

West Klickitat Regional Fire Authority
Planning Committee Meeting
119 NE Church street White Salmon WA 98672.

Thursday May 16, 2024. 6:30pm.

- **Meeting called to order at 18:30.**
- **Attendance:**
WKRFA Planning Committee: Quorum. Thomas Montag, Ben Giant, David Lindley, Robert Connor, Charles Virts.
Absent: Jason Hartmann
Advisory groups/staff: Adam Brake, Chief Hunsaker (WSFD), Chief Long (KCFD3), Stephanie Porter (CoWS Clerk), Rozalind Plumb (KCFD3 Secretary). Absent: Captain Jess Wardwell, Eric Bosler, Eric Wilson, Jennifer McLean (KCFD3 Admin).
- **Agenda:** Addition of Project Management Report.
Move to approve the agenda with the addition, at the discretion of the chairman, of project management report” made by Ben Giant, seconded by David Lindly. (5 yay, 0 nay) motion passed.
- **Minutes of April 18 Meeting.**
“Move to approve the minutes” made by Charles Virts, seconded by Ben Giant. (5 yay, 0 nay) motion passed.
- **RFA Transition Projects:**
 - Subcommittee reports
 - *Governance and Administrative.*
A sample governance policy has been distributed to the subcommittee for review. There have been some updates, and a draft should be available for the planning committee soon. There are also example policies from Stevens County that will be reviewed and adapted for the RFA. The subcommittees will be asked to review specific policies relevant to their expertise. Care will be taken to prioritize which policies are required before 2025.
 - *Finance & HR (See report)*
EIN number update. The EIN is needed to set up state business accounts. Recognition of the upfront costs involved. White Salmon City Council will discuss the upfront funding in June. Discussion on contracts and no issues have been identified. Anticipated costs before January include insurance to cover liability of the board, and facilities and vehicles, as they are transferred to the RFA in preparation for operational date January 1.
 - *Operations subcommittee*
Recommendations being put forward include:
 1. DBA name and logo. Two options have been put forward.

- Southwest Fire & Rescue
- Central Gorge Fire & Rescue

The Planning Committee requested the two options be put out for vote. Chief Hunsaker will organize a vote between the 2 options.

2. Numbering system for stations, apparatus and personnel. The recommendation is to use a 30 / 300 system.
3. Hiring criteria for support staff. The hiring of a paid firefighter is being outlined and a tentative schedule is being drafted. Coordinate with HR before moving forward with recommendations.
4. Programs to support and promote volunteer coverage. Duty crews are being discussed and training levels needed for officers. Coordinate with HR before moving forward with recommendation.
5. Efficiencies, reduce duplication. Standardized documents, data collection and report writing are being addressed.
6. Mission and Values statements. Refine before acceptance.

Decisions on the above recommendations will be addressed at the June meeting.

Discussion on the approval process of recommendations being presented to the Planning Committee. As a planning committee they can evaluate the recommendations. Review of the recommendations is being documented in the meetings. As adjustments are made and consensus is reached, then the recommendations can be 'approved'. When the Governing Board is effective on September 30, they can ratify the decisions made by the Planning Committee.

EMS License - Discussion on the transition period, insurance and liability. Both agencies have licenses in effect beyond January 1, 2025. There is a lengthy process to get the license for the RFA. Coordination with the Department of Health, and local and regional Trauma Councils is needed.

Resolutions –There will be several resolutions prepared for the RFA Governing Board to approve on day 1 of the RFA.

- **Financial Need of the planning Committee**

KCFD3 has set aside \$25,000 to set up the RFA. White Salmon City Council is working to do a similar amount.

Discussion on who has authority to sign funds out. KCFD3 Commissioners can sign for funds they have set aside for the RFA during the transition period between now and January. The RFA Governing Board will have signature authority once the funds are held in the RFA accounts set up by the County Treasurer.

- **Levels of Service**

- Nothing to add currently. Further discussion is needed with comparison to task force recommendations.

- **Project Management – Ben Giant**


- Smart sheets will be the platform used for the planning process.
- Projects can be assigned and updated with completion percentages. Documents can be added.
- The public can view the platform and documents.
- The project sheets can be exported and held by the agency for records retention purposes and public record requests.
- Ben has volunteered to use his account for this project. The Planning Committee is grateful for this donation and his time volunteering as the Project Manager.

Adjournment:

Motion to adjourn made by Thomas Montag seconded by David Lindley. Meeting adjourned 19:45.

Next Meeting – CHANGE from Thursday 20 June to Tuesday 18 June 18:30 White Salmon.

APPROVED BY:


Committee Chairman -Thomas Montag (date)

Attest:


District Secretary Rozalind Plumb

Absent on May 16.
Vice Chair- Jason Hartmann (date)