

WKRFA Governance Subcommittee.

Meeting Notes. August 12 2024 17:30 White Salmon FD

In attendance:

Charles Virts, Eric Bosler, Rozalind Plumb. Adam Brake (via Phone)

Absent: Jason Hartmann,

1. Governance Policy -

a) Review draft 0729 Snure edits.

All members agreed to accept the edits made by Legal Counsel (Jason Hartmann approved via email)

2. Agenda for 09/30/2024

a). Required Resolutions reviews.

Following the last meeting Roz reached out to legal counsel for clarification and review of the proposed agenda and required resolutions.

Topics recommended by legal counsel

- i) Resolution establishing funds with County
- ii) Resolution authorizing acceptance of KCFD 3 and City of White Salmon assets being transferred pursuant to Plan and authorizing fire chief to execute necessary documents.
- iii) If Board members serve as volunteers, a Resolution should be adopted permitting this with unanimous approval.
- iv) Resolution authorizing participation in BVFF pension system and payment of BVFF Pension payments for volunteers.
- v) DRS Resolutions authorizing participation in PERS if the RFA will enroll in PERS
- vi) Litigation defense policy.

b). KCFD3 – Future District Expenses.

Discussed the topic of expenses for KCFD3 and a resolution recommended by Legal counsel to amend the WKRFA Plan. A question arose around legal counsel and potential conflict.

Summary:

- Governance Policy – Waiting for review from the Planning Committee but should be ready for adoption on September 30.
- Review draft resolutions and have them ready for the Planning committee to review before September 19. – Critical resolutions will be ready for adoption on September 30.

WEST KLICKITAT REGIONAL FIRE AUTHORITY

Date	09/30/2024
Time	18:30
Location	119 NE Church Street, White Salmon WA
Join Zoom Meeting	https://us02web.zoom.us/j/84445302280?pwd=SHc2ZGlaWTNyN1IreXdLNGIwa3RKUT09
Dial by your location	+1 253 215 8782 US (Tacoma)
Meeting ID	844 4530 2280
Passcode	378202

AGENDA

Posted on web site of KCFD3 and WS City Counsel, and on door of WS FD/City Council Chambers.

1st WKRFA Meeting will be opened by the current chair of the WKRFA Planning Committee.

- Open 1st meeting of the WKRFA.
- Flag Salute
- Roll call.
- Approval of agenda.
- Minutes of the final WKRFA Planning Committee meeting.
- Public Comments – postponed to the end of the meeting?

- **WKRFA Administrative Priorities**
 1. Oath of Office for Governance Board. Notarized RCW 29A.04.133. Send to County Auditor
 2. Governance Policy
 3. Officers of the Board – Chair, Vice Chair.- Resolution 2024-xx
 4. Regular Board Meetings – Resolution 2024- xx
 5. Appointment of Specific Officers
 - a. Legal Counsel for the RFA
 - b. Claims Agent -File with the County.
 - c. Fire Chief (per Plan sec 8.B.2 and the Governance policy 3.04)
 - d. RFA Administrator. – (per the plan sec 8.B.7 & Gov policy 3.05)– resolution 2024-xx and Oath of Office.
 - e. Records Retention Officers
 - f. HIPPA Compliance Officers
 - g. Auditing Officers
 - h. Payroll Officers
 - i. Investment Officers

 6. Resolutions and Policies. –Priority should be given to policies that will be needed early in the RFA. Consider the liability risks associated with:

WEST KLICKITAT REGIONAL FIRE AUTHORITY

- a. Operations
 - i. Levels of Service
- b. Personnel/Human Resources
 - i. Volunteers - establish volunteer service policy
 - ii. BVF-L&I and Pension, AD&D on duty, AD&D 24/7, life flight.
 - iii. Junior Firefighter program
 - iv. Personnel contracts – before January 2025
 - v. L&I, DRS (Resolution authorizing participation in PERS & LEOFF),
 - vi. Equal opportunity
 - vii. Misconduct prevention
- c. Finances/ Administrative
 - i. Budget Policy
 - ii. Establish funds with the County – Resolution 2024-
 - iii. Finance Policy
 - iv. Procurement Policy & MRSC Rosters
 - v. Resolution authorizing acceptance of KCFD3 and City of White Salmon Assets being transferred pursuant to Plan and authorizing fire Chief to execute necessary documents.
 - vi. Litigation Defense Policy and Procedure
 - vii. Commissioner Compensation

7. Mission statement.

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

8. Vision statement

“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.”

9. Doing Business as – Southwest Fire & Resue.

10. NOTE – WKRFA now officially in existence with authority – HOWEVER, KCFD3 and WSFD will maintain operations through transition period until January 2025.

11. WKRFA Plan Amendment

KCFD3 will remain in existence. There will be costs associated with maintain KCFD3. Legal counsel has reviewed the situation and recommends making an amendment to the WKRFA Plan to cover costs for KCFD3.

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12. **Next Meeting:** October 17th 18:30. Location: WSFD

13. **Motion to adjourn:**

October Meeting Prioritize:

- Budget
- Certify the levy (by November 30)
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DRAFT