

KLICKITAT COUNTY FIRE DISTRICT 3

200 Husum Street, Husum, WA 98623

Commissioner's Meeting

Thursday February 18, 2019

Called to order: 15:00

This meeting was originally scheduled for Thursday February 14th 2019 but rescheduled due to weather. (The District followed RCW 42.30.090 for meeting adjournment/continuation).

Attendance:

Commissioner Montag, Commissioner Connor, Commissioner Virts (via telephone), Chief Long, Rozalind Plumb, Eric Bosler. Robert Merritt (via phone for a portion of the meeting)

Approval of agenda:

Motion to approve the agenda made by Commissioner Connor, seconded by Commissioner Virts. (3yay 0 nay). Motion passed.

Public Discussion:

None noted. Commissioners to allow open discussion during the meeting. (3 yay. 0 nay).

Minutes of the last meeting:

Motion to approve the minutes of the January 10th, 2019 Regular Business Meeting, made by Commissioner Connor, seconded by Commissioner Virts (3 yay, 0 nay) motion passed.

Secretary's Report:

1. General Fund:

County Treasurer's Report for December 2018

| | | | |
|-------------------|----------------|----------------|----------------|
| Beginning balance | \$541,751.79 | Ending Balance | \$ 281,303.11 |
| Deposits | \$3,244,638.11 | Disbursements | \$3,505,086.79 |

County Deposited the Bond funds into the General Fund instead of the Capital Fund.

Corrections were made during the month of December.

County Treasurer's Report for January 2019

| | | | |
|-------------------|--------------|----------------|--------------|
| Beginning balance | \$281,303.11 | Ending Balance | \$256,124.06 |
| Deposits | \$16,011.75 | Disbursements | \$41,190.80 |

2019 District expenditure shows a year to date (February 13) total of \$50,668.54.

Reconciled County Auditor's reports for DECEMBER against District Accounts on 1/30/2019 with Commissioner Connor. Covered Petty cash, credit cards and payroll, general deposits. NOTE; Both County Auditor and Treasurer reports indicated expenditure and or deposits for the Bond Money. This has been corrected and there is a corrected Treasurers report for December.

January Treasurers Report is off from the District and Auditor by \$1,113.33. Waiting for feedback from Treasurer's Office regarding shuffling of Bond money between the General and Capital Funds.

Bills and items to be signed:

Motion to approve bills made by Commissioner Connor, Seconded by Commissioner Virts (3 yay, 0 nay) motion passed.

Vouchers:

Commissioner Voucher: January 11th 2019 to February 14th 2019

General Fund/Operating Budget:

- a). 1/17 \$2,524.37 b).1/24 \$10,139.33 c). 2/08 \$3,990.47
- d). 1/30 \$923.49 e).

Payroll: direct deposit total \$10,713.94 -Timesheets reviewed by Commissioner Connor.

Request for Funds: (Over \$1,000), None noted.

2019 Operating Budget: Anticipated budget is **\$476,494.84** (corrected from \$493,494.84 stated in the meeting).

Operating Expenditure to date \$50,668.54 (11%). Remaining Balance for 2019 is \$425,828.46.

Capital Fund: There has been some confusion as the Bond funds were originally deposited into the General Fund, and payments made for Bond Counsel and a designated capital project.

Original balance: \$3,22,750.00

County Treasurer's Report for December 2018

| | | | |
|-------------------|----------------|----------------|---------------|
| Beginning balance | \$3,220,750.00 | Ending Balance | \$3,203752.00 |
| Deposits | \$0 | Disbursements | \$16,998.00 |

2. County Treasurer's Report for January 2019

| | | | |
|-------------------|---------------|----------------|----------------|
| Beginning balance | \$3,203752.00 | Ending Balance | \$3,203,752.00 |
| Deposits | \$0 | Disbursements | \$0 |

Refunding the general fund from the capital fund for the two pickup trucks still needs to occur, but we will wait until the confusion between the two funds has been clarified.

3. Investment of funds

District is maintaining \$221,595.00 invested funds.

Interest earned in 2018 was \$2,221.46.

Plan to invest budgeted funds for AD&D insurance (\$3,807.00). The district paid a 3-year premium in order to gain significant savings, and continues to budget for future premium payments.

4. Correspondence:

WFOA Saturday seminars. Miscellaneous updates from MRSC and Enduris (insurance company) reminding Commissioners to review the required Open Public Meeting Act, webinars and on-line access to training is available.

5. Current projects include:

Bond financial set up and training opportunities, Washington Finance Officers – BARS training in Spokane and Snure Seminar (Friday Feb 22- Sat Feb 23), 2018 year end auditing, 2019 financial set up of Capital Fund Worksheets, BVFF Pension updates, Grant for Archiving (workshop on Feb 11 was cancelled due to weather and has been rescheduled as a webinar)-the grant application period opens/closes in March, The Project to set up the Inventory in Emergency Reporting is almost complete, I will be hiring an individual to reorganize the filing system in preparation for archiving.

Chief's Report: See attached.

Chief Long submitted his Chief's report to the Commissioners in advance of the meeting. Additional items included Fleet maintenance has been postponed due to weather, a work crew cleared the snow off the flat roof at station 31. There may be a way to coordinate purchasing Fire Engines in a group with other agencies in the region. Chief has reached out to the Insurance company to assist with a review of coverage (commissioner Virts will assist with the policy review). Chief will be on vacation during the March meeting and will attend by Phone. Fire Academy in Glead is scheduled for May.

Training Report: See Attached.

Captain Gilmer submitted his training report to the Commissioners in advance of the meeting. Focus is currently on the annual training requirements set by the State. Commissioner Virts commented on the survey and appreciated the review of competency and confidence in the departments. Weather has affected some training.

Ongoing business:

1. Personnel/Payroll:

- a) **AD&D Benefits:** The Volunteers are covered by the Board for Volunteer Firefighters and an additional policy for AD&D. However, paid staff (Firefighters) currently have

no additional coverage other than the State L&I. There is additional coverage available through the WFCA health benefit program. *Coverage up to \$75,000 is \$337.56 per individual per year. Or for \$100,000 coverage \$450 per year.* The other option reviewed was adding the paid staff to the same coverage policy we have for Volunteers through Provident. Coverage up to \$75,000 would cost \$526 to cover both staff members through 2020. (The District purchased a 3-year policy to save a considerable amount of money on the premium through 2020). Commissioner Montag recommended going with the Provident plan.

Motion to add the Full-time staff to the Provident AD&D plan made by Commissioner Virts, seconded by Commissioner Connor (3 yay, 0 nay) motion passed.

2. Policies:

Lexipol: We have approved using Lexipol to build the policies and operational procedures for the district. There are some webinars to attend in preparation for the project. Commissioner Virts will be assisting with the policies before they are approved by the board.

3. Bond Update: Approving a contract to hire Robert Merritt- Commissioner Virts has not seen the contract due to issues with his email. Bob Merritt was called in the meeting and put on speaker phone to speak with the board. The contract that is proposed was written by Brian Snure (legal counsel for the district). Bob would still like to have a scope of work written and in place to ensure he has a clear understanding of expectations from the district for the contract. The commissioners would like Chief Long and Bob Merritt to get together and work on the Scope of Work. The Commissioners approved the contract in form;

Motion to approve the contract in form made by Commissioner Connor seconded by Commissioner Virts. (3 yay, 0 nay) motion passed.

4. Outreach to White Salmon City Council Public Safety Committee; Commissioner Virts has no further information on this.

New Business:

1. Break in at Stn 32:

Chief reviewed the break in at station 32 on February 17th. Items stolen included 3 chainsaws and a Thermal Imaging Camera (TIC), engraver, and rope bag. The cameras did show the individual breaking in and the police were called to the scene. There has been a press release to newspapers and news stations. The door was damaged in the break in. Chief has estimates to replace the door at a cost of \$2500. Commissioner Montag recommended replacing the doors at both station 32 and station 33 with steel reinforced doors.

Motion to replace the doors at station 32 and 33 with steel reinforced doors made by Commissioner Virts seconded by Commissioner Connor (3 yay, 0 may) motion passed.

Chief asked the Commissioners if they want to proceed with an insurance claim or fund the replacements. The replacement cost will be approximately \$3,200. The previous claim (2017) was \$7000. There was some discussion on the potential impact another claim will have on the district's insurance premiums. Commissioners requested the chief follow up with the insurance company on the issue. Regardless of insurance coverage the district needs to replace the items as soon as possible. The insurance claim can be completed after further information is received. The impact of this burglary has already been felt as there was a fire within a few hours of the burglary and the crews had to borrow a TIC from another agency. Discussion also covered the needs for further security options at all the stations.

Good of the Order:

None noted.

Next meeting:

- Regular Business meeting March 14th, 2018 at 3:00pm at station 31 in Husum WA.

Motion to adjourn made by Commissioner Connor, seconded by Commissioner Virts.

Meeting adjourned: 16:15

APPROVED BY:

Thomas Montag 3/14/19
Chairman – Commissioner Thomas Montag. (date)

Attest:

Rozalind Plumb
District Secretary Rozalind Plumb

Robert Connor 3-14-19
Commissioner Robert Connor (date)

Charles Virts 3-14-2019
Commissioner Charles Virts (date)

Klickitat County Fire District 3 Commissioners Meeting

200 Husum Street Husum, WA.

February 18, 2019 at 15:00 pm (Adjourned from Feb 14 due to weather)

AGENDA

Regular Board meeting.

(A) = Action (I) = Information

- **Open Meeting:** Call to order. Time _____
- **Approval of agenda (A)**
- **Attendance:**
- **Public Discussion:**
- **Minutes of last meetings: (A)**
 1. January 10th Regular Business Meeting.
- **Secretary's Report:** 1. Treasurer's report. 2. Bills and items to be signed (A) 3. 2018 Budget 4. Invested funds. 5. Correspondence.
 6. Request for funds:
- **Chief's Report: (I)**
- **Training Report: (I)**
- **On Going Business:**
 1. **Personnel:**
 - a) **AD&D for paid staff:** Income protection for staff in the event of an accident.
 2. **Policies:**
 3. **Bond – update:**
 - Construction Project Coordinator- Contract (A).
 4. **Outreach to White Salmon City Council Public Safety Committee: (I) Virts**
- **New Business:**
 1. Break-in at Stn. 32:
- **Good of the order:**
- **Next meeting: Regular meeting March 14th 3:00 pm**
- **Motion to adjourn: (A) Time _____**

BVFF local trustees meeting – As it is not part of the Commissioner's meeting it can be held after the meeting.



**KLICKITAT COUNTY
TREASURER REPORT
JANUARY 2019**

| | Fund No.: | 667.1 | 667.3 |
|---|------------|----------------------|------------------------|
| | Fund Name: | FIRE DIST 3 | FIRE DIST 3 CAP |
| BEGINNING CASH BALANCE | 1 | \$ 281,303.11 | \$ 3,203,752.00 |
| +++ Increases ++++ | | | |
| Receipts (Revenue Dist Rpt) | 2 | (3,204,738.25) | 3,220,750.00 |
| Netted Transactions | 3 | - | - |
| Matured Investments | 4 | - | - |
| Interfund Transfers - In (397) | 5 | - | - |
| Other Revenue - JE's | 6 | 3,220,750.00 | - |
| Subtotal Increases | 7 | 16,011.75 | 3,220,750.00 |
| << Disbursements >> | | | |
| Other Expenditures - JE & KC AP | 8 | 17,805.01 | 3,220,750.00 |
| Interfund Transfers - Out (597) | 9 | - | - |
| New Investments | 10 | - | - |
| Disbursements (AP & PR) | 11 | - | - |
| E - Transactions (ACH & EFTPS) | 12 | 23,385.79 | - |
| Debt Service P&I | 13 | - | - |
| Other | 14 | - | - |
| Subtotal Disbursements | 15 | 41,190.80 | 3,220,750.00 |
| ENDING CASH BALANCE | 16 | \$ 256,124.06 | \$ 3,203,752.00 |
| WARRANTS | | | |
| Previous Month O/S | 17 | - | - |
| Issued (+) | 18 | - | - |
| Redeemed (-) | 19 | - | - |
| Canceled (-) | 20 | - | - |
| WARRANTS OUTSTANDING (O/S) | 21 | - | - |
| Cash Balance <O/S Warrants > | 22 | \$ 256,124.06 | \$ 3,203,752.00 |
| INVESTMENTS | | | |
| Beginning Inv Balance | 23 | 221,595.00 | - |
| Matured Investments | 24 | - | - |
| New Investments | 25 | - | - |
| ENDING INVESTMENT BALANCE | 26 | 221,595.00 | - |
| DEBT SERVICE/BOND ACTIVITY | | | |
| Beginning Bond Principle Balance | 27 | (98,686.07) | - |
| Bond Principle Payments | 28 | - | - |
| Bond Interest Payments | 29 | - | - |
| ENDING BOND PRINCIPLE BALANCE | 30 | (98,686.07) | - |

2019 Operating Budget

This budget sheet is connected to the expenditure spreadsheet.

updated 2/13/2019

Klickitat County Fire District 3

| Category | Original Budget | Jan expenditure | expenditure YTD | Balance | % Used | notes |
|--|-------------------|------------------|------------------|-------------------|------------|--------------|
| Salaries & Wages + employee paid benefits | 172,000.00 | 13,973.12 | 28,236.30 | 143,763.70 | 16% | |
| Benefits <small>(excluding employee paid)</small> | 42,510.00 | 8,436.40 | 4,887.16 | 37,622.84 | 11% | |
| Volunteer Stipend | 18,000.00 | - | 554.10 | 17,445.90 | 3% | |
| Volunteer Disability/Pension/life/flight | 9,807.00 | - | - | 9,807.00 | 0% | |
| Volunteer Recognition | 2,700.00 | - | 830.50 | 1,869.50 | 31% | |
| Office Expense/Supplies | 6,000.00 | 3,105.51 | 3,273.02 | 2,726.98 | 55% | Lexipol |
| Professional Services | 11,850.00 | 492.00 | 876.00 | 10,974.00 | 7% | |
| Insurance | 17,800.00 | - | - | 17,800.00 | 0% | |
| Communications | 8,300.00 | 1,671.91 | 1,753.57 | 6,546.43 | 21% | |
| Advertising | 1,400.00 | 87.60 | 303.60 | 1,096.40 | 22% | |
| Vehicle Parts/Repairs/service | 15,000.00 | 369.17 | 729.91 | 14,270.09 | 5% | |
| Rescue - Apparatus/Supplies | 9,900.00 | - | 331.04 | 9,568.96 | 3% | |
| Fuel | 9,000.00 | 372.91 | 924.36 | 8,075.64 | 10% | |
| Station Repairs/Supplies | 7,142.00 | 2,538.83 | 2,990.20 | 4,151.80 | 42% | |
| Utilities Services | 17,000.00 | 1,893.17 | 1,936.17 | 15,063.83 | 11% | |
| Travel & Meals | 4,000.00 | - | - | 4,000.00 | 0% | |
| Training | 9,500.00 | 634.00 | 634.00 | 8,866.00 | 7% | |
| Fire Supplies/service | 21,000.00 | 875.34 | 894.44 | 20,105.56 | 4% | |
| EMS Supplies | 9,500.00 | - | - | 9,500.00 | 0% | |
| Uniform/apparel | 4,000.00 | - | - | 4,000.00 | 0% | |
| Prevention | 1,500.00 | - | - | 1,500.00 | 0% | |
| Long Term Loans (Ambulance) | 51,813.00 | - | - | 51,813.00 | 0% | exact amount |
| Taxes (for previous year) | 2,000.00 | 1,489.17 | 1,489.17 | 510.83 | 74% | |
| Dues & Fees | 2,050.00 | 25.00 | 25.00 | 2,025.00 | 1% | |
| Municipal Pool Reserve | 22,725.00 | - | - | 22,725.00 | 0% | |
| Capital Pool | - | - | - | - | 0.00% | |
| Total budgeted expenditure | 476,497.00 | 35,964.13 | 50,668.54 | 425,828.46 | 11% | |
| Capital projects using cash balance | | - | - | | | |
| invested funds | | - | - | | | |
| GRANT / other spending | | - | - | | | |
| Expense for Wildland | | - | - | | | |
| Total Actual Expenditure | | 35,964.13 | 50,668.54 | | | |
| an property tax estimated in November 2018 +22,000TD share | 476,497.53 | | | | | |
| 04/14/17 property tax confirmed from Assessor | | | 50,668.54 | (50,668.54) | | |
| expected Revenue from Wildland (-) | 26,869.38 | | | 26,869.38 | | |

214,510.00

Personal Activities and Achievements:

- Continued progress on the Hazard Mitigation Project in conjunction with Klickitat County.
- Planning continues for the Central Washington Inter-Agency Fire Training Academy
- Assisting Appleton Fire with annual Red Card field training day on April 27th.
- Annual Type 3 Team meeting scheduled for April in Kennewick. Both myself and Captain Gilmer will need to attend. Will work to ensure staffing in district is planned.

Respectfully submitted: Wesley W. Long – Fire Chief 01/11/2019

Training report to the Fire Commissioners
January 2019

Statistically:

9 hours of training provided

| | | | |
|-------------|--------|-----|------|
| | KCFD3: | WS | SKA3 |
| Attendance: | 68% | 73% | 50% |

Activities:

Attended Columbia Gorge Training Association; no new information.

Submitted a draft for the 2nd quarter 2019 Training Calendar to Chief for approval.

Confirmed Battalion Chief Dan Pearce for Drill covering *Decon and health risks*.

Continually recruiting instructors for future training, both internally and outside the area.

Maintaining excel spreadsheet for tracking training for WS and SKA3.

Continuing the development for personal databases of training.

Implemented a department assessment of baseline skills by using random IFSAC Skill Sheets to query confidence. Of 18 Firefighters within KCFD3 and WS 55% are confident and 5% feel unfamiliar. Not really unique however it is measurable. Future surveys may include one specific aspect across the group.

Safety Committee:

Minutes posted, and to be scheduled before the end of February. Implemented a safety presentation, *Blood Borne Pathogens* on the "Fifth Tuesday" Drill.

Respectfully submitted,
Tony Gilmer
Training Captain

Washington Fire Commissioners Association

2019 Monthly Rates – Life and AD&D

| Core Life and AD&D * | |
|--|--------------------|
| Core Plan:* | Cost Per Employee |
| \$2,000 | No Additional Cost |
| * Provided ONLY with the WFCA Traditional, PPO-100, PPO-300, PPO-750, PPO-Plus, and HD plans for active employees. | |

| Basic Life and AD&D Options | |
|-----------------------------|-------------------|
| Basic Plan: | Cost Per Employee |
| \$5,000 | \$ 1.88 |
| \$10,000 | 3.75 |
| \$25,000 | 9.38 |
| \$50,000 | 18.75 |
| \$75,000 | 28.13 |
| \$100,000 | 37.50 |

| Supplemental Life Plan (Additional Life Insurance) | Non-Smoker Per \$1,000 of coverage | Smoker Per \$1,000 of coverage |
|---|---------------------------------------|-----------------------------------|
| Under Age of 30 | \$0.12 | \$0.20 |
| 30-34 | \$0.13 | \$0.21 |
| 35-39 | \$0.16 | \$0.27 |
| 40-44 | \$0.26 | \$0.43 |
| 45-49 | \$0.36 | \$0.76 |
| 50-54 | \$0.59 | \$1.23 |
| 55-59 | \$1.00 | \$2.19 |
| 60-64 | \$1.56 | \$2.67 |
| 65 and Older | \$2.44 | \$4.28 |
| Dependent Child/Children | \$0.35/family unit | \$0.35/family unit |

*Provident AD&D
2 part full time staff to existing policy \$526 → 2020
\$75K coverage*

*WFCA —
\$75K \$37.56/yr per individual. All eligible staff
must be enrolled
\$100K \$450/yr*