

Klickitat County Fire District 3 Commissioners Meeting
200 Husum Street Husum, WA.
December 8, 2022 at 15:00 (3 pm).

AGENDA
REGULAR BOARD MEETING

Join Zoom Meeting	https://us02web.zoom.us/j/82329271412?pwd=NjRJa1VFUEJJaFNOMUac0RVZmdlZz09
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:**
 - November 10th – Regular Business Meeting (3pm)
 - October 13th -Annexation hearing.
 - November 10th - 2023 Budget hearing
- **Secretary / Finance Report**
- **Chief's / Training Report**
- **On Going Business**
 1. **Personnel:** staff 2023 contracts
 2. **Policies:**
 - **Resident Program-** policy and agreement amendments.
 3. **BOND**
 - CAPITAL PROJECTS
 - a) Progress report- Change orders
 - b) Bathrooms (MRSC Small public Works)
 - c) Kitchen
 - d) Training room -kitchenette
 - e) Radio
 - f) Fence
 - CAPITAL PURCHASES
 4. **Station 32 Collapse**
 - Rebuild Complete – billing still in progress
 5. **Surplus**
 6. **Engine Replacement-** update
 7. **City of White Salmon /Cooperative Services.** Update
- **New Business:**
 1. 2023 meeting schedule. Resolution 2022 -15
- **Public Discussion:**
- **Good of the order:**
- **Next meeting:**
- Regular meeting: Thursday January 12th 3:00 pm.
- **Motion to adjourn:** (A) **Time** _____

December 08, 2022

Secretary's Report

County Treasurer's Report for October (November 2022 not available)

	Fund	Beginning Balance	Deposits	Disbursements	Ending Balance
1	General 667.1	267,012.29	146,484.42	36,324.54	377,172.17
2	Capital 667.3	16,585.16	481.94	589.99	16,477.11
3	Bond 667.2	458,077.76	89,037.97	0.00	547,115.73
4	Invested Gen	966,418.88	0.00	0.00	966,418.88
5	Invested CAP	232,533.60	0.00	0.00	232,533.60

1. GENERAL EXPENSE FUND 667.1: See 2022 Operating Budget table and graphs.

General Expenditure Scripts for approval

Date	Amount	Date	Amount
11/16/22	6,056.33		
11/21/22	92.94		
11/30/22	12,338.53		
12/05/22	10,317.39		

2. CAPITAL FUND 667.3: See 2022 Capital summary

Capital Expenditure Scripts for Approval

Date	Amount

3. BOND FUND 667.2:

Debt repayment schedule (2022 June 1 \$56,170.57, December 1 \$179,191.92)

2018 12/18	\$3,225,750.00			
year	Principle	Interest	Sub Total	Annual Total
2022 June		56,170.57	58,473.18	
2022 Dec	123,021.92	56,170.00	179,191.92	237,668.10

4. Internal Review and reconciliation

	Date	By
Treasurer's Report	12/07/22 (October)	Commissioner Connor
Auditor's Report	12/07/22 (October)	"
Credit Card	12/07/22	"
Petty Cash	12/07/22	"
Payroll	12/07/22	"
General Deposits	12/07/22	"



**KLICKITAT COUNTY
TREASURER REPORT
October 2022**

*KCDF3
NOV 14 REC'D
2022*

	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	\$ 267,012.29	\$ 458,077.76	\$ 16,585.16
+++ Increases ++++				
Receipts (Revenue Dist Rpt)	2	146,484.42	89,037.97	481.94
Netted Transactions	3	-	-	-
Matured Investments	4	-	-	-
Interfund Transfers - In (397)	5	-	-	-
Other Revenue - JE's	6	-	-	-
Subtotal Increases	7	146,484.42	89,037.97	481.94
<< Disbursements >>				
Other Expenditures - JE & KC AP	8	23,156.35	-	589.99
Interfund Transfers - Out (597)	9	-	-	-
New Investments	10	-	-	-
Disbursements (AP & PR)	11	-	-	-
E - Transactions (ACH & EFTPS)	12	13,168.19	-	-
Debt Service P&I	13	-	-	-
Other	14	-	-	-
Subtotal Disbursements	15	36,324.54	-	589.99
ENDING CASH BALANCE	16	\$ 377,172.17	\$ 547,115.73	\$ 16,477.11
WARRANTS				
Previous Month O/S	17	-	-	-
Issued (+)	18	-	-	-
Redeemed (-)	19	-	-	-
Canceled (-)	20	-	-	-
WARRANTS OUTSTANDING (O/S)	21	-	-	-
Cash Balance <O/S Warrants >	22	\$ 377,172.17	\$ 547,115.73	\$ 16,477.11
INVESTMENTS				
Beginning Inv Balance	23	966,418.88	-	232,533.60
Matured Investments	24	-	-	-
New Investments	25	-	-	-
ENDING INVESTMENT BALANCE	26	966,418.88	-	232,533.60
DEBT SERVICE/BOND ACTIVITY				
Beginning Bond Principle Balance	27	-	2,557,658.57	-
Bond Principle Payments	28	-	-	-
Bond Interest Payments	29	-	-	-
ENDING BOND PRINCIPLE BALANCE	30	-	2,557,658.57	-



KLICKITAT COUNTY

Fund Revenue Distribution
As of 10-31-2022

Fund	Account	Description	Year	Daily	Month-To-Date	Fiscal Year-To-Date
667	FIRE DISTRICT #3 GENERAL FUND					
	66731111	Real & Personal Propert	2022	\$9,470.17	\$142,819.18	\$445,159.38
			2021	\$0.00	\$416.03	\$4,185.69
			2020	\$0.00	\$13.43	\$912.26
			2019	\$0.00	\$0.00	\$2,116.24
			2018	\$0.00	\$0.00	\$2,003.25
			2015	\$0.00	\$0.00	\$7.60
			2009	\$0.00	\$0.00	\$4.01
			2008	\$0.00	\$0.00	\$6.34
			Fund Totals:	\$9,470.17	\$143,248.64	\$454,394.77
667001	FIRE DISTRICT #3 GENERAL FUND					
	667131211	Private Harvest Tax;	2022	\$0.00	\$0.00	\$3,150.47
	6671317200000	Leasehold Excise Tax	2022	\$0.00	\$0.00	\$288.54
	667136111	Investment Interest	2022	\$0.00	\$1,933.17	\$4,773.27
	667136251	Space&Facil.Leases(StForest)	2022	\$0.00	\$0.00	\$1,515.11
	667138611	Agency Deposits	2022	\$0.00	\$1,302.61	\$425,631.87
			Fund Totals:	\$0.00	\$3,235.78	\$435,359.26
667002	FIRE DISTRICT #3 BOND FUND					
	667231111	Real & Personal Property	2022	\$5,707.05	\$88,758.87	\$276,320.67
			2021	\$0.00	\$270.09	\$2,459.00
			2020	\$0.00	\$9.01	\$589.62
			2019	\$0.00	\$0.00	\$1,466.35
	667231211	Private Harvest Tax;Timber	2022	\$0.00	\$0.00	\$5,355.18
			Fund Totals:	\$5,707.05	\$89,037.97	\$286,190.82
667003	FIRE DISTRICT #3 CAP FUND					
	667336111	Investment Interest	2022	\$0.00	\$481.94	\$1,724.29
			Fund Totals:	\$0.00	\$481.94	\$1,724.29



KLICKITAT COUNTY

Property Tax/Special Assessment Fund Activity

From 10-01-2022 To 10-31-2022

District: FIRE DISTRICT #3

Year	Account Number	Beginning Balance	Certification Adjustments	Receipts and Adjustments	Ending Balance
1995	66712110	\$56.80	\$0.00	\$0.00	\$56.80
1995	66712130	(\$54.51)	\$0.00	\$0.00	(\$54.51)
Fund Total:		\$203,982.77	(\$692.52)	\$143,248.64	\$60,041.61
Fund: 667001 FIRE DISTRICT #3 GENERAL FUND					
2009	667112110	\$0.99	\$0.00	\$0.00	\$0.99
2009	667112130	(\$1.00)	\$0.00	\$0.00	(\$1.00)
2008	667112110	(\$0.01)	\$0.00	\$0.00	(\$0.01)
2007		(\$0.01)	\$0.00	\$0.00	(\$0.01)
2006		\$17.33	\$0.00	\$0.00	\$17.33
2006	667112130	(\$17.32)	\$0.00	\$0.00	(\$17.32)
Fund Total:		(\$0.02)	\$0.00	\$0.00	(\$0.02)
Fund: 667002 FIRE DISTRICT #3 BOND FUND					
2022	667212110	\$121,505.05	(\$466.97)	\$88,758.87	\$32,279.21
2021		\$5,861.57	\$0.00	\$0.00	\$5,861.57
2021	667212130	(\$2,679.08)	(\$82.29)	\$270.09	(\$3,031.46)
2020	667212110	\$6,151.07	\$0.00	\$0.00	\$6,151.07
2020	667212130	(\$4,464.71)	(\$87.42)	\$9.01	(\$4,561.14)
2019	667212110	\$6,300.30	\$0.00	\$0.00	\$6,300.30
2019	667212130	(\$6,016.79)	\$0.00	\$0.00	(\$6,016.79)
Fund Total:		\$126,657.41	(\$636.68)	\$89,037.97	\$36,982.76

October 2022 Disbursement Detail
 Matches to E-Transactions on Line 12

Rpt Ttl 8,975,172.00

Bank	Date	Fund	Fund_A	Sub	BAR	Description	Amt
CB	10/7/2022	667.1	667	1	158610	FD3 - Payroll	8,159.41
CB	10/7/2022	667.1	667	1	158610	FD3 - Payroll Tax	5,008.78
		667.1 Total					13,168.19

2022 Operating Budget

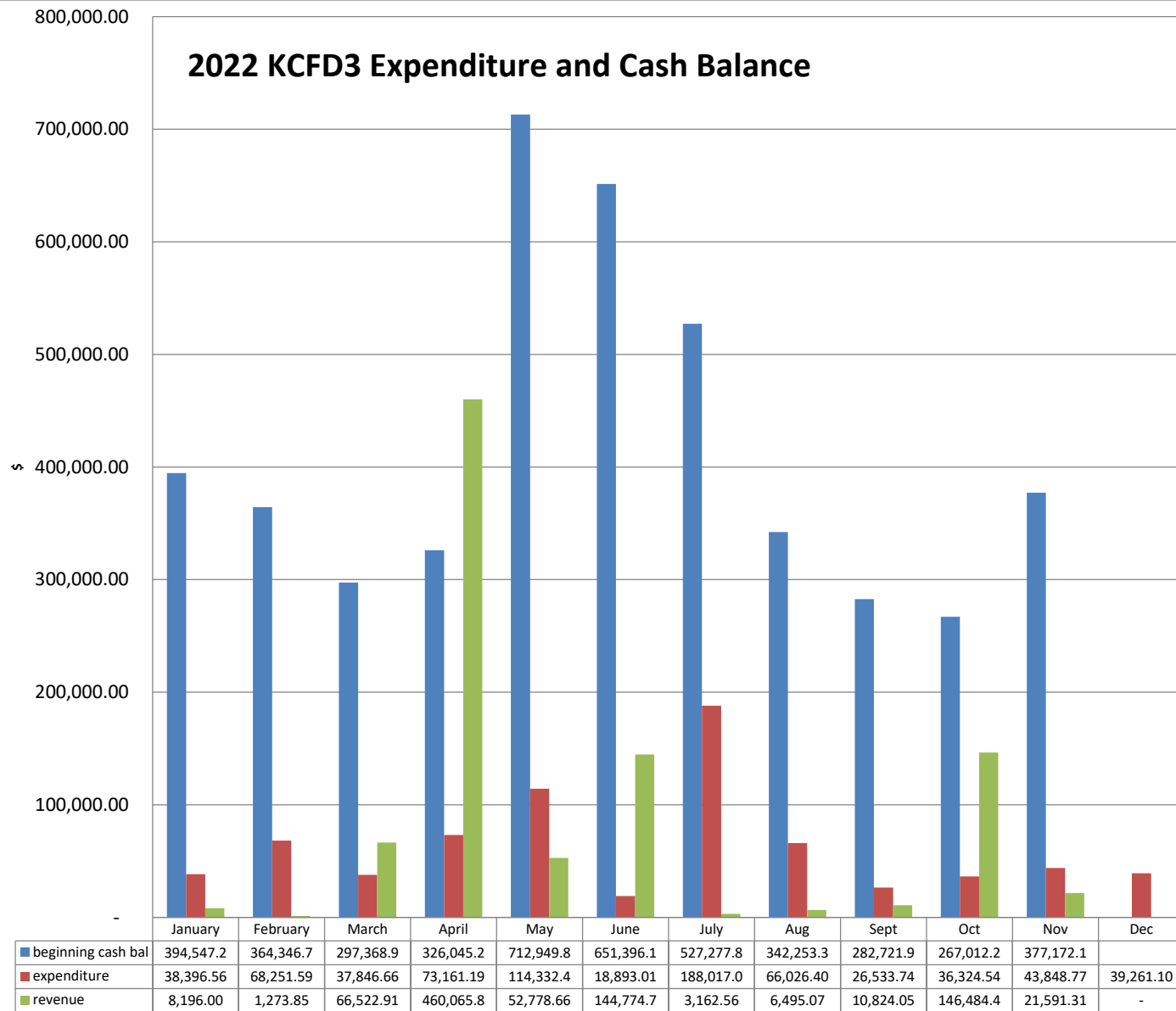
Updated 12/5/2022

This budget sheet is connected to the expenditure spreadsheet.

Klickitat County Fire District 3

BUDGET 2022 CATEGORY	Original Budget	November expenditure	Expenditure YTD	Balance	% Used	NOTES
Salaries & Wages + employee paid benefits	236,151.92	24,655.21	171,946.53	64,205.39	73%	
Benefits (excluding employee paid)	49,187.00	3,185.95	35,803.71	13,383.29	73%	*includes 2021 stipends
Volunteer Stipend	15,600.00	-	16,878.78	(1,278.78)	108%	
Volunteer Disability/Pension/lifelight	13,907.00	-	5,340.70	8,566.30	38%	
Volunteer Recognition	3,500.00	47.82	824.47	2,675.53	24%	
Office Expense/Supplies	5,500.00	237.13	6,796.56	(1,296.56)	124%	
Professional Services	21,750.00	1,095.41	30,333.27	(8,583.27)	139%	
Insurance	25,000.00	-	35,266.00	(10,266.00)	141%	premium increased ~20%
Communications	4,742.00	266.11	2,392.56	2,349.44	50%	
Advertising	2,000.00	49.50	452.75	1,547.25	23%	
Vehicle Parts/Repairs/service	15,000.00	1,406.97	7,690.26	7,309.74	51%	
Rescue - Apparatus/Supplies	13,300.00	4,869.75	11,810.56	1,489.44	89%	
Fuel	11,700.00	1,387.17	9,005.14	2,694.86	77%	
Facilities/Station Repairs/Supplies	5,000.00	986.79	20,902.83	(15,902.83)	418%	*new heat pump
Utilities Services	19,650.00	838.96	14,499.48	5,150.52	74%	
Travel & Meals	3,200.00	2,092.28	2,148.85	1,051.15	67%	
Training	7,000.00	199.00	2,804.00	4,196.00	40%	
Fire Supplies/service	8,200.00	14.33	7,934.97	265.03	97%	
EMS Supplies/service	9,000.00	80.00	7,026.37	1,973.63	78%	
Uniform/apparel	3,000.00	1,284.37	1,989.36	1,010.64	66%	
Prevention	1,700.00	18.52	377.46	1,322.54	22%	
Taxes (for previous year)	2,500.00	-	838.78	1,661.22	34%	
Dues & Fees	2,910.00	1,133.50	4,692.38	(1,782.38)	161%	
Municipal Pool Reserve	25,374.32	-	-	25,374.32	0%	
Total budgeted expenditure	504,872.24	43,848.77	397,755.77	107,116.47	79%	
Out of Budget - Station 32 Collapse/Rebuild	382,368.10	-	353,137.28	29,230.82	92%	
Out of Budget - Stn. 32 - Fire Engine	25,000.00	-	-	25,000.00	0%	
State Grant Dept. of Health	1,125.00	-	-	1,125.00	0%	
Expense for Wildland						
Total Actual Expenditure		43,848.77	750,893.05			
Invested funds			1,116,418.88			
Ave. property tax estimated in November 2020 + 10,770.76 new construction	507,486.34					

2022 KCFD3 Expenditure and Cash Balance



2022 November Capital SUMMARY

11/14/2022

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
2022 Beginning balance	1,141,728.28

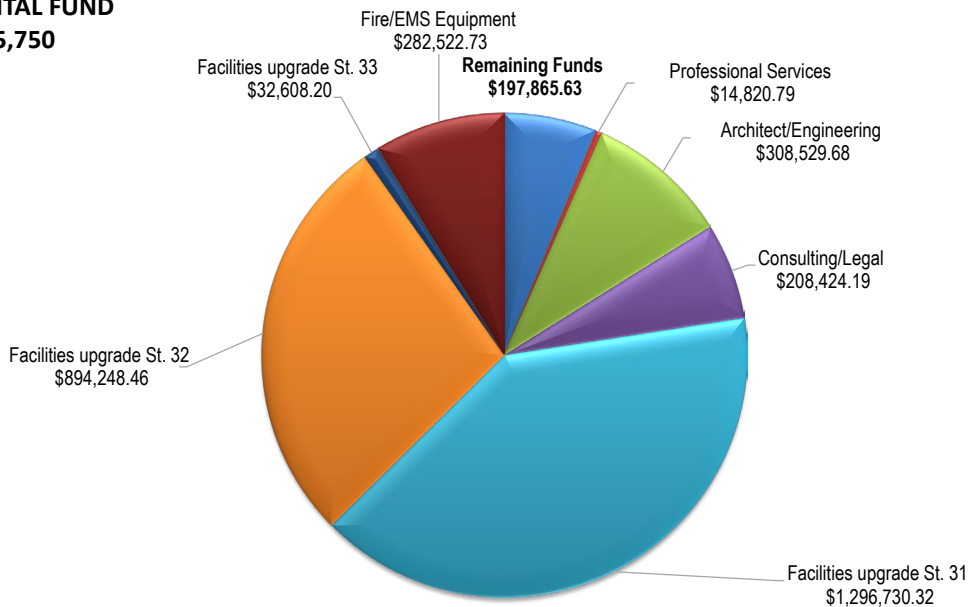
		2019	2020	2021	2022	Total
Facilities Upgrade/Admin	Professional Serv	8,870.89	5,949.90	-	-	2,740,361.64
	Architect/Engineering	38,399.02	237,546.66	62,413.75	10,170.25	
	Architect deposit return	-	(40,000.00)	-	-	
	Consulting/Legal	60,841.92	40,741.15	79,483.34	12,357.78	
	Facilities Upgrade 31	27,322.65	1,911.46	674,540.56	592,955.65	
	Facilities Upgrade 32	-	3,722.69	572,965.00	317,560.77	
	Facilities Upgrade 33	2,477.00	-	29,211.00	920.20	
Equipment	Vehicles/Fire Equipment	234,713.55	16,667.32	18,825.66	9,898.00	282,522.73
	EMS Equipment	2,418.20	-	-	-	
	MISC	-	-	-	-	
TOTAL		375,043.23	266,539.18	1,437,439.31	943,862.65	3,022,884.37
REMAINING FUNDS		2,845,706.77	2,579,167.59	1,141,728.28	197,865.63	
INVESTED		2,822,552.04	2,430,000.00	-	232,533.60	
Balance (does not include interest)		23,154.73	109,167.59	1,141,728.28	(34,667.97)	

						Total Interest Earned
Interest Earned		25,877.67	20,714.90	2,368.77	2,183.74	51,145.08

Treasurer Cash Balance **\$ 16,477.11** (includes interest)

	\$ 15,000.00	\$ 375,043.23	\$ 266,539.18	\$ 1,437,439.31	\$ 943,862.65	
Chart Summary	2018	2019	2020	2021	2022	Totals
Remaining Funds	-	\$ 2,845,706.77	\$ 2,579,167.59	\$ 1,141,728.28	\$ 197,865.63	\$ 197,865.63
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	\$ 308,529.68
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	\$ 1,296,730.32
Facilities upgrade St. 32	-	-	\$ 3,722.69	\$ 572,965.00	\$ 317,560.77	\$ 894,248.46
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

KCFD3 CAPITAL FUND
\$3,235,750



Fire Chief's Report to Board of Commissioners
December 8, 2022

No injuries, illness, or accidents to report

Customer Service (emergent and non-emergent):

1. 13 calls within SW Fire's service area since your November regular meeting.
2. No out of ordinary calls for service.

Projects:

• **Bond:**

1. Bob Merritt finalizing remaining construction items.
2. Remaining projects to be completed in house:
 - a. Install ADA sink to wall (**pending**)
 - b. Purchase/install countertops (**training room countertop nearly complete**)
 - c. Replace kitchen faucet Station 32 (worn out/less than functional) (**pending**)
 - d. Determine final grading for Station 32 and Station 31 grounds. (Dirt? Gravel? Grass?) (2023 budget planning?)
 - e. Finish radio connections for Station 31 radio base station. **Pending – re-direct station antenna to the Stacker Butte repeater site**
 - f. Order/provide Station 31 and Station 32 Minitors for Kitchen RSO switches
 - g. Purchase / Install Gas stove for Station 32 (2023 Budget item – on hold) (**pending**)
 - h. Plan and improve ADA access to “Public” entrance to training/meeting room at Station 31. (2023) budget item) (**pending – Spring '23**)
3. Station 33 new rock and grading in front of station. (Needs new base and 5/8” minus) (**pending Spring '23**)
4. Station 32 air drop/compressor: **11/30/22 connected to building lines. Need to bolt to floor before running.**
5. **Station 31 600-amp power changeover** scheduled for 12/6/22. The office will be closed during the day.

• **Apparatus/Fleet:**

1. Parts are ordered for WT 31 spray bars. AA&L will be installing next week.
2. Wheel chocks for the large apparatus, ordered. (**Arrived – install being planned**)
3. Traveled to Breda Iowa to Toyne factory. Completed final specifications for E32 build. Cost change \$4,000.
4. Engine 31 tank to pump valve sticking again. Repaired. Will investigate replacing parts as needed during apparatus service week.
5. Ambulance showing a trouble code. Believe it's the Diesel Exhaust system and it needs to be ran for a shift for the system to perform correctly.
6. Engine 32 – leaking rear tire. Will get it to Paco's for repair when the snow breaks up. Monitoring. Truck is currently chained up.
7. Command truck will go in for oil change this week. Will also schedule it in for transmission fluid change in January/February.
8. Station 33 water tank trailer drained for the winter to prevent pipe breaks.

- **Other items:**

1. **Chief coverage** for WSFD 12/1 through 12/13. Hunsaker on Vacation.
2. **Propane** Station tanks topped off for the winter.
3. **Station 32 Water Tank:** Installed heat trace tape. Valve is slowly leaking. Will likely have to replace primary on/off ball valve in Spring.
4. **KCIFA.** Meeting in Trout Lake – Primary topic – Burn Bans. Will be working with Jeff King to improve Burn Ban process. DNR exercising WAC 322-24-211 which discusses DNR protection lands and burn bans. Very confusing for citizens as it applies only to DNR protection parcels. They are not consistent and congruent in many parts of the county.
5. **Joint Fire Discussions:** Waiting for Taskforce to schedule station tours. Provided Merritt with various data inputs as requested.
6. **Inter-Agency Type 3:** No activity.
7. **Fire Defense Committee:** Completed Lower Columbia Regional Plan document. Sent to Chief Sinclair for review and input. Will provide to the FDC in the January meeting.
8. **2023 Budget** – Complete
9. End of 2022 activities:
 - a. Wheel chocks were ordered and delivered.
 - b. WT 31 front sprayer project – parts ordered. Waiting for AA&L to install.

- **Personnel:**

1. Fire Academy is going well. Feedback has been that the course has been ‘loose’ this session due to several students from other agencies lack of attendance. Our (WSFD/KCFD3) personnel have been doing very well and attending as required.

- **Community Building/pre-planning:**

1. Fuel break – Still trying to get approval from property owners in KCFD3 service area.
2. Participating with home assessments as needed. DNR project/local participation.

- **Training Report:**

1. Topics:
 - Multi-company hydrant drill. Three engines with crews laying LDH hose and connecting to hydrants while pulling cross lays. E31, E9, E1. Great Drill and attended well.
 - SCBA quarterly drill.
 - 5th Tuesday – chain up.
 - KCFD3 personnel met with Bob Merritt. WSFD personnel Business meeting.
 - Forward hose drill in Husum 12/2. Resident Craft, FF Garcia (WSFD) and myself. Daytime training visible to the public. We need more of this!

Upcoming training:

1. Strategies/Tactics
 - Residential structure fire
 - Commercial fire alarm
 - Vehicle accidents
 - Commercial incidents.
2. Emergency Vehicle Accident Prevention
 - New drivers classroom/rodeo
 - Repeat driver's classroom (two modules)

Community Events: N/A

Personal Activities and Achievements:

- a. 12/17 EVIP Train the Trainer class scheduled (online course).
- b. Will be taking vacation time during Christmas.

Respectfully submitted:

Wesley W. Long – Fire Chief
December 5, 2022

A handwritten signature in blue ink, appearing to read 'W. Long', is written over the typed name and date.



Board of Fire Commissioners

RESOLUTION

KCFD 3

RESOLUTION 2022-15

Klickitat County Fire District 3

200 Husum Street – P.O. Box 151 Husum, WA

98623

(509) 493-2996

“ A RESOLUTION ESTABLISHING THE REGULARLY SCHEDULED BOARD OF FIRE COMMISSIONER MEETINGS FOR 2023”

Background:

WHEREAS: Regularly scheduled meetings of the Board of Fire Commissioners are to be established annually by resolution in accordance with RCW 42.30 as to date, time, and typical location.

RESOLUTION OF THE BOARD:

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF COMMISSIONERS, FIRE DISTRICT 3, COUNTY OF KLICKITAT, STATE OF WASHINGTON, THAT:

Effective **January 1, 2023**, the Regular Board Meetings for **Klickitat County Fire District 3** will be scheduled on the **second Thursday** of each month; scheduled to convene at **15:00 hours (3:00 p.m.)** and will typically be held at **Klickitat County Fire District 3, Station 31, 200 Husum Street, Husum WA** (and available via remote access when necessary) on the dates as follows:

Thursday	January 12th
Thursday	February 9th
Thursday	March 9th
Thursday	April 13th
Thursday	May 11th
Thursday	June 8th

Thursday	July 13th
Thursday	August 10th
Thursday	September 14th
Thursday	October 12th
Thursday	November 9th
Thursday	December 14th

ADOPTION:

ADOPTED at a Regular Meeting of the Board of Fire Commissioners of **Klickitat County Fire District 3** on **December 8th, 2022** -- the following Fire District Board Members being present and voting:

SINGATURES

TOM MONTAG, Fire Commissioner (position 1)

ATTEST: _____
ROZALIND PLUMB, District Secretary

Charles Virts, Fire Commissioner (position 2)

ROBERT CONNOR, Fire Commissioner (position 3)

