

West Klickitat Regional Fire Authority

POLICY AND PROCEDURE

1. NUMBER: 400.01
2. SUBJECT: *Service Delivery Level - Fire Suppression*
3. POLICY: In order to meet its Mission and fulfill statutory requirements, West Klickitat Regional Fire Authority will provide fire suppression services using the ground mobile equipment as described in this Policy and Procedure.
4. SCOPE: This Policy and Procedure is applicable to all personnel of West Klickitat Regional Fire Authority.
5. RESPONSIBILITIES:
 - A. It shall be the responsibility of the Governing Board and the Fire Chief to enforce this policy and procedure.
6. PROCEDURE:
 - A. Class "A" engines for the suppression of structure fires. This does not include an aerial apparatus.
 - B. Four-wheel drive wildland engines for the suppression of field fires, grass fires, and for other situations where the larger Class "A" engines are unable to go.
 - C. Tenders, for the purpose of shuttling water in areas where there are no fire hydrants or other areas where water supplies are not adequate.
 - D. Command vehicles for the purpose of coordinating and commanding incidents. These vehicles should also have multi-radio frequency capabilities to provide communications with other agencies that may assist us or to which we may help them.
 - E. The fire suppression capabilities of West Klickitat Regional Fire Authority do not include the use of aerial apparatus; however, this type of equipment could be made available through mutual aid from other agencies or by contract. The RFA will direct aircraft activities used in conjunction with incidents it is responsible for incident command.
 - F. West Klickitat Regional Fire Authority does not own or operate aircraft for fire suppression or rescue activities but may contract for spotter aircraft service.
 - G. WKRFA will respond and arrive to calls that indicate a possible or known structure fires in geographical boundaries from Station 30 at intervals of 8, 14 and 20 minutes 80% of the time within one initial type 1 engine and one supervisor. Supervisor can be an

officer responding POV to incident. Subsequent responding apparatus shall have the same goals. (** GIS Data based on clear weather driving miles from each station and staffed station).

Drafted: 11/4/2024

Adopted:

Revised:

DRAFT

West Klickitat Regional Fire Authority

POLICY AND PROCEDURE

1. NUMBER: 400.02
2. SUBJECT: ***Service Delivery Level - Emergency Medical Services***
3. POLICY: In order to meet its Mission and fulfill statutory requirements, West Klickitat Regional Fire Authority will provide emergency medical services as described in this Policy and Procedure.

No personnel of the WKRFA shall perform medical services on any patient at the scene of an emergency or during authorized emergency transportation of the patient more than the level of medical services, that such individual has been trained to provide and is currently licensed or certified to provide.

The policy of the WKRFA shall not prevent personnel from providing Good Samaritan service outside the WKRFA pursuant to RCW 4.24.300 and 310.

4. SCOPE: This Policy and Procedure is applicable to all personnel of West Klickitat Regional Fire Authority.

5. RESPONSIBILITIES:

- A It shall be the responsibility of the Governing Board and the Fire Chief to enforce this Policy and Procedure.

6. PROCEDURE:

- A All personnel/members of the WKRFA shall have as a minimum basic first-aid/CPR training and a valid first-aid card approved by the Department of Labor and Industries or equivalent training.

- B. The WKRFA retains emergency medical service personnel including qualified personnel and licensed by the State of Washington as Emergency Medical Technicians (BLS, ILS, etc.), First Responders, and Advanced First Aid (BLS) with Health Care Provider CPR to provide services for the WKRFA. The services, which may be provided by the WKRFA, are defined in RCW 18.73.030(11) as follows:

"Emergency medical care' or 'emergency medical service' means such medical treatment and care which may be rendered at the scene of any medical emergency or while transporting any patient in an ambulance

to an appropriate medical facility, including ambulance transportation between medical facilities. "

The WKRFA is not authorized to provide emergency medical services within a medical clinic or physician's office unless such location constitutes the scene of a medical emergency.

- C. Various emergency response vehicles operated by the WKRFA are licensed as Basic Life Support Vehicles.
- D. The West Klickitat Regional Fire Authority is licensed as a Verified Trauma Service for Basic Life Support. Which allow for transport to meet or transport to the nearest hospital emergency room in the event that Advanced Life Support is not reasonably able to respond in a timely manner.
- E. The West Klickitat Regional Fire Authority has at times licensed and qualified EMT Paramedics who are members of the agency. West Klickitat Regional Fire Authority intends to pursue opportunities to engage licensed paramedics, when possible, to increase quality of patient care and improve service to ensure WKRFA customers receive appropriate care and transport the nearest hospital in cases where primary the primary EMS agency may not be available. This goal includes the opportunity for higher level of EMS training to the entire volunteer and/or career staff. ALS care shall be with approval of the county Medical Program Director.
- A. WKRFA will respond and arrive to EMS calls in geographical boundaries from Station 30 at intervals of 8, 14 and 20 minutes 80% of the time within one initial type 1 engine and one supervisor. Supervisor can be an officer responding POV to incident. Subsequent responding apparatus shall have the same goals. (*GIS Data based on clear weather driving miles from each station and staffed station) (** WKRFA is not mandated to answer 100% of EMS calls by charter. When appropriate and able WKRFA will respond to EMS calls in conjunction with Klickitat County EMS as much as resources will allow.

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Revised:

West Klickitat Regional Fire Authority

POLICY AND PROCEDURE

1. NUMBER: 400.02
1. SUBJECT: *Service Delivery Level - Hazardous Materials*
2. POLICY: In order to meet its Mission and fulfill statutory requirements, West Klickitat Regional Fire Authority will provide hazardous materials services as described in this Policy and Procedure.
3. SCOPE: This Policy and Procedure is applicable to all personnel of West Klickitat Regional Fire Authority.
4. RESPONSIBILITIES:
 - A. It shall be the responsibility of the Governing Board and the Fire Chief to enforce this policy and procedure.
5. PROCEDURE:
 - A. Title 52, RCW contains no mandatory duty to engage in any hazardous materials response.
 - B. The West Klickitat Regional Fire Authority shall relinquish the hazardous materials incident command to the Washington State Patrol within the boundaries of West Klickitat Regional Authority as stipulated in RCW 70.136.030.
 - C. As the initial incident command agency, the West Klickitat Regional Fire Authority shall provide an initial response to hazardous materials incidents but shall not handle any hazardous materials or provide any type of hazardous material clean up service unless it is safe to do so in a defensive operational manner with appropriately trained personnel. I.e. defensive manipulation of a liquid spill to bare ground.
 - D. For all hazardous material incidents within the boundaries of the West Klickitat Regional Fire Authority, the Department of Ecology, and all other appropriate agencies shall be notified as defined in the Duty Officer binder. Any outside resources needed for handling and clean-up operations shall be ordered and coordinated by the agency responsible and not by any member of this regional fire authority.

- E. WKRFA will respond to 'known' hazardous materials events with personnel HM Operations qualified personnel. Ancillary personnel will not be allowed to participate in HM operations.

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West Klickitat Regional Fire Authority

POLICY AND PROCEDURE

1. NUMBER: 400.04
2. SUBJECT: *Service Delivery Level - Fire Prevention / Fire Cause Determination*
3. POLICY: In order to meet its Mission and fulfill statutory requirements, West Klickitat Regional Fire Authority may provide fire prevention services as described in this Policy and Procedure.
4. SCOPE: This Policy and Procedure is applicable to all personnel of West Klickitat Regional Fire Authority.
5. RESPONSIBILITIES:
 - A. It shall be the responsibility of the Governing Board and the Fire Chief to enforce this policy and procedure.
6. PROCEDURE:
 - A. Public educational classes or presentations may be developed and delivered to the public when approved by Fire Chief or designee.
 - B. School programs may be delivered to elementary and secondary schools cooperation with the school district when approved by the Fire Chief.
 - C. Media advertisements promoting fire and life safety may be promulgated when in the best interests of the West Klickitat Regional Fire Authority when approved by Fire Chief.
 - D. Pre-fire planning of buildings and property within the boundaries of the West Klickitat Regional Fire Authority may be conducted regularly and can be completed by on-duty personnel or other 7individuals designated by the Fire Chief.
 - E. Fire safety and awareness programs may be presented to local businesses and community groups when approved by the Fire Chief.
 - F. The West Klickitat Regional Fire Authority may assist the County Fire Marshal or City Code Enforcement Officer with inspections of buildings and property within the boundaries of the West Klickitat Regional Fire Authority, however, no

employee of the West Klickitat Regional Fire Authority shall have any code enforcement authority unless certified by a nationally recognized agency as a Fire Inspector, Investigator, or Codes Official, and approved for such actions by the West Klickitat Regional Fire Authority Governing Board. This enforcement authority shall primarily be the responsibility of the County Fire Marshal when applicable. Klickitat County and the West Klickitat Regional Fire Authority Governing Board can enter into an Inter-Local Agreement for life safety inspections within the county's jurisdiction should both agree to do so.

- G. The West Klickitat Regional Fire Authority may assist the City of White Salmon or City Code Enforcement Officer with inspections of buildings and property within the boundaries of the West Klickitat Regional Fire Authority, however, no employee of the West Klickitat Regional Fire Authority shall have any code enforcement authority unless certified by a nationally recognized agency as a Fire Inspector, Investigator, or Codes Official, and approved for such actions by the West Klickitat Regional Fire Authority Governing Board. This enforcement authority shall primarily be the responsibility of the City of White Salmon when applicable. City of White Salmon and the West Klickitat Regional Fire Authority Governing Board can enter into an Inter-Local Agreement for life safety inspections within the county's jurisdiction should both agree to do so.
1. The West Klickitat Regional Fire Authority conducts plan review input of buildings to the Klickitat County Fire Marshal. Building Department/City Building inspector
 2. The West Klickitat Regional Fire Authority reviews plats and rezones for Fire and Life Safety concerns and issues of impact to the Fire Authority.
- H. The West Klickitat Regional Fire Authority shall ensure that all causes of fire are investigated per RCW 43.44.050.

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Revised:

West Klickitat Regional Fire Authority

POLICY AND PROCEDURE

1. NUMBER: 400.05
2. SUBJECT: *Service Delivery Level - Search and Rescue*
3. POLICY: In order to meet its mission and fulfill statutory requirements, West Klickitat Regional Fire Authority will provide search and rescue services as described in this Policy and Procedure.
4. SCOPE: This Policy and Procedure is applicable to all personnel of West Klickitat Regional Fire Authority
5. RESPONSIBILITIES:
 - A It shall be the responsibility of the Governing Board and the Fire Chief to enforce this policy and procedure.
6. PROCEDURE:
 - A. The West Klickitat Regional Fire Authority will participate in search and rescue efforts within its boundaries. These services shall be within the financial and physical capabilities of the RFA.
 - B. The West Klickitat Regional Fire Authority may provide search and rescue services outside the RFA boundaries, provided they do not compromise the level of service within the RFA. These situations will be handled on a case-by-case basis and will be at the discretion of the Chief or the Chiefs designee as to what type of equipment and the number of personnel that will be dispatched.
 - C. The West Klickitat Regional Fire Authority's If, however, a search has located a victim needing medical attention and transport to medical facilities, the rescue vehicle may be used if other area apparatus or ambulances are unable to reach the victim. This will be at the discretion of the Chief or the Chiefs designee, and the conditions at the time of the incident.

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West Klickitat Regional Fire Authority

POLICY AND PROCEDURE

1. NUMBER: 400.06
2. SUBJECT: *Service Delivery Level - Contract Services*
3. POLICY: In order to meet its Mission and fulfill statutory requirements, West Klickitat Regional Fire Authority will provide fire suppression or emergency medical contract services to other municipal corporations or private parties as described in this Policy and Procedure.
4. SCOPE: This Policy and Procedure is applicable to all personnel of West Klickitat Regional Fire Authority

5. **RESPONSIBILITIES:**

- A It shall be the responsibility of the Governing Board and the Fire Chief to enforce this policy and procedures.

6. **PROCEDURE:**

The West Klickitat Regional Fire Authority may enter into contracts for the provision of services for the following groups or entities:

- A. Other municipal corporations which are exempt from paying property taxes that support these services such as (but not limited to) Klickitat County, The State of Washington (all departments and divisions), U.S. Dept. of Interior, Bureau of Land Management, U.S. Dept. of Agriculture, Bureau of Indian affairs, Forest Service and the U.S. Bureau of Reclamation, and the appropriate P.U.D.
- B. Public schools that lie within the West Klickitat Regional Fire Authority's boundaries.
- C. Individuals, businesses, or other groups that have property in areas where there is no organized governmental fire department.
- D. Other fire districts or fire departments when they request mutual aid.
- E. The West Klickitat Regional Fire Authority shall maintain current mutual aid contracts with neighboring emergency service agencies that may be called upon in the event of a major incident within the RFA.

- F. The West Klickitat Regional Fire Authority may (from time-to-time) send contract engines to the Department of Natural Resources, EMAC or Washington State Mobilization incidents. In such instances, the terms and conditions of the Washington State Fire Mobilization Plan or an individually executed agreement shall apply.
- G. When a contract for services is in place with any other public or private agency or individual, the terms of the contract for services with said agency or individual shall apply.
- H. Under unique conditions, the West Klickitat Regional Fire Authority may utilize expenditures to secure specialty services needed to immediately address an ongoing emergency. Services such as heavy equipment, UAS surveillance, critical incident stress debriefings, aircraft for reconnaissance purposes, construction crews to shore damaged structures, not inclusive to, are examples of unique conditions. Expenditures rendered for specialty responses shall include attempts to recover actual costs by the Fire Authority.
- I. Per RCW 42.52.140, West Klickitat Regional Fire Authority shall invoice for all services whenever said services do not fall within any of the following perimeters:
 - 1. Automatic Aid Agreements
 - 2. Mutual Aid Agreements
 - 3. Contract Agreements

Drafted: 11/4/2024

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Revised:

West Klickitat Regional Fire Authority

POLICY AND PROCEDURE

1. NUMBER: 400.07
2. SUBJECT: *Service Delivery Level - Response to Areas Outside of West Klickitat Regional Fire Authority*
3. POLICY: In order to meet its Mission and fulfill statutory requirements, West Klickitat Regional Fire Authority may provide a response to areas outside of West Klickitat Regional Fire Authority boundaries as described in this Policy and Procedure.
4. SCOPE: This Policy and Procedure is applicable to all personnel of West Klickitat Regional Fire Authority.
5. RESPONSIBILITIES:
 - A. It shall be the responsibility of the Governing Board and the Fire Chief to enforce this policy and procedures.
6. PROCEDURE:
 - A. The West Klickitat Regional Fire Authority may respond to emergencies in areas outside the RFA when requested by another agency, which has a current mutual aid/automatic aid agreement with the RFA.
 - B. Responses outside the boundaries of the West Klickitat Regional Fire Authority to areas other than those listed above may be made in the event of a large conflagration or a disaster type emergency at the discretion of the Fire Chief or Fire Commissioners.
 - C. The West Klickitat Regional Fire Authority may, at the discretion of the Chief, or the Chiefs designee, respond to emergencies in areas where there is no fire protection if the emergency is threatening to cross into the RFA.
 - D. Absent those preceding exceptions, the West Klickitat Regional Fire Authority will not respond to those unprotected areas commonly known as "No Man's Land".
 - E. The West Klickitat Regional Fire Authority may bill for services rendered outside the district.

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West Klickitat Regional Fire Authority

POLICY AND PROCEDURE

1. NUMBER: 400.08
2. SUBJECT: *Performance Analysis*
3. POLICY: Normally, the only measurement of capability in the fire service has been to rely heavily on total numbers of alarms and patients. The following measures are developed to better analyze the service capabilities of the West Klickitat Regional Fire Authority. Periodically, the West Klickitat Regional Fire Authority will compile these and any other statistics to evaluate its performance and delivery system.
4. SCOPE: This Policy and Procedure is applicable to all personnel of West Klickitat Regional Fire Authority.
5. RESPONSIBILITIES:
 - A. The Chief is responsible for assuring that the performance analysis is conducted in accordance with the direction of the Governing Board.

6. PROCEDURE:

The following list comprises basic elements to evaluate when conducting a West Klickitat Regional Fire Authority performance analysis.

- A. Response Time of **Basic Life Support**

Rationale and Definition. It is well documented that in severe medical emergencies, and particularly cardiac and respiratory emergencies, the condition of the patient and the patient's chances of recovery are directly linked to the elapsed time from the onset of the medical problem until treatment is administered. For patients with cardiac arrest, a significant improvement in survival rates if treatment (CPR) can be administered within four minutes from time of collapse. (In addition, if an advanced life support unit is further than four minutes behind the Fire District aid vehicle (an 8-minute total response time) quick arrival of the aid vehicle is directly related to patient survival). Measuring basic life support response time will indicate the ability of the Fire.

Authority to provide care within reasonable time frames. It will also indicate the effectiveness of station locations and efforts to improve response route problems. **Response**

time of basic life support will be defined as the elapsed time from when the dispatch center receives the call from the reporting party until the first dispatched Fire District unit arrives on location.

B. Response Time of **Intermediate Life Support and Advanced Life Support**

Rationale and Definition. Even though not within the direct control of the West Klickitat Regional Fire Authority, advanced life support response time is an important indicator of the system's overall ability to provide definitive care to critically ill or severely injured patients. In situations where the patient's condition cannot be maintained or improved by basic life support, intermediate and advanced life support skills can often bring about improvements in the patient's condition. **The response time of intermediate life support or advanced life support will be defined as the elapsed time from when the dispatcher dispatches an ILS or ALS Unit, until the arrival of the ILS or ALS Unit.**

C. Response Time of **Fire Suppression Capabilities**

Rational and Definition. Initial fire attack and the ability or having an ability to maintain a sustained fire attack are paramount in our ability to deliver adequate fire protection. Most often, lives are saved and property loss held to a minimum during the first ten to fifteen minutes of the fire or rescue operation. **Response time for fire suppression will be defined as the elapsed time from when the dispatcher dispatches the fire suppression crews, until the arrival of the unit being studied.**

D. **Initial Attack Crew Size and Sustained Attack Crew Size**

Rational and Definition. **Initial attack crew size will be defined as the available personnel that arrive at the scene (volunteer and paid) within the first 10 minutes of the time of initial dispatch. Sustained attack crew size will be defined as the total number of fire personnel utilized on the fire scene.**

E. **Total Numbers and Rates** of Occurrences of Specific Types of Incidents that will measure response capabilities and service demands

Rational and Definition. The ability to evaluate risk-reducing actions lies within the ability to analyze trends and patterns that are developing for specific types of incidents. **The following measures will be used to initially evaluate the level of service provided: 1) Emergency Medical Service Demand, 2) Incidents of Fire, 3) Causes of Fire, 4) Fire Death and Injury Rates, 5) Hazardous Materials Incidents, and 6) Fire Prevention Activities Delivered to the Community.**

F. **Emergency Medical Service Demand**

Rational and Definition. The West Klickitat Regional Fire Authority may have little, if any, impact on reducing the number of illnesses or injuries that occur. They can, however, through public first aid accident prevention and awareness, and/or CPR training, improve the abilities of the citizenry to deal with minor injuries or accidents

themselves. Experience has shown that Fire District units are sometimes dispatched to situations where care requires only simple first aid procedures. It has been informally noted by first aid training providers, such as the American Red Cross, that citizens trained in first aid are less likely to require first aid treatment due to their own increased caution and understanding of the mechanisms of injury. **To measure the overall reduction in emergency medical incidents, the number of patients per 1,000 population will be tracked.**

G. **Incidents of Fire**

Rational and Definition. Structure fires are most significant and two categories, residential and nonresidential, warrant independent tracking. Fires in residential structures present the obvious burdens of loss of personal belongings, loss of living quarters and severe financial pressures. Furthermore, 87% of all fire deaths nationally have occurred in residential properties. Fires in non-residential buildings present similar potential for property and life loss, and the possibility for economic loss to the business and the community due to loss of production time or employment. **To track the incidents of fire, the measure of number of fires in residential and nonresidential structures per 1,000 population will be used.** Population is used as the measurement base since people represent the true potential fire ignition sources.

H. **Causes of Fire**

Rational and Definition. By tracking the causes of fire, it is often possible to spot trends and take action to reduce their impact. By far, human errors and lack of maintenance are the largest causes of fires. The effectiveness of public education efforts can perhaps best be analyzed by tracking the percentage of fires which are occurring as a result of human errors or lack of maintenance. **Causes of fire will be the primary circumstance or situation that creates the fire or fire situation in accordance with records kept on the NIFRS reporting system.**

I. **Fire Death and injury**

Rational and Definition. In addition to tracking the incidents of fire, the impact on human life in fires that do occur is important. The numbers of civilian fire related deaths and injuries reflect on the ability of people to protect their own well-being in fire situations. This can be improved through public education directed at making homes and businesses safer so that fires that do occur are less severe. In addition, training people in the use of extinguishers on small fires, emergency exit procedures, and bum prevention, would be effective. **Annual death and injury statistics will be tracked and expressed in total losses and per capita.**

Drafted: 11/4/2024

Adopted:

Revised:

West Klickitat Regional Fire Authority

POLICY AND PROCEDURE

1. NUMBER: 200.05
2. SUBJECT: *Petty Cash Fund*
3. POLICY: A Petty Cash Fund is established for minor out-of-pocket expenses incurred on behalf of the RFA. The Petty Cash Fund shall be administered in accordance with this Policy and Procedure.
4. SCOPE: This Policy and Procedure is applicable to all RFA staff.
5. RESPONSIBILITIES:

The Fire Chief shall be responsible for enforcing the provisions of this Policy and Procedure.
6. PROCEDURE:
 - A The petty cash fund shall be maintained in the amount of \$300.00.
 - B A board member shall be the auditing officer of the Petty Cash Fund.
 - C Petty Cash purchases are for small items that are needed on a daily basis and not purchased from a vendor in which the RFA has an account established.
 - D Receipts must accompany all petty cash purchases.
 - E A continuous accounting system shall be established for the petty cash fund.
 - F The petty cash fund shall be reconciled/audited monthly by the auditing office.

Drafted: 11/14/2024

Adopted:

Revised:

WEST KLICKITAT REGIONAL FIRE AUTHORITY

Policy name: Sexual Abuse and Misconduct Prevention Policy

Number: 300.xx

Adopted:

Revised:

1. Purpose

To reduce exposure to the risk of injury, harm, or damage to personnel, property, and the general public. To support and foster WKRFA's culture of positive reinforcement, teamwork and high regard to diversity within the organization.

2. Objective

To provide a procedure to prohibit sexual abuse or misconduct in the workplace or during any organization-related activity. To provide procedures for employees, volunteers, board members or any other victims of sexual abuse or misconduct to report such acts. Those reasonably suspected or believed to have committed sexual abuse or misconduct will be appropriately disciplined, up to and including termination of employment or membership, as well as criminally prosecuted. No employee, volunteer, board member or other person, regardless of his or her title or position has the authority to commit or allow sexual abuse or misconduct.

3. Definitions and Examples

The following definitions or examples of sexual abuse, misconduct or harassment, may apply to any and/or all of the following persons – employees, volunteers or other third parties

Sexual abuse or misconduct may include, but is not limited to:

- Child sexual abuse – any sexual activity, involvement, or attempt of sexual contact with a person who is a minor (under 18 years old), where consent is not, or cannot be given.
- Sexual activity with another who is legally incompetent or otherwise unable to give consent.
- Physical assaults or violence, such as rape, sexual battery, abuse, molestation or any attempt to commit such acts.
- Unwanted and intentional physical conduct that is sexual in nature, such as touching, pinching, patting, brushing, massaging someone's neck or shoulders, and/or pulling against another's body or clothes.
- Material such as pornographic or sexually explicit images, posters, calendars, or objects.
- Unwelcome and inappropriate sexual activities, advances, comments, innuendoes, bullying, jokes, gestures, electronic communications or messages (e.g. email, text, social media, voicemail), exploitation, exposure, leering, stalking or invasion of sexual privacy.

WEST KLICKITAT REGIONAL FIRE AUTHORITY

- A sexually hostile environment characterized by comments or conduct that unreasonably interferes with one's work performance or ability to do the job, or creates an intimidating, hostile, or offensive environment.
- Direct or implied threats that submission to sexual advances will be a condition of employment or affiliation with the organization.

4. Reporting Procedure

Suspected sexual abuse or misconduct will be immediately reported to the Fire Chief and/or Captain. Direct confrontation of the person who is the source of the report, question or complaint, is not required before notifying any of the individuals listed. Every reasonable measure to ensure that those named in a complaint of misconduct, or who are too closely associated with those involved in the complaint, will not be part of the investigative team.

5. Anti-Retaliation and False Allegations

Retaliation made against any employee, volunteer, board member, or other person who lodges a good faith complaint of sexual abuse or misconduct, or who participates in any related investigation is prohibited. Making knowingly false or malicious accusations of sexual abuse or misconduct can have serious consequences for those who are wrongly accused. False or malicious sexual misconduct allegations, as well as deliberately providing false information during an investigation is prohibited. Anyone who violates this rule is subject to disciplinary action, up to and including termination of employment, volunteer or board member and criminal prosecution.

6. Investigation and Follow-Up

All allegations of sexual abuse or misconduct will be taken seriously and will promptly, thoroughly, and equitably be investigated, whether misconduct has taken place. The organization may utilize an outside third party to investigate misconduct. WKRFA will cooperate fully with any investigation conducted by law enforcement or other regulatory/protective services agencies. Every reasonable effort will be made to keep the matters involved in the allegation as confidential as possible while still allowing for a prompt and thorough investigation.

7. Reporting to Law Enforcement or Appropriate Child or Adult Protective Services

WKRFA is committed to following the state and federal legal requirements for reporting allegations or incidents of sexual abuse or misconduct to appropriate law enforcement and child or adult protective services organizations. No attempt to investigate or assess the validity or credibility of an allegation of sexual or physical abuse will be done before reporting the allegation to proper law enforcement authorities or protective services organizations.

WEST KLICKITAT REGIONAL FIRE AUTHORITY

8. Employee and Worker Screening and Selection

As part of its sexual abuse and misconduct prevention program, WKRFA is committed to maintaining a diligent screening program for prospective and existing employees, volunteers and others that may interact with those employed by, associating with or serviced by WKRFA. The organization may utilize a variety of methods of screening and selection, including but not limited to applications, personal interviews, criminal background checks and personal and professional references.

9. Supervision of Youth

To provide a safe environment for minors, a minimum of two adult workers will supervise, or be in attendance with minors, during organization-related activities. The purpose is to avoid one-on-one interactions between adults and minors that are not easily observable by others. If individual meetings with a minor must be held in an office, the door will be kept open. Closed door meetings will only be conducted when another adult is present at the meeting and the door remains unlocked. Parents and/or guardians shall be notified in advance and informed of the circumstances of any meetings with minors that require confidentiality i.e. disciplinary matters. Parents and/or guardians should be encouraged to be present during such interactions. All interactions shall be documented and retained in file.

10. Violations:

Personnel who violate this policy are subject to the following possible outcomes:

- a. Non-biased investigation with a goal to find fact without bias.
- b. Non-disciplinary temporary suspension pending investigation to find fact and protect the agency.
- c. Disciplinary suspension
- d. Termination from the organization.
- e. Referral to appropriate governing agency.

WEST KLICKITAT REGIONAL FIRE AUTHORITY

Acknowledgement Form: Sexual Abuse and Misconduct Prevention Policy

I acknowledge that I received and read the Sexual Abuse and Misconduct Prevention Policy and/or had it explained to me. I understand that it is my responsibility to abide by all rules contained in the policy. I also understand how to report incidents of sexual abuse or misconduct as set forth in the policy, including retaliation against any employee or volunteer exercising his or her rights under the policy.

I acknowledge that I will be alerted when changes and updates are made to the Sexual Abuse and Misconduct Policy and will be responsible for reading and complying with these updates.

Employee/Volunteer's Printed Name: _____

Employee/Volunteer's Signature: _____

Witness's Signature: _____

Date of Annual Review: _____

Policy Drafted: 11/14/2024

Adopted:

Revised:

Commissioner Compensation

RCW for Commissioner per diem is 52.14.010.

See the excerpt from the Commissioners Handbook (provided by the Washington Fire Commissioners Association. Each Governing Board member was given a copy during the Planning Committee phase, also available on the WFCFA portal). The per diem rate is incorrect in this screen shot- it should be \$161.

BOARD MEMBER COMPENSATION

PER DIEM.

RCW 52.14.010. Commissioners are entitled to \$157.00 (as adjusted by inflation every five years with the next adjustment occurring January 1, 2029) per day for attending board meetings “or in performance of other services or duties on behalf of the district.” The determination of what constitutes district business and “other services or duties” should be determined by policy of the board of commissioners. The statute places an annual cap of \$15,072.00 on the amount of per diem that a commissioner may receive. A commissioner may waive all or a part of his or her right to receive the per diem if the waiver is made in writing, in advance of earning the per diem.

15

Paying for WKRFA Commissioner Stipends before January 2025.

Paying for KCFD3 's WKRFA Governing Board members.

- KCFD3 can pay for the KCFD3 Commissioners' representation on the WKRFA using current KCFD3 funds.

Paying for White Salmon's WKRFA Governing Board members?

Options:

1. Have White Salmon pay out of the WKRFA line item.
2. Add the 3 new governing Board members to KCFD3 payroll.
3. Wait until January 2025 when the RFA has funds and back pay stipends from September 30.