

KLICKITAT COUNTY FIRE DISTRICT 3

200 Husum Street, Husum, WA 98623

Commissioner's Meeting

Thursday June 10, 2021,

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: 15:10

ATTENDANCE

Commissioner Montag (Chair), Commissioner Connor, Commissioner Virts (Quorum)
Secretary Plumb, Chief Wesley Long, Administrative Assistant Jennifer McLean, Eric Bosler, Llyod Olson.

AGENDA

Commissioner Connor requested to add to the agenda, under new business the *Friends of the White Salmon River call to action, comments against Under Canvas*.

Motion to approve Agenda as modified made by Commissioner Virts seconded by Commissioner Connor. (3 yay, 0 nay) Motion passed.

MINUTES

- ***Motion to approve minutes of May 13th, 2021, Regular Business meeting made by Commissioner Connor, seconded by Commissioner Virts (3 yay, 0 nay) motion passed.***

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

GENERAL EXPENSE FUND 667.1

General Expenditures

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

Investment of funds. With a healthy cash balance in the general fund the process for investing was discussed. The district has assigned investment officers by resolution, therefore there is no need to have the board make a motion to invest specific amounts, the investment officers have authority to manage the investments.

CAPITAL FUND 667.3

Capital Expenditures

- ***Motion to approve capital expenditures made by Commissioner Connor, Seconded by Commissioner Virts (3 yay, 0 nay) motion passed.***

CHIEF'S / TRAINING REPORT – see attached.

Additional – temporary office space – Crestline Construction donated a trailer that will serve to house the office equipment during construction. Costs will be incurred to connect power and transfer phone lines.

ONGOING BUSINESS:

1. **PERSONNEL**

- Training Captain. Still on hold.

2. **POLICIES:**

- Public Records Policy – revision in progress.

3. **BOND:**

Capital Projects

- **mHc Consulting** continues to work with the Engineer and Contractor to find cost savings.
- **Contractor Meeting** – Scheduled for Wednesday June 16, 2021
- **Capital Purchases** – Two generators were delivered in good condition on 6/10/21 and are being stored in a safe location for the duration of the construction period.
- **Informational** signs were purchased to display outside station 31, and station 32. Each sign says, “Capital Bond Project Underway, questions 509-493-2996, thank you voters!”

4. **WHITE SALMON PUBLIC SAFETY /JOINT USE FACILITIES** – Commissioner Virts has had no new contact with Jason, Commissioner Montag has not heard back from the mayor, and Chief Long had a discussion with Chief Hunsaker who mentioned the matter is in the hands of Jan Brending.

5. **Out of District Billing** – A collection agency has been contacted.

6. **Petition to annex into District** – resolution 2021-09 was presented and passed by the board to annex parcel 04112000000700 into KCFD3.

Motion to approve resolution 2021-09 petition to annex was made by Commissioner Virts, seconded by Commissioner Connor (3 yay, 0 nay) motion passed.

7. **Volunteer Stipends** - Rozalind has been in contact with Brian Snure and sample documents were provided for District 3 to consider. If changes are agreed upon, they will be retroactive to the beginning of 2021.

NEW BUSINESS:

1. **Temporary Office** – Chief Long requested the board to express their support in obtaining the free temporary office trailer and parking it in the Husum Church of God parking lot. Commissioner Connor, Commissioner Virts, and Commissioner Montag all agreed that office staff should move forward with setting up the building and agreement.

2. **Friends of the White Salmon River call to action, comments against Under Canvas** – Commissioner Connor expressed his concern with a negative statement made against Fire District 3 by the Friends of the White Salmon River. Finding #4 in their call-to-action memo stated that the

Fire District has approved the development, and as such is irresponsible. They also stated that fire protection is inadequate.

The district has not approved the plan, as it does not have authority to do so. It does offer advice on what it would expect the landowner to do for fire prevention but has no authority to enforce it. The Fire District remains neutral to this project.

Commissioner Virts agrees that the statement made by the Friends of the White Salmon River is incorrect and a letter should be written. Some discussion on requesting the FWSR retract the statement. Commissioner Montag agreed with both Commissioner Connor and Commissioner Virts and requested Chief Long to draft a letter to send to the Friends of the White Salmon River, to be reviewed by Commissioners prior to being sent.

Additional to this issue - At the last KCFD3 commissioner meeting, Commissioner Connor was named as having written letters to the county on the Under Canvas project. This was false, and uncovered a situation where letters submitted to the county under Robert Connor's name are fraudulent. Chief Long contacted Brian Snure for legal guidance on this. Brian Snure stated the crime is against Robert Connor as a citizen and not as a commissioner. Therefore, the district cannot investigate where the false letter originated from.

PUBLIC DISCUSSION— none noted.

GOOD OF THE ORDER

Eric Bosler noted the 4th of July parade will go ahead in White Salmon and the 204th Army Band from Vancouver will participate. The Volunteer firefighter associations (KCFD3 and WSFD) will be hosting the band with a light lunch. Mid-Columbia fire coop will also participate in the parade.

Commissioner Virts - Memorial Day at the cemetery. We always have a vehicle present and Captain John Riggelman always participates in the honor guard in his KCFD3 uniform.

Chief Long – All Hazards agreement – Chief mentioned the new contract in review for state mobilization to all Hazard incidents. Currently the state mobe agreement is for fires only and does not cover earthquakes, floods or any other emergency. Chief also mentioned the US Forest Service agreement for assisting with prescribed fires on Scenic Area land adjacent to the Fire District for fuels reduction. The added benefit is training for volunteers.

NEXT MEETING –

- REGULAR BUSINESS MEETING - July 8th, 2021, at 3pm.

MEETING ADJOURNED at 16:29.

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

APPROVED BY:

Thomas Montag 5/10/21
Chairman - Commissioner Thomas Montag. (date)

Robert Connor 8/10/21
Commissioner Robert Connor (date)

Charles Virts 11 Aug 2021
Commissioner Charles Virts (date)

Attest:

Rozalind Plumb
District Secretary Rozalind Plumb

Approved at 7/15/21
meeting.

July 15, 2021

Secretary's Report

County Treasurer's Report for June 2021

	Fund	Beginning Balance	Deposits	Disbursements	Ending Balance
1	General 667.1	478,894.89	75,167.00	24,306.37	524,755.52
2	Capital 667.3	24,633.03	150.38	9,006.16	15,777.25
3	Bond 667.2	293,203.94	45,575.53	0	338,779.47
4	Invested Gen	\$529,536.00	0	0	\$529,536.00
5	Invested CAP	\$2,430,000.00	0	0	\$2,430,000.00

1. GENERAL EXPENSE FUND 667.1:

See 2021 Operating Budget table and graphs.

Operating BUDGET

Budget	Year to date expenditure	% of operating budget	Ending Balance
\$489,403.55	\$162,868.25	33%	\$326,535.30

Total Expenditure from General Fund	\$
Operating Budget	162,868.25
Additional expenditure	23,893.56
Total expenditure from General Fund	186,761.81

General Expenditure Scripts for approval

Date	Amount	Date	Amount
6/30/2021	13,648.10		
7/07/2021	6,279.81		
7/08/2021	554.10		
7/14/2021	2,277.57		

2. CAPITAL FUND 667.3:

Original balance: \$3,220,750.00 See 2021 Capital summary

Capital Expenditure Scripts for Approval

Date	Amount
6/16/2021	6,154.75
7/7/2021	166,400.35

3. BOND FUND 667.2:

Debt repayment schedule (2021 June 1 \$58,473.18, December 1 \$176,888.74)

2018 12/18	\$3,225,750.00		
year	Principle	Interest	Total
2019	115435.14	119,926.78	235,361.92
2020	113,981.67	121,380.24	235,361.91
2021		58,473.18	58,473.18

4. **Invested General Funds:** \$529,536.00 (no change) invest an additional \$200,000.00 in July
5. **Invested Capital Funds:** \$2,430,000.00 (no change)

6. **Internal Review and reconciliation**

	Date	By
Treasurer's Report	7/13/2021	Commissioner Connor
Auditor's Report	7/13/2021	"
Credit Card	7/13/2021	"
Petty Cash	7/13/2021	"
Payroll	7/13/2021	"
General Deposits	7/13/2021	"

7. **Correspondence:**

- i) 06/11/2021 - Letter to County regarding Under Canvas/ Friends of the White Salmon River.
- ii) 07/08/2021 – Email received from Sheri Bousquet concerning Rain Garden.
- iii) 7/08/2021 – Email received from Justin Bousquet concerning construction.
- iv) 07/09/2021 – Email sent to Bousquet addressing concerns.
- v) 07/12/2021- Email received requesting further dust abatement.

8. **Current priority projects include:**

- Moving the office
- BVFF buy back for pension.
- Annual Report



**KLICKITAT COUNTY
TREASURER REPORT
June 2021**

	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	\$ 473,894.89	\$ 293,203.94	\$ 24,633.03
+++ Increases ++++				
Receipts (Revenue Dist Rpt)	2	75,167.00	45,575.53	150.38
Netted Transactions	3	-	-	-
Matured Investments	4	-	-	-
Interfund Transfers - In (397)	5	-	-	-
Other Revenue - JE's	6	-	-	-
Subtotal Increases	7	75,167.00	45,575.53	150.38
<< Disbursements >>				
Other Expenditures - JE & KC AP	8	11,245.74	-	9,006.16
Interfund Transfers - Out (597)	9	-	-	-
New Investments	10	-	-	-
Disbursements (AP & PR)	11	-	-	-
E - Transactions (ACH & EFTPS)	12	13,060.63	-	-
Debt Service P&I	13	-	-	-
Other	14	-	-	-
Subtotal Disbursements	15	24,306.37	-	9,006.16
ENDING CASH BALANCE	16	\$ 524,755.52	\$ 338,779.47	\$ 15,777.25
WARRANTS				
Previous Month O/S	17	-	-	-
Issued (+)	18	-	-	-
Redeemed (-)	19	-	-	-
Canceled (-)	20	-	-	-
WARRANTS OUTSTANDING (O/S)	21	-	-	-
Cash Balance <O/S Warrants >	22	\$ 524,755.52	\$ 338,779.47	\$ 15,777.25
INVESTMENTS				
Beginning Inv Balance	23	529,536.00	-	2,430,000.00
Matured Investments	24	-	-	-
New Investments	25	-	-	-
ENDING INVESTMENT BALANCE	26	529,536.00	-	2,430,000.00
DEBT SERVICE/BOND ACTIVITY				
Beginning Bond Principle Balance	27	-	2,676,074.13	-
Bond Principle Payments	28	-	-	-
Bond Interest Payments	29	-	-	-
ENDING BOND PRINCIPLE BALANCE	30	-	2,676,074.13	-



KLICKITAT COUNTY

Fund Revenue Distribution
As of 06-30-2021

Fund	Account	Description	Year	Daily	Month-To-Date	Fiscal Year-To-Date
667	FIRE DISTRICT #3 GENERAL FUND					
	66731111	Real & Personal Propert	2021	\$0.00	\$2,644.29	\$290,701.16
			2020	\$0.00	\$366.98	\$4,880.06
			2019	\$0.00	\$601.51	\$1,119.41
			2018	\$0.00	\$53.74	\$1,495.70
			2017	\$0.00	\$0.00	\$15.61
			2015	\$0.00	\$13.63	\$59.41
			2014	\$0.00	\$0.00	\$6.73
			2012	\$0.00	\$0.00	\$3.89
			2011	\$0.00	\$0.00	\$3.39
			2010	\$0.00	\$0.00	\$2.70
			2009	\$0.00	\$0.00	\$1.35
			Fund Totals:	\$0.00	\$3,680.15	\$298,289.41
667001	FIRE DISTRICT #3 GENERAL FUND					
	667131131	Sale of Tax Title Property	2021	\$0.00	\$9,789.95	\$9,789.95
	667131211	Private Harvest Tax;	2021	\$0.00	\$2,345.87	\$2,618.80
	6671317200000	Leasehold Excise Tax	2021	\$282.03	\$282.03	\$210.48
	6671332152301	USDOI;FOREST SERV & CORP ENG	2021	\$0.00	\$98.87	\$98.87
	667136111	Investment Interest	2021	\$0.00	\$34.50	\$302.11
	667136251	Space&Facil.Leases(SIForest)	2021	\$0.00	\$0.00	\$2,127.55
	667138611	Agency Deposits	2021	\$1,260.00	\$1,266.20	\$176,842.59
	667139511	Procds. FromSales of Fixed Assets	2021	\$0.00	\$57,669.43	\$57,669.43
			Fund Totals:	\$1,542.03	\$71,486.85	\$249,659.78
667002	FIRE DISTRICT #3 BOND FUND					
	667231111	Real & Personal Property	2021	\$0.00	\$1,656.99	\$187,580.55
			2020	\$0.00	\$246.16	\$3,247.85
			2019	\$0.00	\$423.99	\$789.04
	667231131	Sale of Tax Title Property	2021	\$0.00	\$5,729.26	\$5,729.26
	667231211	Private Harvest Tax;Timber	2021	\$0.00	\$0.00	\$2,458.56
	667239511	Procds.FromSales of FixdAssesst	2021	\$0.00	\$37,519.13	\$37,519.13
			Fund Totals:	\$0.00	\$45,575.53	\$237,324.39
667003	FIRE DISTRICT #3 CAP FUND					
	667336111	Investment Interest	2021	\$0.00	\$150.38	\$1,384.80
			Fund Totals:	\$0.00	\$150.38	\$1,384.80

2021 Operating Budget

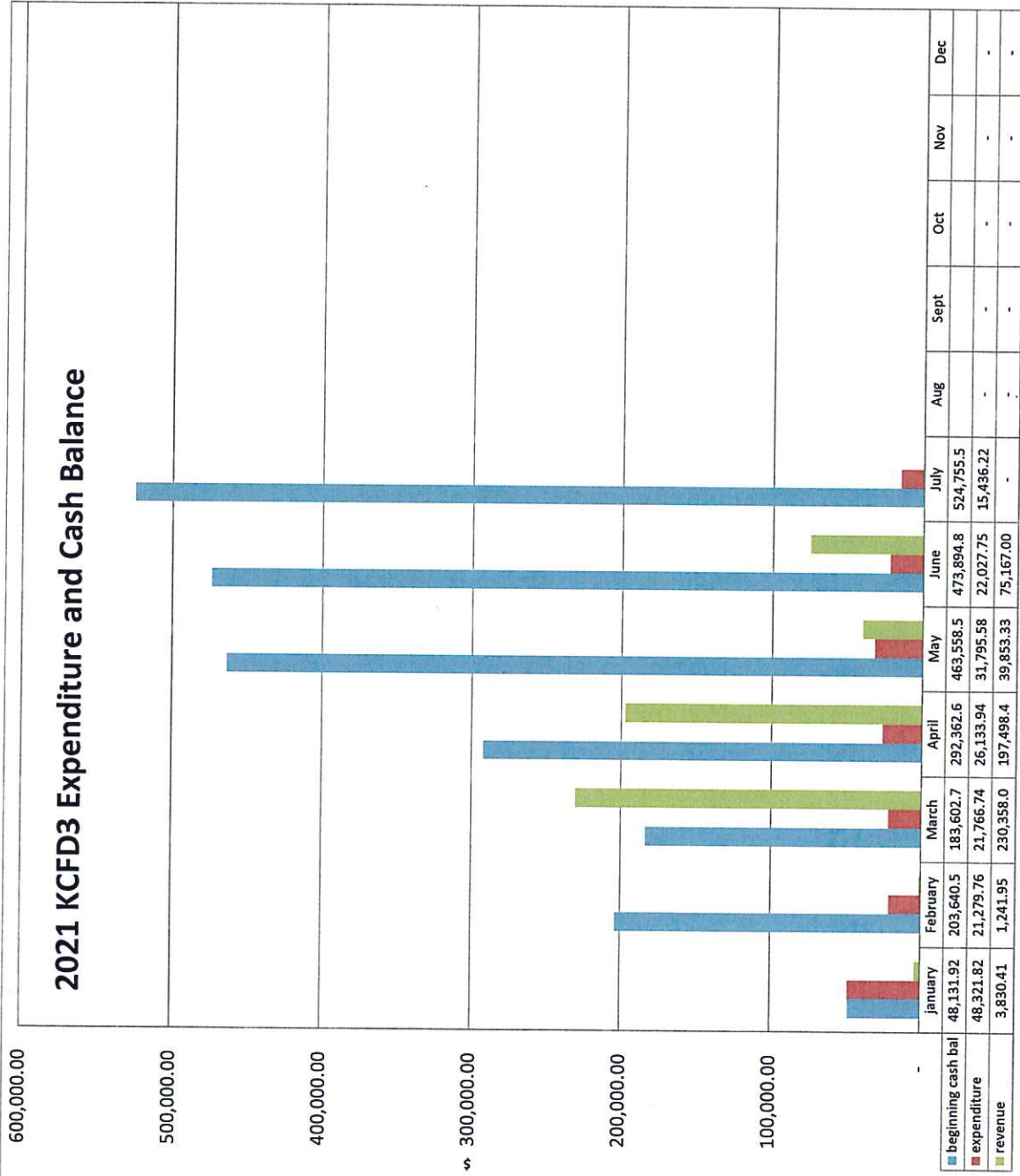
Updated 7/12/2021

This budget sheet is connected to the expenditure spreadsheet.

Klickitat County Fire District 3

BUDGET 2021 CATEGORY	Original Budget	JUNE expenditure	Expenditure YTD	Balance	% Used	NOTES
Salaries & Wages + employee paid benefits	236,151.55	12,435.90	90,616.29	145,535.26	38%	285,338.55 Anticipate 15% increase ~\$3,225
Benefits (excluding employee paid)	49,187.00	2,142.76	23,863.28	25,323.72	49%	
Volunteer Stipend	15,600.00	-	1,108.20	14,491.80	7%	
Volunteer Disability/Pension/lifeflight	13,957.00	-	1,534.00	12,423.00	11%	
Volunteer Recognition	3,200.00	-	115.00	3,085.00	4%	
Office Expense/Supplies	5,500.00	176.10	1,896.81	3,603.19	34%	
Professional Services	21,750.00	1,327.31	7,482.29	14,267.71	34%	
Insurance	21,500.00	-	132.00	21,368.00	1%	
Communications	4,692.00	16.03	923.44	3,768.56	20%	
Advertising	1,600.00	896.75	1,608.75	(8.75)	101%	
Vehicle Parts/Repairs/service	20,000.00	2,649.78	9,070.94	10,929.06	45%	
Rescue - Apparatus/Supplies	6,800.00	-	3,158.10	3,641.90	46%	
Fuel	9,000.00	750.46	2,365.55	6,634.45	26%	
Facilities/Station Repairs/Supplies	5,000.00	657.02	1,323.34	3,676.66	26%	
Utilities Services	18,150.00	696.64	6,620.05	11,529.95	36%	
Travel & Meals	3,206.00	-	1,262.64	1,943.36	39%	
Training	7,000.00	29.00	486.00	6,514.00	7%	
Fire Supplies/service	8,200.00	-	3,950.21	4,249.79	48%	
EMS Supplies	9,000.00	-	1,539.27	7,460.73	17%	
Uniform/apparel	3,000.00	-	516.69	2,483.31	17%	
Prevention	1,500.00	-	-	1,500.00	0%	
Taxes (for previous year)	2,500.00	-	1,535.10	964.90	61%	
Dues & Fees	2,910.00	250.00	1,760.30	1,149.70	60%	
Municipal Pool Reserve	20,000.00	-	-	20,000.00	0%	
Total budgeted expenditure	489,403.55	22,027.75	162,868.25	326,535.30	33%	
EXTRA projects using cash balance	-	-	-	-	-	
State Grant Dept. of Health	1,266.20	-	-	1,266.20	0%	
Radio Grant	-	-	23,893.56	-	-	
Expense for Wildland	-	-	-	-	-	
Total Actual Expenditure	-	22,027.75	186,761.81	-	-	
Invested funds	-	-	100,000.00	-	-	
Ave. property tax estimated in November 2019 + 29,000 TO share	499,422.35	-	-	-	-	

2021 KCFD3 Expenditure and Cash Balance



2021 May Capital SUMMARY

Updated 06/30/2021

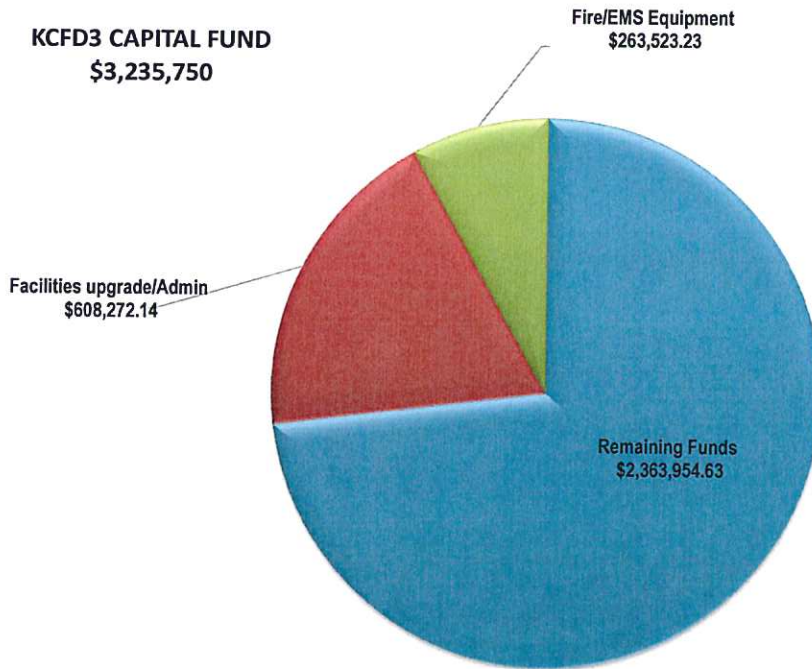
ORIGINAL BOND	\$ 3,235,750.00
2018 Bond Council included in engineering and admin serv. Total.	15,000.00
Beginning balance (dec 2018)	3,220,750.00
2019 total expenses	375,043.23
2020 Beginning balance	2,845,706.77
2020 total expenses	306,539.18
2021 Beginning balance	2,539,167.59

		2019	2020	2021	2021 Totals	Totals
Facilities Upgrade/Admin	Professional Services/ Planning	108,111.83	7,587.40	72,453.74		
	Professional Serv. Fire	29,799.65	-			
	Facilities Services		282,284.46			
	Facilities Upgrade 31			48,324.06		
	Facilities Upgrade 32			15,500.00		
	Facilities Upgrade 33			29,211.00	165,488.80	593,272.14
Equipment	Vehicles/Fire Equipment	234,713.55	16,667.32	9,724.16		
	EMS Equipment	2,418.20	-			
	MISC			-	9,724.16	263,523.23
TOTAL		375,043.23	306,539.18	175,212.96	175,212.96	
REMAINING FUNDS		2,845,706.77	2,539,167.59	2,363,954.63		
INVESTED		2,822,552.04	2,430,000.00	2,430,000.00		
Balance (does not include interest)		23,154.73	109,167.59	(66,045.37)		

					Total Interest Earned
Interest Earned		25,877.67	60,714.90	1,234.42	87,826.99

Treasurer Cash Balance **\$ 21,781.62** (includes interest)

Chart Summary	2018	2019	2020	2021	Totals
Remaining Funds		\$ 2,845,706.77	\$ 2,539,167.59	\$ 2,363,954.63	\$ 2,363,954.63
Facilities upgrade/Admin	\$ 15,000.00	\$ 137,911.48	\$ 289,871.86	\$ 165,488.80	\$ 608,272.14
Fire/EMS Equipment		\$ 237,131.75	\$ 16,667.32	\$ 9,724.16	\$ 263,523.23



Fire Chief's Report to Board of Commissioners July 8, 2021

No injuries or accidents since your last meeting.

Customer Service (emergent and non-emergent):

- 35 calls for service
 - Significant structure fire on Snowden Road on 6/25
 - One EMS call on July 4th for injury due to fireworks.
- No fires reported due to July 4th holiday activities within SW Fire area

Projects:

- **Bond:**
 1. Temporary office set up. Difficulties with Centurylink and internet connections are being worked through.
 2. Monitoring construction activities in Husum related to the neighbors. No complaints have been made to this point. Contractor is communicating parking needs to subs.
 3. Ron Reynolds, Eric Bosler and I removed Plymo-vent exhaust system from Station's 31 and 32.
 4. Preparing for Monday June 12th for Station 32 door removal.
 5. Asbestos found in floor at Station 31. Merritt working through that hurdle with PBS and Hale Construction.
 6. Invoices for construction have begun to come in. Roz and Jennifer are verifying the process to 'validate' invoices for payment – per the construction contract.
- **Apparatus/Fleet:**
 1. Fleet remains pre-positioned as planned. WT 32 was moved to Captain Helton's residence due to space issues.
 2. Fleet remains secure at all locations.
- **Fire Safety Bus project:**
 1. On hold until Fall.
- **KCIFA.** Attended KCIFA meeting in White Salmon on June 23rd. Chris Polit from Washington Emergency Management provided a brief update on FMAG (Federal Major Assistance Grant) incidents and how it's important that they be notified early during a wildland fire event. The request needs for assistance needs to come in early. Should homes be lost and a request comes in after the event, FEMA will deny assistance. Klickitat County, now for the first time, is eligible for FMAG assistance as a result of a completed Hazard Mitigation Plan. Which, FD3 was a part of.
- **Type 3 Team Assignment:** Type 3 Team assigned to fire in Douglas County July 4th. Did not attend due to EMAC assignment in The Dalles Oregon at same time. Provided Taskforce Leader duties for prepositioned taskforce in The Dalles on 7/2 – 7/5 due to request from the State of Oregon. Responded to the Lyle brush fire on 7/4 with that team. Note: ** Lyle requested mutual aid from SW Fire which Bingen FD responded. Fire District 3 personnel held back in district during that event while Bingen was gone.
- **Personnel:** No report
- **Community Building/pre-planning:**
 1. No report at this time.
- **Fire Safety Surveys:** No report at this time.
- **Awards Banquet:** August in the Park Saturday August 28th White Salmon City Park Awards/picnic.
*** Note: Waiting for Association to confirm.
- **Billable Call: UPDATE:** The collection process was initiated. Update from Jennifer as appropriate.
- **Insurance:** Washington State premiums spiked in June due to Legislative Action SB 5011 (?). 40% average increase in property premiums across the state. Property Protection Classification efforts are critical. Our efforts to improve Fire District 3's property protection classifications are more important than ever. AKA reducing response times.

- **Annexation petitions:** Nothing to report
- **Training Officer Inter-Local Agreement:** Received a draft update to Inter-local from City of White Salmon. Rejected it until they (White Salmon) converse with Skamania County Fire District 3 on cost perportions.
- **.COVID-19:** No report

TRAINING:

- EVIP Rodeo held in Bingen
- Wildland Pump and Roll Drill completed
- Apparatus inspections
- After Action Review of 169 Snowden Road structure fire completed. Trucks fully returned to service after cleaning, and hose cleaning/reload.

Community Events: Scheduled to speak at Rotary on August 24, 2021. Update on Bond progress, Review of WSRB Property Protection Classifications, KCFD3's actions to reduce turnout times.

Under Canvass Hearing: July 29th, 2021

Meeting with Washington State Department of Natural Resources on July 9th, in Husum to discuss joint-use facility options in Husum.

Personal Activities and Achievements: No report

Respectfully submitted: Wesley W. Long – Fire Chief July 6th 2021