

KLICKITAT COUNTY FIRE DISTRICT 3

200 Husum Street, Husum, WA 98623

Commissioner's Meeting

Thursday March 11, 2021

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).

Call to Order: 15:05

AGENDA

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

ATTENDANCE

Commissioner Montag (Chair), Commissioner Connor, Commissioner Virts
Secretary Plumb, Chief Long, Jennifer McLean, mHc Project Manager Robert Merritt, Eric Bosler, Llyod Olson, Melinda Heindel, Mark Deutchman.

MINUTES

1. ***Motion to approve minutes of January 14th, 2021 Public Hearing for Annexation made by Commissioner Virts, seconded by Commissioner Connor (3 yay, 0 nay) motion passed.***
2. ***Motion to approve minutes of February 11th, 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.

1. GENERAL EXPENSE FUND 667.1

- a) **Treasurer's Report-** District reconciled with the County.
- b) **General expenditure scripts.**
Motion to approve the bills as presented made by Commissioner Connor, seconded by Commissioner Virts, (3 yay, 0 nay) motion passed.
- c) **2020 OPERATING BUDGET:** to date 2/28/2021
Anticipated budget is \$489,403.55
Operating Expenditures- \$45,028.92 (9%).

2. CAPITAL FUND 667.3

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

- a) **County Treasurer's Report for February** - District reconciled with the County.
- b) **Capital expenditure scripts: 3/3 \$4,635.90 and 3/11 \$.**
Motion to approve capital expenditures made by Commissioner Virts, Seconded by Commissioner Connor (3 yay, 0 nay) motion passed.

3. **BOND FUND: 667.2.**

2021 payments June 1 (\$58,473.18), December 1 (\$176,888.74)

4. **INVESTED FUNDS**

- GENERAL FUND = \$429,536.00
- CAPITAL FUNDS = \$2,430,000.00.

5. **Correspondence**

Public Record Requests

1. Response Times
2. Mission, Goals, Task Force, Annual Reports.

6. **Current priority projects**

Training – Snure Seminars -Bid Law and employment law, Public Records, State Audit, Policy updates, BVFF pension qualifications, Annual Report.

CHIEF'S REPORT – see attached.

- **Billable call:** certified letters and regular mail has been returned. Chief requested direction from the board for how to move forward with this issue. Discussion on what options are available. Advised by legal counsel we cannot put a lien on the property. We can send it to collections or forgive the debt. Chief to review the last time we dealt with issue at the to be put on next month agenda.
- **OPCI –** Commissioner Virts expressed concern over Chief spending time on the Bond OPCI items when he is already very busy with general department management and now the Covid project.
- **B-33 –** having issues and needs diagnosis. Concern over the economics of keeping that apparatus. We have put significant money into the vehicle.
- **Training report-** moved back to in person training and drilling with White Salmon.
- **3 new members in the Fire Academy and on e new member in EMT class.**

ONGOING BUSINESS:

PERSONNEL

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

POLICIES:

1. Procurement Policy – this policy has been updated regarding the dollar thresholds and authorizations.
Motion to approve Procurement and Procedure made by Commissioner Virts seconded by Commissioner Connor (3 yay, 0 nay motion passed).
2. MRSC Rosters (Resolution 2021-08).
Motion to approve resolution 2021-08 MRSC Rosters small Public works, and consultant and vendor rosters made by Commissioner Virts seconded by Commissioner Connor (3 yay, 0 nay motion passed).
3. Public Records Policy – update in progress.

BOND:

Capital Projects: mHc Associates Bob Merritt- shared

- **Bid:** Contractors are showing interest. There have been two events where interested contractors can view the buildings. Feedback received to date has been positive for the progress the district has already made towards mitigating hazmat and planning the project. This should reduce the contract cost significantly. The deadline for bids was extended due to bad weather. Two reputable contractors noticed there were civil engineering drawings missing from the plans available to them. It is therefore recommended the deadline for bids be extended again to March 22 to allow the contractors to review the missing plans and get prices. Commissioners agreed it made sense to extend the bidding.
 - I. Bid Opening: Bob Merritt reviewed the process for the bid opening meeting. Jeff Dellis will review the bids. Research will be done on the reputation of the contractors.
 - II. Bid awarding will be done at a second special meeting.
 - III. Roundtable/change order – will be an opportunity for the contractor to talk to the architect and project manager and offer ideas on how to reduce costs.
- Discussion on dollar threshold for staff to authorize change orders. Commissioners requested more information on the
- Water line/meter – Fordyce will be able to install the water line if the concrete is cut for them.

WHITE SALMON PUBLIC SAFETY COMMITTEE – City of White Salmon has invited the KCFD3 Commissioners to a City Operations Committee meeting on March 16th 5:30. At the meeting they will discuss ideas for the future planning of the 2 agencies for fire protection and services to the community. KCFD3 has been working towards the goals set by the Citizens task Force to improve service throughout the community. A big part of that is to work regionally with neighboring agencies.

JOINT USE FACILITIES – See above.

RADIO GRANT – Department of Ecology Reimbursement has been received.

Annexation – Amendment to Resolution 2020-11. The original resolution included a parcel that was not eligible to be annexed.

Motion to approve Resolution 2020-11 as amended made by Commissioner Virts, seconded by Commissioner Connor (3 yay, 0 nay) motion passed.

New Business:

Station 32 Power Pole – Mark Deutchman owns property across the road from Station 32 and is working with PUD to get power connection. The proposal is to add a pole on Station 32 property to accommodate the new line. The plans need to be approved to ensure it will not affect the use of the property for the district.

Motion to authorize Chief, Architect, project Manager to execute this project and if any problems come up, they can bring it back to the board. Made by Commissioner Montag, seconded by Commissioner Virts, (3yay, 0 nay) motion passed.

PUBLIC DISCUSSION – Chairman Montag opened the floor for public comment.

None

GOOD OF THE ORDER

None

NEXT MEETING –

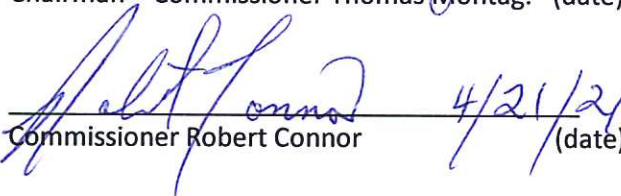
- SPECIAL MEETING – BID OPENING – Monday, March 22nd, 2021 at 3pm.
- SPECIAL MEETING - White Salmon City Operations Committee March 16th 5:30 pm.
- REGULAR BUSINESS MEETING - April 8th, 2021 at 3pm.

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

MEETING ADJOURNED at 16:44.

APPROVED BY:


Chairman – Commissioner Thomas Montag. (date)


Commissioner Robert Connor (date)

Attest:


District Secretary Rozalind Plumb

Commissioner Charles Virts (date)

Klickitat County Fire District 3 Commissioners Meeting
200 Husum Street Husum, WA.
March 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

+12532158782,,81608052163#,,,,0#,,778253# US (Tacoma)

Dial by your location

+1 253 215 8782 US (Tacoma)

Meeting ID: 816 0805 2163

Password: 778253

The Legislative Leadership has approved an extension of the current Open Public Meeting Act restrictions until further notice. In person Board of Commissioner meetings continue to be prohibited for counties in Phase 1 and Phase 2. **Even when in person meetings are allowed the district will need to continue to provide remote access for the public.**

- **Open Meeting:** Call to order. Time_____
- **Approval of agenda**
- **Attendance**
- **Minutes of last meetings:**
 - January 14th – Public Hearing Meeting, (2pm).
 - February 11th – Regular Business Meeting (3pm)

- **Secretary’s Report**
- **Chief’s Report**
- **Training Report**
- **On Going Business**
 1. **Personnel:**
 - Training Captain

 2. **Policies:**
 - Procurement Policy and procedure- update
 - MRSC Small public Works, Consultant and Vendor Rosters – Update RESOLUTION
 - Public Records- revision in progress
 -

 3. **BOND**
 - **CAPITAL PROJECTS REPORT**
 - a) **Stn 31 update**
 - b) **Stn 32 update**

- **CAPITAL PURCHASES-**

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

- Proposed meeting with White Salmon City Operations Committee March 16th 5:30pm
Meeting is being hosted by City of White Salmon – accessible from the City Web Site.

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

- 6. **Radio Grant:** Payment received.

- 7. **Annexations:** Resolution 2020-11 Amended.

- **New Business:**

- 1. **Station 32 Power Pole** – proposal to move power pole.

- **Public Discussion:**

- **Good of the order:**

- **Next meeting;**

- SPECIAL meeting- Bid opening: **March 15th 4:00 pm**

- SPECIAL meeting - White Salmon City Operations Committee **March 16th 5:30pm**

- Regular meeting: **April 8th 3:00 pm**

- **Motion to adjourn: (A) Time _____**

March 11, 2021
Secretary's Report

1. GENERAL EXPENSE FUND 667.1:

See 2021 Operating Budget table and graphs.

a) County Treasurer's Report for February 2021

Beginning balance \$203,640.51	Ending Balance \$183,602.70
Deposits \$1,241.95	Disbursements \$21,279.76

b) Bills and items to be signed

General Fund/Operating Budget:

- a) 2/18 \$537.40 b) 2/24 \$343.79 c) 3/3 \$1,990.65 d)

BC cv 3y

c) 2021 Operating Budget: to date 02/28/2021

Anticipated budget is \$489,403.55

Operating Expenditure: \$45,028.92 (9%)

Total General Fund expenditures: \$69,601.58 (includes radio install costs associated with the radio grant, and will be reimbursed \$24,572.66)

2. CAPITAL FUND 667.3:

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

County Treasurer's Report for February 2021

Beginning balance \$149,783.50	Ending Balance \$137,412.41
Deposits \$273.32	Disbursements \$12,644.41

a) Capital vouchers to be signed:

- a) 3/3 \$4,635.90

cv BC 3y

3. BOND FUND: 667.2.

County Treasurer's Report for February 2021

Beginning balance \$160,742.77	Ending Balance \$161,342.33
Deposits \$599.56	Disbursements \$0.00

4. INVESTED FUNDS

Invested General Fund for February 2021 = 429,536.00

Invested Capital Fund for February 2021 = 2,430,000.00

a) Commissioner Connor reviewed the following list of records for accurate reporting on 03/10/2021:

- January & February Treasurer Reports
- February Audit Report
- Credit Card charges/receipts/signatures
- Petty Cash
- Payroll
- General Deposits

b) Correspondence:

- **Public Record Requests**
 1. Response Times
 2. Mission, Goals, Task Force, Annual Reports.

c) Current priority projects include:

- Training – Snure Seminars -Bid Law and employment law
- Public Records
- State Audit
- Policy updates
- BVFF pension qualifications
- Annual Report



**KLICKITAT COUNTY
TREASURER REPORT
February 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	\$ 203,640.51	\$ 160,742.77	\$ 149,783.50
+++ Increases ++++				
Receipts (Revenue Dist Rpt)	2	1,241.95	599.56	273.32
Netted Transactions	3	-	-	-
Matured Investments	4	-	-	-
Interfund Transfers - In (397)	5	-	-	-
Other Revenue - JE's	6	-	-	-
Subtotal Increases	7	1,241.95	599.56	273.32
<< Disbursements >>				
Other Expenditures - JE & KC AP	8	7,914.31	-	12,644.41
Interfund Transfers - Out (597)	9	-	-	-
New Investments	10	-	-	-
Disbursements (AP & PR)	11	-	-	-
E - Transactions (ACH & EFTPS)	12	13,365.45	-	-
Debt Service P&I	13	-	-	-
Other	14	-	-	-
Subtotal Disbursements	15	21,279.76	-	12,644.41
ENDING CASH BALANCE	16	\$ 183,602.70	\$ 161,342.33	\$ 137,412.41
WARRANTS				
Previous Month O/S	17	-	-	-
Issued (+)	18	-	-	-
Redeemed (-)	19	-	-	-
Canceled (-)	20	-	-	-
WARRANTS OUTSTANDING (O/S)	21	-	-	-
Cash Balance <O/S Warrants >	22	\$ 183,602.70	\$ 161,342.33	\$ 137,412.41
INVESTMENTS				
Beginning Inv Balance	23	429,536.00	-	2,430,000.00
Matured Investments	24	-	-	-
New Investments	25	-	-	-
ENDING INVESTMENT BALANCE	26	429,536.00	-	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 02-28-2021

Fund	Account	Description	Year	Daily	Month-To-Date	Fiscal Year-To-Date
667	FIRE DISTRICT #3 GENERAL FUND					
	66731111	Real & Personal Propert	2021	\$0.00	\$421.97	\$421.97
			2020	\$0.00	\$485.41	\$1,434.44
			2019	\$0.00	\$0.00	\$255.79
			2018	\$0.00	\$103.39	\$1,412.17
			2017	\$0.00	\$0.00	\$2.36
			2015	\$0.00	\$17.78	\$17.78
			Fund Totals:	\$0.00	\$1,028.55	\$3,544.51
667001	FIRE DISTRICT #3 GENERAL FUND					
	667136111	Investment Interest	2021	\$0.00	\$57.75	\$137.04
	667138611	Agency Deposits	2021	\$0.00	\$155.65	\$1,390.81
			Fund Totals:	\$0.00	\$213.40	\$1,527.85
667002	FIRE DISTRICT #3 BOND FUND					
	667231111	Real & Personal Property	2021	\$0.00	\$273.93	\$273.93
			2020	\$0.00	\$325.63	\$959.84
			2019	\$0.00	\$0.00	\$180.30
			Fund Totals:	\$0.00	\$599.56	\$1,414.07
667003	FIRE DISTRICT #3 CAP FUND					
	667336111	Investment Interest	2021	\$0.00	\$273.32	\$579.40
			Fund Totals:	\$0.00	\$273.32	\$579.40

2021 Operating Budget

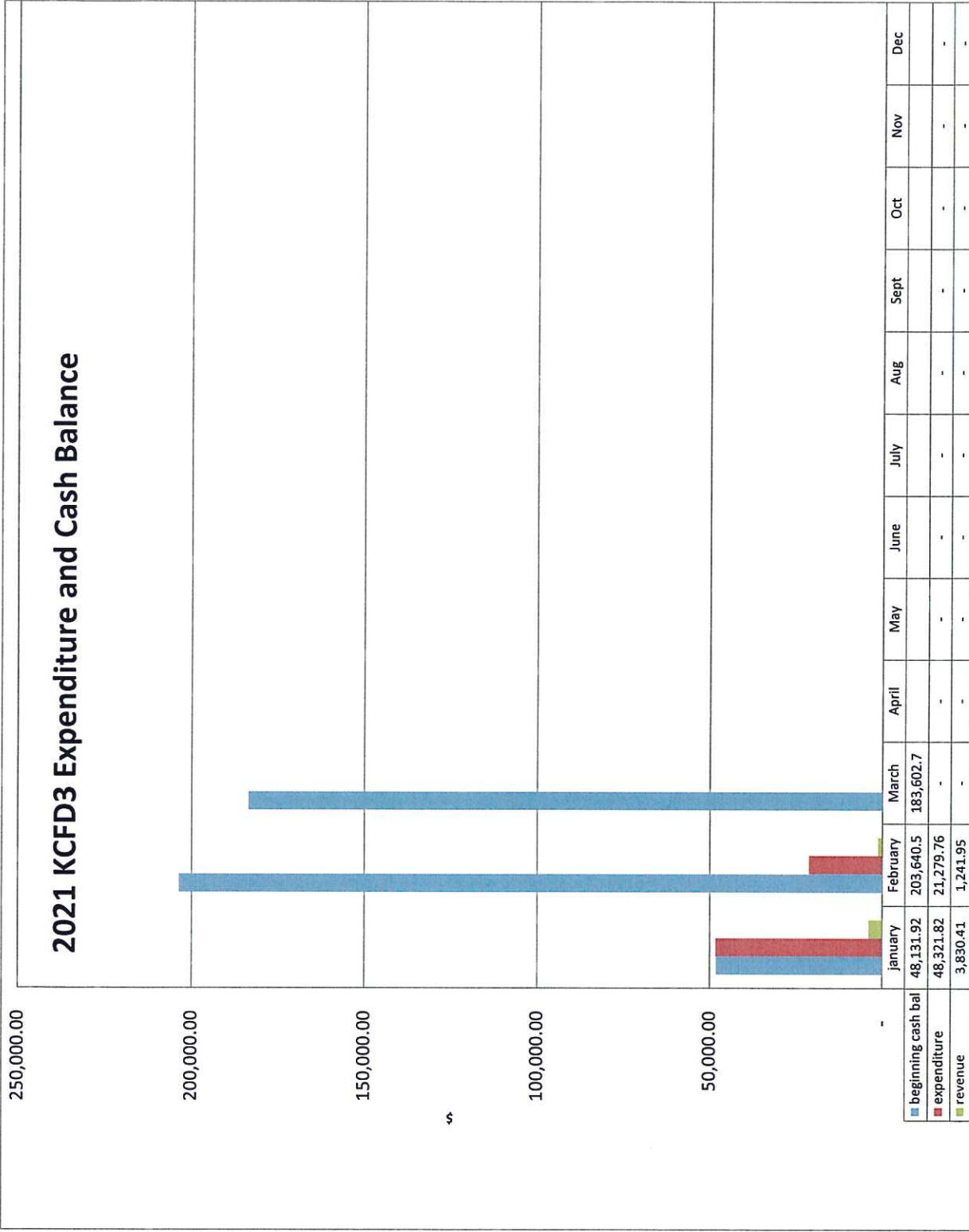
Updated 3/9/2021

This budget sheet is connected to the expenditure spreadsheet.

Klickitat County Fire District 3

BUDGET 2021 CATEGORY	Original Budget	February expenditure	Expenditure YTD	Balance	% Used	NOTES
Salaries & Wages + employee paid benefits	236,151.55	11,939.34	24,044.94	212,106.61	10%	285,338.55
Benefits (excluding employee paid)	49,187.00	1,844.91	9,650.78	39,536.22	20%	
Volunteer Stipend	15,600.00	-	-	15,600.00	0%	
Volunteer Disability/Pension/lifeflight	13,957.00	1,534.00	1,534.00	12,423.00	11%	
Volunteer Recognition	3,200.00	-	-	3,200.00	0%	
Office Expense/Supplies	5,500.00	519.43	1,014.24	4,485.76	18%	
Professional Services	21,750.00	1,437.01	2,872.13	18,877.87	13%	
Insurance	21,500.00	-	-	21,500.00	0%	
Communications	4,692.00	147.79	163.82	4,528.18	3%	
Advertising	1,600.00	-	200.00	1,400.00	13%	
Vehicle Parts/Repairs/service	20,000.00	-	-	20,000.00	0%	
Rescue - Apparatus/Supplies	6,800.00	-	-	6,800.00	0%	
Fuel	9,000.00	285.28	493.56	8,506.44	5%	
Facilities/Station Repairs/Supplies	5,000.00	217.72	583.38	4,416.62	12%	
Utilities Services	18,150.00	1,337.59	2,324.70	15,825.30	13%	
Travel & Meals	3,206.00	-	-	3,206.00	0%	
Training	7,000.00	-	29.00	6,971.00	0%	
Fire Supplies/service	8,200.00	-	101.68	8,098.32	1%	
EMS Supplies	9,000.00	-	-	9,000.00	0%	
Uniform/apparel	3,000.00	516.69	516.69	2,483.31	17%	
Prevention	1,500.00	-	-	1,500.00	0%	
Taxes (for previous year)	2,500.00	-	-	2,500.00	0%	
Dues & Fees	2,910.00	1,500.00	1,500.00	1,410.00	52%	
Municipal Pool Reserve	20,000.00	-	-	20,000.00	0%	
Total budgeted expenditure	489,403.55	21,279.76	45,028.92	444,374.63	9%	
EXTRA projects using cash balance						
State Grant Dept. of Health					#DIV/0!	
Radio Grant		24,572.66	24,572.66			
Expense for Wildland						
Total Actual Expenditure		45,852.42	69,601.58			
Invested funds						
Ave. property tax estimated in November 2019 + 29,000 TO share	499,422.35					

2021 KCFD3 Expenditure and Cash Balance



2021 FEBRUARY Capital SUMMARY

Updated 03/08/2021

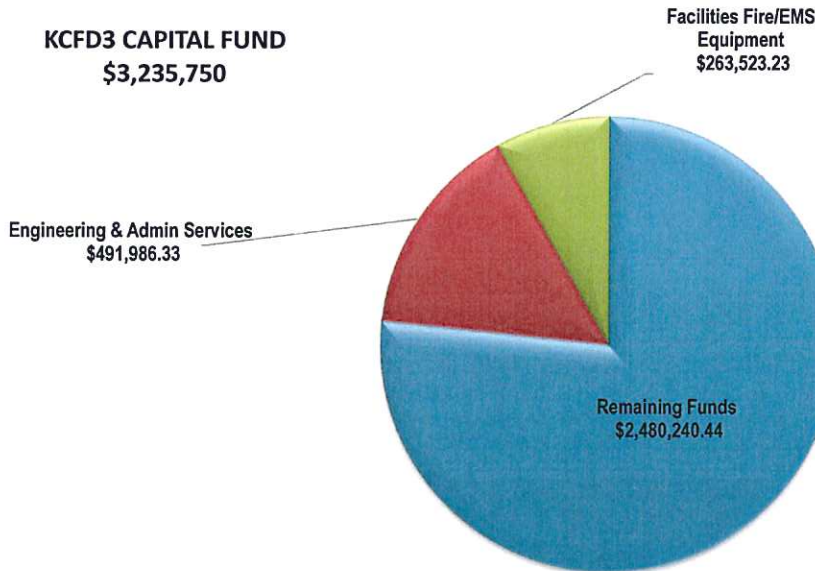
ORIGINAL BOND	\$ 3,235,750.00
2018 Bond Council included in engineering and admin serv. Total.	15,000.00
Beginning balance (dec 2018)	3,220,750.00
2019 total expenses	375,043.23
2020 Beginning balance	2,845,706.77
2020 total expenses	306,539.18
2021 Beginning balance	2,539,167.59

		2019	2020	2021	2021 Totals	Totals
Facilities Upgrade/Admin	Professional Services/ Planning	108,111.83	7,587.40	19,991.99		
	Professional Serv. Fire	29,799.65	-			
	Facilities Services		282,284.46			
	Facilities Upgrade 31			-		
	Facilities Upgrade 32			-		
	Facilities Upgrade 33			29,211.00	49,202.99	476,986.33
Equipment	Vehicles/Fire Equipment	234,713.55	16,667.32	9,724.16		
	EMS Equipment	2,418.20	-			
	MISC			-	9,724.16	26,391.48
TOTAL		375,043.23	306,539.18	58,927.15	58,927.15	
REMAINING FUNDS		2,845,706.77	2,539,167.59	2,480,240.44		
INVESTED		2,822,552.04	2,430,000.00	2,430,000.00		
Balance (does not include interest)		23,154.73	109,167.59	50,240.44		

2019 Interest Earned	25,877.67	25,877.67	86,592.57	Total Interest Earned
2020 Interest Earned		60,714.90	579.40	
2021 Interest Earned				87,171.97

Treasurer Cash Balance **\$ 137,412.41**

Chart Summary	2018	2019	2020	2021	Totals
Remaining Funds		\$ 2,845,706.77	\$ 2,539,167.59	\$ 2,480,240.44	\$ 2,480,240.44
Engineering & Admin Services	\$ 15,000.00	\$ 137,911.48	\$ 289,871.86	\$ 49,202.99	\$ 491,986.33
Facilities Fire/EMS Equipment		\$ 237,131.75	\$ 16,667.32	\$ 9,724.16	\$ 263,523.23



Fire Chief's Report to Board of Commissioners

March 11, 2021

No injuries or accidents since your last meeting.

Customer Service (emergent and non-emergent): 6 report generated calls since your last Board meeting 12 total EMS calls within SW Fire response area.

Projects:

- Bond:**
 - Attended second pre-bid walk-through with Jeff Dellis and Bob Merritt on March 1st.
 - Continuing to gather price quotes for OPC equipment. Generators, hose racks
- RADIO GRANT:** Final installations completed by Day Wireless. Online updates submitted to Washington Department of Ecology. Beginning next phase to seek reimbursement and close out requirements.
- Apparatus/Fleet:** Brush 33 has started to have problems with the transmission again. Brush 33 went to transmission service shop to verify no issues. Gearhead Transmission looked it over and reported back that it is functioning correctly. AA&L is working on it as of 2/8. Alternator replaced as it was bad. Camshaft Position Sensor replaced. **Update 3/8/2021 Brush 33 will need to go to Ford Service to have the ICM code(s) inspected via computer to determine why the engine continues to sputter and die. Will schedule this week.**
- Planning for 2021 fleet service and DOT Inspections for March 2021. Waiting for NAPA ½ price filter and oil sale.
Met with Paco's Tire to go over inner-dual air valves. Brush 31, Brush 32, Aid 31 all have difficulty with checking tire pressures to the inside duals. **Update 3/8/2021: tire valves arrived. Paco's Tire will install.**
- KCIFA** No Meetings
- Wildfire assignment:** Assigned to Covid 19 Operations Section Chief assignment Benton County Fairgrounds March 12 and 13 and back 17-21st.
- Personnel:** Advertised for 10 new volunteers via Social Media. Two responses only. City residents and were referred to Chief Hunsaker. Multiple Social Media attempts to get more volunteers made. Will continue those efforts via our Facebook page. (See Bottom of Report – reached 1510 viewers.)
- Community Building/pre-planning:** Tom Andrews continues to update Pre-Plan books. ~ 6 hours last week.
- Fire Safety Surveys:** N/A
- Awards Banquet:** Beginning Awards Banquet planning – Tentative April. Mollie Krall retirement press release posted on KCFD3 Facebook page and was then distributed regionally via Columbia River Gorge News and other agency pages.
- Billable Call:** On 12/16/2020 KCFD3 responded to 1535 State Route 141 for a structure fire. Certified letters returned to District as “undeliverable”. Update 3/4/2021. We revised the invoice per RCW 19.16.500(2):
Note:
[This is a debt that is owed to Klickitat County Fire District 3. If this debt is not paid within 30 days, it will be sent to a collection agency in accordance with RCW 19.16.500. At that time, Fire District 3 will impose an additional \\$100.00 processing fee to the total invoice cost.](#)
Invoice resent to property owner via one certified signed and one regular 1st class postage.
- Insurance:** Contacted VFIS Insurance Group. Will be working to obtain a comprehensive cost quote for our insurance policies to compare value with our current provider – Enduris. At the same time, we have asked Enduris to do the same. Internal Contents valuation is dramatically low at Station 31 and 32.

COVID-19: No exposures to report. Fire Defense Committee is meeting via Zoom to discuss vaccination plans throughout the State. Multiple Fire Defense Committee meetings. State Mobilization approved for Washington Fire Service incident management team members to assist with mass vaccination site delivery. Department of Natural Resources IMT members are not authorized to participate due to Legislative wording and contracts.

TRAINING:

February 16: Ventilation training.

February 23: Bloodborne Pathogens. Adopted harassment policy. Conducted a Zoom training video for Lexipol log in and policy/procedure acknowledgement by members. 12 attendees

March 2: Monthly apparatus inspections. SCBA battery changes. Association Business Meeting 14 attendees.


March 9. Multi-company evolutions / Fire Attack with a field EMS component. White Salmon High School.

Community Events: N/A

Personal Activities and Achievements: N/A

Respectfully submitted: Wesley W. Long – Fire Chief March 8, 2021

2/22/2021 @ 11:20/am
 GOAL:
 10 NEW MEMBERS in 90 days.
 Fire District 3 needs dedicated people who desire to serve our community: PuckerHuddle, Husum, BZ Corners, Snowden and Upper Snowden.
 Interested persons should contact us for an application packet.
 509 -493-2996



Reach More People With This Post
 You could reach up to 322 people daily by boosting your post for \$10.

1,510
 People Reached
154
 Engagements

Boost Post

1010
 1 Comment
 14 Shares
Like
Comment
Share

Comments

Most Relevant

Comment as Klickitat County Fire District #3

-
-

-
-



Brian Jamieson

Are these positions volunteer based?

Like

·

Reply

· Message

· 1w

Write a comment...

Posted to KCFD3 Facebook page: February 10, 2021 @ 12.33 pm. (10,221 viewers reached)

