

# KLICKITAT COUNTY FIRE DISTRICT 3

200 Husum Street, Husum, WA 98623

Commissioner's Meeting

Thursday November 14, 2019

**Called to order:** 15:06

**In Attendance:**

Commissioner Montag, Commissioner Virts, Commissioner Connor. Quorum present.  
Chief Long, Rozalind Plumb, Captain Gilmer, Robert Merritt, Eric Bosler, Lloyd Olson,  
Debbie Olson, Justin Bousquet, Sheri Bousquet, Bill Crouse.

**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;  
October 3<sup>rd</sup> 2020 Budget Workshop,  
October 7<sup>th</sup> Special Meeting (Easement),  
October 10<sup>th</sup> Regular business meeting  
Motion made by Commissioner Virts seconded by Commissioner Montag (3 yay, 0 nay)  
motion passed.*

**Secretary's Report:**

**1. GENERAL EXPENSE FUND 667.1:**

**County Treasurer's Report for October 2019**

Beginning balance	\$393,085.93	Ending Balance	\$285,816.15
Deposits	\$ 143,456.69	Disbursements	\$250,726.47

Reconciliation of County Treasurer's and Auditor's reports for September against District Accounts occurred on 10/ 28 /2019 with Commissioner Connor (credit cards, petty cash, payroll, and general deposits).

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

**a) Bills and items to be signed;**

**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). 10/15 \$2,976.00      b). 10/14 \$2,950.09      c). 10/23 \$21,869.67
- d). 11/13 \$1,961.57

Payroll – direct deposit. \$13,580.64 (Timesheets reviewed by Commissioner Connor)

**b) 2019 Operating Budget:**

**Anticipated budget is \$476,497.53**

**Operating Expenditure \$382,870.21 (80%).**

Remaining Balance for 2019 is \$93,626.79.

**2. CAPITAL FUND 667.3:**

**Original balance: \$3,220,750.00**

**a) County Treasurer’s Report for October 2019**

Beginning balance	\$19,189.16	Ending Balance	\$3,061,125.53
Deposits	\$3,077,421.15	Disbursements	\$35,484.78

**Deposits include** interest from the investment and matured investment of Capital funds.

October 30 - the total invested funds matured \$3,072,151.46

Interest for October totaled \$5,269.69

Total Deposits= \$3,077,421.15

**b) Capital vouchers to be signed:**

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

- a) 10/14 \$7,825.28.      b). 11/6 \$853.89      c). 11/13 \$30,867.70

**3. INVESTED FUNDS**

- GENERAL FUND 667.1 = \$425,402.00, yielding \$4,134.29 interest year to date. \$225,402.00 matured on 11/10 - Renew this investment \$225,402.00.
- CAPITAL FUND 667.3 originally invested **\$3,088,651.46** yielding **\$20,572.55** gross interest to date. This is unclear. Some research is needed to clarify the investment earnings. [post meeting – confirmation from County Treasurer Greg Gallagher – the initial \$9,600.77 interest earned was placed in the general fund 667.1. This has since been re labeled as belonging to 667.3 however the Fund Revenue Distribution Report still shows the \$9,600.77 under the General Fund as the system will not allow them to move it. It is however labeled as 667.3.

Additional \$10,971.78 interest earned is correctly placed in the Capital Revenue. Total Interest earned is \$20,572.55].  
\$3,072,151.46 matured on 10/30. Investment to be renewed. The goal is to maintain as much invested as possible. However, draw downs will be made to cover expenditures from the Capital Fund.

**Correspondence:** None noted.

**4. Current priority projects include:**

- IT update for offices should be complete by end of November.
- Archiving project. The State Archivist visited station. 31 and reviewed the project. This project should be complete by May 2020.
- Stipends and BVFF
- Year-end.

**Chief's Report:** See attached.

Chief Long submitted his Chief's report to the Commissioners in advance of the meeting. Updates include; Call count is under 20 since October. The Bay Door projects at stations 31 and 32 are complete. Commissioner Virts asked for details of the radio repeater project. Chief is currently researching the cost of adding a repeater that will allow communication between responders as they head to a station for a call and for day to day events. The channel would be available to the County for emergency use. There have been meetings with the County and the Radio techs on the project. Radio tests have been done and it is expected to improve reception of mobile and portable radios along the river. Currently we lose radio communication along the river. The cost is not known at this time.

**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- Executive session scheduled for December.

**2. Policies:**

- *Lexipol*. Chief has been making progress.

**3. Bond:**

- **Station 31 Property Line Encroachment:** East Property Line has an encroachment. The commissioners are charged with managing the property for the tax payers. Legal Counsel advised the District in the formation of a policy and has advised on the options available to the District to resolve the issue. Option 1 is a temporary use of the

property but stops use by the district for the duration of the temporary use. Option 3 is an easement/"give away" of public property for the benefit of a private individual. Chairman Montag opened the floor to Mr. and Mrs. Bousquet. They brought photos to show the Board of the area, and indicated that moving the driveway would affect their new septic system.

- i. **Particular query is on two marker pins that are several feet apart. One is 26' (?) farther west than the pin in their driveway. Which one is the property corner?**
  - Staff understand the marker in the driveway is the property corner and the westerly pin is a reference point for the surveyors.
  - The Bousquets request confirmation directly from Klein on exactly what the pins indicate.
- ii. **Request to know why the marker (wooden stake) originally placed by the pin in their driveway had been moved over to the westerly pin.**
  - Mr. Merritt noted that the surveyors revisited the site as the original brief had not been completed – In addition to marking the corners of the property, which was completed, they were required to add building placement, trees, utilities and contours. They returned to complete the work.
  - Specific as to why the wooden stake was moved from the driveway to the westerly pin – Chief Long indicated he had found the wooden stake lying on the ground and moved it out of the way so it would not get lost or damaged.
- iii. **Has anyone from KCFD3 or Klein gone to Klickitat County Offices to do a full search to see if there are any historic documents for right of use or easement for this access? Perhaps they also have documentation indicating an easement, similar to the Olson Drive situation.**
  - A full title search for the property was included as part of the survey. The research would have gone back as far as possible.
  - The Bousquets request confirmation directly from Klein on exactly what has been researched.
- iv. **Request Klein and Associates contact them directly to educate them on the items of concern.**
  - Mr. Merritt gave the phone number for Klein & Associates to the Bousquets.

- **Bousquets requested KCFD3 approval to contact Klein directly.**  
Mr. Merritt indicated that there is no need for KCFD3 to be involved as the Bousquets are the ones asking the questions and they have access to Klein and Associates. If the District calls and asks the questions then the District would be billed.
  
- v. **Request a copy of the final survey completed by Klein with all notes included.**
  - The District has not yet seen the completed survey. However, it will be a public record filed with the County by Klein and available for public view.
  
- vi. **Bousquets are under the impression the district is drawing up legal documents to have them “evicted and removed from the slice of property of use”.**
  - Commissioner Montag confirmed there will be a legal document defining the issue. Mr. Merritt clarified the district is not “evicting” anyone. Option 2 is a cooperative effort. The district is offering to mitigate a situation (encroachment of the Bousquet driveway on to public property) they are not obligated to mitigate. Instead of following a cease and desist order, the district is offering to mitigate it at a partial cost to the fire district. As part of that, the legal document drawn up will be an agreement that the issue is resolved and both parties hold each other harmless. In doing this the property lines are clarified. The document has not been finalized as the Bousquets requested to speak with the board.
  
- vii. **Bousquets requested time to do their own research on their property at their own time and expense.** The Bousquets indicated that moving the driveway would affect their new septic system and would be a big issue for them. They also indicated that when they produced a copy of the Statutory Warranty Deed to Mr. Merritt, they had been under the impression they would get an easement.
  - Suggestion of 30 days was rejected by Bousquets under the argument that the district took 60 days to consider this east side issue, and not include it in the same talks as the west side/Olson road easement.
  - Discussion on how this delay will affect the project indicated the steps following completion of the surveys will involve conceptual drawings and development. That could take 30 days, but depends on how the planning process goes. Once the plans are complete the goal is to go to the County for the Conditional Use Permit (CUP). The district’s legal counsel had indicated in an email the issue was not time sensitive, but is not aware of the need to address the CUP. This issue must be resolved before the district can apply for the CUP and move forward with the project.

- January 9<sup>th</sup> was set as the time allowed for the Bousquets to have their research complete. The Commissioners asked that they be prepared to move forward with the option 2 agreement to mitigate the matter, unless they find an extenuating reason not to. Bousquets agreed to communicate any findings prior to that meeting.
- viii. **Bousquets requested the parcel number for the east side parcel that was merged earlier in the year.**
  - Mr. Merritt will provide that number.
- ix. **Bousquets requested a Public Records Request Form.**
  - Secretary Plumb will supply the form.
- x. **What is the district agreeing to financially?**
  - Step 1 is to agree to cooperatively resolve the encroachment issue, and so avoid a legal Cease and Desist Order.
  - Step 2 will be to look at ways to mitigate that section of the driveway, and get cost estimates.
  - Step 3 will be for the board to review the cost estimates and decide what they are willing to cost share.

Commissioners directed Mr. Merritt to continue the development of the agreement so it is ready for January 9<sup>th</sup>. This will allow the District to submit for a CUP with the county.

- **Capital Projects Update:**

Robert Merritt updated the audience on progress.

- a) **Roofing:** Surveys have been done on all 3 station rooves. This will document the current condition and make suggestions to see the district into the future. The final report has not been received but the general condition of the rooves are good.
- b) **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. Conceptual designs should be available for review in a month.

- **Capital Purchases:**

- a) **SCBAs,** Ordered and scheduled for Delivery in December.
- b) **IT updates-** in progress. End of November should see the completion of the project.
- c) **Engine:** research is underway.
- d) **Amend motion from September meeting:**

*'Motion to accept the Radcomp proposal for the IT upgrade in the amount of \$7796.45 and authorize the Chief to move forward in take care of that. Made by Commissioner Virts, seconded by Commissioner Montag (2 yay, 0 nay ) motion passed.'*

Following the September meeting it was realized the bid was divided into separate functions. The \$7,779.45 only related to the purchase of 4 laptops with docking stations. The sever and other required items were on a separate sheet totaling \$10,337.43. The project is actually around \$18,133.88.

***Motion to accept the Radcomp proposal for the IT upgrade in the amount of \$7,796.45 and authorize Chief to take care of that [project]. Made by Commissioner Virts, Seconded by Commissioner Connor (3 yay, 0 nay) motion passed.***

Lloyd Olson noted that the motion was for the incorrect amount.

***Motion to rescind the motion approving \$7,796.45 for IT upgrades. made by commissioner Virts, seconded by Commissioner Connor, (3 yay, 0 nay).***

***Motion to approve a budget for computer upgrades in the amount of \$18,133.88 made by Commissioner Virts, seconded by Commissioner Connor. (3yay, 0 nay) motion passed.***

- **Outreach to White Salmon City Council Public Safety Committee;** Commissioner Virts had nothing to report from the White Salmon PS Committee.
- **White Salmon Facilities Use:** Last meeting Commissioner Montag was appointed to represent the District, with Chief Long, on a committee to look at potential facility sharing with City of White Salmon (WS Fire and Public Works). There is nothing to report at this time.
- **Petition to Annex:** Still waiting for one land owner to submit a petition. Tabled to next meeting. Chief noted that these land owners have historically paid for contracts with the District and indicated that should they have a need for service during this annexation process the District would not bill for service. He also noted that new legislation will allow the district to work with the County and annex in islands with in the District that are currently not paying into fire protection services.
- **2020 Budget adoption:**  
2020 Budget Certification;

**Motion to approve the Levy Certification presented. The regular levy in the amount of \$488,598.14, and excess Levy in the amount of \$320,000.00, refund Levy \$0.00. Motion made by Commissioner Virts, Seconded by Commissioner Connor (3 yay, 0 nay). Motion passed.**

Resolution 2019-11

**Motion to adopt 5% over the previous year Levy amount of \$453,454 an increase of \$22,719.74. Motion made by Commissioner Virts, Seconded by Commissioner Connor, (3 yay, 0 nay) motion passed.**

**Full time employee documentation:** Documentation confirming the district has at least one full time employee. Signed by the Commissioners.

**New Business:**

None noted.

**Good of the Order:**

None noted.

**Next meeting:**

- Regular business Meeting 12 December 15:00 (3pm).

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

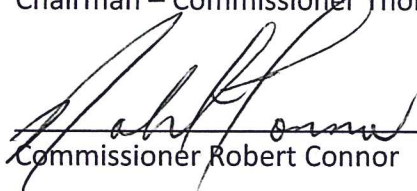
**Meeting adjourned: 16:31**

**APPROVED BY:**

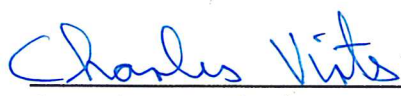
Attest:

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

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

  
\_\_\_\_\_  
Commissioner Robert Connor

12-12-19  
(date)

  
\_\_\_\_\_  
Commissioner Charles Virts

12 Dec 2019  
(date)



Klickitat County Fire District 3 Commissioners Meeting

200 Husum Street Husum, WA.

November 14, 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. October 10 Regular Business Meeting.
    2. October 3 2020 Budget workshop
    3. November 7 Special Meeting - Easement
  - **Secretary's Report:** General and Capital Funds, Treasurer's reports, bills and items to be signed, 2019 Budget, Invested funds, Correspondence.
  - **Chief's Report: (I)**
  - **Training Report: (I)**
  - **On Going Business:**
    1. **Personnel:** (authorize 2020 pay)
    2. **Policies:**
      - a) **Lexipol** – update
    3. **BOND**
- CAPITAL PROJECTS**
- Station 31 property line encroachment issue - East side.
    - Mr. Bouquet- questions for the Board.
    - Bosquet Response
  - Station 31,32,33 roof analysis and recommendations
  - Station 31-32 Baseline projects

**CAPITAL PURCHASES**

- SCBAs (Self Contained Breathing Apparatus)
- IT Upgrades- in progress.

Amend motion from September meeting

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Post meeting it was realized the bid was divided into separate functions. The \$7,779.45 only related to the purchase of 4 laptops with docking stations. The sever and other required items were on a separate sheet totaling \$10, 337.43. The project is actually around \$18,133.88.

- Engine

4. **Outreach to White Salmon City Council Public Safety Committee: (I) Montag**
  5. **Petition to annex** – several individual properties are requesting annexation in to the fire district.  
list and schedule hearing.
  6. **2020 Budget:**  
220 Budget Certification(A)  
Resolution 2019-11 (A)  
Full time employee documentation
- **New Business:**
    1. .
  - **Good of the order:**
  - **Next meeting:**  
Regular meeting **December 12<sup>th</sup> 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  
October 2019**

	Fund No.:	667.1	667.2	667.3
	Fund Name:	FIRE DIST 3	FIRE DIST 3 BOND	FIRE DIST 3 CAP
<b>BEGINNING CASH BALANCE</b>	1	\$ 393,085.93	\$ 136,708.93	\$ 19,189.16
+++ Increases ++++				
Receipts (Revenue Dist Rpt)	2	143,456.69	98,614.68	5,269.69
Netted Transactions	3	-	-	-
Matured Investments	4	-	-	3,072,151.46
Interfund Transfers - In (397)	5	-	-	-
Other Revenue - JE's	6	-	-	-
<b>Subtotal Increases</b>	7	<b>143,456.69</b>	<b>98,614.68</b>	<b>3,077,421.15</b>
<< Disbursements >>				
Other Expenditures - JE & KC AP	8	32,744.11	-	35,484.78
Interfund Transfers - Out (597)	9	-	-	-
New Investments	10	200,000.00	-	-
Disbursements (AP & PR)	11	-	-	-
E - Transactions (ACH & EFTPS)	12	17,982.36	-	-
Debt Service P&I	13	-	-	-
Other	14	-	-	-
<b>Subtotal Disbursements</b>	15	<b>250,726.47</b>	<b>-</b>	<b>35,484.78</b>
<b>ENDING CASH BALANCE</b>	16	<b>\$ 285,816.15</b>	<b>\$ 235,323.61</b>	<b>\$ 3,061,125.53</b>
<b>WARRANTS</b>				
Previous Month O/S	17	-	-	-
Issued (+)	18	-	-	-
Redeemed (-)	19	-	-	-
Canceled (-)	20	-	-	-
<b>WARRANTS OUTSTANDING (O/S)</b>	21	<b>-</b>	<b>-</b>	<b>-</b>
<b>Cash Balance &lt;O/S Warrants &gt;</b>	22	<b>\$ 285,816.15</b>	<b>\$ 235,323.61</b>	<b>\$ 3,061,125.53</b>
<b>INVESTMENTS</b>				
Beginning Inv Balance	23	225,402.00	-	3,072,151.46
Matured Investments	24	-	-	3,072,151.46
New Investments	25	200,000.00	-	-
<b>ENDING INVESTMENT BALANCE</b>	26	<b>425,402.00</b>	<b>-</b>	<b>-</b>
<b>DEBT SERVICE/BOND ACTIVITY</b>				
Beginning Bond Principle Balance	27	(149,986.07)	-	-
Bond Principle Payments	28	-	-	-
Bond Interest Payments	29	-	-	-
<b>ENDING BOND PRINCIPLE BALANCE</b>	30	<b>(149,986.07)</b>	<b>-</b>	<b>-</b>

# 2019 Operating Budget

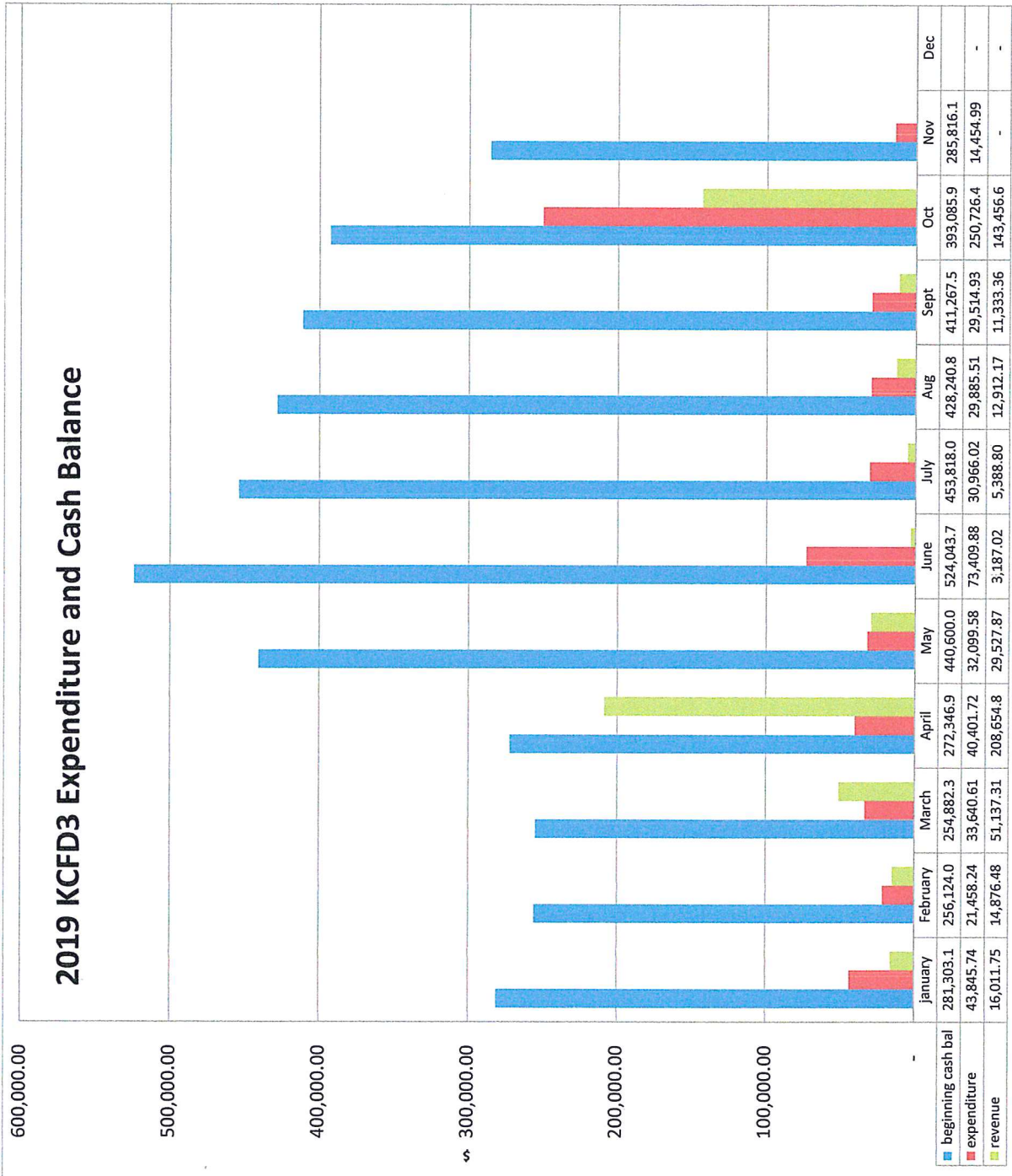
This budget sheet is connected to the expenditure spreadsheet.

## BUDGET 2019 updated 11/12/2019

Klickitat County Fire District 3

Category	Original Budget	October expenditure	expenditure YTD	Balance	% Used	notes
Salaries & Wages + employee paid benefits	194,725.00	15,911.18	169,275.05	25,449.95	87%	
Benefits (excluding employee paid)	42,510.00	6,014.66	36,195.06	6,314.94	85%	
Volunteer Stipend	18,000.00	554.10	2,216.40	15,783.60	12%	
Volunteer Disability/Pension/life/flight	9,807.00	-	5,446.36	4,360.64	56%	
Volunteer Recognition	2,700.00	-	2,627.17	72.83	97%	
Office Expense/Supplies	6,000.00	141.55	5,909.47	90.53	98%	
Professional Services	11,850.00	1,249.63	5,230.63	6,619.37	44%	
Insurance	17,800.00	18,429.00	18,429.00	(629.00)	104%	
Communications	8,300.00	839.50	4,932.52	3,367.48	59%	
Advertising	1,400.00	-	1,288.60	111.40	92%	
Vehicle Parts/Repairs/service	15,000.00	440.13	15,978.51	(978.51)	107%	
Rescue - Apparatus/Supplies	9,900.00	-	4,986.99	4,913.01	50%	
Fuel	9,000.00	578.24	6,205.76	2,794.24	69%	
Station Repairs/Supplies	7,142.00	395.25	7,724.33	(582.33)	108%	
Utilities Services	17,000.00	1,050.62	12,191.84	4,808.16	72%	
Travel & Meals	4,000.00	192.68	1,142.84	2,857.16	29%	
Training	9,500.00	390.00	3,883.02	5,616.98	41%	
Fire Supplies/service	21,000.00	-	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	3,944.20	1%	
Prevention	1,500.00	938.93	938.93	561.07	63%	
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	625.00	650.00	1,400.00	32%	
Municipal Pool Reserve	-	-	-	-	#DIV/0!	22,725.00 moved to salaries
Capital Pool	-	-	-	-	0.00%	
<b>Total budgeted expenditure</b>	<b>476,497.00</b>	<b>47,750.47</b>	<b>382,870.21</b>	<b>93,626.79</b>	<b>80%</b>	
EXTRA projects using cash balance		2,976.00	17,533.48			*Included (replaced 2 station doors & Locks)
invested funds		-	-			
GRANT / other spending		-	200,000.00			
<b>Expense for Wildland</b>		-	-			
<b>Total Actual Expenditure</b>		50,726.47	<b>600,403.69</b>			
av property tax estimated in November 2018 +22,000 TO share	476,497.53					
04/14/17 property tax confirmed from Assessor						

## 2019 KCFD3 Expenditure and Cash Balance



**BOND Expenditure SUMMARY**

11/14/2019

Original Bond \$

**3,235,750.00**

<b>Capital PURCHASES</b>	Vehicles	82,637.64	
	EMS Supplies	2,418.20	
	Fire Supplies	4,580.56	
			89,636.40
<b>Capital Projects</b>			
<b>Services</b>	Professional services	103,995.56	
			103,995.56
<b>TOTAL</b>		<b>193,631.96</b>	193,631.96
<b>REMAINING FUNDS</b>		<b>3,042,118.04</b>	
<b>INVESTED</b>		-	
<b>CASH BALANCE</b>		<b>3,042,118.04</b>	

CAPITAL FUND REVENUE FROM INTEREST

Fund	Account	Description	Year	Mon	Beginning Balance	Month-to-date	Deposits
667003	667336111		2019	Jan	\$ 3,203,752.00	-	2019
			2019	Feb		-	2019
			2019	Mar		-	2019
			2019	Apr		-	2019
			2019	May		-	2019
			2019	June		-	2019
		Investment int	2019	July		3,424.08	2019
			2019	Aug		6,176.69	2019
			2019	Sep		5,702.09	2019
			2019	Oct		5,269.69	2019
			2019	Nov			2019
			2019	Dec			2019
		TOTAL				20,572.55	

Fund	Account	Description	Year	Month	Month-to-date
667002	FIRE DISTRICT #3	BOND FUND			
	667231111	Real & Personal Property	2019	Jan	-
	667231111	Real & Personal Property	2019	Feb	52.28
	667231111	Real & Personal Property	2019	Mar	21,718.98
	667231111	Real & Personal Property	2019	Apr	143,606.55
	667231111	Real & Personal Property	2019	May	18,205.50
	667231111	Real & Personal Property	2019	June	1,883.95
	667231111	Real & Personal Property	2019	July	1,576.46
	667231111	Real & Personal Property	2019	Aug	1,566.74
	667231111	Real & Personal Property	2019	Sep	5,089.91
	667231111	Real & Personal Property	2019	Oct	98,614.88
	667231111	Real & Personal Property	2019	Nov	
	667231111	Real & Personal Property	2019	Dec	
					292,315.25



# Fire Chief's Report to Board of Commissioners

## November 14, 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 November 12, 2019

### Projects:

1. Bond project:
  - (a) Station 31 and 33 truck bay door projects completed. Station 31: New motors/hardware/controllers/door seals. Station 33: Service to door openers, door seals replaced.
  - (b) Scott SCBA's to be shipped near the 15<sup>th</sup> of November Actual arrival time TBA. All equipment will need to go through inventory and labeling prior to anything placed on apparatus. User – in-service training will be required along with mask fit testing.
  - (c) Beginning to seek out possible interest for current Draagar SCBA's. LN Curtis representative may have a lead. All current SCBA equipment will need to be fully inventoried, removed from our system and declared as surplus property with instructions of how the Board wishes to dispose of them.
  - (d) Computer/IT project continues. Inquired about finalization status on 11/12 to RadComp. Awaiting response.
  - (e) Radio frequency study continues. SDS Lumber has been approached to consider approving site lease space on the Underwood Mountain tower. Application being worked on. Once they provide a lease space cost (ongoing), I will be able to determine if we can move forward with a frequency license and repeater purchase as part of our goals to improve response and safer operations. (Note: Currently, KCFD3 members rely on 'approved' frequencies, when dispatched to a call, to communicate their response. Or, by cell phone, which is unreliable. Current estimate for project, minus tower lease, is 15K plus programming). Attempting to get a "turnkey" price to make a final decision.
  - (f) 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. Participated in career day at the Alternative High School. Welcomed presentation by juniors and seniors.
3. RADIO GRANT: November 11, 2019 still in "PENDING" status with Department of Ecology.
4. Court subpoena for November 19<sup>th</sup> has been cancelled. "Case Review" notifications arrived for December 11<sup>th</sup>, 2019. 1539 SR 141 burning incident.
5. 2020 Budget: Near finalization. Will request Board to approve purchase of 24-hour coverage for our volunteers.
6. Did not attend October KCIFA meeting. No agenda announced and it was in Goldendale.
7. Attended Department of Forestry Coop meeting in The Dalles on October 17<sup>th</sup>. Purpose is to re-instate former multi-county Fire Prevention Program and resources through the Gorge to coordinate. More activity planned after cleaning up current Mission and Goal Statement. Pending KCIFA topic.
8. Provided DNR with Unit 3 module of ICS 300 in Ellensburg WA on October 29<sup>th</sup>.
9. Attended Fire Defense Committee meeting via telephone on October 23.
10. Worked to assemble a Strike Team for EMAC request to Washington State from California. Mustered four engines before the order was cancelled by Washington State. Washington State Fire agencies sent seven Strike Teams to Redding California where they were deployed across the state to aid in active fire incidents.
11. Seeking possible interested persons with Station 32 kitchen equipment that was declared surplus.
12. Seeking possible interest from agencies who may be interested in the ARFF truck also declared surplus. (Brush 323).

13. Ordered 'warranty' work for LED lights installed on Brush 31.
14. 11/12/19 Reached out to lead instructor for the 2019 Firefighter Recruit Academy in Hood River. Feedback is that all Klickitat County firefighters are doing well and there are no issues. Offered to assist with instruction if they need.
15. Lexipol – as time permits. Ongoing.

**Training:**

See Captain Gilmer's report

**Community Events:**

KCFD3 Firefighter's Association working on Spaghetti Dinner Plans.  
Tentative date is set for SUNDAY December 8<sup>th</sup>, 2019 at Station 31.

**Personal Activities and Achievements:**

Death in the family – working distant to help with estate. Likely to require travel to California to effect. Unknown timing. Cancelled planned vacation for the week of 11/4/19 to accommodate.

Respectfully submitted: Wesley W. Long -- Fire Chief 11/12/2019

Training report to the Fire Commissioners  
October 2019

**Statistically beginning of 4th Quarter:**

**14 hours of training provided**

	KCFD3 (26 members)	WS (18)	SKA3 (16)
Attendance average:	42%	45%	34%

**Activities:**

Maintaining 6 recruits in attendance of the FFI Academy.

EMS On-going Training Educational Program (OTEP) continues and our EMS responders are attending.

The EMS On-Line is being re-evaluated Regional to ensure the quality of training is being met. Other host/providers are being considered as King County is changing what they have provided.

Worked with Comprehensive Mental Health liaison from Yakima in bringing a recognized "Mental Health First Aid for Responders" to west Klickitat. Unfortunately, difficult in scheduling for our volunteer's schedule.

Classroom portion of Emergency Vehicle Incident Prevention is complete and moving forward with rodeo and roads course with individuals.

Reviewed Fire Extinguishers use to White Salmon Valley bus drivers for their annual refresher.

**Personal development:**

Current with FFI Academy expectations.

Have not been successful in scheduling time with Captain Nichols for a ride along in the Tri-Cities.

Certified for Emergency Vehicle Incident Prevention instructor.

**Safety Committee:**

Safety Committee will be scheduling our 4<sup>th</sup> quarter meeting.

Respectfully submitted,  
Tony Gilmer, Training Captain

**BOSQUET ENCROACHMENT**

**DISCUSSION ITEM  
SUBJECT**

**mHc**

**PREVIOUS BOARD  
DISCUSSION**

The Board has had a number of occasions to hear testimony regarding “findings” concerning property line issues at several locations on fire district property. All of these were discovered through the preliminary steps of obtaining a Klickitat County Conditional Use Permit.

K-3 Staff has had a number of conversations with the Bosquet family regarding the portion of their driveway that crosses over onto platted Fire District property.

At the Board meeting on the 11<sup>th</sup>, the Board discussed at great length the issue and had an open dialogue with the Bosquets regarding the Options available.

The Board unanimously approved **Option #2** and instructed mHc to obtain the necessary documents and discussions to obtain closure on the issue. Those Options were:

**Option 1.** *The District could grant an ingress and egress easement to the property owner allowing continued use of that portion of the District’s property. That would be a relatively simple process that would remove the uncertainty and encroachment by granting the property owner a limited interest in that portion of the District’s property. The only negative to an easement is that the District would be precluded from using the easement area for any purpose that would conflict with the ingress and egress. Similar to the Olson Dr. situation, the maintenance responsibility would be placed on the neighboring property owner.*

**Option 2.** *The District could enter into a formal agreement under which the property owner agrees to waive any claims of adverse possession and to sign a quit claim deed for the 45 square foot encroachment area (that we could record to make a record of the release and waiver of any claim). In exchange for this the District could then assist with the cost of relocating the driveway off of the Districts property. The benefit of this approach is*

that it would give the District 100% ownership of the 45 square foot area. The disadvantage of this approach is that it would be a more cumbersome and expensive approach than the easement option.

**Option 3.** *Although we did not discuss, you could go through a formal boundary line adjustment to transfer all ownership in the 48-foot area to the neighboring property owners. This would require processing the BLA through the County unless there would be a possibility of amending the BLA you are in the process of completing. The only advantage to this process is it is cleaner from a title perspective than an easement. The disadvantage would be the potential cost and complexity and you would no longer have any ownership interest over the 470 square foot area."*

**FOLLOW-UP STAFF INFORMATION**

- ⇔ The Bosquet encroachment is quite different than that of the Olsen Drive encroachment. There are no existing "deeds" or road access agreement recorded or present on either Statutory Warranty deed for all three involved property plots sharing the East K-3 property line. It appears that the previous owners of the Bosquet property 'perhaps' estimated where the SE property corner when they constructed the large shop building. Subsequently there is a visible driving surface that crosses onto surveyed K-3 property approximately 48 feet before the SE K-3 survey monument.
- ⇔ As a reminder, the Board has expressed their desire to be 'good neighbors' and so the issue at hand does not reflect on a negative attitude by the Board towards their neighbors.
- ⇔ After the encroachment discussion and subsequent action, the Fire District received the following response from the Bosquets:

Hello,

We first wanted to say thank you for the meeting last night to discuss our boundary concerns.

We had one question that we had after our meeting last night. The first option that is listed in the recently adopted policy was titled as "License". The description of this option is:

*"For encroachments that do not currently interfere with the District's use of its property, but could affect future use, the District may grant an encroaching property owner a written license to continue using the portion of the District's property that the encroachment covers. A license does not grant the neighbor any rights in the District's property, is personal to the current property owner and terminates if the current property owner transfers his or her property. Licenses are revocable to the terms of the license granted. For example, the District may grant a license to continue using a shed that is partially located on the District's property but require the shed to be removed at a future date or when the property owner sells the property. "*

We realized that this option was not discussed last night. We were interested to hear feedback regarding this option, if it was considered, and how our situation may fit into that option or not.

Given the option presented last night to relocate our driveway, at this time we feel it is in our best interest to further research the history of this property including when the shop was placed as well as past surveys and permits. We will follow up regarding what we find as soon as possible.

Regards,  
Justin

Justin Bousquet CCNP CCDP CCSP  
[justin@4jb.net](mailto:justin@4jb.net)

⇒ After receipt of the email, mHc responded back to Mr. Bosquet with the following:

GOOD MORNING:

Thank you for your reply back to us. At this point in time, mHc's only instructions are to follow through with the Board's unanimous motion for OPTION #2 -- which is a **concession** on the Fire District part in reclaiming the public's property -- by offering to assist in relocation of the existing encroaching driveway. As you are aware, there was no Board discussion of other options provided in the newly adopted K-3 ENCROACHMENT POLICY.

I am not authorized nor have I been solicited for my personal/professional advice on the matter however I would remind all parties that the Board **purposely** did not take the path that normal government entities take when property encroachment issues arise . . . that is, they give the encroaching party the required number of days to 'cease and desist' and then the take steps to secure the governments property lines. Since the **adverse possession** provisions of WA State law applies to private property only, either the school district or the fire district [both public agencies] have provisions in *statute for public lands* to protect the publics assets and interests. I am sure that neither entity had foreknowledge of the property line locations or encroachments. It was only as a result of the looming Conditional Permit process that the District invested a large sum of Bond money to **physically** establish the legal boundaries of the K-3 parcel.

I will seek direction on Thursday from the Board as to the direction that they wish to go – even though the orders have been issued and K-3 legal counsel is drawing us the legal instruments as we speak.

My suggestion –though unsolicited of course—would be that the Bosquets, perhaps, consider holding off on potentially costly research until the decision is re-discussed. “ . . . Given the option presented last night to relocate our driveway, at this time we feel it is in our best interest to further research the history of this property including when the shop was placed as well as past surveys and permits”.  
(Justin’s email)

As a closing observation from mHc Associates and our [ 38 year] history working with public entities, please consider the generosity and willingness to **compromise and “be a good neighbor”** that your Fire District elected officials have taken. **Though not required**, they have put forth a compromised offer that has concessions and financial impacts to Fire District constituents in order to mitigate the encroachment. I believe that we are safe in assuming that the Board would hope for concessions on the Bosquets part as well where the encroaching party is made whole by the District in a cooperative manner.

Thank You

**R.A. Merritt**

*Senior Consultant*

⇔ Said communication was forwarded ALSO to the Fire District’s legal counsel, Mr. Snure. His response to the Board



is as follows:

“A license would be worse for the Bousquets as it would be a temporary right to use the District’s property for a driveway. Accordingly, it would be a better option for the District but because it does not really resolve the issue on a long-term basis, I did not recommend it.

They can do all of the research they want at best they would need to be able to document an adverse possession claim that began 10 years before the District owned the property. In that situation they could sue the District to quiet title based on adverse possession. The District could then turn around and condemn the property using eminent domain.....

I think the issue for the District is whether we are in a hurry to get this resolved. The three options I previously presented are not time sensitive. If the encroachment did not exist for ten years prior to the District owning the property, the Bousquet’s cannot prevail on adverse possession so you could simply continue on and live with the encroachment until such time as you want to remove it or address it. Seems like it is a bigger issue to the Bousquet’s than the District.

Let me know if you want to discuss, I will hold off on drafting until you say otherwise.

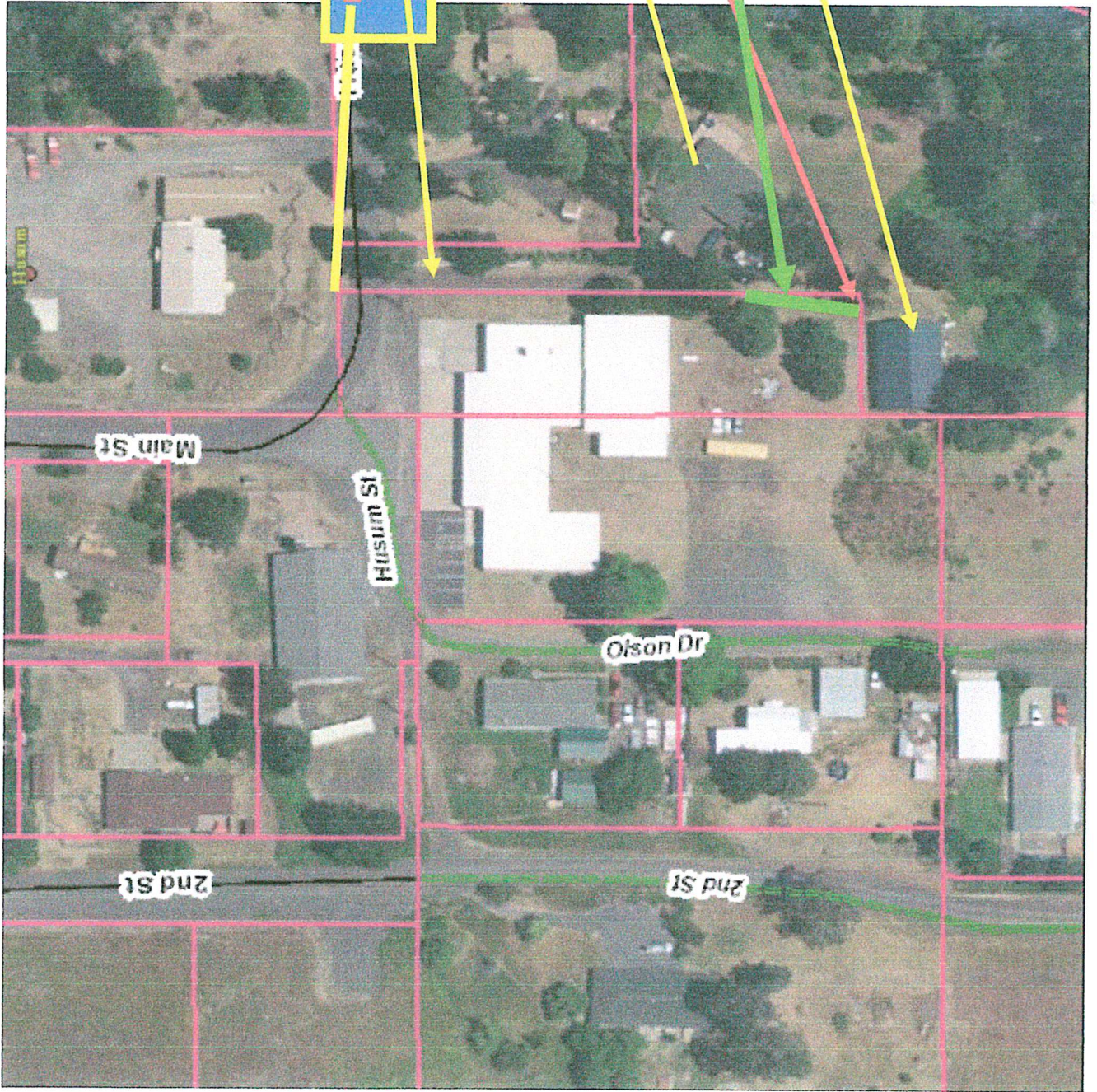
Thanks.

Sincerely,

Brian Snure  
Snure Law Office, PSC

**STAFF  
RECOMMENDATIO**

- 1. REVIEW information provided**
2. Forward any questions to mHc or Chief Long



**EAST K-3 property line corner stake**  
Bosquet Driveway

Bosquet Home  
**SE K-3 property corner**  
Bosquet Encroachment  
Bosquet Shop

Main St

Husum St

Olson Dr

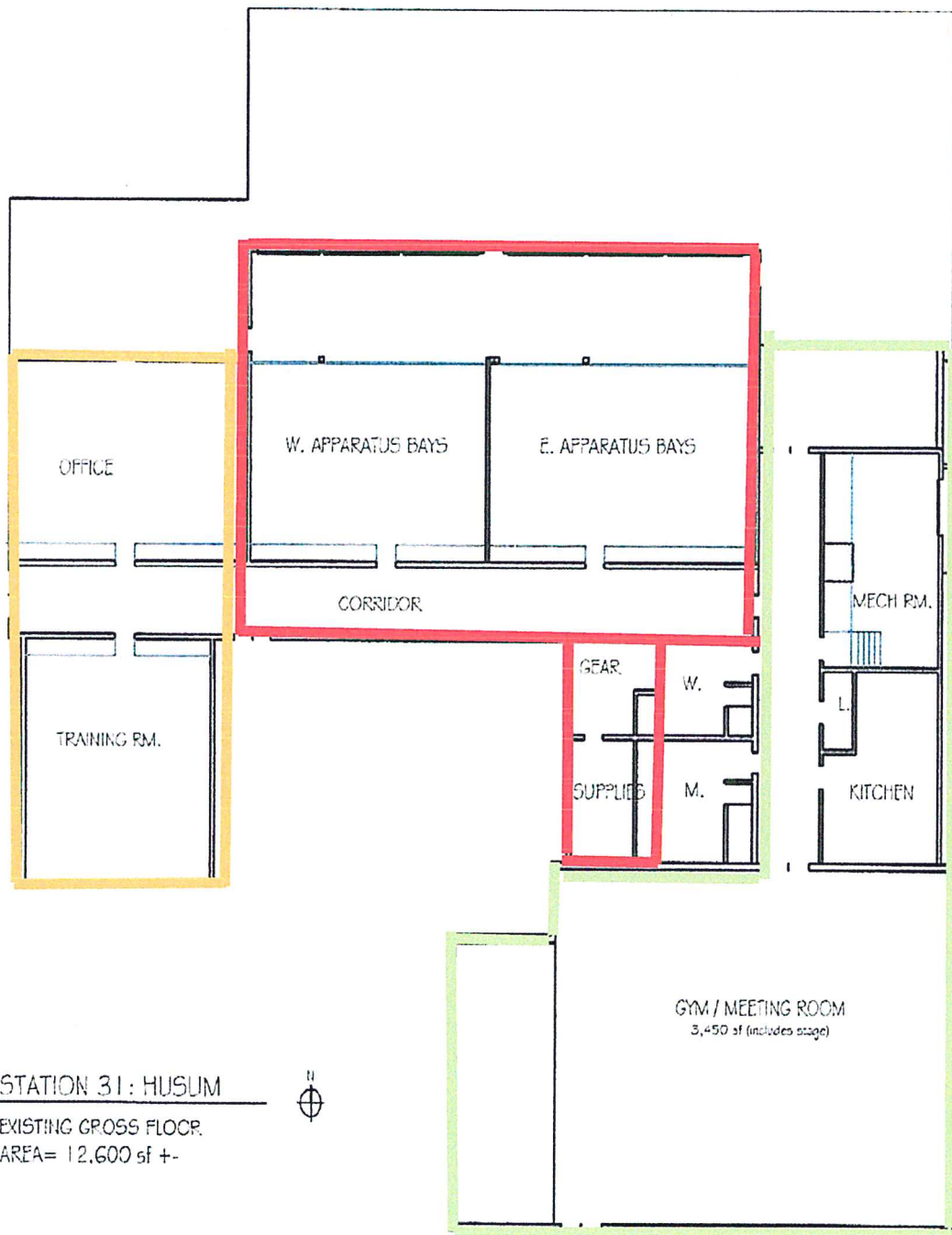
2nd St

2nd St

# Station #31

## Capital Construction Options





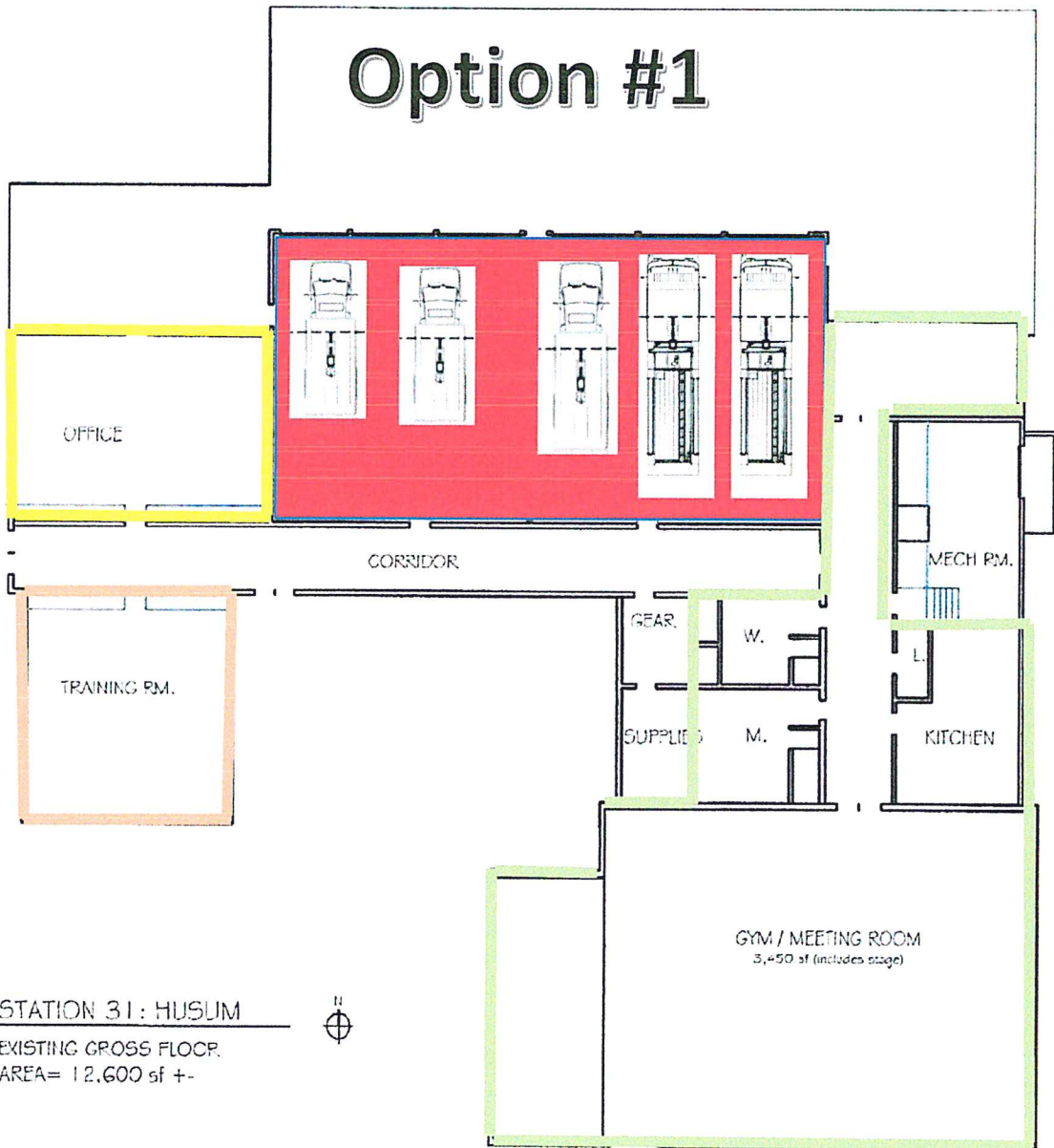
STATION 31: HUSUM

EXISTING GROSS FLOOR

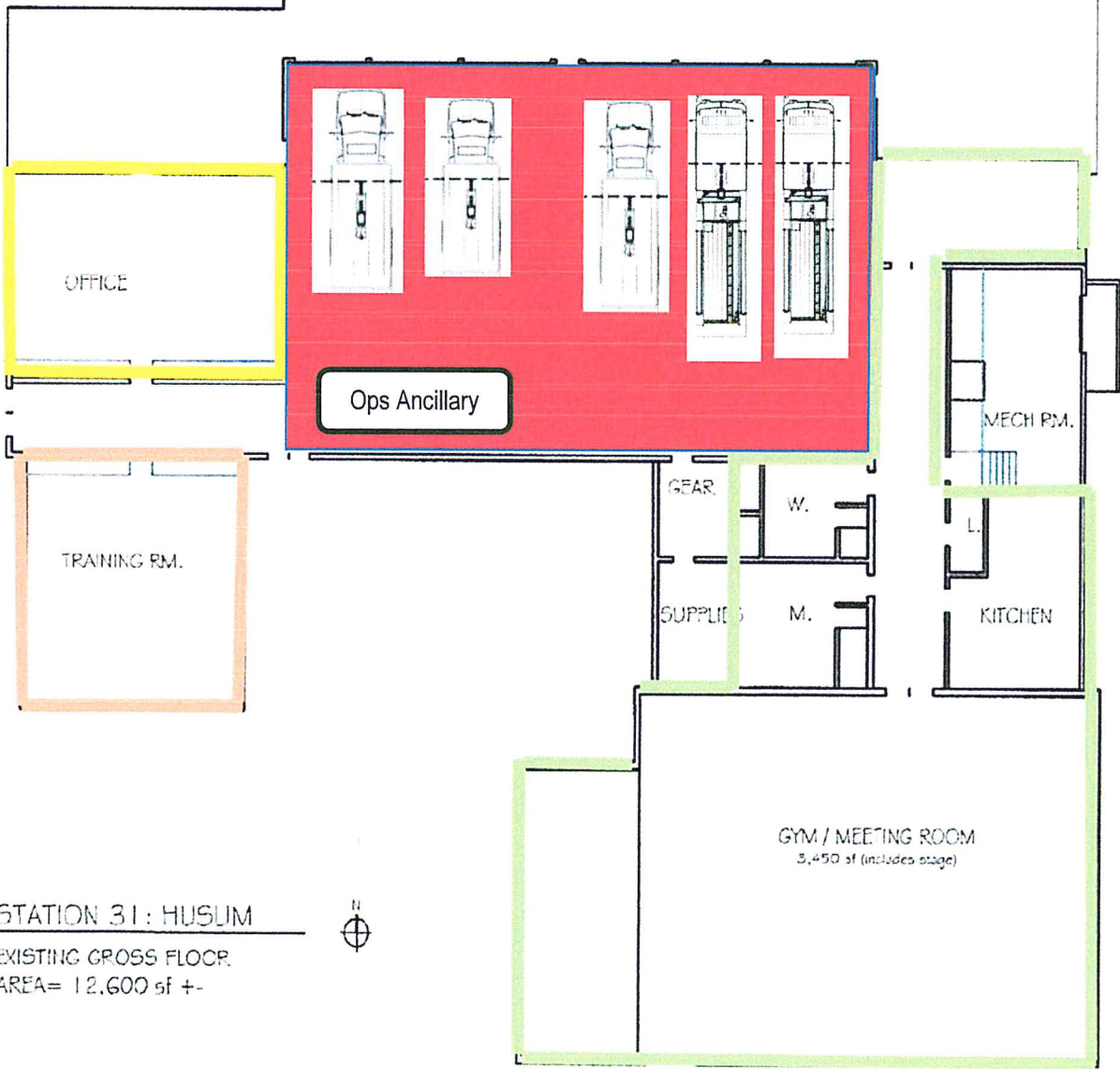
AREA= 12,600 sf +/-



# Option #1

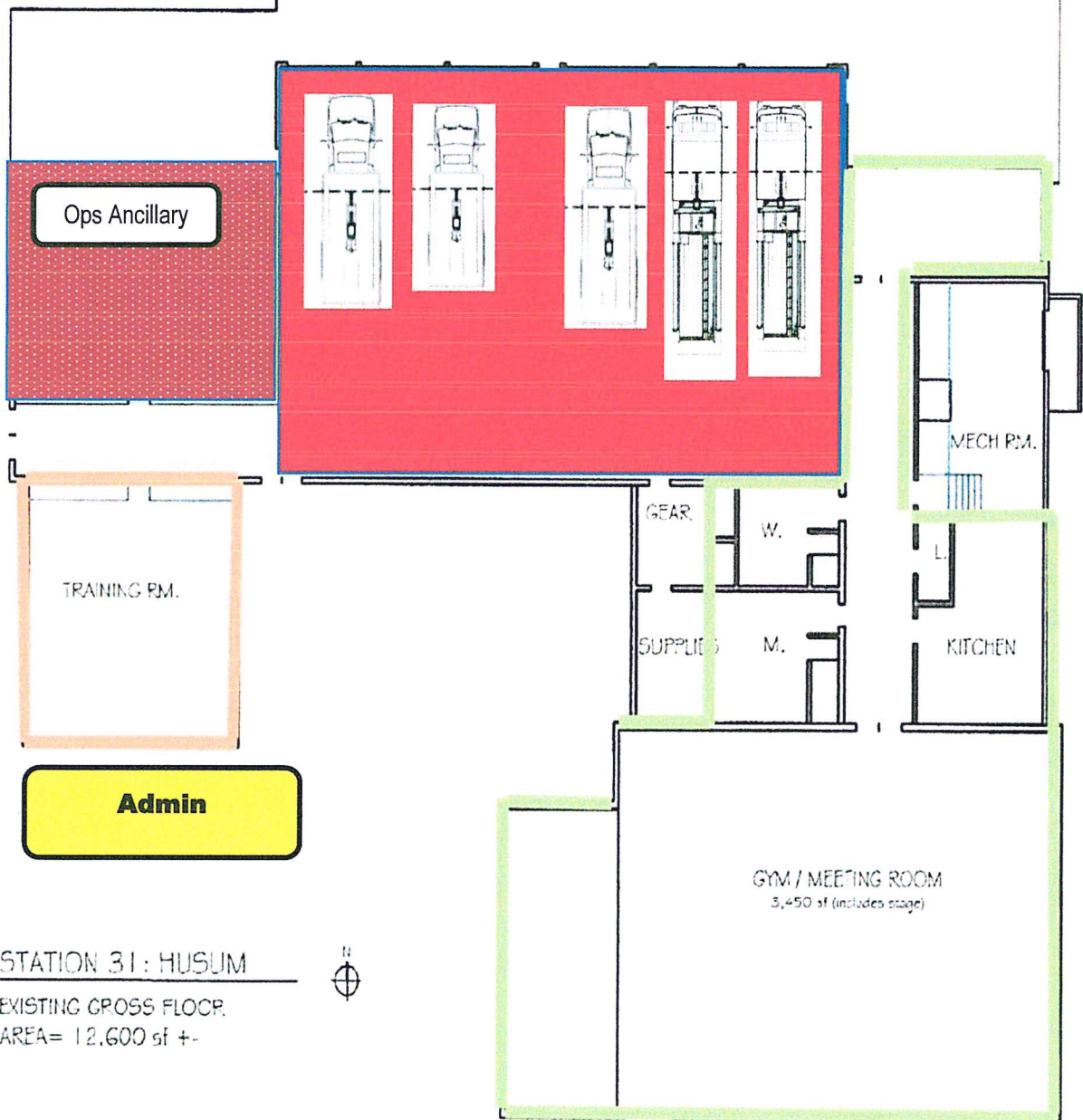


# Option #2



STATION 31: HUSUM  
EXISTING GROSS FLOOR  
AREA= 12,600 sf +/-

# Option #3



STATION 31: HUSUM

EXISTING GROSS FLOOR  
AREA= 12,600 sf +/-



**VALLEY COTTAGE MODEL**

27' x 68'

1820 sq ft

Base Price \$118,500

