

# KLICKITAT COUNTY FIRE DISTRICT 3

200 Husum Street, Husum, WA 98623

Commissioner's Meeting

Thursday May 9, 2019

**Called to order:** 15:03

**Attendance:**

Commissioner Montag, Commissioner Connor, Commissioner Virts, Rozalind Plumb, Robert Merritt, Sverre Bakke.

**Approval of agenda:**

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

**Public Discussion:**

None noted.

**Minutes of the last meeting:**

***Motion to approve the minutes of the April 11th, 2019 Bond Workshop made by Commissioner Virts, seconded by Commissioner Connor, (3 yay, 0 nay) motion passed.***

***Motion to approve the minutes of the April 11th, 2019 Regular Business Meeting, made by Commissioner Virts, seconded by Commissioner Connor. (3 yay, 0 nay) motion passed.***

**Secretary's Report:**

**1. GENERAL EXPENSE FUND:**

**County Treasurer's Report for April 2019 not available at time of meeting**

Beginning balance \$272,346.90	Ending Balance \$
Deposits \$	Disbursements \$

Reconciliation to Auditor and Treasurer, needs verification by commissioner Connor

**Bills and items to be signed**

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

**Vouchers:** Commissioner Voucher April 12th 2019 to May 9th 2019

**General Fund/Operating Budget:**

a). 4/18 \$4774.30      b).4/25 \$2,226.01      c). 5/02 \$1,896.61  
d). 5/09 \$ 6,602.13      e).

Payroll – direct deposit. \$10,322.43 Timesheets reviewed by Commissioner Connor.

**2019 Operating Budget:**

**Anticipated budget is \$476,497.53**

**Operating Expenditure \$148,712.19 (31%).**

Remaining Balance for 2019 is \$327,784.81.

There are 2 lines that are over budget -Station Supplies due to replacing doors and locks (these were not damaged during break in and would not be covered under the insurance, but they are improvements made to help prevent break-in.

EMS supplies also shows as over budget, however there is a grant for \$1,266.00 that is not reflected in the expenditure sheet. The remaining EMS budget for the year is \$72.16.

**2. CAPITAL FUND:**

**Original balance: \$3,220,750.00**

**County Treasurer's Report for April 2019**

Beginning balance	\$3,195,752.00	Ending Balance	\$
Deposits	\$0	Disbursements	\$

**Capital vouchers to be signed:**

***Motion to approve bills made by Commissioner Connor seconded by Commissioner Virts (3 yay, 0 nay) Motion passed***

a) a). 5/2 \$3,063.37    b). 5/3 \$120.00    c). 5/9 \$2,418.20

**3. INVESTED FUNDS**

- District is maintaining \$225,402.00 invested funds.
- Discussion on how much of Bond Funds to invest. Commissioner Virts recommended investing as much as possible. The consensus was to leave \$10,000.00 in the Capital Fund to allow bills to be paid.

***Motion to authorize the investment officers to maintain as much money invested as possible. Made by Commissioner Virts, seconded by Commissioner Conor (3 yay, 0 nay) motion passed.***

**4. Correspondence: none noted.**

**5. Current priority projects include:**

- 2018-year end state auditing. Due May 30.
- Hiring admin staff is in process- open period ends May 10, review of applications, interviews and hiring to follow.

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

Chief Long submitted his Chief's report to the Commissioners in advance of the meeting. Commissioner Virts was curious about the final cost of the claim for the burglary. He is frustrated about the insurance system where we submit a claim but then get increased premiums. It is currently unknown if any of the items have been recovered in the recent arrest. Commissioner Virts is also curious regarding the radio upgrades, with tone generating equipment.

**Training Report:** See Attached.

Captain Gilmer submitted his training report to the Commissioners in advance of the meeting.

**Ongoing business:**

1. **Personnel/Payroll:** None at this time.

2. **Policies:**

- **Purchasing Policy update** – The proposed update gives increased purchasing limits to the staff and department members. The Commissioners reviewed the policy and made decisions on the flexibility assigned to the staff, and established limits on payments.

Commissioner Montag suggested giving Chief and Secretary the ability to spend up to \$20,000 for GENERAL FUND Operating activities authorized by the Board in the general Budget.

Commissioner Montag suggested \$50,000.00 for CAPITAL FUND Purchases and projects authorized by the Commissioners.

Commissioner Montag also suggested the Chief be authorized to spend up to \$30,000.00 for 'emergency purchases' as defined in the policy.

***Motion to rescind existing Finance Policy 2.2 -Purchasing Policy approved December 10 2016. Made by Commissioner Virts seconded by Commissioner Connor (3 yay, 0 nay) motion passed.***

***Motion to approve Procurement Policy and procedure with established limits of purchasing authority made by Commissioner Virts, seconded by Commissioner Connor. (3 approved, 0 nay) – motion passed.*** (note Commssioner Virts wants the typos corrected).

- **Lexipol:** Chief Long and Commissioner Virts have started the process. The existing policies were input to the Lexipol system and now review will be restarted.



### 3. Bond Update: Robert Merritt:

Follow up items:

- The new map of response paradigms has an error, a new map will be requested.
- Sole proprietor questions –sole owners and their spouses, or anyone with over 30% ownership of the business is still sole proprietor status.
- Soliciting for architects and engineers: no responses have been received however Roz said she has not seen the advertisement. The companies responding will be called to give a presentation to the district. Bob Merritt gave out a draft consultant agreement for time and material. The commissioners will review and approve as needed.
- County Planning Meeting - Bob met with the County Planning Department and presented a pre submission of planning ideas and explained what the goal is. See attachment titled Klickitat County Planning Meeting.
- A survey of our property will be needed. One of the reasons for surveying is to clarify the Sta. 31 property line along Olson Road. Robert Merritt requested permission to start the surveys.

***Motion to approve Bob Merritt to hire a survey company and authorized to consolidate the two parcel of Station 31 in to one parcel. Made by Commissioner Virts seconded by Commissioner Connor. (3 yay, 0 nay) motion passed.***

- Public Works – see attached letter, consideration will be needed for road safety and ADA parking where applicable. Robert Merritt is still waiting to hear back from the other 3 county departments present at the meeting. The septic systems will need to be addressed.
- Putting sleeping quarters in to Stn. 31 will trigger installing sprinklers throughout the station at considerable cost.
- The recommendation is to focus on Station 31 projects first then station 32.
- Review of the Goals of the District. These will be the filter through which every idea for the buildings will pass through before they are approved.
- Designing the buildings, the process of looking at a regional response dynamic will change what happens at Stn. 31. Stn. 31 is 60 years old and what 20-year adaptations do you want to spend funds on? The ideal regional function will be to have admin and staffing close to the center of our population density.
- Stn. 31 will still be required for operations in to the future.
- Administration is probably more effective closer to the city of White Salmon.
- Operational needs include decontamination facilities, washers, work stations for firefighters. There is no room for them in the bays at Stn. 31.
- The gymnasium will be a lower priority.



- A conditional use permit for Stn. 31 needs to be acquired as we are currently not permitted.

***Motion to approve Robert Merritt moving forward with the Conditional use permit made by Commissioner Virts seconded by Commissioner Connor. (3 y 0 nay) motion passed.***

- Robert Merritt commented there is a growing list of purchases – the capital projects should be expensed out first before purchases are made.
4. **Outreach to White Salmon City Council Public Safety Committee;** Commissioner Virts has been unable to meet with City Councilman Hartman.
  5. **Break in at station 32;** An arrest has been made.
  6. **Office Assistant:** Hiring is in process.

**New Business:** none noted

**Good of the Order:**

Commissioner Connor – thanked Sverre Bakke for attending the meeting. He would like ideas on how to inform residents on questions from insurance companies regarding insurance rates. The Insurance companies often call the fire department for information but have been calling the homeowners. The Insurance companies can also get the information from WSRB.

**Next meeting:**

- Regular Business meeting June 13<sup>th</sup>, 2010 at 3:00pm at station 31 in Husum WA.

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

***Meeting adjourned: 16:50***

**APPROVED BY:**

Thomas Montag 6/13/19  
Chairman – Commissioner Thomas Montag. (date)

Robert Connor 6/13/19  
Commissioner Robert Connor (date)

Charles Virts 13 June 2019  
Commissioner Charles Virts (date)

Attest:

Rozalind Plumb  
District Secretary Rozalind Plumb

# Klickitat County Fire District 3 Commissioners Meeting

200 Husum Street Husum, WA.

May 9, 2019 at 15:00 (3 pm).

## AGENDA

### Regular Board meeting.

(A) = Action (I) = Information

- **Open Meeting:** Call to order. Time \_\_\_\_\_
- **Approval of agenda (A)**
- **Attendance:**
- **Public Discussion:**
- **Minutes of last meetings: (A)**
  1. April 11th Bond Workshop. 2. April 11th Regular Business Meeting
- **Secretary's Report:** 1. Treasurer's report. 2. Bills and items to be signed (A) 3. 2019 Budget  
4. Invested funds. 5. Correspondence. 6. Request for funds: a). b).
- **Chief's Report: (I)**
- **Training Report: (I)**
- **On Going Business:**
  1. **Personnel:** none at this time.
  2. **Policies:**
    - a) **Purchasing Policy** -Rescind Policy 2.2 Purchasing policy (2016 November 10<sup>th</sup>) and replace with the version agreed on 5/9/2019.(All policies are currently being updated into Lexipol and the policy numbers may change as we develop the Lexipol system).
    - b) **Lexipol** - update
  3. **Bond** – update Robert Merritt.
    - a) Architect and engineering RFQs being requested – Set date for Special meetings to hear proposals (A)
    - b) Needs assessment for architectural and engineering services (I)
    - c) Contracts for professional services (A)
    - d) County Planning Department requirements (I)
    - e) Surveying properties (A)
    - f) Response time Maps (I)
    - g) Ideas for station designs (I)
    - h) TOP Facility Projects – Board to decide the priority for facility (A)
    - i) General project progress (I)
  4. **Outreach to White Salmon City Council Public Safety Committee:** (I) Virts
  5. **Break in at stn 32:**
  6. **Office Assistant:** Job has been posted locally and in social media. Closes May 10.
- **New Business:**
  1. .
- **Good of the order:**
- **Next meeting: Regular meeting June 13<sup>th</sup> 3:00 pm**
- **Motion to adjourn: (A) Time \_\_\_\_\_**

**BVFF** local trustees meeting – As it is not part of the Commissioner's meeting it can be held after the meeting.

Version 5.8.19 11:30.



# 2019 Operating Budget

This budget sheet is connected to the expenditure spreadsheet.

updated **5/9/2019**

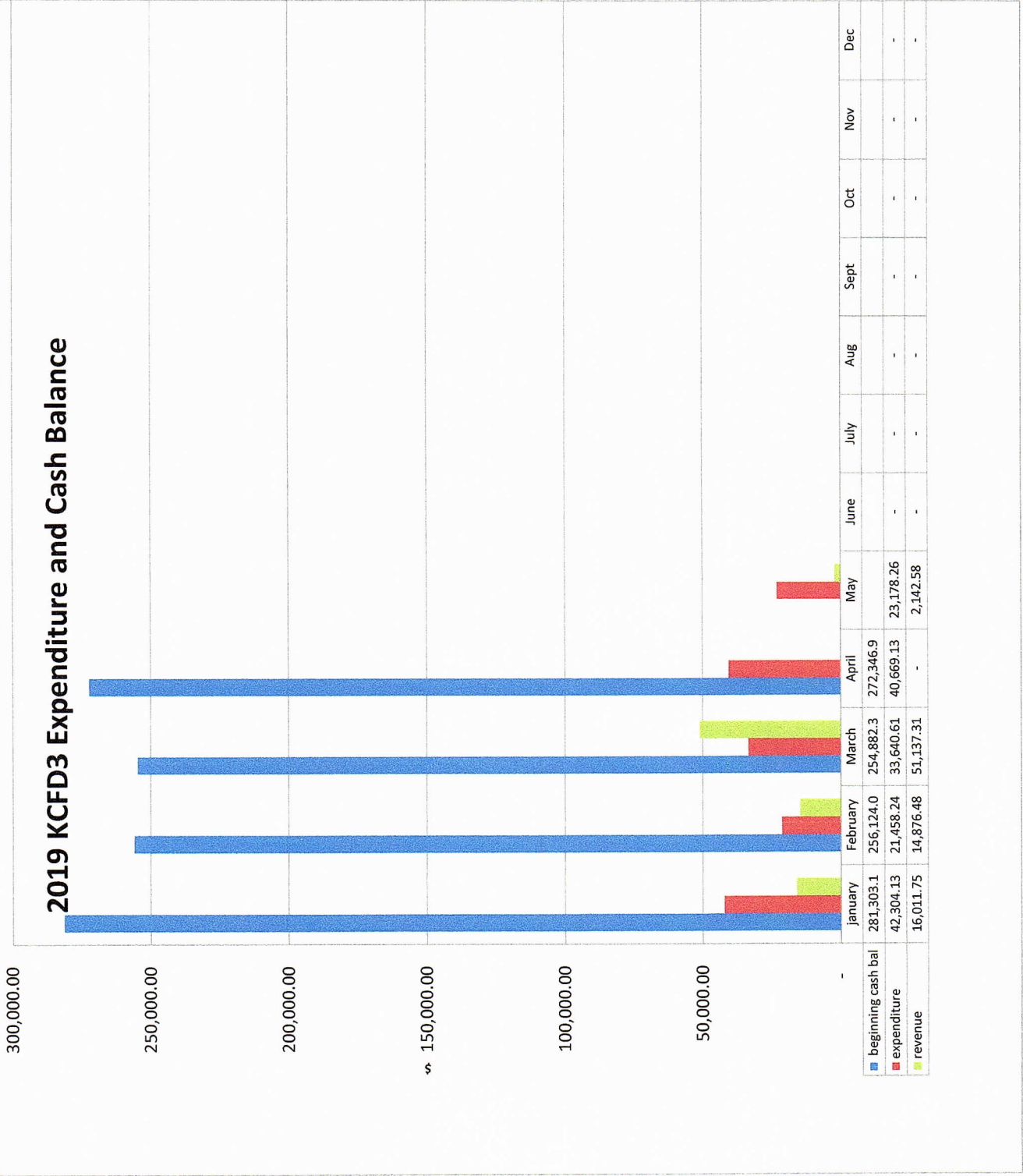
## Klickitat County Fire District 3

### BUDGET 2019

Category	Original Budget	April expenditure	expenditure YTD	Balance	% Used	notes
Salaries & Wages + employee paid benefits	172,000.00	13,547.18	69,042.04	102,957.96	40%	Use Municipal Pool funds to cover additional staffing 214,510.00
Benefits (excluding employee paid)	42,510.00	4,736.29	16,503.72	26,006.28	39%	
Volunteer Stipend	18,000.00	554.10	1,108.20	16,891.80	6%	
Volunteer Disability/Pension/lifeflight	9,807.00	-	5,446.36	4,360.64	56%	
Volunteer Recognition	2,700.00	153.35	2,094.17	605.83	78%	reimbursed 506 from Association \$1,111 remains
Office Expense/Supplies	6,000.00	326.21	3,898.63	2,101.37	65%	Lexipol
Professional Services	11,850.00	207.50	2,284.75	9,565.25	19%	
Insurance	17,800.00	-	-	17,800.00	0%	
Communications	8,300.00	-	1,753.57	6,546.43	21%	
Advertising	1,400.00	-	303.60	1,096.40	22%	
Vehicle Parts/Repairs/service	15,000.00	4,879.18	6,106.91	8,893.09	41%	
Rescue - Apparatus/Supplies	9,900.00	-	336.42	9,563.58	3%	
Fuel	9,000.00	443.05	2,405.11	6,594.89	27%	
<b>Station Repairs/Supplies</b>	<b>7,142.00</b>	<b>3,446.68</b>	<b>8,171.82</b>	<b>(1,029.82)</b>	<b>114%</b>	replaced 2 station doors & Locks
Utilities Services	17,000.00	1,686.02	6,427.64	10,572.36	38%	
Travel & Meals	4,000.00	-	594.35	3,405.65	15%	
Training	9,500.00	(244.85)	1,349.02	8,150.98	14%	
Fire Supplies/service	21,000.00	3,845.62	8,677.87	12,322.13	41%	
<b>EMS Supplies</b>	<b>9,500.00</b>	<b>7,088.80</b>	<b>10,693.84</b>	<b>(1,193.84)</b>	<b>113%</b>	plus 1266 Grant ACTUAL \$72.16 remaining
Uniform/apparel	4,000.00	-	-	4,000.00	0%	
Prevention	1,500.00	-	-	1,500.00	0%	
Long Term Loans (Ambulance)	51,813.00	-	-	51,813.00	0%	
Taxes (for previous year)	2,000.00	-	1,489.17	510.83	74%	
Dues & Fees	2,050.00	-	25.00	2,025.00	1%	
Municipal Pool Reserve	22,725.00	-	-	22,725.00	0%	
Capital Pool	-	-	-	-	0.00%	
<b>Total budgeted expenditure</b>	<b>476,497.00</b>	<b>40,669.13</b>	<b>148,712.19</b>	<b>327,784.81</b>	<b>31%</b>	
EXTRA projects using cash balance			12,538.18			
invested funds						
GRANT / other spending						
<b>Expense for Wilcland</b>						
<b>Total Actual Expenditure</b>		40,669.13	<b>161,250.37</b>			
av. property tax estimated in November 2018 +22,000TO share	476,497.53					
04/14/17 property tax confirmed from Assessor						



## 2019 KCFD3 Expenditure and Cash Balance



# 2019 Capital Expenditure

BARS #	bars description	Vendor	Item	January	February	March	April	May	June	July	August	September	October	November	December	total	tax rate	use tax owed	85,000.00	authorized
<b>Vehicles</b>																				
5222030	Fire Sup	AA&L	lights and radio equipment	4,540.00												4,540.00				
5222040	Fire Serv	AA&L	labor for installation	1,800.00	1,660.00											1,800.00				
5222040	Fire Serv	AA&L	labor for installation													1,660.00				
5942260	Capital Expenditures/Ex	Columbia Ford	2018 F150 utility					31,949.82								31,949.82				73,597.64
5942260	Capital Expenditures/Ex	Columbia Ford	2019 F150 command					41,647.82								41,647.82				
5942260	Capital Expenditures/Ex	AA&L	stripping					290.00								290.00				1,040.00
5942260	Capital Expenditures/Ex	AA&L	stripping labor					750.00								750.00				
<b>Professional Services</b>																				
5221040	Admin Serv	mhc Associates	consulting cost - transfer to general fund					11,139.78								11,139.78				
5221040	Admin Serv	DA Davidson	consulting cost transfer to gener	16,998.00												16,998.00				
5221040	Admin Serv	yakima printing	bond flyers					238.04								238.04				
5221040	Admin Serv	mhc Associate: Project manager	fee				1,465.61									1,465.61				
5221040	Admin Serv	Yakima GIS	Maps					75.00								75.00				
5221040	Admin Serv	Yakima GIS	Maps					45.00								45.00				
<b>EMS capital items</b>																				
5222030	Fire Sup		Boundtree Med Suction units x4					2,418.20								2,418.20	na			medical not subject to tax
<b>Auditor report</b>																				
Treasurer Report																				
original Bond																				
Remaining																				
				23,338.00	1,660.00		1,465.61	91,617.03								118,080.64				
							1,465.61									118,080.64				
				3,220,750.00 original																
				3,102,669.36 remaining																

86,015.48  
transfer to General fund

# Fire Chief's Report to Board of Commissioners

May 9, 2019

## Safety:

One Near Miss filed to Captain Gilmer and the Safety Committee to determine preventative measures for future occurrence(s). During the early phases of a working structure fire in Bingen, a firefighter was pushed over by the interior ceiling falling down. While there were no injuries, it did trigger a rapid change in operational plan from offensive to "defensive" immediately.

## Customer Service (emergent and non-emergent):

- Pending requests for Fire District 3 to meet with the CONLA Neighborhood Association (Northwestern Lakes). Working to steer that organization into networking with Skamania County and Skamania County Fire District 3 more.
- 24 911 calls since your April 11<sup>th</sup> meeting. Three were structure fires. Two in the City of Bingen and one Mutual Aid request to the City of Hood River.

## Projects:

- Bond project:
  1. Have folks pricing equipment:
    - a. SCBA's – Participated in a demonstration from Scott brand SCBA's. Note: City of White Salmon FD chose Scott brand SCBA's in 2018 and has new units in their fleet. For operational consistency, KCFD3 will likely also choose Scott. We will, however, have our district logo imprinted into the Luxfer bottles when they are constructed. This will allow us to keep our bottles separate. Also, with anticipation of ordering SCBA's in 2019, we will not be incurring the cost of annual bench testing of our Draeger SCBA's and masks. This will show a cost savings of ~ \$1800 for the 2019 operating budget.
    - b. Positive pressure ventilation fans
    - c. NFPA compliant wheel chocks for apparatus
    - d. Portable water pumps for Water Tenders
    - e. Radio Equipment
    - f. Apparatus Committee met with a presentation from Rosenbaur/General Fire Apparatus. So far, we've met with Pierce, KME, General Fire and Tyone. The committee will be meeting next month to try to come to a general consensus in order to move on to the next step. KME brought a demo unit to White Salmon for viewing. Generally, we are looking for a Type 1 equipped Type 3 4X4 apparatus to accommodate Snowden.
    - g. Met with Day Wireless (Yakima/Vancouver reps), and Klickitat County 911 to discuss options for a repeated radio system in our area to improve response coordination and routine operations in the area. Chief Hunsaker will be approaching SDS to see if they would be willing to partner on a repeater site as they are working toward a rebuild of their radio system also. This project is in 'discovery mode' to determine if it's possible and what potential costs will be. Involving Klickitat County to ensure it does not impede future build-up plans for their system.
    - h. Provided support to Bob Merritt as requested.
- Participated in a phone consult with Lexipol. They have integrated our previous policies into the system and I will now have to 're-start' my review process from the beginning. Current goal has me with ~50% completion by June. Still on track.



- Inquiring with the KCFD3 Volunteer Firefighter's Association about who 'owns' the AED's located in BWS Police cars. Once I can understand of the original project, I can then inquire with the City to solicit help to service them. Total of 5 AED's are in local police cars.
- 2019 Fleet maintenance has been completed. Several small vehicle projects are still pending. Working with AA&L for completion: White light micro-switches on F150's., Brush 322 light bar replacement etc. Will schedule apparatus to Les Schwabs in Hood River for brake inspections.
- Met briefly with Insitu Security Rep regarding the alarm system at Station 32. No fee at this time.
- Participated in Active Shooter training with the Sheriff's Office and KCDEM on April 20<sup>th</sup> (FF Plumb, FF Cortez and I). Active Shooter training on Thursday May 9<sup>th</sup>. (During this coming Commissioner Meeting).
- Grant for new radios was submitted to Washington Department of Ecology. Expect to hear a yes/no sometime in June of 2019. – **We have not been informed of an approval or denial of the grant as of yet.**
- EMS equipment ordered has arrived. Working with EMT Griffith for inventory and placement into apparatus.
- Participated in Red Card Field day in Appleton on April 29<sup>th</sup>. Instructed "line construction" portion.
- Attended KCIFA Meeting in Glenwood on April 24<sup>th</sup>.
- Participating in planning meetings for the Central Washington Interagency Wild Fire Academy in Gleeed in May. Will be co-teaching S200 class with Al Lawson and cadre. Deputy IC for that event. **EMT Urbach (Public Information Officer) and myself will be attending on 3/14 – 3/19.**
- Working with Captain Gilmer through his daily, weekly, monthly training captain activities.
- 90% of personnel were fit tested in April. Conducted both 'fire/SCBA' and EMS/N95 fit testing.
- Completed Captain Gilmer's 6-month performance evaluation.
- New doors at Station 32 and 33 have both been completed.
- Conducting my last EMT Basic SEI (Senior EMS Instructor) final testing evaluation at Northwest Regional Training Center on Wednesday May 8<sup>th</sup> in the morning. Note: I will be removing that Washington State credential as it's too cumbersome to maintain along with EMT requirements.
- Completing Red Card Pack Testing on Tuesday May 7<sup>th</sup>.
- Working with Secretary Plumb with hiring P/T Administrative Assistant.
- Conducted preliminary review of the Fire District's insurance coverage for the upcoming renewal period. We are seeing a cost increase with premiums due to market value. Note: I have not completed the latest claim from our last burglary in hopes that our lost equipment is recovered by the Sheriff's Office.
- Type 3 Team rotations begins around Memorial Day weekend.
- **May 6<sup>th</sup>, 2019. Traveled to Goldendale to attend the arraignment of Mr. Dustin Michael Randall. Who is the suspect in burglaries of Station 32, Station 33, Appleton Fire District, and High Prairie Fire District? He entered a plea of "NOT GUILTY". A jury trial is tentatively set for June 2<sup>nd</sup> 2019. However, the courts do not anticipate that to happen as Mr. Randall did confess to the crimes during interviews with the Klickitat County Sheriff's Office. I will keep the Board up to date on this case.**

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

**Community Events:**

Working with Roz, Tony and FF Yela to prepare for ½ Marathon being planned for June 1<sup>st</sup>. This includes the pancake feed at White Salmon fire station.

**Personal Activities and Achievements:**

No significant activities at this time.

Respectfully submitted: Wesley W. Long – Fire Chief 05/06/2019

Training report to the Fire Commissioners  
April 2019

**Statistically 2nd Quarter Totals:**

**11 hours of training provided**

	KCFD3 (26 members)	WS (18)	SKA3 (16)
Attendance average:	38%	64%	19%

Note: SKA3 calculations do not reflect "every Tuesday" as they only meet once a month.

**Activities:**

Columbia Gorge Training Association has the FF I academy drafted and awaiting approval for a seven (7) month class, beginning in September 2019.

Excellent response to the Saturday Extrication at SKA3 Station 31. Five cars were used in three separate situations. The Underwood Association provided pizza prior to clean up. Press release was in both local Washington weekly papers.

Wildland training begins with Pack Testing and a Saturday (May 11<sup>th</sup>) four hour refresher to meet Red Card requirements.

For those not participating in the Pack Test, we are offering the opportunity to practice air conservation with SCBAs to help gauge how long a bottle will last.

There is a new structure available and we'll be scheduling Drill accordingly such as, Search and Rescue.

Most challenging revolves around find good instructors.

**Safety Committee:**

One *Near Miss* has been reported on scene of a structure fire and will be reviewed.

Respectfully submitted,  
Tony Gilmer  
Training Captain

**05-09-2019**

# Capital Projects Report

## 1. FOLLOW UP

- *Updated K-3 and W/S GIS Response maps*
- *Bid; vendor; procurement updates*
- *“Consultant” advertising; status*
- *The Heindel connection*

## 2. Klickitat County Planning “Pre-Submission” meeting

## 3. K-3 Capital Projects matrix

- *Review Key Capital Project Goals*
- *Policy / Decision Matrix*



Klickitat County District #3  
**CAPITAL PROJECTS**

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“Procurement: Update

After the previous Workshop, mHc met with Snure Law Offices to discuss several questions which arose regarding the bid laws; “sole proprietor” qualifications

**QUESTION:** Sole Proprietor Question (“partnership”)

**ANSWER:** WAC 296-127-026 provides that the following workers **are exempt** from Prevailing Wage requirements.

“The prevailing wage requirements of chapter **39.12** RCW do not apply to:

- (1) Sole owners and their spouses.
- (2) Any partner who owns at least thirty percent of a partnership.
- (3) The president, vice president and treasurer of a corporation if each one owns at least thirty percent of the corporation.

***-- As long as the brother is at least a 30% owner the District is good to go.***

**QUESTION:** Soliciting for Architect / Engineer

**ANSWER:** “The District must go through the RFQ process prior to hiring an architect or engineer for any project in which the architect or engineer is being hired to perform architectural or engineering work that requires a licensed architect or engineer to perform the work.”

**DECISION POINT:**

1. **Establish date/time for Architect and Engineer interviews**
2. **Special Board meeting with full Board or “committee?”**

**QUESTION:** If a Fire District has done due diligence in advertising for Architect and/or Engineer and there is no response, are they obligated to do any further solicitation of may they “select” a consultant?

**ANSWER:**

1. “If you were hiring an architect to provide advice but not signed and stamped drawings, the RFQ process likely would not apply as you could hire any consultant whether an architect or not to provide that type of advice.”

Klickitat County District #3  
**CAPITAL PROJECTS**

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2. "After initial solicitation (with no response), the District has fulfilled the requirements according to RCW.

**QUESTION:** "Please review these [dated] DRAFT contracts for securing services from an Architect and an Engineer Team"

**ANSWER:** "See Attached"

**QUESTION:** "Do the provisions of the newly adopted SHB 1295 enhance the District project efforts using a "design build criteria?"

**ANSWER:** "Based on my initial review, design build still seems like its not a feasible option for most fire districts given the requirements and the process involved. The job order contracting process will probably be useful for larger districts with lots of ongoing projects but wouldn't likely apply to a fire station construction project so I don't see anything in 1295 that will make a huge difference. When I have time to more thoroughly review I will let you know if I come to any different conclusions."

Klickitat County District #3  
**CAPITAL PROJECTS**

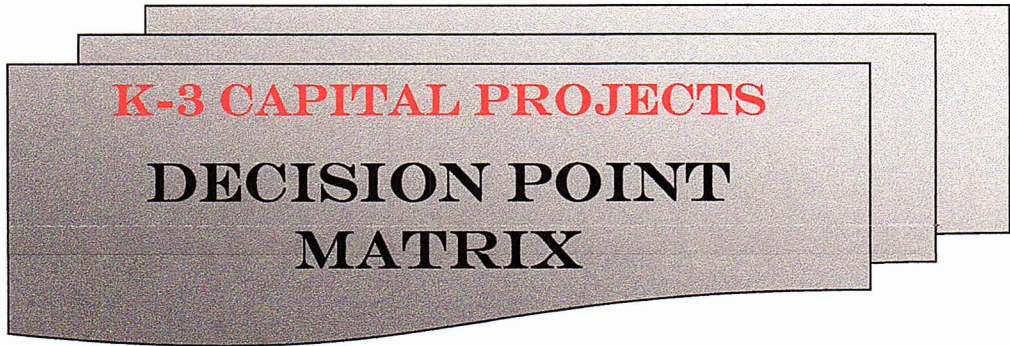
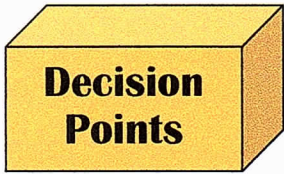
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**■ Review Key Capital Project Goals**

<b>GOAL #1:</b> <i>Improve overall turnout, response and initiation times for emergency incidents and improve WSRB rating</i>	<p>“Develop and implement response goals, performance measures and <u>associated facility and staffing improvements</u> to insure compliance with adopted KCFD#3 response goals, community expectations and projected service demands”</p>
<b>GOAL #2:</b> <i>Improve safety program, equipment and training for all KCFD#3 operations and activities</i>	<p>“ Define and enhance KCFD#3 safety program to include education, training, policies, and facility, fleet and equipment upgrades”</p>
<b>GOAL #3</b> <i>Improve sustainability, capabilities, continuity of operations and emergency response at KCFD#3 facilities</i>	<p>“Develop <u>facility capital projects analysis, upgrades and improvements/construction schedule</u> that defines minimum facility operational capabilities; staff capabilities; EOC capabilities; communications capabilities; redundancy; continuity of operations; and safety”</p>
<b>GOAL #4</b> <i>Execute standardization and upgrading of emergency fire suppression, EMS and rescue equipment and fleet</i>	<p>“Develop KCFD#3 standardization protocols tables, upgrades and improvement to insure district-wide standardization and maximum capabilities of KCFD#3 emergency equipment”</p>
<b>GOAL #5</b> <i>Reset regular operating budget to facilitate staffing and full funding of Fire District amortization schedules</i>	<p>“Develop Capital Projects plan and funding to “re-set” regular operating budget and upgrade/fully-fund current and desired amortization schedules for fleet, facilities and equipment”</p>
<b>GOAL #6</b> <i>Improve Fire District “all risks” training capabilities</i>	<p>“Upgrade and construct adequate “all risks” training capabilities within the Fire District to insure compliance with expected minimum and required training standards”</p>

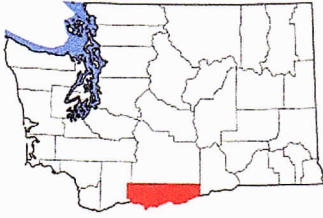


Klickitat County District #3  
**CAPITAL PROJECTS**



OBJECT	SUBJECT	Decision / Policy
	<p><b>TEXT:</b> Multiple faceted Capital Projects</p> <p><b>DISCUSSION:</b> The Board and Staff have taken an interesting “trip” through the initial and subsequent journey of identifying, triaging and prioritizing Capital Purchases and Capital Projects. The most inherent “TRANSITION” has been the long-term mission of Station #31 and its role / function in the K-3 and larger (regional) picture.</p> <p><b>QUESTION:</b></p> <ol style="list-style-type: none"> <li>1. Does the Husum Fire Station have a long-term future role in providing OPERATIONAL services?</li> <li>2. Does the Husum Fire Station have a long-term future role in providing ADMINISTRATIVE and SUPPORT services?</li> <li>3. Does the Husum Fire Station have a short-term role in providing OPERATIONAL services?</li> </ol>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Policy _____
	<p><b>TEXT:</b> PRIORITY Projects</p> <p><b>DISCUSSION:</b> Staff have begun to receive a moderate amount of good feedback in regards to “improvements and amenities” which Volunteers and other associates have put forth for consideration.</p> <p><b>QUESTION:</b></p> <ol style="list-style-type: none"> <li>4. Should the OPERATIONAL aspects of Station #31 improvements be the core and priority focus of PHASE 1 of the Project Matrix</li> <li>5. Should consideration and priority be given to changes or improvements for ADMINISTRATIVE services as well?</li> <li>6. Should SUPPORT SERVICES improvements be considered at a later phase/priority in terms of longevity and location?</li> <li>7. Should considerations to improvements at Station #32 have precedence over “other” improvements or amenities (besides the OPERATIONAL facets) at Station #31</li> <li>8. Does the Husum Fire Station have a short-term role in providing OPERATIONAL services?</li> </ol>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Policy _____

# Klickitat County District #3 CAPITAL PROJECTS



## Klickitat County Planning Meeting

May 8, 2019 Presubmission Meeting: Fire District #3  
Meeting Summary:

**Attendance:**

Klickitat County Representatives

- Lori Anderson, Associate Planner
- Matt Borden, Environmental Health Specialist
- Amelia Tindall, Plans Examiner
- Lynn Ward, Building and Compliance Official
- Kim Gleason, Design Engineer, KC Public Works

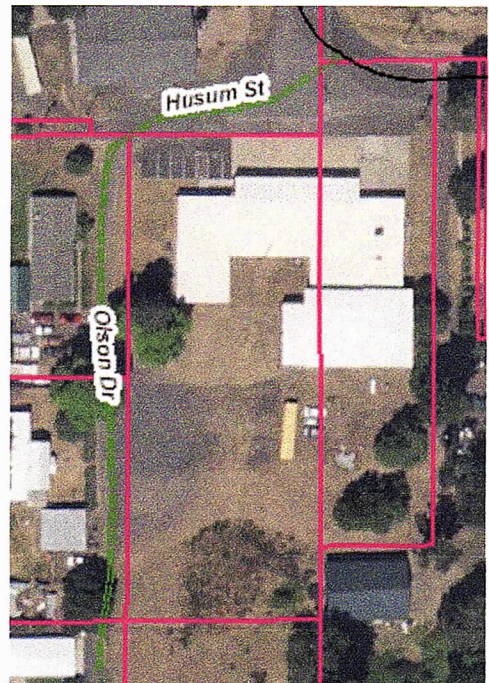
Robert Merritt, Fire District #3 Consultant

Mr. Merritt gave a history of Fire District #3 including the existing fire halls concentrating on “Husum” and “Cherry Lane.” The fire district has a voter approved 3.4 million dollar construction bond for capital improvements. Currently the district is looking into improvements to both the Husum and Cherry Lane Fire Halls and eventually having living quarters most likely in a new fire hall at a more centralized location. The Husum fire hall is their “main” fire hall and work will occur on the fire hall first.

**Planning Department comments:**

- Both Husum and Cherry Lane fire halls were built prior to zoning.
- Improvements and expanding of the fire halls, both locations will require SEPA review and a Conditional Use Permit.
- Husum location: A lot consolidation for building purposes and for ease of permitting should occur. The consolidation can be completed with a new deed and a title company could easily assist with the deed.

**Public Works Comments:** See attached

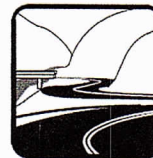




Klickitat County District #3  
**CAPITAL PROJECTS**

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KLICKITAT COUNTY  
**PUBLIC WORKS DEPARTMENT**



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228 WEST MAIN STREET, MAIL STOP, CH-19, GOLDENDALE, WASHINGTON 98620 • FAX 509 773-5713 • VOICE 509 773-461  
GORDON J. KELSEY, PE – PUBLIC WORKS DIRECTOR

Date: May 8, 2019

To: Lori Anderson, Senior Planner

From: Kim Gleason, Public Works

Re: Pre-Submission for Fire District #3 Parcel # 04102544000100 & 04113033000400

The following are Public Works comments regarding the Fire District #3 Pre-Submission:

- Station #31 Husum-
  - Any remodel operations that will affect County roads will need to be addressed for safety and traffic considerations.
- Station #32 Snowden-
  - Parking Lot paving:
    - A Work Within the Right of Way permit shall be obtained from Public Works. The completed permit will outline conditions required.
    - The final parking lot grades shall provide for proper drainage as not to impact Snowden Road or Bates Road in any way.
    - Parking lot shall be striped and provide provisions for ADA parking.
      - The number of accessible parking spaces shall be provided according to the number of total spaces: (example for every 25 spaces 1 ADA space is required up to 100 spaces) (see Figure 630.1 for additional space requirements).
      - Designated ADA parking spaces should be located nearest the destination point, such as restrooms and facility entrances and provide a hard surface path to the facility following the width requirements.
      - ADA parking space layout standards are shown on Standard Plan M-17.10-02.