

# KLICKITAT COUNTY FIRE DISTRICT 3

200 Husum Street, Husum, WA 98623

Commissioner's Meeting

Thursday January 14, 2021

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).

Call to Order: 15:03

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

## Attendance:

Commissioner Montag (Chair), Commissioner Connor, Commissioner Virts  
Secretary Plumb, Admin Assistant McLean, Chief Long, mHc Project Manager Robert Merritt, Eric Bosler, Llyod Olson, Debbie Olson, Sheri Bousquet.

## Minutes

1. **Motion to approve minutes of December 10<sup>th</sup> 2020 Regular Business meeting made by Commissioner Connor, seconded by Commissioner Virts (3 yay, 0 nay) motion passed.**

Public comment will be allowed at end of the meeting.

Secretary's Report: See attached report for details.

### 1. GENERAL EXPENSE FUND 667.1:

- a) Bills and items to be signed

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

- b) 2020 OPERATING BUDGET: to date 12/31/20

Anticipated budget is \$499,422.35

Operating Expenditure to date \$439,439.25 (88%)

**Total General Fund expenditure: \$598,347.18** . This includes expenditure out of the cash balance for grants that have been or will be reimbursed- (Radios and EMS grants).

**REVENUES for 2020 into the General Fund = \$603,130.96.** (this includes tax revenues and reimbursements for mobilizations).

**2020 budget line items discussed:** Red / over budget line items

- Wages and salaries and benefits show up as over budget. It was noted this includes Mobilization and EOC wages which the district was reimbursed (\$81,634.37).
- Volunteer Disability includes the 3 year premium payment for both policies (paying for 3 years has over \$1,000 savings).

- Insurance was close

## 2. CAPITAL FUND 667.3:

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

- County Treasurer's Report for November and December 2020.**  
November shows the invested funds matured and were reinvested.  
December expenditures totaled \$22,055.80
- Total Capital Fund expenditure for the year totaled \$306,539.18.**
- Capital vouchers**

*Motion to approve capital expenditures made by Commissioner Virts, Seconded by Commissioner Connor (3 yay, 0 nay) motion passed.*

## 3. BOND FUND: 667.2.

November \$174,671.79 was paid.

## 4. INVESTED FUNDS

- GENERAL FUND = 629,536.00 (200,000 matured in January to maintain a cash balance until tax revenues come in around April)
- CAPITAL FUNDS = 2,430,000.00.

## 5. Correspondence:

- WFOA Upcoming Snure Seminar for bid law and procurement. A group purchase will give all staff access to the seminar.
- Providence insurance policies – Commissioners aske to review the additional policies currently in place for the volunteers.
- Life Flight Group membership is due. Commissioners asked to pay their annual fee.
- Public Disclosure Committee – new year reporting by elected officials will be needed.

## 6. Current priority projects include:

- Moving office
- Capital Bond activity
- Annexation
- Year end /new year
- Policy updates

## CHIEF'S REPORT – see attached.

- Chief will be reaching out to VFIS to compare property insurance coverage cost against Enduris.
- Lexipol policy- annual notification to everyone will be sent out
- EOC costs were significant when Tony was helping the County with the Covid-19 response, however, there are agreements in place for sharing staffing and reimbursement through FEMA funding.



- Radios- There is one item left to complete the install. We will submit for reimbursement from Dept of Ecology as soon as possible.
- FLEET- fuel costs are generally down, tire replacement is due on some of the vehicles, B 33 is going back for transmission repair.
- Training Captain position- no applicants were received; Chief is reaching out to the other chiefs and a retired FF in the region to consider options.
- 195 calls in 2020. down from previous year.,
- KCIFA – re volunteer surge proposal- Franklin, Kittitas, and Benton County have plans that place qualified volunteer resources into the fire attack of large fires for shorter periods of time than the usual 14 days. E.g. A task force of volunteer crews can go in on a Saturday morning and return home Sunday afternoon.
- Training report- Training has been on hold due to Covid restriction. Chief is looking at online option and is planning to return to hands on training in small groups next week.
- Station preparations for construction – the HAZMAT mitigation required significant rearranging of station equipment.

#### **ONGOING BUSINESS:**

##### **PERSONNEL**

1. Training Captain. See above

**POLICIES:** none

##### **BOND:**

##### **Capital Projects:** mHc Associates Bob Merritt- power point

1. Discovery: This part of the process is over. It has taken significant time, energy, and money to get this far, but the cost savings of reducing the risks will pay off during construction. This is an old building. While issues may still arise once walls are removed, they are not as likely to have a serious impact.
2. Hazmat mitigation- complete. Expect to have the clean air certificate in hand soon. Office mastic was ground off the floor. Bay floor, the old floor (removed years ago) had asbestos residual and was removed, soffits have been removed and the pipe insulation removed. Additional pipes were found during the process, so a change order had to be arranged costing less than \$5,000. Possibly found another sewer vent.
3. Specifications: The bid specifications are critical for accurate bids and to avoid change orders. Some is boiler plate some is specific for the building. Requiring a walk through by all potential contractors. It will help with accurate bids. Requiring a supervisor on site daily throughout the process. Liquidated damages, the contractor must complete by a certain time. Weekly meetings will be required. District will not move in until the project is complete.
4. Noise standard – consideration for the neighbors is important. The noise standards for starting and ending construction work will comply with County Ordinance or greater.
5. Contracts- District will use American Institute of Architects (AIA) documents to draw up the contracts between Contractor and architect. Brian Snure is revising them to ensure protection of the district.

6. Permits – Plans have been delivered to the relevant county agencies. County Health Department Environmental Health Manager David Kavanaugh has approved the proposed sewer system. The system will meet or exceed Klickitat County specifications.  
Building plans have been reviewed and there are no changes are needed.  
County fees were waived, but state fees (\$50 each station) will be paid this week.
7. Advertising for General Contractor- Advertise for 1 month (13 days is the state minimum requirement). Need to decide where to advertise (local news paper and Bid centers). The plans will be made available digitally so the district will not incur the cost of printing all the plans (approx. \$400 per set). The walk through of both stations will be required. Once the closing date is set, sealed bids will be opened and reviewed by the architect for compliance to the specifications. Per RCW 52.14.120 bid will be awarded to the lowest bidder.

Commissioner Vits noted that all the groundwork done is starting to come to fruition in a very positive way.

**Capital Purchases:**

1. Chief noted that equipment is on hold until we have the facilities costs established. Once General Contract bids are established, the district can start to look at the ancillary facility projects (kitchen and training room) and look at estimates for those projects.
2. Equipment – preliminary costs have been compiled for equipment.
3. The district will look at all the costs to assess how to best meet the established goals of the bond.
4. The County Treasurer will be notified of the timescale for expected draw down of the funds.
5. Merritt also noted that the Owner Purchased Contractor Installed (OPCI) facilities items (generators, radio tower etc.) need to be purchased in a timely manner so as not to hold up the contractor in any way.
6. Station 32 – The roof and bay doors are being done by our sub-contractor. The requirement is that the general contractor give ample notice when setting the window of time when that will occur.

**WHITE SALMON PUBLIC SAFETY COMMITTEE** – Virts has contacted Jason Hartman to keep him informed of what the district is doing.

**JOINT USE FACILITIES** – Montag contacted the White Salmon Mayor, she will put together a workshop with her staff and KCFD3 sometime in late January or early February.

**ANNEXATION RESOLUTION 2021-07:** 5 petitions to annex into the district. The District held a hearing for the annexation. Secretary noted the draft resolution sent in the meeting packet had incorrect wording. The corrected version was displayed on the screen and read in the meeting.

***Motion to approve Resolution 2021-07 approved by Commissioner Virts seconded by Commissioner Connor, (3 yay, 0 nay ) motion passed.***

**RADIO GRANT** – see chief report.



**MEETING SCHEDULE- RESOLUTION 2020-13** Maintaining the regular meeting schedule for the commissioners on the second Thursday of each month at 3pm. The exception will be November where the second Thursday is 11/11/21 Veterans Day an established holiday. The November meeting will be on Wednesday 10<sup>th</sup> at 3pm. – approved at the last meeting.

**New Business:**

**1. 2021 ADMINISTRATIVE RESOLUTIONS**

- a. Resolution 2021-01- Board Officers. Recommended to maintain current continuity  
***Motion to approve Resolution 2021-01 2021 Board officers (Chair-Montag, Vice Chair -Connor) made by Commissioner Connor seconded by Commissioner Virts (3 yay, 0 nay motion passed).***
- b. Resolution 2021-02 District secretary  
***Motion to approve Resolution 2021-02 appointing Rozalind Plumb as District Secretary made by Commissioner Virts seconded by Commissioner Connor (3 yay, 0 nay motion passed).***
- c. Resolution 2021-03 Investment Officers  
***Motion to approve Resolution 2021-03 appointing Rozalind Plumb, Chief Long and Commissioner Virts as Investment Officers made by Commissioner Connor seconded by Commissioner Virts (3 yay, 0 nay motion passed.)***
- d. Resolution 2021- 04 Auditing Officers  
***Motion to approve Resolution 2021-4 appointing Commissioner Connor, Rozalind Plumb, Chief Long Auditing Officers made by Commissioner Virts seconded by Commissioner Connor (3 yay, 0 nay motion passed.)***
- e. Resolution 2021-05 Payroll Officers  
***Motion to approve Resolution 2021-05 appointing Commissioner Connor, Rozalind Plumb, Chief Long as Payroll Officers made by Commissioner Virts seconded by Commissioner Connor (3 yay, 0 nay motion passed.)***
- f. Resolution 2021-06 Medical Officer.  
***Motion to approve Resolution 2021-06 appointing Rozalind Plumb as Public Records / Medical privacy Officer made by Commissioner Virts seconded by Commissioner Connor (3 yay, 0 nay motion passed.)***
- g. Agent to receive claims- Brian Snure/ Snure Law. Resolution 2019-07 was approved in 2019 and is registered with the County.  
***Motion to continue with Brian Snure as our agent to receive claims made by Commissioner Virts seconded by Commissioner Connor (3 yay, 0 nay motion passed.)***
- h. Resolution 2021- 08 – MRSC Small works, Consultant and Vendor Rosters. This resolution requires revision, and we are waiting for feedback from Brian Snure.

**GOOD OF THE ORDER**

1. Mollie Krall has announced her retirement. An announcement will be put in the paper and the staff are working on items to show appreciation to Mollie
2. Surplus Kitchen equipment, Chief has found someone to take the stove.

**PUBLIC DISCUSSION** – Chairman Montag opened the floor for public comment.

1. Mrs. Sheri Bousquet asked to be kept in consideration for the septic system and how close it is located to the property line and shop.

**NEXT MEETING** – February 11th, 2021 at 3pm.


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


**MEETING ADJOURNED** at 16:48.


**APPROVED BY:**

  
Chairman – Commissioner Thomas Montag. (date)

**Attest:**

  
District Secretary Rozalind Plumb

  
Commissioner Robert Connor (date)

  
Commissioner Charles Virts (date)

**Klickitat County Fire District 3 Commissioners Meeting**  
**200 Husum Street Husum, WA.**  
**January 14, 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

+12532158782,,81608052163#,,,,0#,,778253# US (Tacoma)

Dial by your location

+1 253 215 8782 US (Tacoma)

Meeting ID: 816 0805 2163

Password: 778253

The Legislative Leadership has approved an extension of the current Open Public Meeting Act restrictions through January 19, 2021

**In person Board of Commissioner meetings continue to be prohibited through January 19, 2021 for counties in Phase 1 and Phase 2.**

- **Open Meeting:** Call to order. Time \_\_\_\_\_
- **Approval of agenda**
- **Attendance**
- **Minutes of last meetings:**
  - December 10th - Regular Business Meeting, (3pm).
- **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:**
    - Training Captain
  2. **Policies:**
  3. **BOND**
    - **CAPITAL PROJECTS REPORT**
      - Stn 31 update  
-Hazmat update
      - Stn 32 update
    - **CAPITAL PURCHASES-**



4. **White Salmon City Council Public Safety Committee** (*Virts*)
5. **Joint use facilities / interoperability** (*Montag*)
6. **Annexations:** Resolution 2021-07 Annexations
7. **Radio Grant:** progress report.
8. **2021 Business meetings schedule-** Resolution 2020-13 meeting dates (A)

■ **New Business:**

1. **2021 Administrative Resolutions:**

- (a) Resolution 2021 01- Board Officers
- (b) Resolution 2021-02 District secretary
- (c) Resolution 2021-03 Investment Officers
- (d) Resolution 2021- 04 Auditing Officers
- (e) Resolution 2021-05 Payroll Officers
- (f) Resolution 2021-06 Medical Officer.
- (g) Agent to receive claims- Brian Snure/ Snure Law
- (h) Resolution 2021- 08 – MRSC Small works, Consultant and Vendor Rosters

■ **Good of the order:**

■ **Next meeting;**

Regular meeting: **2021 February 11<sup>th</sup> 3:00 pm**

○ **Motion to adjourn:** (A) Time \_\_\_\_\_



**January 14, 2021**  
**Secretary's Report**

**1. GENERAL EXPENSE FUND 667.1:**

See 2020 Operating Budget table and graphs.

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

Beginning balance \$411,085.03	Ending Balance \$64,883.42
Deposits \$341,133.30	Disbursements \$687,334.91

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

Beginning balance \$64,883.42	Ending Balance \$48,131.92
Deposits \$23,392.57	Disbursements \$40,144.07

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

**General Fund/Operating Budget:**

- a) 12/16/20 \$3,300.14    b) 12/17/20 \$421.40    c) 12/22 \$2,899.58
- d) 12/22/20 \$554.10    e) 12/22/20 \$3,273.86    f) 12/22/20 \$2,438.03
- g) 12/28/20 \$1,017.21    h) 1/11/21 \$38,935.16    i) 1/11/21 \$2,534.97
- j) 1/4/2021 \$25,800.28

**d) 2020 Operating Budget: to date 12/31/20**

**Anticipated budget is \$499,422.35**

**Operating Expenditure: \$439,439.25 (88%)**

**Total General Fund expenditures: \$598,347.18**

**2. CAPITAL FUND 667.3:**

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

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

Beginning balance \$1,129.43	Ending Balance \$177,488.31
Deposits \$ 2,636,713.53	Disbursements \$2,460,354.65

**County Treasurer's Report for December 2020**

Beginning balance \$177,488.31	Ending Balance \$195,760.16
Deposits \$ 40,327.65	Disbursements \$22,055.80

**b) Capital vouchers to be signed:**

- a) 1/4/2021 \$7,331.18

3. **BOND FUND: 667.2.**

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

Beginning balance \$309,012.97	Ending Balance \$155,863.29
Deposits \$ 21,522.11	Disbursements \$174,671.79

**County Treasurer's Report for December 2020**

Beginning balance \$155,863.29	Ending Balance \$159,928.26
Deposits \$ 4,064.97	Disbursements \$0.00

4. **INVESTED FUNDS**

a) **Invested General Fund for November 2020**

Beginning inv balance \$279,536.00	Ending Balance \$629,536.00
Matured investments \$ 279,536.00	New investments \$629,536.00

**Invested General Fund for December 2020** = 629,536.00 invested (moved 200,000 in January)

**Invested Capital Fund for November 2020**

Beginning inv balance \$2,636,324.50	Ending Balance \$2,430,000.00
Matured investments \$ 2,636,324.50	New investments \$2,430,000.00

**Invested Capital Fund for December 2020** = 2,430,000.00

b) **Commissioner Connor reviewed the following list of records for accurate reporting on 1/13/2020:**

- November & December Treasurer Reports
- November & December Audit Reports
- Credit Card charges/receipts/signatures
- Petty Cash
- Payroll
- General Deposits

c) **Correspondence:** - WFCS Snure Seminar

d) **Current priority projects include:**

- Capital Bond activity
- Annexation
- Year-end
- Policy updates



**KLICKITAT COUNTY  
TREASURER REPORT  
December 2020**

	Fund No.:	667.1	667.2	667.3
	Fund Name:	FIRE DIST 3	FIRE DIST 3 BOND	FIRE DIST 3 CAP
<b>BEGINNING CASH BALANCE</b>	1	\$ 64,883.42	\$ 155,863.29	\$ 177,488.31
<b>+++ Increases ++++</b>				
Receipts (Revenue Dist Rpt)	2	23,392.57	4,064.97	40,327.65
Netted Transactions	3	-	-	-
Matured Investments	4	-	-	-
Interfund Transfers - In (397)	5	-	-	-
Other Revenue - JE's	6	-	-	-
<b>Subtotal Increases</b>	<b>7</b>	<b>23,392.57</b>	<b>4,064.97</b>	<b>40,327.65</b>
<b>&lt;&lt; Disbursements &gt;&gt;</b>				
Other Expenditures - JE & KC AP	8	24,370.32	-	22,055.80
Interfund Transfers - Out (597)	9	-	-	-
New Investments	10	-	-	-
Disbursements (AP & PR)	11	-	-	-
E - Transactions (ACH & EFTPS)	12	15,773.75	-	-
Debt Service P&I	13	-	-	-
Other	14	-	-	-
<b>Subtotal Disbursements</b>	<b>15</b>	<b>40,144.07</b>	<b>-</b>	<b>22,055.80</b>
<b>ENDING CASH BALANCE</b>	<b>16</b>	<b>\$ 48,131.92</b>	<b>\$ 159,928.26</b>	<b>\$ 195,760.16</b>
<b>WARRANTS</b>				
Previous Month O/S	17	-	-	-
Issued (+)	18	-	-	-
Redeemed (-)	19	-	-	-
Canceled (-)	20	-	-	-
<b>WARRANTS OUTSTANDING (O/S)</b>	<b>21</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Cash Balance &lt;O/S Warrants &gt;</b>	<b>22</b>	<b>\$ 48,131.92</b>	<b>\$ 159,928.26</b>	<b>\$ 195,760.16</b>
<b>INVESTMENTS</b>				
Beginning Inv Balance	23	629,536.00	-	2,430,000.00
Matured Investments	24	-	-	-
New Investments	25	-	-	-
<b>ENDING INVESTMENT BALANCE</b>	<b>26</b>	<b>629,536.00</b>	<b>-</b>	<b>2,430,000.00</b>
<b>DEBT SERVICE/BOND ACTIVITY</b>				
Beginning Bond Principle Balance	27	-	2,676,074.13	-
Bond Principle Payments	28	-	-	-
Bond Interest Payments	29	-	-	-
<b>ENDING BOND PRINCIPLE BALANCE</b>	<b>30</b>	<b>-</b>	<b>2,676,074.13</b>	<b>-</b>





**KLICKITAT COUNTY**

**Fund Revenue Distribution**  
As of 12-31-2020

Fund	Account	Description	Year	Daily	Month-To-Date	Fiscal Year-To-Date
<b>667</b>	<b>FIRE DISTRICT #3 GENERAL FUND</b>					
	66731111	Real & Personal Propert	2020	\$0.00	\$6,124.62	\$468,307.17
			2019	\$0.14	\$52.35	\$5,064.69
			2018	\$0.00	\$39.40	\$637.02
			2017	\$0.00	\$9.40	\$1,620.37
			2016	\$0.00	\$0.00	\$57.35
			2015	\$0.00	\$0.00	\$122.49
			2014	\$0.00	\$0.00	\$3.08
			<b>Fund Totals:</b>	<b>\$0.14</b>	<b>\$6,225.77</b>	<b>\$475,812.17</b>
<b>667001</b>	<b>FIRE DISTRICT #3 GENERAL FUND</b>					
	667131211	Private Harvest Tax;	2020	\$0.00	\$0.00	\$5,803.06
	6671317200000	Leasehold Excise Tax	2020	\$194.83	\$194.83	\$648.95
	6671332152301	USDOI;FOREST SERV & CORP ENG	2020	\$0.00	\$0.00	\$152.36
	66713360231	DNR PILT NAP/NRCA	2020	\$0.00	\$227.65	\$227.65
	6671336025100	Pmt In-Lieu of Taxes-Game Land	2020	\$23.36	\$23.36	\$23.36
	667136111	Investment Interest	2020	\$0.00	\$38.63	\$3,287.78
	667138611	Agency Deposits	2020	\$0.00	\$16,682.33	\$117,175.63
			<b>Fund Totals:</b>	<b>\$218.19</b>	<b>\$17,166.80</b>	<b>\$127,318.79</b>
<b>667002</b>	<b>FIRE DISTRICT #3 BOND FUND</b>					
	667231111	Real & Personal Property	2020	\$0.00	\$4,059.75	\$312,854.55
			2019	\$0.09	\$5.22	\$3,552.59
	667231211	Private Harvest Tax;Timber	2020	\$0.00	\$0.00	\$2,132.29
			<b>Fund Totals:</b>	<b>\$0.09</b>	<b>\$4,064.97</b>	<b>\$318,539.43</b>
<b>667003</b>	<b>FIRE DISTRICT #3 CAP FUND</b>					
	667336111	Investment Interest	2020	\$0.00	\$327.65	\$20,714.90
	667338611	Agency Deposits	2020	\$0.00	\$40,000.00	\$40,000.00
			<b>Fund Totals:</b>	<b>\$0.00</b>	<b>\$40,327.65</b>	<b>\$60,714.90</b>



**KLICKITAT COUNTY**  
**TREASURER REPORT**  
**November 2020**

	Fund No.:	667.1	667.2	667.3
	Fund Name:	FIRE DIST 3	FIRE DIST 3 BOND	FIRE DIST 3 CAP
<b>BEGINNING CASH BALANCE</b>	1	\$ 411,085.03	\$ 309,012.97	\$ 1,129.43
<b>+++ Increases ++++</b>				
Receipts (Revenue Dist Rpt)	2	61,597.30	21,522.11	389.03
Netted Transactions	3	-	-	-
Matured Investments	4	279,536.00	-	2,636,324.50
Interfund Transfers - In (397)	5	-	-	-
Other Revenue - JE's	6	-	-	-
<b>Subtotal Increases</b>	<b>7</b>	<b>341,133.30</b>	<b>21,522.11</b>	<b>2,636,713.53</b>
<b>&lt;&lt; Disbursements &gt;&gt;</b>				
Other Expenditures - JE & KC AP	8	32,510.96	-	30,354.65
Interfund Transfers - Out (597)	9	-	-	-
New Investments	10	629,536.00	-	2,430,000.00
Disbursements (AP & PR)	11	-	-	-
E - Transactions (ACH & EFTPS)	12	25,287.95	-	-
Debt Service P&I	13	-	174,671.79	-
Other	14	-	-	-
<b>Subtotal Disbursements</b>	<b>15</b>	<b>687,334.91</b>	<b>174,671.79</b>	<b>2,460,354.65</b>
<b>ENDING CASH BALANCE</b>	<b>16</b>	<b>\$ 64,883.42</b>	<b>\$ 155,863.29</b>	<b>\$ 177,488.31</b>
<b>WARRANTS</b>				
Previous Month O/S	17	-	-	-
Issued (+)	18	-	-	-
Redeemed (-)	19	-	-	-
Canceled (-)	20	-	-	-
<b>WARRANTS OUTSTANDING (O/S)</b>	<b>21</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Cash Balance &lt;O/S Warrants &gt;</b>	<b>22</b>	<b>\$ 64,883.42</b>	<b>\$ 155,863.29</b>	<b>\$ 177,488.31</b>
<b>INVESTMENTS</b>				
Beginning Inv Balance	23	279,536.00	-	2,636,324.50
Matured Investments	24	279,536.00	-	2,636,324.50
New Investments	25	629,536.00	-	2,430,000.00
<b>ENDING INVESTMENT BALANCE</b>	<b>26</b>	<b>629,536.00</b>	<b>-</b>	<b>2,430,000.00</b>
<b>DEBT SERVICE/BOND ACTIVITY</b>				
Beginning Bond Principle Balance	27	(149,986.07)	-	-
Bond Principle Payments	28	-	113,981.67	-
Bond Interest Payments	29	-	60,690.12	-
<b>ENDING BOND PRINCIPLE BALANCE</b>	<b>30</b>	<b>(149,986.07)</b>	<b>(113,981.67)</b>	<b>-</b>



**KLICKITAT COUNTY**

**Fund Revenue Distribution**  
As of 11-30-2020

Fund	Account	Description	Year	Daily	Month-To-Date	Fiscal Year-To-Date
<b>667</b>	<b>FIRE DISTRICT #3 GENERAL FUND</b>					
	66731111	Real & Personal Propert	2020	\$490.35	\$32,142.51	\$462,182.55
			2019	\$0.00	\$59.79	\$5,012.34
			2018	\$0.00	\$4.57	\$597.62
			2017	\$0.00	\$20.66	\$1,610.97
			2016	\$0.00	\$3.81	\$57.35
			2015	\$0.00	\$14.56	\$122.49
			2014	\$0.00	\$3.08	\$3.08
			<b>Fund Totals:</b>	<b>\$490.35</b>	<b>\$32,248.98</b>	<b>\$469,586.40</b>
<b>667001</b>	<b>FIRE DISTRICT #3 GENERAL FUND</b>					
	667131211	Private Harvest Tax;	2020	\$1,681.82	\$1,681.82	\$5,803.06
	6671317200000	Leasehold Excise Tax	2020	\$0.00	\$0.00	\$454.12
	6671332152301	USDOI;FOREST SERV & CORP ENG	2020	\$0.00	\$0.00	\$152.36
	667136111	Investment Interest	2020	\$0.00	\$92.69	\$3,249.15
	667138611	Agency Deposits	2020	\$0.00	\$27,573.81	\$100,493.30
			<b>Fund Totals:</b>	<b>\$1,681.82</b>	<b>\$29,348.32</b>	<b>\$110,151.99</b>
<b>667002</b>	<b>FIRE DISTRICT #3 BOND FUND</b>					
	667231111	Real & Personal Property	2020	\$328.92	\$21,479.97	\$308,794.80
			2019	\$0.00	\$42.14	\$3,547.37
	667231211	Private Harvest Tax;Timber	2020	\$0.00	\$0.00	\$2,132.29
			<b>Fund Totals:</b>	<b>\$328.92</b>	<b>\$21,522.11</b>	<b>\$314,474.46</b>
<b>667003</b>	<b>FIRE DISTRICT #3 CAP FUND</b>					
	667336111	Investment Interest	2020	\$0.00	\$389.03	\$20,387.25
			<b>Fund Totals:</b>	<b>\$0.00</b>	<b>\$389.03</b>	<b>\$20,387.25</b>



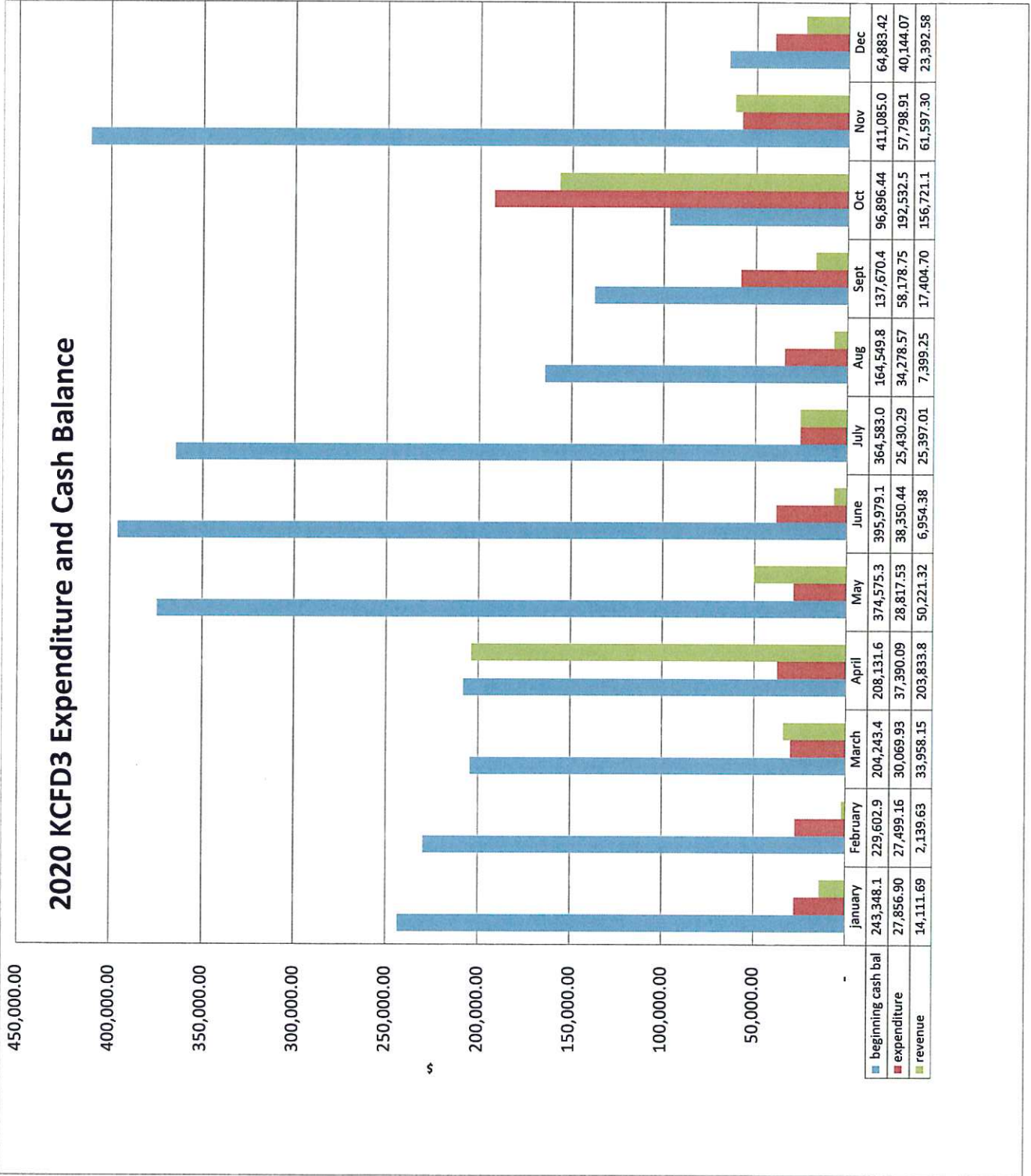
## 2020 Operating Budget

This budget sheet is connected to the expenditure spreadsheet.

### Klickitat County Fire District 3

BUDGET 2020 CATEGORY	Original Budget	December expenditure	Expenditure YTD	Balance	% Used	NOTES
Salaries & Wages + employee paid benefits	230,118.53	13,571.26	240,194.01	(10,075.48)	104%	275,831.21
Benefits (excluding employee paid)	45,712.68	2,032.49	51,682.89	(5,970.21)	113%	
Volunteer Stipend	18,000.00	6,265.99	9,313.54	8,686.46	52%	
Volunteer Disability/Pension/lifeflight	14,407.00	7,568.00	19,949.00	(5,542.00)	138%	
Volunteer Recognition	3,200.00	-	16.99	3,183.01	1%	
Office Expense/Supplies	5,500.00	311.37	4,818.42	681.58	88%	
Professional Services	25,550.00	4,481.25	21,733.27	3,816.73	85%	
Insurance	20,000.00	-	20,624.00	(624.00)	103%	
Communications	2,760.00	16.03	700.37	2,059.63	25%	
Advertising	1,900.00	517.00	1,242.00	658.00	65%	
Vehicle Parts/Repairs/service	14,000.00	146.60	9,687.84	4,312.16	69%	
Rescue - Apparatus/Supplies	6,800.00	-	6,132.87	667.13	90%	
Fuel	9,000.00	207.77	5,861.64	3,138.36	65%	
Facilities/Station Repairs/Supplies	5,000.00	127.05	5,484.57	(484.57)	110%	
Utilities Services	19,100.00	1,087.22	12,336.45	6,763.55	65%	
Travel & Meals	4,000.00	-	2,251.89	1,748.11	56%	
Training	11,000.00	587.00	4,346.35	6,653.65	40%	
Fire Supplies/service	9,000.00	2,857.95	9,079.66	(79.66)	101%	
EMS Supplies	9,500.00	-	6,162.17	3,337.83	65%	
Uniform/apparel	4,000.00	39.00	3,663.53	336.47	92%	
Prevention	1,500.00	-	1,029.09	470.91	69%	
Taxes (for previous year)	2,500.00	-	1,565.66	934.34	63%	
Dues & Fees	2,200.00	170.00	1,563.04	636.96	71%	
Municipal Pool Reserve	34,674.14	-	-	34,674.14	0%	
<b>Total budgeted expenditure</b>	<b>499,422.35</b>	<b>39,985.98</b>	<b>439,439.25</b>	<b>59,983.10</b>	<b>88%</b>	
EXTRA projects using cash balance		158.09	7,499.76			
State Grant Dept. of Health	1,260.00	-	1,086.15	173.85	86%	
Radio Grant		-	150,322.02			
Expense for Wildland						
<b>Total Actual Expenditure</b>		<b>40,144.07</b>	<b>598,347.18</b>			
<b>Invested funds</b>			<b>629,536.00</b>			
Ave. property tax estimated in November 2019 + 29,000 TO share	499,422.35					

## 2020 KCFD3 Expenditure and Cash Balance





*DEC*  
~~NOVEMBER~~ 2020 Capital SUMMARY

Updated 01/13/2021

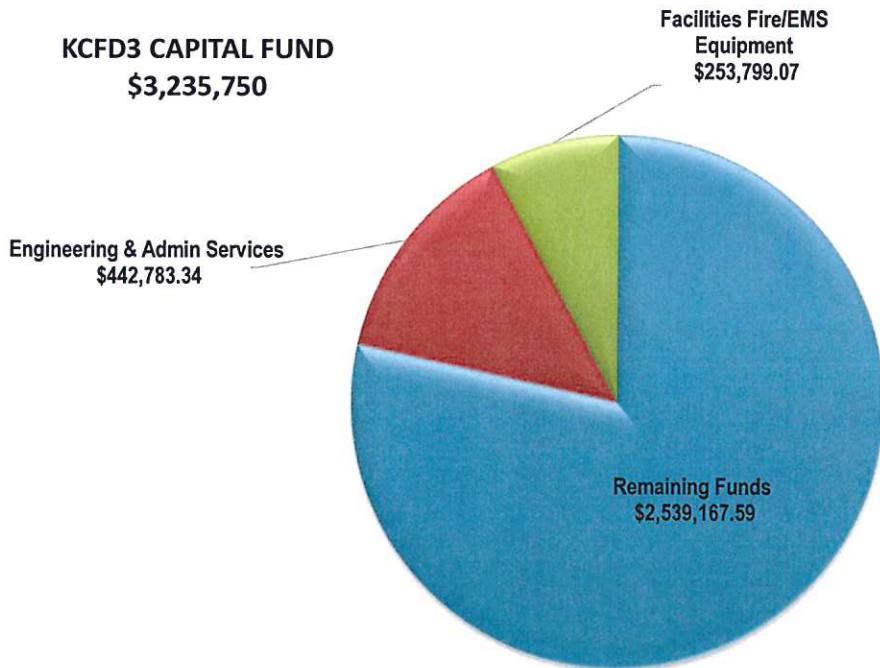
<b>ORIGINAL BOND</b>	<b>\$ 3,235,750.00</b>
2018 Bond Council included in engineering and admin serv. Total.	15,000.00
<b>Beginning balance</b> (dec 2018)	<b>3,220,750.00</b>
2019 total expenses	375,043.23
2020 Beginning balance	2,845,706.77

		2019	2020	2020 Totals	Totals
<b>Capital Service</b>	Professional Serv. Admin.	108,111.83	7,587.40		
	Professional Serv. Fire	29,799.65	-		
	Facilities Services		282,284.46		
					289,871.86
<b>Capital Goods</b>	Facilities Fire Equipment	234,713.55	16,667.32		
	EMS Equipment	2,418.20	-		
				16,667.32	253,799.07
<b>TOTAL</b>		375,043.23	<b>306,539.18</b>	306,539.18	
<b>REMAINING FUNDS</b>		2,845,706.77	<b>2,539,167.59</b>		
<b>INVESTED</b>		2,822,552.04	<b>2,430,000.00</b>		
<b>Balance</b> (does not include interest)		23,154.73	<b>109,167.59</b>		

2019 Interest Earned	25,877.67	25,877.67	Total Interest Earned
2020 Interest Earned		60,714.90	86,592.57

**Treasurer Cash Balance** **\$ 195,760.16**

Chart Summary	2018	2019	2020	Totals
Remaining Funds		\$ 2,845,706.77	\$ 2,539,167.59	\$ 2,539,167.59
Engineering & Admin Services	\$ 15,000.00	\$ 137,911.48	\$ 289,871.86	\$ 442,783.34
Facilities Fire/EMS Equipment		\$ 237,131.75	\$ 16,667.32	\$ 253,799.07





# Fire Chief's Report to Board of Commissioners

## January 14, 2021

No injuries or accidents since your last meeting.

**Customer Service (emergent and non-emergent):** 13 calls for service since your last Board meeting. One hazmat (gas leak/MVC) and one structure fire.

### Projects:

1. **Bond:**
  - (a) Station 31 truck bay and offices prepared for asbestos abatement. (Extensive project)
  - (b) Keystone Contracting and PBS arrived promptly on January 11<sup>th</sup> to begin work.
  - (c) Received septic tank permit approval notifications from Health Department.
  - (d) Permits for Station 31 and Station 32 pending final approval. Bob and Jeff are completing the last pieces.
2. **RADIO GRANT:** Portable radios inventoried and issued. Training provided. Need to contact WDOE for assistance with submitting invoice documentation. This transition has triggered a large amount of inventory work for FF Sheppard and FF Wisernig to organize old equipment and determine what we have to place in 'emergency reserve' if needed.
3. **Apparatus/Fleet:** Brush 33 has started to have problems with the transmission again. (Green '97 F450). Appears to be a code issue. Company in Parkdale that repaired it has discontinued business. Received a factory recall for Tender 31 (Peterbuilt). Will have to take it to Portland for a one-hour repair to the anti-lock brake sensor.
4. **KCIFA No KCIFA activity in the county.** Received no feedback regarding State Mobilization volunteer surge proposal.
5. **Wildfire assignment:** 2021 Type 3 Team member application completed.
6. **Personnel:** Training Captain application period closed on January 4<sup>th</sup>. No applicants. Evaluating our next step.
7. **Community Building/pre-planning:** City of White Salmon approved their portion of Phase 1. Met with DNR on the topic and will be standing by for the beginnings of Phase 2 (in the fire district) when that time arises. Funding still needs to be secured.
8. **Fire Safety Surveys:** Two customer visits pending. One will occur when the property owner can return from Canada.
9. **Reporting** 195 total calls for 2020.
10. **Awards Banquet:** Met with our membership who recommended that we plan for a 2019/2020 awards banquet in the Spring – outdoors.
11. **Billable Call:** On 12/16/2020 KCFD3 responded to 1535 State Route 141 for a structure fire. This incident occurred outside of the fire district. It was not a mutual aid call to any other jurisdiction or part of our Forest Land Response Agreement with WA DNR. Property owners were advised they would be billed for services per District Policy.
12. **Commissioner shirts:** District shirts are ready for Commissioners at the office. Please advise if you'd like them delivered.

**COVID-19:** No known exposures to report. Persons entering the station for required business continue to conduct temperature checks and sign in for contact tracing purposes – if ever needed. Facilities remain closed to the public.

**Training:** Formulating a return-to-training plan for 2021 currently.

**Community Events:** None currently.

**Personal Activities and Achievements:** N/A

Respectfully submitted: Wesley W. Long – Fire Chief January 11, 2021