

KLICKITAT COUNTY FIRE DISTRICT 3

200 Husum Street, Husum, WA 98623

Commissioner's Meeting

Thursday September 14 2017

Called to order: 18:32

Attendance: Commissioner Zoller, Commissioner Montag, Commissioner Connor, Chief Long (via telephone), Secretary Plumb, Assistant Chief Nelson. Public: Charles Virts, Eric Bosler.

Approval of the agenda- Motion to approve the agenda for September 14 2017 made by Commissioner Montag, seconded by Commissioner Connor, (3 yay, 0 nay).

Public Discussion: None.

Minutes of the last meeting: Motion to approve the minutes of the August 10 2017 Regular meeting made by Commissioner Connor, Seconded by Commissioner Montag. (3 yay, 0 Nay).

Motion to approve the minutes of the August 24 2017 Special meeting made by Commissioner Connor, Seconded by Commissioner Montag. (3 yay, 0 Nay).

Secretary's Report:

County Treasurer's Report: August 2017

Beginning balance	\$299,379.70	Ending Balance:	\$270,317.52
Deposits	\$8,080.64	Disbursements:	\$37,142.82

2017 District expenditure shows a year to date (September 13) total of **\$302,527.96**

1. **Bills and items to be signed: Motion to approve the bills made by Commissioner Montag, Seconded by Commissioner Connor. (3 yay, 0 nay).**
 - a. Vouchers: Commissioner Voucher August 11 2017 to September 14 2017
 - a). 08/15 \$3,490.58
 - b). 08/23 \$15,898.52
 - c). 08/31 \$570.98
 - d). 09/01 pr \$7,399.50.
 - e). 09/06 \$1,098.45.
 - F). 09/13 \$4,573.72
2. **Budget 2017.**
 - Station 32. The district is retaining \$2,976.00 per the State requirements (5% of the total cost). The district will submit the Notice of Completion to L&I as soon as the information on the sub-contractors is received. The district cannot release the final payment until it receives approval from L&I. There were a couple of line items adjusted (travel and communication) to cover the interest payment on the ambulance of \$1010.00 due in December.
3. **Investment of funds**

District is maintaining \$101,000 which will mature in November 2017.
4. **Correspondence:**

Snure Seminar – Wednesday October 25. Before the WFCB conference is October 26-28 (Thurs-Sat).
5. **Current priority projects include:**
 - State Auditor is coming on Monday for the week.
 - 2018 Budget.

Chief's report: See attached. Additions include;

Jolly Mountain fire equipment earned \$7,792. Approximately \$30,000 has been earned from other mobilization fires this year.

The upcoming Task Force meeting will introduce new members to the fire District and how it functions, then they will look at the plans for the future and financial needs.

Training Report: See attached. AC Nelson noted he has shifted his report from only the previous month to cover the time period between Commissioner meetings.

On-going business:

1. Personnel/Payroll:

- a. Direct Deposit for paid employees- There has been no movement on this from the Treasurer's Office, but it is becoming increasingly important in situations where staff are out of town and unable to deposit checks.
- b. Temporary Employment agreement – On hold as a new hiring policy is needed.
- c. Mobilization payments- The district has earned approximately \$30,000 on fires so far this year. The equipment has earned around \$16,000 and personnel reimbursements will be around \$13,000. However, the district will not see the funds for several months. Secretary Plumb indicated the district should look at introducing policies that allow for personnel to be paid before the reimbursements are received. Commissioner Zoller agreed that a policy should be written so we can take care of our personnel, and the district would hold accountability for the funds.
- d. Training Officer Position: Chief and Commissioner Zoller will discuss the proposal for a full time position and try to engage other departments in the process. A letter is being drafted to the Cities of White Salmon and Bingen.

2. Policy review: None this month.

3. Station 32 project: L&I documentation has to be completed before the final check can be issued. Also the district received letters from the planning department indicating the building permits had not had a final inspection, and the permits would be expiring. There will be follow up with the contractor on this. AC Nelson noted he had received a call from the plumber stating he was going to be at station 32 for the final inspection. Commissioner Montag will follow up with the contractor. Chief Long also noted he had received a phone call from the electrical contractor stating he had not been paid for the panel installation.

4. Post Office relocation: Commissioner Zoller noted he had received an email from Greg Shelton, indicating the current lease has been extended for a short period of time. Other options in the area were not successful so the Post Office now intends to move forward with the Fire District. Mr. Shelton requested the district forward documents to him to begin the process. No agreement has yet been made, and the Commissioners will consider proposals before approving an agreement.

5. Bond Consultant Services: The Consultant has been approved and arrangements will be made to meet in person soon. There will be work needed to produce more accurate estimates of costs for projects.

6. Equipment theft – new door. Commissioners have already granted permission to replace the stolen items at a cost of no more than \$7,000. An additional \$2,500 has also been approved for replacing a door. The cost for replacing items so far is \$6,817.68. The cost of replacing the Thermal Imaging Camera (TIC) has been estimated at an additional \$7,000. Chief will need authorization to make the purchase per policy. The cost will be reimbursed by the Insurance. This will be brought for vote at the next Commissioners meeting.

7. WFOA Conference: Commissioner Montag will be attending. The Commissioners approved paying [\$325 plus accommodation] for Commissioner Elect Charles Virts to attend the Conference.

Motion to approve paying for Commissioner Elect Virts to attend the WFOA conference for the district made by Commissioner Connor, seconded by Commissioner Montag.

New Business:

1. **2018 Budget:** The date for the Budget workshop needs to be set. Commissioners settled on October 19th at 3pm for the workshop. The budget hearing will be held on 9th November at 6pm directly prior to the regular meeting.
2. **Billing a property owner out of district for services:** The District has set precedence in the past and billed for services to property owners who were not enrolled in the district at the time of the service. However, in the past the district has 'forgiven' the service fees in return for the property being enrolled in to the district. It is at the discretion of the Commissioners to 'forgive' this debt. The district has to put forth effort to recover costs in order to protect the investment of the tax paying property owners within the district. Chief noted that a property owner has been given notice and a bill for services to protect a property during a recent event. The property owner has not yet responded. The Commissioners approved sending another letter as a reminder of the costs owed, and to again offer the option to annex into the fire district.

Good of the Order: none noted

Next meeting: October 12th 2017.

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

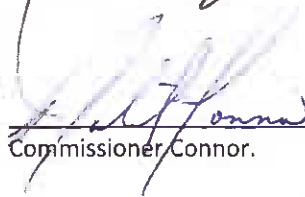
Meeting Adjourned: 19:44.

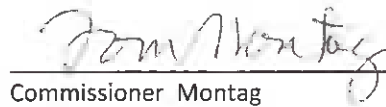
APPROVED BY:

Attest:

 10-12-17
Chairman - Commissioner Zoller. (date)

 10/12/17
District Secretary Rozalind Plumb

 10-12-17
Commissioner Connor. (date)

 10/12/17
Commissioner Montag (date)

Klickitat County Fire District 3 Commissioners Meeting

200 Husum Street Husum, WA .

September 14, 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) August 11 2017 business meeting and August 24 Special 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) **Temporary Employment agreement** – On hold as a new hiring policy is needed.
 - c) **Mobilization payments:** Discuss the payment options for staff who work on mobilizations specifically the salaried staff. Timing of payments v's reimbursements. Authority to pay before reimbursement?
 - d) **Training Officer Position-** (I)

 2. **Policy.** None at this time
 3. **Station 32** –Bathroom & Heater project.
 4. **US Post Office** – relocation of Post Office. –Zoller
 5. **Bond Consultant services -** (I)
 6. **Equipment Theft-** (I)
 7. **WFCA Conference.** Authorize attendance.

- **New Business:**
 - 1.
 - 2.

- **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
AUGUST 2017**

Fund No.: 667.1

	Fund Name:	FIRE DIST 3
BEGINNING CASH BALANCE	1	\$ 299,379.70
+++ Increases ++++		
Receipts (Revenue Dist Rpt)	2	8,080.64
Netted Transactions	3	-
Matured Investments	4	-
Interfund Transfers - In (397)	5	-
Other Revenue - JE's	6	-
Subtotal Increases	7	8,080.64
<< Disbursements >>		
Other Expenditures - JE & KC AP	8	34,810.75
Interfund Transfers - Out (597)	9	-
New Investments	10	-
Disbursements (AP & PR)	11	-
E - Transactions (ACH & EFTPS)	12	2,332.07
Debt Service P&I	13	-
Other	14	-
Subtotal Disbursements	15	37,142.82
ENDING CASH BALANCE	16	\$ 270,317.52
WARRANTS		
Previous Month O/S	17	-
Issued (+)	18	-
Redeemed (-)	19	-
Canceled (-)	20	-
WARRANTS OUTSTANDING (O/S)	21	-
Cash Balance <O/S Warrants >	22	\$ 270,317.52
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.

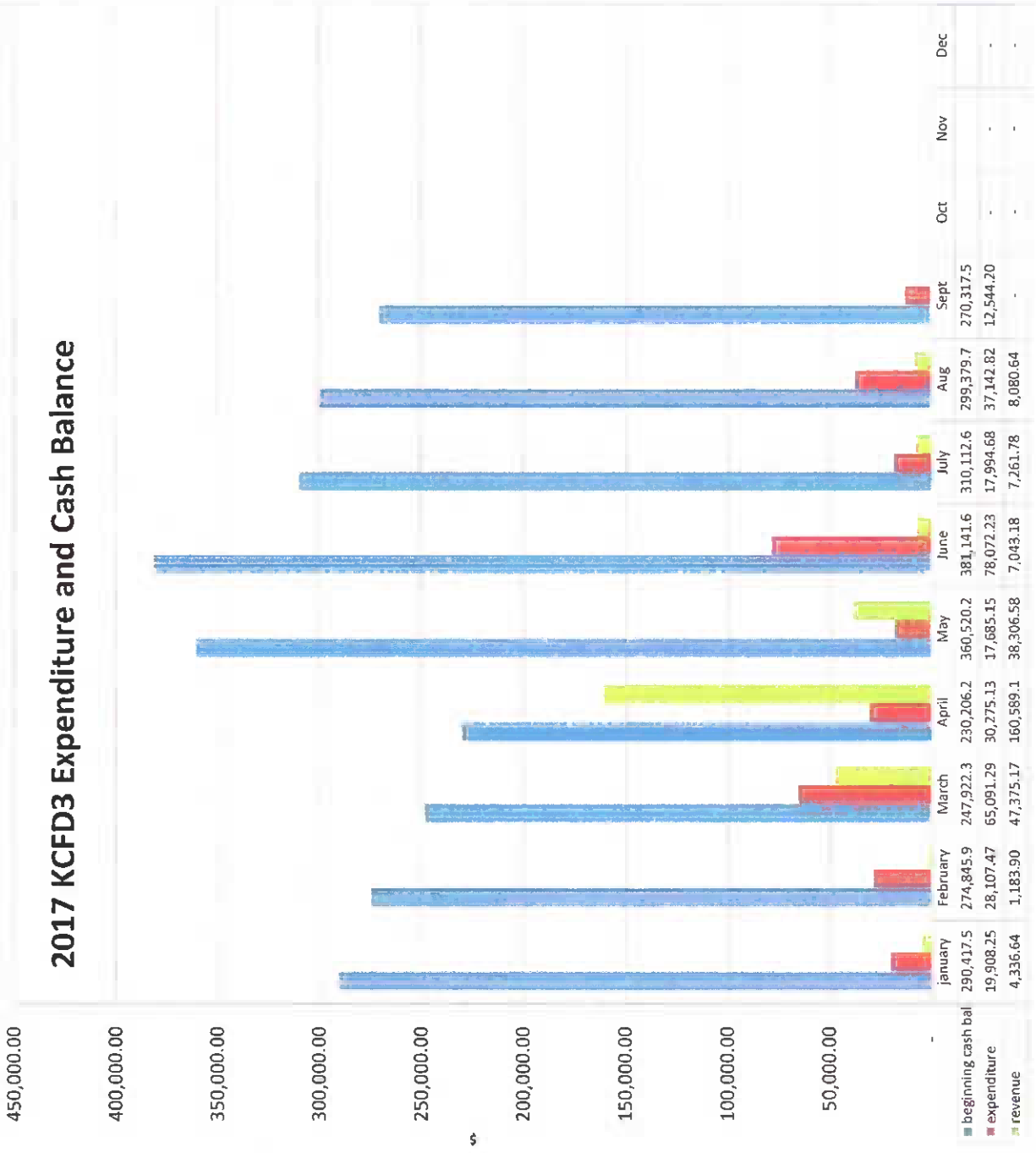
Klickitat County Fire District 3

updated 9/13/2017

BUDGET 2017

Category	Original Budget	August expenditure	expenditure YTD	Balance	% Used	Grants and other notes
Salaries & Wages + employee paid benefits	136,665.00	10,422.94	90,739.20	45,925.80	66%	
Benefits (excluding employee paid)	41,600.00	2,603.96	22,906.37	18,693.63	55%	
Volunteer Stipend	20,000.00	-	-	20,000.00	0%	
Volunteer Disability/Pension/life/flight	5,100.00	-	900.00	4,200.00	18%	
Volunteer Recognition	2,500.00	-	2,235.33	264.67	89%	
Office Expense/Supplies	6,000.00	427.03	3,678.84	2,321.16	61%	web site \$500 - monitor spending /communications
Professional Services	6,652.00	103.00	1,357.37	5,294.63	20%	NB State Auditor will be approx \$4000
Insurance	15,700.00	15,698.00	15,698.00	2.00	100%	
Communications	4,500.00	156.25	382.35	4,117.65	8%	was 5000, took \$500 towards loan interest
Advertising	500.00	-	56.58	443.42	11%	
Vehicle Parts/Repairs	14,000.00	1,332.26	10,112.81	3,887.19	72%	
Rescue - Apparatus Supplies	7,500.00	1,943.40	6,341.14	1,158.86	85%	1827.30 insurance claim
Fuel	8,000.00	1,071.02	5,763.03	2,236.97	72%	
Station Repairs - Supplies	20,000.00	1,158.56	17,882.06	2,117.94	89%	includes 12,000 for str 32 project for 1084.54 replace lock insurance
Utilities Services	17,000.00	1,115.04	12,195.50	4,804.50	72%	
Travel & Meals	3,490.00	15.95	2,110.64	1,379.36	60%	was 4000, took \$510 toward loan interest.
Fire Training - Supplies	13,500.00	1,085.73	8,326.09	5,173.91	62%	221.97 insurance claim
EMS Training - Supplies	9,500.00	-	2,930.02	6,569.98	31%	
Uniform/apparel (currently in fire supplies)						
Prevention	1,000.00	25.00	878.15	121.85	88%	
Long Term Loans (Ambulance)	52,776.67	-	51,766.67	1,010.00	98%	
Taxes (for previous year)	3,000.00	-	3,685.91	(685.91)	123%	was 5276.67 \$130.00 still due (took \$111 from total 46300 from Comm)
Dues & Fees	2,500.00	(15.32)	(28.48)	2,528.48	-1%	Budget was set before the end of the year.
Municipal Pool Reserve	15,000.00			15,000.00	0%	
Capital Pool	-				0.00%	
Total budgeted expenditure	406,483.67	37,142.82	259,917.58	146,566.09	64%	
Strn 32 capital project using cash balance			42,610.38			
Total Actual Expenditure			302,527.96			
by property tax estimated in October 2016	420,417.45					
04/16/17 property tax confirmed from Assessor	420,647.42			160,729.84		
Revenue from Wildland (-)						
Expense for Wildland						

2017 KCFD3 Expenditure and Cash Balance



Fire Chief's Report to Board of Commissioners

September 14, 2017

Safety:

- No Injuries

Customer Service (emergent and non-emergent):

- Fire safety week 2nd week October – Head start, and elementary schools are scheduled.
- Transported a customer home from hospital as there was no other way for the care givers to get him home.

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.
- Cody Crone has taken B322 out to the Jolly Mountain Fire in Cle Elum. Estimated \$~~7,000~~^{7,292} revenue from fires.
- Door for station 32 is ordered and will be installed soon.
- Training Officer Proposal to the Board. - In progress
- Insitu employee meeting on Friday August 18th went well. Discussed fire safety, and it was an opportunity to meet for recruitment efforts.
- Bond consultant - in progress
- 2006 Type 6 brush engine from the FEPP Program (Federal Excess Property Program). Captain Helton and his team have put it in to a limited service capacity. Anticipated to be officially in service by the end of 2017.
- 2018 Budget Preparation is ongoing.

Community Events:

- The Fire District participated in the Bingen Huckleberry Fest event on Saturday. Brush 312 was in the parade. Several KCFD3 members helped out with the White Salmon Fire pancake Breakfast.
- Task force update meeting is scheduled for Sept 19 evening.
- Rotary meeting is scheduled for September 19th lunch.

Personal Activities and Achievements:

- Participated in SE Team #1 assignments in Goldendale, and a type 2 team in Chelan Washington.

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

August/September 2017 Training Report

Submitted on Wednesday September 13, 2017

Training Events:

August 15th. Captain Renault taught a Multi-company drill using a Hazardous materials scenario.

August 22^{ed}. Captain Helton taught a big water supply training at Columbia High School. The class was how to supply big water through Deck Guns/Monitor both mounted on the engine and removed and operated from the ground. Delivering water from large diameter hose lines with 2 ½" nozzles.

August 29th. Captain Renault taught an EMS/AED Review to firefighters and EMT's.

September 5th. Equipment checks in the individual stations.

Volunteer firefighter association/KCFD3 fire district business meeting at station 31.

September 12th. Multiple Company Drill at Columbia High School bus garage. This scenario was an extensive fire attack on a working fire located on the south side of the bus garage building. The fire started in the yard maintenance equipment storage area and quickly spread to the bus parking area located at the rear of the complex

Upcoming special actives:

No special actives are scheduled for September

Fire Schools:

Getting new volunteers equipped for the upcoming recruit academy starting in October. We have one new volunteer/EMT attending this training.

Training Statistics:

This last month attendance percentage was an averaged fo 40%.

Respectfully Submitted

AC/Training Jerry Nelson