

KLICKITAT COUNTY FIRE DISTRICT 3

200 Husum Street, Husum, WA 98623

Commissioner's Meeting

Thursday July 14, 2022

In person meeting held at 200 Husum Street. This meeting was also available using remote online video and telephone technology. The district posted notice of how to access the meeting (Website).

Call to Order: 15:00 (3p.m.)

ATTENDANCE

Commissioner Montag (Chair), Commissioner Connor (Vice Chair), Commissioner Virts. - (Quorum),
Staff: Wes Long (Fire Chief), Jennifer McLean (Administrative Assistant), Eric Bosler (Fire Prevention)
Robert Merritt (mHc Associates)

Public: Melinda Heindel and Rebecca Conant

APPROVAL of AGENDA

Noted addition to the posted agenda – added petition to annex under new business.

“Motion to approve the agenda as presented with the addition” -made by commissioner Connor, Seconded by Commissioner Virts. (3 yay, 0 nay) motion passed.

MINUTES of LAST MEETING

June 9th, 2022, Regular Business meeting

“Motion to approve the minutes for the June 9th regular business meeting as provided” made by Commissioner Virts, seconded by Commissioner Connor. (3 yay, 0 nay) motion passed.

June 21st, 2022, Special Joint Meeting with White Salmon City Council

“Motion to approve the minutes for the July 21st special joint meeting as provided” made by Commissioner Virts, seconded by Commissioner Connor. (3 yay, 0 nay) motion passed.

SECRETARY'S/FINANCE REPORT: See attached report for details.

- **GENERAL EXPENSE FUND 667.1**

“Motion to approve the [General Expense] scripts as presented.” made by Commissioner Virts, seconded by Commissioner Connor (3 yay, 0 nay) motion passed.

- **CAPITAL EXPENSE FUND 667.3**

“Move to approve the capital scripts as presented.” Motion made by Commissioner Virts; Seconded by Commissioner Connor (3 yay, 0 nay) motion passed.

Investments: General fund \$966,418

CHIEF'S/TRAINING REPORT – see attached.

Chief Long added he has been working with the County on two waivers to the Klickitat County burn ban for ceremonial events to be held in July and August. The Klickitat County Commissioners are the final authority in this matter, but Chief Long has assisted with site visits and recommendations.

ON GOING BUSINESS:

1. **PERSONNEL:** Annual performance reviews are coming up in August
2. **POLICIES:** Facility use policy update

“Motion to approve the updated policy 1206 -- Use of Facilities as presented made by Commissioner Connor, seconded by Commissioner Virts. (3 yay, 0 nay) motion passed.

3. **BOND:**

CAPITAL PROJECTS – Owner OAC meeting was held to go over final details.

Station 31 – met with Hale Construction

- Electrical switch will not be built until September 9th, 2022 (holding up final inspection)
- Change order coming for power to kitchen stove and hood
- Cabinets for the training room have arrived but need to be installed
- Radios
- Parking lot striping and signs
- East bathrooms will be completed later

4. **STATION 32 /COLLAPSE** – Rebuild complete. Very close to total completion, but still have a few punch list items.

- Radio tower needs to be erected and set
- Parking lot striping and signs
- KCFD3 will receive a pass-through rebate due to subpar plywood

Remaining Projects:

5. **SURPLUS**

- Chief Long is working on building a list of items to present to the board

6. **OUT OF DISTRICT BILLING** – Nothing to report

7. **ENGINE REPLACEMENT** – Tentative cost for a 2023 type 3 four wheel drive freightliner chasey apparatus is between \$430K-\$460K.

“Motion to approve Chief Long to move forward with going to bid for a Type 3/1, four-wheel drive engine.” made by Commissioner Virts, seconded by Commissioner Connor. (3 yay, 0 nay) motion passed.

8. ANNEXATION – Resolution 2022-12

“Motion to approve resolution 2022-12 made by Commissioner Virts, seconded by Commissioner Connor. (3 yay, 0 nay) motion passed.

9. CITY OF WHITE SALMON/COOPERATIVE SERVICE OPPORTUNITIES

The Fire Action Plan was approved by the White Salmon City Council last week and will carry through December 2022. The agreement includes the formation of a citizen’s advisory committee made up of five citizens residing in Fire District 3, and five citizens residing within the City of White Salmon.

“Motion to approve the Fire Action Plan as presented made by Commissioner Virts, seconded by Commissioner Connor. (3 yay, 0 nay) motion passed.

Contract with mHc Associates – Addendum to current Project Manager for Construction Contract. Project Manager to expand the scope of services to include consulting service to explore regional cooperative emergency service options between the City of White Salmon and KCFD3.

“Motion to approve the addendum to the contract with mHc Associates to expand the contract” made by Commissioner Virts, seconded by Commissioner Connor. (3 yay, 0 nay) motion passed.

mHc will have a draft scope to present to both KCFD3 and the City of White Salmon next week. Chief Hunsaker, Chief Long, and Bob Merritt of mHc will build the scope together, and the project is planned to be done in phases.

A draft ‘Joint Activity Interlocal Agreement’ between KCFD3 and the City of White Salmon is to retain mHc Associates to provide consulting services to look at cooperative emergency services options between the two entities. This will be a 50 percent cost share and KCFD3 will bill the City of White Salmon. Based on a cost estimate of \$15,000, KCFD3 will cost share at 50% of projected costs not to exceed amount of \$7,500.

Motion to approve moving forward with the interlocal agreement with the City of White Salmon, and Klickitat County Fire District 3 portion will not exceed \$7,500, made by Commissioner Virts, seconded by Commissioner Connor. (3 yay, 0 nay) motion passed.

NEW BUSINESS:

1. DNR – Interagency Agreement

Allows for KCFD3 to participate in Incident Management Teamwork for all hazards.

“Motion to approve the DNR IAA agreement as presented made by Commissioner Virts, seconded by Commissioner Connor. (3 yay, 0 nay) motion passed.

2. ANNEXATION - district received another petition to annex a parcel into KCFD3 in the Staats Road area.

PUBLIC DISCUSSION: None.

GOOD OF THE ORDER:

NEXT MEETING:

Regular Board Meeting will be THURSDAY August 11th at 3pm (1500 hrs).

ADJOURN.

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

Meeting adjourned at 16:00 hrs.

APPROVED BY:

Attest:

Thomas Montag 8/23/22
Chairman – Commissioner Thomas Montag (date)

Absent
District Secretary Rozalind Plumb

Robert Connor 8/17/22
Commissioner Robert Connor (date)

Charles Virts 1 Sep 2022
Commissioner Charles Virts (date)

Klickitat County Fire District 3 Commissioners Meeting
200 Husum Street Husum, WA.
July 14, 2022 at 15:00 (3 pm).

AGENDA

REGULAR BOARD MEETING -virtual meeting via zoom

Join Zoom Meeting	https://us02web.zoom.us/j/82329271412?pwd=NjRJa1VFUEJJaFNOMUlaC0RVZmdlZz09
Dial by your location	+1 253 215 8782 US (Tacoma)
Meeting ID	823 2927 1412
Password	493608

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

- **Open Meeting:** Call to order. Time _____
- **Attendance**
- **Approval of agenda**
- **Minutes of last meetings:**
 - June 9th – Regular Business Meeting (3pm)
 - June 21 – Special Joint Meeting with White Salmon City Council
- **Secretary / Finance Report**
- **Chief's / Training Report**
- **On Going Business**
 1. **Personnel:**
 2. **Policies:** Facilities Use
 3. **BOND**
 - CAPITAL PROJECTS
 - a) Progress report
 - b) Bathrooms (MRSC Small public Works)
 - c) Kitchen
 - d) Training room -kitchenette
 - e) Radio
 - f) Fence
 - CAPITAL PURCHASES
 4. **Station 32 Collapse**
 - Rebuild – Complete – billing still in progress
 5. **Surplus**
 6. **Out of District Billing** – (2020 141 fire) collections.
 7. **Engine Replacement**
 8. **Annexation-** Resolution 2022-12
 9. **City of White Salmon /Cooperative Services. –**
 - Fire Action Plan (Approval)
 - Contract with mHc Associates
 - Interlocal Agreement with City
- **New Business:**
 1. DNR - IAA agreement
- **Public Discussion:**
- **Good of the order:**
- **Next meeting:** Regular meeting: Thursday August 11th 3:00 pm.
- **Motion to adjourn:** (A) Time _____

July 14, 2022 Secretary's Report

County Treasurer's Report for June 2022

	Fund	Beginning Balance	Deposits	Disbursements	Ending Balance
1	General 667.1	651,396.14			
2	Capital 667.3	7,269.44			
3	Bond 667.2	439,303.81			
4	Invested Gen	716,418.88			966,418.88
5	Invested CAP	398,511.10			

1. GENERAL EXPENSE FUND 667.1:

See 2022 Operating Budget table and graphs.

Operating BUDGET

Budget	Year to date expenditure	% of operating budget	Ending Balance
\$504,872.24	\$194,208.14	38%	\$31,664.10

Additional Expenditure from General Fund	\$
expenditure (grants etc.)	0
expenditure- Stn 32 collapse	341,496.46
Total expenditure from General Fund	535,704.60

General Expenditure Scripts for approval

Date	Amount	Date	Amount
6/14/22	145,048.31	7/11/22	24,488.92
6/28/22	456.99		
7/5/22	831.15		
7/6/22	2,369.68		

2. CAPITAL FUND 667.3:

Original balance: \$3,220,750.00 See 2022 Capital summary

Capital Expenditure Scripts for Approval

Date	Amount
6/14/22	49,500.67
6/21/22	8,158.30
7/11/22	78,046.77

3. BOND FUND 667.2:

Debt repayment schedule (2022 June 1 \$58,473.18, December 1 \$176,888.74)

2018 12/18	\$3,225,750.00			
year	Principle	Interest	Sub Total	Annual Total
2019	115435.14	119,926.78		235,361.92
2020	113,981.67	121,380.24		235,361.91
2021 June		58,473.18	58,473.18	
2021 Dec	118,415.56	58,473.18	176,888.74	235,361.92
2022 June		58,473.18		58,473.18
2022 Dec				

4. Invested General Funds: \$966,418.88

5. Invested Capital Funds: \$ investment remaining

6. Internal Review and reconciliation

	Date	By
Treasurer's Report	7/13/22	Commissioner Connor
Auditor's Report	7/13/22	"
Credit Card	7/13/22	"
Petty Cash	7/13/22	"
Payroll	7/13/22	"
General Deposits	7/13/22	"

7. Correspondence:

8. Current priority projects include:

- Capital projects L&I/DoR processing for retainers.
- 2021 Annual Report Completed.

2022 Operating Budget

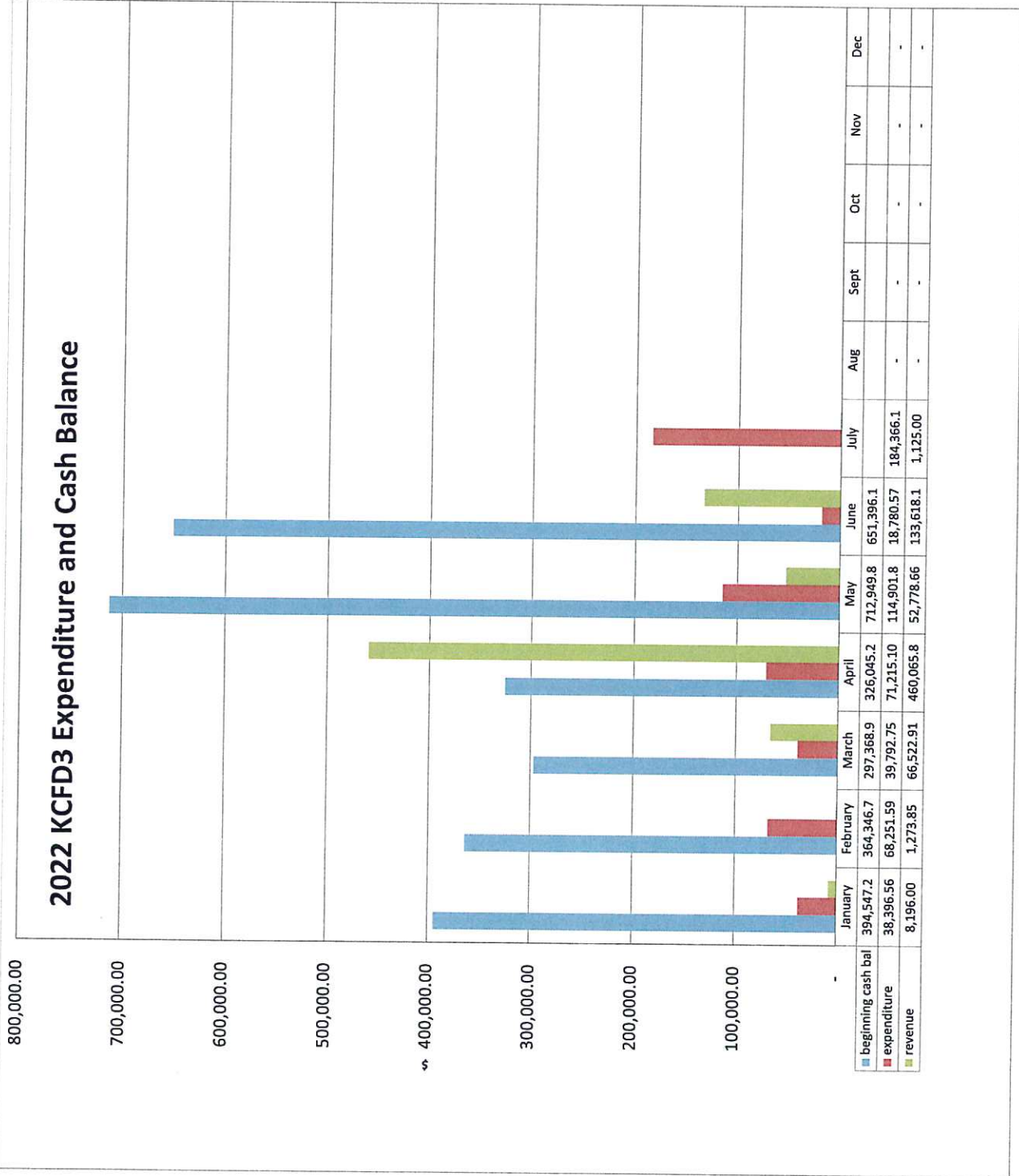
Updated 7/12/2022

Kickitat County Fire District 3

This budget sheet is connected to the expenditure spreadsheet.

BUDGET 2022 CATEGORY	Original Budget	June expenditure	Expenditure YTD	Balance	% Used	NOTES
Salaries & Wages + employee paid benefits	236,151.92	12,595.68	94,164.76	141,987.16	40%	*Includes 2021 stipends 285,338.92
Benefits (excluding employee paid)	49,187.00	882.74	21,125.90	28,061.10	43%	
Volunteer Stipend	15,600.00	-	16,047.63	(447.63)	103%	
Volunteer Disability/Pension/flight	13,907.00	-	4,890.70	9,016.30	35%	
Volunteer Recognition	3,500.00	-	-	3,500.00	0%	
Office Expense/Supplies	5,500.00	119.15	4,230.28	1,269.72	77%	
Professional Services	21,750.00	1,110.34	7,567.99	14,182.01	35%	
Insurance	25,000.00	-	250.00	24,750.00	1%	
Communications	4,742.00	16.11	266.20	4,475.80	6%	
Advertising	2,000.00	-	-	2,000.00	0%	
Vehicle Parts/Repairs/service	15,000.00	150.00	6,055.56	8,944.44	40%	*new heat pump
Rescue - Apparatus/Supplies	13,300.00	-	3,595.38	9,704.62	27%	
Fuel	11,700.00	704.91	4,093.63	7,606.37	35%	
Facilities/Station Repairs/Supplies	5,000.00	919.26	13,608.01	(8,608.01)	272%	
Utilities Services	19,650.00	409.91	9,340.87	10,309.13	48%	
Travel & Meals	3,200.00	-	56.57	3,143.43	2%	
Training	7,000.00	29.00	58.00	6,942.00	1%	
Fire Supplies/service	8,200.00	-	4,062.22	4,137.78	50%	
EMS Supplies/service	9,000.00	-	2,332.90	6,667.10	26%	
Uniform/apparel	3,000.00	-	221.38	2,778.62	7%	
Prevention	1,700.00	-	107.84	1,592.16	6%	
Taxes (for previous year)	2,500.00	-	838.78	1,661.22	34%	
Dues & Fees	2,910.00	13.65	1,293.54	1,616.46	44%	
Municipal Pool Reserve	25,374.32	-	-	25,374.32	0%	
Total budgeted expenditure	504,872.24	16,950.75	194,208.14	310,664.10	38%	
Out of Budget - Station 32 Collapse/Rebuild	382,368.10	1,829.82	341,496.46	40,871.64	89%	
Out of Budget - Stn. 32 - Fire Engine	25,000.00	-	-	25,000.00	0%	
State Grant Dept. of Health		-	-			
Expense for Wildland						
Total Actual Expenditure		18,780.57	535,704.60			
Invested funds			966,418.88			
Ave. property tax estimated in November 2020 + 10,770.76 new construction	507,486.34					

2022 KCFD3 Expenditure and Cash Balance



2022 June Capital SUMMARY

5/11/2022

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	266,539.18
2021 Beginning balance	2,579,167.59
2022 Beginning balance	1,141,728.28

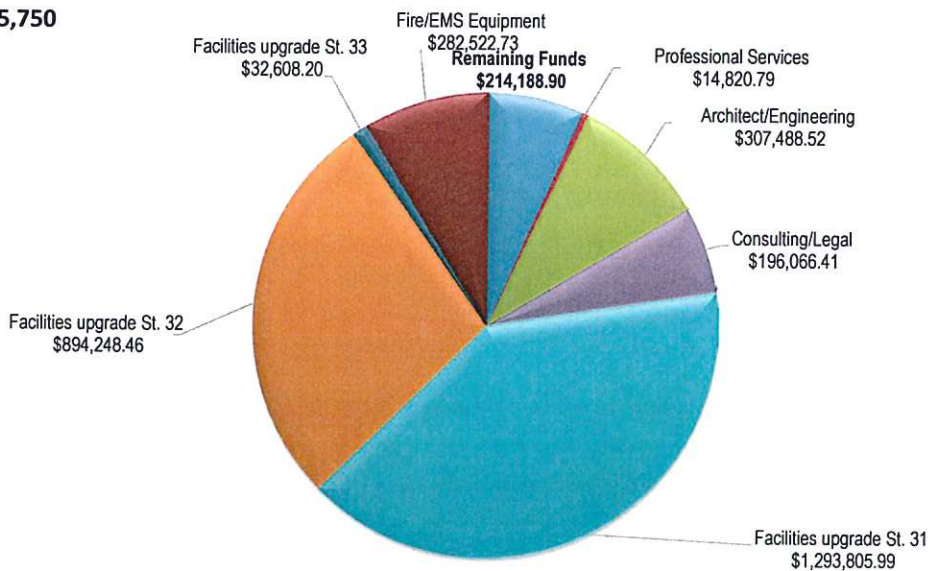
		2019	2020	2021	2022	Total
Facilities Upgrade/Admin	Professional Serv	8,870.89	5,949.90	-	-	
	Architect/Engineering	38,399.02	237,546.66	62,413.75	9,129.09	
	Architect deposit return	-	(40,000.00)	-	-	
	Consulting/Legal	60,841.92	40,741.15	79,483.34	-	
	Facilities Upgrade 31	27,322.65	1,911.46	674,540.56	590,031.32	
	Facilities Upgrade 32	-	3,722.69	572,965.00	317,560.77	
	Facilities Upgrade 33	2,477.00	-	29,211.00	-	2,724,038.37
Equipment	Vehicles/Fire Equipment	234,713.55	16,667.32	18,825.66	9,898.00	
	EMS Equipment	2,418.20	-	-	-	
	MISC	-	-	-	-	282,522.73
TOTAL		375,043.23	266,539.18	1,437,439.31	927,539.38	3,006,561.10
REMAINING FUNDS		2,845,706.77	2,579,167.59	1,141,728.28	214,188.90	
INVESTED		2,822,552.04	2,430,000.00	-	253,477.83	
Balance (does not include interest)		23,154.73	109,167.59	1,141,728.28	(39,288.93)	

						Total Interest Earned
Interest Earned		25,877.67	20,714.90	2,368.77	327.59	49,288.93

Treasurer Cash Balance **\$ 10,000.00** (includes interest)

Chart Summary	\$ 15,000.00	\$ 375,043.23	\$ 266,539.18	\$ 1,437,439.31	\$ 927,539.38	Totals
	2018	2019	2020	2021	2022	
Remaining Funds	-	\$ 2,845,706.77	\$ 2,579,167.59	\$ 1,141,728.28	\$ 214,188.90	\$ 214,188.90
Professional Services	-	\$ 8,870.89	\$ 5,949.90	-	-	\$ 14,820.79
Architect/Engineering	-	\$ 38,399.02	\$ 197,546.66	\$ 62,413.75	\$ 9,129.09	\$ 307,488.52
Consulting/Legal	\$ 15,000.00	\$ 60,841.92	\$ 40,741.15	\$ 79,483.34	-	\$ 196,066.41
Facilities upgrade St. 31	-	\$ 27,322.65	\$ 1,911.46	\$ 674,540.56	\$ 590,031.32	\$ 1,293,805.99
Facilities upgrade St. 32	-	-	\$ 3,722.69	\$ 572,965.00	\$ 317,560.77	\$ 894,248.46
Facilities upgrade St. 33	-	\$ 2,477.00	-	\$ 29,211.00	\$ 920.20	\$ 32,608.20
Fire/EMS Equipment	-	\$ 237,131.75	\$ 16,667.32	\$ 18,825.66	\$ 9,898.00	\$ 282,522.73

KCFD3 CAPITAL FUND
\$3,235,750



Fire Chief's Report to Board of Commissioners
July 14th, 2022

No injuries, illness, or accidents to report

Customer Service (emergent and non-emergent):

- 41 calls within SW Fire's service area since your June 12th.

Projects:

- **Bond:**

1. Kitchen – waiting for delivery of some items (Roz). Coburn electric to provide power to stoves and hoods. (NOTE: ** This will be a change order and invoiced to the district. Outside of contract)
2. IT/patch panel/server cabinet. Completed by Radcomp
3. SCBA Compressor: Scheduled in-service with Sea Western for initial startup. (Note ** this is an unanticipated expense to be billed to District). Once start up is complete, air test samples will be sent in for analysis.
4. Station 31 generator sound wall. Reynolds ordered the rough-cut wood from miller in Trout Lake.
5. Station 32 generator – Initial start up completed. Runs/works as designed.
6. Station 31 radio tower: Need to borrow safety harness and mount antenna. (Still pending completion)
7. Station 32 radio tower: Will need to use a crane to install. Still pending completion.
8. Station 32 air compressor: Parts received. Need to install.
9. Station 32 air drops – pending completion.
10. OAC meeting with Merritt, Hale and Dellis at Station 31. Final punch list items and discussed closing documentation. *** Waiting on Notice of Occupancy for Station 32 from Klickitat County

- **Apparatus/Fleet:**

1. Water Tender 32 oil leak on PTO valve body.
2. Station 31 back up generator: Reynolds ordered lumber for sound wall. AA&L conducted a site inspection per Klickitat County building department. They will provide me with a written letterhead notice of their findings. Verbally, they indicated the generator was installed correctly and is not a hazard.
3. Brush 31 and Aid 31 both received recall notices for the airbag warning indicator.

- **Other items:**

1. **Station 32 Water Tank:** Thank you for Karl Swanson, Chris Helton and Darren Lanz. The tank plumbing was completed, and the tank is now filled. Will be developing a plan to winterize before the temperature begins to drop again.
 2. **KCIFA.** No meeting in June
 3. **Joint Fire Discussions:** Actively worked on this topic for the month.
 4. **Inter-Agency Type 3:** SE Team 1 up on rotation this week. 7/12/2022.
 5. **Fire Defense Committee:** Continued work on the Lower Columbia Regional Mobilization Plan continues. Meeting with John Sinclair to finalize document and send to county emergency managers.
 6. Moved necessary items back into Station 32. Numerous small projects still need completion.
 7. Reviewed Annual training calendar... Updated for remainder of 2022 and will have draft posted for 2023 by Mid-September.
 8. Annual Reviews coming in September
 9. Budget Season Planning in August.
- **Personnel** – Frank Craft – New member. Researching possibility to convert him to a 'resident' status in Husum in the Fall.

- **Community Building/pre-planning:** None currently.
- **Awards Banquet:** Pending Station 31 completion. (Pending)
- **Training officer Local-Agreement:** No action or candidates available currently.
- **COVID-19:** Nothing to report.

Training Report:

- June 21st. Training cancelled to allow all members to monitor joint council/board meeting via Zoom.
- June 28th Wildland pump, pump, and roll, drafting drill. School Transportation parking lot.
- July 5th. Work party to move back into Station 32.
- July 12th Training delegated to Captains.

Upcoming training:

- Mass Casualty ATAB Region 6 protocol review (all members).
- Strategies and Tactics

Community Events:

- Unfortunately, there was not a .1K Marathon in Husum this year. However, we did come to the station in case people showed up.
- Participated on July 4th parade.
- Members helped with pancake breakfast for the Army Reserve Band.

Personal Activities and Achievements:

- Please note I will be on vacation during the August 2022 meeting. Vacation August 12 – 23rd.

Respectfully submitted:

Wesley W. Long – Fire Chief July 11th, 2022.



510 Cascade Ave/P.O. Box 1845, Hood River, OR 97031

541 386-5585

From: Dana Hale
Hale Construction NW, Inc.
P.O. Box 1845, Hood river, OR 97031

To: Klickitat County Fire District #3
P.O. Box 151, Husum, WA 98623
Attn: Bob Merritt

Re: Station 31 and 32 Project Status and Closeout

Bob,

This is to update you and coordinate project closeout for KCFD #3 Station 31 and 32.

On Station 31 we have received an update on the switch gear from Coburn Electric/Eaton. The manufacturer has now pushed the electrical component supply date back to 9/8/22. As you can imagine, we are not pleased with this bit of news. The only other known outstanding punchlist item on 31 is for miscellaneous items from Cabinet Tech.

Although there has been discussion by the Board about proceeding with the bathroom remodel at Station 31, we wish to decline to do the work on the bathroom under the current contract. The change order estimate given for the bathroom remodel was noted in the progress meeting on 2/9/22 as preliminary and needing additional scope information. Based on the initial rough estimate, COR 134 was not accepted and we moved on with no further development of plans or costs. At this point, we have de-mobilized from the site, we no longer have access to the site plumbers since they've moved on the other projects, the scope for the bathrooms still has not been fully defined, and whatever pricing was put together is no longer valid in this wildly fluctuating market. So, aside from the items listed above, we'd like to consider the Station 31 project closed.

On Station 32 we have received a final inspection and you should receive a certificate of occupancy soon from the Klickitat County Building Department. The only known punchlist items are remaining components from Cabinet Tech to complete the shelving and other miscellaneous items.

For both stations, Cabinet Tech should complete the punchlist items for both stations in July when the remaining material arrives on 7/8/22. Additionally, parking lot stripping has been scheduled but is behind schedule due to the amount of unseasonal weather we had this spring.

At this time, I would like to suggest that we have a meeting to close out Station # 32 once the shelving is complete and to discuss further how you would like to proceed with the latest notice from our electrical supplier on Station 31.

Sincerely,

A handwritten signature in black ink that reads "Dana Hale". The signature is written in a cursive, slightly slanted style.

Dana Hale, President
Hale Construction NW, Inc.