

6 KLICKITAT COUNTY FIRE DISTRICT 3

200 Husum Street, Husum, WA 98623

Commissioner's Meeting

Thursday December 12, 2020

Due to COVID-19 pandemic and Governor Inslee's proclamation prohibiting holding in person meetings, this meeting occurred using remote online video and telephone technology. The District posted notice of how to access the meeting (posted to Website).

Call to Order: 1504

Agenda – Add Interlocal agreement for training captain, personnel contracts and job descriptions. And move project manager to beginning of meeting.

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

Attendance:

Commissioner Montag (Chair), Commissioner Connor, Commissioner Virts
Secretary Plumb, Admin Assistant McLean, mHc project Manager Robert Merritt, Eric Bosler, Llyod Olson, Sheri Bousquet.

Minutes

1. ***Motion to approve minutes of November 12th 2021 Budget Hearing made by Commissioner Virts, seconded by Commissioner Connor (3 yay, 0 nay) motion passed.***
2. ***Motion to approve minutes of November 12th Regular Business meeting made by Commissioner Virts, seconded by Commissioner Connor (3 yay, 0 nay) motion passed.***
3. ***Motion to approve minutes of November 27th Special Meeting for Levy Certification update made by Commissioner Connor, seconded by Commissioner Virts (3 yay, 0 nay) motion passed***

Public comment will be allowed at end of the meeting.

CAPITAL BOND – mHc Robert Merritt update (shared docs on screen)

- Commissioner Virts, Chief Long and Merritt reviewed the plans thoroughly. A bid alternate list has been made to reduce risk of change orders during the process.
- St 32 – brief discussion on extending the vestibule – but the conditional use permit is binding and will not allow any changes not already included.
- Building permits were submitted to the county. It is important to get the clean air certificate and building permits approved before going to bid so the contractors can make good estimates for the projects.
- Water line – will need to be replaced with a commercial size.
- Hazmat – The cost estimate from PBS to mitigate hazmat in the building is \$22,000. Only the areas that will be disturbed during the remodel will be mitigated. Clean air certificate will be issued before we hire a general contractor. Need to clear areas so the contractor can remove

the asbestos. Move office from front to the training room (phone lines et need to be repositioned). Apparatus bays area need to take out everything including benches, vehicles will need to be relocated during the work.

- Exhaust system – There are some agencies interested but no bids yet.
- Owner Purchased Contractor Installed – these items will be purchased by the district in order to save costs (contractors add a percentage for purchasing items for us usually 30%). However, this also places a burden on the district to ensure those items are purchased correctly (Specifications and bid laws apply), and on site when needed for installation. – generators, antenna, door locks, station sirens etc. We have specs for the items – Merritt will be heading this purchasing project. Delays in getting equipment will be costly.
- Timing – When we get the permits we go to bid. Merritt commented that it has taken a long time to get this far. He noted that the decision to use Jeff Dellis instead of larger architectural firm has had cost savings. However, it took longer because Jeff had to use engineers at different companies who were working on several projects simultaneously. He therefore had to wait for them to have time to work on our projects.
- Costs - Merritt, also commented that back in October 2019 he estimated the professional fees would be around \$160,000, and at that time also highlighted the sales taxes due on projects and purchases would likely be around \$270,000. The goal was to get the building projects done for around \$1.6 million, and have about \$1 million left for equipment purchases. Public works are expensive, state rules for prevailing wages and engineering designs and approvals are required.

Resolution 2015-16- Small public works- Commissioner Montag asked Secretary Plumb to explain the public works resolution 2015-16.

- Per RCW 39.04.155, the district can establish a roster/list of contractors to request quotes on building projects above a \$30,000 threshold. Establishing the list avoids having to use a lengthy sealed bid process.
- Projects costing less than \$30,000 have no statutory requirement (The district should still pursue the cheapest option that meets the specifications for the project.
- Resolution 2015-16 establishes the district's roster using MRSC.
- The resolution was established in 2015 using the state threshold of \$20,000.
- 2019 the State adjusted the threshold to \$30,000.
- The quote to complete the Hazmat removal is \$22,000.
- The Board can waive the resolution threshold of \$20,000 for this project as it will not violate the state requirement/limit, (legal counsel confirms this).
- The district should update the resolution to reflect the higher State thresholds (there are several within the resolution that require revision).

Motion to waive the threshold of 20,000 and to move forward with the Hazmat project with PBS contractor for the hazmat project made by Commissioner Virts, seconded by Commissioner Connor, (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 November 2020 – have not received from County**

Beginning balance \$411,085.03 (unconfirmed)	Ending Balance \$
Deposits \$	Disbursements \$59,319.13 (unconfirmed)

The November County Treasurer and Auditor reports have not been received from the County and will need to be reviewed in January 2021. Payroll, general deposits, and petty cash occurred on 12/09/20 by Commissioner Connor.

b) Bills and items to be signed

General Fund/Operating Budget:

- a) 10/21 \$151,112.02 b) 11/17 \$20,590.49 c) 11/24 \$5,566.09
- d) 12/1 \$3,595.94 e) 12/2 \$821.75 f) 12/9 \$1,499.43

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

c) 2020 Operating Budget: to date 11/30/20

Anticipated budget is \$499,422.35

Operating Expenditure to date \$400,973.49 (unconfirmed with County Treasurer Report).

2. CAPITAL FUND 667.3:

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

a) County Treasurer’s Report for November 2020 – have not received from County

Beginning balance \$1,129.43 (unconfirmed)	Ending Balance \$20,284.11 (unconfirmed)
Deposits \$ 49,509.33 (unconfirmed)	Disbursements \$30,354.65 (unconfirmed)

The November County Treasurer and Auditor reports have not been received and will need to be reviewed in January 2021 by Commissioner Connor.

b) Capital vouchers to be signed:

- a) 12/9 \$22,055.80

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

3. Bond Fund: 667.2. – No updates until the Treasurer report is received.

A payment is due this month (December) of 174,671.79.

4. INVESTED FUNDS

- GENERAL FUND = No updates until the Treasurer report is received.
- CAPITAL FUNDS = No updates until the Treasurer report is received.

5. Correspondence:

There are a couple of Public record requests we are handling.

6. Current priority projects include:

- Payroll for mobilizations – two reimbursements are outstanding
- Capital Bond activity
- Annexation
- Year end preparations

- Policy updates

Chief's Report – see attached.

Ongoing business:

Personnel

1. Training Captain Interlocal Agreement amendment. – Chief has been working with the other two agencies to add appendix B which outlines the expectations in more detail.
Motion to add the appendix B to the interlocal agreement made by Commissioner Virts, seconded by Commissioner Connor, (3 yay, 0 nay) motion passed. This will now need to go before the other boards for approval. The Training Captain position is currently advertised, due to close early January.
2. Wage and salary review. – Staff performance evaluations have been completed. The 2021 Contracts have been reviewed. The 2021 budget planning involved a close look at staff costs.
Motion to approve the 2021 contracts and authorize a 2% increase to the Chief, Secretary and Administrative Assistant. Made by commissioner Connor, seconded by Commissioner Virts.
3. Secretary Job Description – the job description tied to the contract had not been updated since 2014. The description has been reviewed.
Motion to approve the secretary Job description made by Commissioner Connor, seconded by commissioner Virts. (3 yay, 0 nay) motion passed.

Policies: none

Bond:

Capital Purchase:

1. SCBA – additional bottles needed. –
Motion to approve purchasing the SCBA bottles made by Commissioner Connor. Seconded by Commissioner Virts (3 yay, 0 Nay) motion passed.
2. Ready Racks – PPE storage racks.
Motion to approve purchasing the ready racks made by Commissioner Connor, seconded by Commissioner Virts. (3 yay, 0 nay) motion passed.

White Salmon Public Safety Committee – Virts – nothing to add.

Joint use facilities – plan to meet with them in January.

Petition to annex. – there are 5 properties in the North western park area. Public hearing will be scheduled for January.

Radio grant – the radios have been programed and installed in the vehicles.

New Business:

1. 2021 Business meeting schedule- Resolution 2020-13

Maintaining the regular meeting schedule for the commissioners on the second Thursday of each month at 3pm. The exception will be November where the second Thursday is 11/11/21 Veterans Day an established holiday. The November meeting will be on Wednesday 10th at 3pm.

Motion to approve Resolution 2020- 13 establishing the regular meeting schedule for 2021 to be the 2nd Thursday of each month except for Wednesday November 10th, 2021. Motion made by Commissioner Connor, seconded by Commissioner Virts. (3 yay, 0 nay) Motion passed.

2. Health plan renewal

The renewal documentation establishes the eligibility of staff to the benefit and what plans the district will offer.

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

Good of the Order

Commissioner Connor asked the volunteers to be cautious on Snowden in the winter due to poor road conditions and black ice.

Public Discussion – Chairman Montag opened the floor for public comment.

1. Mrs. Bousquet asked if the road put in on Olson Drive was completed, and was it done by the Fire Department.

Secretary Plumb stated the road was re graveled by the residents on Olson drive.

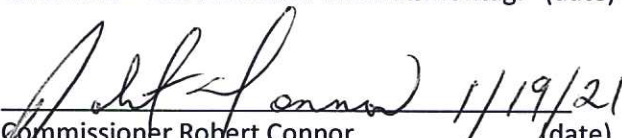
Next meeting - January 14th, 2021 at 3pm.

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

Meeting adjourned at 16:30.

APPROVED BY:


Chairman – Commissioner Thomas Montag. (date)


Commissioner Robert Connor (date)

 1-19-2021
Commissioner Charles Virts (date)

Attest:


District Secretary Rozalind Plumb

December 10, 2020 Secretary's Report

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CV BC

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2020 Operating Budget

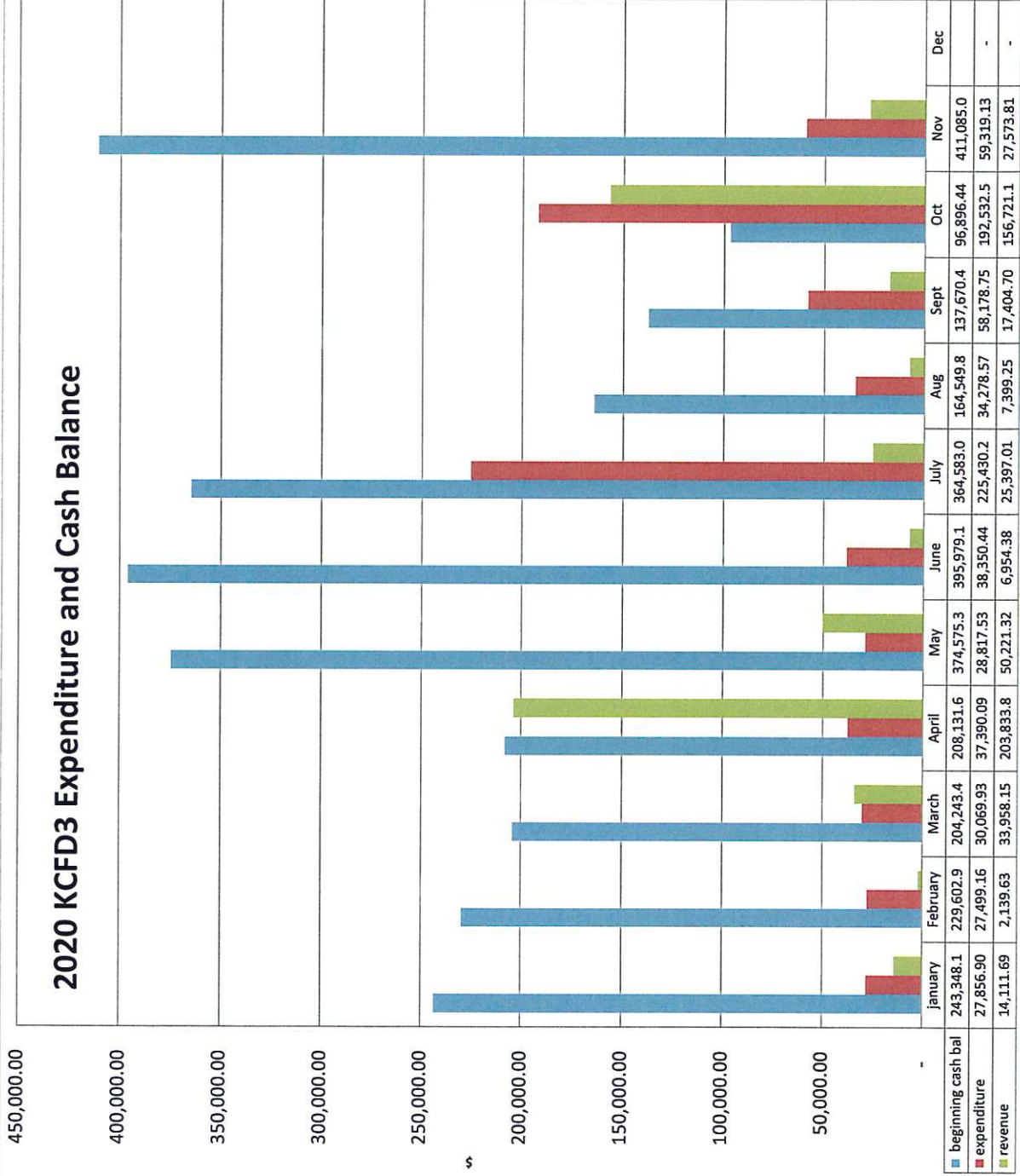
Updated 12/10/2020

This budget sheet is connected to the expenditure spreadsheet.

Klickitat County Fire District 3

BUDGET 2020 CATEGORY	Original Budget	November expenditure	Expenditure YTD	Balance	% Used	NOTES
Salaries & Wages + employee paid benefits	230,118.53	22,664.46	222,748.24	7,370.29	97%	
Benefits (excluding employee paid)	45,712.68	4,143.71	55,045.13	(9,332.45)	120%	
Volunteer Stipend	18,000.00	858.86	3,047.55	14,952.45	17%	
Volunteer Disability/Pension/lifeflight	14,407.00	10,906.00	12,381.00	2,026.00	86%	
Volunteer Recognition	3,200.00	-	16.99	3,183.01	1%	
Office Expense/Supplies	5,500.00	173.60	4,507.05	992.95	82%	
Professional Services	25,550.00	1,021.75	17,252.02	8,297.98	68%	
Insurance	20,000.00	-	20,624.00	(624.00)	103%	
Communications	2,760.00	16.03	684.34	2,075.66	25%	
Advertising	1,900.00	360.00	725.00	1,175.00	38%	
Vehicle Parts/Repairs/service	14,000.00	232.80	9,541.24	4,458.76	68%	
Rescue - Apparatus/Supplies	6,800.00	1,070.00	6,132.87	667.13	90%	
Fuel	9,000.00	792.19	5,653.87	3,346.13	63%	
Facilities/Station Repairs/Supplies	5,000.00	2,728.50	5,785.50	(785.50)	116%	
Utilities Services	19,100.00	460.74	11,249.23	7,850.77	59%	
Travel & Meals	4,000.00	1,685.80	2,251.89	1,748.11	56%	
Training	11,000.00	-	3,331.37	7,668.63	30%	
Fire Supplies/service	9,000.00	1,614.35	6,221.71	2,778.29	69%	
EMS Supplies	9,500.00	4,548.67	6,162.17	3,337.83	65%	
Uniform/apparel	4,000.00	-	3,624.53	375.47	91%	
Prevention	1,500.00	-	1,029.09	470.91	69%	
Taxes (for previous year)	2,500.00	-	1,565.66	934.34	63%	
Dues & Fees	2,200.00	-	1,393.04	806.96	63%	
Municipal Pool Reserve	34,674.14	-	-	34,674.14	0%	
Capital Pool	-	-	-	-	0.00%	
Total budgeted expenditure	499,422.35	53,277.46	400,973.49	98,448.86	80%	
EXTRA projects using cash balance		6,041.67	7,341.67			
Radio Grant		-	150,322.02			
Invested funds		-	200,000.00			
State Grant Dept. of Health	1,260.00	-	1,086.15	173.85	86%	
Expense for Wildland						
Total Actual Expenditure		59,319.13	759,723.33			
Ave. property tax estimated in November 2019 + 29,000 TO share	499,422.35					275,831.21

2020 KCFD3 Expenditure and Cash Balance



2020 NOVEMBER Capital SUMMARY - UNCONFIRMED W/COUNTY

Updated ~~11/11/2020~~ 12/10/20

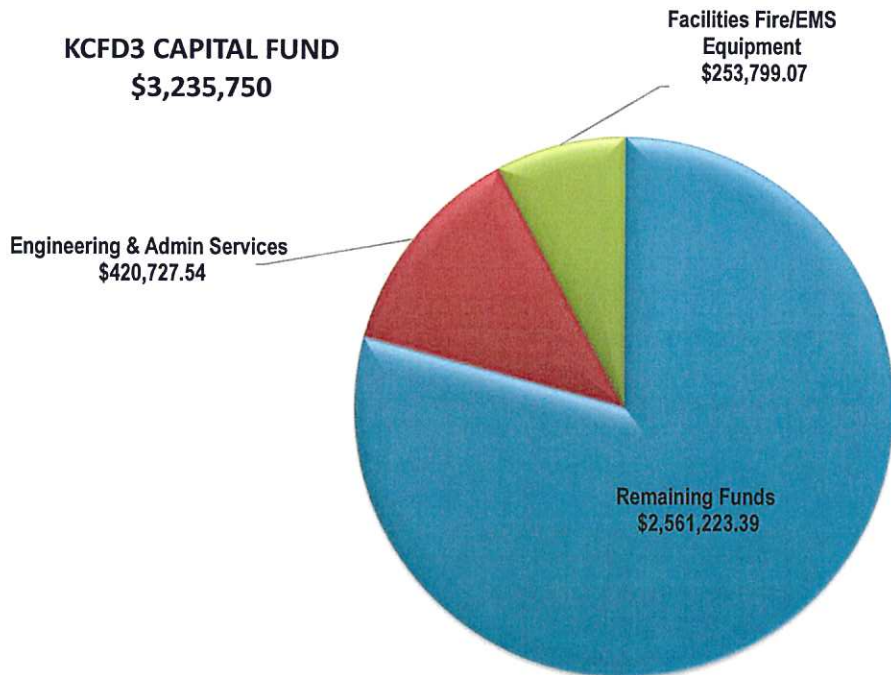
ORIGINAL BOND	\$ 3,235,750.00
2018 Bond Council included in engineering and admin serv. Total.	15,000.00
Beginning balance (dec 2018)	3,220,750.00
2019 total expenses	375,043.23
2020 Beginning balance	2,845,706.77

		2019	2020	2020 Totals	Totals
Capital Service	Professional Serv. Admin.	108,111.83	7,487.40		
	Professional Serv. Fire	29,799.65	-		
	Facilities Services		260,328.66		
					267,816.06
Capital Goods	Facilities Fire Equipment	234,713.55	16,667.32		
	EMS Equipment	2,418.20	-		
				16,667.32	253,799.07
TOTAL		375,043.23	284,483.38	284,483.38	
REMAINING FUNDS		2,845,706.77	2,561,223.39		
INVESTED		2,822,552.04	2,586,815.17		
Balance (does not include interest)		23,154.73	(25,591.78)		

2019 Interest Earned	25,877.67	25,877.67	Total Interest Earned
2020 Interest Earned		19,998.22	45,875.89

Treasurer Cash Balance **\$ 20,284.11**

Chart Summary	2018	2019	2020	Totals
Remaining Funds		\$ 2,845,706.77	\$ 2,561,223.39	\$ 2,561,223.39
Engineering & Admin Services	\$ 15,000.00	\$ 137,911.48	\$ 267,816.06	\$ 420,727.54
Facilities Fire/EMS Equipment		\$ 237,131.75	\$ 16,667.32	\$ 253,799.07



Fire Chief's Report to Board of Commissioners

December 10, 2020

No injuries or accidents since your last meeting.

Customer Service (emergent and non-emergent): 23 calls for service since your last Board meeting. One minor fire at the BZ Transfer Station.

Projects:

1. **Bond:**
 - (a) Work continues with Robert Merritt to examine design drawings. Met with Bob and Commissioner Virts on Wednesday December 1st. Exhaust extractors – Made direct calls to chiefs who expressed interest and quickly backed out. Bob Merritt continues to pursue potential buyers.
 - (b) Signed required permit documents and submitted to Jeff Dellis / Bob Merritt.
 - (c) Permit applications submitted to Klickitat County 12/7/2020.
2. **RADIO GRANT** Constructed radio template and coordinated logistical needs for radio installations. Radios programmed and final completion expected by 12/8. Training and issuing portables to personnel will begin 12/8.
3. **Apparatus/Fleet:** Working with Paco's Tire to finish up dual-tire fill line project. Pricing tires for 2021 budget cycle as needed. Engine 32 tires put on hold until I can assemble a complete quote.
4. **KCIFA** Provided a written proposal to KCIFA Leadership for "Volunteer Surge" idea reference State Mobilization in the 2021 fire season. Franklin County utilized a scheduled "surge force" for a couple State Mobilization during the last fire season. This is a way for Klickitat County fire agencies to participate in short bursts to augment forces on a Mobilization. No scheduled KCIFA meeting in the forecast and no response from them for my proposal.
5. **Wildfire assignment:** N/A
6. **Personnel:** Spend considerable time putting together position announcement for Training Officer. Posted on Website. Working on Assessment Center Planning.
7. **Community Building/pre-planning:** Met with DNR related to fuels reduction project. Status of the project rests on White Salmon City Council to approve Phase One details on City property.
8. **Fire Safety Surveys:** Eric Bosler rescheduling fire safety survey visit for property owner in Snowden.
9. KCFD3 received reimbursement from DNR for wildfire deployments in 2020. One left to process.
10. **Reporting Annual Stipend** project beginning with Roz. Will be working on needed steps to accomplish that project.
11. Will be reviewing service tenure during the month of December. (2020/2021 Annual Service Awards).

COVID-19

Training: Training remains SUSPENDED through at least DECEMBER 14th due to COVID-19.

Community Events: None at this time.

Personal Activities and Achievements: Out of Station 12/10-12/13. Attending Board Meeting via Zoom.

Respectfully submitted:

Wesley W. Long – Fire Chief December 7th 2020



Klickitat County Fire District 3

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

(509) 493-2996

MRSC ROSTERS SMALL PUBLIC WORKS, AND CONSULTANT, and VENDOR ROSTERS RESOLUTION

Resolution No. 2015 -16

A RESOLUTION OF THE COMMISSIONERS OF KLICKITAT COUNTY FIRE DISTRICT 3, WASHINGTON, ON THE SUBJECTS OF ESTABLISHING A SMALL PUBLIC WORKS ROSTER PROCESS TO AWARD PUBLIC WORKS CONTRACTS, A CONSULTING SERVICES ROSTER FOR ARCHITECTIURAL, ENGINEERING, AND OTHER PROFESSIONAL SERVICES, AND A VENDOR ROSTER FOR GOODS AND SERVICES NOT RELATED TO PUBLIC WORKS CONTRACTS.

WHEREAS, RCW 39.04.155 and other laws regarding contracting for public works by municipalities, allow certain contracts to be awarded by a small works roster process; and

WHEREAS, Ch. 39.80 RCW and other laws regarding contracting for consulting services by municipalities allow certain contracts to be awarded by a consultant roster process; and

WHEREAS, RCW 39.04.190, regarding purchase of materials, supplies, or equipment not connected to a public works project, allows certain purchasing contracts to be awarded by a vendor roster process;

NOW, THEREFORE, THE COMMISSIONERS OF KLICKITAT COUNTY FIRE DISTRICT 3, WASHINGTON, HEREBY RESOLVES AS FOLLOWS:

Section 1. MRSC Rosters. The Fire Protection District wishes to contract with the Municipal Research and Services Center of Washington (MRSC) to have their official rosters hosted in the online database for Fire Protection District use for small public works contracts, and consulting services, developed and maintained by MRSC through MRSC Rosters and authorizes Fire Protection District Staff to sign that contract.

Section 2. Small Public Works Roster. The following small works roster procedures are established for use by the Fire Protection District pursuant to RCW 39.04.155:

1. **Cost.** The Fire Protection District need not comply with formal sealed bidding procedures for the *construction, building, renovation, remodeling, alteration, repair, or improvement of real property* where the estimated cost is over Twenty Thousand Dollars (\$20,000.00), but does not exceed Three Hundred Thousand Dollars (\$300,000.00), which includes the costs of labor, material, equipment, sales, or use taxes as applicable. Instead, the Fire Protection District may use

the Small Public Works Roster procedures for public works projects as set forth in this resolution. The breaking of any project into units or accomplishing any projects by phases is prohibited if it is done for the purpose of avoiding the maximum dollar amount of a contract that may be let using the small works roster process.

2. **Publication.** At least once a year, MRSC shall, on behalf of the Fire Protection District, publish in a newspaper of general circulation within the municipality's jurisdiction a notice of the *existence of the small works roster and solicit the names of contractors for the small works roster*. MRSC shall add responsible contractors to the small works roster at any time that a contractor completes the online application provided by MRSC, and meets minimum State requirements for roster listing.
3. **Telephone, Written, or Electronic Quotations.** The Fire Protection District shall obtain telephone, written, or electronic quotations for public works contracts from contractors on the appropriate small works roster to assure that a competitive price is established and to award contracts to a contractor who meets the mandatory bidder responsibility criteria in RCW 39.04.350(1). The Fire Protection District may establish supplementary bidder criteria under RCW 39.04.350 (2) to be considered in the process of awarding a contract.
 - a) A contract awarded from a small works roster will not be advertised. Invitations for quotations shall include an estimate of the scope and nature of the work to be performed as well as materials and equipment to be furnished. However, detailed plans and *specifications need not be included in the invitation*.
 - b) Quotations may be invited from all appropriate contractors on the appropriate small works roster. As an alternative, quotations may be invited from at least five contractors on the appropriate small works roster who have indicated the capability of performing the kind of work being contracted, in a manner that will equitably distribute the opportunity among the contractors on the appropriate roster. "Equitably distribute" means that the Fire Protection District may not favor certain contractors on the appropriate small works roster over other contractors on the appropriate small works roster who perform similar services.

If the estimated cost of the work is from one hundred and fifty thousand dollars (\$150,000) to three hundred thousand dollars (\$300,000), the Fire Protection District may choose to solicit bids from less than all the appropriate contractors on the appropriate small works roster but must notify the remaining contractors on the appropriate small works roster that quotations on the work are being sought. The Fire Protection District has the sole option of determining whether this notice to the remaining contractors is made by:

- (i) publishing notice in a legal newspaper in general circulation in the area where the work is to be done;
 - (ii) mailing a notice to these contractors; or
 - (iii) sending a notice to these contractors by facsimile or email.
- c) At the time bids are solicited, the Fire Protection District representative shall not inform a contractor of the terms or amount of any other contractor's bid for the same project;
- d) A written record shall be made by the Fire Protection District representative of each contractor's bid on the project and of any conditions imposed on the bid. Immediately

after an award is made, the bid quotations obtained shall be recorded, open to public inspection, and available by telephone inquiry.

4. **Limited Public Works Process.** If a work, construction, alteration, repair, or improvement project is estimated to cost less than thirty-five thousand dollars (\$35,000), the Fire Protection District may award such a contract using the limited public works process provided under RCW 39.04.155 (3). For a limited public works project, the Fire Protection District will solicit electronic or written quotations from a minimum of three contractors from the appropriate small works roster and shall award the contract to the lowest responsible bidder as defined under RCW 39.04.010. After an award is made, the quotations shall be open to public inspection and available by electronic request.

For limited public works projects, the Fire Protection District may waive the payment and performance bond requirements of chapter 39.08 RCW and the retainage requirements of chapter 60.28 RCW, thereby assuming the liability for the contractor's nonpayment of laborers, mechanics, subcontractors, material men, suppliers, and taxes imposed under Title 82 RCW that may be due from the contractor for the limited public works project. However, the Fire Protection District shall have the right of recovery against the contractor for any payments made on the contractor's behalf.

The Fire Protection District shall maintain a list of the contractors contacted and the contracts awarded during the previous 24 months under the limited public works process, including the name of the contractor, the contractor's registration number, the amount of the contract, a brief description of the type of work performed, and the date the contract was awarded.

5. **Determining Lowest Responsible Bidder.** The Fire Protection District Commission shall award the contract for the public works project to the lowest responsible bidder provided that, whenever there is a reason to believe that the lowest acceptable bid is not the best price obtainable, all bids may be rejected and the Commission may call for new bids. A responsible bidder shall be a registered or licensed contractor who meets the mandatory bidder responsibility criteria established by Chapter 133, Laws of 2007 (SHB 2010) and who meets any supplementary bidder responsibility criteria established by the Fire Protection District.
6. **Award.** All of the bids or quotations shall be collected by the Chief or his designee.
 - a) The Chief or his designee shall then present all bids or quotations and their recommendation for award of the contract to the Commission. The Commission shall consider all bids or quotations received, determine the lowest responsible bidder, and award the contract; or
 - b) If the Commission delegates the authority to award bids to a Chief of the Fire Protection District for public works projects costing less than or equal to \$35,000, the Chief shall have the authority to award public works contracts without Commission approval, provided that the Commission shall ratify the Chief's approval at the next scheduled Commission meeting. For public works projects costing more than \$35,000, the Commission shall award all public works contracts.
7. **Posting.** A list of all contracts awarded under these procedures shall be posted at the Fire District's main administrative offices once every two months. The list shall contain the name of the vendor awarded the contract, the amount of the contract, a brief description of the items purchased, and the date it was awarded.

Section 4. Consulting Services Roster. The following consulting services roster procedures are established for use by the Fire Protection District pursuant to RCW 39.80.030:

1. **Consulting Services.** Consulting services are professional services that have a primarily intellectual output or product and include architectural and engineering services as defined in RCW 39.80.020.
2. **Publication.** At least once a year, MRSC shall, on behalf of the Fire Protection District, publish in a newspaper of general circulation within the municipality's jurisdiction a notice of the existence of the consulting services roster and solicit the names of consultants for the consulting services roster. MRSC shall add responsible consultants to the consulting services roster at any time that a consultant completes the online application provided by MRSC, upload a Statement of Qualifications, and meets minimum State requirements for roster listing.
3. **Review and Selection of the Statement of Qualifications Proposals.** The Fire Protection District shall use the following process to select the most highly qualified Architectural or Engineering firm off of the Consulting Services Roster to provide the required services:
 - a) The Commission shall establish criteria that the Chief, or their designee, must consider in evaluating Architectural or Engineering firms for a given project. Such criteria shall include a plan to insure that minority and women-owned firms and veteran-owned firms are afforded the maximum practicable opportunity to compete for and obtain public contracts for architectural or engineering services. The level of participation by minority and women-owned firms and veteran-owned firms shall be consistent with their general availability within the jurisdiction of the Klickitat County Fire District 3.
 - b) The Chief, or their designee, shall evaluate the written statements of qualifications and performance data on file with the Fire protection District at the time that architectural or engineering services are required;
 - c) Such evaluations shall be based on the criteria established by the Commission; and
 - d) The Chief, or their designee, shall conduct discussions with one or more firms regarding anticipated concepts and the relative utility of alternative methods of approach for furnishing the required services.
 - e) The firm deemed most highly qualified by the agency to do the project will be selected.
4. **Award.**
 - a) The Commission considers the proposal received and awards the contract; or
 - b) If the Commission delegates the authority to award projects to a Chief of the Fire Protection District for consulting services costing less than or equal to \$35,000, the Chief shall have the authority to award contracts for consulting services without Commission approval, provided that the Commission shall ratify the Chief's approval at the next scheduled Commission meeting. For consulting services costing more than \$35,000, the Commission shall award all contracts for consulting services.

Section 5. Vendor List Roster. The following vendor list roster procedures are established for use by the Fire District pursuant to RCW 39.04.190:

1. **Purchase of materials, supplies, or equipment not connected to a public works project.** The Fire District is not required to use formal sealed bidding procedures to purchase materials, supplies, or equipment not connected to a public works project where the cost will not exceed \$10,000. The Fire District will attempt to obtain the lowest practical price for such goods and services. When the cost is above Ten Thousand Dollars (\$10,000) but below Fifty Thousand Dollars (\$50,000), the fire district may use the Vendor List Roster procedures for purchasing projects as set forth in this resolution.
2. **Publication.** At least twice per year, MRSC shall, on behalf of the Fire District publish in a newspaper of general circulation within the municipality's jurisdiction a notice of the existence of the vendor list roster and solicit the names of vendors for the vendor list roster. MRSC shall add responsible vendors to the vendor list roster at any time when a vendor completes the online application provided by MRSC, and meets minimum State requirements for roster listing.
3. **Telephone, Written, or Electronic Quotations.** The Fire District shall use the following process to obtain telephone or written quotations from vendors for the purchase of materials, supplies, or equipment not connected to a public works project:
 - a) A written description shall be drafted of the specific materials, supplies, or equipment to be purchased, including the number, quantity, quality, and type desired, the proposed delivery date, and any other significant terms of purchase;
 - b) The Chief or their designee, shall make a good faith effort to contact at least three (3) of the vendors on the roster to obtain telephone or written quotations from the vendors for the required materials, supplies, or equipment;
 - c) The Chief or their designee, shall not share telephone or written quotations received from one vendor with other vendors soliciting for the bid to provide the materials, supplies, or equipment;
 - d) A written record shall be made by the Chief, or their designee, of each vendor's bid on the material, supplies, or equipment, and of any conditions imposed on the bid by such vendor;
4. **Determining the Lowest Responsible Bidder.** The Fire District shall purchase the materials, supplies, or equipment from the lowest responsible bidder, provided that whenever there is reason to believe that the lowest acceptable bid is not the best price obtainable, all bids may be rejected and the Fire District may call for new bids.
5. **Award.** All of the bids or quotations shall be collected by the Chief or his designee. The Chief, or their designee, shall create a written record of all bids or quotations received, which shall be made open to public inspection or telephone inquiry after the award of the contract. Any contract awarded under this subsection need not be advertised.
 - a) The Chief or their designee shall then present all bids or quotations and their recommendation for award of the contract to the Commissioners. The Commissioners

shall consider all bids or quotations received, determine the lowest responsible bidder, and award the contract; or

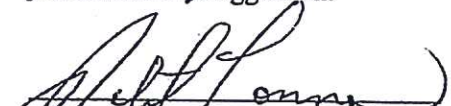
- b) If the Commission delegates the authority to award bids to the Chief of the Fire District for materials, supplies, or equipment costing less than or equal to \$20,000, the Fire Chief shall have the authority to award vendor contracts without the Commissioners approval, provided that the Commissioners shall ratify the Chief's approval at the next scheduled Commissioners meeting. For materials, supplies, or equipment costing more than \$20,000, the Commissioners shall award all vendor contracts.

- 5. **Posting.** A list of all contracts awarded under these procedures shall be posted at the Fire Protection District's main administrative offices once every two months. The list shall contain the name of the vendor awarded the contract, the amount of the contract, a brief description of the items purchased, and the date it was awarded.

PASSED this 19th day of November, 2015 and signed in authentication of its passage this 19th day of November, 2015.


Chairman Commissioner Zoller.


Commissioner Riggleman.


Commissioner Connor

ATTEST:


Secretary

APPROVED AS TO FORM:

Fire Protection District ATTORNEY



O: 509-453-6527 | 1-800-572-3939 | F: 509-457-2890 | 123 South Front Street, Yakima, WA 98901

cfireinc.com

QUOTATION

SHIP VIA: N/A
 ESTIMATED LEAD TIME:

DATE: 11/19/2020
 VALID UNTIL: 12/19/2020
 SALES REP: DJ Masters

Quotation For:

KLICKITAT 3

Comments:

Item #	QUANTITY	DESCRIPTION	UNIT PRICE	TAXABLE?	AMOUNT
1	10	SCOTT 30MIN 4500 CGA 804721-01	\$ 1,177.00	YES	\$ 11,770.00
2	1	ADAPTOR	\$ 635.00	YES	\$ 635.00
3			\$ -		\$ -
4			\$ -		\$ -
5			\$ -		\$ -
6			\$ -		\$ -
7			\$ -		\$ -
8			\$ -		\$ -
9			\$ -		\$ -
10			\$ -		\$ -
11			\$ -		\$ -
12			\$ -		\$ -

ADDITIONAL SHIPPING COSTS MAY APPLY

Please contact us with any further questions regarding this quote.
THANK YOU FOR THE OPPORTUNITY TO DO BUSINESS WITH YOU!

SUBTOTAL	\$ 12,405.00
TAX RATE	7.0%
SALES TAX	\$ 868.35
OTHER	\$ -
TOTAL	\$ 13,273.35

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cfireinc.com

QUOTATION

SHIP VIA: N/A
 ESTIMATED LEAD TIME:

DATE: 11/20/2020
 VALID UNTIL: 12/20/2020
 SALES REP: DJ Masters

Quotation For:
KLICKITAT COUNTY FIRE DIST 3

Comments:

Item #	QUANTITY	DESCRIPTION	UNIT PRICE	TAXABLE?	AMOUNT
1	6	RED RACK MOBILE 24" SNG SIDE 3 PER SECTION	\$ 1,123.00	YES	\$ 6,738.00
2	1	RED RACK MOBILE 24" SNG SIDE 2 PER SECTION	\$ 870.00	YES	\$ 870.00
3	1	PALLET	\$ 40.00	YES	\$ 40.00
4	1	ESTIMATE ON SHIPPING	\$ 1,400.00	YES	\$ 1,400.00
5			\$ -		\$ -
6			\$ -		\$ -
7			\$ -		\$ -
8			\$ -		\$ -
9			\$ -		\$ -
10			\$ -		\$ -
11			\$ -		\$ -
12			\$ -		\$ -

ADDITIONAL SHIPPING COSTS MAY APPLY

SUBTOTAL	\$ 9,048.00
TAX RATE	7.0%
SALES TAX	\$ 633.36
OTHER	\$ -
TOTAL	\$ 9,681.36

Please contact us with any further questions regarding this quote.
THANK YOU FOR THE OPPORTUNITY TO DO BUSINESS WITH YOU!

*Purchase limit
 District \$10,000
 State \$40,000*

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Board of Fire Commissioners

RESOLUTION

KCFD 3

RESOLUTION 2020-13

Klickitat County Fire District 3

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

98623

(509) 493-2996

“ A RESOLUTION ESTABLISHING THE REGULARLY SCHEDULED BOARD OF FIRE COMMISSIONER MEETINGS FOR 2021”

Background:

WHEREAS: Regularly scheduled meetings of the Board of Fire Commissioners are to be established annually by resolution in accordance with RCW 42.30 as to date, time and typical location;

RESOLUTION OF THE BOARD:

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF COMMISSIONERS, FIRE DISTRICT 3, COUNTY OF KLICKITAT, STATE OF WASHINGTON, THAT:

Effective January 1, 2021, the Regular Board Meetings for *Klickitat County Fire District 3* will be scheduled on the second Thursday of each month; scheduled to convene at 15:00 hours (3:00 p.m.) and will typically be held at Klickitat County Fire District 3, Station 31, 200 Husum Street, Husum, WA on the day / dates as follows:

Thursday	January 14th
Thursday	February 11th
Thursday	March 11th
Thursday	April 8th
Thursday	May 13th
Thursday	June 10th

Thursday	July 8th
Thursday	August 12th
Thursday	September 9th
Thursday	October 14th
Thursday	November 11th
Thursday	December 9th

Wed 10th

ADOPTION:

ADOPTED at a Regular Meeting of the Board of Fire Commissioners of *Klickitat County Fire District 3* on December 10th , 2020 -- the following Fire District Board Members being present and voting:

SINGATURES

TOM MONTAG, Fire Commissioner (position 1)

ATTEST: _____
ROZALIND PLUMB, District Secretary

Charles Virts, Fire Commissioner (position 2)

ROBERT CONNOR, Fire Commissioner (position 3)



Rozalind Plumb

From: Wesley Long
Sent: Tuesday, December 8, 2020 1:51 PM
To: Commissioner Thomas Montag; Rozalind Plumb
Subject: Request to Purchase
Attachments: SCBAbottlequote122020.xlsx; ReadyRackquote122020.xlsx

On your December 10th Agenda, I will also be asking for permission to increase our SCBA reserve bottle capacity. As provided previously, I was too conservative with the total number of bottles available for use during structure fires and need to increase our capacity.

Also,

On your December 10th Agenda, I'll be asking for permission to expend funds for ReadyRack PPE gear racks. In your November meeting you verbally gave the nod to go ahead and purchase them in anticipation that Station 31's truck bay will see some demolition due to asbestos abatement.

Both requests are Capital.

Wesley W. Long – Fire Chief
Klickitat County Fire District 3
P.O. Box 151
200 Husum St.
Husum WA 98623
509-493-2996
www.kcfd3.com/FB

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