**KLICKITAT COUNTY FIRE DISTRICT #3**

**Commissioners Business Meeting**

**April 10, 2014**

**Called to order** 18:35

**Attendance**: Commissioner Chair Zoller, Commissioner Connor, Chief Virts, Assistant Chief/Training Officer Nelson, Secretary Plumb.

**Public**: Sandy and Tom Montag, Debbie Olson, Lloyd Olson, Eric Bosler.

**Public discussion**: Debra Olson asked about approaching the High School counselor to explore the possibility of a fire cadet program. This would be for groups of children in a school club setting, and not the same as the intense Junior Firefighter program. Commissioner Zoller commented it would be something for the chiefs to explore at this point, as we do not have money to start it now. We are already setting up CPR classes for next year. We have two Junior Firefighters who have just completed senior projects involving the fire department this year. Assistant Chief/Training Officer Nelson said he has a contact in another agency, and intended to look at their Junior Firefighter program to base our program on. He said the problem is time and personnel to apply to the project.

Commissioner Zoller was pleased to hear about the two senior projects completed by current Junior Fire Fighters, as that in itself is exposure for the fire departments. He also commented that we may not be able to execute the project but if we know what we are getting into, then we will know when we can get involved more deeply.

**MINUTES:**

Corrected Minutes of the February meeting were presented, along with minutes for the March meeting, ***Motion to approve minutes for February and March was made by Commissioner Connor and seconded by Commissioner Zoller, all in favor***. Minutes signed.

**SECRETARY’S REPORT:**

Financial Report:

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| --- | --- |
| Municipal pool **$60,000** | Total cash balance **$92,405.59** |
| Beginning cash balance**$54,203.83** | Disbursements in March **$17,560.48** (includes salaries/wages $4,168.76 and benefits $4289.44 (healthcare, pension, L&I, unemployment security and taxes)) |
| Cash increases **$38,201.76** | **Ending cash balance $74,845.11** |

Bills signed:

|  |  |
| --- | --- |
| 03/13 $628.59 (missed at last meeting) | 04/09 $2301.98 (payroll) |
| 03/14 $231.83 | 04/10 $383.70 |
| 03/20 $3,377.15 | 04/10 $2691.77 |
| 04/03 $1,240.05 |  |

Fire protection contracts – Bailey and Cantwell Fire Protection Contracts for property outside of the district boundary. Payment was received and contracts signed by Commissioners.

Board of volunteer Firefighters Pension: Retired Firefighter Mike Hustman is eligible to a lump sum retirement. Paperwork signed by Commissioner Chair Zoller.

Facilities use agreements: Memorial on April 12 and Mid-Columbia Fisheries Enhancement Group on May 17. Approved and signed by Commissioner Chair Zoller.

Incident report: 15 alarms, 9 medical, 3 MVC, 1 public service.

Quarterly Budget report (see attached). We are currently at 17% of the budget. Professional services are at 272%.

* Legal fees- to April 1st - $14603.17,(includes approximately $250 for a review of the inter-local agreement)
* Election fees - $4,491.47.

State Auditor Training: Secretary Plumb attended training with Mollie Krall on March 26. It was very informative for filing the 2013 financial report due May 30.

Have also been working on and updating the new member application form.

**CHIEF’S REPORT**: By Chief Virts

Los Altos Annexation- Chief Virts has written a letter to the City Council stating the Commissioners would like to begin a dialogue to address the potential impact on the delivery of fire and emergency medical services in the Los Altos – White Salmon Estates area proposed for annexation into White Salmon. The Commissioners liked the letter, and Chief will send it out.

Spring Fest: The Department will be involved in the parade, have a booth (which it will co-host with White Salmon and take part in the tug of war.

Inventory: An inventory needs to be done to be in compliance with the state audit.

Department of Emergency Management: The Chief recently attended a table-top training which involved a fire coming up the White Salmon bluff. These trainings involve various local agencies and are designed to help work out strategies that could be used. The next table-top will involve evacuation of the Snowden area.

EMS Board: Chief Virts was nominated to serve on the new board by County Commissioner Rex Johnson. He sees his role as being a representative for the fire service in general.

Response times: Chief is trying to create zones to look at response times. Establish what the zones are and establish response time goals.

Annual report is completed, but not printed yet.

Pagers: There is a shortage of pagers for the members. Chief Virts noted that Junior Firefighters will not be issued pagers, but will be issued the older Motorola portable radios, which have paging capability.

Annexation pending - Los Altos: Chief anticipates the petition will start circulating, so we will prepare for that to move.

Washington State, ratings Bureau (WSRB): The Task Force noted in its report that we should take whatever steps we can to reduce our rating. We are currently rated 8 and it would be nice to get that down to a 7. A representative from the WSRB is coming in two weeks to take a look at our district

LED Lights: Chief showed the Commissioners some LED lights that can be used as an alternative to cones and flares. We have the lights on trial for a few weeks, if we like them we can buy them for around $6oo.

**TRAINING REPORT: By Assistant Chief/Training Officer Nelson**.

Chad Brunton just passed the National EMT certification.

New members: We have 2 prospective junior Firefighters, and hopefully a new EMT-P/Firefighter, will join the ranks.

Recruit academy: Ten members have been involved and the training is almost done. While the Skamania County fire departments did not have members attend, there were several instructors from Skamania .

CPR academy: Assistant Chief Nelson, Michelle Renault, and Chief Hunsaker (White Salmon FD), attended the training in Seattle. They found it very informative. Assistant Chief Nelson explained the new cardiac monitors are much faster at analyzing a patient and can deliver a shock much quicker, which reduces the the amount of time without compressions. To get the newer faster equipment would require funds. There are 50/50 grants available and AC Nelson has heard of companies that help get such grants (they charge around $900 for the service). There will be a sales rep coming to demonstrate the new equipment in a few weeks. A Philips MRX 12 lead runs $30,000 new – reconditioned with new specs and time frames are $11,000. AEDs are $2100, reconditioned at $1300. QCPR (quality CPR), has a device that gives instant feed-back in the quality of the CPR (depth, rate). A priority with Medic One and this kind of CPR is **Training** and **Evaluating** every call. The cost is high for very little use, but when needed, everyone would likely want the best.

Commissioner Zoller was pleased to see the networking with White salmon as well as Medic –one.

**OLD BUSINESS:**

Bob Merritt (MHC Associates) Agreement: Reviewed and accepted the new contract – The new agreement allows the district to use his consulting services (at $65/hour) as, and when we feel the need to utilize his expertise and the district has the funding to do so. Chief Virts is interested in looking at follow up on the Level of Service Recommendations, and aslo pursuing the potential to bring the District together with the White Salmon Fire Department.

***Motion to approve contract for services between Klickitat County Fire District 3 and MHC Associates was made by Commissioner Connor and seconded by Commissioner Zoller. All in favor. Contract signed.***

Inspection Program: Chief presented a draft of the inter-local agreement he has submitted to Skip Grimes at the County Building Dept. which would authorize us to conduct inspections in partnership with the County. The draft was developed with input from our attorney. We are awaiting a reply from Mr. Grimes

Survey Box: Snowden Community council had asked to locate a box at Sta. 32 (Cherry Lane) which could be used by residents to drop a survey questionnaire. They have since come up with an alternative plan, so no box is needed.

Law suit: The law suit by the Committee for Fair Taxation from Fire District 3, which seeks to rollback to the 2007 levy rates, is still waiting to be seen by a judge.

Level of Service: Chief Virts reviewed items on the list of recommendations that have had some action taken.

* Public outreach- Booth at spring fest.
* Retain volunteers– Chief is collecting information from other departments to see what ideas we could use.
* Working with partners– White Salmon and KCFD3 have recently agreed to a standard traffic handling protocol for incidents on Hwy 14 between the bottom of Dock Grade and the White Salmon River
* Periodic review of compliance with standards – Chief hopes the annual report addresses some of that and stated that Assistant Chief/Training Officer Nelson addresses compliance with WAC (Washington Administrative Codes).
* Develop standards for inter-local agreement, or RFA with regional partners- Chief intends to work with Bob Merritt on this topic, and has already signed mutual aid agreements with agencies throughout the Gorge.
* Standardized response and equipment within our agency, and with other agencies – Chief commented that we are working on this and coordinating more.
* Community outreach- we are planning to assist with teaching CPR in the high school, but do not have anyone to do the certification.
* Adequate sustainable funds – passing the levy was a step towards this. Chief would like to consult with Bob Merritt on this topic. One, possible, future revenue might be found in the fire prevention program.
* Fire apparatus set aside- something he would like to discuss with Bob Merit.
* Improve WSRB rating – WRSB is coming next week.

**New business**

New mission statement: Commissioners read and amended a revised version of the mission statement. ***Motion was made by Commissioner Connor to accept the mission statement as amended. Seconded by Commissioner Zoller. All in favor***.

Facilities Use agreements: The policy does not need changing, but the form needed approval by a Commissioner. The Commissioners approved changing the required signature for approval of use to a staff member.

EMS training – Chief Virts asked the commissioners to consider reimbursing Chad Brunton his cost for attending EMT class. Chief proposed authorizing up to $750 reimbursement, if Chad signs the two year agreement.

***Motion was made by Commissioner Connor to reimburse Chad Brunton up to $750 if he signs the two year agreement and seconded by Commissioner Zoller. All in Favor.***

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

**Meeting Adjourned**: **20:24**

**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)