**KLICKITAT COUNTY FIRE DISTRICT 3**

**Commissioner’s Meeting**

**June 12, 2014**

**Called to order:** 18:34

**Attendance**: Commissioner Chair Zoller, Commissioner Riggleman, Commissioner Connor, Chief Virts, Secretary Plumb.

**Public**: Eric Bosler, Lloyd Olson, Debbie Olson, and Tamara Kaufman.

**MINUTES:**

Minutes of the May 8 meeting were presented.

***Motion to approve minutes for May 8 2014 was made by Commissioner Riggleman and seconded by Commissioner Connor. All in favor***. Minutes signed.

**Public discussion**: Eric Bosler commented that he hopes the on-going cost of the law suit is made public.

**SECRETARY’S REPORT:** by Secretary Plumb

1. County Treasurer’s Report for May 2014

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| --- | --- |
| Beginning cash balance $ 184,966.04 | Ending Balance $193,275.83 |
| Deposits $ 23,014.14 | Disbursements $ 14,704.35 |
| County Treasurer Year to date $91,148.03 | Investment balance $ 60,000 |

At the last meeting a discrepancy of $2876.21 was noted in the year total between the County and the District – that discrepancy has been resolved.

June expenditures will include the vehicle loan payments totaling $72,485.75.

Federal deposits are made monthly electronically, so they do not show on the vouchers, they are usually $1309.80.

Deposits this month included $21,997.37 from tax collections.

1. Bills and items to be signed:
	1. Vouchers

i). 05/14 a -$3,060.84, ii).05/14b - $444.80, iii). 05/21 - $926.29

iv). 05/28 -$2,290.50 v).06/04 - $1,880.33 vi). 06/11a. -$ 6,559.62,

v). 06/11b. - $55.32

***Motion to pay the bills was made by Commissioner Riggleman, seconded by Commissioner Connor. All in favor***, vouchers signed.

* 1. Protection contracts- One contract was signed and completed this month, and another is in the preliminary stage with the county for Staats Road.
1. Cost savings-It was noticed that the Century Link bills were high for station 31 and we were paying separately for internet through Gorge.net. By bundling the phone and internet, and cancelling Gorge.net we should be saving around $150 per month.
2. Financial Report to State Auditor’s Office: The Financial report to the State Auditor’s Office was submitted May 20th. A summary was presented Commissioners.

Total expenditure in 2013 was **$425,075.10.** The expected budget of **$323,500.00** was exceeded by $101,575.10. However, the tender cost $55,000, and there were grants and other incomes that off set a majority of the extra expenditure. See summary attached. The District did not exceed the funds available.

1. 2014 Budget: Review of the status of the budget highlighted professional service fees. $5,000 had been budgeted, but we are now at $19,671.04. At the meeting it was estimated $14,000 was for defending against the law suit. *(That figure was checked after the meeting and is actually* ***$15,081.50****).*

Commissioner Zoller requested clarification on the vehicle loan payments. It was explained that the 2009 Peterbilt, and 2013 Toyne water tenders had payments of $18,869.55 and $53,616.20 respectively in June. In December the 2009 tender payment will be $18,869.55 and the 2013 Toyne will only be $1,608.12 for interest. It was noted that the 2009 Peterbilt will be paid off in June 2015.

1. May Incident Report: EMS 2, Fire 6, HAZMAT 1, Cancelled en route 1. (10 total).

**CHIEF’S REPORT**: By Chief Virts

1. Fee reimbursement -Chief Virts informed the Commissioners he will be looking at the possibility of using a fee collection service. Commissioner Zoller asked what kinds of scenarios would be included. Chief Virts said it would apply to non-residents of the area. He also commented that the agencies involved claim the costs from the insurance companies. There is a fee for the service, and Chief is looking into how cost effective it would be to use such a service.
2. County Radio Project – The radio change-over is still underway. Chief is working on programming for the radios, so when the system changes we will be ready. There is no date set for the change over yet, and there has been an issue with the paging system. Potentially, paging will be on the old channels until the problem is resolved.
3. Dispatch center – The dispatchers hope to be in their new building within the next 10-14 days.
4. Spring Fest booth – We had a good group present at the booth and had some interest for potential volunteers. It was regarded as very helpful and positive to be seen out in the community at this event.
5. Insitu – Chief Virts and Eric Bosler attended the grand opening for the new building. The Chief will be submitting paperwork to be able to gain access in the future, as the Officers will have to go through security clearance. When the building is up and running the Chief would like to take the Officers through the building, so they can assess what they may have to deal with in the event of a fire. Also, Chief and Eric Bosler had been asked by the County for input in the planning phase of the building, and were instrumental in addressing issues such as fire hydrants, that otherwise would have been omitted, they were also involved in the fire alarm, fire sprinkler, emergency lighting and emergency back-up generator testing.
6. Apparatus – Chief Virts is trying not to spend money but things break….E-323 had concerns with the brakes. It has been checked out and is fine. Brush-312 needed an oil change, annual inspection and the braking system light was staying on (but was not showing any signs when it was taken in). The brush truck from sta. 32 will be taken in for similar checks. E-311 continues to be problematic; the engine cannot pump correctly as the pump module is not working. The replacement module will cost $1,500, and we are waiting for it to be shipped to us. WT-314 was showing negative compound pressure when pumping water from the tank. AA&L came out and took the pump apart and did not find any debris. It is still showing negative pressure from tank to pump, so the investigations will continue.
7. Hose and Ladder testing – All the ladders passed inspection and only 2 pieces of hose failed.
8. Inspection Program – Building inspections are ongoing. Chief and Eric Bosler have just completed the First Baptist Church.
9. Hydrants –Chief Virts had been asked by the County for input on a development around Fruit Valley Road, Chief advised them to install a fire hydrant, as the distance was over 1000 ft. to the next . Pat Munyan feels it may be undue duress for the city. The Chief has only advisory authority in the matter but is documenting his assessment and recommendations.

**TRAINING REPORT:** By Chief Virts for Training Officer Nelson.

1. EMS CPR Program – The aim is to do one drill per month involving CPR.
2. Live Fire Training – Saturday 14th June a crew will be going to Portland for live fire training. There will be members from White Salmon and KCFD3 going in White Salmon’s Engine 9.
3. Red Cards- This year we have 5 members qualified with red cards and 2 with blue cards.
4. Recruit academy: The class room portion is complete and the practical portion is under way – Portland is a big part of that.

**OLD BUSINESS:**

1. Open Government training**:** All Fire Commissioners have taken the on-line Open Government training for compliance with the new regulation.
2. Los Altos Annexation- There has been no official news on this. There has been un-confirmed information that the size of the annexation may be reduced.
3. Bob Merritt (MHC Associates) Agreement – Chief Virts and Secretary Plumb have arranged a meeting with him June 24th. Chief would like to discuss possible budget management strategies.
4. Washington State, ratings Bureau (WSRB)- There has been no report back from the WSRB yet. It is expected to be a couple of months before we hear our rating.
5. Law suit- The law suit by the Committee for Fair Taxation From Fire District 3, which seeks a rollback to the 2007 levy rates, is still waiting to be heard by a judge.
6. PDC complaint against the Volunteer Fire Fighter Association- We have not heard anything. Commissioner Zoller asked if the PDC would have cause to act against the association. Chief said the Association may not have been in compliance but that it was not intentional. Tamara Kaufman gave a very thorough reply, documenting everything the Association did and the money spent.

**New business:**

1. Outstanding Debt from past annexation- In a past (2010) annexation, property owners that annexed out of the district into the city , did not continue to pay debt they owed to the district. There should have been a separate taxing district made by the County to collect that debt (in this case it was fire apparatus debt). Commissioner Zoller asked if it was something we should be chasing, and asked “Is it worth it?” Chief Virts said he thinks that is up to Darlene Johnson at the County Assessor’s Office.
2. Accessory Dwelling Units (ADU) - Commissioner Bob Connor received an e-mail regarding ADUs in the Snowden Community, which suggested he should inform the Fire Department, as the consequences of increased buildings in the area which has limited water would be a considerable concern. Commissioner Zoller also commented that the increase in population increases the opportunity for incidents. There was discussion about proper tax assessment to cover the anticipated increase in level of service.
3. Annexation - City Meeting***–*** Chief and Commissioner Zoller met with members of the City to discuss potential scenarios for fire protection funding should the Los Altos-White Salmon Estates annexation be approved. It was a good, positive meeting, where they discussed, that as long as the overall funding for fire protection was not decreased then the fire protection for all areas will not suffer. If funding is reduced then all departments will suffer. Present at the meeting were : Chief Hunsaker, Mayor Poucher, Alan and Bill Werst. City Manager Pat Munyan, City attorney Ken Woodrich and Clerk Treasurer Leana Johnson. Commissioner Zoller said they have been tasked with having an Officers planning meeting with all departments so as to communicate everyone’s needs for the future.
4. Six month Evaluation ***–*** Commissioner Riggleman noted that Rozalind Plumb has been the Secretary for 6 months now, and suggested an informal evaluation. Chief Virts said he felt Rozalind was doing a good job and all the Commissioners agreed. They feel they are being kept informed on issues in a timely manner, and are being brought up to speed with changing regulations.
5. Burn Ban –The Ban will go into effect at midnight on June 30th in line with the State Burn ban. There was a brief discussion regarding imposing an earlier burn ban, and the Chief said it was problematic when the State has different dates.

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

**Meeting Adjourned**: **19:43**

**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)