

WKRFA Governance Subcommittee.

Meeting Notes. July 10 2024 16:30 White Salmon FD

In attendance:

Jason Hartmann, Charles Virts, Eric Bosler, Adam Brake, Rozalind Plumb.

- **Governance Policy** -Version 6/18/24
No feedback on the draft governance policy since it was made available for review. Roz will send out a reminder for questions to be directed to the subcommittee.
- **Transition Guide:** Review.

Prioritizing for Day 1 of the RFA.

1. Oath of Office for Governance Board. _ Notarized.
2. Governance Policy
3. Officers of the Board – Chair, Vice Chair.
4. Regular Board Meetings
5. Appointment of Specific Officers – Discussed the option to list the positions in one resolution rather than adopt a resolution for each position. Some may require individual attention. Consult legal counsel on how to streamline the process if possible.
 - a. Legal Counsel for the RFA
 - b. Claims Agent -File with the County.
 - c. RFA Administrator.
 - d. Appointment of
 - i. Records Retention Officer
 - ii. HIPPA Compliance
 - iii. Auditing Officers
 - iv. Payroll Officers
 - v. Investment Officers
6. Levels of Service – review the examples from Stevens County and adapt to WKRFA. Discussion on the lack of comprehensive data for the whole RFA to establish response times. The initial Levels of Service should be realistic expectations/goals for the RFA operations staff to meet. The expectations can be adjusted as data is collected and operations revised to meet and/or exceed the expectations.
7. **Policies.** – Eric Bosler has provided a comprehensive suite of Policies and Procedures from Stevens County. The sub committees and should begin working on their area of expertise to adapt them to WKRFA. Priority should be given to policies that will be needed early in the RFA. Consider the liability risks associated with;
 - a. People
 - i. Specific concerns for Junior Firefighter program – consult legal counsel and insurance company.
 - b. Finances
 - c. Operations

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Summary:

- Governance Policy – Waiting for approval from the Planning Committee.
- Planning the 1st meeting of the RFA and prioritizing the order of events and resolutions to be adopted.
- Levels of Service – Set the expectation of the services to be provided to the community.
- Policies – prioritize according to need and liability risk. Each subcommittee review their area of responsibility. – Channel all policy revisions through Roz so we maintain one location for the latest version of any policy.