**KLICKITAT COUNTY FIRE DISTRICT #3**

**Commissioners Business Meeting**

**February 13, 2014**

**Called to order** 18:30

**Attendance:** Chair Commissioner Mark Zoller, Commissioner Jon Riggleman, Commissioner Bob Connor, Assistant Chief Jerry Nelson, District Secretary Rozalind Plumb.

**Public**: Eric Bosler, Tamara Kaufman.

**Public comment**: Tamara Kaufman commented that she is very pleased with the results so far from the election on 11th February. At the time of meeting the levy had passed with 64.8 % in support of the levy for Fire District 3. Tamara said as a resident, a volunteer and community member, “Thank you all for putting it back to the public, I think it answers a question that has been out there.”

Commissioner Riggleman thanked Tamara for her work in getting the word out to the public. He also asked her to tell the Fire Fighters thank you from the Commissioners for all their work.

Eric Bosler confirmed Tamara’s comments and asked we thank those who stepped up to get the word out there. Tamara also suggests we thank the public.

Commissioner Zoller had a draft letter to the editor from Jerry Nelson in front of him. The commissioner’s agreed that the letter should be sent to The Enterprise newspaper.

**Previous minutes**: Jon Riggleman noted that we did not have an actual vote appointing a chairman at the January 9, 2014 meeting and he felt this needed to be done.

*Motion to elect Mark Zoller as Chairman of the Board of Commissioners for the year 2014* was made by Commissioner Riggleman, Seconded by Commissioner Connor, both voted in favour of the motion. Commissioner Zoller abstained. Motion passed.

*Motion to approve the January 2014 minutes as written* was made by Commissioner Riggleman, seconded by Commissioner Connor. All voted in favour of approving the January 2014 minutes.

**Secretary’s report:**

1. **Financial Report:**
	1. Balance from Treasurer’s Office as of 01/31/2014 - $132,771.44 (includes Municipal Pool balance)
	2. Municipal Pool Balance $60,000.00 ($6.51 interest earned and deposited into general fund).
	3. Ending balance on 01/31/14 - $72,771.44 (12/31/13 was $90,946.17, corrected by the auditor to $90,985.55 on 02/04/14 [an increase of $39.38].
	4. Total Disbursements in January $23,405.28.
	5. Total Deposits $5,191.17 from taxes and EDA grant.
	6. District’s taxable value for 2014 is $410,789,647.
2. **Bills and items to be signed:**
	1. **Vouchers** signed by commissioners: 01/16 -$6,091.55, 01/22 $2,654.84 & $133.75, 01/30 $685.65, & $4,033.95, 02/06 $7,704.62 &$50.29, 02/12 $1,657.02 & $1,847.88. The commissioners saw that the $5000 budget for Professional Services has already been used and almost doubled at this time. Cuts will have to be made elsewhere in the budget to cover the lawyer’s fees already incurred and those still to come.

We have not yet received the bill from the County for the election costs.

* 1. **Klickitat County Auditor** service charge for 2013 - $295.80 was signed.
	2. Chairman signed for reimbursement of $100 from the Board of Volunteer Fire Fighters (BVFF) for a physical.
	3. **BVFF Pension qualifications.** It was noted that many did not make the minimum requirements to qualify for the pension this year. They are required to attend a minimum of 10 drills, and 10 % of call volume for their station. Comments were made that some calls are cancelled while on route to the station, the responders do not continue to the station, and so have not been counted. AC Nelson will run it by the Chief, and will have member’s text him, so they can be recorded.
	4. **Resolution 2014-01**. To surplus the air tank filing system at station 32. *Motion to accept surplus resolution 2014-01 as written*, made by Commissioner Connor, Seconded by Commissioner Riggleman, All in favour. Resolution 2014-01 passes.
	5. **Resolution 2014-02**. To appoint an agent to receive tortuous claims. In appointing a registered agent the Commissioners considered whether the agent should be the attorney Mr Snure, or the secretary Rozalind Plumb. The commissioners determined to appoint Rozalind Plumb. *Motion to approve resolution 2014-02 appointing Rozalind Plumb as the agent designated to accept tortuous claims* made by Commissioner Riggleman, seconded by Commissioner Connor. All were in favour. Resolution 2014-02 passes.
	6. **Fire Protection Contracts**. Rozalind sent out the contracts for 2014. One has been returned and paid in full for 2014. Most were existing contracts for properties outside the boundaries of the district.
1. **January Incident Report:** 16 calls. 8 medical (1 in the urban growth area/UGA), 3 MVA, 1 fire (UGA), 4 other (1 false alarm, 1 controlled burn, 2 power lines down.)
2. **Other:**
	1. **Small Works Roster**. An advertisement has been placed in the paper for the annual list update for contractors to be considered for small works that may need to be done for the fire district.
	2. **Refund levy**. Being a new item, it took the Treasurer’s Office a while to work out who gets what and it ended up having a very short turn around, and as it came out near the end of December it got missed in the change-over of staff. Next year the Treasurer’s Office will try to give more notice.

**Chiefs Report – by Assistant Chief Nelson:**

1. Latest radio update involves delays in completing the new ~Dispatch Center,
2. Letter of thanks to the public for supporting the levy. To be sent to the newspaper –Assistant Chief Nelson will take care of it.
3. Leadership Seminar –Chief Virts, Assistant Chief Nelson and Capt. Riggleman will be attending this seminar, they will be driving to save costs on hotels.
4. CPR Academy -AC Nelson will be attending a CPR Academy in Seattle in March and is looking at more EMS training options for the future and updating equipment. Some of the new cardiac monitors and AED’s are much faster at analysing cardiac conditions than our current models. We have LP 500 AEDs that will not be supported next year. We also have LP 12 on the ambulance which supports 3 leads heart monitoring, however the new EMT standards train EMTs to 12 leads capability. The new monitors run about $39,000. There is possibly an older model for $12,000. Also the new AEDs have a much shorter charge and time to shock. They also tell you how well you are doing CPR.
5. Law suit. Nothing to report on the law suit.

Commissioner Connor had a safety question. Do the members check the vehicles against a check list? AC Nelson confirmed that they do, Commissioner Connor noted that hose bed covers are not listed in the check lists. In the wake of Vancouver Fire Department losing a 6-inch hose and causing two cars to crash, we should ensure our lists are updated to include checking hose bed covers where we have them, and adding hose bed covers where we do not. All commissioners want to be proactive to get something in place.

**Break.**

**Reopened meeting**

**Old business:**

Oath of Office – Rozalind has taken an Oath of Office as had been requested by the Commissioners at the last meeting.

**New business**

1. Resolution to appoint agent for receipt of claims – covered under Secretary’s Report item 2.f.
2. UCD requested signatures of Commissioners for renewal of the Fire Wise Agreement. This had been done prior to the meeting by Jessy Caulkins from UCD.
3. **Fire Fighter physicals**. Rozalind expressed concern that she had noticed new members practicing at drills before having turned in their physical paperwork. She requested permission to look into the requirements. There was some discussion and Assistant Chief Nelson said he had looked at it a while back, He said there are annual tests for SCBAs that should be carried out among other fitness tests. The Commissioners agreed for Rozalind to look into the matter and find out exactly what is required.

**Motion to Adjourn** made by Commissioner Riggleman, Seconded by Commissioner Connor. All in favour

Meeting Adjourned at **20:09**.

**APPROVED BY**:

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Chairman- Commissioner Zoller. (date)

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Commissioner Riggleman. (date)

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Commissioner Connor (date)

 Attest:

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 District Secretary Rozalind Plumb