

West Klickitat Regional Fire Authority

Regular Meeting

119 NE Church Street White Salmon WA 98672.

Monday October 17, 2024. 6:30pm.

- **The meeting was called to order at 18:30.**
- **Attendance:**
WKRFA Governing Board: Quorum: Thomas Montag, Ben Giant, David Lindley, Robert Connor, Charles Virts.
[Absent: Jason Hartmann]
Advisory groups/staff: Chief Long, Jennifer McLean, Rozalind Plumb, Chief Hunsaker, Eric Bosler.
- **Agenda:**
"Move to approve the agenda as presented" made by Chuck Virts, second by Bob Connor, (5 in favor, 0 opposed) motion passed.
- **Minutes of September 30th Meeting.**
"Move to approve the minutes from the September 30th 2024, meeting." made by David Lindley, seconded by ben Giant. (5 in favor, 0 opposed) motion passed.
- **Public Comments:** None
- **Administrative Secretary's report**
 - Reviewed the KCFD3 Financial Report. This was an introduction to the current system of reporting to the board.
- **Fire Chief's Report-** Chief Long noted that the new 2024 Engine – E-32 was placed into service at station 32, the Engine that was at Station 32 is now in service at Station 31 as E-31, the new Green Engine will be put into service at station 34 as soon as possible. The American LaFrance Engine is now surplus and will be up for sale.
- **Training Report**
- **Volunteer Representative Report-** Eric Bosler gave a summary of the work being done to teach fire safety to 3rd grade classes. Topics covered include "Get Low... Stay Low! Get out .. Stay out! Tell an adult...call 911!" The school project was started when Chief Long started working at KCFD3.
- **Information Only Items**
 - Insurance update- Waiting for the final quote. KCFD3 buildings and equipment are covered through August 2025 (\$54,591.00). When we transition everything to the RFA we will be adding the equipment from White Salmon. This will be an additional premium.
 - Washington Fire Commissioners Association (WFCA) – the board members should have received an email inviting them to sign in to the portal for helpful resources for their role as Fire Commissioner.

- Health benefits – the health plan is provided through WFCFA. The board will need to decide on the plans they will offer and what percentage of coverage will be provided to spouses and dependents.
- **Unfinished Business- Follow -up Items**
 - **EMS License.** - The License has been submitted and has passed through the local and Regional EMS Councils. The inspection by the Washington State Department of Health is scheduled for October 30th. To close the loop on the process Roz requested the Board ratify the decision made by the planning Committee authorizing her to submit the application.
“Move to officially ratify the decision at the Planning Committee level regarding the EMS License.” Made by Ben Giant, Second by Bob Connor. (5 in favor 0 opposed). Motion passed.
 - **PERS Resolution- 2024-08.** The resolution approved on September 30th was not accepted by the Department of Retirement as it was not their official formatting. Therefore, the board was advised to rescind Resolution 2024-08 and replace it with the correct format resolution 2024-15.
“Move to rescind resolution 2024-08 related to PERS” made by David Lindley seconded by Chuck Virts. (5 in favor 0 opposed) motion passed.
“Move to approve Resolution -permission to participate in PERS- resolution 2024-15.” Made by Chuck Virts, second by Ben Giant (5 in favor 0 opposed).
- **Discussion Items**
 1. **Resolutions**
 - a. Deferred Compensation Program allowing employees to contribute additional money to retirement.
Motion to approve the DCP made by Chuck Virts. Second by Bob Connor (5 in favor 0 opposed) . Motion passed.
 - b. Discussion on the Levy certification process in preparation for November.
 2. **Policies-** Levels of service – Discussion on the status of the policies and defining the services to be provided. Staff will take the examples from Stevens County and make them fit WKRFA.
 3. **Agreements –**
 - a. **White Salmon building Lease** – The latest version is still with WS City Council. It was reported that the topic was removed from the City Council agenda. No further information is available. Next City Council meeting is November 6.
 - b. **DNR Forestland response agreement (FLRA),** - allows for reimbursement for response to fires. **DNR Interagency Agreement–** addresses state and interstate level response to all hazards.
“Motion to authorize Chief Long to sign the DNR forest land Response and DNR Interagency Agreements.” Made by Chuck Virts, second by Bob Connor. (5 in favor 0 opposed). Motion passed.
 - c. **EMAC-** Allows State to state mobilization of resources. Allows for reimbursement.

"Move to allow Chief Long to sign the EMAC agreement as presented." Made by Chuck Virts, second by Bob Connor (5 in favor 0 opposed). Motion passed.

- d. **Background Screeners of America-** Background checks of members are needed. This is the agreement to use a national database. We also use a subcontractor to help navigate the process and ensure the individuals are given the required forms and information before a background check is performed. This agreement is currently in review with legal counsel. Discussion on the requirement for driving record checks for the ambulance license. All new members receive a full criminal background check.

"I Move to authorize the West Klickitat Regional Fire Authority Secretary to sign the background screeners agreement once it comes out of legal review." Made by ben Giant, second by David Lindley, (5 in favor 0 opposed). Motion passed.

4. **Budget and Levy certification**

- a. Review of the 2025 budget by category. Governing board will review the budget and any questions can be directed to office staff. Public hearing will be scheduled for November 21.

5. **Web Site-** The website platform currently used by KCFD3 is Streamline. They cater to local governments and understand the compliance requirements for public records and ADA access. There are new ADA requirements being set by legislation at the federal and state level. The rates will be increasing but the platform is easy to work on and staff are already familiar with the platform.

"Motion to continue with streamline for the new RFA website" made by Chuck Virts, second by Bob Connor, (5 in favor 0 opposed).

6. **IT- submitting for bids** – As a new entity we will have to submit bids for IT services. We still need to compile the exact specifications for the service we require. There will be additional requirements for the White Salmon Station. Requests for bids will be put out as soon as possible.

7. **Other discussions as needed.** - Other associated items include securing the domain name, which is in process.

- **Action Items**

1. Resolutions- see above
2. Policies - see above
3. Agreements - see above
4. Other Action Items as needed.

- **Executive Session** (not needed)

- **Good of the order-** Bob Connor asked Chief Long if any of our resources were used at the "Top of the World fire" on Catherine Creek. Chief Long confirmed we had sent vehicles and crew.


- **Next Meeting:**

Budget Hearing and Regular Board meeting November 21st 18:30. Location: White Salmon Fire Station.

- Motion to adjourn:

Motion to adjourn made by Bob Connor seconded by Ben Giant. (5 in favor 0 opposed). Motion passed
Meeting adjourned 19:56.

APPROVED:



WKRFA Chair -Thomas Montag (date) 11/21/24

Attest:



Secretary Rozalind Plumb