

## 6 KLICKITAT COUNTY FIRE DISTRICT 3

200 Husum Street, Husum, WA 98623

Commissioner's Meeting

Thursday October 8, 2020

Due to COVID-19 pandemic and Governor Inslee's proclamation prohibiting holding in person meetings, this meeting occurred using remote online video and telephone technology. The District posted notice of how to access the meeting (posted to Website).

**Called to order:** 15:00

**In Attendance Virtually:**

Commissioner Montag (Chair), Commissioner Connor, Commissioner Virts, Quorum present. Chief Long, Secretary Rozalind Plumb, Eric Bosler, Jennifer McLean, Lloyd Olson, Debbie Olson, Robert Merritt, Sheri Bousquet.

**Approval of agenda:**

Error noted – the date was written as October 10 – correction to October 8. Added Plymo-Vents to the Bond section.

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

**Minutes of the last meeting:**

- *Motion to approve Regular business meeting minutes from September 10, 2020 as presented, made by Commissioner Virts, seconded by Commissioner Connor (3 yay, 0 nay) motion passed.*

**Public Discussion:**

Chairman will allow comments at the end of the meeting.

**Secretary's Report:**

**1. GENERAL EXPENSE FUND 667.1:**

See 2020 Operating Budget table and graphs

**a) County Treasurer's Report for September 2020 – Not received**

Beginning balance	\$137,670.49	Ending Balance	\$
Deposits	\$	Disbursements	\$

Review of the September County Auditor Report as well as September payroll, general deposits, and petty cash occurred on 10/05/20 by Commissioner Connor. The Treasurer report has not been received.

**b) Bills and items to be signed**

**General Fund/Operating Budget:**

- a) 9/9/20 \$4,071.19    b) 9/16/20 \$1,677.90    c) 9/24/20 \$883.22  
d) 9/30/20 \$2,020.68    e) 10/05/20 \$2,935.27

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

**c) 2020 Operating Budget: to date 9/30/20**

**Anticipated budget is \$499,422.35**

**Operating Expenditure to date \$305,420.27 (61%)**

**2. CAPITAL FUND 667.3:**

**Original balance: \$3,220,750.00** See 2020 Capital summary

**a) County Treasurer's Report for September 2020 – Not received**

Beginning balance	\$11,499.92	Ending Balance	\$
Deposits	\$	Disbursements	\$

Review of the County Auditor report against District Accounts for September occurred on 10/05/20 by Commissioner Connor.

Note on the Capital Summary page – the Treasurer's cash balance should be \$9999.90 as \$52,000 was matured out of the invested funds in September to maintain the balance. Verification will come with the Treasure's Report.

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

- a) 10/6/20 \$9,856.26

***Motion to approve capital expenditure made by commissioner Connor, seconded by commissioner Virts. (3 yay, 0 nay) motion passed.***

- 3. Bond Fund: 667.2.** As of August 31, the balance is \$208,997.33. \$192,936.71 has been received in 2020. Next payment due in December \$174,671.79. – To be updated as soon as the treasurers report is received.

**4. INVESTED FUNDS**

- General Funds = \$629,536.00, yielding \$2,925.04 as of August 31, 2020
- CAPITAL FUNDS = \$2,738,954.92, with \$50,537.35 matured giving an ending investment balance of \$2,688,417.57 and yielding \$19,012.43 gross interest as of August 31, 2020. – To be updated as soon as the treasurers report is received.

**5. Correspondence:**

- See New Business later in meeting.

**6. Current priority projects include:**

- Payroll for mobilizations
- Capital Bond activity
- Archiving project
- Annexation
- Training for FLSA and payroll
- Policy updates

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

Chief Long submitted a report to the Commissioners prior to the meeting. Additional comments:

- Training Captain resignation -Chief will be meeting with the other Chiefs to determine a path forward. The Interlocal Agreement is in place and we will likely be refunding the other agencies for part of the year.
- Property owners have been reaching out to the District for advice on preparing their land for fire and fire prevision, Eric Bosler is helping with site visits.
- DNR Fuels Reduction project - \$280,000 available for fuels reduction to create a fire break around White Salmon.  
Phase 1 is the area from the Hospital to Snowden.  
Phase 2 is from Snowden west toward Hwy 141.  
Phase 3 still being decided but west of 141 to Pucker Huddle area.  
Chief will be working with DNR to help coordinate with landowners. DNR is the agency in charge of this project.
- Radio Grant- radios have been received. Chief will schedule with Day Wireless to program and install.

**Training Report:**

- Training has continued and Chief will likely shoulder the burden for the near future.

**Ongoing business:**

1. **Personnel/Payroll:** nothing noted.
2. **Policies:** Nothing new at this time.

### 3. BOND

- **CAPITAL PROJECTS -project manager Robert Merritt**
  - **Station 33** - roof replacement is complete. Only one piece of plywood needed to be replaced.
  - **DNR** – looking at opportunities to share resources. There is still interest to look at possible sharing of facilities, but due to the busy fire season it has been difficult to coordinate all the needed people to meet.
  - **Station 32** – Land use hearing for the Conditional Use Permit is now scheduled for October 12<sup>th</sup>.
  - **Hazmat study** – Hazmat inspection has been completed by PBS out of Portland. They were very thorough. Jeff Dellis was there to help.  
Phase 1- the samples have been taken and sent to the lab for analysis.

Phase 2- will be a report of the findings.

Phase 3- will be a mitigation plan.

- **Construction Plans-** The Drawings are almost complete. 27<sup>th</sup> October is now the deadline. Once we have that we will be close to going to bid. Bob Merritt has been working on a template for the bids and is waiting for feedback from Brian Snure. He has been using existing specifications from a previous project for the detailed instructions that will accompany the bids. By editing existing specifications instead of creating new ones, Bob Merritt and Jeff Delis have saved a huge amount of time.
- **Exhaust systems-** moving the Plymo-vent systems for construction is costly. Station 32 is the primary reason for looking at an alternative system. Cost estimates for new "on board" exhaust capture systems will be around \$9,000 per vehicle. Estimated total cost will be \$60,000. The district discussed selling the Plymo-vent systems to recover approximately 60% of the cost or more if possible. The systems were advertised by sending out a flyer to smaller fire agencies. The response was positive, and several agencies are interested in purchasing the systems.
- **SURPLUS** – If the Commissioners choose to sell the Plymo-vent systems they will need to surplus them. See RESOLUTION 2020-10. Commissioners discussed the resolution and the plan to recover costs for the on-board system by selling the 3 Plymo-vent systems.

***Motion to adopt resolution 2020-10 to surplus fire district assets, in particular the exhaust removal systems as outlined in the description in the resolution. Made by Commissioner Virts, seconded by Commissioner Connor, (3 yay 0 nay ) motion passed.***

The purchasing agency will be responsible for removal. Once the sales are complete, the new systems will be installed as soon as possible by Ward Diesel, there is already a delay in getting them on site until December.

- **CAPITAL PURCHASES** – On hold until building costs are finalized. However, Chief noted he will need to purchase some more SCBA bottles. He had originally ordered enough to maintain the fleet, but with several new members going through Fire Academy, they need to go to their trainings with a complete pack and a spare bottle. This currently means taking bottles off the front-line engines.
4. **White Salmon City Council Public Safety Committee** - Commissioner Virts will reach out to Jason Hartman regarding the Training Officer.
  5. **Joint use facilities / interoperability** Commissioner Montag spoke with Mayor Keethler in September. A follow up meeting has not yet been arranged. Commissioner Montag will reach out again to try to facilitate a meeting.
  6. **Annexations:** HB 5010 update -Parcels/Owners identified and the packets were mailed out the morning of July 9<sup>th</sup>. Hearing is currently scheduled for the 20<sup>th</sup> of October. The notice is running in the newspaper, and notices have been placed next to the properties.
  7. **Radio Grant:** see chief's report
  8. **2021 Budget.** Workshop will be arranged. County Assessor has sent out the estimates.

## **New Business:**

1. **Correspondence:** 09/16/2020 email to the Commissioners regarding Under Canvas CUP application. See attached.

Commissioners discussed the email from Mrs. Bousquet. The emphasis in the email was for the District to give input to the County Planning Department regarding the development of the site. Chief Long has submitted recommendations relevant to the Fire District. There is no legal requirement for the district to respond. The County enforces the codes. The commissioners felt Chief Long has met and exceeded any requirements to respond to such planning developments. The Commissioners respectfully disagreed with the opinions and comments of unethical and unprofessional conduct. Such accusations are unfounded. They instructed Secretary Plumb to respond to the email.

## **Good of the order:**

### **Open public comment period:**

Mrs. Bousquet-

- **Requested her letter be made public to document her request to the board “to recognize the SEPA report on the fire risk that the development of Under Canvas impose if developed.”**

Commissioners assured her that the letter is public document and part of the minutes.

- **“What performance measures does KCFD3 have in place to evaluate its level of service specifically pertaining to response times?”**

Chief Long responded by discussing the 2013 the Citizens Task Force Report. The task force was asked several questions about their expectations for the Fire District. This included response times. The Task Force acknowledged that it is a volunteer system. There are National standards that this community cannot reach for response times due to the expense of having full time staffed fire stations positioned throughout the community. The task force report is available at the library and on the district website. The report includes a study on response times for the district.

Mrs. Bousquet reiterated the question – “Do you have any performance measures today that you use to evaluate your service, specifically response times?”

Commissioner Montag stated that the District’s consultant for the Bond has put together response time maps from the stations. He stated the district is meeting the performance measures.

- **“Do you have, according to RCW 52.33.40, annual reports for your performance measures?”**

Consultant Robert Merritt asked to answer this question and stated that RCW 52.33 applies to “substantially career fire departments” (see definition in RCW 52.33.020).

Commissioner Virts noted that one of the key findings of the Task Force was that the economic facts and realities of our existence here, is that the rural community cannot afford to staff the district adequately to meet some of the statistics mentioned. Some data and documentation is available for response times, an annual reports have been written in the past but there is no requirement to do so.

Robert Merritt reiterated that RCW 52.33 is for substantially career fire departments. He noted that he has worked on 60 projects and over 120 Fire Departments and KCFD3 is one of maybe 10 rural departments that have any form of annual report.

- **Does KCFD3 have annual reports since 2013, or 2017, 2018, 2019?** Chief Long stated we have data available for request.
- **How do you see your role as a KCFD3 Commissioner, as a public entity?**

Commissioner Montag asked for clarification of the question.

**“How do you feel your role is as a public elected official?”**

Commissioners agreed that their role is oversight. They are stewards of the finances and give direction to operate an organization that is public and open.

**Next meeting:**

**2021 Budget Workshop** – TBD, (additional Budget items include a Hearing, and Levy Resolution approval).

**Annexation Hearing:** October 20<sup>th</sup> 3:00 pm

**Regular meeting:** November 12<sup>th</sup> 3:00 pm

**Motion to adjourn:**

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


Meeting adjourned: **16:18**

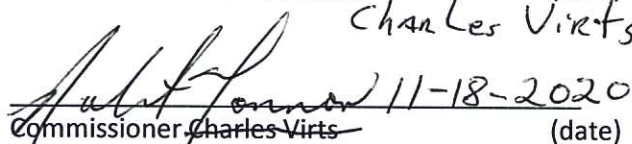
**APPROVED BY:**

  
Chairman – Commissioner Thomas Montag. (date)

**Attest:**

  
District Secretary Rozalind Plumb

  
Commissioner ~~Robert Connor~~ Charles Virts (date)

  
Commissioner ~~Charles Virts~~ Robert Connor (date)

Klickitat County Fire District 3 Commissioners Meeting  
200 Husum Street Husum, WA.  
~~October 10, 2020~~ at 15:00 (3 pm).  
8 **AGENDA**  
Regular Board meeting.  
**VIRTUAL MEETING VIA ZOOM**

Join Zoom Meeting

<https://us02web.zoom.us/j/81608052163?pwd=RDZTS1pwOXF4eDVOUkgzQmVpOXdyUT09>

Meeting ID: 816 0805 2163

Password: 778253

One tap mobile

+16699009128,,81608052163#,,,,0#,,778253# US (San Jose)

+12532158782,,81608052163#,,,,0#,,778253# US (Tacoma)

Dial by your location

+1 253 215 8782 US (Tacoma)

Meeting ID: 816 0805 2163

Password: 778253

Find your local number: <https://us02web.zoom.us/j/81608052163?pwd=RDZTS1pwOXF4eDVOUkgzQmVpOXdyUT09>

Proclamation 20-28.8 was issued on July 31, 2020 which continued the current status quo through September 1, 2020. The Washington State legislative leadership has just authorized the extension of the current status quo through **November 9, 2020**.

**In person Board of Commissioner meetings continue to be prohibited through November 9, 2020 for counties in Phase 1 and Phase 2.**

- **Open Meeting:** Call to order. Time\_\_\_\_\_
- **Approval of agenda**
- **Attendance**
- **Minutes of last meetings:** September 10th Regular Business Meeting
- **Public Discussion:** The Board Chair will announce when a public comment period is permitted.
- **Secretary's Report**
- **Chief's Report**
- **Training Report**
- **On Going Business**
  1. **Personnel:**
  2. **Policies:** ongoing
  3. **BOND**
    - **CAPITAL PROJECTS REPORT**
      - Stn 31 update
      - Stn 32 update
      - Stn. 33 roof
      - HazMat Inspection-
    - **CAPITAL PURCHASES-** Waiting for Building estimates
  4. **White Salmon City Council Public Safety Committee (Virts)**
  5. **Joint use facilities / interoperability (Montag)**

6. **Annexations:** HB 5010 update. Hearing scheduled for October 20<sup>th</sup> 3pm.
7. **Radio Grant:** progress report.
8. **2021 budget:**

- **New Business:**

1. **Correspondence:**

- i. 09/16/2020 email to the Commissioners regarding Under Canvas CUP application.

- **Good of the order:**

- **Next meeting;**

2021 Budget Workshop:

Public Hearing: Annexations Tuesday October 20<sup>th</sup> 3:00pm

Regular meeting: **November 12<sup>th</sup> 3:00 pm**

- **Motion to adjourn: (A) Time** \_\_\_\_\_



**October 8, 2020 DRAFT**  
**Secretary's Report**

**1. GENERAL EXPENSE FUND 667.1:**

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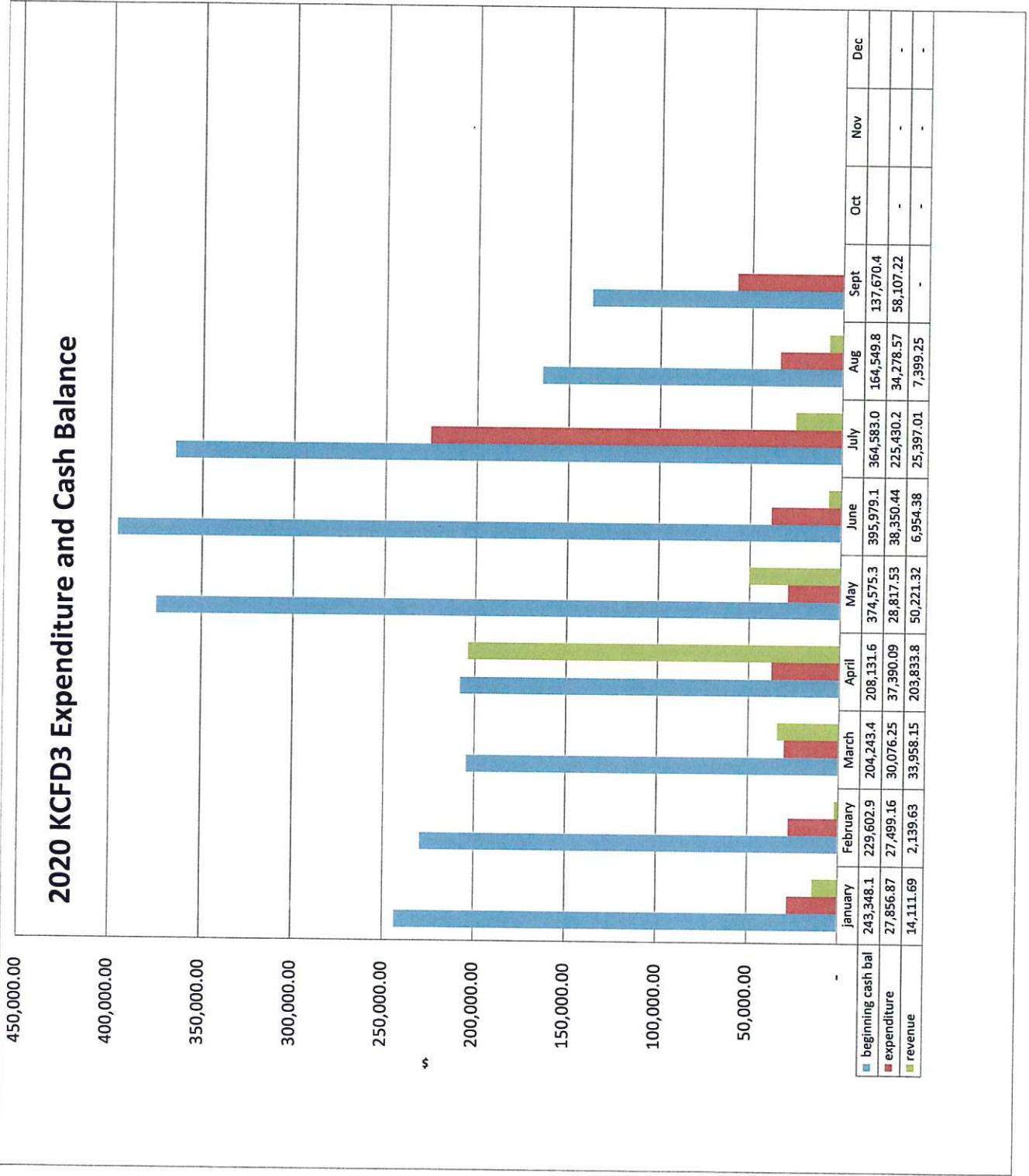
## 2020 Operating Budget

This budget sheet is connected to the expenditure spreadsheet.

### Klickitat County Fire District 3

BUDGET 2020 CATEGORY	Original Budget	September expenditure	Expenditure YTD	Balance	% Used	NOTES
Salaries & Wages + employee paid benefits	230,118.53	24,259.45	175,912.19	54,206.34	76%	approx. 44,000 for move & expect reimbursement
Benefits (excluding employee paid)	45,712.68	2,818.03	41,755.77	3,956.91	91%	
Volunteer Stipend	18,000.00	-	2,188.69	15,811.31	12%	
Volunteer Disability/Pension/lifeflight	14,407.00	-	1,475.00	12,932.00	10%	
Volunteer Recognition	3,200.00	-	16.99	3,183.01	1%	
Office Expense/Supplies	5,500.00	171.05	3,735.47	1,764.53	68%	
Professional Services	25,550.00	5,061.24	14,464.77	11,085.23	57%	
Insurance	20,000.00	20,624.00	20,624.00	(624.00)	103%	
Communications	2,760.00	16.03	603.52	2,156.48	22%	
Advertising	1,900.00	-	315.00	1,585.00	17%	
Vehicle Parts/Repairs/service	14,000.00	951.33	9,168.57	4,831.43	65%	
Rescue - Apparatus/Supplies	6,800.00	-	5,062.87	1,737.13	74%	
Fuel	9,000.00	718.81	4,369.12	4,630.88	49%	
Facilities/Station Repairs/Supplies	5,000.00	184.03	2,175.98	2,824.02	44%	
Utilities Services	19,100.00	866.98	9,725.82	9,374.18	51%	
Travel & Meals	4,000.00	169.24	323.98	3,676.02	8%	
Training	11,000.00	1,595.00	2,652.37	8,347.63	24%	
Fire Supplies/service	9,000.00	316.68	4,482.37	4,517.63	50%	
EMS Supplies	9,500.00	271.50	491.96	9,008.04	5%	
Uniform/apparel	4,000.00	-	3,324.53	675.47	83%	
Prevention	1,500.00	117.52	917.81	582.19	61%	
Taxes (for previous year)	2,500.00	-	1,565.66	934.34	63%	
Dues & Fees	2,200.00	(33.67)	67.83	2,132.17	3%	
Municipal Pool Reserve	34,674.14	-	-	34,674.14	0%	
Capital Pool	-	-	-	-	0.00%	
<b>Total budgeted expenditure</b>	<b>499,422.35</b>	<b>58,107.22</b>	<b>305,420.27</b>	<b>194,002.08</b>	<b>61%</b>	
EXTRA projects using cash balance		-	1,300.00			
Invested funds		-	200,000.00			
State Grant Dept. of Health	1,260.00	-	1,086.15	173.85	86%	
Expense for Wildland						
<b>Total Actual Expenditure</b>		<b>58,107.22</b>	<b>507,806.42</b>			
Ave. property tax estimated in November 2019 + 29,000 TO share	499,422.35					

## 2020 KCFD3 Expenditure and Cash Balance



## 2020 September Capital SUMMARY

Updated 09/28/2020

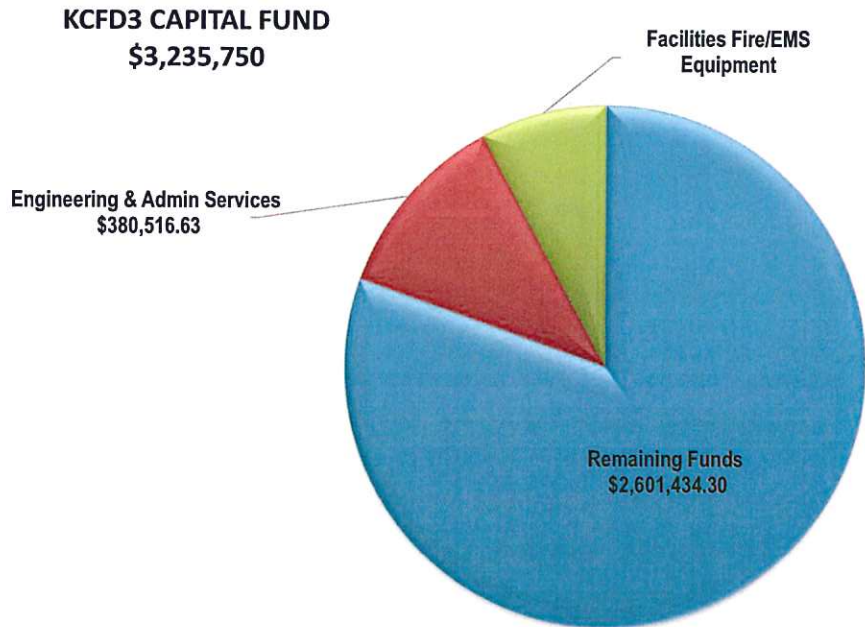
<b>ORIGINAL BOND</b>	<b>\$ 3,235,750.00</b>
2018 Bond Council included in engineering and admin serv. Total.	15,000.00
<b>Beginning balance</b> (dec 2018)	<b>3,220,750.00</b>
2019 total expenses	375,043.23
2020 Beginning balance	2,845,706.77

		2019	2020	2020 Totals	Totals
<b>Capital Service</b>	Professional Serv. Admin.	108,111.83	7,487.40		
	Professional Serv. Fire	29,799.65	-		
	Facilities Services		220,117.75		
				227,605.15	365,516.63
<b>Capital Goods</b>	Facilities Fire Equipment	234,713.55	16,667.32		
	EMS Equipment	2,418.20	-		
				16,667.32	253,799.07
<b>TOTAL</b>		375,043.23	<b>244,272.47</b>	244,272.47	
<b>REMAINING FUNDS</b>		2,845,706.77	<b>2,601,434.30</b>		
<b>INVESTED</b>		2,822,552.04	<b>2,688,417.57</b>		
<b>Balance</b> (does not include interest)		23,154.73	<b>(86,983.27)</b>		

2019 Interest Earned	25,877.67	25,877.67	Total Interest Earned
2020 Interest Earned		19,012.43	44,890.10

Treasurer Cash Balance \$ (42,093.17)

Chart Summary	2018	2019	2020	Totals
Remaining Funds		\$ 2,845,706.77	\$ 2,601,434.30	\$ 2,601,434.30
Engineering & Admin Services	\$ 15,000.00	\$ 137,911.48	\$ 227,605.15	\$ 380,516.63
Facilities Fire/EMS Equipment		\$ 237,131.75	\$ 16,667.32	\$ 253,799.07



# Fire Chief's Report to Board of Commissioners

## October 8, 2020

No injuries or accidents since your last meeting. Last injury report, firefighter recovering well. BVFF met to pay medical bills in September.

**Customer Service (emergent and non-emergent):** 27 calls for service since your last Board meeting.

### Projects:

1. **Bond:**
  - (a) Exhaust extractors – Seven inquirers. Board action to determine price for sale.
  - (b) Engineering invoices \$9856 from Jeff Dellis.
  - (c) Merritt going through final details of drawings.
2. **RADIO GRANT:** Equipment has arrived. Will conducting inventory and scheduling installation this month.
3. **Apparatus/Fleet:** Annual Pump Testing commencing August 13<sup>th</sup> and 14<sup>th</sup>. Will be testing, E31,32, and E 2331. Water Tender(s) 31 and 32. Testing continues to be held at Mid Columbia Fire and Rescue's flow test pit in The Dalles.
4. **KCIFA** continues to be cancelled.
5. **Wildfire assignment:** No report
6. **Personnel:** Captain Tony Gilmer resigned due to personal reasons. Roz has reached out to him to identify final day of work due to earned leave. Will provide COBRA notifications as appropriate. Meeting scheduled for October Discussed Inter-local Agreement with Chief's Hunsaker and Krepps. No feedback from either agency as of yet regarding KCFD3 recommendations for Exhibit "B" addition related to training standards. Input percentages to be worked out by the other two agencies for their cost share. Meeting with Chief Hunsaker and Chief Krepps on October 9<sup>th</sup> 2020 to determine a strategy related to training captain position. Expect recommendations and/or a request to the Board in the November meeting.
7. **Senate Bill 5010.** Hearing re-scheduled for October 20, 2020.
8. **Community Building/pre-planning:** Provided comment to Klickitat County related to Under Canvas' proposed glamping project on Oak Ridge Road.
9. **Fire Safety Surveys:** One completed 9/25 in PuckerHuddle area. Restarting fuels reduction project with DNR that surrounds the City of White Salmon to the north and into KCFD3's service area back towards SR 141. DNR fuels reduction grant project.

### COVID – 19

No reported exposures by membership. Waiting for Klickitat County's FEMA application activity to recover EOC expenses. ILA's in place.

**Training: No Report**

### Community Events:

Daycare fire prevention session scheduled for October 14<sup>th</sup>.

**Personal Activities and Achievements:** Completed 30-hour EMT refresher course. Vacation time utilized.

Respectfully submitted: Wesley W. Long – Fire Chief October 5, 09:22 hours.

# RESOLUTION

Klickitat County Fire District #3

RESOLUTION #2020-\_\_\_

## "A RESOLUTION TO SURPLUS FIRE DISTRICT ASSETS"

### BACKGROUND

<b>WHEREAS:</b>	Klickitat County Fire District #3 is a municipal corporation and subject to Washington State statutes for public entities; AND
<b>WHEREAS:</b>	Klickitat County Fire District #3 manages and operates a Special Purpose Fire District from three separate facilities; AND
<b>WHEREAS:</b>	The Board of Commissioners has determined that certain facility items which are public property are deemed out of date and incompatible with current remodeling plans; AND
<b>WHEREAS:</b>	The Board of Fire Commissioners has determined that the Fire District will no longer be in need of said property and therefore the property should be surplussed and sold to other public agencies;

### RESOLUTION

**NOW THEREFORE BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF KLICKITAT COUNTY FIRE DISTRICT #3; KLICKITAT COUNTY, STATE OF WASHINGTON, THAT:**

1.	The three (3) complete PlymoVent OS-3 vehicle exhaust removal systems currently installed at KCFD#3 fire stations are outdated and are not compatible with current facility upgrade plans; (see Appendix A)
2.	Said three (3) complete PlymoVent vehicle exhaust removal systems currently installed at KCFD#3 fire stations are declared SURPLUS PROPERTY to the fire district.
3.	Said systems are to be sold to "public agencies" only, with preference to smaller, rural fire districts in Washington State.
4.	Fire District Staff is hereby authorized to dispose of said public property in accordance with WA State law and KCFD#3 Policy in the most efficient and cost-effective manner;

Adopted after a public hearing of the Board of Fire Commissioners of Klickitat County Fire Protection District 3, during the regular business meeting held via zoom , on the 8th Day of October 2020.

\_\_\_\_\_  
Commissioner Chair Thomas Montag

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

\_\_\_\_\_  
Commissioner Charles Virtis

Attest: \_\_\_\_\_

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

# APPENDIX 'A'

Power Panels (3)



Exhaust Fans (3)



Under-carriage Systems (8)



Vertical Stack Systems (2)

