

Klickitat County Fire District 3

200 Husum Street, Husum, WA 98623

Commissioner’s Meeting

Thursday January 9, 2020

Called to order: 15:00

In Attendance:

Commissioner Montag (Chair), Commissioner Connor, Commissioner Virts, Quorum present. Chief Long, Rozalind Plumb, Jennifer McLean, Robert Merritt (MHC Associates), 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 December 12th Regular business meeting minutes made by Commissioner Virts, seconded by Commissioner Connor (3 yay, 0 nay) motion passed.*

Secretary’s Report:

1. GENERAL EXPENSE FUND 667.1:

a) County Treasurer’s Report for December 2019

Beginning balance	\$ 277,679.07	Ending Balance	\$ 243,348.14
Deposits	\$ 8,899.41	Disbursements	\$ 43,230.34

Reconciliation of County Treasurer’s and Auditor’s (**Auditor report has not arrived**) reports against District Accounts scheduled for later in January with Commissioner Connor. To cover, credit cards, petty cash, payroll, and general deposits.

b) Bills and items to be signed MOTION

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

General Fund/Operating Budget:

- a) 12/20 \$2,438.47 b) 12/18 \$4,278.09 c) 12/18 \$2,922.32 d) 12/27 \$2,220.00

e) 12/31 \$1,655.40 f) 1/6 \$554.10 g) 1/9 \$1,353.53 (Total 2020 = \$3,563.03).

Payroll – direct deposit. \$12,691.52 Timesheets reviewed by Commissioner Connor.

c) **2019 Operating Budget:**

Anticipated budget is \$476,497.00

Operating Expenditure \$437,470.70 (92%)

Remaining Balance for 2019 \$39,026.30

(even additional projects of \$17,566.48 will not put the district over the operating budget \$39,026.30 – \$17,533.48 = **\$21,460.52**).

2019 operating Budget table shows Total expenditures \$885,807.25 however that includes \$429,536.00 invested funds, therefore actual ‘expenditure’ is actually \$456,271.25. We are below budget for 2019.

d) **2020 Operating Budget:**

Anticipated budget is \$499,422.35. The projected 2020 Operating Budget for 2020 is attached. Expenditure to date is \$16,254.55.

2. **CAPITAL FUND 667.3:**

Original balance: \$3,220,750.00

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

Beginning balance	\$26,456.48	Ending Balance	\$ 49,032.40
Deposits	\$ 178,022.54	Disbursements	\$ 155,446.62

Matured \$177,447.96 to cover SCBA invoice.

[Post meeting CORRECTION: The Capital Fund Expenditure Summary table and pie chart presented in the meeting packet and at the meeting had a calculation error. The corrected version is attached to these minutes. The error involved a duplication of the DA Davidson Bond placement agent payment (\$16,998.00). Only one payment was made. The error was a simple calculation in the district’s spreadsheet. Also, the Ending balance on the Summary table had not accounted for interest being placed back into the Capital Fund. This same error can be traced back to August. Any concerns should be directed to the District Secretary].

Capital vouchers to be signed:

Motion to pay the Capital Fund bills as presented made by Commissioner Connor, seconded by Commissioner Virts, (3 yay 0 nay) motion passed.

a) 12/23 \$152,541.14 b) 12/31 \$6,835.55

3. **INVESTED FUNDS**

- CAPITAL FUNDS = \$177,447.96 of state pool matured 12/18/19 and was deposited back into the Capital Fund (to cover SCBA invoice).

4. Correspondence:

- County Auditor requires signatures for authorization of vouchers.

5. Current priority projects include:

- Public Record requests (x7)
- IT update
- Annexations
- Archiving project
- Inventory
- 2019 Year end and 2020 budget set up.
- 2020 contracts / secretary job description

Chief's Report: See attached.

Chief Long submitted an updated Chief's report to the Commissioners at the meeting. Updates include; new SCBAs have arrived. Inventory, fit testing and training is needed before they can go into service. Old SCBAs will be added to surplus. There has been discussion with White Salmon Fire Chief to consider possibilities for joining resources.

Radio frequency research. Chief is looking into a potential west side frequency that might allow added communication between responders. Commissioner Virts expressed concern that any additional frequency should be integrated into the county system.

Training Report: See Attached.

Captain Gilmer submitted his report to the Commissioners in advance of the meeting. He is also working on a training section for the annual report.

Virts asked about the annual reports. The last full annual report was for 2016. Chief noted that pieces of the reports for 2017 and 2018 are in draft format. The ongoing issue has been an inability to compile the pieces in to one document. Also noted was the fact that the report for 2017 was being written during 2018 when the district was focused on establishing interagency agreements and hiring a full-time training officer. The 2018 draft was being written during 2019 when staff were focused on preparing for the bond. The 2019 report is in progress.

Ongoing business:

1. Personnel/Payroll:

- a) **Health care renewal.** Commissioners approved retaining the current health care program provided through the Washington Fire Commissioners Association.

- b) **Vacation Accrual** - Staff requested vacation roll over from one year to the next. The goal would be to allow for extended vacation. Discussion revolved around Leave liability costs, a cap on the amount of time accumulated, and the need to use it within a set time period. Suggestion was to only carry over one years' worth of vacation based on the employees accumulation status. Vacation could be used up to one year after the year it was accumulated. Commissioners agreed to allow carry over and requested staff to put it into the contracts and to build the policies for the future.
- c) **Contracts** -2020 contracts need updating. At the December meeting the Commissioners approved wage and salary increases. (Chief granted 3% District Secretary granted 4%, and Training Captain was granted 6% increase). The new contracts will reflect those changes along with the vacation roll over. To be presented at the February meeting.

2. Policies:

- ***Lexipol***. Chief has been making progress and needs feedback from the commissioners. All Board policies need to be added. There is a lot of work to do on this.
Access to public records. Policy. The current district policy was updated in 2017 but there have been several changes in legislation and this will be updated again in the near future.

3. Bond:

- **Station 31 Property Line Encroachment:** recap of the issue.
- A legal survey has identified the lot lines and uncovered an encroachment on the east side. A section of the Bousquet's driveway encroaches on public property.
- November 11 2019- the commissioners chose to pursue an option to sign an agreement with the Bousquets acknowledging the encroachment, waive any liability against the district, and agree to move forward with a cooperative resolution (where the district would help mitigate moving the Bousquet's driveway off public property).
- The commissioners agreed to the Bousquet's request for an extension to Jan 9, to allow the Bousquets time to investigate deeds for any existing easement.
- No new information from deeds has been presented.
- January 8 2020- Bousquets advised through their attorney they would not be attending the January 9 commissioner meeting.
- The board was advised by Bob Merritt they do not need an agreement to be signed. The agreement was intended to document an amicable resolution to the issue.

- January 9 2020 - The Commissioners voted and approved to recognize the surveyed corner as public property and offer up to \$1,000.00 towards the cost for the Bouquet's driveway realignment.

Commissioner Virts made the motion;

Motion to notify the Bousquets via our attorney Brian Snure, that we are in unanimous agreement that the corner is where the corner is, and we are going to move forward in that vein. We will still be willing to offer, in an effort to continue to be a friendly neighbor, up to one thousand dollars of expenses, we will help them to realign their driveway.

Seconded by Commissioner Connor. 3 yay, 0 nay, motion passed.

- Direction was given to the secretary to communicate the board's decision with the district's attorney, and for all correspondence on the issue to be via the attorney to the board. 1). direct attorney to tell them the corner will stand. 2). With the intent of being a good neighbor the district will offer up to \$1,000 for costs. 3). All correspondence should be to the board and not to staff.

There was some discussion regarding a fence. Commissioner Montag clarified that the issue here is not a fence. However, a conditional use Permit or SEPA may require a fence. It was also noted that fencing may be needed for security. Once the District has training props and wrecked cars for training purposes, they will be required to fence the area for security and liability reasons.

- **Station 31-32 Initial conceptual plans:** The initial concept plans are available. Klien & Associates will continue to work on the baseline plans and budgeting costs. The design has the minimum intrusion into the current building.
- **Septic survey.** A survey of the septic is needed. Merritt has looked at the options for qualified septic surveyors (WAOSA certified). There are two contractors that can perform the survey.

Motion to authorize to move forward with obtaining a bid for the septic inspection survey not to exceed \$1500.00. Made by Commissioner Virts. Seconded by Commissioner Connor. (3 yay, 0 nay) motion passed.

- **Roofing-** Roof surveys have been completed.
Stn. 32 will get a new roof during the remodel.
Stn. 33 has some issues – option 1 replace fasteners (which are incorrectly located in ridges and not in valleys), make current roof repairs, and epoxy coat it. Option 2 replace entire roof with correct roofing material.

Motion to move forward with bids for replacing roof at stn 33 made by Commissioner Virts seconded by commissioner Connor (3 yay, 0 nay) motion passed.

- Stn 31 has some repair needs

Motion to approve moving forward for bids to repair roofing at station 31. Made by Commissioner Virts, seconded by Commissioner Connor. (3 yay, 0 nay motion passed.

- **Site plan** – A site plan is needed for station 31 to take to the county for planning permission. Survey crew will return to the site to stake the boundary so it is clearly marked for the purpose of a precise site plan. This may also aid in orienting a fence. Merritt added he has begun research for fencing contractors.

- **Review of process to date.**

Merritt reviewed the process of the key points for improvements under the capital bond funding.

1. Goals- the 6 district goals are the heart of the projects.

GOAL #1: Improve overall turnout, response and initiation times for emergency incidents and improve WSRB rating.

GOAL #2: Improve safety program, equipment and training for all KCFD#3 operations and activities.

GOAL #3 Improve sustainability, capabilities, continuity of operations and emergency response at KCFD#3 facilities.

GOAL #4 Execute standardization and upgrading of emergency fire suppression, EMS and rescue equipment and fleet.

GOAL #5 Reset regular operating budget to facilitate staffing and full funding of Fire District amortization schedules.

GOAL #6 Improve Fire District “all risks” training capabilities.

2. Stn 31 - Husum is not located in the center of the district, but a station is strategically needed in that area. Basic core needs will be funded at the Husum Station.
3. Core needs will be addressed in the primary plans for each station. Ancillary list of projects will be held in the event the core plans are completed and there are funds available.
4. St 31 was built as a school not a fire station. This has required a lot of review to assess a feasible way to remodel the building to accommodate the needs of a fire station.
5. Minimum structural intrusions – big changes in the structure would trip additional costs.
6. Projects need to exceed the life of the debt (20 years).
7. Site security is noted as a need in the planning (including fencing).

Station 31 currently lacks support facilities (decontamination, washing, SCBA filling etc.)

The preliminary plan accommodates all the operational goals within the building footprint. The corridor is used for several operational areas. The front office is reduced in size but still accommodates the office needs. Sleeping accommodations can be a modular building at the back of the building.

Station 32 plan addresses extending the building and creating needed operational spaces.

Task Force – Debbie Olson will forward information to the task force.

Motion to move forward with developing the current plans made by Commissioner Virts, seconded by Commissioner Connor. 3 yay, 0 nay motion passed.

- **Capital Purchases:**
 - a. **SCBA** – in service is scheduled for Jan 24th.
 - b. **IT Upgrades** – Century Link has been an issue along with some access issues with White Salmon station. Radcomp is doing a good job attempting to resolve the issue and get the district up to speed.
 - c. **Engines and equipment** – Large item purchases like an Engine are on hold until building costs have been clarified.
- **Outreach to White Salmon City Council Public Safety Committee;** Commissioner Virts had nothing to report from the White Salmon PS Committee.
- **White Salmon Facilities Use/ interoperability:** See Chief report.
- **Petition to Annex:** Several individual properties are requesting annexation into the fire district. List of properties (attached) presented with petitions. Hearing will be scheduled for February 13th 2020 at 3pm.

New Business:

2020 Administrative Resolutions

- Resolution 2020-01 Board positions
Chairman – Commissioner Montag was nominated to remain as chairman by Commissioner Connor, seconded by Commissioner Virts.
Vice Chairman- Commissioner Montag nominated Commissioner Connor. Seconded by Commissioner Virts.
Motion to approve Resolution 2020-1 made by commissioner Virts seconded by Commissioner Montag, (3 yay, 0 nay).
- District Secretary-
Motion to approve resolution 2020-2 appointing Rozalind Plumb as District secretary made by Commissioner Virts seconded by Commissioner Connor (3 yay, 0 nay motion passed).
- 2020-3 Investment Officers
Motion to approve resolution 2020 -03 appointing Commissioner Virts, Chief Long and Secretary Plumb as investment officers made by Commissioner Virts seconded by Commissioner Connor 3 yay 0 nay motion passed.
- Auditing Officers
Motion to approving Resolution 2020 - 04 appointing Auditing Officers Robert Connor, Wesley long Rozalind Plumb, made by Commissioner Virts seconded by Commissioner Connor 3 yay 0 nay motion passed.

- Payroll officers
Motion to approve resolution 2020 -05 appointing Robert Connor, Wesley Long Rozalind Plumb. 2020-05 Payroll Officers Made by Commissioner Virts seconded by Commissioner Connor (3 yay 0 nay) motion passed.
- Public Records and Privacy Officer
Motion to approve Resolution 2020 -06 appointing Rozalind Plumb as Public Records and Privacy Officer made by Commissioner Virts, seconded by Commissioner Connor (3 yay 0 nay) motion passed.
- Agent to Receive Claims.
Motion to maintain Resolution 2019 07 appointing Brian Snure as agent to receive claims. Made by Commissioner Virts seconded by Commissioner Connor (3 yay, 0 nay) motion passed.

Annexation Legislation – Chief noted the Senate bill that helps annex non protected lands into fire districts. District can annex areas into the fire district. There is a deadline for annexing areas and there are some ambiguities around timber lands we need to clarify. Chief asked if he should pursue this project. Commissioners approved moving forward with investigating the process. Commissioner Montag noted the citizens task force would be willing to help.

Good of the Order:

County Commissioner Sauter was at the Snowden Community Council and informed them that Courtney road will be getting improvements.

He was also made aware that the Fog line ends at Cherry Lane station and extending it would help with road safety.

Life Flight membership is due in February – Commissioners will need to pay \$59 per household.

Next meeting:

- Annexation Hearing 13th February 2020 at 15:00 (3pm). Directly prior to Regular meeting.
- Regular business Meeting 13th February 2020 at 15:00 (3pm after the Annexation hearing).

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

Meeting adjourned: 17:54

APPROVED BY:

Thomas C Montag 2/13/2020
Chairman – Commissioner Thomas Montag. (date)

Attest:

Rozalind Plumb
District Secretary Rozalind Plumb

Robert Connor 2/13/2020
Commissioner Robert Connor (date)

Approved via Telephone - 2/13/2020
Commissioner Charles Virts (date)

Klickitat County Fire District 3 Commissioners Meeting

200 Husum Street Husum, WA.

January 9, 2019 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:** December 12 Regular Business Meeting
- **Secretary's Report**
- **Chief's Report**
- **Training Report**
- **On Going Business**
 - 1. **Personnel:**
 - **Health Benefits:** Renewal of contract for Health care Program. (A)
 - **Vacation accrual**
 - **Update contracts for 2020**
 - 2. **Policies:**
 - **Lexipol**
 - 3. **BOND**
 - **CAPITAL PROJECTS**
 - Station 31 property line encroachment issue - East side. (I)
 - Septic
 - Roof
 - Station 31-32 Initial conceptual plans (I)
 - **CAPITAL PURCHASES**
 - SCBA
 - IT Upgrades
 - Engine/Equipment
 - 4. **White Salmon City Council Public Safety Committee** (*Virts*)
 - 5. **Joint use facilities / interoperability** (*Montag*)
 - 6. **Petition to annex**
- **New Business:**
 - 1. **2020 Administrative Resolutions:**
 - 2020-01 appointing KCFD3 board of Fire Commissioners Officer Positions
 - 2020-02 appointing District Secretary
 - 2020-03 appointing Investment officers
 - 2020-04 Appointing Auditing Officers
 - 2020-05 Appointing Payroll Officers
 - 2020-06 appointing Medical records/privacy officer

Appointing Agent to Receive Claims -Resolution 2019 -07 stillstands.

2. Senate Bill- annexations

- **Good of the order**
- **Next meeting;** Regular meeting February 13th 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
December 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	\$ 277,679.07	\$ 250,994.69	\$ 26,456.48
+++ Increases +++				
Receipts (Revenue Dist Rpt)	2	8,899.41	4,126.53	574.58
Netted Transactions	3	-	-	-
Matured Investments	4	-	-	177,447.96
Interfund Transfers - In (397)	5	-	-	-
Other Revenue - JE's	6	-	-	-
Subtotal Increases	7	8,899.41	4,126.53	178,022.54
<< Disbursements >>				
Other Expenditures - JE & KC AP	8	23,300.20	-	155,446.62
Interfund Transfers - Out (597)	9	-	-	-
New Investments	10	-	-	-
Disbursements (AP & PR)	11	-	-	-
E - Transactions (ACH & EFTPS)	12	19,930.14	-	-
Debt Service P&I	13	-	178,370.48	-
Other	14	-	-	-
Subtotal Disbursements	15	43,230.34	178,370.48	155,446.62
ENDING CASH BALANCE	16	\$ 243,348.14	\$ 76,750.74	\$ 49,032.40
WARRANTS				
Previous Month O/S	17	-	-	-
Issued (+)	18	-	-	-
Redeemed (-)	19	-	-	-
Canceled (-)	20	-	-	-
WARRANTS OUTSTANDING (O/S)	21	-	-	-
Cash Balance <O/S Warrants >	22	\$ 243,348.14	\$ 76,750.74	\$ 49,032.40
INVESTMENTS				
Beginning Inv Balance	23	429,536.00	-	3,000,000.00
Matured Investments	24	-	-	177,447.96
New Investments	25	-	-	-
ENDING INVESTMENT BALANCE	26	429,536.00	-	2,822,552.04
DEBT SERVICE/BOND ACTIVITY				
Beginning Bond Principle Balance	27	(149,986.07)	-	-
Bond Principle Payments	28	-	115,435.14	-
Bond Interest Payments	29	-	62,935.34	-
ENDING BOND PRINCIPLE BALANCE	30	(149,986.07)	-	-



KLICKITAT COUNTY

Fund Revenue Distribution
As of 12-31-2019

Fund	Account	Description	Year	Daily	Month-To-Date	Fiscal Year-To-Date
667	FIRE DISTRICT #3 GENERAL FUND					
	66731111	Real & Personal Propert	2019	\$162.74	\$6,080.65	\$448,557.10
			2018	\$0.00	\$104.50	\$5,574.39
			2017	\$0.00	\$66.62	\$1,170.09
			2016	\$0.00	\$104.08	\$527.63
			2015	\$0.00	\$11.14	\$129.82
			2014	\$0.00	\$0.00	\$92.92
			2013	\$0.00	\$0.00	\$10.54
			2012	\$0.00	\$0.00	\$10.37
			2011	\$0.00	\$0.00	\$0.92
			2010	\$0.00	\$0.00	\$3.92
			2009	\$0.00	\$0.00	\$3.82
	667336111	Investment Interest	2019	\$0.00	\$0.00	\$9,600.77
			Fund Totals:	\$162.74	\$6,366.99	\$465,682.29
667001	FIRE DISTRICT #3 GENERAL FUND					
	667131211	Private Harvest Tax;	2019	\$0.00	\$1,769.76	\$6,391.02
	6671317200000	Leasehold Excise Tax	2019	\$145.00	\$145.00	\$574.57
	667131721	Leasehold Excise	2019	\$0.00	\$0.00	\$0.00
	6671332152301	USDOI;FOREST SERV & CORP ENG	2019	\$0.00	\$0.00	\$111.25
	66713360231	DNR PILT NAP/NRCA	2019	\$0.00	\$169.42	\$169.42
	6671336025100	Pmt In-Lieu of Taxes-Game Land	2019	\$0.00	\$0.00	\$10.68
	667136111	Investment Interest	2019	\$0.00	\$448.24	\$5,148.88
	667138611	Agency Deposits	2019	\$0.00	\$0.00	(\$3,161,098.82)
			Fund Totals:	\$145.00	\$2,532.42	(\$3,148,693.00)
667002	FIRE DISTRICT #3 BOND FUND					
	667231111	Real & Personal Property	2019	\$114.71	\$4,126.53	\$312,112.66
			Fund Totals:	\$114.71	\$4,126.53	\$312,112.66
667003	FIRE DISTRICT #3 CAP FUND					
	667336111	Investment Interest	2019	\$0.00	\$574.58	\$16,276.90
	667338211	2017 Bond Proceeds	2019	\$0.00	\$0.00	\$3,220,750.00
			Fund Totals:	\$0.00	\$574.58	\$3,237,026.90

2019 Operating Budget

Updated 1/9/2020

This budget sheet is connected to the expenditure spreadsheet.

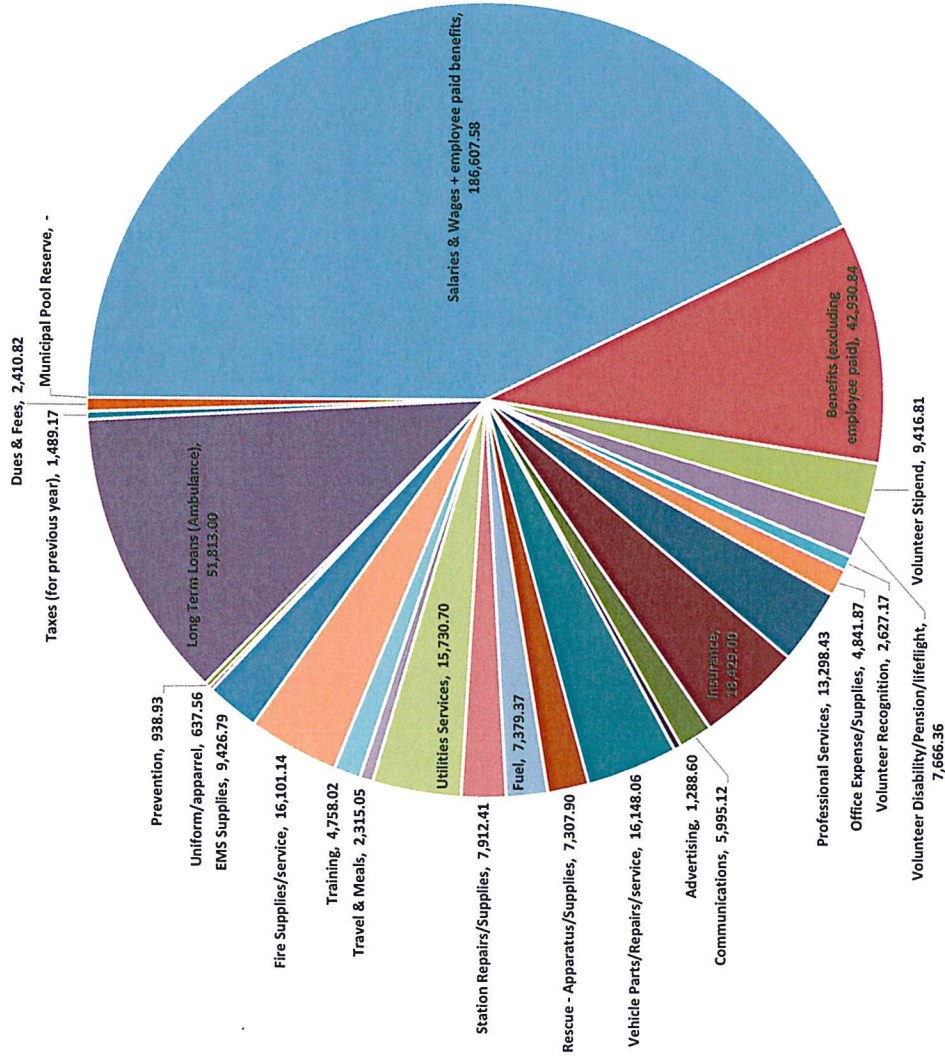
Klickitat County Fire District 3

BUDGET 2019 CATEGORY	Original Budget	December expenditure	Expenditure YTD	Balance	% Used	NOTES
Salaries & Wages + employee paid benefits	194,725.00	17,135.53	186,607.58	8,117.42	96%	
Benefits (excluding employee paid)	42,510.00	887.67	42,930.84	(420.84)	101%	237,235.00 Use Municipal Pool funds to cover additional staffing
Volunteer Stipend	18,000.00	7,200.41	9,416.81	8,583.19	52%	
Volunteer Disability/Pension/lifeflight	9,807.00	2,220.00	7,666.36	2,140.64	78%	
Volunteer Recognition	2,700.00	-	2,627.17	72.83	97%	
Office Expense/Supplies	6,000.00	1,795.60	4,841.87	1,158.13	81%	Reimbursed \$506 from Association \$1,111 remains
Professional Services	11,850.00	4,917.87	13,298.43	(1,448.43)	112%	Lexipol annual fee for 2019 & 2020
Insurance	17,800.00	-	18,429.00	(629.00)	104%	
Communications	8,300.00	574.10	5,995.12	2,304.88	72%	
Advertising	1,400.00	-	1,288.60	111.40	92%	
Vehicle Parts/Repairs/service	15,000.00	61.10	16,148.06	(1,148.06)	108%	
Rescue - Apparatus/Supplies	9,900.00	1,272.31	7,307.90	2,592.10	74%	
Fuel	9,000.00	282.76	7,379.37	1,620.63	82%	
Station Repairs/Supplies	7,142.00	48.90	7,912.41	(770.41)	111%	
Utilities Services	17,000.00	2,482.13	15,730.70	1,269.30	93%	
Travel & Meals	4,000.00	37.34	2,315.05	1,684.95	58%	
Training	9,500.00	1,000.00	4,758.02	4,741.98	50%	
Fire Supplies/service	21,000.00	2,343.33	16,101.14	4,898.86	77%	
EMS Supplies	9,500.00	-	9,426.79	73.21	99%	\$54.00 remaining credit w/ boundtree
Uniform/apparel	4,000.00	581.76	637.56	3,362.44	16%	
Prevention	1,500.00	-	938.93	561.07	63%	
Long Term Loans (Ambulance)	51,813.00	-	51,813.00	-	100%	Exact amount
Taxes (for previous year)	2,000.00	-	1,489.17	510.83	74%	
Dues & Fees	2,050.00	260.82	2,410.82	(360.82)	118%	WFOA Dues \$22,725.00 moved to salaries
Municipal Pool Reserve	-	-	-	-	0%	
Capital Pool	-	-	-	-	0.00%	
Total budgeted expenditure	476,497.00	43,101.63	437,470.70	39,026.30	92%	
EXTRA projects using cash balance	-	-	17,533.48	-	-	
Invested funds	-	-	429,536.00	-	-	
State Grant Dept. of Health	1,266.00	-	1,267.07	(1.07)	100%	*Included (replaced 2 station doors & locks)
Expense for Wildland	-	-	-	-	-	
Total Actual Expenditure	476,497.00	43,101.63	885,807.25	409,309.25	100%	
Ave. property tax estimated in November 2018	-	-	-	-	-	
+22,000 TO share	476,497.53	-	-	-	-	

2019 Operating Budget

Updated 1/9/2020

2019 Budget



2020 OPERATING BUDGET
Klickitat County Fire District 3

11/12/2019

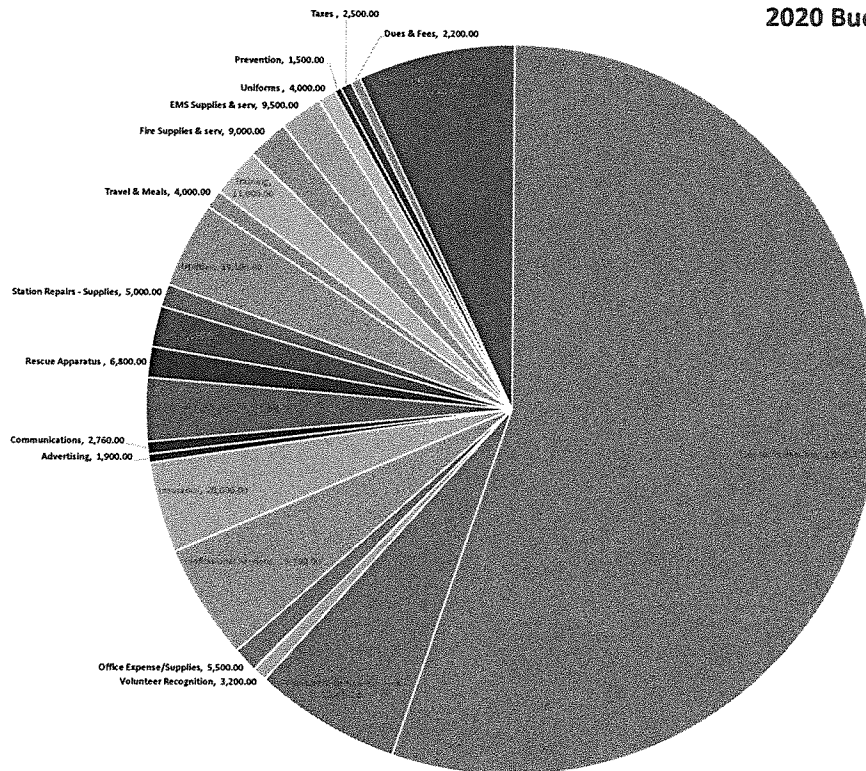
	Category	\$	sub total	notes
admin	Salaries & Wages + employee paid			
	benefits	191,520.61		
admin	Benefits (excluding employee paid)	45,712.68		
	buffer OT (wage and bens)	13,564.00		
	wildland outlay to be reimbursed	10,000.00		wildland will be paid up front and reimbursed
	archive assistant	7,000.00		archive assistant this will be refunded (grant)
	3% buffer over total	8,033.92		cost of living/salary increases/State agency rate increases
	Salaries & Benefits		275,831.21	
admin	Volunteer Stipend	14,400.00		
	Captain stipend	3,600.00		3,600 retainer for 3 captains
	BVFF Dis/Pension	5,600.00		pension and dis premium increases to 140 per FF 40x140= 5600
	LifeFlight	3,000.00		Rate increase Oct 1, 2019 to \$59/person
	Accidental H & D ins LOD	3,807.00		new policy in jan 2021 so payment in Dec 2020 (10,313)
	AD&D 24/7	2,000.00		2,000.00 estimated cost of additional 24/7 coverage
	Volunteer Stipend & Benefits		32,407.00	
admin	plaques/dinner	3,200.00		
	Volunteer Recognition		3,200.00	
	printers (rent,ink, service)	2,500.00		printer lease estimate
	supplies (paper, misc,	3,000.00		175/month
admin	Office Expense/Supplies		5,500.00	
admin	legal	3,000.00		legal fees
	Lexipol	3,500.00		2019 rate?
	web site maint	600.00		web site only
	IT services- Radcomp	8,300.00		8,300.00 services/ email set up, security, back up
	MRSC	150.00		
	payroll	2,500.00		Per Kristin at Herman-associates there is an increase in 2020
	nov election cost	2,000.00		
	STATE AUDIT	5,500.00		3 year audit 2017,2018,2019
	Professional Services		25,550.00	
	enduris	20,000.00		3.5% increase plus a buffer
admin	Insurance		20,000.00	
	legal notices/roster	200.00		
	bids	200.00		
	special meetings/hearings	200.00		
	annexations	800.00		
	other	500.00		
admin	Advertising		1,900.00	
	Active 911	360.00		
	911 station phones			
	yahoo domain	100.00		
	misc			
	Maintenance radios/pagers	1,000.00		
	Ops Cell phone	1,300.00		
ops	Communications		2,760.00	
ops	Vehicle Parts/Repairs	9,000.00		tires
	service fleet	5,000.00		
	Vehicle Parts/Repairs		14,000.00	
ops	Rescue - Apparatus Supplies	1,500.00		tools
	hose test	3,600.00		decrease linear foot due to new hose but retain for 2021 budget
	pump test	1,700.00		
	scba flow test	-		2021 budget
	Rescue Apparatus		6,800.00	
ops	Fuel	9,000.00	9,000.00	

	general supplies	5,000.00		
	ground maint			1,800.00
ops	Station Repairs - Supplies		5,000.00	
	PUD stn 31	4,500.00		
	PUD stn 32	2,500.00		
	PUD stn 33	1,000.00		
	Water	650.00		
	Century Link	4,500.00		
	propane	4,000.00		4,000.00
	misc/buffer	1,950.00		
ops	Utilities		19,100.00	
		4,000.00		
ops	Travel & Meals		4,000.00	mileage, hotels, meals
	EMS	4,000.00		EMT
	Fire	4,000.00		
	Admin	1,500.00		WFCA conf. State Auditors/WFOA
		1,500.00		
ops	Training		11,000.00	ALL training, admin , fire and EMS
	Turnouts x 3	-		
	wildland (pants, boots,)	-		
	misc	6,500.00		
	fire trainig props	2,500.00		
ops	Fire Supplies & serv		9,000.00	Fire related supplies - PPE,
	EMS licences	500.00		
	EMS Supplies	3,500.00		4,000.00
	physio control service (AEDS)	5,500.00		
	Stryker cot service			
	budget to replace monitor	-		Capital item
ops	EMS Supplies & serv		9,500.00	
	Paid staff	2,000.00		
	Volunteers class B & A	2,000.00		
ops	Uniforms		4,000.00	
	preplanning supplies	200.00		
	signs	500.00		
	schools	400.00		
	misc	400.00		
ops	Prevention		1,500.00	
admin	Long Term Loans (ends June)	-	-	
	Use Tax	2,500.00		for items purchased out of state
admin	Taxes		2,500.00	sales tax owed from purchases and sales
	Category			notes
	WA Fire Chiefs Assoc.	550.00		
	NFPA member			
	WFCA member	1,500.00		
	WFOA	150.00		
	training officer membership			admin x2 @75
admin	Dues & Fees		2,200.00	
	5% of tax rev	22,946.00		5% goal of tax rev.
	anticipated annexation out	11,728.14		
admin	Municipal Pool Investment		34,674.14	22,946.00 5%
	Capital Reserve			
	Total		499,422.35	Total Budget
	av property tax estimated in October 2019	458,938.67		
	av estimated increase -new construction	11,483.68	470,422.35	
	FD training Officer position	29,000.00		from WSF & SCFD3
			499,422.35	TOTAL EXPECTED
			0.00	remaining

2020 budget summary		
	\$	%
Salaries & Benefits	275,831.21	55.23
Volunteer Stipend & Benefits	32,407.00	6.49
Volunteer Recognition	3,200.00	0.64
Office Expense/Supplies	5,500.00	1.10
Professional Services	25,550.00	5.12
Insurance	20,000.00	4.00
Advertising	1,900.00	0.38
Communications	2,760.00	0.55
Vehicle Parts/Repairs	14,000.00	2.80
Rescue Apparatus	6,800.00	1.36
Fuel	9,000.00	1.80
Station Repairs - Supplies	5,000.00	1.00
Utilities	19,100.00	3.82
Travel & Meals	4,000.00	0.80
Training	11,000.00	2.20
Fire Supplies & serv	9,000.00	1.80
EMS Supplies & serv	9,500.00	1.90
Uniforms	4,000.00	0.80
Prevention	1,500.00	0.30
Taxes	2,500.00	0.50
Dues & Fees	2,200.00	0.44
Municipal Pool Investment	34,674.14	6.94

Total 499,422.35

2020 Budget



Original version presented at meeting.
see corrected version

2019 Capital SUMMARY

Updated 12/11/2019

ORIGINAL BOND

\$ 3,235,750.00

15,000.00

2018 Bond Council

Beginning balance

3,203,752.00

Capital Service	Professional Serv. Admin	108,111.83	
	Professional Serv. Fire	29,799.65	
			137,911.48
Capital Goods	Fire Equipment	234,713.55	
	EMS Equipment	2,418.20	
			237,131.75
TOTAL		375,043.23	375,043.23
REMAINING FUNDS		2,828,708.77	
INVESTED		2,822,552.04	
CASH BALANCE		6,156.73	

? incorrect.

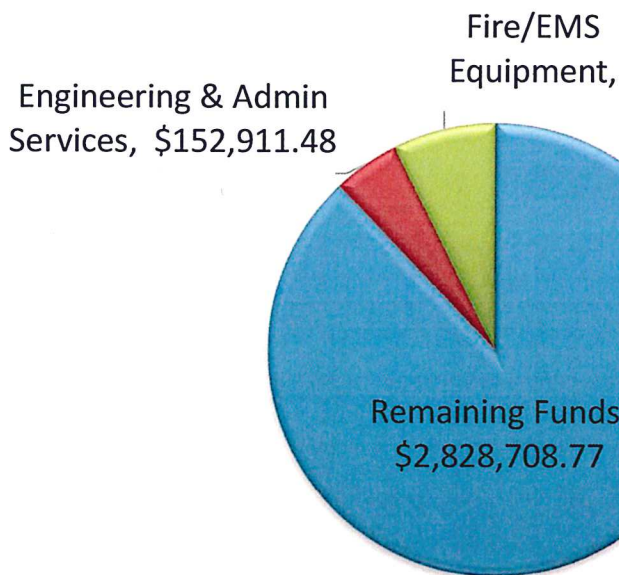
nb interest should have been added to this fund.

Chart Summary

Remaining Funds	\$	2,828,708.77
Engineering & Admin Servi	\$	152,911.48
Fire/EMS Equipment	\$	237,131.75

KLICKITAT COUNTY FIRE DISTRICT 3

2019 CAPITAL FUND SUMMARY



2019 Capital SUMMARY

Updated 01/15/2020
ORIGINAL BOND

CORRECTED

\$ 3,235,750.00

15,000.00	2018 Bond Council
-----------	-------------------

Beginning balance

3,220,750.00

Capital Service	Professional Serv. Admin	108,111.83	
	Professional Serv. Fire	29,799.65	
			137,911.48
Capital Goods	Fire Equipment	234,713.55	
	EMS Equipment	2,418.20	
			237,131.75
TOTAL		375,043.23	375,043.23
REMAINING FUNDS		2,845,706.77	
INVESTED		2,822,552.04	
Balance		\$ 23,154.73	

2019 Interest Earned

25,877.67

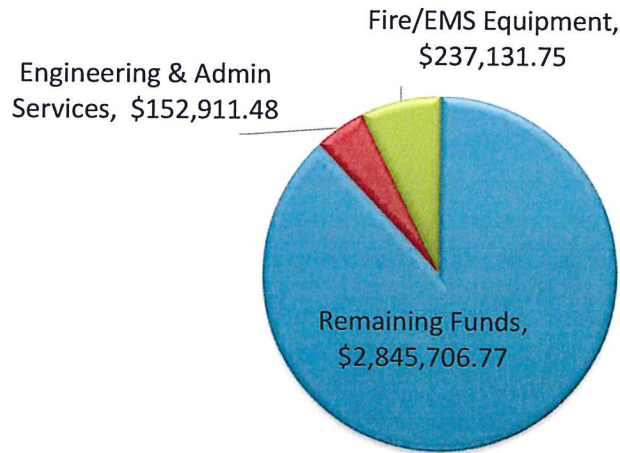
Treasurer Cash Balance

\$ 49,032.40

Chart Summary

Remaining Funds	\$ 2,845,706.77
Engineering & Admin Services	\$ 152,911.48
Fire/EMS Equipment	\$ 237,131.75

KLICKITAT COUNTY FIRE DISTRICT 3
2019 CAPITAL FUND SUMMARY



Fire Chief's Report to Board of Commissioners

January 9, 2020

No injuries or accidents since your last meeting.

Customer Service (emergent and non-emergent):

21 calls for service since December 9th

Two structure fires; One in City of White Salmon, One in KCFD3 service area (BZ Corner)

One NEAR MISS topic to be discussed at January 7th Safety Committee Meeting. (Low Air SCBA's returned to truck after structure fire – discovered when needed for training a few days later).

Projects:

1. Bond project:
 - (a) Continued working with Project Manager Merritt and Klein Associates as we move toward construction documents. Conceptual drawings etc. Conceptual drawings posted. Meeting with Project Manager 1/9/2020 and Jeff Dellis for further review.
 - (b) Self-contained breathing apparatus arrived. Inventory, fit testing, and training scheduled for this month.
 - (c) Fire apparatus and large equipment purchase on hold until construction cost estimates a firm up.
 - (d) Computer/IT project continues. Refer to District secretary's verbal report.
 - (e) Replacement copier arrived and in service.
 - (f) Radio Frequency Project. Project on hold as with equipment purchases.
 - (g) HOLDING ON THIS ITEM AT THIS TIME.....
 - Misc. Equipment purchases pending: NFPA wheel chocks for engines, brush apparatus. (Safety item).
 - Positive Pressure fans
 - Extrication equipment (Bid Requirement)
 - Turnouts (fleet purchase) (Bid requirement)
 - (h) Air monitor purchase to be completed this month. Safety/Response equipment.
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.
3. Surplus equipment: Kitchen appliances will go on Craigslist. Working on getting rid of other items declared surplus that are sitting at Station 33. Will be drafting another surplus list containing old computer equipment/printers and three specific trees located on District property at Station 31.
4. Will create a "SEALED BID" for the surplus fire engine (ARFF) and the Chevrolet in January
5. Lexipol – as time permits. Ongoing however progress has been made. User Acknowledgements are still lacking.
6. Firefighter One Academy in Hood River continues. Our personnel are still attending and doing great in academics and didactic skills. (Captain Gilmer lead)
7. 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 Schwabs in Hood River.
8. Annual Awards dinner planning is beginning. Working with Chief Hunsaker to determine date in February.
9. ADDITION AS OF JANUARY 9, 2020:
 - o Met with Fire Chief Hunsaker to discuss future merger opportunities regarding City of White Salmon Fire Department and KCFD3. Chief Hunsaker has been brainstorming how to affect such an endeavor and has ideas to make it happen. He also stated that he feels it's important for him to approach the City Council, and city citizens, regarding the current per thousand rate city residents pay for fire protection services.

- I informed Chief Hunsaker that our facility improvement process is well underway, but we (All KCFD3 leaders) also feel it's in the best interest of all citizens to conjoin the two departments for operational and administrative functionality.
- We agreed that we have a long history in place to show how our previous and current efforts have paid dividends.
- Pathforward plan: I will communicate an update for the KCFD3 January 9th public meeting and he will approach city leadership our recommendations to look strongly into the future for annexing the city into the District, or creating an RFA (Rural Fire Authority). Or, an administrative and operational Inter-Local Agreement to further enhance both programs while preparation for either of the first two.
- Chief Hunsaker has a vision of a joint-use facility away of their current location that provides not only administrative housing, but staffing opportunities for fire/EMS AND space for training.

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: Vacation time taken for out of state travel. Family
Respectfully submitted: Wesley W. Long – Fire Chief 11/12/2019

Training report to the Fire Commissioners
December 2019

4th Quarter:

26 hours of training provided

	KCFD3 (26 members)	WS (18)	SKA3 (16)
Attendance average:	31%	44%	35 %

Activities:

Majority of FF's completed classroom portion of EVIP and will progress into driving skills assessment.

FF names have been forwarded to KCEMS1 to register for the continuing EMS education.

Maintaining 6 recruits in attendance of the FFI Academy.

Personal development:

Current with FFI Academy expectations.

Safety Committee:

Safety Committee meeting scheduled for 1/7/2020.

Respectfully submitted,
Tony Gilmer, Training Captain