

Klickitat County Fire District 3 Commissioners Meeting
200 Husum Street Husum, WA.
August 10, 2023, at 15:00 (3 pm).
REGULAR BOARD MEETING
AGENDA

Join Zoom Meeting	https://us02web.zoom.us/j/82329271412?pwd=NjRJa1VFUEJJaFNOMUlac0RVZmdlZz09
Dial by your location	+1 253 215 8782 US (Tacoma)
Meeting ID	823 2927 1412
Password	493608

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 28 Special Meeting- WKRFA Planning Committee
 - July 13 Regular Board Meeting
 - July 24 Special Board meeting
- **Secretary / Finance Report**
- **Chief's / Training Report**
- **On Going Business**
 1. **Personnel:**
 2. **Policies:**
 3. **BOND**
 - CAPITAL PROJECTS
 - **Station 31**
 - a) Bathrooms
 - b) ADA Walkway
 - c) Kitchen
 - d) Training room kitchenette
 - e) Fence
 - **Station 32**
 - a) Oven
 - b) Fence
 - 4. **Engine Replacement**
 - 5. **West Klickitat Regional Fire Authority (WKRFA)**
- **New Business:**
 - **5- County Mutual Aid Agreement**
- **Public Discussion:**
- **Good of the order:**
- **Next meeting:**
 - Regular meeting: Thursday September 14th 3:00 pm
- **Motion to adjourn: (A) Time**_____

August 10, 2023 Secretary's Report

County Treasurer's Report for July

	Fund	Beginning Balance	Deposits	Disbursements	Ending Balance
1	General 667.1	138,810.65	9,927.51	76379.61	72,358.55
2	Capital 667.3	19,993.48	30537.97	21,221.18	29,310.26
3	Bond 667.2	538,280.04	2,97.23	0.00	541,254.27
4	Invested Gen	1,348,294.95	45,000	0.00	1,393,294.95
5	Invested CAP	65,000.00	0.00	30,000	35,000.00

1. GENERAL EXPENSE FUND 667.1: See 2023 Operating Budget table and graphs.

General Expenditure Scripts for approval

Date	Amount	Date	Amount
7/19/23	105.68		
7/25/23	5,744.33		
8/3/26	55,675.06		
8/4/23	2,535.94		

2. CAPITAL FUND 667.3: See 2023 Capital summary.

Capital Expenditure Scripts for Approval

Date	Amount
7/19/23	17,580.98
7/25/23	18,721.21

3. BOND FUND 667.2:

Debt repayment schedule (2023 June 1 \$56,170.57, December 1 \$179,191.92)

2018 12/18	\$3,225,750.00			
year	Principle	Interest	Sub Total	Annual Total
2023 June		53,777.22	53,777.22	
2023 Dec				

4. Internal Review and Reconciliation

	Date	By
Treasurer's Report	8/09/23 (June & July)	Commissioner Connor
Auditor's Report	8/09/23 (July)	"
Credit Card	8/09/23	"
Petty Cash	8/09/23	"
Payroll	8/09/23	"
General Deposits	8/09/23	"



Klickitat County
Treasurer Report
July 2023

KCF03
 AUG 7 REC'D
 2023

	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	\$ 138,810.65	\$ 538,280.04	\$ 19,993.48
+++ Increases ++++				
Receipts (Revenue Dist Rpt)	2	9,927.51	2,974.23	537.96
Netted Transactions	3	-	-	-
Matured Investments	4	-	-	30,000.00
Interfund Transfers - In (397)	5	-	-	-
Other Revenue - JE's	6	-	-	-
Subtotal Increases	7	9,927.51	2,974.23	30,537.96
<< Disbursements >>				
Other Expenditures - JE & KC AP	8	16,571.25	-	21,221.18
Interfund Transfers - Out (597)	9	-	-	-
New Investments	10	45,000.00	-	-
Disbursements (AP & PR)	11	-	-	-
E - Transactions (ACH & EFTPS)	12	14,808.36	-	-
Debt Service P&I	13	-	-	-
Other	14	-	-	-
Subtotal Disbursements	15	76,379.61	-	21,221.18
ENDING CASH BALANCE	16	\$ 72,358.55	\$ 541,254.27	\$ 29,310.26
WARRANTS				
Previous Month O/S	17	-	-	-
Issued (+)	18	-	-	-
Redeemed (-)	19	-	-	-
Canceled (-)	20	-	-	-
WARRANTS OUTSTANDING (O/S)	21	-	-	-
Cash Balance <O/S Warrants >	22	\$ 72,358.55	\$ 541,254.27	\$ 29,310.26
INVESTMENTS				
Beginning Inv Balance	23	1,348,294.95	-	65,000.00
Matured Investments	24	-	-	30,000.00
New Investments	25	45,000.00	-	-
ENDING INVESTMENT BALANCE	26	1,393,294.95	-	35,000.00
DEBT SERVICE/BOND ACTIVITY				
Beginning Bond Principle Balance	27	-	2,434,636.65	-
Bond Principle Payments	28	-	-	-
Bond Interest Payments	29	-	-	-
ENDING BOND PRINCIPLE BALANCE	30	-	2,434,636.65	-



KLICKITAT COUNTY

Fund Revenue Distribution
As of 07-31-2023

Fund	Account	Description	Year	Daily	Month-To-Date	Fiscal Year-To-Date
667	FIRE DISTRICT #3 GENERAL FUND					
	66731111	Real & Personal Propert	2023	\$0.00	\$2,854.24	\$319,633.24
			2022	\$112.58	\$112.58	\$7,957.65
			2021	\$0.00	\$0.00	\$53.62
			2020	\$0.00	\$1,719.48	\$1,519.76
			2016	\$0.00	\$0.00	\$2.45
			2015	\$0.00	\$0.00	\$2.23
			2014	\$0.00	\$0.00	\$1.73
			Fund Totals:	\$112.58	\$4,686.30	\$329,170.68
667001	FIRE DISTRICT #3 GENERAL FUND					
	6671317200000	Leasehold Excise Tax	2023	\$0.00	\$0.00	\$112.73
	667136111	Investment Interest	2023	\$0.00	\$5,241.21	\$30,437.35
	667136251	Space&Facil.Leases(StForest)	2023	\$0.00	\$0.00	\$1,437.91
	667138611	Agency Deposits	2023	\$0.00	\$0.00	\$12,259.47
			Fund Totals:	\$0.00	\$5,241.21	\$44,247.46
667002	FIRE DISTRICT #3 BOND FUND					
	667231111	Real & Personal Property	2023	\$0.00	\$1,750.58	\$193,775.11
			2022	\$70.24	\$70.24	\$5,280.62
			2021	\$0.00	\$0.00	\$33.77
			2020	\$0.00	\$1,153.41	\$981.68
			Fund Totals:	\$70.24	\$2,974.23	\$200,071.18
667003	FIRE DISTRICT #3 CAP FUND					
	667336111	Investment Interest	2023	\$0.00	\$537.96	\$2,927.09
			Fund Totals:	\$0.00	\$537.96	\$2,927.09

July 2023 Disbursement Detail
 Matches to E-Transactions on Line 12

Rpt Ttl 11,045,752.68

Seq	Bank	Date	Fund	Fund_A	Sub	BAR	Description	Amt
28	UB	7/7/2023	667.1	667	1		158610 FD3 - Payroll	8,774.03
30	UB	7/7/2023	667.1	667	1		158610 FD3 - Payroll Tax	6,034.33
			667.1 Total					14,808.36



**KLICKITAT COUNTY
TREASURER REPORT
June 2023**

KCFD3
JUL 18 REC'D
2023

	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	\$ 294,581.37	\$ 531,538.92	\$ 93,268.76
+++ Increases ++++				
Receipts (Revenue Dist Rpt)	2	25,630.38	6,741.12	571.25
Netted Transactions	3	-	-	-
Matured Investments	4	-	-	72,000.00
Interfund Transfers - In (397)	5	-	-	-
Other Revenue - JE's	6	-	-	-
Subtotal Increases	7	25,630.38	6,741.12	72,571.25
<< Disbursements >>				
Other Expenditures - JE & KC AP	8	13,351.53	-	145,846.53
Interfund Transfers - Out (597)	9	-	-	-
New Investments	10	150,000.00	-	-
Disbursements (AP & PR)	11	-	-	-
E - Transactions (ACH & EFTPS)	12	18,049.57	-	-
Debt Service P&I	13	-	-	-
Other	14	-	-	-
Subtotal Disbursements	15	181,401.10	-	145,846.53
ENDING CASH BALANCE	16	\$ 138,810.65	\$ 538,280.04	\$ 19,993.48
WARRANTS				
Previous Month O/S	17	-	-	-
Issued (+)	18	-	-	-
Redeemed (-)	19	-	-	-
Canceled (-)	20	-	-	-
WARRANTS OUTSTANDING (O/S)	21	-	-	-
Cash Balance <O/S Warrants >	22	\$ 138,810.65	\$ 538,280.04	\$ 19,993.48
INVESTMENTS				
Beginning Inv Balance	23	1,198,294.95	-	137,000.00
Matured Investments	24	-	-	72,000.00
New Investments	25	150,000.00	-	-
ENDING INVESTMENT BALANCE	26	1,348,294.95	-	65,000.00
DEBT SERVICE/BOND ACTIVITY				
Beginning Bond Principle Balance	27	-	2,434,636.65	-
Bond Principle Payments	28	-	-	-
Bond Interest Payments	29	-	-	-
ENDING BOND PRINCIPLE BALANCE	30	-	2,434,636.65	-



KLICKITAT COUNTY

Fund Revenue Distribution
As of 06-30-2023

Fund	Account	Description	Year	Daily	Month-To-Date	Fiscal Year-To-Date
667	FIRE DISTRICT #3 GENERAL FUND					
	66731111	Real & Personal Propert	2023	\$427.76	\$10,724.48	\$316,779.00
			2022	\$0.00	\$403.07	\$7,845.07
			2021	\$0.00	\$0.00	\$53.62
			2020	\$0.00	\$0.00	(\$199.72)
			2016	\$0.00	\$0.00	\$2.45
			2015	\$0.00	\$0.00	\$2.23
			2014	\$0.00	\$0.00	\$1.73
			Fund Totals:	\$427.76	\$11,127.55	\$324,484.38
667001	FIRE DISTRICT #3 GENERAL FUND					
	6671317200000	Leasehold Excise Tax	2023	\$112.73	\$112.73	\$112.73
	667136111	Investment Interest	2023	\$0.00	\$4,996.05	\$25,196.14
	667136251	Space&Facil.Leases(StForest)	2023	\$0.00	\$1,437.91	\$1,437.91
	667138611	Agency Deposits	2023	\$0.00	\$7,956.14	\$12,259.47
			Fund Totals:	\$112.73	\$14,502.83	\$39,006.25
667002	FIRE DISTRICT #3 BOND FUND					
	667231111	Real & Personal Property	2023	\$260.02	\$6,501.09	\$192,024.53
			2022	\$0.00	\$240.03	\$5,210.38
			2021	\$0.00	\$0.00	\$33.77
			2020	\$0.00	\$0.00	(\$171.73)
			Fund Totals:	\$260.02	\$6,741.12	\$197,096.95
667003	FIRE DISTRICT #3 CAP FUND					
	667336111	Investment Interest	2023	\$0.00	\$571.25	\$2,389.13
			Fund Totals:	\$0.00	\$571.25	\$2,389.13

June 2023 Disbursement Detail
 Matches to E-Transactions on Line 12

Rpt Ttl 12,615,672.41

Seq	Bank	Date	Fund	Fund_A	Sub	BAR	Description	Amt
80	UB	6/8/2023	667.1	667	1		158610 FD3 - Payroll	11,090.90
82	UB	6/8/2023	667.1	667	1		158610 FD3 - Payroll Tax	6,958.67
			667.1 Total					18,049.57



KLICKITAT COUNTY

RECEIPT NUMBER: 625353

Page 1 of 1

Entered: 6/29/2023 2:51 PM

Interest Date: 6/29/2023

Cashier: mathewb

Drawer: 11

Amount Tendered: \$2,121.14

Less Change: \$0.00

Amount Applied: \$2,121.14

Receipt Applied To:

Property Account No. / Reference	Year	District	Amount	Description
Miscellaneous			\$2,121.14	667138611 Agency Deposits
TOTAL:			\$2,121.14	

Form of Payment	Amount	Reference	Payer
Personal Check	\$1,558.58	607198B	FIRE NO. 3
Personal Check	\$546.06	595698B	FIRE NO. 3
Personal Check	\$16.50	1592	FIRE NO. 3
TOTAL:		\$2,121.14	

Thank you for your payment.

End of Receipt Number 625353: 1 Page

FIRE NO. 3

RECEIPT NUMBER: 625353

[ascend30]

Run: 6/29/2023 2:52:22 PM



KLICKITAT COUNTY

RECEIPT NUMBER: 624951

Page 1 of 1

Entered: 6/16/2023 11:02 AM

Interest Date: 6/16/2023

Cashier: Brendac

Drawer: 14

Amount Tendered: \$5,860.32

Less Change: \$0.00

Amount Applied: \$5,860.32

Receipt Applied To:

Property Account No. / Reference	Year	District	Amount	Description
Miscellaneous			\$293.02	136119 Trs;Investment Service
			\$4,996.05	667136111 Investment Interest
			\$571.25	667336111 Investment Interest
		TOTAL:	\$5,860.32	

Form of Payment	Amount	Reference	Payer
Advised of credit.	\$5,860.32		FIRE NO. 3
TOTAL:	\$5,860.32		

Thank you for your payment.

End of Receipt Number 624951: 1 Page

FIRE NO. 3

RECEIPT NUMBER: 624951

[ascend30]

Run: 6/16/2023 11:02:52 AM



CLICKITAT COUNTY

RECEIPT NUMBER: 624857

Page 1 of 1

Entered: 6/14/2023 3:31 PM

Interest Date: 6/14/2023

Cashier: mathewb

Drawer: 11

Amount Tendered: \$5,835.00

Less Change: \$0.00

Amount Applied: \$5,835.00

Receipt Applied To:

Property Account No. / Reference	Year District	Amount	Description
Miscellaneous		\$5,835.00	667138611 Agency Deposits
TOTAL:		\$5,835.00	

Form of Payment	Amount	Reference	Payer
Personal Check	\$5,835.00	40256	FIRE NO. 3
TOTAL:		\$5,835.00	WKTF (RFA/WS share)

Thank you for your payment.

End of Receipt Number 624857: 1 Page

FIRE NO. 3

RECEIPT NUMBER: 624857

[ascend30]

Run: 6/14/2023 3:35:02 PM

2023 Operating Budget

Updated 8/8/2023

This budget sheet is connected to the expenditure spreadsheet.

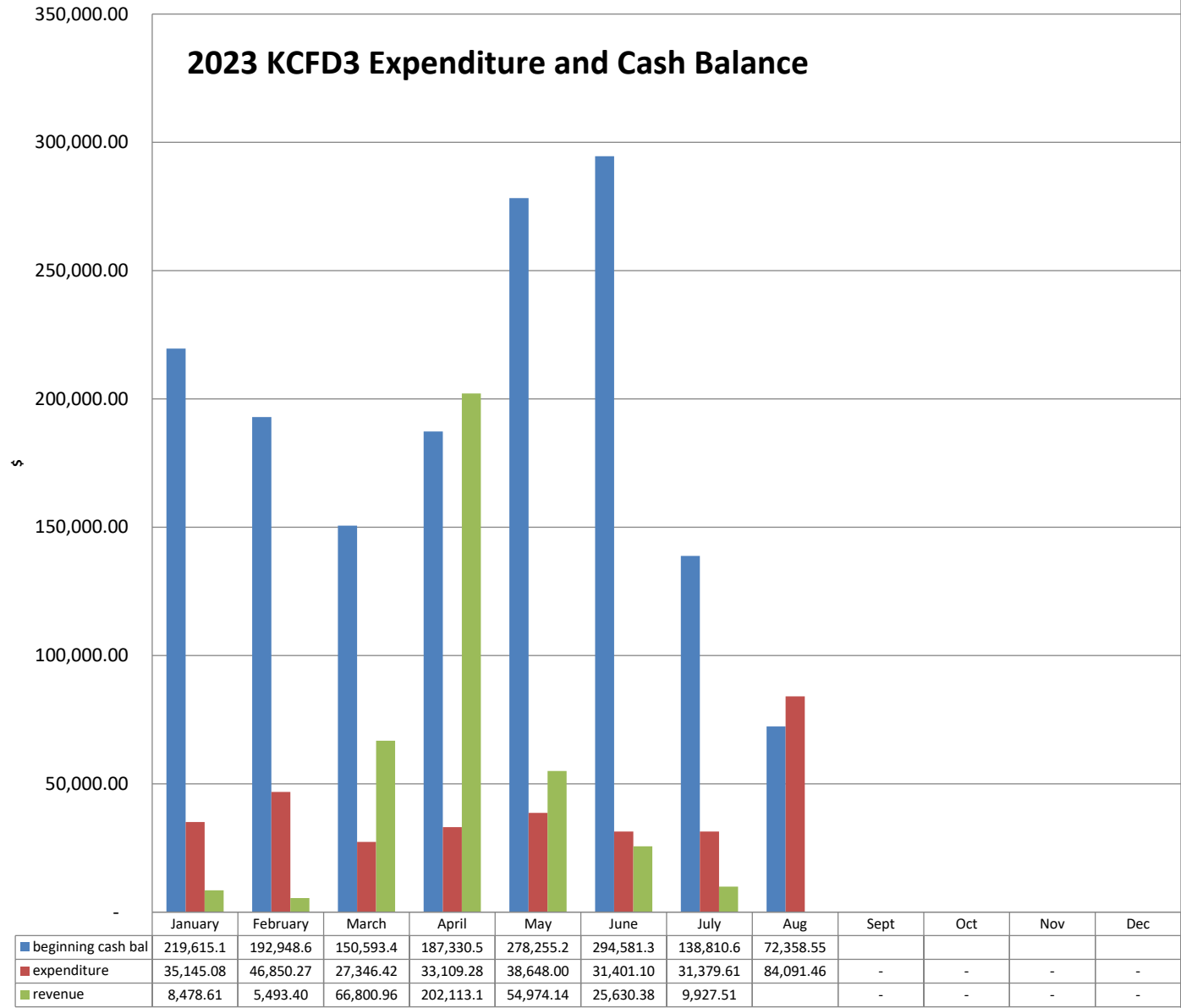
BUDGET 2023

Klickitat County Fire District 3

updated **8/8/2023**

CATEGORY	Original Budget	July expenditure	Expenditure YTD	Balance	% Used	NOTES
Salaries & Wages + employee paid benefits	242,536.18	13,796.41	115,154.35	127,381.83	47%	287,047.79
Benefits (excluding employee paid)	44,511.61	4,604.41	27,569.80	16,941.81	62%	
Volunteer Stipend	16,600.00	825.93	12,055.61	4,544.39	73%	
Volunteer Disability/Pension/lifeflight	13,907.00	-	1,545.00	12,362.00	11%	send premium to investments for 3 year payment option
Volunteer Recognition	3,500.00	-	1,902.53	1,597.47	54%	
Office Expense/Supplies	4,500.00	2,602.50	4,757.10	(257.10)	106%	Replaced laptop
Professional Services	38,530.00	1,596.91	38,426.23	103.77	100%	mHc \$24,514.35 but \$9,385 reimbursed by WS
Insurance (Enduris)	40,555.00	-	41,060.00	(505.00)	101%	premium increased
Communications	4,875.00	67.86	1,892.28	2,982.72	39%	
Advertising	1,000.00	74.25	198.00	802.00	20%	
Vehicle Parts/Repairs/service	13,500.00	142.52	10,990.73	2,509.27	81%	
Rescue - Apparatus/Supplies	7,970.00	-	545.13	7,424.87	7%	
Fuel	10,000.00	1,153.64	6,401.43	3,598.57	64%	
Facilities/Station Repairs/Supplies	4,500.00	793.00	3,638.81	861.19	81%	
Utilities Services	17,150.00	90.88	13,992.10	3,157.90	82%	
Travel & Meals	2,500.00	376.27	827.25	1,672.75	33%	
Training	6,000.00	33.90	3,063.66	2,936.34	51%	
Fire Supplies/service	15,000.00	5,221.13	24,512.13	(9,512.13)	163%	\$17,042.21 PPE
EMS Supplies/service	4,330.00	-	2,380.52	1,949.48	55%	
Uniform/apparel	2,500.00	-	323.33	2,176.67	13%	
Prevention	1,700.00	-	242.18	1,457.82	14%	
Taxes (for previous year)	2,000.00	-	2,668.01	(668.01)	133%	use tax on purchases
Dues & Fees	2,910.00	-	92.00	2,818.00	3%	
Municipal Pool Reserve	25,000.00	-	-	25,000.00	0%	
Total budgeted expenditure	525,574.79	31,379.61	314,238.18	211,336.61	60%	
Hale Construction - Str. 32 Collapse/Rebuild	29,230.82	-	13,733.04	15,497.78	47%	
		-	-	-	#DIV/0!	
		-	-	-	#DIV/0!	
Total Actual Expenditure		109,458.82	327,971.22			
Invested funds		78,079.21	276,794.95			
<small>Ave. property tax estimated in November 2022 512,656.97 + 12,917.82 new construction</small>	525,574.79					

2023 KCFD3 Expenditure and Cash Balance



2023 JULY Capital SUMMARY

7/19/2023

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	266,539.18
2021 Beginning balance	2,579,167.59
2021 total expenses	1,437,439.31
2022 Beginning balance	1,141,728.28
2022 expenses	943,862.65
2023 Beginning balance	197,865.63

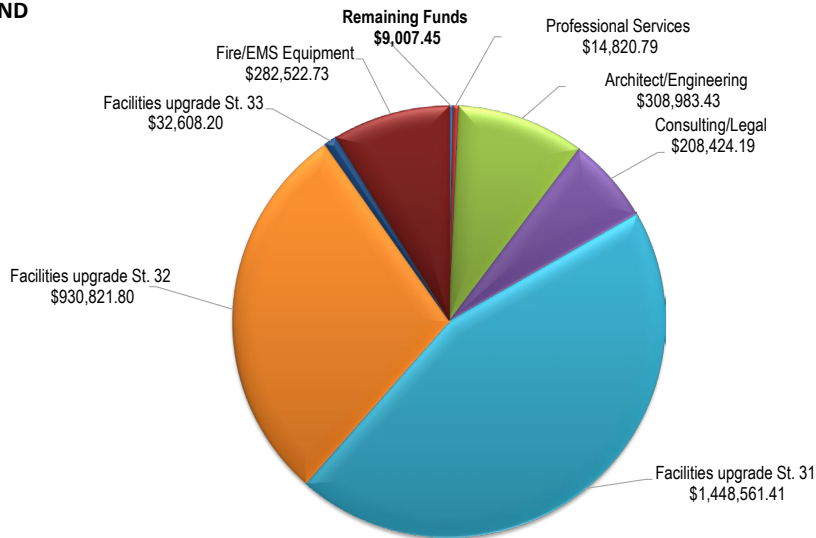
		2019	2020	2021	2022	2023	Total
Facilities Upgrade/Admin	Professional Serv	8,870.89	5,949.90	-	-	-	2,929,219.82
	Architect/Engineering	38,399.02	237,546.66	62,413.75	10,170.25	453.75	
	Architect deposit return	-	(40,000.00)	-	-	-	
	Consulting/Legal	60,841.92	40,741.15	79,483.34	12,357.78	-	
	Facilities Upgrade 31	27,322.65	1,911.46	674,540.56	592,955.65	151,831.09	
	Facilities Upgrade 32	-	3,722.69	572,965.00	317,560.77	36,573.34	
Facilities Upgrade 33	2,477.00	-	29,211.00	920.20	-	282,522.73	
Equipment	Vehicles/Fire Equipment	234,713.55	16,667.32	18,825.66	9,898.00		-
	EMS Equipment	2,418.20	-	-	-	-	
	MISC	-	-	-	-	-	
TOTAL		375,043.23	266,539.18	1,437,439.31	943,862.65	188,858.18	3,211,742.55
REMAINING FUNDS		2,845,706.77	2,579,167.59	1,141,728.28	197,865.63	9,007.45	
INVESTED		2,822,552.04	2,430,000.00	-	-	35,000.00	
Balance (does not include interest)		23,154.73	109,167.59	1,141,728.28	197,865.63	(25,992.55)	

							Total Interest Earned
Interest Earned		25,877.67	20,714.90	2,368.77	3,414.38	2,814.58	55,190.30

Treasurer Cash Balance **\$ 29,197.75** (includes interest)

Chart Summary	2018	2019	2020	2021	2022	2023	Totals
Remaining Funds	\$ 15,000.00	\$ 375,043.23	\$ 266,539.18	\$ 1,437,439.31	\$ 943,862.65	\$ 188,858.18	
Professional Services	-	\$ 8,870.89	\$ 5,949.90	-	-	-	\$ 14,820.79
Architect/Engineering	-	\$ 38,399.02	\$ 197,546.66	\$ 62,413.75	\$ 10,170.25	\$ 453.75	\$ 308,983.43
Consulting/Legal	\$ 15,000.00	\$ 60,841.92	\$ 40,741.15	\$ 79,483.34	\$ 12,357.78	-	\$ 208,424.19
Facilities upgrade St. 31	-	\$ 27,322.65	\$ 1,911.46	\$ 674,540.56	\$ 592,955.65	\$ 151,831.09	\$ 1,448,561.41
Facilities upgrade St. 32	-	-	\$ 3,722.69	\$ 572,965.00	\$ 317,560.77	\$ 36,573.34	\$ 930,821.80
Facilities upgrade St. 33	-	\$ 2,477.00	-	\$ 29,211.00	\$ 920.20	-	\$ 32,608.20
Fire/EMS Equipment	-	-	\$ 237,131.75	\$ 16,667.32	\$ 18,825.66	\$ 9,898.00	\$ 282,522.73
							\$ 3,235,750.00

KCFD3 CAPITAL FUND
\$3,235,750



Bond Funds	Meriman remaining	Meriman Retainage	Remaining Bond	Interest	Available Funds
\$ 9,007.45	-	\$ 8,218.24	\$ 789.21	\$ 55,190.30	\$ 55,979.51

Fire Chief's Report to Board of Commissioners

No injuries, or damage to report.

Customer Service (emergent and non-emergent):

1. As of 8/4/23 there have been 43 calls since your last meeting.
2. Significant incidents included: 3 small fires in Snowden, 1 mutual aid response to Appleton for a 7-acre brush fire, 1 mutual aid response to Lyle for a small fire along SR14.
3. Helped KCFD2 with requesting State Mobilization for the Newell Road Fire. Attended several meetings for that event as the Regional Coordinator.

- **Apparatus/Fleet:**

- 1. No fleet issues

- **Other items:**

1. Station 31 shower warrantee completed.
2. Station 31 training room HVAC failed again. Repaired 8/3/23.
3. Waiting for Hood River Arts Club: Station 32 tank pressure washed and repainted. Turned out amazing! Hoping that the club may be interested in refreshing the Coyote tank at Bristol and Bates in the future.
4. Anticipate WSRB final report back. 8/2/23 contacted WSRB. They have not completed our evaluation yet.
5. Reached out to A/C Coleman from MCFR to sign up as one instructor for the fall fire recruit academy.
6. 2024 training calendar preparations have started. Adam Brake has accepted that task for WSFD/KCFD3.
7. At Home Daycare on Brislawn Loop Rd has already requested a fire safety day in October.
8. Will reach out to the schools to plan for fire safety week right after school starts.
9. Fire Extinguisher testing scheduled for October.
10. Beginning 2023 Annual Operating Report.
11. Waiting for the property owner to contact me about repairing a gate on the bottom end of Serling Court that was cut during the Tunnel 5 Fire. The property owner was going to re-contact me after he returned from an out-of-town trip. I informed the property owner that KCFD3 will repair the cost of the damage but will not pay to upgrade to a better gate.

- **Personnel:**

1. KCFD3 has two new applicants going through the entry process. Station 32 area.
2. September performance reviews are upcoming.

- **Community: N/A**

- **Training Report:**

- 1. 8/2 SCBA and PPE Quarterly Donn – Apparatus inspections maintenance and cleaning
- 2. 7/25 SCBA Quarterly and PPE - Vehicle Extrication classroom to prepare for field day.
- 3. 7/18 Communications training for current and new members. Radio infrastructure, radio use, and out of area frequencies. Monthly OTEP for EMS personnel.

Community Events:

Personal Activities and Achievements: Attending 305 All Hazards Incident Command training in Lacey 8/7-8/11.

Respectfully submitted: Wesley W. Long – Fire Chief 08/04/2023