

KLICKITAT COUNTY FIRE DISTRICT 3

200 Husum Street, Husum, WA 98623

Commissioner's Meeting

Thursday June 9, 2022

In person meeting held at 200 Husum Street. This meeting was also available using remote online video and telephone technology. The district posted notice of how to access the meeting (Website).

Call to Order: 15:00 (3p.m.)

ATTENDANCE

Commissioner Montag (Chair), Commissioner Connor (Vice Chair), Commissioner Virts. - (Quorum),
Staff: Wes Long (Fire Chief), Rozalind Plumb (District Secretary), Eric Bosler (Fire Prevention)
Robert Merritt (mHc Associates),

APPROVAL of AGENDA

Noted addition to the posted agenda – added annexations under new business.

“Motion to approve the agenda as presented with the addition” -made by commissioner Connor, Seconded by Commissioner Virts. (3 yay, 0 nay) motion passed.

MINUTES of LAST MEETING

May 12th, 2022, Regular Business meeting

“Motion to approve the minutes for the May 12th regular business meeting as provided” made by Commissioner Connor, seconded by Commissioner Virts. (3 yay, 0 nay) motion passed,

SECRETARY'S/FINANCE REPORT: *See attached report for details.*

- **GENERAL EXPENSE FUND 667.1**

General Fund spending includes payment for the initial mitigation of the roof collapse at station 32. This is not funded by the Capital Bond.

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

- **CAPITAL EXPENSE FUND 667.3**

“Move to approve the capital scripts as presented.” Motion made by Commissioner Connor; Seconded by Commissioner Virts (3 yay, 0 nay) motion passed.

Investments: General fund \$966,418

CHIEF'S/TRAINING REPORT – see attached.

Two new applicants for volunteers.

ON GOING BUSINESS:

1. **PERSONNEL:** Nothing to report
2. **POLICIES:** Facility use update is in progress
3. **BOND:**

CAPITAL PROJECTS – Robert Merritt reported

- **Station 31 Progress Report**

Electrical punch list – still waiting for the 600-amp switches (potentially shipped). Several other electrical projects still to be completed.

4. STATION 32 /COLLAPSE

- **Walk through** -scheduled for next Wednesday
- **Punch list-**
- **Inspections** (L&I/ Electrical and Building) scheduled for next week.

Remaining Projects:

Summary of remaining capital funds and remaining projects. – See attached spread sheet. The district still owes Hale construction for completion of both stations plus the retainer that was withheld.

Discussion occurred regarding the Change Order to upgrade the Bathrooms on the east end of the building. The district has had the goal of being a shelter for the community in a disaster as well as housing fire fighters. As a public building the bathrooms need to be ADA compliant.

- **Bathrooms** – estimated at 124,004.50. Current plumber is not able to continue, and until a plumber is found, that project is on hold.

5. SURPLUS

- Nothing to report

6. OUT OF DISTRICT BILLING – An email from the collection agency states there has been a lien placed on the property owner.

7. Engine replacement – Used and/or demo models are hard to find. New vehicle pricing is in the area of \$450,000. Commissioner Montag, Virts, and Connor agree the department has the funds to cover a new engine.

“Motion to approve Chief Long to move forward with getting [Specifications for] bids for a Type 3, four-wheel drive engine equipped with a tank that will serve the community best.” made by Commissioner Virts, seconded by Commissioner Connor. (3 yay ,0 nay) motion passed.

8. City of White Salmon – Cooperative Services Opportunity meeting, date is set for June 21, 2022 and will be held as a special public meeting between the City Counsel, and the Fire Commissioners. Bob Merritt of mHc will be presenting, and the public is encouraged to observe. Chief Long expressed that the volunteers have been kept up to date. Bob Merritt explained his approach to this meeting is to consider opportunities to provide services regionally.

NEW BUSINESS:

1. PUD – reimbursable agreement

“Motion to approve the renewal of Public Works agreement” made by Commissioner Virts, seconded by Commissioner Connor. (3 yay ,0 nay) motion passed.

2. Annexation - district received two petitions to annex parcels into KCFD3.

PUBLIC DISCUSSION: None.

GOOD OF THE ORDER:

- Eric Bosler –Fire District 3 was well represented at the White Salmon Spring Fest and Fireman’s breakfast. On the 4th of July KCFD3 will be participating in the parade and hosting a booth along with the Mid-Columbia Fire Coop with fire awareness as the focus. The BVFF is hosting The Army Reserve Band from Fort Vancouver again this year.

NEXT MEETING:

Regular Board Meeting will be THURSDAY July 14th at 3pm (1500 hrs).

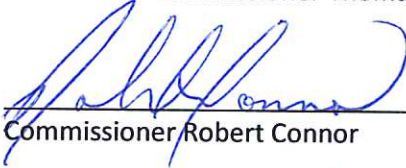
ADJOURN.

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

Meeting adjourned at 16:08 hrs.

APPROVED BY:

 7/14/22
Chairman – Commissioner Thomas Montag (date)

 7/14/22
Commissioner Robert Connor (date)

 14 July 2022
Commissioner Charles Virts (date)

Attest:


District Secretary Rozalind Plumb

Klickitat County Fire District 3 Commissioners Meeting
200 Husum Street Husum, WA.
June 09, 2022 at 15:00 (3 pm).

AGENDA

REGULAR BOARD MEETING -virtual meeting via zoom

Join Zoom Meeting	https://us02web.zoom.us/j/82329271412?pwd=NjRJa1VFUEJJaFNOMUlac0RVZmdlZz09
Dial by your location	+1 253 215 8782 US (Tacoma)
Meeting ID	823 2927 1412
Password	493608

The recommendations for in person meetings are subject to change. The district will continue to provide remote access for the public.

- **Open Meeting:** Call to order. **Time** _____
 - **Attendance**
 - **Approval of agenda**
 - **Minutes of last meetings:**
 - May 12th – Regular Business Meeting (3pm)
 - **Secretary / Finance Report**
 - **Chief's / Training Report**
 - **On Going Business**
 1. **Personnel:**
 2. **Policies:**
 3. **BOND**
 - CAPITAL PROJECTS
 - a) Progress report
 - b) Bathrooms
 - c) Kitchen
 - d) Training room -kitchenette
 - e) Radio
 - f) Fence
 - CAPITAL PURCHASES
 - 4. **Station 32 Collapse**
 - Rebuild – progress report
 - 5. **Surplus**
 - 6. **Out of District Billing** – (2020 141 fire) collections.
 - 7. **Engine Replacement**
 - 8. **City of White Salmon** – Cooperative Services meeting.
- **New Business:**
 1. PUD -reimbursable agreement.
- **Public Discussion:**
- **Good of the order:**
- **Next meeting:** Regular meeting: Thursday July 14th 3:00 pm.
- **Motion to adjourn:** (A) **Time** _____

June 9, 2022

Secretary's Report

County Treasurer's Report for May 2022 – not available

	Fund	Beginning Balance	Deposits	Disbursements	Ending Balance
1	General 667.1	712,949.89			
2	Capital 667.3	1,780.24			
3	Bond 667.2	467,438.58			
4	Invested Gen	716,418.88	250,000.00	0.00	966,418.88
5	Invested CAP	458,001.49			446,922.61

1. GENERAL EXPENSE FUND 667.1:

See 2022 Operating Budget table and graphs.

Operating BUDGET

Budget	Year to date expenditure	% of operating budget	Ending Balance
\$504,872.24	\$172,242.91	34%	\$332,629.33

Additional Expenditure from General Fund	\$
expenditure (grants etc.)	0
expenditure- Stn 32 collapse	178,645.51
Total expenditure from General Fund	350,385.49

General Expenditure Scripts for approval

Date	Amount	Date	Amount
5/31/22	569.43		
6/1/22	1,566.27		
6/6/22	3,278.89		

2. CAPITAL FUND 667.3:

Original balance: \$3,220,750.00 See 2022 Capital summary

Capital Expenditure Scripts for Approval

Date	Amount
5/17/22	48,411.51
6/6/22	6,596.97

3. BOND FUND 667.2:

Debt repayment schedule (2022 June 1 \$58,473.18, December 1 \$176,888.74)

2018 12/18	\$3,225,750.00			
year	Principle	Interest	Sub Total	Annual Total
2019	115435.14	119,926.78		235,361.92
2020	113,981.67	121,380.24		235,361.91
2021 June		58,473.18	58,473.18	
2021 Dec	118,415.56	58,473.18	176,888.74	235,361.92
2022 June		58,473.18		58,473.18
2022 Dec				

4. **Invested General Funds:** \$716,418.88 + 250,000.00 invested 6/13/22 = \$966,418.88

5. **Invested Capital Funds:** \$458,001.49 – mature \$11,078.88 = \$446,922.61 investment remaining

6. Internal Review and reconciliation

	Date	By
Treasurer's Report	Not available	Commissioner Connor
Auditor's Report	6/08/22	"
Credit Card	6/08/22	"
Petty Cash	6/08/22	"
Payroll	6/08/22	"
General Deposits	6/08/22	"

7. Correspondence:

- Annual state audit was submitted.

8. Current priority projects include:

- Capital projects L&I/DoR processing for retainers.
- 2021 Annual Report is in progress
- Emergency Reporting will be getting some updates and requires attention.

2022 Operating Budget

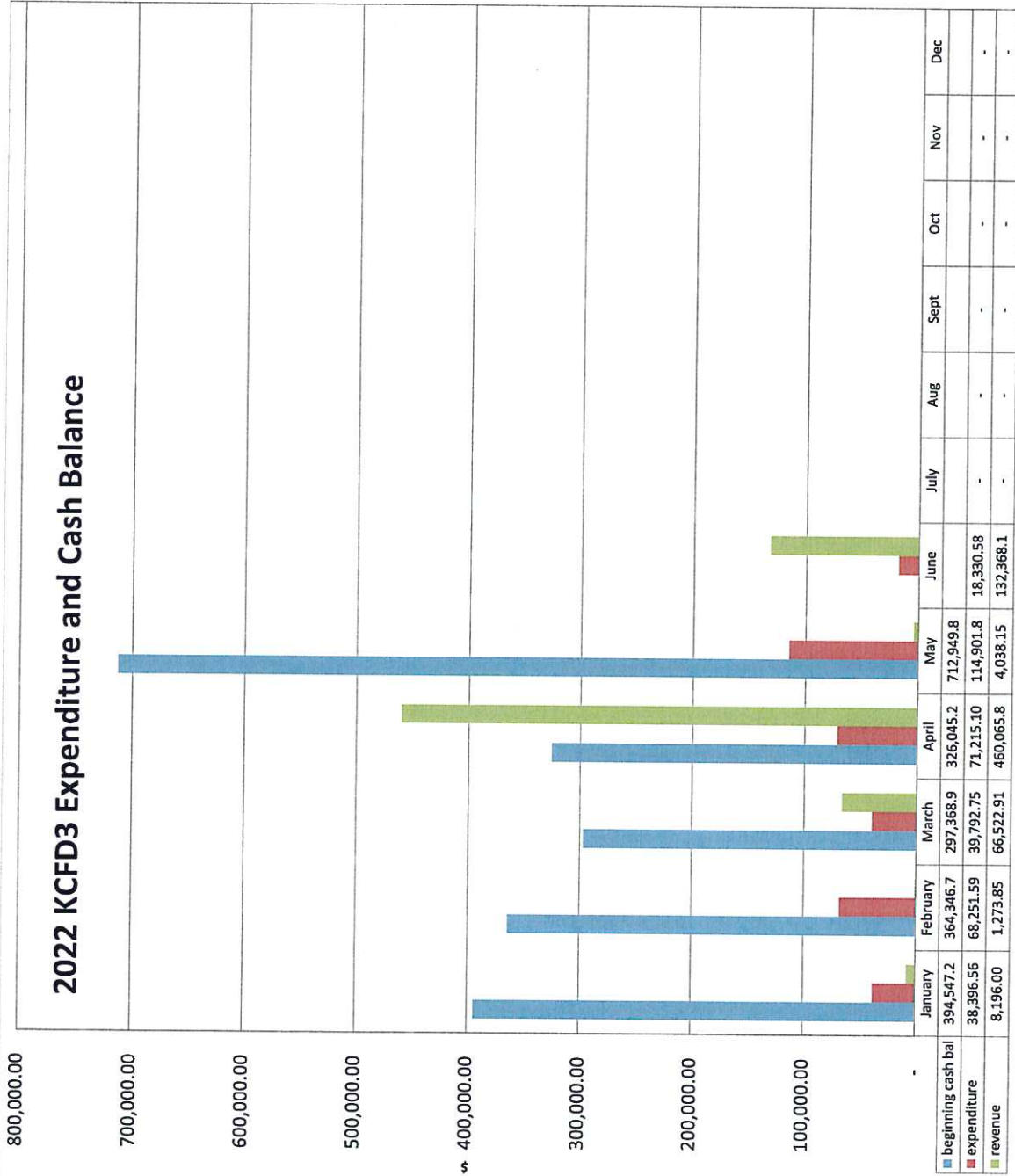
Updated 6/9/2022

This budget sheet is connected to the expenditure spreadsheet.

Klickitat County Fire District 3

BUDGET 2022 CATEGORY	Original Budget	April expenditure	Expenditure YTD	Balance	% Used	NOTES
Salaries & Wages + employee paid benefits	236,151.92	13,048.52	81,171.09	154,980.83	34%	285,338.92
Benefits (excluding employee paid)	49,187.00	4,272.37	16,917.14	32,269.86	34%	
Volunteer Stipend	15,600.00	834.63	15,216.48	383.52	98%	*includes 2021 stipends
Volunteer Disability/Pension/lifeflight	13,907.00	-	4,890.70	9,016.30	35%	
Volunteer Recognition	3,500.00	-	-	3,500.00	0%	
Office Expense/Supplies	5,500.00	2,493.89	3,877.69	1,622.31	71%	
Professional Services	21,750.00	972.84	6,896.49	14,853.51	32%	
Insurance	25,000.00	-	250.00	24,750.00	1%	
Communications	4,742.00	16.03	250.09	4,491.91	5%	
Advertising	2,000.00	-	-	2,000.00	0%	
Vehicle Parts/Repairs/service	15,000.00	806.44	6,027.99	8,972.01	40%	
Rescue - Apparatus/Supplies	13,300.00	-	3,595.38	9,704.62	27%	
Fuel	11,700.00	837.67	3,329.66	8,370.34	28%	
Facilities/Station Repairs/Supplies	5,000.00	594.59	13,228.41	(8,228.41)	265%	*new heat pump
Utilities Services	19,650.00	1,402.52	8,462.80	11,187.20	43%	
Travel & Meals	3,200.00	-	-	3,200.00	0%	
Training	7,000.00	-	29.00	6,971.00	0%	
Fire Supplies/service	8,200.00	527.55	3,439.56	4,760.44	42%	
EMS Supplies/service	9,000.00	53.92	2,212.54	6,787.46	25%	
Uniform/apparel	3,000.00	-	221.38	2,778.62	7%	
Prevention	1,700.00	-	107.84	1,592.16	6%	
Taxes (for previous year)	2,500.00	-	838.78	1,661.22	34%	
Dues & Fees	2,910.00	-	1,279.89	1,630.11	44%	
Municipal Pool Reserve	25,374.32	-	-	25,374.32	0%	
Total budgeted expenditure	504,872.24	25,860.97	172,242.91	332,629.33	34%	
Out of Budget - Station 32 Collapse/Rebuild	382,368.10	45,354.13	178,645.51	203,722.59		
Out of Budget - Stn. 32 - Fire Engine	25,000.00	-	-	25,000.00		
State Grant Dept. of Health Expense for Wildland		-	-			
Total Actual Expenditure		71,215.10	350,888.42			
Invested funds			966,418.88			
Ave. property tax estimated in November 2020 + 10,770.76 new construction	507,486.34					

2022 KCFD3 Expenditure and Cash Balance



2022 April Capital SUMMARY

5/11/2022

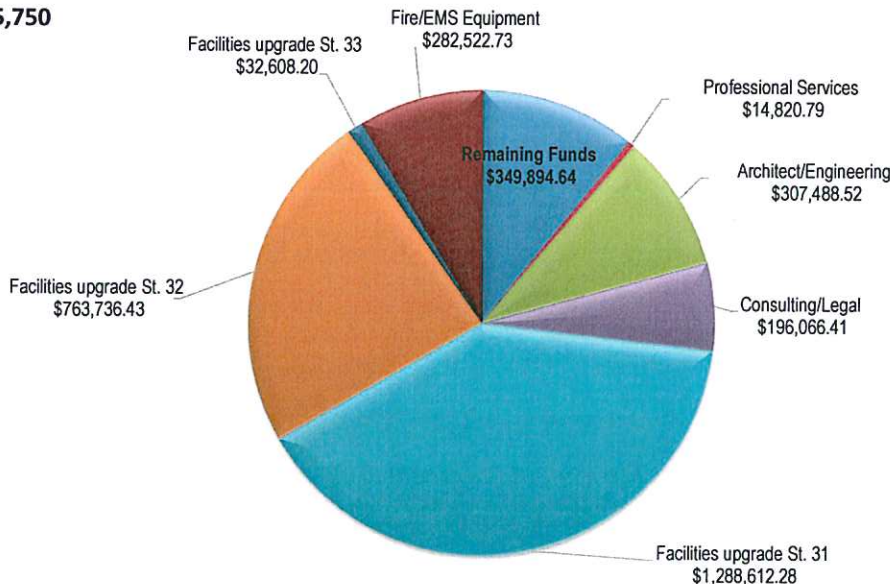
ORIGINAL BOND		\$ 3,235,750.00				
2018 Bond Council included in engineering and admin serv. Total.		15,000.00				
Beginning balance (dec 2018)		3,220,750.00				
2019 total expenses		375,043.23				
2020 Beginning balance		2,845,706.77				
2020 total expenses		266,539.18				
2021 Beginning balance		2,579,167.59				
2022 Beginning balance		1,141,728.28				
Facilities Upgrade/Admin	Professional Serv	2019	2020	2021	2022	2022 Totals
	Architect/Engineering	8,870.89	5,949.90	-	-	
	Architect deposit return	38,399.02	237,546.66	62,413.75	9,129.09	
	Consulting/Legal	-	(40,000.00)	-	-	
	Facilities Upgrade 31	60,841.92	40,741.15	79,483.34	-	
	Facilities Upgrade 32	27,322.65	1,911.46	674,540.56	584,837.61	
	Facilities Upgrade 33	-	3,722.69	572,965.00	187,048.74	
	Facilities Upgrade 33	2,477.00	-	29,211.00	920.20	781,935.64
Equipment	Vehicles/Fire Equipment	234,713.55	16,667.32	18,825.66	9,898.00	
	EMS Equipment	2,418.20	-	-	-	
	MISC	-	-	-	-	9,898.00
TOTAL		375,043.23	266,539.18	1,437,439.31	791,833.64	791,833.64
REMAINING FUNDS		2,845,706.77	2,579,167.59	1,141,728.28	349,894.64	
INVESTED		2,822,552.04	2,430,000.00	-	398,511.10	
Balance (does not include interest)		23,154.73	109,167.59	1,141,728.28	(48,616.46)	

						Total Interest Earned
Interest Earned						49,144.01

Treasurer Cash Balance \$ 527.55 (includes interest)

Chart Summary	\$ 15,000.00	\$ 375,043.23	\$ 266,539.18	\$ 1,437,439.31	\$ 791,833.64	
	2018	2019	2020	2021	2022	Totals
Remaining Funds	-	\$ 2,845,706.77	\$ 2,579,167.59	\$ 1,141,728.28	\$ 349,894.64	\$ 349,894.64
Professional Services	-	\$ 8,870.89	\$ 5,949.90	\$ -	\$ -	\$ 14,820.79
Architect/Engineering	-	\$ 38,399.02	\$ 197,546.66	\$ 62,413.75	\$ 9,129.09	\$ 307,488.52
Consulting/Legal	15,000.00	\$ 60,841.92	\$ 40,741.15	\$ 79,483.34	\$ -	\$ 196,066.41
Facilities upgrade St. 31	-	\$ 27,322.65	\$ 1,911.46	\$ 674,540.56	\$ 584,837.61	\$ 1,288,612.28
Facilities upgrade St. 32	-	-	\$ 3,722.69	\$ 572,965.00	\$ 187,048.74	\$ 763,736.43
Facilities upgrade St. 33	-	\$ 2,477.00	-	\$ 29,211.00	\$ 920.20	\$ 32,608.20
Fire/EMS Equipment	-	\$ 237,131.75	\$ 16,667.32	\$ 18,825.66	\$ 9,898.00	\$ 282,522.73

KCFD3 CAPITAL FUND \$3,235,750



Fire Chief's Report to Board of Commissioners

June 9, 2022

No injuries, illness, or accidents to report

Customer Service (emergent and non-emergent):

- 17 calls within KCFD3's service area since your April meeting.

Projects:

- **Bond:**
 1. Kitchen – pending delivery of items, range and range hood power. Then, installation.
 2. IT/patch panel/server cabinet. Tentative completion 6/11/22.
 3. SCBA Compressor: Waiting for one more high-pressure hose and power in order to complete in-service. Once working, training for users will ensue.
 4. Station 31 generator sound wall. – pending completion.
 5. Station 32 generator – Initial startup Friday June 11th (tentative)
 6. Station 31 radio tower: Need to borrow safety harness and mount antenna.
 7. Station 32 radio tower: Will need to use a crane to install. Reach needed over the building.
 8. Station 32 air compressor: Electrical switch needed to repair.
 9. Station 31 compressor: Up and running. Changed oil and belt. Not seized up as first thought.
 10. Apparatus shore power: Ron Reynolds completed Station 31. Will work on 32 when it's completed.
- **Apparatus/Fleet:**
 1. School Bus and Damaged fire engine both sold and off premise. Documentation to remain on file as required.
 2. Chief's truck in shop for brakes.
 3. Tires for Medic 31 switched over to summer tires.
 4. No other issues known at this time. All appear to be fully functional with no deficiencies.
- **Other items:**
 1. **KCIFA.** Attended KCIFA meeting in Lyle – Presented to the group trends with local citizens losing insurance options due to Klickitat County being designated as a high wildfire fire risk area. Working with local insurance agents to be able to put together a presentation regarding WSRB and the fire department's role. "Education/Prevention" efforts.
 2. **Joint Fire Discussions:** June 21st joint council/board meeting @ White Salmon FD.
 3. **Inter-Agency Type 3:** 2022 standby rotations begin June 21st. All agencies across the State are having difficulty with staffing qualified personnel to staff Incident Management Teams. Will be serving as Operations Section Chief for SE Team 1.
 4. **Fire Defense Committee:** Continued work on the Lower Columbia Regional Mobilization Plan continues. Deadline is August 2022 for completion.
 5. Slowly moving items back into Station 31. Moving items as time permits. Will begin "surplus pile" in the gymnasium.
- **Personnel** – Two new applications. One member transferring to White Salmon FD due to residency change.
- **Community Building/pre-planning:**
- **Awards Banquet:** Pending Station 31 completion.
- **Training officer Local-Agreement:** No action or candidates available currently.
- **COVID-19:** N95 masks required on EMS calls until Dr. Smith indicates otherwise.

Training Report:

- May 10th Wildland, EVIP refresher completion.
- May 17 Fire attack drill
- May 17 OTEP for EMS personnel.
- May 24 continued fire attack drill
- May 31 Preparation for Pancake Breakfast
- May 31 Snowden members truck inspections.

Community Events:

- Several members assisted with the White Salmon FD Pancake Breakfast. Over 450 attendees which is a huge increase from their last event.

Personal Activities and Achievements:

- Enrolled in IFSAC Fire Instructor II course in the fall. Prerequisite for IFSAC Fire Officer III course set for winter of 2023.

Respectfully submitted:

Wesley W. Long – Fire Chief June 6, 2022