

**KLICKITAT COUNTY FIRE DISTRICT 3**  
**200 Husum Street, Husum, WA 98623**  
**Commissioner's Meeting**  
**Thursday January 12, 2023**

This meeting was available using remote online video and telephone technology. The district posted notice of how to access the meeting (Website).

**Call to order: 3:00 pm.**

**Attendance**

Commissioner Montag (Chair), Commissioner Connor (Vice Chair), Commissioner Virts - (Quorum),  
Staff/volunteers: Rozalind Plumb (District Secretary), Jenifer McLean (Administrative Assistant)  
Public: None

**Approval of agenda**

***"Motion to approve the agenda as presented" -made by commissioner Connor, Seconded by Commissioner Virts. (3 yay, 0 nay) motion passed.***

**Minutes of last meetings:**

- December 8<sup>th</sup>- Regular Business Meeting (3pm)  
***"Motion to approve the minutes of the December 8th regular business meeting as presented" made by Commissioner Virts, seconded by Commissioner Connor. (3 yay, 0 nay) motion passed.***

**Secretary / Finance Report:** *See attached report for details.*

County Treasurer report for December has not been received.

- GENERAL EXPENSE FUND 667.1  
***"Motion to approve the General expense scripts made by Commissioner Connor, seconded by Commissioner Virts. (3 yay, 0 nay) motion passed.***
- CAPITAL EXPENSE FUND 667.3 – nothing to report.

**Chief's / Training Report** – see attached.

Additional – fleet annual services are scheduled for March.

Propane at station 31 ran out. We will be reviewing the usage and adapting.

**On Going Business:**

- **Personnel:** Staff 2023 contracts. Discussion to address TOIL in the secretary's contract but no changes made for 2023 contract. Discussion on the wording for the health benefits in the part time contracts. Discussion on the evaluation section to change "will" to "may". Discussion to adjust the paragraph for the cell phone. Contracts approved and signed.
- ***Motion to approve the contract for Chief Long made by Commissioner Virts, Seconded by Commissioner Connor. 3 yay, 0 nay motion approved.***
- ***Motion to approve the contract for Jennifer McLean made by Commissioner Virts, Seconded by Connor. 3 yay, 0 nay motion approved.***
- ***Motion to approve the contract for Rozalind Plumb made by Commissioner Virts, Seconded by Connor. 3 yay, 0 nay motion approved.***
- **Policies: 2023 Administrative Resolutions.**
  - a) Resolution 2023-01 Board Officers – discussion to maintain the current officers (Chairman Commissioner Montag, Vice Chair Commissioner Connor). ***Motion to approve resolution 2023-1 made by Commissioner Virts, seconded by Commissioner Connor. 3 yay, 0 nay motion passed.***

- b) Resolution 2023-02 District Secretary- Maintain Rozalind Plumb.  
***Motion to approve resolution 2023-02 made by Commissioner Virts, seconded by Commissioner Connor. (3 yay, 0 nay) motion passed.***
- c) Resolution 2023-03 Investment Officers (Maintain Commissioner Virts, Chief Long, Secretary Plumb).  
***Motion to approve resolution 2023-03 made by Commissioner Virts, seconded by Commissioner Connor. (3 yay, 0 nay) motion passed.***
- d) Resolution 2023-04 Auditing Officers (Maintain Commissioner Connor, Chief Long, Secretary Plumb)  
***Motion to approve resolution 2023-04 made by Commissioner Virts, seconded by Commissioner Connor. (3 yay, 0 nay) motion passed.***
- e) Resolution 2023-05 Payroll Officers- Maintain Commissioner Connor, Chief Long, Secretary Plumb  
***Motion to approve resolution 2023-05 made by Commissioner Virts, seconded by Commissioner Connor. (3 yay, 0 nay) motion passed.***
- f) Resolution 2023-06 Medical Officer (maintain Secretary Plumb)  
***Motion to approve resolution 2023-06 made by Commissioner Virts, seconded by Commissioner Connor. (3 yay, 0 nay) motion passed.***
- g) Agent to receive claims – Brian Snure/Snure Law (Maintain Resolution 2019-07)  
Discussion that this resolution still stands and is registered with the county.
- h) Resolution 2023-08 – MRSC Small works, Consultant and Vendor Rosters – This resolution still stands.

**BOND** Final walk through at station 31 will be on Friday the 13th.

- There is a leak behind the washer that has been remedied by Hale.
- The County will sign off on the permit when the no smoking signs are installed on the generator.
- Bathrooms – need to submit for bids (MRSC Small public Works)
- Kitchen – need hood and sink installed
- Training room -kitchenette – need sink installed
- Radios
- Fence – will need to resubmit for bids – (MRSC Small Public Works)
- Stn 31 walkway to west door- need ADA access to door. Grading and steps also required. Grounds in the back need planning
- Stn 32 grounds need planning
- Estimated \$137,000 remaining Bond funds (after closing with Hale construction)

### **Station 32**

**Rebuild Complete** – Waiting for State for release of Retainer

**Surplus-** in progress

**Engine Replacement-**

**City of White Salmon /Cooperative Services.**

### **New Business:**

- **Reserved Funds-** Discussion on reserving funds for specific uses. Admin has made inquiry to the state auditor regarding the need for a resolution to reserve funds. The district already has a contract in

place to pay for the new fire engine. Discussion on designating funds for specific projects (facilities, vehicle replacement etc.). The district has significant funds in the general fund that can be assigned for specific uses.

- **DNR- Forest Land Response Agreement renewal**– Commissioners have reviewed the renewal contract.

**“Motion to authorize Chief Long to sign for the board and the district regarding the Forest Land Response Agreement Department of Natural Resources Agreement.” Made by Commissioner Virts, seconded by Commissioner Connor. (3 yay, 0 nay) Motion passed.**

**Public Discussion:** None

**Good of the order:** Chief noted the awards banquet is being planned for February 11<sup>th</sup> in White Salmon.

**Next meeting:**

Regular meeting: Thursday February 9<sup>th</sup> 3:00 p.m.

**ADJOURN.**

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

Meeting adjourned at 16:06 hrs.

**APPROVED BY:**

**Attest:**

Thomas Montag 2/9/23  
Chairman – Commissioner Thomas Montag (date)

Rozalind Plumb  
District Secretary Rozalind Plumb

Robert Connor 2/9/23  
Commissioner Robert Connor (date)

Charles Virts 9 Feb 2023  
Commissioner Charles Virts (date)