

# West Klickitat Regional Fire Authority

## Planning Committee Meeting

119 NE Church street White Salmon WA 98672.

Thursday August 15, 2024. 6:30pm. **Draft without committee approval**

- **The meeting was called to order at 18:30.**
- **Attendance:**  
**WKRFA Planning Committee:** Quorum: Thomas Montag, Jason Hartmann, Ben Giant, David Lindley, Robert Connor, Charles Virts.  
**Advisory groups/staff:** Rozalind Plumb (KCFD3 Secretary). Chief Long, Chief Hunsaker (WSFD) Eric Bosler, Jennifer McLean (KCFD3 Admin -via zoom),
- **Agenda:**  
***Motion to approve the agenda made by Jason Hartmann, second by Charles Virts (6 yay, 0 nay) motion passed.***
- **Minutes of July 18 Meeting.**  
***Motion to approve the minutes from the last meeting made by Jason Hartmann, seconded by Charles Virts. (6 yay, 0 nay) motion passed.***
- **RFA Transition Projects:**
  - Project Management- Ben Giant.
    - Item due by September 30 are 73%complete.
    - Some people in the group are still not able to gain access Smartsheet. Ben will correct that.
    - Overall he is very optimistic that we will have the critical items ready for September 30<sup>th</sup> 2024.
- **Subcommittee reports**
  - *Governance and Administrative.*  
The Governance subcommittee met on August 12.
    1. The draft Governance policy had been submitted to legal counsel. The legal edits were accepted, and the final version is now available (version 08/12/24).
    2. The agenda for the 1<sup>st</sup> meeting is being prepared. Required documents and resolutions are being drafted and posted to the Smart sheets for review.
  - *Finance & HR*  
The Finance & HR subcommittee met on August 6.
    1. Reviewed a budget Preparation policy and agreed it will work for the RFA.
    2. Discussion on the funding for KCFD3 into the future. This issue was sent to legal counsel.

- **KCFD3 Future District Expenses** (See the meeting packet).  
The issue along with the response from legal counsel was reviewed in the meeting. KCFD3 will have some expenses as long as it exists (estimates are still being drafted for the annual budget). This same situation has been addressed by other RFAs. The solution is to amend the finance section of the WKRFA Plan to add that all future costs of KCFD3 will be the responsibility of the RFA.

The Planning Committee reviewed the information from legal counsel and agreed that a resolution to amend the WKRFA Plan will be on the agenda for September 30.

- Operations subcommittee

The Operations Subcommittee met on August 6.

1. Working on job descriptions.
2. The volunteer onboarding packet is in the process of being updated to the RFA.
3. Most items, while important are not critical for September 30, but will be required to be complete before January 1, 2025.

- **Action Items:**

- Recommendations from Governance and Admin:
  1. #1 Governance Policy 8/12/24 – **Unanimous agreement** to place this version on the agenda for approval on September 30<sup>th</sup>.
- Recommendations from Operation Subcommittee (1-6 submitted so far)
  1. #3- Hiring criteria for support staff. The hiring of a paid firefighter is being outlined and a tentative schedule is being drafted. **No action needed at this time.**
  2. #4 - Programs to support and promote volunteer coverage. Duty crews are being discussed and training levels needed for officers. **No action needed at this time.**
  3. #5 - Efficiencies, reduce duplication. Standardized documents, data collection and report writing are being addressed. **No action needed at this time.**
- Recommendations from Finance Subcommittee:
  1. #1 – Budget Policy **No action taken.**

- **White Salmon Building Lease Agreement –**

The draft agreement was written by the *WKRFA Planning Committee's Legal Counsel*. The draft was reviewed by City of White Salmon Legal Counsel and edited.

Both versions have been reviewed by the Planning Committee.

Discussion on the agreement content included:

- Concern that there is not a sunset date in the agreement for the city to vacate the premises.

- Discussion about utilities and the difference between water use in the building verses the bulk use of water from the hydrant, which was viewed as not part of the lease agreement. There should be an interlocal agreement for hydrant use.
  - Kitchen shared use – The Kitchen should be for the RFA. The City can ask to use the kitchen.
  - RFA to request use of the City council chamber room – The City currently lets the planning committee and other groups use the council chambers. Setting schedules will be beneficial. There should be a calendar. Also recommend addressing ‘Emergency Use’ of the room so that the RFA is not in violation of the agreement should they need the room during an emergency (e.g. Red cross using the room as a shelter). Work is needed on the wording.
  - Parking spots – the 5 parking spots will need to be designated for Fire only.
  - Section 10.1 – insurance – this is currently weighted against the RFA to cover additional cost of insurance to the city for fire activities, but there is not an equal responsibility for insurance increase should the city do something in the building that increases the cost for the RFA. All agreed and thought it is an oversight.
  - Version clarification will be made clear and some work is needed to clarify the items discussed above.
  - Chief Hunsaker will work on the edits. Jason Hartmann will help.
  - The edited version should be returned to Roz to go back to both legal counsels.
- **Building Use and Fire Inspections.**  
 Chief Long brought up the topic of Public Works sharing the building. Key points included the inherent dangers of having welding equipment in the basement of a wood frame building below the fire engines. A fire in an unmanned fire station would be devastating. Discussion on the building codes (City / County) and whether they are being enforced. Who will be responsible for life safety inspections to ensure that hazards are mitigated? Discussion included building codes and who is responsible for enforcing city building codes. Jason Hartmann agreed with the concern. White Salmon City has the authority to enforce building codes in the city, but the WKRFA will not have that authority. This is a topic that needs further consideration and ties in with a City/WKRFA Interlocal agreement. This would also need to be addressed by the Legal Counsel. Item tabled for after September 30<sup>th</sup>.  
 Fire code and life safety inspections are vital to reduce insurance ratings.
- **Financial Need of the planning Committee**  
 KCFD3 has set aside \$25,000 to set up the RFA. White Salmon City Council passed a budget amendment on August 7 and has made \$25,000 available for WKRFA Planning Committee formation use.
- **Levels of Service**
- The levels of service will set the expectations for service to the community.
  - Example documents from Stevens County that address levels of service are available for review.
  - Subcommittees will review and adapt the policies for WKRFA.

Meeting recording error- Roz noted that there was a technical error while recording this meeting. She gave a recap of events up to when the recording started.

**Next Meeting –**

Thursday 19 September

Monday 30 September

**Adjournment:**

***Motion to adjourn made by Jason Hartmann seconded by Ben Giant. (motion passed)***

Meeting adjourned 19:40.

**APPROVED BY:**

Attest:

\_\_\_\_\_  
Committee Chairman -Thomas Montag (date)

\_\_\_\_\_  
District Secretary Rozalind Plumb