

KLICKITAT COUNTY FIRE DISTRICT 3

200 Husum Street, Husum, WA 98623

Commissioner's Meeting

Thursday April 14, 2022

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: 15:03 (3p.m.)

ATTENDANCE

Commissioner Montag (Chair), Commissioner Connor (Vice Chair), Commissioner Virts. - (Quorum),
Staff: Wes Long (Fire Chief), Rozalind Plumb (District Secretary), Eric Bosler
Robert Merritt (mHc Associates),
Citizens: Lloyd Olson, Debbie Olson (Citizens Advisory Committee).

APPROVAL of AGENDA

Noted addition to the posted agenda – added contract agreements items under the Bond.

“Move to approve the agenda with items added under bond” -made by commissioner Virts, Seconded by Commissioner Connor. (3 yay, 0 nay) motion passed.

MINUTES of LAST MEETING

March 10th, 2022, Regular Business meeting

“Motion to approve them as presented” made by Commissioner Connor, seconded by Commissioner Virts. (3 yay, 0 nay) motion passed,

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

- **GENERAL EXPENSE FUND 667.1**

General Fund spending includes payment for the initial mitigation of the roof collapse at station 32.

This is not funded by the Capital Bond. The district will receive refund from Insurance.

“Move to pay the scripts as presented.” made by Commissioner Virts, seconded by Commissioner Montag (3 yay, 0 nay,) motion passed.

- **CAPITAL EXPENSE FUND 667.3**

“Move to approve the capital scripts as presented.” Motion made by Commissioner Connor; Seconded by Commissioner Virts (3 yay, 0 nay) motion passed.

CHIEF'S/TRAINING REPORT – see attached.

Additional information-

- Captain Helton and Chief Long will be meeting with Toyne regarding options for a new fire engine. Commissioner Virts is interested in seeing any information the vendor has to share.

- E 331 was totaled by the insurance company, and we have received \$25,000. We will need to surplus and get the vehicle off our property. Commissioners requested the funds be used towards a new Engine,
- Schools Program, Eric Bosler reported that he and Chief Long met with the new Superintendent Dr Sean McGreeney. They discussed returning the fire safety program, keeping up to date on site visits and starting a Fire Cadet Program in the high school.

ON GOING BUSINESS:

1. PERSONNEL:

Executive Session:

RCW 42.30.110 (f) To receive and evaluate complaints or charges brought against a public officer or employee.

(Personnel inited in the executive session Board members, Chief Long and Secretary Plumb)

Time out of session 15:27, return to open session will be 15:37.

15:37 – reopened public session. Commissioner Montag stated the district had received a complaint. Having discussed the issue in executive session the board concluded the issue is not district business and no further action is required by the board.

2. POLICIES: Nothing to report.

3. BOND:

- mHc Associates - 2022 project manager agreement. To be approved and be retroactive to January 1, 2022.

“I have reviewed the document in question and move to approve said document” made by Commissioner Virts, Secoded by Commissioner Connor (3 yay. 0 nay motion passed). (Document to be signed by Chief Long and Bob Merritt.)

- Hale NW – Addendum date change.

Commissioner Virts-“I have read and reviewed the document in question, I noted that the dates of substantial completion for fire station 32 are amended to June 28th 2022, and final completion for station 32 amended from May 20th to July 19th 2022. I agree with the changes and therefore move to approve.” Secoded by Commissioner Connor, (3 yay, 0 nay) motion passed.

CAPITAL PROJECTS – Robert Merritt reported

- **Station 31 Progress Report**

Admin update: Moving back in is slow. More shelving is required for storage room, the training Room is functional but required dry erase boards, and the library needs reviewed Office space is still being organized. It is necessary to take time and do it right.

Temporary Office space has had the power disconnected. We will move it off the church property as soon as possible.

- HVAC unit has been installed.
- Most of the punch list complete. – We have temporary occupancy but there are several electrical items that are still needed.
- **OFCI** – Many items are complete and several are still in progress. There are still costs associated with the list.
- **Gensets**- A sound wall is going up. Manufacturer handbooks have been submitted to the County per their request (however, they do not detail installation set back requirements). Bob Merritt reported that Lyn Ward agreed the generators are not permanent structures because they can be moved, and therefore do not fall under building codes.
- **CORs**- currently 49 Change orders have been made. While it seems like a lot it is normal for a retrofit to have this many. Bob is still compiling the documents to ensure all change orders are accounted for. As we come to an end of the funding Chief noted that there have been considerable savings.

Remaining Projects:

- **Fence**- Chief has reached out to contractors for quotes (800 linear feet). Quotes are usually only good for 30 days or less. We have bid specifications we can send out.
- **Training room** – need dry erase boards, and a projector. Kitchenette quote to date is \$7,000. It has to meet ADA requirements and that has been a challenge.
- **Bathrooms** – estimated at 124,004.50 (estimate is out of date at this time).
- **Kitchen** -needs ADA Counter and sink, gas ranges, a serving counter and an island.
- **Radios** – Chief will reach out to Day Wireless for a quote.

The Commissioners requested accurate costs for the remaining change orders, and the outstanding projects by the next meeting to assess and prioritize the projects.

- **CAPITAL PURCHASES** – see new business below.

4. STATION 32 COLLAPSE

- **Phase 1- initial assessment**
- **Phase 2 – clean up mitigation to seal up the building**
- **Phase 3 – proposal, plans/drawings permits.**
- The north wall had to be replaced completely, and new walls had to be built with foundations inside the existing walls. The concrete pad had to be cut to accommodate the new foundations. The water line had to be replaced as it was crushed. Additional Snow has slowed the progress for the roof trusses to be installed, but they are now going up.
- **Cost** –
phase 1 and phase 2 - **\$89,999.39**.
Phase 3 was expected to cost **\$436,676.60** (includes new tax rate of 7.5%)
Total end cost estimated at **\$529,775.98**

- **Insurance-** We will receive **\$250,000** from Enduris which is the limit to coverage. Chief has moved forward with getting the documentation notarized to receive those funds and there are no objections from the board.

Additional insurance funds will come from AIG to cover the remaining cost **\$279,775.98**

5. SURPLUS

- The remaining Plymo-vent system is still available. The original plan was to sell them to help cover the cost of putting Ward systems on the Engines at station 32.

6. OUT OF DISTRICT BILLING – No news.

NEW BUSINESS:

1. **Engine Replacement** -One of the goals of the Bond was to get the right vehicle in the Snowden Community. New fire engines are in the \$425,000 price range. Chief asked the board to consider how to pay for the engine (reserve funds, or finance?)
2. **City of White Salmon** – The City is looking to hire a consultant to study the Fire Department and look at the potential of joining of the fire Departments. The City would like to know if the KCFD3 will join in the study and share costs. The Commissioners discussed the fact that KCFD3 still has a working document based on the 2013 task force report. Consensus was that KCFD3 already has significant documentation we can share with the city’s consultant. Chief and Commissioner Montag will meet with city officials and discuss the issue further.

PUBLIC DISCUSSION:

None.

GOOD OF THE ORDER:

- Roz will be out of the office for a few days.

NEXT MEETING:

Regular Board Meeting will be THURSDAY May 12th at 3pm (1500 hrs.).

ADJOURN.

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

Meeting adjourned at 16:59 hrs.

APPROVED BY:

Attest:

Thomas Montag 5/17/22
Chairman – Commissioner Thomas Montag (date)

Rozalind Plumb
District Secretary Rozalind Plumb

Robert Connor 5/16/22
Commissioner Robert Connor (date)

Charles Virts 16 June 2022
Commissioner Charles Virts (date)

Klickitat County Fire District 3 Commissioners Meeting
200 Husum Street Husum, WA.
April 14, 2022 at 15:00 (3 pm).

AGENDA

REGULAR BOARD MEETING -virtual meeting via zoom

Join Zoom Meeting	https://us02web.zoom.us/j/82329271412?pwd=NjRJa1VFUEJJaFNOMUJlc0RVZmdlZz09
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:**
 - March 10th – Regular Business Meeting (3pm)
- **Secretary / Finance Report**
- **Chief's / Training Report**
- **On Going Business**
 1. **Personnel:**
 - Executive Session: RCW 42.30.110
 - (f) To receive and evaluate complaints or charges brought against a public officer or employee.
 2. **Policies:**
 3. **BOND**
 - **Contracts/Agreements:**
 - mHc Associates - 2022 agreement. Retroactive to January 1 2022.
 - Hale NW – Addendum date change.
 - CAPITAL PROJECTS
 - a) Progress report
 - b) Bathrooms – estimate \$124,004.50
 - c) Kitchen
 - d) Training room -kitchenette
 - e) Radio
 - f) Fence
 - CAPITAL PURCHASES
 4. **Station 32 Collapse**
 - Insurance claim for Vehicle
 - Rebuild – progress report and billing process
 5. **SURPLUS** – Plymo-vent sale.
 6. **Out of District Billing** – (2020 141 fire) collections.
- **New Business:**
 1. Engine Replacement
 2. City of White Salmon – RFP for Consultant work.
- **Public Discussion:**
- **Good of the order:**
- **Next meeting:** Regular meeting: Thursday May 12th 3:00 pm.
- **Motion to adjourn:** (A) Time _____

April 14, 2022

Secretary's Report

County Treasurer's Report for March 2022

	Fund	Beginning Balance	Deposits	Disbursements	Ending Balance
1	General 667.1	297,368.97	66,522.91	37,846.66	326,045.22
2	Capital 667.3	78,796.57	110,061.51	105,932.09	82,925.99
3	Bond 667.2	313,311.38	39,379.46	0.00	352,690.84
4	Invested Gen	716,418.88	0.00	0.00	716,418.88
5	Invested CAP	568,001.49	0.00	110,000.00	458,001.49

1. GENERAL EXPENSE FUND 667.1:

See 2022 Operating Budget table and graphs.

Operating BUDGET

Budget	Year to date expenditure	% of operating budget	Ending Balance
\$504,872.24	\$127,185.57	25%	\$377,686.67

Total Expenditure from General Fund	\$
Additional expenditure (grants etc.)	0
Additional expenditure- Stn 32 collapse	89,999.38
Total expenditure from General Fund	217,184.95

General Expenditure Scripts for approval

Date	Amount	Date	Amount
3/14/22	4,707.23	4/6/22	10,468.46
3/23/22	9,519.36	4/11/22	4,488.38
3/30/22	1,946.09	4/13/22	38,239.14
4/4/22	2,186.77		

2. CAPITAL FUND 667.3:

Original balance: \$3,220,750.00 See 2022 Capital summary

Capital Expenditure Scripts for Approval

Date	Amount
3/14/22	4,521.18
4/6/22	1,618.56
4/13/22	71,888.30

3. BOND FUND 667.2:

Debt repayment schedule (2022 June 1 \$58,473.18, December 1 \$176,888.74)

2018 12/18	\$3,225,750.00			
year	Principle	Interest	Sub Total	Annual Total
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
2022 June				
2022 Dec				

4. **Invested General Funds:** \$716,418.88

5. **Invested Capital Funds:** \$458,001.49

6. **Internal Review and reconciliation**

	Date	By
Treasurer's Report	Unavailable	Commissioner Connor
Auditor's Report	4/13/22	"
Credit Card	4/13/22	"
Petty Cash	4/13/22	"
Payroll	4/13/22	"
General Deposits	4/13/22	"

7. **Correspondence:**

-

8. **Current priority projects include:**

- Reconcile capital funds
- 2021 State Audit report
- 2021 Annual Report



**KLICKITAT COUNTY
TREASURER REPORT
March 2022**

	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	\$ 297,368.97	\$ 313,311.38	\$ 78,796.57
+++ Increases ++++				
Receipts (Revenue Dist Rpt)	2	66,522.91	39,379.46	61.51
Netted Transactions	3	-	-	-
Matured Investments	4	-	-	110,000.00
Interfund Transfers - In (397)	5	-	-	-
Other Revenue - JE's	6	-	-	-
Subtotal Increases	7	66,522.91	39,379.46	110,061.51
<< Disbursements >>				
Other Expenditures - JE & KC AP	8	22,851.64	-	105,932.09
Interfund Transfers - Out (597)	9	-	-	-
New Investments	10	-	-	-
Disbursements (AP & PR)	11	-	-	-
E - Transactions (ACH & EFTPS)	12	14,995.02	-	-
Debt Service P&I	13	-	-	-
Other	14	-	-	-
Subtotal Disbursements	15	37,846.66	-	105,932.09
ENDING CASH BALANCE	16	\$ 326,045.22	\$ 352,690.84	\$ 82,925.99
<u>WARRANTS</u>				
Previous Month O/S	17	-	-	-
Issued (+)	18	-	-	-
Redeemed (-)	19	-	-	-
Canceled (-)	20	-	-	-
WARRANTS OUTSTANDING (O/S)	21	-	-	-
Cash Balance <O/S Warrants >	22	\$ 326,045.22	\$ 352,690.84	\$ 82,925.99
<u>INVESTMENTS</u>				
Beginning Inv Balance	23	716,418.88	-	568,001.49
Matured Investments	24	-	-	110,000.00
New Investments	25	-	-	-
ENDING INVESTMENT BALANCE	26	716,418.88	-	458,001.49
<u>DEBT SERVICE/BOND ACTIVITY</u>				
Beginning Bond Principle Balance	27	-	2,557,658.57	-
Bond Principle Payments	28	-	-	-
Bond Interest Payments	29	-	-	-
ENDING BOND PRINCIPLE BALANCE	30	-	2,557,658.57	-



KLICKITAT COUNTY

Fund Revenue Distribution
As of 03-31-2022

Fund	Account	Description	Year	Daily	Month-To-Date	Fiscal Year-To-Date
667	FIRE DISTRICT #3 GENERAL FUND					
	66731111	Real & Personal Propert	2022	\$2,550.42	\$61,722.43	\$61,861.41
			2021	\$0.00	\$1,047.60	\$2,684.89
			2020	\$0.00	\$315.32	\$593.22
			2019	\$82.58	\$19.45	\$147.37
			2018	\$0.00	\$16.63	\$43.18
			2015	\$0.00	\$0.00	\$7.60
			Fund Totals:	\$2,633.00	\$63,121.43	\$65,337.67
667001	FIRE DISTRICT #3 GENERAL FUND					
	667136111	Investment Interest	2022	\$0.00	\$59.47	\$136.08
	667138611	Agency Deposits	2022	\$0.00	\$3,342.01	\$10,519.01
			Fund Totals:	\$0.00	\$3,401.48	\$10,655.09
667002	FIRE DISTRICT #3 BOND FUND					
	667231111	Real & Personal Property	2022	\$1,584.43	\$38,557.98	\$38,644.69
			2021	\$0.00	\$643.88	\$1,662.27
			2020	\$0.00	\$189.21	\$375.62
			2019	\$58.21	(\$11.61)	\$78.56
			Fund Totals:	\$1,642.64	\$39,379.46	\$40,761.14
667003	FIRE DISTRICT #3 CAP FUND					
	667336111	Investment Interest	2022	\$0.00	\$61.51	\$93.56
			Fund Totals:	\$0.00	\$61.51	\$93.56



KLICKITAT COUNTY

Property Tax/Special Assessment Fund Activity

From 03-01-2022 To 03-31-2022

District: FIRE DISTRICT #3

Year	Account Number	Beginning Balance	Certification Adjustments	Receipts and Adjustments	Ending Balance
1995	66712110	\$56.80	\$0.00	\$0.00	\$56.80
1995	66712130	(\$54.51)	\$0.00	\$0.00	(\$54.51)
Fund Total:		\$524,192.42	(\$388.44)	\$63,121.43	\$460,682.55
Fund: 667001 FIRE DISTRICT #3 GENERAL FUND					
2009	667112110	\$0.99	\$0.00	\$0.00	\$0.99
2009	667112130	(\$1.00)	\$0.00	\$0.00	(\$1.00)
2008	667112110	(\$0.01)	\$0.00	\$0.00	(\$0.01)
2007		(\$0.01)	\$0.00	\$0.00	(\$0.01)
2006		\$17.33	\$0.00	\$0.00	\$17.33
2006	667112130	(\$17.32)	\$0.00	\$0.00	(\$17.32)
Fund Total:		(\$0.02)	\$0.00	\$0.00	(\$0.02)
Fund: 667002 FIRE DISTRICT #3 BOND FUND					
2022	667212110	\$316,564.74	(\$128.78)	\$38,557.98	\$277,877.98
2021		\$5,861.57	\$0.00	\$0.00	\$5,861.57
2021	667212130	(\$996.37)	(\$105.66)	\$643.88	(\$1,745.91)
2020	667212110	\$6,151.07	\$0.00	\$0.00	\$6,151.07
2020	667212130	(\$4,004.70)	(\$64.91)	\$189.21	(\$4,258.82)
2019	667212110	\$6,300.30	\$0.00	\$0.00	\$6,300.30
2019	667212130	(\$4,497.81)	(\$69.82)	(\$11.61)	(\$4,556.02)
Fund Total:		\$325,378.80	(\$369.17)	\$39,379.46	\$285,630.17

2022 Operating Budget

Updated 4/13/2022

This budget sheet is connected to the expenditure spreadsheet.

Klickitat County Fire District 3

BUDGET 2022 CATEGORY	Original Budget	March expenditure	Expenditure YTD	Balance	% Used	NOTES
Salaries & Wages + employee paid benefits	236,151.92	13,990.35	56,205.24	179,946.68	24%	<div style="text-align: right; margin-bottom: 5px;">285,338.92</div> *includes 2021 stipends
Benefits (excluding employee paid)	49,187.00	2,468.21	11,939.95	37,247.05	24%	
Volunteer Stipend	15,600.00	-	15,216.48	383.52	98%	
Volunteer Disability/Pension/lifelight	13,907.00	1,376.70	4,890.70	9,016.30	35%	
Volunteer Recognition	3,500.00	-	-	3,500.00	0%	
Office Expense/Supplies	5,500.00	372.92	3,585.26	1,914.74	65%	
Professional Services	21,750.00	1,494.79	4,624.06	17,125.94	21%	
Insurance	25,000.00	-	250.00	24,750.00	1%	
Communications	4,742.00	16.03	217.87	4,524.13	5%	
Advertising	2,000.00	-	-	2,000.00	0%	
Vehicle Parts/Repairs/service	15,000.00	1,609.53	3,541.89	11,458.11	24%	
Rescue - Apparatus/Supplies	13,300.00	-	-	13,300.00	0%	
Fuel	11,700.00	346.54	2,194.86	9,505.14	19%	
Facilities/Station Repairs/Supplies	5,000.00	9,533.36	10,767.08	(5,767.08)	215%	
Utilities Services	19,650.00	1,664.38	6,751.36	12,898.64	34%	
Travel & Meals	3,200.00	-	-	3,200.00	0%	
Training	7,000.00	29.00	29.00	6,971.00	0%	
Fire Supplies/service	8,200.00	1,792.90	2,325.04	5,874.96	28%	
EMS Supplies/service	9,000.00	558.96	2,212.54	6,787.46	25%	
Uniform/apparel	3,000.00	-	221.38	2,778.62	7%	
Prevention	1,700.00	107.84	107.84	1,592.16	6%	
Taxes (for previous year)	2,500.00	-	838.78	1,661.22	34%	
Dues & Fees	2,910.00	6.24	1,266.24	1,643.76	44%	
Municipal Pool Reserve	25,374.32	-	-	25,374.32	0%	
Total budgeted expenditure	504,872.24	35,367.75	127,185.57	377,686.67	25%	
Out of Budget - Station 32 Roof Collapse		4,425.00	89,999.38			
State Grant Dept. of Health		-	-	-	#DIV/0!	
		-	-			
Expense for Wildland						
Total Actual Expenditure		39,792.75	217,184.95			
Invested funds			716,418.88			
Ave. property tax estimated in November 2020 + 10,770.76 new construction	507,486.34					

2022 March Capital SUMMARY

4/13/2022

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	266,539.18
2021 Beginning balance	2,579,167.59
2022 Beginning balance	1,141,728.28

		2019	2020	2021	2022	2022 Totals	Capital Total
Facilities Upgrade/Admin	Professional Serv	8,870.89	5,949.90	-	-		
	Architect/Engineering	38,399.02	237,546.66	62,413.75	8,434.99		
	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	674,540.56	527,489.23		
	Facilities Upgrade 32	-	3,722.69	572,965.00	181,383.55		
	Facilities Upgrade 33	2,477.00	-	29,211.00	920.20	718,227.97	2,524,624.96
Equipment	Vehicles/Fire Equipment	234,713.55	16,667.32	18,825.66	2,170.00		
	EMS Equipment	2,418.20	-	-	-		
	MISC					2,170.00	274,794.73
TOTAL		375,043.23	266,539.18	1,437,439.31	720,397.97	720,397.97	2,799,419.69
REMAINING FUNDS		2,845,706.77	2,579,167.59	1,141,728.28	421,330.31		421,330.31
INVESTED		2,822,552.04	2,430,000.00	-	458,001.49		-
Balance (does not include interest)		23,154.73	109,167.59	1,141,728.28	(36,671.18)		

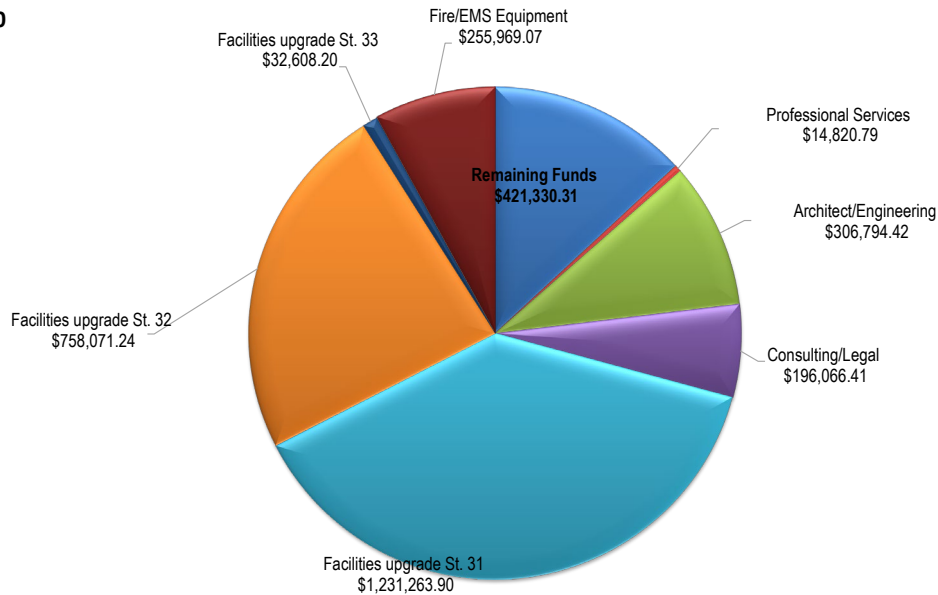
						Total Interest Earned
Interest Earned		25,877.67	20,714.90	2,368.77	93.56	49,054.90

Treasurer Cash Balance **\$ 12,383.72** (includes interest)

	\$ 15,000.00	\$ 375,043.23	\$ 266,539.18	\$ 1,418,613.65	\$ 720,397.97	
Chart Summary	2018	2019	2020	2021	2022	Totals
Remaining Funds	-	\$ 2,845,706.77	\$ 2,579,167.59	\$ 1,141,728.28	\$ 421,330.31	\$ 421,330.31
Professional Services	-	\$ 8,870.89	\$ 5,949.90	-	-	\$ 14,820.79
Architect/Engineering	-	\$ 38,399.02	\$ 197,546.66	\$ 62,413.75	\$ 8,434.99	\$ 306,794.42
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	\$ 674,540.56	\$ 527,489.23	\$ 1,231,263.90
Facilities upgrade St. 32	-	-	\$ 3,722.69	\$ 572,965.00	\$ 181,383.55	\$ 758,071.24
Facilities upgrade St. 33	-	\$ 2,477.00	-	\$ 29,211.00	\$ 920.20	\$ 32,608.20
Fire/EMS Equipment	-	\$ 237,131.75	\$ 16,667.32	-	\$ 2,170.00	\$ 255,969.07

KCFD3 CAPITAL FUND

\$3,235,750



Fire Chief's Report to Board of Commissioners
April 14, 2022

No injuries, illness, or accidents to report

Customer Service (emergent and non-emergent):

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

Projects:

- **Bond:**
 1. Roz completed kitchen appliance purchases. Delivery 4/13/22
 2. Numerous conversations with Bob Merritt
 3. Radcomp still working on IT project at Station 31. Will plan for Station 32 reconnection when building is complete.
 4. High pressure bottles for SCBA system arrived 4/12/22. Waiting for Electricians to complete power to perform start up.
 5. Sound wall for Station 31 generator is going in. Thank you, Firefighter Zach Langren!
 6. Captain Helton scheduled Toyne apparatus demonstration with representative on April 19th @ 12:00.
- **Apparatus/Fleet:**
 1. Replaced four batteries: Brush 331, Brush 31, Expedition. Brush 31 battery was swollen. Monitoring the issue. Possible ground problem or overcharging.
 2. Replaced starter in Water Tender 31. Confirmed to be bad.
 3. Each brush apparatus survived the winter with no frozen/broken valves. Good work on everyone's part by drying them out correctly.
 4. Working on a plan to build "jumpers" for apparatus shore power. Jumpers will prevent damage to the ceiling connections should someone drive off without unplugging apparatus first.
 5. Aid 31 tires to be switched back to summer tires in May.
 6. Engine 331 was totaled. Received \$25,000 settlement check for Engine 331. Total loss due to building collapse. Hose, tools, and equipment has been removed. Determining what the insurance company would like to do with it. Trying to find them a buyer to aid in getting it off the property.
- **Other items:**
 1. Assisted DNR with interviews for open Klickitat positions. 3/14/22.
 2. **KCIFA.** Meeting held in March
 3. **Inter-Agency Type 3:** No activity
 4. **Fire Defense Committee:** Working with Chief Sinclair to begin updating the Lower Columbia Region Mobilization Plan. This document dovetails with the Fire Mobilization Plan and is updated, by region, routinely.
 5. Slowly moving items back into Station 31. Numerous projects associated with moving back in. Personnel have been actively assisting on Tuesday's. I.e., training room, tools, storeroom etc.
- **Personnel:** Congratulations to Carlos and Kelsey Griffen who are expecting their second baby soon. Kelsey is on 'light duty' for a time. Congratulations to Elizabeth Payne and Edgar Cortez who have both navigated their EMS renewal/affiliations.
- **Community Building/pre-planning:**
- Eric Bosler and I met with Superintendent McGreevy 4/12/2022 for the purposes of ensuring the school district is aware that the Fire Department would like to be able to re-start pre-Covid activities such as Fire Safety Surveys/ CPR instruction/ vocational education support.
- DNR fuels reduction grant: On hold until DNR fills vacant position. Still on hold 4/12/22.
- **Awards Banquet:** Pending Station 31 completion.

- **Training officer Local-Agreement:** Chief Hunsaker and I are still seeking a candidate. Once that happens, we'll address the ILA through Board/Council.
- **COVID-19:** N95 masks required on EMS calls until Dr. Smith indicates otherwise.

Training Report:

- Work party Station 31
- Annual Asbestos and Hearing Conservation training.
- Ladder deployment drill
- Annual Fit Testing
- First Aid/CPR renewal
- Pediatric Emergencies for EMS providers. (OTEP)
- EVIP Refresher (driver training) 4/12/22
- Wildland Refresher (RT130) for all personnel April 19th.

Community Events: Nothing scheduled at this time.

Personal Activities and Achievements: N/A

Respectfully submitted:

Wesley W. Long – Fire Chief April 12, 2022.

April 13th, 2022 Board Meeting

R. A. Merritt

Senior Consultant



mHc Associates

"professional emergency services consultants"



PROJECT REPORT

1. Sta #31 UPDATE



Admin Update



PROJECT REPORT

SIGN OFF SCHEDULE

- Walk through
- Punch list
- Temporary Occupancy

**CERTIFICATE OF SUBSTANTIAL
COMPLETION – STATION 31 ONLY,
NOT INCLUDING ELECTRICAL WORK**

March 16, 2022

Klickitat County Fire District #3 Stations 31 & 32
Remodels

Station 31: Husum, WA 98623

Station 32: Snowden, WA 98672

Jeff Dellis Architecture, Inc.

Project Number 190814

Jeff Dellis Architecture, Inc.

1219 Columbia Street

Hood River, OR 97031

(808) 281-7208

Substantial Completion is hereby issued for Station 31, subject to the conditions contained herein and others as reasonably inferred, required to achieve Final Completion. The final punch list for Station 31, not including electrical work, is repeated in this document with certain punch list items struck-through to reflect their completion as of 03/16/2022. Substantial Completion is not issued for electrical work at this time as a final punch list has not been produced for said electrical work. Electrical work for the project will be reviewed at a later date when said electrical work is in a punch-ready state. This document consists of 2 pages.

PUNCH LIST ITEMS

General

1. Transfer O&M manuals and warranties to Owner, both digitally and physical hard copy format to Owner's satisfaction.
2. Complete Owner training.
3. Transfer as-built drawings to Owner per Contract Documents, both digitally and physical hard copy format. As-built drawings include those records required to be kept by Contractor of building remodeling and as-built survey capturing below-grade utilities and other site features for future District use.
4. Intensive cleaning per Contract Documents has taken place, intent of this punch list item is to leave facility in a cleaned state. Areas in which subsequent work to achieve final completion takes place are to be reasonably cleaned of the respective mess such work creates.
5. Demobilize from site.

Interior

1. ~~Fill all slab control joints with self leveling waterproof sealant.~~
2. ~~Decon shower trim plate install, coordinate solution to misplaced shower unit height with Owner.~~
3. ~~Extractor pad replacement, remove extractor pad and replace so that unit is properly installed. As discussed on site, this item is additive change order as direction to install pad previously was given by Owner.~~
4. ~~Properly mount water service estucheon at ceiling over extractor.~~
5. ~~Laundry alcove trim surround, apply additional paint as needed to thoroughly coat trim. This issue is repeated through building in certain areas, Contractor to review conditions and paint as needed to achieve intended result.~~
6. ~~Laundry window sill paint to match wall color [sill is currently purple].~~
7. ~~Connect extractor to waste line. Connection involves entering finished wall, Contractor to patch/finish joint at opening.~~
8. ~~Plumb/level thermostat at Drying Room doorway. This issue is repeated through the building in certain areas, Contractor to review conditions and make needed adjustments as needed to achieve intended result.~~

1. ~~Drying room door, paint touch up on door leaf. This issue is repeated through the building in certain areas, Contractor to review conditions and touch up as needed to achieve intended result.~~
2. ~~Dark marks on Drying Room CMU wall [north wall], touch up with paint or clean as needed. Intended result to be uniform color.~~
3. ~~Laundry/Storage area ceiling, patch and finish all penetrations. This issue is repeated through the building in certain areas, Contractor to review conditions and touch up as needed to achieve intended result.~~
4. ~~Laundry/Storage area to Apparatus Bays opening, apply more paint on wood trim at opening as needed for uniform appearance. This issue is repeated through building in certain areas, Contractor to review conditions and paint as needed to achieve intended result.~~
5. ~~Laundry/Storage area painted masonry walls not thoroughly coated leaving void marks, apply paint as needed for uniformly distributed finish [not intended to patch all voids prior to painting, but rather that all exposed masonry is to be painted]. This issue is repeated through building in certain areas, Contractor to review conditions and paint as needed to achieve intended result.~~
6. ~~Storage Room door [from Laundry/Storage area], touch up paint as needed for uniform appearance. On Storage Room side of door a noticeably lighter spot is found on door.~~
7. ~~Storage Room south wall, realign outlet cover plate to cover joint. Patch if needed to repair excessive opening behind cover plate.~~
8. ~~Decon area ceiling at access panel, touch up paint over pencil mark [appeared to be layout line for access panel].~~
9. ~~Apparatus Bays, properly secure rubber base at corners at east exterior door jambs.~~
10. ~~East unisex restroom door, adjust hardware so latch doesn't rub excessively on strike plate.~~
11. ~~East unisex restroom, east side of floor patch/treat sawcuts in floor, paint.~~
12. ~~Replace Training Room baseboard at existing built-in cabinet.~~
13. ~~Training Room door from west corridor, patch and refinish ding at door alcove.~~
14. ~~Training Room door from west corridor, paint cut-in is rather messy, tape cleanly and touch up paint for more consistent appearance.~~
15. ~~Near Training Room door patch floor and paint.~~
16. ~~File Storage Room door, ensure gasketing is properly adhered.~~
17. ~~Epoxy floor paint to extent as discussed in existing/new slab areas, coordinate with Owner for extent.~~
18. ~~Office main entry door, install threshold and transition strip for carpet, install sweep at door bottom.~~
19. ~~West exterior near HVAC unit, patch and seal penetrations.~~
20. ~~Touch up exterior painting at infill wall areas south façade. General blending of finish and softening of infill siding joint lines is intent.~~
21. ~~Install compressed air drops in Apparatus Bays on existing lines. Complete air drops: install ¼ turn air ball valve, ¼" industrial coiled air drops with power cord running down the middle, assembly to be installed and suspended such that should firefighter accidentally move a connected fire truck, the air hose will disconnect below the ball valve [so more than the local air hose does not become dislodged]. Coordinate installation and assembly with Owner, this item #25 is a generalized assembly description.~~
22. ~~Install modular pegboard system per Contract Documents.~~
23. ~~Paint westernmost steel column in apparatus bays. Currently steel appears to only be primed.~~
24. ~~Patch/touch up/repaint all areas marked by blue tape.~~
25. ~~All HVAC equipment to be fired up and ran for appropriate period to review system operation and performance. HVAC equipment to be tested, adjusted and balanced per Division 23 specs.~~
26. ~~Paint doors CR101-1 and CR102-1 [west corridor exterior double doors] as indicated on door schedule. South door trim paint to match east door trim.~~
27. ~~Prep and paint at epoxy floor in west corridor where footprints are visibly imprinted in epoxy finish.~~
28. ~~Install fire extinguishers per attached fire extinguisher location drawing FE1. Fire extinguishers to be wall-mounted with the appropriate brackets.~~
29. ~~West corridor north wall abandoned pipe penetration, cut pipe back into wall, patch and paint. Verify that pipe is not in use/live.~~





O.F.C.I



OWNER FURNISHED CONTACTOR INSTALLED LIST

ITEM	Status	Details	Assignments
ELECTRONICS			
Emergency generators	Done		Chief/mHc
Gen controls	Done		Chief/mHc
Fire/security systems	In progress		Chief
IT/Data racks	In progress		Chief
Telephone/Intercom system	In progress		Chief
Gas shut-off Interface	In progress		Chief/mHc
45' Base Radio Antenna Towers	In progress		Chief/mHc
Station alerting sirens	In progress		Chief/mHc
BUILDING EQUIPMENT			
Call boxes	In progress		Chief/mHc
Station #32 apparatus doors/motors	Done		Chief/mHc
Digital display	Done		
Decon extractor	Done		
SCBA compressor	Done		Chief/mHc
Door locks	Contract		Chief/mHc
Exhaust systems			Chief/mHc
PPE racks/benches	Done		Chief/mHc
Hose racks	Done		Chief
White boards/cork boards	Done		Chief/mHc
Hanging racks			Chief
Signage	In progress		Chief
GROUND/SITE			
Modular dorm	Future		Chief/mHc
Fencing	Future		Chief/mHc
Landscaping	Future		Chief/mHc
APPLIANCES			
Propose Kitchen stoves	In progress		Chief/mHc
FURNITURE			
Meeting Room tables and chairs	In progress		Chief/mHc
Ops Office chairs	In progress		Chief/mHc

PROJECT REPORT

1. Station #32 UPDATE

- **Damage assessment**
 - **Facility Evaluation**
 - **Communication**
 - **Mitigation Task Force**
 - **Design alternatives**
 - **Mitigation Efforts**
-
- **Record keeping**







PROJECT REPORT

1. Station #32 UPDATE

- Phase III proposal
- Plans/Drawings
- Permits













PROJECT REPORT

1. Station #32 UPDATE

Costs

Insurance

Disbursements

Thank you Jennifer for quickly gathering this information.

As of today 4/13/2022 this is what the District has paid as part of the Station 32 collapse:

1. \$343.75 (Brian Snure)
2. \$19,756.25 (JDA)
3. \$69,899.38 (Hale Construction)

\$89,999.38

Wesley W. Long – Fire Chief
Klickitat County Fire District 3

KCFD#3 Phase III – Design and Repair of Station #32

FIRM	DISCIPLINE	SCOPE	ESTIMATE
mHc Associates		<ul style="list-style-type: none"> ☞ Lead coordination; cooperative efforts; ☞ Contract Addendum ☞ Plans, specs, document coordination ☞ Travel; direct costs ☞ Legal; ☞ Liaison with Klickitat County Building Department ☞ Permit process ☞ Liaison with McClaren's and other insurance associates. ☞ Meeting coordinator and facilitator ☞ OAC ☞ Documentation; liaison with Chief; Board of Commissioners ☞ EXCHANGE 	Not to Exceed \$7,100
JDA	Architect	<p>Architectural Scope:</p> <ul style="list-style-type: none"> - Coordination with Owner and Project Manager as needed - Coordination with Structural Engineer as needed - Coordination with Building Official as needed - Anticipated Construction Drawings [type and amount may vary pending project requirements]: <ul style="list-style-type: none"> o Title Sheet and Code Summary – may include basic life safety plan o Demolition Plan – translate general demolition scope o Assemblies Sheet – describe typical wall, floor, roof assemblies to be used in construction project o Foundation Plan o Slab Plan o Floor Plan o Roof Plan o Building Sections – two building section drawings anticipated [1 N/S, 1 E/W] - Package Drawings and assist Owner in submitting for building permit. - Respond to questions from AHJ during permitting process. - Construction Administration <ul style="list-style-type: none"> o Attend OAC meetings o Respond to Contractor's RFI o Review shop drawings/submittals – this proposal assumes these items will consist of truss shop drawings and third-party inspection reports. o Review Contractor's applications for payment 	<p>Architectural Design Fee:</p> <p>JDA proposes to provide the above services on a Time and Expense basis for a not-to-exceed amount of \$14,000. Note that any substantial changes to the design or construction administration scope will require additional fee. Should it become apparent that the not-to-exceed amount will be reached prior to completion of the architect's scope, JDA will notify the Owner promptly and provide an estimate for the remaining amount to complete the</p>

		TOTAL REPAIR ESTIMATE (At WA State Prevailing Wages) NOT TO EXCEED	\$418,659.79
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PROJECT REPORT

1. Station #32 UPDATE

Insurance

Disbursements

Phase I (Autopsy/evaluation/report) and Phase II (Clean-up – seal up) : **\$93,099.38 [already paid out by District]**

† <i>Permits/legal:</i>	\$ 343.75
† <i>Architect / Engineer Services</i>	\$ 19,756.25
† <i>Project Manager</i>	\$ 3,101.00
† <i>Hale Construction</i>	\$ 69,899.38
	\$ 93,099.38

Phase III (Design/Drawings/Permits/Repair) [Not to Exceed] **\$436,676.60**

PHASE III NTA ESTIMATE:	\$436,676.60
PHASE 1 & II ACTUALS:	\$ 93,099.38
	\$ 529,775.98

INSURANCE PAYMENTS:

- † ENDURIS [for Fire Engine] \$ 25,000 [already received]
- † ENDURIS [Limit coverage] \$ 250,000 [on the way]

GAP COVERAGE [AIG]: \$279.775.98

INSURANCE ‘PAYOUT” [so far]

☐ E-33 -- \$25,000

☐ ENDURIS – Station #32 limit: \$250,000

☐ **AIG** *[in progress]* Remaining costs (approx.) \$280,000

ANCILLARY ISSUES:

OFCI

Gensets

COR's
