

# KLICKITAT COUNTY FIRE DISTRICT 3

200 Husum Street, Husum, WA 98623

Commissioner's Meeting

Thursday April 9, 2020

Due to COVID-19 pandemic and Governor Inslee's proclamation prohibiting holding in person meetings, this meeting occurred using remote on line video and telephone technology. The District posted notice of how to access the meeting (posted to Website, face book, and emailed notification to White Salmon Enterprise).

**Called to order:** 15:02

**In Attendance Virtually:**

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

**Approval of agenda:**

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

**Public Discussion:**

Chairman will allow comments at the end of the meeting.

**Minutes of the last meeting:**

- *Motion to approve Regular business meeting minutes from March 12, made by Commissioner Connor, seconded by Commissioner Virts (3 yay, 0 nay) motion passed.*

**Secretary's Report:**

**1. GENERAL EXPENSE FUND 667.1:**

See 2020 Operating Budget table and graphs

**a) County Treasurer's Report for February 2020 –**

Beginning balance	\$229,602.93	Ending Balance	\$204,243.40
Deposits	\$2,139.63	Disbursements	\$27,499.16

Reconciliation of the County Treasurer and Auditor reports against District Accounts occurred March 16 with Commissioner Connor. Credit card, payroll, and general deposit Petty cash reviewed and reconciled.

**b) County Treasurer's Report for March 2020 – report from Treasurer not received**

Beginning balance	\$204,243.40	Ending Balance	\$
Deposits	\$	Disbursements	\$

Reconciliation of the County Treasurer and Auditor reports against District Accounts will be reconciled as soon as practical. Payroll and credit cards have been reviewed by

Commissioner Connor, Petty cash will be reviewed in house by the District Secretary and Administrative Assistant.

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

**General Fund/Operating Budget:**

a) 3/19 \$260.03    b). 04/03 \$732.54    c). 04/08 \$5,989.33    d). 04/08 554.10

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

d) **2020 Operating Budget:** to date April 8th.

Anticipated budget is \$499,422.35

Operating Expenditure to date \$120,574.62 (24%)

2. **CAPITAL FUND 667.3:**

Original balance: **\$3,220,750.00**    See 2020 Capital summary

a) **County Treasurer's Report for February 2020 –**

Beginning balance	\$46,375.98	Ending Balance	\$38,815.93
Deposits	\$3,925.95	Disbursements	\$11,486.00

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

b) **County Treasurer's Report for March 2020 – report from Treasurer not received**

Beginning balance	\$38,815.93	Ending Balance	\$
Deposits	\$	Disbursements	\$

**Capital vouchers to be signed:**

a) 03/19 \$10,530.16    b) 03/27 \$2,327.69    c). 04/08 3,457.93

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

3. **INVESTED FUNDS**

- General Funds = \$429,536.00, yielding \$1,212.39 as of February 29, 2020
- CAPITAL FUNDS = \$2,822,552.04 yielding \$8,105.08 gross interest as of February 29, 2020.
- The interest earned on Capital Funds is being monitored and recorded separately. It will ONLY be possible to spend interest from capital funds on

approved Capital items. We are currently not including the interest in the "Remaining Funds" found on the 2020 Capital Fund Summary (attached).

**4. Correspondence:** Nothing currently

**5. Current priority projects include:**

- Adapting to new working environment due to the COVID-19 lockdown.
- Archiving projects – temporarily on hold due to office restrictions. Will reassess what can be achieved. Shelves were purchased and the project end date is May 31, 2020.
- BVFF 2019 pension qualification confirmation.
- 2019 State Audit
- 2019 Annual Report
- Reporting 2019 Financials to Capital -one
- Insurance update.

**Chief's Report:** See attached.

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

- Jess Wardwell was successful in achieving a \$203,000 radio equipment upgrade grant from the Department of Ecology. The grant is reimbursable, and the District will be diligent in moving forward with the process.
- EMS calls have been suspended to the City of White Salmon and Bingen during the COVID-19 pandemic. Calls within Fire District 3 will continue.

**Training Report:** The report was submitted separately by Tony in an email.

- Tuesday night trainings are suspended due to the COVID-19 proclamation. Online training opportunities are available.
- KCFD3 is still assisting Skamania County as needed.

**Ongoing business:**

**1. Personnel/Payroll:**

- Update contracts for 2020
  - Commissioner Virts has reviewed the contracts and agrees with the updates. (Authorization was previously granted to Commissioner Montag to sign the contracts, see 02/13/2020)
- Klickitat County EOC / Reimbursed hours for COVID-19 - Endorsement of:  
Public Information Officer (PIO) Jessica Urbach  
Deputy Incident Commander Tony Gilmer  
Branch Director Wes Long

***Motion to approve the spending of District funds to cover employee salaries while working for the EOC with the understanding that the funds may or may not be reimbursed, made by Commissioner Virts, seconded by Commissioner Connor, (3 yay, 0 nay) motion passed.***

**2. Policies:** Nothing to report currently.

**3. BOND • CAPITAL PROJECTS – update (Merritt)**

- 1st Quarter 2020 Capital Projects Status Report.
  - Stations 31 and 32 Baseline / Ancillary project component updates.
    - Station 31 baseline project components have been scaled down and several items moved to the ancillary list.
    - Station 32 requires a certified Biologist to study the potential impact of the building construction on Rattle Snake Creek located less than 150 feet from the building. This finding has slowed the permitting process, but a potential Biologist is working with Kline & Associates and has submitted a quote of \$3,728.00. The final report must be submitted to the County along with the Conditional Use Permit and SEPA.
    - Station 31 & Station 32 projects can be bid separately if needed. Final drawings are close to completion.
  - OPCI – Owner Provided Contractor Installed.
    - These are items to be purchased by the District and not included in the base line contract.
  - Station 33 Roof – on hold.
- **CAPITAL PURCHASES** – On hold until building costs are finalized.

**4. White Salmon City Council Public Safety Committee (Virts)**

**5. Joint use facilities / interoperability (Montag)** Nothing to report currently.

**6. Annexations:**

- HB 5010 update -Parcels/Owners identified. Compiling notification letters. Long/Mr. & Mrs. Olson. Mr. & Mrs. Olson are on hold until further information is received from Chief Long, and due to COVID-19, the reduction in hours, and staff at the County level, the process is moving slower than anticipated. The Olson's have identified 10 parcels to be annexed into the district.

**7. Surplus equipment:**

- Trees- Resolution 2020-08 declaring trees surplus to the needs of the district.

**Motion to approve/adopt Resolution 2020-08 as presented at the March 12 regular business meeting made by Commissioner Virts, seconded by Commissioner Connor. (3 yay,0 nay) motion passed.**

- SCBAs – Resolution 2020-09 Declaring Drager SCBA’s surplus to the needs of the district.

**Motion to approve/adopt Resolution 2020-09 as presented at the March 12 regular business meeting made by Commissioner Virts, seconded by Commissioner Connor. (3 yay,0 nay) motion passed.**

**New Business:** None

**Public Comment:** Board may receive public comments. Time will be limited.

- Comment by Eric Bosler that Fire District 3 is participating in Mid-Columbia Fire Prevention Cooperative. Board supports this effort.

**Good of the order:** Nothing to report currently.

**Next meeting regular meeting:** May 14th 3:00 pm

**Motion to adjourn:**

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

Meeting adjourned: 16:04

**APPROVED BY:**

Thomas Montag 6-2-20  
Chairman – Commissioner Thomas Montag. (date)

**Attest:**

Rozalind Plumb  
District Secretary Rozalind Plumb

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

Charles Virts 2 June 2020  
Commissioner Charles Virts (date)

## Klickitat County Fire District 3 Commissioners Meeting

200 Husum Street Husum, WA.

April 9, 2020 at 15:00 (3 pm).

### AGENDA

#### Regular Board meeting.-VIRTUAL MEETING VIA ZOOM

##### To join via Computer:

Cut and paste the link into your browser.

<https://zoom.us/j/574779495?pwd=SXZ3Qk0wMzRhM2NKcjlVTD25HQVlrdz09>

To Join via cell phone: (you may need to download a zoom app)

One tap mobile +16699009128,,574779495# US (San Jose)

Or

Dial by your location +1 669 900 9128 US (San Jose)

Meeting ID: 574 779 495

Legal Counsel advice for this meeting: from Snure Law Office, PSC in response to the Governor's Proclamation regarding Open Public Meetings.

*During such meetings you are restricted to taking action on matters that are "necessary and routine or are matters necessary to respond to the COVID-19 outbreak and the current public health emergency." The term action includes discussion, so the intent of the proclamation is that meetings be short and efficient and restricted to necessary business. The governor's office has clarified that each governing body has the discretion to determine what is necessary and routine and is not, at this time, attempting to issue any additional guidance on that issue. In my opinion, routine would include minute approvals, voucher approvals, correspondence reports, chief reports etc. Necessary would include voucher approvals and any decision that if not taken prior to April 23, 2020 would have negative impacts on the District or the taxpayers. If the mater involves a decision that can be postponed until after April 23, 2020 then I do not believe it would be considered necessary. Obviously, each action has to be considered based on the facts that you are faced with.*

*Violators of this order may be subject to criminal penalties pursuant to RCW 43.06.220 (5)*

- **Open Meeting:** Call to order. Time \_\_\_\_\_
- **Approval of agenda**
- **Attendance**
- **Public Discussion:** The Board Chair will announce when a public comment period is permitted in the meeting. Time will be limited.
- **Minutes of last meetings:** March 12 Regular Business Meeting
- **Secretary's Report**
- **Chief's Report**
- **Training Report**
- **On Going Business**
  1. **Personnel:**
    - Update contracts for 2020
    - Klickitat County EOC / Reimbursed hours for COVID-19 - Endorsement  
Public Information Officer (PIO) Jessica Urbach  
Deputy Incident Commander Tony Gilmer  
Branch Director Wes Long
  2. **Policies:** None at this time.

### 3. BOND

- **CAPITAL PROJECTS – update** (Merritt)
  - 1<sup>st</sup> Quarter 2020 Capital Projects Status Report.
  - Stations 31 and 32 Baseline / Ancillary project component updates.
  - OPCI – Owner provided Contractor installed.
  - Station 33 Roof – on hold.
  
- **CAPITAL PURCHASES** – On hold until building costs are finalized.

### 4. White Salmon City Council Public Safety Committee (*Virts*)

### 5. Joint use facilities / interoperability (*Montag*)

### 6. Annexations:

- HB 5010 update -Parcels/Owners identified. Compiling notification letters. Long/Mr. & Mrs. Olson

### 7. Surplus equipment.

- Trees- Resolution 2020 -08 declaring trees surplus to the needs of the district.
  - SCBAs – Resolution 2020-09 Declaring Drager SCBA's surplus to the needs of the district.
- **New Business:** None
  - **Public Comment:** Board may receive public comments. Time will be limited.
  
  - **Good of the order**
  - **Next meeting;** Regular meeting May 14th 3:00 pm
  - **Motion to adjourn:** (A) Time \_\_\_\_\_



**KLICKITAT COUNTY  
TREASURER REPORT  
February 2020**

	Fund No.:	667.1	667.2	667.3
	Fund Name:	FIRE DIST 3	FIRE DIST 3 BOND	FIRE DIST 3 CAP
<b>BEGINNING CASH BALANCE</b>	1	\$ 229,602.93	\$ 77,648.25	\$ 46,375.98
<b>+++ Increases ++++</b>				
Receipts (Revenue Dist Rpt)	2	2,139.63	1,098.89	3,925.95
Netted Transactions	3	-	-	-
Matured Investments	4	-	-	-
Interfund Transfers - In (397)	5	-	-	-
Other Revenue - JE's	6	-	-	-
<b>Subtotal Increases</b>	<b>7</b>	<b>2,139.63</b>	<b>1,098.89</b>	<b>3,925.95</b>
<b>&lt;&lt; Disbursements &gt;&gt;</b>				
Other Expenditures - JE & KC AP	8	8,079.50	-	11,486.00
Interfund Transfers - Out (597)	9	-	-	-
New Investments	10	-	-	-
Disbursements (AP & PR)	11	-	-	-
E - Transactions (ACH & EFTPS)	12	19,419.66	-	-
Debt Service P&I	13	-	-	-
Other	14	-	-	-
<b>Subtotal Disbursements</b>	<b>15</b>	<b>27,499.16</b>	<b>-</b>	<b>11,486.00</b>
<b>ENDING CASH BALANCE</b>	<b>16</b>	<b>\$ 204,243.40</b>	<b>\$ 78,747.14</b>	<b>\$ 38,815.93</b>
<b>WARRANTS</b>				
Previous Month O/S	17	-	-	-
Issued (+)	18	-	-	-
Redeemed (-)	19	-	-	-
Canceled (-)	20	-	-	-
<b>WARRANTS OUTSTANDING (O/S)</b>	<b>21</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Cash Balance &lt;O/S Warrants &gt;</b>	<b>22</b>	<b>\$ 204,243.40</b>	<b>\$ 78,747.14</b>	<b>\$ 38,815.93</b>
<b>INVESTMENTS</b>				
Beginning Inv Balance	23	429,536.00	-	2,822,552.04
Matured Investments	24	-	-	-
New Investments	25	-	-	-
<b>ENDING INVESTMENT BALANCE</b>	<b>26</b>	<b>429,536.00</b>	<b>-</b>	<b>2,822,552.04</b>
<b>DEBT SERVICE/BOND ACTIVITY</b>				
Beginning Bond Principle Balance	27	(149,986.07)	-	-
Bond Principle Payments	28	-	-	-
Bond Interest Payments	29	-	-	-
<b>ENDING BOND PRINCIPLE BALANCE</b>	<b>30</b>	<b>(149,986.07)</b>	<b>-</b>	<b>-</b>

## 2020 Operating Budget

This budget sheet is connected to the expenditure spreadsheet.

## Klickitat County Fire District 3

BUDGET 2020 CATEGORY	Original Budget	March expenditure	Expenditure YTD	Balance	% Used	NOTES
Salaries & Wages + employee paid benefits	230,118.53	16,785.61	50,678.97	179,439.56	22%	275,831.21
Benefits (excluding employee paid)	45,712.68	3,741.93	14,215.28	31,497.40	31%	
Volunteer Stipend	18,000.00	-	554.10	17,445.90	3%	
Volunteer Disability/Pension/lifeflight	14,407.00	1,475.00	1,475.00	12,932.00	10%	
Volunteer Recognition	3,200.00	-	16.99	3,183.01	1%	
Office Expense/Supplies	5,500.00	179.34	1,187.10	4,312.90	22%	
Professional Services	25,550.00	437.50	2,088.00	23,462.00	8%	
Insurance	20,000.00	-	-	20,000.00	0%	
Communications	2,760.00	574.10	1,279.96	1,480.04	46%	
Advertising	1,900.00	-	240.00	1,660.00	13%	
Vehicle Parts/Repairs/service	14,000.00	711.75	2,281.34	11,718.66	16%	
Rescue - Apparatus/Supplies	6,800.00	1,249.42	1,249.42	5,550.58	18%	
Fuel	9,000.00	286.51	1,264.04	7,735.96	14%	
Station Repairs/Supplies	5,000.00	533.25	1,603.89	3,396.11	32%	
Utilities Services	19,100.00	1,247.94	3,869.05	15,230.95	20%	
Travel & Meals	4,000.00	-	154.74	3,845.26	4%	
Training	11,000.00	-	185.00	10,815.00	2%	
Fire Supplies/service	9,000.00	260.00	275.04	8,724.96	3%	
EMS Supplies	9,500.00	-	220.46	9,279.54	2%	
Uniform/apparel	4,000.00	69.99	69.99	3,930.01	2%	
Prevention	1,500.00	797.95	797.95	702.05	53%	
Long Term Loans (Ambulance)	-	-	-	-	0%	
Taxes (for previous year)	2,500.00	-	-	2,500.00	0%	
Dues & Fees	2,200.00	1,726.64	1,726.64	473.36	78%	
Municipal Pool Reserve	34,674.14	-	-	34,674.14	0%	
Capital Pool	-	-	-	-	0.00%	
<b>Total budgeted expenditure</b>	<b>499,422.35</b>	<b>30,076.93</b>	<b>85,432.96</b>	<b>413,989.39</b>	<b>17%</b>	
EXTRA projects using cash balance						
Invested funds						
State Grant Dept. of Health	1,260.00	-	-	1,260.00	0%	
Expense for Wildland						
<b>Total Actual Expenditure</b>		<b>30,076.93</b>	<b>85,432.96</b>			
Ave. property tax estimated in November 2019 + 29,000 TO share	499,422.35					



## 2020 Capital SUMMARY - March

4/8/2020

NOT reconciled with County Treasurer

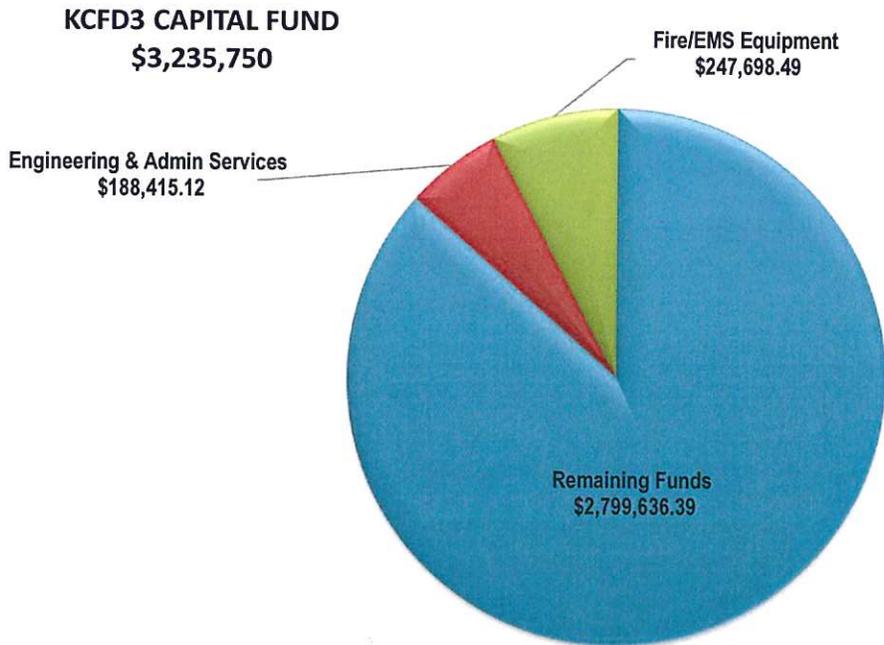
<b>ORIGINAL BOND</b>	<b>\$ 3,235,750.00</b>
2018 Bond Council included in engineering and admin serv. Total.	15,000.00
<b>Beginning balance</b> (dec 2018)	<b>3,220,750.00</b>
2019 total expenses	375,043.23
2020 Beginning balance	2,845,706.77

		2019	2020	2020 Totals	Totals
<b>Capital Service</b>	Professional Serv. Admin	108,111.83	35,503.64		
	Professional Serv. Fire	29,799.65	-		
				35,503.64	173,415.12
<b>Capital Goods</b>	Fire Equipment	234,713.55	10,566.74		
	EMS Equipment	2,418.20	-		
				10,566.74	247,698.49
<b>TOTAL</b>		375,043.23	<b>46,070.38</b>	46,070.38	
<b>REMAINING FUNDS</b>		2,845,706.77	<b>2,799,636.39</b>		
<b>INVESTED</b>		2,822,552.04	<b>2,802,552.04</b>		
<b>Balance</b> (does not include interest)		23,154.73	<b>(2,915.65)</b>		

2019 Interest Earned	25,877.67	25,877.67	Total Interest Earned
2020 Interest Earned		8,105.08	

Treasurer Cash Balance **\$ 31,067.10**

Chart Summary	2018	2019	2020	Totals
Remaining Funds		\$ 2,845,706.77	\$ 2,799,636.39	\$ 2,799,636.39
Engineering & Admin Services	\$ 15,000.00	\$ 137,911.48	\$ 35,503.64	\$ 188,415.12
Fire/EMS Equipment		\$ 237,131.75	\$ 10,566.74	\$ 247,698.49



# Fire Chief's Report to Board of Commissioners

## April 9th, 2020

No injuries or accidents since your last meeting. Our Safety Committee conducted online meeting for April 2020. Safety Committee is working on streamlining pre-entry physicals, ongoing physicals for firefighters. Also reviewing our Written Respiratory Protection Plan.

**Customer Service (emergent and non-emergent):** 23 calls for service since March 9<sup>th</sup>, 2020.

### Projects:

1. Bond:
  - (a) SCBA RIT (rapid intervention kit) arrived as part of SCBA equipment replacements. Equipping the kit will ancillary items such as webbing, strobe light and flashlight.
  - (b) Met with Bob Merritt to go over Baseline projects and identify Ancillary projects in the list.
  - (c) Roof quotes placed on hold due to Covid-19.
  - (d) No equipment purchases conducted. Continues to be on hold due to unknown construction estimates.
  - (e) Roz provided Capital One financials for the District.
2. RADIO GRANT: Per WDOE, this has been suspended and our application will remain on file for the 2020 grant period. Timing may ultimately be advantageous as equipment is on hold pending construction estimates. Per WDOE, the Governor's budget still has grant funding available through this program. However, it was consumed in 2019 for a PCB spill into Puget Sound from the former Olympia Brewery. UPDATE April 2020: Fire District 3 has been notified that our grant application is still in the review process and has scored towards the top of the rankings. Confirmation has not been officially made by WDOE however. Still waiting.
3. Sealed bids for the surplus fire truck and utility truck received no bids. This vehicle will be put out front with 'For Sale' signs.
4. 2020 Fleet maintenance and DOT Inspections have been completed. We have tires in the fleet that need rotated out due to age. For example, Tender 31 steer tires have exceeded their life. Working on replacement tires pending budget review.
5. Working with WSVSD to get trucks into the bus barn for brake inspections/service. I will make one more attempt to utilize them, if I cannot before end of February, we will utilize Les Schwab in Hood River.
6. Annual Awards dinner planning: March 28, 2020 at the Elks Lodge in White Salmon. **Cancelled due to COVID-19.**
7. Coyote Water Tank: Received a report that the tank was leaking by the property owner. Jeremy Grose and I both looked at it and made the decision to work with the property owner to investigate repairs.. The lines were dug up and the tank drained. Ultimately, the property owner learned of a 1' iron pipe that was connected to his residential well pump that broke. He was unaware of this line. It was repaired. The water tank will be refilled. Note: Draining the tank was healthy for that water supply. Will be refilled this week. Lastly, this tank does NOT belong to Fire District 3.
8. February KCIFA meeting cancelled. Will be attending in March. (March KCIFA meeting was cancelled)
9. Central Washington Inter-Agency Training Academy has been cancelled. No attendance on my part.
10. Spring Type 3 IMT training has been cancelled. However, the State is worried about upcoming fire season.

### COVID – 19

1. Substantial changes due to Stay at Home Order by Governor Enslee's recent Proclamation(s).
2. Training and congregation of members was immediately addressed. At first, we made provisions for small groups to perform training at their respective stations. As Covid-19 issues progress, KCFD3 also cancelled all training and social events. Such as Tuesday's and our Annual Awards Banquet.
3. Fire Stations have been closed to the public for all access. Users of Station 31 were notified to avoid confusion.

4. Staffing of the office has been adjusted to minimize direct contact. Sanitation procedure has been put into effect for both stations.
5. Outreach to our members to check on them has been approached to check on the health and welfare of our members. No negative impacts have been communicated. Continually observing this.
6. Substantial time and energy given to the Klickitat County Emergency Operations Center as part of our county's response. The majority of time in Goldendale has been provided by KCFD3 with Captain Gilmer and Jessica Urbach's duties as part of that Type 3 organization.
7. My duties have been assigned as a West Branch Director to help effect food delivery services for the areas of Western Klickitat County. Thus far, only a small amount of deliveries has been received. Tom Andrews was kind enough to help conduct three deliveries on Friday in Lyle, Glenwood and Snowden.

**Training:** See Captain Gilmer's report

**Community Events:** Fire on the Mountain Marathon originally scheduled for May 16<sup>th</sup> has been cancelled. I expect all Spring community events are likely going to be cancelled as well. I.e. Spring Fest.

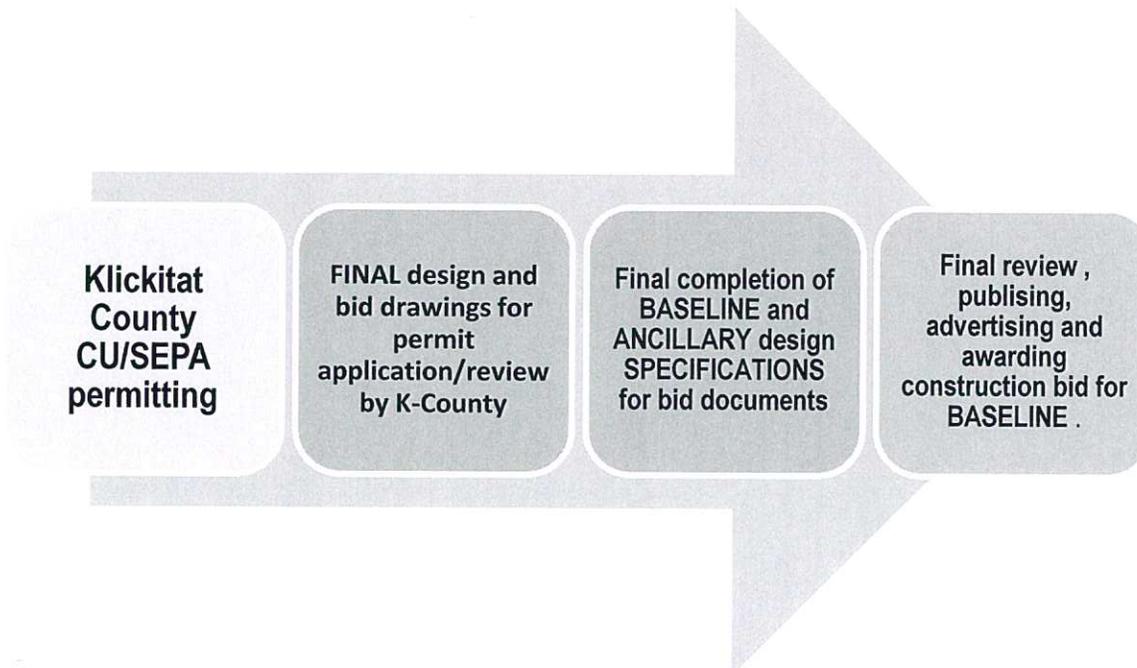
**Personal Activities and Achievements:** N/A

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

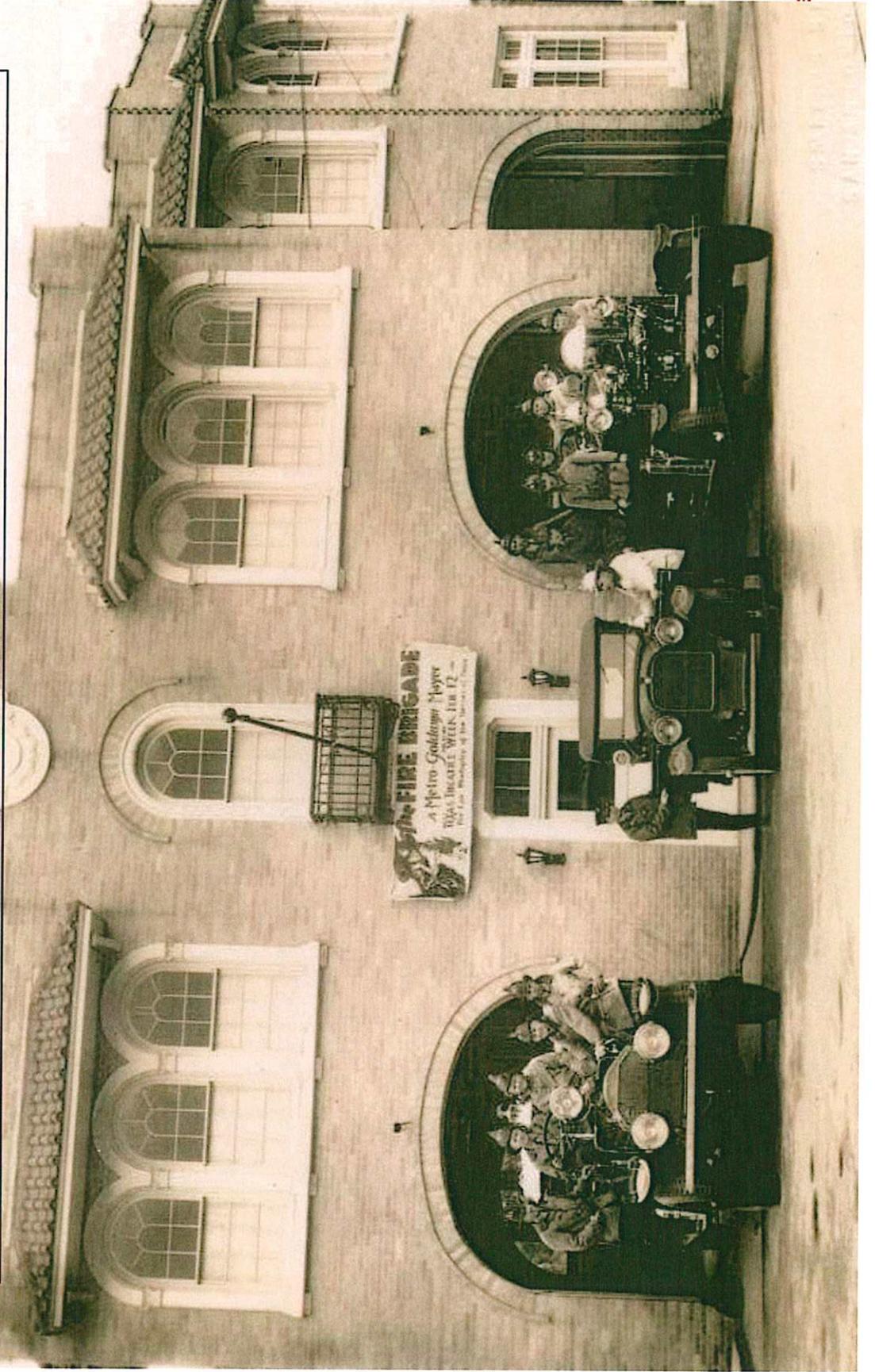
DISCUSSION ITEM SUBJECT	<b>1<sup>st</sup> QUARTER 2020 CAPITAL PROJECTS STATUS REPORT</b>
PRESENTER	mHc
PREVIOUS BOARD DISCUSSION	<ul style="list-style-type: none"> <li>• The K-3 Executive Staff, Klein Engineering Team and mHc have been continuing to ‘gain yardage’ in the critical steps leading to design, bid and construction of the Capital Improvement projects at both Station #31 and Station #32</li> <li>• Though the Corvid-19 issue has thrown a number of tight turns in our path, Chief Long and mHc have overcome those with a number of alternative means of communicating. It is clear that we are in lock-step and moving forward</li> <li>• mHc has provided a number of key designs and concepts for the Board in the past year –particularly in design concepts and the ‘triage’ of what is BASIC to the critical goals which the Board has adopted and strongly pursue. <b>We call that concept BASELINE &amp; ANCILLARY Capital Improvements.</b></li> <li>• The purpose of this important exercise is that the ‘needs list’ for K-3 in order to upgrade its operational and support services is great. Added to that burden is also the goals to plan, prepare and design functions and improvements to meet future needs and delivery models as the demand for service increases and complexity and diversity of those demands expand. <b>No longer is K-3 simply “the fire department.”</b></li> <li>• With such demands in mind, the gaps that need to be filled exceed the ability to fund their ‘fix’ and therefore extra effort is being taken to insure that the capital projects are crafted in a manner that the Board has the MAXIMUM EFFECTIVE OPTIONS to <b><i>pick-and-choose</i></b> from the project/purchase menu of bidded improvements to maximize the outcome.</li> </ul>
FOLLOW-UP STAFF INFORMATION	<ul style="list-style-type: none"> <li>⊗ As a part of this Status Report, K-3 Staff and mHc have included a detailed UPDATE to the Capital Projects as we near the goal-line of having design, drawings and specifications ready for bid.</li> <li>⊗ So that it is clear what the three separate tables represent, the following is provided: <ul style="list-style-type: none"> <li>→ <b>BASELINE:</b> Those projects, improvements, purchases and efforts that are the BASIC, required efforts to meet or enhance services outlined by the Board’s Task Force report and goals. Everything itemized in the Baseline project will be done within the borders of the construction contract overseen by Klein and Associates.</li> <li>→ <b>ANCILLARY:</b> This list of items are other ESSENTIAL efforts, improvements and purchases which the Board may ‘pick-and-choose-from at the time of bid opening <b>BASED UPON AVAILABLE</b></li> </ul> </li> </ul>

	<p>MONEY AFTER THE BASELINE IS COMPLETED. Some of these items may be added to the BASELINE bid at the time of award. Other items on this list will be accomplished exclusively by K-3 efforts.</p> <p>→ OPCI LIST: This list is the other <i>ancillary equipment purchases</i> that may be necessary – again – should funds be available. The goal here being to keep as many items out of the base construction contract to reduce cost impacts.</p> <p>→ mHc has provided a visual graphic to emphasize the remaining steps in the PRE-CONSTRUCTION EFFORTS of Klein, K-3 and mHc.</p>
<i>Additional Documents – Attachments</i>	<ul style="list-style-type: none"> <li>⊗ FINAL STEPS</li> <li>⊗ Status Report (PDF)</li> <li>⊗ OPCI</li> </ul>
<b>BUDGET IMPACT</b>	
<b>STAFF RECOMMENDATION</b>	

# Final Steps to Contract Award

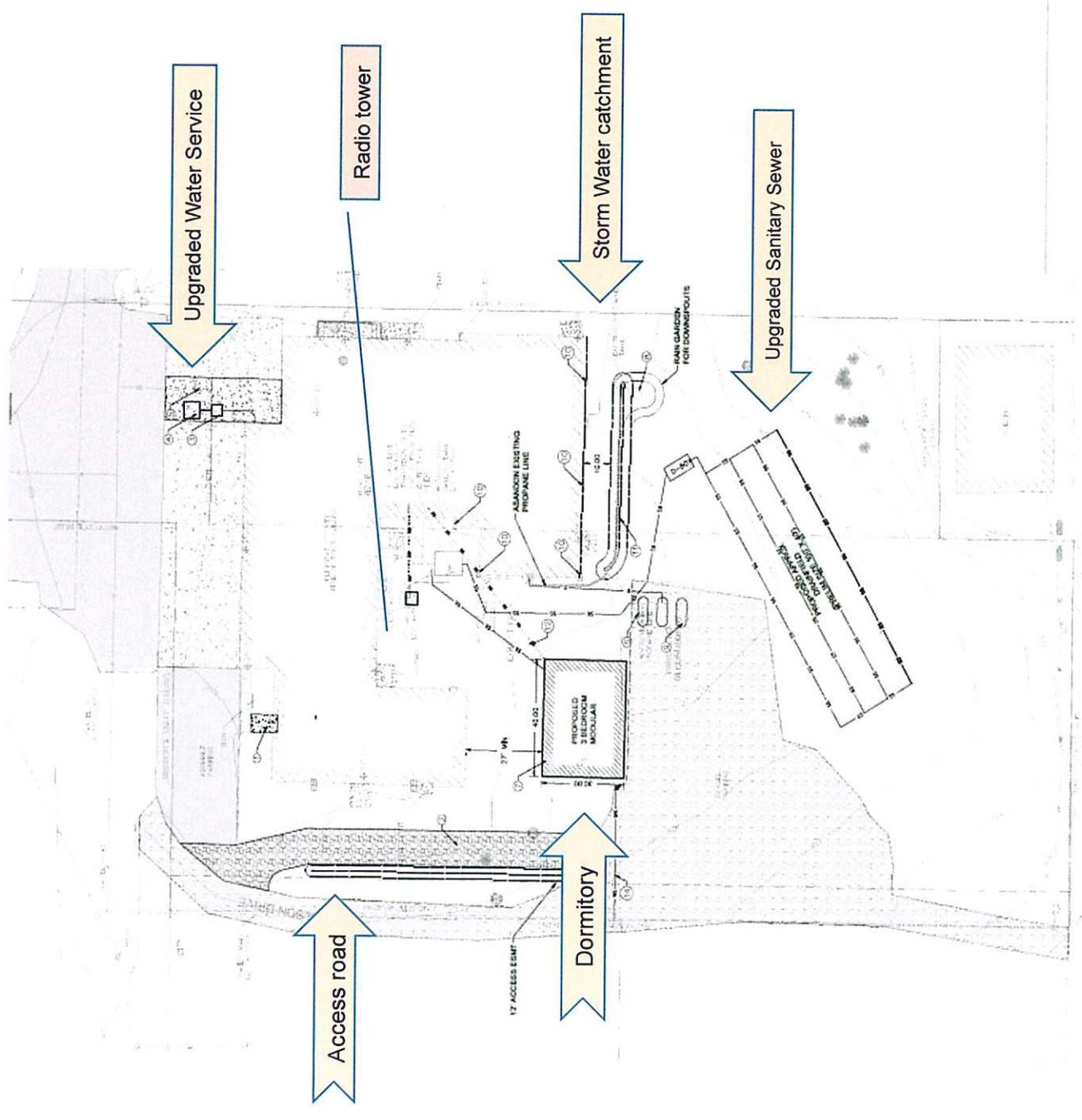


# K-3 Fire Station #31 & Station #32 “Baseline” & “Ancillary” Projects









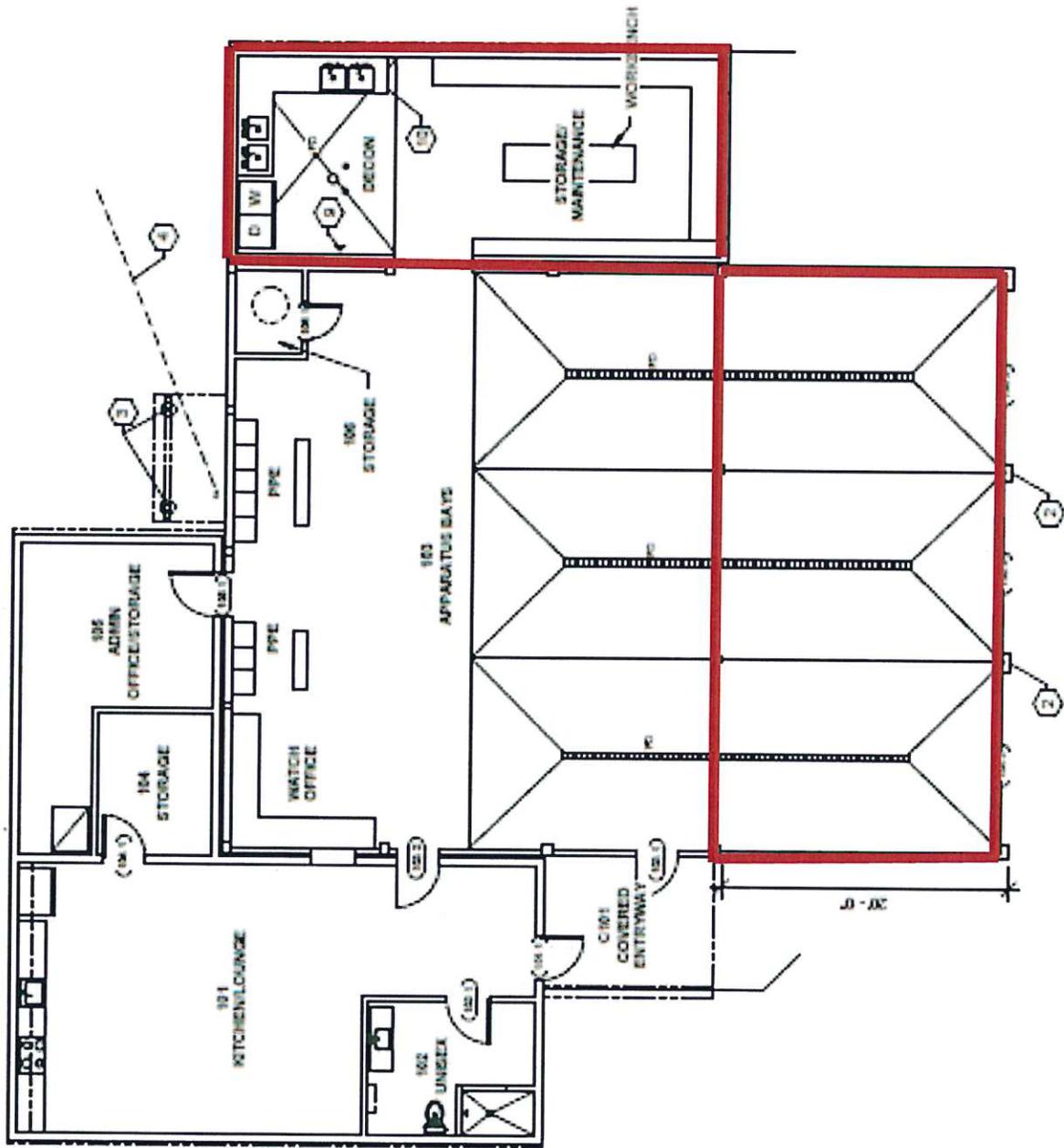
- Security fencing
- Security lighting
- Grading; surfacing
- Storm water retention
- Landscaping
- Drill props
- Emergency generator
- LPG storage tanks
- Storage container
- Extra elec conduit
- Extra water lines
- Extra data conduit
- Station alerting siren



<b>BID ALTERNATE PROJECT ITEM</b>	
Renovate/upgrade Training Room	
Upgrade Training Room kitchen area	
Upgrade to EOC Ops capabilities	
Upgrade AV system	
Upgrade HVAC system(s)	
Convert [primarily] to propane	
Renovate/upgrade existing lavatories	
Renovate/expand Ops storage area	
Renovate/upgrade kitchen	
Renovate gym stage/storage area	

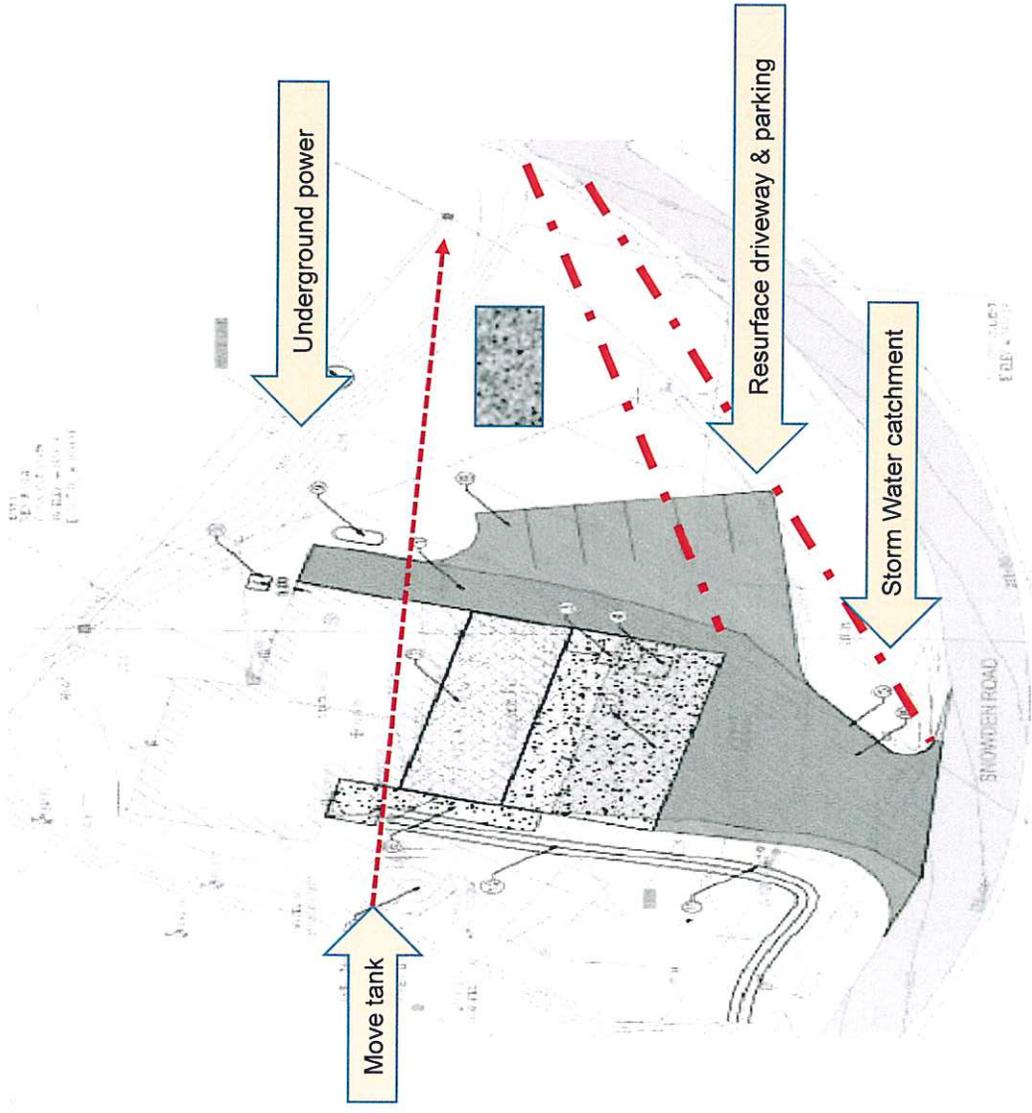
<b>ANCILLARY ITEM</b>	
Replace tables and chairs	
Furniture/amenity matrix	

# Station #32 Baseline



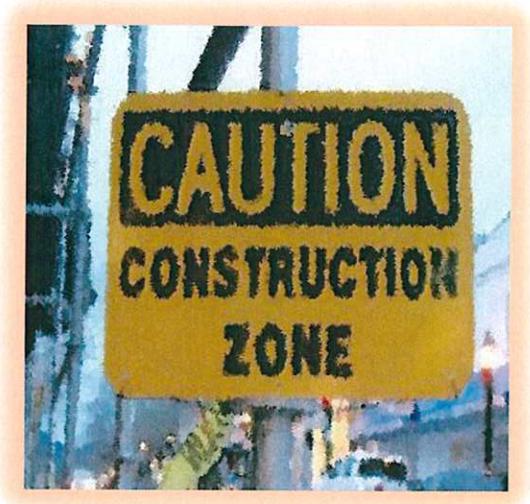
<b>BASELINE PROJECT ITEM</b>
Convert [primarily] to propane
Upgrade HVAC
Construction of Watch Office area
Dedicated PPE area
Upgrade/expand apparatus bay space
Removal/replacement entire bay floors
Removal/replacement apparatus doors
Upgrade power panel shelter (exterior)
Construct decon area
Equipment storage area
Construction maintenance/tool area
Construct engineered modular home pad
Install radio tower

<b>ANCILLARY ITEM</b>
Complete security/fire alarm system
Emergency generator
Removal/replacement roofing system
Electronics/AV matrix
Furniture/amenity matrix
Upgrade bay exhaust system
PPE rack system
Roof system
Vegetation abatement (FireWise)



- Security fencing
- Security lighting
- Grading; surfacing
- Storm water retention
- Landscaping
- Emergency generator
- LPG storage tanks
- Storage container
- Extra elec conduit
- Extra water lines
- Extra data conduit
- Station alerting siren
- Future modular pad

# O.P.C.I



OWNER PROVIDED CONTACTOR  
INSTALLED

## LIST

ITEM	Quantity	Details	Provider
<b>ELECTRONICS</b>			
Emergency generators			
Gen controls			
Fire/security systems			
IT/Data racks			
Telephone/intercom system			
Ops Base radio			
50' Antenna			
Amplifier/speaker systems			
Station alerting siren			
Door devices			
<b>COMMUNICATIONS</b>			
<b>AUDIO-VISUAL</b>			
Ops TV			
Training Room AV			
Radio towers			
Speakers			
<b>BUILDING EQUIPMENT</b>			
On-Demand Water Heaters			
Station #32 apparatus doors/motors			
Radio			
Decon extractor			
SCBA compressor			
Door locks			
Exhaust systems			
PPE racks/benches			
Hose racks			
White boards/cork boards			
Hanging racks			
Signage			

<b>PROpane tanks</b>			
<b>IRRIGATION</b>			
<b>LANDSCAPING</b>			
<b>APPLIANCES</b>			
<b>Kitchen refrigerator</b>			
<b>Kitchen stove</b>			
<b>Kitchen dishwasher</b>			
<b>FURNITURE</b>			
<b>Board Room Chairs</b>			
<b>Meeting Room tables and chairs</b>			
<b>Ops Office chairs</b>			
<b>Ops map rack</b>			



# Klickitat County Fire District 3

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

(509) 493-2996

## RESOLUTION 2020-08

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

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

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

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

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

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

#### ADOPTION:

ADOPTED at a Regular Meeting of the Board of Fire Commissioners of *Klickitat County Fire District 3* on April 9, 2020 -- the following Fire District Board Members being present and voting:

#### SINGATURES

Handwritten signature of Tom Montag in cursive.

Tom Montag, Fire Commissioner (position 2)

ATTEST: Handwritten signature of Rozalind Plumb in cursive.

ROZALIND PLUMB, Fire District Secretary

\_\_\_\_\_  
ROBERT CONNOR, Fire Commissioner (position 3)

Handwritten signature of Charles Virts in cursive.

Charles Virts, Fire Commissioner (position 1)

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}  
}



# Klickitat County Fire District 3

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

(509) 493-2996

## RESOLUTION 2020-09

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

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

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

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

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

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

#### **ADOPTION:**

**ADOPTED** at a Regular Meeting of the Board of Fire Commissioners of *Klickitat County Fire District 3* on **April 9<sup>th</sup>, 2020** -- the following Fire District Board Members being present and voting:

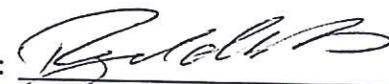
#### **SINGATURES**

  
\_\_\_\_\_  
Tom Montag, Fire Commissioner (position 2)

\_\_\_\_\_  
ROBERT CONNOR, Fire Commissioner (position 3)

\_\_\_\_\_  
Charles Virts, Fire Commissioner (position 1)

ATTEST:

  
\_\_\_\_\_  
ROZALIND PLUMB, Fire District Secretary

}  
}  
}