

West Klickitat Regional Fire Authority

Inaugural Meeting

119 NE Church street White Salmon WA 98672.

Monday September 30, 2024. 6:30pm.

- **The meeting was called to order at 18:30.**
- **Flag Salute.**
- **Attendance:**
WKRFA Governing Board: Quorum: Thomas Montag, Jason Hartmann, Ben Giant, David Lindley, Robert Connor, Charles Virts.
Advisory groups/staff: Stephanie Porter, Jennifer McLean, Rozalind Plumb (KCFD3 Secretary). Chief Long, Chief Hunsaker, Eric Bosler.
- **Agenda:**
"Move to approve the agenda as presented" made by Ben Giant, second by Jason Hartmann, (6 in favor, 0 opposed) motion passed.
- **Minutes of September 19th Planning Committee Meeting.**
"Move to approve the minutes from the final Planning Committee meeting." made by Jason Hartmann, seconded by Charles Virts. (6 in favor, 0 opposed) motion passed.
- **Public Comments:** moved to the end of the meeting
- **WKRFA Administrative Priorities**
 1. **Oath of Office.** Stephanie Porter officiated the Oath of Office for the Governing Board.
 2. **Officers of the Board Nominations**
Chair – Thomas Montag was nominated by Charles Virts seconded by Jason Hartmann. (6 in favor, 0 opposed) nomination approved.
Vice Chair – David Lindley was nominated by Ben Giant, seconded by Jason Hartmann (6 in favor, 0 opposed) nomination approved.
Secretary- Rozalind Plumb was appointed as secretary to the board by default of her staff position. (0 opposed).
 3. **Governance Policy**
"Move to approve the Governance Policy as presented." made by Charles Virts second by Jason Hartmann. (6 in favor, 0 opposed) motion passed.
 4. **Regular Board Meetings – Resolution 2024- 01**
"Move to approve the resolution adopting the regular meeting schedule for the board." Made by Charles Virts second by Jason Hartmann, (6 in favor, 0 opposed) motion passed.

5. Appointment of Specific Officers

Agent to receive claims -Resolution 2024-02

"Move to approve resolution 2024-02 Appointing Agent to Receive Claims as presented." made by Ben Giant, second by Jason Hartmann, (6 in favor, 0 opposed) motion passed.

Appoint Auditing Officer -Resolution 2024-03

Discussion on the auditing officer will be a named member of the board of Governors.

"Move to approve resolution 2024-03 Appointing an Auditing Officer." made by Jason Hartmann, second by Charles Virts, (6 in favor, 0 opposed) motion passed.

Named Auditing Officer

Charles Virts was nominated by Jason Hartmann as the board member for auditing and payroll review. Second by David Lindley, (6 in favor, 0 opposed) motion passed.

Records Retention Officer -Resolution 2024-04

"Move to approve resolution 2024-04 Appointing the Record Retention Officer" made by Ben Giant, second by Charles Virts, (6 in favor, 0 opposed) motion passed.

Medical Records/ Privacy Officer -Resolution 2024-05

"Move to approve resolution 2024-05 Appointing Medical Records/ Privacy Officer as Rozalind Plumb." Made by Jason Hartmann, second by Robert Connor, (6 in favor, 0 opposed) motion passed.

6. Resolutions:

Establishing funds with the County -Resolution 2024-06

This sets up the financial accounts with the County Treasurer.

"Move to approve resolution 2024-06" made by Charles Virts, second by Jason Hartmann, (6 in favor, 0 opposed) motion passed.

Establishing Voucher Pre-approval Process -Resolution 2024-07

Discussion on the dollar amount. RCW 42.24.180 (1) sets the bond at not less than \$50,000.

"Move to adopt resolution 2024-07 voucher preapproval authority." Made by David Lindley, second by Charles Virts, (6 in favor, 0 opposed) motion passed.

Authorizing and approving participation in the Washington Public Employees' Retirement System (PERS) -Resolution 2024-08

"Move to approve West Klickitat Regional Fire Authority Resolution 2024-08 authorizing and approving participation in the Washington Public Employees' Retirement System (PERS)" made by Jason Hartmann, second by Ben Giant, (6 in favor, 0 opposed) motion passed.

Accepting Assets and Liabilities (including authorization to sign leases, deeds, Bills of Sale etc.) -Resolution 2024-09.

Discussion on an amendment and decision to remove the wording 'transfer of assets listed on Exhibit A.' and replace it with 'transfer of assets in accordance with the West Klickitat Regional Fire Authority Plan.'

"Move to adopt resolution 2024-09 resolution accepting assets and liabilities as amended." Made by Jason Hartmann, second by Ben Giant, (6 in favor, 0 opposed) motion passed.

Establishing Small Public Works, Consultant and vendor Rosters -Resolution 2024-10

"Move to adopt resolution 2024-10." Made by Charles Virts, second by David Lindley, (6 in favor, 0 opposed) motion passed.

WKRFA Plan Amendment -Resolution 2024-11 – see below.

Authorizing District to pay Annual fee for volunteer Firefighters retirement -Resolution 2024-12.

"Move to adopt resolution 2024-12 Authorizing District to pay Annual fee for volunteer Firefighters retirement." Made by David Lidley, second by Ben Giant, (6 in favor, 0 opposed) motion passed.

Small Works Roster Direct Contracting Small Business Utilization Plan.

Discussion that this sets the expectation to ensure inclusion of small, minority, women, and veteran-owned businesses for public works contracts.

"Move to approve the Small Works roster Direct Contracting Small Business Utilization Plan" by Jason Hartmann, second by Ben Giant (6 in favor, 0 opposed) motion passed.

Insurance

Authorizing membership with Enduris- Resolution 2024-13

Discussion on the amended E&O coverage and quote. Also, to participate in the Enduris insurance pool the RFA must approve a resolution and agreement. Due to the last-minute arrival of the insurance documents to the board Rozalind had consulted with legal counsel on whether the board could approve the resolution and agreement today. Since the insurance agreement is an item on the check list of documents to be addressed at this meeting it was legal counsel's opinion that the board would not be out of compliance with the special meeting if they acted on the resolution today.

Amendment to replace the word "President" with "chairman".

"Move to approve Resolution 2024-13 with the language as amended" made by Charles Virts, seconded by Jason Hartmann. (6 in favor, 0 opposed) motion passed.

7. Policies. See check list

Litigation Defense, Budget, Financial Management

"Motion to approve the Litigation Defense Policy, the Budget Policy, the Financial Management Policy, the Procurement Policy, the Governing Board Compensation policy." made by Jason Hartmann, second by Charles Virts. (6 in favor, 0 opposed) motion passed.

8. Agreements- See check list

"Move to authorize the insurance contract, the Skamania EMS Agreement, and the Klickitat County Public Works reimbursable agreement."

Made by Jason Hartmann, second by Ben Giant (6 in favor, 0 opposed) motion passed.

9. Mission statement.

"To exceed our customers' expectations through diligent emergent and non-emergent services, every day."

"Motion to accept the mission statement as presented" made by Robert Connor, second by Jason Hartmann. (6 in favor, 0 opposed) motion passed.

10. Vision statement

"Create TRUST and long-lasting relationships at every level.

DEDICATE our existence to our customers every day.

RESPECT the responsibility entrusted to us and dedicate ourselves to carry out our duties with pride of ownership.

HONOR our relationships through respect, honesty and integrity."

"Move to adopt the vision statement as written" made by Ben Giant, second by Robert Connor (6 in favor, 0 opposed) motion passed.

11. Doing Business as – Southwest Fire & Resue.

"Move to adopt our doing business as Southwest Fire & Rescue." Made by Jason Hartmann, second by Charles Virts (6 in favor, 0 opposed) motion passed.

12. Operational Date

WKRFA is now officially in existence with authority. However, KCFD3 and WSFD will maintain operations through transition period until January 2025.

13. WKRFA Plan Amendment

KCFD3 will remain in existence. There will be costs associated with maintaining KCFD3. Legal counsel has reviewed the situation and recommends making an amendment to the WKRFA Plan to cover costs for KCFD3 after all assets have been transferred to WKRFA.

"Move to approve resolution 2024-11 which is the resolution amending the RFA Plan." made by Ben Giant, second by Charles Virts (6 in favor, 0 opposed) motion passed.

- **Public Comment-** none
- Ben Giant – expressed thanks to the subcommittees and every individual involved.
- **Next Meeting:** October 17th 18:30. Location: White Salmon Fire Station

Adjournment:

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

Meeting adjourned 19:40.

APPROVED:



WKRFA Chair -Thomas Montag (date)

Attest:



Secretary Rozalind Plumb