

KLICKITAT COUNTY FIRE DISTRICT 3

200 Husum Street, Husum, WA 98623

Commissioner's Meeting

Thursday March 12, 2020

Called to order: 15:02

In Attendance:

Commissioner Montag (Chair), Commissioner Connor, Commissioner Virts, Quorum present.
Chief Long, Rozalind Plumb, Eric Bosler, Lloyd Olson, Debbie Olson.

Approval of agenda:

Motion to approve the agenda as presented made by Commissioner Connor, seconded by Commissioner Virts, (3 yay, 0 nay) motion passed.

Public Discussion:

None noted. Eric Bosler requested permission to comment during the meeting. Chairman will allow comments during the meeting.

Minutes of the last meeting:

- *Motion to approve meeting minutes from February 13, Public Hearing to Annexation Property into the Fire District, made by Commissioner Connor, seconded by Commissioner Virts (3 yay, 0 nay) motion passed.*
- *Motion to approve Regular business meeting minutes from February 13, made by Commissioner Connor, seconded by Commissioner Virts (3 yay, 0 nay) motion passed.*

Secretary's Report:

1. **GENERAL EXPENSE FUND 667.1:**

a) **County Treasurer's Report for February 2020 – Received late and not yet reconciled**

Beginning balance	\$229,602.93	Ending Balance	\$
Deposits	\$	Disbursements	\$

Reconciliation of County Treasurer and Auditor reports against District Accounts is scheduled for 03/16/2020 with Commissioner Connor, and at which time, credit cards, petty cash, payroll, and general deposits will be reviewed.

Debt service Discrepancy: Still no resolution to the -\$149,986.07 discrepancy. The District Secretary and Administrative Assistant are 99% sure this is related to the ambulance loan which has been paid and closed. The District Secretary plans to work

with the County Treasurers office and possibly the State Audit team to get their input on the issue.

b) Bills and items to be signed

General Fund/Operating Budget:

a) 2/19 \$2,594.89 b) 2/27 \$2,090.40 c) 3/4 \$1,417.73 d) 3/11 \$5,728.79

Motion to approve the General fund scripts as presented made by Commissioner Virts, seconded by Commissioner Connor, (3 yay, 0 nay) motion passed.

Payroll – direct deposit. \$13,082.77 Timesheets to be reviewed by Commissioner Connor on 3/16/20.

c) 2020 Operating Budget:

Anticipated budget is \$499,422.35 (includes 470,422.35 from taxes and at least 29,000 from WS Fire and Skamania Fire 3)

Operating Expenditure \$75,146.17

2. CAPITAL FUND 667.3:

Original balance: \$3,220,750.00

See 2020 Capital summary

a) County Treasurer’s Report for February 2020 – Received late and not yet reconciled

Beginning balance	\$46,375.98	Ending Balance	\$
Deposits	\$	Disbursements	\$

- Deposits reflect interest from the invested funds.
- Disbursements reflect scripts paid in February and March

Capital vouchers to be signed:

a) 2/27 \$8,264.80 b) 3/4 \$4,013.38 c) 3/11 \$12,487.06

Motion to approve the Capital fund scripts as presented made by Commissioner Virts, seconded by Commissioner Connor, (3 yay, 0 nay) motion passed.

3. INVESTED FUNDS

- General Funds = \$429,536.00, yielding \$----- interest year to date (a summary will be provided when the treasurers report is reconciled)
- CAPITAL FUNDS = \$2,822,552.04 yielding approximately \$8,000 gross interest year to date (a summary will be provided when the treasurers report is

reconciled). \$20,000 is scheduled to mature on 3/17 to cover payment of Capital items purchased.

Secretary stated that the office welcomes any questions regarding the financial reports.

4. Correspondence:

None noted at this time.

5. Current priority projects include:

- *EMS License renewal*
- *IT update:* The IT transition is ending and we have an ongoing contract with Radcomp for monthly service. Old emails must be archived (google accounts) and a plan of action is forthcoming. All old google emails are still accessible, but the account should only be used as a reference.
- *Archiving project:* Currently Katharina Larson is working on sorting and organizing boxes. Molly Krall has been asked to come on board to assist. The goal is to have a solid archiving policy and plan moving into the future. Bills incurred by the project must be sent out by May 31, 2020 to qualify for the designated grant funding.
- *BVFF 2019 pension qualification confirmation* is close to completion. There are a few outliers that are being followed up with to ensure training, and calls, are accounted for. The final report will need to be signed by the Fire Chief and Commissioner Chair and sent out soon.
- *2019 State Audit* in the process of being prepared for submission.
- *2019 Annual Report* is in the process of being completed.

Chief's Report: See attached.

Chief Long submitted a report to the Commissioners prior to the meeting. No further questions. Additional comments:

- Equipment RIT Kit arrived and is in service.
- Per Jesse Wardwell the radio grant is back in the cue for approval.
- Surplus Equipment: No Bids have been received at this point for the ARF and Chevrolet trucks. Moving forward both may be advertised in front of Station 31. Chief reached out to a couple small departments in Oregon to see if they are interested.
- *DNR fuels break project* will be presented to the White Salmon City Council on March 28, 2020. Bill Hunsaker and Chief Long are supporting this effort by communicating with the local land owners and public.
- *COVID-19 Virus* has no reports in Klickitat County at this point, however, agencies including the EMS District and Emergency Management feel it is important to be

educated, stay in the loop and begin preliminary protection measures to protect our citizens, emergency responders, and hospitals. There is a partial EOC open in Goldendale where a situation report unit leader is collecting information as it comes from the state. There is a logistics chief on staff to collect resource requests for PPE as there is a shortage. It is important to know there are provisions being put in place in case the virus does hit Klickitat County. A directive has been written to address PPE and what is available through the KCFD3. All personnel are directed to wear full PPE if there is a trigger based on the information provided by emergency dispatch, and Chief Long is working directly with the local EOC in Goldendale, Wa.

- *Annual Fleet Maintenance* is underway.

Training Report: See Attached.

Tony may be attending the Washington State Fire School in May held in Wenatchee, WA. The school will last three or four days, but Chief noted that because of the COVID-19 pandemic it may be canceled.

Ongoing business:

1. Personnel/Payroll:

- **Contracts** – 2020 draft contracts were sent to Commissioner Virts for review.

2. Policies:

- Nothing to report at this time.

3. Bond:

- Per the County, station 32 will need a Biologist to report on the sight due the proximity of the watershed. A conditional use permit at Station 32, and SEPA study at Station 31 are required. The preliminary deadline for submitting all documents is May 1, 2020. Board of Adjustment meet once a month so the permitting process will be on going through June. County Commissioners approved to wave permit fees and the Fire District has that documentation on file.

- **Capital Purchases:**

- a) **IT upgrade** – All hardware is in place and paid for.
- b) **Engines and equipment** – Large item purchases like an Engine are on hold until building costs have been clarified.
- c) **Fire** - Turnout extractor has been delivered and the warranty is in question as it will not be installed until the building project is complete. Chief reached out to the Company to request an extension.

Additional large Capital purchases are on hold at this time.

4. **Outreach to White Salmon City Council Public Safety Committee:** No new updates.
5. **White Salmon Facilities Use/ interoperability:** Chief Bill Hunsaker will speak with the Mayor of White Salmon. Nothing more currently.
6. **Annexations:**
 - **Petition to Annex:** Debbie Olson has been provided the parcel count total of 11 properties. No move has been made yet to proceed with their annexation. Chief will work with the Community Task Force for assistance.

New Business:

7. Request to allow surplus of three trees on the west side of the building. Two oak, and one blue spruce. Not marketable timber. Commissioner Virts read Resolution 2020-28, and it was agreed to hold the resolution for adoption until the next meeting.
8. Request to allow Surplus of all Drager equipment 2020-09 read by Commissioner Virts. Hold for adoption until the next meeting.

Good of the Order:

9. Nothing at this time

Next meeting:

- Regular business Meeting 9th April 2020 at 15:00 (3pm).
- Bob Merritt of mHc may request a special meeting but there is no date at this time.

Motion to adjourn made by Commissioner Virts, seconded by Commissioner Connor. (3 yay, 0 nay) motion passed.

Meeting adjourned: 15:50

APPROVED BY:

Thomas Montag 4/15/20
Chairman – Commissioner Thomas Montag. (date)

Attest:

Rozalind Plumb 4/9/20
District Secretary Rozalind Plumb

Robert Connor 6-1-20
Commissioner Robert Connor (date)

Charles Virts 6-2-2020
Commissioner Charles Virts (date)

Klickitat County Fire District 3 Commissioners Meeting

200 Husum Street Husum, WA.

March 12, 2020 at 15:00 (3 pm).

AGENDA

Regular Board meeting.

- **Open Meeting:** Call to order. Time _____
- **Approval of agenda**
- **Attendance**
- **Public Discussion**
- **Minutes of last meetings:** February 13 Annexation Hearing, February 13 Regular Business Meeting
- **Secretary's Report**
- **Chief's Report**
- **Training Report**
- **On Going Business**
 - 1. **Personnel:**
 - Update contracts for 2020
 - 2. **Policies:**

 - 3. **BOND**
 - **CAPITAL PROJECTS**
 - Septic
 - Roof
 - Station 31-32 Initial conceptual plans (I)
 - **CAPITAL PURCHASES**
 - IT Upgrades
 - Engine/Equipment

 - 4. **White Salmon City Council Public Safety Committee (Virts)**
 - 5. **Joint use facilities / interoperability (Montag)**
 - 6. **Annexations:**
 - HB 5010 update

 - 7. **Fuels reduction Project – DNR Grant**

- **New Business:**
 - 1. **Surplus equipment.**

- **Good of the order**
- **Next meeting;** Regular meeting April 9th 3:00 pm
- **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.

March 12, 2020
Secretary's Report

1. GENERAL EXPENSE FUND 667.1:

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c) **2020 Operating Budget:**

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- CAPITAL FUNDS = \$2,822,552.04 yielding \$----- gross interest year to date
\$20,000 is scheduled to mature on 3/17 to cover payment of Capital items.
- The interest earned on Capital Funds is being monitored and recorded separately.
It will ONLY be possible to spend interest from capital funds on approved Capital items. We are currently not including the interest in the “Remaining Funds”.

4. Correspondence:

5. Current priority projects include:

- EMS License renewal
- IT update
- Archiving projects
- BVFF 2019 pension qualification confirmation.
- 2019 State Audit.
- Annual Report

2020 Operating Budget

Updated 3/11/2020

This budget sheet is connected to the expenditure spreadsheet.

Klickitat County Fire District 3

BUDGET 2020 CATEGORY	Original Budget	February expenditure	Expenditure YTD	Balance	% Used	NOTES
Salaries & Wages + employee paid benefits	230,118.53	17,595.18	50,678.97	179,439.56	22%	275,831.21
Benefits (excluding employee paid)	45,712.68	1,102.28	9,805.21	35,907.47	21%	
Volunteer Stipend	18,000.00	-	-	18,000.00	0%	
Volunteer Disability/Pension/lifeflight	14,407.00	-	1,475.00	12,932.00	10%	
Volunteer Recognition	3,200.00	-	16.99	3,183.01	1%	
Office Expense/Supplies	5,500.00	586.88	1,140.52	4,359.48	21%	
Professional Services	25,550.00	1,017.75	1,650.50	23,899.50	6%	
Insurance	20,000.00	-	-	20,000.00	0%	
Communications	2,760.00	705.86	705.86	2,054.14	26%	
Advertising	1,900.00	168.00	240.00	1,660.00	13%	
Vehicle Parts/Repairs/service	14,000.00	1,441.19	2,131.34	11,868.66	15%	
Rescue - Apparatus/Supplies	6,800.00	-	-	6,800.00	0%	
Fuel	9,000.00	523.78	1,264.04	7,735.96	14%	
Station Repairs/Supplies	5,000.00	7.00	1,603.89	3,396.11	32%	
Utilities Services	19,100.00	1,215.28	3,360.42	15,739.58	18%	
Travel & Meals	4,000.00	154.74	154.74	3,845.26	4%	
Training	11,000.00	35.00	185.00	10,815.00	2%	
Fire Supplies/service	9,000.00	-	293.24	8,706.76	3%	
EMS Supplies	9,500.00	149.70	220.46	9,279.54	2%	
Uniform/apparel	4,000.00	-	69.99	3,930.01	2%	
Prevention	1,500.00	-	-	1,500.00	0%	
Long Term Loans (Ambulance)	-	-	-	-	0%	
Taxes (for previous year)	2,500.00	-	-	2,500.00	0%	
Dues & Fees	2,200.00	-	150.00	2,050.00	7%	
Municipal Pool Reserve	34,674.14	-	-	34,674.14	0%	
Capital Pool	-	-	-	-	0.00%	
Total budgeted expenditure	499,422.35	24,702.64	75,146.17	424,276.18	15%	
EXTRA projects using cash balance						
Invested funds						
State Grant Dept. of Health	1,260.00	-	-	1,260.00	0%	
Expense for Wildland						
Total Actual Expenditure		24,702.64	75,146.17			
Ave. property tax estimated in November 2019 + 29,000 TO share	499,422.35					

2020 Capital SUMMARY

Updated 03/12/2020

NOT reconciled with County

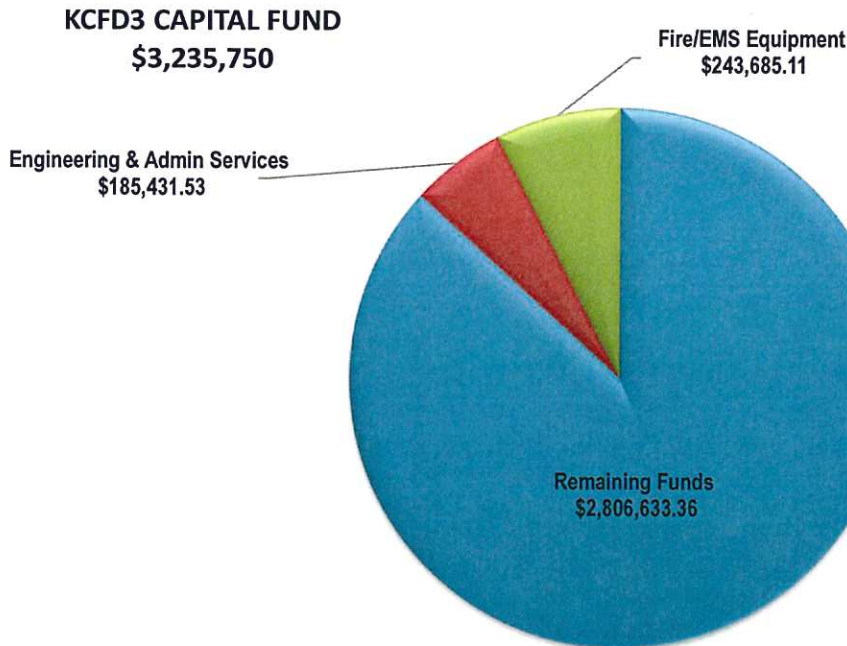
ORIGINAL BOND	\$ 3,235,750.00
2018 Bond Council included in engineering and admin serv. Total.	15,000.00
Beginning balance (dec 2018)	3,220,750.00
2019 total expenses	375,043.23
2020 Beginning balance	2,845,706.77

		2019	2020	2020 Totals	Totals
Capital Service	Professional Serv. Admin	108,111.83	32,520.05		
	Professional Serv. Fire	29,799.65	-		
				32,520.05	170,431.53
Capital Goods	Fire Equipment	234,713.55	6,553.36		
	EMS Equipment	2,418.20	-		
				6,553.36	243,685.11
TOTAL		375,043.23	39,073.41	39,073.41	
REMAINING FUNDS		2,845,706.77	2,806,633.36		
INVESTED		2,822,552.04	2,802,552.04		
Balance (does not include interest)		23,154.73	4,081.32		

2019 Interest Earned	25,877.67	25,877.67	Total Interest Earned
2020 Interest Earned		4,179.13	30,056.80

Treasurer Cash Balance	\$ 49,032.40	\$ 34,138.12
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Chart Summary	2018	2019	2020	Totals
Remaining Funds		\$ 2,845,706.77	\$ 2,806,633.36	\$ 2,806,633.36
Engineering & Admin Services	\$ 15,000.00	\$ 137,911.48	\$ 32,520.05	\$ 185,431.53
Fire/EMS Equipment		\$ 237,131.75	\$ 6,553.36	\$ 243,685.11



Fire Chief's Report to Board of Commissioners

March 12, 2020

No injuries or accidents since your last meeting.

Customer Service (emergent and non-emergent): 21 calls for service since February 14, 2020

Projects:

1. Bond project:
 - (a) Attended pre-application meeting in Goldendale
 - (b) Reviewing engineer drawings for comment
 - (c) Searching for asbestos report conducted during last truck bay addition. May need to complete an updated version during remodeling process.
 - (d) SCBA RIT (rapid intervention kit) arrived as part of SCBA equipment replacements. Equipping the kit will ancillary items such as webbing, strobe light and flashlight.
 - (e) Computer/IT project continues. Shared drive is now active and a plan to begin migrating files is being worked on. Note: This is internal work and not contracted out. Rather, internally from each workstation to migrate files from each user; Roz, Tony, myself and Jennifer.
 - (f) Air monitor purchase to be completed this month. Safety/Response equipment. NOTE: Air monitor has arrived, training has been provided and is now located on Engine 31.
2. RADIO GRANT: Per WDOE, this has been suspended and our application will remain on file for the 2020 grant period. Timing may ultimately be advantageous as equipment is on hold pending construction estimates. Per WDOE, the Governor's budget still has grant funding available through this program. However, it was consumed in 2019 for a PCB spill into Puget Sound from the former Olympia Brewery. UPDATE: We were contacted by WDOE to verify cost quotes are still current. Captain Wardwell verified price quotes and our grant is now back in the evaluation process with the state. Unknown time of award granting for 2020.
3. Surplus equipment: Still looking for buyer for kitchen equipment. Likely to simply be removed during construction.
4. Sealed bids for the surplus fire truck and utility truck received no bids. Will place "for sale" signs in the windshields for a time. If no interest is found, we will look at posting on DailyDispatch.com. I wanted to avoid doing this as the cost is significant to advertise.
5. Working with WSVSD to get trucks into the bus barn for brake inspections/service. I will make one more attempt to utilize them, if I cannot before end of February, we will utilize Les Schwab in Hood River.
6. Annual Awards dinner planning: March 28, 2020 at the Elks Lodge in White Salmon.
7. Recent uptick in activity related to COVID-19 internally and via the Fire Defense Committee. Also, Klickitat County Emergency Management and Public Health are working on communicating, and training for citizens, hospitals and EMS responders throughout the county.
8. "Tentative" live-fire practice training burn on Strawberry Mountain weekend of March 22.
9. February KCIFA meeting cancelled. Will be attending in March.
10. Chief Hunsaker represented FD3 at the annual Mid-Columbia Fire Chief's Meeting. No significant actions by that group.

Training: See Captain Gilmer's report

Community Events: Fire on the Mountain Marathon tentatively set for May 16, 2020. Association sponsored event.

Personal Activities and Achievements: N/A

Respectfully submitted: Wesley W. Long – Fire Chief 11/12/2019

Training report to the Fire Commissioners
February 2020

1st Quarter:

18 hours of training provided

	KCFD3 (26 members)	WS (18)	SKA3 (16)
Attendance average:	33%	6%	37 %

Activities:

Continuing to progress through driving skills assessment.

On-Line Educational Training (OTEP) for EMS in the new FireRescue1 Academy is well received.

The original 6 recruits completed FF1 Academy and have progressed into the final FF2 portion; graduation will be March 23.

Safety Committee:

Safety Committee met and two new announcements; Karalee Chabotte accepted the duties of Chairperson and Tom Andrews agreed to represent KCFD3. Minutes to be posted at respective stations and agenda for March 31st is being built.

Respectfully submitted,
Tony Gilmer, Training Captain



Klickitat County Fire District 3

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

(509) 493-2996

RESOLUTION 2020-08

A RESOLUTION DECLARING CERTAIN PROPERTY SURPLUS TO THE NEEDS OF THE DISTRICT

A RESOLUTION **DECLARING THREE MATURE TREES** LOCATED ON DISTRICT PROPERTY TO BE OFFERED FOR SALE. ONE BLUE SPRUCE AND TWO OAK TREES.

WHEREAS, the above-named trees are slated for removal due to capital improvement plans and are located in the path of a future access road to District property, and,

WHEREAS, this fire district will need to remove them from their current location;

WHEREAS, the removed trees are public property and not useful to the needs of the District.

NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF KLICKITAT COUNTY FIRE DISTRICT 3, STATE OF WASHINGTON, THAT: three trees located on the southwest portion of Fire Station 31 be and is hereby declared surplus to the needs of the district and offered for sale in accordance with applicable law.

ADOPTION:

ADOPTED at a Regular Meeting of the Board of Fire Commissioners of *Klickitat County Fire District 3* on **March 12, 2020** -- the following Fire District Board Members being present and voting:

SINGATURES

Tom Montag, Fire Commissioner (position 2)

ATTEST: _____
ROZALIND PLUMB, Fire District Secretary

ROBERT CONNOR, Fire Commissioner (position 3)

Charles Virts, Fire Commissioner (position 1)

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Klickitat County Fire District 3

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

(509) 493-2996

RESOLUTION 2020-09

A RESOLUTION DECLARING CERTAIN PROPERTY SURPLUS TO THE NEEDS OF THE DISTRICT

A RESOLUTION DECLARING Draagar brand self-contained breathing apparatus and associated equipment no longer needed by the Fire District.

WHEREAS, the above-named respiratory protection equipment is slated for surplus due to capital purchase of replacement equipment. Equipment includes; SCBA packs, bottles, masks and other associated components. All are Draager brand and are not compatible with the current fleet of Scott/3M brand respiratory equipment.

WHEREAS, this fire district has removed this equipment from active inventory;

WHEREAS, the Draager brand respiratory protective equipment is public property and no longer useful to the needs of the District.

NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF KLICKITAT COUNTY FIRE DISTRICT 3, STATE OF WASHINGTON, THAT: all Draager brand respiratory protective equipment is no longer useful to the needs of the Fire District and shall be sold, or transferred in accordance to RCW 39.33.010 sale in accordance with applicable law.

ADOPTION:

ADOPTED at a Regular Meeting of the Board of Fire Commissioners of *Klickitat County Fire District 3* on **March 12, 2020** -- the following Fire District Board Members being present and voting:

SINGATURES

Tom Montag, *Fire Commissioner (position 2)*

ROBERT CONNOR, *Fire Commissioner (position 3)*

Charles Virts, *Fire Commissioner (position 1)*

ATTEST: _____
ROZALIND PLUMB, *Fire District Secretary*

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