

**Klickitat County Fire District 3
200 Husum Street Husum, WA 98623
Commissioner's Regular Meeting
November 9, 2023, at 15:00 (3 pm)**

This meeting was available using remote online video and telephone technology. The district posted notice of how to access the meeting (Website).

Call to order: 15:03

Attendance

Commissioner Montag (Chair), Commissioner Connor (Vice Chair), Commissioner Virts – (Quorum), Staff/Volunteers: Rozalind Plumb (District Secretary), Jennifer McLean (Admin. Assistant), Eric Bosler (Fire Prevention/BVFF), mHc Associates/Bob Merritt (zoom).

Approval of agenda

“Motion to approve the agenda for regular board meeting November 9, 2023.” Made by Commissioner Connor, seconded by Commissioner Virts. (3 yay, 0 nay) motion passed.

Minutes of the last meeting:

- October 12 Regular Board Meeting

“Motion to approve the October 12 regular board meeting minutes.” Made by Commissioner Virts, seconded by Commissioner Connor. (3 yay, 0 nay) motion passed.

Secretary / Finance Report See attached.

- Approval of the scripts:

“Move to approve payments of the general expense fund distributions 1) for \$3,141.92 dated 10/12/23, 2) \$3,063.73 dated 10/18/23, 3) \$433.18 dated 10/26/23, 4) \$1,465.25 dated 11/01/23, 5) \$2,483.29 dated 11/07/23.” Made by Commissioner Virts, seconded by Commissioner Connor. (3 yay, 0 nay) motion passed.

No Capital Expenditures.

The State Audit is underway 2020, 2021, 2022.

Working on the migration from Emergency Reporting to eso.

Payroll- PFML applies to Commissioners. Working with payroll to make the correction.

Chief's / Training Report See attached.

The new engine is still expected to be on time.

Discussion on how much equipment will need to be purchased for the new engine. There will be new hose needed. Chief Long stated that should the RFA go through then he and Chief Hunsaker will look at the fleet and may move equipment around.

Discussion on Survey and Ratings and the RFA 's effect on the rating for areas outside the city limits.

Potential for the insurance rates in Pucker Huddle area to be lowered.

On Going Business

1. Personnel:

- a. 2024 Contracts will be due in December. There will be a special meeting held December 13, 2023, at 10 a.m. and at which time the Board may enter executive session to discuss performance reviews and then discuss contracts for 2024.

2. Policies: none

3. BOND

- CAPITAL PROJECTS

Remaining funds \$37,547.50

- **Station 31**

- a) ADA Walkway- will be resubmitted.
- b) Kitchen – Chief Long finished gas work for Station 31 stove. An appliance technician has been called to fix the flame.
- c) Fence- waiting on quotes.
- d) Radios- base station

- **Station 32**

- a) Oven- needs to be installed.
- b) Fence- request bids
- c) Radio – Base station

4. Engine Replacement

The new engine is still expected to be on time.

5. West Klickitat Regional Fire Authority

- a. The unofficial results show the WKRFA has passed.
- b. Consultant fees/shared costs. – discussion on the fees to date.
 - The invoice from MHC should be coming for costs associated with election.
 - White Salmon purchased stamps.
 - The printing costs need to be determined.
 - The cost is to be shared with White Salmon (Authorized by Joint activity Interlocal Agreement).
- c. Maintain Consultant. To start a new entity will be a big undertaking. The Board discussed the need to maintain mHc as the consultant for the purpose of transitioning to the RFA. There is a long list of items to be drafted before the effective date. Bob Merritt is waiting for the revised list to be returned to him from legal counsel.
- d. Bob Merritt discussed having a Governance Policy in place and stated he has one he created with Brain Snure that sets out how the governance board would operate. (running meetings, working with volunteers, etc.)
- e. Section 4 of the Joint resolution authorizes the RFA Planning Committee to continue working on the RFA master and deployment plans before the RFA effective date. As a planning committee they cannot adopt anything until the effective date but can work to create the policies and procedures required to operate.
- f. Master Plan – Merritt suggested the planning committee meet with the task force and discuss what services and standards the RFA will provide (Level of Service), and how

that service will be provided. The Master Plan can be drafted and ready for adoption when the Governance Board is in effect.

- g. OPMA – Discussion on the rules regarding Open Public Act and quorums of the City and district boards. Bob Merritt has spoken with legal counsel and will pass the written rules onto the district.

- 6. **Petition to Annex** – Two petitions (Rattlesnake Road). Following the Public Hearing the commissioners approved resolution 2023-12 to annex two parcels into the district. ***“Motion to approve the resolution.” Made by Commissioner Virts, seconded by Commissioner Connor. (3 yay, 0 nay) motion passed.***

- **New Business:**

- 1. **MRSC Roster – renewal** Board confirmed the district will continue using MRSC.

- 2. **2024 Budget Approval** – Resolution 2023 -13.

“Motion to approve resolution 2023-13.” Made by Commissioner Connor, seconded by Commissioner Virts. (3 yay, 0 nay) motion passed.

- 3. **2024 Levy Certification.**

- a) The estimated General Levy amount the district will receive is \$544,819.18. The certification will be \$626,524.00.

- b) The Bond Levy amount will be certified at \$320,000.

- **Public Discussion:** None.

- **Good of the order.**

- 1. Commissioner Connor shared information on the mural on the water tank at station 32. It would be great to have stone steps up to the tank so that people can view it.
- 2. Chief Long commented on the number of annexations that Jennifer has managed over the last few years.
- 3. Volunteer Firefighter Association Spaghetti dinner and bingo is scheduled for November 11.

- **Next meeting:**

- 1. Special Meeting: Wednesday December 13th 10:00 am performance reviews and contracts.

- 2. Regular meeting: Thursday December 14th 3:00 pm

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

- **Adjourned: 16:08 (4:08 pm)**

APPROVED BY:

Attest:

Thomas Montag 12/14/23
Chairman – Commissioner Thomas Montag (date)

Rozalind Plumb
District Secretary Rozalind Plumb

Robert Connor 12/14/23
Commissioner Robert Connor (date)

Charles Virts 14 Dec 2023
Commissioner Charles Virts (date)