

**Klickitat County Fire District 3**  
**200 Husum Street Husum, WA 98623**  
**Commissioner's Regular Meeting**  
**January 11, 2024, at 15:00 (3 pm)**

This meeting was available using remote online video and telephone technology. The district posted notice of how to access the meeting (Website).

**Call to order: 15:00**

**Attendance**

Commissioner Montag (Chair), Commissioner Connor (Vice Chair), Commissioner Virts – (Quorum),  
Staff/Volunteers: Wes Long (Fire Chief), Eric Bosler (Fire Prevention), Rozalind Plumb (District Secretary),  
Jennifer McLean (Admin. Assistant).

**Approval of agenda**

*Motion to approve the agenda for regular board meeting January 11, 2024. Made by Commissioner Virts, seconded by Commissioner Connor. (3 yay, 0 nay) motion passed.*

**Minutes of the last meeting:**

- December 12, 2023, Special Meeting

*Motion to approve the minutes of the December 12, 2023 Special Meeting. Made by Commissioner Connor, seconded by Commissioner Virts. (3 yay, 0 nay) motion passed.*

- December 14, 2023, Regular Board Meeting

*Move to approve the December 14, 2023, Regular Board Meeting minutes. Made by Commissioner Virts, seconded by Commissioner Connor. (3 yay, 0 nay) motion passed.*

**Secretary / Finance Report** See attached.

- Approval of the general fund scripts:

*"Move to approve paying the following general expense scripts as follows: \$2,622.20 dated 12/14, \$5,541.71 dated 12/18/23, \$1,780.00 dated 12/19, \$44.68 dated 12/21, \$1,008.32 dated 12/22, and \$6,364.50 dated 1/4/24." Made by Commissioner Virts, seconded by Commissioner Connor. (3 yay, 0 nay) motion passed.*

- Approval of capital fund scripts:

*"Move to approve paying the capital fund expense script \$5,619.65 dated 12/27/23." Made by Commissioner Virts, seconded by Commissioner Connor. (3 yay, 0 nay) motion passed.*

*2024 Budget – Salaries and benefits discussion. The total available for salaries and benefits is \$287,047.79. The total is separated in the between "Salaries and Wages + employee paid benefits" and "Benefits (excluding employee paid)". The commissioners approved moving some funds from the salaries and wages into the benefits to better represent the expected expenditure from those categories. This will not affect the total salaries and benefits total.*

2023. – Discussion on the total expenditure for 2023 from General Funds and Capital funds.

**Chief's / Training Report** See attached.

- Review of the calls for 2023. Discussion on the response zones and in and out of district responses.
- WSRB- still waiting for the result of the rating. Discussion on the goals for reducing the protection class, inspections and prevention goals recommended by the task force.
- Large wildland fires in the area- Chief has been approached by the scenic area to store water in the upper areas of Snowden. Bourdoin Mountain is a risk area for wildfire. Having stored water with a standpipe would reduce the WSRB rating. Community Wildfire Defense Grant (CWDG) is a grant available, and Chief is looking into it with DNR. There is another grant available to hire a project manager to manage the work for a grant. Chief is hoping to make this a regional project with other fire districts involved in establishing water resources.

**On Going Business**

**1. Personnel:** none

**2. Policies:** Resolutions

a) 2024-01 Board of Commissioners Officer Position

*Tom Montag as chairman and Bob Connor as vice-chair. "I move to approve resolution 2024-01 as just stated ." Made by Commissioner Virts, seconded by Commissioner Connor. (3 yay, 0 nay) motion passed.*

b) 2024-02 KCFD3 District Secretary

*Rosalind Plumb as District Secretary. "I move to approve resolution 2024-02 as just stated ." Made by Commissioner Virts, seconded by Commissioner Connor. (3 yay, 0 nay) motion passed.*

c) 2024-03 Investment Officers

*Chuck Virts, Wesley Long, Rosalind Plumb as Investment Officers. "Motion to approve resolution 2024-03 as presented." Made by Commissioner Connor, seconded by Commissioner Virts. (3 yay, 0 nay) motion passed.*

d) 2024-04 Auditing Officers

*"I move to approve resolution 2024-04 Robert Connor as 2024 auditing officer." Made by Commissioner Virts, seconded by Commissioner Connor. (3 yay, 0 nay) motion passed.*

e) 2024-05 Payroll Officers

*"I move to approve resolution 2024-05 appointing Robert Connor as one of the payroll officer." Made by Commissioner Virts, seconded by Commissioner Connor. (3 yay, 0 nay) motion passed.*

f) 2024-06 Public/Medical/Privacy Records Officer

*"I move to approve resolution 2024-06 appointing Rosalind Plumb as the public/medical/privacy records officer." Made by Commissioner Virts, seconded by Commissioner Connor. (3 yay, 0 nay) motion passed.*



g). Agent to receive claims – This resolution still stands from 2019 and is on record with the County.

**3. BOND**

- CAPITAL PROJECTS

- **Station 31**

- a) ADA Walkway – discussion on order or priority. ADA Walkway should be done before the fence.
- b) Kitchen (oven installed) - completed.
- c) Fence -

- **Station 32**

- a) Oven
- b) Fence
- c) Landscaping. Stations 32 and 33. Additional comments for steps to be made up to the water tower at station 32.

**4. Engine Replacement**

**5. West Klickitat Regional Fire Authority**

- a. Consultant fees/shared costs. An email has been sent to the City’s Clerk Treasurer requesting feedback. No response has been received. Discussion on the timeline of events and the costs incurred by both agencies have not been reconciled. Roz will reach out to the city to clarify shared costs.

○ **New Business:** None.

○ **Public Discussion:** None.

○ **Good of the order:** 2020-2022 Audit exit meeting has been completed. KCFD3 is in good standing. This was a challenging period for the district with the bond, large capital improvement projects that disrupted the stations and office, along with Covid.

○ **Next meeting:**

- 1. Regular meeting: Thursday February 8<sup>th</sup> 3:00 pm

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


○ **Adjourned: 16:02** (4:02 pm)

**APPROVED BY:**

**Attest:**

  
\_\_\_\_\_  
Chairman – Commissioner Thomas Montag (date)

  
\_\_\_\_\_  
District Secretary Rozalind Plumb

  
\_\_\_\_\_  
Commissioner Robert Connor (date)

  
\_\_\_\_\_  
Commissioner Charles Virts (date)