

West Klickitat Regional Fire Authority

Planning Committee Meeting

119 NE Church street White Salmon WA 98672.

Thursday September 19, 2024. 6:30pm. **Draft without committee approval**

- **The meeting was called to order at 18:30.**
- **Attendance:**
WKRFA Planning Committee: Quorum: Thomas Montag, Jason Hartmann, Ben Giant, David Lindley, Robert Connor, Charles Virts.
Advisory groups/staff: Stephanie Porter (Clerk CoWS), Rozalind Plumb (KCFD3 Secretary). Chief Long, Captain Jess Wardwell (WSFD), Eric Bosler (KCFD3), Jennifer McLean (KCFD3 Admin).
- **Agenda:**
Request to move the building lease agreement to the beginning of the meeting.
“Move to approve the agenda with the stated change made by Charles Virts, second by Jason Hartmann (6 yay, 0 nay) motion passed.
- **Minutes of August 15 Meeting.**
Motion to approve the minutes from the last meeting made by Jason Hartmann, seconded by Charles Virts. (6 yay, 0 nay) motion passed.
- **White Salmon Building Lease Agreement:**
Following the August meeting the agreement received some alterations. The Version dated 09.13.2024 is now before the Planning committee.
Discussion focused on the relocation date of the City Council Chambers and Public works. The city intends to move but does not have the means to relocate currently. Consensus was to revise the agreement to ensure the topic is revisited on a regular basis to maintain momentum for the goal of converting the station to accommodate sleeping quarters for responders. Having 24-hour coverage in the building will reduce response times, which will improve the service to the community.
Stephanie Porter noted that the city would need a new facility and capital projects like that take a considerable time to plan.
Consensus is for a 3-part plan.
 1. Set a goal date for vacation of the premises.
 2. Set periodic review of the date and progress.
 3. When a suitable location is found the city shall vacate the premises.It should be clear for future administration and governors to follow through on relocation goals.
Additional revision on item 10.1 per insurance premiums to be applicable to the city.
Revisions need to be finalized as soon as possible and need to be reviewed by legal counsel to be ready before the October 17th meeting.

- **RFA Transition Projects:**

- Project Management- Ben Giant.
 - The operations subcommittee has been working on mutual aid agreements. Agreements do not need to be ready for September 30th.
 - Finance & HR – Items required before September 30 are complete. Most of the work on the list will be due by January 1, 2025.
 - Governance and Admin – Items required for September 30th are drafted and in circulation.
 - We will have the critical items ready for September 30th, 2024.

- **Subcommittee reports:**

- Governance and Administrative.

The Governance subcommittee did not meet in person but reviewed and had an opportunity to comment on the documents provided by Legal Counsel for the September 30th meeting. (see attached).

1. The documents were addressed and discussed, and the planning committee completed areas that required filling or deleting. The Auditing Officer was clarified to be a board member appointed each year. Discussion on the PERS start date and the need for LEOFF. MRSC resolution was discussed and cleaned up.
2. Amendment to the RFA Plan – Discussion revolved around the intent of the resolution which is to allow the RFA to pay for **future** KCFD3 expenses after all KCFD3 assets have been transferred to the RFA. The resolution will add a paragraph (item 4) to section 6.C.
3. Policies that will be required early include governance, Litigation defense, finance and procurement.
4. The agenda for the 1st meeting is being prepared. Required documents and resolutions are being drafted and posted to the Smart sheets for review.
5. EMS License has been submitted
6. Agreements are being drafted
7. Domain with a “.gov” has been requested.

Any questions should be directed to Roz.

- Finance & HR

The Finance & HR subcommittee met on 9/10/2024

1. Purchasing Policy – discussion on the purchasing authority. While the current KCFD3 staff report purchases well under the allowed threshold the intent is to write this policy for the future when we may have different staffing. Discussion on the budgeted items and items outside the budget. Agreed on option 3 at \$10,000. Emergency Spending – discussion on emergency situations that might trigger an out of budget expense. Emergency events could be feeding 100 firefighters, a catastrophic pump failure, \$10,000 was thought to be enough.
2. No other comments on policies. Any questions should be directed to Jennifer.

- Operations:

Met on September 3rd.

1. Working on job descriptions from volunteers through to captains, and support personnel.
2. Efficiencies are being reviewed –
 - Volunteer onboarding is being coordinated,
 - Active 911 will transfer on September 30th.
 - Face book - will need to archive and close out the existing KCFD3 and WSFD pages. This has not yet been addressed by admin. Roz has been looking into starting the new RFA web site (need the domain before that can happen).

- **Levels of Service:**

Levels of Service / Standards of cover / core services.

Discussion on the policies needed at the Governing Board level that will state the services provided by the RFA.

The goals of how the service is provided are driven by the operations. Goals for response times, and number of volunteers responding to any given event can be set and assessed over time.

Discussion on the example policies provided by Stevens County. Committee members agreed that the Stevens County policies were a good template to build from.

- **Action Items:**

- This is the last Planning Committee meeting and action items are reserved for September 30th when the Governing Board has authority.

- **Financial Need of the Planning Committee**

Legal counsel expenses total \$3,776 to date.

- **Insurance:**

- E&O coverage for September 30th should be in effect.
- Also working on the insurance for the facilities and assets.

- **Good of the order:** none noted

- **Next Meeting:** Monday 30 September 2024.

- **Adjournment:**

Motion to adjourn made by Jason Hartmann seconded by Charles Virts. (motion passed)

Meeting adjourned 20:12.

APPROVED BY:

Attest:

Committee Chairman -Thomas Montag (date)

District Secretary Rozalind Plumb