

## **Klickitat County Fire District 3**

**200 Husum Street, Husum, WA 98623**

**Commissioner's Meeting**

**Thursday December 9, 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 (Website).

**Call to Order: 15:04**

### **ATTENDANCE**

Commissioner Montag (Chair), Commissioner Connor, Commissioner Virts (joined late) (Quorum)  
Staff: Chief Wesley Long, District Secretary Rozalind Plumb, Administrative Assistant Jennifer McLean, mHc Consultant Bob Merritt.

Citizens: Lloyd and Debbie Olson, Justin Bousquet, and Sheri Bousquet.

### **AGENDA**

***Motion to approve agenda made by Commissioner Connor, seconded by commissioner Montag. (2 yay, 0 nay). Motion passed.***

### **MINUTES**

***Motion to approve minutes of November 10th, 2021, Regular Business meeting made by Commissioner Connor, seconded by Commissioner Montag (2 yay, 0 nay) motion passed.***

**SECRETARY'S REPORT:** *See attached report for details.*

### **GENERAL EXPENSE FUND 667.1**

#### **General Expenditures**

***Motion to approve the General expenditure scripts as presented made by Commissioner Connor, seconded by Commissioner Montag, (2 yay, 0 nay) motion passed.***

### **CAPITAL FUND 667.3**

#### **Capital Expenditures**

***Motion to approve capital expenditure scripts made by Commissioner Connor, Seconded by Commissioner Montag (2 yay, 0 nay) motion passed.***

**BOND FUND- 2<sup>nd</sup> Payment made December 1<sup>st</sup>.**

### **INVESTMENT OF FUNDS**

General Fund: All funds matured November 30, 2021

Capital Fund: All funds matured November 30, 2021

**CHIEF'S/TRAINING REPORT – see attached.**

Additional comments –

- Training Officer Joe Yela resigned
- Tires- all planned replacements were made.
- Training is focused on structure fire behavior and extrication.

**ONGOING BUSINESS:**

**1. PERSONNEL**

- **2022 Staff Contracts-**

*Motion to approve contracts. Made by Commissioner Connor, seconded by Commissioner Virts, (3 yay, 0 nay) motion passed.*

**2. POLICIES:**

- Public Records Policy – Policy 901

*Motion to approve Public Records Access Policy 901 made by Commissioner Virts, seconded by Commissioner Connor, (3 yay, 0 nay) motion passed.*

**3. BOND:**

**CAPITAL PROJECTS** Robert Merritt – mHc Associates

- **Station 31**

- **Power-** The power panels have not been delivered. Partial power is available, and drywall and mud are complete.
- Some apparatuses have been moved into station 31 due to cold weather.
- Last of the concrete was poured at the front of station 31
- Radio tower bases arrived, and concrete pads poured.
- Rain Garden at Station 31 mitigation plan has been drafted.
- HVAC delivery is expected in the next 2 weeks (sooner than anticipated).

\*A verbal public records request was made by Sheri Bousquet to provide a copy of the draft rain garden mitigation plan. Consultant Bob Merritt will be sure the draft mitigation plan is sent to her.

- **Station 32**

- The generator is lacking the transfer switch, but power is in.
- HVAC is complete.
- Roofing is complete.
- Bay doors have been installed and the dry wall complete.
- Storm water – the County Road Department cleared the ditch to prevent the runoff flowing on to KCFD3 property.

- **Change Orders**  
There have been 27 at Station 31, and 13 at station 32, and 17.5 days added. Merritt is coordinating with Hale Construction to ensure all change orders are audited and adjusted as needed.
- **Rain Garden Response**
  - Bob Merritt has been working with the commissioners in preparing a mitigation plan for Station 31 rain garden. A draft has been created.
- **Station 31 Bid Alternates**  
Training room, kitchen, and east wing bathrooms were taken off the initial bid. Discussions have begun to address some updates. Examples include getting quotes to paint and carpet the training room with the same material as in the front office. Options for installing an updated kitchenette and cabinets in the training room and updating the bathrooms (additional showers and sinks etc.). Kitchen updates would include cleaning up the floor, walling up the window and demolition of the hood and patch the ceiling, and preplace the cabinets. (Note that the training room was initially bid at \$50,000 which is why the board chose to remove it from the base bid)

*Motion to move forward with the training room and bathrooms made by Commissioner Connor, seconded by Commissioner Virts. (3 yay, 0 nay) motion passed.*

- **CAPITAL PURCHASES** -Nothing to note.
- 4. **Surplus** - Chief Long delivered a portion of the Plymovent exhaust system to its new location.
- 5. **WHITE SALMON PUBLIC SAFETY /JOINT USE FACILITIES** – Commissioner Virts had nothing to report. Commissioner Montag had nothing to add about joint use facilities.
- 6. **Out of District Billing** – Collection agency has begun legal action to place a lien against the homeowners’ property.
- 7. **Ambulance A31** – KCFD3 volunteers want to keep the ambulance in the fleet. The volunteers have been asked to use the Ambulance when responding to EMS related calls in lieu of other fire apparatus. Commissioner Virts and Commissioner Connor agree KCFD3 needs to continue to explore new opportunities to utilize the ambulance going forward. A review will be done in the first quarter of 2022.

**NEW BUSINESS:**

1. **Interlocal Agreement for first response Emergency Medical Services** – Skamania County Chief Long sees a value in having the agreement in place.



***Motion to renew the Interlocal Agreement for First Response Emergency Medical Services with Skamania County contract made by Commissioner Connor, seconded by Commissioner Virts (3 yay, 0 nay ) motion passed.***

2. 2022 meeting Schedule – Resolution 2021-12 to set 2022 meeting dates.

***Motion to approve resolution 2021-12 2022 meeting dates made by Commissioner Virts, seconded by Commissioner Connor. (3 yay, 0 nay) motion passed.***

**PUBLIC DISCUSSION** – Commissioner Montag opened the floor for public discussion at a maximum of 5 minutes per participant.

Citizen Justin Bousquet requested a confirmation that emails he sent were received by the board concerning an interaction between Chief Long and he and his wife Sheri Bousquet. Commissioner Montag confirmed that the emails were received.

Is there an operating schedule for the Generators?

- Once a month (recommended on a training day) for approximately 10 minutes. Unless there is a power outage which are unpredictable.

Is there a plan to dampen the noise from the generators?

- Not currently. The original placement was planned for a different location then moved due to carbon monoxide entering the HVAC system. The county advised, and permitted the generators be moved to their current location.

Where will the fence be placed?

- The fence will be placed on the district’s property line as previously approved by the board.

Who is the County entity that will give the final approval of the rain garden area?

- That information may be available in January and most likely someone from the County building department.

Citizen Sheri Bousquet questioned the plan for mosquito mitigation regarding the rain garden.

- Consultant Bob Merritt has worked with the engineer and there are no anticipated issues with mosquitos at this time.

The generator operating schedule. See above.

Fence placement? See above.

**Good of the Order:**

Commissioner Virts apologized for being late.

**Next meeting:**

Regular Board Meeting will be THURSDAY January 13 at 3pm.

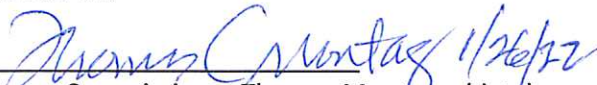
**Adjourn.**

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

Meeting adjourned at 16:38.

**APPROVED BY:**

**Attest:**

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

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

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

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

**Klickitat County Fire District 3 Commissioners Meeting**  
**200 Husum Street Husum, WA.**  
**December 9, 2021 at 15:00 (3 pm).**

**AGENDA**

**REGULAR BOARD MEETING -virtual meeting via zoom**

Join Zoom Meeting	<a href="https://us02web.zoom.us/j/81608052163?pwd=RDZTS1pwOXF4eDVOUkgzQmVpOXdyUT09">https://us02web.zoom.us/j/81608052163?pwd=RDZTS1pwOXF4eDVOUkgzQmVpOXdyUT09</a>
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:**
  - November 10<sup>th</sup> – Regular Business Meeting (3pm)
- **Secretary / Finance Report**
- **Chief's / Training Report**
- **On Going Business**
  1. **Personnel:**
    - **2022 staff Contract updates:** update contracts for 2022. Cost of living updates for wages and/or benefit changes.
  2. **Policies:**
    - Public Records
  3. **BOND**
    - CAPITAL PROJECTS
      - Progress report
      - Rain Garden
    - CAPITAL PURCHASES
  4. **SURPLUS** – Plymo-vent sale.
  5. **White Salmon City Council Public Safety/ Joint use facilities**
  6. **Out of District Billing** – (2017 141 fire) collections.
  7. **Ambulance A31-**
- **New Business:**
  1. **Interlocal Agreement for first response Emergency Medical Services** – Skamania County
  2. **2022 meetings.** Resolution 2021-12 to set 2022 meeting dates.
- **Public Discussion:**
- **Good of the order:**
- **Next meeting:**

Regular meeting: Thursday January 13<sup>th</sup> 3:00 pm.
- **Motion to adjourn:** (A) Time \_\_\_\_\_

# December 09, 2021 Secretary's Report

## County Treasurer's Report for November 2021 – Not available

	Fund	Beginning Balance	Deposits	Disbursements	Ending Balance
1	General 667.1	404,116.90			
2	Capital 667.3	9,336.34			
3	Bond 667.2	463,042.41			
4	Invested Gen	729,536.00			
5	Invested CAP	1,618,066.72			

**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	\$361,646.76	74%	\$127,756.79

Total Expenditure from General Fund	\$
Operating Budget	489,403.55
Additional expenditure	23,893.56
Total expenditure from General Fund	385,540.32

**General Expenditure Scripts for approval**

Date	Amount	Date	Amount
11/18/21	118.60		
12/01/21	5,173.57		
12/02/21	993.53		
12/08/21	10,298.63		

**2. CAPITAL FUND 667.3:**

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

**Capital Expenditure Scripts for Approval**

Date	Amount
11/18/21	24,515.00
12/01/21	20,947.27
12/08/21	203,411.12

**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			
<b>year</b>	<b>Principle</b>	<b>Interest</b>	<b>Sub Total</b>	<b>Annual Total</b>
2019	115435.14	119,926.78		235,361.92
2020	113,981.67	121,380.24		235,361.91
2021 June		58,473.18	58,473.18	
2021 Dec	118,415.56	58,473.18	176,888.74	235,361.92

4. **Invested General Funds:** \$729,536.00 (Nov 30 all funds matured. 12/6/21 invested \$929,536.00).
5. **Invested Capital Funds:** \$1,402,701.52 (matured \$215,365.20 in November) All funds matured on Nov 30, reinvested 1,402,701.52 in Dec).
6. **Internal Review and reconciliation**

	Date	By
Treasurer's Report	Unavailable	Commissioner Connor
Auditor's Report	12/08/21	"
Credit Card	12/08/21	"
Petty Cash	12/08/21	"
Payroll	12/08/21	"
General Deposits	12/08/21	"

7. **Correspondence:**

i) **Public Record Request**

- **Rain Garden** –In progress. Inquiry about design of rain gardens. Technical question directed to Civil Engineer/consultant.

8. **Current priority projects include:**

- Year-end /stipends
- BVFF
- 2021 Annual Report



## 2021 Operating Budget

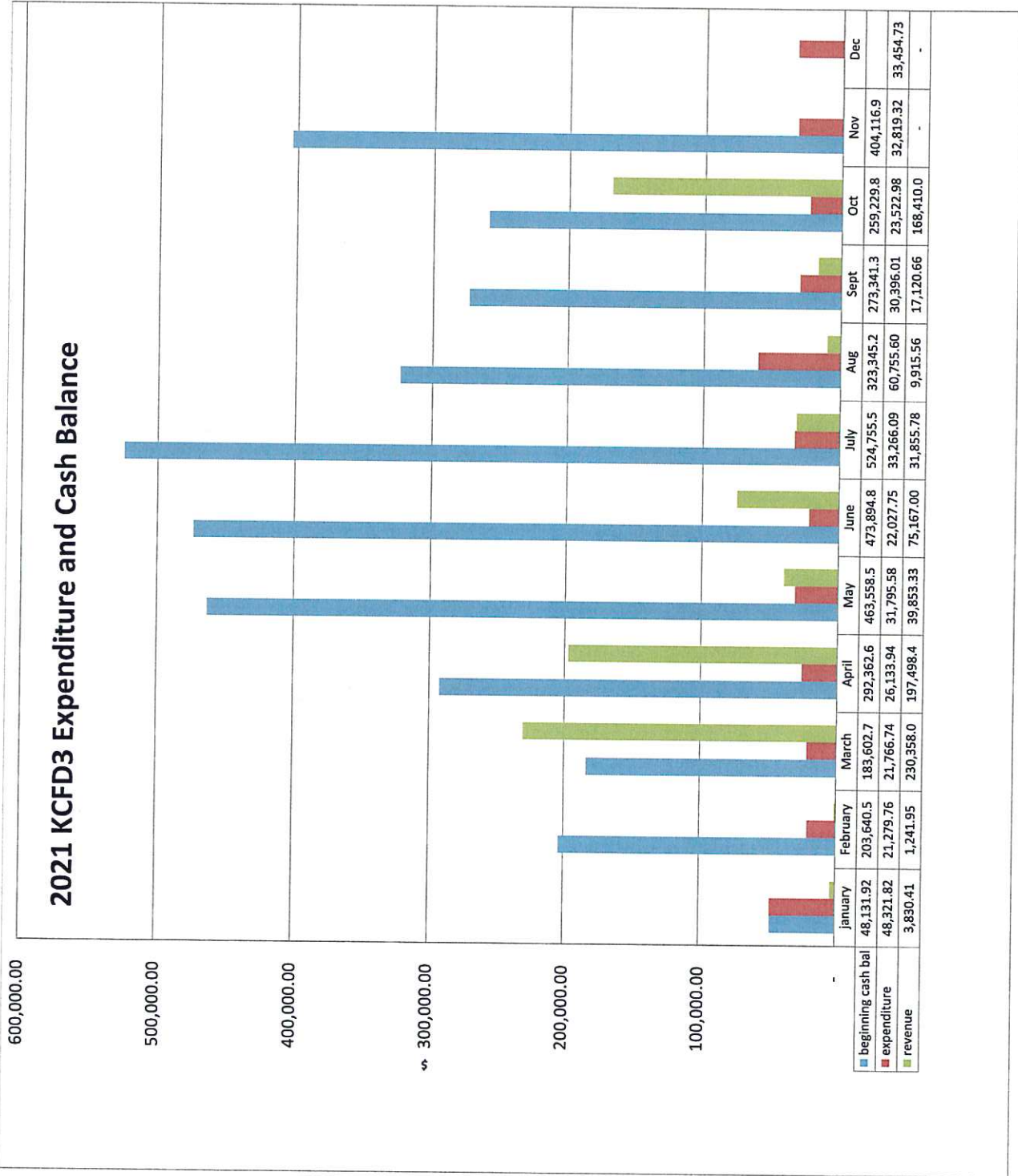
Updated 12/9/2021

This budget sheet is connected to the expenditure spreadsheet.

### Klickitat County Fire District 3

BUDGET 2021 CATEGORY	Original Budget	NOVEMBER expenditure	Expenditure YTD	Balance	% Used	NOTES
Salaries & Wages + employee paid benefits	236,151.55	15,447.87	171,752.04	64,399.51	73%	
Benefits (excluding employee paid)	49,187.00	2,244.88	38,558.95	10,628.05	78%	
Volunteer Stipend	15,600.00	-	1,662.30	13,937.70	11%	
Volunteer Disability/Pension/lifeflight	13,957.00	-	1,534.00	12,423.00	11%	
Volunteer Recognition	3,200.00	-	115.00	3,085.00	4%	
Office Expense/Supplies	5,500.00	384.54	5,000.11	499.89	91%	
Professional Services	21,750.00	1,278.34	16,174.37	5,575.63	74%	
Insurance	21,500.00	-	28,432.00	(6,932.00)	132%	
Communications	4,692.00	3,342.06	4,762.95	(70.95)	102%	Anticipate 15% increase -\$3,225
Advertising	1,600.00	-	1,728.75	(128.75)	108%	
Vehicle Parts/Repairs/service	20,000.00	-	20,024.44	(24.44)	100%	
Rescue - Apparatus/Supplies	6,800.00	1,337.50	5,597.68	1,202.32	82%	
Fuel	9,000.00	706.64	7,406.92	1,593.08	82%	
Facilities/Station Repairs/Supplies	5,000.00	-	6,297.12	(1,297.12)	126%	
Utilities Services	18,150.00	5,284.70	17,103.64	1,046.36	94%	
Travel & Meals	3,206.00	1,088.90	2,636.83	569.17	82%	
Training	7,000.00	1,574.99	3,676.11	3,323.89	53%	
Fire Supplies/service	8,200.00	-	20,094.58	(11,894.58)	245%	(3 sets of turnouts)
EMS Supplies	9,000.00	128.90	2,693.32	6,306.68	30%	
Uniform/apparel	3,000.00	-	1,177.41	1,822.59	39%	
Prevention	1,500.00	-	50.10	1,449.90	3%	
Taxes (for previous year)	2,500.00	-	1,535.10	964.90	61%	
Dues & Fees	2,910.00	-	3,633.04	(723.04)	125%	
Municipal Pool Reserve	20,000.00	-	-	20,000.00	0%	
<b>Total budgeted expenditure</b>	<b>489,403.55</b>	<b>32,819.32</b>	<b>361,646.76</b>	<b>127,756.79</b>	<b>74%</b>	
EXTRA projects using cash balance		-	-			
State Grant Dept. of Health	1,266.20	-	-	1,266.20	0%	
Radio Grant		-	23,893.56			
Expense for Wildland						
<b>Total Actual Expenditure</b>		<b>32,819.32</b>	<b>385,540.32</b>			
<b>Invested funds</b>			<b>300,000.00</b>			
Ave. property tax estimated in November 2019 + 29,000 TO share	499,422.35					

## 2021 KCFD3 Expenditure and Cash Balance





## 2021 November Capital SUMMARY

Updated 12/08/2021

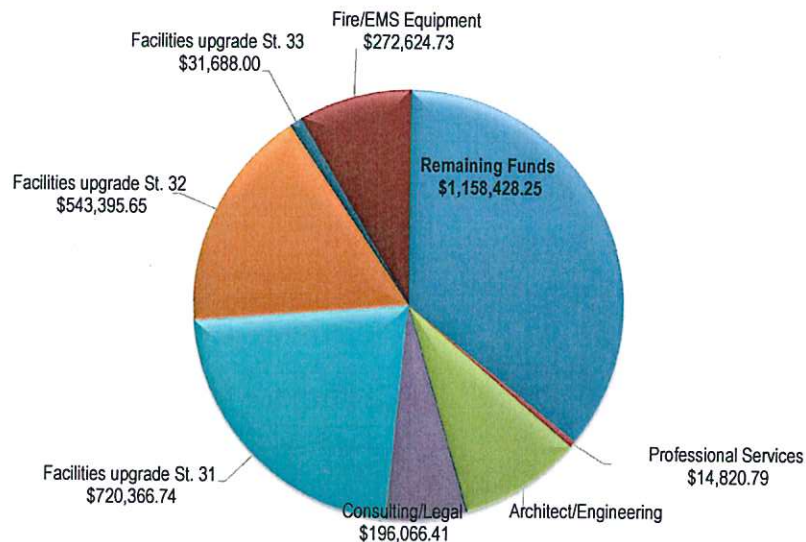
ORIGINAL BOND		<b>\$ 3,235,750.00</b>				
2018 Bond Council included in engineering and admin serv. Total.					15,000.00	
Beginning balance (dec 2018)					3,220,750.00	
2019 total expenses					375,043.23	
2020 Beginning balance					2,845,706.77	
2020 total expenses					266,539.18	
2021 Beginning balance					<b>2,579,167.59</b>	
		2019	2020	2021	2021 Totals	Capital Total
Facilities Upgrade/Admin	Professional Serv	8,870.89	5,949.90	-	1,401,913.68	1,789,697.02
	Architect/Engineering	38,399.02	237,546.66	62,413.75		
	Architect deposit return		(40,000.00)			
	Consulting/Legal	60,841.92	40,741.15	79,483.34		
	Facilities Upgrade 31	27,322.65	1,911.46	691,132.63		
	Facilities Upgrade 32	-	3,722.69	539,672.96		
	Facilities Upgrade 33	2,477.00	-	29,211.00		
Equipment	Vehicles/Fire Equipment	234,713.55	16,667.32	18,825.66	18,825.66	272,624.73
	EMS Equipment	2,418.20	-			
	MISC			-		
<b>TOTAL</b>		375,043.23	266,539.18	<b>1,420,739.34</b>	1,420,739.34	2,062,321.75
<b>REMAINING FUNDS</b>		2,845,706.77	2,579,167.59	<b>1,158,428.25</b>		1,158,428.25
<b>INVESTED</b>		2,822,552.04	2,430,000.00	<b>1,199,290.40</b>		
<b>Balance (does not include interest)</b>		23,154.73	109,167.59	<b>(40,862.15)</b>		

					Total Interest Earned
<b>Interest Earned</b>		25,877.67	20,714.90	2,138.61	<b>48,731.18</b>

**Treasurer Cash Balance** **\$ 7,869.03** (includes interest)

Chart Summary	\$ 15,000.00	\$ 375,043.23	\$ 266,539.18	\$ 1,420,739.34	Totals
	2018	2019	2020	2021	
Remaining Funds	-	\$ 2,845,706.77	\$ 2,579,167.59	\$ 1,158,428.25	\$ 1,158,428.25
Professional Services	-	\$ 8,870.89	\$ 5,949.90	-	\$ 14,820.79
Architect/Engineering	-	\$ 38,399.02	\$ 197,546.66	\$ 62,413.75	\$ 298,359.43
Consulting/Legal	15,000.00	\$ 60,841.92	\$ 40,741.15	\$ 79,483.34	\$ 196,066.41
Facilities upgrade St. 31	-	\$ 27,322.65	\$ 1,911.46	\$ 691,132.63	\$ 720,366.74
Facilities upgrade St. 32	-		\$ 3,722.69	\$ 539,672.96	\$ 543,395.65
Facilities upgrade St. 33	-	\$ 2,477.00		\$ 29,211.00	\$ 31,688.00
Fire/EMS Equipment	-	\$ 237,131.75	\$ 16,667.32	\$ 18,825.66	\$ 272,624.73

**KCFD3 CAPITAL FUND**  
**\$3,235,750**





**Fire Chief's Report to Board of Commissioners**  
**December 9, 2021**

**No injuries or accidents to report.**

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

- 10 calls since within KCFD3's service area since your November meeting.

**Projects:**

- **Bond:**
  1. Radio towers and bases arrived.
  2. Station 32 water tank – Still on project list to complete.
  3. Station 31 fans. – Still on project list to complete
  4. Klickitat County cleaned along guardrail at Station 32.
  5. Completed vegetation clearing behind and along the west end of Station 32. (Firewise 30' principal).
  6. Station 31 Plymovent system to be delivered to Chilloquin on Wednesday.

**Apparatus/Fleet:**

1. Engine 32 relocated to Station 33 along with WT 32.
  2. Engine 31 has space to be moved in and out of Station 31 during freezing.
  3. WT 31 tire replacement complete. 2021 tire project complete as budgeted and planned.
  4. WT 31 body damage; Claim filed with insurance company. Scheduled for repairs on 1/3/2022 in Sherwood Oregon.
  5. Water Tender 31 received three new batteries. Mechanic called to troubleshoot/repair starting issues. Found battery tender to be wired wrong and not charging batteries when primary switch was off. Cold air environment uncovered this problem. Batteries were at their maximum age.
  6. Collecting cost quotes to install external 'flushers' to WT 31 for additional pump and roll capability.
- **KCIFA.** No significant actions during this month's meeting.
  - **Type 3 Team Assignment:** No assignments
  - **Personnel:**
    1. Training Officer Joe Yela resigned due to personal reasons. He will revert to volunteer status in good standing. Brainstorming a plan to replace him.
  - **Community Building/pre-planning:**
  - Eric Bosler attended to significant classes this month associated with Community Risk Reduction. Report out to follow.
  - DNR fuels reduction grant: Followed up with DNR who indicated City of White Salmon has made no additional progress with property owner documentation. Project potentially moving directly into Phase II which is within KCFD3's area along Snowden Road westerly to SR 141.
  - **Awards Banquet:** Pending Station 31 completion
  - **Incident Reporting:** Roz and I cleaning up reports and activity records for members.
  - **Annexation petitions:** Jennifer is waiting for signatures for one petition to annex into the fire district from a resident of the county on the eastern edge of Bingen.
  - **Training officer Local-Agreement:** Chief Hunsaker wishes to enter into a two-agency agreement with KCFD3 for training services.

- **COVID-19:** Submitted to both Washington State Patrol and Washington Department of Natural Resources, COVID-19 compliance affirmation documents.
- **Fall weather:** Planning to post several fall fire prevention topics to KCFD3 Facebook page.
- **2021 budget:** On target to end 2021 budget season under-spent. Finishing up planned spending today.
- **1531 State Highway 141:** Billing collections process ongoing. Responder safety directive remains in place. (Stage for law enforcement for all calls)

**Training Report:**

- Vehicle extrication training AND demo of battery powered Halmatro tools.
- Building Construction and Fire Behavior (classroom/video)
- Hearing Conservation / assisting EMS / Self Contained SCBA quarterly donn/doff
- Business Meeting / Apparatus inspections

**Community Events:**

**Personal Activities and Achievements:** No report

Respectfully submitted:

Wesley W. Long – Fire Chief    December 6, 2021