

KLICKITAT COUNTY FIRE DISTRICT 3

200 Husum Street, Husum, WA 98623

Commissioner's Meeting

Thursday May 14, 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, face book, and emailed notification to White Salmon Enterprise).

Called to order: 15:00

In Attendance Virtually:

Commissioner Montag (Chair), Commissioner Connor, Commissioner Virts, Quorum present. Chief Long, Bob Merritt, Rozalind Plumb, Eric Bosler, Lloyd Olson, Debbie Olson.

Approval of agenda:

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

Public Discussion:

Chairman will allow comments during the meeting.

Minutes of the last meeting:

- *Motion to approve Regular business meeting minutes from April 9, made by Commissioner Virts, seconded by Commissioner Connor (3 yay, 0 nay) motion passed.*

Secretary's Report:

1. GENERAL EXPENSE FUND 667.1:

See 2020 Operating Budget table and graphs

a) County Treasurer's Report for March 2020

| | | | |
|-------------------|--------------|----------------|--------------|
| Beginning balance | \$204,243.40 | Ending Balance | \$208,131.62 |
| Deposits | \$33,958.15 | Disbursements | \$30,069.93 |

Reconciliation of the County Treasurer and Auditor reports against District Accounts occurred May 13 with Commissioner Connor. Credit card, payroll, and general deposit Petty cash reviewed and reconciled.

b) County Treasurer's Report for April 2020

| | | | |
|-------------------|--------------|----------------|--------------|
| Beginning balance | \$208,131.62 | Ending Balance | \$374,575.36 |
| Deposits | \$203,833.83 | Disbursements | \$37,390.09 |

Reconciliation of the County Treasurer and Auditor reports against District Accounts occurred May 13 with Commissioner Connor. Credit card, payroll, and general deposit Petty cash reviewed and reconciled.

c) **Bills and items to be signed**

General Fund/Operating Budget:

a) 4/23 \$988.85 b) 4/22 \$1,904.95 c) 5/7 \$1,461.01 d) 5/13 \$11,275.02

Motion to approve the General fund vouchers as presented made by Commissioner Connor, seconded by Commissioner Virts, (3 yay, 0 nay) motion passed.

d) **2020 Operating Budget:** to date May 12th.

Anticipated budget is \$499,422.35

Operating Expenditure to date \$122,823.05 (25%)

2. **CAPITAL FUND 667.3:**

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

a) **County Treasurer's Report for March 2020**

| | | | |
|-------------------|-------------|----------------|-------------|
| Beginning balance | \$38,815.93 | Ending Balance | \$27,101.25 |
| Deposits | \$23,580.72 | Disbursements | \$35,295.40 |

- Deposits reflect interest from the invested funds and matured investment funds.
- Disbursements reflect scripts paid in February.

b) **County Treasurer's Report for April 2020**

| | | | |
|-------------------|-------------|----------------|-------------|
| Beginning balance | \$27,101.25 | Ending Balance | \$24,450.70 |
| Deposits | \$25,438.45 | Disbursements | \$28,089.00 |

- Deposits reflect interest from the invested funds and matured investment funds.
- Disbursements reflect scripts paid in March.

Capital vouchers to be signed:

a) 04/16 \$22,303.38 b) 05/7 \$375.00 c) 05/13 \$6,815.85

Motion to approve the capital fund scripts as presented made by Commissioner Virts, seconded by Commissioner Connor, (3 yay, 0 nay) motion passed.

3. **INVESTED FUNDS**

- General Funds = \$429,536.00, yielding \$2,206.42 as of April 30, 2020
- CAPITAL FUNDS = \$2,802,552.04 yielding \$14,624.25 gross interest as of April 30, 2020.

- The interest earned on Capital Funds is being monitored and recorded separately. It will ONLY be possible to spend interest from capital funds on approved Capital items.
4. **Correspondence:** WFCAs Saturday Seminars are scheduled for May 30 and June 6.
5. **Current priority projects include:**
- Archiving projects –wrapping up the grant funding end. This project was not completed to the extent anticipated. However, significant progress was made towards the overall records management of the District. This will be ongoing and require consistent review.
 - 2019 State Audit.
 - Reviewing grant opportunities for EOC staff refunding.

Chief's Report: See attached.

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

- Radio grant- \$206,000 radio equipment upgrade grant from the Department of Ecology. Review of grant quote is underway for portable and mobile radios. The initial grant copied WS fire's grant request. However, chief is looking to get a different portable model and add 2 repeaters. The grant is reimbursable, and the District will need to pay all costs and then submit for reimbursement.
- Roof Leak at Stn 31 – leak was caused by the gutters backing up. This has been a recurring issue.

Training Report: The report was submitted separately by Tony in an email.

Training has been a challenge, but Tony has been able to distribute online opportunities. Return to training in person could occur but there is some risk involved in potential exposure.

State fire school was cancelled. Wildland fire training was changed nationally to online classes.

Ongoing business:

1. Personnel/Payroll:

- Update contracts for 2020, signatures are still needed.

2. Policies: Nothing to report currently.

3. BOND • CAPITAL PROJECTS – update by project manager Robert Merritt

- Stations 31 / Ancillary project component updates.

Unofficial cost estimates caused Merritt and Chief Long to review the project items. There had been a deviation from the “core Fire/EMS operating functions”. Items outside the Core Fire/EMS operations include the kitchen and bathrooms on the East end of the building. The goal will be

to focus Klien & Associates on the Core Functions and to upgrade the power and water for future developments.

It is common for the engineers to add in a cost percentage to buffer risks. The architect is very thorough and built in contingencies for issues with an old building that would not occur with a new build. However, the reason we did the engineering surveys was to eliminate the risk of surprises. It was also noted that our current expenditure is in line with surveying an older building.

The best move from here will be to shift to a 'time and materials' contract. With this type of contract, the district will assume the risk of a surprise, so the architect does not have to factor in a cost for risk.

Chief, Merritt, and Jeff Dellis (Klien) sat down and developed striped down drawings. The new drawings attached show no work in the kitchen or the existing bathrooms. There will be no change to the power and water plans. They will be updated to take future upgrades. The apparatus bay and office will include 2 ADA bathrooms.

Once the core projects are established the projects need to be put to contractors for Bid. If the bids come in above what the board sees as feasible, there will need to be a Plan B. Merritt will begin drafting back up plans.

- Station 32

Station 32 Conditional Use Permit and SEPA documentation has been submitted. While the County Court house is closed the County staff have been very helpful. The Hearing date is expected to be in August. That does not preclude us from submitting the building permits. However, the county will not be able to issue the permits until the SEPA is approved.

Station 32 plans are also stripped down to the key functions of extending the bay and drainage.

- Station 33 Roof Replacement

Quote requests were sent to vendors on the MRSC roster. Still waiting for all responses to come in but we have received one solid quote so far. Others were not quite to the specifications requested. The specifications were established to maintain consistency in the district buildings. Main deviations were towards cheaper grade metal roofing and underlayment. Chief noted that station 33 gets a beating from the weather and the goal is to have the roof last for 50 years. Consensus from the commissioners was to stick with the specifications. Merritt also stated he would have Chief, Roz and he review the quotes to ensure we have not missed anything.

If we get 3 quotes that meet the specification, we are obligated to take the lowest quote.

Move to accept the quotes that meet our specifications outlined made by Commissioner Virts, seconded by Commissioner Connor. (3 yay, 0 nay).

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

4. White Salmon City Council Public Safety Committee (Virts) - *No Report.*

5. Joint use facilities / interoperability (Montag) Nothing to report currently.

6. Annexations:

- HB 5010 update -Parcels/Owners identified. Chief Long will coordinate with Mr. & Mrs. Olson and Admin staff to move the project forward. The deadline is the end of 2020.

New Business: None

Public Comment: Board may receive public comments. Time will be limited.

- Comment by Eric Bosler that Fire District 3 is participating in Mid-Columbia Fire Prevention Cooperative. Board supports this effort.

Good of the order: Commissioner Virts commented that the EMS district has been contacted by the Goldendale Chamber of Commerce regarding a Reader Board to help notify the public of events. The EMS district will help financially with that. Virts has also suggested having a reader board in the White Salmon area too.

Next meeting regular meeting: June 11th 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: 16:04

APPROVED BY:

Thomas Montag 7/7/20
 Chairman – Commissioner Thomas Montag. (date)

Attest:

Rozalind Plumb
 District Secretary Rozalind Plumb

Robert Connor 7-7-20
 Commissioner Robert Connor (date)

Charles Virts 11 June 2020
 Commissioner Charles Virts (date)

Klickitat County Fire District 3 Commissioners Meeting
200 Husum Street Husum, WA.
May 14, 2020 at 15:00 (3 pm).

AGENDA

Regular Board meeting.
VIRTUAL MEETING VIA ZOOM

Join Zoom Meeting

<https://us02web.zoom.us/j/82944964739?pwd=c3VIZGVZVz1RnFYOVBxL0o1ZzVsQT09>

Meeting ID: 829 4496 4739

Password: 011220

One tap mobile

+13462487799,,82944964739#,,1#,011220# US (Houston)

+16699009128,,82944964739#,,1#,011220# US (San Jose)

Dial by your location

+1 346 248 7799 US (Houston)

+1 669 900 9128 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

+1 301 715 8592 US (Germantown)

Meeting ID: 829 4496 4739

Password: 011220

Find your local number: <https://us02web.zoom.us/j/82944964739?pwd=c3VIZGVZVz1RnFYOVBxL0o1ZzVsQT09>

Legal Counsel advice for this meeting: from Snure Law Office, PSC in response to the Governor's Proclamation regarding Open Public Meetings.

During such meetings you are restricted to taking action on matters that are "necessary and routine or are matters necessary to respond to the COVID-19 outbreak and the current public health emergency." The term action includes discussion, so the intent of the proclamation is that meetings be short and efficient and restricted to necessary business. The governor's office has clarified that each governing body has the discretion to determine what is necessary and routine and is not, at this time, attempting to issue any additional guidance on that issue. In my opinion, routine would include minute approvals, voucher approvals, correspondence reports, chief reports etc. Necessary would include voucher approvals and any decision that if not taken prior to April 23, 2020 would have negative impacts on the District or the taxpayers. If the mater involves a decision that can be postponed until after April 23, 2020 then I do not believe it would be considered necessary. Obviously, each action has to be considered based on the facts that you are faced with.

Violators of this order may be subject to criminal penalties pursuant to RCW 43.06.220 (5)

- **Open Meeting:** Call to order. Time _____
- **Approval of agenda**
- **Attendance**
- **Minutes of last meetings:** April 9 Regular Business Meeting
- **Public Discussion:** The Board Chair will announce when a public comment period is permitted in the meeting. Time will be limited.
- **Secretary's Report**
- **Chief's Report**

- **Training Report**
 - **On Going Business**
 - 1. **Personnel:**
 - 2. **Policies:**
 - 3. **BOND**
 - **CAPITAL PROJECTS REPORT**
 - 1) **Klickitat County Planning UPDATE**
 - **Station #32 CU/SEPA**
 - 2) **Station #31 update:**
 - **Cost estimates and changing paths**
 - **Phase 1 Baseline update**
 - **Plan “B” activities**
 - **Phase 1 Baseline update**
 - 3) **Station #33 roof replacement quotes**
 - 4) **Updated timelines for construction**
 - **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**
- **New Business:**
- **Good of the order:**
- **Next meeting;** Regular meeting June 11th 3:00 pm
- **Motion to adjourn:** (A) Time_____

May 14, 2020 Secretary's Report

1. GENERAL EXPENSE FUND 667.1:

See 2020 Operating Budget table and graphs

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d) 2020 Operating Budget: to date May 12th.

Anticipated budget is \$499,422.35

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2. CAPITAL FUND 667.3:

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3. INVESTED FUNDS

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- The interest earned on Capital Funds is being monitored and recorded separately. It will ONLY be possible to spend interest from capital funds on approved Capital items. We are currently not including the interest in the “Remaining Funds” found on the 2020 Capital Fund Summary (attached). (may need to change?)

4. Correspondence:

5. Current priority projects include:

- Archiving projects –wrapping up the grant funding end. This project was not completed to the extent anticipated. However, significant progress was made towards the overall records management of the District. This will be ongoing and require consistent review.
- 2019 State Audit.
- Reviewing grant opportunities for EOC staff refunding.



**KLICKITAT COUNTY
TREASURER REPORT
March 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 | \$ 204,243.40 | \$ 78,747.14 | \$ 38,815.93 |
| +++ Increases ++++ | | | | |
| Receipts (Revenue Dist Rpt) | 2 | 33,958.15 | 21,444.97 | 3,580.72 |
| Netted Transactions | 3 | - | - | - |
| Matured Investments | 4 | - | - | 20,000.00 |
| Interfund Transfers - In (397) | 5 | - | - | - |
| Other Revenue - JE's | 6 | - | - | - |
| Subtotal Increases | 7 | 33,958.15 | 21,444.97 | 23,580.72 |
| << Disbursements >> | | | | |
| Other Expenditures - JE & KC AP | 8 | 9,496.95 | - | 35,295.40 |
| Interfund Transfers - Out (597) | 9 | - | - | - |
| New Investments | 10 | - | - | - |
| Disbursements (AP & PR) | 11 | - | - | - |
| E - Transactions (ACH & EFTPS) | 12 | 20,572.98 | - | - |
| Debt Service P&I | 13 | - | - | - |
| Other | 14 | - | - | - |
| Subtotal Disbursements | 15 | 30,069.93 | - | 35,295.40 |
| ENDING CASH BALANCE | 16 | \$ 208,131.62 | \$ 100,192.11 | \$ 27,101.25 |
| WARRANTS | | | | |
| Previous Month O/S | 17 | - | - | - |
| Issued (+) | 18 | - | - | - |
| Redeemed (-) | 19 | - | - | - |
| Canceled (-) | 20 | - | - | - |
| WARRANTS OUTSTANDING (O/S) | 21 | - | - | - |
| Cash Balance <O/S Warrants > | 22 | \$ 208,131.62 | \$ 100,192.11 | \$ 27,101.25 |
| INVESTMENTS | | | | |
| Beginning Inv Balance | 23 | 429,536.00 | - | 2,822,552.04 |
| Matured Investments | 24 | - | - | 20,000.00 |
| New Investments | 25 | - | - | - |
| ENDING INVESTMENT BALANCE | 26 | 429,536.00 | - | 2,802,552.04 |
| 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 03-31-2020

| Fund | Account | Description | Year | Daily | Month-To-Date | Fiscal Year-To-Date |
|---------------|--------------------------------------|--------------------------|---------------------|-------------------|--------------------|---------------------|
| 667 | FIRE DISTRICT #3 GENERAL FUND | | | | | |
| | 66731111 | Real & Personal Propert | 2020 | \$5,919.18 | \$31,751.89 | \$31,751.89 |
| | | | 2019 | \$0.00 | \$365.08 | \$1,638.39 |
| | | | 2018 | \$0.00 | \$5.78 | \$11.79 |
| | | | 2017 | \$0.00 | \$19.48 | \$137.18 |
| | | | 2016 | \$0.00 | \$0.00 | \$2.73 |
| | | | 2015 | \$0.00 | \$11.01 | \$33.09 |
| | | | Fund Totals: | \$5,919.18 | \$32,153.24 | \$33,575.07 |
| 667001 | FIRE DISTRICT #3 GENERAL FUND | | | | | |
| | 667136111 | Investment Interest | 2020 | \$0.00 | \$544.91 | \$1,159.85 |
| | 667138611 | Agency Deposits | 2020 | \$0.00 | \$1,260.00 | \$13,334.92 |
| | | | Fund Totals: | \$0.00 | \$1,804.91 | \$14,494.77 |
| 667002 | FIRE DISTRICT #3 BOND FUND | | | | | |
| | 667231111 | Real & Personal Property | 2020 | \$3,950.58 | \$21,187.63 | \$21,187.63 |
| | | | 2019 | \$0.00 | \$257.34 | \$1,154.85 |
| | | | Fund Totals: | \$3,950.58 | \$21,444.97 | \$22,342.48 |
| 667003 | FIRE DISTRICT #3 CAP FUND | | | | | |
| | 667336111 | Investment Interest | 2020 | \$0.00 | \$3,580.72 | \$7,759.85 |
| | | | Fund Totals: | \$0.00 | \$3,580.72 | \$7,759.85 |



KLICKITAT COUNTY
TREASURER REPORT
April 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 | \$ 208,131.62 | \$ 100,192.11 | \$ 27,101.25 |
| +++ Increases ++++ | | | | |
| Receipts (Revenue Dist Rpt) | 2 | 203,833.83 | 125,166.14 | 2,938.45 |
| Netted Transactions | 3 | - | - | - |
| Matured Investments | 4 | - | - | 22,500.00 |
| Interfund Transfers - In (397) | 5 | - | - | - |
| Other Revenue - JE's | 6 | - | - | - |
| Subtotal Increases | 7 | 203,833.83 | 125,166.14 | 25,438.45 |
| << Disbursements >> | | | | |
| Other Expenditures - JE & KC AP | 8 | 8,360.69 | - | 28,089.00 |
| Interfund Transfers - Out (597) | 9 | - | - | - |
| New Investments | 10 | - | - | - |
| Disbursements (AP & PR) | 11 | - | - | - |
| E - Transactions (ACH & EFTPS) | 12 | 29,029.40 | - | - |
| Debt Service P&I | 13 | - | - | - |
| Other | 14 | - | - | - |
| Subtotal Disbursements | 15 | 37,390.09 | - | 28,089.00 |
| ENDING CASH BALANCE | 16 | \$ 374,575.36 | \$ 225,358.25 | \$ 24,450.70 |
| WARRANTS | | | | |
| Previous Month O/S | 17 | - | - | - |
| Issued (+) | 18 | - | - | - |
| Redeemed (-) | 19 | - | - | - |
| Canceled (-) | 20 | - | - | - |
| WARRANTS OUTSTANDING (O/S) | 21 | - | - | - |
| Cash Balance <O/S Warrants > | 22 | \$ 374,575.36 | \$ 225,358.25 | \$ 24,450.70 |
| INVESTMENTS | | | | |
| Beginning Inv Balance | 23 | 429,536.00 | - | 2,802,552.04 |
| Matured Investments | 24 | - | - | 22,500.00 |
| New Investments | 25 | - | - | - |
| ENDING INVESTMENT BALANCE | 26 | 429,536.00 | - | 2,780,052.04 |
| 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 04-30-2020

| Fund | Account | Description | Year | Daily | Month-To-Date | Fiscal Year-To-Date |
|---------------|--------------------------------------|--------------------------|---------------------|--------------------|---------------------|---------------------|
| 667 | FIRE DISTRICT #3 GENERAL FUND | | | | | |
| | 66731111 | Real & Personal Propert | 2020 | \$14,819.74 | \$185,817.01 | \$217,927.56 |
| | | | 2019 | \$0.00 | \$545.09 | \$3,344.74 |
| | | | 2018 | \$0.00 | \$2.03 | \$19.74 |
| | | | 2017 | \$0.00 | \$9.76 | \$146.94 |
| | | | 2016 | \$0.00 | \$0.00 | \$2.73 |
| | | | 2015 | \$0.00 | \$10.82 | \$43.91 |
| | | | Fund Totals: | \$14,819.74 | \$186,384.71 | \$221,485.62 |
| 667001 | FIRE DISTRICT #3 GENERAL FUND | | | | | |
| | 667136111 | Investment Interest | 2020 | \$0.00 | \$449.12 | \$2,206.42 |
| | 667138611 | Agency Deposits | 2020 | \$0.00 | \$17,000.00 | \$30,351.26 |
| | | | Fund Totals: | \$0.00 | \$17,449.12 | \$32,557.68 |
| 667002 | FIRE DISTRICT #3 BOND FUND | | | | | |
| | 667231111 | Real & Personal Property | 2020 | \$9,822.24 | \$124,761.56 | \$146,189.77 |
| | | | 2019 | \$0.00 | \$404.58 | \$2,417.74 |
| | | | Fund Totals: | \$9,822.24 | \$125,166.14 | \$148,607.51 |
| 667003 | FIRE DISTRICT #3 CAP FUND | | | | | |
| | 667336111 | Investment Interest | 2020 | \$0.00 | \$2,938.45 | \$14,624.25 |
| | | | Fund Totals: | \$0.00 | \$2,938.45 | \$14,624.25 |

2020 Operating Budget

This budget sheet is connected to the expenditure spreadsheet.

Klickitat County Fire District 3

| BUDGET 2020 CATEGORY | Original Budget | March expenditure | Expenditure YTD | Balance | % Used | NOTES |
|---|-------------------|-------------------|------------------|-------------------|------------|------------|
| Salaries & Wages + employee paid benefits | 230,118.53 | 16,785.61 | 50,678.97 | 179,439.56 | 22% | 275,831.21 |
| Benefits (excluding employee paid) | 45,712.68 | 3,741.93 | 14,215.28 | 31,497.40 | 31% | |
| Volunteer Stipend | 18,000.00 | - | 554.10 | 17,445.90 | 3% | |
| Volunteer Disability/Pension/lifeflight | 14,407.00 | 1,475.00 | 1,475.00 | 12,932.00 | 10% | |
| Volunteer Recognition | 3,200.00 | - | 16.99 | 3,183.01 | 1% | |
| Office Expense/Supplies | 5,500.00 | 179.34 | 1,187.10 | 4,312.90 | 22% | |
| Professional Services | 25,550.00 | 437.50 | 2,088.00 | 23,462.00 | 8% | |
| Insurance | 20,000.00 | - | - | 20,000.00 | 0% | |
| Communications | 2,760.00 | 574.10 | 1,279.96 | 1,480.04 | 46% | |
| Advertising | 1,900.00 | - | 240.00 | 1,660.00 | 13% | |
| Vehicle Parts/Repairs/service | 14,000.00 | 711.75 | 2,281.34 | 11,718.66 | 16% | |
| Rescue - Apparatus/Supplies | 6,800.00 | 1,249.42 | 1,249.42 | 5,550.58 | 18% | |
| Fuel | 9,000.00 | 286.51 | 1,264.04 | 7,735.96 | 14% | |
| Station Repairs/Supplies | 5,000.00 | 533.25 | 1,603.89 | 3,396.11 | 32% | |
| Utilities Services | 19,100.00 | 1,247.94 | 3,869.05 | 15,230.95 | 20% | |
| Travel & Meals | 4,000.00 | - | 154.74 | 3,845.26 | 4% | |
| Training | 11,000.00 | - | 185.00 | 10,815.00 | 2% | |
| Fire Supplies/service | 9,000.00 | 260.00 | 275.04 | 8,724.96 | 3% | |
| EMS Supplies | 9,500.00 | - | 220.46 | 9,279.54 | 2% | |
| Uniform/apparel | 4,000.00 | 69.99 | 69.99 | 3,930.01 | 2% | |
| Prevention | 1,500.00 | 797.95 | 797.95 | 702.05 | 53% | |
| | - | - | - | - | 0% | |
| Taxes (for previous year) | 2,500.00 | 1,565.66 | 1,565.66 | 934.34 | 63% | |
| Dues & Fees | 2,200.00 | 160.98 | 160.98 | 2,039.02 | 7% | |
| Municipal Pool Reserve | 34,674.14 | - | - | 34,674.14 | 0% | |
| Capital Pool | - | - | - | - | 0.00% | |
| Total budgeted expenditure | 499,422.35 | 30,076.93 | 85,432.96 | 413,989.39 | 17% | |
| EXTRA projects using cash balance | | - | - | | | |
| Invested funds | | - | - | | | |
| State Grant Dept. of Health | 1,260.00 | - | - | 1,260.00 | 0% | |
| Expense for Wildland | | | | | | |
| Total Actual Expenditure | | 30,076.93 | 85,432.96 | | | |
| <i>Ave. property tax estimated in November 2019 + 29,000 TO share</i> | 499,422.35 | | | | | |

2020 Operating Budget

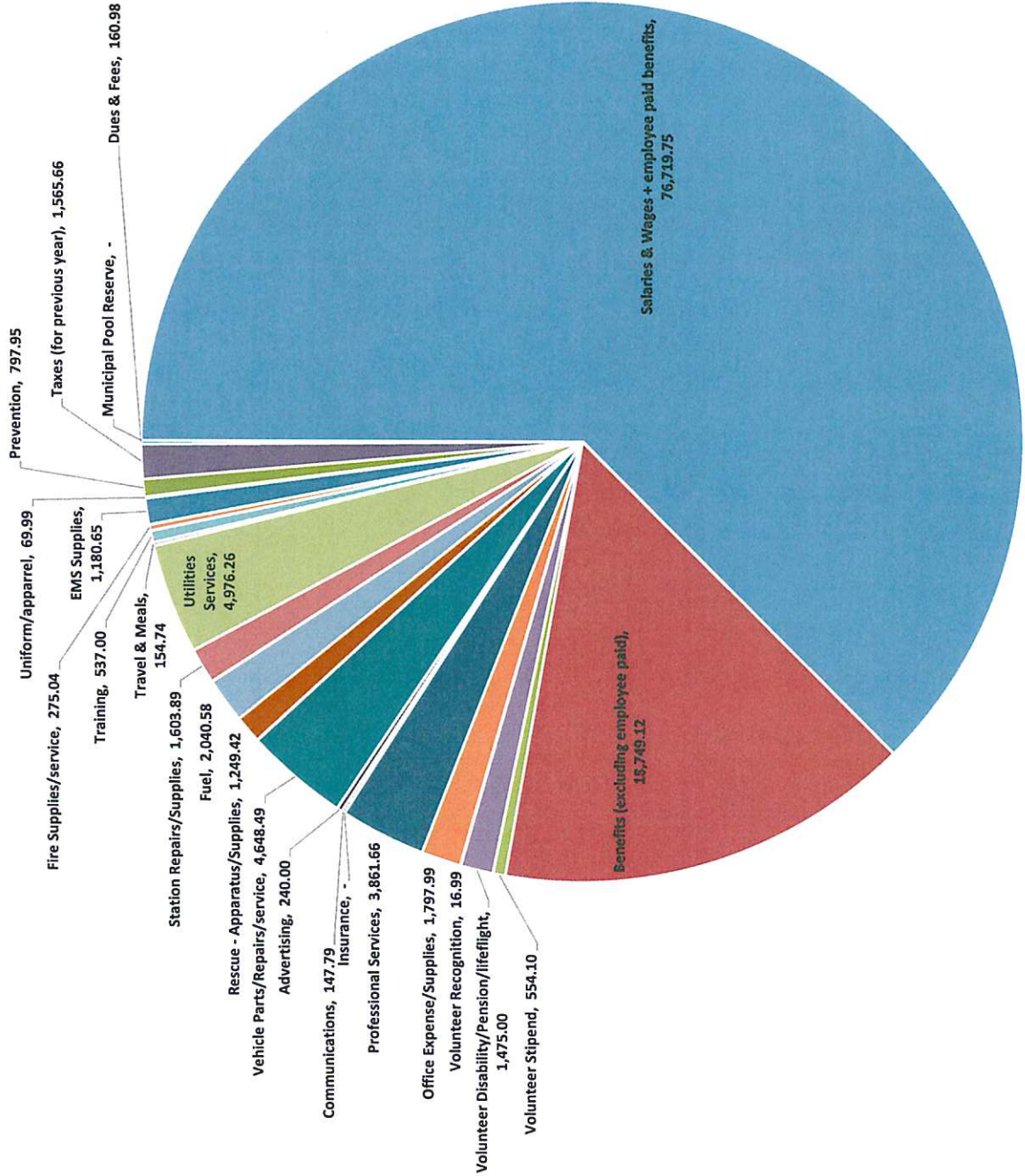
This budget sheet is connected to the expenditure spreadsheet.

Klickitat County Fire District 3

| BUDGET 2020 CATEGORY | Original Budget | April expenditure | Expenditure YTD | Balance | % Used | NOTES |
|---|--------------------|----------------------|--------------------|-------------------|------------|------------|
| Salaries & Wages + employee paid benefits | 230,118.53 | 26,040.78 | 76,719.75 | 153,398.78 | 33% | 275,831.21 |
| Benefits (excluding employee paid) | 45,712.68 | 4,533.84 | 18,749.12 | 26,963.56 | 41% | |
| Volunteer Stipend | 18,000.00 | - | 554.10 | 17,445.90 | 3% | |
| 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 | 610.89 | 1,797.99 | 3,702.01 | 33% | |
| Professional Services | 25,550.00 | 625.46 | 3,861.66 | 21,688.34 | 15% | |
| Insurance | 20,000.00 | - | - | 20,000.00 | 0% | |
| Communications | 2,760.00 | 16.03 | 147.79 | 2,612.21 | 5% | |
| Advertising | 1,900.00 | - | 240.00 | 1,660.00 | 13% | |
| Vehicle Parts/Repairs/service | 14,000.00 | 2,367.15 | 4,648.49 | 9,351.51 | 33% | |
| Rescue - Apparatus/Supplies | 6,800.00 | - | 1,249.42 | 5,550.58 | 18% | |
| Fuel | 9,000.00 | 776.54 | 2,040.58 | 6,959.42 | 23% | |
| Station Repairs/Supplies | 5,000.00 | - | 1,603.89 | 3,396.11 | 32% | |
| Utilities Services | 19,100.00 | 1,107.21 | 4,976.26 | 14,123.74 | 26% | |
| Travel & Meals | 4,000.00 | - | 154.74 | 3,845.26 | 4% | |
| Training | 11,000.00 | 352.00 | 537.00 | 10,463.00 | 5% | |
| Fire Supplies/service | 9,000.00 | - | 275.04 | 8,724.96 | 3% | |
| EMS Supplies | 9,500.00 | 960.19 | 1,180.65 | 8,319.35 | 12% | |
| Uniform/apparel | 4,000.00 | - | 69.99 | 3,930.01 | 2% | |
| Prevention | 1,500.00 | - | 797.95 | 702.05 | 53% | |
| Taxes (for previous year) | 2,500.00 | - | 1,565.66 | 934.34 | 63% | |
| Dues & Fees | 2,200.00 | - | 160.98 | 2,039.02 | 7% | |
| Municipal Pool Reserve | 34,674.14 | - | - | 34,674.14 | 0% | |
| Capital Pool | - | - | - | - | 0.00% | |
| Total budgeted expenditure | 499,422.35 | 37,390.09 | 122,823.05 | 376,599.30 | 25% | |
| EXTRA projects using cash balance | | - | - | | | |
| Invested funds | | - | - | | | |
| State Grant Dept. of Health | 1,260.00 | - | - | 1,260.00 | 0% | |
| Expense for Wildland | | | | | | |
| Total Actual Expenditure | | 37,390.09 | 122,823.05 | 377,859.30 | 25% | |
| Ave. property tax estimated in November 2019 + 29,000 TO share | 499,422.35 | | | | | |

2020 Operating Budget

2020 Budget



2020 Capital SUMMARY - April

Updated 05/12/20

| | |
|--|------------------------|
| 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 |

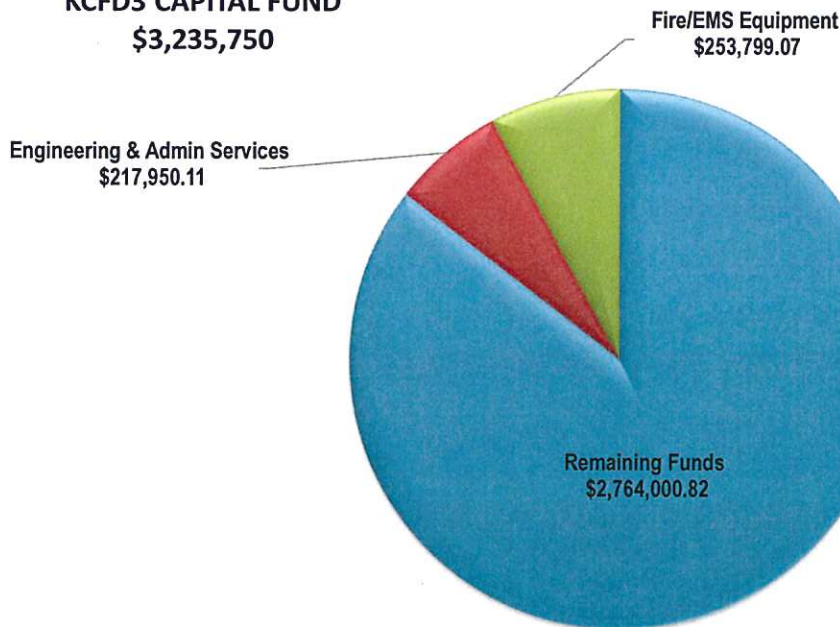
| | | 2019 | 2020 | 2020 Totals | Totals |
|--|--------------------------|--------------|---------------------|-------------|------------|
| Capital Service | Professional Serv. Admin | 108,111.83 | 65,038.63 | | |
| | Professional Serv. Fire | 29,799.65 | - | | |
| | | | | | |
| | | | | 65,038.63 | 202,950.11 |
| Capital Goods | Fire Equipment | 234,713.55 | 16,667.32 | | |
| | EMS Equipment | 2,418.20 | - | | |
| | | | | 16,667.32 | 253,799.07 |
| TOTAL | | 375,043.23 | 81,705.95 | 81,705.95 | |
| REMAINING FUNDS | | 2,845,706.77 | 2,764,000.82 | | |
| INVESTED | | 2,822,552.04 | 2,780,052.04 | | |
| Balance (does not include interest) | | 23,154.73 | (16,051.22) | | |

| | | | |
|----------------------|-----------|-----------|-----------------------|
| 2019 Interest Earned | 25,877.67 | 25,877.67 | Total Interest Earned |
| 2020 Interest Earned | | 14,624.25 | 40,501.92 |

Treasurer Cash Balance **\$ 24,450.70**

| Chart Summary | 2018 | 2019 | 2020 | Totals |
|------------------------------|--------------|-----------------|-----------------|-----------------|
| Remaining Funds | | \$ 2,845,706.77 | \$ 2,764,000.82 | \$ 2,764,000.82 |
| Engineering & Admin Services | \$ 15,000.00 | \$ 137,911.48 | \$ 65,038.63 | \$ 217,950.11 |
| Fire/EMS Equipment | | \$ 237,131.75 | \$ 16,667.32 | \$ 253,799.07 |

KCFD3 CAPITAL FUND
\$3,235,750



Fire Chief's Report to Board of Commissioners

May 14, 2020

No injuries or accidents since your last meeting. Safety Committee meeting rescheduled for Zoom meeting on Tuesday 5/12 at 17:00 hours. Reviewing Written Respiratory Plan.

Customer Service (emergent and non-emergent): 31 calls for service since April 9th Board meeting. (Note: Continued restrictions to response into Cities of White Salmon and Bingen are in place due to Covid-19)

Projects:

1. Bond:
 - (a) Continuing to find another department for surplus Draager SCBA equipment. Reaching out to regional vendors.
 - (b) Met with Bob Merritt in Yakima to review modular buildings.
 - (c) Roof quotes placed on hold due to Covid-19.
 - (d) No equipment purchases conducted. Continues to be on hold due to unknown construction estimates.
 - (e) Roz provided Capital One financials for the District.
2. RADIO GRANT: Met with Day Wireless (radio vendor) to compare products. Awaiting updated price quotes and equipment considerations to increase new equipment portable count with the same overall cost. Quotes to arrive this week. Grant communications with Department of Ecology completed. Will be seeing contracts sent to us in the coming weeks for signatures.
3. Surplus Fire Truck: Sold to private buyer after sealed bid cycle completed. Selling price \$3300.00
4. Apparatus fleet: Engine 331 (Red GMC housed at Station 33) developed a small oil and carburetor leak from sitting. Repairs expected this week. Engine 31 and Engine 32 both went into the shop for brake inspections. Found loose steer-tire wheel bearings and leaking hub seals. All repaired. Brakes are DOT compliant. Will be scheduling water tenders into the bus barn as they can schedule. NOTE: In dialog with our fleet mechanic about his inability to work on braking systems. He's been put on notice that we need an all-inclusive mechanic compared to sending trucks here and there for various issues. The bus barn cannot commit any longer to annual services due to their workload. Information only. No action needed by the Board.
5. Station 33 grounds cleaned up by Gilmer/Long. Mowed weeds and inspected trucks.
6. April KCIFA meeting cancelled.
7. Type 3 IMT. No significant information to pass along for Type 3 Team activities. Tony, Jessica and I have all completed the annual sign up roster. As with each year, activity will have to be balanced on a case by case basis. The National Weather Service continues to predict some drought conditions for the Basin and Palouse portions of SE Region.
8. Roof leak at Station 31 identified. Found to be along the wall between the storage room and the gymnasium. Referred the problem to Project Manager Merritt as Brown Roofing was to put Station 31 on schedule for approved repairs. Purpose: Eliminate extra travel cost by Brown's roofing.

COVID – 19

1. Continuing to support EOC for food deliveries for Zone 3 (west end). Minimal demand.
2. Captain Gilmer and Jessica Urbach continue to work their positions on a limited basis.
3. Jennifer/Roz working to communicate with EOC Finance Manager for future cost recovery efforts currently being worked on by Klickitat County.
4. In-person training continues to be suspended. As a state-wide restart plan continues, I'll be monitoring to make an educated decision of how and when we can resume weekly and bi-weekly training for our members.
5. Participated in a multi-agency wildland fire training discussion regarding Covid-19 effects to wildfire responses in the Columbia Gorge region. Both states are having to make significant changes to protect firefighters from exposure to Covid-19.
6. Participated in a Zoom meeting sponsored by Hillary Franz (Washington State Lands Commissioner). This meeting was to review both DNR and the USFS's Covid-19 plans reference Covid-19. Coordination between all agencies, large and small, will be required to keep fires small. Our agency continues to have cooperator

agreements with DNR for equipment and overhead to support any needs they have. DNR continues to house three additional Type 6 engines and overhead to help us respond to local fires. DNR and the USFS have plans to increase air suppression equipment to help support ground troops with keeping fires small.

Training: See Captain Gilmer's report

Community Events: Crews participated in the "Honk for Seniors" at Columbia High School.

Personal Activities and Achievements: N/A

Respectfully submitted: Wesley W. Long – Fire Chief 11/12/2019

05-14-2020

Capital Projects Report

1. Klickitat County Planning UPDATE

- * Station #32 CU/SEPA**

2. Station #31 update:

- * Cost estimates and changing paths**
- * Phase 1 Baseline update**
- * Plan “B” activities**
- * Phase 1 Baseline update**

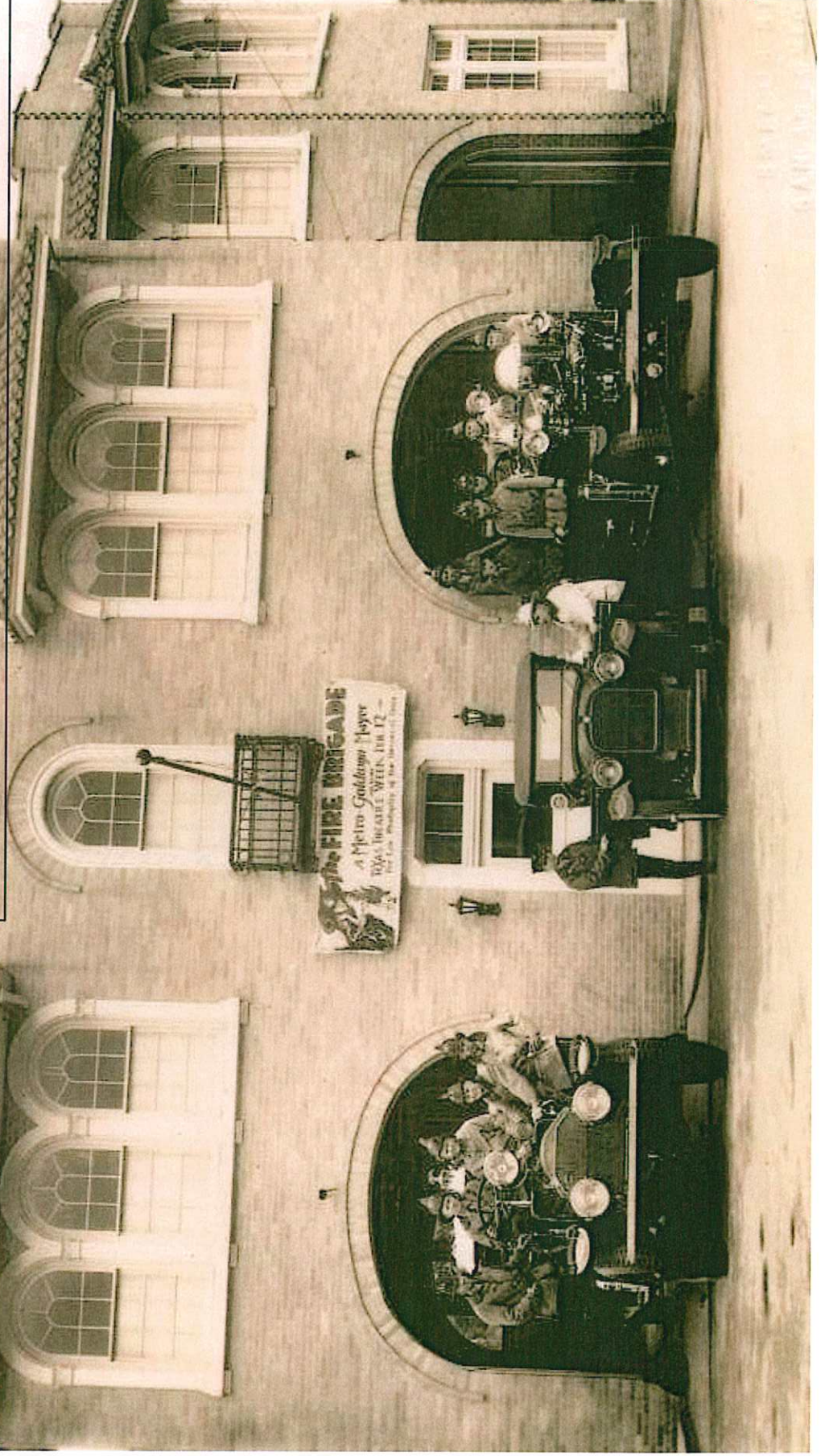
3. Station #33 roof replacement quotes

4. Updated timelines for construction

K-3 Fire

Station #31 & Station #32

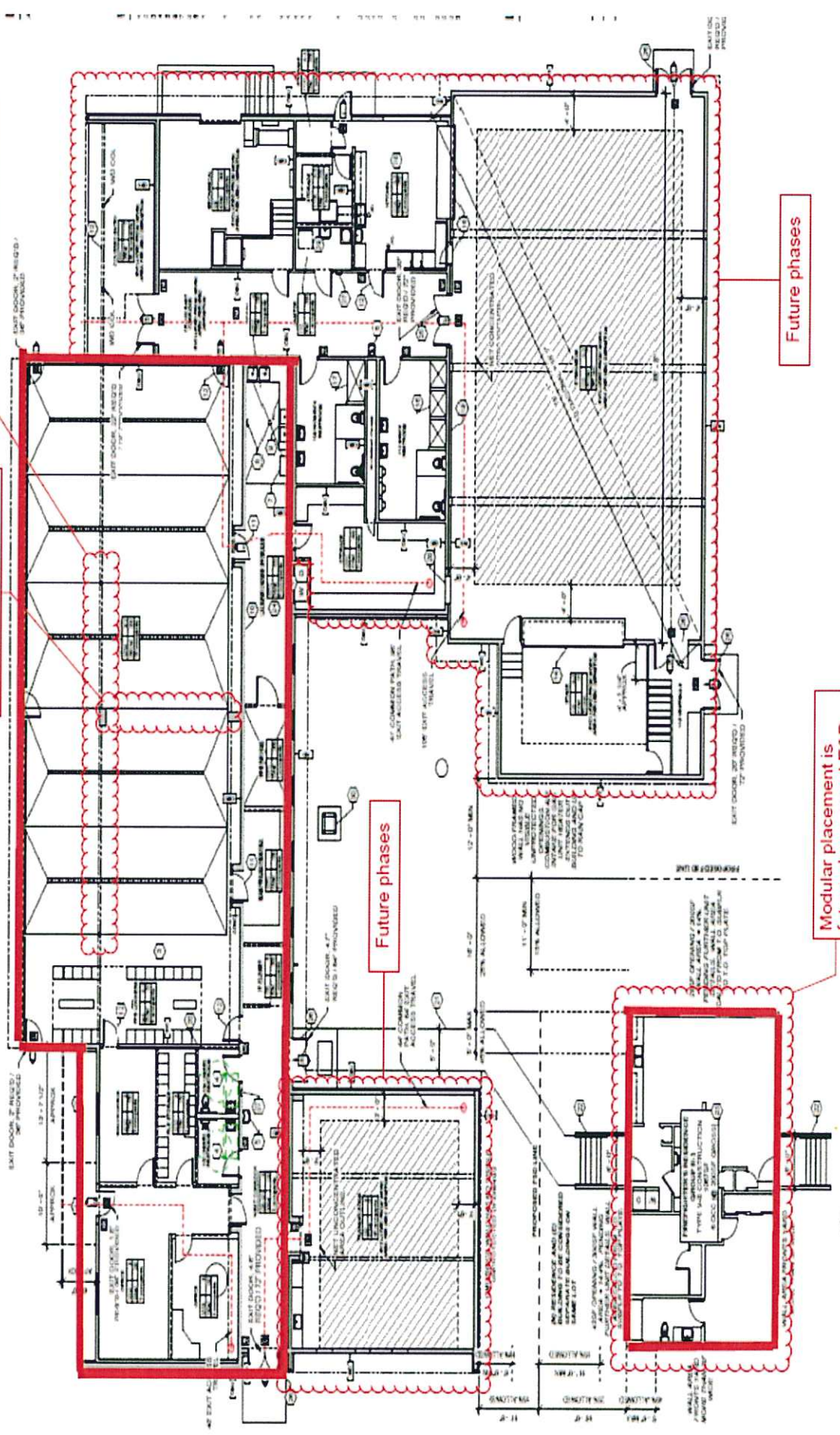
“Baseline” Projects



Station #31 Baseline

wall removal limited to min needed for circulation

(E) columns to remain



Future phases

Future phases

Modular placement is future phase, need E&P

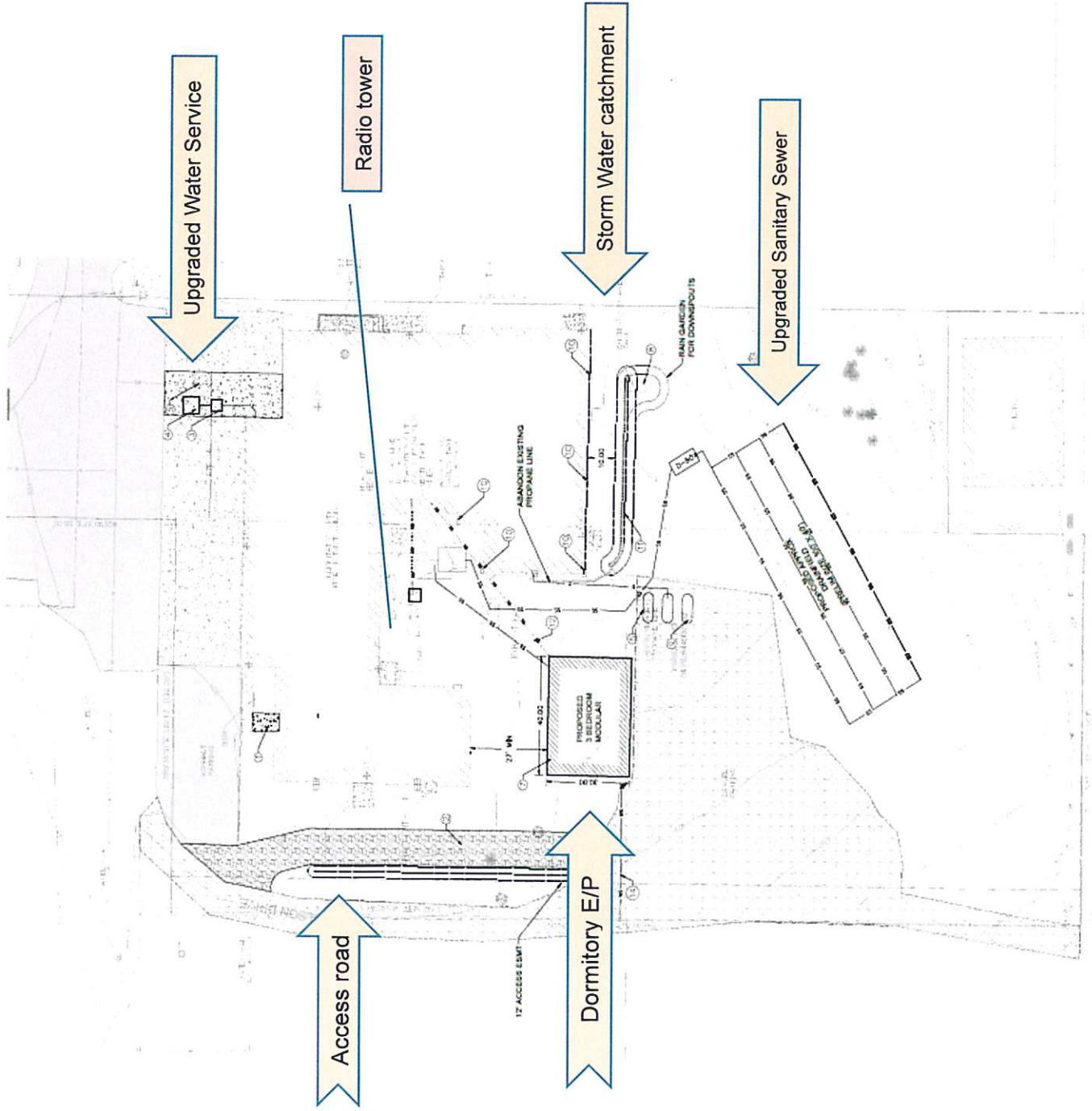


Life Safety Plan - Station 31

| | |
|---|--|
| BASELINE PROJECT ITEM PHASE 1 | Phase 1 Baseline in general is defined as a major remodel and upgrade in those “red bordered areas”; project to be developed, designed and scoped with the minimum invasive, intrusive or costly alteration to the core building. |
| Complete electrical CORE COMPONENT upgrade | Public power drop and power panel rated to full project capacity Entire power panel (including over-sized capacity) to be replaced and upgraded Appurtenances considered at key locations for future growth PX panels included for emergency generator connection Automatic transfer switch included |
| Electrical SYSTEM upgrade (Phase 1 only) | Circuits identified for PX panel Entire electrical system replaced using existing conduit if possible; Abandon existing components where necessary Dedicated circuit for IT room; dedicated ground for IT room Conversion to LED lighting in all Phase 1 and other areas as noted Emergency lighting and exits signs Minimum candlepower per WAC 296-305 Automatic shut-off for any cooking devices |
| Complete plumbing CONNECTION and CORE COMPONENT upgrade (Phase 1 w/junctions) | Public water connection upgrade and CORE COMPONENTS upgraded for full project capacity Appurtenances considered at key locations for future growth |
| Upgrade HVAC system(s) – Phase 1 only | Size compressor/system for Admin/lavatory areas (propane heat) Minimal ventilation components for apparatus bay/support areas Existing HVAC for the rest of the building |
| Convert [primarily] to propane | Location/secure two (2) 1,000 gallon LPG storage tanks Two (2) commercial, on-demand propane water heaters (Admin area; Ops area) LPG plumbing to kitchen area Propane heating for HVAC |
| Construction of Watch Office | Conservative construction; laminate counters/cabinets – no floor coverings; |
| Remodel of Office/Reception area | Conservative construction; laminate counters/cabinets – carpet; dropped ceiling |
| Executive office / conference room | Conservative construction; laminate counters/cabinets – carpet; dropped ceiling |
| File storage / production area | Conservative construction; laminate counters/cabinets – carpet; dropped ceiling |
| Dedicated IT hub room | Conservative construction; laminate counters/cabinets – carpet; dropped ceiling |
| Power/Plumbing to modular home pad | |

| | |
|--|---|
| Extra conduits in rear of building; water/power/data | |
| Site work; security lighting | |
| ADA Unisex lavatories in Admin area | Kadet heat; |
| Dedicated PPE area | No construction (owner supplied racks) |
| Upgrade of apparatus bay space | Demo apparatus floor; sloped/floor drains; oil/water separator; dry well connection |
| Construction full decon area | Demo floor; add floor drains; plumbing; S/S wash sinks/counters; extractor pad |
| Construct dedicated "drying room" | Demo floor; add floor drains; Kadet heater with vent fan (timers) |
| Construction maintenance/tool room | Conservative construction; laminate counters/cabinets; SCBA compressor pad; pegboard walls; 220 volt for compressor; welder |
| Gas/electric auto-shut-off for stoves | |
| BID ALTERNATE PROJECT ITEM | |
| Upgrade to EOC Ops capabilities | Conduit and Cat-6 runs as indicated |
| Upgrade apparatus bay HVAC systems | Propane |
| Entry vestibule | |
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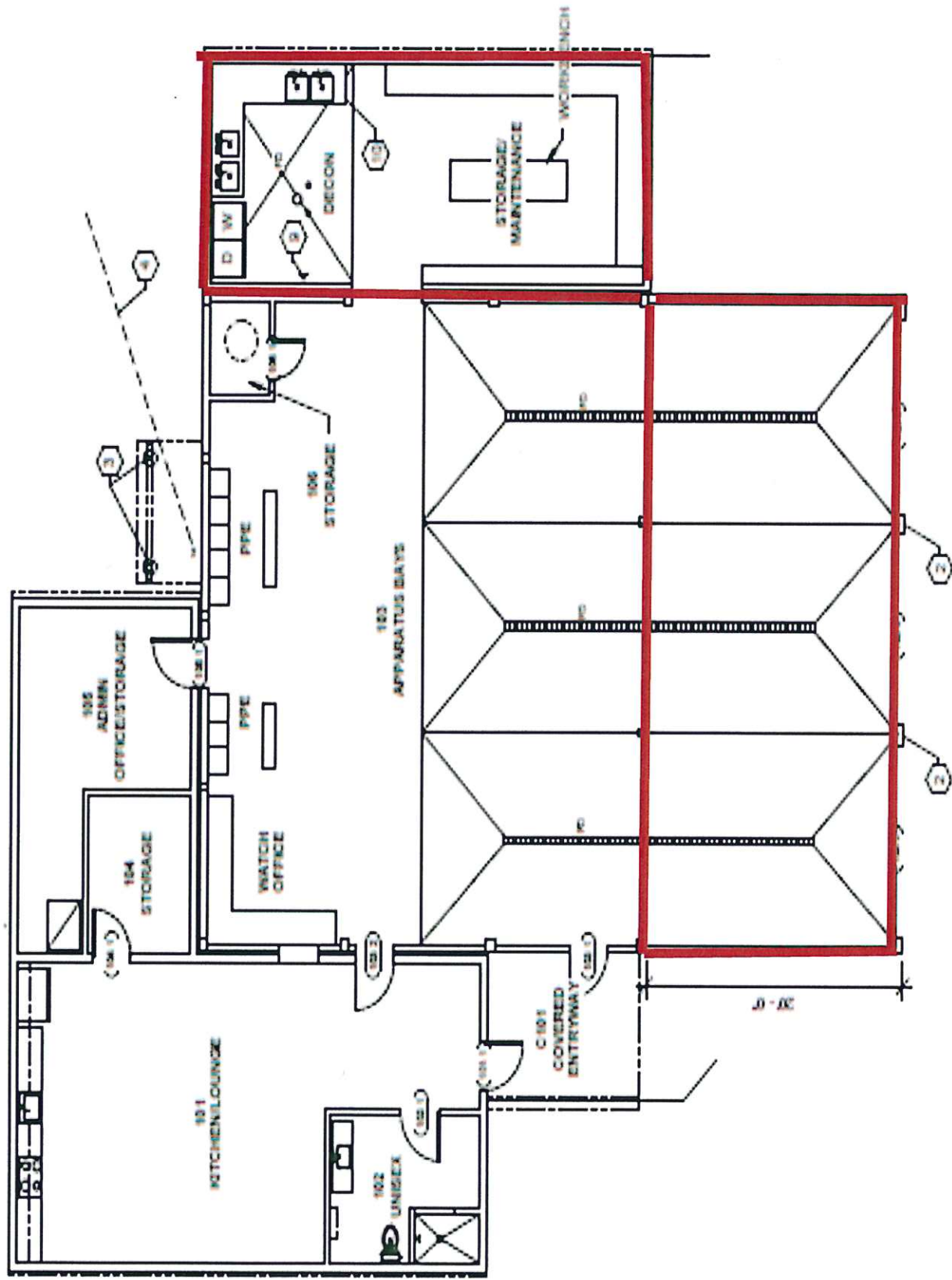
| | |
|---|--|
| ANCILLARY ITEM (Owner Additions) | |
| Complete security/fire alarm system | |
| Roof system | |
| Emergency generator | |
| Electronics/AV matrix | |
| Furniture/amenity matrix | |
| Upgrade bay exhaust system | |
| Storage/hose/SCBA racks | |
| PPE rack system | |
| Hose/equipment drying rack system | |
| Install radio tower | |
| Station alerting siren | |



Ancillary (by owner)

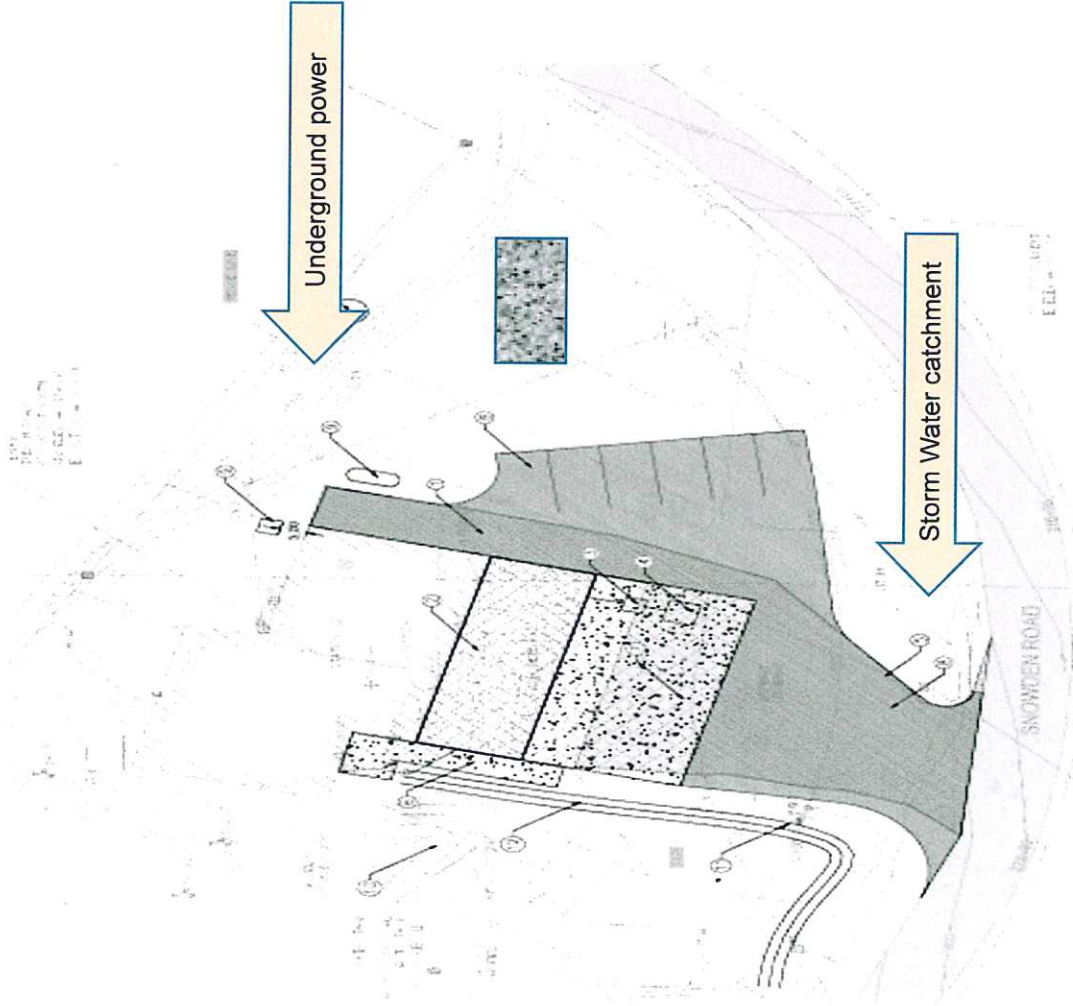
- Security fencing
- Security lighting
- Landscaping
- Drill props
- Emergency generator
- LPG storage tanks
- Storage container

Station #32 Baseline



| BASELINE PROJECT ITEM | |
|---|--|
| Upgrade/expand apparatus bay space | Add additional 20' of apparatus bay area to front of existing building. Leave all columns and appurataances; simple expansion. Sloped floors; floor drains; air/power drops; |
| Underground power to building | |
| Pad for emergency generator/propane tanks | Bollards & security fencing |
| Add PX power panel with transfer switch | Conduit to |
| Auto-shut-off for stove | LED |
| Upgrade all lighting | Counter space only / extra conduit |
| Construction of Watch Office area | |
| Site improvements / security lighting | |
| Extra site conduit/water (?) | |
| Storm water retention (?) | |
| Upgrade power panel doghouse (exterior) | |
| Construct decon area | Demo floor; floor drain; utility sinks and counters; emergency shower |
| HVAC upgrade in meeting room | Mini-split; move thermostat to bay area for existing HVAC |
| Construction maintenance/tool area | Cabinets and counterspace; pegboard walls |
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| ANCILLARY ITEM (by owner) | |
|-------------------------------------|--|
| Apparatus doors and motors | |
| Complete security/fire alarm system | |
| Emergency generator | |
| Removal/replacement roofing system | |
| Electronics/AV matrix | |
| Furniture/amenity matrix | |
| PPE rack system | |
| Vegetation abatement (FireWise) | |
| Security fencing / security li | |



- Ancillary (by owner)**
- Security fencing
 - Landscaping
 - Emergency generator
 - LPG storage tanks
 - Storage container
 - Station alerting siren