

KLICKITAT COUNTY FIRE DISTRICT 3

200 Husum Street, Husum, WA 98623

Commissioner's Meeting

Thursday June 11, 2020

Due to COVID-19 pandemic and Governor Inslee's proclamation prohibiting holding 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, face book, and on the office door).

Called to order: 15:07

In Attendance Virtually:

Commissioner Montag (Chair), Commissioner Connor, Commissioner Virts, Quorum present. Chief Long, Bob Merritt, Rozalind Plumb, Eric Bosler, Lloyd Olson, Debbie Olson. Melinda Heindel

Approval of agenda:

Amendment to agenda: add Item (7). Radio Grant, and (8). E.O.C Emergency Operation Center -Covid

Motion to approve the agenda as amended made by Commissioner Virts, seconded by Commissioner Connor, (3 yay, 0 nay) motion passed.

Public Discussion:

Chairman will allow comments during the meeting.

Minutes of the last meeting:

- *Motion to approve Regular business meeting minutes from May 14, (with adjustment under ongoing business item 4 'White Salmon Public Safety Committee' to reflect Commissioner Virts had nothing to report), made by Commissioner Virts, seconded by Commissioner Connor (3 yay, 0 nay) motion passed.*

Secretary's Report:

1. GENERAL EXPENSE FUND 667.1:

See 2020 Operating Budget table and graphs.

a) County Treasurer's Report for May 2020

Beginning balance	\$374,575.36	Ending Balance	\$395,979.15
Deposits	\$50,221.32	Disbursements	\$28,817.53

Reconciliation of the County Treasurer and Auditor reports against District Accounts occurred in the office 6/9/20 by the Administrative Assistant. As of June 1, Commissioner Connor reviewed and reconciled credit card, payroll, general deposit, and petty cash.

b) **Bills and items to be signed**

General Fund/Operating Budget:

a) 4/16 \$1,638.82 b) 5/28 \$529.30 c) 6/3 \$959.29

Motion to approve the General fund vouchers as presented made by Commissioner Connor, seconded by Commissioner Virts, (3 yay, 0 nay) motion passed.

c) **2020 Operating Budget: to date 05/31/20**

Anticipated budget is \$499,422.35

Operating Expenditure to date \$151,640.58 (30%)

2. **BOND FUND 667.2:**

This fund is managed by the County. Tax revenues are placed here to pay down the Bond. Ending Balance on May 30 was \$197,351.28.

3. **CAPITAL FUND 667.3:**

Original balance: **\$3,220,750.00** See 2020 Capital summary

a) **County Treasurer’s Report for May 2020**

Beginning balance	\$24,450.70	Ending Balance	\$25,852.68
Deposits	\$1,776.98	Disbursements	\$375.00

Reconciliation of the County Treasurer and Auditor reports against District Accounts occurred in the office 6/9/20 by the Administrative Assistant.

Capital vouchers to be signed:

a) 5/28 \$4,292.95 b) 6/3 \$1,214.35

Motion to approve the capital fund scripts as presented made by Commissioner Connor, seconded by Commissioner Virts, (3 yay, 0 nay) motion passed.

4. **INVESTED FUNDS**

- General Funds = \$429,536.00, yielding \$2,479.50 as of May 31, 2020. Discussion on the funds available in the cash balance (\$395,979.15 at the end of May) resulted in approval to invest more funds.

Motion to invest another \$200,000.00 of general funds made by Commissioner Virts, seconded by Commissioner Connor, (3 yay, 0 nay) Motion passed.

- CAPITAL FUNDS = \$2,780,052.04 yielding \$16,401.23 gross interest for 2020 as of May 31, 2020. (total interest earned since 2019 is \$42,275.90).
- The interest earned on Capital Funds is being monitored. It will only be possible to spend interest from capital funds on approved Capital items that match the Bond goals.

5. Correspondence:

White Salmon City Clerk Treasurer asked for clarification on the billing for training Captain.

6. Current priority projects include:

- Archiving projects –Grant extended through December 2020
- State Audit was completed ahead of the original deadline.
- 2019 Annual Report is nearing completion.
- Radio Grant
- Policy updates
- Safety Committee
- Plumb and Commissioner Montag attended 2 online ‘Saturday Seminars’. McLean and Commissioner Connor attended 1 online Saturday Seminar. Seminars were conducted by Brian Snure and very informative. The recorded webinars will be available in the near future. Roz recommends watching them.
- Reviewing grant opportunities for EOC staff refunding.

Commissioner Virts thanked Roz and Jennifer for the work done to complete the State Audit. He also thanked Jennifer for getting fees waived from several vendors who received late payments due to reduced staffing at the County.

Chief’s Report: See attached.

Chief Long submitted a report to the Commissioners prior to the meeting. Additional comments:

Fleet- B 32 generated an issue with the pump

- Radio grant- \$206,000 radio equipment upgrade grant from the Department of Ecology. Chief just received updated quotes for portable and mobile radios and installation. The District will need to pay all costs and then submit for reimbursement.

Training Report: The report was submitted separately by Tony in an email.

Training in person has started again with White Salmon and KCFD3. The training schedule will be flexible as we navigate the situation.

Some members are still working on EVIP driving. Wildland training documentation is complete for KCFD3.

He is still engaged as Deputy IC at the EOC for the COVID-19 Pandemic.

Ongoing business:

1. Personnel/Payroll: none.

2. Policies:

- Capital Asset policies will be reviewed soon.
- Firefighter Physicals will also be reviewed.

3. BOND • CAPITAL PROJECTS – update by project manager Robert Merritt

- **Architect Transition/Jeff Dellis Contract.** See attached K-3 Capital project updates. The contract has been reviewed by our legal counsel Brian Snure. The Contract is ready for approval by the Board.

Included with the contract is a DRAFT proposal (exhibit E K-3 Fire Station 31 & Station 32 “baseline” Projects. The plans have been reduced to achieve the needed operational functions in the core of the building. The updates to the kitchen and bathrooms have been set aside for now.

The district requested extensive discovery to identify potential building issues and so reduce the risk of finding problems during construction. While this has been a considerable cost, and time consuming, it should leave the projects with reduced risk of surprises and cost during construction.

The new contract with the Architect and engineers will be paid as Time and Material as opposed to the engineers including buffers to cover the risks. The District will shoulder the risk for unforeseen events.

Hazmat Study- In line with the above risk mitigations, it is advised that the district authorize a Hazmat study of station 31 and 32 to identify any hazardous materials during remodel (e.g. asbestos).

Klickitat County Planning Department - Memorandum regarding Station 32 Cherry Lane- Determination of non-significance has been sent out. The Planning Department has determined the proposal does not have a probable significant impact on the environment. An Environmental Impact Statement is not required. There are mitigating requirements involved that will be included in the bid for contractors. Comments from all interested parties are due back by July 2, 2020.

Motion to approve new contract with Jeff Dellis Architecture, Inc. and authorize Chief Long sign on behalf of the board. Motion made by Commissioner Virts, Seconded by Commissioner Connor (3 yay, 0 nay). Motion passed.

Motion to approve draft proposal for baseline projects made by Commissioner Virts, seconded by Commissioner Connor, (3 yay, 0 nay) motion passed.

Motion to authorize Chief to sign the documents in the board’s stead, made by Commissioner Virts seconded by Commissioner Connor (3 yay, 0 nay) motion passed

- **Station 33 Roof Replacement:** Last meeting not all the quotes had been received, but the commissioners approved accepting the bid that meets the requested specifications. The approved contractor has submitted the building permits.
- **Fordyce Water:** Merritt is approaching the water Association to address the needed enlargement of the water connection from 5/8” residential meter to 1”.

- **Plan B** – Merritt is looking at potential options in the event the cost of remodeling stn 31 is not feasible within the Bond funds. Potential options could involve a pole building to house the apparatus. These are not formal plans, only backup ideas in the event contractor bids are too high to achieve the needed goals.
Merritt noted that the cost estimates made by the engineers have not yet been made public. Melinda Hiendel noted that the specifications from the engineers will be very detailed and clear for the bid process. This will ensure clear comparison between different bids. The bidding process ensures the district accepts the lowest bid that meets the specifications for the project.

- **CAPITAL PURCHASES** – On hold until building costs are finalized.

4. White Salmon City Council Public Safety Committee Commissioner Virts spoke with Councilman Jason Hartman. Hartman brought up the topic of a possible amalgamation between the departments. Commissioner Virts was invited to the next Public Safety Committee meeting.

5. Joint use facilities / interoperability Commissioner Montag noted that he will talk to the mayor on any ideas. It was noted the Training Captain already uses space in White Salmon. Emphasis was on asking for and sharing ideas on the topic.

6. Annexations: HB 5010 update -Parcels/Owners identified. Chief Long noted that the properties have been identified and verified by the County as not being in the district. The next step will be mailing out packets to the landowners detailing the process for hearings and appeals. Chief estimates mailing the packets in early July.

7. Radio Grant: The District has been approved for a \$206,000 grant for radios. The original quotes have been revised to maintain all the goals of the grant for less cost. (upgrade mobile and portable radios and connect to Skamania County UHF system). The quote is through a State Bid so will not need to be bid through MRSC. Chief is waiting for the confirmation for the State bid requirements. The hope is to have this purchase brought the board in July. This is a reimbursement grant. The district will need to make the purchase out of cash balance and request reimbursement.

8. EOC. Captain Gilmer has been the Deputy IC for the EOC for the COVID -19 pandemic in Klickitat County and incurred overtime. Jessica Urbach has been the PIO. For KCFD3 to be reimbursed for unbudgeted staff time at the EOC, the district and Klickitat County will need to establish a Professional Services Agreement. The draft agreement needs to be reviewed by the County Attorney. Anticipate a final contract for July. Commissioner Montag suggested the staff be given authority to put this together and bring it to the board. All commissioners agreed.

New Business:

1. **Surplus School Bus.** The school bus was intended for use as a training aid. It has been used for at least 1 County MCI drill. The last drill specifically for school busses was held using the busses in use by the school district. It requires a special license to drive it, it will need new tires and maintenance. Chief asked the commissioners if there is any reason to maintain the school bus in our fleet. Commissioner Virts also commented that while it sits in the back lot it is an attractive nuisance and could be a liability to the district. The commissioners saw no reason to retain it.

Good of the order: none.

Next meeting regular meeting: July 9th 3:00 pm

Motion to adjourn:

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

Meeting adjourned: 16:21

APPROVED BY:

Thomas Montag 7/02/20
Chairman – Commissioner Thomas Montag. (date)

Attest:

Rozalind Plumb
District Secretary Rozalind Plumb

Robert Connor 8/11/2020
Commissioner Robert Connor (date)

Charles Virts 9 July 2020
Commissioner Charles Virts (date)

Klickitat County Fire District 3 Commissioners Meeting
200 Husum Street Husum, WA.
June 11, 2020 at 15:00 (3 pm).

AGENDA

Regular Board meeting.
VIRTUAL MEETING VIA ZOOM

Join Zoom Meeting

<https://us02web.zoom.us/j/81608052163?pwd=RDZTS1pwOXF4eDVOUkgzQmVpOXdyUT09>

Meeting ID: 816 0805 2163

Password: 778253

One tap mobile

+13462487799,,81608052163#,1#,778253# US (Houston)

+16699009128,,81608052163#,1#,778253# US (San Jose)

Dial by your location

+1 346 248 7799 US (Houston)

+1 669 900 9128 US (San Jose)

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+1 646 558 8656 US (New York)

+1 301 715 8592 US (Germantown)

+1 312 626 6799 US (Chicago)

Meeting ID: 816 0805 2163

Password: 778253

Find your local number: <https://us02web.zoom.us/u/kbTT6EOfDU>

Governor's Proclamation 20-28.4 concerning OPMA. The proclamation extends the restrictions on in person public meetings through June 17 2020.

- **Open Meeting:** Call to order. **Time** _____
- **Approval of agenda**
- **Attendance**
- **Minutes of last meetings:** May 14th Regular Business Meeting
- **Public Discussion:** The Board Chair will announce when a public comment period is permitted
- **Secretary's Report**
- **Chief's Report**
- **Training Report**
- **On Going Business**
 1. **Personnel:** none
 2. **Policies:** drafts are been established for Capital Threshold and Firefighter physicals
 3. **BOND**
 - **CAPITAL PROJECTS REPORT**
 - Architect transition/Jeff Dellis Contract
 - Stn. 33 roof
 - Fordyce Water
 - HazMat Inspection
 - Plan 'B'
 - **CAPITAL PURCHASES-** Waiting for Building estimates

4. **White Salmon City Council Public Safety Committee** (*Virts*)

5. **Joint use facilities / interoperability** (*Montag*)

6. **Annexations:**

- HB 5010 update

■ **New Business:**

- Surplus - School bus

■ **Good of the order:**

■ **Next meeting;** Regular meeting July 9th 3:00 pm

○ **Motion to adjourn:** (A) Time_____

June 11, 2020
Secretary's Report

1. GENERAL EXPENSE FUND 667.1:

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b) Bills and items to be signed

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3. INVESTED FUNDS

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- CAPITAL FUNDS = \$2,780,052.04 yielding \$16,401.23 gross interest as of May 31, 2020.
- The interest earned on Capital Funds is being monitored and recorded separately. It will ONLY be possible to spend interest from capital funds on approved Capital items.

4. Correspondence:

White Salmon City Clerk Treasurer asked for clarification on the billing for training Captain. Information was submitted to Jan Brending and we are waiting for a response.

5. Current priority projects include:

- Archiving projects –Grant extended through December 2020
- 2019 Annual Report
- Radio Grant
- Policy updates



**KLICKITAT COUNTY
TREASURER REPORT
May 2020**

	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	\$ 374,575.36	\$ 225,358.25	\$ 24,450.70
+++ Increases ++++				
Receipts (Revenue Dist Rpt)	2	50,221.32	32,683.15	1,776.98
Netted Transactions	3	-	-	-
Matured Investments	4	-	-	-
Interfund Transfers - In (397)	5	-	-	-
Other Revenue - JE's	6	-	-	-
Subtotal Increases	7	50,221.32	32,683.15	1,776.98
<< Disbursements >>				
Other Expenditures - JE & KC AP	8	4,354.81	-	375.00
Interfund Transfers - Out (597)	9	-	-	-
New Investments	10	-	-	-
Disbursements (AP & PR)	11	-	-	-
E - Transactions (ACH & EFTPS)	12	24,462.72	-	-
Debt Service P&I	13	-	60,690.12	-
Other	14	-	-	-
Subtotal Disbursements	15	28,817.53	60,690.12	375.00
ENDING CASH BALANCE	16	\$ 395,979.15	\$ 197,351.28	\$ 25,852.68
WARRANTS				
Previous Month O/S	17	-	-	-
Issued (+)	18	-	-	-
Redeemed (-)	19	-	-	-
Canceled (-)	20	-	-	-
WARRANTS OUTSTANDING (O/S)	21	-	-	-
Cash Balance <O/S Warrants >	22	\$ 395,979.15	\$ 197,351.28	\$ 25,852.68
INVESTMENTS				
Beginning Inv Balance	23	429,536.00	-	2,780,052.04
Matured Investments	24	-	-	-
New Investments	25	-	-	-
ENDING INVESTMENT BALANCE	26	429,536.00	-	2,780,052.04
DEBT SERVICE/BOND ACTIVITY				
Beginning Bond Principle Balance	27	(149,986.07)	-	-
Bond Principle Payments	28	-	-	-
Bond Interest Payments	29	-	60,690.12	-
ENDING BOND PRINCIPLE BALANCE	30	(149,986.07)	-	-



KLICKITAT COUNTY

Fund Revenue Distribution
As of 05-31-2020

Fund	Account	Description	Year	Daily	Month-To-Date	Fiscal Year-To-Date
667	FIRE DISTRICT #3 GENERAL FUND					
	66731111	Real & Personal Propert	2020	\$0.00	\$48,957.47	\$81,068.02
			2019	\$0.00	\$741.81	\$3,541.46
			2018	\$0.00	\$142.01	\$159.72
			2017	\$0.00	\$20.15	\$157.33
			2016	\$0.00	\$50.81	\$53.54
			2015	\$0.00	\$10.75	\$43.84
			Fund Totals:	\$0.00	\$49,923.00	\$85,023.91
667001	FIRE DISTRICT #3 GENERAL FUND					
	667136111	Investment Interest	2020	\$0.00	\$273.08	\$2,030.38
	667138611	Agency Deposits	2020	\$0.00	\$25.24	\$13,376.50
			Fund Totals:	\$0.00	\$298.32	\$15,406.88
667002	FIRE DISTRICT #3 BOND FUND					
	667231111	Real & Personal Property	2020	\$0.00	\$32,206.10	\$53,634.31
			2019	\$0.00	\$477.05	\$2,490.21
			Fund Totals:	\$0.00	\$32,683.15	\$56,124.52
667003	FIRE DISTRICT #3 CAP FUND					
	667336111	Investment Interest	2020	\$0.00	\$1,776.98	\$13,462.78
			Fund Totals:	\$0.00	\$1,776.98	\$13,462.78

2020 Operating Budget

This budget sheet is connected to the expenditure spreadsheet.

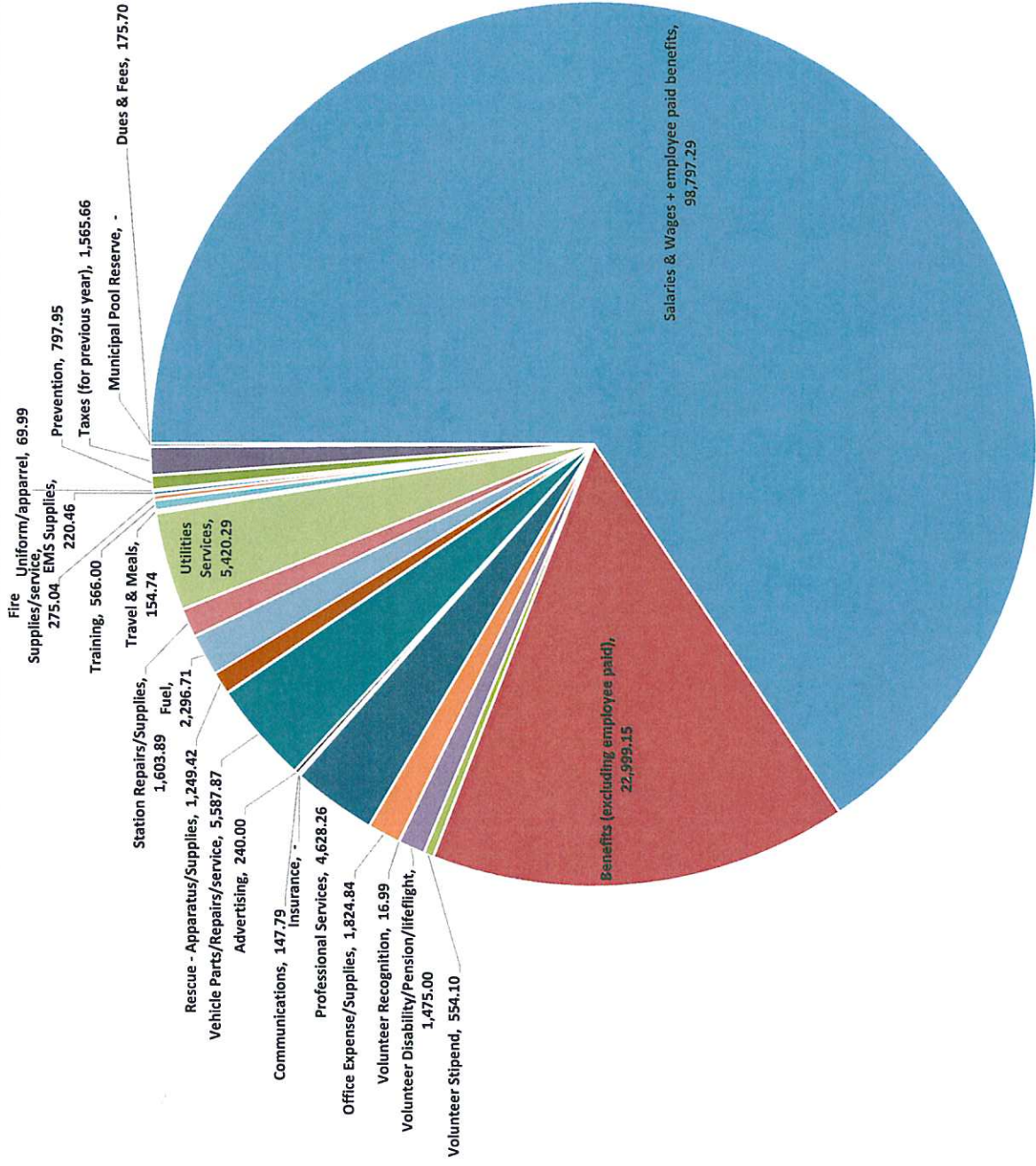
Klickitat County Fire District 3

BUDGET 2020 CATEGORY	Original Budget	May expenditure	Expenditure YTD	Balance	% Used	NOTES
Salaries & Wages + employee paid benefits	230,118.53	22,077.54	98,797.29	131,321.24	43%	275,831.21
Benefits (excluding employee paid)	45,712.68	4,250.03	22,999.15	22,713.53	50%	
Volunteer Stipend	18,000.00	-	554.10	17,445.90	3%	
Volunteer Disability/Pension/lifeflight	14,407.00	-	1,475.00	12,932.00	10%	
Volunteer Recognition	3,200.00	-	16.99	3,183.01	1%	
Office Expense/Supplies	5,500.00	26.85	1,824.84	3,675.16	33%	
Professional Services	25,550.00	766.60	4,628.26	20,921.74	18%	
Insurance	20,000.00	-	-	20,000.00	0%	
Communications	2,760.00	-	147.79	2,612.21	5%	
Advertising	1,900.00	-	240.00	1,660.00	13%	
Vehicle Parts/Repairs/service	14,000.00	939.38	5,587.87	8,412.13	40%	
Rescue - Apparatus/Supplies	6,800.00	-	1,249.42	5,550.58	18%	
Fuel	9,000.00	256.13	2,296.71	6,703.29	26%	
Station Repairs/Supplies	5,000.00	-	1,603.89	3,396.11	32%	
Utilities Services	19,100.00	444.03	5,420.29	13,679.71	28%	
Travel & Meals	4,000.00	-	154.74	3,845.26	4%	
Training	11,000.00	29.00	566.00	10,434.00	5%	
Fire Supplies/service	9,000.00	-	275.04	8,724.96	3%	
EMS Supplies	9,500.00	-	220.46	9,279.54	2%	
Uniform/apparel	4,000.00	-	69.99	3,930.01	2%	
Prevention	1,500.00	-	797.95	702.05	53%	
Taxes (for previous year)	2,500.00	-	1,565.66	934.34	63%	
Dues & Fees	2,200.00	14.72	175.70	2,024.30	8%	
Municipal Pool Reserve	34,674.14	-	-	34,674.14	0%	
Capital Pool	-	-	-	-	0.00%	
Total budgeted expenditure	499,422.35	28,804.28	150,667.14	348,755.21	30%	
EXTRA projects using cash balance		13.25	13.25			
Invested funds		-	-			
State Grant Dept. of Health	1,260.00	-	960.19	299.81	76%	
Expense for Wildland						
Total Actual Expenditure		28,817.53	151,640.58			
Ave. property tax estimated in November 2019 + 29,000 TO share	499,422.35					

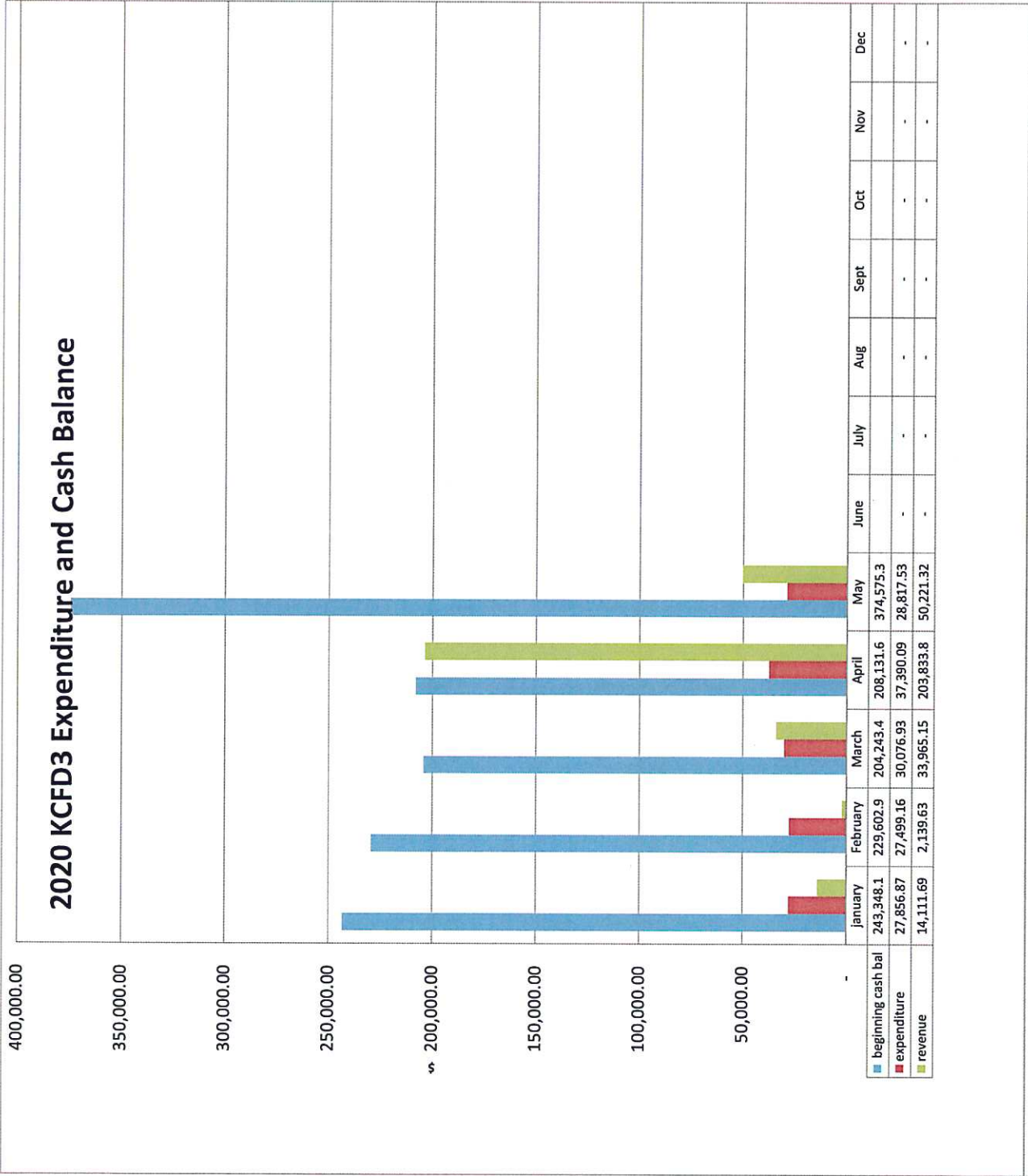
2020 Operating Budget

Updated 6/10/2020

2020 Budget



2020 KCFD3 Expenditure and Cash Balance



2020 Capital SUMMARY - May

Updated 06/9/20

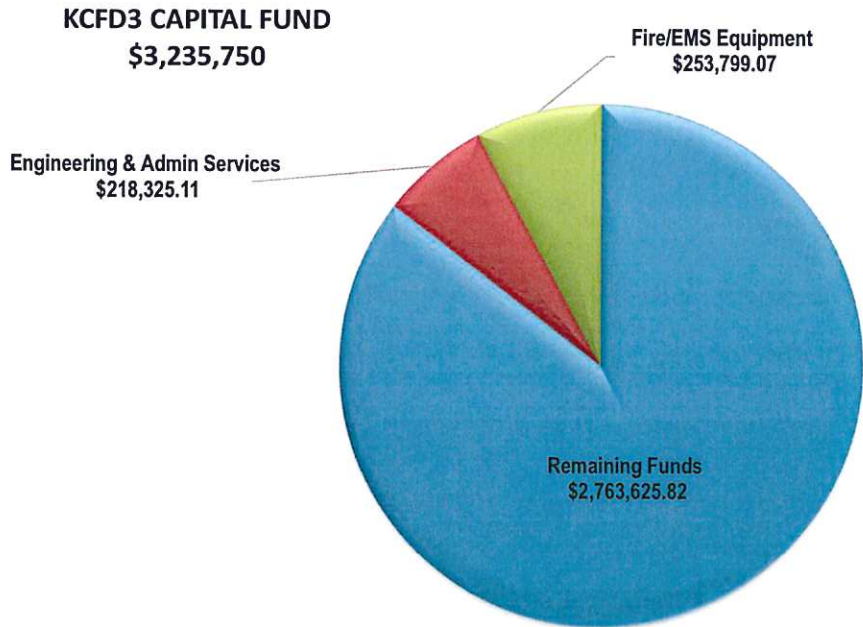
ORIGINAL BOND	\$ 3,235,750.00
2018 Bond Council included in engineering and admin serv. Total.	15,000.00
Beginning balance (dec 2018)	3,220,750.00
2019 total expenses	375,043.23
2020 Beginning balance	2,845,706.77

		2019	2020	2020 Totals	Totals
Capital Service	Professional Serv. Admin	108,111.83	65,413.63	65,413.63	203,325.11
	Professional Serv. Fire	29,799.65	-		
Capital Goods	Fire Equipment	234,713.55	16,667.32	16,667.32	253,799.07
	EMS Equipment	2,418.20	-		
TOTAL		375,043.23	82,080.95	82,080.95	
REMAINING FUNDS		2,845,706.77	2,763,625.82		
INVESTED		2,822,552.04	2,780,052.04		
Balance (does not include interest)		23,154.73	(16,426.22)		

2019 Interest Earned	25,877.67	25,877.67	Total Interest Earned
2020 Interest Earned		16,401.23	42,278.90

Treasurer Cash Balance \$ 25,852.68

Chart Summary	2018	2019	2020	Totals
Remaining Funds		\$ 2,845,706.77	\$ 2,763,625.82	\$ 2,763,625.82
Engineering & Admin Services	\$ 15,000.00	\$ 137,911.48	\$ 65,413.63	\$ 218,325.11
Fire/EMS Equipment		\$ 237,131.75	\$ 16,667.32	\$ 253,799.07



Fire Chief's Report to Board of Commissioners

June 9, 2020

No injuries or accidents since your last meeting. Safety Committee meeting scheduled for June 9th, 2020.

Customer Service (emergent and non-emergent): 17 calls for service since May 14th, 2020 Board meeting. (Note: Continued restrictions to response into Cities of White Salmon and Bingen are in place due to Covid-19)

Projects:

1. Bond:
 - (a) Continuing to find another department for surplus Draager SCBA equipment. Reaching out to regional vendors. No update as of 6/8/2020.
 - (b) Station 33 authorized roof replacement confirmed to be on schedule with Brown Roofing. Verified approval document sent to Travis Nelson.
 - (c) No equipment purchases conducted. Continues to be on hold due to unknown construction estimates.
 - (d) Roz provided Capital One financials for the District.
 - (e) Station 31 roof leak and approved repairs completed. Roof leak directly attributed to blocked downspouts. Cleaned.
2. RADIO GRANT: Met with Day Wireless (radio vendor) to compare products. Awaiting updated price quotes and equipment considerations to increase new equipment portable count with the same overall cost. Quotes to arrive this week. Grant communications with Department of Ecology completed. Will be seeing contracts sent to us in the coming weeks for signatures. NOTE: 6/4/2020 met with Day Wireless in Husum to verify installation quote is fully comprehensive and accurate. Made contact with WA Dept. of Ecology to ensure we know who our primary contact is to provide second, and cheaper quote for the grant.
3. Apparatus fleet: Engine 331 (Red GMC housed at Station 33) repairs completed. Engine returned to Station 33 and is back in service.
4. Making arrangements to removed bird nests from Station 33. +/- early July.
5. KCIFA meeting cancelled for May. Did inquire if KCIFA intends to review the 5-county Mutual Aid Agreement. Unknown if it will be an item on their agenda.
6. Type 3 IMT. As of 6/8/2020, no communications have been provided for SE Region type 3 teams. IC Gilmer has also not received guidance for the upcoming season. Monitoring at this point.
7. Roz and Jennifer successfully completed 2019 Annual Report filings.
8. Working with Roz to close the last of the 2019 Annual Report.
9. Reviewing annexation documents this week (June 8th) to get movement on HB 5010 activities.
10. Jennifer is noting minor concerns with late fee risks with the County's backlog of accounts payable. Jennifer negotiated with Napa who took those fees off. Secondly, Klickitat PUD payments were processed late. Again – no late fees. Concerns with District Visa cards exists. She will continue to monitor and report if further issues persist. Note: Our internal processes for submitting payments are on time and often early.

COVID – 19

1. Continuing to support EOC for food deliveries for Zone 3 (west end). Minimal demand.
2. Captain Gilmer continues to support the EOC through June 12th when we will re-evaluate the need with EOC Manager.
3. Jennifer/Roz working to communicate with EOC Finance Manager for future cost recovery efforts currently being worked on by Klickitat County.
4. In-person training re-instated June 9th, 2020 with less than five per group and pre-training screenings planned.

Training: See Captain Gilmer's report

Community Events: No community activities to report

Personal Activities and Achievements: Took one-week vacation in May to fly to Arizona and drive back.

Respectfully submitted: Wesley W. Long – Fire Chief 11/12/2019

Training report to the Fire Commissioners
May 2020

Statistically 2nd Quarter:

12 hours of online training provided

	KCFD3 (24 members)	WS (15)	SKA3 (17)
Attendance average:	0.1%	0.3%	0.1%

Activities:

Drill to resume June 9th, wildland attack with hoselays.

Opportunities for required online training included;

Heat Related Illness	Responder Investigation	Traffic Incident Mgmt
Spread of Influenza	National Academy "Mayday"	Fire Sprinklers

I have provided thumb drives to continue opportunities to compete EVIP 3.0 training and testing; three firefighters completed the test in six weeks.

One Leadership program is now available online and I recommend it for everyone. The L-series classes have historically been required for wildland FF and L-180 (entry level) is now available on-line; no one submitted a certificate of completion.

13 Red Card applications completed for Chief's signature this year due to Covid; none confirmed.

2019 statistics reflect: (paid/employees excluded)

- Only one firefighter in the top five responders meets 50% of the trainings
- 37% of the firefighters meet 50% of the trainings and the average call response is 12 calls per year.
- Of the 63% firefighters that don't meet 50% of the training they respond to 19.7 calls per year.

Personal development:

I was extended to June 12th to Klickitat County EOC, approved for on call and fill three days per week as Deputy IC. Objectives remain to support and maintain critical and essential services throughout the County as we prepare to engage phase re-opening.

Safety Committee:

Safety Committee scheduled for June 9th @1700.

Respectfully submitted,
Tony Gilmer, Training Captain

DISCUSSION ITEM SUBJECT	K-3 CAPITAL PROJECT Updates
PRESENTER	mHc
PREVIOUS BOARD DISCUSSION	<input checked="" type="checkbox"/> Architect Transition: As the Board is aware, Jeff Dellis, our lead Architect from Klein and Associates, has made a peaceful transition from Klein to continue his profession as a sole proprietor . He has successfully negotiated the purchase and departure with Klein; executed all of the necessary Limited Liability Corporation instruments and will have gotten off to a good start by the time this agenda is emailed out.
FOLLOW-UP STAFF INFORMATION	<ul style="list-style-type: none"> <input type="checkbox"/> Chief Long and mHc have been in close communication with Mr. Dellis throughout this process. We have also included the Hendel's in our conversation to make sure all bases are covered. <input type="checkbox"/> Below is a copy of a May 20, 2020 letter transmitted to Chief Long which explains the transition. <input type="checkbox"/> mHc has been in contact with Snure Law Offices who indicated that the Fire District would NOT be required to re-advertise and solicit RFQ's for architect services as the Fire District is already under contract with Mr. Dellis's architect license – and that this transition does not sever that relationship.
Additional Documents –Attachments	1. Announcement from Architect

**JEFF DELLIS ARCHITECTURE
[KLEIN ARCHITECTURE & ENGINEERING, INC]**

1219 Columbia Street, Hood River, OR 97031
(808) 281.7208 [Cell]; jeffmdellis@gmail.com

May 20, 2020

Wesley Long, Fire Chief, Klickitat County Fire District #3
200 Husum Street
Husum, WA 98623

RE: Klein Architecture & Engineering, Inc. Ownership Transfer

Dear Chief Long:

I am pleased to announce that I have purchased and am, as of May 19, 2020, sole owner of Klein Architecture & Engineering, Inc. [KAE]. I have operated this company since its inception in 2016 and will continue to do so as 100% owner going forward.

There are several items that you should be aware of:

1. Change in ownership: My legal counsel informs me that as KAE has its own Federal and State tax identification numbers, this transfer of ownership does not violate pre-existing KAE contracts as it is fundamentally the same company.
2. Name change: I am in the process of filing a name change with the Oregon Secretary of State, which is expected to be completed within 7-10 business days. Once completed, I will immediately file such name change with both the Oregon State Board of Architect Examiners and the Washington State Board for Architects. I intend to change the company's name from Klein Architecture & Engineering, Inc. to Jeff Dellis Architecture, to more accurately reflect the nature of the company now that it is no longer tied to Klein & Associates Inc. Again, my legal counsel informs me

that such name change will not cause a violation of pre-existing contracts, as the company has fundamentally remained the same.

3. Insurance coverage: I have filled out paperwork with KAE's carrier to transition coverage. KAE was originally covered under a larger policy held by Klein & Associates, Inc. As we have formally separated the two companies, a separate policy must be instated. I expect to receive quotes for coverage at the end of this week. At this time there are no issued stamped drawings associated with the KCFD#3 remodels project, and I will not visit either of the project sites until I have obtained insurance coverage and presented you with insurance certificates from my carrier, naming Klickitat County Fire District #3 as an additional insured. I have instructed the carrier to quote my company to the same limits, at minimum, as agreed upon in our Phase I contract. Please note that there are two changes in coverage that I anticipate:
 - a. Worker's Compensation Insurance: As the owner of the company, with no additional employees, I have elected to waive Worker's Compensation insurance which is within my rights under Federal and State law. Should I hire employees at any point in the future, I will obtain such insurances per Federal and State law.
 - b. Automobile Insurance: As it is not practical for me to purchase a company car at this time, I will be using my personal vehicle for work travel. The professional insurance carrier has informed me that they are capable of providing a "Hired/Non-Owned" policy over my personal auto insurance to meet the specified coverage rates of our agreement. They also recommended I extend my personal auto coverage to a \$100k/\$300k comp and collision policy, which I have already processed with my personal auto insurance carrier. Once all insurances are in place, I will send you insurance certificates from both carriers naming the District as an additional insured.

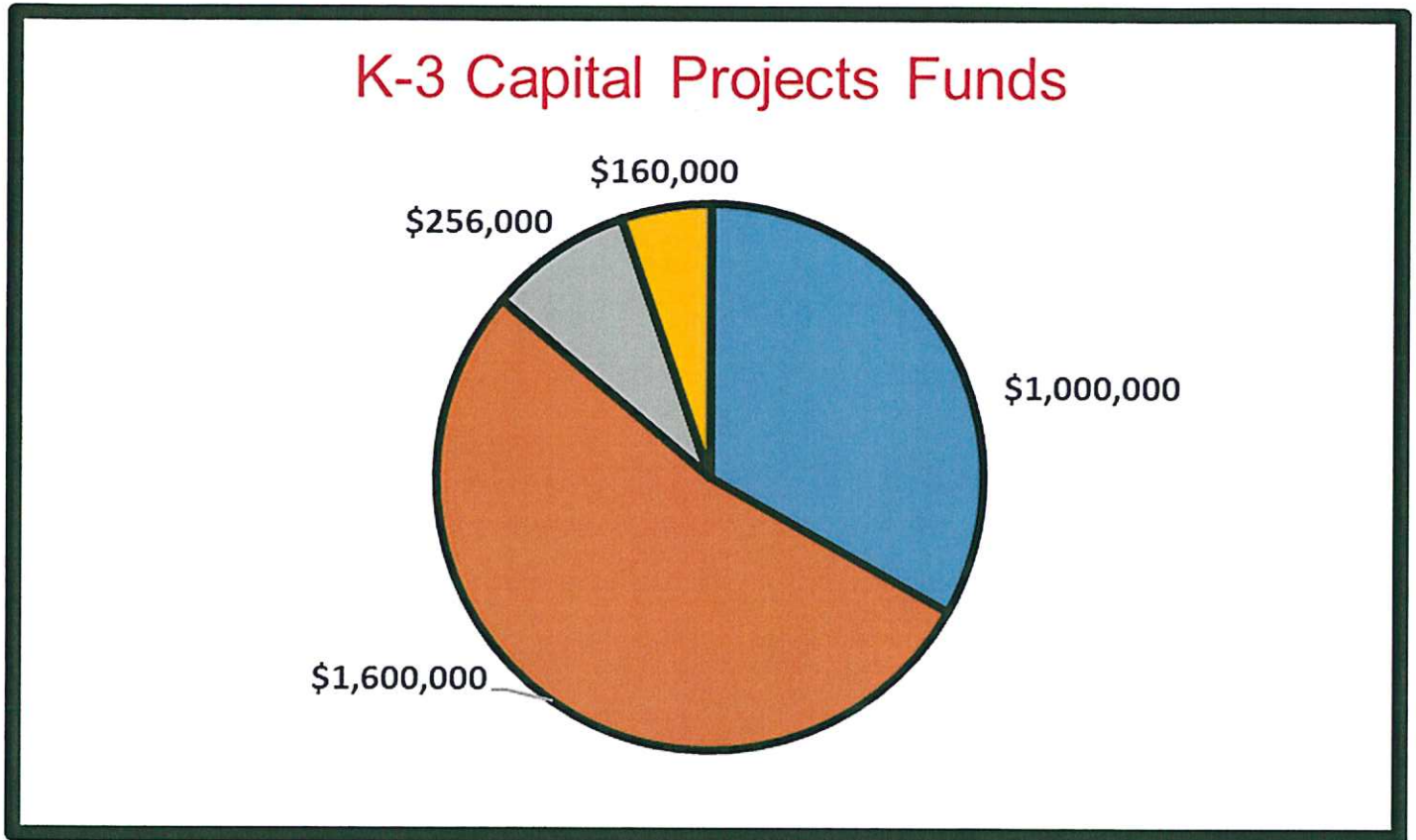
As you know, we are preparing a proposal and draft contract for "Phase II" of the design project. Technically we are still operating under the "Phase I" contract, though I expect that the name change and procurement of insurance coverage will be completed prior to execution of the Phase II contract. Should there be any overlap, I will diligently pursue any necessary contractual modifications.

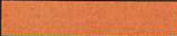


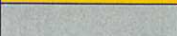
Yours Truly,
 Jeff Dellis
 Architect and President, Klein Architecture & Engineering, Inc.

DISCUSSION ITEM SUBJECT	Jeff Dellis Contract
PRESENTER	mHc
PREVIOUS BOARD DISCUSSION	<ul style="list-style-type: none"> ✘ In the text above, the Board has been [re]introduced to the transition of Jeff Klein to his own architectural firm Jell Dellis Architecture and Engineering, Inc. (JDAEI) ✘ There has been a month's long 'lull in action' with design and project development while the course of developing an approved contract has been crafted and approved for the Board to consider. ✘ There have been two parallel efforts afoot between Chief Long, mHc and JDAEI: <ol style="list-style-type: none"> 1. JDAEI Architect contract with K-3 2. Updated K-3 Project Proposal (JDAEI consultant engineers) ✘ What began with a standard AIA contract offered by JDAEI, became the groundwork for a positive exchange with K-3 staff, mHc and Snure law. As the draft matured, Snure Law was instrumental in balancing the AIA contract [which is typically very architect oriented] with the necessary language and implements to provide the protection and provisions necessary for the Fire District. All-in-all it was a positive effort and one which all parties arrived at an agreeable document. ✘ 'As an added effort, mHc reviewed the document in its entirety with the Heindel Architect group – with favorable results.

	<ul style="list-style-type: none"> ⊗ This document is presented to the Board as an ACTION ITEM to be approved
<p style="text-align: center;">FOLLOW-UP STAFF INFORMATION</p>	<ul style="list-style-type: none"> ⊗ In addition to the DRAFT contract from JDAEI, mHc presents in this agenda an extensive DRAFT PROPOSAL and COST ESTIMATE for professional services from JDAEI and his team of engineers to complete the K-3 Station #31 and Station #32 construction updates. Briefly those services entail: <ol style="list-style-type: none"> 1. Design and development documents 2. Construction standards 3. Code compliance 4. Permitting documents 5. Bid and construction drawings 6. Bid and construction specifications 7. Inspection ⊗ THE BOARD SHOULD KEEP IN MIND, that this is a PROPOSAL and is crafted with professional services COST ESTIMATES that the consultant team has projected. These are estimates and are driven by a TIME and MATERIAL cost primer. Chief Long and mHc have worked diligently to insure that all costs are carefully evaluated and the 'typical' construction estimate (% of project) has been exchanged for ACTUAL HOURS SPENT by these consultants. We believe that these numbers are inflated and have 'buffers' in them anyway -- which will be withered by project oversight from both the Chief and mHc. ⊗ In previous discussions, it was made clear that the Fire District was stepping up to assume 'construction risks' during the designed and construction phases in order to obtain a more realistic cost estimate from the engineers. It appears that this was not entirely accomplished and thus, K-3 staff will 'manually' ensure that development hours are consistent with the scope of the Baseline Project.
<p style="text-align: center;">Additional Documents –Attachments</p>	<ul style="list-style-type: none"> ✦ DRAFT [modified] AIA Contact with Jeff Dellis Architecture and Engineering ✦ JDAEI K-3 Project Proposal
<p style="text-align: center;">ADDITIONAL PROJECT INFORMATION</p>	<ul style="list-style-type: none"> ⊗ Roof repair will begin shortly on Station #33. Quotes reviewed; bid documents evaluated; project awarded by Chief Long; K-3 is on contractor's schedule ⊗ Fordyce Water – discussion underway for [gentle] conversation bout waving fees ⊗ HAZ MAT Inspection: mHc is pursuing Haz Mat inspection contractors from MRSC to provide quotes to execute 'pre-construction' inspections/mitigation of any hazardous materials during the remodel phases of both facilities. ⊗ Plan 'B': mHc still developing alternative cost estimates for Station #31

Estimated funds distribution:



	Construction projects
	Equipment purchases
	Professional fees
	Sales tax