

6 KLICKITAT COUNTY FIRE DISTRICT 3

200 Husum Street, Husum, WA 98623

Commissioner's Meeting

Thursday September 10, 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: 15:01

In Attendance Virtually:

Commissioner Montag (Chair), Commissioner Connor, Commissioner Virts, Quorum present. Chief Long, Secretary Rozalind Plumb, Eric Bosler, Lloyd Olson, Robert Merritt, Melinda Heindel.

Approval of agenda:

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

Minutes of the last meeting:

- *Motion to approve Regular business meeting minutes from July 9, 2020 as presented, 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.

Secretary's Report:

1. GENERAL EXPENSE FUND 667.1:

See 2020 Operating Budget table and graphs

a) County Treasurer's Report for August 2020

Beginning balance	\$164,549.81	Ending Balance	\$137,670.49
Deposits	\$7,399.25	Disbursements	\$34,278.57

Review of the August County Treasurer and Auditor Reports as well as August payroll, general deposits, and petty cash occurred on 9/08/20 by Commissioner Connor.

b) Bills and items to be signed

General Fund/Operating Budget:

- a) 8/20/20 \$24,155.05 b) 9/2/20 \$1,125.60

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 8/31/20
 Anticipated budget is \$499,422.35
 Operating Expenditure to date \$247,313.73 (50%)

2. CAPITAL FUND 667.3:

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

a) County Treasurer’s Report for August 2020

Beginning balance	\$53,454.52	Ending Balance	\$11,499.92
Deposits	\$51,233.80	Disbursements	\$93,188.40

Reconciliation of the County Treasurer and Auditor reports against District Accounts for August occurred on 9/08/20 by Commissioner Connor. (deposits in this account include funds matured from the invested funds)

b) Capital vouchers to be signed:

- a) 9/2/20 \$10,102.69

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 August 31, the balance is \$208,997.33. \$192,936.71 has been received in 2020. Next payment due in December \$174,671.79.

4. INVESTED FUNDS

- General Funds =\$629,536.00, yielding \$2,925.04 as of August 31, 2020
- CAPITAL FUNDS = \$2,738,954.92, with \$50,537.35 matured giving an ending investment balance of \$2,688,417.57 and yielding \$19,012.43 interest as of August 31, 2020.

- 5. **Correspondence:** Providence insurance plan is up for renewal. This is the additional coverage we carry to supplement volunteers and staff for permanent injury while on duty. Previously the district paid a 3 year premium saving about 10%. Discussion is also needed on whether the district wants to add a 24 hour coverage. This would cover the volunteers even if the injury occurs while off duty. The additional coverage is estimated to be around \$600 per year. Commissioners discussed and gave opinion on Death and disability insurance.

Move to renew the 3 year on duty AD&D and extend the 24 hour coverage for all members. Made by Commissioner Virt, seconded by Commissioner Connor. (3 yay, 0 nay) motion passed.

6. Current priority projects include:

- Payroll for mobilizations
- Capital Bond activity
- Archiving project
- Policy updates

Chief's Report: See attached.

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

- Expedition has had a few mechanical issues but is back running and needed as a crew vehicle for fire academy students.
- Stn 32 roof is on.
- KCFIA has been cancelled.
- Covid- EOC agreement with the county needs signature.
- Husum -BZ community council- Chief and Commissioner Virts attended to answer questions on fire related matters in the area.
- West coast fires- Chief was able to take a team of 5 type 1 engines (structure engines) to California. And a short one-day assignment to Chelan.
- EMAC – Chief noted that in order for him to participate in the California fires we needed to complete an additional agreement with the State to allow for reimbursement. **All 3 commissioners endorsed the EMAC agreement.**
- Fire conditions around the state are severe, and all the incident management teams are on assignments. Oregon is asking for engines, but the Washington State Fire Defense Committee has assessed the situation and is unable to help. There are currently several thousand people under level 3 evacuations, several deaths have occurred, and even incident command posts have been overrun.

Training Report: see attached.

- We have 4 signed up for the academy.

Ongoing business:

1. **Personnel/Payroll:** Performance reviews should be completed by the end of September.
2. **Policies:** Respiratory protection policy is an ongoing project with the safety committee.
3. **BOND**
 - **CAPITAL PROJECTS -project manager Robert Merritt**
 - Fordyce water- A meeting with Don Struck of Fordyce water was positive for seeking a waiver from of capital costs to increase the size of water line to the station. The Fordyce Water Board will decide at their next meeting.

- **Station 33** - roof replacement is complete. Only one piece of plywood needed to be replaced. The warranty will be forwarded to the office.
- **Exhaust systems**- moving the Plymo-vent systems for construction is costly. Station 32 is the primary reason for looking at an alternative system. Cost estimates for new “on board” exhaust capture systems are being gathered. These systems do not require station hardware as they are integral to the vehicle exhaust system. Should the district replace the whole fleet with the new systems? Discussion on costs for advertising. Merritt has drafted a flyer for the Exhaust units that can be mailed to smaller fire districts. Advertising in the Daily Dispatch may also be an option. The district may be able to sell all 3 station systems and offset the cost of new on-board systems. Approval was given to Bob Merritt and Chief to find the most effective way to advertise. The commissioners are open to selling all 3 station systems or one (e.g. stn 32) separately.
- **Hazmat study** – Bob Merritt is following the bidding process through the MRSC Roster for Hazmat. The study will include a Survey, summary, and mitigation plan. It will not include the entire building, only the areas that will be remodeled. Several bids were received, Jeff Dellis recommended PBS for meeting the requirements and having the lowest bid.

Motion to accept PBS for the hazmat bid and to proceed with the survey, and for Chief to sign the letter to proceed. Made by Commissioner Virts, seconded by Commissioner Connor. (3 yay, 0 nay) motion passed.

- **Discovery, Design Documents:**

Discovery- hazmat is still part of the discovery phase.

Design drawings – conceptual drawings for the improvements and to mitigate issues.

MEP -Mechanical Electrical and Plumbing, Civil, Structural.

Construction drawings – details – These are vital for the bid process as the contractors will follow these during construction.

The drawings will be made available to the Commissioners. A full set will be available to review at station 31. Changes can still be made.

- **Station 32 CPU** - no news of when the county will be doing land use hearings.

- **CAPITAL PURCHASES** – On hold until building costs are finalized.

4. **White Salmon City Council Public Safety Committee** - Commissioner Virts -no news.

5. **Joint use facilities / interoperability** Commissioner Montag spoke with Mayor Keethler to explain what we are doing. She would like a meeting with all interested parties to start the conversation. Commissioner Montag send a summary of the conversation to

the other commissioners. (It was noted that if 2 of our commissioners attend then it would be a special meeting).

6. **Annexations:** HB 5010 update -Parcels/Owners identified and the packets were mailed out the morning of July 9th. 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. Hearing is currently scheduled for the 6th of October.
7. **Radio Grant:** nothing to add currently.
8. **County EOC Agreement.** Commissioners approved.

New Business:

1. **2021 Budget.** Scheduling for the workshop will occur when we have estimates from the County Assessor's office.

Good of the order:

Heavy smoke is expected to come in from fires to the south over the next few days. Klickitat County EMS District has a new Chief of Operations Will Harryman. Bruce Brending is retiring.

Open public comment period: none noted

Next meeting

Annexation Hearing: October 6th 3:00 pm

Regular meeting: October 8th 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: 16:35

APPROVED BY:

Thomas Montag 10/21/20
Chairman – Commissioner Thomas Montag. (date)

Robert Connor 11/2/2020
Commissioner Robert Connor (date)

Charles Virts 10-20-20
Commissioner Charles Virts (date)

Attest:

Rozalind Plumb
District Secretary Rozalind Plumb

Klickitat County Fire District 3 Commissioners Meeting
200 Husum Street Husum, WA.
September 10, 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>

Proclamation 20-28.8 was issued on July 31, 2020 which continued the current status quo through September 1, 2020. The Washington State legislative leadership has just authorized the extension of the current status quo through **October 1, 2020**.

In person Board of Commissioner meetings continue to be prohibited through October 1, 2020 for counties in Phase 1 and Phase 2.

- **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:**
 2. **Policies:** ongoing
 3. **BOND**
 - **CAPITAL PROJECTS REPORT**
 - Stn 31 update
 - Stn 32 update
 - Stn. 33 roof

- **HazMat Inspection- Award to vendor**

- **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. Hearing schedule.
7. **Radio Grant:** progress report.
8. **County EOC:** Interlocal Agreement. (A)

- **New Business:**

1. **2021 budget:**

- **Good of the order:**

- **Next meeting;**

2021 Budget Workshop:

Public Hearing: Annexations **October 6th 3:00pm**

Regular meeting: **October 8th 3:00 pm**

- **Motion to adjourn:** (A) Time_____

September 10, 2020 DRAFT
Secretary's Report

1. GENERAL EXPENSE FUND 667.1:

See 2020 Operating Budget table and graphs

a) County Treasurer's Report for August 2020

Beginning balance	\$164,549.81	Ending Balance	\$137,670.49
Deposits	\$7,399.25	Disbursements	\$34,278.57

Review of the August County Treasurer and Auditor Reports as well as August payroll, general deposits, and petty cash occurred on 9/08/20 by Commissioner Connor.

b) Bills and items to be signed

General Fund/Operating Budget:

a) 8/20/20 \$24,155.05 b) 9/2/20 \$1,125.60

c) 2020 Operating Budget: to date 8/31/20

Anticipated budget is \$499,422.35

Operating Expenditure to date \$247,313.73 (50%)

2. CAPITAL FUND 667.3:

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

a) County Treasurer's Report for August 2020

Beginning balance	\$53,454.52	Ending Balance	\$11,499.92
Deposits	\$51,233.80	Disbursements	\$93,188.40

Reconciliation of the County Treasurer and Auditor reports against District Accounts for August occurred on 9/08/20 by Commissioner Connor.

b) Capital vouchers to be signed:

a) 9/2/20 \$10,102.69

3. Bond Fund: 667.2. As of August 31, the balance is \$208,997.33. \$192,936.71 has been received in 2020. Next payment due in December \$174,671.79.

4. INVESTED FUNDS

- General Funds =\$629,536.00, yielding \$2,925.04 as of August 31, 2020
- CAPITAL FUNDS = \$2,738,954.92, with \$50,537.35 matured giving an ending investment balance of \$2,688,417.57 and yielding \$19,012.43 gross interest as of August 31, 2020.

5. Correspondence:

6. Current priority projects include:

- Payroll for mobilizations
- Capital Bond activity
- Archiving project
- Policy updates



**KLICKITAT COUNTY
TREASURER REPORT
August 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	\$ 164,549.81	\$ 207,496.40	\$ 53,454.52
+++ Increases ++++				
Receipts (Revenue Dist Rpt)	2	7,399.25	1,500.93	696.45
Netted Transactions	3	-	-	-
Matured Investments	4	-	-	50,537.35
Interfund Transfers - In (397)	5	-	-	-
Other Revenue - JE's	6	-	-	-
Subtotal Increases	7	7,399.25	1,500.93	51,233.80
<< Disbursements >>				
Other Expenditures - JE & KC AP	8	13,790.16	-	93,188.40
Interfund Transfers - Out (597)	9	-	-	-
New Investments	10	-	-	-
Disbursements (AP & PR)	11	-	-	-
E - Transactions (ACH & EFTPS)	12	20,488.41	-	-
Debt Service P&I	13	-	-	-
Other	14	-	-	-
Subtotal Disbursements	15	34,278.57	-	93,188.40
ENDING CASH BALANCE	16	\$ 137,670.49	\$ 208,997.33	\$ 11,499.92
WARRANTS				
Previous Month O/S	17	-	-	-
Issued (+)	18	-	-	-
Redeemed (-)	19	-	-	-
Canceled (-)	20	-	-	-
WARRANTS OUTSTANDING (O/S)	21	-	-	-
Cash Balance <O/S Warrants >	22	\$ 137,670.49	\$ 208,997.33	\$ 11,499.92
INVESTMENTS				
Beginning Inv Balance	23	629,536.00	-	2,738,954.92
Matured Investments	24	-	-	50,537.35
New Investments	25	-	-	-
ENDING INVESTMENT BALANCE	26	629,536.00	-	2,688,417.57
DEBT SERVICE/BOND ACTIVITY				
Beginning Bond Principle Balance	27	(149,986.07)	-	-
Bond Principle Payments	28	-	-	-
Bond Interest Payments	29	-	-	-
ENDING BOND PRINCIPLE BALANCE	30	(149,986.07)	-	-



KLICKITAT COUNTY

Fund Revenue Distribution
As of 08-31-2020

Fund	Account	Description	Year	Daily	Month-To-Date	Fiscal Year-To-Date
667	FIRE DISTRICT #3 GENERAL FUND					
	66731111	Real & Personal Propert	2020	\$0.00	\$2,296.82	\$280,337.12
			2019	\$0.00	(\$24.90)	\$4,822.76
			2018	\$0.00	\$0.00	\$593.05
			2017	\$893.82	\$967.04	\$1,562.26
			2016	\$0.00	\$0.00	\$53.54
			2015	\$0.00	\$10.54	\$86.49
			Fund Totals:	\$893.82	\$3,249.50	\$287,455.22
667001	FIRE DISTRICT #3 GENERAL FUND					
	667131211	Private Harvest Tax;	2020	\$2,360.64	\$2,360.64	\$4,121.24
	6671317200000	Leasehold Excise Tax	2020	\$12.59	\$12.59	\$454.12
	6671332152301	USDOI;FOREST SERV & CORP ENG	2020	\$152.36	\$152.36	\$152.36
	667136111	Investment Interest	2020	\$0.00	\$149.69	\$2,925.04
	667138611	Agency Deposits	2020	\$0.00	\$1,474.47	\$48,907.28
			Fund Totals:	\$2,525.59	\$4,149.75	\$56,560.04
667002	FIRE DISTRICT #3 BOND FUND					
	667231111	Real & Personal Property	2020	\$0.00	\$1,518.48	\$187,390.69
			2019	\$0.00	(\$17.55)	\$3,413.73
	667231211	Private Harvest Tax;Timber	2020	\$0.00	\$0.00	\$2,132.29
			Fund Totals:	\$0.00	\$1,500.93	\$192,936.71
667003	FIRE DISTRICT #3 CAP FUND					
	667336111	Investment Interest	2020	\$0.00	\$696.45	\$19,012.43
			Fund Totals:	\$0.00	\$696.45	\$19,012.43

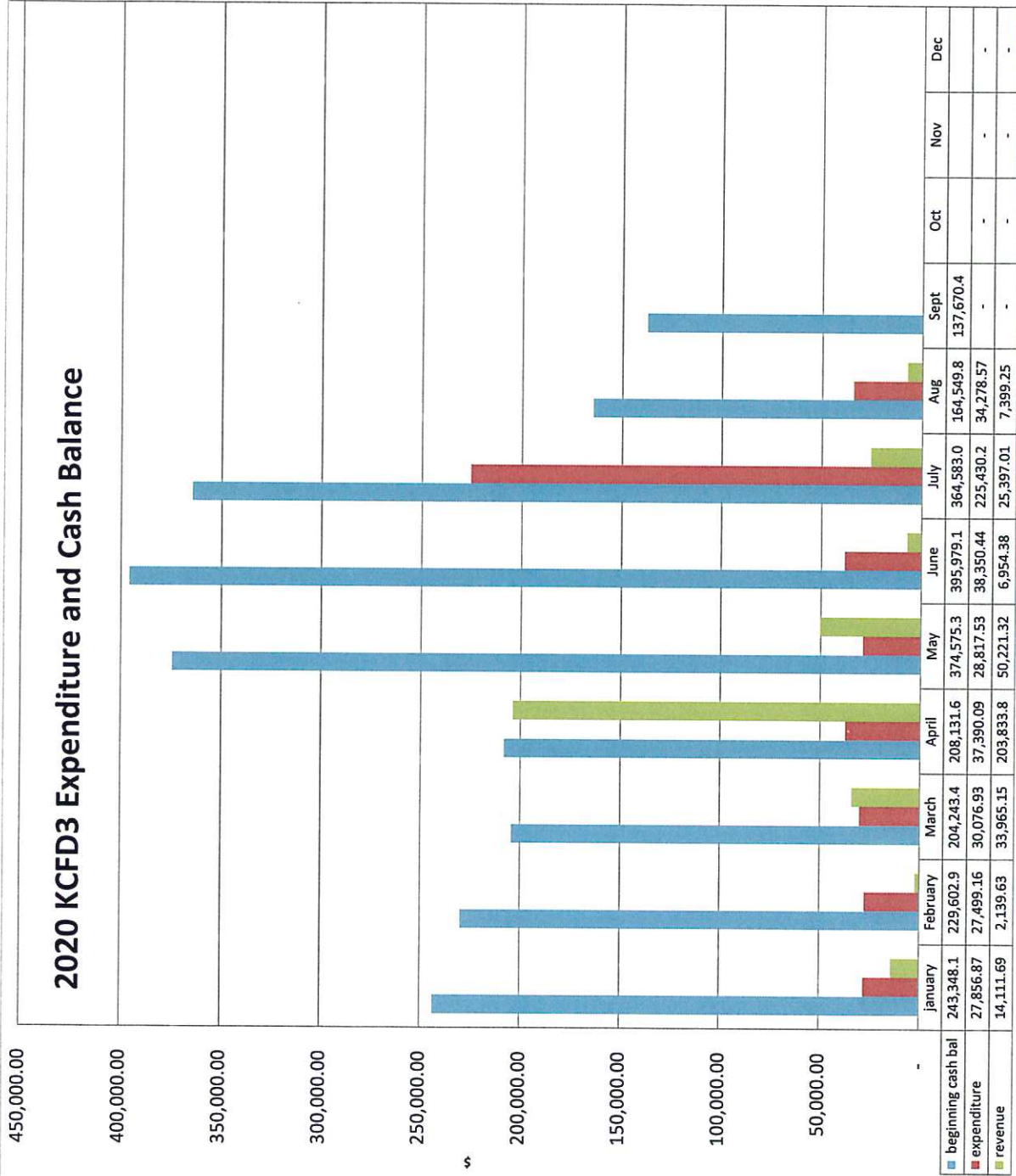
2020 Operating Budget

This budget sheet is connected to the expenditure spreadsheet.

Klickitat County Fire District 3

BUDGET 2020 CATEGORY	Original Budget	August expenditure	Expenditure YTD	Balance	% Used	NOTES
Salaries & Wages + employee paid benefits	230,118.53	18,422.25	151,652.74	78,465.79	66%	275,831.21
Benefits (excluding employee paid)	45,712.68	6,620.47	38,937.74	6,774.94	85%	
Volunteer Stipend	18,000.00	-	2,188.69	15,811.31	12%	
Volunteer Disability/Pension/lifeflight	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	615.79	3,564.42	1,935.58	65%	
Professional Services	25,550.00	1,485.92	9,403.53	16,146.47	37%	
Insurance	20,000.00	-	-	20,000.00	0%	
Communications	2,760.00	16.03	587.49	2,172.51	21%	
Advertising	1,900.00	-	315.00	1,585.00	17%	
Vehicle Parts/Repairs/service	14,000.00	755.42	8,217.24	5,782.76	59%	
Rescue - Apparatus/Supplies	6,800.00	-	5,062.87	1,737.13	74%	
Fuel	9,000.00	704.55	3,650.31	5,349.69	41%	
Facilities/Station Repairs/Supplies	5,000.00	89.23	1,991.95	3,008.05	40%	
Utilities Services	19,100.00	1,345.52	8,858.84	10,241.16	46%	
Travel & Meals	4,000.00	-	154.74	3,845.26	4%	
Training	11,000.00	-	1,057.37	9,942.63	10%	
Fire Supplies/service	9,000.00	2,797.43	4,165.69	4,834.31	46%	
EMS Supplies	9,500.00	-	220.46	9,279.54	2%	
Uniform/apparel	4,000.00	-	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	-	102.18	2,097.82	5%	
Municipal Pool Reserve	34,674.14	-	-	34,674.14	0%	
Capital Pool	-	-	-	-	0.00%	
Total budgeted expenditure	499,422.35	32,852.61	247,313.73	252,108.62	50%	
EXTRA projects using cash balance		1,300.00	1,300.00			
Invested funds		-	200,000.00			
State Grant Dept. of Health	1,260.00	125.96	1,086.15	173.85	86%	
Expense for Wildland						
Total Actual Expenditure		34,278.57	449,699.88			
Ave. property tax estimated in November 2019 + 29,000 TO share	499,422.35					

2020 KCFD3 Expenditure and Cash Balance



2020 August Capital SUMMARY

Updated 09/09/2020

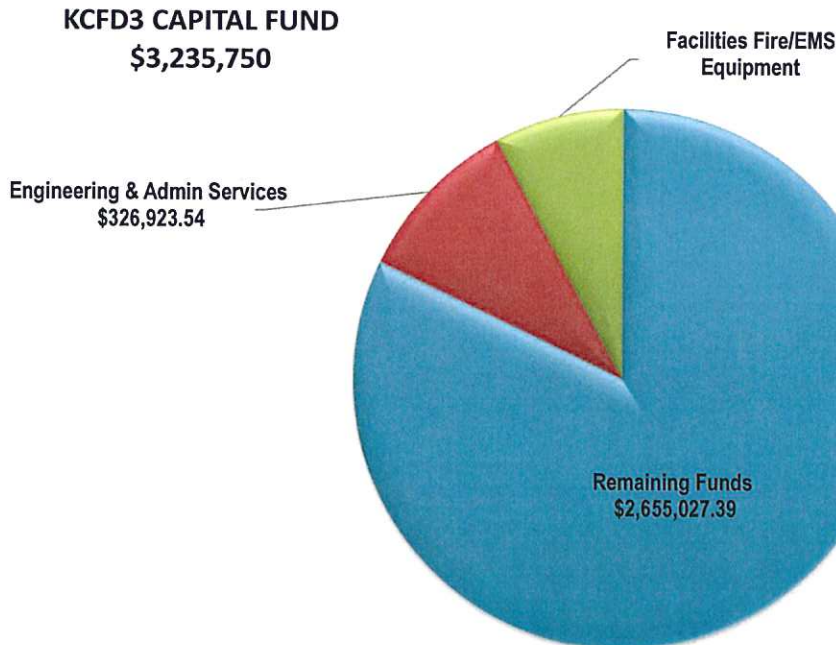
ORIGINAL BOND	\$ 3,235,750.00
2018 Bond Council included in engineering and admin serv. Total.	15,000.00
Beginning balance (dec 2018)	3,220,750.00
2019 total expenses	375,043.23
2020 Beginning balance	2,845,706.77

		2019	2020	2020 Totals	Totals
Capital Service	Professional Serv. Admin.	108,111.83	7,287.40		
	Professional Serv. Fire	29,799.65	-		
	Facilities Services		166,724.66		
				174,012.06	311,923.54
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	190,679.38	190,679.38	
REMAINING FUNDS		2,845,706.77	2,655,027.39		
INVESTED		2,822,552.04	2,688,417.57		
Balance (does not include interest)		23,154.73	(33,390.18)		

2019 Interest Earned	25,877.67	25,877.67	Total Interest Earned
2020 Interest Earned		19,012.43	

Treasurer Cash Balance **\$ 11,499.92**

Chart Summary	2018	2019	2020	Totals
Remaining Funds		\$ 2,845,706.77	\$ 2,655,027.39	\$ 2,655,027.39
Engineering & Admin Services	\$ 15,000.00	\$ 137,911.48	\$ 174,012.06	\$ 326,923.54
Facilities Fire/EMS Equipment		\$ 237,131.75	\$ 16,667.32	\$ 253,799.07



Fire Chief's Report to Board of Commissioners

September 10, 2020

No injuries or accidents since your last meeting.

Customer Service (emergent and non-emergent): 17 calls for service since your last meeting. Met with three property owners to provide a late season wildfire assessment (all informal and impromptu)

Projects:

1. **Bond:**
 - (a) Station 33 roof completed.
 - (b) Robert Merritt completed advertisement for exhaust extractors. Board needs to make a decision to determine cost analysis based on estimated cost of replacing diesel exhaust system to vehicle mounted Ward Exhaust Systems. Also, consideration of declaring surplus Station 32's current system only. (Robert Merritt to report out.)
 - (c) Engineering invoices coming in for August.
2. **RADIO GRANT:** Documentation complete with Signed Contract (Board to receive copy) Equipment ordered and we'll be scheduling installations upon arrival. Reminder, this WDOE grant is a 'reimbursement grant'. Initial investment will have to come out of non-capital reserve funds from the District for reimbursement to the District. This project is on a NASPO piggy back bid which enables us to purchase without soliciting bids direct from KCFD3.
3. **Apparatus fleet:** No issues with Fleet at this time. Annual PUMP TESTING will commence the second week of October.
4. **Station 33:** Again, roof completed.
5. **KCIFA** continues to be cancelled.
6. **Wildfire assignment:** 8/26-9/03 took a EMAC Type 1 (fire engine) strike team to Calistoga California for the LNU Lightning Complex Fire. California Governor's declaration of an emergency enabled EMAC (state to state mutual aid) support from Washington, Oregon, Idaho and Nevada fire departments. All reimbursed by the State of California. KCFD3 has a current EMAC contract. Similar to Washington State Mobilization and WA DNR participation.
7. **Washington State Audit** Provided a press release to the local newspapers of our successful 3-year Audit. Also posted on KCFD3's Facebook Page. Unconfirmed if it was printed in the newspaper. However, the announcement was viewed by 259 people on the Facebook page.
8. **Senate Bill 5010.** Ongoing. Key dates coming soon.
9. **Accounts payable.** An occasional late fee for various cyclic invoices are being address by Jennifer as they come in.
10. **Training Captain:** Discussed Inter-local Agreement with Chief's Hunsaker and Krepps. No feedback from either agency as of yet regarding KCFD3 recommendations for Exhibit "B" addition related to training standards. Input percentages to be worked out by the other two agencies for their cost share.
11. **Community Building/pre-planning:** White Salmon Valley School District continuing their multi-purpose building construction. Bell design sharing progress as they work towards groundbreaking. Under Canvass Determine of Non-Significance provided by Klickitat County. KCFD3 has not been asked to comment further on the project. Any input will be based solely on requirements submitted to them by Klickitat County related to fire ingress/egress and roads – per Klickitat County Code.
12. **Fire Safety Surveys:** No recent requests. Will be paying a visit to a new private water storage tank on McVey Road to verify connection threads are National Hose threads 2 1/2".

COVID – 19

1. Interlocal Agreement sent to County Commissioners for approval. Copies to be sent to KCFD3 for signature. PDF provided to commissioners for review.
2. Decontamination procedures and PPE remain in effect. No exposures to EMS or patients reported.

Training: See Captain Gilmer's report

Community Events: Met with Husum/BZ Community Council via Zoom meeting. August 10th 2020. Purpose was to provide to the group an update on KCFD 3's Bond progress, our participation with the 2020 CWPP (Community Wildfire Preparedness Plan) and one other item. The meeting transcended into a negative interaction by a couple citizens who have concerns about the Under Canvas proposal. I have informed the chair of that organization that future requests for updates will gladly be provided, by myself. However, I will not engage with individuals who request updates without going through their meeting process first. While we serve our citizens in complete servitude, I will not be subject to the same disrespect in public forum again – without justification.

Personal Activities and Achievements: Enrolled in 30 hour EMT Refresher Course at Northwest Regional Training Center on 9/17 – 9/20. Needed to recertify EMT Basic with Washington State.

Respectfully submitted: Wesley W. Long – Fire Chief September 7, 2020 19:40hours

Training report to the Fire Commissioners
August 2020

Statistically 3rd Quarter:

16 hours of training provided

	KCFD3 (24 members)	WS (15)	SKA3 (17)
Attendance average:	40%	38%	2.6%

Training Activities:

Crews continue to respond positively and are implementing Covid mitigations on incidents, training and at the stations.

Washington State Chief's Association reviewed and supports our training and Covid mitigation as I shared in an email after speaking with Executive Director Wright.

I'm very pleased to share that 3 recruits from KCFD3 and 1 recruit from White Salmon were accepted into the FF Academy at West Side Fire. The class was full 34 hours before deadline as it is very competitive to get in and Covid affected class size, but not the demand. Academy will start September 21st and graduation is scheduled for April 26th, 2021; eight months to complete! If you find yourself compelled to recognize these individuals for their willingness to invest in our community, they are; Edgar Cortes-Gonzalez, Karl Swanson, Kelsey Griffin, and Darren Lanz.

One additional online training was provided this quarter in an effort to supplement those FF's respecting Covid.

Additional activities:

Eastern Washington as a whole, had numerous type 3 fires in the past month and has delicately balanced use of teams.

Safety Committee:

Next meeting September 29th, 2020, White Salmon Station.

Respectfully submitted,
Tony Gilmer, Training Captain

K-3 Project Progress Report

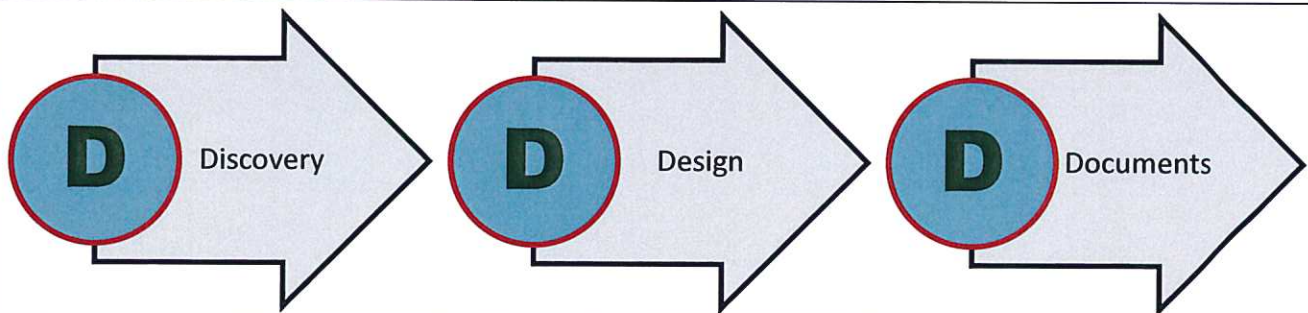
PRESENTER mHc

Executive Summary

K-3 Staff, mHc and Jeff Dellis Architect and Engineering continue to plod relentlessly towards finality in closing up the final draft details and moving towards our next major milestone in K-3 Capital Projects – FINAL BID DOCUMENTS.

As with any project of this nature, there are a number of 'sidebars' that crop up as we head down the path towards bids and contracts. Staff believes that we have managed to address those items and issues that 'rear their head' as we complete our Discovery 'n' Design phases.

Below is a summary of progress or completion of items as well as a number of DISCUSSION and POLICY items set forth for the Board to discuss and give direction.



As Staff moves through the three 'pre-construction' phases (3-D's), we provide the Board a brief overview of events and items currently 'under-tow'.

DISCOVERY: All of the **DISCOVERY** Phase items have been carefully executed and documented EXCEPT the Haz Mat Survey – which is in this packet as an Action Item. All of the information 'discovered' and compiled during the DISCOVERY phase moves as foundational data into the DESIGN phase.

DESIGN: As the Board is aware, a large amount of individual and combined Draft Documents (DD) have been compiled, combed through, corrected, reconsidered and sent back for SPECIFICATIONS and CONSTRUCTION DRAWINGS (CD). CHairmand Montag, CHief Long, Mr. Delliss and mHc have met on numerous occasions to review large bundles of draft and conceptual drawings – ausing more correction, questions, deletions, alternatives and other 'rabbit trails' such as Exhaust Removal Systems.

DOCUMENTS:

There are the key instruments for which contractors and sub-contractors will 'bid-and-build' the K-3 amenities. With all of the Design Drawings sent back to the respective Mechanical, Electrical, Plumbing, Structural and Civil Engineers (consultants) for updates and upgrades, Jeff and I have received back about 75% of the Construction Drawings and are still wading through exhaustive Specifications to better express what is shown in design.

Additionally, the DOCUMENTS section also includes all of the permitting efforts that are ongoing including the land-use permit application that still has no assigned hearing date now or in the future.

<p>Project Manager Updated Information</p>	<p>FORDYCE WATER PETITION</p> <ul style="list-style-type: none">• Commissioner Virts and mHc met in person with representatives of Fordyce Water Association to present and explain the petition to waive fees and freeze monthly assessments. This is information sent to the Board previously.• The meeting went well and the discussion was very favorable. Because the Association is designed much like a special purpose district, they will meet (at Station #31) in short order to formalize their response back to the Fire District• For information sake, K-3 had been told that Fordyce Water follows the City of White Salmon utility fee schedule. The K-3 Station #1 plumbing design calls for an upgrade from a 5/8" residential meter [currently at Station #31] to an 1-1/2" meter to supply new fixtures and for use with designed and installed 'tank fill lines' for the fire apparatus.• The City of White Salmon assesses a Capital Improvements fees of \$16,792 for installation of a 1.5" meter. The monthly assessment jumps to \$182.85 per month.• The Board is asking for a waiver of these fees in exchange for continuing to not charge Fordyce Water for emergency services
<p>BOARD ACTION</p>	<p>1. No action needed. The Board has seen the DRAFT copy of the Inter Local Agreement drawn up to exchange services with Fordyce Water – should they agree.</p>
<p>Project Manager Updated Information</p>	<p>STATION #33 ROOF PROJECT</p> <ul style="list-style-type: none">• The roof at Station #33 is completed and all materials removed.• When the old roof was removed, only one sheet of plywood sheathing was deemed doomed – and was replaced.• mHc received the Warranty for the material today and has forwarded it to the K-3 Office•

<p>Project Manager Updated Information</p>	<p>FIRE STATION EXHAUST SYSTEM</p> <ul style="list-style-type: none"> • It has been estimated that there is substantial savings in the upgrading of the fire station with the removal of the vehicle exhaust systems – especially at Station #32 • The Chief and Board have tentatively nodded yes in the direction of surplussing the system and transitioning to an ‘on-board’ system of exhaust filtering. • The cost for transitioning to an on-board system is extensive and clearly the surplus/sale of the old system will not cover all of the costs of transitioning • mHc has drawn up an advertisement brochure to peddle the station systems in Washington and Oregon. We have in our possession mailing labels for over three hundred ‘smaller’ fire agencies • We also have a draft agreement for ‘Purchase and Sale’ of any-and-all of the systems (3). This includes potential provisions for extended financing • The Board has several policy decisions to formally make after discussion
<p>BOARD ACTION</p>	<ol style="list-style-type: none"> 1. Does the Board agree that Staff should prepare surplus documents for disposal of the Station Exhaust System? 2. What is the method for which the Board desires to reach out to other fire agencies? Mail brochure? Daily Dispatch? Craigs list? 3. Should there only be a “partial sale” of the exhaust system(s), does the Board agree that the priority facility to transition out the old Poly-Vent system should be Station #32
<p>BUDGET IMPACT</p>	<p>Transition to a new system will impact unexpected expenditures of Bond funds</p>
<p>Project Manager Updated Information</p>	<p>HAZARDOUS MATERIAL INSPECTION AND SUMMARY REPORT BIDS</p>
	<ul style="list-style-type: none"> • On behalf of the Fire District, mHc solicited seven Hazardous Materials Inspection companies from the MRSC list (see previous emails) • Three of the seven firms responded back and sent in quality bids that meet the minimum criteria • Jeff Dellis, the Architect, reviewed the RFQ’s and gave the following report: •
<p>I reviewed the attached proposals you forwarded to me. Here are my comments:</p> <ul style="list-style-type: none"> • DH Environmental [\$12,165 Not to Exceed]. DH Environmental is out of Seattle. Their proposal is significantly higher than the other two, likely due to travel costs. Additionally, it seems as though their proposal is less thought-through which may be an indication of ‘throwing something out there’ 	

– I don't doubt their competence but their travel distances may have led to them not putting as much thought into it because they may have assumed they wouldn't get it as they'd likely be more expensive than Portland Metro area contractors.

- ATC [\$7,800 Lump Sum]. The ATC proposal is slightly higher than the PBS proposal, though theirs is a lump-sum fee. I did notice that they excluded any exploratory work (IE – looking under the vinyl flooring in the office to see if there's any hazardous materials below, which we'll need to demolish for our project) and they didn't reference any coordination with the design team as PBS did (not sure if they would ultimately meet with us to clarify scope of remodel work or if they would just proceed without the coordination we'd asked for in the RFP, it just wasn't clear in their proposal). They also didn't itemize their assumed man-hours by employee rate like we'd asked, perhaps because they proposed a lump sum format.
- PBS [\$5,915 Not to Exceed]. This is the lowest qualified bid and the one that addressed most of our RFP points, including itemization of projected man-hours by employee category and coordination with intended remodel design. They also did not specifically say they didn't include exploratory work – that one was a hang-up for me on the ATC bid because it seems like in an areas like the existing office and corridor ceiling where we know we're tearing that stuff out to rebuild, we'd ultimately need to know if there were hazardous materials buried in there somewhere. If you look at page 4 of 7, they outline both Station 31 and 32 independently then total to the right in the 'Project Summary'. There's a slight risk in Not to Exceed proposals not reaching a complete scope of work before more money is required, though their bid is about \$1800 less than ATC which if you looked at their rates would represent a number of extra man hours. However, they may show up to poke around Station 32 and find there's nothing to do and the District saves.

These are my comments – take them for what they're worth to you.

Jeff Dellis, Architect
OR #6850; WA #12401

Jeff Dellis Architecture, Inc
1219 Columbia Street
Hood River, OR 97031
(808) 281-7208 [cell]

BOARD ACTION	<ul style="list-style-type: none"> • Review and discuss Architects recommendation • Award bid to winning company • Authorize Chief Long to sign Letter to Proceed
BUDGET IMPACT	<ul style="list-style-type: none"> • Remember that this is just Phase 1 of a two-phase project • This investigation and survey will seek and test all materials listed in the RFQ specifications • Phase 2 (which could be costly) is the winning firm providing a Final Survey and recommended mitigation plan for removing any hazardous material specified in the bid.



QUOTE SUMMARY

FOR: Station #31/#32 Haz Mat Inspection

SUMMARY DATE:

Date Sent	Vendor	MRSC List	Quote/Bid Response	Meets Specifications	Project Quote
<input checked="" type="checkbox"/> Email <input type="checkbox"/> USPS	D&H Environmental Seattle, WA	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> No reply	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Spec exceptions	\$12,165 (NTE)
<input checked="" type="checkbox"/> Email <input type="checkbox"/> USPS	HDR Engineering, Inc. Bellevue, WA	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> No reply	No Bid	
<input checked="" type="checkbox"/> Email <input type="checkbox"/> USPS	Jerome W. Morrissette & Associates, Inc. PS Olympia, WA	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> No reply	No Bid	
<input checked="" type="checkbox"/> Email <input type="checkbox"/> USPS	Material Testing and Inspection, LLC Boise, Idaho	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> No reply	No Bid	
<input checked="" type="checkbox"/> Email <input type="checkbox"/> USPS	PBS Engineering and Environmental Inc. Portland, Oregon	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> No reply	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Spec exceptions	\$5,915 (NTE)
<input checked="" type="checkbox"/> Email <input type="checkbox"/> USPS	Shannon & Wilson, Inc. Lake Oswego, Oregon	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> No reply	No Bid	
<input checked="" type="checkbox"/> Email <input type="checkbox"/> USPS	ATC 5319 SW Westgate Dr, Ste 123 Portland, OR 97221	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> No reply	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Spec exceptions	\$7,800

ATTEST:

KCFD#3 Official

KCFD#3 Official