

Klickitat County Fire District 3 Commissioners Meeting
200 Husum Street Husum, WA.
January 12, 2023, at 15:00 (3 pm).

AGENDA

REGULAR BOARD MEETING

Join Zoom Meeting	https://us02web.zoom.us/j/82329271412?pwd=NjRJa1VFUEJJaFNOMUJlc0RVZmdlZz09
Dial by your location	+1 253 215 8782 US (Tacoma)
Meeting ID	823 2927 1412
Password	493608

The recommendations for in person meetings are subject to change. The district will continue to provide remote access for the public.

- **Open Meeting:** Call to order. **Time** _____
 - **Attendance**
 - **Approval of agenda**
 - **Minutes of last meetings:**
 - December 8th – Regular Business Meeting (3pm)
 - **Secretary / Finance Report**
 - **Chief's / Training Report**
 - **On Going Business**
 1. **Personnel:** staff 2023 contracts
 2. **Policies: 2023 Administrative Resolutions.**
 - a) Resolution 2023 01 Board Officers
 - b) Resolution 2023-02 District secretary
 - c) Resolution 2023-03 Investment Officers
 - d) Resolution 2023- 04 Auditing Officers
 - e) Resolution 2023-05 Payroll Officers
 - f) Resolution 2023-06 Medical Officer.
 - g) Agent to receive claims- Brian Snure/ Snure Law (Maintain Resolution 2019-07)
 - h) Resolution 2023- 08 – MRSC Small works, Consultant and Vendor Rosters
 - 3. **BOND**
 - CAPITAL PROJECTS
 - a) Progress report-
 - b) Bathrooms (MRSC Small public Works)
 - c) Kitchen
 - d) Training room -kitchenette
 - e) Radio
 - f) Fence
 - CAPITAL PURCHASES
 - 4. **Station 32 Collapse**
 - Rebuild Complete – Waiting for state to release retainer
 - 5. **Surplus**
 - 6. **Engine Replacement**
 - 7. **City of White Salmon /Cooperative Services.** Update
- **New Business:**
 - Reserved funds - Resolution 2023- 09**
 - DNR – Forest Land Resource Agreement**
 - **Public Discussion:**

- **Good of the order:**
- **Next meeting:**
- Regular meeting: Thursday February 9th 3:00 pm.
- **Motion to adjourn:** (A) Time_____

January 12, 2023 Secretary's Report

County Treasurer's Report for November (December 2022 not available)

	Fund	Beginning Balance	Deposits	Disbursements	Ending Balance
1	General 667.1	377,172.17	1,030,972.72	1,158,535.61	249,609.28
2	Capital 667.3	16,477.11	233,103.52	0.00	249,580.63
3	Bond 667.2	547,115.73	22,631.93	179,191.92	390,555.74
4	Invested Gen	966,418.88	150,081.12	0.00	1,116,500.00
5	Invested CAP	232,533.60	0.00	232,533.60	0.00

1. GENERAL EXPENSE FUND 667.1: See 2022 Operating Budget table and graphs.

General Expenditure Scripts for approval

Date	Amount	Date	Amount
12/14/22	2,266.82		
12/15/22	1,679.00		
12/19/22	119.08		

2. CAPITAL FUND 667.3: See 2022 Capital summary

Capital Expenditure Scripts for Approval

Date	Amount

3. BOND FUND 667.2:

Debt repayment schedule (2022 June 1 \$56,170.57, December 1 \$179,191.92)

2018 12/18	\$3,225,750.00			
year	Principle	Interest	Sub Total	Annual Total
2022 June		56,170.00	56,170.00	
2022 Dec	123,021.92	56,170.00	179,191.92	253,361.92

4. Internal Review and reconciliation

	Date	By
Treasurer's Report	1/11/23 (November)	Commissioner Connor
Auditor's Report	1/11/23 (November)	"
Credit Card	1/11/23	"
Petty Cash	1/11/23	"
Payroll	1/11/23	"
General Deposits	1/11/23	"



**KLICKITAT COUNTY
TREASURER REPORT
November 2022**

KCF03
DEC 12 REC'D
2022

	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	\$ 377,172.17	\$ 547,115.73	\$ 16,477.11
+++ Increases ++++				
Receipts (Revenue Dist Rpt)	2	64,553.84	22,631.93	569.92
Netted Transactions	3	-	-	-
Matured Investments	4	966,418.88	-	232,533.60
Interfund Transfers - In (397)	5	-	-	-
Other Revenue - JE's	6	-	-	-
Subtotal Increases	7	1,030,972.72	22,631.93	233,103.52
<< Disbursements >>				
Other Expenditures - JE & KC AP	8	15,663.98	-	-
Interfund Transfers - Out (597)	9	-	-	-
New Investments	10	1,116,500.00	-	-
Disbursements (AP & PR)	11	-	-	-
E - Transactions (ACH & EFTPS)	12	26,371.63	-	-
Debt Service P&I	13	-	179,191.92	-
Other	14	-	-	-
Subtotal Disbursements	15	1,158,535.61	179,191.92	-
ENDING CASH BALANCE	16	\$ 249,609.28	\$ 390,555.74	\$ 249,580.63
<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	\$ 249,609.28	\$ 390,555.74	\$ 249,580.63
<u>INVESTMENTS</u>				
Beginning Inv Balance	23	966,418.88	-	232,533.60
Matured Investments	24	966,418.88	-	232,533.60
New Investments	25	1,116,500.00	-	-
ENDING INVESTMENT BALANCE	26	1,116,500.00	-	(0.00)
<u>DEBT SERVICE/BOND ACTIVITY</u>				
Beginning Bond Principle Balance	27	-	2,557,658.57	-
Bond Principle Payments	28	-	123,021.92	-
Bond Interest Payments	29	-	56,170.00	-
ENDING BOND PRINCIPLE BALANCE	30	-	2,434,636.65	-



KLICKITAT COUNTY

Fund Revenue Distribution
As of 11-30-2022

Fund	Account	Description	Year	Daily	Month-To-Date	Fiscal Year-To-Date
667	FIRE DISTRICT #3 GENERAL FUND					
	66731111	Real & Personal Propert	2022	\$0.00	\$36,070.23	\$489,427.68
			2021	\$0.00	\$543.25	\$4,825.65
			2020	\$0.00	\$102.27	\$1,015.87
			2019	\$0.00	\$0.00	\$2,219.78
			2018	\$0.00	\$0.00	\$2,003.25
			2015	\$0.00	\$0.00	\$7.60
			2009	\$0.00	\$0.00	\$4.01
			2008	\$0.00	\$0.00	\$6.34
			Fund Totals:	\$0.00	\$36,715.75	\$499,510.18
667001	FIRE DISTRICT #3 GENERAL FUND					
	667131211	Private Harvest Tax;	2022	\$2,236.29	\$2,236.29	\$5,386.76
	6671317200000	Leasehold Excise Tax	2022	\$0.00	\$0.00	\$288.54
	667136111	Investment Interest	2022	\$0.00	\$2,368.51	\$8,893.33
	667136251	Space&Facil.Leases(StForest)	2022	\$126.87	\$1,641.98	\$3,157.09
	667138611	Agency Deposits	2022	\$0.00	\$21,591.31	\$447,896.02
			Fund Totals:	\$2,363.16	\$27,838.09	\$465,621.74
667002	FIRE DISTRICT #3 BOND FUND					
	667231111	Real & Personal Property	2022	\$0.00	\$22,300.87	\$303,650.09
			2021	\$0.00	\$285.60	\$2,807.38
			2020	\$0.00	\$45.46	\$635.98
			2019	\$0.00	\$0.00	\$1,539.33
	667231211	Private Harvest Tax;Timber	2022	\$0.00	\$0.00	\$5,355.18
			Fund Totals:	\$0.00	\$22,631.93	\$313,987.96
667003	FIRE DISTRICT #3 CAP FUND					
	667336111	Investment Interest	2022	\$0.00	\$569.92	\$2,753.66
			Fund Totals:	\$0.00	\$569.92	\$2,753.66



KLICKITAT COUNTY

Property Tax/Special Assessment Fund Activity

From 11-01-2022 To 11-30-2022

District: FIRE DISTRICT #3

Year	Account Number	Beginning Balance	Certification Adjustments	Receipts and Adjustments	Ending Balance
1995	66712110	\$56.80	\$0.00	\$0.00	\$56.80
1995	66712130	(\$54.51)	\$0.00	\$0.00	(\$54.51)
Fund Total:		\$60,041.61	\$1,500.07	\$36,715.75	\$24,825.93
Fund: 667001 FIRE DISTRICT #3 GENERAL FUND					
2009	667112110	\$0.99	\$0.00	\$0.00	\$0.99
2009	667112130	(\$1.00)	\$0.00	\$0.00	(\$1.00)
2008	667112110	(\$0.01)	\$0.00	\$0.00	(\$0.01)
2007		(\$0.01)	\$0.00	\$0.00	(\$0.01)
2006		\$17.33	\$0.00	\$0.00	\$17.33
2006	667112130	(\$17.32)	\$0.00	\$0.00	(\$17.32)
Fund Total:		(\$0.02)	\$0.00	\$0.00	(\$0.02)
Fund: 667002 FIRE DISTRICT #3 BOND FUND					
2022	667212110	\$32,279.21	\$947.35	\$22,300.87	\$10,925.69
2021		\$5,861.57	\$0.00	\$0.00	\$5,861.57
2021	667212130	(\$3,031.46)	(\$60.94)	\$285.60	(\$3,378.00)
2020	667212110	\$6,151.07	\$0.00	\$0.00	\$6,151.07
2020	667212130	(\$4,561.14)	(\$66.40)	\$45.46	(\$4,673.00)
2019	667212110	\$6,300.30	\$0.00	\$0.00	\$6,300.30
2019	667212130	(\$6,016.79)	\$0.00	\$0.00	(\$6,016.79)
Fund Total:		\$36,982.76	\$820.01	\$22,631.93	\$15,170.84

2022 Operating Budget

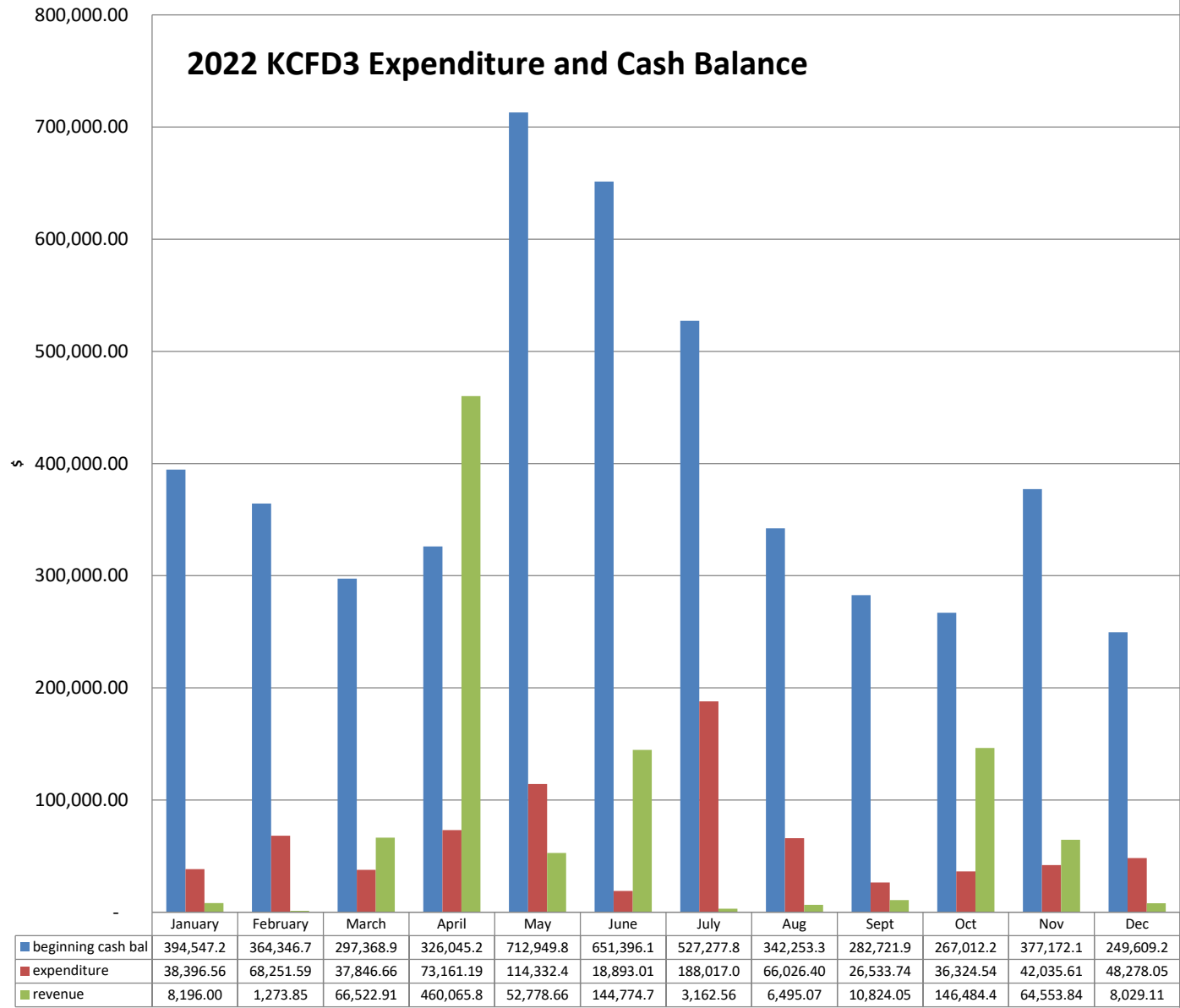
Updated 1/10/2023

This budget sheet is connected to the expenditure spreadsheet.

Klickitat County Fire District 3

BUDGET 2022 CATEGORY	Original Budget	November expenditure	Expenditure YTD	Balance	% Used	NOTES
Salaries & Wages + employee paid benefits	236,151.92	24,655.21	171,946.53	64,205.39	73%	
Benefits (excluding employee paid)	49,187.00	3,179.96	35,797.72	13,389.28	73%	*includes 2021 stipends
Volunteer Stipend	15,600.00	-	16,878.78	(1,278.78)	108%	
Volunteer Disability/Pension/lifeflight	13,907.00	-	7,230.70	6,676.30	52%	
Volunteer Recognition	3,500.00	47.82	824.47	2,675.53	24%	
Office Expense/Supplies	5,500.00	227.23	7,146.61	(1,646.61)	130%	
Professional Services	21,750.00	1,095.41	30,293.27	(8,543.27)	139%	
Insurance	25,000.00	-	35,266.00	(10,266.00)	141%	premium increased ~20%
Communications	4,742.00	16.11	2,459.03	2,282.97	52%	
Advertising	2,000.00	49.50	452.75	1,547.25	23%	
Vehicle Parts/Repairs/service	15,000.00	1,134.91	7,876.08	7,123.92	53%	
Rescue - Apparatus/Supplies	13,300.00	4,869.75	11,810.56	1,489.44	89%	
Fuel	11,700.00	334.23	9,005.14	2,694.86	77%	
Facilities/Station Repairs/Supplies	5,000.00	770.77	20,940.40	(15,940.40)	419%	*new heat pump
Utilities Services	19,650.00	838.96	14,921.30	4,728.70	76%	
Travel & Meals	3,200.00	2,092.28	2,733.42	466.58	85%	
Training	7,000.00	199.00	2,854.00	4,146.00	41%	
Fire Supplies/service	8,200.00	8.08	9,749.45	(1,549.45)	119%	
EMS Supplies/service	9,000.00	80.00	7,026.37	1,973.63	78%	
Uniform/apparel	3,000.00	1,284.37	1,989.36	1,010.64	66%	
Prevention	1,700.00	18.52	377.46	1,322.54	22%	
Taxes (for previous year)	2,500.00	-	838.78	1,661.22	34%	
Dues & Fees	2,910.00	1,133.50	6,541.38	(3,631.38)	225%	
Municipal Pool Reserve	25,374.32	-	-	25,374.32	0%	
Total budgeted expenditure	504,872.24	42,035.61	404,959.56	99,912.68	80%	
Out of Budget - Station 32 Collapse/Rebuild	382,368.10	-	353,137.28	29,230.82	92%	
Out of Budget - Stn. 32 - Fire Engine	25,000.00	-	-	25,000.00	0%	
State Grant Dept. of Health	1,125.00	-	-	1,125.00	0%	
Expense for Wildland						
Total Actual Expenditure		42,035.61	758,096.84			
Invested funds			1,116,500.00			
Ave. property tax estimated in November 2020 + 10,770.76 new construction	507,486.34					

2022 KCFD3 Expenditure and Cash Balance



2023 January Capital SUMMARY

12/20/2022

ORIGINAL BOND	\$ 3,235,750.00	\$ 3,235,750.00
2018 Bond Council included in engineering and admin serv. Total.	15,000.00	15,000.00
Beginning balance (dec 2018)	3,220,750.00	3,220,750.00
2019 total expenses	375,043.23	375,043.23
2020 Beginning balance	2,845,706.77	2,845,706.77
2020 total expenses	266,539.18	266,539.18
2021 Beginning balance	2,579,167.59	2,579,167.59
2022 Beginning balance	1,141,728.28	1,141,728.28

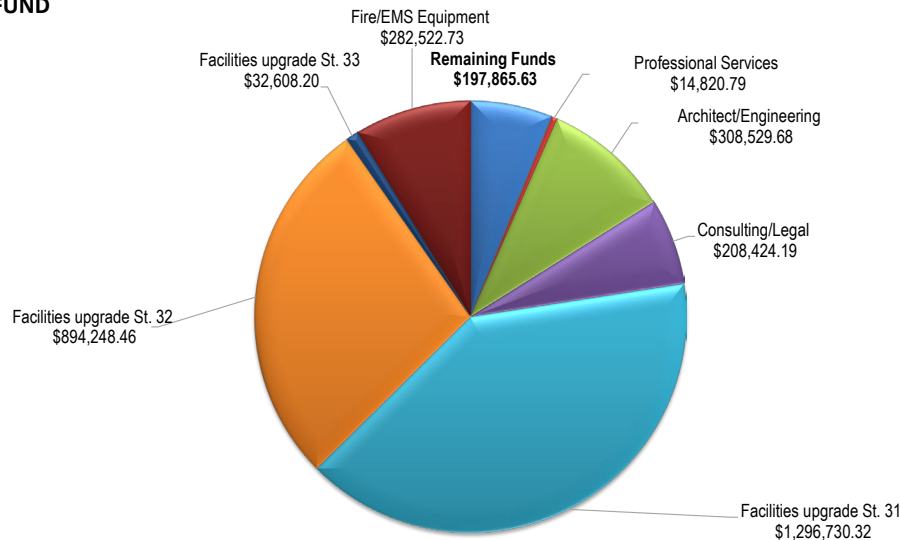
2023 Beginning balance		2019	2020	2021	2022	2023	Total
Facilities Upgrade/Admin	Professional Serv	8,870.89	5,949.90	-	-	-	2,740,361.64
	Architect/Engineering	38,399.02	237,546.66	62,413.75	10,170.25	-	
	Architect deposit return	-	(40,000.00)	-	-	-	
	Consulting/Legal	60,841.92	40,741.15	79,483.34	12,357.78	-	
	Facilities Upgrade 31	27,322.65	1,911.46	674,540.56	592,955.65	-	
	Facilities Upgrade 32	-	3,722.69	572,965.00	317,560.77	-	
	Facilities Upgrade 33	2,477.00	-	29,211.00	920.20	-	
Equipment	Vehicles/Fire Equipment	234,713.55	16,667.32	18,825.66	9,898.00	-	282,522.73
	EMS Equipment	2,418.20	-	-	-	-	
	MISC	-	-	-	-	-	
TOTAL		375,043.23	266,539.18	1,437,439.31	943,862.65	-	3,022,884.37
REMAINING FUNDS		2,845,706.77	2,579,167.59	1,141,728.28	197,865.63	-	
INVESTED		2,822,552.04	2,430,000.00	-	-	-	
Balance (does not include interest)		23,154.73	109,167.59	1,141,728.28	197,865.63	-	

							Total Interest Earned
Interest Earned		25,877.67	20,714.90	2,368.77	2,753.66	-	51,715.00

Treasurer Cash Balance **\$ 249,580.63** (includes interest)

Chart Summary	\$ 15,000.00	\$ 375,043.23	\$ 266,539.18	\$ 1,437,439.31	\$ 943,862.65	\$ -	Totals
	2018	2019	2020	2021	2022	2023	
Remaining Funds	-	\$ 2,845,706.77	\$ 2,579,167.59	\$ 1,141,728.28	\$ 197,865.63	-	\$ 197,865.63
Professional Services	-	\$ 8,870.89	\$ 5,949.90	-	-	-	\$ 14,820.79
Architect/Engineering	-	\$ 38,399.02	\$ 197,546.66	\$ 62,413.75	\$ 10,170.25	-	\$ 308,529.68
Consulting/Legal	15,000.00	\$ 60,841.92	\$ 40,741.15	\$ 79,483.34	\$ 12,357.78	-	\$ 208,424.19
Facilities upgrade St. 31	-	\$ 27,322.65	\$ 1,911.46	\$ 674,540.56	\$ 592,955.65	-	\$ 1,296,730.32
Facilities upgrade St. 32	-	-	\$ 3,722.69	\$ 572,965.00	\$ 317,560.77	-	\$ 894,248.46
Facilities upgrade St. 33	-	\$ 2,477.00	-	\$ 29,211.00	\$ 920.20	-	\$ 32,608.20
Fire/EMS Equipment	-	\$ 237,131.75	\$ 16,667.32	\$ 18,825.66	\$ 9,898.00	-	\$ 282,522.73

KCFD3 CAPITAL FUND
\$3,235,750



Fire Chief's Report to Board of Commissioners
January 12, 2023

No injuries or illnesses to report:

2022 call volume: 199 calls for which a Fire District 3 resource responded in some fashion to.

*** Note: SW Fire and SW First Responder totals are higher when including the following:

- a. EMS calls within KCFD3 that were answered only by KCEMS
- b. EMS calls within KCFD3 that were answered by either WSFD, BFD or both and response was not needed due to responders already on scene.
- c. *** Some reports are for calls within either WS or Bingen or mutual aid assistance for which a KCFD3 personnel responded to.
- d. Focus for 2023 is to collect 'total data' for SW Fire's area to better understand call volume and trends.

Customer Service (emergent and non-emergent):

1. **15 calls within SW Fire's service area** since your December 2022 regular meeting.
2. One close call for reported chimney fire in Snowden during active windstorm. Thankfully, property owner was home to report the fire and extinguish the bulk of heat which dramatically reduced the threat of losing the entire home. Cause: firebox/fireplace with damaged mortar which caused convection/conduction heat to escape through the back and into the wood frame structure of the home.

Projects:

• **Bond:**

1. Bob Merritt scheduling final walk through with Jeff Dellis (architect) and Dana Hale (Hale Construction. Friday January 14th. Time TBA.
2. No significant progress on the below items due to weather and holidays.
3. *** 12/28/22 Klickitat County did perform a final inspection of Station 31. Final occupancy not approved due to needing the following: Muffler, muffler elbow and no smoking signs on the generator. Muffler to be inspected and elbow installed on Wednesday 1/11/23. No smoking signs ordered and will be installed as soon as they arrive.
4. Remaining projects to be completed in house:
 - a. Install ADA sink to wall (**pending**)
 - b. Purchase/install countertops (**training room countertop nearly complete**)
 - c. Replace kitchen faucet Station 32 (worn out/less than functional) (**pending**)
 - d. Determine final grading for Station 32 and Station 31 grounds. (Dirt? Gravel? Grass?) (2023 budget planning?)
 - e. Finish radio connections for Station 31 radio base station. **Pending – re-direct station antenna to the Stacker Butte repeater site**
 - f. Station 31 RSO/pager device up and working. Station 32 wiring completed. Will install base station pager when stove is installed.
 - g. Purchase / Install Gas stove for Station 32 (2023 Budget item – on hold) (**pending**)
5. Plan and improve ADA access to "Public" entrance to training/meeting room at Station 31. (2023 budget item) (**pending – Spring '23**) *** **Develop a wintertime snow removal plan to accommodate access to the west end of the building. Snowblowers should work well once concrete sidewalks are installed.**
6. Station 33 new rock and grading in front of station. (Needs new base and 5/8" minus) (**pending Spring '23**)

7. Discovered potential drainage problem with new washer area Station 31. Notified contractor to help troubleshoot why water leaks behind the new wall when both the turnout extractor and washing machine are running at the same time. Hale Construction will be scheduling a time to troubleshoot with me.
 8. Preparing "Requests for Quotes" for Station 31 bathrooms off of the MRSC list.
- **Apparatus/Fleet:**
 1. Parts are ordered for WT 31 spray bars. Installation scheduled 1/11/23.
 2. Wheel chocks for the large apparatus, ordered. Installation scheduled 1/11/23 or shortly after by AA&L.
 3. Ambulance showing a trouble code. Confirmed the trouble code was due to DEF system. The engine needed to be ran to operating temperature for the computer to initiate the exhaust burning function. Allowed to run until it completed, and the code cleared.
 - **Other items:**
 1. **Propane** Station tanks topped off for the winter. January 9, 2023. Arrived to find Station 31 tank empty. Performed a survey of heating temperatures to ensure none are being consumed abnormally. Carson Oil was diligent and immediately filled the tank.
 2. **Station 32 Water Tank:** No change – will address this as soon as the thaw comes. Leaking valve.
 3. **KCIFA.** No meetings since last report.
 4. **Joint Fire Discussions:** District Secretary and myself are continuing to provided Bob Merritt with data as needed.
 5. **Inter-Agency Type 3:** No activity.
 6. **Fire Defense Committee:** Meeting with Chief Sinclair 1/9/23. I will transfer into the primary Fire Defense Committee Lower Columbia Representative serving Klickitat, Kittitas and Yakima Counties. Assistant Chief Joel Byum from Yakima County Fire District 5 will be injected as the Regional Representative Alternate. Chief Browning from Klickitat 7 will remain at the county coordinator.
 - **Personnel:**
 1. Firefighter Paramedic David Larson has submitted his notification for volunteer retirement. District Secretary and I are working with Trout Lake Fire Department to help get documentation for years of service with them into 'credit' with BVFF. David has nearly 28 total years of fire service and continues to serve as a paramedic with Klickitat County EMS District 1. Plans for recognition of service are being worked on.
 2. Awards Banquet is being worked on by our Association members. Tentatively February 18th at 5 pm. Location to be announced.
 3. Fire Academy wraps up this month. Live fire training is to be announced. Congratulations go to John Abercrombie, Brandon Kelley and Frank Craft for sticking through the program on behalf of KCFD3. They represented our agency with pride and proficiency through this training. I am humbly thankful for their time, and it will certainly go towards our WSRB evaluation in June.
 4. Officer's meeting held 1/6/23 17:00 hours at Station 31.
 - **Community Building/pre-planning:**
 1. Fuel break – 1/9/23 briefly met with DNR. Decision was made to send property owners written letters requesting the opportunity to meet with each of them between DNR, KCFD3 and WSFD.

Grant funding is in place, we need property owners willing to allow fuel breaks to be constructed in the Fall of 20223.

2. Working with Snowden and BZ Husum Community Council. Met with BZHCC representative and discussed Wildfire Ready Neighbors program. Also encouraged them to send a 'delegate' to the Snowden Community Council at times to keep connected. Tentative plan is to meet with BZHusumCC in February to discuss WSRB and Wildfire Ready Neighbors.

- **Training Report:**

12/8: Brief After Action Review for MVC on Hwy 141 (BFD/KCEMS personnel welcome to attend)

2023 Hazmat Awareness review:
DOT ERG Guidebooks
Recognize, Isolate area, notifications
Transportation Containers
Routes of Entry
Basic chemical identification.

12/20: Strategies and Tactics: Single Family, Commercial, Industrial Fires. MVC's. Smoke and CO-alarms within a structure. Annual Hearing Conservation training.
01/03/23 aAparatus Inspections (Please document and turn in) Business Meeting for both tonight

12/27/2022 - No training due to holidays.

Upcoming training:

1. January 10th First Aid/CPR renewal training.
2. EVIP
 - o New drivers classroom/rodeo
 - o Repeat driver's classroom (two modules)

Community Events: N/A

Personal Activities and Achievements: N/A

Respectfully submitted:

Wesley W. Long – Fire Chief
January 9, 2023