

KLICKITAT COUNTY FIRE DISTRICT 3

200 Husum Street, Husum, WA 98623

Commissioner's Meeting

Thursday April 13 2017

Minutes

Called to order: 18:30

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

Approval of the agenda- Motion to approve the agenda for April 13 2017 made by Commissioner Montag, seconded by Commissioner Conner, (3 yay, 0 nay).

Public Discussion: None noted. Chair will accept comments throughout the meeting.

Minutes of the last meeting: Motion to approve the minutes of the March 9 2017 meeting made by Commissioner Connor , Seconded by Commissioner Montag. (2 yay, 0 Nay).

Secretary's Report:

1. County Treasurer's Report for March 2017

Beginning balance	\$247,922.36	Ending Balance	\$230,206.24
Deposits	\$47,375.17	Disbursements	\$65,061.29

District records for January, February and March match those of the County Treasurer's Office and the County Auditor's Office.

2017 District expenditure shows a year to date (April 13) total of **\$136,586.53**

Motion to approve the treasure's Report made by Commissioner Montag, Seconded by Commissioner Connor. (3 yay, 0 nay).

2. Bills and items to be signed:

Commissioner Connor, requested clarification for the bill for "keys West" Chief Long explained the door locks at station 31 were mismatched (including not having a key for the outside office door). A number key lock was also installed on the west end of the bay to allow access from that side of the building. Once explained, Commissioner Connor was content to approve the purchase.

Motion to approve the bills made by Commissioner Connor, Seconded by Commissioner Montag, (3 yay, 0 nay).

Vouchers: Commissioner Voucher March 10 2017 to April 13 2017.

a). 03/30 - \$729.12 b). 03/31 payroll - \$7,106.08 c). 4/5 \$2,138.79
d). 4/05 - \$9,101.73. e). 04/12- \$6,263. F). 03/22 - 9,101.73

3. Budget 2017.

The Station 32 Project will be funded from the cash balance outside of the 2017 budgeted amount. Grant funds have been received from State Department of Health and will be used for EMS supplies.

4. Investment of funds

District is maintaining \$101,000 which will mature in November 2017.

5. Correspondence:

-PDC – due April 15. All commissioners have submitted information.

-MRSC sent out information regarding Open Public meetings, this was forwarded to the Commissioners.

6. Current priority projects include:

- 2017 Fire Protection Contracts have been sent out and payments should be received by the next meeting.

- 2016 State Audit is in progress. Secretary attended a workshop hosted by the State Auditor's Office and was able to work through several queries. Dead line to submit the audit is May 30.

Chief's report: See attached.

Training Report: See attached.

On-going business:

1. Payroll: No progress has been made on the direct deposit.

2. Policy review:

a. Financial -2.4 Cash Receipting. The district follows procedures for receiving checks and cash funds that comply with the State Auditor's Office recommendations, but it was not in writing. This policy corrects that shortfall.

Motion to approve the update to policy 2.4 Cash Receipting made by Commissioner Montag, Seconded by Commissioner Connor. (3 yay, 0 Nay).

b. Financial -2.5 Petty Cash. The District follows procedures for handling petty cash that comply with the State Auditor's Office recommendations, but it was not in writing. This policy corrects that shortfall.

Motion to approve the update to policy 2.5 Petty Cash made by Commissioner Connor, Seconded by Commissioner Montag. (3 yay, 0 Nay).

3. Station 32 project: Commissioner Montag updated the Commissioners on the status of the work. The Heating system is in, however there is an electrical issue that continues to trip the power at the pole. It appears the panel needs to be replaced. This issue should have been determined at the time the bid was written. Hearn Construction will need to work with the electrician to correct this. Chief noted he had specifically asked the electrician if the panel was sufficient. If the panel

needs to be replaced there may be an added cost but it will not be the full price. PUD will also need to inspect the line on their end. Hearn Construction will be coordinating this. The bathroom has sheet rock up, the shower has been tiled. The plumbing is in, and they have found the septic pipe. Insulation should be in early in the next week. A shroud will be built to cover the electric meter on the outside of the building so it will not be sheared off by heavy snow loads again. Chief has also made enquiries to remove the propane tank at the back of the station.

4. **Post Office relocation:** Commissioner Zoller updated the group on the response from Greg Shelton. The response included a much lower rent and did not include the full scope of the project. There are possibilities, to negotiate. Commissioner Zoller will follow up with Greg in the following week.
5. **Task Force:** The Commissioners noted there was great feedback from the Task Force members who attended the workshop which updated the group on the progress the District has made in relation to the Task Force Report for Level of Service. The Task Force is trying to solicit greater feedback from other members of the task force who were not present. There is also an effort to recruit more members into the Task Force. There was a brief discussion on recruitment. It was suggested that specific goals should be set for the Task Force to address in order to gain interest and momentum for the group. It was also noted that the original task force was educated in the fire service as part of the program and new members would also need that education. It would obviously create a cost for the district. Chief Long believes it would be incumbent on him to spend time with the new members. Ultimately there will be continued updates and communication with the Task Force.
6. **Insurance review:** The insurance cycle begins in September, but now is the time to review our current values of buildings, equipment and inventories. Chief and Secretary made some adjustments to the policy. We requested further information on the coverage for Flood and earthquakes. Chief noted content value is still something we need to address as we need to upgrade to an inventory that will include costs per item which would enable a comprehensive value assessment. Chief would also like to know the cost savings on insurance premiums if we were to have a monitoring and or sprinkler system.
7. **Resolutions:**
 - a. Resolution 2017-08 adopting the standardized charges adopted by KCIFA for fire suppression. This resolution was initiated in response to the State Audit. While the District already followed the KCIFA standard charges it was not in writing. This resolution establishes the rates to be charged by the District when it performs fire suppression activities outside of the District boundaries. ***Motion to approve Resolution 2017-08 Adopting the Standardized Charges Adopted by KCIFA for Fire Suppression made by Commissioner Montag, seconded by Commissioner Connor (3 yay, 0 nay).***
 - b. Resolution 2017-09 updating the Petty Cash policy of the District. This resolution replaces "Resolution 07-02 Petty Cash Fund" and updates the petty cash requirements of the district.

Motion to approve Resolution 2017-09 updating the Petty Cash policy of the District made by Commissioner Connor, seconded by Commissioner Montag. (3 yay, 0 nay).

New Business:

- 1. Annexation:** The Office has been contacted by a landowner off Lyons Road who would like to annex several properties in to the District. The paperwork has been sent to him and we hope to have the petitions returned by the next meeting.
- 2. Snowden Sign Agreement:** Snowden Community Council would like to enter into an agreement to build and maintain a sign to communicate messages to the community. **Motion to approve entering an agreement with Snowden Community Council to erect a sign on Olsen property that will have Snowden Council and KFD3 listed on the sign. Made by Commissioner Montag, seconded by Commissioner Connor. (3 yay, 0 nay).**
- 3. Purchase request:** Captain Renault requests permission to purchase EMS supplies using the Grant funds received. He has discussed the needs of the District with Chief Long and would like to use the grant funds for vacuum splints and sager splints and some other items. The total cost of the items will be above the spending level of the Captain or the Chief. Motion to approve \$1125 for the purchase of needed EMS supplies made by Commissioner Montag, seconded by Commissioner Connor.
- 4. OPMA:** Secretary Plumb informed the Commissioners of a recent opinion from the Washing to State Attorney General's Office on the Open Public Meeting Act and how it relates to meetings held by phone.
- 5. Sick Leave:** New legislation will go into effect on January 1 2018 regarding paid sick leave. This will need to be considered when contracts are renewed at the end of the year.

Good of the Order: Charles Virts and Roy Griffiths have been working on signs in the district and hydrant project. Tom Andrews has begun work on preplans for businesses in the district.

Chief Thanked the Board for their support in allowing him to attend the Type 3 wildland team training in Ellensburg. The Interagency Teams were very thankful a representative from Klickitat was involved.

There are not enough state overhead teams and this is an extremely valuable resource to be involved with. The Chief and other participants were concerned with taking care of their home units while they are out of district and there was discussion how to handle that. There is also concern at the State and Federal levels at the lack of replacement leadership as experienced leaders retire. There is an emphasis for all agencies to ensure they are training future leaders.

Next meeting: May 12th 2017.

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


Meeting Adjourned: 20:10.

APPROVED BY:

Attest:


Chairman - Commissioner Zoller. 5-11-17
(date)


District Secretary Rozalind Plumb


Commissioner Connor. 5-11-17
(date)


Commissioner Montag 5/11/17
(date)

Klickitat County Fire District 3 Commissioners Meeting

200 Husum Street Husum, WA .

April 13, 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) March 9 2017 business meeting.**
- **Secretary’s report: 1. Treasurer’s report (A) approve treasurers report – reconciled with district for previous month. 2. Bills and items to be signed (A) 3. 2017 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)
 2. **Policy. Review (A)**

2.4 Cash Receipting	2.5 Petty Cash
 3. **Station 32 –Bathroom &Heater project**
 4. **US Post Office** – relocation of Post Office.
 5. **Task Force** – Review of workshop.
 6. **Insurance** – review (Enduris and Provident)
 7. **RESOLUTIONS** – 2017-08 Adopting KCIFA standardized rates,
 - **2017 -09 Petty Cash**
- **New Business:**
 1. **Annexation** – pending petitions.
 2. Snowden Sign agreement.
 3. Purchase request.
 4. OPMA -Attorney General opinion (I)
 5. Sick Leave – new legislation will go into effect Jan 1 2018
- **Good of the order:**
- **Next meeting:** Regular meeting May 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:_____



**CLICKITAT COUNTY
TREASURER REPORT
MARCH 2017**

Fund No.: 667.1

	Fund Name:	FIRE DIST 3
BEGINNING CASH BALANCE	1	\$ 247,922.36
+++ Increases +++		
Receipts (Revenue Dist Rpt)	2	47,375.17
Netted Transactions	3	-
Matured Investments	4	-
Interfund Transfers - In (397)	5	-
Other Revenue - JE's	6	-
Subtotal Increases	7	47,375.17
<< Disbursements >>		
Other Expenditures - JE & KC AP	8	62,779.43
Interfund Transfers - Out (597)	9	-
New Investments	10	-
Disbursements (AP & PR)	11	-
E - Transactions (ACH & EFTPS)	12	2,311.86
Debt Service P&I	13	-
Other	14	-
Subtotal Disbursements	15	65,091.29
ENDING CASH BALANCE	16	\$ 230,206.24
WARRANTS		
Previous Month O/S	17	-
Issued (+)	18	-
Redeemed (-)	19	-
Canceled (-)	20	-
WARRANTS OUTSTANDING (O/S)	21	-
Cash Balance <O/S Warrants >	22	\$ 230,206.24
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	-
Bond Principle Payments	28	-
Bond Interest Payments	29	-
ENDING BOND PRINCIPLE BALANCE	30	-

2017 Budget

This budget sheet is connected to the expenditure spreadsheet.

Klickitat County Fire District 3

updated 4/12/2017

BUDGET 2017

Category	Original Budget	March expenditure	expenditure YTD	Balance	% Used	Grants and other notes
Salaries & Wages + employee paid benefits	136,665.00	10,223.25	39,338.51	97,326.49	29%	
Benefits (excluding employee paid)	41,600.00	2,691.37	9,832.43	31,767.57	24%	
Volunteer Stipend	20,000.00	-	-	20,000.00	0%	
Volunteer Disability/Pension/life/flight	5,100.00	900.00	900.00	4,200.00	18%	
Volunteer Recognition	2,500.00	-	2,235.33	264.67	89%	
Office Expense/Supplies	6,000.00	-	2,091.67	3,908.33	35%	
Professional Services	6,652.00	36.05	1,006.50	5,645.50	15%	
Insurance	15,700.00	-	-	15,700.00	0%	
Communications	5,000.00	163.60	163.60	4,836.40	3%	
Advertising	500.00	-	56.58	443.42	11%	
Vehicle Parts/Repairs	14,000.00	1,574.60	5,732.55	8,267.45	41%	
Rescue - Apparatus Supplies	7,500.00	107.20	107.20	7,392.80	1%	
Fuel	8,000.00	418.80	1,901.71	6,098.29	24%	
Station Repairs - Supplies	20,000.00	12,479.59	13,904.37	6,095.63	70%	includes 12,000 for stn 32
Utilities Services	17,000.00	2,028.74	6,382.48	10,617.52	38%	
Travel & Meals	4,000.00	835.90	835.90	3,164.10	21%	
Fire Training - Supplies	13,500.00	29.00	4,573.27	8,926.73	34%	
EMS Training - Supplies	9,500.00	19.74	1,101.46	8,398.54	12%	200 health dept grant
Uniform/apparel currently in fire supplies						
Prevention	1,000.00	60.00	72.88	927.12	7%	
Long Term Loans (Ambulance)	51,766.67	-	-	51,766.67	0%	
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	14.80	53.80	2,446.20	2%	
Revenue from Wildland (-)						
Expense for Wildland						
Municipal Pool Reserve	15,000.00			15,000.00	0%	
Capital Pool	-				0.00%	
Total budgeted expenditure	406,483.67	31,582.64	93,976.15	312,507.52	23%	
Stn 32 capital project using cash balance		42,610.38				
Total Actual Expenditure			136,586.53			
av. property tax estimated in October 2016	4,034,472					
02/23/16 property tax confirmed from Assessor				(83,976.15)		

Fire Chief's Report to Board of Commissioners

April 13, 2017

Safety:

- Broken Foot – Firefighter slipped off the front bumper steps on Brush 312 while drying the hood. Did not immediately know of the break. I transported firefighter to the hospital later in the evening. X-Rays confirmed injury. BVFF documented and invoices diverted away from firefighter's personal expense. Scheduled BVFF meeting to approve medical invoices for firefighter.
- Working with Tony Gilmer re: Department Health and Safety Officer. Need to find resource to effectively address multiple required safety policies and processes for KCFD3. This endeavor makes most sense to conjoin efforts with White Salmon Fire Department as we are training and responding together.

Customer Service (emergent and non-emergent):

- Eric Bosler working to schedule fire safety inspections of Henkle Middle School and Columbia High School – April date TBA
- Provided former Commissioner Les Penny a summary recap of the March 23rd, Task Force update. Mr. Penny was very receptive and appreciative for the update given to the Task Force members. Mr. Penny was added to the group email list as I mistakenly left him out.

Projects:

- April 5th - Asked by DNR to sit in on interview panel to replace Scott Brewer who is leaving WA DNR to work for the SANF. Interviewed 5 candidates and provided scoring for DNR consideration.
- Post Office Relocation: Received feedback from USPS and forwarded it to the Board for consideration.
- Command vehicle went into the School Transportation shop to repair: Oil leak, Front sway bar that had been broken for a long time, and new brake rotors. It is in need of new tires in the next couple months. Minor damage to hood after a backing incident at training burn. Will get estimates and determine if it's worth fixing compared to vehicle value (~\$3000). As we move through projects and paying off the ambulance, this vehicle will need rotated out of the fleet.
- Station 32 moving along. Monitoring the project and supporting Commissioner Montag as he needs. Electrical service capacity issue – Commissioner Montag in the loop.
- Tender credit test scheduled for June 12th, 2017. Highly considering asking to schedule a full review from WSRB for the agency. Will want feedback on that topic from our leadership team.
- Assembled the Task Force on March 23rd. Informal review of Fire District progress since 2013 Final Report was completed.

- Eric Bosler has completed the final 501-3© non profit documentation for the Association.
- Eric Bosler has provided commend to Skamania County Planning reference a proposed subdivision in the Upper Buck Creek Road area. All inside Skamania County Fire District 3's area, but we are closest unit and still have automatic aid agreements with them. **Note: Application withdrawn due to public comment.**
- Assisting Washington State DNR with Wildland Fire Academy – instructor in Naches WA May 16-21-2017. (tentative – not confirmed if we are needed as of writing)
- Board -approved computers have arrived. Roz and Nate Herbeck are in the process of getting them set up. We purchased two units for less than the Board-approved expenditure. This will allow Station 32 personnel to better access reporting and activity documentation while creating a work station for firefighters and our EMS Supervisor to work at Station 31. This is a great tool as they can be used for operations and individual training needs.
- Planning an EMT practical test with one White Salmon volunteer who needs that to submit for his EMT B license. **Scheduled for April 28th.**
- Officer's meeting held on April 4th.
- Staff will be reviewing 1st quarter budget expenses near the end of the month.
- I will be assisting DNR and other county agencies for Wildland FF2 live-fire training in Appleton on May 13th. We will have participants in that training as well.
- Attended KCIFA Meeting in Goldendale on March 15th. I proposed to the group a request for automatic EMS standby for confirmed structure fires. Their Board is considering the request – lackluster support due to concerns of cost.

Fire District and Firefighter Association Events:

- May 6th Live-fire training burn – Bates Road
- Recruit Academy graduation – Monday April 10th. FF/EMT Joel Burns from KCFD3 and two individuals from WS Fire are graduating this night.

Community Events:

- CONLA neighborhood Association fire safety meeting scheduled for May 4th and 5th. Will be doing driveway and vegetation assessments to property owners.

Personal Activities and Achievements:

- April 12- 13 SE Region Type 3 Incident Team Training in Ellensburg at the Armory. Approved by the Board to attend 4/13 Board meeting via telephone. Will be returning if at all possible on time for Board meeting.

Respectfully submitted

Wesley W. Long

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

March 2017 Training Report

Submitted on Wednesday April 5, 2017

Training Events:

March 7th. Equipment checks and the Volunteers Association/KCFD3 districts business meeting

March 14th. Operations Technician for Williams Gas NW pipeline, Rod Johnson was brought in to present a class on how to deal with a buried pipeline explosion, explaining the different problems that arise from barring natural gas pipelines as well as how to mitigate a potential problem in the event we would need to operate heavy equipment over the pipeline. It was a very informative class with lots of questions after the class.

March 21st. Individual stations Equipment checks and station cleaning and OTEP training for the EMT's at KCEMSD1's White Salmon's ambulance quarters

March 25th. White Salmon and KCFD3 sponsored a house burn that was donated to the joint departments to burn for training. Several other departments from around the area were invited to attend. We had firefighters from White Salmon, KCFD3, Bingen Fire, Lyle Fire, Westside Fire from Oregon side. There was a lot of planning that was put into the process. The overall goal was to get as much live structure fire training as possible in a safe non emergent situation.

FYI: Washington State WAC-296-305-05502, chapter 7 requires all members who engage in interior structural firefighting in IDLH conditions shall be provided live fire training appropriate to their assigned duties and the functions they are expected to perform at least every three years. Firefighter who do not receive this training in the three-year period will not be eligible to return to an interior structural firefighting assignment until they do.

February 28th. Chief Long presented an after action review of the practice burn with most of the crew members who attended the training. After the after action review was completed the crew were sent out to practice pumping with their assigned apparatus.

Projects:

The chief project for March was preparing for the burn to learn. Logistically there are many moving parts to put into place before the burn.

Upcoming training events:**A second House Burn**

Another home was donated to KCFD3 for a burn to learn up on Bates Road. Due to the rural area this burn come with several different challenges. The paper work will not be as challenging as the first house but the logistics will. This home has no fire hydrants around the area and is located on a gravel road with a narrow driveway to place equipment around. We have a May 6 or 7 burn date.

Wildland fire training:

Appleton Fire District 13 will be hosting their annual live wildland fire training offered to any volunteer of Klickitat County who need the live fire training. This training will be held on Saturday May 13 at the Appleton fire station.

We have also scheduled the yearly red card wildland refresher training with Tony Gilmer who works for the Department of Natural Resources. An invite will be sent to the KCIFA Chiefs group in the event there are other firefighters needed this training.

Fire Schools:

FF/EMT Rozalind Plumb will be attending a wildland fire school in May to complete her S-131 FFI qualifications.

EMT/EMS Officer/Fire Captain Renault will be attending the 94th annual Washington State Fire Fighters Association conference and fire school in Wenatchee Washington on May from 19th through the 21.

Training Statistics:

This last month attendance was again was around 46%, this seems to be the average of our attendance these past several month.

I would like to bring our attendance up to at least 60% by the end of the year.

Respectfully Submitted

AC/Training Jerry Nelson

Klickitat County Fire District No. 3

Policies & Procedures	Section: FINANCE	Page 1 of 1
Section 2.4	Subject: Cash Receipting	Date: April 2017 original

PURPOSE: The purpose of this policy is to establish the District's Cash receipting policies, to provide a procedure for documenting and accounting for cash and check funds received by the District.

POLICY: It is the policy of the District to follow State accounting law and recommendations set out by the Washington State Auditor's Office.

RESPONSIBLE PARTIES:

The District Secretary is responsible for the day to day documentation of payments received. A Commissioner is responsible for reviewing the reconciliation of receipts to the County Treasurer's Report.

PROCEDURE:

Checks:

Mail is opened in front of other staff members when possible, and checks are announced. Checks received by the district are recorded in a numbered cash receipt book with the districts name printed on the receipts. The receipt is signed by the receiving party (usually the District Secretary) and initialed by the Chief or other staff member present. The checks are submitted via mail to the County Treasurer's Office. The District makes every effort to mail the checks via Certified Mail to the Treasurer within 24 hours of receipt. (Due to the rural location of the District Office, part time staffing at the district, and the reduced hours of operation of the US Post Office in Husum the mail may be held in a locked box until the next prudent business day). Check receipts are reconciled by a Commissioner every month. The reconciliation process reviews the receipt book and reconciles this with the general deposits recorded by the Treasurer's Office.

Cash:

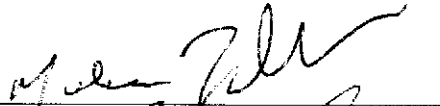
Cash received by the district is recorded in a numbered cash receipt book with the districts name printed on the receipts. The receipt is signed by the receiving party (usually the District Secretary) and initialed by the Chief or other staff member present. If the amount is less than \$50.00, the cash can be deposited and logged into the petty cash fund.

Alternatively the cash can be deposited at Columbia River Bank in White Salmon. In this instance it is essential that the County Treasurer is notified and the deposit receipt is copied and sent to the County Treasurer's Office explaining the Deposit is for KCFD3 funds.

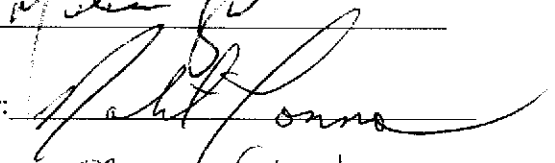
Approval Date: 04/13/2017.

Approval Signatures:

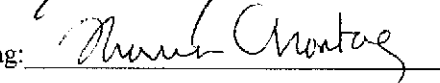
Commissioner Mark Zoller:



Commissioner Robert Connor:



Commissioner Thomas Montag:



Klickitat County Fire District No. 3

Policies & Procedures	Section: FINANCE	Page 1 of 1
Section 2.5	Subject: Petty Cash	Date: April 2017 Original

PURPOSE: The purpose of this policy is to establish the District's Petty Cash policies, to provide a procedure for documenting and accounting for Petty Cash funds held by the District.

POLICY: It is the policy of the District to follow State accounting law and recommendations set out by the Washington State Auditor's Office.

RESPONSIBLE PARTIES:

The District Secretary is responsible for the day to day documentation of Petty Cash.
A Commissioner is responsible for reviewing the reconciliation of receipts to the Petty Cash Log.

PROCEDURE:

The District holds a nominal \$300 in petty cash for use in miscellaneous purchases and reimbursements for day to day business. This Policy is consistent with the Purchasing Policy 2.1. Individuals can be reimbursed up to their authorized amount.

All requests for petty cash are logged in the Petty Cash Log stored in the Petty cash box.

Return of unused funds are to be logged and accompanied by a receipt.

All receipts should be signed legibly by the purchaser and a note added indicating the purpose of the purchase and the budget the funds are related to.

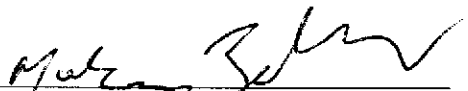
The Petty Cash is reconciled by a Commissioner or other designated staff member to match receipts.

The replenishment of the cash fund is requested by submitting a voucher to the Auditors office.

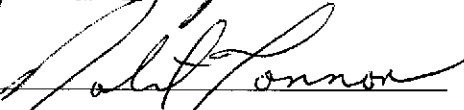
Approval Date: 04/13/2017.

Approval Signatures:

Commissioner Mark Zoller:



Commissioner Robert Connor:



Commissioner Thomas Montag:





Board of Fire Commissioners

KCFD 3

RESOLUTION 2017-08

Klickitat County Fire District 3

200 Husum Street – P.O. Box 151 Husum, WA 98623 (509) 493-2996

A RESOLUTION ADOPTING THE STANDARDIZED CHARGES ADOPTED BY KCIFA FOR FIRE SUPPRESSION

Background:

WHEREAS, The District may be involved in fire suppression activities where the property owner is not entitled to fire protection from property taxes, and;

WHEREAS, The State Auditor’s Office requests a copy of the official rate and fee schedule(s) in place during the financial year for any revenues billed or received directly by the District for fire suppression activities;

RESOLUTION OF THE BOARD:

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF COMMISSIONERS, FIRE DISTRICT 3, COUNTY OF KLICKITAT, STATE OF WASHINGTON, THAT:

- 1. The Board of Fire Commissioners of Klickitat County Fire District 3 adopts the Klickitat County Interagency Fire Association fire Department charges for events when property tax protection, State Mobilization, and Department of Natural Resources rates for service do not apply.
2. The rates for such services may be changed over time by KCIFA, and the District will follow the new rates as and when they are updated.

ADOPTION:

ADOPTED at a Regular Meeting of the Board of Fire Commissioners of Klickitat County Fire District #3 on APRIL 13th 2017– the following Fire District Board Members being present and voting:

SINGATURES

MARK ZOLLER, Fire Commissioner (position 2)

ATTEST: ROZALIND PLUMB, Fire District Secretary

ROBERT CONNOR, Fire Commissioner (position 3)

THOMAS MONTAG, Fire Commissioner (position 1)



Klickitat County Interagency Fire Association

2016 Fire Department Charges

-Updated at October 2016 KCIFA meeting. All agreed no changes were needed to charge sheet dated 2009

In order to standardize Fire Department rates for fire protection charges the KCIFA recommends the following.

Under normal circumstances, property owners are not charged for fire protection. In general, property owners pay property taxes which provide the revenue stream that supports the fire departments and districts within Klickitat County, thus entitling property owners to fire protection. While most fires are the result of accidents or some level of negligence we don't normally charge for fire suppression.

Exceptions to this "business as usual" policy will use a standardized charge established by the Klickitat County Interagency Fire Association for the following:

1. Fires that are started by railroad activity along a railroad right of way.
2. Fires that start from or are on property not subject to property taxes.
 - a. Examples would be utilities or government agencies not paying fire protection fees or otherwise covered under fire protection agreements.
3. Fires resulting from gross negligence, illegal burning, illegal activity or arson.
4. Fires resulting from motor vehicle accidents that spread beyond the accident.
5. Fires in "no-mans" land, areas that are not within any fire district may be charged.
 - a. Exceptions to this would be when the Fire Chief determines that it is in the best interest of the fire district to respond to the fire (i.e. threat to the fire district) or when mutual aid is requested by DNR or another fire agency.

Equipment Rates

All charges will be calculated per engine from enroute to back at hall. 1 hour of cleanup / provisioning may be added. A minimum of 2 hours per engine will be charged.

A 10% uplift will be applied for 4x4, 6x6 or 8x8 vehicles.

Foam will be charged based on usage at \$15/gallon.

Structure Engines

	2x4, 2x6	4x4, 6x6
Type 1	\$250/hour	\$275/hour
Type 2	\$225/hour	\$247.50/hour

Brush Trucks, Tenders, Command, Aid

	2x4, 2x6	4x4, 6x6, 8x8
<500 gallons	\$150/hour	\$165/hour
501 - 1,200 gallons	\$200/hour	\$220/hour
1,200 - 2,000 gallons	\$225/hour	\$247.50/hour
> 2,000 gallons	\$250/hour	\$275/hour

Special Equipment

Dozers, Aircraft, Boats and other equipment will be established by the owning/controlling department when needed.

Crew Rates

Firefighters / Operators \$25/hour

Supervisory \$30/hour



Board of Fire Commissioners

KCFD 3

RESOLUTION 2017-09

**Klickitat County Fire
District 3**

200 Husum Street – P.O. Box 151 Husum, WA
98623
(509) 493-2996

**A RESOLUTION UPDATING THE PETTY CASH POLICY OF
THE DISTRICT**

Background:

WHEREAS, The District Adopted Resolution 07-02 “Petty Cash Fund” at a special meeting held on July 1 2002, and;

WHEREAS, Said “Petty Cash Fund” resolution set the petty cash amount to be increased from \$300 to \$800 to allow for expenditure for travel and training, and;

WHEREAS, The petty cash Fund amount held since the current administration has been in attendance is only \$300, and;

WHEREAS, The District would like to revise the existing resolution to reflect the current needs of the District.

RESOLUTION OF THE BOARD:

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF COMMISSIONERS, FIRE DISTRICT 3, COUNTY OF KLICKITAT, STATE OF WASHINGTON, THAT:

1. The Board of Fire Commissioners of Klickitat County Fire District 3 replaces Resolution 02-07 with this resolution 2017-09.
2. The Commissioners of KCFD3 recognize the need for cash to be held by administrative staff in the Office to allow daily business to be carried out efficiently.
3. The Commissioners recognize the cash may be used for various needs the district may have, and authorizes the Chief and administrative staff to make decisions on behalf of the District for the relevant use of the cash funds.
4. The Petty Cash amount to be held is \$300.00.
5. The District will follow the State Auditor’s recommendations for policy and procedures for handling Petty Cash.

KLICKITAT FIRE PROTECTION DISTRICT #3

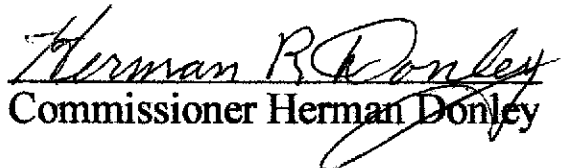
RESOLUTION 07-02 PETTY CASH FUND

In the matter of the petty cash fund for Klickitat Fire Protection District #3, the Commissioners have resolved to raise the amount from \$300.00 to \$800.00. This increase will allow for expenditures for travel and training fees for members of Klickitat Fire Protection District #3. The petty cash fund is accounted for on a monthly basis and reported to the Klickitat County auditor's office for reimbursement.

Adopted: By the Board of Commissioners of Klickitat County Fire Protection District #3 at a special meeting held on July 1, 2002 by telephone conference. Approved by the following Commissioners:



Commissioner Jerry L. Jones



Commissioner Herman Donley

Commissioner Arthur House

Secretary Mollie Krall