

# KLICKITAT COUNTY FIRE DISTRICT 3

200 Husum Street, Husum, WA 98623

Commissioner's Meeting

August 11, 2016

Minutes

Hearing to annex property into the district held. See separate minutes.

Called to order: 18:35

**In Attendance:** Commissioner Zoller, Commissioner Connor, Commissioner Montag, (quorum).  
Chief Long, Assistant Chief Nelson, Secretary Plumb, Eric Bosler, Charles Virts, Lloyd Olsen, Debbie Olsen.

**Approval of agenda:**

**Motion to approve agenda with the executive session moved to the end of the meeting, made by Commissioner Connor, seconded by Commissioner Montag.** (3 yay, 0 nay)

**Public Discussion: non noted**

**Approval of Minutes:**

**Motion to approve the minutes for the July 14th, 2016 regular business meeting, made by Commissioner Montag, Seconded by Commissioner Connor** (3 yay, 0 Nay).

**Secretary's Report:**

1. **County Treasurer's Report for July 2016**

Beginning balance	249,856.77	Ending Balance	232,045.18
Deposits	4,544.88	Disbursements	22,356.47

2016 District expenditure shows a year to date (August 11) total of **\$270,829.32**

2. Bills and items to be signed: **Motion to approve the bills as presented made by Commissioner Connor, seconded by Commissioner Montag.** (3 yay, 0 nays)

a. Vouchers: Commissioner Voucher July 15 2016 to August 11 2016

- a). 7/21 - \$2,168.23      b). 07/28 - \$2,105.26      c). 07/29p - \$6,670.67  
d). 08/05 - \$2,082.99      e). 08/10 - \$20,868.35

3. **Budget:** 2016: Insurance is over by \$106.

Secretary Plumb noted that the budget/expenditure sheet was altered a little to remove the column that indicated grant funding. This adjustment does not alter the total funds spent. Commissioner Zoller asked that the grant amount be indicated on the side of the sheet as a reminder.

Chief added that the change was made to ensure we focus is on the bottom line, and to aid budget planning for 2017. Chief also noted that the staff and captains have been able to review the budget and find areas to cut spending.

4. **Investment of funds**

Maintaining \$100,000. (Interest earned in 2016 \$237.68)

5. **Correspondence:**

Life Flight sent a thank you letter regarding a recent call. Specifically Captain Renault's actions that were helpful for the entire event.

Washington Fire Commissioners Association – FLSA update was emailed to all commissioners.

Skamania 1 – returned signed agreement for UHF radio use for our records.

Cashmere Valley Bank- sent the final documentation for the ambulance financing for our records

6. **Current priority projects include:** budget for 2017, and the 'half start' list.

#### **Chief's Report - Chief Wes Long**

See attached report. Topics covered included Safety, Customer service, Projects, Fire District and Firefighter Association Events, Community events, Fleet, Facilities, Fire District events, Personnel Activities and Achievements, Run report – the reporting system has some skewed data but staff is working to figure it out. There are a wide range of call types.

#### **Training Report:** Assistant Chief Nelson.

- Fire Wise – a property walk through was conducted.
- Training calendar indicated OTEP, search and rescue at white Salmon, BNSF class occurred, and a trailer is stationed in Bingen. It has 250 gallons of specialized foam with a pump and a couple of lines to enable responders to cool the situation.
- LN Curtis – annual SCBA testing was completed and SCBA FIT testing for 14 firefighters. Chief noted that he will be coordinating with Chief Hunsaker to do the fit testing in the future, to save costs.
- School Bus – the school district have given ownership of a retired school bus to the district. It is intended to be used through the county for training in extrication. It was put in to use for a Mass Casualty Incident training in July run by Klickitat County Emergency Management District 1.

#### **Ongoing Business:**

- Surplus vehicles: The sealed bids were opened. The highest bid for the 1986 Chevrolet was \$2,250.00. The highest bid for the 1999 Ambulance was 1,570.00.
- Annexation petition – Following the annexation hearing held at 6:30 pm on August 11. **Motion to approve resolution 2016-17 to annex property at 24 Nestor Peak Road into the district** made by Commissioner Connor, Seconded by Commissioner Montag.
- Payroll administration update: The following items have been left on the agenda until staff can move forward with them.
  - a) Direct deposits: The district is talking to County Treasurer Greg Gallagher on how to set this up for payroll deposits.
  - b) Deferred Compensation: The Department of Retirement Systems has a Deferred Compensation system where employees can submit extra funds for retirement. To be able to participate, the District must submit a resolution establishing participation of the District. **Motion to approve resolution 2016-18 deferred Compensation program made by Commissioner Montag, Seconded by Commissioner Connor (3 yay, 0 nay).**
  - c) Disability compensation – nothing to report at this time.
  - d) FLSA rule changes – this was brought the attention of the commissioners for information purposes only.
- Hazard mitigation plan for Klickitat County: This plan is still in progress. The time line is 6 months to a year for the application to go through the state and once approval is granted there will be grant funds available to hire a consultant to take the County through the process.
- 2017 budget: Workshop date was discussed and set for **Monday 29 August at 6pm.** (Commissioner Montag will be absent). Chief reminded the Commissioners that they are encouraged and welcome always welcome in the office to ask questions and review the budget.

**New business**

- Mission Statement – It is good practice to periodically review the mission and vision of a district. Chief Long presented draft mission and vision statements to the Board that he had revised with the members of the department. Very little has changed. There was some discussion on using the word professional. The emphasis is ensuring the safety of the volunteers, along with training. Chief will continue to update the wording with the members and present a final version to the board in the future.
- Short break: 20:00 to 20:05.
- Executive session: RCW 42.30.110(1)(g) ...**to review the performance of a public employee**. Review of District Secretary Rozalind Plumb with discussion on job description and contract format. All asked to leave except Rozalind Plumb. 20:05 began session to reopen at 20:15. Extension to 20:30. 20:30 -Chief Long entered session. Extended to 21:00. 21:00 - Reopened meeting to the public.  
**Motion to adjourn meeting** made by Commissioner Montag, seconded by Commissioner Connor (3 yay, 0 nays).


**Meeting adjourned 21:00**


Next meeting: September 08, 2016 at 6:30

**APPROVED BY:**

Attest:

  
\_\_\_\_\_  
Chairman - Commissioner Zoller. (date) 9/8/16

  
\_\_\_\_\_  
District Secretary Rozalind Plumb

  
\_\_\_\_\_  
Commissioner Connor. (date) 9-8-16

\_\_\_\_\_  
Commissioner Montag (date)



Klickitat County Fire District 3 Commissioners Meeting

200 Husum Street Husum, WA .

August 11, 2016 @ 6:30 pm

**AGENDA**

**Regular Board meeting.**

(A) = Action (I) = Information (D)= Discussion

- **Open public hearing for annexation on Nestor peak road. Close hearing.**
- **Open Meeting:** Call to order. Time \_\_\_\_\_
- **Approval of agenda (A)**
- **Attendance:**
- **Public Discussion:**
- **Minutes of last meeting:** (A) July 14 2016 business meeting,
- **Secretary's report: 1.** Bills and items to be signed (A)
- **Chief's Report: (I)**
- **Training Report: (I)**
- **On Going Business:**
  1. **Surplus Vehicles-** 1986 Chevrolet- and 1999 AMBULANCE – sealed bids to be opened and awarded to the highest bidder. (A)
  2. **Annexation Petition:** (Nestor Peak) Resolution 2016 - 17 to annex one property into the fire district. (A)
  3. **Personnel**
    1. **Payroll** -
      - i. Direct Deposit for paid employees – talking with Greg Gallagher on this topic
      - ii. Deferred Compensation Plan – review of DRS resolution
      - iii. Disability compensation policy – needs research
      - iv. FLSA rule changes
    2. Secretary's contract to be renewed. –
      - i). **EXECUTIVE SESSION:** –RCW 42.30.110(1)(g) To evaluate the qualifications of an applicant for public employment or **to review the performance of a public employee.** However, subject to RCW 42.30.140(4), discussion by a governing body of salaries, wages, and other conditions of employment to be generally applied within the agency shall occur in a meeting open to the public, and when a governing body elects to take final action hiring, setting the salary of an individual employee or class of employees, or discharging or disciplining an employee, that action shall be taken in a meeting open to the public.
      - ii). Discussion in open public meeting, (A)
  4. **Hazard Mitigation Plan**
  5. **2017 budget**
- **New Business:**
  1. Mission and vision statement – review and approve.
- **Good of the order:**
- **Next meeting:** Regular meeting **September 8** 2016.
- **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: \_\_\_\_\_



**KLICKITAT COUNTY TREASURER  
FINANCIAL REPORT  
JULY 2016**

		667.1 FIRE DIST. 3
<b>Beginning Cash Balance</b>	\$	249,856.77
<b>Cash Increases</b>		
Tax Collections	\$	1,890.62
District Deposits	\$	2,488.00
State Apportionment	\$	-
State Forest/PILT/Timber Excise	\$	125.69
Federal PILT	\$	-
Leasehold Excise	\$	-
Reimbursements	\$	-
Investment Interest	\$	40.57
Matured Investments	\$	-
Interfund Transfers In 397	\$	-
G/L Entries & Journal Entries	\$	-
<b>Subtotal</b>	\$	4,544.88
<b>Total Cash Balance</b>	\$	254,401.65
<b>Cash Disbursements</b>		
A/P Vouchers & G/L Journal Entries	\$	20,157.43
Interfund Transfers Out 597	\$	-
New Investments	\$	-
Accounts Payable	\$	-
Payroll/Salary Clearing	\$	-
Misc. Remittances/EFTPS/ACH	\$	2,199.04
Misc County Fees	\$	-
Bonds Paid: Principle/Interest	\$	-
Lease/Loans: Principle/Interest	\$	-
Other:	\$	-
<b>Total Disbursements</b>	\$	22,356.47
<b>Ending Cash Balance</b>	\$	232,045.18
<b>Warrant Activity</b>		
Previous Month Outstanding	\$	-
Warrants Issued (+)	\$	-
Warrants Paid (-)	\$	-
Warrants Canceled (-)	\$	-
<b>Warrants Outstanding (O/S)</b>	\$	-
Cash Balance-Less O/S Warrants	\$	232,045.18
<b>Investment Activity</b>		
Beginning Investment Balance	\$	100,000.00
Matured Investments	\$	-
New Investments	\$	-
<b>Ending Investment Balance</b>	\$	100,000.00
<b>Bond Activity</b>		
Beginning Bond Principle Balance	\$	-
Bond Principle Payments	\$	-
Bond Interest Payments	\$	-
<b>Ending Bond Principle Balance</b>	\$	-



This budget sheet is connected to the expenditure spreadsheet.

8/11/2016

Klickitat County Fire District 3

EXPENDITURE

2016 BUDGET

Bars #	Category	Original Budget	grant/other	July expenditure	expenditure YTD	Balance	% Used
	Salaries & Wages + employee paid benefits	116,846.00		10,455.17	59,629.62	57,216.38	51%
	Benefits (excluding employee paid)	32,014.00		3,316.27	20,121.68	11,892.32	63%
	Volunteer Stipend/lifeflight	21,000.00		-	855.00	20,145.00	4%
	Volunteer Disability/Pension	5,000.00		-	2,460.00	2,540.00	49%
	Volunteer Recognition	2,000.00		-	2,828.51	(828.51)	141%
	Office Expense/Supplies	5,000.00		3.77	3,640.00	1,360.00	73%
	Professional Services	7,000.00		901.25	12,626.20	(5,626.20)	180%
	Insurance	15,000.00		-	15,106.00	(106.00)	101%
	Communications	8,000.00		2,486.16	5,911.25	2,088.75	74%
	Advertising	1,000.00		56.00	1,208.45	(208.45)	121%
	Vehicle Parts/Repairs	12,000.00		-	13,402.16	(1,402.16)	112%
	Rescue - Apparatus Supplies	15,000.00		873.54	35,278.81	(20,278.81)	235%
	Fuel	11,000.00		787.91	3,066.74	7,933.26	28%
	Station Repairs - Supplies	20,000.00		193.72	7,060.89	12,939.11	35%
	Utilities Services	12,000.00		881.95	7,397.80	4,602.20	62%
	Travel & Meals	5,000.00		192.05	2,062.54	2,937.46	41%
	Fire Training - Supplies	25,000.00		728.95	14,149.66	10,850.34	57%
	EMS Training - Supplies	20,000.00		1,274.73	6,362.24	13,637.76	32%
	Prevention	2,000.00		205.00	265.00	1,735.00	13%
	Long Term Loans (ends June)	58,000.00		-	55,224.31	2,775.69	95%
	Taxes (for previous year)	1,500.00		-	1,997.46	(497.46)	133%
	Dues & Fees	2,500.00		-	175.00	2,325.00	7%
	Municipal Pool Reserve	13,000.00				13,000.00	0%
	Capital Pool	-				-	0.00%
	<b>Total</b>	<b>409,860.00</b>		<b>22,356.47</b>	<b>270,829.32</b>	<b>139,030.68</b>	<b>66%</b>
	av. property tax estimated in October 2015	410,000.12					
	02/23/16 property tax confirmed from Assessor	405,994.12				135,154.80	

- 18,000 grant

- 6,000



# COMMISSIONER VOUCHER

FOR PERIOD OF:  
July 15 2016-August 11 2016

<b>TOM MONTAG</b> position 1		
Meeting	Date	Signature
Regular Board Meeting	08/11/2016	<div style="text-align: right;">                     X <i>Tom Montag 8/11/16</i> </div>

<b>MARK ZOLLER</b> Position 2		
Meeting	Date	Signature
Regular Board Meeting	08/11/2016	<div style="text-align: right;">                     X <i>Mark Zoller 8/11/16</i> </div>

<b>ROBERT CONNOR</b> Position 3		
Meeting	Date	Signature
Regular Board Meeting	08/11/2016	<div style="text-align: right;">                     X <i>Robert Connor 8/11/16</i> </div>



## August 11, 2016

### Safety:

- No injuries to report for the last period.
- Captain Renault will be heading up Health and Safety program – at his request.

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

- Received several requests for address signs. Bosler providing prompt service
- Continue to receive fired department comment for area subdivisions and property line adjustments. Working with city and county to provide appropriate feedback.
- Several individuals have been looking over the surplus vehicles (see sealed bids)

### Projects:

- ½ Start List shared with volunteers on August 2<sup>nd</sup>.
- Reviewing Task Force Report to ensure activities are moving toward recommendations
- Budget schedule is nearly complete (see agenda)
- Provided. Impromptu tours of the fire station (see thank you cards)
- Brush 322 still needs oil changed and brakes inspected. On my list.
- Policy review and construction is in process.

### Fire District and Firefighter Association Events:

- Nothing to report at this time
- Washington State Mobilization Chief Long / Strike Team Leader for Klickitat County
  - Snake River Fire, Fletcher Fire, Palouse Falls Fire
  - Unexpected Revenue to the Fire District:
    - Indirect revenue from the Chief: \$3500.00
    - Direct revenue from vehicle rental (Command): \$1137.38
    - Backfill reimbursement from the State (Chief Nelson): 303.75
    - **Total unexpected revenue from this Mobilization: \$4422.38 after fuel expenses.**



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**Community Events:**

- No significant events to report at this time.

**Fleet:**

- Expedition in for oil change and tire rotation
- Will begin collecting annual service estimates for next years' budget.

**Facilities:**

- Station 3 – need to replace the man door exterior light. It's on 24 hours a day. Need to install a day/night light.
- Received high invoice for door repair @ Station 31. We need to get them on a preventative maintenance schedule. I'll be searching for another vendor.
- Station 31 NW outdoor light – on 24 hours. May need a photo cell replacement.  
Electrician - Harmon

**Personnel Activities and Achievements:**

- Nothing to report at this time.

Respectfully,

Wes Long - Fire Chief



# Klickitat County Fire District 3

200 Husum Street – P.O. Box 151 Husum, WA 98623

(509) 493-2996

**RESOLUTION 2016 -17**

## Resolution to annex properties into the Fire District

**Whereas**, RCW 52.04.031 requires that a petition for annexation of an area contiguous to a fire district shall be in writing, addressed to and filed with the Board of Fire Commissioners of the District to which annexation is desired: and

**Whereas**, RCW 52.04.041 requires that a public hearing be advertised in the newspaper of general circulation the area proposed to be annexed, and a notice be posted in three public areas within the area; and

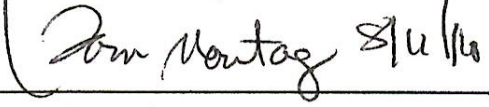
**Whereas**, RCW 52.04.051 requires the Board of Fire Commissioners shall determine, by resolution, whether the area shall be annexed.

**Now therefore be it resolved** that the Board of Fire Commissioners of Klickitat County Fire Protection District 3 hereby approve the following petitions to annex into Klickitat County Fire Protection District 3.

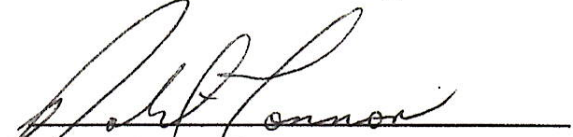
1. **24 Nestor Peak Rd - private residence;**  
**Legal: All portions of N1/2 SW ¼ of S35, T4N, R10E W.M. lying West of center line of Buck Creek and North of Center line of Nestor Peak Road. (parcel# 04103500001300)**

Adopted after a public hearing of the Board of Fire Commissioners of Klickitat County Fire Protection District 3, during the regular business meeting held at 200 Husum Street, Husum in the State of Washington, on the 11th Day of August 2016.

  
\_\_\_\_\_  
Commissioner Chair Mark Zoller

  
\_\_\_\_\_  
Commissioner Thomas Montag

Attest:   
\_\_\_\_\_  
District Secretary Rozalind Plumb

  
\_\_\_\_\_  
Commissioner Robert Connor



RESOLUTION

DEFERRED COMPENSATION PROGRAM

PO Box 40931 Olympia, WA 98504-0931 • www.drs.wa.gov/dcp  
Toll Free: 1-888-327-5596 • TTY: 1-877-847-6041

**DCP**

**RESOLUTION NO. 2016- 18**

WHEREAS, the Husum Fire Dept-Klickitat County Fire District 3 was formed in accordance with RCW 52 on 20TH NOVEMBER 1952, and,

WHEREAS, the Department of Retirement Systems, Deferred Compensation Program in accordance with RCW 41.50.770; administers the deferred compensation plan for the employees of the State of Washington as outlined in WAC Chapter 415- 501; and,

WHEREAS, RCW 41.50.770 permits Counties, Municipalities, and other political subdivisions to participate in the State of Washington Employee's Deferred Compensation Plan; and,

WHEREAS, the Klickitat County Fire District 3 commission, has reviewed the State plan and agrees to accept all terms and conditions of the State plan as established and as hereafter amended; and,

WHEREAS, the Klickitat County Fire District 3 commission, understands and agrees that all monies deferred by its employees are held in trust by the Washington State Investment Board for the exclusive benefit of program participants and eligible beneficiaries.

NOW, THEREFORE, BE IT RESOLVED, that the Klickitat County Fire District 3 commission requests approval by the Department of Retirement Systems, Deferred Compensation Program to participate in the aforementioned deferred compensation plan for the employees of the Klickitat County Fire District 3, subject to the requirements of RCW 41.50.770 and WAC Chapter 415-501.

Dated at, 200 Husum Street, Husum, State of Washington, this 11<sup>th</sup> day of Aug 2016.

*[Handwritten signatures: Hal Johnson, Jon Montag]*

BY: [Signature]  
Board chair

ATTEST: [Signature]  
Dist. Secretary