

RFA Governance Subcommittee Report to RFA Board for March 21st 2024 (submission edit)

Subcommittee Members:

Jason Hartman, RFA Commissioner
Chuck Virts, RFA Commissioner
Roz Plumb, FD3 Secretary
Adam Brake, WS Volunteer Firefighter
Eric Bosler, FD3 Volunteer FPO

The Governance Subcommittee has met twice since the RFA Planning Committee meeting of February 22nd. The goal is to provide recommendation to the Planning Committee which enable it to stand up the RFA Board on the projected start date of October 1st 2024. After a review of the RFA Plan with a focus on Section 5 – Governance and Organizational Structure the subcommittee is working on the following.

Specifically: We are focusing on Section **5. B.4** – “...shall develop and adopt governance policies and rules for the WKRFAs Governing Board to conduct business beginning September 30th...” “

Including:

- 1) Review of WS and FD3 Policies and other resources of policies related to operations of Emergency Services.
- 2) Basic Administrative Guidelines to include such topic as: Bylaws of the Governing Board, Meetings, Conduct, and Compensation.
- 3) Overall Budgetary Policy (working in conjunction with the HR/Finance subcommittee) to include such things as Spending Authority/Limits.
- 4) Draft of an Employee Handbook (Working in conjunction with the HR/Finance subcommittee).

The Governance subcommittee’s priority is on those policies, procedures and tools needed by the by the RFA Board of Commissioners to enable formal adoption of the Regional Fire Authority on October 1st.

Respectfully submitted:

WKRFA Finance/Admin/HR Subcommittee

03/14/2024 5pm KCFD3.

Present:

Greg Gallagher (County Treasurer)
Heather Jobe (County Auditor)
Ben Giant, (WKRFA PC)
David Lindly, (WKRFA PC)
Stephanie Porter, (WS City Clerk)
David Swann. (WSFD)
Jennifer McLean (KCFD3 Admin)
Rosalind Plumb. (KCFD3 Sec)

- Introductions
- Focus of the subcommittee:
 - Sections 6 - Funding and Finance
 - Section 8 - Administrative / Management / Personnel

Open discussion around Funding and Finance.

Topics included:

- **Funding and Finance Structure in the County**
 - State Auditor's Office – audits the County and the Junior Taxing districts.
 - Klickitat County Treasurer – is the bank for the Junior Taxing Districts.
 - Klickitat County Auditor- processes all warrants for the taxing districts.
 - Tax Code Area (TCA) – will be handled by the County Assessor's Office.
- **Treasurer's Office-** Accounts will be created for the RFA (General Fund and Capital Fund). Discussion on the effective date of the RFA Governing Board and the operational date of the funds. When and how will funds be transferred from KCFD3 and White Salmon to the RFA?
 - White Salmon has a capital reserve that will be forwarded. – discussion on the requirements for funds to remain designated to Capital
 - KCFD3 board authorizes the transfer of all funds to the RFA.
 - KCFD3 Capital Bond Fund and tax collections will stay with KCFD3.
 - Any back taxes for the KCFD3 General Fund will be collected into KCFD3 general account and transferred by the district to the RFA quarterly.
 - Statewide vendor number required.
 - Greg suggested the RFA consider writing it's own warrants. Discussion on the change in process and the software updates required.
- **Effective Date of the RFA Governing Board is September 30 2024.**
- **RFA Taxes will not be available until approximately April 2025.**

Discussion on the timing of funds and the issues with funds being available for the RFA between October and December 31.

Discussion on the timing of payroll and volunteer stipends paid at the end of the year. Currently WSFD is paid in December (based on October1 to November 30 year). KCFD3 volunteers are paid in January based on January 1 to Dec 31 year.

If any funds are placed into the RFA accounts in 2024 then State Audits will be required for the RFA for 2024. If funds do not appear in the accounts until January 2025, then the County and the District will report as usual.

KCFD3 will continue to exist, - KCFD3 Commissioners will still have to meet to certify the Bond Levy and transfer back taxes to the RFA. Admin will continue to submit KCFD3 annual reports to the State Auditor while funds are collected. KCFD3 commissioners will still have to be elected, this will involve fees for elections.

- **Action Item-** Section 6 amendment?
 - Define a timeline for key milestones leading up to the Effective Date of the RFA Governing Board on September 30th and the issues with funding.
 - Present an option for an amendment to the Plan – Section 6 F Transfer of Assets. Change transfer date to January 1?

- **Other items** to be considered at future meetings include but not limited to human resources policies, job descriptions, contracts, insurance.

Next meeting; Tuesday April 11th, 2024. 5pm. – location TBD.

WKRFA OPERATIONS Sub-Committee

March 5, 2024

1743 hours

Attendees: Chief Hunsaker, Captain Wardwell, Chief Long, Allison Hennesy.

Wardwell: Opens by stating the purpose of the sub-committee.

Wardwell: Level of Service with Volunteer Programs

\$80K proposed budget allowance.

Take stipend amount; divide by 365 to determine new stipend amount.

Discussed level of staffing: Recommendation 2 persons weekday, 2 person weekends where possible.

Discussed qualifications for volunteer shift: FF1, one EMT on shift, Engineer recommended, EVIP qualified. Basic wildland

Briefly discussed officer rotations with added position of volunteer Deputy Chief.

Discussed sending out the questions list to the firefighters for their input.

Planning commission meeting on the 21st.

Jeremy Grose: Ask the volunteers what specific things. What's most important to them moving ahead?

Products of the meeting:

- a. Rough draft of what duty crew will look like
- b. Rough draft of what officer rotation will look like
- c. 50-70 volunteers by end of year two
- d. Goals of workday M-F 1 to 2 volunteers / Weekends 2-4
- e. Goal to have at least one EMT on duty.
- f. Training and individual certifications.
- g. List of when they need to be completed. Year 1, 2, 3, or 4?
- h. Discussed Culture Planning – Wes and Jess will do more work and send it out to committee.
- i. Need to construct a NEW Mission and Value Statement.
- j. Discussed holding a contest to construct a new logo.
- k. Discussed holding a contest to provide input on creating a new dba name for WKRFA.