

West Klickitat Regional Fire Authority

Planning Committee Meeting

119 NE Church street White Salmon WA 98672.

Thursday July 18, 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 (via Zoom), David Lindley, Robert Connor, Charles Virts.
Advisory groups/staff: Adam Brake, Stephanie Porter (CoWS Clerk), Jennifer McLean (KCFD3 Admin), Rozalind Plumb (KCFD3 Secretary). Chief Long, Chief Hunsaker (WSFD).
Guest: Roger Ferris WA Fire Commissioners Association (WFC).

Roger Ferris introduced himself and the WFC. He is enthusiastic about the RFA and acknowledged the time and work it took to get to this point.

At the State level the WFC can help make changes to legislation that affect Fire Districts and RFAs. He highlighted that Fire Districts are eligible to run their maintenance and operations excess levy from 1 to 4 years. RFAs are not included in that, and it will take a change in the constitution to do so, but they are working on it.

- **Agenda:**
Motion to approve the agenda made by Jason Hartmann, (6 yay, 0 nay) motion passed.
- **Minutes of June 18 Meeting.**
Motion to approve the minutes from the last meeting made by Jason Hartmann, seconded by Bob Connor. (6 yay, 0 nay) motion passed.
- **RFA Transition Projects:**
 - Project Management- Ben Giant.
 - Updates are being made to the Smart Sheets platform by the subcommittee representatives. Clarification is still needed on who will be the smart sheet point person for the ops committee. Everyone including the public can access the platform with view only rights.
 - A vast majority of the items on are not due until the end of 2024.
 - There are several items in progress that will be required for September 30th.
 - A couple stated they had not been able to gain access.
- **Subcommittee reports**
 - *Governance and Administrative.*
The Governance subcommittee has met twice since the last meeting.
 1. The draft Governance policy was distributed in June. Comments and corrections have been received and reviewed resulting in an updated draft now available.

Group discussions have occurred, and areas have been clarified. This is a working draft and still needs to go through legal counsel before it is ready for approval on September 30th.

2. The agenda for the 1st meeting is being prepared. Required documents and resolutions are being drafted and posted to the Smart sheets for review. Requested clarification for the purpose of creating the draft documents:
 - a) September 30th – Confirmed that the Governing Board will meet on September 30th for the start of the WKRFA.
 - b) Legal Counsel – current Legal counsel for the RFA Planning Committee is Brian Snure. Need confirmation that the RFA Governance Board will continue using Brian Snure. Jason Hartmann stated he would like to ensure we are looking at the requirements for the bid process and if the fees are competitive. There are no statutory requirements for bid law with legal counsel. Tom Montag and Chuck Virts both stated that Snure Law have expertise in the fire service law and have been very fair with KCFD3 over the years.
 - c) Regular Board meeting dates- Consensus was to maintain the 3rd Thursday of each month starting at 1800 or 1830 in White Salmon.
 - d) Insurance -The Governance Board will require liability coverage starting September 30th, 2024. Logistically it will be easier to remain with Enduris during the transition period. Specifically, we require proof of coverage to submit with the application for the new EMS License. Waiting for legal counsel to confirm this is a reasonable approach and that comparison quotes can be looked at in 2025.
 - e) EMS License- the process to acquire the EMS license will take approximately 4 months. The document requires the application to be submitted by someone with authority to do so. While the Planning Committee does not have authority at this time we are waiting to hear from legal counsel if the Planning Committee can preauthorize the EMS License procedure and ratify it on September 30th.

Motion to authorize Rozalind Plumb to submit insurance paperwork for an EMS License on behalf of the West Klickitat Regional Fire Authority Planning Committee". Made by Jason Hartmann seconded by Charles Virts (motion passed).

▪ Finance & HR

1. The subcommittee met on 7/9 with the Operations subcommittee. Reviewed the recommendations made by the Operation Subcommittee to ensure clarification on items. The operations subcommittee will make agreed revisions and present the final draft to the Planning Committee.
2. 7/17 the subcommittee reviewed the Governance Policy and was able to discuss each section and sent revision and clarification items to the Governance subcommittee.
3. Other areas of work now are the budget and finance policies.

▪ Operations subcommittee

1. The joint meeting with the HR subcommittee was helpful to develop a standardized process for hiring. The assessment center process is in development. Discussion on the pros and cons of using a consultant to assist in the hiring process.
 2. Mutual Aid agreements are being prepared and will need to be in place before the end of 2024.
- **Action Items:**
 - Governance and Admin:
 1. Governance Policy – sending to Legal Counsel.
 - Operation Subcommittee recommendations 1-6
 2. Hiring criteria for support staff. The hiring of a paid firefighter is being outlined and a tentative schedule is being drafted. **Draft in progress**
 3. Programs to support and promote volunteer coverage. Duty crews are being discussed and training levels needed for officers. **Draft in progress**
 4. Efficiencies, reduce duplication. Standardized documents, data collection and report writing are being addressed. **No action needed at this time.**
 - **White Salmon Building Lease Agreement** – The draft agreement was written by the *WKRFA Planning Committee's Legal Counsel*. Discussion on the agreement content included:
 - Concern that there is not a sunset date in the agreement for the city to vacate the premises.
 - Concern about the methodology for payment of the rent and utilities.
 - The City of White Salmon Legal Counsel has reviewed the agreement, and it will now go to the Mayor and the City Ops Committee for review (anticipated July 23).
 - Concern about the timeline to get the agreement ready for approval on September 30th- December 2024 may be a realistic date.
 - The WKRFA Plan states that the City and the WKRFA can work towards a transition plan.
 - Further discussion needed.
 - **Financial Need of the planning Committee**
KCFD3 has set aside \$25,000 to set up the RFA. \$6,722 spent to date. White Salmon City Council is working on a budget amendment on August 7.
 - **Levels of Service**
 - Example documents from Stevens County that address levels of service are available for review. The levels of service will set the expectations for service to the community. What services will be provided (Fire, EMS, Extrication, water rescue, rope rescue) and how fast will those resources be available and on scene. The operation Subcommittee is recommending a phased-in approach as we will be building the staffing levels in the 1st

year. Chief Long will send out the draft Levels of Service for review, the Governance & admin subcommittee will also review the drafts.

- **WA Fire Commissioners Association.** Roger Ferris summarized the WFCFA to the new board members. They provide legislative representation and education programs and resources for Fire Districts and RFA. They also provide medical and dental programs. Commissioner Connor requested if WFCFA is looking at removing sales tax on the fire equipment purchases. Roger said they have been working to find a solution for many years.

Next Meeting –

Thursday 15 August, at 1830 White Salmon

Thursday 19 September

Monday 30 September

Adjournment:

Motion to adjourn made by Jason Hartmann seconded by Bob Connor. (motion passed)

Meeting adjourned 19:38.

APPROVED BY:

Attest:

Committee Chairman -Thomas Montag (date)

District Secretary Rozalind Plumb

Vice Chair- Jason Hartmann (date)