

# KLICKITAT COUNTY FIRE DISTRICT 3

200 Husum Street, Husum, WA 98623

Commissioner's Meeting

Thursday May 10 2018

Called to order: 18:30

**Attendance:** Commissioner Montag, Commissioner Connor, Commissioner Virts, Chief Long, Secretary Plumb,

Public: Eric Bosler.

Approval of agenda:

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

- **Public Discussion:**

None noted, but Eric Bosler requested the Commissioners allow comments during the meeting. Commissioners approved comments during the meeting.

- **Minutes of the last meeting:**

**Motion to approve the minutes of the April 12, 2018 Regular Business Meeting, made by Commissioner Virts Seconded by Commissioner Connor. (3 yay, 0 nay) Motion passed.**

**Motion to approve the minutes and April 17 Workshop made by Commissioner Connor, seconded by Commissioner Virts. (3 yay, 0 nay) Motion passed.**

**Secretary's Report:**

**1. County Treasurer's Report for April 2018**

Beginning balance	\$320,783.25	Ending Balance	\$485,512.35
Deposits	\$182,250.26	Disbursements	\$17,521.16

**2018 District expenditure shows a year to date (May 10) total of \$121,757.76**

Reconciled County Treasurer's and Auditor's reports against District Accounts on 4/17/2018, and 5/10/2018. Commissioner Connor reviewed general deposits, petty cash, and payroll and reported no errors found. The \$388 discrepancy noted last month has been resolved.

**Motion to approve the treasurer's report for April 2018 made by Commissioner Connor Seconded by Commissioner Virts. (3 Yay, 0 nay) Motion passed .**

**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 April 13 2017 to May 10 2018

- a). 04/26 \$524.58
- b). 05/03 \$1,859.52
- c). 05/10 \$1,336.26
- d). 04/19 \$1,413.35
- e). 4/23 1,330.10
- f). Payroll –direct deposit.

**Request for Funds:**

- a) **Fire hose replacement:** Chief Long requested authorization to replace 4 sections of hose that failed in the annual hose testing. Hose replacement has been budgeted for and is part

of the plan to systematically replace hose. It will also contribute to the WSRB rating. The purchase cost is \$1,997.65.

***Motion to approve purchase of fire hose made by Commissioner Virts seconded by commissioner Connor. (3 yay, 0 nay). motion passed***

- b) **Turn outs:** Chief requested authorization to equip 2 fire fighters with new turn outs. Again this is budgeted.

***Motion to approve purchase up to \$4,500.00 for turn outs, made by Commissioner Virts, seconded by Commissioner Connor. (3 yay , 0 nay) motion passed.***

**2. 2018 Operating Budget. :**

Anticipated budget is \$421,656.12

Operating Expenditure is \$95,657.56 (23%).

Total 2018 District expenditure shows a year to date (May 10) total of \$121,757.76 (includes the operating expenditures and rollover of 2017 funds into investments)

**3. Investment of funds**

District is maintaining \$130,607.00 invested funds.

Commissioner Virts asked to invest more of the cash balance into the invested pool.

Commissioners reviewed the cash balance and the expected expenditures for vehicles.

***Motion to move \$70,000.00 into the invested funds to make it up to \$200,000.0, made by Commissioner Virts, seconded by Commissioner Connor.***

**Correspondence:**

**Bingen City:** see training officer later in the meeting.

**Fire Protection Contracts:** The annual contract renewals for properties outside the district have been sent out and several have been returned with payments. One Commissioner is required to sign the contracts. The commissioners chose to move the signing of the contracts to the end of the meeting under new business.

**Public Record request** – none at this time

**4. Current priority projects include:**

- 2017 Financial Report due May 30<sup>th</sup> is in its final review and will be submitted next week
- Archiving records- No progress on this project.

● **Chief's Report:** See attached.

Key points:

WSRB rating report is in and available for review.

Hose and ladder testing is complete

The White Brush engine will not be painted red in time for the upcoming fire season but will be put into service with decals for this year.

Pack tests are being completed for the 2018 fire season red cards

Training hours 1716 (includes EMT classes)

Call volume :90 calls to date.

Spring fest will be June 1-2.

- **Training Report:** Practical exercises on extrication techniques, and next week will feature a guest speaker to cover Heat related issues; a WAC 296 requirement for training.
- **Ongoing business:**
  1. **Personnel/Payroll :** nothing at this time.
  2. **Training Officer Position:** Commissioner Montag has met with the Mayors of White Salmon and Bingen, and the Commissioners of Skamania Fire District3. Skamania Fire District 1 Chief has shown interest and we are waiting to hear back from them. Lyle (KCFD4) has also been approached. Chief has spoken to Chief McCune and he is also interested. Bingen has written a letter stating they will not be involved. Chief out lined the options available moving forward:
    - 1). Full time, 2). Part time (32 hours) with health benefits. 3). 24 hours with no health benefit.
 Chief and Commissioner Montag will talk and bring it back to the board at the next meeting.
  3. **Policies:** None at this time.
  4. **Bond Update:** Chief has spoken with Consultant Bob Merritt, he required direction and Chief asked him to reach out to Mayor Poucher to start the conversation on the future planning of the fire service in the region. If in 5 or 10 years an RFA is likely then carrying the debt may be in issue. Commissioner Virts would like to ensure the City Council is informed of the situation.
  5. **Dry creek billing:** The second letter was delivered on April 28 by the Sherriff's Office. There has been no response from the property owner at this time. Commissioners discussed the next step should be a lien on the property. Two letters have been delivered through the sheriff's office.  
***Motion by Commissioner Virts: If we have not heard from the property owner by the next meeting we should file a lien on the property. Seconded by Commissioner Connor (3 yay, 0 nay) motion passed.***
  6. **Snowden Community Council Sign:** The Community Council has not had any movement on this topic.
  7. **Replace vehicles:** Chief Long has placed the order for two vehicles. He has also established a plan for decals and transferring the equipment from old to new.

**New Business:**

1. **WSRB rating report:** The report has only just been received and chief has not had time to review it. He will revisit this with the board at the next meeting. In the meantime the report is available at the office for the Commissioners to review.
2. **MHC Associates Contract:** Commissioners reviewed the contract for Bob Merritt to proceed as a consultant for the Bond. The contract is for time and materials.  
**Motion to approve the new contract with MHC Associates made by commissioner Virts, Seconded by Commissioner Connor. NOT VOTED ON AT THIS TIME** due to a question from the floor: Is there a dollar limit on the project?  
 Discussion ensued regarding monitoring the cost. Commissioner Virts asked to amend the motion to add a \$10,000 cap. The District should also be given updates on the projection of spending. Chief also asked the Commissioners where the funding will come from as there will not be enough in the budgeted professional services line item. Commissioner Virts said the office staff will manage the funding from other line items if necessary.

The scope of the project is to guide KCFD3 to a successful bond.

With a motion on the floor, as a matter of procedure the commissioners voted on the motion.

**Motion to approve the new contract with MHC Associates made by commissioner Virts, Seconded by Commissioner Connor. (0 yay, 3 nay) motion failed.**

**Motion By Commissioner Virts: Motion to accept Bob Merritt's contract for professional services as presented, for the scope of taking the District through a Bond measure, with a trigger point of \$10,000. Seconded by Commissioner Connor. (3 yay, 0 nay) motion passed.**

3. Fire protection Contract: Contracts have been established for several properties that are not in or contiguous with the district. The contracts are charged at the same rate as the levy (2018 rate is 0.89 per 1000). Commissioners Virts and Montag signed the contracts received to date.

**Good of the Order:** Chief noted that the front steer tires on Engine 311 are out of date and require replacing. Chief said he may be able to work a trade for this and reduce the cost considerably.

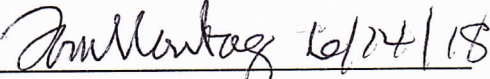
**Next meeting:** June 14, 2018

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

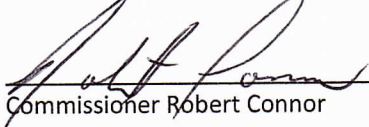
**Meeting adjourned: 19:44**

APPROVED BY:

Attest:

  
Chairman – Commissioner Thomas Montag. (date)

 6/14/18  
District Secretary Rozalind Plumb

 6-14-18  
Commissioner Robert Connor (date)

 14 June 2018  
Commissioner Charles Virts (date)

**Klickitat County Fire District 3 Commissioners Meeting**

**200 Husum Street Husum, WA .**

**May 10, 2018 @ 6:30 pm**

**AGENDA**

**Regular Board meeting.**

(A) = Action (I) = Information

- **Open Meeting:** Call to order. Time \_\_\_\_\_
- **Approval of agenda (A)**
- **Attendance:**
- **Public Discussion:**
- **Minutes of last meeting:** (A) **April 12** 2018 business meeting. **April 17** 2018 Workshop
- **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/Payroll :** none
  2. **Training Officer Position-** (I) Montag
  3. **Policies:**
  4. **Bond –update. –** (I)
  5. **Dry creek structure protection:** Attempt to resolve billing for structure protection during the Dry Creek fire at property outside the fire district.
  6. **Snowden Community Sign – Update** (I) Connor
  7. **Replace vehicles:** update.
- **New Business:**
  1. **WSRB Rating:** Review of report from WSRB.
  2. **Merritt contract:** Renew contract with MHC associates.
  - 3.
- **Good of the order:**
- **Next meeting:** Regular meeting **June 14** 2018.
- **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. TIME: \_\_\_\_\_



CLICKITAT COUNTY  
TREASURER REPORT  
APRIL 2018

Fund No.: 667.1

Fund Name: FIRE DIST 3

BEGINNING CASH BALANCE	1	\$	320,783.25
+++ Increases ++++			
Receipts (Revenue Dist Rpt)	2		182,250.26
Netted Transactions	3		-
Matured Investments	4		-
Interfund Transfers - In (397)	5		-
Other Revenue - JE's	6		-
Subtotal Increases	7		182,250.26
<< Disbursements >>			
Other Expenditures - JE & KC AP	8		9,255.18
Interfund Transfers - Out (597)	9		-
New Investments	10		-
Disbursements (AP & PR)	11		-
E - Transactions (ACH & EFTPS)	12		8,265.98
Debt Service P&I	13		-
Other	14		-
Subtotal Disbursements	15		17,521.16
ENDING CASH BALANCE	16	\$	485,512.35
<u>WARRANTS</u>			
Previous Month O/S	17		-
Issued (+)	18		-
Redeemed (-)	19		-
Canceled (-)	20		-
WARRANTS OUTSTANDING (O/S)	21		-
Cash Balance <O/S Warrants >	22	\$	485,512.35
<u>INVESTMENTS</u>			
Beginning Inv Balance	23		130,607.00
Matured Investments	24		-
New Investments	25		-
ENDING INVESTMENT BALANCE	26		130,607.00
<u>DEBT SERVICE/BOND ACTIVITY</u>			
Beginning Bond Principle Balance	27		(48,991.68)
Bond Principle Payments	28		-
Bond Interest Payments	29		-
ENDING BOND PRINCIPLE BALANCE	30		(48,991.68)

# 2018 Operating Budget

This budget sheet is connected to the expenditure spreadsheet.

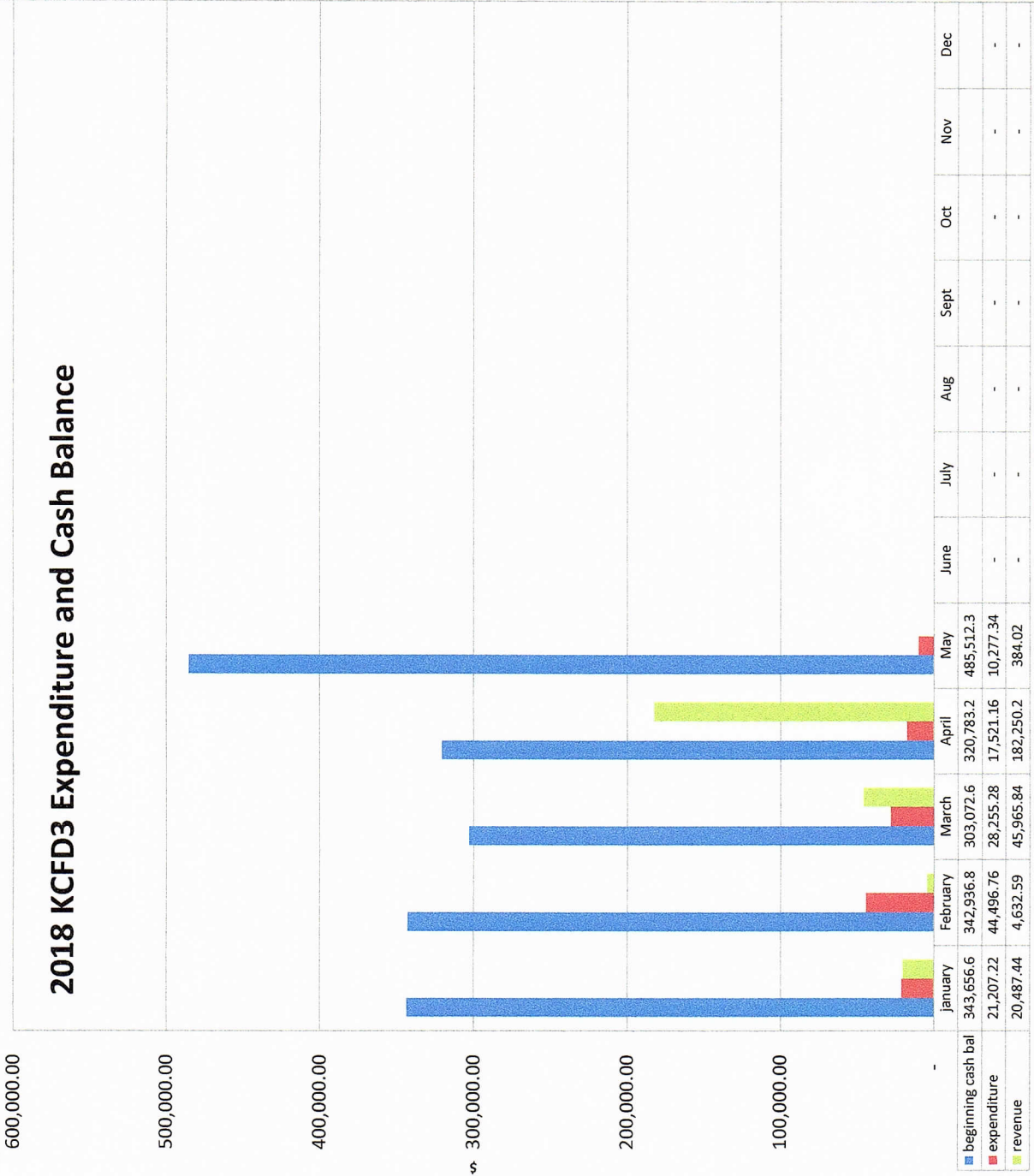
## Klickitat County Fire District 3

updated 5/10/2018

### BUDGET 2018

Category	Original Budget	April expenditure	expenditure YTD	Balance	% Used	notes
Salaries & Wages + employee paid benefits	139,398.30	9,499.59	47,200.77	92,197.53	34%	
Benefits (excluding employee paid)	42,432.00	2,735.05	7,729.18	34,702.82	18%	
Volunteer Stipend	18,000.00	-	-	18,000.00	0%	
Volunteer Disability/Pension/life/flight	8,907.00	-	4,957.00	3,950.00	56%	paid LF. Paid A&H into investments.
Volunteer Recognition	2,700.00	-	2,499.23	200.77	93%	\$1,196.23 reimbursements due
Office Expense/Supplies	6,000.00	231.24	1,287.33	4,712.67	21%	
Professional Services	8,000.00	163.20	2,669.08	5,330.92	33%	
Insurance	16,500.00	-	-	16,500.00	0%	
Communications	4,500.00	-	160.50	4,339.50	4%	
Advertising	1,300.00	98.55	155.12	1,144.88	12%	
Vehicle Parts/Repairs/service	14,100.00	2,060.21	6,088.22	8,011.78	43%	
Rescue - Apparatus/Supplies	7,500.00	-	1,925.30	5,574.70	26%	
Fuel	8,000.00	578.74	2,443.92	5,556.08	31%	
Station Repairs/Supplies	10,000.00	7.00	4,679.73	5,320.27	47%	
Utilities Services	17,000.00	1,353.18	5,946.43	11,053.57	35%	
Travel & Meals	3,000.00	147.44	1,045.76	1,954.24	35%	
Training	9,000.00	21.40	4,275.54	4,724.46	48%	
Fire Supplies	15,000.00	370.53	784.78	14,215.22	5%	
EMS Supplies	9,500.00	265.80	582.89	8,917.11	6%	
Uniform/apparel	2,000.00	-	69.99	1,930.01	3%	
Prevention	1,500.00	-	(20.00)	1,520.00	-1%	
Long Term Loans (Ambulance)	51,223.00	-	-	51,223.00	0%	
Taxes (for previous year)	2,000.00	-	1,229.55	770.45	61%	
Dues & Fees	2,500.00	(10.77)	(52.76)	2,552.76	-2%	
Municipal Pool Reserve	21,595.82	-	-	21,595.82	0%	
Capital Pool	-	-	-	-	0.00%	
<b>Total budgeted expenditure</b>	<b>421,656.12</b>	<b>17,521.16</b>	<b>95,657.56</b>	<b>325,998.56</b>	<b>23%</b>	
Capital projects using cash balance						
2017 invested funds		-	25,000.00			
GRANT / other spending		-	358.10			
<b>Expense for Wildland</b>		-	742.10			
<b>Total Actual Expenditure</b>	<b>421,656.12</b>	<b>17,521.16</b>	<b>121,757.76</b>	<b>299,898.36</b>		
av property tax estimated in November 2017	431,916.33					
04/14/17 property tax confirmed from Assessor			121,757.76	(21,757.76)		
<b>Revenue from Wildland ( - )</b>	<b>18,646.00</b>		<b>742.10</b>	<b>17,903.90</b>		

# 2018 KCFD3 Expenditure and Cash Balance





# Fire Chief's Report to Board of Commissioners

## May 10<sup>th</sup> 2018

### Safety:

- Safety Committee meeting April 24. No injuries or accidents to report

### Customer Service (emergent and non-emergent):

- See attached Emergencyreporting.com summaries
- May 8, 2018: 20 reportable calls since April 12<sup>th</sup>.
- April 8, 2018 11.3 total training hours since your last meeting.

### Projects:

- Survey and Ratings complete. Fire District #3 remains at a "7" and is very close to accomplishing what is needed to improve to a "6" in the future. Reminder: Goal for this round of evaluation was to retain our current "7" at the least and seek data to acquire a '6'. Next Goal: Acquire enough credits using WSRB algorithm to attain a low '6'. Documentation to remain on file.
- 2018 EMT Basic course wrapped up on April 21<sup>st</sup>. As of this writing Fire District #3 students have all passed the National Registry of EMT Basics. 9 out of 9 students have all passed required cognitive and written testing.
- Training Officer Proposal to the Board. – Continuing – Commissioner Montag
- A few residual apparatus repairs are in the works. Waiting for a part to repair water level gauge on Brush 332. WT 324 and the ambulance have both had flat tires recently and have gone into Paco's Tire for repairs.
- Working on hose and fitting prices for brush trucks. Attempting to ensure that the Board-approved \$7,000 is spent on only needed equipment. Crews will be performing a complete inventory on the brush apparatus to ensure we are fully NWCG compliant.
- Hose and ladder testing May 3<sup>rd</sup>. four hoses failed the test: 3 2 1/2" supply lines and 1 1 3/4" handline. Will purchase replacement hose. 2019 will see specific budget plans for fire hose replacement. Estimate 3-5K to get back into cycling out older hose.
- After making an attempt to get a work crew together to prep the white brush truck for painting, we have decided that it is not going to be possible this year to do it in-house. The white truck will be decaled when the two staff trucks arrive. We will try it again in the winter when we are not dependant on the brush truck for summer service.
- I am going to hold off on applying for an EDA grant as previously planned. This comes after learning about several of the grant applications that will be placed and knowing that there is only \$50,000 the county commissioners have to award. Requesting money for fire fittings is not likely to be awarded compared to the other projects.
- We received additional Draagar SCBA bottles and a couple packs from White Salmon Fire after they placed their new Scott packs in service. Several bottles are in Hood River for required hydro-static pressure testing.
- Working on the 2017 Annual Report – ongoing as time permits.
- Preparing to assist with the Central Washington Inter-agency Fire Training Academy in Gleeed Washington Sunday 5/13 to Friday 5/18. Will be working remote and coming in to the station a couple times during the
- All but three Red Card personnel have completed pack testing. (3 miles, under 45 minutes with 45# weight vest) Will be submitting documents to DNR this week for Red Cards.
- Staff vehicles have been ordered. Arrival time around the end of June or early July. Working to get all supplies ordered and ready in order for our technician to be able to make a clean equipment swap.



**CITY OF BINGEN**

Klickitat County Fire District 3  
P.O. Box 151  
Husum, WA 98623

Dear Klickitat County Fire District 3 commissioners,

Thank you for your time in outlining your strategy to hire a full time district training officer. The Bingen Council has spent many hours discussing and analyzing the proposal between themselves and with the Bingen Fire Department.

At this time the Council has decided that they are not interested in partnering with the other entities to fund the position of district training officer. There are many logistical hurdles that the Council feels will be difficult to coordinate, and the effectiveness of the position is solely dependent upon who fills the position.

They want to extend their thanks for the time spent and wish KCFD 3 the best of luck in the hiring of a full time training officer. After the person has come on board, we would look forward to meeting them and determining if there may be training Bingen could contract for, specific to Bingen's needs.

Most respectfully,

Betty Barnes  
Mayor City of Bingen

May 3, 2018

Fire Chief Wesley Long  
Klickitat County F.P.D. 3  
PO Box 151  
Husum, Washington 98934

Chief Long:

Washington Surveying and Rating Bureau (WSRB) has completed its evaluation of the fire protection capabilities of your community as they relate to fire insurance rating. We wish to inform you that the Protection Classification (PC) for Klickitat County Fire District 3 has remained a Protection Class 7.

Klickitat County Fire District 3 was also evaluated for WSRB Tender Credit, and it was determined that the community will retain this PC rating credit.

A Protection Class (PC) 7 rating will apply to dwelling and commercial properties located within five road miles of a responding fire station and having standard fire hydrant distribution and water supply. Properties in the community not meeting the above requirements will receive a different PC rating. Protection Class ratings for individual dwelling and commercial properties are available free of charge by calling WSRB Customer Service at (206) 217-0101 or emailing [customerservice@wsrb.com](mailto:customerservice@wsrb.com).

We wish to thank you and your staff for the cooperation during the evaluation.

Please find enclosed a copy of the new Protection Class Report. This report shows the various items evaluated and points associated with each item. The points total for all items determines the Protection Class of the community.

This survey was not conducted for property loss prevention or for life safety purposes. The purpose was to gather information needed to determine a fire insurance relevant Public Protection Classification that may be used to develop fire insurance rates or loss costs. Our evaluation criteria incorporate many national recognized standards, such as those developed by NFPA and AWWA, and has been filed with and approved by the Washington State Office of Insurance Commissioner.

If you have any questions, please let us know.

Sincerely,



Eric Cunningham  
Fire Protection Analyst  
Seattle Office 206.273.7183  
[eric.cunningham@wsrb.com](mailto:eric.cunningham@wsrb.com)

Board of Commissioners