

**Prosser Fire District 3
1200 Grant Ave
Prosser, WA 99350**

**BOARD MEETING AGENDA
5:30 P.M.
MONDAY AUGUST 2, 2010**

1. Call to Order
2. Citizen Participation
3. Board Reports and Comments
4. Approval of July 19, 2010 Meeting Minutes
5. Approval of General Account Vouchers #2010-429 thru #2010- in the amount of \$11,917.59
6. Old Business
 - a) Review and Approve Resolution #2010-04 Funding Deferred Compensation Program for Career Employees
 - b) Review and Approve Resolution #2010-05 for Enrollment into DRS Deferred Compensation Program
7. New Business
 - a) July 2010 Monthly Financial Reports
 - b)
 - c)
 - d)

Adjournment

**PROSSER FIRE DISTRICT 3
1200 GRANT AVE
MEETING ROOM
BOARD MEETING
MONDAY, JULY 19, 2010**

CALL TO ORDER

Chairman Randy Fox called the Prosser Fire District 3 Board Meeting to order at 5:32 p.m.

Board Members Rick Baker, Terry Chambers, Morgan Everett, Larry Mercer, Jason Rainer, and Chief Douglas Merritt were present.

CITIZEN PARTICIPATION

Brian Gustin expressed concerns with the RFA. He said he would like to see a disclosure of who puts in what, who owns what, and more specifics with the RFA plan. Mr. Gustin said the language with the EMS could be misleading to the public. Gustin also expressed concern with reimbursing Social Security and he didn't think the department could do that without first receiving the funds back from Social Security.

BOARD COMMENT

RFA

Board Member Everett said a meeting was held with City staff, Chief Merritt, and attorneys. He stated the City does not have a problem moving forward with the RFA with a proration agreement to protect the City's general budget.

Board Member Mercer asked if the City knew the cost for the hydrant study.

Board Member Everett said they would know more information in about six weeks.

Board Member Baker suggested scheduling a RFA meeting.

Board Member Fox stated he did not know enough about proration agreements to make a decision and suggested looking at it more at an RFA meeting.

Board Member Mercer said he did not think proration agreement was the right way to go.

The Board agreed to meet on Wednesday, July 21 at 6:00 pm for a RFA Special Planning Committee Meeting.

APPROVE JULY 6, 2010 MINUTES

A motion was made by Board Member Chambers, seconded by Board Member Baker to approve the July 6, 2010 Minutes. Motion carried unanimously.

APPROVAL OF GENERAL ACCOUNT VOUCHERS #2010-390 THRU #2010-428 IN THE AMOUNT OF \$35,502.07 WITHHOLDING VOUCHER NUMBERS 403, 412, AND 417

Gary Heslop stated the repayment of the social security funds were improperly held funds from the employees.

Chief Merritt explained that Prosser Fire District 3 had been reporting to social security in error and that according to the Social Security office there was never an agreement to enter into a 218 agreement. He said with IRS rules the department must pay back current year plus back three years.

Mr. Heslop said the process would take awhile, but the department is required to correct errors.

Board Member Everett asked if a legal opinion was obtained.

Chief Merritt said he had emails from the agencies he talked with.

Board Member Mercer asked if the funds should go to DRS for previous years.

Heslop said the Board could make the recommendation to pay into the DRS.

Board Member Everett said he would like to pull the vouchers until the funds were received from the IRS.

Chief Merritt said the funds were withheld in error and the IRS letter stated the funds should not have been withheld from the employees.

Board Member Mercer suggested waiting until legal opinion was received and all paper work was completed.

~~The Board requested staff to provide supporting documentation from IRS, Social Security, attorney, etc. and present to the Board before releasing vouchers.~~

A motion was made by Board Member Chambers, seconded by Board Member Rainer to approve the General Account Vouchers #2010-390 thru #2010-428 in the amount of \$35,502.07. Motion carried unanimously.

OLD BUSINESS

Approve and Recommend the Adoption of Joint RFA Ballot Resolution for Approval by the City Council and BCFD #3 Board of Fire Commissioners

Board chose to table item until the next meeting.

eDispatches - Discuss/Approve

Both Fire Captains said they had very positive feed back from the volunteers and that if at any point the system did not seem to be working out, service could be canceled.

Board Member Rainer suggested reviewing status in six months.

A motion was made by Board Member Rainer, seconded by Board Member Baker to approve

eDispatch contract. Motion carried unanimously.

Review and Approve Resolution #2010-03 Amending Volunteer Firefighter Pay System

Chief Merritt explained that as long as it was a block of time and the volunteers pay could not go over 20% of a firefighter salary then the Volunteer Firefighter pay schedule met FLSA criteria.

Board Member Rainer suggested language at the end stating time would start back at zero after five hours.

Chairman Fox said the resolution could be approved with added language.

Board Member Everett said to take out "etc," at the end of attachment B and replace with "after five hours, revert back to initial response."

A motion was made by Board Member Rainer, seconded by Board Member Everett to approve Resolution #2010-03 Amending Volunteer Firefighter Pay System with revisions to attachment B. Motion carried unanimously.

Review and Approve Resolution #2010-04 Funding Deferred Compensation Program for Career Employees

Board chose to table item until the next meeting.

Review and Approve Resolution 2010-05 for Enrollment into DRS Deferred Compensation Program

Board chose to table item until the next meeting.

NEW BUSINESS

June 2010 Staff Reports

Board discussed the June 2010 Staff Reports.

ADJOURNMENT

There being no further business before the Prosser Fire District 3 Board at this time, the Board Meeting of Prosser Fire District 3 was adjourned at 7:08 p.m.

RANDY FOX, CHAIRMAN

DOUGLAS N. MERRITT, SECRETARY

**PROSSER FIRE DISTRICT NO. 3
Voucher List AUTHORIZATION
For Monday AUGUST 2, 2010**

Voucher #	Vendor Nam	Item Description	Budget#	Amount
2010-429	AllMed	INVOICE 865943	10.3101	\$22.25
2010-430	CDW Government	meeting room upgrade	20.6413	\$325.00
2010-431	CenturyLink	973-1108	20.4202	\$80.01
2010-432	City of Prosser	JUNE DISPATCH Calls	20.5101	\$522.00
		JANITORIAL SERVICES	10.4103	\$128.00
2010-433	Computer Connections	INV 2639	10.3101	\$20.53
2010-434	Connell Oil, Inc	INV CL12905	20.3201	\$465.20
2010-435	Cook's True Value	MISC ITEMS	10.3101	\$56.31
		MISC ITEMS	20.4202	\$18.08
			20.3141	\$21.65
2010-436	Day Wireless Systems	inv 101366	10.3101	\$50.58
2010-437	LEGEND DATA SYSTEMS INC	INV 78914	10.3101	\$31.99
2010-438	Moon Security Services	Inv 483777	10.4103	\$35.00
2010-439	Pacific Office Automation	INV 6465337	10.4103	\$197.13
2010-440	PROSSER MEMORIAL HOPSITAL	ROSE	10.4103	\$6.63
2010-441	Qtech Auto Service	Inv 10016 10035	20.4802	\$538.80
2010-442	SeaWestern Fire Apparatus & Equipment	Invoice 144747	20.3141	\$112.58
2010-443	The Supply Cache	Invoice 129829A	20.3145	\$820.50
			10.3101	\$466.25
2010-444	Waste Management of Kennewick	Acct # 370-0001217-1819-1	50.4701	\$22.27
2010-445	The Wesley Group	Invoice 9846	10.4103	\$50.00
2010-446	West Coast Fire and Rescue	Invoice 535	20.4802	\$1,028.85
2010-447	Damron, Charles	Fica Refunded - ISSUE ON SEPARATE CHECK	10.2104	\$1,884.79
2010-448	Johnson, Seth	fica refunded - ISSUE ON SEPARATE CHECK	10.2104	\$1,798.25
2010-449	Douglas Merritt	Fica Refund Please issue on a separate check	10.2104	\$3,214.94
TOTAL				\$11917.59

We, the undersigned Board Members of Prosser Fire District 3, do hereby certify, under penalty of perjury, that the above vouchers 2010-429 through 2010-449 are just, due, and unpaid obligations against Prosser Fire District 3 and that we are authorized to authenticate and certify to said claims.

Chairman

Board Member

Board Member

Board Member

Board Member

Board Member

Attest: Secretary

PROSSER FIRE DISTRICT 3

RESOLUTION NO. 2010-04

A RESOLUTION TO FUND A DEFERRED COMPENSATION PROGRAM FOR CAREER EMPLOYEES

WHEREAS, Prosser Fire District 3 has been reporting to the Social Security Administration for its career employees since 2003, and

WHEREAS, Prosser Fire District 3 staff conducted an in depth study of PFD 3's Interlocal Agreement in conjunction with the Washington State Retirement Systems, the State Auditor's Office, the State Attorney General, and the Social Security Administration, and

WHEREAS, upon completion of the study it was found that Prosser Fire District 3 was formed as a legal separate entity and it was determined that Prosser Fire District 3 was reporting to the Social Security Administration for its career staff in error, and

WHEREAS, the career staff of Prosser Fire District 3 elected to exchange Social Security retirement benefits with a more beneficial deferred compensation retirement program through the Washington State Department of Retirement Systems.

NOW, THEREFORE, BE IT RESOLVED, that the Governing Board of Prosser Fire District 3 on behalf of its career staff and in lieu of making contributions into the Social Security Administration retirement program, authorize the contribution of 4 % of the top step Captain's wage into the Washington State Department of Retirement Systems Deferred Compensation Program.

ADOPTED by the Governing Board of Prosser Fire District 3 this day of August, 2010.

RANDY FOX, CHAIRMAN

TERRY CHAMBERS, BOARD MEMBER

RICK BAKER, COMMISSIONER

MORGAN EVERETT, BOARD MEMBER

LARRY MERCER, COMMISSIONER

JASON RAINER, BOARD MEMBER

ATTEST:

SECRETARY

PROSSER FIRE DISTRICT 3

RESOLUTION NO. 2010-05

**A RESOLUTION FOR ENROLLMENT INTO DEPARTMENT OF RETIREMENT SYSTEMS
DEFERRED COMPENSATION PROGRAM**

WHEREAS, Prosser Fire District 3 was formed in accordance with RCW 39.14 on 11/19/2002; 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 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, Prosser Fire District 3, 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, Prosser Fire District 3, 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, THEREFOR, BE IT RESOLVED, that Prosser Fire District 3 requests approval by the Department of Retirement Systems, Deferred Compensation Program to participate in the aforementioned deferred compensation plan for the employees of Prosser Fire District 3, subject to the requirements of RCW 41.50.770 and WAC Chapter 415-501.

Dated at Prosser, State of Washington, this day of August 2010.

RANDY FOX, CHAIRMAN

TERRY CHAMBERS, BOARD MEMBER

RICK BAKER, COMMISSIONER

MORGAN EVERETT, BOARD MEMBER

LARRY MERCER, COMMISSIONER

JASON RAINER, BOARD MEMBER

ATTEST

SECRETARY

Fund #	Fund Description	Budget Amt	May Expenses	June Expenses	July Expenses	Total Expenses	Total Remaining	Percent Remaining
Fire Control -- Admin								
522.10.10	Chief / Deputy Chief Salaries							
1200	Chief	\$96,300.00	\$8,025.00	\$8,025.00	\$8,025.00	\$55,995.95	\$40,304.05	41.9%
1925	Overtime Captain	\$9,000.00	\$448.07	\$221.95	\$411.74	\$2,202.53	\$6,797.47	75.5%
1238	Captain	\$111,000.00	\$8,534.12	\$9,158.66	\$9,388.48	\$64,813.52	\$46,186.48	41.6%
1932	Accrued Buy Back Contingen	\$8,000.00	\$0.00	\$0.00	\$0.00	\$3,703.85	\$4,296.15	53.7%
522.10.20	Personnel Benefits							
2104	Benefits	\$77,000.00	\$7,023.60	\$6,552.15	\$6,862.91	\$52,245.64	\$24,754.36	32.1%
2105	Paid Staff Uniforms	\$3,000.00	\$232.90	\$0.00	\$0.00	\$1,437.15	\$1,562.85	52.1%
522.10.30	Supplies							
3101	Office Supplies	\$7,000.00	\$635.24	\$1,459.95	\$878.49	\$5,775.27	\$1,224.73	17.5%
522.10.40	Services							
4103	Professional Services	\$34,000.00	\$1,985.27	\$2,020.35	\$1,504.87	\$20,298.16	\$13,701.84	40.3%
4301	Travel	\$2,000.00	\$0.00	\$44.85	\$64.76	\$146.92	\$1,853.08	92.7%
4401	Legal Advertising	\$1,000.00	\$0.00	\$0.00	\$0.00	\$176.00	\$824.00	82.4%
4901	Misc	\$4,500.00	\$22.91	\$177.13	\$0.00	\$4,262.49	\$237.51	5.3%
Fire Control -- Suppression								
522.20.10	Volunteer Pay							
1206	Volunteer Pay	\$57,000.00	\$0.00	\$11,669.04	\$0.00	\$24,349.20	\$32,650.80	57.3%
522.20.20	Personnel Benefits							
2105	Volunteer Uniform	\$2,500.00	\$649.21	\$0.00	\$0.00	\$1,044.20	\$1,455.80	58.2%
522.20.30	Supplies							
3103	Oil & Lubricants	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!
3117	Chemicals	\$1,500.00	\$0.00	\$0.00	\$0.00	\$1,162.38	\$337.62	22.5%
3141	Firefighting & Small Equipme	\$7,000.00	\$2,544.48	\$1,117.24	\$3,279.87	\$8,854.95	(\$1,854.95)	-26.5%
3145	Protective Clothing	\$7,000.00	\$1,814.99	\$0.00	\$2,724.00	\$9,209.38	(\$2,209.38)	-31.6%
3201	Vehicle Fuel	\$12,000.00	\$1,051.11	\$1,034.30	\$1,694.42	\$7,837.63	\$4,162.37	34.7%
522.20.40	Services							
4202	Communications	\$7,000.00	\$437.99	\$507.53	\$510.37	\$3,693.46	\$3,306.54	47.2%
4601	Insurance	\$30,000.00	\$0.00	\$0.00	\$99.00	\$99.00	\$29,901.00	99.7%
4802	Repair & Maintenance	\$36,000.00	\$1,431.38	\$491.19	\$3,336.62	\$16,009.62	\$19,990.38	55.5%
522.20.60	Capital Outlay							
6401	Appartus	\$20,000.00	\$0.00	\$32,206.81	\$0.00	\$32,206.81	(\$12,206.81)	-61.0%
6413	Equipment	\$25,800.00	\$0.00	\$1,653.83	\$4,653.57	\$8,397.46	\$17,402.54	67.5%
522.20.50	Intergovernmental Services							
5101	Dispatch	\$11,500.00	\$1,015.00	\$464.00	\$696.00	\$4,959.00	\$6,541.00	56.9%
5102	Other Agencies	\$1,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,500.00	100.0%
522.20.70	Debt Service							
7901	Principle Paid On Trucks	\$33,000.00	\$0.00	\$0.00	\$6,763.88	\$20,401.09	\$12,598.91	38.2%
522.20.80	Interest							
8001	Interest Paid On Trucks	\$6,000.00	\$0.00	\$0.00	\$2,231.12	\$5,332.91	\$667.09	11.1%
Fire Control -- Prevention & Investigation								
522.30.40	Services							
4909	Prevention / Education	\$2,000.00	\$0.00	\$454.45	\$0.00	\$1,172.53	\$827.47	41.4%
Fire Control -- Training								
522.40.40	Services							
4301	Travel	\$3,000.00	\$164.92	\$0.00	\$0.00	\$1,702.17	\$1,297.83	43.3%
4905	Training	\$12,000.00	\$120.00	\$352.06	\$0.00	\$5,418.16	\$6,581.84	54.8%
Fire Control -- Facilities								
522.50.40	Services							
4501	Building Rent	\$3,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,500.00	100.0%
4701	Utilities	\$21,000.00	\$1,735.88	\$1,137.89	\$1,247.03	\$10,615.43	\$10,384.57	49.5%
4802	Repair & Maintenance	\$6,000.00	\$659.50	\$2,620.12	\$363.84	\$6,182.09	(\$182.09)	-3.0%
522.50.60	Capital Outlay							
6101	Land Improvements	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!
522.50.70	Debt Service							
7901	Principle Paid On Land	\$19,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$19,000.00	100.0%
522.50.80	Interest							
8001	Interest Paid On Land	\$3,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,500.00	100.0%
Total 2010 Budget		\$680,600.00	\$38,531.57	\$81,368.50	\$54,735.97	\$379,704.95		

2010 MONTHLY ACTIVITY RECAP

	MAY	JUNE	JULY
Beginning of Period Cash	108031.41	126223.64	97870.80
Reciepts			
City/County Income	56716.66	56716.66	56716.66
Additional Income	\$7.14	\$2,392.19	\$455.96
Total Receipts	56723.80	59108.85	57172.62
Less			
Monthly Total Expenses	38531.57	49161.69	54735.97
Transfers out		38300.00	
Reimbursements	0.00	0.00	0.00
Adjusted Monthly Expenses	38531.57	87461.69	54735.97
End of Month Cash	126223.64	97870.80	100307.45
Investment Fund	38000.00	38000.00	38000.00
Beg Apparatus Fund		541.11	
Transfers In		38300.00	
Purchases Paid		32229.06	
End Apparatus Fund	541.11	6612.05	6612.05
Total PFD3 Funds	164764.75	142482.85	144919.50

PROSSER RFA PLANNING COMMITTEE

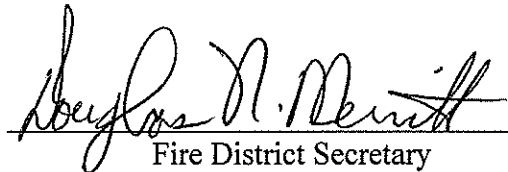
NOTICE OF SPECIAL MEETING

The Prosser RFA Planning Committee will hold a special meeting of the Committee at 5:30 p.m. on August 3, 2010, at Fire Station #310, 1200 Grant Avenue, Prosser, WA 99350.

The purpose of the meeting will be to:

1. Review, discuss and take action on the Final Prosser Regional Fire Authority Plan
2. Discuss and or take action on any other matter necessary for approval of the Plan.

Dated: July 29, 2010.


Fire District Secretary

Transmitted via email to:
Prosser RFA Planning Committee Members

**Prosser Fire District 3
1200 Grant Ave
Prosser, WA 99350**

**REGIONAL FIRE AUTHORITY
SPECIAL PLANNING COMMITTEE MEETING AGENDA
5:30 P.M.
TUESDAY AUGUST 3, 2010**

1. Call to Order
 2. Committee Member Reports
 3. Old Business
 - a) Review, Discuss and Take Action on Final Prosser Regional Fire Authority Plan
 - b) Discuss and / or Take Action on any other matter necessary for approval of the Plan
 - c)
 4. New Business
 5. Adjournment
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