

Klickitat County Fire District 3 Commissioners Meeting
200 Husum Street Husum, WA.
September 14, 2023, at 15:00 (3 pm).
REGULAR BOARD MEETING
AGENDA

Join Zoom Meeting	https://us02web.zoom.us/j/82329271412?pwd=NjRJa1VFUEJJaFNOMUJlac0RVZmdlZz09
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:**
 - August 10 Regular Board Meeting
- **Secretary / Finance Report**
- **Chief's / Training Report**
- **On Going Business**
 1. **Personnel:**
 - Annual review.
 - 2024 contracts.
 2. **Policies:**
 3. **BOND**
 - CAPITAL PROJECTS
 - **Station 31**
 - a) ADA Walkway
 - b) Kitchen (ovens install)
 - c) Fence
 - **Station 32**
 - a) Oven (install)
 - b) Fence
 4. **Engine Replacement**
 5. **West Klickitat Regional Fire Authority (WKRFA)**
 6. **5- County Mutual Aid Agreement**
- **New Business:**
- **Public Discussion:**
- **Good of the order:**
- **Next meeting:**
 - 2024 Budget Workshop; *Thursday October 12th 1:00 pm*
 - Regular meeting; *Thursday October 12th 3:00 pm*
 - Budget Hearing; *Thursday November 9th 2:00pm*
- **Motion to adjourn: (A) Time**_____

September 14, 2023

Secretary's Report

County Treasurer's Report for August

	Fund	Beginning Balance	Deposits	Disbursements	Ending Balance
1	General 667.1	72,358.55	58,382.13	88,324.04	42,416.64
2	Capital 667.3	29,310.26	804.54	18,721.21	11,393.59
3	Bond 667.2	541,254.27	2,643.34	0.00	543,897.61
4	Invested Gen	1,393,294.95	0.00	45,000.00	1,348,294.95
5	Invested CAP	35,000.00	0.00	0.00	35,000.00

1. GENERAL EXPENSE FUND 667.1: See 2023 Operating Budget table and graphs.

General Expenditure Scripts for approval

Date	Amount	Date	Amount
8/17/23	5,564.17	9/6/23	3,381.33
8/16/23	326.03	9/7/23	3,644.44
8/22/23	1,836.27		
8/28/23	588.51		

2. CAPITAL FUND 667.3: See 2023 Capital summary.

Capital Expenditure Scripts for Approval

Date	Amount

3. BOND FUND 667.2:

Debt repayment schedule (2023 June 1 \$56,170.57, December 1 \$179,191.92)

2018 12/18	\$3,225,750.00			
year	Principle	Interest	Sub Total	Annual Total
2023 June		53,777.22	53,777.22	
2023 Dec				

4. Internal Review and Reconciliation

	Date	By
Treasurer's Report	9/12/23	Commissioner Connor
Auditor's Report	9/12/23	"
Credit Card	9/12/23	"
Petty Cash	9/12/23	"
Payroll	9/12/23	"
General Deposits	9/12/23	"



**KLICKITAT COUNTY
TREASURER REPORT
August 2023**

KCFD3
SEP 6 REC'D
2023

	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	\$ 72,358.55	\$ 541,254.27	\$ 29,310.26
+++ Increases ++++				
Receipts (Revenue Dist Rpt)	2	13,382.13	2,643.34	804.54
Netted Transactions	3	-	-	-
Matured Investments	4	45,000.00	-	-
Interfund Transfers - In (397)	5	-	-	-
Other Revenue - JE's	6	-	-	-
Subtotal Increases	7	58,382.13	2,643.34	804.54
<< Disbursements >>				
Other Expenditures - JE & KC AP	8	72,270.31	-	18,721.21
Interfund Transfers - Out (597)	9	-	-	-
New Investments	10	-	-	-
Disbursements (AP & PR)	11	-	-	-
E - Transactions (ACH & EFTPS)	12	16,053.73	-	-
Debt Service P&I	13	-	-	-
Other	14	-	-	-
Subtotal Disbursements	15	88,324.04	-	18,721.21
ENDING CASH BALANCE	16	\$ 42,416.64	\$ 543,897.61	\$ 11,393.59
WARRANTS				
Previous Month O/S	17	-	-	-
Issued (+)	18	-	-	-
Redeemed (-)	19	-	-	-
Canceled (-)	20	-	-	-
WARRANTS OUTSTANDING (O/S)	21	-	-	-
Cash Balance <O/S Warrants >	22	\$ 42,416.64	\$ 543,897.61	\$ 11,393.59
INVESTMENTS				
Beginning Inv Balance	23	1,393,294.95	-	35,000.00
Matured Investments	24	45,000.00	-	-
New Investments	25	-	-	-
ENDING INVESTMENT BALANCE	26	1,348,294.95	-	35,000.00
DEBT SERVICE/BOND ACTIVITY				
Beginning Bond Principle Balance	27	-	2,434,636.65	-
Bond Principle Payments	28	-	-	-
Bond Interest Payments	29	-	-	-
ENDING BOND PRINCIPLE BALANCE	30	-	2,434,636.65	-



Fund Revenue Distribution
As of 08-31-2023

Fund	Account	Description	Year	Daily	Month-To-Date	Fiscal Year-To-Date
667 FIRE DISTRICT #3 GENERAL FUND						
	66731111	Real & Personal Propert	2023	\$14.09	\$3,416.47	\$323,049.71
			2022	\$0.00	\$0.00	\$7,957.65
			2021	\$0.00	\$0.00	\$53.62
			2020	\$0.00	\$0.00	\$1,519.76
			2016	\$0.00	\$0.00	\$2.45
			2015	\$0.00	\$0.00	\$2.23
			2014	\$0.00	\$0.00	\$1.73
			Fund Totals:	\$14.09	\$3,416.47	\$332,587.15
667001 FIRE DISTRICT #3 GENERAL FUND						
	667131211	Private Harvest Tax;	2023	\$4,166.66	\$4,166.66	\$4,166.66
	6671317200000	Leasehold Excise Tax	2023	\$160.27	\$160.27	\$273.00
	667136111	Investment Interest	2023	\$0.00	\$5,758.39	\$36,195.74
	667136251	Space&Facil.Leases(StForest)	2023	\$0.00	\$0.00	\$1,437.91
	667138611	Agency Deposits	2023	\$0.00	(\$119.66)	\$12,139.81
			Fund Totals:	\$4,326.93	\$9,965.66	\$54,213.12
667002 FIRE DISTRICT #3 BOND FUND						
	667231111	Real & Personal Property	2023	\$8.57	\$2,037.79	\$195,812.90
			2022	\$0.00	\$0.00	\$5,280.62
			2021	\$0.00	\$0.00	\$33.77
			2020	\$0.00	\$0.00	\$981.68
	667231211	Private Harvest Tax;Timber	2023	\$605.55	\$605.55	\$605.55
			Fund Totals:	\$614.12	\$2,643.34	\$202,714.52
667003 FIRE DISTRICT #3 CAP FUND						
	667336111	Investment Interest	2023	\$0.00	\$138.03	\$3,065.12
	667338611	Agency Deposits	2023	\$0.00	\$666.51	\$666.51
			Fund Totals:	\$0.00	\$804.54	\$3,731.63

Capital Fund Agency Deposit is incorrect.
\$554,00 should have been deposited into General Fund,
Working with Treasurer's Dept to correct.

August 2023 Disbursement Detail
Matches to E-Transactions on Line 12

Rpt Ttl 13,368,857.96

Bank	Date	Fund	Fund_A	Sub	BAR	Description	Amt
UB	8/9/2023	667.1	667	1		158610 FD3 - Payroll	9,701.42
UB	8/9/2023	667.1	667	1		158610 FD3 - Payroll Tax	6,352.31
		667.1 Total					16,053.73

2023 Operating Budget

Updated 9/12/2023

This budget sheet is connected to the expenditure spreadsheet.

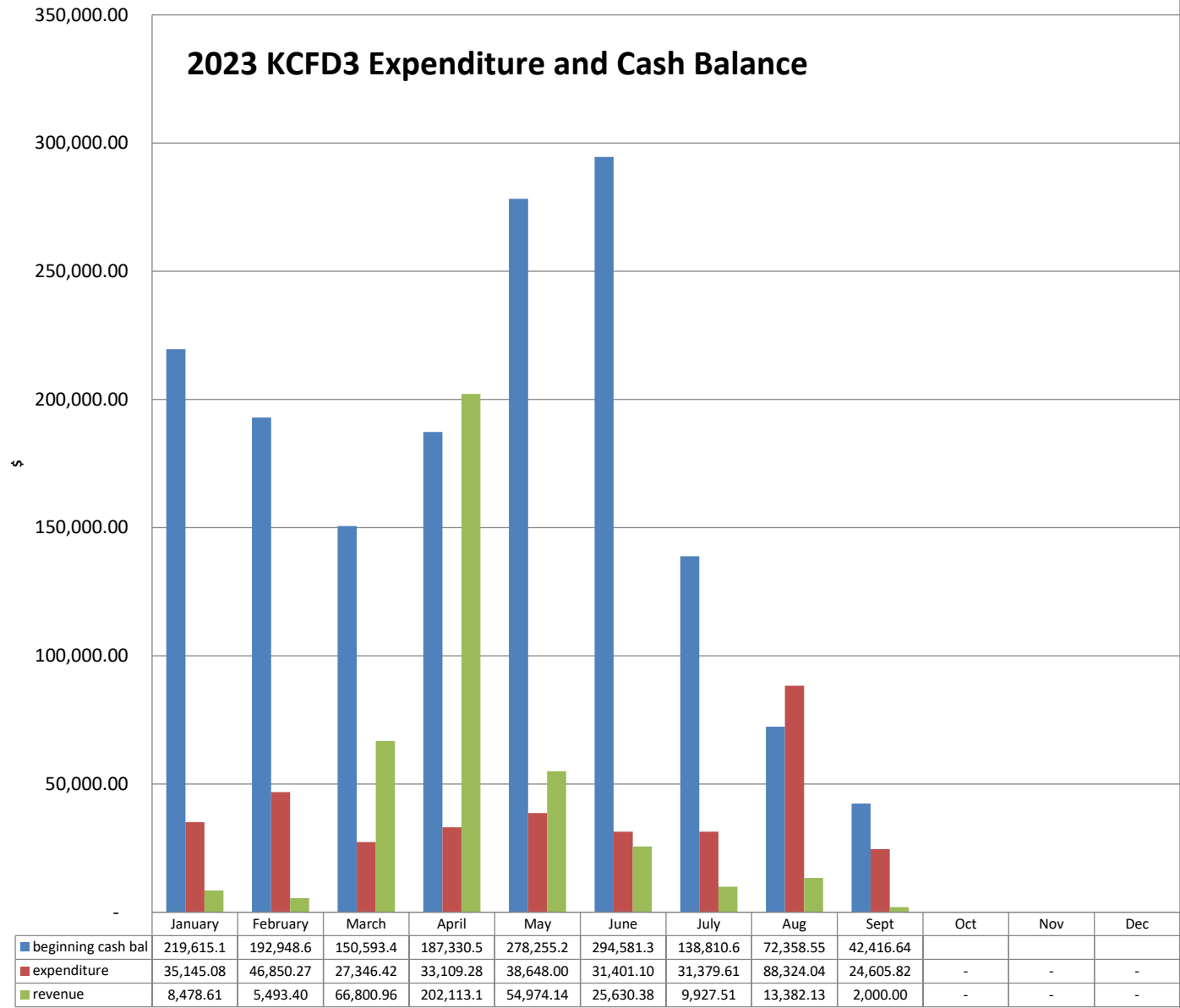
BUDGET 2023

Klickitat County Fire District 3

updated 8/28/2023

CATEGORY	Original Budget	August expenditure	Expenditure YTD	Balance	% Used	NOTES
Salaries & Wages + employee paid benefits	242,536.18	15,038.80	131,624.66	110,911.52	54%	287,047.79
Benefits (excluding employee paid)	44,511.61	2,512.81	30,177.42	14,334.19	68%	
Volunteer Stipend	16,600.00	-	12,055.61	4,544.39	73%	
Volunteer Disability/Pension/lifeflight	13,907.00	-	1,545.00	12,362.00	11%	send premium to investments for 3 year payment option
Volunteer Recognition	3,500.00	-	2,247.53	1,252.47	64%	
Office Expense/Supplies	4,500.00	147.39	5,297.44	(797.44)	118%	Replaced laptop
Professional Services	38,530.00	7,690.99	39,617.37	(1,087.37)	103%	mHc \$24,514.35 but \$9,385 reimbursed by WS
Insurance (Enduris)	40,555.00	41,060.00	41,060.00	(505.00)	101%	premium increased
Communications	4,875.00	367.85	2,710.51	2,164.49	56%	
Advertising	1,000.00	-	198.00	802.00	20%	
Vehicle Parts/Repairs/service	13,500.00	846.62	11,144.51	2,355.49	83%	
Rescue - Apparatus/Supplies	7,970.00	-	545.13	7,424.87	7%	
Fuel	10,000.00	1,660.68	7,657.59	2,342.41	77%	
Facilities/Station Repairs/Supplies	4,500.00	1,668.64	4,581.75	(81.75)	102%	
Utilities Services	17,150.00	1,229.07	14,566.02	2,583.98	85%	
Travel & Meals	2,500.00	-	1,789.17	710.83	72%	
Training	6,000.00	1,718.00	4,531.66	1,468.34	76%	
Fire Supplies/service	15,000.00	13,543.87	25,540.65	(10,540.65)	170%	\$17,042.21 PPE
EMS Supplies/service	4,330.00	828.58	2,380.52	1,949.48	55%	
Uniform/apparel	2,500.00	-	323.33	2,176.67	13%	
Prevention	1,700.00	10.74	722.70	977.30	43%	
Taxes (for previous year)	2,000.00	-	2,668.01	(668.01)	133%	use tax on purchases
Dues & Fees	2,910.00	-	92.00	2,818.00	3%	
Municipal Pool Reserve	25,000.00	-	-	25,000.00	0%	
Total budgeted expenditure	525,574.79	88,324.04	343,076.58	182,498.21	65%	
Hale Construction - Str. 32 Collapse/Rebuild	29,230.82	-	13,733.04	15,497.78	47%	
		-	-	-	#DIV/0!	
		-	-	-	#DIV/0!	
Total Actual Expenditure		88,324.04	356,809.62			
Invested funds			276,794.95			
<small>Ave. property tax estimated in November 2022 512,656.97 + 12,917.82 new construction</small>	525,574.79					

2023 KCFD3 Expenditure and Cash Balance



2023 AUGUST CAPITAL SUMMARY

8/14/2023

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
2021 total expenses							1,437,439.31
2022 Beginning balance							1,141,728.28
2022 expenses							943,862.65
2023 Beginning balance							197,865.63
		2019	2020	2021	2022	2023	Total
Facilities Upgrade/Admin	Professional Serv	8,870.89	5,949.90	-	-	-	2,947,941.03
	Architect/Engineering	38,399.02	237,546.66	62,413.75	10,170.25	453.75	
	Architect deposit return	-	(40,000.00)	-	-	-	
	Consulting/Legal	60,841.92	40,741.15	79,483.34	12,357.78	18,721.21	
	Facilities Upgrade 31	27,322.65	1,911.46	674,540.56	592,955.65	151,831.09	
	Facilities Upgrade 32	-	3,722.69	572,965.00	317,560.77	36,573.34	
	Facilities Upgrade 33	2,477.00	-	29,211.00	920.20	-	
Equipment	Vehicles/Fire Equipment	234,713.55	16,667.32	18,825.66	9,898.00	-	282,522.73
	EMS Equipment	2,418.20	-	-	-	-	
	MISC	-	-	-	-	-	
TOTAL		375,043.23	266,539.18	1,437,439.31	943,862.65	207,579.39	3,230,463.76
REMAINING FUNDS		2,845,706.77	2,579,167.59	1,141,728.28	197,865.63	(9,713.76)	
INVESTED		2,822,552.04	2,430,000.00	-	-	35,000.00	
Balance (does not include interest)		23,154.73	109,167.59	1,141,728.28	197,865.63	(44,713.76)	

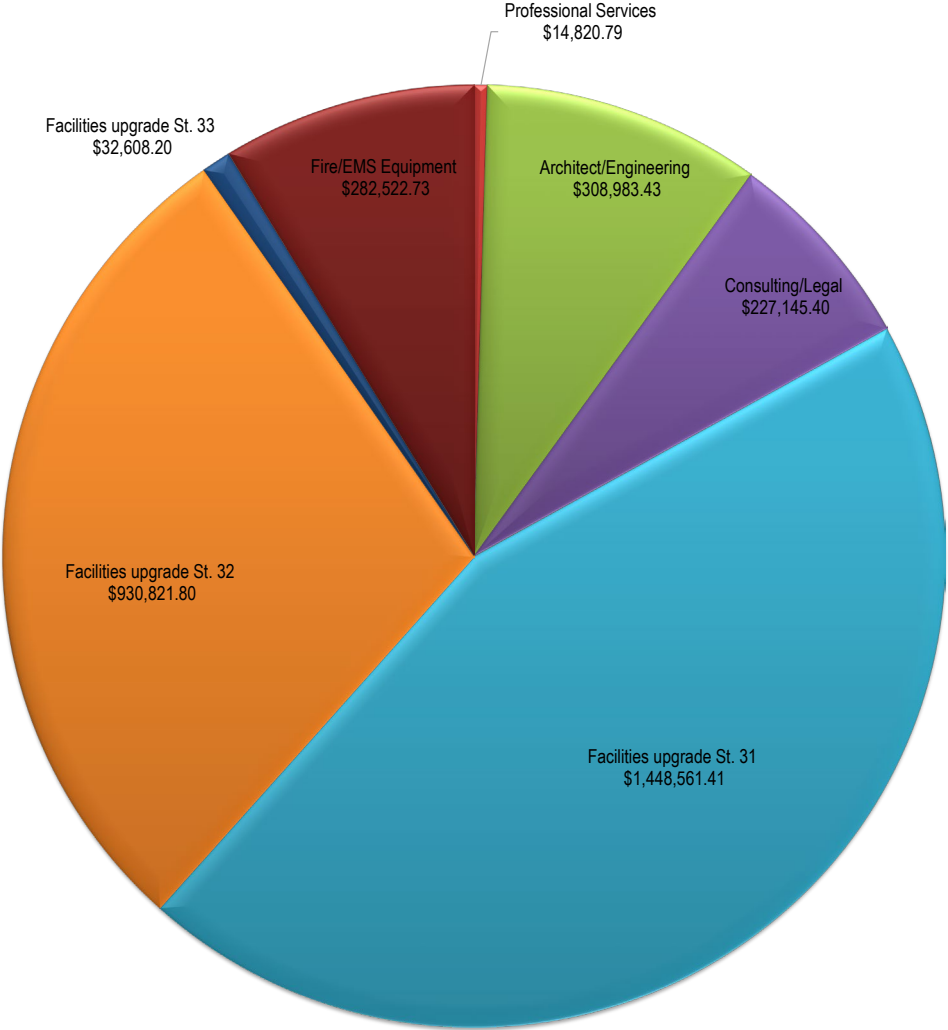
							Total Interest Earned
Interest Earned		25,877.67	20,714.90	2,368.77	3,414.38	2,952.61	55,328.33

Treasurer Cash Balance **\$ 10,614.57** (includes interest)

Chart Summary	\$ 15,000.00	\$ 375,043.23	\$ 266,539.18	\$ 1,437,439.31	\$ 943,862.65	\$ 207,579.39	Totals
	2018	2019	2020	2021	2022	2023	
Remaining Bond Funds	-	2,845,706.77	2,579,167.59	1,141,728.28	197,865.63	-	-
Professional Services	-	8,870.89	5,949.90	-	-	-	14,820.79
Architect/Engineering	-	38,399.02	197,546.66	62,413.75	10,170.25	453.75	308,983.43
Consulting/Legal	15,000.00	60,841.92	40,741.15	79,483.34	12,357.78	18,721.21	227,145.40
Facilities upgrade St. 31	-	27,322.65	1,911.46	674,540.56	592,955.65	151,831.09	1,448,561.41
Facilities upgrade St. 32	-	-	3,722.69	572,965.00	317,560.77	36,573.34	930,821.80
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
							\$ 3,245,463.76

Bond Funds	Meriman remaining	Meriman Retainage	Remaining Bond	Interest	Available Funds [Interest]
\$ (9,713.76)	\$ -	\$ 8,218.24	\$ (17,932.00)	\$ 55,328.33	\$ 37,396.33

KCFD3 Capital Bond and Interest Expenditure
\$3,245,46.73



Fire Chief's Report to Board of Commissioners

September 13, 2023

No injuries, or damage to report.

Customer Service (emergent and non-emergent):

1. As of 8/4/23 there have been 47 calls for service since your last meeting.
2. No significant events

- **Apparatus/Fleet:**

Broken pipe flange mount on Brush 31. Sent the broken unit in to machine shop in Husum for rebuild. Flange is designed to support upper pipe valves. It appears the cause is mild aluminum that failed due to vibrations moving down the road.

- **Other items:**

1. Final touches completed on water tank at Station 32
2. Waiting for WSRB to complete our 5-year review. Submitted additional reports to them on 9/12/23 as they are now working on our survey.
3. Will be assisting the Columbia Gorge Fire Training Association by teaching firefighter recruit classes. Specifically, I'll be teaching their required NFPA Hazmat Awareness and Hazmat Operations class.
4. 2024 training calendar nearly complete. Working on final plans.
5. Eric Bosler has reached out to Whitson Elementary for preparations for Fire Safety Week in October. The Daycare on Brislaw Loop Rd is scheduled for Thursday October 12th.
6. Fire Extinguisher testing scheduled for October 2023
7. 2022 Annual Operating Report completed. Kudos to the work Roz and Jennifer did to put the bulk of that document together.
8. Sterling Court gate: Property owner failed to contact me about repairs to gate that occurred during the Tunnel 5 Fire. Will be monitoring this and if contacted, I will work to assist with repairs. Note** this gate is privately owned and installed after a property dispute associated with the Sterling Court subdivision. Sterling Court is a 'bluff' subdivision that does not have established emergency egress via an easement by adjacent landowner.
9. 2024 Budget preparations have begun.

- **Personnel:**

1. The district has three new members. Each will be starting the recruit academy in Hood River on October 4th.
2. 2023 annual employee performance evaluations have been completed.

- **Community:**

1. Met with Husum/BZ Community Council with Chief Hunsaker reference FAQ's and the RFA. 9/11/2023.

- **Training Report:**

- Personnel conducted two Tuesday sessions of vehicle extrication training. A total of five vehicles were used to train on. The focus was to put new folks on one car and give them the basics of extrication while experienced personnel were challenged with more complex scenarios.
- Business meetings and apparatus inspections. Note ** joint business meeting scheduled for WSFD and KCFD3 on 9/12/2023 to allow time to focus on RFA planning.

- **Community Events:**

1. Spaghetti Feed scheduled for November 11th 2023. Bingo night is planned to be incorporated into that event.

Personal Activities and Achievements: Attended S305 training in Lacey WA. Scheduled for AHOSC training in October and CISM (Complex Incident Management) training near the end of September.

Respectfully submitted: Wesley W. Long – Fire Chief 09/12/2023