

# KLICKITAT COUNTY FIRE DISTRICT 3

200 Husum Street, Husum, WA 98623

Commissioner's Meeting

Thursday August 13, 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 and on the office door).

**Called to order:** 15:10

**In Attendance Virtually:**

Commissioner Montag (Chair), Commissioner Connor, Commissioner Virts, Quorum present.  
Chief Long, Jennifer McLean, Eric Bosler, Lloyd Olson, Sheri Bousquet, Robert Merritt  
(absent: Secretary Rozalind Plumb)

**Approval of agenda:**

*Motion to approve the agenda 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 July 9, 2020 as presented, made by Commissioner Connor, seconded by Commissioner Virts (3 yay, 0 nay) motion passed.*

**Secretary's Report:**

**1. GENERAL EXPENSE FUND 667.1:**

See attached County Treasurer's report and 2020 Operating Budget table and graphs

**a) County Treasurer's Report for July 2020**

Beginning balance	\$364,583.09	Ending Balance	\$164,549.81
Deposits	\$25,397.01	Disbursements	\$225,430.29

Review of the May, June and July County Treasurer and Auditor Reports as well as July credit card receipts, payroll, general deposits, and petty cash occurred on 8/11/20 by Commissioner Connor. July disbursements include \$200,000.00 invested funds.

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

**General Fund/Operating Budget:**

- a) 7/8 \$3,586.88
- b) 7/15 \$408.53
- c) 7/29 \$5,908.17
- d) 8/5 \$1,540.16
- e) 8/12 \$5,933.30

**Motion to approve dispersals as outlined made by Commissioner Virts, seconded by Commissioner Connor. (3 yay, 0 nay) Motion passed.**

- c) **2020 Operating Budget:** to date 7/31/20  
Anticipated budget is \$499,422.35  
Operating Expenditure to date \$214,447.87 (43%)

**2. CAPITAL FUND 667.3:**

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

**a) County Treasurer's Report for July 2020**

Beginning balance	\$15,480.16	Ending Balance	\$53,454.52
Deposits	\$41,900.59	Disbursements	\$3,926.23

Reconciliation of the County Treasurer and Auditor reports against District Accounts for May, June, and July occurred on 8/11/20 by Commissioner Connor.

**b) Capital vouchers to be signed:**

- a) 7/8 \$3,086.88   b) 7/15 \$3,081.87   c) 7/29 \$40,000.00   d) 8/5 \$50,106.53

**Motion to approve capital expenditure made by commissioner Connor, seconded by commissioner Virts. (3 yay, 0 nay) motion passed.**

- 3. Bond Fund: 667.2.** As of July 31, the balance is \$207,496.40. \$191,435.78 has been received in 2020. June payment was \$60,690.12 (interest). Next payment is in December \$174,671.79 (Principal and interest).

**4. INVESTED FUNDS**

- General Funds = \$629,536.00, yielding \$2,775.35 as of July 31, 2020
- CAPITAL FUNDS = \$2,738,954.92 yielding \$18,315.98 gross interest as of July 31, 2020.

**5. Correspondence:**

Several requests for public records and information.

**6. Current priority projects include:**

- State Audit is completed for 2017,2018,2019. No findings
- Capital Bond activity.
- Public Record requests
- Archiving project
- Policy updates
- 2021 budget planning

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

Chief Long submitted a report to the Commissioners prior to the meeting. Additional comments:

- One member injured on a rescue along the river. BVFF local board will be meeting to process the paperwork for that.
- A couple of significant calls and MVC in the district.
- We sent an engine to Mosier Fire last night with Red carded firefighters.
- Dept of Ecology grant contract has been signed by the State so we can move forward.
- Station 33 roof- permits are in and work should begin soon.

Commissioner Virts noted that Jennifer had worked on receiving funding from the school district to the amount of \$1,409.10. this is funding designated by the legislature.

Summary of fire chief's meeting on August 4<sup>th</sup>.

Chief summarized the meeting was to review and discuss updates to the interlocal agreement for the Training Captain. Chief Long is waiting to hear back from the chiefs. Once deliberation between the chief's has occurred, then it will be presented to the respective boards.

**Training Report:** see attached.

- Percentage of participation is 29% for KCFD3, 22% White Salmon, 8% for SCFD3.
- All drills have been outside.
- Fire Academy is due to begin in September and we currently have 2 new members due to start.

Eric Bosler requested and was granted permission to comment. While he is not a firefighter, he has been observing the trainings and emphasized the members have been in full turn outs in the summer heat and training aggressively. And expressed his admiration for Captain Gilmer and the members.

**Ongoing business:**

1. **Personnel/Payroll:** Performance reviews should be completed by the end of September.
2. **Policies:** Drafts are being established. Safety committee is researching member physicals.

### 3. **BOND**

- **CAPITAL PROJECTS -project manager Robert Merritt**
  - **Station 33** - roof replacement is on the schedule. The permit is approved, and materials are due to be delivered in the next couple of days. Architect will be involved to assess the underlying materials and determine if they need to be replaced.
  - **Fordyce Water-** Merritt needed confirmation from the board to seek a waiver from Fordyce Water Association for capital costs [to increase the size of water line to the station], and significant increases to monthly water costs. Commissioner Montag and Commissioner Connor both said yes. Brian Snure has helped Bob Merritt draft a letter to the Fordyce water Association.

- **Exhaust systems-** Cost estimates for new exhaust capture systems are being gathered. They are expensive. However, there will be costs involved in working around the existing system at 31, and the system at 32 has to be moved. Merritt suggested an option to sell the existing exhaust systems. Offering the older systems to other smaller fire departments under a no interest payment plan may be an option. (Emphasis from Attorney Brian Snure was noted to ensure clear terms of the agreement). Commissioners thought it was a good idea. We may also be able to sell the old SCBA units this way too. Merritt will draft a purchase sale agreement and flyer for the Exhaust units that can be mailed to smaller fire districts across Washington and Oregon.
  - **Station 31 & 32.** Draft design drawings have been reviewed by Merritt, Montag and Chief Long with the engineers, and are due back on the 24<sup>th</sup>. Specifications for bids are also being drawn up to clarify how the work is to be carried out and how the work will be inspected. Bob Merritt has been able get copies of specifications from a station in Yakima County that we can use and adapt to our facilities. This will have big cost savings on Jeff Dellis's time. Once planning permit process is complete, we can go to bid.
  - **Hazmat study –** Bob Merritt is following the bidding process through the MRSC Roster for Hazmat. The study will not include the entire buildings, only the areas that will be remodeled.
- **CAPITAL PURCHASES –** On hold until building costs are finalized.
4. **White Salmon City Council Public Safety Committee -** Commissioner Virts has spoken with Jason Hartman who is part of the City Operations Committee (police and fire). Asked what succession plans the City has in the event Chief Hunsaker were to retire. Jason will look into that.
  5. **Joint use facilities / interoperability** Commissioner Montag has asked to meet with the Mayor Keethler and is waiting to hear back from her.
  6. **Annexations:** HB 5010 update -Parcels/Owners identified and the packets were mailed out the morning of July 9<sup>th</sup>. A couple of packets have been returned as undeliverable, meaning the address on file with the County is incorrect. Chief has an email out to the State Chief's Association to get an answer.
  5. **Radio Grant:** This is a reimbursement grant up to \$206,000. The District will expend the funds and then submit for reimbursement through the grant. The project will be paid for out of the General Fund. The purchase will not go through a formal bid system but will piggyback on the NASPO agreement authorized through Washington State. Chief asked for authority to make the purchases.
- Motion to authorize Chief to move forward with the radio grant purchase up to \$206,000. Made by Commissioner Virts, Seconded by Commissioner Connor. (3 yay, 0 nay) motion passed.***
6. **State Audit for years 2017-2019.** Completed. No findings.

**New Business:**

1. **Hazard Mitigation Plan.** This is a county wide plan. KCFD3 does not need to have a formal resolution to adopt the plan. This plan means that should a disaster occur in the County then the affected area would be eligible for federal recovery funds.

**Open public comment period:**

Sherri Bousquet asked the following;

- Septic system placement – Request to get a copy of the Klickitat County Environmental Health recommendation for placement of the septic system at station 31. Bob Merritt responded for the board. Plans have not yet been submitted to the County for building permits. We have not completed the plans with the civil engineers. When complete, there will be a pre application meeting with the County. This allows for the county departments to review the plans and offer advice before submitting the final planning application. We will not get a recommendation from the county until a final plan is submitted. The building permit will specify the requirements. There was some discussion around whether it is possible to get preliminary recommendations from the county Environmental Health Department for septic placement. It was noted that qualified Civil Engineers have drawn up the plans for the septic field and the future replacement field. Mrs. Bousquet reiterated her request from last month to be included in the plans regarding the placement of the septic system.
- How do you request copies of a binder if the office is closed to the public? Chief noted she could make a public record request for the document.

**Good of the order:** none noted

**Next meeting regular meeting:**

September 10<sup>th</sup> 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: **16:14**

**APPROVED BY:**

Thomas Montag 9/14/20  
Chairman – Commissioner Thomas Montag. (date)

Robert Connor 9/14/2020  
Commissioner Robert Connor (date)

Charles Virts 9-14-20  
Commissioner Charles Virts (date)

**Attest:**

Rozalind Plumb absent on 8/13/20  
District Secretary Rozalind Plumb

Klickitat County Fire District 3 Commissioners Meeting  
200 Husum Street Husum, WA.  
August 13, 2020 at 15:00 (3 pm).

**AGENDA**

Regular Board meeting.  
**VIRTUAL MEETING VIA ZOOM**

Join Zoom Meeting

<https://us02web.zoom.us/j/81608052163?pwd=RDZTS1pwOXF4eDVOUkgzQmVpOXdyUT09>

Meeting ID: 816 0805 2163

Password: 778253

One tap mobile

+16699009128,,81608052163#,,,,0#,,778253# US (San Jose)

+12532158782,,81608052163#,,,,0#,,778253# US (Tacoma)

Dial by your location

+1 669 900 9128 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 646 558 8656 US (New York)

+1 301 715 8592 US (Germantown)

+1 312 626 6799 US (Chicago)

Meeting ID: 816 0805 2163

Password: 778253

Find your local number: <https://us02web.zoom.us/j/81608052163?pwd=RDZTS1pwOXF4eDVOUkgzQmVpOXdyUT09>

Governor's Proclamation 20-28.8 Open Public Meetings and Public Records Act. This Proclamation includes language extending the effective date of all prior Proclamations through September 1, 2020. This includes Proclamation 20-28 which restricted in person open public meetings.

- **Open Meeting:** Call to order. Time \_\_\_\_\_
- **Approval of agenda**
- **Attendance**
- **Minutes of last meetings:** July 9th Regular Business Meeting
- **Public Discussion:** The Board Chair will announce when a public comment period is permitted.
- **Secretary's Report**
- **Chief's Report**
- **Training Report**
- **On Going Business**
  1. **Personnel:** none
  2. **Policies:** drafts are being established for Capital Threshold and Firefighter physicals.
  3. **BOND**
    - **CAPITAL PROJECTS REPORT**
      - Stn 31 update
      - Stn 32 update
      - Stn. 33 roof
      - HazMat Inspection
    - **CAPITAL PURCHASES-** Waiting for Building estimates

4. **White Salmon City Council Public Safety Committee** (*Virts*)
  5. **Joint use facilities / interoperability** (*Montag*)
  6. **Annexations:** HB 5010 update
  7. **Radio Grant:**
  8. **State Audit for 2017, 2018, 2019:** Finished
- **New Business:**
    1. **Hazard Mitigation Plan:** Resolution to adopt 2020 plan. (A)
  - **Good of the order:**
  - **Next meeting;** Regular meeting September 10th 3:00 pm
  - **Motion to adjourn:** (A) Time \_\_\_\_\_

**August 13, 2020 DRAFT**  
**Secretary's Report**

**1. GENERAL EXPENSE FUND 667.1:**

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**Anticipated budget is \$499,422.35**

**Operating Expenditure to date \$214,447.87 (43%) + \$200,000 invested funds**

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**KLICKITAT COUNTY  
TREASURER REPORT  
July 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	\$ 364,583.09	\$ 201,755.40	\$ 15,480.16
<b>+++ Increases ++++</b>				
Receipts (Revenue Dist Rpt)	2	25,397.01	5,741.00	803.47
Netted Transactions	3	-	-	-
Matured Investments	4	-	-	-
Interfund Transfers - In (397)	5	-	-	41,097.12
Other Revenue - JE's	6	-	-	-
<b>Subtotal Increases</b>	<b>7</b>	<b>25,397.01</b>	<b>5,741.00</b>	<b>41,900.59</b>
<b>&lt;&lt; Disbursements &gt;&gt;</b>				
Other Expenditures - JE & KC AP	8	6,335.82	-	3,926.23
Interfund Transfers - Out (597)	9	-	-	-
New Investments	10	200,000.00	-	-
Disbursements (AP & PR)	11	-	-	-
E - Transactions (ACH & EFTPS)	12	19,094.47	-	-
Debt Service P&I	13	-	-	-
Other	14	-	-	-
<b>Subtotal Disbursements</b>	<b>15</b>	<b>225,430.29</b>	<b>-</b>	<b>3,926.23</b>
<b>ENDING CASH BALANCE</b>	<b>16</b>	<b>\$ 164,549.81</b>	<b>\$ 207,496.40</b>	<b>\$ 53,454.52</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>\$ 164,549.81</b>	<b>\$ 207,496.40</b>	<b>\$ 53,454.52</b>
<b>INVESTMENTS</b>				
Beginning Inv Balance	23	429,536.00	-	2,780,052.04
Matured Investments	24	-	-	41,097.12
New Investments	25	200,000.00	-	-
<b>ENDING INVESTMENT BALANCE</b>	<b>26</b>	<b>629,536.00</b>	<b>-</b>	<b>2,738,954.92</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>



**KLICKITAT COUNTY**

**Fund Revenue Distribution**  
As of 07-31-2020

Fund	Account	Description	Year	Daily	Month-To-Date	Fiscal Year-To-Date
667	<b>FIRE DISTRICT #3 GENERAL FUND</b>					
	66731111	Real & Personal Propert	2020	\$341.91	\$4,814.25	\$278,040.30
			2019	\$0.00	\$413.17	\$4,847.66
			2018	\$0.00	\$395.38	\$593.05
			2017	\$0.00	\$381.01	\$595.22
			2016	\$0.00	\$0.00	\$53.54
			2015	\$0.00	\$10.61	\$75.95
			<b>Fund Totals:</b>	<b>\$341.91</b>	<b>\$6,014.42</b>	<b>\$284,205.72</b>
667001	<b>FIRE DISTRICT #3 GENERAL FUND</b>					
	667131211	Private Harvest Tax;	2020	\$0.00	\$1,760.60	\$1,760.60
	6671317200000	Leasehold Excise Tax	2020	\$0.00	\$441.53	\$441.53
	667136111	Investment Interest	2020	\$0.00	\$124.15	\$2,775.35
	667138611	Agency Deposits	2020	\$0.00	\$17,056.31	\$47,432.81
			<b>Fund Totals:</b>	<b>\$0.00</b>	<b>\$19,382.59</b>	<b>\$52,410.29</b>
667002	<b>FIRE DISTRICT #3 BOND FUND</b>					
	667231111	Real & Personal Property	2020	\$229.36	\$3,317.48	\$185,872.21
			2019	\$0.00	\$291.23	\$3,431.28
	667231211	Private Harvest Tax;Timber	2020	\$0.00	\$2,132.29	\$2,132.29
			<b>Fund Totals:</b>	<b>\$229.36</b>	<b>\$5,741.00</b>	<b>\$191,435.78</b>
667003	<b>FIRE DISTRICT #3 CAP FUND</b>					
	667336111	Investment Interest	2020	\$0.00	\$803.47	\$18,315.98
			<b>Fund Totals:</b>	<b>\$0.00</b>	<b>\$803.47</b>	<b>\$18,315.98</b>

## 2020 Operating Budget

Updated 8/12/2020

This budget sheet is connected to the expenditure spreadsheet.

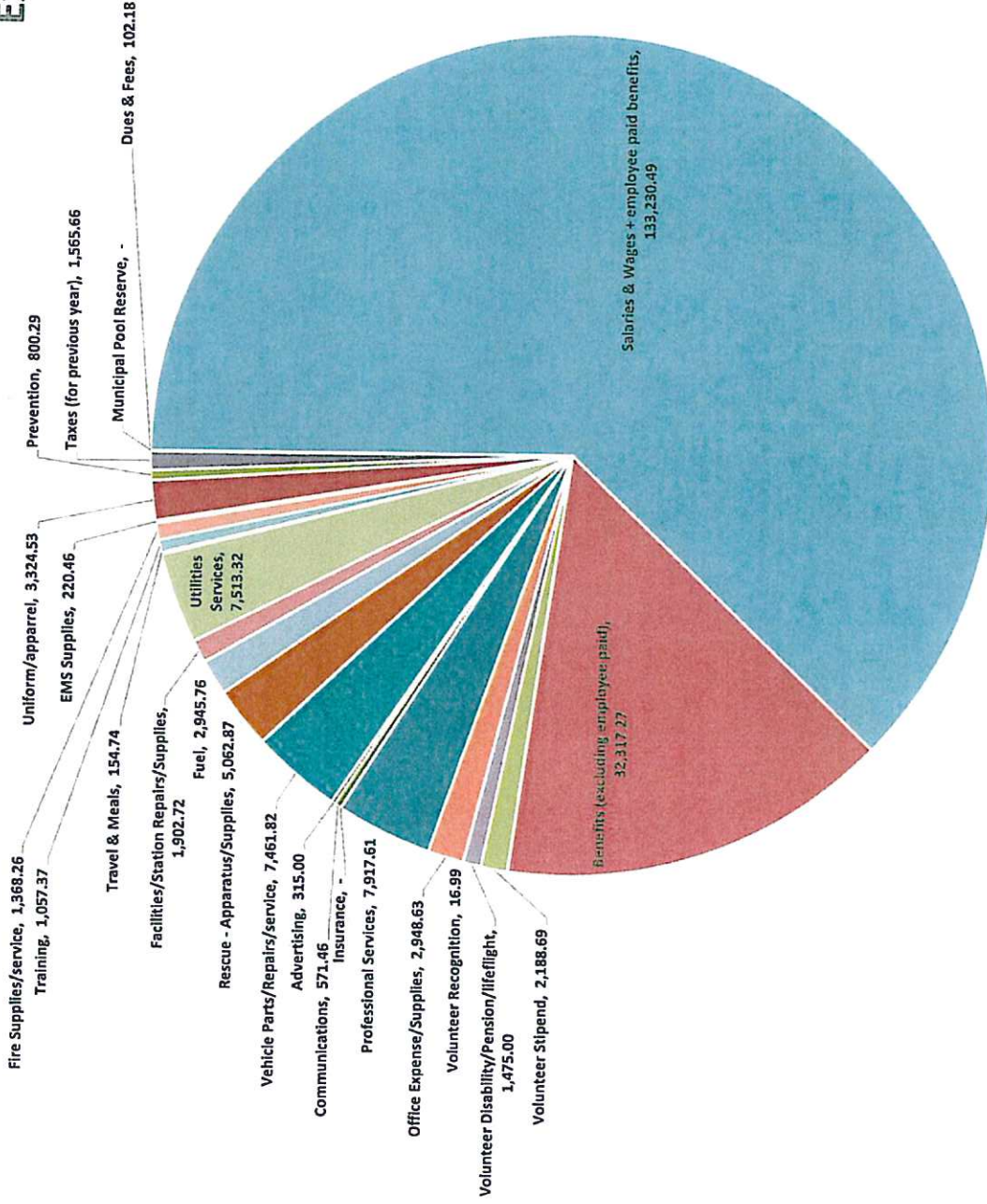
### Klickitat County Fire District 3

BUDGET 2020 CATEGORY	Original Budget	July expenditure	Expenditure YTD	Balance	% Used	NOTES
Salaries & Wages + employee paid benefits	230,118.53	16,647.78	133,230.49	96,888.04	58%	275,831.21
Benefits (excluding employee paid)	45,712.68	3,966.91	32,317.27	13,395.41	71%	
Volunteer Stipend	18,000.00	1,080.49	2,188.69	15,811.31	12%	
Volunteer Disability/Pension/life/flight	14,407.00	-	1,475.00	12,932.00	10%	
Volunteer Recognition	3,200.00	-	16.99	3,183.01	1%	
Office Expense/Supplies	5,500.00	328.24	2,948.63	2,551.37	54%	
Professional Services	25,550.00	964.21	7,917.61	17,632.39	31%	
Insurance	20,000.00	-	-	20,000.00	0%	
Communications	2,760.00	391.61	571.46	2,188.54	21%	
Advertising	1,900.00	-	315.00	1,585.00	17%	
Vehicle Parts/Repairs/service	14,000.00	362.78	7,461.82	6,538.18	53%	
Rescue - Apparatus/Supplies	6,800.00	-	5,062.87	1,737.13	74%	
Fuel	9,000.00	378.06	2,945.76	6,054.24	33%	
Facilities/Station Repairs/Supplies	5,000.00	243.39	1,902.72	3,097.28	38%	
Utilities Services	19,100.00	444.72	7,513.32	11,586.68	39%	
Travel & Meals	4,000.00	-	154.74	3,845.26	4%	
Training	11,000.00	419.39	1,057.37	9,942.63	10%	
Fire Supplies/service	9,000.00	173.00	1,368.26	7,631.74	15%	
EMS Supplies	9,500.00	-	220.46	9,279.54	2%	
Uniform/apparel	4,000.00	103.23	3,324.53	675.47	83%	
Prevention	1,500.00	-	800.29	699.71	53%	
Taxes (for previous year)	2,500.00	-	1,565.66	934.34	63%	
Dues & Fees	2,200.00	(73.52)	102.18	2,097.82	5%	
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>25,430.29</b>	<b>214,461.12</b>	<b>284,961.23</b>	<b>43%</b>	
EXTRA projects using cash balance						
Invested funds						
State Grant Dept. of Health	1,260.00	200,000.00	200,000.00			
Expense for Wildland		-	960.19	299.81	76%	
<b>Total Actual Expenditure</b>		<b>225,430.29</b>	<b>415,421.31</b>			
Ave. property tax estimated in November 2019 + 29,000 TO share	499,422.35					

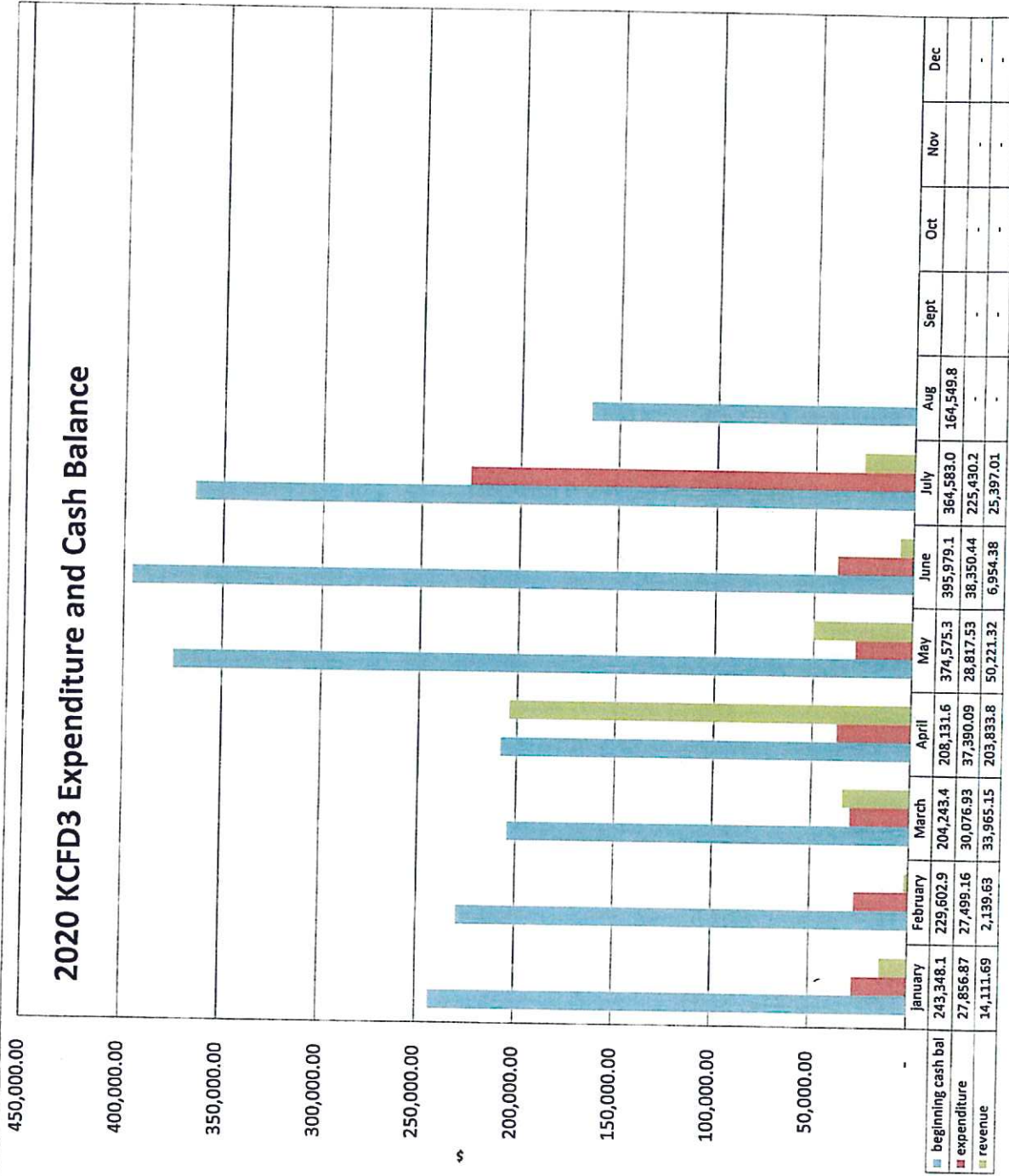
# 2020 Operating Budget

## Expenditure

to July 31  
\$214,461.12



## 2020 KCFD3 Expenditure and Cash Balance



## 2020 JULY Capital SUMMARY

Updated 08/12/20

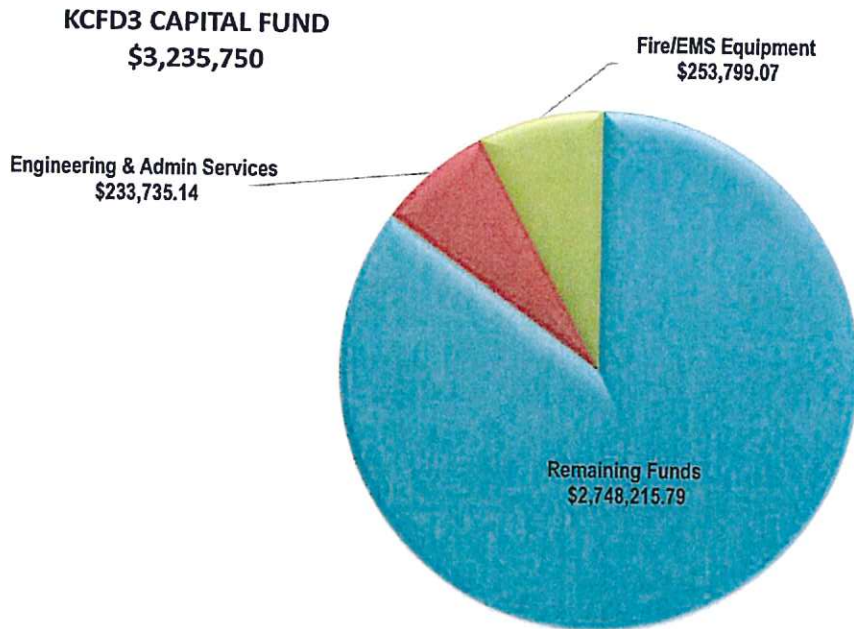
<b>ORIGINAL BOND</b>	<b>\$ 3,235,750.00</b>
2018 Bond Council included in engineering and admin serv. Total	15,000.00
<b>Beginning balance</b> (dec 2018)	<b>3,220,750.00</b>
2019 total expenses	375,043.23
2020 Beginning balance	2,845,706.77

		2019	2020	2020 Totals	Totals
<b>Capital Service</b>	Professional Serv. Admin.	108,111.83	7,287.40		
	Professional Serv. Fire	29,799.65	-		
	Facilities Services		73,536.26		
				80,823.66	218,735.14
<b>Capital Goods</b>	Fire Equipment	234,713.55	16,667.32		
	EMS Equipment	2,418.20	-		
				16,667.32	253,799.07
<b>TOTAL</b>		375,043.23	97,490.98		
<b>REMAINING FUNDS</b>		2,845,706.77	2,748,215.79	97,490.98	
<b>INVESTED</b>		2,822,552.04	2,738,954.92		
<b>Balance</b> (does not include interest)		23,154.73	9,260.87		

2019 Interest Earned	25,877.67	25,877.67	
2020 Interest Earned		18,315.98	Total Interest Earned 44,193.65

Treasurer Cash Balance (includes interest) \$ 53,454.52

Chart Summary	2018	2019	2020	Totals
Remaining Funds		\$ 2,845,706.77	\$ 2,748,215.79	\$ 2,748,215.79
Engineering & Admin Services	\$ 15,000.00	\$ 137,911.48	\$ 80,823.66	\$ 233,735.14
Fire/EMS Equipment		\$ 237,131.75	\$ 16,667.32	\$ 253,799.07



# Fire Chief's Report to Board of Commissioners

## August 13, 2020

One minor accident occurred July 31<sup>st</sup>. Injured knee due to twisting on uneven ground. Board of Volunteer Firefighter's Injury Report Submitted. Member paid primary doctor a visit for treatment two days later. Member is not cleared to return to duty due to healing time needed. Documentation complete. Summary sent to the Safety Committee for review and investigation to prevent future occurrences.

**Customer Service (emergent and non-emergent):** Note: Will update call totals during board meeting due to incident reporting troubleshooting discovered this week.

### Projects:

1. **Bond:**
  - (a) Met with Bob Merritt and Jeff Dellis to provide review of A/E drawings for both Station 31 and 32.
  - (b) Invoices: Worked through invoicing issues with Jeff Dellis (Excise Tax and Civil invoice). No tax applied to invoices. Corrected with a plan to file them on our end in 2020. Received invoice from Klein and Associates for civil engineering. Phase 1 contract now fully closed (time and materials).
  - (c) Brown Roofing has obtained permit for roof replacement. Scheduled for mid-August.
  - (d) No capital equipment purchased.
  - (e) Requested address labels from Washington Fire Commissioners Association to send flyers for surplus equipment and to seek out potential buyer interest in our Plymo-Vent exhaust system. Note: Evaluating cost effectiveness of replacing emissions extractor to a WARD vehicle-mounted exhaust system. Project Manager update.
2. **RADIO GRANT:** Completed online portion of contract. Made email contract with WDOE who stated they needed signed email confirmation (no notice given). Completed signed email confirmation and signed, scanned contract to WDOE. Waiting for their signatures to be provided so we can order radio equipment from Day Wireless. Signed NASPO contract and sent it back to Day Wireless. Note: NASPO is a national contract approved in Washington State. This is a "piggy-back" opportunity to allow KCFD3 to forego bid requirements for this purchase.
3. **Apparatus fleet:** One vehicle with a leaking valve stem. Repaired. Otherwise no issues reported. Monthly inspections occurred 8/5/2020
4. **Station 33:** Birds nest removed. Water trailer topped off.
5. **KCIFA** continues to be cancelled.
6. **Type 3 IMT** Single day assignment 7/17 for the Birtschi Road Fire in Glenwood. Provided Mutual Aid to KCFD8 and WA DNR on 7/16. One tender, one brush tuck and Captain Gilmer as Operations and overnight Incident Command. Incident complexity triggered Type 2 Level management. PNW Team 10 (Al Lawson) assumed management of the fire 7/16 at 18:00 hours.
7. **Washington State Audit** Provided documentation to Roz as requested. Closing meeting scheduled for 8/11/2020 with Roz, Commissioner Connor and myself. As of this summary, we do not anticipate any 'findings' issued by the audit. Successful audit is the direct result of the District Secretary's fine work and attention to detail.
8. **Senate Bill 5010.** Packets mailed week of July 6<sup>th</sup>. Two have been returned to sender. One citizen came to the station seeking explanation. He was consistent with assuming he was inside the fire district because he pays the DNR fire fee. Customer provided detailed explanation with our thanks of support.
9. **Accounts payable.** Jennifer continues to work hard to time invoices, so we are not receiving late fees as a result of the County's delays.
10. **Accounts receivable:** Due to Jennifer's diligence, we received payment from White Salmon Valley School District for their annual fire protection fees.
11. **Training Captain:** Met with Chief Hunsaker and Chief Kreps regarding the Inter-Local Agreement which stipulates that collective meeting by September of each year is required to determine annual cost estimates. Provided Commissioner Montag with an update of that meeting.



12. **Building Permit Activities:** Provided final review of White Salmon Valley School District construction plans for Multi-Use facility and returned comment to Klickitat County as requested. Reviewed and commented on two parcel sub-divisions in Snowden area.
13. **Fire Safety Surveys:** Eric Bosler and Tom Andrews provided Grace Baptist Church with their annual Fire Safety Survey. No findings found.

#### **COVID – 19**

1. COVID precautions and restrictions remain in place. No public access to fire station, facial coverings, EMS protocols remain in place. Klickitat County Fire District 3 has discontinued all functions of the EOC. This concludes Deputy IC, PIO and Branch Director duties provided to support Klickitat County.
2. Will provide contract to Board for Inter-local Agreement

NOTE: Subject to additions due to date submitted.

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

**Community Events:** Meeting with Husum BZ Community Council via Zoom meeting on August 10<sup>th</sup> at 19:00 hours to give fire department update. Commissioner Virts requested to attend as well.

**Personal Activities and Achievements:** Nothing significant at this time.

Respectfully submitted: Wesley W. Long – Fire Chief August 7<sup>th</sup>, 2020



## Klickitat County Fire District 3

200 Husum Street – P.O. Box 151 Husum, WA 98623 / 429 Snowden Road /  
955 Snowden Road

(509) 493-2996 [www.kcfd3.com](http://www.kcfd3.com)

### Fire Chief's Meeting

### Training Captain Inter-Local Agreement

August 4, 2020

1600-17:30 hours

White Salmon Fire Station / City Council Chambers.

Chief Hunsaker - City of White Salmon

Chief Kreps – Skamania County Fire District 3

Chief Long – Klickitat County Fire District 3

#### **Purpose:**

To review Interlocal agreement consistent with Section 2.5

KT3 request to add Exhibit B “Interlocal Agreement for Training” with signatory page by fire chiefs.

Clarify from each agency which of the 16 primary training topics to NOT train against for subsequent years.

Actions pending by each agency: SA3, City of White Salmon, KT3

- Each department shall provide proposed language for Section 2 to quantitate services rendered for their respective agency for the purposes of preventing future findings by Washington State Auditor's Office.
- Review contents of Training Captain Job Description and provide written input for recommended changes.

- Provide written recommendations for training captain work schedule as needed.
- Provide written recommendations for training captain work schedule and duty posting as needed.

**Project deadline:**

August 21, 2020 – Written recommendations and requests for change to ILA submitted to all each agency chief.

August 28, 2020 – DRAFT ILA completed with written recommendations provided by Chief Long to each chief.

August 31, 2020 – September 1, 2020 – Brief meeting to finalize changes to funding amounts, clarification of deliverables and Exhibit B inclusion to ILA.

September 2020 – Submit changes to SA3, KT3 and White Salmon City Council for approval and signature.

**KT3 recommendations for changes to ILA:**

- Section 2.1 After negotiation with SA3, the City will pay KT3 \*\*% of the total cost of employing the training captain. KT3 will provide the City with a consistent plan of the captain carrying out duties at the City of White Salmon fire station based on this proportion of funding. The City agrees to allow occasional discretion of the training captains duty posts based on the needs of all three departments. So long as a general schedule is followed, and it meets the intent of shared staffing based on percentage of funding.
- Section 2.2 After negotiation with the City SA3 will pay KT3 \*\*% of the total cost of employing the training captain. KT3 will provide SA3 with a consistent plan of the captain carrying out duties at the Underwood fire station based on this proportion of funding. SA3 agrees to allow occasional discretion of the training captains duty posts based on the needs of all three departments. So long as a general schedule is followed, and it meets the intent of shared staffing based on percentage of funding.
- Section 2.3 KT3 shall be responsible for all other costs of employing the training captain. ADD: KT3 will provide up to 50% of the total cost of employing the training captain. KT3 will notify both agencies by December 31<sup>st</sup> of each year, in writing, if budgetary reductions will not allow for 50% cost share in the subsequent budget cycle. Budgetary reductions to be defined as greater than 10% of previous year tax revenues. The City agrees to allow occasional discretion of the training captains duty posts based on the needs of all three departments. So long as a general schedule is followed.

Performance reviews shall be conducted by the KT3 Fire Chief. Upon request or at any time, the SA3 and City Fire Chief may provide input to the KT3 Fire Chief regarding the Training Captain's performance.

ADD: SA3 and/or the City fire chief shall provide, in writing, a summary evaluation of the training captain's specific deliverables such as training products, data and summary of members based on qualifications.

ADD: Exhibit B and add signatory lines to that document for fire chief signature.

Training report to the Fire Commissioners  
July 2020

**Statistically 3rd Quarter:**

**10 hours of training provided**

	KCFD3 (24 members)	WS (15)	SKA3 (17)
Attendance average:	29%	22%	8%

**Training Activities:**

Great attitudes in those participating in Drills! Hottest day for 2020 and 16 firefighters responded, geared up on air for an evolution where the scenario included 4 skills we've been practicing.

Crews have responded positively and are implementing Covid mitigations on incidents, training and at the stations.

While it is wildland season and we have reviewed; most drills have been structural, as it represents low frequency, high risk.

Covid continues to have negative affect on several training opportunities and calendars outside of our local drills.

**Additional activities:**

I was asked to roster one type 3 team for eastern Washington and was scheduled for standby till August 4<sup>th</sup>.

On July 31<sup>st</sup>, I was dispatched to take a "short" team to Ephrata for State Mobe assignment for Douglas County Fire District #1. On the night of the 30<sup>th</sup> they had a wildland fire of 794 acres which had exhausted their local and mutual aid resources. The suppression work through the night was extremely effective and efficient requiring us only to secure a loose perimeter and ensure containment through a forecasted, severe weather event. Mission completed with less than 200 firefighters and for \$284,000 , I returned on August 2<sup>nd</sup>.

I have been asked to roster a team for the rotation during August 11<sup>th</sup> to the 18<sup>th</sup>.

**Safety Committee:**

Safety Committee met on 7/13/2020 primarily to pursue considerations on firefighter physicals, however there was no new information. There was open discussion about appropriate wearing of PPE and the differences between "Hot, Warm, and Cold Zones". As written currently, the hot zone is the only zone where PPE is mandated. However, changes have been proposed to the next edition of NFPA 1500 that entail establishing control zones for purposes of contamination control.

Next meeting September 29<sup>th</sup>, 2020, White Salmon Station.

Respectfully submitted,  
Tony Gilmer, Training Captain