**KLICKITAT COUNTY FIRE DISTRICT #3**

**Commissioners Business Meeting**

**May 8, 2014**

**Called to order** 18:35

**Attendance**: Commissioner Chair Zoller, Commissioner Connor, Commissioner Riggleman, Chief Virts, Assistant Chief/Training Officer Nelson, Secretary Plumb.

**Public**: Kevin Herman, Justin Connely, Sandy, and Tom Montag.

**Public discussion**: Kevin Herman introduced himself and said his reason for attending was to be better informed on the work of the Fire District.

**MINUTES:**

Minutes of the April 10th meeting were presented. ***Motion to approve minutes for April 10th as published, was made by Commissioner Connor and seconded by Commissioner Zoller, all in favor***. Minutes signed. (Commissioner Riggleman was absent from the April meeting so abstained from the vote and signing).

**SECRETARY’S REPORT:**

1. Financial Report for April

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| --- | --- |
| Beginning balance 74,845.11 | Ending Balance 184,966.04 |
| Deposits 125,144.48 | Disbursements 15,023.55 |
| County reports Year to date total 76,633.07 |  |

At this time KCFD3 records show a year to date total of, $79,509.28, a difference of $2876.21. The secretary will review all the data as soon as possible to find the discrepancy.

Deposits this month included a State Department of Health Trauma grant - $1473.00. EMS Officer Renault has already been utilizing the funds to purchase much needed equipment.

1. Bills and items to be signed
   1. Vouchers

i). 04/17 -$327.95, ii). 04/23 - $2,194.49 (payroll), iii). 04/23 - $700,

iv). 05/01 -$393.58, v).05/08 -$4622.65, vi). 05/08 -$71.20

***Motion to approve the bills was made by Commissioner Riggleman, Seconded by Commissioner Connor, All in favor.***

* 1. Protection contracts- Waiting for two contracts to be returned and we should be starting a new contract on Staats Road in the near future.

1. Financial Report to State Auditor’s Office- While working on the 2013 financial report it was discovered that the budget had not included employee paid benefits. This means the 2013 budget exceeded the expected $323,500. However, we did not exceed the funds available to us. The Annual Financial Report for the State Auditor’s Office is due May 30th.
2. Budget**-** Because of the 2013 financial report, a review of the 2014 budget was done, and a shortfall of $10,200 was found under salaries and benefits. Together with Professional Services now $14,567.04 over budget, we are not able to cover the discrepancy with the reserved funds ($20,000) in the general fund (not to be confused with the $60,000 in the investment/municipal pool Account). The discrepancy will be investigated further. Until the information is complete the Commissioners will not make a decision on moving funds from other areas of the budget.
3. March Incident Report - EMS 8, MVA 2, Cancelled 1. (11 total).

**CHIEF’S REPORT**: By Chief Virts

1. Radios – Chief Virts commented on the recent developments in the radio system change over. The anticipated date to transfer Dispatch to the new system is June 1st, however, there are some reservations about the time line as it will be impossible to update all the radios in the County to the new frequencies in time.
2. DNR 50/50 grant – The District has purchased $1400 of wild land clothing and with the DNR grant will be reimbursed half of the costs.
3. Planning Department – Chief has been working with the planning department on a proposed development on Fruit Valley road. Chief had concerns that the closest fire hydrant was over 1000 feet away. Given that neither KCFD3, nor White Salmon Fire engines carry more than 800 feet of LDH, and, the usual distance to a fire hydrant is recommended to be 800 feet, the Chief saw fit to request an additional fire hydrant be installed as part of the plan.
4. Scout Troup 384. – David Roth approached the KCFD3 Volunteer Firefighters Association to request support in the reformation of Scout Troup 384. They would need somewhere to meet and hope to have the fire department involved in mentoring the scouts. While the use of the fire hall facilities needs to go through the District office, the fire fighters agreed the scouts would be an asset to the district.
5. Spring Fest –The Firefighters Association will be hosting a booth at Spring Fest on May 30- April 2. The plans is to have a manikin suited up in turnouts with the cost of each item highlighted so as to show the cost of outfitting a firefighter.
6. Pancake Breakfast - is coming up on July 13th.
7. KCFD3 Volunteer Firefighters Association – The Association has been contacted by the Public Disclosures Committee (PDC), due to a complaint filed against them by Lance Stryker. Mr. Stryker complained that the Association paid for flyers, newspaper adverts, and signs to be put up around the district which put the opponents of the ballot at a great disadvantage. He complained to the PDC that the Association had not filed the required documents to the PDC reporting their spending in support of the ballot. The Association Committee members have addressed the issue and have now filed all the required documents. They are waiting for the PDC to review the case.

**TRAINING REPORT: By Assistant Chief/Training Officer Nelson**.

1. Trauma/MCI – Last weekend, David Nice ran a two day Trauma /Mass Casualty Incident (MCI) class at Sta. 31. It was attended by EMTs and First Responders from across the county. The class finished with an MCI drill using the Incident Command System (ICS). Life Flight was present and landed behind the station. Commissioner Connor commented that he attended the class, and found it very useful for understanding the needs of the district.
2. Recruit Academy - The classroom portion of the training is done. They will complete their training at the Burn to Learn in Portland on June 14th.
3. Burn To Learn- Skamania County is hosting the Burn to Learn in Portland on June 14th.
4. Tuesday Drill Nights – Focus is on hose lays at the moment.
5. CPR Academy - Assistant Chief Nelson, Michelle Renault, and Chief Hunsaker (White Salmon FD), attended the training in Seattle. Assistant Chief/Training Officer Nelson reported that Chief Hunsaker has now requested that White Salmon Fire Department be paged out for cardiac calls.

A/C Nelson went on to express his pride in the volunteers response to a CPR call recently, and his annoyance at the law suit attacking the department. Commissioner Riggleman also expressed his annoyance at the law suit. Commissioner Zoller said he had spoken with the family members and reported how thankful they were to the community.

**OLD BUSINESS:**

1. Bob Merritt (MHC Associates) Agreement: The Agreement has been signed and is on file. There has been no meeting with Mr. Merritt to date.
2. Law suit: The law suit by the Committee for Fair Taxation from Fire District 3, which seeks to roll back to the 2007 levy rates, is still waiting to be heard by a judge.
3. Los Altos Annexation- (The Los Altos /White Salmon Estates area proposed for annexation into White Salmon). The letter approved by the board last meeting has been received by the White Salmon City Council and they have e-mailed the Chief to request a meeting with their Fire Protection Committee. It was discussed that the Chief and one Commissioner attend the meeting to exchange information and keep communication open. In so doing, it is hoped the district will be better prepared to face any changes.

**Question from the floor** – “*If the annexation goes through, do you have a plan?”* Commissioner Zoller commented that, at present there is no dollar value, or equipment assigned to the annexation. He commented that, while the Q&A in The Enterprise was well put together, his understanding was that the cost to the district was negotiable, but he would need to revisit the RCW on the topic to be sure. The priority at this time is to keep talking.

Discussion of the annexation process included, the time line requirement for signatures, the need for 60% of the assessed value of the home owners in the annexation area to sign the petition. Kevin Herman stated he had attended the last City Council meeting and said there had been concern about garbage, sales tax (7.5% in the city and 7.0% outside the city),and home owner’s insurance. It was thought that there was some misinformation regarding homeowners insurance and proximity to first response fire station. Chief Virts commented that he is in the annexation area and his insurance wanted to know the proximity of the nearest fire station. He also had some notes addressing concerns and said Svere Bakke of The Enterprise has requested an interview.

1. Inspection Program - Skip Grimmes has reviewed the Inter-local agreement and requested some clarification of the Districts intent. Chief will address the request.
2. Level of Service: One of the recommendations from the Community Task Force Report was to look at the Washington State Ratings Bureau (WSRB) standards, and see if changes could be made to improve our rating . We are currently rated 8 and it would be nice to get that down to a 7. A representative from WSRB came out last month to review the district. She was given a tour of the district and any documentation requested. Chief commented that, in the past a rating was given and that was that. Now, the WSRB will review the information and explain how the rating is applied, and how the district can improve its rating.

New Business:

1. Annual report is completed and printed. The Commissioners admitted they had not had time to read it through yet.
2. Open Government – Commissioner Connor addressed the need for the Commissioners and staff to be trained in Open Government policy to be in compliance with the legislation coming into effect on July 1 2014. Commissioner Connor has already taken the on-line training and asked that the others have it done in the next 7 days. There are requirements to appoint personnel to specific tasks, and to create a fee schedule for public records requests, that will require motions. The Commissioners aim to address these requirements prior to the deadline (90 days after July 1st).

Good of the Order:

***Motion to Adjourn*** made by Commissioner Riggleman, seconded by Commissioner Connor, All in favor.

**Meeting Adjourned**: **20:30**

**APPROVED BY**: Attest:

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Chairman - Commissioner Zoller. (date) District Secretary Rozalind Plumb

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Commissioner Riggleman. (date)

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Commissioner Connor (date)