

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

Thursday February 22, 2024. 6:30pm.

- **Meeting called to order at 18:30.**

Jason Hartmann sat in as chair to open the inaugural WKRFA Planning Committee meeting.

- **Attendance:**

WKRFA Planning Committee: Jason Hartmann, Ben Giant, David Lindley, Thomas Montag, Robert Connor, Charles Virts. Acknowledged as a quorum for White Salmon City Council, and KCFD3 respectively, but acting on behalf of the WKRFA Planning Committee in this meeting.

Advisory groups/staff: Eric Wilson, Allison Hensey (Task Force), Adam Brake, Captain Jess Wardwell, David Swan (WSFD), Eric Bosler, Zack Landgren, Captain Jeremy Grose (KCFD3), Chief Long (KCFD3), Stephanie Porter (City Clerk), Rozalind Plumb (KCFD3 secretary).

- **Agenda:** Approval of the agenda made by Thomas Montag.

- **Opening Statements:**

Consensus from all that spoke was that this is a great opportunity to move the fire service forward to serve the community far into the future. The responsibility of this planning committee is to uphold the trust invested in it by the voters.

- **Appoint Planning Committee Chair**

The purpose is to run the planning committee meetings and keep things on track. Clarification that this is for the Planning Committee only - not the WKRFA Governing Board. Tom Montag volunteered for the role.

“Motion to nominate Tom Montag as the appointed committee chair for the West Klickitat Regional Fire Authority Planning Committee.” Made by Ben Giant. Second by Charles Virts. None opposed. Motion passed.

Discussion on the format of the committee. The Planning Committee is officially outlined on page 11 of the WKRFA Plan (section 3 formation and authority). The Planning Committee will be drafting documents that will be approved when the WKRFA Governing Board is established on September 30th, 2024. [Post meeting note- the Joint resolution ‘White Salmon Resolution 2023-07-562’ Section 4 ‘Authorize Continued Acts of Regional Fire Authority Planning Committee’ clarifies the continued existence and purpose of the Planning Committee until the WKRFA Governing Board is established.] It was noted by the six members of the Planning Committee that they cannot achieve the goals without the expertise and input from advisory/sub committees. The advisory/sub committees will include the firefighters, task force and staff.

- **Appoint Planning Committee Vice Chair:**

Jason Hartmann volunteered as a candidate for the role of Vice Chair.

Charles Virts also volunteered as a candidate for the role of Vice Chair.

“Motion to nominate Jason Hartmann for Vice Chair for this committee” Made by Ben Giant. Second by Tom Montag. None opposed. Motion passed.

Chairman Montag continued the proceedings of the meeting.

- **OPMA**

Rosalind Plumb highlighted the OPMA and record management requirements of the Planning Committee. The Planning Committee will not be discussing or making decisions on District or City business, their role will solely be making RFA focused decisions. A quorum would consist of any 3 Planning Committee members. Sub Committees can include up to 2 Planning Committee members and as many advisors as needed.

- **Consultant**

Discussion on the need for a consultant/project manager to help guide the planning committee. The cost would have to be approved and funded by the separate existing entities (White Salmon City Council and KCFD3 Board). Discussion on available resources and material that can be used, including existing RFAs in the state and the Washington Fire Commissioners Association. Some members of the group recommend having a consultant/content expert to lead and avoid missing steps, while others felt it can be achieved with a project management plan and advice from experts as needed. Consensus is to move forward using a project management software program. As a backup each entity should be asked to approve some funding in the event a project coordinator is required. There are likely to be additional costs involved as we approach the effective date of September 30th 2024 (e.g. Legal and IT).

- **RFA Transition Projects:**

See attached WKRFA Transition Guide. This outlines the tasks that need to occur. This is the starting point for assigning tasks to the sub committees to accomplish. Discussion on finding project planning software. Click up and Asana were mentioned as options. Jason Hartmann will research one that is the best fit for this purpose.

- **Sub Committees**

- *Governance and Administration*

- Charles Virts
- Jason Hartmann
- Adam Brake
- Rosalind Plumb

- *Human Resources and Finance*

- David Lindley
- Ben Giant
- Rosalind Plumb
- Stephanie Porter

- *Operations (Fire/EMS response)*
 - Captain Jess Wardwell
 - Chief Long
 - Chief Hunsaker
 - Captain Jeremy Grose
 - Alison Hensey

- **Levels of Service**

RFA Plan Section 7. Brief outline of the expectation of the volunteer service in the community. What are the needs for future planning of the RFA based on the desired level of service? Chief Long would like the members to give their input. Need to summarize what was budgeted for in the initial plan, what needs will be met by that initial budget and what are the improvements that can be made moving forward.

- **Identify Subsequent Meeting dates.**

- 3rd Thursday of each month at 18:30 – next meeting March 21st, 2024.

Adjournment: 20:38.

Next Meeting – Thursday 21st March White Salmon.

APPROVED BY:

Thomas Montag 3/21/24
Committee Chairman - Thomas Montag (date)

Attest:

Rozalind Plumb
District Secretary Rozalind Plumb

Vice Chair- Jason Hartmann (date)