

**WEST KLICKITAT REGIONAL FIRE AUTHORITY**

**RESOLUTION 2024-01**

**ESTABLISHING REGULAR MEETING SCHEDULE**

**(RCW 42.30.070)**

A RESOLUTION of the West Klickitat Regional Fire Authority Governing Board establishing the regular meeting schedule of the Governing Board.

**WHEREAS**, RCW 42.30.070 and the West Klickitat Regional Fire Authority Governing Board Bylaws requires the Governing Board to establish its regular meeting schedule by Resolution.

**RESOLUTION:** NOW THEREFORE, BE IT RESOLVED, that the Governing Board of the West Klickitat Regional Fire Authority does hereby adopt the following schedule for the regular monthly meetings of the West Klickitat Regional Fire Authority Governing Board.

The 3<sup>rd</sup> THURSDAY of every month, commencing at 18:30 (6:30pm)

At the White Salmon Fire station (119 NE Church Street, White Salmon WA 98672).

**Adoption:** ADOPTED by the Governing Board of West Klickitat Regional Fire Authority, at a special open public meeting of such Board on the 30th day of September, 2024 the following Board Members being present and voting:

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Board Member

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Board Member

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Board Member

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Board Member

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Board Member

**AFTER RECORDING PLEASE RETURN TO:**

Brian K. Snure  
612 S.227<sup>th</sup> St. Des Moines, WA 98198

**WEST KLICKITAT REGIONAL FIRE AUTHORITY  
RESOLUTION 2024-02  
APPOINTMENT OF AGENT TO RECEIVE CLAIMS  
(RCW 4.96.020)**

A RESOLUTION of the West Klickitat Regional Fire Authority Governing Board appointing an agent to receive claims.

**WHEREAS**, pursuant to the provisions of RCW 4.96.020 the governing body of each local governmental entity shall appoint an agent to receive any claim for damages made under chapter 4.96 RCW.

**WHEREAS**, all claims for damages against a local governmental entity, or against any local governmental entity's Board Members, officers, employees, or volunteers, acting in such capacity, shall be presented to the agent within the applicable period of limitations within which an action must be commenced.

**RESOLUTION:** NOW THEREFORE, BE IT RESOLVED, that the Governing Board of the West Klickitat Regional Fire Authority does hereby

1. Appoint the below listed agent to receive any claims for damages made under chapter 4.96 RCW.

Agent Appointed: Brian K. Snure  
Office Address: 612 S.227<sup>th</sup> St. Des Moines, WA 98198  
Business Hours: 8:00am – 4:00pm

2. A duplicate original of this Resolution shall be recorded with the Klickitat County Auditor.

**Adoption:** ADOPTED by the Governing Board of West Klickitat Regional Fire Authority, at a special open public meeting of such Board on the 30th day of September 2024 the following Board Members being present and voting:

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Board Member

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Board Member

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**WEST KLICKITAT REGIONAL FIRE AUTHORITY**

**RESOLUTION 2024-03**

**APPOINTING AUDITING OFFICER**

A RESOLUTION of the West Klickitat Regional Fire Authority Governing Board appointing an auditing officer.

**WHEREAS**, the West Klickitat Regional Fire Authority maintains various funds with Klickitat County.

**WHEREAS**, the West Klickitat Regional Fire Authority must audit all claims presented against the RFA for materials furnished, services supplied and all claims for reimbursement expenses.

**WHEREAS**, RCW 42.24.080 requires the Governing Board to formally appoint an Auditing Officer to perform the auditing functions.

**RESOLUTION:** NOW THEREFORE, BE IT RESOLVED, that the Governing Board of West Klickitat Regional Fire Authority herby:

1. Appoints an elected Governing Board Member as the Auditing Officer for the West Klickitat Regional Fire Authority.
2. In the absence of the elected Governing Board Member the Board Chair shall designate an acting Auditing Officer.

**Adoption:** Adopted by the Governing Board of West Klickitat Regional Fire Authority, at a special open public meeting of such Board on the 30th day of September, 2024 the following Board Members being present and voting:

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Board Member

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Board Member

**RCW 42.24.080**

**Municipal corporations and political subdivisions—Claims against for contractual purposes—Auditing and payment—Forms—Authentication and certification.**

(1) All claims presented against any county, city, district or other municipal corporation or political subdivision by persons furnishing materials, rendering services or performing labor, or for any other contractual purpose, shall be audited, before payment, by an auditing officer elected or appointed pursuant to statute or, in the absence of statute, an appropriate charter provision, ordinance or resolution of the municipal corporation or political subdivision. Such claims shall be prepared for audit and payment on a form and in the manner prescribed by the state auditor. The form shall provide for the authentication and certification by such auditing officer that the materials have been furnished, the services rendered, the labor performed as described, or that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against the municipal corporation or political subdivision. No claim shall be paid without such authentication and certification.

(2) Certification as to claims of officers and employees of a county, city, district or other municipal corporation or political subdivision, for services rendered, shall be made by the person charged with preparing and submitting vouchers for payment of services. He or she shall certify that the claim is just, true and unpaid, and that certification shall be part of the voucher.

**WEST KLICKITAT REGIONAL FIRE AUTHORITY  
RESOLUTION 2024-04**

**RECORD RETENTION OFFICER**

A RESOLUTION of the West Klickitat Regional Fire Authority Governing Board designating a Record Retention Officer.

**WHEREAS**, West Klickitat Regional Fire Authority is required to comply with the Washington State Public Records Act (chapter 42.56.RCW) and the record retention requirements established by the Washington State Department of Archives; and

**WHEREAS**, in order to comply with these requirements the RFA needs to establish a Records Retention Officer with responsibility to manage all RFA records and to comply with the statutory and regulatory requirements that govern the records of the RFA.

**RESOLUTION:** NOW THEREFORE, BE IT RESOLVED, that the Governing Board of the West Klickitat Regional Fire Authority does hereby:

1. Appoints Rozalind Plumb as Record Retention Officer.

**Adoption:** ADOPTED by the Governing Board of West Klickitat Regional Fire Authority, at a special open public meeting of such Board on the \_\_\_\_\_ day of \_\_\_\_\_, 2024 the following Board Members being present and voting:

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**WEST KLICKITAT REGIONAL FIRE AUTHORITY  
RESOLUTION 2024-05**

**MEDICAL RECORDS/PRIVACY OFFICER**

A RESOLUTION of the West Klickitat Regional Fire Authority Governing Board designating a Medical Records/Privacy Officer.

**WHEREAS**, the West Klickitat Regional Fire Authority is required to comply with the Health Insurance Portability and Accountability Act (HIPAA), Washington State Public Records Act (chapter 42.56.RCW), the Washington State Health Care Information Act (chapter 70.02 RCW) and the record retention requirements established by the Washington State Department of Archives; and

**WHEREAS**, in order to comply with these requirements, the RFA needs to establish a Medical Records /Privacy Officer with responsibility to manage all District records that contain health information of patients treated by the District in a manner compliant with the above stated statutes.

**RESOLUTION:** NOW, THEREFORE, BE IT RESOLVED, that the Governing Board of the West Klickitat Regional Fire Authority hereby:

1. Appoints Rozalind Plumb as RFA Medical Records/Privacy Officer.

**Adoption:** ADOPTED by the Governing Board of West Klickitat Regional Fire Authority, at a special open public meeting of such Board on the \_\_\_\_\_ day of \_\_\_\_\_, 2024 the following Board Members being present and voting:

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Board Member

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**WEST KLICKITAT REGIONAL FIRE AUTHORITY  
RESOLUTION 2024-06**

**WEST KLICKITAT REGIONAL FIRE AUTHORITY FINANCES**

A RESOLUTION of the West Klickitat Regional Fire Authority Governing Board designating the Klickitat County Treasurer as the RFA Treasurer, authorizing the Klickitat County Treasurer to provide cash management and investment pool services and authorizing creation of West Klickitat Regional Fire Authority General, and Capital funds with the Klickitat County Treasurer.

**WHEREAS**, the West Klickitat Regional Fire Authority “RFA” was approved by the voters at the November 2023 election.

**WHEREAS**, RCW 52.26.090 provides that the RFA shall operate in accordance with Title 52 RCW unless otherwise provided in the Plan.

**WHEREAS**, RCW 52.16.010 designates the County Treasurer as the financial agent for the RFA.

**WHEREAS**, the RFA believes it is in the best interest of the RFA to designate the Klickitat County Treasurer as the Treasurer of the RFA.

**WHEREAS**, the RFA will require cash management and investment services to manage future tax revenues and other revenues received by the RFA.

**WHEREAS**, the County Treasurer provides cash management and investment services for special purpose districts.

**WHEREAS**, RCW 52.16.020 authorizes RFA Funds to be established with the Klickitat County Treasurer for collection of the RFA tax and other revenues.

**WHEREAS**, the RFA requests that the County Treasurer establish a West Klickitat Regional Fire Authority General fund, and a West Klickitat Regional Fire Authority Capital fund.

**RESOLUTION: NOW, THEREFORE, BE IT RESOLVED**, that the Governing Board of the West Klickitat Regional Fire Authority hereby:

1. Designates the Klickitat County Treasurer as the ex officio Treasurer of the RFA.
2. Authorizes the Klickitat County Treasurer to establish a West Klickitat Regional Fire Authority General Fund.
3. Authorizes the Klickitat County Treasurer to establish a West Klickitat Regional Fire Authority Capital Fund.
4. Authorizes the Chair and Secretary of the Board to take all other necessary actions to incident to establishing the RFA’s General, and Capital funds with Klickitat County

**Adoption:** ADOPTED by the Governing Board of West Klickitat Regional Fire Authority, at a special open public meeting of such Board on the 30th day of September, 2024 the following Board Members being present and voting:

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Board Member

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Board Member

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Board Member

**WEST KLICKITAT REGIONAL FIRE AUTHORITY  
RESOLUTION 2024-07**

**VOUCHER PREAPPROVAL AUTHORITY**

A RESOLUTION of the West Klickitat Regional Fire Authority Governing Board establishing a voucher preapproval process.

**WHEREAS**, the payment of the RFA's vouchers and other obligations occasionally requires the issuance and approval of the vouchers prior to the Governing Board's regular monthly meetings to insure timely processing.

**WHEREAS**, under normal procedure vouchers are approved by the Governing Board at its regular scheduled monthly meetings.

**WHEREAS**, the schedule of the meetings of the Governing Board and the time required for issuance of warrants or checks, occasionally restricts the ability of the Board to pre-approve vouchers at its regular meeting, and still pay the underlying invoices in a prompt and timely manner.

**WHEREAS**, RCW 42.24.180 authorizes a procedure where the problem could be resolved.

**RESOLUTION:** NOW THEREFORE, BE IT RESOLVED, that the Governing Board of the West Klickitat Regional Fire Authority does hereby adopt the following resolution:

1. The procedure for payment of payroll or claims prior to approval by the Governing Board shall apply to any claims against the RFA or for payroll and benefit payments that the RFA's auditing officer determines need to be approved prior to the Board's regular meeting "qualifying vouchers."
2. The RFA Auditing Officer and any single Governing Board member are designated as officers to sign the qualifying vouchers.
3. The Auditing Officer and each individual authorized to sign the qualifying vouchers under this Resolution shall obtain, at RFA expense, an official bond in the amount of no less than \$50,000 to secure the faithful discharge of their respective duties under this resolution.
4. In the preparation of the qualifying vouchers, the staff shall follow and adhere to established RFA policies and procedures.
5. The Auditing Officer shall submit to the Board at its next regularly scheduled meeting a full and complete report of all claims paid on vouchers approved pursuant to this Resolution.
6. In the event that a warrant or check is issued on an erroneous voucher the Auditing Officer shall cause the disapproved payment to be recognized as a receivable and

shall diligently pursue collection of the erroneous payment or take such other action as may be directed by the Governing Boards.

**Adoption:** ADOPTED by the Governing Board of West Klickitat Regional Fire Authority, at a special open public meeting of such Board on the 30th day of September, 2024 the following Board Members being present and voting:

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Board Member

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Board Member

**WEST KLICKITAT REGIONAL FIRE AUTHORITY  
RESOLUTION 2024-08**

**AUTHORIZING AND APPROVING PARTICIPATION IN THE WASHINGTON  
PUBLIC EMPLOYEES' RETIREMENT SYSTEM (PERS)**

A RESOLUTION of the West Klickitat Regional Fire Authority Governing Board authorizing and approving participation in the Washington Public Employee's Retirement system (PERS) for its eligible employees.

**WHEREAS**, the West Klickitat Regional Fire Authority "RFA" was approved by the voters at the November 2023 general election.

**WHEREAS**, the West Klickitat Regional Fire Authority "RFA" legally came into existence as a municipal corporation on September 30, 2024.

**WHEREAS**, for purposes of establishing social security coverage this authorization will take effect January 1, 2025.

**RESOLUTION:** NOW THEREFORE, BE IT RESOLVED, that the Governing Board of the West Klickitat Regional Fire Authority does hereby adopt the following resolution:

1. Its eligible employees shall participate in PERS, as allowed by RCW 41.40.062;
2. The necessary funds shall be made available to cover its proportionate share for participation in PERS; and
3. PERS membership will begin on January 1, 2025,
4. Tax deferred member contributions will be submitted beginning January 2025,
5. Members purchasing previous service credit pays all costs (both member and employer contributions). Payment must be completed within five years from entry into PERS.

BE IT FURTHER RESOLVED, that copies of this resolution be forwarded to the Washington Public Employees Retirement System.

**Adoption:** ADOPTED by the Governing Board of West Klickitat Regional Fire Authority, at a special open public meeting of such Board on the 30 day of September, 2024 the following Board Members being present and voting:

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Board Member

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Board Member

**WEST KLICKITAT REGIONAL FIRE AUTHORITY**  
**RESOLUTION 2024-09**

RESOLUTION ACCEPTING ASSETS AND LIABILITIES

A RESOLUTION of the West Klickitat Regional Fire Authority Governing Board accepting assets and liabilities from the participating fire protection jurisdictions.

**WHEREAS**, On November 7, 2023, the voters of Klickitat County Fire Protection District No. 3, and the City of White Salmon “Participating Fire Jurisdictions” approved the formation of the West Klickitat Regional Fire Authority “RFA” effective September 30, 2024 in accordance with the West Klickitat Regional Fire Authority Plan “RFA Plan”;

**WHEREAS**, the RFA Plan provides for the transfer of personal and real property assets and liabilities from the Participating Fire Jurisdictions to the RFA in accordance with the terms set forth in Section 6 of the RFA Plan.

**WHEREAS**, the Participating Fire Jurisdictions have or will be authorizing the transfer of the assets listed on Exhibit A.

**RESOLUTION:** NOW, THEREFORE, BE IT RESOLVED, that the Governing Board of the West Klickitat Regional Fire Authority in order to comply with the RFA Plan and to complete the transfer assets from the Participating Fire Jurisdictions as set forth above to the West Klickitat Regional Fire Authority, hereby resolves as follows:

1. All assets and liabilities transferred in accordance with the RFA Plan by Klickitat County Fire Protection District No. 3 are hereby accepted.
2. All assets and liabilities transferred in accordance with the RFA Plan by the City of White Salmon are hereby accepted.
3. The Governing Board authorizes and directs Fire Chief Wesley Long to sign and deliver all documents necessary to complete the transfer of the assets.

**Adoption:** Adopted by the Governing Board of West Klickitat Regional Fire Authority, at a special open public meeting of such Board on the 30th day of September, 2024 the following Board Members being present and voting:

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Board Member

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Board Member

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Board Member

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Board Member

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Board Member

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Board Member

**WEST KLICKITAT REGIONAL FIRE AUTHORITY  
MRSC ROSTERS SMALL PUBLIC WORKS,  
CONSULTANT, and VENDOR ROSTERS RESOLUTION**

**Resolution No. 2024-10**

A RESOLUTION OF THE GOVERNING BOARD OF WEST KLICKITAT REGIONAL FIRE AUTHORITY ON THE SUBJECTS OF ESTABLISHING A SMALL PUBLIC WORKS ROSTER PROCESS TO AWARD PUBLIC WORKS CONTRACTS, A CONSULTING SERVICES ROSTER FOR ARCHITECTIURAL, ENGINEERING, AND OTHER PROFESSIONAL SERVICES, AND A VENDOR ROSTER FOR GOODS AND SERVICES NOT RELATED TO PUBLIC WORKS CONTRACTS.

WHEREAS RCW 39.04.151-154 and other laws regarding contracting for public works by authorized local governments, allow certain contracts to be awarded using a small works roster process; and

WHEREAS to be able to implement a small works roster and process, the RFA is required to adopt a resolution, establish reporting procedures that are publicly available, and commit to providing the most practicable opportunities for small businesses when using Direct Contracting; and

WHEREAS to be able to use Direct Contracting on occasion, the RFA is required to develop Small Business Utilization Plan.

WHEREAS, Ch. 39.80 RCW and other laws regarding contracting for consulting services by municipalities allow certain contracts to be awarded by a consultant roster process; and

WHEREAS, RCW 39.04.190, regarding purchase of materials, supplies, or equipment not connected to a public works project, allows certain purchasing contracts to be awarded by a vendor roster process;

NOW, THEREFORE, THE Governing Board of West Klickitat Regional Fire Authority, HEREBY RESOLVES AS FOLLOWS:

**Section 1: MRSC Rosters.** The RFA intends to contract with the Municipal Research and Services Center of Washington (MRSC) to have their official rosters hosted in the online database for RFA use for small public works contracts, consulting services, and vendor services developed and maintained by MRSC through MRSC Rosters and authorizes RFA Staff to sign that contract.

**Section 2: Small Works Roster.** The RFA hereby elects to use the statewide small works roster established under RCW 39.04.151(2) and administered by the Municipal Research Services Center of Washington. The RFA has established the following procedures to use in managing procurement and awards of public works contracts using the statewide small works roster.

A. Small Works, as defined by RCW 39.04.152 are public works construction projects

estimated to cost \$350,000 or less, excluding WSST.

- B. Small Works Roster is a pre-established list of properly licensed contractors, registered to do business with the District under selected project types and (work) categories.
- C. Small Works process is an alternative to publicly advertising public work projects. Every small works contract is subject to the same public works bidding, award, and compliance requirements of RCW 39.04 unless specifically included in RCW 39.04.151-154, this resolution or the incorporated policies or procedures.
- D. Small Works procurements will be conducted in accordance with Chapter 39.04.151-.154, the RFA's adopted Procurement Policy and the RFA's Small Business Utilization Plan.
- E. MRSC Rosters will publish annual notification of the RFA's desire to use the Small Works Roster and process and invite more businesses to apply. Interested businesses are encouraged to apply to the roster at any time. RFA staff may direct business to join MRSC Rosters in order to allow the business to participate in the RFA's procurement projects.
- F. Small Works bidding and award information will be entered into the statewide small works roster platform immediately upon conclusion of each small works roster awards.
- G. Small Works bidding and award data will be part of the RFA's procurement files and records and all documents will be made available for review.
- H. The RAF intends to use the direct contracting option (RCW 39.04.152(4)) whenever practicable for Small Works projects estimated to cost \$150,000 or less, excluding WSST. The RFA has adopted a Procurement Policy and RFA's Small Business Utilization Plan that will guide the RFA's direct contracting procedures.

**Section 3. Consulting Services Roster.** The RAF shall use the MRSC Rosters Consultant Roster to meet the requirements of RCW 39.80.030 when soliciting Architectural, Engineering and Land Surveying services and may use the process for other Consulting Services at the discretion of the Fire Chief:

- A. Consulting services are professional services that have a primarily intellectual output or product and include architectural and engineering services as defined in RCW 39.80.020.
- B. At least once a year, MRSC shall, on behalf of the RFA publish in a newspaper of general circulation within the municipality's jurisdiction a notice of the existence of the consulting services roster and solicit the names of consultants for the consulting services roster. MRSC shall add responsible consultants to the consulting services roster at any time that a consultant completes the online application provided by MRSC, upload a Statement of Qualifications, and meets minimum State requirements for roster listing.
- C. The RFA shall use the following process to select the most highly qualified Consulting Services firm off of the Consulting Services Roster to provide the required services:

- a. The Governing Board shall establish criteria that the Chief, or their designee, must consider in evaluating Architectural or Engineering firms for a given project. Such criteria shall include a plan to insure that minority and women-owned firms and veteran-owned firms are afforded the maximum practicable opportunity to compete for and obtain public contracts for architectural or engineering services. The level of participation by minority and women-owned firms and veteran-owned firms shall be consistent with their general availability within the jurisdiction of the RFA.
  - b. The Chief, or designee, shall use the evaluation criteria to evaluate the written statements of qualifications and performance data on file with the RFA at the time that Consulting Services are required;
  - c. The Chief, or designee, shall conduct discussions with one or more firms regarding anticipated concepts and the relative utility of alternative methods of approach for furnishing the required services.
- D. The firm deemed most highly qualified by the agency to do the project will be selected for contract negotiations. If the Chief or designee is unable to agree on contract terms with the most highly qualified Consultant, the Chief may proceed to selecting the next most qualified.

**Section 4. Vendor List Roster.** The RFA shall use the MRSC Rosters Vendor Roster to meet the requirements of RCW39.04.190 for the purchase of materials, supplies, or equipment not connected to a public works project:

- A. The RFA is not required to use formal sealed bidding procedures to purchase materials, supplies, or equipment not connected to a public works project where the cost will not exceed the statutory threshold of the RFA as provided in RCW 52.14.110. The District will attempt to obtain the lowest practical price for such goods and services.
- B. At least twice per year, MRSC shall, on behalf of the RFA publish in a newspaper of general circulation within the municipality's jurisdiction a notice of the existence of the vendor list roster and solicit the names of vendors for the vendor list roster. MRSC shall add responsible vendors to the vendor list roster at any time when a vendor completes the online application provided by MRSC, and meets minimum State requirements for roster listing.
- C. The RFA shall use the following process to obtain telephone or written quotations from vendors for the purchase of materials, supplies, or equipment not connected to a public works project:
  - a. A written description shall be drafted of the specific materials, supplies, or equipment to be purchased, including the number, quantity, quality, and type desired, the proposed delivery date, and any other significant terms of purchase;
  - b. The Chief, or designee, shall make a good faith effort to contact at least three (3) of the vendors on the roster to obtain telephone or written quotations from the vendors for the required materials, supplies, or equipment;

- c. The Chief, or designee, shall not share telephone or written quotations received from one vendor with other vendors soliciting for the bid to provide the materials, supplies, or equipment;
  - d. A written record shall be made by the Chief, or designee, of each vendor's bid on the material, supplies, or equipment, and of any conditions imposed on the bid by such vendor;
- D. The RFA shall purchase the materials, supplies, or equipment from the lowest responsible bidder, provided that whenever there is reason to believe that the lowest acceptable bid is not the best price obtainable, all bids may be rejected and the RFA may call for new bids.
- E. All of the bids or quotations shall be collected by the Chief or designee. The Chief, or designee, shall create a written record of all bids or quotations received, which shall be open to public inspection or telephone inquiry after the award of the contract. Any contract awarded under this subsection need not be advertised. The RFA Procurement Policy shall guide the process for awarding contracts.

**Adoption:** ADOPTED by the Governing Board of West Klickitat Regional Fire Authority, at a special open public meeting of such Board on the 30th day of September, 2024 the following Board Members being present and voting:

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Board Member

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Board Member

**WEST KLICKITAT REGIONAL FIRE AUTHORITY**

**RESOLUTION 2024-11**

**RESOLUTION AMENDING RFA PLAN**

**WHEREAS**, On September 30, 2024, the West Klickitat Regional Fire Authority was created and began operations as authorized under chapter 52.26 RCW;

**WHEREAS**, Klickitat County Fire Protection District No. 3 will continue to exist to serve debt payments and to provide elected officials to serve on the WKRFA Governing Board;

**WHEREAS**, Klickitat County Fire Protection District No. 3 will incur costs related to the debt service and the election and retention of commissioners;

**WHEREAS**, Klickitat County Fire Protection District No. 3 will be required to transfer all assets and liabilities to the WKRFA and will have no financial resources to pay for the costs;

**NOW THEREFORE, BE IT RESOLVED** that the West Klickitat Regional Fire Authority Governing Board hereby amends Section 6.C of West Klickitat Regional Fire Authority Plan by adding the following subsection 4

*4. Future District Expenses. All future costs incurred by the District on and after the Effective Date shall be the responsibility of the RFA.*

**Adoption:** Adopted by the Governing Board of West Klickitat Regional Fire Authority, at a special open public meeting of such Board on the \_\_\_\_\_ day of \_\_\_\_\_, 2024 the following Board Members being present and voting:

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Board Member

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Board Member

**WEST KLICKITAT REGIONAL FIRE AUTHORITY**

**RESOLUTION 2024-12**

**AUTHORIZING DISTRICT TO PAY ANNUAL FEE FOR VOLUNTEER  
FIREFIGHTERS' RETIREMENT**

**WHEREAS**, RCW 41.24.030 creates a trust fund for the benefit of the volunteer firefighters in the state of Washington; and,

**WHEREAS**, West Klickitat Regional Fire Authority has elected to make available retirement provisions as provided for in RCW 41.24; and,

**WHEREAS**, West Klickitat Regional Fire Authority shall voluntarily pay the firefighters' share of the retirement provision;

**NOW THEREFORE, BE IT RESOLVED** that the West Klickitat Regional Fire Authority Governing Board hereby authorizes payment of the firefighters share of the retirement pension payments.

**Adoption:** Adopted by the Governing Board of West Klickitat Regional Fire Authority, at a special open public meeting of such Board on the 30th day of September, 2024 the following Board Members being present and voting:

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Board Member

## **Small Works Roster Direct Contracting Small Business Utilization Plan**

### **Purpose**

The RFA is authorized to use Direct Contracting for public works projects under \$150,000.00 in conjunction with its adopted Small Works Roster. The RFA is establishing this small, minority, women, and veteran-owned business utilization plan to comply with RCW 39.04.152(4)(b)(iv).

### **Plan**

The RFA shall use MRSC Rosters as its small works roster to identify certified small, minority, women, and veteran-owned business.

The RFA shall use the Direct Contracting procedures authorized under the law and under the RFA's Procurement Policy to solicit direct contracts with certified small, minority, women, and veteran-owned business whenever feasible for at least 50% for all RFA projects. The RFA shall use best efforts to rotate contracts among eligible small, minority, women, and veteran-owned businesses even when rotation is not required.

**Reporting and Documentation.** The Chief or designee shall document on an annual basis the number of public works projects under \$150,000 that were awarded during the prior calendar year and shall document whether the awarded contracts were awarded to certified small, minority, women, and veteran-owned business. In the event less than 50% of the awarded contracts went to certified small, minority, women, and veteran-owned business, the Chief shall reevaluate this Plan to identify strategies to encourage greater participation of certified small, minority, women, and veteran-owned businesses.

### **Related Documents**

Small Works Roster Resolution

Procurement Policy.