

West Klickitat Regional Fire Authority
Special Meeting/Strategic Planning Workshop

119 NE Church Street White Salmon WA 98672.

Saturday December 13, 2025. 0900am. **Draft without Board approval**

- ❖ **09:00.**
- ❖ **Attendance: WKRFA Governing Board:** Quorum: Thomas Montag, David Lindley, Ben Giant, Robert Connor, Charles Virts. Jason Hartmann
Advisory groups/staff: Chief Long, Bill Hunsaker, Captain Wardwell, Captain Grose, Darren Lanz, Jennifer McLean, Thomas Crumpacker, Eric Bosler, Beth Payne, Jure Poberaj, John Neilson.

The workshop covered the following:

- A. Review of the Culture Plan PowerPoint
- B. Review of spreadsheets showing schedules for age and replacement of
 - a) Fleet (vehicles)
 - b) Equipment (Fire rescue tools and PPE)
 - c) Facilities (buildings)
- C. Basic review of WSRB elements for our Property Protection Classification

Board Workshop Summary

This workshop was held as a *discussion-only* session with no formal actions taken. The intent was to openly explore long-term planning needs, service expectations, and financial strategies to guide future decision-making. All board members and staff were encouraged to participate, with an emphasis on shared understanding and collaborative direction-setting.

1. Strategic Planning Horizon

The board considered appropriate time horizons for strategic planning.

Key points:

- Different operational areas require different planning windows; capital replacement can justify long-range forecasting, whereas other functions may be best addressed within a 3-year outlook.
- Planning must remain flexible, recognizing that community conditions and service demands evolve.
- There was general agreement that the board may identify different horizons for different planning categories (e.g., 3, 5, 7, or 10 years).
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2. Strategic Planning Materials

Staff provided a strategic agenda guide, supporting documents, and a PowerPoint to structure discussion.

A review and update of the district's SWOT analysis is included in the planning process.

3. Financial Framework & Capital Strategy

Discussion centered on levy capacity, capital reserves, apparatus planning, and future funding needs.

Levy Rate & Authority

- Current levy rate is approximately \$0.76 per \$1,000, with a statutory capacity up to \$1.00.
- Any future levy adjustments would require clear public communication and justification.

Capital Reserve Target

- The district currently allocates 10% of revenue to capital.
- Board and staff generally agreed this target is appropriate to maintain apparatus, equipment, and infrastructure.

Apparatus & Equipment Needs

- Replacement delays require early ordering; fire engines now have 700+ day lead times.
- A brush truck replacement is overdue, and an engine replacement follows closely in the lifecycle plan.
- Additional equipment needs (e.g., fans, apparatus tools, SCBA items) continue to accumulate and must be scheduled into the capital program.

Reserves for Emergencies

- Maintaining adequate cash reserves—separate from capital—is critical for unplanned infrastructure failures (e.g., water tanks) not eligible for debt financing.

Potential Use of Debt

- Some board members suggested exploring financing options to acquire major capital items sooner rather than waiting to fully accumulate reserves.
- The district currently carries no debt and appears capable of supporting reasonable debt service if needed.

4. Services & Operational Capability

Search and Rescue

- The district currently does not provide search and rescue services; staffing, training, and sustainability challenges make this difficult.
- The board discussed whether such services may be needed in the future.

Water Rescue

- Water rescue remains a low-frequency but high-impact risk due to river exposure and the Columbia River corridor.
- The district lacks staffing and capability for a full swift-water program and currently relies heavily on commercial rafting companies for expertise.
- The district may need to improve its ability to access waterways for life-safety incidents over time, though with caution regarding safety and resource demands.

5. Relationship with Neighboring Agencies

Significant discussion centered on the district's evolving relationship with Bingen and potential long-term alignment.

- There were differing perceptions of the balance of mutual aid between the agencies, though all agreed the partnership is active and important.
- Some board members anticipate that, over time, improvements in the district's training, staffing, facilities, and equipment may encourage closer integration or shared services.

- The consensus was not to force consolidation, but rather to continue demonstrating strong performance and maintain positive collaboration, allowing future opportunities to develop organically.
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6. Roadmap Development

There was broad agreement that staff should prepare a comprehensive roadmap—covering operations, capital planning, financial strategy, and service development—for board review and approval. The Board made no decisions but wanted a plan or recommendation to address the apparatus needs along with the other two elements.

Moving forward, the Board needs a generalized plan for 3,5,8,10 years for the following:

- A. Levy rate predictions and budget analysis to determine if the current \$.76/thousand levy rate will keep up with our current operating costs. We know there's very little room to reduce expenses unless we want to see staffing negatively affected.
- B. Analysis of our effective response data.
- C. Implement a plan for apparatus purchasing to stay on top of WSRB requirements.
 - Fleet replacement identified:
 - 1 x engine in the next two years
 - 1 x brush truck immediately
 - 1 x staff vehicle due to mileage.
 - Additionally, convert Utility 30 to a Type 5 brush/officer response apparatus.
- D. Based on our operating revenue, what capital purchases can be made in the above time frames (3,5,8 &10 years)?
- ❖ Meeting adjourned 20:16.

APPROVED:

Attest:

WKRFA Chair -Thomas Montag (date)

Secretary Rozalind Plumb

West Klickitat Regional Fire Authority

Regular Meeting

119 NE Church Street White Salmon WA 98672.

Thursday March 19, 2025. 6:30pm. **Draft without Commissioner Approval**

- ❖ **The meeting was called to order by Chair Thomas Montag at 18:31.**
- ❖ **Flag Salute.**
- ❖ **Attendance:**
 - WKRFA Governing Board:** Quorum: Thomas Montag, David Lindley, Morella Mora Robert Connor, Charles Virts (Via Zoom).
 - Absent:** Ben Giant
 - Advisory groups/staff:** Chief Long, Eric Bosler, Rozalind Plumb.
- ❖ **Agenda:**
 - “Motion to approve the agenda for March 19th, 2026.” made by Robert Connor, second by Charles Virts (4 in favor, 0 opposed) motion passed.***
- ❖ **Minutes of the last Meeting.**
 - Move to approve the minutes from February, made by David Lindley, second by Morella Mora (4 in favor, 0 opposed) motion passed.***
- ❖ **Public Comments:** None noted.
- ❖ **Administrative Secretary’s report** (see attached)
 - The Treasurer’s report for February was included. Currently at 14% of Budget
 - Approval of the scripts and ACH.

“Move to approve the general expenses scripts dated 2/26/26 in the amount of \$2,168.74, \$1541.66, 27 February 2026 in the amount of \$2,294.61, next one dated 3rd March 2026, din the amount of \$626,26, and 10 March in the amount \$15, 209.89. ACH expenditures for approval dated 9th February 2026 the first is the amount of \$26,614.63 noted as payroll, the next is the amount of \$13,938.04 noted as payroll taxes and pension.” Motion made by Charles Virts, second by David Lindley. (4 yay, 0 opposed). motion passed.
- ❖ **Fire Chief’s Report** –See attached by Chief Long.
 - Station 31 vegetation is currently being cleared by goats. The Tanks on Tunnel Road are being worked on. Asbestos was cleared to allow the tank cleaning to start.
 - Fire Academy is going well. It is a lot of work for staff and the students.
 - Station 32 Well and roof - Preparing specifications for well pump replacement and access through the roof.
 - Possible building on Waubish for a training burn to learn. It would be visible from Hood River so preparation will involve notifying surrounding area.

Fire Prevention meeting planned for May, coordinated by the Resource Legacy group for the Fire Chiefs in the region to look at structural vulnerability.

Annual Appreciation/Awards Dinner was last weekend – Chief Thanked Jennifer McLean for all the work done to coordinate the dinner.

- ❖ **Training Report:** See report attached prepared By Captain Crumpacker.
Training hours are collectively over 450 hours.
- ❖ **Volunteer Representative Report.** Association pays for family members at the Annual Diner.
- ❖ **Information Only Items.**
 - **PDC-** Annual financial disclosure required for elected officials. It is confusing with WKRFA as the board is elected through KCFD3 and the City. Roz has been in contact with PDC staff to see how they want WKRFA to report. WKRFA governing Board can decide to require all board members to submit a financial disclosure statement to avoid issues with conflict of interest. Add to the agenda next meeting.
 - **Hood River Bridge** – Chief noted the WKRFA is engaged with the bridge replacement project.
 - **Subdivisions** – Chief is working out how to handle subdivisions and county planning regulations.
 - **WSRB** – inspection is coming this year. The work WKRFA has done should help improve the insurance ratings.
- ❖ **Unfinished Business-** Follow -up Items. See below
 1. **Strategic Planning** - Next workshop to be scheduled.
 2. **WSFD Capital Reserve Funds to WKRFA** – Follow up. Jennifer Neil has completed a financial review/reconciliation and requested additional information. Rozalind has provided additional minutes from the WKRFA Planning Committee. David Lindley added that Jennifer Neil is preparing a city budget modification and the funds should be available for transfer after that.
- ❖ **Discussion Items/Action Items**
 1. **Resolutions** – None
 2. **Policies.**

Draft policies presented to the board last month. Some amendments made and reviewed.

 - Travel and reimbursement
 - Infection Control
 - Volunteer Duty Shift

“Move to approve the Travel and reimbursement policy draft as presented” Made Charles Virts, second by Robert Connor. (4 yay, 0 nay) motion Passed.

“Move to approve the Volunteer Duty Shift Program policy draft as presented” Made Morella Mora, second by Robert Connor. (4 yay, 0 nay) motion Passed.

“Move to approve the Infection Control policy draft as presented.” Made Charles Virts, second by Robert Connor. (4 yay, 0 nay) motion Passed

3. Agreements.

- Forest Land Protection renewal is due but is not ready yet.

4. Other Discussion Items- None

❖ **EXECUTIVE SESSION** (as needed per RCW 42.30.110). – None needed.

❖ **Action items** – covered above.

❖ **Good of the order.**

- **David Lindley** - Commented the Volunteer Banquet was well done.

❖ **Next Meeting:**

Regular Board meeting Thursday April 16th 18:30. Location: Station 30, 119 NE Church Street White Salmon.

❖ ***“Motion to adjourn,” made by, David Lindley, seconded by Charles Virts. (4 in favor 0 opposed). Motion passed.***

Meeting adjourned 19:01.

APPROVED:

Attest:

WKRFA Chair -Thomas Montag (date)

Administrative Manager - Rozalind Plumb

Great West Fire & Safety Inc.

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Ridgefield, WA 98642-5239 USA
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"Changing the way you think about PPE"

QUOTE

ADDRESS	SHIP TO	QUOTE	1035
West Clickitat Regional Fire Authority	West Clickitat Regional Fire Authority	DATE	03/24/2026
PO Box 151	200 Husum St	EXPIRATION	09/24/2026
Husum, WA 98623	Husum, WA 98623	DATE	
FIREWRITER#	TAX RATE	SALES REP	
206308	7.6%	Ken Lewellen	

ITEM	DESCRIPTION	QTY	RATE	AMOUNT
Fire-Dex FXR Custom Turnout - Coat	Fire-Dex FXR Custom Turnout - Coat FW#206308 Crosstech	3	1,710.50	5,131.50T
Fire-Dex FXR Custom Turnout - Pant	Fire-Dex FXR Custom Turnout - Pant FW#206308 Crosstech	3	1,139.50	3,418.50T
Fire-Dex FXR Custom Turnout - Coat	Fire-Dex FXR Custom Turnout - Coat FW#206276 Assure	2	1,889.73	3,779.46T
Fire-Dex FXR Custom Turnout - Pant	Fire-Dex FXR Custom Turnout - Pant FW #206276 Assure	2	1,260.27	2,520.54T
SUBTOTAL				14,850.00
TAX				1,128.60
TOTAL				\$15,978.60

Accepted By

Accepted Date

WKRFA Agenda Item.

Agenda Item	WKRFA board reporting to Public Disclosure Commission (PDC)
Background	<p>Personal Financial Affairs Disclosure</p> <ul style="list-style-type: none"> • Candidates, elected officials, and certain appointees must report personal financial information to disclose potential conflicts of interest. • KCFD3 Fire Commissioners submit annually. • Secretary Plumb is notified when statements are due and ensures current commissioner’s contact information is correct. • PDC notifies the elected officials to complete the statements. • WKRFA is not currently in the PDC system. • 2025 – Staff tried to get information on the process for WKRFA. No resolution. • 2026 – contacted PDC. Initiated discovery for PDC. • Discussion with PDC (Ladelle Fuquay). PDC Legal Counsel and Director have been looking at the case. Questions about ability to levy. <p>Summary sent to PDC:</p> <ul style="list-style-type: none"> • WKRFA does Levy for operating funds and does have the authority to run a Bond. • At this time the WKRFA Governing Board is made up of 3 KCFD3 elected Commissioners and 3 sitting City Council Members (appointed by the Mayor/City Counsel). • There is an option for the Governing Board to change the election of board members to WKRFA "at large" or some other configuration. I do not know what that would look like nor when it might happen. <p>In conversation with PDC we discussed the following:</p> <ol style="list-style-type: none"> 1. KCFD3 Commissioners are elected and submit F-1 to PDC to ensure oversight for any potential conflict of interest. 2. White Salmon City Council is not required to submit F-1 to PDC. 3. WKRFA does not have board members directly elected. 4. The WKRFA Board can approve a resolution requiring all Board members to submit the F-1 disclosure to the PDC to ensure oversight against conflict of interest while governing WKRFA tax funds.
Discussion items	Board to discuss.
Proposal	Resolution requiring all WKRFA board members submit a financial disclosure statement for the WKRFA to PDC annually.

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RESOLUTION 2026-XX

A RESOLUTION Requiring Financial Disclosure Statements by All Board Members
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A RESOLUTION REQUIRING ALL BOARD MEMBERS TO SUBMIT AN ANNUAL FINANCIAL DISCLOSURE STATEMENT TO THE WASHINGTON STATE PUBLIC DISCLOSURE COMMITTEE TO ENSURE OVERSIGHT AGAINST CONFLICTS OF INTEREST WHILE GOVERNING TAXPAYER FUNDS.

WHEREAS, the **Governing Board of West Klickitat Regional Fire Authority** exercises fiduciary duties in the stewardship and oversight of public resources and taxpayer funds; and

WHEREAS, transparency and accountability are essential to public trust and effective governance; and

WHEREAS, timely identification and management of actual, potential, or perceived conflicts of interest protects decision-making integrity and prevents undue influence; and

WHEREAS, establishing a uniform, annual financial disclosure process promotes consistent standards of conduct and facilitates oversight by the designated Public Disclosure Committee;

NOW THEREFORE, BE IT RESOLVED by the Governing Board of West Klickitat Regional Fire Authority to establish Resolution 2026-XX REQUIRING

1. ALL BOARD MEMBERS TO SUBMIT AN ANNUAL FINANCIAL DISCLOSURE STATEMENT WITH THE WASHINGTON STATE PUBLIC DISCLOSURE COMMITTEE

ADOPTED AT AN OFFICIAL MEETING OF THE GOVERNING BOARD OF *WEST KLICKITAT REGIONAL FIRE AUTHORITY*, THIS *XXth DAY OF XXXX 2026*, THE FOLLOWING BOARD MEMBERS BEING PRESENT AND VOTING:

Robert Connor, *Board Member*

Ben Giant, *Board Member*

David Lindley, *Board Member*

Thomas Montag, *Board Member*

Morella Mora, *Board Member*

Charles Virts, *Board Member*

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RESOLUTION 2026-XX

A RESOLUTION CONFIRMING THE VOLUNTEER STIPEND PROGRAM

WHEREAS: West Klickitat Regional Fire Authority (WKRFA) provides emergency services to the community using Volunteer personnel; and

WHEREAS: The WKRFA recognizes the volunteers may incur out of pocket expenses when providing services to the WKRFA (respond to the station, or to calls, or to training events); and

WHEREAS: The WKRFA wishes to reimburse the Volunteers with a stipend for the purposes of helping to defer some expenses incurred by the volunteers when providing services to the WKRFA; and

WHEREAS: The Board wishes the stipend program to reflect the responsibilities of officers, to provide incentive for individuals to seek training and provide incentive for volunteer firefighters to help occasionally staff our stations during specific times; and

WHEREAS: The Board recognizes there are rules for providing compensation to volunteers without turning the volunteers into employees for minimum wage and overtime purposes; and

WHEREAS; The Board seeks to set in record a clear resolution to compensate volunteers within the legal parameters that will stand for the future, and allow updates to the compensation amounts.

NOW THEREFORE, BE IT RESOLVED by the Governing Board of West Klickitat Regional Fire Authority to establish Resolution 2026-XX for the purpose of volunteer stipend reimbursement.

Definition:

Stipend points are awarded for each drill attended, each alarm responded to, each meeting attended, or for performance of any activity that the fire department may require regardless of the length of time to perform the activity.
A maximum dollar limit per point shall be established.

The WKRFA Governing Board approves the following:

1. The WKRFA will reimburse the Volunteer members on a point system. Points are awarded per event.
2. Each point is worth a nominal dollar (\$) amount based on an established schedule in line

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with the annual operating budget. This amount is effective for all events beginning January 1st. 2026. The amount shall be reviewed annually at the time of budget planning. Adjustments to the point value may be changed via budget authority and policy.

3. The stipend will be paid annually to the volunteers based on events in a 12 month period. The stipend year may run from December 1 through November 30 of the following year. Payments can then be made in December. Payroll staff shall have authority to pay out stipends before the end of the calendar/fiscal year if the volunteer ends service before the end of the stipend cycle).
4. The WKRFA may also reimburse volunteers for out-of-pocket expenses, such as items of clothing that the fire department requires the volunteer to have/provide (e.g. Wild land fire boots shall be reimbursed at a reasonable cost established by the Fire Chief).
5. The WKRFA recognizes the Volunteer Captains and Lieutenants have additional training and responsibility to manage the volunteers on and off the fire ground. Therefore, the WKRFA shall provide Volunteer Captains with an automatic nominal dollar (\$) amount based on an established schedule in line with the annual operating budget. The automatic Captain stipend is currently \$100.00 per month (2026 rate), regardless of actual hours spent organizing and managing volunteers on or off the fire ground. Payment will be distributed on a quarterly basis. Similarly, Lieutenants receive a stipend of \$75 per month. The Captains and Lieutenants are also awarded points for calls and events so long as the total earned by an individual volunteer shall not exceed \$12,000 per year (2026 FLSA values). – Stipends are subject to change as budget and FLSA law allows.
6. The WKRFA Governing Board authorizes a duty shift program that provides incentive to volunteer firefighters and/or EMT's to staff the fire stations during preapproved times. Personnel participating in this program will be paid a fixed stipend sum for each shift. A Duty Shift Program policy and procedures will be established.
7. The Governing Board provides authority to the Fire Chief to adjust the Stipend programs within the pre-planned budget amount used for the payment of stipends to volunteers, and in line with FLSA requirements.

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Initial 2026 point value– may be subject to change depending on annual budget revisions.

	<i>Includes but not limited to:</i>	<i>Point Value</i>
<i>Fire fighter I & II, structure and wildland</i>	<i>Alarm, drill, training event, project work, meeting</i>	<i>\$10.00</i>
<i>EMT</i>	<i>Alarm, Drill, OTEP online, Practical OTEP event, EMT meeting. Project work</i>	<i>\$10.00</i>
<i>Authorized Volunteer /support</i>	<i>Any support event including alarm, drill, training event, project work, meeting</i>	<i>\$10.00</i>
<i>Captains and Lieutenants</i>	<i>Alarm, drill, training, project work.</i>	<i>\$10.00</i>
<i>Lieutenant</i>	<i>Monthly admin of volunteers includes phone calls, texts to support volunteers.</i>	<i>\$75.00 per month</i>
<i>Captain</i>	<i>Monthly admin of volunteers includes phone calls, texts to support volunteers.</i>	<i>\$100.00 per month</i>
<i>Duty Shift</i>	<i>See Duty Shift Policy</i>	<i>Se Duty Shift policy</i>

ADOPTED AT AN OFFICIAL MEETING OF THE GOVERNING BOARD OF *WEST KLICKITAT REGIONAL FIRE AUTHORITY*, THIS *XXth DAY OF XXXX 2026*, THE FOLLOWING BOARD MEMBERS BEING PRESENT AND VOTING:

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