

## WKRFA TRANSITION GUIDE

Part One: WKRFA Guiding Principles

Part Two: WKRFA Transition Matrix – “Starting Over . . . .”

### Part One: REGIONAL FIRE AUTHORITY

- Organized under RCW 52.26
- Special Purpose District – Not a Fire District

### Part Two: WKRFA Transitional Guiding Principles

- September 30, 2024 – Date of Formation: **No legal action before that**
- “Two-Hatters” –City and District RFA Board members represent the City electorate and the District electorate to the Governance Board. City appointed Board members do not represent the City Council or City Council policies.
- WKRFA is not just a new name - it is a new Special Purpose Governmental Taxing District entity.

GOVERNANCE	Standard	Explanation	Status
<i>Oaths of Office</i>	“	Although each RFA Commissioner will take an oath based on their position as a City council member or fire district commissioner. It is also strongly recommended that an additional oath be taken as an RFA Commissioner to reflect the board members commitment to serving the citizens of the RFA.	

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<p><b>Resolution: Regular Board Meetings</b></p>	<p><i>"The board shall hold regular monthly meetings at a place and date as it determines by resolution, and may adjourn its meetings as required for the proper transaction of business. Special meetings of the board shall be called at any time under the provisions of RCW <a href="#">42.30.080</a>"</i></p>	<p>This is a requirement for RFA's. Resolution must include day, time, place, of regular meetings. Future changes to day time or place must also be accomplished by resolution. This is for Regular Meetings only.</p>	
<p><b>Resolution: Board of Officers</b></p>	<p><i>"The Governance Board shall elect a chair from their number"</i></p>	<p>During the first meeting at the beginning of each year, the RFA Governing Board must elect officers as set forth in bylaws</p>	
<p><b>Governance Operating Procedures</b></p>	<p>The WKRFA Plan establishes that the RFA Governance Board establish their own Governance Board Operating procedures, i.e. "bylaws" [preferably before the "effective date of September 30, 2024]</p>	<p>WKRFA Plan requires this</p>	
<p><b>WKRFA Internal/External – Emergency and Non-Emergency Services and levels of Service</b></p>	<p>The WKRFA Planning Committee – PRIOR TO THE EFFECTIVE DATE is responsible <u>solely</u> for defining; adopting; and enforcing all "internal" and "external" AND "emergency"; "non-emergency"; "administrative and financial" <u>services</u> AND <u>levels of service</u> for which the Executive Staff may building their Master and Deployment Plan</p>	<p>The primary function of elected officials in a 'representative form of government' is to <u>define the levels of service</u> that the organization will deliver to the internal and external customers that they represent. This will be the basis for which the Fire Chief ad Staff will develop the organization.</p>	

<p><b>RFA Administrator</b></p>	<p>RCW 52.33 does not address the requirement for a "District Secretary." It is imperative that the WKRFA recognize and appoint the current Fire District Secretary as the WKRFA Administrator. The RFA Administrator accomplishes the duties of a fire district secretary.</p>		
<p><b>Resolution: Auditing Officers</b></p>	<p>This position is required by County policy to oversee RFA funds. May be two or more signatory people but not necessary for all Governing Board to be A/O or to sign. RFA Administrator an Auditing Officer as well.</p>	<p>Said appointment of Auditing Officers shall be in order to</p> <ul style="list-style-type: none"> <li>• provide authority over the expenditure of RFA finances</li> <li>• To maintain oversight and accountability authority over said expenditures of the RFA funds.</li> <li>• To communicate with the County Auditor as necessary and in overseeing the execution of the District's expenditures</li> </ul>	
<p><b>Resolution: Payroll Officers</b></p>	<p>This position is required by County policy to oversee and prepare payroll funds and pick up Volunteer checks. May be two or more signatory people but not necessary for all Governing Board to be P/O or to sign. RFA Administrator a Payroll Officer.</p>	<p>"It is necessary and prudent for the Fire District to have appointed <u>Payroll Officers</u> authorized to oversee the District's expenditure of reimbursement funds" (RFA Payroll enabling language)</p>	

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<p><b>Resolution:</b> <b>Investment Officers</b></p>	<p>This position is required by County policy to oversee and manage the investment/withdrawal of RFA funds. May be two or more signatory people but not necessary for all Governing Board to be I/O or to sign. RFA Administrator an Investment Officer.</p>	<p>Said appointments shall be made as FINANCE INVESTMENT OFFICERS for Fiscal Year ____ with the following authority:</p> <ul style="list-style-type: none"> <li>• To communicate with the County Treasurer as necessary and to overseeing the performance of the District's investments.</li> <li>• To execute withdrawals and investment of WKRFA funds from the County invest pool as often and prudently as needed.</li> <li>• To report to the WKRFA Governing Board as necessary to address issues relating to the RFA's investments in the County investment pool.</li> </ul>	
<p><b>Resolution:</b> <b>Records Retention Officer</b></p>	<p>Required by State statute. Generally assigned under the duties and responsibility of the Fire District Secretary or Administrator</p>	<p>Responsible for maintaining, archiving, protecting public records and facilitating public records requests.</p>	
<p><b>Resolution:</b> <b>HIPAA Privacy Officer</b></p>	<p>Required by Federal CFR</p>	<p>Responsible for maintaining, archiving, protecting public medical records and facilitating public records requests.</p>	
<p><b>Resolution:</b> <b>Revolving Fund Custodian</b></p>	<p>This position is required by County policy to oversee and manage the RFA Revolving Fund. Expenditures should require TWO signatory people. RFA Administrator generally should be considered the Revolving Fund Custodian.</p>		

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<p><b>Resolution: Grievance procedure (Chief or Board)</b></p>	<p>Good business practice</p>	<p>This establishes the formal approach to decisions or grievances against the RFA generated within or outside of the WKRFA venue.</p>	
<p><b>Establish legal counsel</b></p>	<p>Good business practice</p>	<p>This establishes the formal appointment, relationship and contract for the WKRFA legal counsel.</p>	
<p><b>Establish RFA Claims Agent and adopt standard tort claim form</b></p>	<p>Required by RCW. Good business practice</p>	<p>This establishes the formal appointment, relationship and authority for the WKRFA claims agent. The claims agent will receive service of any formal tort claims or complaints filed against WKRFA.</p>	
<p><b>Establish Finance policy</b></p>	<p>Strongly recommended by State Auditor. Good business practice. Should be accomplished by the Planning Committee prior to the Effective Date</p>	<p>This policy establishes formally all aspects of managing, overseeing, investing and expending WKRFA money</p>	

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<b>OPERATIONS</b>			
<b>WKRFA Master and Deployment Plan</b>	BASED UPON THE GOVERNANCE BOARD SERVICES AND LEVELS OF SERVICE DOCUMENTATION, the Executive Staff and Volunteers will develop a WKRFA Master and Deployment Plan based upon the action of the Board		
<b>County Mutual Aid agreement</b>	As a new entity, WKRFA must become signatory to existing agreements	Not a name change – an new entity WKRFA plan transfers over existing agreements from City and District but WKRFA should execute new agreement as well.	
<b>Agency Mutual Aid agreement</b>	As a new entity, WKRFA must become signatory to existing agreements	Not a name change – an new entity. WKRFA plan transfers over existing agreements from City and District but WKRFA should execute new agreement as well.	
<b>CAD</b>	Potential changes in dispatch center protocols. As a new entity, WKRFA must become signatory to existing agreements	Not a name change – an new entity. WKRFA plan transfers over existing agreements from City and District but WKRFA should execute new agreement as well.	
<b>Active 9-1-1 account</b>	As a new entity, WKRFA must become signatory to existing agreements	Not a name change – an new entity. WKRFA plan transfers over existing agreements from City and District but WKRFA should execute new agreement as well.	
Fire prevention activities	WKRFA Plan provides that RFA may negotiate agreement with City of White Salmon to provide services		DRAFT agreement will be drawn up. WKRFA Board must decide on cost or in-kind services exchange

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Public Education activities	WKRFA Plan provides that RFA will provide Public Education in the Deployment Plan		
New NFIR ID number	As a new entity, WKRFA must become signatory to new accounts	Not a name change – an new entity	
Emergency Reporting	As a new entity, WKRFA must become signatory to existing agreements	Not a name change – an new entity	
<b>ADMIN</b>			
New Federal EIN	As a new entity, WKRFA must become signatory to new accounts	Not a name change – an new entity	
New State UBI	As a new entity, WKRFA must become signatory to new accounts	Not a name change – an new entity	
New account with L&I	As a new entity, WKRFA must become signatory to new accounts	Not a name change – an new entity	
New account with Employment Security	As a new entity, WKRFA must become signatory to new accounts	Not a name change – an new entity	
New account with WA State Deferred Comp	As a new entity, WKRFA must become signatory to new accounts	Not a name change – an new entity	
Liability/Asset insurance	As a new entity, WKRFA must become signatory to new accounts	Not a name change – an new entity	
Establish new accounts w/ Professional Organizations	As a new entity, WKRFA must become signatory to new accounts	Not a name change – an new entity	
Establish new WFCA account	As a new entity, WKRFA must become signatory to new accounts	Not a name change – an new entity	

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HR			
Establish County Payroll	As a new entity, WKRFA must become signatory to new accounts	Not a name change – an new entity	
Assign new County Employee numbers	As a new entity, WKRFA must become signatory to new accounts	Not a name change – an new entity	
Establish new Federal EFPTS account	As a new entity, WKRFA must become signatory to new accounts	Not a name change – an new entity	
RESOLUTION authorizing participation in PERS	As a new entity, WKRFA has option to enroll members in PERS	Not a name change – an new entity	
Establish new LEOFF accounts	As a new entity, WKRFA must become signatory to new accounts	Not a name change – an new entity	
Establish new BVFF account / roster	As a new entity, WKRFA must become signatory to new accounts	Not a name change – an new entity	
Establish new Medical Insurance accounts	As a new entity, WKRFA must become signatory to new accounts	Not a name change – an new entity	
Life insurance	As a new entity, WKRFA must become signatory to new accounts	Not a name change – an new entity	
Disability insurance	As a new entity, WKRFA must become signatory to new accounts	Not a name change – an new entity	
Collective Bargaining Agreement	Current CBA transfers over		
Life insurance	As a new entity, WKRFA must become signatory to new accounts	Not a name change – an new entity	
Employment Agreements	As a new entity, WKRFA should establish formal employment agreements with all paid employees. Volunteer agreements or volunteer policy establishing terms and conditions are also recommended.		



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FINANCE			
RESOLUTION TO Establish new County Funds	Required by County Finance policy. Good business practice	Not a name change – an new entity	
Establish new County Treasurer Accounts	As a new entity, WKRFA must become signatory to new accounts. Required by County Finance policy	Not a name change – an new entity	
Establish Jurisdictional Boundaries -- Assessor	As a new entity, WKRFA must become signatory to new accounts	Not a name change – an new entity	Duty of the County Assessor and Auditor
Establish Certified Legal Banking Institution	As a new entity, WKRFA must become signatory to new accounts. Required by County Finance policy	Not a name change – an new entity	County Treasurer
RESOLUTION Establish Revolving Fund (See Governance Section above)	As a new entity, WKRFA must become signatory to new accounts. Required by County Finance policy	Not a name change – an new entity	Facilitated by staff for WKRFA Board approval and signature
RESOLUTION Establish Advanced Travel Fund	As a new entity, WKRFA must become signatory to new accounts. Required by County Finance policy	Not a name change – an new entity	Facilitated by staff for WKRFA Board approval and signature
Establish new Credit Card	As a new entity, WKRFA must become signatory to new accounts	Not a name change – an new entity	Facilitated by staff for WKRFA Board approval and signature
Establish new WSG account	As a new entity, WKRFA must become signatory to new accounts	Not a name change – an new entity	
Establish new A/P accounts	As a new entity, WKRFA must become signatory to new accounts	Not a name change – an new entity	
Establish PUD accounts	As a new entity, WKRFA must become signatory to new accounts	Not a name change – an new entity	
Establish phone/internet account	As a new entity, WKRFA must become signatory to new accounts	Not a name change – an new entity	
Establish Apparatus Replace fund	As a new entity, WKRFA must become signatory to new accounts	Not a name change – an new entity	
Establish Equipment Replacement Fund	As a new entity, WKRFA must become signatory to new accounts	Not a name change – an new entity	

Commented [BS1]: How is this different than establishing funds?

Commented [BS2]: Not sure we need to do anything, this would be a duty of County Assessor and Auditor.

Commented [BS3]: I think this is one and the same?

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Establish Facility Component Replacement Fund	As a new entity, WKRFA must become signatory to new accounts	Not a name change – an new entity	
Resolution Accepting Assets and Liabilities (including authorization to sign leases, deeds, Bills of sale etc.)	City and District need to authorize and execute asset and liability transfers consistent with Plan and WKRFA should accept.		
Resolution to adopt Small Works Roster and Vendor List =	Assume WKRFA will use MRSCRosters		MRSCRosters will be changing by July 1, 2024, suggest waiting until changes and updated membership documents are available.
If District issues Burn Permits RFA will need to reestablish under requirements of chapter 52.12 RCq	WKRFA is a new entity with new boundaries so would need to reestablish formal burn permit program.		

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