

KLICKITAT COUNTY FIRE DISTRICT 3

200 Husum Street, Husum, WA 98623

Commissioner's Meeting

Thursday February 13, 2020

Called to order: 15:13

In Attendance:

Commissioner Montag (Chair), Commissioner Connor, Commissioner Virts (via Phone), Quorum present.

Chief Long, Rozalind Plumb, Robert Merritt (MHC Associates), Eric Bosler, Lloyd Olson, Debbie Olson, Melinda Heindel, Bruce Brending (KCEMS1).

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 January 9th Regular business meeting minutes 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 January 2020

Beginning balance	\$243,348.14	Ending Balance	\$229,602.93
Deposits	\$14,111.69	Disbursements	\$27,856.90

Reconciliation of County Treasurer's and Auditor's reports against District Accounts was scheduled completed on 02/11/2020 with Commissioner Connor. To cover, credit cards, petty cash, payroll, and general deposits.

Debt service: Still no resolution to the -\$149,986.07 reported on the treasurer's report. (This is likely tied to the ambulance loan that was paid off in June 2019).

b) Bills and items to be signed;

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) 1/13 \$2,299 b) 1/15 \$4,035.73 c) 1/22 \$836.04 d) 1/28 926.10
e) 2/11 4,004.41

Payroll – direct deposit, \$12,458.51 Timesheets reviewed by Commissioner Connor.

- c) **2020 Operating Budget:** see attached table.

Anticipated budget is \$499,422.35 (based on \$470,422.35 from property taxes and \$29,000 from WS Fire and Skamania Fire 3).

Operating Expenditure: \$51,605.78 to date.

2. CAPITAL FUND 667.3:

Original balance: \$3,220,750.00

See also capital summary attached for a breakdown of expenditure to date.

a) **County Treasurer’s Report for January 2020**

Beginning balance	\$49,032.40	Ending Balance	\$46,375.98
Deposits	\$4,179.13	Disbursements	\$6,835.55

- Deposits reflect interest from the invested funds.
- Disbursements reflect scripts paid in January.

Capital vouchers to be signed: a). 2/6 \$11,486.00

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

3. INVESTED FUNDS

- General Funds = \$429,536.00, yielding \$614.94 interest year to date
- CAPITAL FUNDS = \$2,822,552.04 yielding \$4,179.13 gross interest 2020 year to date.

4. Correspondence:

Additional PRR has been addressed.

5. Current priority projects include:

- Public Records Request. We had a total of 8 PRR since December.
- IT update- Radcomp are still working hard to get the system up and running. There have been some technical issues with Century Link. It has been a long project due in part to the fact that we were quite outdated and it is a leap to get up to industry standard.

- Archiving project has started. The dead line for the project is May 30 after which the grant funds will not be issued. Grant allowance in \$7,792.00 all payable as a reimbursement for approved spending.
- BVFF 2019 pension qualification confirmation. This is based on response to calls and training attendance.
- 2019 State Audit. The annual online audit is due May 29. This year we are also expecting the State Auditor's office for a site visit to review the last 3 years.

Chief's Report: See attached.

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

Training Report: See Attached.

Updates include Tony is scheduled to go to Benton County in April to shadow a duty captain as a job training exercise. No further questions.

Ongoing business:

1. Personnel/Payroll:

- a) **Contracts** -2020 contracts need updating. January meeting authorized some changes be made to personnel contracts. Work has been progressing on the updates, but they are not complete. Commissioners approved authorizing Commissioner Montag to sign the completed copies after they are reviewed. ***Motion to allow Chairman Montag to sign the contracts after the commissioners have had a chance to review them. Made by commissioner Connor, seconded by Commissioner Virts. (3 yay, 0 nay). Motion passed.***

2. Policies:

- ***Lexipol.*** There is still a lot of work to do on this. This is a long-term project.

3. Bond:

- **Station 31 Property Line Encroachment:** Direction was given at the January meeting to communicate the board's decision regarding the surveyed property lines and corner with the district's attorney. 1). Direct attorney to tell the neighbors the corner will stand. 2). The district offered up to \$1,000 for costs to relocate the driveway. Following several clarifications with the Attorney, the response from the Bousquets was that they will relocate the driveway and will not accept the \$1000 financial aid. It was also observed that they have already removed the tree on their side of the property line to accommodate their access to the shop.

Any plans to install a fence will be communicated to the neighbors well in advance to allow time for any adjustments to be done on their side.

Robert Merritt noted that specifications for fences have been reviewed. And additional property line markers have been placed to clarify the property line. There is currently no time line for going to bid on fencing.

- **Updates from mHC – Robert Meritt;**

- All building site surveys are complete. There are drawings now for the plans.
- Merritt and Chief have been reviewing the ancillary projects that can be achieved outside the engineering firms' contract. Ideas might include larger water lines in side the bay area to allow faster filling of engines.
- OPCI -Owner Provided, Contractor Installed. This refers to items that could be purchased by the district but installed by the contractor. This can have considerable savings as contractors typically add 30% cost to purchases. Items that might fit here are the extractor washer, or a generator.
- Pre-Application meeting with Klickitat County Planning. The meeting will present the plans we currently have and review the plan with the County before it goes in as a full application.
- Process -Merritt presented a table showing estimated timeline for the project development.
- Anticipate having the cost estimates at the next board meeting.
- Septic system inspection – the survey revealed the septic system does not have a drain field but a dry well. This will trigger a new septic system and reserve area.
- Roofing – repairs and replacement are needed at each station. This will require a bid process.

Question from the floor-

Lloyd Olson asked if we expect any conflict from the county. It is not expected to have any issues as we have been communicating with the county as the project develops.

Generators as OPCI – Melinda Heindel questioned the idea of OPCI for large infrastructure items like a generator with the electrical engineering and installation liability. Merritt noted that the specifications for the generator would be guided by the engineers. He also noted that generators are expensive items and when purchased by a contractor there is usually an 30% cost added. OPCI would reduce that cost. Also noted was the fact that we have to go to bid for the item so we have to take the lowest cost that meets the specifications.

- **Capital Purchases:**

- a. **SCBAs** – are in service.

- b. **IT upgrade** - still on boarding.
- c. **Engines and equipment** – Large item purchases like an Engine are on hold until building costs have been clarified.

4. **Outreach to White Salmon City Council Public Safety Committee;** Commissioner Virts spoke with Jason Hartman and suggested a group meet to hear some of the ideas that Chief Hunsaker and Chief Long have discussed.

5. **White Salmon Facilities Use/ interoperability:** Commissioner Montag. This topic developed as a result of the bond and the goal to reduce response times in the urban growth area. Chief Hunsaker came forward to Chief Long with the idea to look at joint use facilities.

Commissioner Montag and Commissioner Virts noted that the outreach to white Salmon Safety Committee and this item are difficult to separate.

6. **Annexations;**

- **Petition to Annex:** Resolution 2020-07. Resolution to annex properties into the fire district. Resolution was read in full.

Motion to approve resolution 2020-07 made by commissioner Virts, seconded by commissioner Connor, (3 yay, 0 nay) motion passed.

- **House bill 5010** – *Is an opportunity to annex improved parcels that are wholly surrounded by a fire protection district. Chief indicated we have 7 such parcels. Chief indicated staff time is at critical mass and requested direction if the project should be pursued. It was agreed to continue to attempt to annex the properties as we have experience with trying to reclaim costs for responding to properties that are not in the district. Commissioner Montag noted the citizens task force would be willing to help.*

New Business:

7. **DNR Fuel reduction project grants.** Alan Lawson from DNR has a grant for the White Salmon area to help reduce fuels for fire prevention. The plan is to work with landowners to create fuel breaks that will slow a wild fire down. This is critical to the district for fire defense.

Good of the Order:

8. Commissioner Connor noted he and his wife as private citizens have written a letter to the County to point out the lack of fog lines on Snowden Road.

9.

Next meeting:

- Regular business Meeting 14th March 2020 at 15:00 (3pm).

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

Meeting adjourned: 16:35

APPROVED BY:

Thomas Montag 3/12/20
Chairman – Commissioner Thomas Montag. (date)

[Signature] 3/12/20
Commissioner Robert Connor (date)

Charles Virts 12 March 2020
Commissioner Charles Virts (date)

Attest:

[Signature]
District Secretary Rozalind Plumb

Klickitat County Fire District 3 Commissioners Meeting

200 Husum Street Husum, WA.

February 13, 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:** January 9 Regular Business Meeting
- **Secretary's Report**
- **Chief's Report**
- **Training Report**
- **On Going Business**
 - 1. Personnel:**
 - **Update contracts for 2020**
 - 2. Policies:**
 - **Lexipol**
 - 3. BOND**
 - **CAPITAL PROJECTS**
 - Station 31 property line encroachment issue - East side.
 - 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:**
 - **Resolution 2020**
 - **HB 5010 update**
- **New Business:**
 - 1. Fuels reduction Project – DNR Grant**
- **Good of the order**
- **Next meeting;** Regular meeting March 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.

February 13, 2020
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b) Bills and items to be signed MOTION

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c) 2020 Operating Budget:

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

Operating Expenditure \$51,605.78

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4. Correspondence:

Additional PRR

5. Current priority projects include:

- Public Records Request
- IT update
- Archiving project has started.
- BVFF 2019 pension qualification confirmation.
- 2019 State Audit.



**KLICKITAT COUNTY
TREASURER REPORT
January 2020**

	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	\$ 243,348.14	\$ 76,750.74	\$ 49,032.40
+++ Increases ++++				
Receipts (Revenue Dist Rpt)	2	14,111.69	897.51	4,179.13
Netted Transactions	3	-	-	-
Matured Investments	4	-	-	-
Interfund Transfers - In (397)	5	-	-	-
Other Revenue - JE's	6	-	-	-
Subtotal Increases	7	14,111.69	897.51	4,179.13
<< Disbursements >>				
Other Expenditures - JE & KC AP	8	9,769.51	-	6,835.55
Interfund Transfers - Out (597)	9	-	-	-
New Investments	10	-	-	-
Disbursements (AP & PR)	11	-	-	-
E - Transactions (ACH & EFTPS)	12	18,087.39	-	-
Debt Service P&I	13	-	-	-
Other	14	-	-	-
Subtotal Disbursements	15	27,856.90	-	6,835.55
ENDING CASH BALANCE	16	\$ 229,602.93	\$ 77,648.25	\$ 46,375.98
WARRANTS				
Previous Month O/S	17	-	-	-
Issued (+)	18	-	-	-
Redeemed (-)	19	-	-	-
Canceled (-)	20	-	-	-
WARRANTS OUTSTANDING (O/S)	21	-	-	-
Cash Balance <O/S Warrants >	22	\$ 229,602.93	\$ 77,648.25	\$ 46,375.98
INVESTMENTS				
Beginning Inv Balance	23	429,536.00	-	2,822,552.04
Matured Investments	24	-	-	-
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	-	-	-
Bond Interest Payments	29	-	-	-
ENDING BOND PRINCIPLE BALANCE	30	(149,986.07)	-	-



KLICKITAT COUNTY

Fund Revenue Distribution
As of 01-31-2020

Fund	Account	Description	Year	Daily	Month-To-Date	Fiscal Year-To-Date
667	FIRE DISTRICT #3 GENERAL FUND					
	66731111	Real & Personal Propert	2019	\$0.00	\$1,273.31	\$1,273.31
			2018	\$0.00	\$6.01	\$6.01
			2017	\$0.00	\$117.70	\$117.70
			2016	\$0.00	\$2.73	\$2.73
			2015	\$0.00	\$22.08	\$22.08
			Fund Totals:	\$0.00	\$1,421.83	\$1,421.83
667001	FIRE DISTRICT #3 GENERAL FUND					
	667136111	Investment Interest	2020	\$0.00	\$614.94	\$614.94
	667138611	Agency Deposits	2020	\$0.00	\$12,074.92	\$12,074.92
			Fund Totals:	\$0.00	\$12,689.86	\$12,689.86
667002	FIRE DISTRICT #3 BOND FUND					
	667231111	Real & Personal Property	2019	\$0.00	\$897.51	\$897.51
			Fund Totals:	\$0.00	\$897.51	\$897.51
667003	FIRE DISTRICT #3 CAP FUND					
	667336111	Investment Interest	2020	\$0.00	\$4,179.13	\$4,179.13
			Fund Totals:	\$0.00	\$4,179.13	\$4,179.13

2020 Operating Budget

Updated 2/13/2020

This budget sheet is connected to the expenditure spreadsheet.

Klickitat County Fire District 3

BUDGET 2020 CATEGORY	Original Budget	January expenditure	Expenditure YTD	Balance	% Used	NOTES
Salaries & Wages + employee paid benefits	230,118.53	16,298.18	33,893.36	196,225.17	15%	275,831.21
Benefits (excluding employee paid)	45,712.68	7,128.65	8,230.93	37,481.75	18%	
Volunteer Stipend	18,000.00	-	-	18,000.00	0%	
Volunteer Disability/Pension/lifeflight	14,407.00	-	-	14,407.00	0%	
Volunteer Recognition	3,200.00	16.99	16.99	3,183.01	1%	
Office Expense/Supplies	5,500.00	420.88	907.96	4,592.04	17%	
Professional Services	25,550.00	632.75	1,650.50	23,899.50	6%	
Insurance	20,000.00	-	-	20,000.00	0%	
Communications	2,760.00	-	131.76	2,628.24	5%	
Advertising	1,900.00	72.00	72.00	1,828.00	4%	
Vehicle Parts/Repairs/service	14,000.00	128.40	1,569.59	12,430.41	11%	
Rescue - Apparatus/Supplies	6,800.00	-	-	6,800.00	0%	
Fuel	9,000.00	453.75	977.53	8,022.47	11%	
Station Repairs/Supplies	5,000.00	1,063.64	1,063.64	3,936.36	21%	
Utilities Services	19,100.00	1,405.83	2,395.34	16,704.66	13%	
Travel & Meals	4,000.00	-	154.74	3,845.26	4%	
Training	11,000.00	150.00	185.00	10,815.00	2%	
Fire Supplies/service	9,000.00	15.04	15.04	8,984.96	0%	
EMS Supplies	9,500.00	70.76	220.46	9,279.54	2%	
Uniform/apparel	4,000.00	-	-	4,000.00	0%	
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	-	-	2,200.00	0%	
Municipal Pool Reserve	34,674.14	-	-	34,674.14	0%	
Capital Pool	-	-	-	-	0.00%	
Total budgeted expenditure	499,422.35	27,856.87	51,484.84	447,937.51	10%	
EXTRA projects using cash balance						
Invested funds						
State Grant Dept. of Health					#DIV/0!	
Expense for Wildland						
Total Actual Expenditure		27,856.87	51,484.84			
Ave. property tax estimated in November 2019 + 29,000 TO share	499,422.35					

2020 Capital SUMMARY

Updated 02/12/2020

ORIGINAL BOND

\$ 3,235,750.00

15,000.00	2018 Bond Council
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Beginning balance

3,220,750.00

2019 total expenses

375,043.23

2020 Beginning balance

2,845,706.77

		2019	2020	
Capital Service	Professional Serv. Admin	108,111.83	6,835.55	
	Professional Serv. Fire	29,799.65	-	
				6,835.55
Capital Goods	Fire Equipment	234,713.55	-	
	EMS Equipment	2,418.20	-	
				-
TOTAL		375,043.23	6,835.55	6,835.55
REMAINING FUNDS		2,845,706.77	2,838,871.22	
INVESTED		2,822,552.04	2,822,552.04	
Balance		23,154.73	16,319.18	

2019 Total Interest Earned

25,877.67

25,877.67

2020 Interest Earned

4,179.13

Treasurer Cash Balance

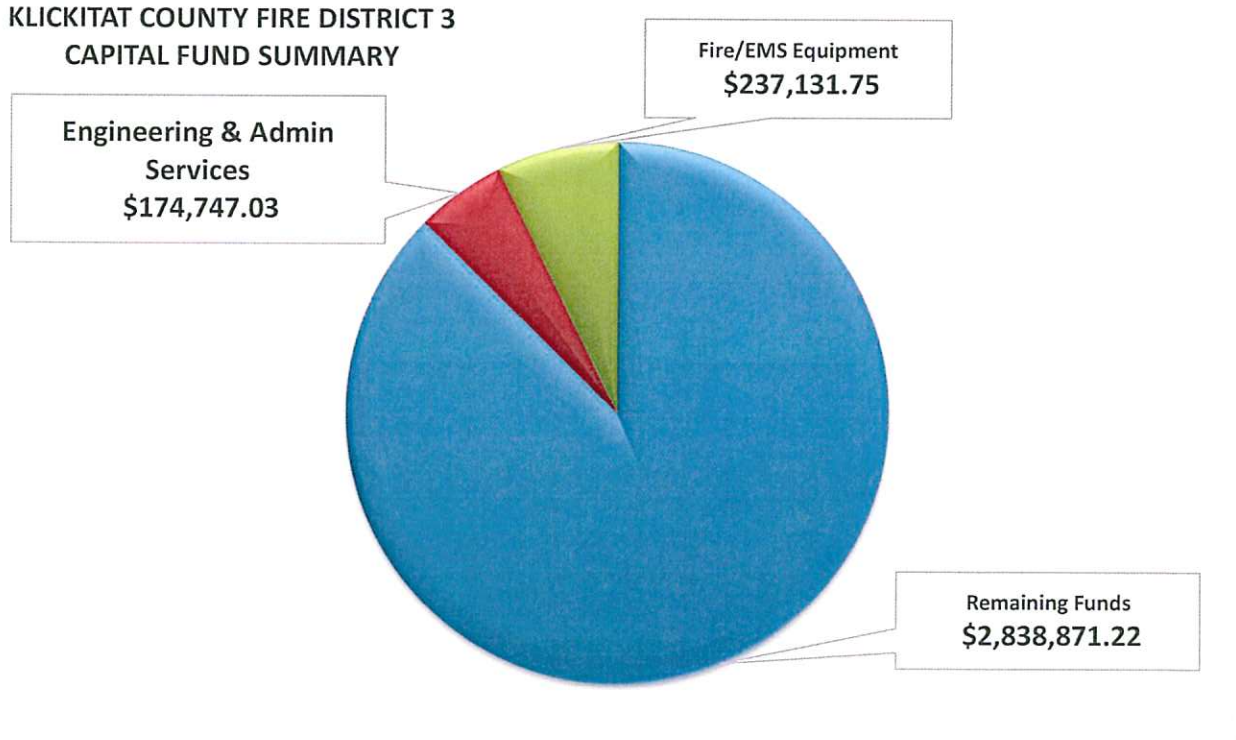
\$ 49,032.40

\$ 46,375.98

Chart Summary

	2019	2020	
Remaining Funds	\$ 2,845,706.77	\$ 2,838,871.22	\$ 2,838,871.22
Engineering & Admin Services	\$ 152,911.48	\$ 21,835.55	\$ 174,747.03
Fire/EMS Equipment	237,131.75	-	\$ 237,131.75

**KLICKITAT COUNTY FIRE DISTRICT 3
CAPITAL FUND SUMMARY**



Fire Chief's Report to Board of Commissioners

February 14, 2020

No injuries or accidents to report.

Customer Service (emergent and non-emergent):

13 calls for service since your January meeting.

Projects:

1. Bond project:
 - (a) Self-contained breathing apparatus all placed into service and are on the apparatus. Some residual equipment is still needed and/or awaiting arrival: RIT KIT (backorder from Scott), Seal Strips/lenses kits for facemasks, amplifiers. Note: The units were in service for only a couple days before being required on a car fire. ***** Working to get final inventory of Draagar equipment for surplus declaration. Reaching out to Sherman County as they are interested in some or all our retired SCBA's. More to come on that topic.
 - (b) Advertised sealed bids for Aarf Truck and Chevrolet pickup. Board-approved surplus property.
 - (c) Computer/IT project continues. Refer to District secretary's verbal report.
 - (d) Seeking approval for Turnout extractor purchase.
 - (e) Ordered MSA air monitor and calibration gas kit. (Critical tools for Carbon Monoxide alarms, gas inside structure calls, confined space (awareness only) and H2S)
 - (f) Worked with Project Manager Robert Merritt on multiple items. Specifically, reviewed all drawings from Klein and Associates in preparation for pre-application meeting with Klickitat County.
2. Surplus equipment: Kitchen appliances posted on Craigslist 2/10/2020. Working on getting rid of other items declared surplus that are sitting at Station 33. Rural 7 Fire and Rescue interested in broken extrication tools. Picking them up on Wednesday 2/13/2020. Will be drafting another surplus list containing old computer equipment/printers and three specific trees located on District property at Station 31.
3. Will create a "SEALED BID" for the surplus fire engine (ARFF) and the Chevrolet in January. Sealed bid completed for surplus firetruck and utility pick up.
4. Lexipol – as time permits. Ongoing however progress has been made. User Acknowledgements are still lacking. Printing hard copy binders for both stations.
5. Firefighter One Academy in Hood River completed. Captain Gilmer, FF Weisernig, FF Kokoclava, FF Cope all completing the entire academy.
6. Working with WSVSD to get trucks into the bus barn for brake inspections/service. Scheduling with Bus Garage for brake inspections.
7. Annual Awards dinner: March 28th, 2020 @ 17:30 hours. Invitations to go out soon.
8. Attended Washington Fire Defense Committee meeting on 1/27/2020 in Black Lake Washington. Committee monitoring Bills in Legislation regarding All-Hazards Mobilization.
9. Working with DNR (Husum) to help coordinate education and messaging for a significant fuels reduction grant that was awarded. Portion of the project will include fuel breaks surrounding the cities of White Salmon, Bingen for the purposes of reducing fire potential up the slopes of Snowden. Meeting on 2/11/2020.
10. Traveled to Goldendale to participate in a strategy meeting regarding Klickitat County Type 4 Incident Command team. DEM let project.
11. Subpoena to appear in West District Court related to 1531 SR 141 illegal burn trial re-scheduled for March 17th 2020.
12. 2020 Apparatus maintenance plan is in place. Vendor currently working on a few small electrical projects, decals on Engine 31 and then will move into inspections, chassi lubrication, oil/filter changes and so on. Note: Purchasing all filters on the Napa bi-annual filter sale. Significant cost savings to the district.
13. Assisted Captain Gilmer with 2/3/2020 training night. Hose deployments and re-loading.

Training: See Captain Gilmer's report

Community Events: Mount Adams Transportation safety meeting 2/11/2020. Overview of ADA transportation vehicles and how to use the lifts.

Personal Activities and Achievements: Nothing to report

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

SW Fire Training Report January 2020

Statistically beginning of 1st Quarter:

14 hours of training provided

	KCFD3 (26 members)	WS (18)	SKA3 (16)
Attendance average:	39%	41%	37%

Activities:

Six FF1 recruits completed and tested for National Standards, both written and skill stations, at the West Side Academy. This is the culmination of 25 hours a month since September. All six will continue forward into the FF2 portion, through March.

KCEMS1 has implemented and assigned on-line training to meet continuing training for EMS certifications. In addition, the hands-on portion of every other month was completed in January; the next one is scheduled for March 24th.

Completed CPR refresher and a First Aid class.

Started Emergency Vehicle Incident Prevention for SKA3 and continue in SW Fire to provide one on one training for drivers in a road course and rodeo.

Open conversations on continuing Leadership training for both on-scene Incident Commanders and Officers or future candidates.

Personal development:

Successfully completed National Standards FF1 portion of Academy.

Safety Committee:

Safety Committee met January 7th; new chair is Karalee Chabotte, new KCFD3 representative is Tom Andrews. Next meeting is scheduled for March.

Respectfully submitted,
Tony Gilmer, Training Captain