

KLICKITAT COUNTY FIRE DISTRICT 3

200 Husum Street, Husum, WA 98623

Commissioner's Meeting

Thursday July 11, 2019

Called to order: 15:00

Attendance:

Commissioner Montag, Commissioner Connor, Commissioner Virts,
Chief Long, Rozalind Plumb,
Melinda Heindel, Eric Bosler, Sverre Bakke (The enterprise).

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 June 13th, 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 June 2019

Beginning balance	\$524,043.77	Ending Balance	\$453,818.06
Deposits	\$3,187.02	Disbursements	\$73,412.73

Reconciled County Treasurer's and Auditor's reports against District Accounts on 6/17/2019 with Commissioner Connor. Covered, credit cards, petty cash, payroll, and general deposits.

Debt service Discrepancy: There is an error in the Debt Service amount listed for the District. The error occurred between August and September last year. It jumped from \$48,991.68 to \$98,686.07. Roz has spoken to County Treasurer Greg Gallagher and he is aware of the error. He has not had time to investigate why and what happened.

Bills and items to be signed;

Vouchers: Commissioner Voucher June 14th 2019 to July 11th 2019

General Fund/Operating Budget:

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

- a). 6/14 \$840.06 b). 6/27 \$2448.61 c). 7/9 \$2,229.14
- d). 7/11 \$2482.21

Payroll; Direct deposit \$11,781.03.29 Timesheets reviewed by Commissioner Connor
Temporary staff and Captain’s Stipend sent as checks totaling \$3,069.20.

2019 Operating Budget:

Anticipated budget is \$476,497.53

Operating Expenditure \$255,191.48 (54%).

Remaining Balance for 2019 is \$221,305.52.

\$22,725.00 moved from Municipal pool reserve to salaries.

2. CAPITAL FUND:

Original balance: \$3,220,750.00

County Treasurer’s Report for June 2019

Beginning balance	\$3,102,669.36	Ending Balance	\$10,000.00
Deposits	\$0	Disbursements	\$3,092,669.36

Disbursements include investment of \$3,088,651.46.

Roz has spoken with County Treasurer Greg Gallagher regarding the investment and they will be ensuring the investment does not lead to an incident with arbitration. Greg is concerned that there are no firm plans for the specific building remodels at this time. Roz explained the new developments in potential cooperation with other agencies and how the project may develop into a far better solution for emergency services in the area into the future, as well as cost savings. Greg Gallagher is also interested in coming to the Commissioners meetings.

Capital vouchers to be signed:

Motion to approve payment of the bills from the Capital Fund made by Commissioner Connor, Seconded by Commissioner Virts. (3 yay, 0 nay) motion passed.

- a) 7/11 \$1,919.70

3. INVESTED FUNDS

- General Funds = **\$225,402.00**, yielding **\$2,439.63 interest** year to date.
- CAPITAL FUNDS = **\$3,088,651.46** yielding **\$3,604.29 interest year to date**. The interest will be deposited into the Capital Fund and can be used for the Capital Projects. Per the terms of the bond the interest earned cannot be deposited into

the Bond Fund to pay down the debt. However, surplus in the Bond Fund can be invested and used for payment of the Bond. This will need to be addressed by the Investment Officers.

- Investment Officers need to review the general fund cash balance and invest more from this fund if applicable.

4. Correspondence:

- **Archiving Grant** – We are eligible to receive up to \$7,792.00 from the State Archives Department. The funds can be used for shelving, storage boxes and additional staffing to sort the files.

5. Current priority projects include:

- **SAM (System for Awards Management) update needs to be submitted** – There is an issue in the Duns data. This may force the official name change associated with the EIN number for the District. Roz is trying to get answers and direction from IRS. The SAM registration is required to receive any Federal Grant funds.

Chief's Report: See attached.

Chief Long submitted his Chief's report to the Commissioners in advance of the meeting. Additions include working on information for the District Court regarding the burglaries and also an illegal burn incident. He is also working on the bid packet for SCBAs.

Training Report: See Attached.

Captain Gilmer submitted his training report to the Commissioners in advance of the meeting. Additions added by Chief Long – Chief has given Captain Gilmer permission to schedule a ride-along with fire departments in Benton County and Camas Fire Department. Commissioner Virts asked about the discussions with Skamania County EMS. Chief Long indicated they will discuss options for legal coverage for Captain Gilmer if he responds to EMS calls in Skamania County. Skamania County FD 3 is not an EMS agency, so Captain Gilmer will likely be covered under mutual aid on KCFD3 license. However, if he is in Skamania County there is a different Medical Director. They will be exploring the options to ensure legal coverage. While KCFD3 will help SCEMS any way they can it is not Captain Gilmer's role as a training officer to staff an ambulance in Skamania County.

Ongoing business:

1. Personnel/Payroll:

- The Administrative Assistant Position has reopened.

- ##### 2. Policies: *Lexipol*.
- Chief has issued several policies to core staff and needs input to get the system rolled out. Goal is to get the system rolled out by August September 2019. This will be a huge asset to the district as it will cover everything from finance to safety.

3. Bond Update:

The following items require further research:

- a) Station 31 preliminary plans
- b) DNR – The DNR site opposite Station 31 is scheduled for needed updates. DNR are willing to look at options that may be of benefit to both agencies.
- c) Urban area – As part of the discovery process it may be beneficial to adopt a more central location in the district’s coverage area. (per RCW **42.30.110 (see executive Session below)** Information regarding such properties can be kept to executive sessions).
- d) Station 32 – The County has determined that the property at stn 32 does not have a use permit. There is very little space to do anything.

The District is still in the discovery process of the construction projects. The Project Manager Robert Merritt was unable to attend the meeting. Chief Long gave a brief update.

- Commissioner Montag has informally reached out to the City of White Salmon (Mayor Poucher) to discuss shared resources and open a conversation on the topic.
- Chief Long has been trying to schedule a date to meet with DNR officials regarding the Husum site.
- Chief Long has initiated investigation into potential real-estate sites outside the city limits.
- The project manager Robert Merritt has been working with Klickitat County regarding the property lines at station 32. We are still waiting for the final survey for station 31 property.

Per the Agenda - Commissioner Montag announced an executive session.

However, the procedure to enter executive session was incorrect. Commissioner Montag said the session was to hear and discuss information on bond items (a) through (d) listed on the agenda, including specific items they were not ready to bring to the public at this time. Sverre Bakke from the White Salmon Enterprise questioned the reason for executive Session.

[Correct procedure per Open Public Meeting Act should have been for Commissioner Montag to have read the RCW as stated on the agenda. ***-EXECUTIVE SESSION (RCW 42.30.110 (b) (c) (d) To consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price; (c) To consider the minimum price at which real estate will be offered for sale or lease when public knowledge regarding such consideration would cause a likelihood of decreased price. However, final action selling or leasing public property shall be taken in a meeting open to the public.***]

15:38 executive session started for 10 minutes.

15:45 open public meeting. All public were present before the meeting was brought back into the public session.

Commissioner Montag announced the commissioners had discussed issues regarding properties.

4. **Outreach to White Salmon City Council Public Safety Committee;** Commissioner Virts has meet with City Councilman Hartman who is on the Public Safety Committee for the City Council. He has no further information since the last meeting.
5. **Petition to Annex-** The property is 23 East Lake Road White Salmon. Hearing will be scheduled prior to the next meeting on August 8th.

New Business:

1. Chief and Secretary are gathering quotes for the IT storage and security.

Good of the Order:

Commissioner Virts noted that the EMS District has announced they will hire Bruce Brending as the next EMS District Manager.

Next meeting:

- Regular Business meeting August 8th, 2019 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.

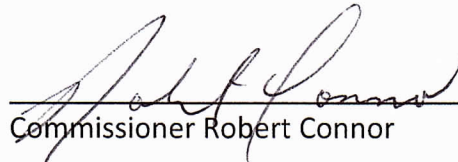
Meeting adjourned: 15:52


APPROVED BY:


Chairman – Commissioner Thomas Montag. (date)

Attest:


District Secretary Rozalind Plumb


Commissioner Robert Connor 8/8/19
(date)


Commissioner Charles Virts 8 Aug 2019
(date)

Klickitat County Fire District 3 Commissioners Meeting

200 Husum Street Husum, WA.

July 11, 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. June 13th 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:**
 -
 2. **Policies:**
 - a) Lexipol - update
 3. **Bond:**

Review ideas from June 5th Special meeting and continue the *discovery process*;

 - a) options for Station 31 preliminary designs
 - b) DNR discussions for possible joint opportunities
 - c) availability and market prices for properties near the urban area
 - d) approach the neighbor next to Stn 32 for potential space options.
 - e) **EXECUTIVE SESSION (RCW 42.30.110 (b) (c) (b) To consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price; (c) To consider the minimum price at which real estate will be offered for sale or lease when public knowledge regarding such consideration would cause a likelihood of decreased price. However, final action selling or leasing public property shall be taken in a meeting open to the public**
 4. **Outreach to White Salmon City Council Public Safety Committee: (I) Virts**
 5. **Petition to annex** – Tarbath property – East Lake Road – the legal notices for the hearing were not sent out in time, therefore this will have to be tabled to next month. – Secretary Plumb.
- **New Business:**
 - 1.
 - **Good of the order:**
 - **Next meeting: Regular meeting August 8th 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.



**KLICKITAT COUNTY
TREASURER REPORT
June 2019**

	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	\$ 524,043.77	\$ 183,583.31	\$ 3,102,669.36
+++ Increases ++++				
Receipts (Revenue Dist Rpt)	2	3,187.02	1,883.95	-
Netted Transactions	3	-	-	-
Matured Investments	4	-	-	-
Interfund Transfers - In (397)	5	-	-	-
Other Revenue - JE's	6	-	-	-
Subtotal Increases	7	3,187.02	1,883.95	-
<< Disbursements >>				
Other Expenditures - JE & KC AP	8	6,294.25	-	4,017.90
Interfund Transfers - Out (597)	9	-	-	-
New Investments	10	-	-	3,088,651.46
Disbursements (AP & PR)	11	-	-	-
E - Transactions (ACH & EFTPS)	12	15,302.63	-	-
Debt Service P&I	13	51,815.85	56,991.44	-
Other	14	-	-	-
Subtotal Disbursements	15	73,412.73	56,991.44	3,092,669.36
ENDING CASH BALANCE	16	\$ 453,818.06	\$ 128,475.82	\$ 10,000.00
WARRANTS				
Previous Month O/S	17	-	-	-
Issued (+)	18	-	-	-
Redeemed (-)	19	-	-	-
Canceled (-)	20	-	-	-
WARRANTS OUTSTANDING (O/S)	21	-	-	-
Cash Balance <O/S Warrants >	22	\$ 453,818.06	\$ 128,475.82	\$ 10,000.00
INVESTMENTS				
Beginning Inv Balance	23	225,402.00	-	-
Matured Investments	24	-	-	-
New Investments	25	-	-	3,088,651.46
ENDING INVESTMENT BALANCE	26	225,402.00	-	3,088,651.46
DEBT SERVICE/BOND ACTIVITY				
Beginning Bond Principle Balance	27	(98,686.07)	-	-
Bond Principle Payments	28	51,300.00	-	-
Bond Interest Payments	29	515.85	56,991.44	-
ENDING BOND PRINCIPLE BALANCE	30	(149,986.07)	-	-

2019 Operating Budget

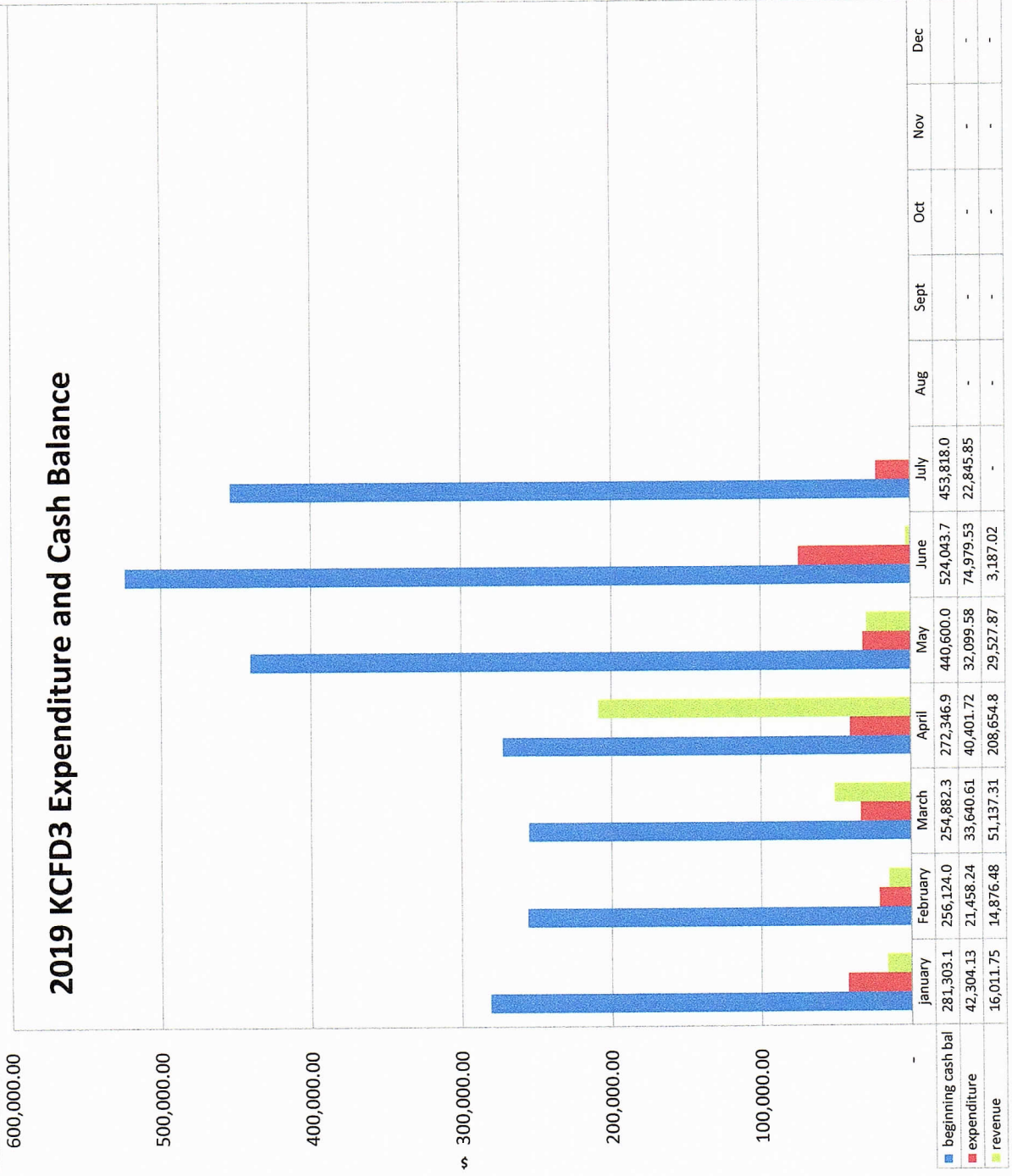
updated 7/11/2019

This budget sheet is connected to the expenditure spreadsheet.

Klickitat County Fire District 3

Budget 2019	Original Budget	April expenditure	expenditure YTD	Balance	% Used	notes
Category						
Salaries & Wages + employee paid	194,725.00	13,547.18	101,288.91	93,436.09	52%	
benefits	42,510.00	4,736.29	22,850.75	19,659.25	54%	Use Municipal Pool funds to cover additional staffing
Benefits (excluding employee paid)	18,000.00	554.10	1,662.30	16,337.70	9%	
Volunteer Stipend	9,807.00	-	5,446.36	4,360.64	56%	
Volunteer Disability/Pension/lifelight	2,700.00	153.35	2,094.17	605.83	78%	reimbursed 506 from Association \$1,111 remains
Volunteer Recognition	6,000.00	58.80	4,089.08	1,910.92	68%	Leipool
Office Expense/Supplies	11,850.00	207.50	3,008.25	8,841.75	25%	
Professional Services	17,800.00	-	-	17,800.00	0%	
Insurance	8,300.00	-	1,753.57	6,546.43	21%	
Communications	1,400.00	-	828.60	571.40	59%	
Advertising	15,000.00	4,879.18	8,644.27	6,355.73	58%	
Vehicle Parts/Repairs/service	9,900.00	-	4,954.72	4,945.28	50%	
Rescue - Apparatus/Supplies	9,000.00	443.05	4,203.53	4,796.47	47%	
Fuel	7,142.00	3,446.68	8,899.31	(1,757.31)	125%	replaced 2 station doors & Locks
Station Repairs/Supplies	17,000.00	1,686.02	8,496.86	8,503.14	50%	
Utilities Services	4,000.00	-	594.35	3,405.65	15%	
Travel & Meals	9,500.00	(244.85)	1,378.02	8,121.98	15%	
Training	21,000.00	3,845.62	10,977.42	10,022.58	52%	
Fire Supplies/service	9,500.00	7,088.80	10,693.84	(1,193.84)	113%	plus 1266 Grant ACTUAL \$72.16 remaining credit w/ boundtree
EMS Supplies	4,000.00	-	-	4,000.00	0%	
Uniform/apparel	1,500.00	-	-	1,500.00	0%	exact amount
Prevention	51,813.00	-	51,813.00	-	100%	
Long Term Loans (Ambulance)	2,000.00	-	1,489.17	510.83	74%	
Taxes (for previous year)	2,050.00	-	25.00	2,025.00	1%	
Dues & Fees	-	-	-	-	#DIV/0!	22,725.00 moved to salaries
Municipal Pool Reserve	-	-	-	-	0.00%	
Capital Pool	476,497.00	40,401.72	255,191.48	221,305.52	54%	
Total budgeted expenditure			12,538.18			
EXTRA projects using cash balance			-			
invested funds			-			
GRANT / other spending			-			
Expense for Wildland			-			
Total Actual Expenditure		40,401.72	267,729.66			
aw 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



BOND Expenditure SUMMARY

3,220,750.00

7/11/2019

\$

Capital PURCHASES	vehicles	82,637.64
	EMS Supplies	2,418.20
Capital Projects		
Services	Professional services	38,962.40
TOTAL		124,018.24
REMAINING FUNDS		3,096,731.76
INVESTED		3,088,651.46
availabe	cash balance	8,080.30



Secretary of State

Kim Wyman

Washington State Archives
& Records Management
1129 Washington St. SE
PO Box 40238
Olympia, WA 98504-0238
Tel: 360.586.1492
sos.wa.gov/archives

Klickitat County Fire District 3
Rosalind Plumb
PO Box 151
Husum, WA 98623

Dear Rozalind,

Congratulations on your selection as one of the award recipients of the 2019-2020 Washington State Archives Local Records Grant Program. A total of 90 applications were received this round requesting over \$1,800,000.

Due to the volume of quality requests, we were not able to fund all of the worthy projects submitted, but the Archives Oversight Committee has recommended that your **Organize the File Room Grant** proposal receive up to **\$7,792**. I encourage you to continue working with Washington State Archives staff to answer any questions you may have regarding your project.

To accept your award, please e-mail recordsmanagement@sos.wa.gov or send a letter of acceptance to Steve Excell, Washington State Archives, PO Box 40238, Olympia, WA, 98504-0238. Once your acceptance letter is received, you will be sent a Grant Agreement requiring your signature. **No funds may be promised or expended prior to receiving the executed grant agreement from my office.**

I am very pleased to award this grant to your agency and I look forward to the successful completion of your very worthwhile project.

Sincerely,

KIM WYMAN
Secretary of State

STEVE EXCELL
State Archivist

Fire Chief's Report to Board of Commissioners

June 13, 2019

Safety:

No incidents or near misses reported since June 2019 meeting.

Customer Service (emergent and non-emergent):

1. Researching new rules surrounding annexing non-district properties into the Fire District.
2. 25 calls for service since your June 13th meeting. Predicted increases of unauthorized burning/illegal burning calls were noticed as the 2019 Zone 3 Burn Ban began on June 17th. Three incidents resulted in citations from KCSO. No out of control fires reported.

Projects:

3. Bond project:
 - (a) Ordered Trash pumps (portable pumps) for Water Tender 314 and Water Tender 324. *Pumps have arrived. Waiting for draft hoses and foot valves to arrive from Yakima.*
 - (b) Requested price quotes for Scott SCBA fleet replacement. *Anticipate Bid Package to arrive this week from Cascade Fire Safety in Yakima.*
 - (c) Scheduled workshop with SW Fire firefighters – Thursday June 20th 18:00 hours.
 - (d) Waiting for response from DNR representative from Olympia regarding Station 31 meetings.
 - (e) Working with Day Wireless to research repeated radio frequency. *No updates this month, but the project will continue.*
4. June 25th. Delivered Forcible Entry drill on June 25th.
5. Attended June Fire Defense Committee monthly meeting via teleconference. Primary issue surrounds current contracts for local fire districts participating in incident management teams and/or Federal fire incidents. (Gifford Pinchot NF – included). KCFD3's contracts are current.
6. Lexipol continues. Carla Gebelin working to get recent "Procurement Policy" included into that system. Will need to revisit our "Purchasing Policy".
7. Roz was able to successfully acquire her grant application for ~ \$7400 to improve our records retention secured storage area.
8. **07/08/2019** 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.**
9. Captain Gilmer's Type 3 team begins weekly standby on 7/9/2019 – 07/16/2019.
10. My Type 3 team standby week begins 07/17/19
11. Received a subpoena to appear in Klickitat County Court for the scheduled trial of Dustin Michael Randall who has been charged with burglaries at our Station 32 and Station 33 facilities. Commissioner Conner has expressed his desire to attend as well. *Update: Mr. Randall has plead 'guilty' to burglarizing our facilities. Will attend sentencing on July 17th with Commissioner Connor.*

Training: See Captain Gilmer's report

Community Events:

July 4th Husum Parade and .1 K marathon.
Brush 312 was in White Salmon 4th of July parade.

Personal Activities and Achievements:

No significant personal activities at this time.

Respectfully submitted: Wesley W. Long – Fire Chief 07/08/2019

Training report to the Fire Commissioners
June 2019

Statistically 2nd Quarter Totals:

37 hours of training provided

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

Activities:

The Gorge Training Association continues to explore options for upcoming training. A FF1 academy is drafted and waiting for approval to begin in September through April of 2020.

Two White Salmon firefighters are volunteering to instruct drill at Underwood on RIT drag in August.

Working with Chief in a meeting locally with Howard Scartozzi, Chief Deputy State Fire Marshal to discuss support for a Washington Fire Training Academy.

Working on maintaining documentation and scheduling a 2020 training calendar.

Open discussions with Skamania County EMS and responding as mutual aid.

Personal development:

I am licensed for EMTB with Washington State DOH as of 6/21/19.

Rostered my Type 3 Team for standby 7-9 thru 7-16.

Safety Committee:

Another Safety Committee meeting is in the planning and will be completed by the end of July if not earlier.

Respectfully submitted,
Tony Gilmer
Training Captain