

# KLICKITAT COUNTY FIRE DISTRICT 3

200 Husum Street, Husum, WA 98623

Commissioner's Meeting

Thursday August 10 2017

**Called to order:** 18:30

**Attendance:** Commissioner Zoller, Commissioner Montag, Commissioner Connor, Chief Long, Secretary Plumb, Assistant Chief Nelson. Public: Charles Virts, Eric Bosler, Lloyd Olson, Debbie Olson.

**Approval of the agenda- Motion to approve the agenda for August 10 2017 made by Commissioner Montag, seconded by Commissioner Connor, (3 yay, 0 nay).**

**Public Discussion:** None.

**Minutes of the last meeting: Motion to approve the minutes of the July 13 2017 meeting made by Commissioner Connor, Seconded by Commissioner Montag. (3 yay, 0 Nay).**

**Secretary's Report:**

**County Treasurer's Report:** July report not available at time of meeting

Beginning balance 310,112.60	Ending Balance
Deposits	Disbursements

2017 District expenditure shows a year to date (August 09) total of **\$271,148.03**

District financial records match County Auditor for the months of June and July.

Financial records were reviewed by Commissioner Connor prior to the meeting.

- 1. Bills and items to be signed: Motion to approve bills made by Commissioner Montag, Seconded by Commissioner Connor, (3 yay, 0 nay).**

Vouchers:

i). Commissioner Voucher July 14 2017 to August 10 2017

ii). a). 07/19 - \$2,707.88      b). 07/26 \$515.44      c). 08/02pr \$7,143.75

d). 08/02 - \$1,862.13.      e). 08/09 \$5,900.33.

- 2. Budget 2017.**

See attached table and graph. Station 32. The district is retaining \$2,976.00 per the State requirements (5% of the total cost). The district will submit the Notice of Completion to L&I as soon as the information on the sub-contractors is received. The district cannot release the final payment until it receives approval from L&I.

- 3. Investment of funds**

District is maintaining \$101,000 which will mature in November 2017. Interest earned has been increasing. Any interest earned in a month is automatically paid in to the cash balance. It is not reinvested. Secretary Plumb noted that the cash balance is healthy and we could transfer more into the investment funds.

- 4. Correspondence:**

WFCB conference is October 26-28 (Thurs-Sat) please indicate if you will be attending and we can sign you up and book the hotel rooms.

**Chief's report:** See attached. Additions include;

One injury was noted as a poison oak exposure.

Eric Bosler and the Chief will do a follow up site visit at the schools. Chief noted that the County is the authority having jurisdiction on this topic under County Code and compliance.

**18:50- Conference call with Bond Consultant Jim Nelson:** Mr. Nelson talked the commissioners through a power point presentation. The Presentation covered types of bonds, the estimated debt capacity of the district, estimated payments and interest. Community outreach is essential, most notable comments from other agencies that have gone through the process, was the need to start outreach to voters early. He outlined the steps needed to stay on schedule. Financial items to address will be policies, audits and capital improvement plans.

Discussion included:

All bond financing costs are signed in to the bond, so there are no out of pocket costs.

The District can put together a factual information flyer- but cannot request a yes vote.

A volunteer election committee/citizen advisory committee can ask for a yes vote.

The non-binding engagement letter will allow Jim to provide more detailed financial figures.

Commissioner Connor asked if there is a schedule for the process. Jim said he can put a schedule together. 20 years is the maximum length of time for a bond to run. The minimum time would depend on the amount requested, you can save interest rates over a short period, but the payments would be higher.

For bonds 15 years or less there is the option for direct placement from a bank. This process would be cheaper and quicker to process.

Commissioners agreed to continue discussing this topic and read the agreement at the end of the meeting. Mr. Nelson was thanked for his time and telephone conference call ended.

19:31 -5 minute break.

19:40 – back in session.

**Training Report:** See attached.

**On-going business:**

1. **Payroll:** there has been no movement on this.
2. **Policy review:** none this month.
3. **Station 32 project:** L&I documentation has to be completed before the final check can be issued.
4. **Post Office relocation:** Commissioner Zoller has not heard anything from the US Post Office representative Greg Shelton on possible options.
5. **Temporary Employment agreement:** still in progress.
6. **Equipment theft – new door.** Last meeting Chief requested permission to replace the stolen items at a cost of no more than \$7,000. He also asked the Commissioners to consider the installation of security doors at the station, and possibly security cameras. The Commissioners agreed to explore the costs involved in securing the station. Chief informed the Commissioners the cost of replacing one door at station 32 would be around \$2,500.

***Motion to give Chief Long authority to spend up to \$2,500 on a new door, made by Commissioner Zoller, seconded by Commissioner Montag.***

**7. Bond Consultant Service for 2018:** postponed to end of meeting.

**New Business:**

- 1. Training Officer Position:** Chief has outlined a plan for hiring a replacement for Chief Nelson when he retires in December 2017. The ideal position would be full time, but the district cannot afford to fund this. Options might exist if other local agencies are involved and help with funding the position. This position can be supported by WAC 296-305 for compliance with safety and training rules. Chief asked the Board to consider working with him on moving forward with the process. The board endorses the chief's proposal to attempt to build this position in to a full time capacity. Commissioner Zoller agreed with the chief, we will plan for a training officer part time, and pursue the options for full time. It is important that we not reduce the quality of what we have now. The Commissioners would like to work with the other agencies on this. It would also help with staffing during work hours. The board agreed to reach out to other agencies and look at options to fund this position. Chief asked if the board would write a letter to the other agencies, council members and mayors to explore the possibility. The letters would be followed up with phone calls. Commissioner Zoller agreed to take on the initiation of the project.
- 2. Brush Engine:** USFS Transfer. Chief took advantage of an FEPP (Federal Excess Personal Property). The brush 2006 Ford F550 was surplused by the Forest Service and was offered to the district to maintain in service. The need for another brush is justified as we have 2 brush engines covering 50 square miles. This puts another engine in the system to address our critical danger of wild fire. It also allows the option to send a vehicle to mobilizations without affecting the district response too much. There will be costs involved in outfitting and servicing the vehicle which will be done with in the budget. Where the engine will be housed has not been decided. It was also noted that B 322 is due for replacement. Also noted, the ARF truck is not suitable for the steep roads in Snowden and should be replaced, however it can be an asset in winter when 4 wheel drive is needed.  
***Motion to allow Chief to sign the agreement with USFS to accept the brush engine, made by Thomas Montag, Seconded by Commissioner Connor (3 yay, 0 nay).***
- 3. Revision of the Bond Agreement-** Chief asked the board to appoint one commissioner to represent the board and assist the Chief with the Bond project. Commissioners read the Engagement letter and had questions regarding the liability of payment for work done if the district were to cancel the agreement. It was suggested an email be sent to Jim Nelson to clarify this. As they were not comfortable signing the agreement they will wait for clarification and hold a special meeting to discuss and move forward if they all agree. No date was set for the special meeting.

**Good of the Order:** Commissioner Connor noted that he mentioned the possibility of a bond request at the Snowden Community Council, and was asked how much and what will it be spent on. This clarified the importance of having clear descriptions and exact numbers on hand when we move forward.

**Next meeting:** September 14th 2017.

**Motion to Adjourn the meeting made by Commissioner Montag, Seconded by Commissioner Connor (3 yay, 0 nay)**

**Meeting Adjourned: 20:55.**

**APPROVED BY:**

**Attest:**

M J Zoller 9/14/17  
Chairman - Commissioner Zoller. (date)

Rozalind Plumb  
District Secretary Rozalind Plumb

Paul Connor 9-14-17  
Commissioner Connor. (date)

Tom Montag 9/14/17  
Commissioner Montag (date)

Klickitat County Fire District 3 Commissioners Meeting

200 Husum Street Husum, WA .

August 10, 2017 @ 6:30 pm

**AGENDA**

**Regular Board meeting.0**

(A) = Action (I) = Information

- **Open Meeting:** Call to order. Time \_\_\_\_\_
- **Approval of agenda (A)**
- **Attendance:**
- **Public Discussion:**
- **Minutes of last meeting: (A) July 13 2017 business meeting.**
- **Secretary's report: 1. Treasurer's report (A) approve report reconciled with district report. 2. Bills and items to be signed (A) 3. 2017 Budget 4. Invested funds. 5. Correspondence.**
- **Chief's Report: (I) e-mailed**
- **Training Report: (I) e-mailed**
  
- **On Going Business:**
  1. **Personnel/Payroll** – Ongoing, Direct Deposit for paid employees. (I)
  2. **Policy.** None at this time
  3. **Station 32** –Bathroom & Heater project. - Montag
  4. **US Post Office** – relocation of Post Office. –Zoller
  5. **Temporary Employment agreement** – On hold as a new hiring policy is needed.
  6. **Bond Consultant services** -Conference call with Mr. Nelson –D.A. Davidson Consultants. (I)
  7. **Bond Consultant Engagement Letter (A)**
  8. **Equipment Theft- (I) and New Door (I) & (A)**
  - 9.
  
- **New Business:**
  1. **Training Officer Position- (I)**
  2. **Brush Engine- USFS Transfer. Authorization needed to commit to the contract (A).**
  
- **Good of the order:**
- **Next meeting:** Regular meeting **September 14** 2017.
- **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: \_\_\_\_\_

# 2017 Budget

updated 8/9/2017

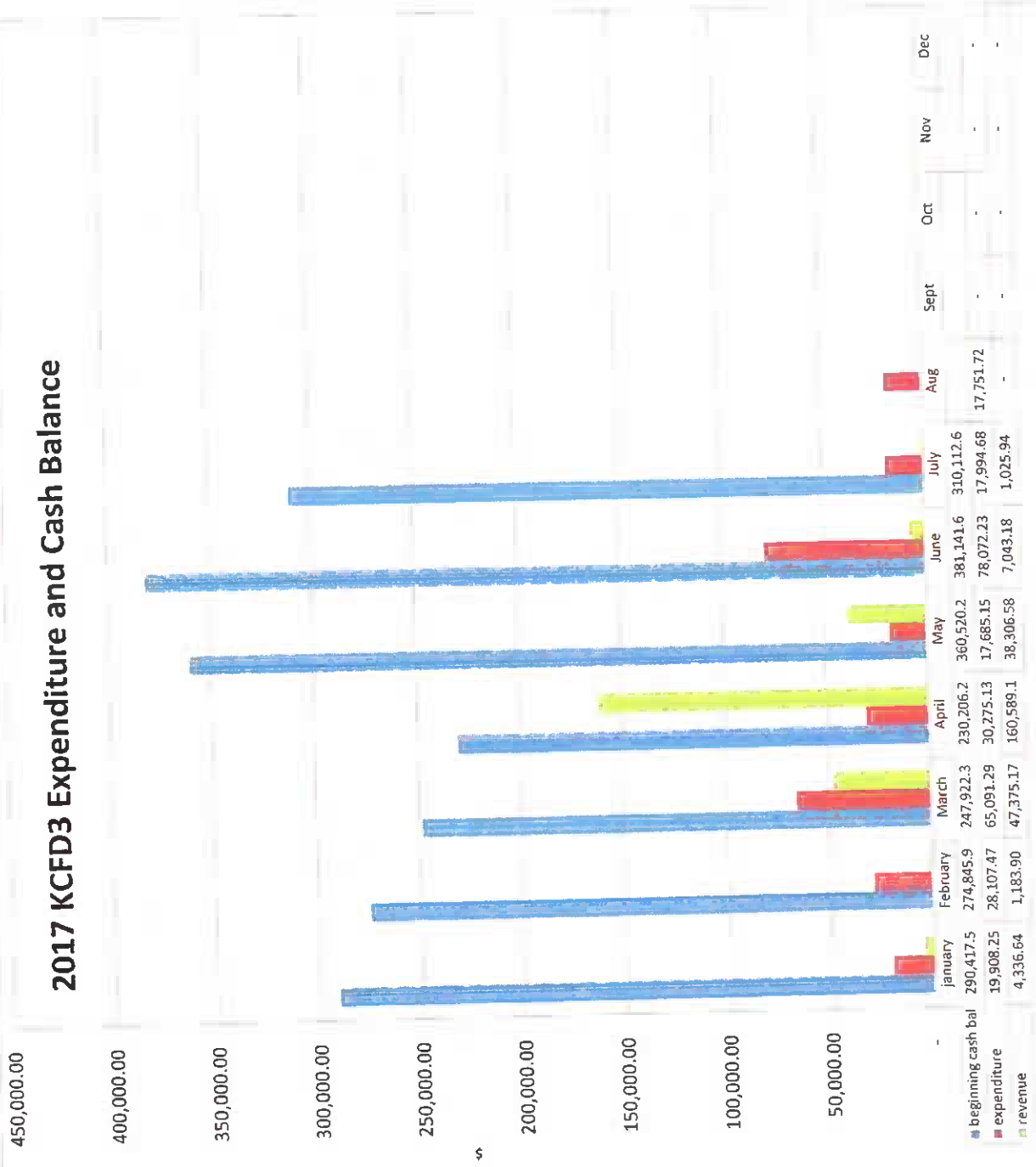
This budget sheet is connected to the expenditure spreadsheet.

## Klickitat County Fire District 3

### BUDGET 2017

Category	Original Budget	July expenditure	expenditure YTD	Balance	% Used	Grants and other notes
Salaries & Wages + employee paid benefits	136,665.00	10,002.93	80,160.30	56,504.70	59%	
Benefits (excluding employee paid)	41,600.00	4,287.25	22,186.10	19,413.90	53%	
Volunteer Stipend	20,000.00	-	-	20,000.00	0%	
Volunteer Disability/Pension/life/flight	5,100.00	-	900.00	4,200.00	18%	
Volunteer Recognition	2,500.00	-	2,235.33	264.67	89%	
Office Expense/Supplies	6,000.00	599.66	3,656.68	2,343.32	61%	web site \$500 - monitor spending /communications
Professional Services	6,652.00	36.05	1,321.32	5,330.68	20%	
Insurance	15,700.00	-	22.00	15,678.00	0%	
Communications	5,000.00	62.50	382.35	4,617.65	8%	
Advertising	500.00	-	56.58	443.42	11%	
Vehicle Parts/Repairs	14,000.00	77.65	10,110.81	3,889.19	72%	
Rescue - Apparatus Supplies	7,500.00	613.80	6,130.70	1,369.30	82%	1827.30 Insurance claim
Fuel	8,000.00	1,111.19	5,267.05	2,732.95	66%	
Station Repairs - Supplies	20,000.00	44.27	17,569.05	2,430.95	88%	includes 12,000 for str 32 project insurance
Utilities Services	17,000.00	1,115.36	10,397.47	6,602.53	61%	
Travel & Meals	4,000.00	14.03	2,099.75	1,900.25	52%	
Fire Training - Supplies	13,500.00	-	7,569.06	5,930.94	56%	221.97 insurance claim
EMS Training - Supplies	9,500.00	-	2,824.04	6,675.96	30%	
Uniform/apparel currently in fire supplies						
Prevention	1,000.00	29.99	215.61	784.39	22%	
Long Term Loans (Ambulance)	51,766.67	-	51,766.67	-	100%	December interest payment \$1,010.00 will due
Taxes (for previous year)	3,000.00	-	3,685.91	(685.91)	123%	budget was set before the end of the year.
Dues & Fees	2,500.00	-	(19.13)	2,519.13	-1%	
Municipal Pool Reserve	15,000.00			15,000.00	0.00%	
Capital Pool						
Total budgeted expenditure	406,483.67	17,994.68	228,537.65	177,946.02	56%	
Stn 32 capital project using cash balance			42,610.38			
Total Actual Expenditure			271,148.03			
aw property tax estimated in October 2016	420,444.17					
04/14/17 property tax confirmed from Assessor	420,647.42			192,109.77		
Revenue from Wildland (-)						
Expense for Wildland						

# 2017 KCFD3 Expenditure and Cash Balance



# Fire Chief's Report to Board of Commissioners

## August 10, 2017

### Safety:

- No Injuries
- Chief Nelson upgraded to "modified duty"

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

- Eric Bosler is scheduling another site visit *to Slicks*
- Assisting DNR with helping to house Puget Sound Strike Team. Pre-positioned fire engines hired by DNR to help with Dry Creek Fire and extra resources in Klickitat County during high fire danger period. *J. Tacoma*

### Projects:

- Stolen equipment is coming in for insurance claim due to break-in at Station 32.
- School fire code inspection visit #2 scheduled for Friday August 11, with Eric Bosler and myself.
- Attended KCIFA and EMS Council meeting in Wisram. Received approval to submit for an EMT Basic class in January. (KCFD3 sponsored / EMS Council funded) Fire Chief's are strongly being asked by Klickitat County DEM to provide specific risk and hazard information for a consultant to complete our CWPP (Community Wildfire Protection Plan). Al Lawson (DNR) and Jeff King (911) are having difficulty getting information.
- Training Officer Proposal to the Board.
- Insitu employee meeting. Friday August 18<sup>th</sup>. Discussing fire safety and opportunity to meet for recruitment efforts.
- Contacted Bond consultant for more information.
- Received a 2006 Type 6 brush engine from the FEPP Program (Federal Excess Property Program). Anticipated to be officially in service by the end of 2017.
- 2018 Budget Preparation beginning.

### Community Events:

- ~~The Fire District participated in the Spring Fest event by having a staffed booth and two fire vehicles on display Saturday. Brush 312 and Medic 316 were both in the parade and staged in the park for customers to view the equipment. Engine 321 was also in the parade.~~

### Personal Activities and Achievements:

- Provided lecture on July 27<sup>th</sup> to EMT students. Secondary Assessment to trauma.
- Participated in SE Team #1 assignments in Moxee, and Pomeroy Washington. Both were short in duration and quickly returned to home.



To the Fire Chief and Fire Commissioners of Klickitat County Fire District 3

July/August 2017 Training Report

Submitted on Wednesday August 10, 2017

**Training Events:**

- July 18<sup>th</sup>. Equipment checks at individual station for firefighters and OTEP EMS review for EMT's.
- July 25<sup>th</sup>. SCBA individual mask fit testing at station 31 and Pumping drill at White Salmon Station.
- August 1<sup>st</sup>. Volunteer firefighter association/KCFD3 fire district business meeting at station 32.
- August 8<sup>th</sup>. Practical training at Station 31 on forward hose Lays and fire streams.

**Upcoming special actives:**

No special actives are scheduled for August

**Fire Schools:**

No fires are scheduled for August

**Training Statistics:**

This last month attendance percentage averaged 33%.

Respectfully Submitted

AC/Training Jerry Nelson

# 2018 Budget Calendar



September 1-9	Officers Meeting	Meet with Station/Division officers to review goals and priorities. Review district needs, apparatus replacement schedule, individual station goals/priorities.
14-Sep	Commsioners Meeting	Discuss 2017 budget and operational goals. Review District needs, station goals, priorities and operational requests.
12-Oct	Commsioners Meeting	Budget workshop. Preliminary operating budget and revenue projections. Present preliminary capital projects / requests.
23-Oct	Notice of Public Hearing	Advertising deadline for budget hearing on 9 Nov.
Noember 17	Commissioners Meeting	Budget Hearing. Final review and adoption of 2016 budget
26 Nov.	Thanksgiving	
30 Nov.	<b>Budget Deadline</b>	Budget must be to the county by this date

**NOTE: 2018 Budget ZERO BASED**  
**ALL Expenditures to be totalled before comparing to previous**