

## KLICKITAT COUNTY FIRE DISTRICT 3

200 Husum Street, Husum, WA 98623

Commissioner's Meeting

Tuesday February 28 2017

SPECIAL MEETING Minutes

**Called to order:** 12:00

**Attendance:** Commissioner Connor, Commissioner Montag, Commissioner Zoller (via telephone) – Quorum present. Chief Long, Secretary Plumb, Eric Bosler, William Hearn.

**Approval of agenda:** *Motion to approve the agenda for February 28 2017 Special meeting made by Commissioner Montag, Seconded by Commissioner Connor.* (3 yay 0 nay).

Overview: The Commissioners requested bids for contracts to oversee the work on three projects at station 32 (Cherry Lane).

- 1). Replace the heating system. The current system uses electrical cadet heaters. Electrical bills for the station average \$330 a month (\$3,131.00 in 2016). The system is inefficient.
- 2). Install a bathroom to meet ADA code and meet the WAC health and welfare needs of first responders (to be able to clean up after a call and not take contaminants home). To provide a usable toilet which will increase the options of the training room for community.
- 3). Install insulation in the attic. Currently the attic must be opened in the winter to allow heat to rise and prevent the pipes from freezing. This has been a problem in the past and cost the district money to repair. This is highly inefficient.

The district used the MRSC small works Roster to select general contractors. 15 were contacted and invited to bid. Only one contractor submitted a bid.

### **Discussion:**

The bid received for the project is more expensive than anticipated (\$54,615.85). Approximately \$12,000 was rolled over from the 2016 budget cycle for this project. Total funds designated for station repairs and maintenance in 2017 is \$20,000. The bid has come in over twice that amount. Specifically the heating project was estimated at 12,000. That initial project was reviewed last year with a contractor for propane heating, and the electrical work alone was \$7,000. When the district was planning the budget for 2017 we estimated the amount for the projects. At the time of the budget it did not include the insulation. We also learned after the budget was set that we may be eligible for rebates from PUD by increasing the insulation and replacing the current electrical heat with efficient electrical heating. One of the requirements of the contractor will be to guide the permitting and rebates available to the district.

The Commissioners discussed each section of the project and the costs outlined by the contractor.

1. HEATING: \$31,568.88 The heating proposal includes removal of all the existing heating units. The installation and electrical wiring for a new HVAC system and all the electrical work required

for the new bathroom. The heating equipment will be suited to the environment on Snowden. Mr. Hearn noted that the current systems up there appear to be a mix installed over time to patch the system. The new system will be streamlined. The existing Electrical, box will be sufficient for the new system. Chief noted the weather head was damaged during a recent ice storm.

2. BATHROOM: \$20,401.40. This will be a new room built inside the existing training room. Currently there is a porta-pot outside the front door. A 9.5x11.5 room is needed to allow wheelchair access. Heat will be from a heat/light fan. There will be ambient heat through the door – the building is warm and there is no need for extra heat in the bathroom. The water heater will be ‘on demand’. The system currently in place for the kitchen area is just enough for the kitchen sink, it is not cost effective to run pipes from the bathroom to the kitchen.
3. INSULATION: \$2,645.57. We currently waste heat in the winter by opening the attic to prevent the pipes from freezing – but this also heats the outside air and is highly inefficient.

The Commissioners discussed the options of doing only part of the project to reduce costs. Last year when asked if there was one project they would rather see done, the volunteers stated the heating was most important to prevent freezing pipes.

**FINANCES** – County Treasurer report from January indicated the ending cash balance of \$274,84.93. The tax funds for 2017 will begin to appear in April. The estimated tax revenue for 2017 is \$420,647.42. The Commissioners allocated funds for the budget year up to \$406,483.67.

**Ambulance loan.** The first payment is due in June. \$51,766.67 has been budgeted to pay the principle and interest in 2017. It was noted the commissioners would like to make additional payments on the ambulance if possible. It was also noted the ambulance loan rate is very reasonable. Commissioners discussed the balance of the existing debt and the expected expenditure for the year.

Commissioner Zoller suggested only moving forward on the heating.

Commissioner Montag indicated that while the funds are not in the 2017 budget for the entire project, there are funds in the cash balance. To move forward with the entire project we will have made a significant upgrade to the building and a better facility for the community in the future. Plus, the improvements will be more cost effective for us in the future. Montag leaned toward doing the whole project, and to take a hit on the ending cash balance.

Commissioner Connor noted we do need the insulation and the heating. He was leaning towards not doing the bathroom. He also noted the building has needed a bathroom for years, and it cannot be used as a community center without one.

Commissioner Zoller suggested if we do just the heating we should have all the electrical done in anticipation for the bathroom. He does not want to have debt and would like to pay down the ambulance loan.

Chief Long noted he is also extremely concerned about debt. He was shocked at the cost of the project. He was also aware that the prevailing wage rule has been a factor in the cost. However, we

currently have a cushion. One of the priorities Chief Long was given when hired, was to look after the Volunteers. It is important the Volunteers have a bathroom (WAC codes). The shower is part of Health and Wellness. It is important for firefighters to be able to shower off after a fire and not take the contaminants home. We have costly heating fees, and no insulation. The long term plan is to go to the Community for a bond. We have an opportunity to increase the use, and improve our facilities with current funds. We can illustrate the hard decisions we have made.

He also noted there are possible refunds from PUD for improving insulation and updating to efficient heating systems. The rebates are based on the project and the type of heating installed.

Commissioner Zoller asked if there are any ways Mr. Hearn can find ways to reduce the cost. Mr. Hearn stated he has tried to keep the cost as low as he can.

Commissioner Zoller is now confident in the project, and it is for the future of the department.

***Motion to accept the bid as written pending the final contract made by Commissioner Zoller seconded by Commissioner Montag. (3 y 0 nay).***

Discussion on the need for a Commissioner to represent the board in the contract negotiations with the contractor and the ability to approve funds during the process. There will be a need for a draw-down of funds and a need to keep the project moving.

***Motion to appoint Commissioner Montag as the representative of the board to the contractor and also be the primary signature when funds are to be released. Payments of \$15,000.00 or below Commissioner Montag can approve. Payments above \$15,000.00 will require two Board members to approve or Commissioner Montag and the Chief. Commissioner Montag will notify the board when those draws will happen. Motion made by Commissioner Zoller, seconded by Commissioner Montag. (3yae, 0nay).***

***Motion to adjourn made by Commissioner Zoller, seconded by commissioner Montag 3yay.***

Adjourned 13:10.

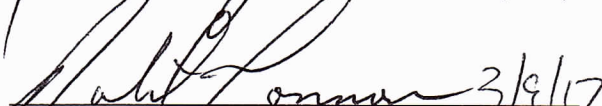
***Meeting adjourned 20:40.***


**APPROVED BY:**

**Attest:**

  
Chairman - Commissioner Zoller. (date) 3/9/17

  
District Secretary Rozalind Plumb

  
Commissioner Connor. (date) 3/9/17

  
Commissioner Montag (date) 3/9/17