

KLICKITAT COUNTY FIRE DISTRICT 3

200 Husum Street, Husum, WA 98623

Commissioner's Meeting

December 10 2015

Minutes

Called to order: 18:41

Motion to appoint Commissioner Rigglesman as Chair for this meeting made by Commissioner Zoller seconded by Commissioner Connor all in favor (2 yay, 0 nay, 1 abstention).

Approval of agenda: All commissioners agreed to having seen the agenda. (However, a motion was not made specifically addressing approval of the agenda).

In Attendance: Commissioner Rigglesman, Commissioner Zoller, Commissioner Connor, quorum present. Chief Virts, Secretary Plumb, Eric Bosler, Sandy Montag, commissioner elect Tom Montag, Chief Bill Hunsaker (WSFD), Tammy Kaufman.

Public discussion: Tammy Kaufman updated the Commissioners on the KCFD3 Association projects. The Association has been campaigning for funds towards the 'Help Save a Heart' Project which will supply AEDS in the community Police and Fire vehicles, and help teach CPR to the community. The Spaghetti Dinner and auction was very successful and raised about \$4,700. In addition White Salmon Fire Department's Volunteer Association donated another \$1,000 to the AED project. Tammy asked Chief Hunsaker to send a huge thank you to the White Salmon members. The current funds were intended to purchase 2 new AEDs for the project, but Captain Mike Renault has been able to secure a better deal and 4 AED's have now been ordered.

Tammy also commented that Representative Gina McCabe, is encouraging local community groups to reach out for funding of capital projects. Commissioner Zoller said he had read the information before the meeting and noted the funding is for 25% of the total cost of a project. He said we should apply for funding on projects we are already positioned to do.

Approval of Minutes: *Motion approving the minutes of the November 19, 2015 Public Hearing for the 2016 Budget, and the minutes of the November 19, 2015 business meeting made by Commissioner Zoller, seconded by Commissioner Connor.* (3 yay, 0 nay). Both sets of Minutes signed.

Secretaries report:

1. County Treasurer's Report for November 2015

Beginning balance	253,248.38	Ending Balance	276,645.82
Deposits	140,044.26	Disbursements	116,646.82

2015 District expenditure shows a year to date (Dec 10) total of **\$372,487.11**

2. Bills and items to be signed

- i. Vouchers: Commissioner Voucher Nov 20 to Dec 10

Motion to approve the bills made by Commissioner Connor, seconded by Commissioner Zoller all in favor. (3 yay, 0 nay).

- a). 12/01 - \$4,719.68 b).12/03 - \$3,325.38 c). 12/10 - \$47,317.49
d). 12/10 p1 - \$7,150.45 e). 12/10 p2 - \$4,961.73 f). 12/10 p3 - \$2,300.83
(Total for stipends \$16,375).

3. **Budget (2015):** We are within budget even with the recent purchase of the chassis, but Chief noted that we had not been able to address the restroom project at station 32 as planned.
4. **Investment of funds:**
\$100,000 re-invested in November for 1 year.
5. **Correspondence:**
 1. Dr. Samuels of Northshore Medical Group stated that he and his partners are happy to be our Occupational Health care providers. Secretary Plumb will draft a resolution for the new year.
6. **October Incident Report:**
16 EMS, 2 MVA, 1 structure fire, 6 cancelled en route, 6 other. 31 total.
7. **Current priority projects include:**
 - Stipends and BVFF pensions
 - Firefighter physicals – research of regulations is an ongoing process.
 - 2016 employee agreements/policies

Chiefs Report by Chief Virts:

1. **Number of Incidents for the year are now at 345.** Chief will run a call volume analysis to determine where the increase has come from.
2. **Policies:** While AC Nelson was away from the office looking after his wife, he was tasked with updating some of the district policies. They are currently being reviewed by the Chief and Captain Renault.
3. **Apparatus:**

B-322 is out of service and has been stripped down to the slip in unit. E-331 is back at sta. 33, but the pump still needs to be repaired.

Station 32 still needs to have the restroom facility upgraded. Chief met with a plumber this week to assess how to proceed with the needed upgrade.

Jackets: Chief showed the Commissioner's the new department jackets. They will be complete with district name, patches and removable name tags.

DNR 50/50 grant: Captain Helton has submitted a grant for a new pump and foam unit to replace the older equipment currently on B-312.

AED project: Chief Virts thanked Chief Hunsaker for the White Salmon Fire Department's donation for the AED project.

Replacement Brush Engine: The chassis has been delivered. The buildup may be completed by the end of January.

Training Report: by Chief Virts

1. AC Nelson and Captain Renault are working on the training calendar for 2016.

Ongoing Business:

1. **Personnel:** Hiring a Chief. The Workshop on 11/30 with Consultant Bob Merritt was helpful for the commissioners. They discussed the selection process and items that would need decisions.
 - a) **Board involvement - Motion made by Commissioner Zoller that the Commissioners request updates of progress but will not be involved in the selection process until the final candidate list is established. Secoded by Commissioner Connor. All in favor (3 yay, 0 nay).**
 - b) **Application steps - Motion to approve the application steps as presented, made by Commissioner Zoller, secoded by Commissioner Connor, all in favor (3 yay, 0 nay).**
 - c) **Job Description – Motion made by Commissioner Zoller to accept the job description as presented. Secoded by Commissioner Connor. All in favor (3 yay, 0 nay).**
 - d) **Compensation package - Salary modified to include a range from \$62,000 to \$75,000 per year. The compensation package may include a pension, health and dental benefits, and life insurance. Motion to accept compensation package as written made by commissioner Zoller, secoded by Commissioner Connor. All in favor (3 yay, 0 nay).** It was questioned after the motion if the life Insurance was different to that currently in effect with Enduris. Secretary will investigate to verify coverage. *(Verified after the meeting we do not currently have life insurance coverage for staff or members. This was removed from the compensation package).*
 - e) **Minimum requirements -** Approval of wording that if not all the required qualifications are met the commissioners reserve the right to modify the requirement if the candidate can prove potential ability to meet the requirement in an acceptable time frame. **Motion to approve the required qualifications with the right to adjust the requirements made by Commissioner Connor, Secoded by Commissioner Zoller all in favor (3 yay, 0 nay).**
 - f) **Stakeholders -** This addressed whether task force members and other stakeholders would be involved in the selection process. **Motion made by Commissioner Zoller that the Commissioners would involve the task force and the volunteers during the interview process to select a candidate. Secoded by Commissioner Connor. All in favor (3 yay, 0 nay).**
 - g) **Job announcement and brochure -** These are not completed yet, so will not be voted on.
2. **19:28 Executive Session -** To review the performance of the district secretary. Recessed for 15 minutes. Commissioner Zoller notified the public of extension for 15 minutes.

20:03 Public meeting resumed.

3. **Resolution to extend the life of turnouts:** The resolution is in draft format and further research is required to find the exact paragraph in WAC 296-305 that allows the district to waive the manufacturers recommended expiration date.

4. **Lodging at the Fire Station:** In regard to the use of District property and utilities to host the camper used by Assistant Chief Nelson. It was discovered in the County Ordinance that
 1. Husum is classified as Rural Center.
 2. Klickitat County Code 16.24.010(19) defines recreational vehicle (a camper trailer).
 3. A recreational vehicle shall not be permanently placed unless provided with a HUD insignia.
 4. 'Permanent' means occupancy for more than sixty days in any one consecutive twelve-month period.
 5. AC Nelson uses the camper two nights per week a total of 96 days per year.

The Commissioners requested that Chief Virts ask AC Nelson to remove the camper as quickly as possible. Camper is to be removed no later than by year end.

5. **Appreciation Dinner:** At the last meeting the Commissioners discussed the need to update the resolution for the approval of funds for the volunteer appreciation dinner. The existing resolution adopted a policy which was not reviewed at the last meeting. Having now reviewed the existing policy it was agreed that there was no need to revise the resolution.

6. **Annexation Approval:** Resolution 2015-18 to annex properties into the district. ***Commissioner Zoller made a motion to annex the properties now owned by Bauguess and O'Donnell into the district. Seconded by Commissioner Connor. All in favor (3 yay, 0 nay).***

7. **New Brush Engine:** Chief asked the Commissioners to approve additional funding for build-up of the brush engine in the amount of \$20,000. ***Commissioner Connor made a motion to approve the expenditure of \$20,000 to complete the brush engine project. Seconded by Commissioner Zoller. All in favor (3 yay, 0 nay).***

New Business:

1. **Review annual resolutions-** for adoption in January
 - a) Regular scheduled meetings
 - b) Board Officers (chair, vice chair)
 - c) Investment Officers
 - d) Auditing Officers
 - e) Payroll Officers
 - f) Claims Agent – there is no date of expiration on this and the Commissioners see no reason to change it. It was noted that it should be reviewed annually to ensure it remains current.
 - g) Records Retention Officer - the secretary is named in this for the year. There was a brief discussion on distributing the responsibility to additional staff members to ensure efficiency in fulfilling the requirements of the position.

- h) Medical Records and Privacy Officers – The Secretary is the only named Officer for these positions. It was discussed whether another person would be beneficial to ensuring efficiency in these roles. The EMS Officer would possibly be a good fit to help in this area. There should also be ongoing training for the officers in these roles.
2. State Funding – Tammy reemphasized that thinking about bigger projects for funding should start now so we are ready for future funding opportunities. The emphasis should be for community benefits. Having generators would help make the stations shelter capable in times of need.
3. 2016 employee contracts: The current employee contracts need to be updated. **Commissioner Zoller made a motion to extend the current contracts to the end of January 2016. Seconded by Commissioner Connor. All in favor (3 yay, 0 nay).**

Good of the Order:

Commissioner Connor thanked Captain Renault for talking to the Snowden Community Council about CPR in the community. There is a lot of interest in CPR classes in the Snowden area. He also thanked ---- Commissioner Riggleman for his service as Commissioner.

Commissioner Riggleman said he has enjoyed his time as Commissioner.

Eric Bosler noted that Chief Virts informed the Volunteers that the Commissioners had budgeted to provide Life Flight membership for volunteers and their families. Eric commented that this was very well received by the volunteers.

Eric also commented that Commissioner Riggleman has served the constituency well and also served the volunteers well in his time as Commissioner.

Commissioner Zoller thanked Commissioner Riggleman for stepping in as Commissioner. He presented Commissioner Riggleman with two tickets for a dinner cruise on the Portland Spirit (paid for by Bob Connor and Mark Zoller).

Tammy Kaufman commented that INSITU has donated another conference call unit to the Association which will be placed at Station 32 to allow meetings without travel between the two stations. She asked that we thank any INSITU community member we may know.

Chief Virts noted that the Santa Sleigh bells project was hosted at both stations last Monday even with a power outage at Station 32.

Chief Virts thanked Commissioner Riggleman for stepping into the Commissioner role.

Next meeting - January 14th, 2016.

Motion to Adjourn the meeting made by Commissioner Zoller seconded by Commissioner Connor all in favor (3 yay 0 nay).

Klickitat County Fire District 3 Commissioners Meeting
200 Husum Street Husum, WA .
December 10, 2015 @ 6:30 pm

AGENDA

Regular Board meeting.

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

- **Open Meeting:** Call to order. Time _____
- **Approval of agenda (A)**
- **Attendance:**
- **Public Discussion:**
 1. **Minutes of last meeting: (A)** 1. Move to approve the minutes of 2016 budget hearing.
2. November 19 2015 business meeting.
- **Secretary's report:** 1. Financial Report (I) 2. Bills and items to be signed (A)
3. Budget (I), 4. Investments(I) 5. Correspondence (I) 6. Incident Report (I)
- **Chief's Report: (I)**
- **Training Report: (I)**
- **On Going Business:**
 1. **Personnel-** hiring a Chief- review workshop 11/30. (A)
Decisions:
 - Board involvement?
 - Application steps- as presented in CFO?
 - Job Description- as presented?
 - Compensation package-
 - Minimum requirements-
 - Stakeholders?
 - Job Announcement- approval or make changes?
 - Fire Chief Brochure – Approval?
 2. 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 14 discharging or disciplining an employee, that action shall be taken in a meeting open to the public.
 3. Resolution to extend the life of Turnouts 2015-xx review
 4. Lodging at the fire station (I/D).
 5. Appreciation Dinner – approval of funds (resolution needed?)
 6. Annexation Approval– Bauguess & O'Donnell- (A).
 7. Brush Engine- Approval of expenditures to complete project (\$20,000). (A)

- **New Business:**

- 1) Review annual resolutions - for adoption in January
 - a. Regular scheduled meetings
 - b. Board Officers (chair, Vice Chair)
 - c. Investment Officers
 - d. Auditing Officers
 - e. Payroll Officers
 - f. Claims Agent
 - g. Records Retention Officers
 - h. Medical Records/Privacy Officers
- 2) State funding- for Capital improvements.

- **Good of the order:**

- **Next meeting:** Regular meeting January 14th 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
NOVEMBER 2015**

667.1 FIRE DIST. 3	
Beginning Cash Balance	\$ 253,248.38
Cash Increases	
Tax Collections	\$ 25,422.50
District Deposits	\$ 262.00
State Apportionment	\$ -
State Forest/PILT/Timber Excise	\$ 14,343.84
Federal PILT	\$ -
Leasehold Excise	\$ -
Reimbursements	\$ -
Investment Interest	\$ 15.92
Matured Investments	\$ 100,000.00
Interfund Transfers In 397	\$ -
G/L Entries & Journal Entries	\$ -
Subtotal	\$ 140,044.26
Total Cash Balance	\$ 393,292.64
Cash Disbursements	
A/P Vouchers & G/L Journal Entries	\$ 15,063.54
Interfund Transfers Out 597	\$ -
New Investments	\$ 100,000.00
Accounts Payable	\$ -
Payroll/Salary Clearing	\$ -
Misc. Remittances/EFTPS/ACH	\$ 1,583.28
Misc County Fees	\$ -
Bonds Paid: Principle/Interest	\$ -
Lease/Loans: Principle/Interest	\$ -
Other:	\$ -
Total Disbursements	\$ 116,646.82
Ending Cash Balance	\$ 276,645.82
Warrant Activity	
Previous Month Outstanding	\$ -
Warrants Issued (+)	\$ -
Warrants Paid (-)	\$ -
Warrants Canceled (-)	\$ -
Warrants Outstanding (O/S)	\$ -
Cash Balance-Less O/S Warrants	\$ 276,645.82
Investment Activity	
Beginning Investment Balance	\$ 100,000.00
Matured Investments	\$ 100,000.00
New Investments	\$ 100,000.00
Ending Investment Balance	\$ 100,000.00
Bond Activity	
Beginning Bond Principle Balance	\$ -
Bond Principle Payments	\$ -
Bond Interest Payments	\$ -
Ending Bond Principle Balance	\$ -

Prepared By: Paul Dunn

A handwritten signature in cursive script that reads "Paul Dunn".

_____, Chief Deputy Treasurer

2015 BUDGET REVISED VERSION

Bars #	Category	REVISED Budget	grant/other	October expenditure	expenditure YTD	Balance	% Used
	Salaries & Wages + employee paid benefits	76,378.00	6,472.76	4,509.14	76,916.55	5,934.21	101%
	Benefits	19,886.00		4,323.60	17,790.95	2,095.05	89%
	Volunteer Stipend	15,000.00		-	16,952.50	(1,952.50)	113%
	Volunteer Disability/Pension	3,000.00		-	2,370.00	630.00	79%
	Office Expense/Supplies	5,950.00		263.29	5,870.74	79.26	99%
	Fuel	10,000.00		928.42	7,671.30	2,328.70	77%
	Professional Services	19,600.00		4,285.20	19,354.20	245.80	99%
	Taxes (for previous year)	1,250.00		-	1,082.65	167.35	87%
	Travel & Meals	3,600.00		-	3,557.86	42.14	99%
	Advertising	250.00		-	234.50	15.50	94%
	Insurance	13,000.00		-	12,283.00	717.00	94%
	Utilities Services	10,000.00		626.93	8,868.81	1,131.19	89%
	Communications	10,300.00		1,425.24	10,253.35	46.65	100%
	Dues & Fees	2,800.00		-	2,720.92	79.08	97%
	Vehicle Parts/Repairs	12,100.00		418.96	10,968.92	1,131.08	91%
	Fire Training - Supplies	20,000.00		4,215.45	19,893.47	106.53	99%
	EMS Training - Supplies	23,000.00	2,291.00	50.00	10,005.61	15,285.39	44%
	Rescue - Apparatus Supplies	64,000.00		236.48	54,003.07	9,996.93	84%
	Volunteer Recognition	2,050.00	420.00	-	2,469.30	0.70	120%
	Station Repairs - Supplies	15,500.00		253.45	15,125.55	374.45	98%
	Long Term Loans	74,100.00		-	74,093.86	6.14	100%
	Municipal Pool Reserve	-				-	#DIV/0!
	Capital Pool	6.00				6.00	0.00%
	Total	401,770.00	9,183.76	21,536.16	372,487.11	38,466.65	93%

includes Cougar creek Fire

add pension back to m



Klickitat County Fire District 3

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

(509) 493-2996

RESOLUTION 2015 -18

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.

Lot 1 SP 2014-13 IN S2;26-5-10

Portion of Lot 2 SP 2014-13 IN S2;26-5-10

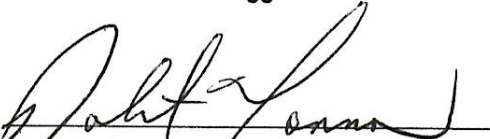
Adopted after a public hearing of the Board of Fire Commissioners of Klickitat County Fire Protection District 3, during the regular business meeting held at 200 Husum Street, Husum in the State of Washington, on the 10th Day of December 2015.



Commissioner Chair Mark Zoller



Commissioner Jon Riggelman



Commissioner Robert Connor

Attest: 

District Secretary Rozalind Plumb



COMMISSIONER VOUCHER

FOR PERIOD OF:
Nov 20 -Dec 10 2015

MARK ZOLLER

Meeting	Date	Signature
Workshop	11/30/15	X
Regular Board Meeting	12/10/15	

JONATHAN RIGGLEMAN



Meeting	Date	Signature
Workshop	11/30/15	X
Regular Board Meeting	12/10/15	

ROBERT CONNER

Meeting	Date	Signature
Workshop	11/30/15	X
Regular Board Meeting	12/10/15	

KCFD3 Commissioner's Meeting + Annexation Hearing.
 Date: 12-10-15

Attendance Sign-in Sheet.

Print Name	Signature	Contact Information
ERIC BOSLER		jones
Sandy Montag	S H Montag	
Bill Hunsaker	Bill Hunk	
TAMMY KAUFMAN		
Tom Montag	Tom Montag	