

**West Klickitat Regional Fire Authority**  
**Planning Committee Meeting**  
119 NE Church street White Salmon WA 98672.

Thursday April 18, 2024. 6:30pm.

- **Meeting called to order at 18:30.**
- **Attendance:**  
**WKRFA Planning Committee:** Quorum. Ben Giant, Jason Hartmann, David Lindley, Robert Connor, Charles Virts.  
Arrived later: Thomas Montag  
**Advisory groups/staff:** Captain Jess Wardwell, Eric Bosler, Adam Brake, Eric Wilson. Chief Hunsaker (WSFD), Chief Long (KCFD3), Stephanie Porter (CoWS Clerk), Rozalind Plumb (KCFD3 Secretary), Jennifer McLean (KCFD3 Admin).
- **Agenda:** Addition of Project Management element.  
*Approval of the agenda as amended made by Charles Virts, seconded by David Lindly. ( 5 yay, 0 nay) motion passed.*
- **Minutes of March 21 Meeting.**  
*“Motion to approve the agenda as presented” made by Robert Connor, seconded by, Charles Virts.*  
*Motion withdrawn.*  
*“Motion to approve the minutes of the last meeting” made by Robert Connor, seconded by Ben Giant. (5 yay, 0 nay) motion passed.*
- **RFA Transition Projects:**
  - Subcommittee reports
    - Governance and Administrative.  
A sample governance policy has been distributed to the subcommittee for review and they will discuss it before presenting a draft to the planning committee.
    - Finance & HR (See report)  
*Jennifer McLean reported on the progress for EIN and UBI numbers required to set up state business accounts. Fees are required.*  
*Recognition of the upfront costs involved. Stephanie Porter advised that the City could consider authorizing the fire capital reserve funds to be available to help set up the RFA. The capital funds would be repaid once the RFA is receiving funding. If both entities agree to setting aside funds specifically to set up the RFA, then administrative staff can move forward without additional time taken to request funding for each purchase and without spending time splitting each invoice 50/50. The RFA set up funds can be managed as a separate line item in the KCFD3 Financial spreadsheets. KCFD3 Commissioners have already agreed to use reserved funds for the RFA but a specific amount was not set.*

Other topics covered by the finance committee include staff contracts, volunteer packets to bring all documentation up to date for the RFA. Assets- facilities and vehicles will need to transfer to the RFA and this needs to be coordinated with the insurance. Short discussion on insurance coverage for assets. We will begin building a lease agreement for the building in White Salmon.

Commissioner Montag arrived at the meeting.

▪ Operations subcommittee

Captain Wardwell noted the subcommittee has been looking at names, logos and numbering system for the stations, vehicles, and call signs. The survey was helpful but has been revised to get more input. Duty crews are being discussed and training levels needed for officers. Reporting methods are critical for data entry, KCFD3 uses ESO and WSFD uses Image Trend. Discussion is needed to consolidate to one system.

• **Financial Need of the planning Committee**

The plan is to ask each entity to contribute equal amounts to help pay for administrative costs and other fees before the effective date.

• **Project Management – Ben Giant**

- Clarification of primary contacts for the subcommittees.
- Next step will be to get each subcommittee set up on Asana. To get the best tools and results Ben recommended we purchase a paid subscription that would be approximately \$70.

• **Levels of Service**

The Operating subcommittee would like input for the level of services to be provided. Services include structure fire, wild land fire, EMS, Extrication, Swift water rescue, etc. What operational plans should be worked on now and which may take longer to apply? Clarification is needed to ensure the levels of service requests are realistic for the available budget.

Discussion on when it is realistic to hire paid staff in relation to the effective date of the RFA.

**Adjournment:**

**Motion to adjourn made by Thomas Montag seconded by David Lindley.** Meeting adjourned 19:17.

**Next Meeting – Thursday 16 May White Salmon.**

**APPROVED BY:**

Thomas Montag 5/16/24  
Committee Chairman -Thomas Montag (date)

**Attest:**

Rozalind Plumb  
District Secretary Rozalind Plumb

Absent at May meeting  
Vice Chair- Jason Hartmann (date)