

KLICKITAT COUNTY FIRE DISTRICT 3

200 Husum Street, Husum, WA 98623

Commissioner's Meeting

Thursday February 9 2017

Minutes

Called to order: 18:37

Attendance: Commissioner Connor, Commissioner Montag –Quorum present. Chief Long, Secretary Plumb, County Commissioner Rex Johnston, Donna Johnston, Eric Bosler, US Post Office representatives Susan J. Grose, Maria Castro.

Approval of agenda: *Motion to approve the agenda for February 9 2017 meeting made by Commissioner Montag, Seconded by Commissioner Connor.* (2 yay 0 nay).

Public Discussion: Discussion was on the need to relocate the Post Office from the current location on DNR property. A new purpose-built building (10x40 building plus 7 parking spots) would replace the current building. While there were a couple of ideas for location (beside the church, or near the junction of main street and Hwy 141), the fire Department has so far been most willing to look into the idea. County Commissioner Rex Johnston gave input from several county departments that would be involved in the project.

Planning Department: Responsible for permits. The zoning is 'Rural Center' and it would be permitted outright.

Building Department: Responsible for modular building placement permit with a focus on entrance exit, snow load capacity etc.

Health Department: Responsible for sewage and water. They would check leach field is sufficient and water is available.

Public Works: Responsible for roads (Husum Street and Olsen Drive). General Comments – Husum Street and Olsen Drive are Private roads, minimum width will need to be 20'. Most of Husum Street would meet that. Olsen drive would need to be widened. Only the distance to the building would be improved. They are aware of localized flooding behind the church. Paving is recommended to handle the increased volume of traffic. (See attached letter for details). Once the road is established we could dedicate the road to the county to handle the road maintenance.

It is possible to set up a pre-submission conference to walk through the entire process.

Commissioner Montag wanted confirmation that the US Post Office would be responsible for all the fees and planning involved in the project if the District agrees to allow the placement on District property. Sue Grose confirmed that would be the case.

Maria Castro, lives on Olsen Drive, and has concerns on the water runoff from the road. She noted that the improvement to Second Street last year raised the road surface and has already increased runoff on to her property. Her concern is that paving Olsen Drive will also lead to increased run off onto her property. Maria also noted the neighbors see significant water on the gravel of Olsen Drive when the

department uses water from the engines. Chief Long commented that he has noted the water runoff from the apron in front of the department and envisioned the road would be a way to engineer a resolution to that. The neighbors spend \$1000 annually to maintain the gravel on Olsen Drive. She is also concerned about property lines. Chief Long said he would like to see the entire road on Fire District property as it would simplify the easement. The property boundaries would need to be surveyed (again a cost for the US Post Service, not the department or the neighbors).

Sue Grose added that Greg Shelton will be responsible for the proposal.

There were two possible locations identified on the map of the Fire District property where the building might be placed (see attached map). Chief Long indicated that position 1 was not an option as it was on the leach field of the septic system. USPS would install the road to the building (no further), and maintain it. The Commissioners noted that all the neighboring residents adjacent to the building would also need to be onboard with the project for them to agree to place it on Fire District property. The Commissioners requested a meeting with Greg Shelton to discuss the details of the project.

Commissioner Montag noted that at the last meeting the modular building was described as self-contained with an incinerator toilet. There was some discussion that such toilets are not desirable and with the septic system so close it would not be difficult to tie into the existing septic system on site. Use would be limited to one person for 4 hours a day (not open to the public) so would not add a significant load to the system. Chief noted that if the Commissioners allow sewage connection the USPS would be responsible for costs.

Sue Grose noted she would like to discuss the situation with the other neighbors and get their input.

Rex Johnston is willing to help with anything he can, if asked.

End of public discussion – most members of public left the room at this time. Eric Bosler remained.

Minutes: Motion to approve the minutes for January 12th Regular business meeting made by Commissioner Montag, Seconded by Commissioner Connor,. (2 yay, 0 nay).

Secretary's report:

1. **County Treasurer's Report for January 2017** was not available from the county at the time of the meeting. This will be forwarded to the Commissioners as soon as it is available.
December 2016 - Beginning balance was \$330,598.00; ending cash balance was \$290,417.54 (the beginning balance for January 2017).

2017 District expenditure shows a year to date (February 8) total of **\$42,186.46**.

2. **Bills and items to be signed: Motion to approve bills made by Commissioner Montag, Seconded by Commissioner Connor (2 yay 0 nay).**
 - a. Vouchers: Commissioner Voucher January 13 to February 9 2017
 - a). 01/25 - \$3,248.84 b). 02/02- \$2,472.23 c). 2/2 pay- \$6,516.34
 - d). 2/08 - \$7,851.12.

3. **Budget 2017:** There is a \$685.91 overage in taxes (state use tax) this was discussed at the last meeting and was expected. The budget was set in October, before all purchases for the year were accounted for. Roz is working on tighter controls for accounting in this area.
4. **Investment of funds:**
District is maintaining \$101,000 which will mature in November 2017.
5. **Correspondence:**
-PDC : reminders will be sent out around the beginning of March.
-WFOA :-Conference and Saturday Seminars flyers were circulated to Commissioners. Any of the seminars would be beneficial for the commissioners to attend.
6. **Current priority projects include:**
Public records request- We received a request from 'Open The Books' to list information relating to employee compensation. Chief noted that the request triggered a considerable amount of work for Roz and in the process indicated a couple of RCWs that were not included in the current policy. The updated policy will be reviewed later in the meeting.
BVFF pension qualifications. The Board of trustees will need to review the calls and training of members and confirm whether participation meets the state requirements.
Life Flight – Membership is due by the end of February for 2017. There have been some changes in membership since last year. Cost will be \$855.

Chief's Report:

Chief long updated the Commissioners on the current projects in the district. (See attached Chief's report). Vehicle services were performed by an EVT. A tire on E-321 needs to be replaced. The ARF truck needs work on the breaks probably in the \$1000 range.

Base station radios – Chief requested authorization to move on the radio upgrade for the base stations, cost will be around \$2500 maybe more. It is budgeted. The Commissioners agree to move forward with this project (see motion made later in the meeting under new business, Computers).

Task Force – update is scheduled for March.

WSRB –Tender credit test is scheduled for March 22.

Meeting Room –Before the meeting staff noticed the walls showing signs of stress from the snow load and is being supported with lumber and jacks. Riggleman's Orchard has a work crew shoveling the roof. There will be costs associated with this.

Chief suggested the Commissioners consider a monitoring system for the buildings. Chief noted there may be some anomalies in the insured value of the buildings. As we are not a tax paying entity to the County the Assessor's Office does not appraise our buildings. We would need to hire an appraiser. Also, the County Hazard Mitigation Plan will trigger a risk assessment for the District, and consider what supplies the district may need to have in place for community emergencies.

Training report:

Assistant Chief Nelson was not present at the meeting, but submitted a report to the commissioners via e-mail (see attached).

On-going business:

1. **Personnel;**

a). Direct deposit – is still in progress with the Treasurer’s Department, they are experiencing personnel shortages so this will be on hold until further notice.

2. **Policy Updates:** The Following policies were presented:

1.7 Public Records Access
3.2 Explicit material in the work place
3.3 Physical evaluations

Commissioners Montag and Connor had not received copies prior to the meeting. 1.7 and 3.3 were tabled until the next meeting.

Motion to approve policy 3.2 Explicit material in the work place made by Commissioner Montag, seconded by Commissioner Connor. (2 yae, 0 nay)

3. **Station 32:** Chief Long is working on the new proposal. So far one contractor has looked at the project and made a site visit. The due date for bids is February 20th.

4. **US Post Office:** The public discussion was very helpful. By proposing the road be completely on our property we can simplify the process. The Commissioners are looking at this project as an opportunity to engage with the community more.

Commissioner Montag noted there may be a need to fence off at least part of the area. The Increased traffic would be noticeable, and if we have training props visible and accessible they could become an attractive nuisance and the district would be responsible.

The space lost to the Post Office would still leave space to run pump operations.

5. **Task Force:** When we meet with the task force we will review where the district is now compared to when they did the report. Roz will cover the finances of the Department (see attached graph), Assistant Chief Nelson will review the training program and Chief Long will cover the operations and vehicles. Chief Long asked we reach out to all the past commissioners who were involved to invite them.

New business:

1. **Computers.** Funds have been assigned for a replacement computer. It was suggested that 2 laptop computers could be purchased. This would replace the very slow laptop at Stn. 32 and create a separate workstation at station 31. \$1200 was allocated in the office budget line item for this.

Motion authorizing the purchase of 2 laptops made by Commissioner Montag, Seconded by Commissioner Connor (2 yea, 0 nay).

Motion authorizing the update of base station radios made by Commissioner Montag, seconded by Commissioner Connor. (2 Yae, 0 nay).

Good of the order: none noted.

Next meeting: March 9th 2017.


Motion to adjourn meeting of January 12th 2017 made by Commissioner Montag, seconded by Commissioner Connor (all in favor 2 yay 0 nay).

Meeting adjourned 20:40.

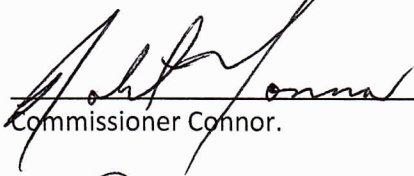
APPROVED BY:

Attest:

_____ absent _____
Chairman - Commissioner Zoller. (date)



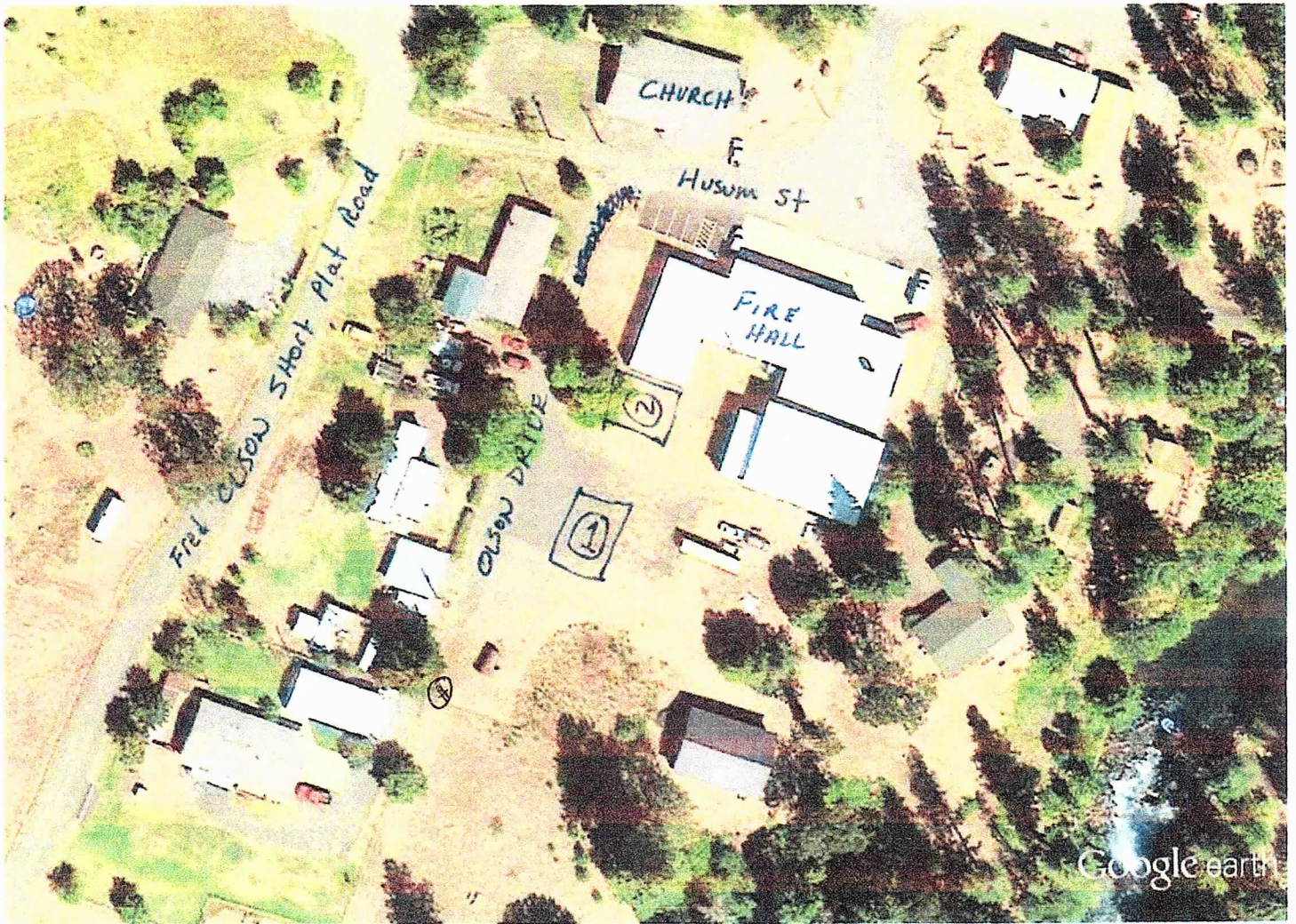
District Secretary Rozalind Plumb

 3/9/17

Commissioner Connor. (date)

 3/9/17

Commissioner Montag (date)



Google earth



Planning Zoning - Rural center.
 Building Mod Placement Permit
 Health Dept Sewage + water
 Public Works Roads Husum St. Olson Drive.

Husum Post Office

Date: 2/7/17

By: Gordie Kelsey

The following are Klickitat County Public Works General comments on the proposed location of a new Post Office off Olson Drive (behind the Husum Fire Hall) as a new "stand alone" structure. With the snow covering the ground I wasn't able to view the site and had to rely on my knowledge of the area and aerial photographs to provide these general comments.

- A portion of Husum Street and Olson Drive in its entirety are private roads. The access from Main Street to the proposed Post Office would need to be a minimum of 20 feet wide. By looking at an aerial photo it appears that most of Husum St would meet that standard however, Olson Drive appears to be about 10-12 feet wide and would need to be widened to 20 feet, per the road standards found in Title 12 of the County Code. Only that portion of Olson Drive needed to serve this proposal would need to be improved.
- We are aware of localized flooding that has occurred behind the church and the properties of residents living along Olson Drive. Some of those issues may have been corrected by the Fred Olson short plat that was finalized in 2016 however, provisions should be made with the road improvements on Olson Drive for spring and stormwater to pass through the site on its way to the river.
- Increased traffic to the new post office on Olson Drive will dramatically change the ongoing maintenance required for this gravel road. The applicant should consider paving Olson Road to reduce ongoing maintenance issues, annual maintenance costs, as well as, eliminate dust issues from increased traffic volumes.

1) Do free the submitters conference. Coordinate thru Planning Dept.

2) Bldg to be co. spec. & give to pavement (all property). BCC would decide if we take it over & do maintain. This includes full Husum St & Olson Dr.



**CLICKITAT COUNTY TREASURER
REPORT
DECEMBER 2016**

667.1 FIRE DIST. 3	
Beginning Cash Balance	\$ 330,568.00
Cash Increases	
Tax Collections	\$ 4,773.80
District Deposits	\$ 4,868.76
State Apportionment	\$ -
State Forest/PILT/Timber Excise	\$ -
Federal PILT	\$ 1,295.64
Leasehold Excise	\$ -
Reimbursements	\$ -
Investment Interest	\$ 38.73
Matured Investments	\$ -
Interfund Transfers In 397	\$ -
G/L Entries & Journal Entries	\$ -
Subtotal	\$ 10,976.93
Total Cash Balance	\$ 341,544.93
Cash Disbursements	
A/P Vouchers & G/L Journal Entries	\$ 46,214.72
Interfund Transfers Out 597	\$ -
New Investments	\$ -
Accounts Payable	\$ -
Payroll/Salary Clearing	\$ -
Misc. Remittances/EFTPS/ACH	\$ 4,912.67
Misc County Fees	\$ -
Bonds Paid: Principle/Interest	\$ -
Lease/Loans: Principle/Interest	\$ -
Other:	\$ -
Total Disbursements	\$ 51,127.39
Ending Cash Balance	\$ 290,417.54
Warrant Activity	
Previous Month Outstanding	\$ -
Warrants Issued (+)	\$ -
Warrants Paid (-)	\$ -
Warrants Canceled (-)	\$ -
Warrants Outstanding (O/S)	\$ -
<i>Cash Balance-Less O/S Warrants</i>	\$ 290,417.54
Investment Activity	
Beginning Investment Balance	\$ 101,000.00
Matured Investments	\$ -
New Investments	\$ -
Ending Investment Balance	\$ 101,000.00
Bond Activity	
Beginning Bond Principle Balance	\$ -
Bond Principle Payments	\$ -
Bond Interest Payments	\$ -
Ending Bond Principle Balance	\$ -

This budget sheet is connected to the expenditure spreadsheet.

Klickitat County Fire District 3

2/8/2017

2017 BUDGET

Bars #	Category	Original Budget	January expenditure	expenditure YTD	Balance	% Used
	Salaries & Wages + employee paid benefits	136,665.00	9,882.17	20,027.67	116,637.33	15%
	Benefits (excluding employee paid)	41,600.00	3,277.52	7,522.57	34,077.43	18%
	Volunteer Stipend	20,000.00	-	-	20,000.00	0%
	Volunteer Disability/Pension/lifeflight	5,100.00	-	-	5,100.00	0%
	Volunteer Recognition	2,500.00	-	-	2,500.00	0%
	Office Expense/Supplies	6,000.00	-	-	6,000.00	0%
	Professional Services	6,652.00	743.20	929.25	5,722.75	14%
	Insurance	15,700.00	-	-	15,700.00	0%
	Communications	5,000.00	-	-	5,000.00	0%
	Advertising	500.00	-	-	500.00	0%
	Vehicle Parts/Repairs	14,000.00	171.23	3,205.02	10,794.98	23%
	Rescue - Apparatus Supplies	7,500.00	22.28	49.90	7,450.10	1%
	Fuel	8,000.00	365.06	943.17	7,056.83	12%
	Station Repairs - Supplies	20,000.00	7.77	192.94	19,807.06	1%
	Utilities Services	17,000.00	1,417.95	1,803.00	15,197.00	11%
	Travel & Meals	4,000.00	-	-	4,000.00	0%
	Fire Training - Supplies	13,500.00	164.23	2,818.22	10,681.78	21%
	EMS Training - Supplies	9,500.00	170.93	995.93	8,504.07	10%
	Uniform/apparel <small>currently in fire supplies</small>				-	
	Prevention	1,000.00	-	12.88	987.12	1%
	Long Term Loans (Ambulance)	51,766.67	-	-	51,766.67	0%
	Taxes (for previous year)	3,000.00	3,685.91	3,685.91	(685.91)	123%
	Dues & Fees	2,500.00	-	-	2,500.00	0%
	Revenue from Wildland (-)				-	
	Expense for Wildland				-	
	Municipal Pool Reserve	15,000.00			15,000.00	0%
	Capital Pool	-				0.00%
	Total	406,483.67	19,908.25	42,186.46	364,297.21	10%
	<small>aw property tax estimated in October 2016</small>	<small>420,147.42</small>				
	<small>02/23/16 property tax confirmed from Assessor</small>				<small>(42,186.46)</small>	

budget was set before the end of the year.

Fire Chief's Report to Board of Commissioners

February 9, 2017

Safety:

- Progress is moving slowly to implement a Health and Safety Officer for both Fire District 3 and WS Fire Departments.
- No injuries or accidents to report to the Board

Customer Service (emergent and non-emergent):

- Provided a "CPR in the schools" with EMT Michelle Renault and FF Quinton Deo on January 27th. This program is very important to the school district and will continue.

Projects:

- Bid for Contractor Station 32 heating and bathroom projects. Submitted draft to Board, District Secretary, and Captain Helton for review to ensure nothing is missed. Waiting for energy audit to complete and will then send out notifications via approved MRSC process. As of today only one contractor participated with site viewing.
- 2017 Fleet Maintenance and inspections have been performed. As planned, all vehicles with the exception of the ambulance have received oil/air and filter changes - and for the fire trucks, all small power equipment such as fans, extrication tools etc.
 1. Several nuisance lighting issues were fixed.
 2. WT 314 received a 2 ½" valve rebuilt due to leakage.
 3. E321 will need a tire changed due to a large cut on the sidewall.
 4. E332 (AARF) received badly needed oil change and back up alarm re-installed. Wires cut. It also received inspection of the engine pan bolts (Detroit Diesels = oil leaks) It will need to go in to the shop for brakes and new drums. Unsafe and red tagged.
 5. Brush 322 had a flat tire – fixed.
 6. All commercial vehicles have received detailed DOT inspections and all units have passed without any serious problems found. Frames, hangars, bolts, steering, axles, air systems, lighting and other items all inspected and now fully documented.
 7. All commercial vehicles received DOT inspections that include air leak-down tests.
- Brush 323 moved to Station 3 due to heavy snow in the area. (Still located at Station 32 – chained up)
- Annual Recognition Dinner – January 28th. (See invoices). Roz is working towards Association reimbursements to apply back the line item.

- Energy audit from Klickitat County Public Utility District occurred on January 30th. Anita from KPUD is working on a final report. As soon as it arrives, a detailed recommendation will be given to help us reduce energy consumption. This is a long-term project and involves cost outlay to equip our facilities with energy efficient equipment.
- Winter tire chains purchased for Brush 312. Vendor provided a full refund of the cost of cable chains. We purchased 'twisted link' chains for the front of the brush and it appears work much better. We were charged a small balance for the new chains after receiving credit for the other cable chains. Brush 312 travelled ~ 20 miles before they both broke.
- Radios – Base Stations. I have triggered budgeted expense to get the base station radios at Station 31 and Station 31 set up for "page taps". Meaning, when we receive a call for service, speakers inside the building will activate for 30 seconds to alert all occupants. This will fix 90% of the issues with poor reception inside the station to know if we get a call. The vendor has been instructed to be extremely conservative on this project due to cost. Maximum \$2500.00 – budgeted
- Initiated apparatus documentation process with tracking capability for all drivers to comply with EVIP and training documentation.
- Community Taskforce: Re-scheduled for March due to difficulties with weather. All members plan to hold off until the weather improves. Seeking additional individuals interested with participating.
- Public Education and Prevention Coordinator Eric Bosler continues to work on getting the Association legally filed as a 5013(c) Non-Profit.

Fire District and Firefighter Association Events:

Community Events:

- February 10th – Eric Bosler, George Rocha, Mark Harmon, Greg Holdtman will all be at Henkle Middle School providing a public education presentation. Short presentation scheduled to be in conjunction with our EMS partners at KCEMS.

Personal Activities and Achievements:

- S390 in Ellensburg WA Monday 2/13 through Friday 2/1

Respectfully submitted,

Wesley W. Long

Assistant Chief Commissioners Report

January 2017 Training

January started off with the first Emergency medical responder course offered through the Southwest EMS Council. The cost is paid for through a grant from the Southwest EMS Council. We have one of our personnel attending this class.

The weather turned nasty in December and still though January causing cancelations of several training sessions.

We were, however, able to complete our EMS OTEP classes for the EMT's and performed our weekly equipment checks then complete our annual CPR training.

We had a 50% attendance in spite of the weather.

We are now processing the paperwork for 2, possibly 3 houses that were donated to the White Salmon Fire department and Fire District 3 to be used for training. One house is on Bates Road and the other two are on NW Strawberry Mountain Road in White Salmon.

These structures will help us comply with WAC 305 live-fire training requirements. New members must receive live-fire training prior to being assigned at a task driven emergencies. Current members are required to have this training every three years.

Respectfully

Assistant Chief Nelson

Financial Report

2013-2016

year	starting cash balance	income	expenditure	ending cash balance	investment	Year End cash bal plus investment
2013	106,519.81	384,540.84	425,075.10	90,985.55	60,000.00	150,985.55
2014	90,985.55	346,397.69	333,255.12	165,119.31	-	165,119.31
2015	165,119.31	516,193.35	383,802.32	197,545.38	100,000.00	297,545.38
2016	197,545.38	639,437.00	388,832.19	290,417.54	101,000.00	391,417.54

