

KLICKITAT COUNTY FIRE DISTRICT 3

200 Husum Street, Husum, WA 98623

Commissioner's Meeting

Thursday August 8, 2019

Called to order: 15:12

In Attendance:

Commissioner Montag, Commissioner Connor, Commissioner Virts,
Chief Long, Rozalind Plumb,
Lloyd Olson, Debbie Olson, Sandy Montag, Eric Bosler, Sverre Bakke (The enterprise).

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:

Eric Bosler requested the Commissioners allow comments during the meeting.
Commissioners will allow it.

Minutes of the last meeting:

Motion to approve the minutes of the July 11th, 2019 Regular Business Meeting, made by Commissioner Virts, seconded by Commissioner Connor. (3 yay, 0 nay) motion passed.

Secretary's Report:

1. GENERAL EXPENSE FUND:

a) County Treasurer's Report for July 2019

| | | | |
|-------------------|-----------------------------------|----------------|--------------|
| Beginning balance | \$453,818.06 | Ending Balance | \$431,664.92 |
| Deposits | \$8,812.88 (incorrect-\$3,424.08) | Disbursements | \$30,966.02 |

Reconciliation of County Treasurer's and Auditor's reports against District Accounts scheduled for 8/13 /2019 with Commissioner Connor. To cover, credit cards, petty cash, payroll, and general deposits.

July Revenue- includes Interest from CAPITAL FUND Investment. This is INCORRECT and being addressed at Treasurer's Office.

Debt service Discrepancy: Still no resolution to the -\$149,986.07 discrepancy.

b) **Bills and items to be signed**

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

Vouchers: Commissioner Voucher July 12th 2019 to August 8th 2019

General Fund/Operating Budget:

- a). 7/18 \$6049.52 b). 7/25 \$132.38 c).

Payroll – direct deposit \$14,377.15 Timesheets reviewed by Commissioner Connor

c) **2019 Operating Budget:**

Anticipated budget is \$476,497.53

Operating Expenditure \$282,655.53 (59%).

Remaining Balance for 2019 is \$193,841.47. (note- we will be receiving reimbursements for personnel out on Mobilizations).

2. **CAPITAL FUND:**

Original balance: \$3,220,750.00

a) **County Treasurer’s Report for July 2019**

| | | | |
|-------------------|----------|----------------|------------|
| Beginning balance | \$10,000 | Ending Balance | \$8,080.30 |
| Deposits | \$0 | Disbursements | \$1,919.70 |

Deposits SHOULD include interest (\$3,424.08) from the investment reported below.

Roz has spoken with County Treasurer’s Office and waiting to hear back on this issue. She has also contacted the State Auditor’s Office to ensure it will not cause issues at the end of the year. Verbal confirmation from the State Auditor’s Office indicated it should not be an issue as long as we are tracking it and can explain the errors in the report. However, it is confusing on the reports.

Capital vouchers to be signed:

- a) 8/8 \$4,102.82. Motion to approve bills made by Commissioner Connor seconded by Commissioner Virts, (3 yay, 0 nay) motion passed.
(note- we are monitoring the current balance without the interest that should have been added).

3. **INVESTED FUNDS**

- **General Fund** - \$225,402.00, yielding \$2,880.78 interest year to date (this accounts for the correction being made (only adding \$441.15 – waiting for verification from the Treasurer’s Office).
- **CAPITAL FUNDS**- \$3,088,651.46 yielding \$6,501.76 gross interest year to date (does not account for Investment Service fees that may be deducted – waiting for Treasure’s Office to confirm amounts).

4. Correspondence:

- **WFCA Conference** – October 24-26. The Commissioners and staff are encouraged to attend. Commissioners Virts and Montag expressed interest to go.

5. Current priority projects include:

- training incoming personnel
- billing for mobilizations
- IT update for office security
- Archiving project – still waiting to hear from the State Office on the agreement.

Chief’s Report: See attached.

Chief Long submitted his Chief’s report to the Commissioners in advance of the meeting.

Training Report: See Attached.

Chief Long noted the meeting with WSP re providing training to volunteers. They had a good meeting and a resources to provide a program. There are options to build our program and also get reimbursment for training.

Ongoing business:

1. Personnel/Payroll:

- The Administrative Assistant will start August 12.

- 2. Policies: *Lexipol*.** Chief has issued several policies to core staff and needs input to get the system rolled out. Goal was to get the system rolled out by August September 2019. We are behind schedule but making progress.

3. Bond Update:

Capital Purchases:

Chief Long reported there are Requests for Bid out for SCBAs and Request For Quotes IT equipment, data storage and security. As soon as bid process is concluded the Sealed bids will be opened at the next meeting. Chief followed state procedure to ensure requests were compliant with State Purchasing requirements.

Upgraded trash pumps and an aged Thermal Imaging Camera (TIC) on E 31.

Capital Projects:

Robert Merritt reported back to the Board on progress with the building projects. The discovery process is close to completion and we need to get into the design, permit, and estimates. He is confident we have left no stone unturned.

Station 31 / DNR Joint Use Facility- The District is prioritizing the operational and admin functions of the buildings and there is no immediate plan for the gymnasium and the East end of Station 31. DNR may be able to use that portion of the facilities. Chief Long reached out to DNR as the State has funds available to upgrade the Husum Work station opposite station 31. In the interest of solving problems regionally, Chief contacted DNR representatives. DNR and KCFD3 have similar goals. Goals include providing sleeping and bathroom facilities for firefighters, training and meeting room facilities, administrative office space, and housing vehicles and maintenance facilities. On July 30th 2019 Commissioner Montag, Robert Merritt, Chief Long met with several representatives from DNR (engineers, project managers, etc.) to look at the Husum site and discuss possible options for combining efforts. The meeting was productive and has prompted a follow up meeting. Potential sharing of operational and administrative space fits with both agencies goals to save tax payer funds and work regionally to achieve objectives. There would obviously be a need for legal agreements. Commissioner Montag commented, that the opportunity for Joint Use Facilities are being looked at with DNR and also White Salmon Fire. Joint use facilities could be beneficial to servicing the community in the most economical way. However, he noted that the District has a responsibility to the KCFD3 constituents who are paying the bond. KCFD3 has a mission –a responsibility to constituents, to be good stewards of their money. As we move forward, we have to meet the district’s goals and not get sidetracked by a larger agency like DNR. He also noted that while our buildings are old and need upgrades, they still belong to the District. Likewise, with White Salmon Fire. If the District develops a joint use facility with White Salmon we have to ensure the District is well served by such an endeavor. Commissioner Montag emphasized the need to be cautious as we move forward. It was noted that this is only an exploration of the ideas, and no firm plans exist for what the end project may look like, if it comes to fruition. All commissioners are interested and support the exploration of the projects.

White Salmon Joint use facility: Commissioner Montag has spoken briefly with Mayor Poucher regarding potential areas of collaboration and possible joint use facilities. He has a meeting scheduled in the coming weeks to discuss possible ideas. The goal is to address the response times to our constituents. Having staff located in White Salmon would decrease response times to the urban growth area and surrounding areas including up to Snowden.

Potential property purchase in Urban growth area: Following instruction by the Commissioners, Robert Merritt has looked at the possibility of locating a station on the outskirts of the City. This discovery phase has so far been unsuccessful as the properties potentially available in the vicinity of Hwy 141 and Loop Road are earmarked by the DOT for a bye pass. Other areas of concern are the expense and the risk of being annexed into the City limits. The reason for looking at this is to reduce the response times. Merritt referenced the maps that show the response times from each station and pointed out to the Commissioners that by upgrading the district's existing facilities to allow them to be staffed would bring down response times. He emphasized the goals have been driven to meet the direction given by the citizens task force.

Surveys: Property line surveys are required by the County Planning Department as part of the Conditional Use Permit process. Due to their age neither station had permits when they were installed. The Conditional use permit has to include every possible item the district may want to put on the site from now and into the future. If it is not on the permit then the district will not be able to do it. The surveys have been completed. Station 31 uncovered some boundary line issues where neighbors to the east and west have access roads to their houses. The District will need to draw up legal documents to clarify the access across district property. There was some discussion over easement verses Right of way. There is likely an easement for the Water line and hydrant so that will need to be researched too.

Engineer: Request for Qualifications have been advertised and will close in a few days to meet the 13 day minimum requirement by RCW. To date there has been one Statement of Qualification received. Klien and Associates have civil, electrical, structural, and design engineers available to assess the buildings and state what can and cannot be done with the buildings.

Station 31 plan. Merritt reviewed the draft plans for station 31 and how we might be able to change the structure to meet bay space requirements for the vehicles and the support services required by Law WAC 296. Eg, Decontamination sites for general maintenance and a separate decontamination area for EMS equipment so as to not transfer Blood born pathogens. There is also currently no SCBA bottle fill, or an

extractor to clean bunker gear. Option 3 address most of the operational needs of the district. To achieve this, a lot of the support services would potentially be located where the Office is currently located. The Admin section would have to be relocated. A possible option is placing a modular building next to the current office building.

Community shelter. The building has potential to support a red cross shelter but it is not a priority for operations of the district. The red cross has supplies designated for SW Washington. If we can supply secure storage will be able to have quick access to supplies during a regional emergency rather than wait for supplies to be shipped to us when that may be impossible.

The District could also use space for an EOC - Emergency Operations Center, but again this is not a priority for he District. DNR or the County DEM would be more able to support an EOC.

Merritt noted that the district is aiming to make the station self-sufficient during a power outage. An EOC is essentially a room with all the required cables and adding EOC capabilities would not be difficult. Will the district be willing to offer space for another agency to outfit an EOC?

Station 32

The County has determined that the property at stn 32 does not have a use permit. There is very little space to do anything. The property has multiple zones and there is no chance for a variance. There is also no option to purchase a portion of the property to the north. The best option would be adding a small manufactured building to accommodate sleeping quarters with a holding tank for sewage. A conditional use permit could be drawn up to include the minimum needs.

Board discussion-

Station 31 –

- **Olson road.** The commissioner gave direction to the project staff to move forward with a right of way and delegate authority to Project manager.

Motion to designate Project Manager Robert Merritt and Chief Long to handle the development of the Right of way agreement regarding Olson road. Made by Commissioner Virts and seconded by Commissioner Connor (3 yay, 0 nay).

- **Station plan options-** The goal is to take a preliminary plan and needs to the engineers, so they can address those specific needs and asses the feasibility to achieve them.

Motion to authorize the Chief and Project Manager to move forward with feasibility study of a design model, admin annex, and DEM EOC ARC. Made by Commissioner Virts seconded by Commissioner Connor. (3 yay, 0 nay) motion passed.

- **Conditional Use Permit**

Motion to give the Project Manager and Chief authorization to move forward with the conditional use permits for station 31 and 32. Made by Commissioner Virts seconded by Commissioner Connor. (3 yay, 0 nay) motion passed.

- **Engineer** - The Request for Qualifications (RFQ) has yielded one application to date. With the RFQ still open the commissioners cannot make a final decision. However, if there are no other applicants by the close of the request period the commissioner chose to hire the existing applicant.

Commissioner Virts – I Move that if no other Statement of Qualifications are received by the deadline (Friday 9th) we authorize our Project Manager and Fire Chief to accept the proposal offered forth by Klien and Associates – and offer them a contract drafted by our Legal counsel. Motion made by Commissioner Virts seconded by Commissioner Connor (3 yay 0 nay motion passed..

4. Outreach to White Salmon City Council Public Safety Committee; Commissioner Virts has no further information since the last meeting.

5. Petition to Annex- The property is 23 East Lake Road White Salmon. Following the hearing held before the regular business meeting. Commissioners reviewed he resolution 2019 – 08.

Motion to approve resolution 2019 -08 as red by Chairman Montag, made by Commissioner Virts, seconded by Commissioner Connor (3 yay 0 nay) motion passed.

New Business:

None noted

Good of the Order:

None noted.

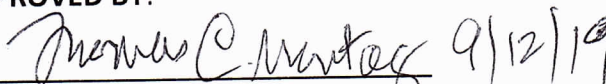
Next meeting:

- Regular Business meeting September 12th, 2019 at 3:00pm at station 31 in Husum WA.

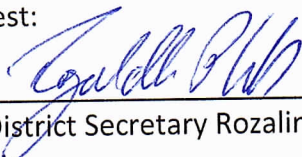
Motion to adjourn made by Commissioner Virts, seconded by Commissioner Connor. (3 yay,0 nay) motion passed.

Meeting adjourned: 16:55

APPROVED BY:


Chairman – Commissioner Thomas Montag. (date)

Attest:


District Secretary Rozalind Plumb

Commissioner Robert Connor (date)

Charles Virts *12 Aug 2019*

Commissioner Charles Virts (date)

Klickitat County Fire District 3 Commissioners Meeting

200 Husum Street Husum, WA.

August 8, 2019 at 15:00 (3 pm).

AGENDA

Regular Board meeting.

(A) = Action (I) = Information

- **Open Meeting:** Call to order. Time _____
- **Approval of agenda (A)**
- **Attendance:**
- **Public Discussion:**
- **Minutes of last meetings: (A)**
 1. July 11th Regular Business Meeting.
- **Secretary's Report:** 1. Treasurer's report. 2. Bills and items to be signed (A) 3. 2019 Budget
4. Invested funds. 5. Correspondence. 6. Request for funds: a). b).
- **Chief's Report: (I)**
- **Training Report: (I)**
- **On Going Business:**
 1. **Personnel:**
 - New hire – effective August 12.
 2. **Policies:**
 - a) **Lexipol** - update
 3. **BOND**
CAPITAL PROJECTS -continuing the *discovery process*;
Items to be addressed By Robert Merritt:
 - DNR discussions for possible joint opportunities
 - Property acquisition (discussion; update; Board direction)
- **Station #31**
 - Survey (discussion; update;)
 - Olson Road (discussion; update; Board direction)
 - Design models (discussion; update; Board direction)
 - Admin Annex (discussion; update; Board direction)
 - DEM/EOC/ARC (discussion; update; Board direction)
 - Conditional Use Permit (discussion; update; Board direction)
 - Engineers (MRSC)
- **Station #32**
 - Survey (discussion; update;)
 - Land Acquisition (discussion; update; Board direction)
 - Design models
 - Staff Annex
 - Condition Use Permit

- **CAPITAL PURCHASES**

- SCBAs (Self Contained Breathing Apparatus)- A request for Sealed Bids has been issued. Bid Packets will be opened at the September meeting.
- Information Technology Upgrades- request for quotes is in process. Quotes should be received and addressed at the September meeting.

4. **Outreach to White Salmon City Council Public Safety Committee:** (I) Virts

5. **Petition to annex** – Tarbath property – East Lake Road – Follow up on the hearing – **resolution 2019-** XX annexation of property.

○ **New Business:**

○ **Good of the order:**

○ **Next meeting: Regular meeting** **September 12th 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.



**Klickitat County
TREASURER REPORT
July 2019**

Fund No.: 667.1 667.2 667.3

| Fund Name: | FIRE DIST 3 | FIRE DIST 3 BOND | FIRE DIST 3 CAP |
|-----------------------------------|------------------|------------------|-----------------|
| BEGINNING CASH BALANCE | 1 \$ 453,818.06 | \$ 128,475.82 | \$ 10,000.00 |
| +++ Increases ++++ | | | |
| Receipts (Revenue Dist Rpt) | 2 8,812.88 | 1,576.46 | - |
| Netted Transactions | 3 - | - | - |
| Matured Investments | 4 - | - | - |
| Interfund Transfers - In (397) | 5 - | - | - |
| Other Revenue - JE's | 6 - | - | - |
| Subtotal Increases | 7 8,812.88 | 1,576.46 | - |
| << Disbursements >> | | | |
| Other Expenditures - JE & KC AP | 8 13,209.48 | - | 1,919.70 |
| Interfund Transfers - Out (597) | 9 - | - | - |
| New Investments | 10 - | - | - |
| Disbursements (AP & PR) | 11 - | - | - |
| E - Transactions (ACH & EFTPS) | 12 17,756.54 | - | - |
| Debt Service P&I | 13 - | - | - |
| Other | 14 - | - | - |
| Subtotal Disbursements | 15 30,966.02 | - | 1,919.70 |
| ENDING CASH BALANCE | 16 \$ 431,664.92 | \$ 130,052.28 | \$ 8,080.30 |
| <u>WARRANTS</u> | | | |
| Previous Month O/S | 17 - | - | - |
| Issued (+) | 18 - | - | - |
| Redeemed (-) | 19 - | - | - |
| Canceled (-) | 20 - | - | - |
| WARRANTS OUTSTANDING (O/S) | 21 - | - | - |
| Cash Balance <O/S Warrants > | 22 \$ 431,664.92 | \$ 130,052.28 | \$ 8,080.30 |
| <u>INVESTMENTS</u> | | | |
| Beginning Inv Balance | 23 225,402.00 | - | 3,088,651.46 |
| Matured Investments | 24 - | - | - |
| New Investments | 25 - | - | - |
| ENDING INVESTMENT BALANCE | 26 225,402.00 | - | 3,088,651.46 |
| <u>DEBT SERVICE/BOND ACTIVITY</u> | | | |
| Beginning Bond Principle Balance | 27 (149,986.07) | - | - |
| Bond Principle Payments | 28 - | - | - |
| Bond Interest Payments | 29 - | - | - |
| ENDING BOND PRINCIPLE BALANCE | 30 (149,986.07) | - | - |

2019 Operating Budget

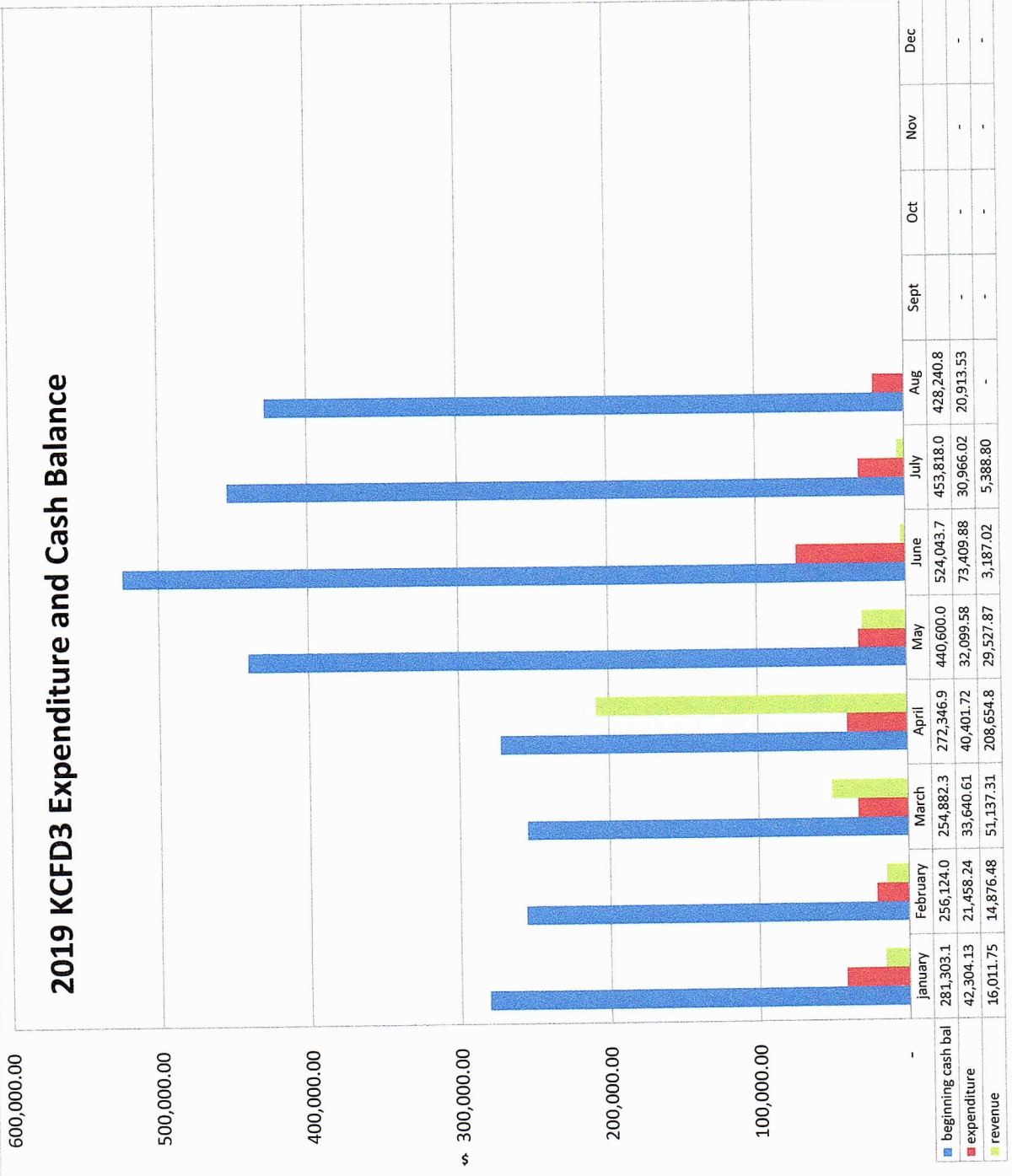
This budget sheet is connected to the expenditure spreadsheet.

updated 8/8/2019

Klickitat County Fire District 3

| Category | Original Budget | July expenditure | expenditure YTD | Balance | % Used | notes |
|--|-------------------|------------------|-------------------|-------------------|------------|---|
| Salaries & Wages + employee paid benefits | 194,725.00 | 17,385.53 | 120,765.06 | 73,959.94 | 62% | 237,235.00 Use Municipal Pool funds to cover additional staffing |
| Benefits (excluding employee paid) | 42,510.00 | 5,667.74 | 21,873.44 | 20,636.56 | 51% | |
| Volunteer Stipend | 18,000.00 | 554.10 | 1,662.30 | 16,337.70 | 9% | |
| Volunteer Disability/Pension/lifeflight | 9,807.00 | - | 5,446.36 | 4,360.64 | 56% | |
| Volunteer Recognition | 2,700.00 | - | 2,627.17 | 72.83 | 97% | reimbursed 506 from Association \$1,111 remains |
| Office Expense/Supplies | 6,000.00 | 1,140.46 | 5,398.86 | 601.14 | 90% | Lexipol |
| Professional Services | 11,850.00 | 288.00 | 3,509.00 | 8,341.00 | 30% | |
| Insurance | 17,800.00 | - | - | 17,800.00 | 0% | |
| Communications | 8,300.00 | - | 1,753.57 | 6,546.43 | 21% | |
| Advertising | 1,400.00 | - | 828.60 | 571.40 | 59% | |
| Vehicle Parts/Repairs/service | 15,000.00 | 1,069.61 | 12,159.22 | 2,840.78 | 81% | |
| Rescue - Apparatus/Supplies | 9,900.00 | - | 4,986.99 | 4,913.01 | 50% | |
| Fuel | 9,000.00 | 672.64 | 5,016.63 | 3,983.37 | 56% | |
| Station Repairs/Supplies | 7,142.00 | 232.51 | 9,164.81 | (2,022.81) | 128% | replaced 2 station doors & Locks |
| Utilities Services | 17,000.00 | 1,010.91 | 9,516.43 | 7,483.57 | 56% | |
| Travel & Meals | 4,000.00 | 206.42 | 900.16 | 3,099.84 | 23% | |
| Training | 9,500.00 | - | 1,378.02 | 8,121.98 | 15% | |
| Fire Supplies/service | 21,000.00 | 2,738.10 | 11,647.90 | 9,352.10 | 55% | |
| EMS Supplies | 9,500.00 | - | 10,693.84 | (1,193.84) | 113% | plus 1266 Grant ACTUAL \$72.16 remaining credit w/ boundtree |
| Uniform/apparel | 4,000.00 | - | - | 4,000.00 | 0% | |
| Prevention | 1,500.00 | - | - | 1,500.00 | 0% | exact amount |
| Long Term Loans (Ambulance) | 51,813.00 | - | 51,813.00 | - | 100% | |
| Taxes (for previous year) | 2,000.00 | - | 1,489.17 | 510.83 | 74% | |
| Dues & Fees | 2,050.00 | - | 25.00 | 2,025.00 | 1% | |
| Municipal Pool Reserve | - | - | - | - | #DIV/0! | 22,725.00 moved to salaries |
| Capital Pool | - | - | - | - | 0.00% | |
| Total budgeted expenditure | 476,497.00 | 30,966.02 | 282,655.53 | 193,841.47 | 59% | |
| EXTRA projects using cash balance | | | 12,538.18 | | | |
| invested funds | | | | | | |
| GRANT / other spending | | | | | | |
| Expense for Wildland | | | | | | |
| Total Actual Expenditure | | 30,966.02 | 295,193.71 | | | |
| av property tax estimated in November 2018 +22,000TO share | 476,497.53 | | | | | |
| 04/14/17 property tax confirmed from Assessor | | | | | | |

2019 KCFD3 Expenditure and Cash Balance



BOND Expenditure SUMMARY

3,220,750.00

8/8/2019

\$

| | | | |
|--------------------------|-----------------------|---------------------|------------|
| Capital PURCHASES | vehicles | 82,637.64 | |
| | EMS Supplies | 2,418.20 | |
| | Fire Supplies | | |
| | | | |
| | | | 85,055.84 |
| Capital Projects | | | |
| Services | Professional services | 43,065.22 | |
| | | | |
| | | | |
| | | | 43,065.22 |
| TOTAL | | 128,121.06 | 128,121.06 |
| REMAINING FUNDS | | 3,092,628.94 | |
| INVESTED | | 3,088,651.46 | |
| | | | |
| availabe | cash balance | 3,977.48 | |

nb interest should have been added to this fund.

Fire Chief's Report to Board of Commissioners

August 8, 2019

Safety:

Safety Committee Meeting held July 23, 2019. The committee reviewed previous near miss reports with recommendations posted.

Customer Service (emergent and non-emergent):

1. Researching new rules surrounding annexing non-district properties into the Fire District. HB 1510 (2019 WA State Legislature)
2. As of 8/6/2019 there have been 36 calls for service since your July 11th meeting.
3. Klickitat County Fire District 3's Firefighter's Association received a \$2500 donation from the estate of Margaret See recently. Originally was given to the Fire District with the intent of using it for our volunteers. Requested that the check be re-written directly to the Association which will make it cleaner. As with this donation, the recent donation from the Husum Yacht Club's donation of \$1000 also went directly to the Association. Currently, the members are working to determine how they wish to spend their donations that support their mission.

Projects:

4. Bond project:
 - (a) Trash pumps inventoried and placed on water tenders.
 - (b) Posted Sealed Bid advertisements for SCBA's to Enterprise newspaper. Will run week of August 6th and August 13th. Sealed bids will be on the agenda for review during the Board's September public meeting.
 - (c) Bob Merritt, Tom Montag and I met with DNR group on July 30th. Will be traveling to Ellensburg on Tuesday August 13th as a second round. "INFORMAL" sentiment of the large group meeting with us was favorable with finding a way for both DNR and KCFD3 to create long term partnership that potentially shares facilities in Husum for multiple purchases. DNR has earmarked \$1.9M for the Husum Work Center with plan deadlines in October of 2019. Further discussions pending with approval of the KCFD3 Board during previous public meetings.
 - (d) Met with two vendors for computer / data management equipment and services. Request for Sealed Quotes are required and will be posted in the newspaper for the Board to review during September's public meeting.
 - (e) Ordering misc small equipment at request of the captains for hose deployment and safety.
5. Attended June Fire Defense Committee monthly meeting via teleconference. Primary issue surrounds current contracts for local fire districts participating in incident management teams and/or Federal fire incidents. (Gifford Pinchot NF – included). KCFD3's contracts are current.
6. Personnel matter addressed July 9th. Board apprised of circumstances prior to action of the chief. Documentation on file. Jennifer McLean (original top candidate from the list) will begin on Monday August 12th. She will shadow Roz through her initial training period and then transition into splitting week days. She comes to us with a huge amount of experience working in government. We also have some dates pre-approved for her to be out of the office due to family scheduling prior.
7. **08/06/2019** Grant for new radios was submitted to Washington Department of Ecology. Expect to hear a yes/no sometime in June of 2019. – **We have not been informed of an approval or denial of the grant as of yet. Grant application is still valid. Appropriations have not been announced as of this report draft.**

8. Captain Gilmer's Type 3 Team deployed two times this season. I have removed myself from this week's rotation due to home priorities.
9. Filed restitution documents (Roz completed) for illegal burn incident at 1521 SR 141 criminal citation case where two property occupants (not the owner) were cited for illegal burning during Klickitat County Burn Ban. KCFD3 dispatched and responded to property where owner does not wish to annex into the Fire District after multiple contacts in 2017 and 2018 with invitations to do so.
10. Station 32 infested with yellowjackets and wasps. Hired exterminator on August 5th to prevent injury to occupants.
11. Station 33 received problems with bird nests (swallows) which will require cleaning of feces from the walls.
12. Station 33 water storage trailer filled by Assistant Chief Holdman. All tanks in Snowden community are verified full.
13. Station 31 was used to temporarily house a contract hand crew of 20 people during the nighttime hours while DNR had them in the region working on a couple small fires from the recent lightning storm. This triggered several small fires on the east end of Klickitat County. Greyback Forestry from Mt. Vernon Oregon was the contract crew. *Fire season is expected to become more intense into the late end of summer due to unexpected wet spring.*
14. Beginning evaluations – per Board's direction to be ready for review in September's Board meeting.
15. Budget review begins in August. The Board will see a DRAFT budget calendar to adopt in the September Board meeting. *NOTE: Due to current Bond efforts, a thorough review of previous and future goals of our Annual Operating Budget will need completed. For example, savings for capital purchase expenses should be initiated in the 2020 or 2021 budget to allow for accumulation and funding after Bond proceeds have been expended. Facilities maintenance, apparatus replacement, staffing models etc.*

Training: See Captain Gilmer's report

Community Events:

August 6th 2019 National Night Event sponsored by Bingen/White Salmon Police Department. SW Fire to participate at Weingarten Park.

Personal Activities and Achievements:

Miscellaneous personal time blocks used for doctor appointments used.

Respectfully submitted: Wesley W. Long – Fire Chief 08/06/2019

Training report to the Fire Commissioners
July 2019

**Statistically 3rd Quarter to date:
10 hours of training provided**

| | | | |
|---------------------|--------------------|---------|-----------|
| | KCFD3 (26 members) | WS (18) | SKA3 (16) |
| Attendance average: | 33% | 42% | 19% |

Activities:

The Gorge Training Association is on a hiatus during the fire season and resumes after August, however we continue to discuss academy possibilities.

We continue to foster joint opportunities for Skamania County Fire District 3 in both training and safety, especially the importance of recognizing the need for mutual aid early in the dispatch.

We try to maintain variety in drills between locations, wildland vs structural.

The 5th Tuesday Safety topic was *Heat Related Illness*, in accordance with state requirements.

Meeting scheduled with Howard Scartozzi, Chief Deputy State Fire Marshal to discuss support for a Washington Fire Training Academy.

Developing a *return to school training* with EMS and White Salmon Valley Schools Bus Transportation Staff.

Personal development:

Type 3 team responded to separate fires in Mattawa and Naches.

Safety Committee:

Safety Committee met on July 23; accepted a joint incident report form and will be circulating it for use. We reviewed the “near miss” incident at a fire in Bingen. While no negligence is recognized we will review and educate on offense attack and associated threats. Minutes will be posted soon at each station.

Respectfully submitted,
Tony Gilmer
Training Captain