

Klickitat County Fire District 3 Commissioners Meeting
200 Husum Street Husum, WA.
January 11, 2024 at 15:00 (3 pm).
REGULAR BOARD MEETING
AGENDA

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:**
 - December 12, 2023 Special Meeting
 - December 14, 2023 Regular Board Meeting
- **Secretary / Finance Report**
- **Chief's / Training Report**
- **On Going Business**
 1. **Personnel:**
 2. **Policies:** Resolutions
 - a) 2024-01 Board of Commissioners Officer Positions
 - b) 2024-02 KCFD3 District Secretary
 - c) 2024-03 Investment Officers
 - d) 2024-04 Auditing Officers
 - e) 2024-05 Payroll Officers
 - f) 2024-06 Public/Medical/Privacy Records Officer
 3. **BOND**
 - CAPITAL PROJECTS
 - **Station 31**
 - a) ADA Walkway
 - b) Kitchen (ovens install)
 - c) Fence
 - **Station 32**
 - a) Oven (install)
 - b) Fence
 - 4. **Engine Replacement**
 - 5. **West Klickitat Regional Fire Authority (WKRFA)**
 - a) Consultant fees/shared costs
- **New Business:**
- **Public Discussion:**
- **Good of the order:**
- **Next meeting:**
 - Regular meeting; *Thursday February 8th 3:00 pm*
- **Motion to adjourn: (A) Time**_____

January 11, 2024 Secretary's Report

	Fund	Beginning Balance	Deposits	Disbursements	Ending Balance
1	General 667.1	74,552.66	9,883.02	38,524.85	45,910.83
2	Capital 667.3	11,178.54	3,808.48	13,837.89	1,149.13
3	Bond 667.2	484,042.00	1,495.49	0.00	485,537.49
4	Invested Gen	1,449,294.95	0.00	0.00	1,449,294.95
5	Invested CAP	35,000.00	0.00	3,659.35	31,340.65

1. GENERAL EXPENSE FUND 667.1: See 2023 Operating Budget table and graphs.

General Expenditure Scripts for approval

Date	Amount	Date	Amount
12/14/23	2,622.20	12/22/23	1,008.32
12/18/23	5,541.71	01/04/24	6,364.50
12/19/23	1,780.00		
12/21/23	44.68		

2. CAPITAL FUND 667.3: See 2023 Capital summary.

Capital Expenditure Scripts for Approval

Date	Amount
12/27/23	5,619.65

3. BOND FUND 667.2:

Debt repayment schedule (2024 June 1 \$, December 1 \$)

2018 12/18	\$3,225,750.00			
year	Principle	Interest	Sub Total	Annual Total
2024 June				
2024 Dec				

4. Internal Review and Reconciliation

	Date	By
Treasurer's Report	1/09/24	Commissioner Connor
Auditor's Report	1/09/24	"
Credit Card	1/09/24	"
Petty Cash	1/09/24	"
Payroll	1/09/24	"
General Deposits	1/09/24	"



**KLICKITAT COUNTY
TREASURER REPORT
December 2023**

KCFD3
JAN 08 REC'D
2024

	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	\$ 74,552.66	\$ 484,042.00	\$ 11,178.54
+++ Increases ++++				
Receipts (Revenue Dist Rpt)	2	9,883.02	1,495.49	149.13
Netted Transactions	3	-	-	-
Matured Investments	4	-	-	3,659.35
Interfund Transfers - In (397)	5	-	-	-
Other Revenue - JE's	6	-	-	-
Subtotal Increases	7	9,883.02	1,495.49	3,808.48
<< Disbursements >>				
Other Expenditures - JE & KC AP	8	22,883.24	-	13,837.89
Interfund Transfers - Out (597)	9	-	-	-
New Investments	10	-	-	-
Disbursements (AP & PR)	11	-	-	-
E - Transactions (ACH & EFTPS)	12	15,641.61	-	-
Debt Service P&I	13	-	-	-
Other	14	-	-	-
Subtotal Disbursements	15	38,524.85	-	13,837.89
ENDING CASH BALANCE	16	\$ 45,910.83	\$ 485,537.49	\$ 1,149.13
WARRANTS				
Previous Month O/S	17	-	-	-
Issued (+)	18	-	-	-
Redeemed (-)	19	-	-	-
Canceled (-)	20	-	-	-
WARRANTS OUTSTANDING (O/S)	21	-	-	-
Cash Balance <O/S Warrants >	22	\$ 45,910.83	\$ 485,537.49	\$ 1,149.13
INVESTMENTS				
Beginning Inv Balance	23	1,449,294.95	-	35,000.00
Matured Investments	24	-	-	3,659.35
New Investments	25	-	-	-
ENDING INVESTMENT BALANCE	26	1,449,294.95	-	31,340.65
DEBT SERVICE/BOND ACTIVITY				
Beginning Bond Principle Balance	27	-	2,306,829.18	-
Bond Principle Payments	28	-	-	-
Bond Interest Payments	29	-	-	-
ENDING BOND PRINCIPLE BALANCE	30	-	2,306,829.18	-



Fund Revenue Distribution
As of 12-31-2023

Fund	Account	Description	Year	Daily	Month-To-Date	Fiscal Year-To-Date
667 FIRE DISTRICT #3 GENERAL FUND						
	66731111	Real & Personal Propert	2023	\$0.00	\$3,177.68	\$526,511.17
			2022	\$0.00	(\$76.72)	\$8,130.96
			2021	\$0.00	(\$101.55)	\$156.41
			2020	\$0.00	\$0.00	\$1,519.76
			2016	\$0.00	\$0.00	\$2.45
			2015	\$0.00	\$0.00	\$2.23
			2014	\$0.00	\$0.00	\$1.73
	66738611	Agency Deposits	2023	\$0.00	\$0.00	\$112.51
			Fund Totals:	\$0.00	\$2,999.41	\$536,437.22
667001 FIRE DISTRICT #3 GENERAL FUND						
	667131211	Private Harvest Tax;	2023	\$0.00	\$0.00	\$5,908.28
	6671317200000	Leasehold Excise Tax	2023	\$0.00	\$112.73	\$385.73
	66713350232	ST SHAR;Non-Timber St Frst Lnd	2023	\$0.00	\$0.00	\$1,437.91
	66713360231	DNR PILT NAP/NRCA	2023	\$0.00	\$148.48	\$148.48
	667136111	Investment Interest	2023	\$0.00	\$5,639.86	\$59,107.97
	667136251	Space&Facil.Leases(StForest)	2023	\$0.00	\$0.00	\$1,437.91
	667138611	Agency Deposits	2023	\$0.00	\$982.54	\$27,790.46
			Fund Totals:	\$0.00	\$6,883.61	\$96,216.74
667002 FIRE DISTRICT #3 BOND FUND						
	667231111	Real & Personal Property	2023	\$0.00	\$1,782.08	\$319,035.43
			2022	\$0.00	(\$114.24)	\$5,322.36
			2021	\$0.00	(\$172.35)	(\$5.93)
			2020	\$0.00	\$0.00	\$981.68
	667231211	Private Harvest Tax;Timber	2023	\$0.00	\$0.00	\$605.55
			Fund Totals:	\$0.00	\$1,495.49	\$325,939.09
667003 FIRE DISTRICT #3 CAP FUND						
	667336111	Investment Interest	2023	\$0.00	\$149.13	\$3,665.71
	667338611	Agency Deposits	2023	\$0.00	\$0.00	\$0.00
			Fund Totals:	\$0.00	\$149.13	\$3,665.71

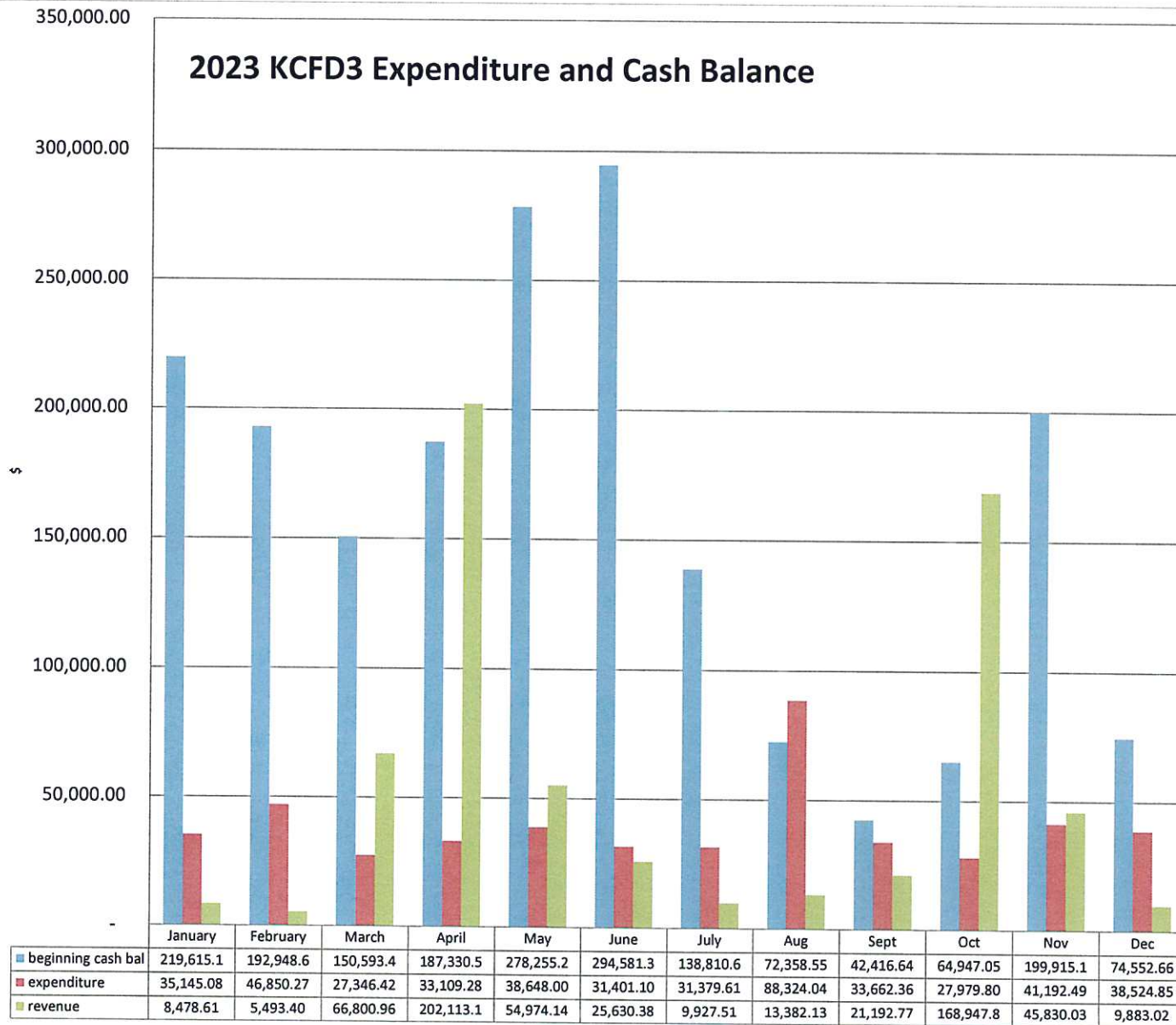
2023 Operating Budget

Updated 1/8/2024

This budget sheet is connected to the expenditure spreadsheet.

BUDGET 2023	Klickitat County Fire District 3					updated 1/8/2024
CATEGORY	Original Budget	December expenditure	Expenditure YTD	Balance	% Used	NOTES
Salaries & Wages + employee paid benefits	242,536.18	14,520.23	174,599.61	67,936.57	72%	
Benefits (excluding employee paid)	44,511.61	921.38	40,128.27	4,383.34	90%	
Volunteer Stipend	16,600.00	-	12,886.76	3,713.24	78%	
Volunteer Disability/Pension/lifeflight	13,907.00	-	17,441.00	(3,534.00)	125%	send premium to investments for 3 year payment option
Volunteer Recognition	3,500.00	-	2,247.53	1,252.47	64%	
Office Expense/Supplies	4,500.00	2,034.76	8,093.13	(3,593.13)	180%	Replaced laptop & RFA printing costs
Professional Services	38,530.00	12,718.11	62,074.01	(23,544.01)	161%	mHc \$38,235.68 but \$9,385 reimbursed by WS
Insurance (Enduris)	40,555.00	-	41,060.00	(505.00)	101%	premium increased
Communications	4,875.00	311.29	3,682.72	1,192.28	76%	
Advertising	1,000.00	-	342.50	657.50	34%	
Vehicle Parts/Repairs/service	13,500.00	-	12,436.72	1,063.28	92%	
Rescue - Apparatus/Supplies	7,970.00	1,268.75	3,767.00	4,203.00	47%	
Fuel	10,000.00	85.90	9,441.35	558.65	94%	
Facilities/Station Repairs/Supplies	4,500.00	1,532.68	6,695.01	(2,195.01)	149%	
Utilities Services	17,150.00	2,003.99	18,780.34	(1,630.34)	110%	
Travel & Meals	2,500.00	40.56	3,590.18	(1,090.18)	144%	
Training	6,000.00	29.00	5,477.66	522.34	91%	
Fire Supplies/service	15,000.00	792.25	27,217.34	(12,217.34)	181%	\$17,042.21 PPE
EMS Supplies/service	4,330.00	285.95	2,827.05	1,502.95	65%	
Uniform/apparrel	2,500.00	-	376.27	2,123.73	15%	
Prevention	1,700.00	-	752.80	947.20	44%	
Taxes (for previous year)	2,000.00	-	2,668.01	(668.01)	133%	use tax on purchases
Dues & Fees	2,910.00	1,980.00	3,245.00	(335.00)	112%	
Municipal Pool Reserve	25,000.00	-	-	25,000.00	0%	
Total budgeted expenditure	525,574.79	38,524.85	459,830.26	65,744.53	87%	
Hale Construction - Str. 32 Collapse/Rebuild	29,230.82	-	13,733.04	15,497.78	47%	
		-	-	-	#DIV/0!	
		-	-	-	#DIV/0!	
Total Actual Expenditure		38,524.85	473,563.30			
Invested funds			412,794.95			
<small>Ave. property tax estimated in November 2022 512,656.97 + 12,917.82 new construction</small>	525,574.79					

2023 KCFD3 Expenditure and Cash Balance



2023 DECEMBER CAPITAL SUMMARY

1/8/2024

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	\$ 3,220,750.00
2019 total expenses		375,043.23	
2020 Beginning balance		2,845,706.77	\$ 2,845,706.77
2020 total expenses		266,539.18	
2021 Beginning balance		2,579,167.59	2,579,167.59
2021 total expenses		1,437,439.31	
2022 Beginning balance		1,141,728.28	1,141,728.28
2022 expenses		943,862.65	
2023 Beginning balance		197,865.63	197,865.63

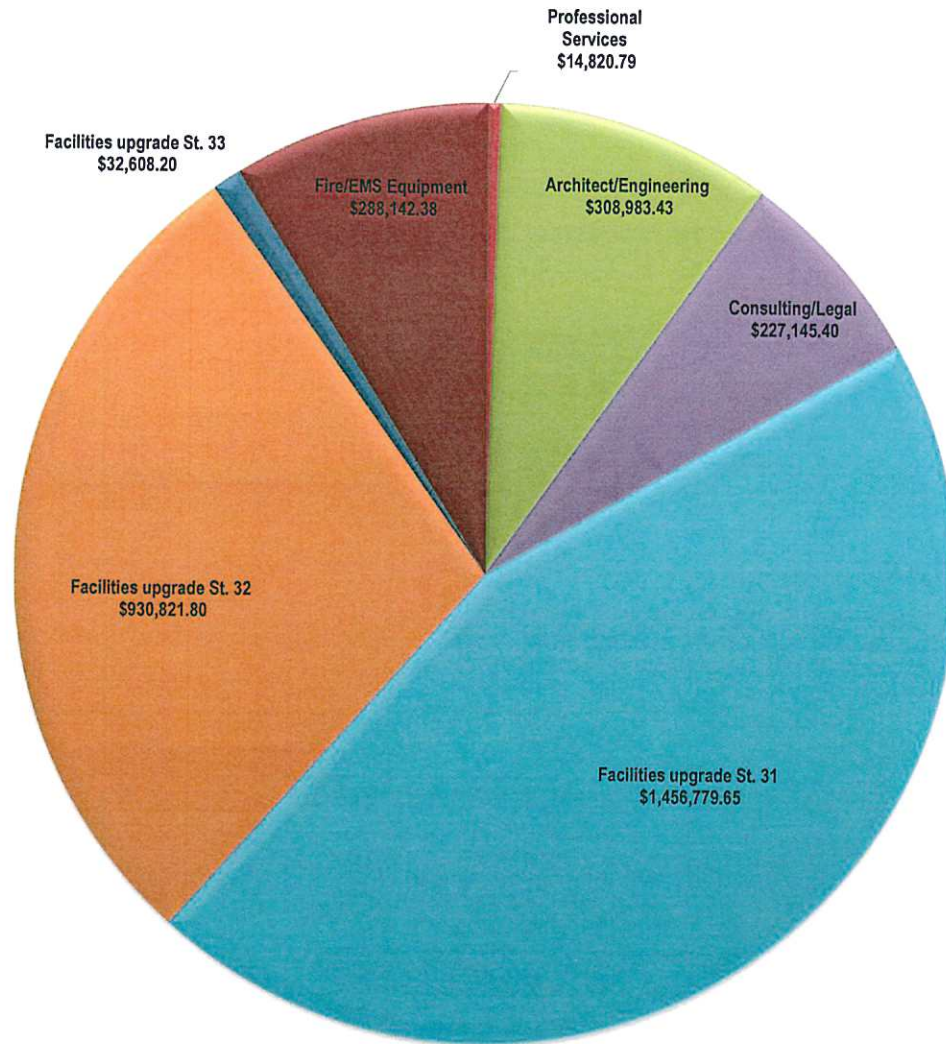
		2019	2020	2021	2022	2023	Total
Facilities Upgrade/Admin	Professional Serv	8,870.89	5,949.90	-	-	-	
	Architect/Engineering	38,399.02	237,546.66	62,413.75	10,170.25	453.75	
	Architect deposit return	-	(40,000.00)	-	-	-	
	Consulting/Legal	60,841.92	40,741.15	79,483.34	12,357.78	18,721.21	
	Facilities Upgrade 31	27,322.65	1,911.46	674,540.56	592,955.65	160,049.33	
	Facilities Upgrade 32	-	3,722.69	572,965.00	317,560.77	36,573.34	
	Facilities Upgrade 33	2,477.00	-	29,211.00	920.20	-	2,956,159.27
Equipment	Vehicles/Fire Equipment	234,713.55	16,667.32	18,825.66	9,898.00	5,619.65	
	EMS Equipment	2,418.20	-	-	-	-	
	MISC	-	-	-	-	-	288,142.38
TOTAL		375,043.23	266,539.18	1,437,439.31	943,862.65	221,417.28	3,244,301.65
REMAINING FUNDS		2,845,706.77	2,579,167.59	1,141,728.28	197,865.63	(23,551.65)	
INVESTED		2,822,552.04	2,430,000.00	-	-	31,340.65	
Balance (does not include interest)		23,154.73	109,167.59	1,141,728.28	197,865.63	(54,892.30)	
							Total Interest Earned
Agency deposits						112.51	
Interest Earned		25,877.67	20,714.90	2,368.77	3,414.38	3,553.20	55,928.92

Treasurer Cash Balance \$ 1,149.13 (includes interest)

	\$ 15,000.00	\$ 375,043.23	\$ 266,539.18	\$ 1,437,439.31	\$ 943,862.65	\$ 221,417.28	
Chart Summary	2018	2019	2020	2021	2022	2023	Totals
Remaining Bond Funds	-	2,845,706.77	2,579,167.59	1,141,728.28	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	453.75	308,983.43
Consulting/Legal	15,000.00	60,841.92	40,741.15	79,483.34	12,357.78	18,721.21	227,145.40
Facilities upgrade St. 31	-	27,322.65	1,911.46	674,540.56	592,955.65	160,049.33	1,456,779.65
Facilities upgrade St. 32	-	-	3,722.69	572,965.00	317,560.77	36,573.34	930,821.80
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	5,619.65	288,142.38
							\$ 3,259,301.65

Bond Funds	Contract remaining	Contract Retainage	Remaining Bond	Interest	Available Funds [Interest]
\$ (23,551.65)	\$ -	\$ -	\$ (23,551.65)	\$ 55,928.92	\$ 32,377.27

KCFD3 Capital Bond and Interest Expenditure
\$3,245,46.76



Fire Chief's Report to Board of Commissioners
January 11, 2024

No reported injuries or illnesses or accidents during the year 2023! Water tender 32 did get stuck in the mud behind Station 31 – no damage. 😊

- **Customer Service (emergent and non-emergent):**

1. Final incident report total for 2023: **288** ** Actual total higher as this number doesn't take account for incidents where either Bingen or White Salmon handled the call without KCFD3 member on scene. Efforts being taken to track that data are moving forward.
2. 25 incidents since your last meeting.

- **Apparatus/Fleet:**

1. Command 300 windshield replacement. Rock damage. Repaired 12/8/23.
2. Aid 31 winter studded tires installed.
3. Engine 31 – trying to get it in for air brake inspections.
4. The new engine is on target for assembly starting in February.
5. Ordered door logos for the new engine.

- **Other items:**

1. 11/20 WSRB notified me that they will immediately combine KCFD3/WSFD's overall ratings together due to the voter approved RFA. Provided them with additional data and are now waiting for their final tabulation for the results. Unknown when it'll be completed. 1/08/2024. Still no update from WSRB.
2. Station radios are working as intended. Installation is complete at Station 31 and 32.
3. Finalizing winter preparations for the water tank at Station 32 to prevent freezing.
4. Captain Grose constructed finished the roof over Station 32 HVAC unit.
5. Monitoring propane levels to ensure tanks are filled before predicted snowstorms.
6. Completed 2023 incident report audit. All reports are completed. NFIRS reporting complete for KCFD3 for the year 2023. **Required reporting to the State.
7. Starting to look for dates for the 2023 Awards and Recognition dinner. March '24.

- **Personnel:**

1. 2023 Fire Academy complete. FF, Campbell, FF King, FF Latiges all completed ~ 150 hours of online and hands on training. 16 online chapters, with testing, all completed.

- **Community:**

1. Reaching out to Columbia River Gorge National Scenic Area to research possible grant funding for water storage infrastructure for Snowden (Courtney/Bristol Road) area. Meeting with Washington DNR and the Scenic area 1/10/24 to discuss grant opportunities for stored water sites in the Courtney Road/Bristol/Bates Road area.

- **Training Report:**

1. Red Card experience records submitted to DNR.
2. Two Tuesday training cancelled due to Holidays.
3. January Apparatus Inspections are complete.
4. Fire behavior training was interrupted by a working house fire.
5. I have located a possible residential home to use for fire training and live fire training in March. House is in BZ Corners. Working with property owners to ensure documentation and permitting is completed.

Upcoming:

- TIM's Training/refresher (Traffic Safety training)
- Fire flow path / Fire behavior classroom delivery.

Community Events:

- N/A

Personal Activities and Achievements:

1. Vacation time utilized in December.

Respectfully submitted: Wesley W. Long – Fire Chief 01/08/2024

Klickitat Fire District #3

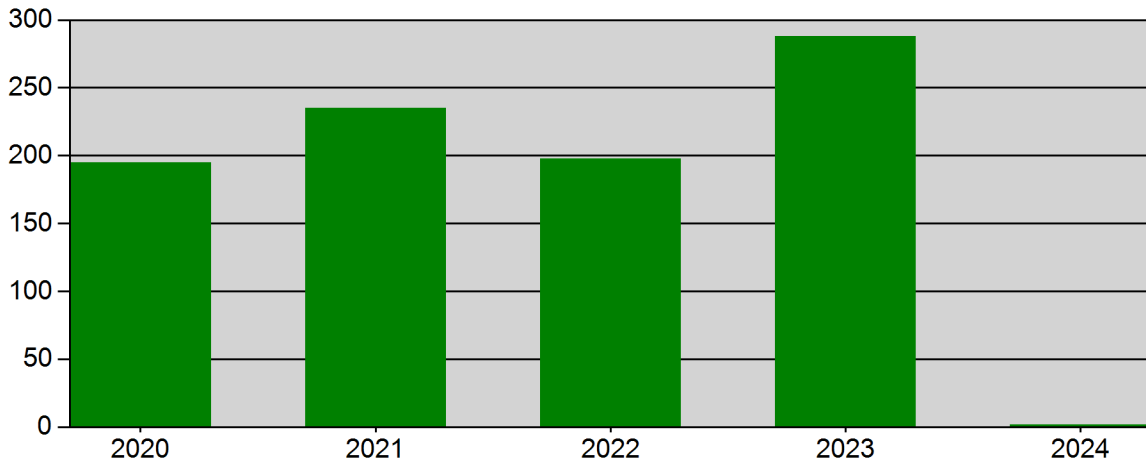
Husum, WA

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Incidents by Year for Year Range

StartYear: 2020 | EndYear: 2024



YEAR	INCIDENTS
2020	195
2021	235
2022	198
2023	288
2024	2

Only REVIEWED incidents included



Klickitat Fire District #3

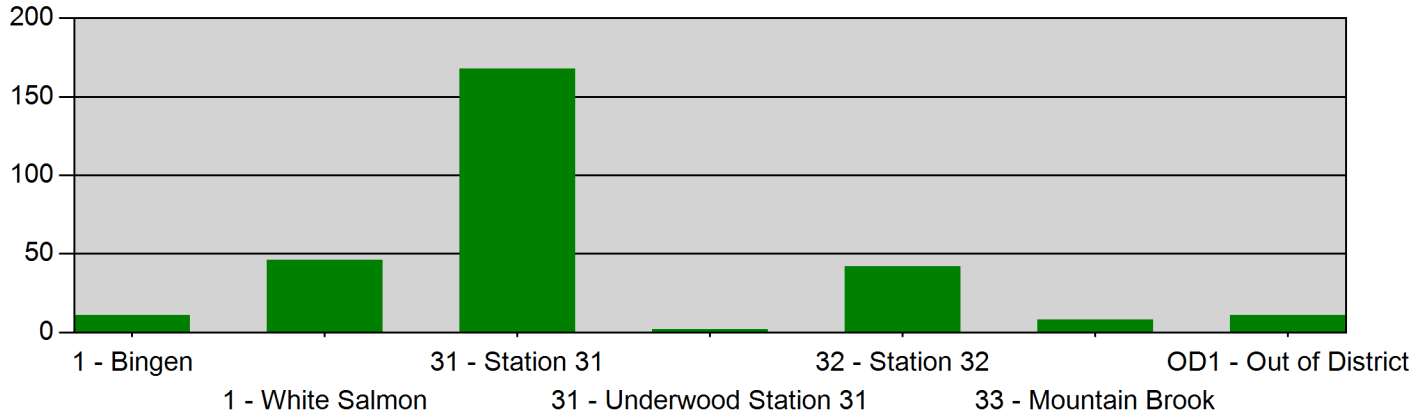
Husum, WA

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Incidents Per Station For Date and Time Range with End Time Next Day for Station

Start Time: 00:00 | EndTimeNextDay: 00:00 | Incident Type(s): All Incident Types | Station: All Stations | Start Date: 01/01/2023 | End Date: 12/31/2023



STATION	COUNT
1 - Bingen	11
1 - White Salmon	46
31 - Station 31	168
31 - Underwood Station 31	2
32 - Station 32	42
33 - Mountain Brook	8
OD1 - Out of District	11
TOTAL:	288

Only REVIEWED incidents included. This report totals the incidents and groups by the station specified on the Basic 1 page. Incidents must fall after the starting time and before the end time on the following day.



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