

# West Klickitat Regional Fire Authority Planning Committee



Klickitat County Fire District 3 Commissioners &  
White Salmon City Council



## SPECIAL MEETING

	West Klickitat Regional Fire Authority Planning Committee		
Date	June 12, 2023		
Time	17:00 (5pm)		
Location	119 NE Church White Salmon WA 98672		
Join Zoom Meeting	<a href="https://us02web.zoom.us/j/89385218806">https://us02web.zoom.us/j/89385218806</a>		
Meeting ID	893 8521 8806		
Pass Code	No Password		
Call in Numbers	669-900-6833	929-205-6099	301-715-8592
	346-248-7799	253-215-8782	312-626-6799

## AGENDA

[50 Days to K-County Deadline]

- I. **Call to Order and Roll Call**
  - 1. City of White Salmon WKRFA Committee Call to Order
  - 2. City of White Salmon WKRFA Committee Members Roll Call
  - 3. KCFD#3 WKRFA Committee Call to Order
  - 4. KCFD#3 WKRFA Committee Members Roll Call
  
- II. **Approval of the Agenda**
  
- III. **Business Items**
  - A. Appoint Chairperson for WKRFA Committee Review
    - 1. Discussion
    - 2. Action
  
  - B. Steering Committee
    - 1. Discussion
    - 2. Action
  
  - C. West Klickitat Regional Fire Authority Final DRAFT Plan – Planning Committee
    - 1. Discussion Items – Chief Hunsaker memo
    - 2. Discussion Items – Council Member Jim Ransier document
    - 3. Discussion Items – Volunteer Personnel documents
    - 4. Discussion Items – Beginning WKRFA levy rate
  
  - D. Public Hearing Dates
    - 1. Discussion
    - 2. Action
  
- IV. **Public Comment**
  
- V. **Next WKRFA Planning Committee Meeting**
  
- VI. **Adjournment**

**File Attachments for Item:**

C. West Klickitat Regional Fire Authority Final DRAFT Plan – Planning Committee

1. Discussion Items – Chief Hunsaker memo
2. Discussion Items – Councilperson Ransier document
3. Discussion Items – Volunteer Personnel documents
4. Beginning WKRFA levy rate

Here you go. Good questions, Chief

*R. A. Merritt*

Senior Consultant



## mHc Associates

*"professional emergency services consultants"*

8306 Summitview  
Yakima, WA 98908

EMAIL: [bob.merritt@yvn.com](mailto:bob.merritt@yvn.com)

CELL: (425) 760-5766

**From:** Bill Hunsaker <[billh@ci.white-salmon.wa.us](mailto:billh@ci.white-salmon.wa.us)>

**Sent:** Monday, May 15, 2023 10:08 AM

**To:** Jim Ransier <[jjmr@ci.white-salmon.wa.us](mailto:jjmr@ci.white-salmon.wa.us)>; Bob Merritt <[bob.merritt@yvn.com](mailto:bob.merritt@yvn.com)>

**Subject:** RFA Questions

At the meeting last Wednesday there were questions about the funding of the RFA going forward.

1. Can we put this on the ballot for the November **[Robert Merritt] 2023** election and have the effective date for the RFA be Sept. 30 2024 and operational date of January 1, 2025 with both White Salmon and KCFD 3 funding their respective departments through Dec 31, 2024? **[Robert Merritt] Yes** Could you write this up for the plan? **[Robert Merritt] Yes; We'd word-smith the Plan and make sure RFA legal counsel gives us a nod.**

2. The governing board is currently 3 fire commissioners and 2 city council members. Can this be amended to a new fully elected board? **[Robert Merritt] If I understand this correctly, the question asks if the RFA could be governed by RFA commissioners SEPARATE from the Council or Fire Commissioners; Yes, if both parties agree that is the way you want it.** Or maybe write into the plan that we start with this initial board and within 2 years (or sooner) there will be elections for a new board and spelling out commissioners terms? **[Robert Merritt] Yes, if both parties desire that. There is provision in the Governance Section for the Governing Board to change the Governing Board without having to change the Plan and go back to the voters.** FD 3 has a bond until 2038 and will not be a part of the RFA, Could the RFA board administer this bond? **[Robert Merritt] In one case, YES: If the service of the debt is transferred to the RFA—which we thought the White Salmon people would not want an additional \$.46 added to the RFA tax. If the debt stays with the District, you will need commissioners to certify a levy until 2038.**

3. Could there (or should there) be a section that states the RFA's main station will be in the fire station that geographically serves the largest population best? **[Robert Merritt] Yes, if both parties agree. It is pretty much right in the center of the planned AND potential future West Klickitat RFA.**

Bill Hunsaker  
Fire Chief, Building Official

***Disclaimer: The Building/Planning Department strives to give the best customer service possible and to respond to questions as accurately as possible based upon the information provided. However, answers given at the counter and/or prior to application are not binding and they are not a substitute for formal Final Action, which may only occur in response to a complete application to the Building/Planning Department. Those relying on verbal input or preliminary written feedback do so at their own risk. Zoning, Land Division, and other White Salmon Municipal Code sections are subject to change.***

**From:** [Bill Hunsaker](#)  
**To:** [Bob Merritt](#); [Wesley Long](#)  
**Subject:** Governance board  
**Date:** Tuesday, May 23, 2023 3:01:46 PM

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Unless I am reading this wrong Fire district 3 does not have to exist for the bond to be collected

## **RCW 52.26.120**

### **Dissolution of fire protection district—Election—Transfer of responsibilities.**

Any fire protection district within the authority may be dissolved by a majority vote of the registered electors of the district at an election conducted by the election officials of the county or counties in which the district is located in accordance with the general election laws of the state. The proceedings for dissolution may be initiated by the adoption of a resolution by the board. The dissolution of the district shall not cancel outstanding obligations of the district or of a local improvement district within the district, and the county legislative authority or authorities of the county or counties in which the district was located may make annual levies against the lands within the district until the obligations of the districts are paid. All powers, duties, and functions of a dissolved fire protection jurisdiction within the authority boundaries, pertaining to providing fire protection services may be transferred, by resolution, to the regional fire protection service authority.

Bill Hunsaker  
Fire Chief, Building Official

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## 2023 WKRFA PLAN REVIEW

*DRAFT*

**May 2023**

Jim Ransier Notes/Feedback/Questions

Section 1		<ul style="list-style-type: none"> <li>• Page 8, #3, reword to: To streamline economies of scale, and diversify revenue options, the City of White Salmon and Klickitat County Fire Protection District #3 are better served by combining all functions and services provided by the two jurisdictions into a single entity as a regional fire authority.</li> </ul>
Section 2		<ul style="list-style-type: none"> <li>• Effective Date, change to September 30<sup>th</sup>, 2024.</li> <li>•</li> </ul>
Section 3		<ul style="list-style-type: none"> <li>• C.1: Is there value in calling out here explicitly that there can be planning for the RFA prior to the effective date?</li> <li>• C.2: Does this mean we transition effectively to the WKRFA leadership, and one fire chief, on the effective date? If a member of the WKRFA Board is elected at large, how does that impact the anticipated effective date and full governing operations?</li> <li>• C.3: Add a sentence calling out that the RFA Planning Committee can decide to pursue a revised plan for two additional elections should voters not approve.</li> <li>• C.4: Can we discuss how KCFPD3 would exist after the effective date? When would it dissolve and do we call that out in the implementation plan here? Also, what do we want to say happens after that dissolution in regard to the governing board representation?</li> <li>•</li> </ul>
Section 4		<ul style="list-style-type: none"> <li>• C.1.d: Proposed language change, needs legal review: On the effective date of such annexation, the territory annexed shall automatically be included within the boundaries of the WKRFA pursuant to RCW 52.26.090. The territory added to the RFA by such annexation shall be subject to the taxation, charges, and bonded indebtedness (if approved as part of the annexation process) of the WKRFA.</li> <li>• C.1.e: Proposed language change, needs legal review: Pursuant to RCW 52.26.090(g), KCFD#3 shall have the authority to participate in the partial merger process under the authority and pursuant to the procedures set forth in RCW 52.06.090 and .100. On the effective date of such partial merger, the territory merged into KCFD3 shall automatically be included within the boundaries of the WKRFA. The territory added to the WKRFA by such partial merger shall be subject to the taxation, charges, and bonded indebtedness of the RFA in the manner specified in chapter 52.06 RCW. Any transfer of assets of employees as a result of a partial merger shall be between the merging district and the WKRFA.</li> </ul>

Section 5		<ul style="list-style-type: none"> <li>• B.3: Proposed discussion: 6 voting members, 3 commissioners and 3 council members for the first year of the RFA, then move to a 3 member elected board after that. Alternative: 2 commissioners, 2 council members, 2 at large elected members. The intent here is to show the community that there's no interest from either party to stack the cards for the future. That is obviously on one's intent, but this makes it obvious.</li> </ul>
Section 6		<ul style="list-style-type: none"> <li>• B.1.a: discussion of whether we put a cap on the ad valorem property tax. Example: Even though it is worded where we can go as high as 1.50, we cap it at 1.15 (for example), so that the governing board can't go above that without voter approval.</li> <li>• B.1.a: Further discussion on the levy rate in general and how we make sure we are going to deliver the headcount recommended by the task force AND make sure there is enough funding for the unfunded liabilities. I like the ability to preserve some flexibility for the RFA to determine the rate, but also a cap so people know we're not going to go to the 1.50 rate (at least not without voter approval).</li> <li>• C.1: update dates</li> <li>• C.2: update dates</li> <li>• C.3: update dates</li> <li>• E: Is there a scenario where the RFA takes over the management of the general obligation bond being repaid without White Salmon taking on the additional \$.46? Thus making the dissolution of FD3 easier?</li> <li>• F.7.e: Can we define what "minor repair and maintenance costs" means here? It would benefit all to be extra clear on the line.</li> <li>• F.7.e: Change last sentence to read "The City of White Salmon, as the owner, shall remain..."</li> <li>• F.7.f: Change the first sentence to read "Utility costs for the upper floor portion of the fire station shall be negotiated..."</li> <li>• F.9: How will this work if we transition to the RFA on 9/30/24? How will we know that both volunteer groups agree? Should we define the timeline for that agreement and what "agreement" even means here?</li> <li>• Can we add F.11 to say: Risk of Loss. All buildings and equipment that have been transferred to the RFA, shall be operated, insured, and maintained at the expense of the RFA.</li> <li>•</li> </ul>
Section 7		<ul style="list-style-type: none"> <li>• B.5: update the date. Also, is the Master and Deployment Plan exercise the same as the "implementation plan"?</li> <li>• B.6: update the date. Also, is it realistic to have this goal happen in the first year? It should perhaps be reworded that staffing positions be filled once tax revenue starts coming in in mid-2025?</li> <li>• B.10.a: Do we have a clear understanding of the costs associated here, particularly prior to a White Salmon 2024 budget is adopted (which would include 3 months of the RFA).</li> <li>• Not sure if this is the right section, but is there a way to call out that the main station of the RFA is best located geographically to serve the largest population? What I'm getting at is there a way to say that the city of White Salmon would still have a fire station in city limits or just outside of it that ensures the city doesn't lose service or response time if the RFA decided to move further away? For example, a cost cutting measure scenario.</li> </ul>

Section 8		<ul style="list-style-type: none"> <li>• B.6: call out that this includes accounts payable, accounts receivable, and payroll as well.</li> </ul>
Section 9		<ul style="list-style-type: none"> <li>• B.3: Should we call out there should be an improvement or increase here? Not just stay the same?</li> <li>• B.4: Does KCFPD3 also need to do the same with the RFA? Seems like both entities would need to have interlocal agreements with the RFA.</li> <li>• Can we add B.6: Other Service Providers: All current automatic aid and mutual aid agreements and any other contractual services agreements, documents, or memorandums currently in place with the City of White Salmon and WKFD3 shall be transferred over on the effective date to provide continuous, seamless readiness and emergency services coverage.</li> </ul>
Appendixes		<ul style="list-style-type: none"> <li>• Appendix B: Can we be clear which positions listed on the chain of command include paid positions, full/part-time (hours), and which are new? As written it is unclear what is new, what is there today already, etc.</li> <li>• Appendix A: Section C (Community Task Force Recommendations). How do we consider removing recommendation G? That is beyond the scope of the RFA (everything else is within the RFA). OR where do we call out that the planning committee is not taking that recommendation into consideration?</li> </ul>
Other		<ul style="list-style-type: none"> <li>• This was a piece of public comment that I think we should discuss: <ul style="list-style-type: none"> <li>○ Parallel recommendations from both 2013 and 2023 reports include cadet program, volunteer coordinator, training standards, succession planning &amp; better tracking/reporting but these have not been implemented fully (or at all).</li> <li>○ We haven't seen anything in the task force report or proposed RFA plan that would specifically address those above issues in a manner that could not have been addressed with greater efforts at coordination in the past few years. I'm concerned about a consolidation effort when it appears that coordination hasn't been successful in the past in FD3.</li> </ul> </li> <li>• How do we or would we track the service by region (Husum, WS, Snowden) – presumably each region has their own volunteers and metrics to track? How each of these regions might tackle some of the task force recommendations would be different? Thinking recruitment, public education in particular.</li> <li>• Lastly, perhaps we could consider a quickly created RFA Public Feedback Committee, consisting of volunteer firefighters from both agencies, the task force members (if they're willing to join), and any public members interested. Not thinking this is drawn out, but having that group capture the key concerns by end of June? So we can wrap up language in early July?</li> </ul>



**From:** Jim Ransier <[jimr@ci.white-salmon.wa.us](mailto:jimr@ci.white-salmon.wa.us)>

**Sent:** Wednesday, May 3, 2023 10:09 AM

**To:** Bill Hunsaker <[billh@ci.white-salmon.wa.us](mailto:billh@ci.white-salmon.wa.us)>; Bob Merritt <[bob.merritt@yvn.com](mailto:bob.merritt@yvn.com)>; Clerk Treasurer <[clerktreasurer@ci.white-salmon.wa.us](mailto:clerktreasurer@ci.white-salmon.wa.us)>

**Subject:** RFA Questions

Hello Bill & Bob - I'm working on pulling together some talking points and I have a few follow-ups to make sure I have the best information:

1. FD3's current property tax rate is .64, however when first passed by voters it was .90ish? Can you confirm those two numbers?
  2. FD3's Current millage is .6124451 and a bond of .37303889. FD3 passed a levy lid lift in 2012 raising theirs to 1.00, after time the millage goes down because of valuations and new construction.
  3. Goldendale's current property tax rate is 2.00? (please confirm the number) and what percentage goes to fire?
  4. Goldendale's current rate is 2.830459 that totals \$997,241. The fire department budget is \$261,100. You can't really compare property taxes to a specific item in property taxes in a city. The fire department is part of a \$4,903, 000 general fund
3. White Salmon's current property tax rate is ?, with approximately .20 going to fire? That actually seems too high to me. Assuming \$125,000 this year, what does that translate to as a percentage of White Salmon's overall property tax rate?  
WS tax rate is .76479318 which totals \$435,377. White Salmon's current expense fund which includes fire, police, parks and more is 3,472,492.
5. For the two new proposed positions (Training & Prevention/Recruitment), presumably those two roles are also full-time, on staff fire fighters, correct? That would mean we have 3 paid fire fighters total, with the rest being volunteers (knowing that we're putting more money into stipend).
  6. Yes, that is part of the proposal.
5. For the stipend, what are the 2-3 top things we would reimburse with the stipend?

Increase per call and training pay.

Increase options for firefighters to attend out of town trainings without them losing money because of taking time off from their jobs.

Start a residency program so that volunteer firefighters could staff a fire station to improve response time.

Thanks in advance. Once I have that information, I can pull together my talking points and also speak to it. Ideally I'd love to speak to it tonight at council during council updates.

I hope this answers your questions. If you need more don't hesitate.

Jim Ransier, City Councilor Position 4  
[jimr@ci.white-salmon.wa.us](mailto:jimr@ci.white-salmon.wa.us)



## 2023 WKRFA PLAN REVIEW

**DRAFT**

**May 2023**

Jim Ransier Notes/Feedback/Questions

*Chief's  
comments in  
(BLUE)*

Section 1	<i>Discussion Item</i>	<ul style="list-style-type: none"> <li>Page 8, #3, reword to: To streamline economies of scale, and diversify revenue options, the City of White Salmon and Klickitat County Fire Protection District #3 are better served by combining all functions and services provided by the two jurisdictions into a single entity as a regional fire authority.</li> </ul>
Section 2	<i>Effective date 9/30/2024 Interlocal Agreement to individually fund through 12/31/2024</i>	<ul style="list-style-type: none"> <li>Effective Date, change to September 30<sup>th</sup>, 2024.</li> <li></li> </ul>
Section 3	<i>C.4 – requires legal council and direction.</i>	<ul style="list-style-type: none"> <li>C.1: Is there value in calling out here explicitly that there can be planning for the RFA prior to the effective date?</li> <li>C.2: Does this mean we transition effectively to the WKRFA leadership, and one fire chief, on the effective date? If a member of the WKRFA Board is elected at large, how does that impact the anticipated effective date and full governing operations?</li> <li>C.3: Add a sentence calling out that the RFA Planning Committee can decide to pursue a revised plan for two additional elections should voters not approve.</li> <li>C.4: Can we discuss how KCFPD3 would exist after the effective date? When would it dissolve and do we call that out in the implementation plan here? Also, what do we want to say happens after that dissolution in regard to the governing board representation?</li> <li></li> </ul>
Section 4	<i>See below for scenario</i>	<ul style="list-style-type: none"> <li>C.1.d: Proposed language change, needs legal review: On the effective date of such annexation, the territory annexed shall automatically be included within the boundaries of the WKRFA pursuant to RCW 52.26.090. The territory added to the RFA by such annexation shall be subject to the taxation, charges, and</li> </ul>

		<p>bonded indebtedness (if approved as part of the annexation process) of the WKRFA.</p> <ul style="list-style-type: none"> <li>• C.1.e: Proposed language change, needs legal review: Pursuant to RCW 52.26.090(g), KCFD#3 shall have the authority to participate in the partial merger process under the authority and pursuant to the procedures set forth in RCW 52.06.090 and .100. On the effective date of such partial merger, the territory merged into KCFD3 shall automatically be included within the boundaries of the WKRFA. The territory added to the WKRFA by such partial merger shall be subject to the taxation, charges, and bonded indebtedness of the RFA in the manner specified in chapter 52.06 RCW. Any transfer of assets of employees as a result of a partial merger shall be between the merging district and the WKRFA.</li> </ul>
Section 5	<i>Chiefs agree 6-person to guide first year. 5 member elected beyond. To be put into published plan.</i>	<ul style="list-style-type: none"> <li>• B.3: Proposed discussion: 6 voting members, 3 commissioners and 3 council members for the first year of the RFA, then move to a 3 member elected board after that. Alternative: 2 commissioners, 2 council members, 2 at large elected members. The intent here is to show the community that there's no interest from either party to stack the cards for the future. That is obviously on one's intent, but this makes it obvious.</li> </ul>
Section 6	<i>B.1.a Requires legal council. F.7.e – Committee Discussion</i>	<ul style="list-style-type: none"> <li>• B.1.a: discussion of whether we put a cap on the ad valorem property tax. Example: Even though it is worded where we can go as high as 1.50, we cap it at 1.15 (for example), so that the governing board can't go above that without voter approval.</li> <li>• B.1.a: Further discussion on the levy rate in general and how we make sure we are going to deliver the headcount recommended by the task force AND make sure there is enough funding for the unfunded liabilities. I like the ability to preserve some flexibility for the RFA to determine the rate, but also a cap so people know we're not going to go to the 1.50 rate (at least not without voter approval).</li> <li>• C.1: update dates</li> <li>• C.2: update dates</li> <li>• C.3: update dates</li> <li>• E: Is there a scenario where the RFA takes over the management of the general obligation bond being repaid without White Salmon taking on the additional \$.46? Thus making the dissolution of FD3 easier?</li> <li>• F.7.e: Can we define what "minor repair and maintenance costs" means here? It would benefit all to be extra clear on the line.</li> <li>• F.7.e: Change last sentence to read "The City of White Salmon, as the owner, shall remain..."</li> </ul>

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Section 7	<i>Committee Discussion. Costs for Emergency Management Should be retained by the city.</i>	<ul style="list-style-type: none"> <li>• B.5: update the date. Also, is the Master and Deployment Plan exercise the same as the “implementation plan”?</li> <li>• B.6: update the date. Also, is it realistic to have this goal happen in the first year? It should perhaps be reworded that staffing positions be filled once tax revenue starts coming in in mid-2025?</li> <li>• B.10.a: Do we have a clear understanding of the costs associated here, particularly prior to a White Salmon 2024 budget is adopted (which would include 3 months of the RFA).</li> <li>• Not sure if this is the right section, but is there a way to call out that the main station of the RFA is best located geographically to serve the largest population? What I’m getting at is there a way to say that the city of White Salmon would still have a fire station in city limits or just outside of it that ensures the city doesn’t lose service or response time if the RFA decided to move further away? For example, a cost cutting measure scenario.</li> </ul>
Section 8	<i>Plan already addresses this.</i>	<ul style="list-style-type: none"> <li>• B.6: call out that this includes accounts payable, accounts receivable, and payroll as well.</li> </ul>
Section 9	<i>Discussion.  All inter-local agreements/contracts require review and new signatures. Fire protection to city-owned properties covered under RCW 34 through Inter-Local Agreement with RFA.</i>	<ul style="list-style-type: none"> <li>• B.3: Should we call out there should be an improvement or increase here? Not just stay the same?</li> <li>• B.4: Does KCFPD3 also need to do the same with the RFA? Seems like both entities would need to have interlocal agreements with the RFA.</li> <li>• Can we add B.6: Other Service Providers: All current automatic aid and mutual aid agreements and any other contractual services agreements, documents, or memorandums currently in place with the City of White Salmon and WKFD3 shall be transferred over on the effective date to provide continuous, seamless readiness and emergency services coverage.</li> </ul>

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Other	<p><i>Bullet 1. Improvements have been made. Both agencies unable to move forward without staff. (TF recommendations)</i></p> <p><i>Bullet 2. Already in place. Service is wholistic and outlying stations have members naturally assigned to respective stations based on where they live.</i></p> <p><i>Bullet 3. Already in process. Members instructed to provide Association(s) leadership to the Committee. Plan was to establish this as soon as electeds provided the green light. This a</i></p>	<ul style="list-style-type: none"> <li>• This was a piece of public comment that I think we should discuss: <ul style="list-style-type: none"> <li>○ Parallel recommendations from both 2013 and 2023 reports include cadet program, volunteer coordinator, training standards, succession planning &amp; better tracking/reporting but these have not been implemented fully (or at all).</li> <li>○ We haven't seen anything in the task force report or proposed RFA plan that would specifically address those above issues in a manner that could not have been addressed with greater efforts at coordination in the past few years. I'm concerned about a consolidation effort when it appears that coordination hasn't been successful in the past in FD3.</li> </ul> </li> <li>• How do we or would we track the service by region (Husum, WS, Snowden) – presumably each region has their own volunteers and metrics to track? How each of these regions might tackle some of the task force recommendations would be different? Thinking recruitment, public education in particular.</li> <li>• Lastly, perhaps we could consider a quickly created RFA Public Feedback Committee, consisting of volunteer firefighters from both agencies, the task force members (if they're willing to join), and any public members interested. Not thinking this is drawn out, but having that group capture the key concerns by end of June? So we can wrap up language in early July?</li> </ul>

	<i>function of Steering Committee.</i>	

Bill Hunsaker:

Added for discussion and dialog of the Committee:

**Would require legal council and dialog with the County Treasurer.**

**RCW 52.26.120**

**Dissolution of fire protection district—Election—Transfer of responsibilities.**

Any fire protection district within the authority may be dissolved by a majority vote of the registered electors of the district at an election conducted by the election officials of the county or counties in which the district is located in accordance with the general election laws of the state. The proceedings for dissolution may be initiated by the adoption of a resolution by the board. The dissolution of the district shall not cancel outstanding obligations of the district or of a local improvement district within the district, and the county legislative authority or authorities of the county or counties in which the district was located may make annual levies against the lands within the district until the obligations of the districts are paid. All powers, duties, and functions of a dissolved fire protection jurisdiction within the authority boundaries, pertaining to providing fire protection services may be transferred, by resolution, to the regional fire protection service authority.

SCENARIO: Section 4

RFA annexations of parcels currently not within the fire district boundaries.

City of White Salmon annexations into the city currently not within boundary descriptions of the RFA and within city limits at time of RFA effective date.



# MEMORANDUM

June 7, 2023

**To:** White Salmon City Council  
Fire District 3 Commissioners

**Thru:** Chief Bill Hunsaker, White Salmon Fire District  
Chief Wes Long, Fire District # 3

**From:** White Salmon & Fire District 3 Firefighters

**RE:** West Klickitat Regional Fire Authority Plan (Proposed)

Fire District 3 and White Salmon Fire District volunteers were asked by their respective Chiefs to consolidate a list of suggestions, concerns and proposals to consider including either within the WKRFA or its associated Master and Deployment Plan.

The attached Excel spread sheet provides responses to specific questions posed to the volunteer force through an email survey. Some individuals proposed specific amendments to the RFA plan and those proposals are included below. The proposed amendments below are not inclusive and do not purport to substitute or incorporate all the comments provided in the Excel spreadsheet.

Finally, Section II (b) of this memo provides a non-exhaustive list of recommendations for the Master and Deployment Plan which has been described as the “implementation plan” to focus on specific operational details for the RFA but is to be drafted within the first year of the RFA’s establishment.

## Section I

The attached Excel spreadsheet is Section I of this memorandum.

## Section II

### (a) RFA Plan *proposed amendments*:

Section 5

#### **Governance and Organizational Structure**

Proposed Amendment:

#### **B. GOVERNING BOARD STRUCTURE AND OPERATION**

3. Governing Board: The WKRFA Govern Board shall be populated by the three (3) sitting Fire Commissioners of Klickitat County Fire District #3 and two (2) sitting City Council members from the City of White Salmon. *[add] Board members shall serve an*





*initial term of six months and thereafter be subject to elections and staggered terms in accordance with RCW 52.26.080.*

4. The elected **WKRFA Governing Board** shall develop and adopt governance policies and rules for the WKRFA Governing Board to conduct business beginning in accordance with RCW 52.26.080. *[add] The WKRFA will establish a Governance subcommittee comprised of no less than six members of the volunteer firefighter force; the Governance subcommittee shall assist in planning recommendations and offer advice and consent on rules for the WKRFA Governing Board.*

#### **WKRFA Section 4 Plan Revision Disposition:**

The **Governance and Organization Structure** section of the **Plan** may be amended after two years, *[strike]* by a majority vote of the ~~WKRFA Governance Board~~ *[add]* the election of new Board Members or as agreed to by the Board if considered necessary and timely.

#### Section 7

#### **Section 7, Deployment; Operations, Emergency Management & Support Services.**

#### **B. Emergency Services and Service Levels**

6. *[strike]* As recommended by the West Klickitat Task Force the WKRFA shall, as a high priority, engage immediately in 2024 to fill staffing positions; *[add]* Subject to available funding and budget shall, WKRFA shall establish a personnel Hiring Committee that includes no less than three members of the volunteer firefighter force. The Hiring Committee shall have as a primary mission interviewing and recommending all new WKRFA hires and ...

In the last sentence: *[strike]* Said program shall include *[add]* The Hiring Committee shall in collaboration with the Governance subcommittee establish ...

#### ***(b) Master and Deployment Plan Recommendations.***

1. Develop “Welcome Packet” for new volunteers including overview of positions, roles, responsibilities, equipment issued, etc.
2. Standard Operating Procedures for basic operations and equipment: gear stored in the same compartments on each apparatus type, each apparatus type has same type of equipment.
3. Standardized uniform and equipment common to all



4. Single Quartermaster to maintain and control RFA Equipment and ensure proper distribution to volunteer force
5. Publication of Annual Training Calendar that covers core essential topics for effective operations.
6. Standardized training methodology for efficient use of weekly training drills and cohesive structure to training regiment across calendar year (accounting for terrain, weather, resources, etc.).
7. Teach, Coach, Mentor program for senior firefighters to train new volunteers.
8. Develop specific training packages associated with positions (*e.g* Engineer/Pump Operator, Entry Team, RIT, Officer Duties, etc.).
  - a. Understanding a variety of standardized published training packages are available from various organizations around the country, establish recommended courses to support common foundation of training upon which to build further skills.

Thank you for your review and thoughtful consideration of these ideas and concerns. Point of contact for this memorandum is FF Adam Brake, WSFD at [agb.esq@gmail.com](mailto:agb.esq@gmail.com) or 253-302-2689.

Respectfully submitted.

**2025 PROPOSED  
OPERATING BUDGET  
BASED ON \$0.69/1000**

**5/9/2023  
DRAFT**

AV	\$	1,432,478,640.00
per 1000	\$	1,432,478.64
0.69	\$	988,410.26

<b>2024 WKRFA Budget</b>
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<b>308 91 00 WKRFA ADMIN-OPS EXPENSE FUND</b>	
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<b>308 91 00</b>	<b>Beginning Fund Balance</b>	\$	-
<b>308 91 00</b>	<b>Inter-fund transfers out</b>		

Salaries				
522 10 10	Stipend -- RFA Governance Board	\$	33,792.00	See Note 1
522 20 10	Salaries -- Fire/Ops Staff	\$	314,700.63	See Note 2
522 10 10	Salaries -- Administrative Staff	\$	105,388.48	
522 10 10	Salaries -- Part-time Staff			
522 10 10	Salaries -- Seasonal Staff			
522 20 10	Stipend -- Volunteer Stipend	\$	80,000.00	See Note 3
<b>Obj 001</b>	<b>SALARIES</b>	\$	<b>533,881.11</b>	

Personnel Benefits				
522 10 20	Benefits -- Governance Board	\$	1,537.40	
522 20 20	Total benefits Fire/Ops	\$	102,831.56	
522 10 20	Total Benefits Admin	\$	33,423.19	
522 20 20	BVFF	\$	7,310.00	See note 4
522 20 20	Volunteer Insurance (AD&D plus 24)	\$	9,807.00	See Note 5
522 20 20	Life Flight	\$	2,950.00	
522 20 20	Service Awards	\$	3,800.00	
<b>Obj 002</b>	<b>PERSONEL BENEFITS</b>	\$	<b>161,659.15</b>	

522 10 30	Office Supplies	\$	4,500.00	
522 20 30	Fire Ops Supplies	\$	2,500.00	
522 20 30	EMS Supplies	\$	3,000.00	
522 20 30	Haz Mat Supplies			
522 45 30	Fire Training supplies	\$	3,000.00	See Note 6
522 45 30	Ems Training supplies	\$	3,000.00	
522 45 30	Sustenance ( Training)			
522 30 30	Prevention	\$	1,700.00	
522 30 30	Pub Ed Supplies	\$	6,500.00	
522 50 30	Facilities Supplies	\$	3,900.00	See Note 8
522 20 30	PPE	\$	40,000.00	See Note 11
522 20 30	Uniforms	\$	5,000.00	
522 20 30	Sustenance (fire)			
522 20 30	Communications supplies			See Note 9
522 10 30	Printing supplies			
522 10 30	Office Admin Equipment			
522 20 30	Repair & Maint Supplies			
522 20 30	Miscellaneous Supplies	\$	2,500.00	
522 20 30	Fuel Consumed	\$	14,200.00	
522 20 30	Small Tools and Minor Equip			

<b>Obj 003</b>	<b>Supplies</b>	\$	<b>89,800.00</b>
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Other Services - Charges				
522 10 40	Professional Services Admin(WFCA etc)	\$	4,150.00	
522 10 40	Professional Services Tech Service	\$	12,000.00	
522 10 40	Professional Services Web Site	\$	1,800.00	
522 10 40	Domain	\$	160.00	
522 10 40	Professional Legal Services	\$	2,500.00	
522 50 40	Professional Services Landscaping	\$	2,000.00	

522 10 40	Printing Services	\$	1,000.00	
522 10 40	Postage and Shipping	\$	1,500.00	
522 20 40	Testing & Certification	\$	1,500.00	
522 20 40	Training/ Instructors	\$	11,000.00	
522 10 40	Lexipol - policy	\$	4,000.00	
522 10 40	MRSC	\$	160.00	
522 10 40	Payroll	\$	3,000.00	
522 20 40	FF Physicals	\$	3,000.00	See Note 12
522 20 40	AED Service	\$	150.00	
522 20 40	Amb O2 Hydrotest	\$	80.00	
522 20 40	EMS Cot service	\$	750.00	
522 20 40	Emergency Reporting	\$	3,270.00	
522 10 40	Communications-Postage			
522 10 40	Communication Cellular	\$	1,800.00	
522 10 40	Communication Zoom	\$	200.00	
522 20 40	Travel / Mileage	\$	1,500.00	
522 20 40	Lodging	\$	2,500.00	
522 10 40	Advertising	\$	1,000.00	
522 10 40	Insurance	\$	65,400.00	See Note 7
522 10 40	Admin Rentals & Leases	\$	50.00	See Note 10
522 50 30	WSG Utility Services- Sta 30	\$	1,500.00	
522 50 30	WSG Utility Services- Sta 31	\$	650.00	
522 50 30	WSG Utility Services- Sta 32			
522 50 30	WSG Utility Services- Sta 33			
522 50 30	NG Utility Services- Sta 30	\$	2,000.00	
522 50 30	LPG Utility Services- Sta 31	\$	2,500.00	
522 50 30	LPG Utility Services- Sta 32	\$	2,000.00	
522 50 30	LPG Utility Services- Sta 33			
522 50 40	PUD Utility Services- Sta 30	\$	1,000.00	
522 50 40	PUD Utility Services- Sta 31	\$	4,500.00	
522 50 40	PUD Utility Services- Sta 32	\$	2,000.00	
522 50 40	PUD Utility Services- Sta 33	\$	1,000.00	
522 50 40	IT/Phone Services- Sta 30	\$	4,500.00	
522 50 40	IT/Phone Services- Sta 31	\$	5,000.00	
522 50 40	IT/Phone Services- Sta 32			
522 50 40	IT/Phone Services- Sta 33			
522 50 40	Facility Repair and Maint			
522 20 40	Comm Repair and Maint	\$	6,450.00	
522 20 40	Equipment Repair Maint	\$	5,000.00	
522 60 40	Fleet Repair Maintenance	\$	25,000.00	
522 20 40	Miscellaneous	\$	2,000.00	
522 10 40	Professional Dues			
522 20 40	Registrations			
522 20 40	use tax	\$	3,000.00	
522 00 00	Misc-Interest on Tax Refunds			

<b>Obj 004 Professional Services</b>	<b>\$ 192,570.00</b>
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<b>Intergov Services</b>		
522 10 40	Intergov Prof Services	
522 10 40	Election Fees	\$ 2,000.00
522 10 40	WA State Auditor fees	\$ 7,500.00
522 20 40	Active 9-1-1 fees	\$ 1,000.00

<b>Obj 005 Intergovernmental Services</b>	<b>\$ 10,500.00</b>
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<b>Capital Outlay</b>		
594 22 60	Buildings & Structures	\$ -
594 22 60	Machinery and Equipment	\$ -

<b>Obj 006 Capital Outlay</b>	<b>\$ -</b>
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<b>Sub 011 WKRFA ADMIN/EXPENSE</b>	<b>988,410.26</b>	0.69 per 1000	\$	988,410.26	\$	(0.00)
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<b>602 012 WKRFA Replacement Fund</b>		
594 22 50	Apparatus Replacement	
594 22 60	Apparatus refurbish	
594 22 60	Equipment replacement	
594 22 60	Equipment refurbish	
594 22 60	Facility replacement	
594 22 60	Facility refurbish	
<b>Obj 006 Capital Outlay</b>		
<b>Sub 012 WKRFA Replacement Fund TOTAL</b>		
<b>Ending Fund Balance</b>		

<b>602 012 WKRFA Debt Redemption Fund</b>		
<b>Beginning fund balance</b>		
592 22 80	Prof-service: Bond service fee	
592 22 80	Misc-interest: tax refunds	
<b>Obj 004 Other Services and Charges</b>		
591 22 70	Debt Service--Principle	1465.68
592 22 80	Debt Service--Interest	
<b>Obj 006 Capital Outlay</b>		
<b>Sub 013 WKRFA Debt Redemption Fund TOTAL</b>		
<b>Ending Fund Balance</b>		

<b>602 016 WKRFA Capital Proj Fund</b>		
602 160200	<b>Beginning fund balance</b>	
<b>Supplies</b>		
594 22 60	Printing	
594 22 60	St 1 Tools & Minor Equipment	
<b>Obj 003 Supplies SUBTOTAL</b>		

<b>Professional Services</b>		
592 22 60	Professional Services	
592 22 60	Prof Services Architect	
592 22 60	Professional Services Eng	
592 22 60	Proj Management	
592 22 60	Professional Service Testing	
592 22 60	Professional Service Survey	
592 22 60	Prof Services Legal	
592 22 60	Communications-Postage	
592 22 60	Advertising	
592 22 60	Rentals and leases	
592 22 60	Insurance	
592 22 60	Utility Fee	
592 22 60	Miscellaneous	
<b>Obj 004 Other Services SUBTOTAL</b>		

<b>Intergov Services</b>		
602 16	Intergov Pro Serv	
602 16	Intergov Fees	
602 16	Inter Gov Cap Imp Fee	
<b>Obj 005 Intergovernmental Services SUBTOTAL</b>		

<b>Capital Improvements</b>		
602 16	Site improvements	
602 16	Facility improvements	

602 16		Furnishings	
602 16		Construction	
602 16		Other Improvements	
<b>Obj 006</b>	<b>Capital Improvements SUBTOTAL</b>		<b>\$ -</b>
<b>Sub 016</b>	<b>WKRFA Capital Projects Fund TOTAL</b>		
		<b>Ending Fund Balance</b>	

	<i>Governance Board</i>
	<b>DRAFT 2025 BUDGET</b>
	Explanation of <b>NOTES</b>

\*\*\* **Methodology** – Conjoined current operating costs between COW/KCFD3 and projected predicted costs. Ancillary comments intended to show specifics where needed.

<b>2025 DRAFT RFA BUDGET – EXPENDITURE NOTES</b>		
BUDGET NOTE #	EXPENDITURE LINE ITEM	EXPLANATION
<b>Note 1</b>	522-1010	Six-person Governing Board
<b>Note 2</b>	522-2010	5% OT & COLA for hourly positions. Buffer to support unanticipated leave liability(s). <b>FTE: Fire Chief, Training Officer/ Recruitment, retention, volunteer coordinator position. ½ year FTE: District Secretary (projected) PTE: Admin Assistant.</b>
<b>Note 3</b>	522-2010V	Volunteer Stipend 2025 build volunteer program. Anticipate ~ January 2025 full activation. Current Stipend program to fund volunteer support to build RFA roll-out plan AND extra “activities” for all of 2025. Includes funding to support training efforts for all of 2025. I.e., Fire Academy/EMT Basic, Officer development courses, in-house classes etc. Taskforce Recommendation – final budget totals for 2026 TBD.
<b>Note 4</b>	522-20-20	Conjoined cost- anticipate increases from 2023 numbers to 2024 rates from BVFF and Reserve Officers Fund.
<b>Note 5</b>	522-20 2020	Premium paid every three years – 1/3 budgeted annually as if it’s an annual cost to ensure funding exists.
<b>Note 6</b>	522-45-30	Blended from original FD3 budget. To be refined into BARS format in final budget process.

<b>Note 7</b>	522-10-40	Projected cost to include occupancy and fleet insurance for all facilities/apparatus/equipment. Addition of White Salmon costs obtained by Enduris (District insurance provider)
<b>Note 8</b>	522-50-30	Grounds supplies and maintenance.
<b>Note 9</b>	522-20-30	Communications equipment – unfunded liability. Project 2025 to have minimal cost need due to condition of both radio fleets
<b>Note 10</b>	522-10-40	Station 33 lease, Tunnel Road/ Snowden Road Water Tank land lease payment.
<b>Note 11</b>	522-20-30	10 Sets PPE @ ~ 4200/each Required to increase PPE reserve for new members
<b>Note 12</b>	522-20-40	Pre-entry physicals for new members / Annual Physicals for current. Licensed Medical Healthcare Professional requirement WAC 296-305



Committee Members,

Wanted to take a moment to convey a couple thoughts to you in as much advance time as possible. As you consider your options to either recommend, or not recommend to each elected body a request to ask the voters to allow formation of an RFA, we need to keep in mind that the work of the Citizens Taskforce provides us with a 'road map' to achieve their specific recommendations. We may, or may not be able to do so immediately, but the vision is in place. I want us to keep full transparency to not only you folks but our volunteers and most importantly the community. With the plan dispersed out in the public I want you to have the information you need well before Monday.

So, what about the financial side? We put together, very quickly, an proposed operating budget at \$0.91 per thousand which is frugal in any XYZ community in Washington State. However, with the current combined assessed value of \$1,432,478,640 the totals seem astronomical and clearly would not pass a voters test. Not to mention the need to add the unfunded liabilities for apparatus, facilities and equipment. Combined those numbers alone are \$.72 per thousand. It's simply not possible to ask our voters to support a total of \$1.76 per thousand. Keep in mind the maximum allowed by law is \$1.50 per thousand.

Said numbers aside, I wanted to share with the committee budget totals at different assessed values in order for you folks to compare financial options. Please see the attachment provided in case you've not done already calculated the ranges.

While not solicited, I strongly recommend to the committee that you consider setting the operations budget levy rate at \$0.69/thousand. The purpose in that statement is to keep the RFA from having to seek levy lid lifts before a 15 year mark and to provide the RFA with tools to improve services as recommended and try to stay ahead of the unfunded liabilities.

I am equally concerned that the committee received tentative budget numbers at the last hour before your last meeting and do not want that to happen again.

My assumption is that at this point, you don't need a detailed line item budget. More so, you need to know if we can operate within levy range. If we can hover around the \$0.69 range, we can comfortably make it work. That total would be \$988,41.26. We could be partially successful with less, but I suspect that we'd see inflation surpass income within a 10 year period which I recommend we not set an RFA up for that. The question then is how much to seek in order to sustain unfunded liabilities. With that total at \$0.72 cents, the committee will have to determine how much to trim those numbers down to get a final levy rate in a range the voters would support.

Key points to consider:

In the original proposed budget of \$.91/thousand, the assumption was calculated with full time positions. This does NOT have to happen and cost savings can be found in both the salary/benefit line items. However I recommend keeping a plan to fund the two positions the TF recommended. Ultimately, that will be decided by the operational levy rate you choose.

The proposed RFA numbers are in line with a dramatic increase in assessed values by conjoining the two agencies and recent AV increases across Klickitat County. If you require us to have a line item budget completed, please let me know right away and at what levy rate you desire for us to set it at. I will compile one if possible. I want you to have all the tools you need to make your informed decisions well in advance of Monday's public hearing. I know you intend to re-address the levy rate in your Wednesday meeting as well.

Roz is into week number three of extra hours allotted and I intend to give her a break. She will be taking tomorrow off to finalize plans for the 1/2 marathon and will not be available until Monday.

Enjoy your weekend!

Wes

Because the council and the commission requested this language be used in the plan and the explanatory statement. I took the draft you provided this morning, removed the designated cent amount, and added 10% in its place. This was specifically requested by Chief Hunsaker and Ben Giant last night and if I recall agreed to by the additional committee members as well. I can rewatch the video to confirm.

Roz and I are both recommending adding the \$1.50 levy cap to section b where the levy lid lifts, etc are already addressed, and we agreed that in our opinion it would be more effective. This is a staff recommendation to address concerns the council and commission expressed last night regarding constituents getting confused by the 2 levy rates being addressed in the approved levy section.

Draft that was sent to us by Bob Merritt at 1:42pm:



**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:

**OPTION #1**

- a. The WKRFA shall be authorized to levy the authorized rate for a regional fire authority per RCW 52.26.140 [with a full-time employee]. The WKRFA shall be initially funded beginning in fiscal year 2024 by an authorized *ad valorem property tax* of **\$0.76 cents** per thousand of assessed valuation. **\$0.69 cents** of the *ad valorem property tax* shall be designated for WKRFA Administration and Emergency Operations; **\$0.07 cents** of the *ad valorem tax* shall be dedicated for the established Apparatus Replacement; Equipment Replacement [threshold of \$5,000] and Facility Component Replacement funds.

**OPTION #2**

- a. The WKRFA shall be authorized to levy the authorized rate for a regional fire authority per RCW 52.26.140 [with a full-time employee], which is \$1.50. The WKRFA shall be initially funded beginning in fiscal year 2024 by an authorized *ad valorem property tax* of **\$0.76 cents** per thousand of assessed valuation. **\$0.69 cents** of the *ad valorem property tax* shall be designated for WKRFA Administration and Emergency Operations; **\$0.07 cents** of the *ad valorem tax* shall be dedicated for the established Apparatus Replacement; Equipment Replacement [threshold of \$5,000] and Facility Component Replacement funds.

- a. 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.

Recommended Revisions sent by Stephanie Porter at 5:00pm:



## 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 authorized to levy the authorized rate for a regional fire authority per RCW 52.26.140 [with a full-time employee]. The WKRFA shall be initially funded beginning in fiscal year 2024 by an authorized *ad valorem property tax* of \$0.76 cents per thousand of assessed valuation. A minimum of 10% of the *ad valorem tax* shall be dedicated to Capital Improvement Funds for Apparatus Replacement; Equipment Replacement [threshold of \$5,000] and Facility Component Replacement funds.
  - b. 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. RCW 84.55.010 states a current maximum levy is \$1.50 per thousand of assessed valuation, unless the WKRFA voters approve a levy lid lift pursuant to RCW 84.55.050.

Stephanie Porter (She | Her)  
Clerk Treasurer | City of White Salmon

509-493-1133 x205 | [clerktreasurer@ci.white-salmon.wa.us](mailto:clerktreasurer@ci.white-salmon.wa.us)

[Check out our 2023 White Salmon City Budget](#)

