

KLICKITAT COUNTY FIRE DISTRICT 3

200 Husum Street, Husum, WA 98623

Commissioner's Meeting

Thursday May 13, 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 (posted to Website).

Call to Order: 15:04

ATTENDANCE

Commissioner Montag (Chair), Commissioner Connor, Commissioner Virts (Quorum)
Secretary Plumb, Chief Wesley Long, mHc Project Manager Robert Merritt,
Eric Bosler, Llyod Olson, Debbie Olson, Melinda Heindel, Sheri Bousquet, Timmee Keen (Snowden Community Council?).

AGENDA

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

MINUTES

- ***Motion to approve minutes of April 8th, 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.***

CHIEF'S / TRAINING REPORT – see attached.

- **Awards banquet** – Commissioner Montag asked if the gathering will be held soon. Chief is working on getting feedback from volunteers as to when is a good date and time.
- **Response data** – since the previous board meeting there were 15 EMS calls and no fire calls.
- **Apparatus/Fleet** – Ron Reynolds has been diligently working on pricing tires, and seeing replacements are completed as planned.

- Training – two Tuesday trainings were focused on cleaning out Station 32 to prepare for the construction to begin in the next few weeks.

ONGOING BUSINESS:

1. PERSONNEL

- Training Captain. Still on hold. Interlocal agreement is still with the City of White Salmon.

2. POLICIES:

- Public Records Policy – revision in progress.

3. BOND:

Capital Projects: mHc Associates Bob Merritt-

- **Station 32 Powerline upgrade** – PUD has not started the upgrade as of today and has been requested to complete the project to avoid interfering with Hale Construction who will be starting work on site soon.
- **Revised Plans** – County Planning requested review of the changes made to the plans. County approved the changes on 5/10/2021. The revised, official, and stamped plans have been received.
- **Construction Contract** – Hale Construction had five questions about the contract but signed regardless. Shortly after, an addendum was completed and cleared through the Attorney Brian Snure modifying sections 1.4 A. B. and C., section 3.1, and section 21 entirely, and was signed by Mr. Hale. KCFD3 will sign as soon as Enduris provides the cost for the builder's risk insurance premium, and it is added to the addendum. The letter to proceed will be signed by Chief Long and hand delivered to Hale Construction along with a set of the revised plans. As construction is completed Hale will not receive a FINAL check until an "as built" drawing is received and approved by the district.
- **Submittals** – Architect and engineers have authority to allow changes as their license is the stamp on the plans. Jeff Dellis provided the following 'genres' of submittals the district may expect to see: Value engineering, product submittals/shop drawings/deferred submittals, request for information (RFI), applications for payment. The goal is to work out details in the weekly contractor meeting and avoid submittals. There may be times where the district will assume small risks through a Memo of Understanding.
For the record -Merritt noted that the Contractor stated that the district has probably saved somewhere in the region of \$700,000 due to all the pre permit work (hazmat mitigation, and preliminary demolition and acquiring the permit).
- **Contractor Meeting** – a successful meeting was held with Dana Hale and our job is the company's only focus going forward at this time. Seven subcontractors have signed with Hale to work on our project.
- **VE = "Value Engineered"** – is a deduction to the cost. Electrical, plumbing, HVAC, and door schedules all contributed to this deduction.
- **Water meter upgrade** – concrete is scheduled to be cut and Fordyce Water will come in and replace the water line. Commissioner Virts asked if there are changes to the original plan for the Fordyce Water meter. Merritt answered no.

- **Owner provided & contractor installed** – two used generators have been found at a great saving, and the quote includes shipping. Commissioner Virts is concerned about the brand and warranty. He contacted a couple of general contractors to get feedback, with no responses. It was noted that the brains of the generators (the electrical panels and programming is all included in the building contract). Bob Merritt researched the brand, cost, and specifications to be sure the two units will meet the needs of the district. The units have only 500 hours use. Merritt commented that the purchase price will allow the district to get two generators for the price of one. Commissioner Virts asked why the units are being sold. Chief Long has been told the units were being replaced.
 - ***Motion to approve up to \$36,000 for the purchase of two KATO generators made by Commissioner Virts, seconded by Commissioner Connor (3 yay, 0 nay) motion passed.***
4. **WHITE SALMON PUBLIC SAFETY /JOINT USE FACILITIES** - Commissioner Virts spoke with Jason Hartman and he mentioned no movement has been made. Jason appreciates the ongoing contact. Chief Long has not received any feedback from Chief Hunsaker, and Commissioner Virts asked to be informed of any lack of communication from White Salmon so he can follow up with Jason. Commissioner Montag agreed and will be in contact with the Mayor to help keep this topic progressing.
 5. **Out of District Billing** - see Chief's report attached. Commissioners agreed to wait and see if there is a response from the residence and will discuss how to move forward at the next meeting.

NEW BUSINESS:

1. **Petition to annex into District** - see Chief's report attached. Chief Long noted that when he was hired annexations were something he was asked to investigate, and over the past five years has successfully (with the help of staff and community members) added a large number of parcels.
2. **Volunteer Stipends** - 2021 budget allows for an increase in volunteer stipends, and the current resolution needs to be modified. Commissioner Virts recommends the District Secretary draft a modification, have Brian Snure review, and then the board will approve the modified resolution in June.

PUBLIC DISCUSSION_–

Generators: Melinda Heindel asked that the district research the generators. She suggests that the hired contractor review the specs. Concern is for the reliability of used generators especially as Station 31 has the potential to be an emergency center. Her concern as a community member is that we do a thorough evaluation before committing to the purchase.

Under Canvas: Sheri Bousquet brought her concerns to the Commissioners about the proposed Under Canvas project and the appeal by citizens of the County's determination of mitigated non-significance of the SEPA and conditional use permit. Specific concerns revolve around the Fire District's responsibility, authority, and input to the county regarding fire danger, the increased traffic that would result from the development, emergency evacuation planning and increased burden on the volunteer fire system.

Commissioner Montag requested that her questions and concerns be submitted in writing to the board, so the commissioners have time to review and make comment. Mrs. Bousquet said she would do that.

Opposition letter – Mrs. Bousquet asked if Commissioner Robert Connor had submitted letters of opposition that are currently posted on the County Website as part of the documentation for the hearing scheduled on June 17th 2021. Commissioner Connor denied submitting any letters.

For the record - Mrs. Bousquet stated that a lot of infrastructure will be added with this development in addition to the Husum Ranch/Husum Greens subdivision that will build 35 houses. She encouraged the Commissioners to review the evacuation plan submitted by Under Canvas that is for Glacier Montana and not specific to the issues here in Husum.

GOOD OF THE ORDER

Chief Long commented that Commissioner Virts had requested a review of the projected bond expenditure and actual costs. Chief believes we are still on target to be able to achieve the construction and equipment goals of the bond.

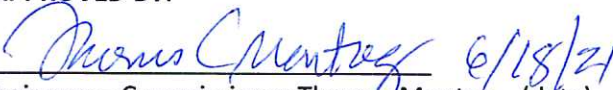
NEXT MEETING –

- REGULAR BUSINESS MEETING - June 10th, 2021 at 3pm.

MEETING ADJOURNED at 16:52.

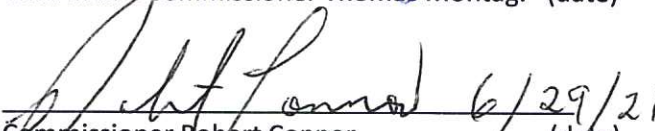
Motion to adjourn made by Commissioner Virts, seconded by Commissioner Connor. (3 yay, 0 nay) motion passed.


APPROVED BY:


Chairman – Commissioner Thomas Montag. (date)

Attest:


District Secretary Rozalind Plumb


Commissioner Robert Connor (date)


Commissioner Charles Virts 30 JUNE 2021 (date)

Klickitat County Fire District 3 Commissioners Meeting
200 Husum Street Husum, WA.
May 13, 2021 at 15:00 (3 pm).

AGENDA

Regular Board meeting.

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:**
 - April 8 – Regular Business Meeting (3pm)
- **Secretary's / Finance Report**
- **Chief's / Training Report**
- **On Going Business**
 1. **Personnel:**
 - Training Captain
 2. **Policies:**
 - Public Records- revision in progress
 3. **BOND**
 - CAPITAL PROJECTS
 - CAPITAL PURCHASES
 1. Generators (x2 used)
 4. **White Salmon City Council Public Safety/ Joint use facilities**
 5. **Out of District Billing**
- **New Business:**
 1. **Petition to annex into District**
 2. **Volunteer Stipend – Update.**
- **Public Discussion:**
- **Good of the order:**
- **Next meeting:**

Regular meeting: **June 10th 3:00 pm**
- **Motion to adjourn:** (A) Time _____

May 13, 2021 Secretary's Report

County Treasurer's Report for APRIL 2021

	Fund	Beginning Balance	Deposits	Disbursements	Ending Balance
1	General 667.1	292,362.69	197,498.46	26,302.63	463,558.52
2	Capital 667.3	127,101.00	223.32	55,678.07	71,646.25
3	Bond 667.2	197,589.08	129,771.26	0	327,360.34
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	\$106,465.72	22%	382,937.83

Total Expenditure from General Fund	\$
Operating Budget	106,465.72
Additional expenditure	23,893.56
Total expenditure from General Fund	130,359.28

General Expenditure Scripts for approval

Date	Amount	Date	Amount
4/15/21	\$2,267.00		
4/28/21	\$2,815.01		
4/29/21	\$3,811.89		
5/6/21	\$4,793.40		

2. CAPITAL FUND 667.3:

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

Capital Expenditure Scripts for Approval

Date	Amount
4/21/21	\$27,890.07
4/15/21	\$2,453.00
5/6/21	\$4,821.08

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			

4. Invested General Funds: \$529,536.00 (no change)

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

6. Internal Review and reconciliation

	Date	By
Treasurer's Report	05/11/2021	Commissioner Connor
Auditor's Report	05/11/2021	"
Credit Card	05/11/2021	"
Petty Cash	05/11/2021	"
Payroll	05/11/2021	"
General Deposits	05/11/2021	"

7. Correspondence:

8. Current priority projects include:

- State Audit/Annual finance report to State
- BVFF pension qualifications
- Annual Report



**KLICKITAT COUNTY
TREASURER REPORT
April 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	\$ 292,362.69	\$ 197,589.08	\$ 127,101.00
+++ Increases ++++				
Receipts (Revenue Dist Rpt)	2	197,498.46	129,771.26	223.32
Netted Transactions	3	-	-	-
Matured Investments	4	-	-	-
Interfund Transfers - In (397)	5	-	-	-
Other Revenue - JE's	6	-	-	-
Subtotal Increases	7	197,498.46	129,771.26	223.32
<< Disbursements >>				
Other Expenditures - JE & KC AP	8	7,989.86	-	55,678.07
Interfund Transfers - Out (597)	9	-	-	-
New Investments	10	-	-	-
Disbursements (AP & PR)	11	-	-	-
E - Transactions (ACH & EFTPS)	12	18,312.77	-	-
Debt Service P&I	13	-	-	-
Other	14	-	-	-
Subtotal Disbursements	15	26,302.63	-	55,678.07
ENDING CASH BALANCE	16	\$ 463,558.52	\$ 327,360.34	\$ 71,646.25
WARRANTS				
Previous Month O/S	17	-	-	-
Issued (+)	18	-	-	-
Redeemed (-)	19	-	-	-
Canceled (-)	20	-	-	-
WARRANTS OUTSTANDING (O/S)	21	-	-	-
Cash Balance <O/S Warrants >	22	\$ 463,558.52	\$ 327,360.34	\$ 71,646.25
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	-

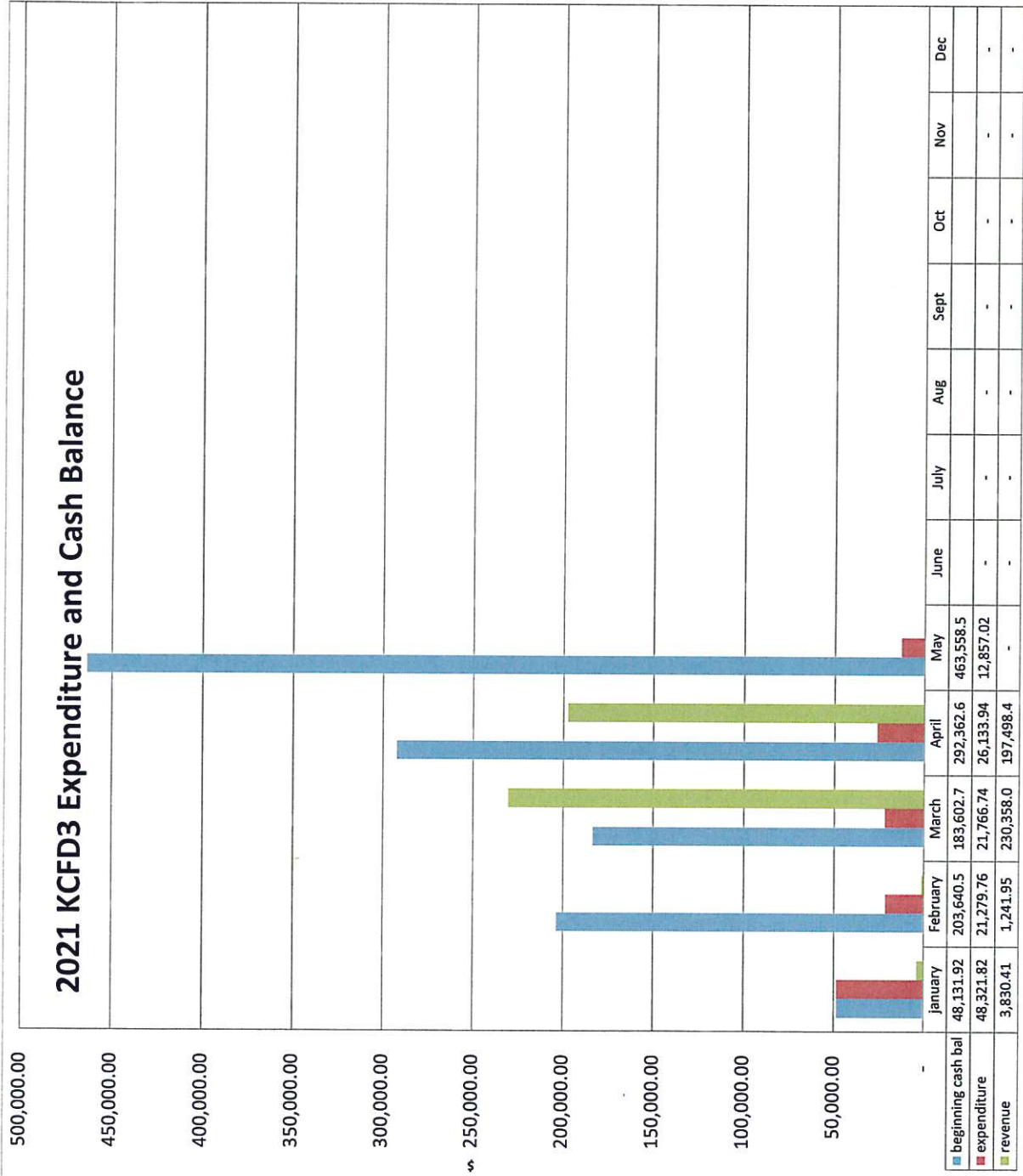


KLICKITAT COUNTY

Fund Revenue Distribution
As of 04-30-2021

Fund	Account	Description	Year	Daily	Month-To-Date	Fiscal Year-To-Date
667	FIRE DISTRICT #3 GENERAL FUND					
	66731111	Real & Personal Propert	2021	\$10,428.54	\$195,660.01	\$250,756.29
			2020	\$0.00	\$1,405.01	\$4,155.55
			2019	\$168.67	\$152.30	\$517.90
			2018	\$0.00	\$9.89	\$1,432.07
			2017	\$0.00	\$0.00	\$13.47
			2015	\$0.00	\$28.00	\$45.78
			2014	\$0.00	\$0.00	\$6.73
			Fund Totals:	\$10,597.21	\$197,255.21	\$256,927.79
667001	FIRE DISTRICT #3 GENERAL FUND					
	667131211	Private Harvest Tax;	2021	\$0.00	\$272.93	\$272.93
	6671317200000	Leasehold Excise Tax	2021	(\$71.55)	(\$71.55)	(\$71.55)
	667136111	Investment Interest	2021	\$0.00	\$41.87	\$223.30
	667138611	Agency Deposits	2021	\$0.00	\$0.00	\$175,576.39
			Fund Totals:	(\$71.55)	\$243.25	\$176,001.07
667002	FIRE DISTRICT #3 BOND FUND					
	667231111	Real & Personal Property	2021	\$6,631.52	\$126,262.89	\$161,823.41
			2020	\$0.00	\$942.46	\$2,785.06
			2019	\$118.89	\$107.35	\$365.05
	667231211	Private Harvest Tax;Timber	2021	\$0.00	\$2,458.56	\$2,458.56
			Fund Totals:	\$6,750.41	\$129,771.26	\$167,432.08
667003	FIRE DISTRICT #3 CAP FUND					
	667336111	Investment Interest	2021	\$0.00	\$223.32	\$1,041.27
			Fund Totals:	\$0.00	\$223.32	\$1,041.27

2021 KCFD3 Expenditure and Cash Balance



2021 April Capital SUMMARY

Updated 05/11/2021

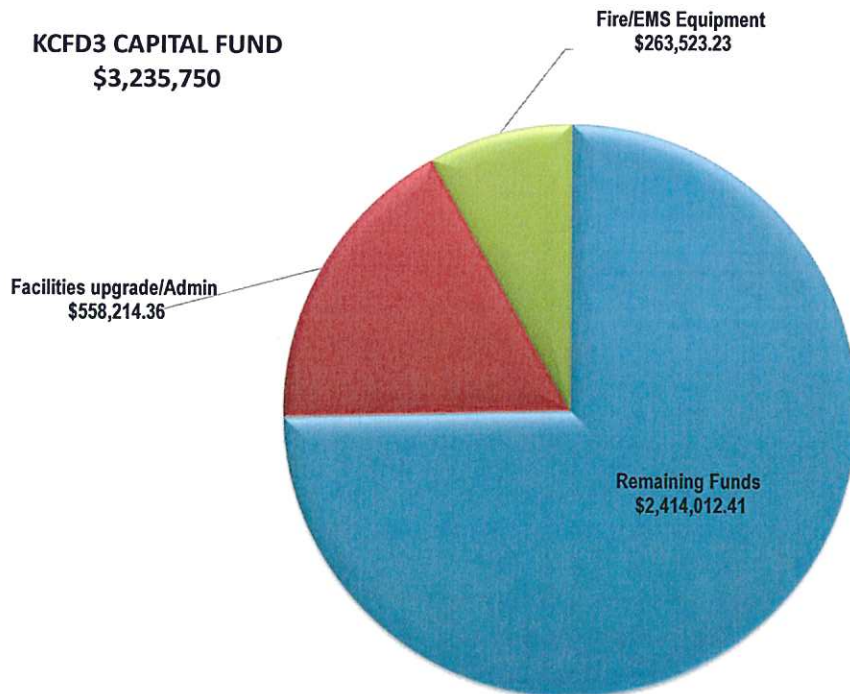
ORIGINAL BOND	\$ 3,235,750.00
2018 Bond Council included in engineering and admin serv. Total.	15,000.00
Beginning balance (dec 2018)	3,220,750.00
2019 total expenses	375,043.23
2020 Beginning balance	2,845,706.77
2020 total expenses	306,539.18
2021 Beginning balance	2,539,167.59

		2019	2020	2021	2021 Totals	Totals
Facilities Upgrade/Admin	Professional Services/ Planning	108,111.83	7,587.40	55,395.96		
	Professional Serv. Fire	29,799.65	-			
	Facilities Services		282,284.46			
	Facilities Upgrade 31			30,824.06		
	Facilities Upgrade 32			-		
	Facilities Upgrade 33			29,211.00	115,431.02	543,214.36
Equipment	Vehicles/Fire Equipment	234,713.55	16,667.32	9,724.16		
	EMS Equipment	2,418.20	-			
	MISC			-	9,724.16	263,523.23
TOTAL		375,043.23	306,539.18	125,155.18	125,155.18	
REMAINING FUNDS		2,845,706.77	2,539,167.59	2,414,012.41		
INVESTED		2,822,552.04	2,430,000.00	2,430,000.00		
Balance (does not include interest)		23,154.73	109,167.59	(15,987.59)		

		2019	2020	2021	Total Interest Earned
Interest Earned		25,877.67	60,714.90	1,041.27	87,633.84

Treasurer Cash Balance **\$ 71,646.25** (includes interest)

Chart Summary	2018	2019	2020	2021	Totals
Remaining Funds		\$ 2,845,706.77	\$ 2,539,167.59	\$ 2,414,012.41	\$ 2,414,012.41
Facilities upgrade/Admin	\$ 15,000.00	\$ 137,911.48	\$ 289,871.86	\$ 115,431.02	\$ 558,214.36
Fire/EMS Equipment		\$ 237,131.75	\$ 16,667.32	\$ 9,724.16	\$ 263,523.23



Fire Chief's Report to Board of Commissioners

May 13, 2021

No injuries or accidents since your last meeting.

Customer Service (emergent and non-emergent): Will provide updated information during Board meeting.

Projects:

- **Bond:**
 1. Station 32 nearly cleared of internal contents in preparation of construction. Sincere thank goes to our members for spending (2) Tuesdays in a row working on that project.
 2. Finalizing plans for temporary housing of fire trucks for both 31 and 32.
 3. Concrete cutting for water meter replacement scheduled for this week.
- **Apparatus/Fleet:**
 1. Brush 33 returned from Ken's Automotive. After along diagnostic, it appears that the problem was two high-pressure oil sensors and the camshaft position sensor. Brush 33 will be returned to Station 33 this week and re-stocked with its internal equipment.
 2. Gathering cost quotes for tire replacements for E32, WT32 and WT31. Two quotes gathered: Les Schwab's Tire and Paco's tire. Unfortunately, Paco's Tire shop is not able to get the tires needed for Engine 32. 12R22.5/16 compared to 11R22.5/16.
 3. Tire air pressure valve extender project will be finished when the trucks go in for tire replacements.
 4. Engine 31 pump transducer replaced. Problems with bringing pump up to pressure repaired.
- **Fire Safety Bus project:**
 1. Made contact with WSVSD Superintendent Jerry Nelson who stated he's going to pass on my proposal to convert the school bus into a fire safety tool to the new incoming superintendent and staff in the summer/fall in order to get help with some of the work needed by a vocational student.
- **KCIFA.** Compiled letter to KCIFA as directed. Signatures pending. Once signed it will be scanned and sent via email.
- **Type 3 Team Assignment:** Participated in 2- day annual required training for team members.
- **Personnel:** Two new volunteers going through entry process. Three members: Kelsey Griffith, Darren Lanz and Edgar Cortez finalizing their Firefighter 1 Academy. Live fire training scheduled May 15th in Hood River. Alex Camp completed EMT Basic training.
- **Community Building/pre-planning:**
 - May 10th, 2021 - met with Mr. Ron Scott (<https://www.jsinorthwest.com/jsi-consulting/about-us.html>) regarding access/egress for the Under Canvass project. *Consultant hired by private party. Advised Mr. Scott that the Fire District is a neutral party and not the Authority Having Jurisdiction regarding permitting of the proposed project.
 - May 7th, 2021 – Requested via email from Under Canvass to provide input at their Hearing's Examiner Hearing on June 17th/18th 2021. Purpose:
 - Hearings Examiner process for Applicants Conditional Use Permit.
- **Fire Safety Surveys:** None active currently. Discussed with Maintenance Supervisor at WSVSD to coordinate a date right after school resumes in September.
- **Awards Banquet:** Tentative Date: May 23 at the Park in White Salmon. 09:00/am. Alternate Date May 24th. Mollie Krall retirement recognition. KCFD3 retirees invited. Potluck? Seeking input.
- **Billable Call: UPDATE:** Jennifer discovered why the certified letters were returned to sender. 1535 SR141, while in the BZ Corner area, is a TROUT LAKE address – not White Salmon. Certified letters were re-sent. If no response is made by June Commissioner's meeting, we will move forward with Board's instructions with collections.
- **Insurance:** Pending start up of construction policy with Enduris. 2021 annual policy renews in August.

- **Annexation petitions:** One confirmed and one pending annexation request.
- May 10th. Training Inter-local Agreement; Still in City's hands for revision. Advised Chief Hunsaker that we need to review training plan for the coming months. Driver EVIP training scheduled to start May 11th and May 19th.
- May 10, 2021. No feedback received from City of White Salmon regarding previous meeting with Chief Hunsaker.

Plan A:

- a. Encourage City to continue with Community Center efforts.
- b. Shift public meeting space to new facility. (Council/other)
- c. Seek opportunity to re-locate Public Works to space that includes: Shop, breakrooms, office and laydown space.

Plan B:

- a. Seek out and co-fund Grant writer (EDA, Community Block HUD) to obtain property, and construct joint-Facility Public Safety building:
 - a. Fire
 - b. EMS
 - c. Law Enforcement

Research opportunity to fund purchase of land on Main Street for such facility to secure it for the future. TURN the Fire Station into the Community Center and build a fire station.

*Note: Plan B would allow for options:

- a. Public Works to utilize entire fire station pending other options in the future.
- b. BWPD could re-locate to new facility and open up City-owned storefront for sale, lease and realize potential taxable income. While not a ton, it's funding currently not being received. Sale of building could be utilized for other City infrastructure goals.

COVID-19: No report

TRAINING:

May 6th: Provided SCBA training for Appleton Fire District. Draager SCBA's transferred from KCFD3 to Appleton.

April 22nd. EMS Case Reviews with Dr. Smith.

April 26th and May 2nd Work party at Station 32 to clear contents.

May 4th Apparatus Inspections

Tentative LIVE FIRE TRAINING session off Graves Road. Saturday May 15th. Alternate due to high winds or other: Saturday May 22nd.

Community Events: None at this time.

Personal Activities and Achievements: Enrolled in S300 course (Extended Attack Incident Commander) in May of 2021. Five-day Type 3 Incident Commander course required for Operations Section Chief and IC Type 3.

Respectfully submitted: Wesley W. Long – Fire Chief May 10th, 2021