

# KLICKITAT COUNTY FIRE DISTRICT 3

200 Husum Street, Husum, WA 98623

Commissioner's Meeting

Thursday September 13, 2018

**Called to order:** 18:41

**Attendance:** Commissioner Montag, Commissioner Connor, Commissioner Virts, Chief Long, Rozalind Plumb, Eric Bosler, Justin Bousquet, Sheri Bousquet, Stephen Finn, Stephanie Porter.

**Approval of agenda:**

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

**Public Discussion:** Justin Bousquet introduced himself as a new property owner in the district and commented that he has a request for a utility easement across KCFD3 property, this request is on the agenda for the evening.

Stephen Finn introduced himself as a resident in the district, he came to see how we work and to support the Bond request, but he is also concerned about the other Levy requests on the ballot. He also commented that the cell service in upper Snowden is poor at best, and that they do not get notifications of fires etc..

**Minutes of the last meeting:**

***Motion to approve the minutes of the August 9, 2018 Regular Business Meeting, made by Commissioner Virts, seconded by Commissioner Connor. (3 yay, 0 nay) motion passed.***

***Motion to approve minutes for the September 10 2018 Special meeting with the White Salmon City Public Safety Committee, made by Commissioner Virts, seconded by Commissioner Connor. (3 yay 0 nay) motion passed.***

**Secretary's Report:**

**1. County Treasurer's Report for August 2018**

Beginning balance	\$345,476.30	Ending Balance	\$324,796.68
Deposits	\$ 6,557.11	Disbursements	\$27,236.73

2018 District expenditure shows a year to date (September 13) total of \$352,242.05 (Total does not yet include the \$85,000 committed for vehicles). Reconciled County Treasurer's and Auditor's reports against District Accounts on 9/13/2018 with Commissioner Connor. Items covered included the general deposits, petty cash, payroll

and direct deposits, and credit cards. The \$19 discrepancy between district and county records for July was reconciled. Commissioners accepted the report.

2. **Bills and items to be signed**

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

Vouchers: Commissioner Voucher August 10 2018 to September 13 2018

a). 08/15 \$3,713.08      b). 08/30 \$2,710.00      c). 09/06 \$4,771.49  
d). 09/13 \$3,096.87

Payroll –direct deposit- \$10,220.66. Timesheets reviewed by Commissioner Connor.

3. **2018 Operating Budget :** Anticipated Operating budget is **\$421,656.12**  
**Operating Expenditure \$256,429.04** (61%). NB includes Wildland wages which will be reimbursed by \$20,412.76). Remaining Balance for 2018 is \$165,227.08. Professional services is over budget, fire supplies is also over budget but has a grant pending from the County to address that.

4. **Investment of funds**

District is maintaining \$200,000.00 invested funds. \$1,478.91 interest earned to date.

5. **Correspondence:**

2 Commissioners are signed up for the Washington Fire Commissioners Conference in October.

6. **Current priority projects include:**

- Finances and budget for 2019
- Bond financial prep.
- admin for the training officer position.

• **Chief's Report:** See attached.

Chief Long had submitted his Chief's report and training report to the Commissioners in advance of the meeting. 2 items added include: B312 experienced an accident when exiting the station to a call, no injuries but estimated cost to repair the box door is around \$400. B332 2004 is in the shop for transmission failure. Chief requested permission for funds to make the repair.

***Motion to approve \$6,500.00 for repairs made by Commissioner Virts, seconded by Commissioner Connor, (3 yay, 0 nay ) motion passed.***

• **Ongoing business:**

1. **Personnel/Payroll :** Annual reviews are pending.

2. **Training Captain Position:** The training Captain position has been open for 3 weeks and closes on 8/14/2018, one application has been received, but we could still get more on the closing day. The position was flown through Daily Dispatch (western States) and was on our web site and Facebook. Emails were sent to KCIFA and all KCFD3 members to share. The lack of applicants is likely a factor of the pay rate. It may be possible to extend the open period for the position. The review process has already been organized to include application review, assessment lab, and interviews. Chief Long noted that he and the other chiefs will not be reviewing the applications until they have gone through the review process. This will ensure there is not favoritism. Review and interview panels will include fire and human resource managers from other agencies outside of KCFD3. There will be volunteers from each department involved in the selection process.

3. **Policies:** None at this time.

4. **Bond Update:**

- a) Due to a clerical error the local newspaper was not notified of the special meeting on 8/6/2018, (RCW 42.30.080). Per legal Counsel it is recommended the Commissioners recognize the error and ratify the decision made in special meeting on August 6 2018 approving *Resolution 2018 -11 general obligation bonds for fire, rescue and emergency medical facilities & equipment .*

***Motion to ratify the decision to approve Resolution 2018 -11 general obligation bonds for fire, rescue and emergency medical facilities & equipment, made by Commissioner Virts, Seconded by Commissioner Connor, (3 yay, 0 nay). Motion passed.***

- b) April 12 Minutes amendment: The written minutes for April 12 were incomplete. They omitted details of a motion to purchase 2 vehicles and details regarding resolution 2018-10 intent to reimburse from bond funds. The voice recording of the meeting clearly indicates that the motion was made by Commissioner Virts and seconded by Commissioner Connor for both items. It is recommended the Commissioners amend the minutes in public meeting and sign the corrected/complete version presented.

***Motion to approve the corrected minutes for April 12 2018 made by commissioner Virts, Seconded by Commissioner (3 yay, 0 nay) motion passed.***

Commissioner Montag asked for any other comments on the Bond.

Eric Bosler noted that the Citizens Advisory Committee, which is actively supporting the Bond, approached the KCFD3 Volunteer Firefighters Association for assistance with advertising costs. The volunteer firefighters association has agreed to support advertising for the bond.

5. **Snowden Community Council Sign:** The Community Council has not had any movement on this topic.
6. **Replace vehicles:** The Vehicles are still on order, and should be in soon.
7. **Outreach to White Salmon City Council Public Safety Committee;** Commissioner Virts commented that the Commissioners met with the White Salmon City Public Safety Committee members and Chief Hunsaker on 9/10/2018, to explain what District 3 is planning with the Bond and how it ties in to the response for the community as a whole, and not just within the boundaries of KCFD3. The District is looking at ways to improve response times into the more heavily populated areas of the district outside of the city limits. There was an article in the newspaper that indicated the District was set to buy a bay in the White Salmon Fire Department, but that was only one of many ideas. It was thought that the discussion was a great start to planning for customer service into the future.
8. **Annexation of property into the District:** Following the Hearing held prior to this business meeting on 09/13/2018 at 18:30. The Commissioners accepted the petition to annex property into the district. (One of the properties originally advertised will be re-run due to an error).

***Motion to approve resolution 2018-13 annexing property into the Fire District made by Commissioner Virts, seconded by Commissioner Connor (3 yay, 0 nay) motion passed.***

**New Business:**

1. **Easement:** Justin Bousquet has requested an easement across KCFD3 property for a power line to his property in Husum. The Commissioners reviewed the request and see no objection providing the easement is only for the power line and that the easement does not affect future use of the District's property. PUD will be installing the line.

***Motion to approve the easement for power line made by Commissioner Virts, Seconded by Commissioner Connor, (3 yay, 0 nay). Motion passed.***

Justin Bousquet then produced the PUD Right –of-way Easement. The Commissioners took time in the meeting to review the legal document and saw no reason to object.

***Motion to approve the utility easement made by Commissioner Connor, Seconded by Commissioner Virts. (3 yay, 0 nay) motion passed.***

Mr. and Mrs. Bousquet had also hired a Notary (Stephanie Porter) to attend the meeting. The signatures were notarized in the meeting.

2. **2019 Budget Calendar:** The preliminary calendar for finalizing the 2019 budget was presented and there appears to be no conflict with the commissioner's time.
3. **Meeting times:** In the interest of time management Chief Long suggested the Commissioners consider changing the meeting times to earlier in the day. There is still a need to consider public

access to the meetings. There was some discussion and recommendations from the public, that if the public is interested they will find the time to attend meetings. Usually the meetings do not attract many member of the public unless there is an issue. Earlier times included anywhere from 3:30pm to 5:00pm.

**Good of the Order:**

Commissioner Connor noted that during the last Snowden Community meeting there was concern about incoming people are not aware of burn bans and the dangers of parking on dry grass. There are questions on cooking and camp fires and he is wondering how to get more information out there. Suggestions for educating the public, included notices in with the PUD bills, and more information on the KCFD3 web site. It was also noted that Snowden does not have good internet connectivity.

**Next meeting:**

Hearing regarding annexation of property into the district October 11, 2018 at 18:30.

Regular Business meeting October 11, 2018 at 18:30 (immediately after hearing)  
Commissioner Montag will be absent.

***Motion to adjourn made by Commissioner Virts, seconded by Commissioner Connor.***

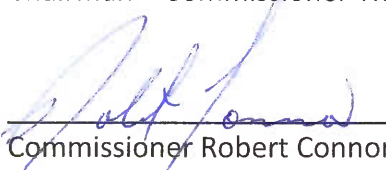
***Meeting adjourned: 20:07***

**APPROVED BY:**

Attest:

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

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

 10-11-18  
\_\_\_\_\_  
Commissioner Robert Connor (date)

 11 Oct 2018  
\_\_\_\_\_  
Commissioner Charles Virts (date)

Klickitat County Fire District 3 Commissioners Meeting

200 Husum Street Husum, WA .

September 13, 2018 @ 6:30 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. August 9 2018 business meeting.
  2. September 10<sup>th</sup> Special Meeting.
  
- **Secretary's Report:** 1. Treasurer's report. 2. Bills and items to be signed (A) 3. 2018 Budget  
4. Invested funds. 5. Correspondence. 6. Request for funds:
  
- **Chief's Report: (I)**
- **Training Report: (I)**
  
- **On Going Business:**
  1. **Personnel/Payroll :** Annual Reviews are due.
  
  2. **Training Officer Position-** Update (I) Montag
  
  3. **Policies:** none
  
  4. **Bond –**
    - a) Due to a clerical error the local newspaper was not notified of the special meeting on 8/6/2018, (RCW 42.30.080). Per legal Counsel it is recommended the Commissioners ratify the decision made in special meeting on August 6 2018 approving **Resolution 2018 -11 general obligation bonds for fire, rescue and emergency medical facilities & equipment . (A).**
    - b) April 12 Minutes amendment: The written minutes for April 12 were incomplete. They omitted details of a motion to purchase 2 vehicles and details regarding resolution 2018-10 intent to reimburse from bond funds. The voice recording of the meeting clearly indicates that the motion was made by Commissioner Virts and seconded by Commissioner Connor for both items. It is now recommended the Commissioners amend the minutes in public meeting and sign the corrected/complete version presented. (A)
  
  5. **Snowden Community Sign –** Update (I) Connor
  6. **Replace vehicles:** Should both be ready for collection this month



- 7. **Outreach to White Salmon City Council Public Safety Committee:** See special meeting on 9/10 2018.(I) Virts
- 8. **Annexations into district:** Resolution 2018- 13 annexing 2 properties into KCFD3. (A)

- **New Business:**

- 1. **Easement:** Review the request for utility easement across District property.
- 2. **2019 Budget calendar:** planning and workshop dates.
- 3. **Meeting times:** Discuss changing the start time for Commissioner Meetings beginning January.

- **Good of the order:**

- **Next meeting:** Regular meeting **October 11th** 2018.

- **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. TIME:\_\_\_\_\_



KLICKITAT COUNTY  
TREASURER REPORT  
AUGUST 2018

Fund No.: 667.1

Fund Name: FIRE DIST 3

BEGINNING CASH BALANCE	1	\$	345,476.30
+++ Increases ++++			
Receipts (Revenue Dist Rpt)	2		6,557.11
Netted Transactions	3		-
Matured Investments	4		-
Interfund Transfers - In (397)	5		-
Other Revenue - JE's	6		-
Subtotal Increases	7		6,557.11
<< Disbursements >>			
Other Expenditures - JE & KC AP	8		14,458.87
Interfund Transfers - Out (597)	9		-
New Investments	10		-
Disbursements (AP & PR)	11		-
E - Transactions (ACH & EFTPS)	12		12,777.86
Debt Service P&I	13		-
Other	14		-
Subtotal Disbursements	15		27,236.73
ENDING CASH BALANCE	16	\$	324,796.68
<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	\$	324,796.68
<u>INVESTMENTS</u>			
Beginning Inv Balance	23		200,000.00
Matured Investments	24		-
New Investments	25		-
ENDING INVESTMENT BALANCE	26		200,000.00
<u>DEBT SERVICE/BOND ACTIVITY</u>			
Beginning Bond Principle Balance	27		(48,991.68)
Bond Principle Payments	28		-
Bond Interest Payments	29		-
ENDING BOND PRINCIPLE BALANCE	30		(48,991.68)



# 2018 Operating Budget

This budget sheet is connected to the expenditure spreadsheet.

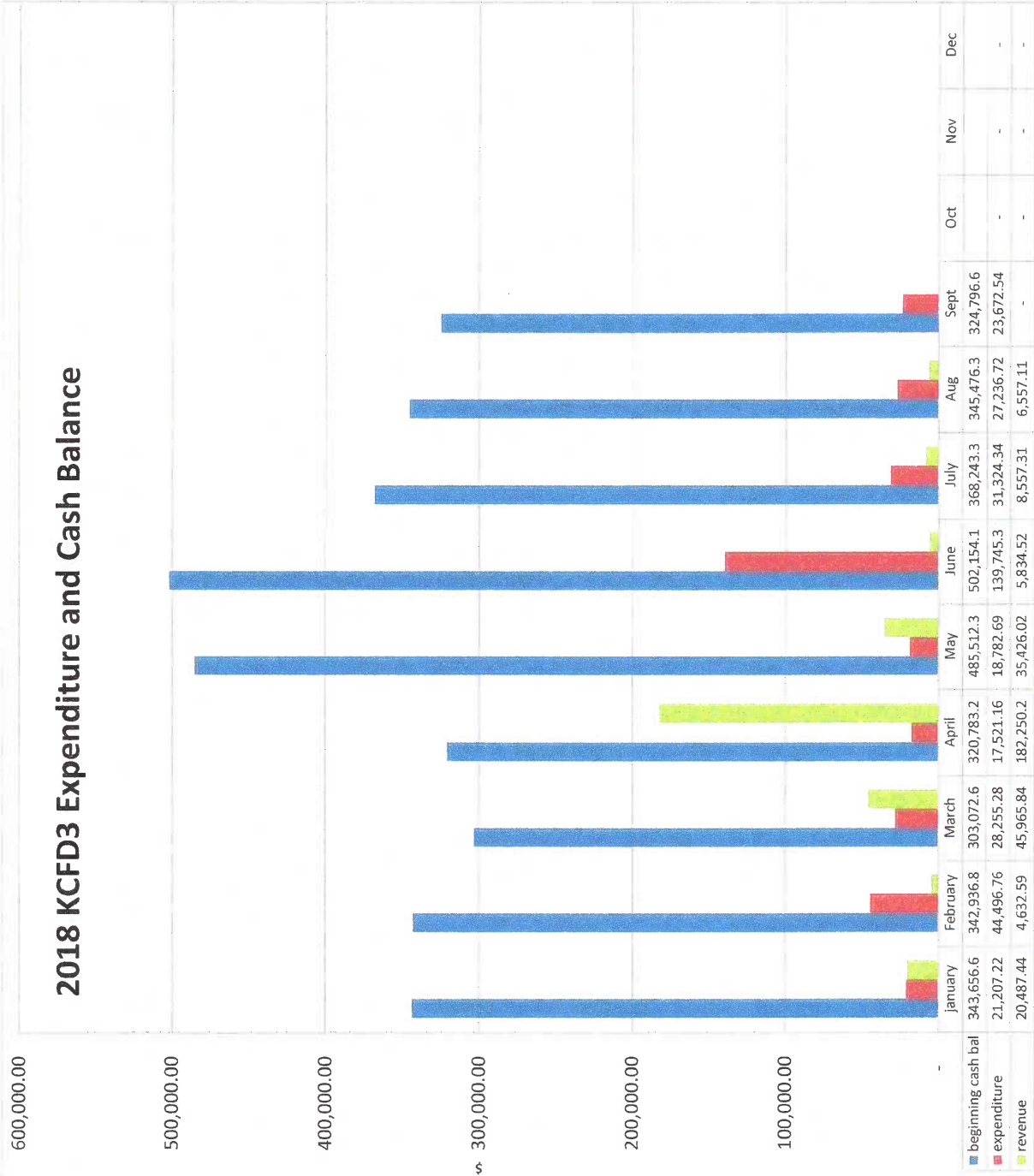
## Klickitat County Fire District 3

updated 9/13/2018

### BUDGET 2018

Category	Original Budget	August expenditure	expenditure YTD	Balance	% Used	notes
Salaries & Wages + employee paid benefits	139,398.30	14,038.70	100,488.18	38,910.12	72%	includes Wildland pay which will be reimbursed (20,412.76 due for sal and bens)
Benefits (excluding employee paid)	42,432.00	1,758.44	19,611.52	22,820.48	46%	
Volunteer Stipend	18,000.00	-	1,642.30	16,357.70	9%	
Volunteer Disability/Pension/lifeflight	8,907.00	-	4,957.00	3,950.00	56%	paid L.F. Paid A&H into investments.
Volunteer Recognition	2,700.00	-	2,499.23	200.77	93%	\$1,196.23 reimbursed. (\$1399.00 available)
Office Expense/Supplies	6,000.00	165.36	2,007.12	3,992.88	33%	
Professional Services	8,000.00	135.00	10,976.30	(2,976.30)	137%	MHC @ \$7,038.82
Insurance	16,500.00	-	-	16,500.00	0%	
Communications	4,500.00	-	1,320.49	3,179.51	29%	
Advertising	1,300.00	65.70	625.82	674.18	48%	
Vehicle Parts/Repairs/service	14,100.00	172.69	9,284.44	4,815.56	66%	
Rescue - Apparatus/Supplies	7,500.00	-	5,333.30	2,166.70	71%	
Fuel	8,000.00	528.61	7,179.26	820.74	90%	
Station Repairs/Supplies	10,000.00	145.10	4,881.98	5,118.02	49%	
Utilities Services	17,000.00	1,113.23	10,875.32	6,124.68	64%	
Travel & Meals	3,000.00	-	1,115.52	1,884.48	37%	
Training	9,000.00	-	4,461.54	4,538.46	50%	
Fire Supplies	15,000.00	9,113.89	15,815.52	(815.52)	105%	240 reply for banner hoists, PLUS TEMA GRANT to be identified
EMS Supplies	9,500.00	-	582.89	8,917.11	6%	
Uniform/apparel	2,000.00	-	69.99	1,930.01	3%	
Prevention	1,500.00	-	814.53	685.47	54%	475 from RWL for signs
Long Term Loans (Ambulance)	51,223.00	-	50,710.00	513.00	99%	
Taxes (for previous year)	2,000.00	-	1,229.55	770.45	61%	
Dues & Fees	2,500.00	-	(52.76)	2,552.76	-2%	
Municipal Pool Reserve	21,595.82	-	-	21,595.82	0%	
Capital Pool	-	-	-	-	0.00%	
<b>Total budgeted expenditure</b>	<b>421,656.12</b>	<b>27,236.72</b>	<b>256,429.04</b>	<b>165,227.08</b>	<b>61%</b>	expect 85,000 for vehicles in September
Capital projects using cash balance						
invested funds			94,393.00			
GRANT / other spending			358.10			
<b>Expense for Wildland</b>			1,061.91			6624.04 received from state mobe to date
<b>Total Actual Expenditure</b>	<b>421,656.12</b>	<b>27,236.72</b>	<b>352,242.05</b>	<b>69,414.07</b>		
av property tax estimated in November 2017	431,916.33					
04/14/17 property tax confirmed from Assessor			352,242.05	(352,242.05)		
<b>Revenue from Wildland ( - )</b>	<b>18,646.00</b>		1,061.91	17,584.09		

## 2018 KCFD3 Expenditure and Cash Balance





Rozalind Plumb &lt;edgeburyukusa@gmail.com&gt;

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## April Minutes

1 message

**Rozalind Plumb** <secretary@kcf3.com>

Mon, Aug 20, 2018 at 4:54 PM

To: Bob Connor &lt;sheserafarm@gorge.net&gt;, Chuck Virts &lt;conradv@gorge.net&gt;, Tom Montag &lt;tcmontag@hotmail.com&gt;, Wes Long CHIEF &lt;chief@kcf3.com&gt;

Commissioners,

It has just come to my attention that the minutes for the April 12 meeting were not complete. The motion to purchase the vehicles was not **written** completely, nor was the motion regarding the resolution 2018-10 intent to reimburse from bond funds.

I can verify the voice recording DOES indicate CLEARLY that the motion was made by Commissioner Virts and seconded by Commissioner Connor, in both cases.

I would like to recommend we amend the minutes at the next meeting and to show that the motions were made accurately.

**Rozalind Plumb**

Klickitat County Fire District 3

District Secretary

secretary@kcf3.com

509.493.2996.

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**2 attachments****2018 0412 Commissioner Minutes.pdf**

5330K

**2018 0412 Commissioner meeting minutes - Corrected.docx**

34K

**Motion to notify the USPS that the District will not pursue siting mail boxes on the premises at this time. Made by Commissioner Virts Seconded by Commissioner Connor.**

- 5. Bond Update: See
- 6. Dry creek billing: There has been no response from the property owner at this time. Roz will send another letter with petition to annex via the Sherriff Office.
- 7. **Dispatch Fees:** no information at this time.
- 8. **Snowden Community Council Sign:** The Community Council has not had any movement on th is topic.
- 9. **Replace vehicles:** Chief Long presented a comprehensive cost assessment to the board for the replacement of the Command vehicle and the Utility vehicle through State Bid. The request is for two (2) Ford F-150 pickup trucks. The cost estimates include the vehicles and the necessary sales tax, lighting, radio installations, striping and decals. The total estimate was \$~~85,000~~<sup>85,000</sup>. The funds to purchase and outfit the vehicles will come from the cash balance (not the operation budget). The commissioners approved the purchase, and intend to reimburse the cash funds should the bond be approved. (The Commissioner recognize the bond may not pass and understand the cash fund may not be replenished). Resolution 2018- allows bond funds to be used to replenish the cash balance.

**Motion to authorize purchase of 2 vehicles to cost no more that \$85,000. Made by Commissioner**

**Resolution 2018- to use bond funds to reimburse the district cash funds for the purchase of the two vehicles.**

\*  
\*  
Incomplete

New Business:

**Good of the Order:**

**Next meeting: The Commissioner will have a workshop on the bond on Tuesday April 17<sup>th</sup> Regular meeting April 12, 2018**

**Motion to adjourn made by Commissioner Connor, seconded by commissioner Virts.**

**Meeting adjourned: 21:14**

APPROVED BY:

Attest:

*Tom Montag 9/10/18*

*Rozalind Plumb*

Chairman – Commissioner Thomas Montag. (date)

District Secretary Rozalind Plumb

*Robert Connor 5/10/18*  
Commissioner Robert Connor (date)

*Charles Virts 10 MAY 2018*  
Commissioner Charles Virts (date)

September 7th, 2018

**Justin & Sheri Bousquet**  
120 Husum Street, Husum, WA 98623  
Email: Justin@4jb.net  
Phone: (360)901-8458

**Klickitat County Fire District 3**

**Board of Commissioners**

200 Husum Street, PO Box 151, Husum, WA 98623  
Phone: (509)493-2996

**The Honorable Board of Commissioners:**

My wife, Sheri, and I recently purchased the property neighboring the East side of Station 31 from former KCFD3 Fire Chief, Mr. Jerry Jones. The property contains a detached shop structure that currently does not have electricity available. We would like to formally request permission for the Klickitat Public Utilities District (KPUD) to trench and install underground power lines across the south side of Station 31's West parcel, 04102544000100.

Specifically, the KPUD would bury the necessary electrical conduit and power lines to a minimum depth of thirty inches from the power pole on the Southwest corner of Station 31's West parcel following required setback along the existing property lines to the shop on the Southeast. Please refer to the marked up drawing of the proposed trench path from an excerpt of survey 204005 attached for more details (*Attachment 1*) and an excerpt aerial view from the Klickitat County interactive parcel map (*Attachment 2*).

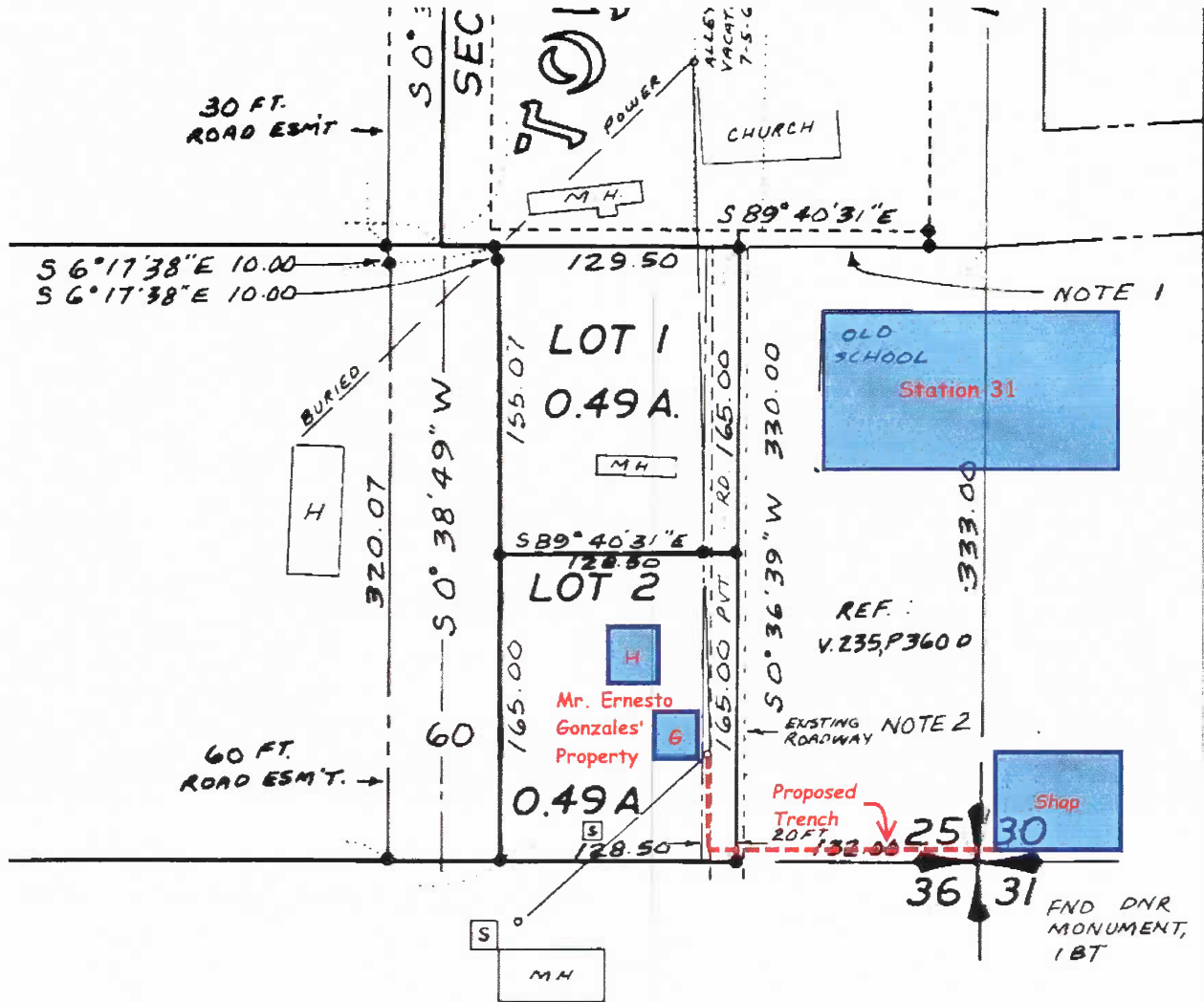
This proposal requires no financial impact or effort on the part of the KCFD3. Furthermore, we fully anticipate returning the ground to its original state and the complete project to take less than a day. The KPUD is in the process of writing up the official Easement documents and we expect KPUD to have these documents available at the regular meeting on September 13<sup>th</sup>.

Mr. Ernesto Gonzales has already provided his consent to run the initial portion of the trench from the power pole installed on his property, as referenced in Attachment 1.

We appreciate your time and consideration regarding this request and respectfully await your response. In closing, we look forward to occupying our new home and becoming the newest neighbors to Station 31.

Respectfully Submitted,  
Justin & Sheri Bousquet

Attachment 1.



Marked up excerpt from Survey 204005 (<http://imap.klickitatcounty.com/SurveyData/204005a.pdf>).



# 2019 Budget Calendar



18-Sep Officers Meeting	Meet with Station/Division officers to review goals and priorities. Review district needs, apparatus replacement schedule, individual station goals/priorities.
13-Sep Commsioners Meeting	Discuss 201 <sup>9</sup> budget and operational goals. Review District needs, station goals, priorities and operational requests.
28-Sep Officer's	Budget requests due to fire chief. ALL PROGRAMS PROJECTS
17-Oct Commsioners Workshop Station 31 3:00pm	Budget workshop. Preliminary operating budget and revenue projections. Present preliminary capital projects / requests.
26-Oct Notice of Public Hearing	Advertising deadline for budget hearing on 8 Nov. 2018.
5-Nov Commissioners Meeting	Budget Hearing. Final review and adoption of 2019 budget

26 Nov. Thanksgiving

30 Nov. **Budget Deadline** Budget must be to the county by this date

**Note. Due to Bond we may plan to have two versions of 2019 budget prepared in the event one or more items directly affect our expenditures. For example, 2019 capital plan, out of operating budget will have the parking lot repairs at Station 32. regardless of Bond approval.**

