

KLICKITAT COUNTY FIRE DISTRICT 3

200 Husum Street, Husum, WA 98623

Commissioner's Meeting

Thursday July 9, 2020

Due to COVID-19 pandemic and Governor Inslee's proclamation prohibiting holding in person meetings, this meeting occurred using remote online video and telephone technology. The District posted notice of how to access the meeting (posted to Website, face book, and on the office door).

Called to order: 15:04

In Attendance Virtually:

Commissioner Montag (Chair), Commissioner Connor, Commissioner Virts, Quorum present. Chief Long, Rozalind Plumb, Jennifer McLean, Eric Bosler, Lloyd Olson, Debbie Olson. Melinda Heindel, Sheri Bousquet.

Approval of agenda:

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

Public Discussion:

Chairman will allow comments at the end of the meeting.

Minutes of the last meeting:

- *Motion to approve Regular business meeting minutes from June 11, 2020, with correction to the sentence regarding the Bond Fund, made by Commissioner Virts, seconded by Commissioner Connor (3 yay, 0 nay) motion passed.*

Secretary's Report:

1. **GENERAL EXPENSE FUND 667.1:**

See 2020 Operating Budget table and graphs

a) **County Treasurer's Report for June 2020 Not available at this time**

Beginning balance	\$395,979.15	Ending Balance	\$
Deposits	\$	Disbursements	\$

Reconciliation of the May and June County Auditor report against District Accounts occurred in the office by the Administrative Staff. June Treasurer's report has not arrived. As of July 7, Commissioner Connor reviewed June credit card receipts, payroll, general deposits, and petty cash.

b) **Bills and items to be signed**

General Fund/Operating Budget:

- a) 6/10 \$4,936.54
- b) 6/17 \$270.00
- c) 6/25 \$375.58
- d) 7/2 \$1,080.49
- e) 7/2 \$1,022.87

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

- c) **2020 Operating Budget:** to date 06/30/20
Anticipated budget is \$499,422.35
Operating Expenditure to date \$189,102.36 (38%)

No questions on general funds.

2. CAPITAL FUND 667.3:

Original balance: **\$3,220,750.00** See 2020 Capital summary

a) County Treasurer's Report for June 2020

Beginning balance	\$25,852.68	Ending Balance	\$
Deposits	\$	Disbursements	\$

Reconciliation of the County Auditor reports against District Accounts occurred in the office by the Administrative Staff. June Treasurer report is not available.

b) Capital vouchers to be signed:

- a) 6/18 \$839.35

Motion to approve capital expenditure made by commissioner Connor, seconded by commissioner Virts. (3 yay, 0 nay) motion passed.

- 3. **Bond Fund: 667.2.** as of May 30 \$197,351.28 has been received. June payment will be \$60,690.12 (interest). next payment is in December \$174,671.79 (Principal and interest).

4. INVESTED FUNDS

- General Funds = \$429,536.00, yielding \$2,479.50 as of May 30, 2020
- CAPITAL FUNDS = \$2,780,052.04 yielding \$16,401.23 gross interest as of May 30, 2020.

5. Correspondence:

6. Current priority projects include:

- Archiving projects –Grant extended through December 2020
- 2019 Annual Report
- Radio Grant
- Policy updates

Chief's Report: See attached.

Chief Long submitted a report to the Commissioners prior to the meeting. Additional comments:

- There have been a couple of significant calls recently.
- Dreger SCBA- no interest. May need to advertise in the Daily Dispatch or Fire Chief's.
- Fleet issues- brush pump needed some work.

- Jennifer has worked hard on the annexation, and on getting ahead of the delays with vouchers leaving the Auditor's Office. She has been actively working with vendors to get late fees removed.
- Training Captain is currently stationed in Husum to work on operational projects with the Chief. Chief will be working with the other chiefs on deployment around the stations.
- Under Canvas- a proposed development of a campground on Oak Ridge Road is generating a lot of interest from the community. The developers reached out to the Fire District, and, Chief and DNR performed a fire safety site survey of the property. The developers have not yet submitted a permit request to the county.
- Covid-19 Response. PPE is being worn at calls.
- State Audit- Commissioners can expect to be copied in emails to the auditor but they should not respond all as that would violate the public meetings act.

Training Report: The report was submitted separately by Tony in an email.

- Percentage of participation is 9% for KCFD3, 7% White Salmon, ½% for SCFD3. Tony is being creative with training and social distancing. All training has been outside and masks worn.
- Events have included wildland, and forcible entry.
- Chief is reaching out to the Fire Chief of Skamania FD 3 to get expectations for training.
- Firefighter Academy was halted, and the students still need a couple of classes to complete.
- Safety Committee is meeting and working on respiratory program and health/medical reviews.

Ongoing business:

1. **Personnel/Payroll:** none.
2. **Policies:** drafts are being established- they are still in process.

3. BOND

- **CAPITAL PROJECTS – update by Chief Long for project manager Robert Merritt**
 - **Station 33** - roof replacement is on the schedule. Materials are on order and the permit has been submitted.
Chief noted the building appears to be shifting in the wind and there will be coordination with engineers when the roof is started.
 - **Station 32.** The County Planning Department has made a 'determination of non-significance for the proposed work. We are finalizing the drawings and cost estimates. Once they are in we will be looking at forming bid packets for the work.
 - **Station 31-** the project scope has been pared down to the truck bays and the office area. Melinda and Drew Heindel have helped with review of the drawings from the Engineers. Klien engineers have been out and looking at details for doors, plumbing and floor drains. July 14 is the target for permitting.
 - Cost savings are being made by having the District and Consultant (Merritt) do the contracting for a Hazmat study at the station. The Hazmat study will identify any asbestos or lead paint issues an older building might have before work begins. Merritt has been working on getting quotes through the MRSC Roster.

- **CAPITAL PURCHASES** – On hold until building costs are finalized.
- **DNR**
 - Chief noted, he has asked Merritt to reach out to the DNR, and see if they will consider joint use of the Husum facilities, as it would be a benefit to taxpayers in reducing costs. Any joint use discussions will not affect the district’s current projects and momentum to achieve the goals of the Bond. The gym and east end of the building is not currently being utilized in the District’s Bond plan and could possibly be of use to the DNR.
 - There was some discussion on potential shortfalls in budget funds at the state and local level as Covid -19 has affected agencies. Commissioner Virts is concerned and emphasized the need to think about protection of district funds into the future.

4. White Salmon City Council Public Safety Committee - Commissioner Virts Virts has not had any communication with Jason Hartman since last meeting. Chief Long noted that he spoke with Chief Hunsaker and he reported there has been no action on his end.

5. Joint use facilities / interoperability Commissioner Montag reported there has been no further discussion.

6. Annexations: HB 5010 update -Parcels/Owners identified and the packets were mailed out the morning of July 9th.

7. Radio Grant: The district was awarded up to \$206,000 to upgrade radio communications. Chief has reviewed the original request for the same radios as White Salmon FD, and has revised the request for cheaper radios.

Move to approve the chief or secretary to sign the contract with Department of Ecology made by Commissioner Virts, seconded by Commissioner Connor. (3 yay 0 nay motion passed).

*The Grant is a reimbursement grant up to the \$206,000. The District will expend the funds and then submit for reimbursement.

New Business:

State Audit for years 2017-2019. The audit is already underway, and the Secretary is providing the documentation requested.

Commissioner Connor offered to represent the Board through the process, Commissioner Virts also offered to help.

Open public comment period:

Sherri Bousquet asked the following;

- Husum BZ Community Council would like to invite KCFD3 to the next meeting on August 3rd. Specific to questions raised about how the fire district was responding to COVID and following CDC. Chief asked for an invite to the next zoom meeting.

- How does the district communicate primarily? Web site or facebook? Chief noted we use both, but we do not have the staff to attend to that every day. It was emphasized that we are not the resource for emergency information. The Klickitat County Department of Emergency Management has a reverse emergency notification system. We are available by phone and email. Chief agreed with the need for a website to help inform the public.
- Requested an electronic version of the Public Record Request form. Secretary will provide it.
- Septic system placement - Having seen the perc holes on the District's property, she is concerned about the placement of the septic system. She asked to be kept informed of any plans for the septic system considering the slope of the land towards their shop. Chief stated the County Health Department and engineers will ensure compliance with the required setbacks for the septic system. She requested being kept in the loop for the septic system. Chief said he will keep her informed.

Good of the order:

- Secretary noted the Public Hearing for the Annexation of island properties is scheduled for October 6th. This will be a special meeting.
- Commissioner Virts suggested a letter of thanks to Jess Wardwell for his work on the radio Grant. Chief will draft a letter from the Commissioners. Chief also suggested we may be able to offer him some compensation for his efforts.

Next meeting regular meeting: July 9th 3:00 pm

Motion to adjourn:


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

Meeting adjourned: 16:21

APPROVED BY:



 Chairman – Commissioner Thomas Montag. (date)



 Commissioner Robert Connor 9/14/2020 (date)



 Commissioner Charles Virts 9-14-20 (date)

Attest:

 District Secretary Rozalind Plumb

Klickitat County Fire District 3 Commissioners Meeting
200 Husum Street Husum, WA.
July 9, 2020 at 15:00 (3 pm).

AGENDA

Regular Board meeting.
VIRTUAL MEETING VIA ZOOM

Join Zoom Meeting

<https://us02web.zoom.us/j/81608052163?pwd=RDZTS1pwOXF4eDVOUkgzQmVpOXdyUT09>

Meeting ID: 816 0805 2163

Password: 778253

One tap mobile

+16699009128,,81608052163#,,,,0#,,778253# US (San Jose)

+12532158782,,81608052163#,,,,0#,,778253# US (Tacoma)

Dial by your location

+1 669 900 9128 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 646 558 8656 US (New York)

+1 301 715 8592 US (Germantown)

+1 312 626 6799 US (Chicago)

Meeting ID: 816 0805 2163

Password: 778253

Find your local number: <https://us02web.zoom.us/u/kbTT6EOFDU>

Governor's Proclamation 20-25.5. This Proclamation includes language extending the effective date of all prior Proclamations through July 9, 2020. This includes Proclamation 20-28 which restricted in person open public meetings. **Accordingly, in person Board of Commissioner meetings continue to be prohibited through July 9, 2020 and there are no exceptions to this prohibition**

- **Open Meeting:** Call to order. Time _____
- **Approval of agenda**
- **Attendance**
- **Minutes of last meetings:** June 11th Regular Business Meeting
- **Public Discussion:** The Board Chair will announce when a public comment period is permitted.
- **Secretary's Report**
- **Chief's Report**
- **Training Report**
- **On Going Business**
 1. **Personnel:** none
 2. **Policies:** drafts are being established for Capital Threshold and Firefighter physicals
 3. **BOND**
 - **CAPITAL PROJECTS REPORT**
 - Stn 31 update
 - Stn 32 update
 - Stn. 33 roof
 - HazMat Inspection

- **CAPITAL PURCHASES-** Waiting for Building estimates

- 4. **White Salmon City Council Public Safety Committee** (*Virts*)
- 5. **Joint use facilities / interoperability** (*Montag*)
- 6. **Annexations:** HB 5010 update
- 7. **Radio Grant: Agreement** (A)

- **New Business:**
- **State Audit for 2017, 2018, 2019:** Need Commissioner representative.
- **Good of the order:**
- **Next meeting;** Regular meeting August 13th 3:00 pm
- **Motion to adjourn:** (A) Time _____

July 9, 2020 DRAFT Secretary's Report

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2020 Operating Budget

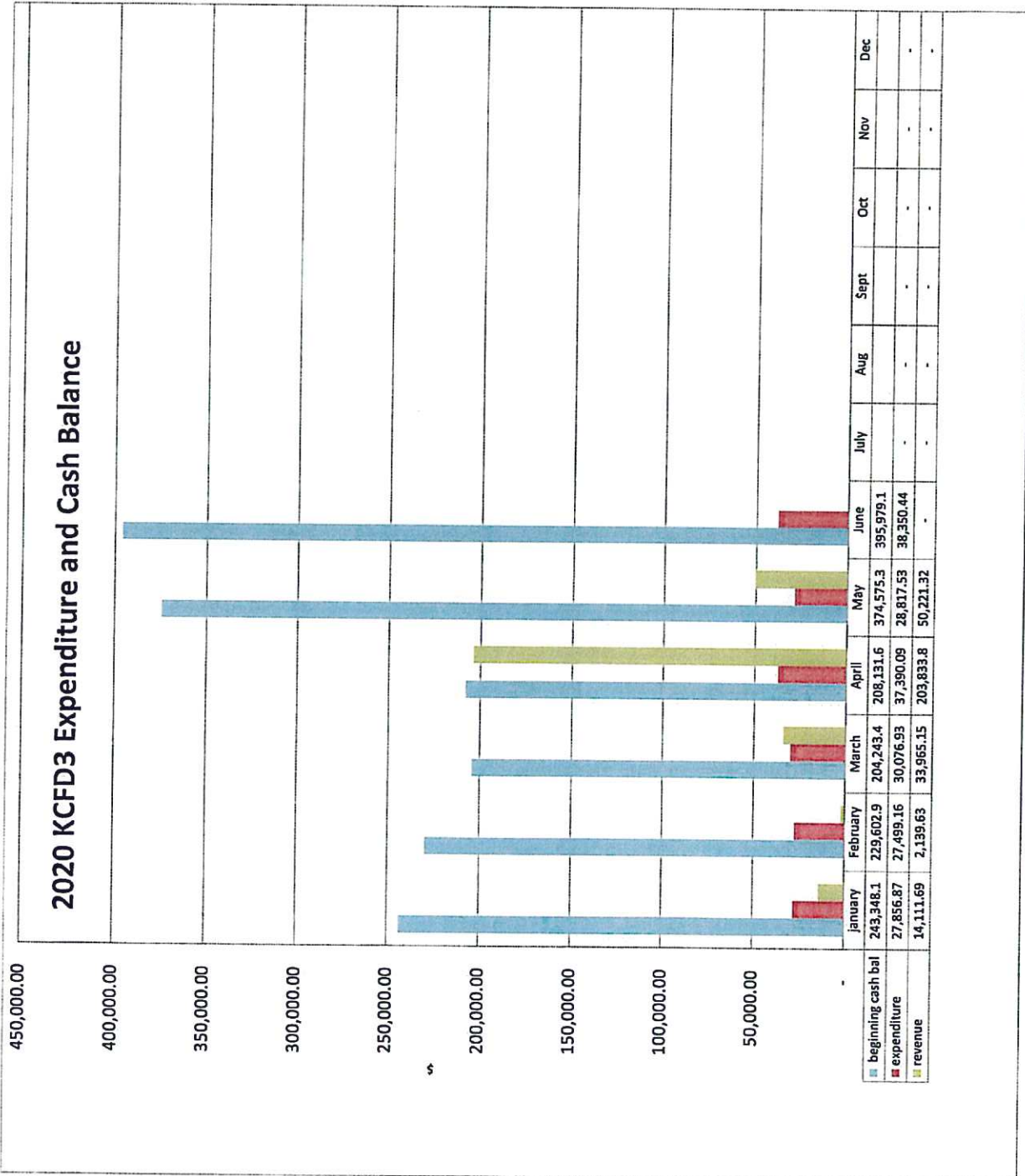
Updated 7/7/2020

This budget sheet is connected to the expenditure spreadsheet.

Klickitat County Fire District 3

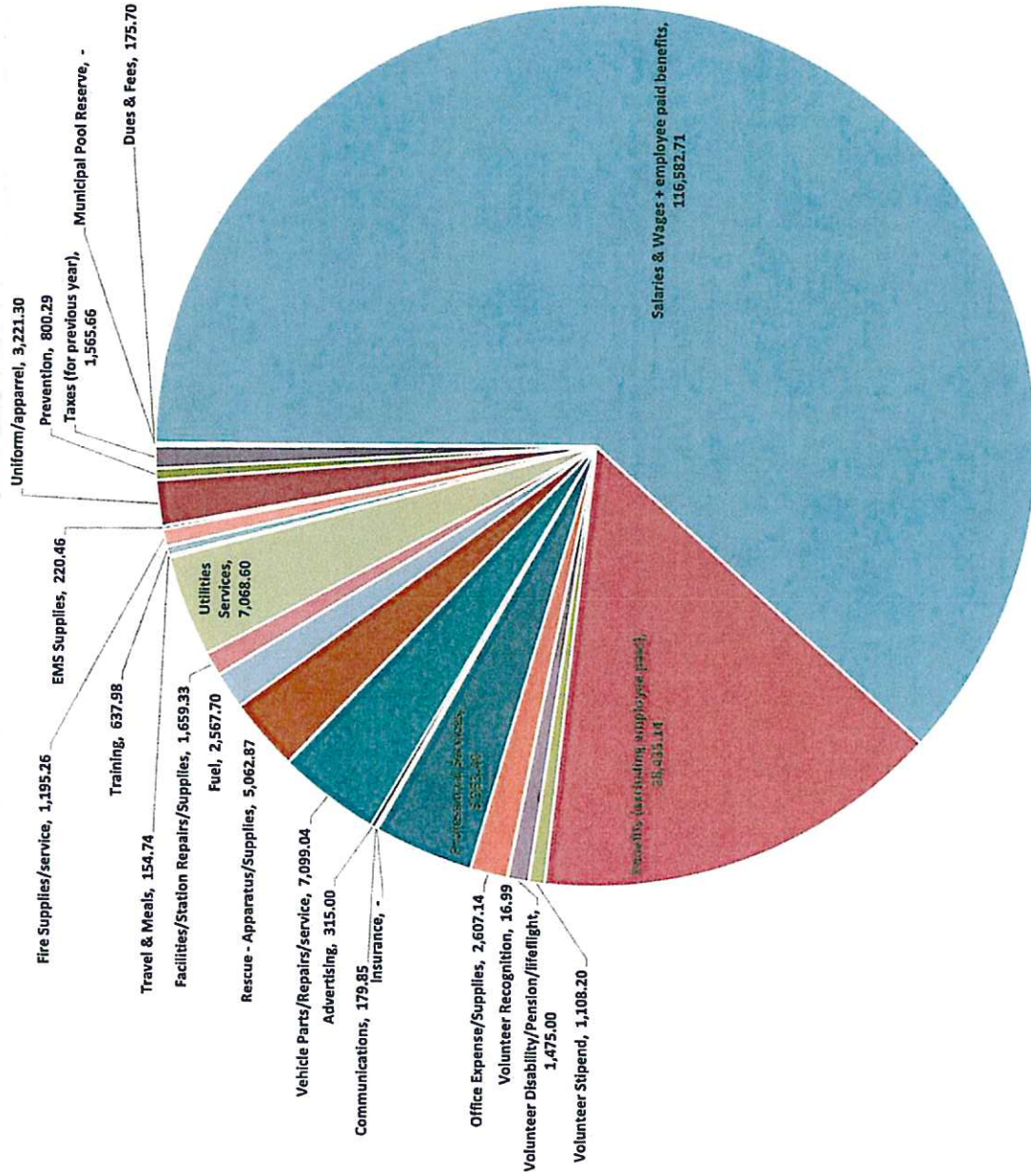
BUDGET 2020 CATEGORY	Original Budget	June expenditure	Expenditure YTD	Balance	% Used	NOTES
Salaries & Wages + employee paid benefits	230,118.53	17,785.42	116,582.71	113,535.82	51%	275,831.21
Benefits (excluding employee paid)	45,712.68	5,351.21	28,435.14	17,277.54	62%	
Volunteer Stipend	18,000.00	554.10	1,108.20	16,891.80	6%	
Volunteer Disability/Pension/life/flight	14,407.00	-	1,475.00	12,932.00	10%	
Volunteer Recognition	3,200.00	-	16.99	3,183.01	1%	
Office Expense/Supplies	5,500.00	782.30	2,607.14	2,892.86	47%	
Professional Services	25,550.00	2,325.14	6,953.40	18,596.60	27%	
Insurance	20,000.00	-	-	20,000.00	0%	
Communications	2,760.00	32.06	179.85	2,580.15	7%	
Advertising	1,900.00	75.00	315.00	1,585.00	17%	
Vehicle Parts/Repairs/service	14,000.00	1,511.17	7,099.04	6,900.96	51%	
Rescue - Apparatus/Supplies	6,800.00	3,813.45	5,062.87	1,737.13	74%	
Fuel	9,000.00	270.99	2,567.70	6,432.30	29%	
Facilities/Station Repairs/Supplies	5,000.00	55.44	1,659.33	3,340.67	33%	
Utilities Services	19,100.00	1,648.31	7,068.60	12,031.40	37%	
Travel & Meals	4,000.00	-	154.74	3,845.26	4%	
Training	11,000.00	71.98	637.98	10,362.02	6%	
Fire Supplies/service	9,000.00	920.22	1,195.26	7,804.74	13%	
EMS Supplies	9,500.00	-	220.46	9,279.54	2%	
Uniform/apparel	4,000.00	3,151.31	3,221.30	778.70	81%	
Prevention	1,500.00	2.34	800.29	699.71	53%	
Taxes (for previous year)	2,500.00	-	1,565.66	934.34	63%	
Dues & Fees	2,200.00	-	175.70	2,024.30	8%	
Municipal Pool Reserve	34,674.14	-	-	34,674.14	0%	
Capital Pool	-	-	-	-	0.00%	
Total budgeted expenditure	499,422.35	38,350.44	189,102.36	310,319.99	38%	
EXTRA projects using cash balance			13.25			
Invested funds			-			
State Grant Dept. of Health	1,260.00	-	960.19	299.81	76%	
Expense for Wildland						
Total Actual Expenditure		38,350.44	190,075.80			
Ave. property tax estimated in November 2019 + 29,000 TO share	499,422.35					

2020 KCFD3 Expenditure and Cash Balance



2020 Operating Budget

2020 Budget



2020 Capital SUMMARY

Updated 06/23/20

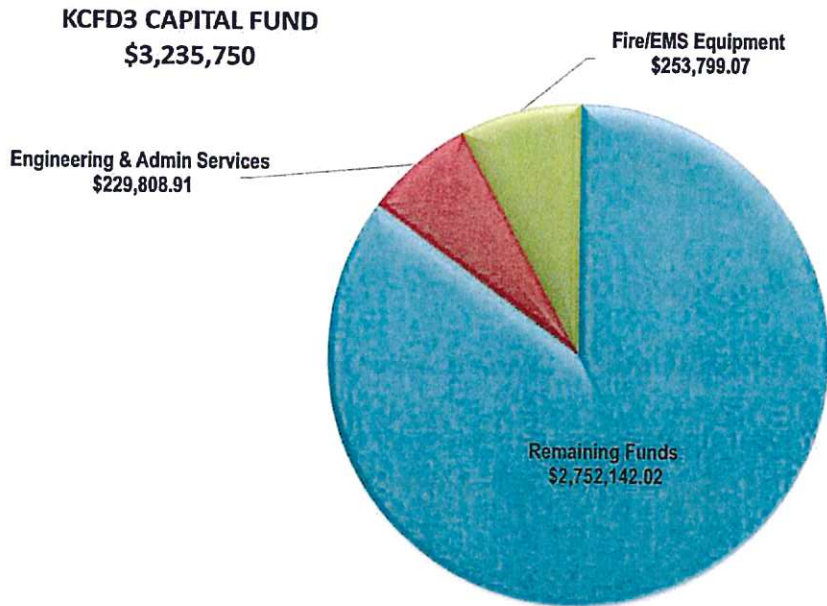
ORIGINAL BOND	\$ 3,235,750.00
2018 Bond Council included in engineering and admin serv. Total	15,000.00
Beginning balance (dec 2018)	3,220,750.00
2019 total expenses	375,043.23
2020 Beginning balance	2,845,706.77

		2019	2020	2020 Totals	Totals
Capital Service	Professional Serv. Admin.	108,111.83	76,897.43		
	Professional Serv. Fire	29,799.65	-		
				76,897.43	214,808.91
Capital Goods	Fire Equipment	234,713.55	16,667.32		
	EMS Equipment	2,418.20	-		
				16,667.32	253,799.07
TOTAL		375,043.23	93,564.75	93,564.75	
REMAINING FUNDS		2,845,706.77	2,752,142.02		
INVESTED		2,822,552.04	2,780,052.04		
Balance (does not include interest)		23,154.73	(27,910.02)		

2019 Interest Earned	25,877.67	25,877.67	Total Interest Earned
2020 Interest Earned		16,401.23	

Treasurer Cash Balance **\$ 14,368.88**

Chart Summary	2018	2019	2020	Totals
Remaining Funds		\$ 2,845,706.77	\$ 2,752,142.02	\$ 2,752,142.02
Engineering & Admin Services	\$ 15,000.00	\$ 137,911.48	\$ 76,897.43	\$ 229,808.91
Fire/EMS Equipment		\$ 237,131.75	\$ 16,667.32	\$ 253,799.07



Fire Chief's Report to Board of Commissioners

July 9, 2020

No injuries or accidents since your last meeting.

Customer Service (emergent and non-emergent): 18 calls for service since June 9th, 2020 Board meeting. (Note: Continued restrictions to response into Cities of White Salmon and Bingen are in place due to Covid-19)

Projects:

1. **Bond:**
 - (a) Continuing to find another department for surplus Draager SCBA equipment. Reaching out to regional vendors. No update as of 7/3/2020.
 - (b) **Station 33** authorized roof replacement confirmed to be on schedule with Brown Roofing. Verified approval document sent to Travis Nelson. UPDATE: Roof color set for 'green' to blend in with community and match current paint colors.
 - (c) **Equipment:** No capital purchases for equipment. Remains on hold for construction.
 - (d) Meeting with Bob Merritt on Tuesday 7/7.
2. **RADIO GRANT:** Contract arrived from WDOE for radio grant. Chief is reviewing today (Friday 7/3) and will forward to Board by Monday for review prior to meeting on Thursday.
3. **Apparatus fleet:** Issues developed with Brush 31 pump. Poor running due to air filter. Starter switch replaced with correct switch for external use (sticking due to dirt/dust).
4. **Station 33:** Making arrangements to remove bird nests. 7/1 chicks have not left their nests as of yet. Building needs cleaned from severe bird droppings and nests in eaves.
5. **KCIFA** continues to be cancelled.
6. **Type 3 IMT activities.** Severe effect to the region exists due to Covid-19. Team 1 was not able to roster a Type 3 team last week due to lack of available members. Tony and I are monitoring the needs and, as usual, will be balancing our participation. At this time, neither of us are included in overhead planning.
7. **Washington State Audit** has begun. Roz and I both have phone interviews scheduled for Tuesday 7/7 with the auditor.
8. **Senate Bill 5010.** Packets are nearly ready to go out for annexation of island properties. Week of July 6th.
9. **Accounts payable.** Jennifer is working hard to process our invoices/bills as early as possible to avoid late payments caused by county backlog. (Effects of Covid).
10. **Accounts receivable:** Jennifer successfully closed the issue of White Salmon Valley School District's failure to pay State pass through money for fire protection to the county seated school properties and students.
11. **Training Captain:** I notified the City of White Salmon Clerk to pay their original portion of the training captain's position due to error on KCFD3's part regarding salary adjustments. The added costs will be absorbed into our budget line items for 2020. Will be meeting with the chief's this month to update the budget percentages for 2021 that includes board approved salary increase to Tony in December of 2019. The inter-local states salary changes must be completed before September of previous year.

COVID – 19

1. Continuing to support EOC for food deliveries for Zone 3 (west end). Minimal demand.
2. Captain Gilmer completed his participation with KCEOC on 7/2/2020.
3. Working on transitioning a Professional Services Agreement into Inter-Local that complies with RCW 39. Will be on this months Board Agenda. It will be out Monday or Tuesday for initial Board Review. The county will be taking it to the County Attorney by policy for the County Commissioners to approve later.
4. Klickitat County has NOT requested assistance from Roz or Jennifer to help navigate FEMA grants for COVID-19 reimbursements. Assumption at this time is that they (the county) has it handled.

5. In-person training re-instated June 9th, 2020. Thanks to Captain Gilmer, training has resumed with Covid-19 restrictions in place. Including PPE.
6. Skamania County Fire District 3 resumed training, without communicating to us. Luckily Tony was ready however it triggered overtime. NOTE: Requests in writing for their expectations of training has not been received. Problematic issues continue with the inability to provide training time or content. Striving towards WAC 296-305 with Skamania County FD3 has become clearly impossible. We will continue to focus on their primal expectations and deliver as needed.
7. Provided Safety Meeting for attending members on Tuesday 6/30. Covered backing apparatus, PPE, Covid and supplemental Origin and Cause summary of firefighter actions. 5th Tuesday – Taco night. Minimal participation by both departments.

NOTE: Subject to additions due to date submitted.

Training: See Captain Gilmer's report

Community Events: No community activities to report

Personal Activities and Achievements: Nothing significant at this time.

Respectfully submitted: Wesley W. Long – Fire Chief July 3, 2020

Training report to the Fire Commissioners
June 2020

**Statistically end of the 2nd Quarter:
22 hours of training provided**

	KCFD3 (24 members)	WS (15)	SKA3 (17)
Attendance average:	9%	7%	0.5%

Activities:

Prior to Drill resuming on June 9th I sent out the information for online training to which no one responded. Opportunities for required online training included;

Fire Sprinklers	Responder Investigation	Traffic Incident Mgmt
Spread of Influenza	National Academy "Mayday"	

June 9th was an exceptional drill which included practical applications of wildland hoselays, hooking up to hydrant and tenders for a short game of "soccer" with spraying a "yoga ball" with nozzles.

Our June 16th Drill was our first opportunity to use the "new" forcible entry training prop.

With Chief Long's approval we have modified our training program at Skamania 3 Underwood to a standard less than WAC 296-305 at their request.

CGTA has postponed the FFII training academy and offered for it to be to complete in the next class of 2020 or at your home station.

Personal development:

I have completed my assignment with Klickitat County EOC, as we approach Phase 3 the EOC will attempt to scale back operations. The fact remains there will be some type of Covid mitigations until such time the vaccines are adequately deployed throughout the nation. For example, Snohomish County is currently at risk for returning to Phase I.

SE region Type 3 IC's were selected, and alternates have yet to be named if assigned; I was not selected as lead.

Safety Committee:

No report.

Respectfully submitted,
Tony Gilmer, Training Captain