

KLICKITAT COUNTY FIRE DISTRICT 3

200 Husum Street, Husum, WA 98623

Commissioner's Meeting

Thursday July 15, 2021,

Due to COVID-19 and restrictions for in person meetings, this meeting occurred using remote online video and telephone technology. The district posted notice of how to access the meeting (Website).

Call to Order: 15:00 (3:00 p.m.)

This regular meeting was scheduled for July 8, 2021, but due to a fire causing power outages the commissioners could not make a quorum.

ATTENDANCE

Commissioner Montag (Chair), Commissioner Connor, Commissioner Virts (Quorum)
Chief Wesley Long, Secretary Plumb, Melinda Heindel, Sheri Bousquet, Eric Bosler, and Bob Merritt,
Chris Helton.

AGENDA

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

MINUTES

Commissioner Virts requested to remove a portion of a sentence on page 3, second paragraph.

- ***Motion to approve minutes update of June 10th, 2021, Regular Business meeting made by Commissioner Virts, seconded by Commissioner Connor (3 yay, 0 nay) motion passed.***

SECRETARY'S REPORT: *See attached report for details.*

GENERAL EXPENSE FUND 667.1

General Expenditures

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

CAPITAL FUND 667.3

Capital Expenditures

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

INVESTMENT OF FUNDS

General Fund: An additional \$200,000 will be invested in July

Capital Fund: Maturing funds out of the municipal pool to cover July scripts

CHIEF'S / TRAINING REPORT – see attached. – additional information Chief is helping with the Lyle Hills Fire. Ambulance had a battery issue due to temporary location not having a shoreline. That has been addressed.

ONGOING BUSINESS:

1. PERSONNEL

- Training Captain. The City of White Salmon is reaching out to Skamania County District #3 to negotiate the cost share between their agencies. Once they agree to a cost share KCFD3 will revisit the agreement.
- A current KCFD3 volunteer has submitted a proposal to assist with the Training Captain position. Chief Long requested the board give approval to research the details for a contract. All Commissioner approved the idea.

2. POLICIES:

- Public Records Policy – revision in progress. Waiting to hear back from legal counsel regarding the volunteer stipends.

3. BOND:

Capital Projects

- **mHc Consulting** reports the project has been moving ahead.
- **Station 31** - Concrete cut for plumbing and bay floors removed. Small section of asbestos pipe covering found, caused the area to be shut down. Testing and removal were done through PBS. The estimated cost was 8,700 for 3 days work. It took only 1 day so the cost should be less.
Office framework is now being built.
- **Station 32** – footings for front extension have been dug. The water tank will be moved behind the building. Plumbing will be next.
- **Dust issue at 31** –Contractor began excavating without addressing dust which affected neighbors. That has been addressed and a hose is now on site for wetting down of the area. There were also some parking issues with contractors blocking a driveway, that also has been addressed.
- **Value Engineered update-** plumbing, electrical and structural reviews by the contractors have resulted in ideas that could save money. Ultimately the architect and engineers must approve any changes to the specifications.
- **Contractor Meeting** – Every Wednesday and are very helpful and productive.
- **Testing and Certification** – Owner is responsible for testing the materials, concrete, welding, Klein Architecture and Engineering can do the testing. As we already have a contract with them Bob Merritt has asked Brian Snure to review an addendum that covers the testing for certifications.
- **OFCI** – some items are already included in the contract and will not be on our list to purchase.

- DNR – reached out to DNR as they cannot follow through with construction on their current site. They have been very interested in following up with KCFD3.
4. **WHITE SALMON PUBLIC SAFETY /JOINT USE FACILITIES** – Commissioner Virts had a conversation with Jason Hartman about future facility. They are looking into what it would take to move the city Council chambers. Commissioner Montag spoke with the Mayor on Joint Use Facilities as well as the Training Captain position.
 5. **Out of District Billing** – A collection agency has been contacted.
 6. **DNR Contract – All Hazards Mob Agreement** - DNR has created a new contract for all-hazard mob response. The current agreement we have is for fire only. The new contract will allow for all hazards response. Chief Long requested permission by the board to sign the new agreement. All Commissioners agreed
 - ***Motion to approve Chief Long to sign the DNR Contract that covers all hazards mob agreement on behalf of the district made by Commissioner Virts, Seconded by Commissioner Connor (3 yay, 0 nay) motion passed.***

7. Scenic Area Agreement – Major Creek Fuel Reduction

Agreement will allow for the district to participate and be reimbursed for supplying water to the projects. Added opportunities would be for training of volunteers for task book for wild land credentials.

- ***Motion to approve participation in the Scenic Area Major Creek Fuel Reduction project made by Commissioner Virts, Seconded by Commissioner Connor (3 yay, 0 nay) motion passed.***

8. DNR – Husum Workstation Facilities

Chief Long and Bob Merritt met with DNR representatives from Olympia and the wildfire manager for the SE Region out of Ellensburg at station 31 to tour the property, and station to discuss the potential upgrades to the gym and allow for a joint use facility. An inter-agency agreement was also discussed. Chief Long and project manager Bob Merritt shared the stations engineered plans to help the DNR determine if the facility will meet their needs, as well as our needs. This could be a great way to see the building upgraded entirely. It would also ensure the DNR wildfire division stays in Husum which will be a huge benefit to western Klickitat County.

NEW BUSINESS:

1. **BVFF Pension buy back** – 2014 is being re-evaluated to be sure volunteers that should have qualified get credit. There will be a cost for buying back the missing year. BVFF will assess that cost and send an invoice should they approve the amendment.
2. **Klein and Associates Contract Addendum (Survey) – Special Testing**
Bob Merritt
 - ***Motion to approve Chief Long to sign the Klein and Associates Contract Addendum made by Commissioner Virts, Seconded by Commissioner Connor (3 yay, 0 nay) motion passed.***

PUBLIC DISCUSSION – Commissioner Montag opened the floor for public discussion at a maximum of 5 minutes per participant.

Shari Bousquet

1. Rain Garden –

- i) Informed the board she has submitted a public records request to the fire district regarding the construction of a rain garden.
 - ii) Both Shari and Justin are questioning the location and set-back of the rain garden from their property line. She is requesting that KCFD3 provide them with the permits, and setback specifications.
 - iii) Sheri stated she has been in contact with the County, and she claimed no permit was issued by the county for the feature. Sheri stated the rain garden was “slipped in under the radar”.
 - iv) She has also filed a complaint with the county on the matter.
 - v) She also stated she is “highly concerned about this rain garden producing mosquitoes” and claimed there are currently no mosquitoes. Should a plague of mosquitoes arrive they will seek to deal with that then.
- Roz has not received the public Record request at this time.
 - Bob Merritt – responded to the rain garden. He gave a brief background on the history of the design process and how the engineer used Department of Ecology requirements to plan the feature. The feature is designed to keep all surface run off on the property until it can percolate through the soil. *The district did not have anything to do with the design.*
 - Bob Merritt clarified that the rain garden was clearly submitted as part of the building permit, and nothing is under the radar.
 - This is the expertise of the engineers and contractors, and not the fire department. They will investigate the setback question.

2. Encroachment –

Sherrri informed the board of “encroachment” along the side of the building into their lilac bushes. They would like to know what the solution for that will be in the future. Will KCFD3 inform them before future encroachments occur?

- Bob Merritt asked for clarification on the encroachment. – She said the dirt is “disturbed” and now on her property. He will look at it in person.

3. Dust –

She also said the dust from the site is a problem for them. They see the fire hose, but dust is still blowing on windy days and request more frequent spraying.

- Suggestion that possibly the volunteers can come down and spray it more frequently.

GOOD OF THE ORDER

Eric Bosler – KCFD3 and WS FD volunteer ff Associations – 204th Army Band participated in the White Salmon 4th of July Parade. The firefighter associations hosted the band and served lunch at the White Salmon Fire Department.

NEXT MEETING –


- REGULAR BUSINESS MEETING – August 12th, 2021, at 3pm.
- ***Motion to adjourn made by Commissioner Connor, seconded by Commissioner Virts. (3 yay, 0 nay) motion passed.***

MEETING ADJOURNED at 16:44.

APPROVED BY:

 8/12/21

Chairman – Commissioner Thomas Montag. (date)

 8/8/21

Commissioner Robert Connor (date)

 8/12/21

Commissioner Charles Virts (date)

Attest:



District Secretary Rozalind Plumb

Klickitat County Fire District 3 Commissioners Meeting
200 Husum Street Husum, WA.
July 15, 2021 at 15:00 (3 pm).

AGENDA

Regular Board meeting -postponed from July 8
VIRTUAL MEETING VIA ZOOM

Join Zoom Meeting	https://us02web.zoom.us/j/81608052163?pwd=RDZTS1pwOXF4eDVOUkgzQmVpOXdyUT09
Dial by your location	+12532158782,,81608052163#,,,,0#,,778253# US (Tacoma)
Meeting ID	816 0805 2163
Password	778253

The recommendations for in person meetings are subject to change. The district will continue to provide remote access for the public.

- **Open Meeting:** Call to order. **Time** _____
- **Attendance**
- **Approval of agenda**
- **Minutes of last meetings:**
 - June 10 – Regular Business Meeting (3pm)
- **Secretary's / Finance Report**
- **Chief's / Training Report**
- **On Going Business**
 1. **Personnel:**
 - Training Captain- Proposal for part time training officer
 2. **Policies:**
 - Public Records- revision in progress
 - Volunteer Stipend
 3. **BOND**
 - CAPITAL PROJECTS
 - CAPITAL PURCHASES
 4. **White Salmon City Council Public Safety/ Joint use facilities**
 5. **Out of District Billing**
 6. **DNR Contract- All Hazards Mob Agreement.**
 7. **Scenic Area Agreement- Major Creek Fuel Reduction.**
 8. **DNR – Husum Workstation Facilities**
- **New Business:**
 1. **BVFF Pension buy back-** submitted 2014 documentation for correction. Authorize payments if approved by state board.
 2. **Klein and Associates Contract Addendum (Survey) - Special Testing**
- **Public Discussion:**
- **Good of the order:**
- **Next meeting:**

Regular meeting: **August 12th 3:00 pm.**
- **Motion to adjourn: (A) Time** _____

July 15, 2021

Secretary's Report

County Treasurer's Report for June 2021

	Fund	Beginning Balance	Deposits	Disbursements	Ending Balance
1	General 667.1	478,894.89	75,167.00	24,306.37	524,755.52
2	Capital 667.3	24,633.03	150.38	9,006.16	15,777.25
3	Bond 667.2	293,203.94	45,575.53	0	338,779.47
4	Invested Gen	\$529,536.00	0	0	\$529,536.00
5	Invested CAP	\$2,430,000.00	0	0	\$2,430,000.00

1. GENERAL EXPENSE FUND 667.1:

See 2021 Operating Budget table and graphs.

Operating BUDGET

Budget	Year to date expenditure	% of operating budget	Ending Balance
\$489,403.55	\$162,868.25	33%	\$326,535.30

Total Expenditure from General Fund	\$
Operating Budget	162,868.25
Additional expenditure	23,893.56
Total expenditure from General Fund	186,761.81

General Expenditure Scripts for approval

Date	Amount	Date	Amount
6/30/2021	13,648.10		
7/07/2021	6,279.81		
7/08/2021	554.10		

2. CAPITAL FUND 667.3:

Original balance: \$3,220,750.00 See 2021 Capital summary

Capital Expenditure Scripts for Approval

Date	Amount
6/16/2021	6,154.75
7/7/2021	166,400.35

3. BOND FUND 667.2:

Debt repayment schedule (2021 June 1 \$58,473.18, December 1 \$176,888.74)

2018 12/18	\$3,225,750.00		
year	Principle	Interest	Total
2019	115435.14	119,926.78	235,361.92
2020	113,981.67	121,380.24	235,361.91
2021		58,473.18	58,473.18

4. **Invested General Funds:** \$529,536.00 (no change) invest an additional \$200,000.00 in July

5. **Invested Capital Funds:** \$2,430,000.00 (no change)

6. **Internal Review and reconciliation**

	Date	By
Treasurer's Report	7/13/2021	Commissioner Connor
Auditor's Report	7/13/2021	"
Credit Card	7/13/2021	"
Petty Cash	7/13/2021	"
Payroll	7/13/2021	"
General Deposits	7/13/2021	"

7. **Correspondence:**

- i) 06/11/2021 - Letter to County regarding Under Canvas/ Friends of the White Salmon River.
- ii) 07/08/2021 – Email received from Sheri Bousquet concerning Rain Garden.
- iii) 7/08/2021 – Email received from Justin Bousquet concerning construction.
- iv) 07/09/2021 – Email sent to Bousquet addressing concerns.
- v) 07/12/2021- Email received requesting further dust abatement.

8. **Current priority projects include:**

- Moving the office
- BVFF buy back for pension.
- Annual Report



**KLICKITAT COUNTY
TREASURER REPORT
June 2021**

	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	\$ 473,894.89	\$ 293,203.94	\$ 24,633.03
+++ Increases ++++				
Receipts (Revenue Dist Rpt)	2	75,167.00	45,575.53	150.38
Netted Transactions	3	-	-	-
Matured Investments	4	-	-	-
Interfund Transfers - In (397)	5	-	-	-
Other Revenue - JE's	6	-	-	-
Subtotal Increases	7	75,167.00	45,575.53	150.38
<< Disbursements >>				
Other Expenditures - JE & KC AP	8	11,245.74	-	9,006.16
Interfund Transfers - Out (597)	9	-	-	-
New Investments	10	-	-	-
Disbursements (AP & PR)	11	-	-	-
E - Transactions (ACH & EFTPS)	12	13,060.63	-	-
Debt Service P&I	13	-	-	-
Other	14	-	-	-
Subtotal Disbursements	15	24,306.37	-	9,006.16
ENDING CASH BALANCE	16	\$ 524,755.52	\$ 338,779.47	\$ 15,777.25
WARRANTS				
Previous Month O/S	17	-	-	-
Issued (+)	18	-	-	-
Redeemed (-)	19	-	-	-
Canceled (-)	20	-	-	-
WARRANTS OUTSTANDING (O/S)	21	-	-	-
Cash Balance <O/S Warrants >	22	\$ 524,755.52	\$ 338,779.47	\$ 15,777.25
INVESTMENTS				
Beginning Inv Balance	23	529,536.00	-	2,430,000.00
Matured Investments	24	-	-	-
New Investments	25	-	-	-
ENDING INVESTMENT BALANCE	26	529,536.00	-	2,430,000.00
DEBT SERVICE/BOND ACTIVITY				
Beginning Bond Principle Balance	27	-	2,676,074.13	-
Bond Principle Payments	28	-	-	-
Bond Interest Payments	29	-	-	-
ENDING BOND PRINCIPLE BALANCE	30	-	2,676,074.13	-

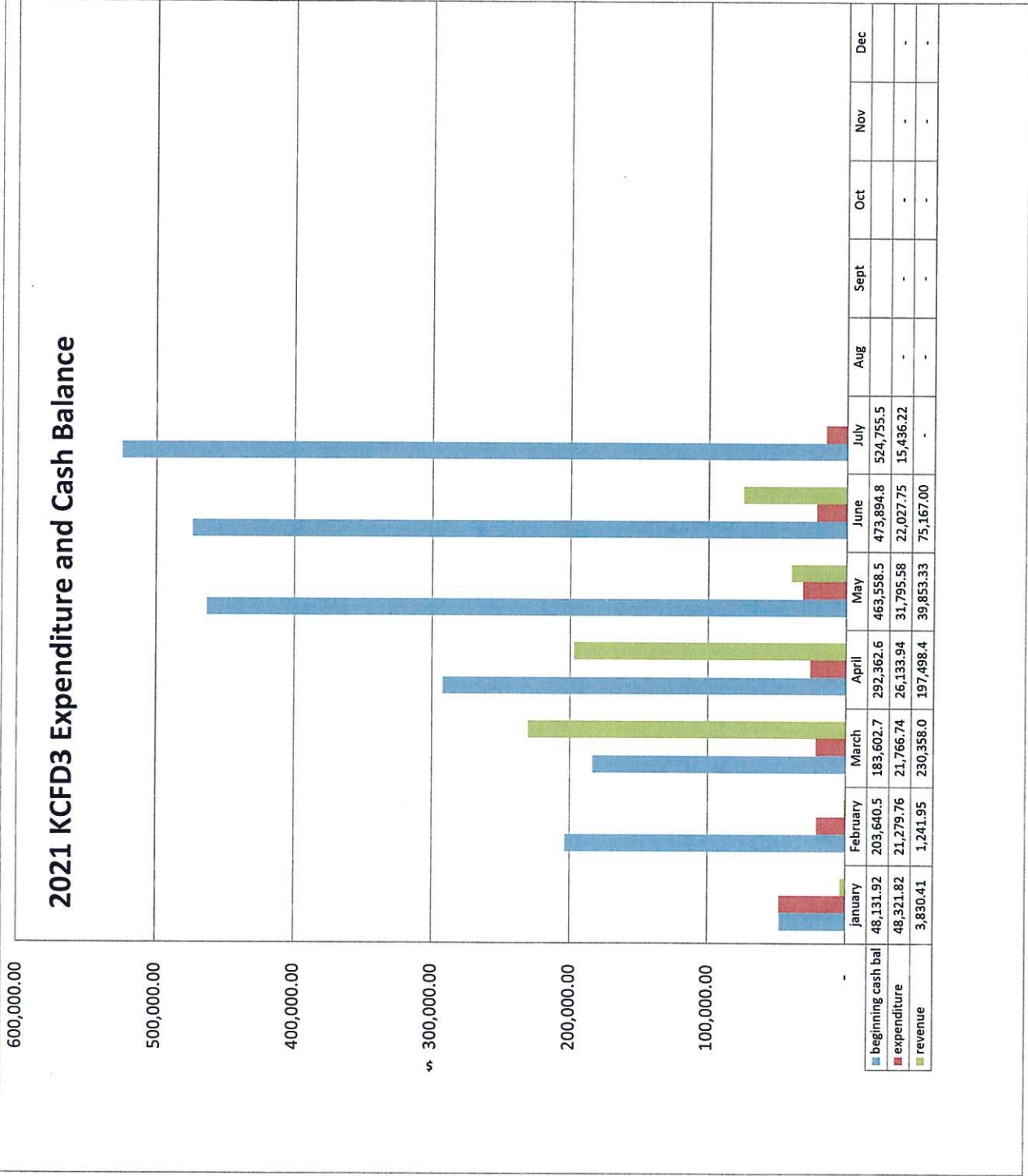


KLICKITAT COUNTY

Fund Revenue Distribution
As of 06-30-2021

Fund	Account	Description	Year	Daily	Month-To-Date	Fiscal Year-To-Date
667	FIRE DISTRICT #3 GENERAL FUND					
	66731111	Real & Personal Propert	2021	\$0.00	\$2,644.29	\$290,701.16
			2020	\$0.00	\$366.98	\$4,880.06
			2019	\$0.00	\$601.51	\$1,119.41
			2018	\$0.00	\$53.74	\$1,495.70
			2017	\$0.00	\$0.00	\$15.61
			2015	\$0.00	\$13.63	\$59.41
			2014	\$0.00	\$0.00	\$6.73
			2012	\$0.00	\$0.00	\$3.89
			2011	\$0.00	\$0.00	\$3.39
			2010	\$0.00	\$0.00	\$2.70
			2009	\$0.00	\$0.00	\$1.35
			Fund Totals:	\$0.00	\$3,680.15	\$298,289.41
667001	FIRE DISTRICT #3 GENERAL FUND					
	667131131	Sale of Tax Title Property	2021	\$0.00	\$9,789.95	\$9,789.95
	667131211	Private Harvest Tax;	2021	\$0.00	\$2,345.87	\$2,618.80
	6671317200000	Leasehold Excise Tax	2021	\$282.03	\$282.03	\$210.48
	6671332152301	USDOJ;FOREST SERV & CORP ENG	2021	\$0.00	\$98.87	\$98.87
	667136111	Investment Interest	2021	\$0.00	\$34.50	\$302.11
	667136251	Space&Facil.Leases(SIForest)	2021	\$0.00	\$0.00	\$2,127.55
	667138611	Agency Deposits	2021	\$1,260.00	\$1,266.20	\$176,842.59
	667139511	Procds. FromSales of Fixed Assets	2021	\$0.00	\$57,669.43	\$57,669.43
			Fund Totals:	\$1,542.03	\$71,486.85	\$249,659.78
667002	FIRE DISTRICT #3 BOND FUND					
	667231111	Real & Personal Property	2021	\$0.00	\$1,656.99	\$187,580.55
			2020	\$0.00	\$246.16	\$3,247.85
			2019	\$0.00	\$423.99	\$789.04
	667231131	Sale of Tax Title Property	2021	\$0.00	\$5,729.26	\$5,729.26
	667231211	Private Harvest Tax;Timber	2021	\$0.00	\$0.00	\$2,458.56
	667239511	Procds.FromSales of FixdAssest	2021	\$0.00	\$37,519.13	\$37,519.13
			Fund Totals:	\$0.00	\$45,575.53	\$237,324.39
667003	FIRE DISTRICT #3 CAP FUND					
	667336111	Investment Interest	2021	\$0.00	\$150.38	\$1,384.80
			Fund Totals:	\$0.00	\$150.38	\$1,384.80

2021 KCFD3 Expenditure and Cash Balance



2021 June Capital SUMMARY

Updated 06/30/2021

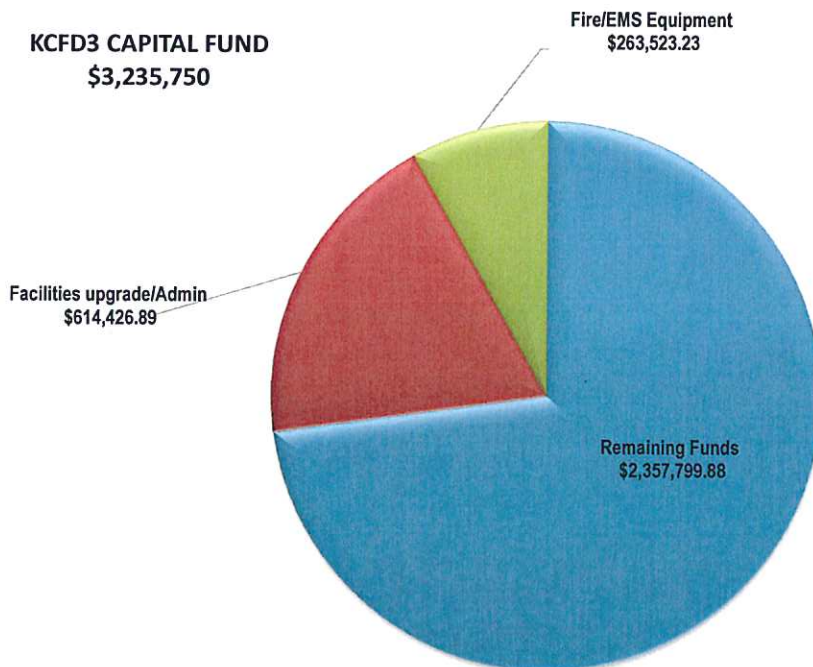
ORIGINAL BOND	\$ 3,235,750.00
2018 Bond Council included in engineering and admin serv. Total.	15,000.00
Beginning balance (dec 2018)	3,220,750.00
2019 total expenses	375,043.23
2020 Beginning balance	2,845,706.77
2020 total expenses	306,539.18
2021 Beginning balance	2,539,167.59

		2019	2020	2021	2021 Totals	Totals
Facilities Upgrade/Admin	Professional Services/ Planning	108,111.83	7,587.40	78,608.49	171,643.55	599,426.89
	Professional Serv. Fire	29,799.65	-			
	Facilities Services		282,284.46			
	Facilities Upgrade 31			48,324.06		
	Facilities Upgrade 32			15,500.00		
	Facilities Upgrade 33			29,211.00		
Equipment	Vehicles/Fire Equipment	234,713.55	16,667.32	9,724.16	9,724.16	263,523.23
	EMS Equipment	2,418.20	-			
	MISC			-		
TOTAL		375,043.23	306,539.18	181,367.71	181,367.71	
REMAINING FUNDS		2,845,706.77	2,539,167.59	2,357,799.88		
INVESTED		2,822,552.04	2,430,000.00	2,430,000.00		
Balance (does not include interest)		23,154.73	109,167.59	(72,200.12)		

					Total Interest Earned
Interest Earned		25,877.67	60,714.90	1,384.80	87,977.37

Treasurer Cash Balance **\$ 15,777.25** (includes interest)

Chart Summary	2018	2019	2020	2021	Totals
Remaining Funds		\$ 2,845,706.77	\$ 2,539,167.59	\$ 2,357,799.88	\$ 2,357,799.88
Facilities upgrade/Admin	\$ 15,000.00	\$ 137,911.48	\$ 289,871.86	\$ 171,643.55	\$ 614,426.89
Fire/EMS Equipment		\$ 237,131.75	\$ 16,667.32	\$ 9,724.16	\$ 263,523.23



Fire Chief's Report to Board of Commissioners July 8, 2021

No injuries or accidents since your last meeting.

Customer Service (emergent and non-emergent):

- 35 calls for service
 - Significant structure fire on Snowden Road on 6/25
 - One EMS call on July 4th for injury due to fireworks.
- No fires reported due to July 4th holiday activities within SW Fire area

Projects:

- **Bond:**
 1. Temporary office set up. Difficulties with Centurylink and internet connections are being worked through.
 2. Monitoring construction activities in Husum related to the neighbors. No complaints have been made to this point. Contractor is communicating parking needs to subs.
 3. Ron Reynolds, Eric Bosler and I removed Plymo-vent exhaust system from Station's 31 and 32.
 4. Preparing for Monday June 12th for Station 32 door removal.
 5. Asbestos found in floor at Station 31. Merritt working through that hurdle with PBS and Hale Construction.
 6. Invoices for construction have begun to come in. Roz and Jennifer are verifying the process to 'validate' invoices for payment – per the construction contract.
- **Apparatus/Fleet:**
 1. Fleet remains pre-positioned as planned. WT 32 was moved to Captain Helton's residence due to space issues.
 2. Fleet remains secure at all locations.
- **Fire Safety Bus project:**
 1. On hold until Fall.
- **KCIFA.** Attended KCIFA meeting in White Salmon on June 23rd. Chris Polit from Washington Emergency Management provided a brief update on FMAG (Federal Major Assistance Grant) incidents and how it's important that they be notified early during a wildland fire event. The request needs for assistance needs to come in early. Should homes be lost and a request comes in after the event, FEMA will deny assistance. Klickitat County, now for the first time, is eligible for FMAG assistance as a result of a completed Hazard Mitigation Plan. Which, FD3 was a part of.
- **Type 3 Team Assignment:** Type 3 Team assigned to fire in Douglas County July 4th. Did not attend due to EMAC assignment in The Dalles Oregon at same time. Provided Taskforce Leader duties for prepositioned taskforce in The Dalles on 7/2 – 7/5 due to request from the State of Oregon. Responded to the Lyle brush fire on 7/4 with that team. Note: ** Lyle requested mutual aid from SW Fire which Bingen FD responded. Fire District 3 personnel held back in district during that event while Bingen was gone.
- **Personnel:** No report
- **Community Building/pre-planning:**
 1. No report at this time.
- **Fire Safety Surveys:** No report at this time.
- **Awards Banquet:** August in the Park Saturday August 28th White Salmon City Park Awards/picnic.
*** Note: Waiting for Association to confirm.
- **Billable Call: UPDATE:** The collection process was initiated. Update from Jennifer as appropriate.
- **Insurance:** Washington State premiums spiked in June due to Legislative Action SB 5011 (?). 40% average increase in property premiums across the state. Property Protection Classification efforts are critical. Our efforts to improve Fire District 3's property protection classifications are more important than ever. AKA reducing response times.

- **Annexation petitions:** Nothing to report
- **Training Officer Inter-Local Agreement:** Received a draft update to Inter-local from City of White Salmon. Rejected it until they (White Salmon) converse with Skamania County Fire District 3 on cost perportions.
- **.COVID-19:** No report

TRAINING:

- EVIP Rodeo held in Bingen
- Wildland Pump and Roll Drill completed
- Apparatus inspections
- After Action Review of 169 Snowden Road structure fire completed. Trucks fully returned to service after cleaning, and hose cleaning/reload.

Community Events: Scheduled to speak at Rotary on August 24, 2021. Update on Bond progress, Review of WSRB Property Protection Classifications, KCFD3's actions to reduce turnout times.

Under Canvass Hearing: July 29th, 2021

Meeting with Washington State Department of Natural Resources on July 9th, in Husum to discuss joint-use facility options in Husum.

Personal Activities and Achievements: No report

Respectfully submitted: Wesley W. Long – Fire Chief July 6th 2021