

KLICKITAT COUNTY FIRE DISTRICT 3

200 Husum Street, Husum, WA 98623

Commissioner's Meeting

Thursday April 12 2018

Called to order: 18:31

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 Virts, seconded by Commissioner Connor.

- **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 March 8, 2018 Public Hearing to annex property into the district, and March 8, 2018 Regular Business Meeting. Motion made by Commissioner Virts Seconded by Commissioner Connor. Motion passed.

Secretary's Report:

1. County Treasurer's Report for February 2018

February report is not available

Beginning balance	\$342,936.86	Ending Balance	\$303,072.69
Deposits	\$4,632.59	Disbursements	\$44,496.76

2. County Treasurer's Report for March 2018

February report is not available

Beginning balance	\$303,072.69	Ending Balance	\$320,783.25
Deposits	\$45,965.84	Disbursements	\$28,255.28

2018 District expenditure shows a year to date (April 12) total of \$109,160.28

Reconciled County Treasurer's and Auditor's reports against District Accounts on 3/6/2018. Commissioner Connor reviewed general deposits, petty cash, payroll and reported no errors found. Preliminary review of March reports shows there is a \$388 discrepancy between district expenditure and that reported by the treasurer for March. A complete review will be forthcoming. [\[4/18/2018 errors were found in the district spread sheet and corrected R.P.\]](#)

3. Bills and items to be signed:

MOTION to approve bills made by Commissioner Connor, seconded by Commissioner Virts.

Vouchers: Commissioner Voucher March 09 2017 to April 12 2018

- a). 03/16 \$1,856.95
- b). 03/30 \$1551.90
- c). 04/05 \$3240.82
- d). 04/12 \$1,719.01
- e). Payroll – is direct deposit.

4. 2018 Operating Budget :

Anticipated budget is \$421,656.12

Expenditure: \$83,087.14 (20%).

5. Investment of funds

District is maintaining \$130,607.00 invested funds.

Correspondence:

WFCA- seminar in Camas – Commissioner Connor to attend.

WA Fire Chiefs admin support – Conference in Walla Walla May 7-8.- Roz to sign up.

Public Record request –

1. employees and 2017 wages – we did not hear back from them.
2. Sverre Bakke has requested information on the unification talks and meetings that have occurred since 2010.

6. Current priority projects include:

- Public records requests
- 2017 Financial Report due in May
- Archiving records-

● **Chief's Report:** See attached. Key points:

Additional items included the need to review the insurance for eh district, and Commissioner Virts will assist with that task. Commissioner Virts suggested that the Chief's written reports to the board are comprehensive and need not be read in public meeting. It was agreed it would save tim in the meeting and the written reports are available in the final minutes.

● **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 have also shown interest in being involved. The response from White Salmon, Skamania 3 and Skamania 4 has been positive. Bingen Mayor has been unable to address the topic in public meeting with the City Council at the time of the meeting. Commissioner Montag will follow up with eh mayor after the next council meeting.

3. Policies:

- a) Finance – 2.6 Out of District Billing. Motion to approve policy 2.6 addressing the district's intent to bill for services outside the district. Motion made by Commissioner Connor, Seconded by Commissioner Virts. motion passed.

4. Post Office:

Following the Commissioners Decision not to allow the US Postal service to locate a modular building on Fire District property, Commissioner Connor reviewed the correspondence with the US Postal service regarding the location of temporary mail boxes on Fire District property. The Commissioners had reviewed the proposed contract and again felt they were unable to accommodate the US Postal service without risking tax payers money intended for fire suppression and EMS Services.

Motion to notify the USPS that the District will not pursue siting mail boxes on the premises at this time. Made by Commissioner Virts Seconded by Commissioner Connor.

5. Bond Update: See
6. Dry creek billing: There has been no response from the property owner at this time. Roz will send another letter with petition to annex via the Sherriff Office.
7. **Dispatch Fees:** no information at this time.
8. **Snowden Community Council Sign:** The Community Council has not had any movement on th is topic.
9. **Replace vehicles:** Chief Long presented a comprehensive cost assessment to the board for the replacement of the Command vehicle and the Utility vehicle through State Bid. The request is for two (2) Ford F-150 pickup trucks. The cost estimates include the vehicles and the necessary sales tax, lighting, radio installations, striping and decals. The total estimate was \$..... The funds to purchase and outfit the vehicles will come from the cash balance (not the operation budget). The commissioners approved the purchase, and intend to reimburse the cash funds should the bond be approved. (The Commissioner recognize the bond may not pass and understand the cash fund may not be replenished). Resolution 2018- allows bond funds to be used to replenish the cash balance.

Motion to authorize purchase of 2 vehicles to cost no more that \$85,000. Made by Commissioner

Resolution 2018- to use bond funds to reimburse the district cash funds for the purchase of the two vehicles.

New Business:

Good of the Order:

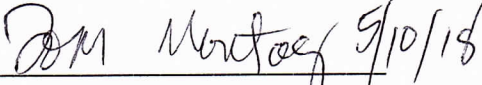
Next meeting: The Commissioner will have a workshop on the bond on Tuesday April 17th Regular meeting April 12, 2018


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

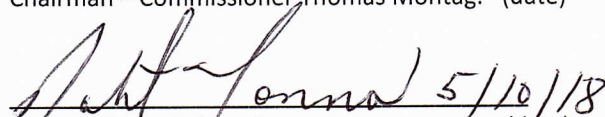
Meeting adjourned: 21:14

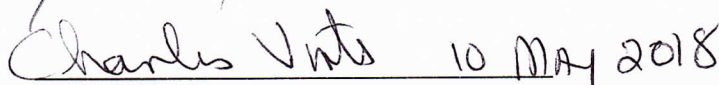
APPROVED BY:

Attest:


Chairman – Commissioner Thomas Montag. (date)


District Secretary Rozalind Plumb


Commissioner Robert Connor (date)


Commissioner Charles Virts (date)

Klickitat County Fire District 3 Commissioners Meeting

200 Husum Street Husum, WA .

April 12, 2018 @ 6:30 pm

AGENDA

Regular Board meeting.

(A) = Action (I) = Information

- o **Open Meeting:** Call to order. Time 18:31
- o **Approval of agenda (A)** - CV BC
- o **Attendance:** ✓
- o **Public Discussion:** ~~o~~ - consider comments as we CV BC
- o **Minutes of last meeting:** (A) **March 8** 2018 business meeting. **March 8** 2018 Annexation Hearing
- o **Secretary's Report:** 1. Treasurer's report. 2. Bills and items to be signed (A) 3. 2018 Budget
- o ~~4. Invested funds. 5. Correspondence. 6. Request for funds:~~
- o **Chief's Report: (I)** - Added Insurance Review - Virts will help.
- o **Training Report: (I)**
- o **On Going Business:**
 1. **Personnel/Payroll:** ~~o~~
 2. **Training Officer Position- (I) Montag.** WS Skan 1 Shan 3 B??
 3. **Policies:**
 - Finance - 2.6 Out of District Billing** BC CV
 4. **US Post Office - relocation of Post Office.** -(I) Connor - motion to not pursue any further.
 5. **Bond -update.** - (I) ✓
 6. **Dry creek structure protection:** Attempt to resolve billing for structure protection during the Dry Creek fire at property outside the fire district. ✓ Roz letter
 7. **Dispatch Fees** ~~o~~
 8. **Snowden Community Sign - Update (I) Connor** ~~o~~
 9. **Replace vehicles:** Request to replace Command and utility vehicles. Resolution to replace vehicles using available cash balance funds, and establish a resolution to reimburse cash funds from Bond funding if it is successful. Draft resolution. motion to purchase 2 vehicles
 10. ↓ Paralyzed.
- o **New Business:**
 1. **Good of the order:** - Virts - suggest chief Report to be emailed to them no need to read.
 - o **Next meeting:** Regular meeting **May 10** 2018. Bosler: - capl Penact now chief
 - o **Motion to adjourn:** (A) Time 8:48:52. CV BC

Workshop
Next
Tuesday

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 REPORT
MARCH 2018**

Fund No.: 667.1

Fund Name: FIRE DIST 3

BEGINNING CASH BALANCE	1	\$ 303,072.69
+++ Increases ++++		
Receipts (Revenue Dist Rpt)	2	45,965.84
Netted Transactions	3	-
Matured Investments	4	-
Interfund Transfers - In (397)	5	-
Other Revenue - JE's	6	-
Subtotal Increases	7	45,965.84
<< Disbursements >>		
Other Expenditures - JE & KC AP	8	16,319.64
Interfund Transfers - Out (597)	9	-
New Investments	10	3,807.00
Disbursements (AP & PR)	11	-
E - Transactions (ACH & EFTPS)	12	8,128.64
Debt Service P&I	13	-
Other	14	-
Subtotal Disbursements	15	28,255.28
ENDING CASH BALANCE	16	\$ 320,783.25

WARRANTS

Previous Month O/S	17	-
Issued (+)	18	-
Redeemed (-)	19	-
Canceled (-)	20	-
WARRANTS OUTSTANDING (O/S)	21	-

Cash Balance <O/S Warrants > 22 \$ 320,783.25

INVESTMENTS

Beginning Inv Balance	23	126,800.00
Matured Investments	24	-
New Investments	25	3,807.00
ENDING INVESTMENT BALANCE	26	130,607.00

DEBT SERVICE/BOND ACTIVITY

Beginning Bond Principle Balance	27	(48,991.68)
Bond Principle Payments	28	-
Bond Interest Payments	29	-
ENDING BOND PRINCIPLE BALANCE	30	(48,991.68)



CLICKITAT COUNTY
TREASURER REPORT
FEBRUARY 2018

Fund No.: 667.1

Fund Name: FIRE DIST 3

BEGINNING CASH BALANCE 1 \$ 342,936.86

+++ Increases ++++

Receipts (Revenue Dist Rpt) 2 4,632.59

Netted Transactions 3 -

Matured Investments 4 -

Interfund Transfers - In (397) 5 -

Other Revenue - JE's 6 -

Subtotal Increases 7 4,632.59

<< Disbursements >>

Other Expenditures - JE & KC AP 8 11,481.62

Interfund Transfers - Out (597) 9 -

New Investments 10 25,000.00

Disbursements (AP & PR) 11 -

E - Transactions (ACH & EFTPS) 12 8,015.14

Debt Service P&I 13 -

Other 14 -

Subtotal Disbursements 15 44,496.76

ENDING CASH BALANCE 16 \$ 303,072.69

WARRANTS

Previous Month O/S 17 -

Issued (+) 18 -

Redeemed (-) 19 -

Canceled (-) 20 -

WARRANTS OUTSTANDING (O/S) 21 -

Cash Balance <O/S Warrants > 22 \$ 303,072.69

INVESTMENTS

Beginning Inv Balance 23 101,800.00

Matured Investments 24 -

New Investments 25 25,000.00

ENDING INVESTMENT BALANCE 26 126,800.00

DEBT SERVICE/BOND ACTIVITY

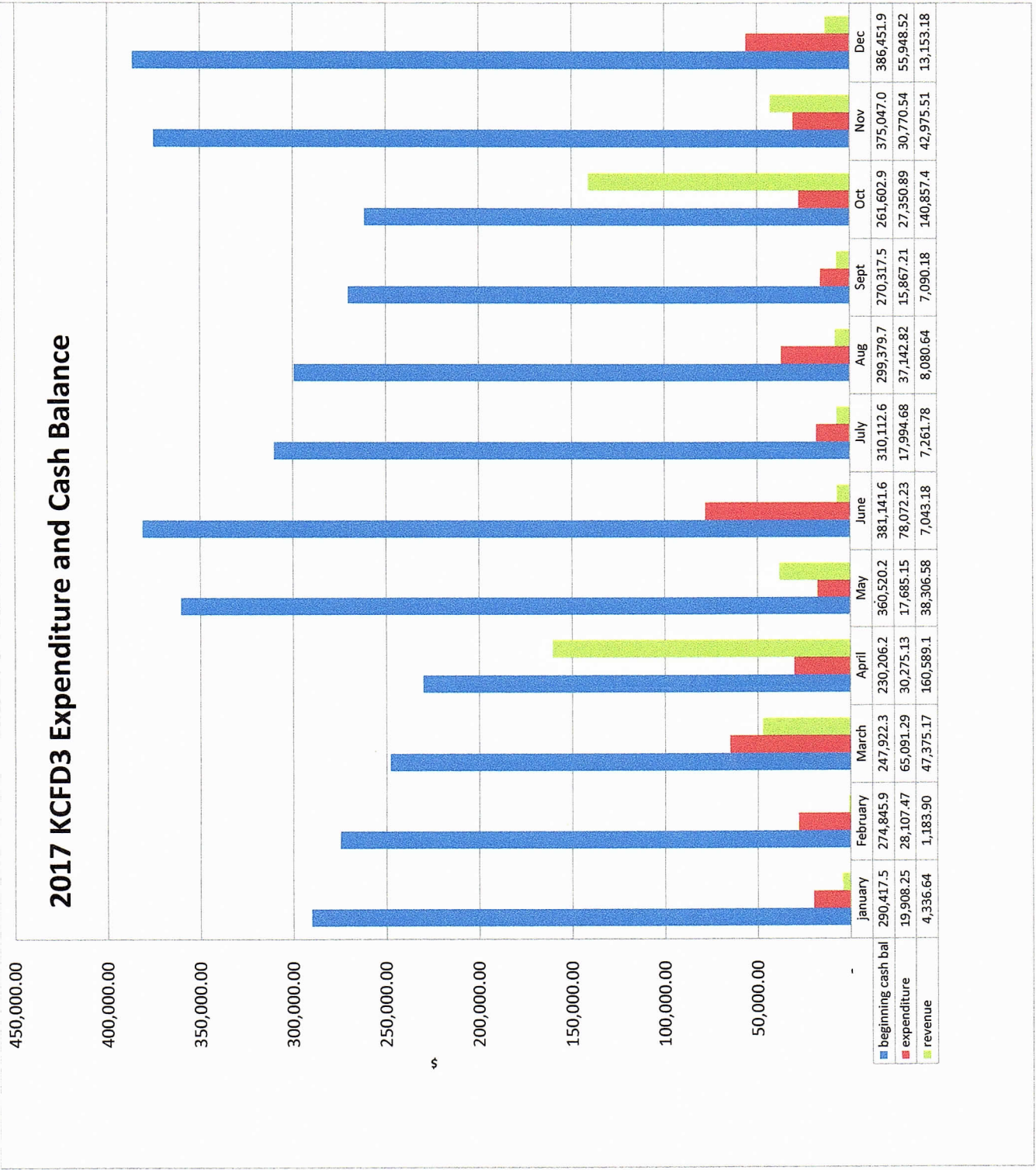
Beginning Bond Principle Balance 27 (48,991.68)

Bond Principle Payments 28 -

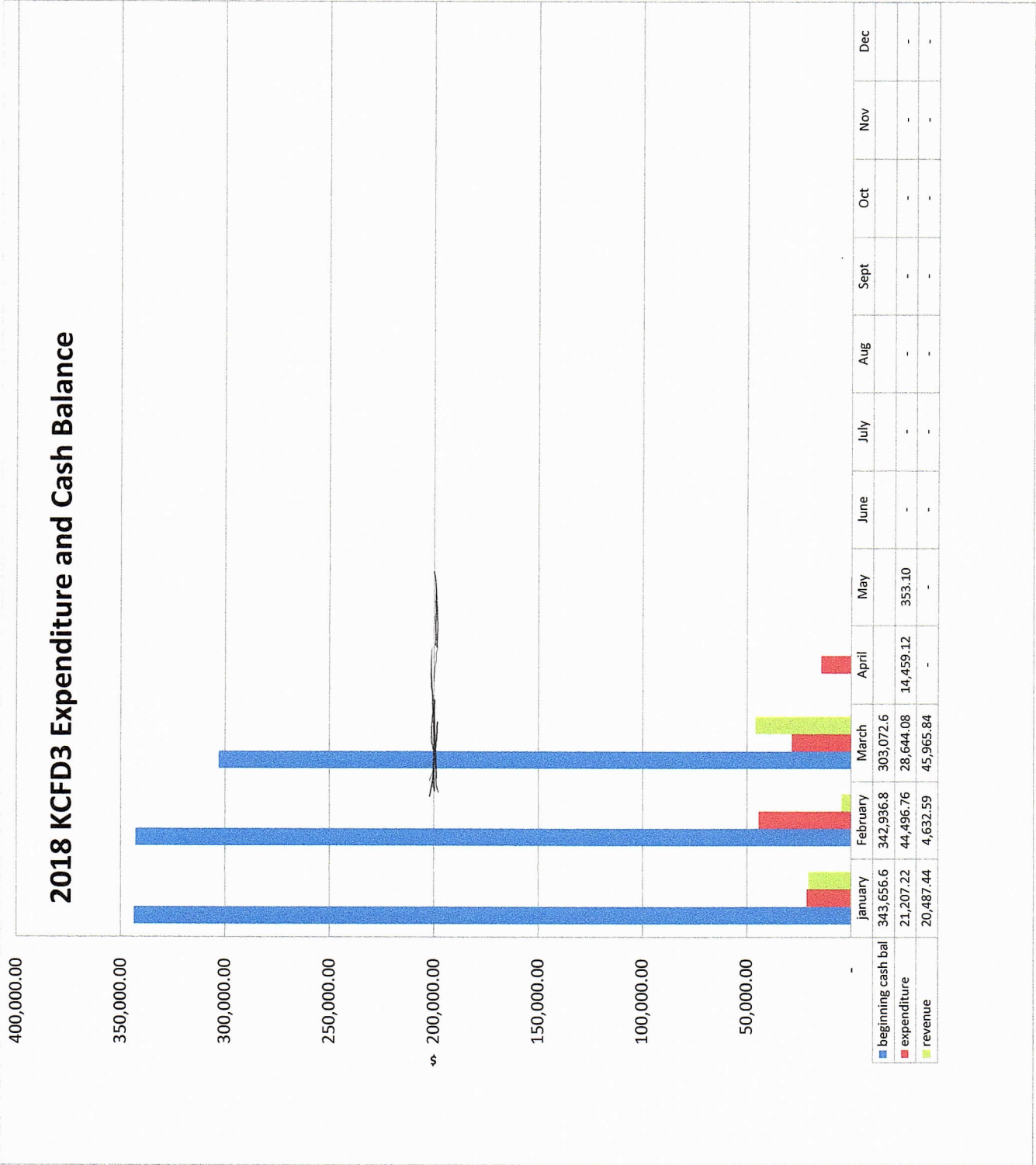
Bond Interest Payments 29 -

ENDING BOND PRINCIPLE BALANCE 30 (48,991.68)

2017 KCFD3 Expenditure and Cash Balance



2018 KCFD3 Expenditure and Cash Balance



Fire Chief's Report to Board of Commissioners

April 12th 2018

Safety:

- Tony Gilmer Safety and Health Officer. Working towards scheduling the next Safety Committee meeting. Safety Committee is a joint White Salmon/Fire District #3 group.

Customer Service (emergent and non-emergent):

- See attached Emergencyreporting.com summaries
- April 12, 2018: 23 reportable calls since ~~February~~ ^{MARCH} 8. Total of 28 dispatched incidents to SW Fire to all event types.
- April 8, 2018 350 total training hours since your last meeting. This does NOT include EMS OTEP hours and a summary of hours for three of KCFD's personnel who are finishing up their Recruit Academy. Lastly, it also does NOT include EMT Basic training hours completed by an additional three of our personnel. Academy and EMT hours will be submitted into our training record system once they are fully completed by the students.

Projects:

- Survey and Ratings evaluation for Fire District #3 completed on March 5th. Waiting for final score notification which is expected to be in a couple weeks. As of April 8, 2018, still waiting for notification of recent survey.
- EMT Basic continues. We are nearing the end of the course. We have held large training modules at Station 31. Mass Casualty training last weekend. Klickitat County Medical Program Director Dr. Smith attended the all-day training in Husum.
- Training Officer Proposal to the Board. – Continuing – Commissioner Montag
- Apparatus inspections are complete for 2018. Vendor is completing minor repairs to apparatus: Grill lights for E311 (old lights failed), Hose reel motor for Brush 331, Tank level indicator for Brush 331. LED emergency light for Brush 312 (replaced failed light), Serpentine Idler pulley for Command unit replaced (broken due to age). Collecting price quotes to replace rear leaf springs in Brush 322 (sagging due to age of truck). Replaced batteries in Brush 322 (failed due to age).
- 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.
- Working with Captain Helton to identify a date to get the white brush truck (Brush 331) prepared for paint by FD personnel. He is checking with a local resident who to see what he will charge to spray the truck provided we do the preparation work. Once completed, we will place NFPA compliant decals consistent with Medic 316 and Brush 312. We are nearing summer and this project needs completed.
- Applying for a grant for funding through Klickitat County Economic Development to help cover the cost of equipping the brush apparatus and purchase replacement fire hose. Both wildland and some structural hose. KCFD3 is behind on fire hose replacement cycles. The grant is to be considered by the Committee and if we get the recommendation, the County Commissioner would approve in June. All grant monies are a "payback" type grant. Whereas we have to fund the purchase first and show receipts of purchase.
- DNR Phase I grant supplies have all arrived. This was a \$2500 50/50 grant which funds came out of current budget.
- WT324 ladder. Waiting for Captain Renault to finish up a couple items with Mosier FD. Once they are complete, a replacement ladder for WT 324 will be brought over. No cost to FD3 (\$1300 savings)
- Discovered a few SCBA bottles that will need to be sent out for required hydro-testing. Total of 13 bottles are \$50.00/each plus expense go get them to the shop and back. Captain Renault has made arrangements for SCBA's to get into Hood River for hydro-testing. Waiting for vendor to pick them up from Station 31.

- LN Curtis sent notification that they no longer have the contract to service Draagar brand SCBA equipment. Working with Mallory in Longview for prices and scheduling for 2018 flow testing. (mandatory for respiratory equipment).
- Working on the 2017 Annual Report - ongoing.
- Attended the C and G group meeting for the Central Washington Inter-Agency Fire Academy planning meeting via telephone on Friday April 6th. Over 400 students have signed up to take FREE training. This project is for local fire agencies, State and Federal wildland firefighters. Next Meeting April 25th in Ellensburg. (I will attempt to participate via telephone vs. travel as I did last Friday.
- Apparatus weights are completed. We need to finish measuring the heights and get each vehicle posted with labels inside the windshields. ETA for completion should be by end of month. Beginning annual wildland Red Card renewal paperwork. Work history records for each firefighter must be sent to DNR before they will renew Red Cards.
- Annual wildland pack tests are ensuing. Mike Renault, Rozalind Plumb, Jess Wardwell and I have completed the test. Remaining Red Card holders are trying to get together to get their pack tests completed. 3-mile walks, with 45 pounds within 45 minutes.
- Attending Academy Graduation ceremony in Hood River tonight (4/9) @ 18:00 hours.
- Traveling to Richland WA for SE Region Type 3 Team training on 4/10 and 4/11. Returning Wednesday evening.
- Chief coverage for both KCFD3 and White Salmon FD for all but Saturday night. Chief Hunsaker on vacation and Chief Holdtman in Ocean Shores for State Fire Commissioner's Conference.
- Working on further cost collection to replace staff vehicles. Trying to get costs associated with: Purchase options, decals and lettering, emergency equipment transfers (lights/sirens).

Training:

- See report
- Captain Wardwell has continued his structural response training by sending out an email "Strategy/Tactics" assignment. Four members completed it.

Community Events: Spring Fest will be arriving soon. Eric Bosler has begun soliciting help with a booth.

Personal Activities and Achievements: None at this time.

Respectfully submitted: Wes Long – Fire Chief