

# KLICKITAT COUNTY FIRE DISTRICT 3

200 Husum Street, Husum, WA 98623

Commissioner's Meeting

Thursday May 11 2017

Minutes

Called to order: 18:40

**Attendance:** Commissioner Zoller, Commissioner Montag, Commissioner Connor, Chief Long, Secretary Plumb, Charles Virts, Eric Bosler, Debbie Olson, Lloyd Olson.

**Approval of the agenda- Motion to approve the agenda for May 11 2017 made by Commissioner Montag, seconded by Commissioner Conner, (3 yay, 0 nay).**

**Public Discussion:** None noted.

**Minutes of the last meeting: Motion to approve the minutes of the April 13 2017 meeting made by Commissioner Montag , Seconded by Commissioner Connor. (3 yay, 0 Nay).**

**Secretary's Report:**

**1. County Treasurer's Report for April 2017**

Beginning balance	\$230,206.24	Ending Balance	\$360,520.22
Deposits	\$160,589.11	Disbursements	\$30,275.13

District records April match those of the County Auditor's Office and the County Treasurer's Office.

2017 District expenditure shows a year to date (May 11) total of **\$155,211.08**

**Motion to approve the treasurer's Report made by Commissioner Connor, Seconded by Commissioner Montag. (3 yay, 0 nay).**

**2. Bills and items to be signed:**

**Motion to approve the bills made by Commissioner Connor, Seconded by Commissioner Montag, (3 yay, 0 nay).**

**Vouchers:** Commissioner Voucher April 14 2017 to May 11 2017

- a). 04/19 - \$2,644.12      b). 04/26 \$1,344.31      c). 5/2 payroll \$6,798.56
- d). 5/04 - \$3,139.04.      e). 05/11- \$3,037.25.

**3. Budget 2017. Actual expenditure to date \$155,211.08.**

The Station 32 Project is being funded from the cash balance outside of the 2017 budgeted amount. Budgeted expenditure to date is \$112,601.70 (this is less than the actual amount spent). Chief Long pointed out that vehicle parts and repairs is at 48% but it was predicted expenditure for prevention maintenance.

**4. Investment of funds**

District is maintaining \$101,000 which will mature in November 2017. Interest earned in April was \$60.12.

**5. Correspondence:**

**6. Current priority projects include:**

The State audit is ready to be submitted on line. Secretary Plumb encouraged the Commissioners to sit down with her and review it. The District anticipates a full audit sometime this year to review the last 3 years.

Secretary Plumb thanked the Commissioners for allowing her to attend the Washington Fire Chief's Administration Support Conference. She was able to connect with other fire admin personnel and now has resources for questions. The information sessions ranged from office ergonomics, records management, archiving, active shooter and front desk safety, and best practices. The immediate take away is that we are not using the WA Fire Commissioner's Association or the WA Fire Chief's Association enough for our general meeting, resolution and policy needs. She will be contacting the regional archive representative to begin clearing out some of the files we are storing. It was noted that keeping historical records in house means we are responsible for their safety and that will include costs for fire and flood protection. There are many other aspects to the records management that can be addressed. Secretary Plumb feels very inspired by the event, and thanked the commissioners for their personal support of the raffle. The funds raised at the event go towards scholarships for the event next year in Walla Walla.

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

**Training Report:** See attached.

**On-going business:**

1. **Payroll:** No progress has been made on the direct deposit.
2. **Policy review:** None to review this month.
3. **Station 32 project:** Commissioner Montag updated the Commissioners on the status of the work.
  - a. There has been an issue with the electrical panel not having a large enough buffer for future uses. It is currently a 200 amp panel and with the new equipment there is only a 10 amp buffer remaining. The General contractor and the electrician have been involved in a solution and it was agreed that the electricians work is good, but this was an oversight during the bidding phase. The solution is to install another 200 amp panel giving the station a 400 amp

capability to accommodate future changes in the building. The cost has been estimated at \$4904.15.

- b. The dry wall was not completed to standard as there were several areas with bubble holes and areas of inadequate sanding. Commissioner Montag spoke to the general contractor about the issue and the dry wall contractor has been back to fix the issues.
- c. The shower pan was not set correctly and as a result the water flow out of the shower on to the floor. The Contractor and tiler are looking into ways to fix this issue. It was also noted that the tile is not straight and should be removed and replaced.
- d. We do have a new furnace and heat pump. [Not discussed at the meeting; the insulation portion of the project is complete].

To address the electrical issue the Commissioners needed to approve the additional expenditure. There was discussion on the need for bids and the option to use another contractor. Chief Long noted the electrician is remorseful that he did not recommend the need for an additional panel in the original bid, and has given a quote that has no mark up on the equipment and no labor cost.

Discussion over where the funds will be pulled from to pay for the electrical panel. It was agreed to take the funds out of the station repairs and supplies.

Motion to upgrade the station 32 electrical panel from 200 amp to 400 amp at a cost no more than \$5000.00, to be taken out of the station repairs and supplies made by Commissioner Montag, seconded by Commissioner Connor. (3yay, 0 nay).

4. **Post Office relocation:** Commissioner Zoller updated the group on the options for the relocation of the Husum Post office. Commissioner Zoller has been talking to UP Post Office representative Greg Shelton on possible options. There may be regulations that prevent the post office from having parking spaces that require cars to back out onto a road, Greg Shelton will look into that. There may be possibilities for adapting part of building (maybe the class room or part of the office) to accommodate the Post Office. It is clear that the options need to be explored and this will extend beyond the deadline of August when the current lease ends for the Post Office. A temporary option is for mail boxes to be installed in front of the fire department at the east entrance. This also requires research for exact sizes of the temporary units and will require a contract. The Commissioners are willing to explore the options available, and assist in maintaining the community resources. There was concern that this is not an action item on this agenda, and how the Commissioners should proceed. It was discussed and agreed that this is a continuation of the Post Office relocation project. At this time the Commissioners are not committing to the installation of the boxes. More information will be presented before the Commissioners make a motion.
5. **Temporary Mail Boxes:** See item 4 above.
6. **Resolutions:** None this month

7. **Snowden Sign Agreement:** The project has stalled due to placement of the sign. We will be in partnership with the community Council. There is also the issue of the County requesting a \$500 fee. Charles Virts noted that the Community Council may be able to ask for a waiver of the fee.

**New Business:**

1. **2017 Fire Protection Contracts.** There are 8 contracts outside of the district boundaries at this time. Contracts approved and signed by Commissioner Zoller.

[Recorder failed at this point]

2. **L&I Claim:** Assistant Chief Nelson was injured during training. He is currently off work for scheduled vacation this week. The injury has been filed with L&I and Chief Long has been in communication with the claims agent. The District currently has an eleven percent (11%) discount with the L&I premiums. If we claim funds from L&I for wage payments we will lose the discount. Options open to the district include: **1. 'Light Duty':** this would bring AC Nelson back to working in the office only, and there would be no time lost at work. **2. 'kept on salary':** AC Nelson can remain at home to recover and still receive pay from the District. The Commissioners agreed that they prefer the option for 'Light Duty' but would allow AC Nelson to stay home if needed and have him return to Light Duty as soon as possible. The Commissioners emphasized the need to support the options that will result in rapid recovery.

**Good of the Order:** Chief has been attempting to recruit Task Force members and has 4 candidates.

**Next meeting:** June 8th 2017.

**Motion to Adjourn the meeting made by Commissioner Montag, Seconded by Commissioner Connor (3 yay, 0 nay)**

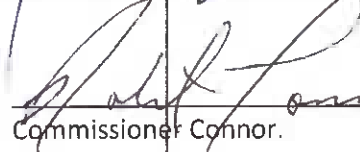
**Meeting Adjourned: 20:02.**

**APPROVED BY:**

**Attest:**

  
Chairman - Commissioner Zoller. 6-8-17  
(date)

  
District Secretary Rozalind Plumb

  
Commissioner Connor. 6-8-17  
(date)

  
Commissioner Montag 6/8/17  
(date)

Klickitat County Fire District 3 Commissioners Meeting

200 Husum Street Husum, WA .

May 11, 2017 @ 6:30 pm

AGENDA

Regular Board meeting.0

(A) = Action (I) = Information

- o **Open Meeting:** Call to order. Time \_\_\_\_\_
- o **Approval of agenda (A)**
- o **Attendance:**
- o **Public Discussion:**
- o **Minutes of last meeting: (A) April 13 2017** business meeting.
- o **Secretary's report:** 1. Treasurer's report (A) approve treasurer's report – reconciled with district. 2. Bills and items to be signed (A) 3. 2017 Budget 4. Invested funds. 5. Correspondence.
- o **Chief's Report: (I)**
- o **Training Report: (I)**
- o **On Going Business:**
  - 1. **Personnel**
    - a) **Payroll** – Ongoing, Direct Deposit for paid employees and Disability compensation policy. (I)
  - 2. **Policy.** Review (A)

  - 3. **Station 32** –Bathroom & Heater project -ELECTRICAL ISSUE. (A) Montag
  - 4. **US Post Office** – relocation of Post Office. Zoller
  - 5. **Temporary Mail Boxes**
  - 6. **RESOLUTIONS** –
  - 7. Snowden Sign agreement.
  - 8.
- o **New Business:**
  - 1. **2017 fire protection contract-** approve and sign contracts for outlying properties.
  - 2. **L & I** – To claim or not to claim -Chief Long.
- o **Good of the order:**
- o **Next meeting:** Regular meeting **June 8** 2017.
- o **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.

TIME: \_\_\_\_\_



**KLICKITAT COUNTY  
TREASURER REPORT  
APRIL 2017**

Fund No.: 667.1

Fund Name: FIRE DIST 3

BEGINNING CASH BALANCE	1	\$	230,206.24
+++ Increases ++++			
Receipts (Revenue Dist Rpt)	2		160,589.11
Netted Transactions	3		-
Matured Investments	4		-
Interfund Transfers - In (397)	5		-
Other Revenue - JE's	6		-
Subtotal Increases	7		160,589.11
<< Disbursements >>			
Other Expenditures - JE & KC AP	8		27,982.89
Interfund Transfers - Out (597)	9		-
New Investments	10		-
Disbursements (AP & PR)	11		-
E - Transactions (ACH & EFTPS)	12		2,292.24
Debt Service P&I	13		-
Other	14		-
Subtotal Disbursements	15		30,275.13
<b>ENDING CASH BALANCE</b>	<b>16</b>	<b>\$</b>	<b>360,520.22</b>
<b>WARRANTS</b>			
Previous Month O/S	17		-
Issued (+)	18		-
Redeemed (-)	19		-
Canceled (-)	20		-
<b>WARRANTS OUTSTANDING (O/S)</b>	<b>21</b>		<b>-</b>
Cash Balance <O/S Warrants >	22	\$	360,520.22
<b>INVESTMENTS</b>			
Beginning Inv Balance	23		101,000.00
Matured Investments	24		-
New Investments	25		-
<b>ENDING INVESTMENT BALANCE</b>	<b>26</b>		<b>101,000.00</b>
<b>DEBT SERVICE/BOND ACTIVITY</b>			
Beginning Bond Principle Balance	27		-
Bond Principle Payments	28		-
Bond Interest Payments	29		-
<b>ENDING BOND PRINCIPLE BALANCE</b>	<b>30</b>		<b>-</b>

# 2017 Budget

This budget sheet is connected to the expenditure spreadsheet.

## Klickitat County Fire District 3

updated 5/11/2017

### BUDGET 2017

Category	Original Budget	April expenditure	expenditure YTD	Balance	% Used	Grants and other notes
Salaries & Wages + employee paid benefits	136,665.00	10,332.67	49,356.45	87,308.55	36%	
Benefits (excluding employee paid)	41,600.00	4,815.99	14,189.75	27,410.25	34%	
Volunteer Stipend	20,000.00	-	-	20,000.00	0%	
Volunteer Disability/Pension/life/flight	5,100.00	-	900.00	4,200.00	18%	
Volunteer Recognition	2,500.00	-	2,235.33	264.67	89%	
Office Expense/Supplies	6,000.00	1,485.52	2,102.42	3,897.58	35%	
Professional Services	6,652.00	41.20	1,146.22	5,505.78	17%	
Insurance	15,700.00	-	-	15,700.00	0%	
Communications	5,000.00	-	163.60	4,836.40	3%	
Advertising	500.00	-	56.58	443.42	11%	
Vehicle Parts/Repairs	14,000.00	319.69	6,769.77	7,230.23	48%	
Rescue - Apparatus Supplies	7,500.00	-	107.20	7,392.80	1%	
Fuel	8,000.00	539.74	2,367.11	5,632.89	30%	
Station Repairs - Supplies	20,000.00	962.72	14,335.04	5,664.96	72%	Includes 12,000 for stn 32 project
Utilities Services	17,000.00	1,385.69	6,771.90	10,228.10	40%	
Travel & Meals	4,000.00	-	1,051.37	2,948.63	26%	
Fire Training - Supplies	13,500.00	966.38	4,605.51	8,894.49	34%	
EMS Training - Supplies	9,500.00	353.76	2,543.12	6,956.88	27%	
Uniform/apparel (currently in file supplies)						
Prevention	1,000.00	(29.96)	160.62	839.38	16%	
Long Term Loans (Ambulance)	51,766.67	-	-	51,766.67	0%	
Taxes (for previous year)	3,000.00	-	3,685.91	(685.91)	123%	Budget was set before the end of the year.
Dues & Fees	2,500.00	-	53.80	2,446.20	2%	
Revenue from Wildland (-)						
Expense for Wildland						
Municipal Pool Reserve	15,000.00			15,000.00	0%	
Capital Pool					0.00%	
Total budgeted expenditure	406,483.67	21,173.40	112,601.70	293,881.97	28%	
Stn 32 capital project using cash balance		42,610.38				
<b>Total Actual Expenditure</b>			<b>155,212.08</b>			
av property tax estimated in October 2016	420,647.42					
04/14/16 property tax confirmed from Assessor	420,647.42			308,045.72		

# Fire Chief's Report to Board of Commissioners

May 11<sup>th</sup>, 2017

## Safety:

- Captain Renault's foot is healing quickly. Should return to full duty soon. (BVFF Meeting to follow)
- Sponsored Tony Gilmer to attend National Fire Academy Health and Safety Officer training in Vancouver. This 2-day training provided a template to help us begin to improve our safety program.
- Ankle injury to Chief Nelson on May 6<sup>th</sup>. Stumbled on uneven ground while walking around training structure on Bates Road. Captain Renault transported him to Skyline for xrays. Lnl Employer claim submitted on May 8<sup>th</sup> via online registering. Confirmed strain and not broken. Chief Nelson is off the week of May 8<sup>th</sup> as previously planned. No lost time as of this time. Will re-assess his work release before May 15<sup>th</sup>.

## Customer Service (emergent and non-emergent):

- Eric Bosler, Tom Andrews and I conducted a fire safety walk through of the WSVSD campus on Loop Road. Eric Bosler has finalized our recommendation list and will be sending it back to the schools. Special attention was given to items previously found on the list(s) to be violation of International Fire Code and NOT corrected. The plan is to send a copy of our findings to the County and ask that they be followed up on. Currently, the 'enforcement' portion of the 2015 IBC falls into the auspices of Klickitat County Planning Department outside the City of White Salmon. In perspective of citizen expectations, I want to ensure we are proactively nudging the School District to pay focus serious fire safety concerns. I.e. blocked exits etc. It will also be important for the Fire District to ensure we document said findings to the appropriate authority as per the State in the absence of a qualified fire code/investigation position filled within the County.

## Projects:

- The Chevrolet utility truck went into the school transportation garage for repairs.
- Post Office Relocation: Commissioner Zoller spent time working on adjustments to the proposed plan. He and I discussed additional options inside the building. He has informally taken the lead as a liaison with the USPS rep in Colorado.
- New tires on the Expedition. This vehicle is well past planned replacement date and some expenses have increased. It now has new tires, brakes, shocks, and some suspension parts and is safer to operate. Fuel consumption remains high due to 165,000 miles and a tired engine.



- Station 32 projects continue with some concerns over the electrical load of the building and quality of both sheetrock and tile in the shower.
- Tender credit test scheduled for June 1<sup>2th</sup>, 2017. Objective is to move our PPC Rating to 7,9 with Tender Credit.
- Assisting Washington State DNR with Wildland Fire Academy – instructor in Naches WA May 21-23 2017. Unit instructor for S131 (Engine Boss) and providing a speech about the importance of inter-agency cooperation at the local, state and federal levels. This speech comes at the request of the KCIFA group to speak on behalf of Klickitat County.
- Planning an EMT practical test with one White Salmon volunteer who needs that to submit for his EMT B license. **Scheduled for April 28<sup>th</sup>**. Need to reschedule as the candidate did not pass the exam for medical or trauma. Working to assemble another date.
- I will be assisting DNR and other county agencies for Wildland FF2 live-fire training in Appleton on May 13<sup>th</sup>.
- KCIFA Meeting @ Goldendale City Fire Department in April. Asked to give a speech to the Wildland fire academy students and team in Gled WA on May 20<sup>th</sup> @ the 06:00/am morning briefing.

#### **Fire District and Firefighter Association Events:**

- May 6<sup>th</sup> Live-fire training burn – 319 Bates Road. This event was well-attended by WS Fire and KCFD3. We also enjoyed having our Lyle Fire Department personnel there as well. Unfortunately, nobody from Bingen Fire showed up as they stated they would.

#### **Community Events:**

- CONLA neighborhood Association fire safety meeting scheduled for Friday May 12<sup>th</sup>. Will be doing driveway and vegetation assessments to property owners.

#### **Personal Activities and Achievements:**

- Nearly acquired a seat in the NWFTA Fire Officer 2, and 3 Academy. Cancelled due to administrative problem. Will be seeking IFSAC Fire Officer 3 course soon. Possibly applying to attend the Fire Academy in Maryland.

Respectfully submitted

Wesley W. Long

To the Fire Chief and Fire Commissioners of Klickitat County Fire District 3

April 2017 Training Report

Submitted on Wednesday May 3, 2017

**Training Events:**

- April 4<sup>th</sup>. Equipment checks and house cleaning of the stations and equipment.
- April 11<sup>th</sup>. Quarterly SCBA training was scheduled. The crews met at the elementary school outside basketball courts. They played a game of dodge ball while wearing full PPE and SCBA's. The rules are as follows: When a firefighter was struck with a ball they had to drop to the ground, call a Mayday firefighter down over the radio then another firefighter had to come over to the downed firefighter, plug in their rescue breathing connection or RIT hose and drag the downed firefighter off the court. Everybody that participated in this training said they had a good time as well as learning just how difficult it was to maneuver in full PPE, SCBA and performing all the different tasks to complete the rescue.
- April 18<sup>th</sup>. Tender operation and pumping class. The crews practiced how to pump from their own engines water supply then connecting to a water tender to make the transfer from the engine own water supply to receiving water from a tender at a given tender pump pressure without losing the continuous water flow to the firefighter flowing water from the nozzle. Again this is getting us ready for the WSRB tender operation test coming in June.
- April 22<sup>ed</sup>. A wildland red card refresher class was held at the White Salmon fire station. Tony Gilmer who is a White Salmon Volunteer and works on his day job for the Department of Natural Recourses was the instructor. Tony does an amazing job teaching this class. He holds the attention of the class and demonstrates a passion for what he is teaching.
- April 25<sup>th</sup>. Class on setting up ground ladders, Two in Two out, Standby, RIT and calling a Mayday. The training was broke up into two groups, one inside class room lecture and the other was outside hands on. The inside lecture was on how to set up standby crews, two in and two out and when there is a need for setting up the Rapid Intervention Team (RIT) for possible rescue of firefighters. The outside class was a hands on removing and raising ladders, going over the various parts of a ladder and how to carry the different ladders to the location to be raised.

To the Fire Chief and Fire Commissioners of Klickitat County Fire District 3

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Wes Long &lt;wlong34@gmail.com&gt;

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**Station 32 electrical panel follow up.**

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Wes Long &lt;chief@kcf3.com&gt;

Wed, May 3, 2017 at 12:22 PM

To: Tom Montag &lt;tomontag@hotmail.com&gt;, Bob Connor &lt;sheserafarms@gorge.net&gt;, Mark Zoller &lt;markz@zooraft.com&gt;, Rozalind Plumb &lt;secretary@kcf3.com&gt;

Commissioner Montag and I met with our general contractor Will Hearn from Hearn Construction and his sub-contractor electrician (Jeremy).

Our conversation centered around recognition that we need to increase our electrical panel capacity at Station 32 because there is only about ~ 10 amps reserve capacity within the building should all possible electrical loading happen at one time.

I explained to both individuals that the Fire District is not excited about this issue coming about after the fact. The electrician apologized and stated that he "owned" this mistake as he should have recognized this problem at the time he submitted a bid.

The path forward plan is that the electrician will be submitted an extremely detailed price estimate to us for you to consider funding a permanent fix by installing 400 amp capacity from our current 200 amp panel. Also, to remove old and outdated electrical components that are residual from the siren controls.

He was instructed to have it to me no later than Monday morning so I can share it with you before your Board meeting on Thursday. This will be on your agenda and I'll recommend that we utilize our current line item because the Station Repairs and Supplies line item. The balance as of 4/26/17 in that line is \$6088.63.

He has agreed to absorb the added expense with no mark up and 10% off of roughly \$4904.15.

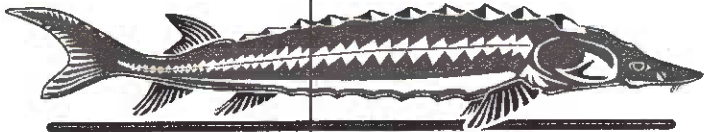
I recommend that the amount we are holding from Hearn Construction be retained until this electrical problem is 100% rectified. However, it's important that this will, in effect, constitute a change order in the contract. A change that was not caused by us as the customer.

More to come.

Wes

Wesley W. Long - Fire Chief  
Klickitat County Fire District 3  
200 Husum Street  
Husum WA 98623  
509-493-2996  
360-281-9585 (c)  
www.kcf3.com

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# HEARN™

CONSTRUCTION

## Estimate

509-

Date	Estimate #
05/04/17	0501201722

724-9744  
spidercat7@yahoo.com

Customer / Address	
Klickitat County Fire Dept. #3	
429 Snowden Rd	
White Salmon, WA 98672	

Project	
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Description	Qty	Rate	Total
Replace 200 Amp service panel with 400 Amp service with two 200 Amp load centers. Each load center will have 40 spaces for the Existing load and room for expansion. It will have all new conduit And wire feeding it. The breakers in the panels will be new and all The existing loads re-fed. The siren system will be removed and area Around service cleaned up.			\$4,362.00
Permit			\$200.00
<b>Subtotal</b>			<b>\$4,562.00</b>
<b>Sales Tax</b>			<b>\$342.15</b>
<b>Total</b>			<b>\$4,904.15</b>