

KLICKITAT COUNTY FIRE DISTRICT 3

200 Husum Street, Husum, WA

Commissioner's Meeting

May 14 2015

Minutes

Called to order: 18:48

In Attendance: Commissioner Zoller, Commissioner Riggleman, Commissioner Connor, Chief Virts, Assistant Chief Nelson, Secretary Plumb, Eric Bosler, Lloyd Olson, Debbie Olson, Tom Montag, Sandy Montag, Bob Merritt (MHC).

Agenda approval: *Motion to approve the agenda for May 14 2015 made by Commissioner Connor, Seconded by Commissioner Riggleman. All in favor, (3 yay, 0 nays).*

Public Comment: none noted.

Minutes of the last meeting: *Motion to approve the minutes of April 9 2015 meeting, made by Commissioner Riggleman Seconded by Commissioner Connor, (3 yay, 0 nay)*

Secretaries report:

1. County Treasurer's Report for April 2015

Beginning balance	182,324.48	Ending Balance	323,725.41
Deposits	161,635.87	Disbursements	20,234.94

2015 District expenditure shows a year to date (May 14) total of **\$80,167.49**

2. Bills and items to be signed

a. Vouchers:

- a). 4/16 - \$2,048.42 b).4/16 - \$90.00 c). 4/16 - \$2641.47
d). 4/30 - \$ 4720.43 e). 05/14- \$6289.87

Commissioners all read and signed the vouchers.

3. Budget 2015: No comments on the budget to date.
4. Investment of funds: A letter was presented to the commissioners requesting the County Treasurer's Office to invest \$100,000 for 6 months into the investment pool. Commissioner Zoller asked about cash flow. Current cash balance is \$323,725.41. If we reduce that by 100,000 we will still have 223, 725.41 to work with until November 18. It was noted that the funds can be withdrawn at any time as long as we give 3 days' notice. The interest rate will not be affected by the length of time in the fund. ***The Commissioners agreed to invest \$100,000.*** The Commissioners, the Chief and the Secretary are authorized investors for the district. As indicated in our letter to the County two of the authorized investors are required to sign when funds are moved. The letter was signed by Commissioner Zoller and Commissioner Connor.
5. Correspondence: WFCA risk management class at the Chelan Conference June 5.
6. April Incident Report: 17 EMS, 2 MVA, 1 fire, 1 controlled burn, 7 cancelled en route, 3 Other.

Chief added that three incidences in the last week were escaped burn piles. He also noted that there is talk about the burn ban being moved up from July 1 to June 1.

7. Other Projects: The 2014 Annual Financial Report was submitted to the State. Letters have been sent to some of the properties that could be annexed into to the district. Ongoing projects include purchasing and small works protocols and policy review for Human Resources.

Chiefs report:

1. Incidents: We have responded to 112 incidents so far this year. That is a significant increase over this time last year. Last year's total was 214 for the year. Everyone is on a high alert for wild land fire this year.
2. Water heater: Station 31's water heater failed so a new one was installed.
3. Radio programming: The new paging frequency has been implemented, the radios are reprogrammed. The Relm radios can now be programed and utilized to replace the CP200s that do not have a screen showing which frequency you are on.
4. Engine 331: The water tank has a leak. AA&L has looked at it and will repair the damage. E-323 has been moved to station 33 while 331 is in for repairs.
5. Construction: The curbing and walkway at the front of the office, and repairing the crack in the front pad will be commencing soon.
6. Inspections: Insitu and the Riverside B&B were inspected. Eric is contacting the rafting companies to schedule inspections.
7. Annual report: Chief handed out copies of the 2014 annual report.
8. Chief's conference: Chief will be attending the Washington State Fire Chief's conference Monday-Thursday next week.

Training report:

1. Wildland: Nine members completed the Wildland fire fighter recertification this year and have been issued their "Red Cards."
2. AC Nelson read an email received from Will Connolly of High Prairie (KCFD13) commending the preparedness and work of our local firefighters who responded to the North Major Creek fire.
3. Fire tactics: There have been studies done by NFA on structure fire behavior as it relates to our fire fighting tactics. AC Nelson is showing videos on the new techniques.

Old business:

1. Inter local Agreement for Fire Inspections: Chief will follow up with Skip Grimes on this.
2. 2013 Levy Law suit: Letters of collection have been sent to Mr. Hulbert and Ms. Lash notifying them of their liability. There have been communications between Mr. Hulbert's insurance company and Snure Law office. The Commissioners asked who pays for that communication with our lawyer. Chief has asked our lawyer Brian Snure about collecting the costs for collecting the funds, but whether or not these expenses can be recouped is not clear at this time. Commissioner Zoller said we should only pursue those funds if it becomes a sizable amount. So far it is negligible. As for Ms. Lash, Mr. Stryker denied the claim and the validity of the judgment;

as such Ms. Lash has been served a subpoena to be deposed on May 25th. Mr. Stryker has submitted a request for the public records of a financial nature between Mr. Burke and KCFD3.

3. 2010 annexation and outstanding debt: Nothing to add at this time.
4. MRSC small works roster: Tabled.
5. Fire department unification: Chief Virts accompanied consultant Robert Merritt to a discussion with the staff at City Hall about the financial aspect of a unification of KCFD3 with the White Salmon FD. The City Manager Pat Munyan, was present and very interested. Bob suggested they focus on an inter local agreement rather than an RFA at this stage. The RFA could still be an option, but there are other possibilities. Bob also advised against mixing the issue of annexations and the creation of an RFA. He also informed the City Staff of the requirement that an annexing city must provide the same or higher level of service as is being provided by the district. Chief said it was a positive meeting. Commissioner Zoller asked if the captains of the two departments have talked together about this. Chief noted that they had not.
6. Interlocal agreement with Skamania County Fire District 3 for Lakeview road area, The agreement was signed.
7. Interlocal agreement with SCEMS – Due to a clerical error the agreement was resigned by the Commissioners of Skamania County Hospital District, thereby necessitating that the documents be resigned by KCFD Commission. The signatures were applied as necessary.
8. Resolution 2015 11- Requesting the District pays the members premium of the Board of Volunteer Firefighters Pension.

Motion to approve resolution 2015-11 was made by Commissioner Connor, seconded by Commissioner Rigglesman, all in favor 3 yay. 0 nay

9. Out sourcing payroll: After last meeting Roz looked into Enterprise Services as another option, but they are for larger state governments. At this point it appears Herman and Associates would be a good option as they already work with other fire departments in the area. Commissioner Zoller asked for clarification on what they offer and the cost.
10. Hiring a New Chief: A brief review of progress to date. The workshop with the volunteers on April 22 went very well. The commissioners were disappointed with the turnout, but the conversation was very engaging. The biggest topics were training, public relations, and personnel management of volunteer firefighters.

New Business:

1. Chassis purchase: Using the state bid process, chief has been working to replace the brush engine at station 32. Discussion regarding placement of the new apparatus followed: The plan was to have a crew cab truck at station 32, but a crew cab is too long to fit in the station. The new brush engine would therefore be placed at station 31 and B-312 would be moved to station 32. Commissioner Connor expressed concern that the current vehicle is not up to the task for the coming season.

Motion to authorize up to \$45,000 to allow the chief to move forward on the purchase of a brush chassis was made by Commissioner Connor, Seconded by Commissioner Rigglesman, all in favor (3 yay, 0 nay).

Good of the order: None

Next meeting: June 11 2015


Motion to adjourn the meeting of May 14 2015 was made by Commissioner Riggleman, seconded by Commissioner Connor. All in favor. (3 yay 0 nay).


Meeting adjourned **20:10**


APPROVED BY:

Attest:


Chairman - Commissioner Zoller. (date) 6/18/15


District Secretary Rozalind Plumb


Commissioner Riggleman (date) 6-18-15


Commissioner Connor (date) 6/18/15

BVFF- Local Trustees Meeting: 20:10, adjourned 20:17

Workshop – To discuss plans for succession - hiring of a new Chief. Commenced 20:17



KCFD3

COMMISSIONER VOUCHER

April 10-May 14 2015

MARK ZOLLER

Meeting	Date	Signature
Regular Board Meeting	05/14/2015	X <i>Mark Zoller</i>

JONATHAN RIGGLEMAN

Meeting	Date	Signature
Regular Board Meeting	05/14/2015	X <i>Jon Riggleman</i>

ROBERT CONNOR

Meeting	Date	Signature
Regular Board Meeting	05/14/2015	X <i>Robert Connor</i>

AGENDA

- **Open Meeting:** Call to order. (A) = Action (I) = Information (D)= Discussion
- **Approval of agenda (A)**
- **Attendance:**
- **Public Discussion:**
- **Minutes of last meeting:** (A) review, approve, and sign.
- **Secretary's report:**
 - 1. Financial Report (I) 2. Bills and items to be signed 3. Budget (I),
 - 4. Correspondence (I) 5. Incident Report (I)
- **Chief's Report: (I)**
- **Training Report: (I)**
- **Old Business:**
 - 1. Inter-local Agreement for Fire Inspection Service.
 - 2. 2013 Levy Law Suit.
 - 3. 2010 annexation and associated outstanding debt.
 - 4. MRSC- Small Works Roster - Table until further notice.
 - 5. Fire Department Unification (D)
 - 6. Interlocal agreement between SCFD3 and KCFD3 for automatic response to Lakeview Road area. (A)
 - 7. Interlocal agreement between SCEMS and KCFD3 resign due to clerical error.
 - 8. BVFF – request District pays the member's premium of the pension.(A)
 - 9. Herman and Associates- proposal to outsource payroll (I/D).
- **New Business:**
 - 1. Personnel hiring- *brief* review of progress to date.
 - 2. Chassis purchase.
- **Good of the order:**
- **Next meeting:** Regular meeting June 11, 2015.
- **Motion to adjourn: (A)**

BVFF local trustees meeting – As it is not part of the Commissioner's meeting it can be held after the meeting. TIME: _____

Workshop- To discuss plans for Chief Succession.



**KLICKITAT COUNTY TREASURER
FINANCIAL REPORT
APRIL 2015**

		667 FIRE DIST. 3
Beginning Cash Balance	\$	182,324.48
Cash Increases		
Tax Collections	\$	160,873.92
District Deposits	\$	70.51
State Apportionment	\$	-
State Forest/PILT/Timber Excise	\$	691.44
Federal PILT	\$	-
Leasehold Excise	\$	-
Reimbursements	\$	-
Investment Interest	\$	-
Matured Investments	\$	-
Interfund Transfers In 397	\$	-
G/L Entries & Journal Entries	\$	-
Subtotal	\$	161,635.87
Total Cash Balance	\$	343,960.35
Cash Disbursements		
A/P Vouchers & G/L Journal Entries	\$	18,657.57
Interfund Transfers Out 597	\$	-
New Investments	\$	-
Accounts Payable	\$	-
Payroll/Salary Clearing	\$	-
Misc. Remittances/EFTPS/ACH	\$	1,577.37
Misc County Fees	\$	-
Bonds Paid: Principle/Interest	\$	-
Loans: Principle/Interest	\$	-
Other:	\$	-
Total Disbursements	\$	20,234.94
Ending Cash Balance	\$	323,725.41
Warrant Activity		
Previous Month Outstanding	\$	-
Warrants Issued (+)	\$	-
Warrants Paid (-)	\$	-
Warrants Canceled (-)	\$	-
Warrants Outstanding (O/S)	\$	-
<i>Cash Balance-Less O/S Warrants</i>	\$	323,725.41
Investment Activity		
Beginning Investment Balance	\$	-
Matured Investments	\$	-
New Investments	\$	-
Ending Investment Balance	\$	-
Bond Activity		
Beginning Bond Principle Balance	\$	-
Bond Principle Payments	\$	-
Bond Interest Payments	\$	-
Ending Bond Principle Balance	\$	-

Prepared By: Paul Dunn

Paul Dunn 5/8/15

_____, Chief Deputy Treasurer

This budget sheet is connected to the expenditure spreadsheet.

2015 BUDGET

Bars #	Category	Original Budget	grant/other	expenditure YTD	Balance	% Used
	Salaries & Wages + employee paid benefits	76,378.00		26,419.84	49,958.16	35%
	Benefits	19,886.00		8,318.41	11,567.59	42%
	Volunteer Stipend	13,000.00		577.50	12,422.50	4%
	Volunteer Disability/Pension	3,000.00		2,370.00	630.00	79%
	Office Expense/Supplies	3,500.00		2,574.43	925.57	74%
	Fuel	12,000.00		2,032.51	9,967.49	17%
	Professional Services	5,000.00		9,860.50	(4,860.50)	197%
	Taxes (for previous year)	1,500.00		1,082.65	417.35	72%
	Travel & Meals	4,000.00		1,732.42	2,267.58	43%
	Advertising	500.00		56.00	444.00	11%
	Insurance	14,000.00		-	14,000.00	0%
	Utilities Services	12,000.00		4,582.91	7,417.09	38%
	Communications	7,000.00		4,433.68	2,566.32	63%
	Dues & Fees	2,500.00		761.45	1,738.55	30%
	Vehicle Parts/Repairs	14,100.00		3,611.51	10,488.49	26%
	Fire Training - Supplies	20,000.00		2,700.59	17,299.41	14%
	EMS Training - Supplies	23,000.00	350.00	4,160.06	19,189.94	18%
	Rescue - Apparatus Supplies	20,000.00		-	20,000.00	0%
	Volunteer Recognition	1,500.00	420.00	2,287.60	(367.60)	153%
	Station Repairs - Supplies	25,000.00		2,605.43	22,394.57	10%
	Long Term Loans	75,000.00		-	75,000.00	0%
	Municipal Pool Reserve	27,000.00			27,000.00	0%
	Capital Pool	21,906.00			21,906.00	0.00%
	Total	401,770.00		80,167.49	321,602.51	20%



Klickitat County Fire District 3

200 Husum Street – P.O. Box 151 Husum, WA 98623

(509) 493-2996

14 May 2015

Klickitat County Treasurers Department
205 S Columbus Avenue MS-CH-22
Goldendale, WA 98620

Attention: Paul Dunn,

Amount of Deposit: **\$100,000.**


The Commissioners of Klickitat County Fire District 3 would like to invest the amount listed above into the State Investment Pool.

Beginning date: **May 18 2015.**

Ending date: **November 18 2015.**

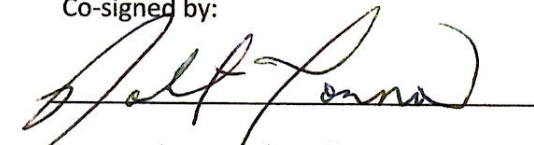
Approved by the Commissioners at the regular business meeting, on May 14, 2015.

Signed by:



Mark A. Zoller
Print Name

Co-signed by:



Robert Connor
Print Name

Authorized Investment Officers for 2015

Mark Zoller – Fire Commissioner
Jonathan Riggleman - Fire Commissioner
Robert Connor – Fire Commissioner
Charles Virts – Fire Chief
Rosalind Plumb – District Secretary

*e-mailed to Treasurer.
5-14-15 9:56pm.*

Klickitat County Fire District 3 Commissioners Meeting

May 14th, 2015 @ 6:30 pm

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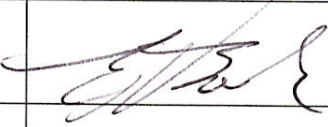


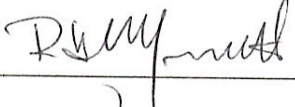
Workshop- To discuss plans for Chief Succession.

KCFD3 Commissioner's Meeting

Attendance Sign-in Sheet.

Date: May 14 - 2015

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Print Name	Signature	Contact Information
ETHEL BOSLER		51702
Lloyd Olson		509 493 3493
Debbie Olson		" "
Sander Montog	S. H. Montog	509-493-2577
Tom Montog	Tom Montog	509-493-2577
R Merrill		425-760-5766
J. Nelson	