

RFA CREATION - PROCEDURAL CHECKLIST

Two or more adjacent Fire Protection Jurisdictions “FPJ” may participate in the creation of a Regional Fire Protection Service Authority “RFA”.

_____ Each FPJ appoints 3 elected officials, **by resolution**, to Planning Committee. This formal step will likely follow informal planning meetings between the FPJs.

_____ Planning Committee develops Regional Fire Authority Service Plan (“Plan”) addressing design, financing and development of RFA.

_____ Must allow and encourage public input in plan development

_____ Plan will include, at a minimum, the following elements:

_____ Revenue sources and funding plan.

_____ Form of governance

_____ Organizational structure, employment, operations

_____ Asset transfers, capital facilities planning

_____ AFTER COMPLETION OF DRAFT: Planning Committee adopts Plan and forwards to **governing boards of FPJs** to call a single election in the entire proposed RFA area.

_____ Election to approve formation of RFA requires simple majority unless a 60% revenue source is included in the Plan (i.e. benefit charge, EMS levy or excess levy).

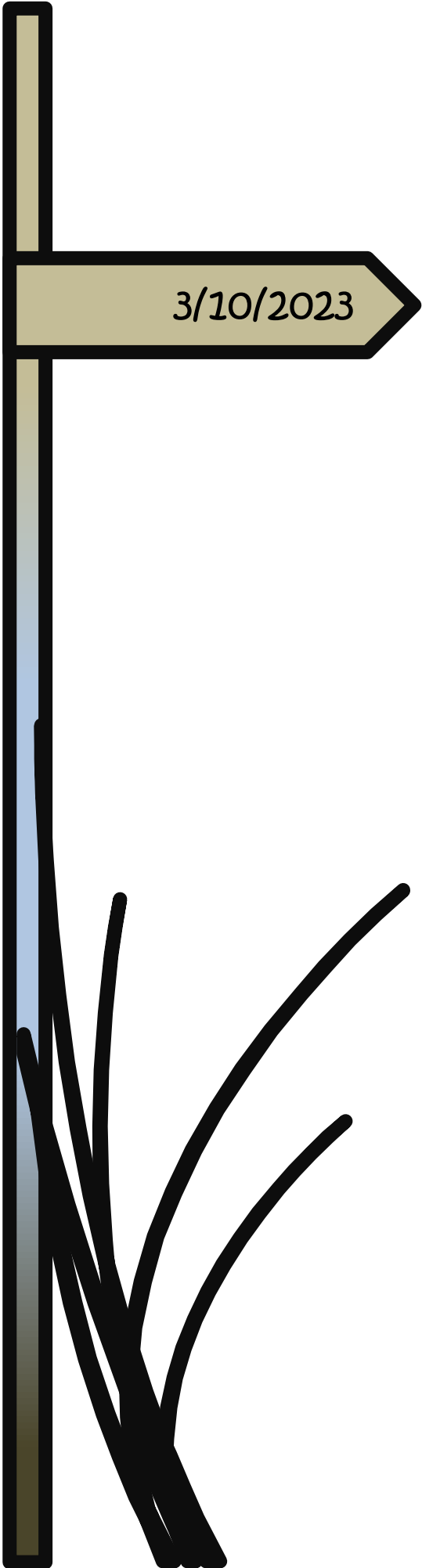
_____ If not approved, the Planning Committee may revise Plan and repeat process twice, if voters fail to approve on third try, Planning Committee is dissolved.

_____ **If approved by voters, the formation date will be a date established in Plan. Note, RFA will not begin to levy taxes or collect its own revenues until the year following formation (unless formed by September 30). Plan must address interim funding.**

_____ Thirty days from election certification validity of the RFA may be challenged.

_____ RFA begins operation under governing board as defined in Plan.

_____ Fire district board may, by resolution, initiate proceedings for dissolution of any fire district within the RFA, by majority vote of the fire district’s registered voters, pursuant to RCW 52.26.120.



3/10/2023

Regional Fire Authority Overview

Klickitat County Fire District 3

RAM
MHC ASSOCIATES



BACKGROUND

In 2004, the Washington Fire Chiefs (WFC) led a legislative effort to provide fire districts, municipalities and tribal nations the ability to “formally” join together in the provision of fire and emergency services. This ability had formerly been available via *mergers* (between fire districts); *annexations* (by cities into fire districts, or by cities of unincorporated territory previously protected by fire districts); *through interlocal agreements or contractual consolidations* (between any set of entities related to specific operational items like “training”, “administrative services”, or for entire department operations); and *joint powers agreements* (basically an agreement allowing entities to share resources and authority via a contractual arrangement). All of these “tools” are still available to the fire service and used by some agencies.

The new “tool” in the tool kit, adopted by the State Legislature in 2004, is the Regional Fire Authority (RFA). The RFA, as previously stated, is a municipal corporation which allows fire districts, municipalities (city departments), or tribal nations to join together for the provision of fire and emergency services. The RFA can combine fire districts to fire district; city to city; fire district to city; or any combination one can think of. Organized under Title 52 of the RCW (Revised Code of Washington), the RFA operates identically to that of a fire district (RFA’s are organized and operated under the auspices of Title 52 RCW).

A Regional Fire Protection Service Authority (**RFA for short**) is a special purpose district [under RCW 52] created by the vote of the people residing in the proposed district. It is a municipal corporation, an independent taxing authority within the meaning of Article 7, section 1 of the State Constitution, and a taxing district within the meaning of Article 7, section 2 of the State Constitution. An RFA’s boundaries are coextensive with two or more adjacent fire protection jurisdictions (fire district, city, town, port district, or Indian tribe).

“The RFA Plan is a critical foundational document that describes, articulates and establishes how the newly formed entity (RFA) will be defined, organized, funded, governed and operated. It becomes the legal instrument and charter for the new municipality to function”



The first step in forming an RFA is to create a Regional Fire Authority PLANNING COMMITTEE to draft a Regional Fire Protection Service Authority Plan (RFA Plan). The Planning Committee, by State statute, is composed of three elected officials appointed by the governing bodies of each of the participating fire protection jurisdictions. .

The RFA has its strengths built around the formation the “RFA Planning Committee”, who establishes the vision, operational aspects, and funding methodology for the RFA prior to taking it to the ballot for citizens in all affected areas to determine if the RFA is right for them. The RFA Plan can combine entire fire departments (as stated earlier, in various combinations); or, it can be used to establish operational guidelines and a funding mechanism for subsets of fire departments such as “Hazardous Materials RFA”, “Paramedic/ALS Service RFA”, “Training RFA”, etc.

While the RFA is still considered a new tool in the fire service tool kit, its advantages will be seen over the years as different methodologies and uses of the RFA come to pass.

The most critical element of the project is developing and facilitating a Regional Fire Protection Services Authority Plan as required by the new RCW 52.26.040. The RFA Plan is a critical foundational document that describes, articulates and establishes how the newly formed entity (RFA) will be defined, organized, funded, governed and operated. It becomes the legal instrument and charter for the new municipality to function. This ‘RFA Plan’ is to be developed by the Planning Committee and shall provide for “*the design, financing and development of fire protection and emergency services*”¹. Factors to be considered by the RFA Planning Committee in developing the plan included land use planning criteria, current financial health analysis, and input from all jurisdictions in the proposed RFA. As provided in the statute², the RFA Planning Committee shall:

(a) Create opportunities for public input in the development of the plan;

¹ RCW 52.26.040 (1)

² RCW 52.26.040 (2)



(b) Adopt a plan proposing the creation of a regional fire protection service authority and recommending design, financing, and development of fire protection and emergency service facilities and operations, including maintenance and preservation of facilities or systems; provided, that the plan may authorize the authority to provide ambulance service, directly or by contract after call for bids, only after the board of the authority determines that the participating fire protection jurisdictions are not adequately served by existing private ambulance service ; and

(c) In the Plan, recommend sources of revenue authorized by RCW 52.26.050, identify the portions of the plan that may be amended by the board of the authority without voter approval, consistent with RCW 52.26.050, and recommend a financing plan to fund selected fire protection and emergency services and projects.³

Upon receipt of the completed RFA Plan, the governing bodies of fire protection jurisdictions may certify the plan to the ballot and put the plan before the voters for their approval or rejection. A single ballot measure may approve formation of the authority and the plan. If a simple majority of votes cast are in favor, the district is declared organized by resolution of the county commissioners. The governing board of the authority is determined by the RFA Plan and is to consist solely of elected officials. It is responsible for the execution of the voter-approved plan. Participating jurisdictions must review the plan every ten years.

The development, facilitation, refining and subsequent adoption of the **West Klickitat Regional Fire Authority Plan** requires four separate facets. Those are:

- **Authority**
- **Elements of the RFA Plan**
- **Operations, services and levels of service transferred to the Fire Authority**
- **Disposition of RFA Plan revision**

³ RCW 52.26.040(3)



Authority

Each Section of the plan is carefully crafted and framed under the statute and authority to develop the respective portion of the Plan. In all cases, Washington State law is the preface for such action.










RFA Plan Elements

In order for the West Klickitat RFA Planning Committee to:

(a) Adopt a Plan proposing the creation of a regional fire protection service authority and recommending design, financing, and development of fire protection and emergency service facilities and operations, including maintenance and preservation of facilities or systems; provided, that the plan may authorize the authority to provide ambulance service, directly or by contract after call for bids, only after the board of the authority determines that the participating fire protection jurisdictions are not adequately served by existing private ambulance service ; and

(b) In the Plan, recommend sources of revenue authorized by RCW 52.26.050, identify the portions of the plan that may be amended by the board of the authority without voter approval, consistent with RCW 52.26.050, and recommend a financing plan to fund selected fire protection and emergency services and projects.⁴

. the Planning Committee will identify the following elements that would be inclusive in defining the overall formation and operation of the West Klickitat Regional Fire Authority:

-  [RFA Formation Authority; RFA Name](#)
-  [RFA Jurisdictional boundaries](#)
-  [RFA Governing Board](#)
-  [RFA Funding](#)
-  [RFA Services / Standards of Coverage](#)
-  [RFA Organizational Structure / Administration / Management / Personnel components](#)
-  [RFA Operations and Delivery systems](#)
-  [RFA Prevention / Public Education services](#)
-  [RFA Support services](#)

⁴ RCW 52.26.040(3)



For each of the nine RFA Plan elements, the text was broken down into four sub categories describing in detail what and how the transfer of services and assets would occur. Those categories are:

- **Reference** – *A description of the legislative authority transfer or develop that element*
- **Activity** – *A detailed description and definition of the service, activity or operation that would be addressed, developed or transferred in the RFA Plan*
- **Assets transferred:** *A detailed list of those assets of the current operation pertaining to the specifically identified Plan element which would be transferred in full to the new Valley Regional Fire Authority*
- **RFA Plan Revision Disposition** – *the disposition of how the particular Plan element could be revised or altered in future years.*



5/1/2023



Regional Fire Authority Plan

City of White Salmon
Klickitat County Fire District #3



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ACKNOWLEDGEMENT

Recognizing the challenges and opportunities that all fire jurisdictions are facing, the City of White Salmon and Klickitat County Fire Protection District #3, through a working partnership of many years, agreed in the Summer of 2022, to explore the different governance options available in operating and funding emergency services [fire; rescue; emergency medical].

On behalf of the City of White Salmon and Klickitat County Fire Protection District #3, and all, we want to thank everyone who participated in creating the future vision of our organization that will ultimately provide the citizens we serve and protect an enhanced opportunity to determine the level of service they desire.

Your efforts are recognized and very much appreciated.

MAYOR CHAIRMAN

**Regional Fire Authority Planning
Committee Members:**

_____, *City Council*
_____, *City Council*
_____, *City Council*
Tom Montag, *Fire Commissioner*
Bob Conner, *Fire Commissioner*
Chuck Virts, *Fire Commissioner*

**City of White Salmon and KCFD3
Leadership, Staff and Personnel:**

_____, *Mayor*
_____, *City Administrator*
Bill Hunsaker, *Fire Chief*
Wes Long, *Fire Chief*
Roz Plumb, *Fire District Secretary*

**West Klickitat Community Task Force
Members:**

REGIONAL FIRE AUTHORITY


VISION STATEMENT

[Draft language]

STRATEGIC OPPORTUNITY

To strategically position the City of White Salmon and Klickitat County Fire Protection District #3, in a cost effective regional partnership that provides the community with effective and sustainable Fire, Rescue and EMS services.

- Effective Fire and lifesaving EMS service is dependent on three components:
 - **Fire/Hazard/Injury Prevention**
 - Safe buildings reduce fire risk, life loss, and reduce the long-term cost of emergency response;
 - **Public Education**
 - Perfect emergency response is not possible, the public must be empowered to reduce their own risk and provide time critical actions prior to arrival of firefighters.
 - **Emergency Response**
 - Perfect prevention does not exist, emergency responders must arrive prior to flashover in fire, and brain death in non-breathing patients.
- The three legs of the Fire Service delivery system: ***fire prevention, public education, and emergency response***, can only be sustained with adequate funding.
 - Level of Service performance objectives provide the measure of adequate service.
 - Prevention, Education and Response resources must be balanced to meet the Level of Service objective and assure the most cost-effective delivery of service;
 - Adequate funding of the fire service delivery system is evidenced by its ability to meet level of service performance objectives. (**Appendix ___**)

	SECTION 1	BACKGROUND & NEEDS STATEMENTS	
	DRAFT	April 2023	

THE FEASIBILITY OF FIRE DEPARTMENT PARTNERSHIPS

During the past three decades, fire protection in America has undergone a process of remarkable transformation. Change began in the early 1970’s, roughly corresponding with the publication of *America Burning* by The National Commission on Fire Prevention and Control. Fire departments across the nation began to assume a greater role in the protection of citizens from many more hazards than in the past—quickly expanding from fire suppression to greater emphasis on fire prevention, emergency medical service, ambulance transport, hazardous materials, specialized operations, natural disasters, and (in the recent past) Homeland Security. *This was the dawning of the “ALL RISKS” first responder doctrine in the Fire Service in America.*

The process of change continues today, although some fire agencies feel that the progress made is not in the spirit of 1973’s *America Burning*. While many goals of *America Burning* (and of the *Fire Prevention and Control Act* of 1974 that followed) have not materialized, the responsibilities, scope of service, and emergency incidents of community fire departments continue to increase. Urban and suburban expansion have reached unprecedented levels across America, yet laws that limit the funding of public services increasingly restrict emergency services in those same communities. Nearly all such tax limit laws trace their roots to California’s Proposition 13, passed by voters in that state in 1978.

Well before the date of *America Burning* and the California tax revolt, private sector businesses recognized the benefit of merger and collaboration as a means to increase efficiency. For years, critics have advised government to *reinvent itself* and to administer programs more like a business. An increasing number of executive fire officials and policymakers now recognize the moral imperative to maximize the efficiency and effectiveness of emergency service resources through a process of strategic cooperation.

Consequently, what was once relatively uncommon in the fire protection industry has become more widespread as fire department leaders react to internal forces promoting maximization of resources and the external drivers (i.e., expanding scope of service, increased populations, rapid community development, and limited capital).

More and more, local fire agencies partner with other jurisdictions to eliminate service duplication and to focus resources on providing essential services. Such strategic alliances between fire protection agencies began in areas experiencing rapid economic development, primarily surrounding burgeoning West Coast cities like Los Angeles, San Diego, Denver, Seattle, Salt Lake City, and Portland. Now, as the economic development that so characterized large metropolitan centers during the last two decades spreads and external forces act to limit the ability of the once isolated surrounding communities to unilaterally react to the change; the *strategic partnership* of emergency service organizations becomes an alternative more frequently considered by policymakers.

There are over 400 fire protection districts and 270 cities and towns in the State of Washington today. In the past ten years, the State of Washington has experienced:

- A remarkable increase in the number of cooperative efforts, consolidations, and fire protection district mergers.
- An increase in the number of cities and fire protection districts developing and improving cooperative services, consolidations and/or mergers and inter-local contractual agreements for emergency services. Examples are: City of Sumner and East Pierce Fire & Rescue; Cities of Auburn, Algona, and Pacific; and Lewis County Fire Protection District #12 and the City of Centralia.
- A consistent pace of cities that have annexed into fire protection districts.
- Legislative authorization to form Regional Fire Protection Services Authorities (RFA's).

Many factors have led to the increase in these cooperative agreements, mergers, or annexations. These factors include:


- Recent committee studies and state legislation encouraging or providing incentives for cooperative services.
- State and federal grant criteria requires or allows for higher scoring for entities with cooperative or consolidated services.
- Tax limitation initiatives and referendums have reduced the revenue available to many counties, cities, towns, and special purpose districts, thereby increasing the need to consolidate activities to achieve efficiencies and reduce operating costs.
- The Growth Management Act and its implementation in Washington counties requires long-term planning of facilities and operations by counties, cities, towns, and special purpose tax districts.
- The cost of emergency operations; the cost of purchasing emergency apparatus and equipment; the cost of constructing fire station facilities; and the cost of fire

suppression equipment, emergency medical and rescue equipment, and clothing have significantly increased.

It was in a climate of ongoing regional change and continued challenges to a sustainable level of service in the current governance model (ILA) that the Klickitat Fire District #3 and the City of White Salmon City Council selected, commissioned and facilitated the **West Klickitat Community Task Force** with the sole mission of reviewing and analyzing the respective fire departments data, history, strengths, short-falls and gaps in service to the community. The resultant *conclusions, findings and recommendations* of the West Klickitat Task Force were memorialized in a **Task Force Final Report** (included in part as **Appendix D**). Based on this background, the *findings and recommendations* of the Task Force identified as the primary and pivotal recommendation for achieving a sustainable level of service to be *regionalizing emergency services by forming a Regional Fire Authority*.

Based on this background the Task Force has identified the following conclusions for the formation of the West Klickitat Regional Fire Authority:

1. The ability to respond to emergency situations by the respective fire agencies for fire protection, rescue and emergency medical services has not kept up or progressed with the community's needs; community changes and growth; cultural shifts; increased demands and diversity for emergency services and special service demands.
2. Providing a fire protection, rescue and emergency medical service system requires a collaborative partnership and responsibility among local and regional governments and the private sector. Vital elements of that collaborative effort must be a focus on levels of service and a dedicated and sustainable funding mechanism to meet those demands and standards.
3. There are efficiencies to be gained by regional fire protection, rescue and emergency medical service delivery, while maintaining the balance of local control between the City of White Salmon and Klickitat County Fire Protection District #3.
4. Timely development of significant projects can best be achieved through enhanced funding options for regional fire protection, emergency services, specialized rescue, hazardous material mitigation, using already existing taxing authority to address fire protection and emergency service needs, with new authority to address critical fire protection projects and emergency services.
5. The City of White Salmon and Klickitat County Fire Protection District #3 have had a cooperative partnership, striving to provide the highest level of fire and emergency services to our citizens within the confines of available resources, the creation of an RFA will continue this partnership on a permanent basis with a stable governance and financial system.

	SECTION 2	DEFINITIONS	
	<i>DRAFT</i>	April 2023	
	<i>Revision</i>	The DEFINITIONS section of the WKRFA Plan is subject to amendment only by a majority vote of the WKRFA Governance Board.	
	<i>Revised</i>		

DEFINITIONS

The definitions in this section apply throughout this **WKRFA Plan**, unless the context clearly requires otherwise.

1. "**Board**" or "**Governance Board**" or "**Governing Board**" means the Governance body of a regional fire protection service authority.
2. "**City**" means the City of White Salmon.
3. "**Effective Date**" means January 1st, 2024 pending approval of the WKRFA Plan by voters of the Participating Jurisdictions.
4. "**Klickitat Fire District #3**" or "**KCFD#3**" means Klickitat County Fire District #3—the jurisdiction which provides emergency service around the Greater City of White Salmon community and other communities
5. "**Participating Jurisdictions**" means the City of White Salmon and Klickitat County Fire Protection District #3.
6. "**West Klickitat Regional Fire Authority**" or "**WKRFA**" means the Regional Fire Protection Service Authority defined in this plan whose boundaries are coextensive with the City and KCFD#3, which shall use a dba of _____.
7. "**RCW**" means Revised Code of Washington.
8. "**Regional Fire Protection Service Authority**" or "**Regional Fire Authority**" or "**RFA**" means a regional fire protection service authority formed pursuant to chapter 52.26 RCW. An RFA is a municipal corporation, an independent taxing authority within the meaning of Article VII, Section 1 of the state Constitution, and a taxing district within the meaning of Article VII, Section 2 of the state Constitution.


West Klickitat Regional Fire Authority Plan

9. "**Regional Fire Authority Planning Committee**" or "**Planning Committee**" means the advisory committee created under RCW 52.26.030 to create and propose to the City of White Salmon and KCFD#3 the Regional Fire Authority Plan.
10. "**West Klickitat Regional Fire Authority Plan**," "**WKRFA Plan**" or "**Plan**" means a regional fire protection service authority plan, in accordance with RCW 52.26.040(3)(b), for the development and financing of the RFA, including, but not limited to, specific capital projects, fire operations and emergency service operations, and the preservation and maintenance of existing or future facilities and services.

WKRFA SECTION 2 PLAN REVISION DISPOSITION:

The **DEFINITIONS** section of the **WKRFA Plan** is subject to amendment or revision only by a majority vote of the WKRFA Governance Board.

DRAFT

	SECTION 3	FORMATION AUTHORITY	
	<i>DRAFT</i>	April 2023	
	<i>Revision</i>	The FORMATION AUTHORITY section of the WKRFA Plan is subject to amendment or revision only by submission of a revised WKRFA Plan to the electorate for approval.	
	<i>Revised</i>		

A. STATUTORY REFERENCE.

1. Authority for the formation of a Regional Fire Authority by the City of White Salmon and Klickitat County Fire Protection District #3 (Participating Jurisdictions) is authorized by Chapter 52.26 RCW.

B. PLANNING COMMITTEE.

1. Authority to form and operate a Planning Committee is authorized by Chapter 52.26.030 and 52.26.040 RCW.
2. The Planning Committee included three (3) members of the White Salmon City Council and three (3) Commissioners of Klickitat County Fire Protection District #3.
3. The mission and goal of the Planning Committee is to develop and present to the elected officials of each participating jurisdiction, the WKRFA Plan.
4. Upon development, approval and adoption of the WKRFA Plan by the Planning Committee, the WKRFA Plan shall be presented to each participating jurisdiction’s elected legislative body for approval and adoption by resolution for placement of the WKRFA Plan on the ballot for consideration by a vote of the people within the boundaries of the proposed RFA.
5. Upon approval of the WKRFA Plan by the elected legislative body of each participating jurisdiction, the Participating Jurisdictions shall draft a joint ballot title, give notice as required by law for ballot measures, and perform other duties as required to put the WKRFA Plan before the voters of the Participating Jurisdictions for approval or rejection as a single ballot measure.

C. WKRFA PLAN IMPLEMENTATION.


1. The current independent agencies shall remain in effect until the Effective Date and no current activity or operation will change prior to the Effective Date.

West Klickitat Regional Fire Authority Plan

2. Should the WKRFA Plan be approved by 50% of the voters of the Participating Jurisdictions, the West Klickitat Regional Fire Authority shall be formed on, January 1st, 2024, in accordance with RCW 52.26.070.
3. Should the WKRFA Plan be approved by 50% of the voters of the Participating Jurisdictions, on the Effective Date, the City Council of White Salmon and the Board of Commissioners of Klickitat County Fire District#3 will terminate their independent operations and will transfer all operations to the WKRFA.
4. If the Plan is not approved by 50% of the voters, then operations relating to the services set forth herein shall remain unchanged.
5. Upon voter approval of the WKRFA Plan, the City of White Salmon and Klickitat County Fire Protection District #3 shall continue to exist as Washington State Municipal Corporations. The exclusive purpose of the continued existence of Klickitat County Fire Protection District #3 shall be to levy and collect taxes and/or other fire protection district revenue to be transferred to the WKRFA until such time as the WKRFA collects its own revenues and to provide representation to the newly formed WKRFA Governance Board.
6. The transfer of the powers, duties, functions, and personnel of the Participating Jurisdictions shall not affect the validity of any act performed before the creation of the WKRFA.
7. The mission and vision of WKRFA is set forth in **Appendix A** of this WKRFA Plan.

WKRFA SECTION 3 PLAN REVISION DISPOSITION:

The **FORMATION AUTHORITY** section of the **WKRFA Plan** is subject to amendment or revision only by submission of a revised WKRFA Plan to the electorate for approval.

	SECTION 4	JURISDICTIONAL BOUNDARIES	
	<i>DRAFT</i>	April 2023	
	<i>Revision</i>	The JURISDICTIONAL BOUNDARIES section of the WKRFA Plan is subject to amendment or revision only by a majority vote of the WKRFA Governance Board.	
	<i>Revised</i>		

A. STATUTORY REFERENCE.

1. The jurisdictional boundaries of the WKRFA at formation shall be defined pursuant to RCW 52.26.020(2), and any alterations shall be made only in accordance with, the WKRFA Plan, chapter 52.26 RCW or other applicable state law, as it may be amended from time to time.

B. JURISDICTIONAL BOUNDARIES ON DATE OF FORMATION.

1. On the Effective Date, the jurisdictional boundaries of the WKRFA shall be the legal boundaries of the Participating Jurisdictions. The boundaries are depicted on the map and legal descriptions attached hereto and marked as **Appendix B** of this WKRFA Plan.

C. CHANGES IN JURISDICTIONAL BOUNDARIES AFTER FORMATION OF WKRFA.

1. *Boundary Changes that do not require a WKRFA Plan amendment.*
 - a. **City annexations of areas included within the boundaries of KCFD#3.** Such annexations will not affect the WKRFA since the areas will already be within the WKRFA boundaries. Pursuant to RCW 52.26.290 there will be no required asset or employee transfers between the fire protection district and the city.
 - b. **City annexations of areas not included within KCFD#3.** On the effective date of such annexation, the territory annexed shall automatically be included within the boundaries of the WKRFA pursuant to RCW 52.26.290. The territory added to the WKRFA by such annexation shall be subject to the taxation, charges, and bonded indebtedness (if approved as part of the annexation process) of the WKRFA. Any transfer of assets or employees that occurs as a result of annexation shall be between the transferring entity and the WKRFA.

- c. **Annexation of a portion of KCFD#3 by a City that is not a participating jurisdiction in the WKRFA.** On the effective date of such annexation, the territory annexed shall automatically be removed from the boundaries of the WKRFA. In this situation the WKRFA shall not be obligated to transfer employees or assets of the WKRFA and the annexing city shall be restricted solely to assets and employees of the fire district, if any.


2. *Boundary Changes that require a WKRFA Plan Amendment.*

- a. **Annexations of Adjacent Fire Protection Jurisdictions.** The boundaries of the WKRFA may be expanded to include adjacent fire protection jurisdictions through the Plan Amendment and annexation procedures set forth at RCW 52.26.300.

WKRFA SECTION 4 PLAN REVISION DISPOSITION:

The **JURISDICTIONAL BOUNDARIES** section of the **WKRFA Plan** is subject to amendment or revision only by a majority vote of the WKRFA Governance Board.

DRAFT

	SECTION 5	GOVERNANCE and ORGANIZATIONAL STRUCTURE	
	<i>Adopted</i>	July 22, 2014	
	<i>Revision</i>	The GOVERNANCE and ORGANIZATIONAL STRUCTURE section of the WKRFA Plan is subject to amendment or revision only by submission of a revised WKRFA Plan to the electorate for approval.	
	<i>Revised</i>		

A. STATUTORY REFERENCE.

1. The authority to provide *governance* for the Regional Fire Authority is provided by RCW 52.26.080 and RCW 52.26.090.

B. GOVERNING BOARD STRUCTURE AND OPERATION.

1. **Effective Date.** As provided by RCW 52.26.080, the WKRFA Governing Board shall be established and have authority as of January 1, 2024.

TWO OPTIONS

2. Current elected members from each jurisdiction

OR

3. Commissioner Districts.

4. WKRFA Commissioner Positions.


- a. WKRFA Commissioner Position 1 shall be filled by a registered voter residing anywhere within the boundaries of the WKRFA.*
- b. WKRFA Commissioner Positions 2 and 3 shall be filled by registered voters residing in the City Commissioner District.*
- c. WKRFA Commissioner Positions 4 and 5 shall be filled by registered voters residing in the Unincorporated Commissioner District.*

5. WKRFA Commissioner Positions and Terms of Positions.

- a. *WKRFA Commissioner Position 1 shall be filled by the person elected at the November 2015 general election and shall take office on January 1, 2016 and shall serve until December 31, 2019. The individual elected to fill WKRFA Commissioner Position 1 in the November 2019 general election shall take office on January 1, 2020 and shall serve a six-year term.*
 - b. *WKRFA Commissioner Position 2 shall be filled by the person elected at the November 2015 general election and shall take office on January 1, 2016, and shall serve a six-year term.*
 - c. *WKRFA Commissioner Position 3 shall be filled by the person elected at the November 2015 general election and shall take office on January 1, 2016, and shall serve until December 31, 2017. The individual elected to fill WKRFA Commissioner Position 3 in the November 2017 general election shall take office on January 1, 2018 and shall serve a six-year term.*
 - d. *WKRFA Commissioner Position 4 shall be filled by the person elected at the November 2015 general election and shall take office on January 1, 2016, and shall serve a six-year term.*
 - e. *WKRFA Commissioner Position 5 shall be filled by the person elected at the November 2015 general election and shall take office on January 1, 2016, and shall serve until December 31, 2017. The individual elected to fill WKRFA Commissioner Position 5 at the November 2017 general election shall take office on January 1, 2018 and shall serve a six-year term.*
6. **Governing Rules.** The elected WKRFA Governing Board shall develop and adopt governance policies and rules for the WKRFA Governing Board to conduct business beginning in 2024 for the WKRFA in accordance with RCW 52.26.080.
 7. **Authority.** The WKRFA Governing Board shall have all the power and authority granted governing boards under Washington State law and shall include the power and authority to make any decisions appropriate for the WKRFA and for matters related to Title 52 RCW.

WKRFA SECTION 4 PLAN REVISION DISPOSITION:

The **GOVERNANCE and ORGANIZATIONAL STRUCTURE** section of the **Plan** may be amended by a majority vote of the WKRFA Governance Board.

	SECTION 6	FUNDING and FINANCE	
	<i>DRAFT</i>	April 2023	
	<i>Revision</i>	The FUNDING and FINANCE section of the WKRFA Plan is subject to amendment or revision by the Governing Board except when voter approval is required by statute or voter approval is required by Section Six (Funding and Finance) of the WKRFA Plan.	
	<i>Revised</i>		

A. STATUTORY REFERENCE.

1. The authority to levy taxes and provide funding for the WKRFA is provided by chapters RCW 52.26, RCW 84.52 and RCW 84.55 as such statutes may be amended from time to time.

B. WKRFA REVENUES:

1. The WKRFA shall be authorized to levy and collect taxes in accordance with RCW 52.26.050 (1) (b) subject to the following restrictions:
 - a. The WKRFA shall be funded beginning in fiscal year 2024 by an authorized ad valorem property tax of \$. _____ per thousand of assessed valuation. The initial levy shall serve as WKRFA’s highest lawful levy under RCW 84.55.010 and shall establish the tax base for the calculation of subsequent tax levies. The WKRFA Plan shall not be construed as creating any banked capacity under RCW 84.55.010 or RCW 84.55.092. The WKRFA Governance Board shall adopt an annual budget and set its levy amount at a rate each year in accordance with state law and the adopted budget policies of the WKRFA. Any subsequent tax levies shall be limited by the limit factor under RCW 84.55.0101 unless the WKRFA voters approve a levy lid lift pursuant to RCW 84.55.050. This subsection of the plan may only be amended or revised by submission of a revised WKRFA Plan to the electorate for approval.
2. This Plan shall not approve the implementation of a benefit charge under RCW 52.26.050(a) but the WKRFA Governing Board may, in the future ask the voters to approve a benefit charge consistent with the requirements of RCW 52.26.180 through RCW 52.26.270.

3. To the extent permitted by law, the WKRFA Governance Board shall have the authority to pursue and contract with agencies and entities exempt from property taxes in accordance with RCW 52.30.020 and related statutes.
4. The WKRFA Governing Board shall have the authority to pursue, subject to any applicable statutory voter approval requirements and WKRFA Plan Amendment, if required, all additional revenue sources authorized by law including but not limited to revenue sources specifically identified in Title 52 RCW and Title 84 RCW that are not otherwise addressed in chapter 52.26 RCW.

C. TRANSFER OF ASSETS.

1. On the Effective Date, Klickitat Fire District #3 shall immediately transfer any remaining and future financial assets to the WKRFA.
2. On the Effective Date, participating jurisdictions shall immediately transfer all financial assets to WKRFA including the current Equipment Reserve Fund which shall be temporarily used for operations until such time as the 2024 WKRFA tax levy is collected in 2024.
3. At such time as property taxes adequately fund the approved operational and administrative budget of the WKRFA, the participating jurisdictions equipment reserve funds shall be transferred into the appropriate WKRFA apparatus fund.
4. Except as otherwise provided in this WKRFA Plan, on the Effective Date, all reports, documents, surveys, books, records, files, papers, or written material in the possession of the participating fire protection jurisdictions pertaining to fire protection and emergency services powers, functions and duties shall be delivered to the WKRFA.
5. On the Effective Date, all real property and personal property including cabinets, furniture, office equipment, motor vehicles, and other tangible property used by the Participating Jurisdictions in carrying out the fire protection and emergency services powers, functions, and duties shall be transferred to the WKRFA. City water systems including fire hydrants and related appurtenances shall not be transferred and shall remain City property. All funds, credits, or other assets held by the Participating Jurisdictions in connection with the fire protection and emergency services powers, functions, and duties shall be transferred and credited to WKRFA.
6. On the Effective Date, ownership of the fire station shall be transferred to the WKRFA. The bonds issued for the original acquisition and construction of the fire station shall not be assumed by the WKRFA, but shall remain obligations of, and shall continue to be repaid by, the City and KCFD#3, respectively, until they are fully repaid in 20__.
7. Except as otherwise provided in this WKRFA Plan, any appropriations made to the Participating Jurisdictions for carrying out the fire protection and emergency services powers, functions, and duties shall be transferred and credited to the WKRFA.

West Klickitat Regional Fire Authority Plan

8. Except as otherwise provided in this West Klickitat Regional Fire Authority Plan, whenever any question arises as to the transfer of any personnel, funds, books, documents, records, papers, files, equipment, or other tangible property used or held in the exercise of the powers and the performance of the duties and functions transferred, the governing body of the participating fire protection jurisdiction shall make a determination as to the proper allocation.

D. OPERATIONAL FINANCING AND WKRFA FUNDS.

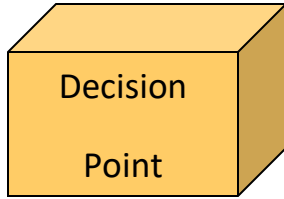
1. The operational and administrative budget for the first half of fiscal year 2024 for the newly formed WKRFA shall be established by: _____.
2. The funding of the WKRFA operations and administration for fiscal year 2024 (January 1st, 2024 – May 15th 2024) shall be furnished: _____.

E. DEBT.

1. The City of White Salmon and Klickitat County Fire District #3 shall each retain its respective General Obligation bonded indebtedness existing on the Effective Date and each shall continue to impose its individual voter-approved special levies until such debt is fully redeemed or defeased.
2. All other instruments of debt, financial liability or deferred payments owed by Klickitat Fire District #3 or the City of White Salmon shall be transferred to the WKRFA on the Effective Date.

WKRFA SECTION 3 PLAN REVISION DISPOSITION:

The **FUNDING AND FINANCE** section of the **WKRFA Plan** is subject to amendment or revision by the Governing Board except when voter approval is required by statute or voter approval is required by Section Six (Funding and Finance) of the WKRFA Plan.



West Klickitat RFA

DECISION POINT Matrix

TAB	OBJECT	SUBJECT	COMPLETE
	I	<p>TEXT: <i>The official name of the new entity shall be “ _____ ”</i></p> <p>DISCUSSION: What will be the official name of the new Regional Fire Authority?</p>	
	I	<p>TEXT: <i>The mission and vision of WKRFA Regional Fire Authority are adopted per Appendix A of this Plan</i></p> <p>DISCUSSION:</p>	
	II	<p>TEXT: <i>If the WKRFA Fire Authority Plan is approved by the voters, the jurisdictional boundaries of the WKRFA shall be the current legal boundaries of the participating jurisdictions, which boundaries are currently contiguous and are depicted on the map and legal descriptions attached hereto and marked as Appendix “B” of this plan.</i></p> <p>DISCUSSION:</p>	
	II	<p>TEXT: <i>Changes in Jurisdictional Boundaries After Formation of WKRFA RFA: -- Boundary Changes that do not require a RFA Plan amendment.</i></p> <p>DISCUSSION: There are several means in which an RFA can change its boundaries. Shall the DRAFT Plan allow for expansion of RFA boundaries?</p>	
	II	<p>TEXT: <i>The JURISDICTION BOUNDARIES portion of the RFA Plan – except where noted --is subject to alteration only by a revised RFA Plan being re-submitted to the electorate for approval</i></p> <p>DISCUSSION: Shall this section of the Plan be amended by the Governing Board or returning to the electorate for approval?</p>	
	III	<p>TEXT: <i>The GOVERNANCE portion of the RFA Plan determines the representation on the WKRFA Governance Board from the City and the District</i></p> <p>DISCUSSION:</p>	
	IV	<p>TEXT: <i>Funding for the RFA beginning in Fiscal Year 2024 and beyond shall be accomplished by an ad valorem fire tax of up to \$ ____ per thousand on all improved properties of the City of White Salmon and Klickitat County Fire District #3</i></p> <p>DISCUSSION: What is the maximum tax levy rate to be allowed for the new RFA?</p>	
	IV	<p>TEXT: <i>The Reserve Funds for Klickitat County Fire District #3</i></p> <p>DISCUSSION:</p>	
	V	<p>TEXT: <i>As an integral part of this plan, The WKRFA RFA Planning Committee shall express it’s desire for current and future services and services levels as provided in Appendix C of this Plan</i></p> <p>DISCUSSION: What services and levels of service shall the new RFA provide?</p>	
	VII	<p>TEXT: <i>4. The real property of each participating jurisdictions that currently has fire stations constructed upon it, and that will be used by WKRFA, shall be</i></p> <ol style="list-style-type: none"> <i>1. retained in ownership by the respective municipality</i> <i>2. Transferred to the WKRFA</i> <p>DISCUSSION:</p>	

JOINT RESOLUTION NO. _____

A JOINT RESOLUTION of the City Council of the City of White Salmon, Washington, and the Board of Commissioners of Klickitat County Fire Protection District No. 3, accepting the recommendation of the West Klickitat Task Force to consider the formation of a Region Fire Authority as the preferred future method of providing emergency services to the West Klickitat County region and, thus, recommending the joint decision to proceed with a Regional Fire Protection Service Authority Planning Committee in accordance with RCW 52.26;

RECITALS

A. The City of White Salmon (“the City”) and Klickitat County Fire Protection District No. 3 (“the District”) have had a cooperative partnership, striving to provide the highest level of fire protection, rescue and emergency medical services to their citizens within the confines of available resources. This cooperative effort began a decade ago and has grown in substance and effectiveness while attempting to provide these services as separate, local government entities with limited funding.

B. The City and the District have been discussing Cooperative Services Opportunities fueled by a jointly crafted and adopted FIRE ACTION PLAN in July of 2022 --seeking more effective means and a form of dedicated funding for emergency fire, rescue and emergency medical services efforts. In enacting the FIRE ACTION PLAN, both elected bodies agreed to seek input from their constituents and thus created a Community Task Force to identify options and make recommendations; hence, the “West Klickitat Task Force”.

C. After extended deliberations and analysis of agency data, finances and current gaps in emergency services, the West Klickitat Task Force has recommended the formation of a Regional Fire Protection Service Authority in accordance with RCW 52.26 as the best option for funding and governing emergency services in the Greater White Salmon community.

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF WHITE SALMON, WASHINGTON, AND THE BOARD OF COMMISSIONERS OF KLICKITAT COUNTY FIRE PROTECTION DISTRICT NO. 3, DO HEREBY RESOLVE AS FOLLOWS:

RESOLUTION

SECTION 1. – *Findings of White Salmon City Council and Klickitat County Fire Protection District No. 3.* The City Council of the City of White Salmon Washington and the Board of Commissioners of Klickitat County Fire Protection District No.3 hereby find that it is in the best interests of the City and the District to accept the recommendation of the West Klickitat Task Force and proceed with the process of exploring the formation of a Regional Fire Protection Service Authority.

SECTION 2. - *West Klickitat RFA Planning Committee.*

a) By the adoptive action of both entities, the City Council of the City of White Salmon, Washington and the Board of Commissioners of Klickitat County Fire Protection District Number 3 hereby declare the activation and creation of the **West Klickitat Regional Fire Protection Services Authority Planning Committee ("RFA Planning Committee")** in accordance with RCW 52.26 with the assigned mission to develop for review and subsequent adoption of the **West Klickitat RFA Plan** by both elected bodies.

b) Said **RFA Planning Committee** shall be populated by three (3) elected City Council Members [as appointed by the Mayor] and the three (3) sitting members of the Klickitat County Fire Protection District Number 3 Commissioners.

c) Recognizing the shortened time-frame for the construction, review, approval and recommendation to both elected bodies by the West Klickitat RFA Planning Committee, both White Salmon Volunteer Fire

Department and Fire District #3 Executive Staffs shall focus all resources to provide the RFA Planning Committee with concise and legally reviewed segments of the West Klickitat RFA Plan in a timely manner to enable finalization within the requirements of the West Klickitat RFA Plan timeline.

SECTION 3. – *Severability.* If any section, subsection, paragraph, sentence, clause or phrase of this resolution is declared unconstitutional or invalid for any reason, such decision shall not affect the validity of the remaining portions of this resolution.

SECTION 3. - *Ratification.* Any act consistent with the authority and prior to the effective date of this resolution is hereby ratified and affirmed.

SECTION 4. - *Effective Date.* This resolution shall take effect and be in force immediately upon its passage.

PASSED at a regular open public meeting by the City Council this _____ day of _____, 2023.

CITY OF WHITE SALMON

Mayor

Attest:

City Clerk

Approved as to Form:

City Attorney

ADOPTED by the Board of Commissioners of Klickitat County Fire Protection District No. 3, Klickitat County, Washington, at a regular open public meeting of such Board on the ___ day of _____, 20___, the below commissioners being present and voting.

COMMISSIONER

COMMISSIONER

COMMISSIONER

ATTEST:

FIRE DISTRICT SECRETARY



January 1st, 2015 Transitional Matrix

Part One: WBRFA Guiding Principles

Part Two: WBRFA Transition Matrix – “Starting Over”

Part One: REGIONAL FIRE AUTHORITY

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

Part Two: WBRFA Transitional Guiding Principles

- 📄 *January 1st, 2015 – Date of Formation: No legal action before that*
- 📄 *“Two-Hatters” – 2016 City RFA Officials represent the City electorate to the Governance Board, not the City Council or City Council policies*
- 📄 *WBRFA 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>	"	Each time a newly elected RFA Commissioner is seated, they are to be administrated the oath of office. Since 2015 ALL SIX POSITIONS are new, an oath of office should be administrated.	COMPLETE
<i>Resolution: Regular Board Meetings</i>	<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.</i>	This is an annual requirement for RFA's. Resolutions should include day, time, place, and the dates for the year. This is for Regular Meetings	COMPLETE

West Benton Regional Fire Authority



	<i>Special meetings of the board shall be called at any time under the provisions of RCW 42.30.080"</i>		
Resolution: Board of Officers	<i>"The fire commissioners shall elect a chair from their number"</i>	During the first meeting at the beginning of each year, the RFA Governing Board must elect officers	COMPLETE
Governance Operating Procedures	It is recommended that the RFA Board establish their own Governance Board Operating procedures	WBRFA Plan established this	COMPLETE
RFA Administrator	RFA Administrator accomplishes the duties of a fire district secretary.		COMPLETE
Resolution: Auditing Officers	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/D or to sign. RFA Administrator an Auditing Officer as well.	Said appointment of Auditing Officers shall be in order to <ul style="list-style-type: none"> • provide authority over the expenditure of RFA finances • To maintain oversight and accountability authority over said expenditures of the RFA funds. • To communicate with the County Auditor as necessary and in overseeing the execution of the District's expenditures 	COMPLETE
Resolution: Payroll Officers	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/D or to sign. RFA Administrator a Payroll Officer.	"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)	COMPLETE
Resolution: Investment Officers	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/D or to sign. RFA Administrator an Investment Officer.	Said appointments shall be made as FINANCE INVESTMENT OFFICERS for Fiscal Year ____ with the following authority: <ul style="list-style-type: none"> • To communicate with the County Treasurer as necessary and to overseeing the performance of the District's investments. • To execute withdrawals and investment of WBRFA funds from the County invest pool as often and prudently as needed. 	COMPLETE

West Benton Regional Fire Authority



		<ul style="list-style-type: none"> To report to the WBRFA Governing Board as necessary to address issues relating to the RFA's investments in the County investment pool. 	
Resolution: Records Retention Officer	Required by State statute. Generally assigned under the duties and responsibility of the Fire District Secretary or Administrator	Responsible for maintaining, archiving, protecting public records and facilitating public records requests.	COMPLETE
Resolution: HIPAA Officer	Required by Federal CFR	Responsible for maintaining, archiving, protecting public medical records and facilitating public records requests.	COMPLETE
Resolution: Revolving Fund Custodian	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.		DECISION POINT: RFA Commissioners must decide and pass resolution the first meeting in January. Resolution is in DRAFT form now
Resolution: Grievance procedure (Chief or Board)	Good business practice	This establishes the formal approach to decisions or grievances against the RFA generated within or outside of the WBRFA venue.	DECISION POINT: RFA Commissioners must decide and pass resolution. Resolution is in DRAFT form now
Establish legal counsel	Good business practice	This establishes the formal appointment, relationship and contract for the WBRFA legal counsel.	COMPLETE
Establish RFA Claims Agent	Required by RCW. Good business practice	This establishes the formal appointment, relationship and authority for the WBRFA claims agent. This addresses any claims made against the RFA or any HIPAA related issues	COMPLETE
Establish Finance policy	Strongly recommended by State Auditor. Good business practice	This policy establishes formally all aspects of managing, overseeing, investing and expending WBRFA money	Probably should await the newly elected RFA Board in 2016 --
OPERATIONS			
County Mutual Aid agreement	As a new entity, WBRFA must become signatory to existing agreements	Not a name change – an new entity	COMPLETE
Agency Mutual Aid agreement	As a new entity, WBRFA must become signatory to existing agreements	Not a name change – an new entity	COMPLETE
CAD	Potential changes in dispatch center protocols. As a new entity, WBRFA	Not a name change – an new entity	COMPLETE

West Benton Regional Fire Authority



	must become signatory to existing agreements		
Active 9-1-1 account	As a new entity, WBRFA must become signatory to existing agreements	Not a name change – an new entity	COMPLETE
Fire prevention activities	WBRFA Plan addresses the necessity for said services to be negotiated with City of Prosser		DRAFT agreement will be drawn up. WBRFA Board must decide on cost or in-kind services exchange
Public Education activities	WBRFA Plan addresses the necessity for said services to be negotiated with City of Prosser		DRAFT agreement will be drawn up. WBRFA Board must decide on cost or in-kind services exchange
New NFIR ID number	As a new entity, WBRFA must become signatory to new accounts	Not a name change – an new entity	COMPLETE
Emergency Reporting	As a new entity, WBRFA must become signatory to existing agreements	Not a name change – an new entity	COMPLETE
ADMIN			
New Federal EIN	As a new entity, WBRFA must become signatory to new accounts	Not a name change – an new entity	COMPLETE
New State UBI	As a new entity, WBRFA must become signatory to new accounts	Not a name change – an new entity	COMPLETE
New account with L&I	As a new entity, WBRFA must become signatory to new accounts	Not a name change – an new entity	COMPLETE
New account with Employment Security	As a new entity, WBRFA must become signatory to new accounts	Not a name change – an new entity	COMPLETE
New account with WA State Deferred Comp	As a new entity, WBRFA must become signatory to new accounts	Not a name change – an new entity	COMPLETE
Liability/Asset insurance	As a new entity, WBRFA must become signatory to new accounts	Not a name change – an new entity	COMPLETE
Appoint HIPAA Officer	Required by RCW. Good business practice	This establishes the formal appointment, relationship and authority for the any HIPAA related issues, records.	COMPLETE
Establish new accounts w/ Professional Organizations	As a new entity, WBRFA must become signatory to new accounts	Not a name change – an new entity	COMPLETE
Establish new WFCFA account	As a new entity, WBRFA must become signatory to new accounts	Not a name change – an new entity	COMPLETE
HR			
Establish County Payroll	As a new entity, WBRFA must become signatory to new accounts	Not a name change – an new entity	COMPLETE
Assign new County Employee numbers	As a new entity, WBRFA must become signatory to new accounts	Not a name change – an new entity	COMPLETE

West Benton Regional Fire Authority



Establish new Federal EFPTS account	As a new entity, WBRFA must become signatory to new accounts	Not a name change - an new entity	COMPLETE
Establish new PERS accounts	As a new entity, WBRFA must become signatory to new accounts	Not a name change - an new entity	N/A
Establish new LEOFF accounts	As a new entity, WBRFA must become signatory to new accounts	Not a name change - an new entity	COMPLETE
Establish new BVFF account / roster	As a new entity, WBRFA must become signatory to new accounts	Not a name change - an new entity	COMPLETE
Establish new Medical Insurance accounts	As a new entity, WBRFA must become signatory to new accounts	Not a name change - an new entity	COMPLETE
Life insurance	As a new entity, WBRFA must become signatory to new accounts	Not a name change - an new entity	COMPLETE
Disability insurance	As a new entity, WBRFA must become signatory to new accounts	Not a name change - an new entity	COMPLETE
Collective Bargaining Agreement	Current CBA transfers over		COMPLETE
Life insurance	As a new entity, WBRFA must become signatory to new accounts	Not a name change - an new entity	COMPLETE
FINANCE			
Establish new County Funds	Required by County Finance policy. Good business practice	Not a name change - an new entity	COMPLETE
Establish new County Treasurer Accounts	As a new entity, WBRFA must become signatory to new accounts. Required by County Finance policy	Not a name change - an new entity	COMPLETE
Establish Jurisdictional Boundaries -- Assessor	As a new entity, WBRFA must become signatory to new accounts	Not a name change - an new entity	COMPLETE
Establish Certified Legal Banking Institution	As a new entity, WBRFA must become signatory to new accounts. Required by County Finance policy	Not a name change - an new entity	COMPLETE
Establish Revolving Fund	As a new entity, WBRFA must become signatory to new accounts. Required by County Finance policy	Not a name change - an new entity	Facilitated by staff for WBRFA Board approval and signature
Establish Advanced Travel Fund	As a new entity, WBRFA must become signatory to new accounts. Required by County Finance policy	Not a name change - an new entity	Facilitated by staff for WBRFA Board approval and signature
Establish new Credit Card	As a new entity, WBRFA must become signatory to new accounts	Not a name change - an new entity	Facilitated by staff for WBRFA Board approval and signature
Establish new WSG account	As a new entity, WBRFA must become signatory to new accounts	Not a name change - an new entity	COMPLETE
Establish new A/P accounts	As a new entity, WBRFA must become signatory to new accounts	Not a name change - an new entity	COMPLETE
Establish PUD accounts	As a new entity, WBRFA must become signatory to new accounts	Not a name change - an new entity	COMPLETE

West Benton Regional Fire Authority



Establish phone/internet account	As a new entity, WBRFA must become signatory to new accounts	Not a name change - an new entity	COMPLETE
Establish Apparatus Replace fund	As a new entity, WBRFA must become signatory to new accounts	Not a name change - an new entity	COMPLETE
Establish Equipment Replacement Fund	As a new entity, WBRFA must become signatory to new accounts	Not a name change - an new entity	COMPLETE
Establish Facility Component Replacement Fund	As a new entity, WBRFA must become signatory to new accounts	Not a name change - an new entity	COMPLETE