool	-			-	0.00%	
	Total	406,483.67	8,195.47	8,195.47	398,288.20	2%	
	av property tax estimated in October 2016	420,647.42					
	02/23/16 property tax confirmed from Assessor				(8,195.47)		

This budget sheet is connected to the expenditure spreadsheet.

Klickitat County Fire District 3

12/21/2016

2016 BUDGET

Bars #	Category	Original Budget	Nov expenditure	expenditure YTD	Balance	% Used	grant other \$
	Salaries & Wages + employee paid benefits	116,846.00	10,105.67	107,796.41	9,049.59	92%	2,899.00 DNR mob
	Benefits (excluding employee paid)	32,014.00	1,960.96	32,061.13	(47.13)	100%	
	Volunteer Stipend/lifeflight	21,000.00	-	12,571.81	8,428.19	60%	
	Volunteer Disability/Pension	5,000.00	-	7,915.80	(2,915.80)	158%	
	Volunteer Recognition	2,000.00	-	2,828.51	(828.51)	141%	774.00 404 WSFD / 370 associatio
	Office Expense/Supplies	5,000.00	299.17	4,459.18	540.82	89%	
	Professional Services	7,000.00	275.00	13,006.20	(6,006.20)	186%	
	Insurance	15,000.00	-	15,178.00	(178.00)	101%	338.00 Enduris refund
	Communications	8,000.00	1,052.14	8,976.75	(976.75)	112%	
	Advertising	1,000.00	-	1,259.55	(259.55)	126%	
	Vehicle Parts/Repairs	12,000.00	1,225.00	16,880.14	(4,880.14)	141%	
	Rescue - Apparatus Supplies	15,000.00	21.42	40,620.84	(25,620.84)	271%	2,764.10 State mob -equipment i 21,820.00 grants dnr & BNSF + vel
	Fuel	11,000.00	641.85	5,804.98	5,195.02	53%	
	Station Repairs - Supplies	20,000.00	192.54	7,868.13	12,131.87	39%	
	Utilities Services	12,000.00	1,764.27	11,589.68	410.32	97%	
	Travel & Meals	5,000.00	687.60	3,627.25	1,372.75	73%	
	Fire Training - Supplies	25,000.00	467.17	21,849.31	3,150.69	87%	
	EMS Training - Supplies	20,000.00	4,456.67	12,505.33	7,494.67	63%	2,115.00 grants
	Prevention	2,000.00	526.64	830.02	1,169.98	42%	
	Long Term Loans (ends June)	58,000.00	-	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	500.00	3,981.40	(1,481.40)	159%	
	Municipal Pool Reserve	13,000.00			13,000.00	0%	
	Capital Pool	-			-	0.00%	30,710.10
	Total	409,860.00	24,176.10	388,832.19	21,027.81	95%	
	av property tax estimated in October 2015	410,010.12					
	02/23/16 property tax confirmed from Assessor	406,984.12			18,151.93		

Fire Chief's Report to Board of Commissioners

January 12, 2017

Safety:

- One firefighter/EMT slipped on ice during EMS call. Member bruised wrist, but otherwise OK. Roz submitted accident card to BVFF. Report narrative completed and on file.

Customer Service (emergent and non-emergent):

- As of 1/9/17; 15 calls for service this year. All EMS
- Attempted follow up with patient off of Northwestern Lake Road to see how he/she is doing. Nobody home.

Projects:

- Bid for Contractor Station 32 heating and bathroom projects. Submitted draft to Board, District Secretary, and Captain Helton for review to ensure nothing is missed. Waiting for energy audit to complete and will then send out notifications via approved MRSC process. **NOTE: January 12 update: Verified with Klickitat County Health Department that we will be able to connect to the existing septic system for the bathroom project. They will be providing written documentation to us via mail. This eliminates the need for a holding tank with the project and should significantly reduce the overall cost. I have updated the Bid for Contractor document to reflect this new information. Barring Board's objections, I recommend to move forward with replacing the system with an electric heat pump.**
- Completed Tender 314 storage box project. Unexpected expense for 2016. Box will be installed at a later date.
- Brush 323 moved to Station 3 due to heavy snow in the area. – More useable fire apparatus as it is a 4X4. Heavy snow in driveways has proven to be a challenge for EMS responses.
- Working on Annual Recognition Dinner 1/28/17
- Energy audit from Klickitat County Public Utility District scheduled for 1/10/17. Commissioner Conner scheduled to attend. RESCHEDULED for January 30th 2017
- Winter tire chains purchased for Brush 312. New vehicle with different size tires. Will surplus old unused tire chains. Potential buyer for 3-rail chains from old tender.
- Winter tires purchased for Ambulance. Will seek out a deal for rims throughout the year to save on mount/remount costs in the future.
- Initiated apparatus documentation process with tracking capability for all drivers to comply with EVIP and training documentation.
- Continuing to work through Administrative policy review.

- Water trailer at Station 33 has been moved to verify wheels are not locked up and tires are up. Will work toward a plan to have plumbing repaired and paint in the spring. Trailer re-positioned parallel to the fence. Tank is empty. Received notification that FEPP (DNR) will be conducting physical inventory of our trailer. It has NOT been painted and/or licensed and insured as per the agreement. I intend to arrange to have it painted, licensed and insured in the spring. It was moved in December; however it slid off the blocks and is currently leaning toward the front (nose). It will have to be lifted once the snow goes away.
- FF Harmon inspected the heaters at Station 3. Was able to get all four back and running again which reduces the load on the one unit that was working hard to keep the building above freezing.
- Removed garbage at Station 2 to facilitate another vehicle. Chuck Virts assisted.
-
- Troubleshooting Station 33 heaters. Only one wall-mount heater is working. Concerned about overload, failure, or potential fire due to strain on one heater. Previous inspection stated they needed replaced – per A/C Nelson.
- Scheduled update meeting for January 18, 2017 with the Community Taskforce members. One reply at this point. Will make phone contact with them to verify attendance. If more than one Board member chooses to attend, please inform Roz or myself so we can properly create an announced “workshop” for that date. OPM compliance.
- Provided ‘official’ signature to the Bingen Point Emergency Response Plan for Klickitat County Department of Emergency Management.

Fire District and Firefighter Association Events:

- Association meeting rescheduled to 1/10/17 due to personnel being out of town.

Community Events:

- Presentation to 5th grade class (assembly) for fire/EMS career day. Date to be announced by ESD 112.

Fleet:

- Brush 323 received a new battery switch. Replaced two batteries aged over 9 years.
- Fleet maintenance and inspections will be completed in January this month.
- Engine 311 acquired an anomaly with lighting. Holding for annual maintenance for repairs.
- Held off on battery and tires for Expedition. It hit 160,000 miles on January 2nd.
- **1/12/17 Gathered information on fleet to begin purchasing filters for annual maintenance from Amazon.com This should save a significant amount of money compared to purchasing filters at local vendors.**

Personal Activities and Achievements:

- Applied and was accepted for a February 2017 class in Ellensburg WA. Introduction to Wildland Fire Behavior Calculations. This class will allow me to request DNR to consider me for Division Group Supervisor "T" for the upcoming fire season. NOTE: This class conflicts with the February 2017 Board Meeting. Unless the Board objects, I'd like to be in attendance via telephone from my hotel room.
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Respectfully submitted,

Wesley W. Long