**KLICKITAT COUNTY FIRE DISTRICT #3**

**Commissioners Business Meeting**

**March 13, 2014**

**Called to order** 18:39

**Attendance:** Chair Commissioner Mark Zoller, Commissioner Jon Riggleman, Commissioner Bob Connor, Chief Charles Virts, District Secretary Rozalind Plumb.

**Public**: Eric Bosler, Debbie Olson, Lloyd Olson.

**Public Comment**: Bob Connor spoke on behalf of the Snowden Community Council. The Mid-Columbia Economic Development Council (MCEDC) is trying to set up high speed internet in the Snowden area. MCEDC will be sending out a survey to residents in the Snowden area to get information and feedback on the project. They are looking at locations to set up secure drop boxes for the surveys, the Library is one option and Station 32 (Cherry Lane) is another. They are looking at possibly bolting a metal box into the concrete by the front entrance to the station. The Commissioners have no objection to this as long as the box will not be a trip hazard. If the council decides to use the Station 32 location, the Commissioners will leave it to Chief Virts to make the final decision on where it should go.

**Previous minutes**: There were no changes or amendments to the minutes.

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

**Secretary’s report:**

1. **Financial Report:**
	1. Balance from Treasurer’s Office as of 02/28/2014 - $114,869.83 (includes Municipal Pool balance)
	2. Municipal Pool Balance $60,000.00
	3. **Ending Cash Balance** on 02/28/14 - **$54,203.83** (01/31/14 - $72,771.44).
	4. Total Disbursements in February $20,454.37.
	5. Deposits $1,886.76.
2. **Bills:** The Commissioners reviewed the bills that had been submitted to the County between February 14 and March 13, including legal fee charges of $4,080.00 for February. The Commissioners noted that the budget for professional services is now over budget by approximately 250%. There will need to be further discussion in regard to which budget category will be tapped in order to cover the shortfall in the Professional Services category.
	1. **Vouchers** signed by Commissioners: 02/20 -$3,362.80, 02/26 $823.02, 03/05 $2858.48, and 03/13 $8,209.48

1. **February Incident Report:** The exact calls number and type of calls were not reported at the meeting. However, Chief Virts estimated 12 calls per month. One noteworthy incident was an MVC on Highway 14, which presented traffic control and access issues. Also, there was a chimney fire in White Salmon. The balance of incidents were mainly medical aid and routine in nature.

**Chiefs Report:**

1. **Leadership Seminar**: Chief Virts thanked the Commissioners for allowing him, Assistant Chief Nelson and Capt. Riggleman to attend this seminar. The Seminar covered a range of subjects and was well worth the expense. Topics included:
2. 8 Pillars of Trust – how to build trust in an organisation
3. Leadership change in an organisation and ourselves (hope is not a strategy).
4. Scenes of Compassion – covered emotions on scene, thing you can say and things you should not say. Assistant Chief Nelson talked with the presenter and hopes to have him come and speak to our first responders and EMT’s here in Klickitat County.
5. Managing Risk –if it can be predicted it can be prevented.

Commissioner/Captain Riggleman said he was glad he went, as it was very worthwhile.

Commissioner Zoller commented that this is professional development and contributes to the succession plan that was a key point highlighted by the Level of Service committee last year.

1. **Levy Vote**: Chief Virts is in the process of thanking everyone for their support.
2. **Insurance:** Our Insurance company ‘Enduris’, is requesting updated information. Chief and Rozalind are working to complete this by the end of the month.
3. **Table top MCI Exercises**: Chief Virts and Assistant Chief Nelson have been attending several exercises and find them very useful for planning and identifying problems. Ed Powell would like to do a full exercise at the port. Jesse Wardwell, from White Salmon FD, has requested that Ed conduct a table-top exercise simulating a wildfire coming up the bluff from Hwy 14.
4. **Swift Water Rescue:** There are a couple of classes coming up and there has been more than anticipated interest from members to take part. Commissioner Zoller said that his class is probably not appropriate as, although it will cover rescue, it will be geared towards river navigation. Chief Virts would like to see basic River Safety training addressed – how to stay safe, how to use a throw bag etc. Commissioner Zoller would like more information on insurance coverage for rescues that do not involve going into the water.
5. **Inter-local Agreement**: Eric Bosler and Chief Virts have begun fire safety inspections focusing on the schools. The District has no enforcement authority. Their aim is to provide helpful information and offer remedies to potential hazards. If they find a situation that requires enforcement they can pass it on to Skip Grimes at the County Building Dept. Chief Virts presented the Commissioners with a draft of an inter-local agreement that will designate us as an agent of the County Building Dept. for purposes of providing fire inspection services within the District.
6. **Computer:** Chief Virts advised the commissioner’s that he would like to purchase a new computer for the office. He has looked at several options and can get one for around $1000. The Commissioners were hesitant given the current budget restraints. They appreciated that the cost is below $1000 and the Chief did not need to request their permission to make the purchase. They agreed that Chief Virts should address the need and should buy the computer.

**Training Report**: by Chief Virts

1. **Fire Fighter 1** academy is due to finish on April 21.
2. **CPR Academy** –Assistant Chief Nelson, Michelle Renault and Chief Hunsaker will be attending the CPR Academy in Seattle this coming weekend (March15).
3. We are working with the Skamania Sheriff’s Office to exchange the surplus air tank filling system for possible training opportunities.
4. **Training vehicle**: The truck broke down while Assistant Chief Nelson was attending the Leadership Seminar in Portland and had to be towed back to the District. The problem turned out to be the fuel pump and was repaired quickly.

**Old Business:**

**Bob Merritt Agreement**: Chief Virts would like to keep this agreement current so we can build on the work already done and keep moving towards improvement. The Commissioners agreed to update the agreement for time and materials from Bob Merritt.

Commissioner Zoller would like to see an overview of where we are headed at the next meeting.

**Lawsuit**: (regarding the ‘Committee for fair taxation from Klickitat County Fire Protection District No.3 v. Klickitat County Fire Protection District No.3 and Klickitat County et al’.) Commissioner Zoller said he has reviewed the recent papers and believes the arguments to drop the case are very compelling. He is however discouraged by how long this could take. All the Commissioners would like to see the money spent on legal fees come back to the Fire District.

**New Business:**

1. **Fire Prevention Inter-local Agreement**: See Chiefs Report item 6 above.
2. **Snowden Community Council**: Bob Connor requested that Rozalind look into the agreement for Snowden Community Council to use Station 32 as a meeting place. He noted that the regular meeting day has changed to the 1st Thursday of every month and the key has changed hands.

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

Meeting Adjourned at **19:44**.

**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