

KLICKITAT COUNTY FIRE DISTRICT 3

200 Husum Street, Husum, WA 98623

Commissioner's Meeting

Thursday October 10, 2019

Called to order: 15:04

In Attendance:

Commissioner Montag, Commissioner Virts (via Phone), Commissioner Connor. Quorum present.

Chief Long, Rozalind Plumb, Captain Gilmer, Robert Merritt.

Eric Bosler, Maria Castro. Roberta Klaus, Robert Klaus, Ernesto Gonzalez, Justin Bousquet,

Approval of agenda:

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

Public Discussion:

Eric Bosler requested the Commissioners accept comments during the meeting. Chairman Montag will allow comments.

Minutes of the last meetings:

Motion to approve September 12th Regular business meeting made by Commissioner Virts seconded by Commissioner Montag (2 yay, 0 nay) motion passed.

The minutes from the October 3rd Budget Workshop were not available.

Secretary's Report:

1. GENERAL EXPENSE FUND 667.1:

a) County Treasurer's Report for September 2019

Beginning balance	\$420,868.27	Ending Balance	\$393,085.93
Deposits	\$ 1,732.59	Disbursements	\$29,517.93

Deposits for the month were actually higher than indicated here. The County corrected the error of misapplied interest earnings which they said affected how the deposits reported. It is hoped that these discrepancies will no longer be an issue.

Reconciliation of County Treasurer's and Auditor's reports against District Accounts for August occurred on 9/ 13 /2019 with Commissioner Connor (covered credit cards, petty cash, payroll, and general deposits).

Debt Service Discrepancy: Still no resolution to the -\$149,986.07 discrepancy.

b) Bills and items to be signed

Vouchers: Commissioner Voucher September 12th to October 10th 2019

General Fund/Operating Budget:

Motion to pay the bills as presented made by Commissioner Connor, Seconded by Commissioner Virts. (3 yay, 0 nay) motion passed.

- a). 9/18 \$2,573.21 b). 9/25 \$548.76 c). 10/2 \$1,109.84
- d) 10/7 \$554.10 e). 10/8 2,735.65

Payroll – October direct deposit \$12,112.81. Timesheets are reviewed by Commissioner Connor.

c) 2019 Operating Budget:

Anticipated budget is \$476,497.53

Operating Expenditure \$343,791.56 (72%).

Remaining Balance for 2019 is \$135,563.41.

2. CAPITAL FUND 667.3:

Original balance: \$3,220,750.00

a) County Treasurer’s Report for September 2019

Beginning balance \$3,977.48	Ending Balance \$19,189.16
Deposits \$31,802.86	Disbursements \$16,591.18

Deposits include interest from the investment reported below and matured investments of \$16,500.

Capital vouchers to be signed:

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

- a) 10/2 \$26,939.50. b). \$720.00

3. INVESTED FUNDS

- General Funds 667.1 = \$225,402.00, yielding \$3,747.79 interest year to date.
- Invested additional \$200,000 from general fund 667.1 (will reflect in October report).
- CAPITAL FUNDS 667.3= \$3,088,651.46 yielding \$6,501.76 gross interest year to date. This is unclear. Some research is needed to clarify the total. Matured \$16,500 in September and \$33,773.20 in October. Remaining investment = \$3,038,378.29 Matures October 30 2019

4. Correspondence:

- Public Records Requests- We have had 2 in the last 2 months. One is believed to be complete the second is in progress.

5. Current priority projects include:

- Public records request
- IT update for office security
- Archiving project.
- 2020 budget.

Chief's Report: See attached.

Chief Long submitted his Chief's report to the Commissioners in advance of the meeting. Updates include 17 calls since the last Commissioner meeting, Capital equipment will include snow blowers to keep the bay doors clear in winter. Volunteer stipends will be due in early December. 97 Students were involved in the recent fire safety talks at the elementary and preschools this year.

Training Report: See Attached.

Captain Gilmer submitted his report to the Commissioners in advance of the meeting. No additions or questions.

Ongoing business:

1. Personnel/Payroll:

- Staff evaluations- all reviews are complete.

2. Policies:

- **Lexipol.** Chief has issued several policies to core staff and needs input to get the system rolled out. Captain Gilmer is working on operation policies and Secretary will be working on admin policies. We are behind schedule but making progress.
- **Property Line mitigation policy:** Legal Counsel has advised the District in the formation of the policy.

Motion to approve the Policy made by Commissioner Virts, Seconded by Commissioner Connor (3 yay, 0 nay). Motion passed.

3. Bond Update:

Robert Merritt updated the audience on progress. The Discovery phase of looking at existing facilities is close to finishing. Conceptual designs cannot be started until this discovery phase is complete.

- **Funds:** (see Pie chart depicting ESTIMATED expenditures). The Bond Funds are approximately \$3million. There is an *estimate* of \$1.6 million for capital/facility improvements. Approximately \$1 million for equipment updates and replacement. Mr. Merritt brought attention to the anticipated sales tax of \$256,000. Considerable cost is also assigned to professional services, this was estimated at 10% of the cost of the facilities work. By ensuring the discovery phase is thorough the potential for change orders will be minimized and excess costs reduced.
- **Draft Facility Evaluation:** See hand out. Older buildings can present issues that could derail a remodel. It is critical to know what we have in order to ensure the improvements made will last beyond the duration of the Bond payment (20 years). A team of structural, electrical, mechanical, and civil engineers inspected the buildings on September 11th. They have made recommendations for further inspection of the roof, septic, heating, electrical, and plumbing systems. Seismic evaluations are also recommended as this could significantly impact the construction requirements. Mr. Merritt and Chief Long will coordinate inspections of the Septic, roof, bay doors and fire flow. Commissioners authorize the staff to move forward and complete the needed inspections.

Motion to move forward to complete discovery and authorize staff to take on the identified projects (roof, septic, water flow, and apparatus doors) made by commissioner Connor, seconded by Commissioner Virts. (3 yay, 0 nay) motion passed.

- **Draft timeline:** Following the discovery phase the District will prepare for the conceptual phase. The next steps include but are not limited to the development of design plans and cost estimates, contracts, construction development, permitting, bidding, followed by actual construction.
- **DNR:** They are moving on with developing their own site.
- **Baseline projects:** The goal is to present plans that achieve the minimum needed improvements at 31, and the extension at 32 in order to meet the basic needs for safe operations.
- **Station 31 survey:** Olson Road -The requirement by the County for a conditional use permit has necessitated a formal survey of the property lines. This has shown there are encroachments by neighboring properties on to District land. As custodians of public land, the district must protect the public's assets. The development of the property may also require fencing along property lines. Accurate property lines are essential. Commissioner Montag referred to the policy addressing property lines and legal counsel for addressing the current encroachments. Investigation of the County records and property deeds has uncovered an easement along the west side of the district's property, but it is unclear where the easement is located. Legal Counsel from Brian Snure advises the District formalize the easement (exact location, land use and maintenance) between the neighbors. A draft easement agreement was

presented as example. Details of all parties will be needed before formal adoption by all parties involved.

Motion to authorize staff to move forward with clarifying the easement for Olson Road made by Commissioner Virts seconded by Commissioner Connor. (3 yay, 0 nay) motion passed.

- **Bay Doors:** Estimates have been received for repairing the bay doors at each station. There are significant savings over anticipated replacement costs as several of the doors are serviceable and do not require replacement.

Motion to accept the proposal and move forward made by Commissioner Virts seconded by Commissioner Connor (3 yay, 0 nay) motion passed.

- **Resolution 2019-09** – declaring certain areas as restricted access. We need this for safety, liability and risk management reasons.

Motion to approve Resolution 2019-09 declaring public access areas made by Commissioner Connor, seconded by Commissioner Virts. (3 yay, 0 nay) motion passed.

- **Surplus Equipment.** See attachment.

Chevy Pickup, 1985 ARF fire truck, Miscellaneous equipment.

Resolution 2019 –10 declaring surplus property.

Motion to approve Resolution 2019-10 declaring surplus Fire District property made by Commissioner Connor, Seconded by Commissioner Virts (3 yay, 0 nay) motion passed.

- **Capital Purchases:**

- **SCBAs, Ordered and scheduled for Delivery in December.**
- **IT updates-** in progress, End of October should see the completion of the project.

4. **Outreach to White Salmon City Council Public Safety Committee;** Chief noted that Chief Hunsaker requested input from KCFD3 with City public works, Mayor and City Council member, 2 Chiefs and A KCFD3 Commissioner. Commissioner Montag opted to represent the District for this project.

Motion to appoint Commissioner Montag to represent the District with White Salmon Committee to explore ways to work better together. Made by Commissioner Virts, seconded by Commissioner Connor. (3 yay, 0 nay) motion passed.

5. **Petition to Annex-** tabled to next meeting.

Commissioner Virts left the meeting.

6. **Archive-** Grant paperwork is finalized and Roz will proceed with project.
7. **2020 Budget-** Following up from the Budget workshop Chief and Roz have made a few adjustments and will continue to develop the budget.

New Business:

None noted.

Good of the Order:

None noted.

Next meeting:

- 2020 Budget Hearing – 14 November, 13:00 (1pm).
- Regular business Meeting 14 November 15:00 (3pm).
- Special Meetings for the Bond will be scheduled as needed

Motion to adjourn made by Commissioner Connor, seconded by Commissioner Montag. (2 yay, 0 nay) motion passed.

Meeting adjourned: 16:35

APPROVED BY:

Thomas Montag 11/14/19
Chairman – Commissioner Thomas Montag. (date)

Attest:

Rozalind Plumb
District Secretary Rozalind Plumb

Robert Connor 11/14/19
Commissioner Robert Connor (date)

Charles Virts 14 Nov 2019
Commissioner Charles Virts (date)

Klickitat County Fire District 3 Commissioners Meeting

200 Husum Street Husum, WA.

October 10, 2019 at 15:00 (3 pm).

AGENDA

Regular Board meeting.

(A) = Action (I) = Information

- **Open Meeting:** Call to order. Time _____
- **Approval of agenda (A)**
- **Attendance:**
- **Public Discussion:**
- **Minutes of last meetings: (A)**
 1. September 12th Regular Business Meeting. And October 3 2020 Budget workshop
- **Secretary's Report:** 1. Treasurer's report. 2. Bills and items to be signed (A) 3. 2019 Budget 4. Invested funds. 5. Correspondence.
- **Chief's Report: (I)**
- **Training Report: (I)**
- **On Going Business:**
 1. **Personnel:**
 - Performance reviews
 2. **Policies:**
 - a) Lexipol – update
 - b) Property Line Mitigation policy (A)
 3. **BOND**

CAPITAL PROJECTS - Items to be addressed By Robert Merritt:

 - Capital Project Funds discussion
 - DRAFT report packet on evaluation, as-built drawings and analysis from the Klein Engineering Team (attached)
 - UPDATE on DNR Cooperative project discussions (oral report)
 - BASELINE PROJECTS: Station 31 and 32 (oral report)
 - DRAFT example of Capital Project construction timeline (attached)
 - Station #31 survey; property line and encroachment issues: OLSON ROAD (attached)
 - Recommendation for apparatus bay doors (attached)
 - K-3 Resolution 2019- ___ Public Access to K-3 Fire Station Facilities
 - K-3 Resolution 2019- ___ Surplus of Public Property

• **CAPITAL PURCHASES**

 - SCBAs (Self Contained Breathing Apparatus)-
 - Information Technology Upgrades
- 4. **Outreach to White Salmon City Council Public Safety Committee: (A)**
- 5. **Petition to annex** – several individual properties are requesting annexation in to the fire district.
- 6. **Archive Grant:** Roz is working with State Archivists.
- 7. **2020 Budget:**

- **New Business:**

- **Good of the order:**
- **Next meeting: 2020 Budget hearing November 14th 1:00 pm**
- **Regular meeting November 14th 3:00 pm**
- **Motion to adjourn: (A) Time _____**

BVFF Local Trustees meeting – As it is not part of the Commissioner’s meeting it can be held after the meeting.



**Klickitat County
Treasurer Report
September 2019**

	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	\$ 420,868.27	\$ 131,619.02	\$ 3,977.48
+++ Increases ++++				
Receipts (Revenue Dist Rpt)	2	1,732.59	5,089.91	15,302.86
Netted Transactions	3	-	-	-
Matured Investments	4	-	-	16,500.00
Interfund Transfers - In (397)	5	-	-	-
Other Revenue - JE's	6	-	-	-
Subtotal Increases	7	1,732.59	5,089.91	31,802.86
<< Disbursements >>				
Other Expenditures - JE & KC AP	8	12,839.64	-	16,591.18
Interfund Transfers - Out (597)	9	-	-	-
New Investments	10	-	-	-
Disbursements (AP & PR)	11	-	-	-
E - Transactions (ACH & EFTPS)	12	16,675.29	-	-
Debt Service P&I	13	-	-	-
Other	14	-	-	-
Subtotal Disbursements	15	29,514.93	-	16,591.18
ENDING CASH BALANCE	16	\$ 393,085.93	\$ 136,708.93	\$ 19,189.16
<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	\$ 393,085.93	\$ 136,708.93	\$ 19,189.16
<u>INVESTMENTS</u>				
Beginning Inv Balance	23	225,402.00	-	3,088,651.46
Matured Investments	24	-	-	16,500.00
New Investments	25	-	-	-
ENDING INVESTMENT BALANCE	26	225,402.00	-	3,072,151.46
<u>DEBT SERVICE/BOND ACTIVITY</u>				
Beginning Bond Principle Balance	27	(149,986.07)	-	-
Bond Principle Payments	28	-	-	-
Bond Interest Payments	29	-	-	-
ENDING BOND PRINCIPLE BALANCE	30	(149,986.07)	-	-

2019 Operating Budget

This budget sheet is connected to the expenditure spreadsheet.

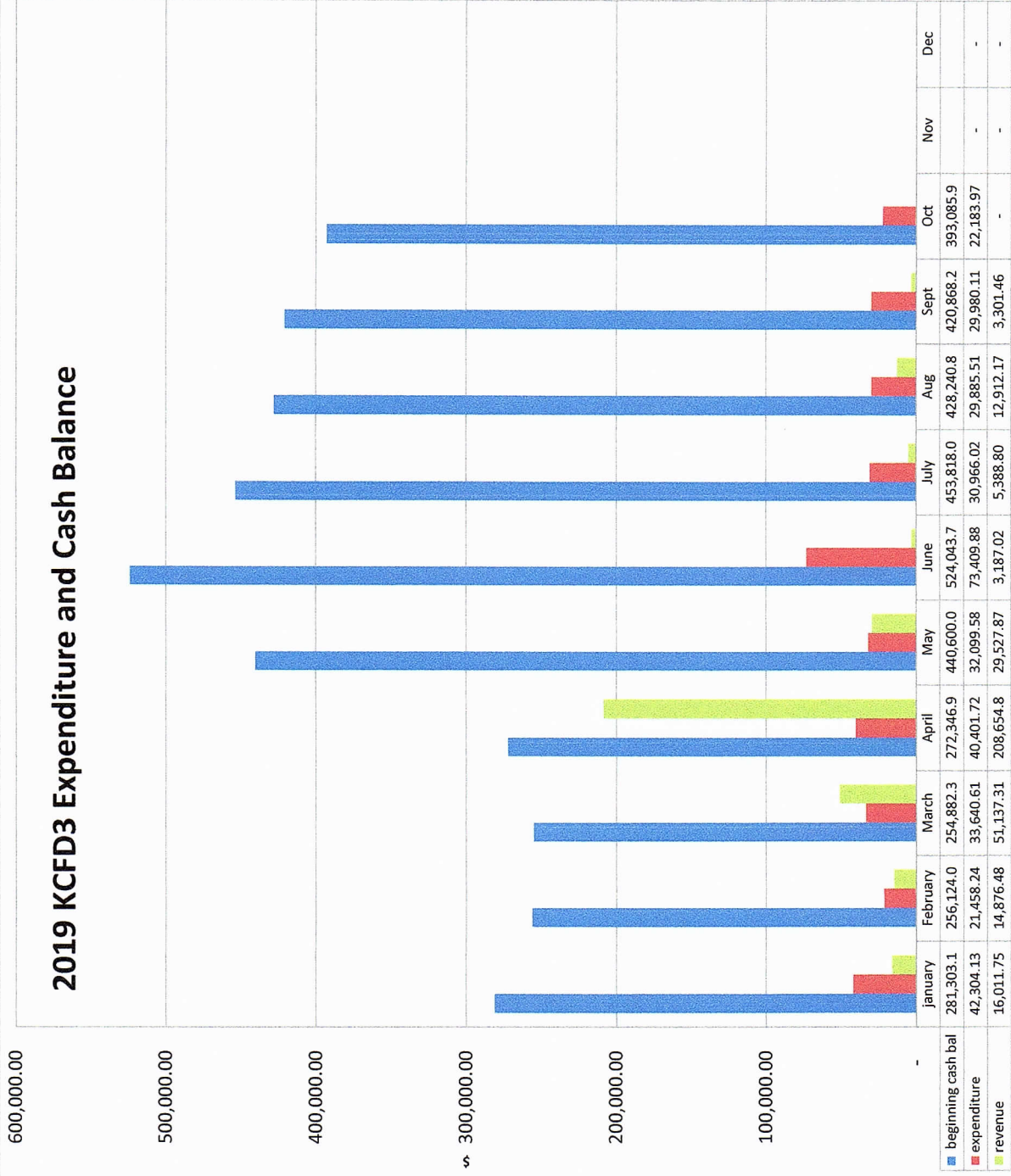
BUDGET 2019

Klickitat County Fire District 3

updated **10/8/2019**

Category	Original Budget	September expenditure	expenditure YTD	Balance	% Used	notes
Salaries & Wages + employee paid benefits	194,725.00	15,113.28	151,531.35	43,193.65	78%	237,235.00
Benefits (excluding employee paid)	42,510.00	3,064.65	34,973.91	7,536.09	82%	Use Municipal Pool funds to cover additional staffing
Volunteer Stipend	18,000.00	-	2,216.40	15,783.60	12%	
Volunteer Disability/Pension/lifeflight	9,807.00	-	5,446.36	4,360.64	56%	
Volunteer Recognition	2,700.00	-	2,627.17	72.83	97%	reimbursed 506 from Association \$1,111 remains
Office Expense/Supplies	6,000.00	369.06	5,767.92	232.08	96%	Lexipol
Professional Services	11,850.00	847.18	5,080.63	6,769.37	43%	
Insurance	17,800.00	-	-	17,800.00	0%	
Communications	8,300.00	2,339.45	4,093.02	4,206.98	49%	
Advertising	1,400.00	376.00	1,288.60	111.40	92%	
Vehicle Parts/Repairs/service	15,000.00	3,379.16	15,789.87	(789.87)	105%	
Rescue - Apparatus/Supplies	9,900.00	-	4,986.99	4,913.01	50%	
Fuel	9,000.00	610.89	6,133.06	2,866.94	68%	
Station Repairs/Supplies	10,000.00	49.82	9,670.40	329.60	97%	replaced 2 station doors & Locks
Utilities Services	17,000.00	1,349.92	11,410.00	5,590.00	67%	
Travel & Meals	4,000.00	50.00	950.16	3,049.84	24%	
Training	9,500.00	2,205.00	3,633.02	5,866.98	38%	
Fire Supplies/service	21,000.00	169.90	13,565.92	7,434.08	65%	
EMS Supplies	9,500.00	-	10,693.84	(1,193.84)	113%	plus 1266 Grant ACTUAL \$72.16 remaining credit w/ boundtree
Uniform/apparel	4,000.00	55.80	55.80	3,944.20	1%	
Prevention	1,500.00	-	-	1,500.00	0%	
Long Term Loans (Ambulance)	51,813.00	-	51,813.00	-	100%	exact amount
Taxes (for previous year)	2,000.00	-	1,489.17	510.83	74%	
Dues & Fees	2,050.00	-	575.00	1,475.00	28%	
Municipal Pool Reserve	-	-	-	-	#DIV/0!	22,725.00 moved to salaries
Capital Pool	-	-	-	-	0.00%	
Total budgeted expenditure	479,355.00	29,980.11	343,791.59	135,563.41	72%	
EXTRA projects using cash balance			12,538.18			
invested funds						
GRANT / other spending						
Expense for Wildland						
Total Actual Expenditure		29,980.11	356,329.77			
av property tax estimated in November 2018 +22,000TO share	476,497.53					
04/14/17 property tax confirmed from Assessor						

2019 KCFD3 Expenditure and Cash Balance



BOND Expenditure SUMMARY
1010/2019

3,220,750.00

\$

Capital PURCHASES	Vehicles	82,637.64	89,636.40
	EMS Supplies	2,418.20	
	Fire Supplies	4,580.56	
Capital Projects			82,735.34
Services	Professional services	82,735.34	
TOTAL		172,371.74	172,371.74
REMAINING FUNDS		3,048,378.26	
INVESTED		3,038,378.26	
availabe	cash balance	10,000.00	

nb interest should have been added to this fund.

Fire Chief's Report to Board of Commissioners

October 10, 2019

One Near Miss reported. Appliance fell from Engine 32 compartment and landed on a foot. No doctor's care needed, but painful and clearly, a preventable injury. Safety Committee to review and communicate to the body recommendations for prevention in the future.

Customer Service (emergent and non-emergent):

1. As of October 7, 2019 14 calls for service since your last Board Meeting.

Projects:

1. Bond project:
 - (a) Numerous emails, phone calls and documents addressed in preparation for upcoming engineering services and other items associated.
 - (b) SCBA's Ordered
 - (c) Computer/IT equipment in service process begins this week. Equipment and migration of work stations to be started by RadComp.
 - (d) Radio frequency study continues. No forward movement in the last month. Will be working with vendor to determine estimated costs for review.
 - (e) Misc. Equipment purchases pending: NFPA wheel chocks for engines, brush apparatus. (Safety item).
 - Positive Pressure fans
 - Extrication equipment (Bid Requirement)
 - Air monitors
 - Turnouts (fleet purchase) (Bid requirement)
2. RADIO GRANT: Continues to be in holding status.
3. Public Records Request filed related to SR 141 unauthorized burning incident. October update: **Received letters from Klickitat County giving dates for: Review Hearing November 6, 2019 and Jury Trial Readiness Hearing November 19, 2019. Both at 09:00/am**
4. 2020 Budget: Staff meeting on 9/19, Commissioners Workshop
5. Did not attend September KCIFA meeting. No agenda announced and it was in Goldendale.
6. Attended EMS Case reviews in White Salmon hosted by Dr. Russell Smith. (Mandatory for EMT's annually)
7. Engine pump testing scheduled for weeks of October 14, October 18 and on October 22nd. This month. Will be testing: E31, E32, WT 31, WT32. I will NOT be testing ARFF or the Red Engine at Station 33 this year. Both are subject to pending surplus.
8. Working with Klickitat County Emergency Management and SAR (Search and Rescue) for an upcoming mission. Part of Fire Defense Committee activity. Details are not public information at this time.

9. Training:

See Captain Gilmer's report

Community Events:

Fire Safety Week 10/7/19 Daycare on Brislawn Loop Road Tuesday, Witson Elementary Wednesday.

Eric Bosler has contacted WSVSD with the hopes of scheduling Fire Safety Week activities with the school district.

Personal Activities and Achievements:

Preparing to help teach a module of ICS 300 in Ellensburg for DNR.
Fire Defense Committee meeting in Tualip WA this month – in person.

Respectfully submitted: Wesley W. Long – Fire Chief 10/07/2019

Training report to the Fire Commissioners
September 2019

Statistically end of 3rd Quarter:

28 hours of training provided

	KCFD3 (26 members)	WS (18)	SKA3 (16)
Attendance average:	30%	45%	23%

Activities:

The Gorge Training Association FFI Academy is in full swing; 6 recruits.

I have reported to Chief Long of a six month assessment, summarizing training provided, classes attended and response to incidents. The intent was to determine if training was adequately meeting skills proficiency as FFI within reasonable timeframes. Within the authority outlined in the Inter-Local Agreement I wanted to be clear of potential hazardous situations and explore the options to provide quality training. On line training options will need to be considered as a viable alternative for firefighters to maintain some qualifications.

2020 Training Calendar has been submitted to Chief Long for approval.

Individual Training Records are still being processed.

Personal development:

Current with FFI Academy expectations.

Safety Committee:

Safety Committee will be scheduling our 4th quarter meeting. There are no additional safety presentations planned in the 4th quarter.

Respectfully submitted,
Tony Gilmer, Training Captain