

# West Klickitat Regional Fire Authority

## Planning Committee Meeting

119 NE Church street White Salmon WA 98672.

Thursday June 18, 2024. 6:30pm. **Draft without committee approval**

- **The meeting was called to order at 18:33.**
- **Attendance:**

**WKRFA Planning Committee:** Quorum: Thomas Montag, Jason Hartmann, Ben Giant, David Lindley, Robert Connor, Charles Virts.

**Advisory groups/staff:** Adam Brake, Stephanie Porter (CoWS Clerk), Captain Jess Wardwell, Eric Bosler, Jennifer McLean (KCFD3 Admin), Rozalind Plumb (KCFD3 Secretary). Absent: Chief Long, Chief Hunsaker (WSFD).
- **Agenda:**

***“Move to approve the agenda” made by Jason Hartmann, seconded by Ben Giant. (6 yay, 0 nay) motion passed.***
- **Minutes of May 18 Meeting.**

***“Move to approve the minutes from the last meeting” made by Ben Giant, seconded by Charles Virts. (6 yay, 0 nay) motion passed.***
- **RFA Transition Projects:**
  - Project Management- Ben Giant.
    - Updates are being made to the smart sheets platform by the subcommittee representatives. Editing rights in the platform are purchased and only 3 subscriptions are being covered. Clarification is still needed on who will be the smart sheet point person for the ops committee. Everyone including the public can access the platform with view only rights.
    - Ben will be checking in with the reps in the next few days to ensure items are updated.
    - Currently there are no new ‘dependencies’ (i.e. any items that need to be completed before other essential items can be started).
    - 17% complete – but that will increase after today’s meeting.
    - A supplementary report will be sent out soon.
- **Subcommittee reports**
  - *Governance and Administrative.*

A draft governance policy has been distributed to the Planning Committee for review. It is available in the meeting packet. The Planning Committee will review the policy before the next meeting in July. Any questions on the policy can be directed to the Governance subcommittee before the July Planning Committee meeting.

- Finance & HR (See report)

The last meeting was held on 6/18 immediately prior to this meeting.

- Review of the recommendations made by the Operation Subcommittee occurred and we recommend a joint meeting with the operations subcommittee to ensure clarification on items.
- The proposed hiring process was reviewed.
  - Recommendation is to ensure the job is advertised for a minimum of 2 weeks, preferably 6 weeks.
  - For resume scoring, we recommend a standardized format that can be adapted for different job types and qualifications.
  - The assessment center is a great process. It was recommended that the type of tests could be recommended in the job description.
  - There should be a recommended list of stakeholders that would be asked to help with the assessment of candidates.
  - New hire reviews and probation periods were discussed. Recommendation is to ensure the volunteers have input in the review process.
  - Recommendation from the HR subcommittee is to hire an outside consultant to help with hiring the new positions being addressed by the RFA.
  - Exit interviews for anyone leaving the service.
- HR paperwork – baseline documents for all volunteers to ensure consistency under the new entity.
- Insurance coverage. - Recommend staying with Enduris through the transition process to ensure coverage of all assets.

- Operations subcommittee

Recommendations have been submitted to the planning Committee. The operations subcommittee has not met since submitting the recommendations.

- **Action Items:**

- Operation Subcommittee recommendations 1-6

1. DBA name and logo. Two options have been put forward.

- *Southwest Fire & Rescue*
- *Central Gorge Fire & Rescue*

The Planning Committee had requested the two options be put to the volunteers. Jess Wardwell explained the process used to narrow it down to the 2 options provided. The most popular was Southwest Fire & Resue. Discussion on the names and how they are inclusive or potentially exclusive if other districts wish to join.

***“Move to adopt the name Southwest Fire & Rescue as our doing business as moniker.”  
Made by Charles Virts seconded by David Lindley (6 yay) motion passed.***

2. Numbering system for stations, apparatus and personnel. The recommendation is to use a 30 / 300 system.

***“Motion to approve the unit numbering system of 30/300 as recommended by the operations subcommittee.” Made by Jason Hartmann seconded by Ben Giant. Motion passed.***

3. Hiring criteria for support staff. The hiring of a paid firefighter is being outlined and a tentative schedule is being drafted. Coordinate with HR before moving forward with recommendations. - ***Further discussion required***
4. Programs to support and promote volunteer coverage. Duty crews are being discussed and training levels needed for officers. Coordinate with HR before moving forward with recommendation. ***Further discussion required***
5. Efficiencies, reduce duplication. Standardized documents, data collection and report writing are being addressed. – Jess Wardwell explained the agencies currently use different reporting software and have separate accounts for other software used for responding (Active 911). The aim is to consolidate and reduce duplication as we move to the RFA. Discussion on the cost of certain aspects and when that cost is to be agreed by the Governing Board. Further exploration of consolidation is in progress. Operations will create a list of the individual categories for consolidation. ***No action needed at this time.***
6. Mission and Values statements.

*“To exceed our customers’ expectations through diligent emergent and non-emergent services, every single day.”*

Discussion on the word “customer”, Customer is all inclusive. Typically, in the fire service we use words like victim or patient and those words did not resonate with what we are trying to say here.

Discussion to remove the word ‘single’.

Discussion on why “fire service” is not mentioned. The consensus was that we are obviously a fire department, and we are not limited to fire.

Motion to approve the Mission statement and the values statement made by Jason Hartman, Charles Virts seconded but wanted to remove the word “single”.

Jason withdrew the motion.

Discussion and edits made to the values statement.

***Edited versions.***

***“To exceed our customers’ expectations through diligent emergent and non-emergent services, every day.”***

***“Create TRUST and long-lasting relationships at every level.***

***DEDICATE our existence to our customers every day.***

***RESPECT the responsibility entrusted to us and dedicate ourselves to carry out our duties with pride of ownership.***

***HONOR our relationships through respect, honesty and integrity.”***

***“Move to approve the statements as read” made by Charles Virts seconded by Jason Hartman.  
(The majority voted; motion passed.)***

○ **Financial Need of the planning Committee**

KCFD3 has set aside \$25,000 to set up the RFA. White Salmon City Council is working to do a similar amount. \$6,722 spent to date.

Insurance: Discussion on the need for insurance coverage. KCFD3 is currently insured with Enduris and the policy will be renewed on September 1, 2024. The RFA governing board will require insurance for liability from September 30<sup>th</sup> onward. As the assets are transferred to the RFA the premium will be adjusted. Once all assets are transferred to the RFA KCFD3 will still require Liability insurance for the fire Commissioners as long as KCFD3 is in existence. White salmon will maintain insurance coverage on fire assets through the end of 2024 to ensure there is no lapse in coverage during the transition. Coordination of title transfers to the RFA includes vehicles and buildings. Additional logistics of the transfer of assets includes the EMS license and who has liability coverage at any given time. The definition of “effective date” in the plan specifies being fully operational on January 1, 2025. This allows the transition of ownership and liability.

City of White Salmon WKRFA funds – the City will propose a budget amendment to facilitate funding during the transition period to the RFA. The proposal will be put to the city Council in August.

There is currently no concern that we will need more funds before August.

Thomas Montag asked how the subcommittee feels about reaching the goals before September 30. There is currently no major concern. The distinction between the Governance effective date of September 30<sup>th</sup> and operational date of January 1 is important to prioritize tasks.

○ **Levels of Service**

- Further discussion is needed with comparison to task force recommendations. Roz will send out some example documents from Stevens County that address levels of service to help start the discussion on what the WKRFA wants to aim for.

- **WA Fire Commissioners Association.** Roger Ferris will attend the next meeting to introduce the WFCFA to the new board members, answer questions, and offer guidance on the RFA formation.

Ben Giant noted that with only 3 meetings left before September 30<sup>th</sup> we should expect to have longer meetings to be able to cover all the recommendations.

**Next Meeting** –Thursday 18 July, at 19:40 White Salmon

**Adjournment:**

**Motion to adjourn made by Ben Giant seconded by Jason Hartmann.** Meeting adjourned 19:40.

**APPROVED BY:**

**Attest:**

\_\_\_\_\_  
Committee Chairman -Thomas Montag (date)

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District Secretary Rozalind Plumb

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Vice Chair- Jason Hartmann (date)

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