

KLICKITAT COUNTY FIRE DISTRICT 3

200 Husum Street, Husum, WA 98623

Commissioner's Meeting

Thursday April 8, 2021

Due to COVID-19 and restrictions for 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: 15:01

ATTENDANCE

Commissioner Montag (Chair), Commissioner Connor, Commissioner Virts (Quorum)
Secretary Plumb, Chief Wesley Long, Jennifer McLean, mHc Project Manager Robert Merritt,
Eric Bosler, Llyod Olson, Debbie Olson, Melinda Heindel, Sheri Bousquet.

AGENDA

Motion to approve Agenda with addition of building insurance topic, made by Commissioner Connor seconded Commissioner Virts. (3 yay, 0 nay) Motion passed.

MINUTES

1. *Motion to approve minutes of March 11th, 2021 Regular Business meeting made by Commissioner Virts, seconded by Commissioner Connor (3 yay, 0 nay) motion passed.*
2. *Motion to approve minutes of March 22nd, 2021 Special Meeting to OPEN BIDS for Public Works made by Commissioner Virts, seconded by Commissioner Connor (3 yay, 0 nay) motion passed.*
3. *Motion to approve minutes of March 30th, 2021 Special meeting to AWARD BID for public works contract made by Commissioner Virts, seconded by Commissioner Connor (3 yay, 0 nay) motion passed.*
4. *March 16th Commissioner Virts And Commissioner Montag attended a City Operations Committee meeting. Hosted by the City of White Salmon and the recording is available on the City Web site. See summary below*

SECRETARY'S REPORT: *See attached report for details.* County Treasurer's Report was not available at time of meeting.

1. **GENERAL EXPENSE FUND 667.1**
 - a) **General expenditures**
Motion to approve the bills as presented made by Commissioner Connor, seconded by Commissioner Virts, (3 yay, 0 nay) motion passed.
2. **CAPITAL FUND 667.3**
Original balance: \$3,220,750.00 See 2020 Capital summary
 - a) **Capital expenditures**

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

3. BOND FUND: 667.2.

2021 payments June 1 (\$58,473.18), December 1 (\$176,888.74)

4. INVESTED FUNDS

- GENERAL FUND = \$529,536.00
- CAPITAL FUNDS = \$2,430,000.00.

CHIEF'S REPORT – see attached.

- SCBA Flow testing – Eric Bosler and Tom Andrews were a huge help in shuttling SCBAs to White Salmon for testing.
- KCIFA – Commissioner Virts questioned why the Chiefs have not met in over a year. The County Fire Chiefs should be meeting as a functioning organization for the good of all the county fire departments. There has been a lack of participation for collective improvement of training for fire firefighters or improving protection for citizens. Commissioner Virts Thanked Chief for his efforts to get the group moving during the last year. All Commissioners agreed to send a formal letter to the KCIFA Leadership asking them to represent and support the volunteer fire departments of the County.
- Training Report- moved back to in person training and drilling with White Salmon. Good training and refreshers on pumps, large diameter hose, driving, CPR refresher, and 2 Wildland classes. Hope to have a live structure fire burn May 15th or 22nd. Weather and fuel moistures will dictate if it is possible.

ONGOING BUSINESS:

1. PERSONNEL

- Training Captain. Still on hold. Interlocal agreement is still with the City of White Salmon.

2. POLICIES:

- Public Records Policy – update in progress.

3. BOND:

Capital Projects: mHc Associates Bob Merritt-

- **Station 32 Power Proposal**- adding a guy pole to allow for the power to be run to a neighboring property. The added benefit will be relocating the power line from across the parking area to along the property line. No cost to district.
- **Awarding bids** – SK Mountain Construction were eliminated from the bid as they failed to complete the documentation for the bid. Legal Counsel confirmed it is not possible to overlook the error.

Hale Construction were awarded the contract to include the Base Bid of \$1,618,219.00 and the additional bid alternate for the driveway and access improvements at station 32 for \$54,753.59. (Total cost \$1,790,080.67, plus tax).

- **Construction Contract** – is not an easy process. The AIA contract that was included in the bid documents is not adaptable to the changes our Legal Counsel addressed. Brian Snure has a Public Works contract available.

Motion to approve the use of Brian Snure’s Public works contract made by Commissioner Virts, seconded by Commissioner Connor. (3 yay, 0 nay) motion passed.

- **Valued Engineer Roundtable** – meeting to discuss opportunities to address construction and materials to be used. Hope to start off with this reducing the costs. Architect is ultimately responsible for the project and must agree to any changes.
- **O.F.C.I** - purchases need to be on site ready for the contractor. – Merritt stated the list is being organized and vendors are being looked for.
- **Building Construction Insurance**- As a requirement for the building work the district needs to purchase the coverage. The insurance policy will only apply when physical work is being done. Premium cost is between \$5,000 to \$7,000 for a year. The premium is prorated for the time of the work. There are 3 options on how to pay for it.
 1. Operating Budget – (would over run the insurance line item but not over run the annual budget given savings being made with the open training Captain position).
 2. Capital fund. – It is a cost associated with the Capital project, but this takes funds away from capital projects and purchases
 3. Cash Balance – is treated as a reserve. – available if we overrun the operating budget.

Motion to use funds from the current operating budget to cover costs of the Building Construction Insurance. Made by Commissioner Virts, seconded by Commissioner Connor. (3 yay, 0 nay) motion passed.

4. **WHITE SALMON PUBLIC SAFETY /JOINT USE FACILITIES** – City of White Salmon invited KCFD3 Commissioners to a City Operations Committee meeting on March 16th 5:30. Discussed ideas for the future planning of the 2 agencies for fire protection and services to the community. Part of the discussion revolved around the use of the White Salmon Fire Station building, there may be changes in the city that could allow for the whole of the building to go to fire and EMS. The Chiefs were tasked with brainstorming ideas.
5. **Station 32 Power Pole**– See above
6. **Out of District Billing** – Discussion on how to move forward with this issue. District has a policy and has contacted legal counsel for guidance. The last time this came up the Commissioners opted to forgive the debt as it would cost more than the recovery cost. It is now an issue of setting a standard. The 1st option is to send the issue to a collection’s agency. This will not recover the costs for the district, but it will create a standard for future events outside the district. Alternate options include taking the issue to court, which is expensive, but could create a lien on the property.

Motion to follow the policy and begin the process for collections made by Commissioner Virts, seconded by Commissioner Connor (3 yay, 0 nay) motion passed.

NEW BUSINESS: none noted

PUBLIC DISCUSSION – None

GOOD OF THE ORDER

Commissioner Virts commented that he received a call from past Commissioner Les Penny. Mr. Penny wanted to commend the Chief for his performance on a call and communicating thanks to Dispatch.

Commissioners thanked Eric and Tom for helping with the SCBA testing.

NEXT MEETING –

- REGULAR BUSINESS MEETING - May 13th, 2021 at 3pm.

MEETING ADJOURNED at 16:30.

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

APPROVED BY:

Thomas Montag 6/18/21
Chairman – Commissioner Thomas Montag. (date)

Attest:

Rozalind Plumb
District Secretary Rozalind Plumb

Robert Connor 6/8/21
Commissioner Robert Connor (date)

Charles Virts 30 June 2021
Commissioner Charles Virts (date)

Klickitat County Fire District 3 Commissioners Meeting
200 Husum Street Husum, WA.
April 8, 2021 at 15:00 (3 pm).

AGENDA

Regular Board meeting.

VIRTUAL MEETING VIA ZOOM

Join Zoom Meeting	https://us02web.zoom.us/j/81608052163?pwd=RDZTS1pwOXF4eDVOUkgzQmVpOXdyUT09
Dial by your location	+12532158782,,81608052163#,,,0#,,778253# US (Tacoma)
Meeting ID	816 0805 2163
Password	778253

The recommendations for in person meetings are subject to change and the district will need to continue to provide remote access for the public.

- **Open Meeting:** Call to order. **Time** _____
- **Attendance**
- **Approval of agenda**
- **Minutes of last meetings:**
 - March 11th – Regular Business Meeting (3pm)
 - March 22nd – Special Meeting to OPEN BIDS, (4pm).
 - March 30th – Special Meeting to AWARD BID (10am)
- **Secretary's / Finance Report**
- **Chief's Report**
- **Training Report**
- **On Going Business**
 1. **Personnel:**
 - Training Captain
 2. **Policies:**
 - Public Records- revision in progress
 3. **BOND**
 - CAPITAL PROJECTS
 - CAPITAL PURCHASES
 4. **White Salmon City Council Public Safety Committee (*Virts*)**

Review meeting with White Salmon City Operations Committee March 16th.
Meeting was hosted by City of White Salmon – recording is accessible from the City Web Site.
 5. **Joint use facilities / interoperability** *see White Salmon City Council above.*
 6. **Station 32 Power Pole** – proposal to add power/guide pole on property.
 7. **Out of District Billing** – Board direction needed to proceed.
- **New Business:**
- **Public Discussion:**
- **Good of the order:**
- **Next meeting:**

Regular meeting: **May 13th 3:00 pm**
- **Motion to adjourn: (A) Time** _____

April 8, 2021

Secretary's Report

County Treasurer's Report for **MARCH** 2021 – not available

	Fund	Beginning Balance	Deposits	Disbursements	Ending Balance
1	General 667.1	\$183,602.70			
2	Capital 667.3	\$137,412.41			
3	Bond 667.2	\$161,342.33			
4	Invested Gen	\$429,536.00	100,000		\$529,536.00
5	Invested CAP	\$2,430,000.00			

1. GENERAL EXPENSE FUND 667.1:

See 2021 Operating Budget table and graphs.

Operating BUDGET

Beginning Balance	Year to date expenditure	% of operating budget	Ending Balance
\$489,403.55	\$66,795.66	14%	\$422,607.89

Additional expenditure from General Fund.

Month	Item	Amount	Total
January	Radio install	\$24,572.66	\$24,572.66

Total Expenditure from General Fund	\$
Operating Budget	66,795.66
Additional expenditure	24,572.66
Total expenditure from General Fund	91,368.32

General Expenditure Scripts for approval

Date	Amount	Date	Amount
3/11/21	2,806.32	4/07/21	3,051.36
3/17/21	522.30		
3/25/21	168.69		
3/31/21	2,502.81		

2. CAPITAL FUND 667.3:

Original balance: \$3,220,750.00 See 2021 Capital summary

Capital Expenditure Scripts for Approval

Date	Amount
3/11/21	5,914.06
3/31/21	24,910.00
4/07/21	425.00

3. BOND FUND 667.2:

2021 Debt repayment schedule June 1 \$58,473.18, December 1 \$176,888.74

2018 12/18	\$3,225,750.00		
year	Principle	Interest	Total
2019	115435.14	119,926.78	235,361.92
2020	113,981.67	121,380.24	235,361.91
2021			

4. **Invested General Funds:** 3/31/21 invested \$100,000.00

5. **Invested Capital Funds:** no change

6. **Internal Review and reconciliation**

	Date	By
Treasurer's Report	Not available at time	
Auditor's Report	3/7/21	Commissioner Connor
Credit Card	3/7/21	"
Petty Cash	3/7/21	"
Payroll	3/7/21	"
General Deposits	3/7/21	"

7. **Correspondence:**

Public Record Requests

- Fulfilled requests for records and information on Response Times, Mission, Goals, Task Force, Annual Reports.

8. **Current priority projects include:**

- State Audit/Annual finance report to State
- Policy updates
- BVFF pension qualifications
- Annual Report

2021 Operating Budget

Updated 4/7/2021

This budget sheet is connected to the expenditure spreadsheet.

Klickitat County Fire District 3

BUDGET 2021 CATEGORY	Original Budget	March expenditure	Expenditure YTD	Balance	% Used	NOTES
Salaries & Wages + employee paid benefits	236,151.55	12,893.25	36,938.19	199,213.36	16%	285,338.55
Benefits (excluding employee paid)	49,187.00	2,970.18	12,620.96	36,566.04	26%	
Volunteer Stipend	15,600.00	-	-	15,600.00	0%	
Volunteer Disability/Pension/lifeflight	13,957.00	-	1,534.00	12,423.00	11%	
Volunteer Recognition	3,200.00	-	-	3,200.00	0%	
Office Expense/Supplies	5,500.00	154.77	1,169.01	4,330.99	21%	
Professional Services	21,750.00	1,159.75	4,031.88	17,718.12	19%	
Insurance	21,500.00	-	-	21,500.00	0%	
Communications	4,692.00	16.03	179.85	4,512.15	4%	
Advertising	1,600.00	512.00	712.00	888.00	45%	
Vehicle Parts/Repairs/service	20,000.00	593.82	593.82	19,406.18	3%	
Rescue - Apparatus/Supplies	6,800.00	-	-	6,800.00	0%	
Fuel	9,000.00	216.29	709.85	8,290.15	8%	
Facilities/Station Repairs/Supplies	5,000.00	57.17	640.55	4,359.45	13%	
Utilities Services	18,150.00	1,506.13	3,830.83	14,319.17	21%	
Travel & Meals	3,206.00	42.97	42.97	3,163.03	1%	
Training	7,000.00	-	29.00	6,971.00	0%	
Fire Supplies/service	8,200.00	98.98	200.66	7,999.34	2%	
EMS Supplies	9,000.00	-	-	9,000.00	0%	
Uniform/apparel	3,000.00	-	516.69	2,483.31	17%	
Prevention	1,500.00	-	-	1,500.00	0%	
Taxes (for previous year)	2,500.00	1,535.10	1,535.10	964.90	61%	
Dues & Fees	2,910.00	10.30	1,510.30	1,399.70	52%	
Municipal Pool Reserve	20,000.00	-	-	20,000.00	0%	
Total budgeted expenditure	489,403.55	21,766.74	66,795.66	422,607.89	14%	
EXTRA projects using cash balance		-	-			
State Grant Dept. of Health		-	-	-	#DIV/0!	
Radio Grant		-	24,572.66			
Expense for Wildland						
Total Actual Expenditure		21,766.74	91,368.32			
Invested funds			100,000.00			
Ave. property tax estimated in November 2019 + 29,000 TO share	499,422.35					

2021 March Capital SUMMARY

Updated 04/07/2021

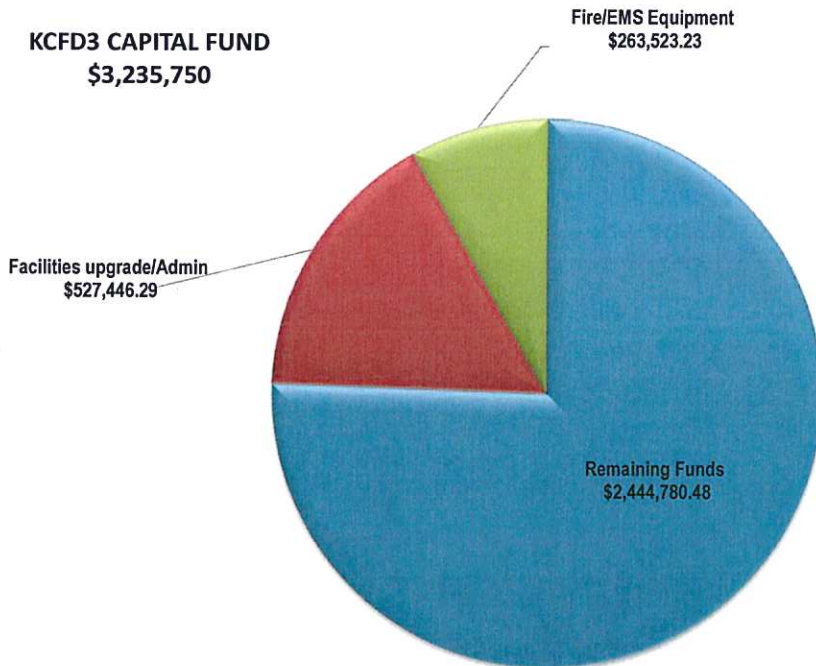
ORIGINAL BOND	\$ 3,235,750.00
2018 Bond Council included in engineering and admin serv. Total.	15,000.00
Beginning balance (dec 2018)	3,220,750.00
2019 total expenses	375,043.23
2020 Beginning balance	2,845,706.77
2020 total expenses	306,539.18
2021 Beginning balance	2,539,167.59

		2019	2020	2021	2021 Totals	Totals
Facilities Upgrade/Admin	Professional Services/ Planning	108,111.83	7,587.40	24,627.89		
	Professional Serv. Fire	29,799.65	-			
	Facilities Services		282,284.46			
	Facilities Upgrade 31			30,824.06		
	Facilities Upgrade 32			-		
	Facilities Upgrade 33			29,211.00	84,662.95	512,446.29
Equipment	Vehicles/Fire Equipment	234,713.55	16,667.32	9,724.16		
	EMS Equipment	2,418.20	-			
	MISC			-	9,724.16	263,523.23
TOTAL		375,043.23	306,539.18	94,387.11	94,387.11	
REMAINING FUNDS		2,845,706.77	2,539,167.59	2,444,780.48		
INVESTED		2,822,552.04	2,430,000.00	2,430,000.00		
Balance (does not include interest)		23,154.73	109,167.59	14,780.48		

					Total Interest Earned
Interest Earned		25,877.67	60,714.90	579.40	87,171.97

Treasurer Cash Balance **\$ 101,952.45** (includes interest)

Chart Summary	2018	2019	2020	2021	Totals
Remaining Funds		\$ 2,845,706.77	\$ 2,539,167.59	\$ 2,444,780.48	\$ 2,444,780.48
Facilities upgrade/Admin	\$ 15,000.00	\$ 137,911.48	\$ 289,871.86	\$ 84,662.95	\$ 527,446.29
Fire/EMS Equipment		\$ 237,131.75	\$ 16,667.32	\$ 9,724.16	\$ 263,523.23



Fire Chief's Report to Board of Commissioners

April 9, 2021

No injuries or accidents since your last meeting.

Customer Service (emergent and non-emergent): 11 report generated calls since your last Board meeting 19 total EMS and fire calls within SW Fire response area.

Projects:

- **Bond:**
 - Reviewing AIA Contract and addendums
 - Continuing to gather price quotes for OPCI equipment. Generators, hose racks
 - Met with Bob Merritt in Yakima to finalize OPCI estimates.
- **RADIO GRANT:** Fully completed. Working on installation of guards for repeater switches.
- **Apparatus/Fleet:**
 1. Brush 33 currently at Ken's Automotive in Bingen waiting for two oil pressure sensors to arrive from Ford. Followed up on that truck 4/5/21.
 2. Fleet service and DOT inspection shave begun for 2021. Saved a lot of money by using NAPA's ½ price filter sale.
 3. Working with Paco's tire to finish up the tire air valve extenders.
 4. Working with Paco's tire for planned tire replacements.
 5. Working with School Transportation officials to determine if the bus is still needed for training. Ultimate plan for productive use for the bus would be to convert it into a functional fire prevention tool for grade school children. "Get Low/Stay Low – Get Out / Stay Out tool. Waiting for Susan Tibke to get back to me after she inquires with a few school officials.
- **KCIFA.** Working with Chief Knowland to formulate 2021 adjustments to County Burn Ban document.
- **Type 3 Team Assignment:** Assigned to Benton County Mass Vaccination POD 3/13-3/27 as Operations Section Chief.
- **Personnel:** One new volunteer from BZ Corner area going through entry process.
- **Community Building/pre-planning:** Eric Bosler – One customer contact last week in Snowden to go over FireWise evaluation of property.
- **Fire Safety Surveys:** Time to reach out to the school district for Fall of 2021 fire safety survey at the schools.
- **Awards Banquet:** Beginning Awards Banquet planning – Tentative April. **In process.**
- **Billable Call:** On 12/16/2020 KCFD3 responded to 1535 State Route 141 for a structure fire. Certified letters returned to District as "undeliverable". Update 3/4/2021. We revised the invoice per RCW 19.16.500(2):
Note:
[This is a debt that is owed to Klickitat County Fire District 3. If this debt is not paid within 30 days, it will be sent to a collection agency in accordance with RCW 19.16.500. At that time, Fire District 3 will impose an additional \\$100.00 processing fee to the total invoice cost.](#)
Invoice resent to property owner via one certified signed and one regular 1st class postage.
4/5/21 follow up: Received guidance from District Attorney on the matter and provided to the Board for consideration.
- **Insurance:** Reviewed Endurus insurance renewal documents 4/6/21. Made two adjustments: Remove Captain Gilmer from personnel list and increased radio inventory value to \$100K due to recent fleet change via WDOE Grant.
- Met with Chief Hunsaker in Husum to go over proposals to the City Operations Committee regarding KCFD3's attendance to their Zoom Meeting held in March. Chief Hunsaker is to meet with the Mayor and share our results:

Plan A:

- a. Encourage City to continue with Community Center efforts.
- b. Shift public meeting space to new facility. (Council/other)
- c. Seek opportunity to re-locate Public Works to space that includes: Shop, breakrooms, office and laydown space.

Plan B:

- a. Seek out and co-fund Grant writer (EDA, Community Block HUD) to obtain property, and construct joint-Facility Public Safety building:
 - a. Fire
 - b. EMS
 - c. Law Enforcement

Research opportunity to fund purchase of land on Main Street for such facility to secure it for the future. TURN the Fire Station into the Community Center and build a fire station.

*Note: Plan B would allow for options:

- a. Public Works to utilize entire fire station pending other options in the future.
- b. BWPD could re-locate to new facility and open up City-owned storefront for sale, lease and realize potential taxable income. While not a ton, it's funding currently not being received. Sale of building could be utilized for other City infrastructure goals.

COVID-19: No exposures reported. One personnel self-quarantined due to possible contract tracing exposure at work. Tests returned, negative.

TRAINING:

March 16. Continued large diameter water deployment and multi-company operations training. Officer in charge; Captain Jess Wardwell.

March 23: Annual CPR refresher

March 30: Classroom session #1 Annual Wildland Refresher Training

April 6: Classroom #2 Annual Wildland Refresher Training/RT130 for Red Card personnel. / Shelter Deployment

Tentative LIVE FIRE TRAINING session off Graves Road. Saturday May 15th. Alternate due to high winds: Saturday May 22nd.

Community Events:

Personal Activities and Achievements: Enrolled in S300 course in May of 2021. Five-day Type 3 Incident Commander course required for Operations Section Chief and IC Type 3.

Respectfully submitted: Wesley W. Long – Fire Chief April 6, 2021



13699314901

Unmute Stop Video

Participants 10

Share Screen

Record

Reactions

Leave