

West Klickitat Regional Fire Authority

Regular Meeting

119 NE Church Street White Salmon WA 98672.

Thursday February 20, 2024. 6:30pm. **Draft without Board approval**

- **The meeting was called to order at 18:32 by Chair Thomas Montag.**
- **Flag Salute.**
- **Attendance:**
WKRFA Governing Board: Quorum: Thomas Montag, David Lindley, Jason Hartmann, Ben Giant, Robert Connor, Charles Virts (Virts was remote via zoom).
Advisory groups/staff: Chief Wes Long, Bill Hunsaker, Rozalind Plumb, Eric Bosler.
- **Agenda:**
Motion to approve the agenda made by Ben Giant, second by Jason Hartmann, (5 in favor, 0 opposed) motion passed.
- **Minutes of the last Meeting.**
“Move to approve the minutes from January 16th, 2024”, made by Jason Hartmann, seconded by David Lindley. (5 in favor, 0 opposed) motion passed.
- **Public Comments:** None
- **Administrative Secretary’s report**
 - Financial report for January 2025. All funds from KCFD3 transferred to the WKRFA through the County Treasurer.
 - White Salmon funds have transferred to WKRFA and will show up on the February Treasurers Report.
 - Approval of the scripts –
Motion to approve the scripts for the general fund through February 10th. Made by Ben Giant, second by Robert Connor. (5 yay, 0 opposed) motion passed.
 - Budget- Discussion on the line items that have gone over budget. Of note was the apparel purchase. This is noted as a one-off purchase. Staff also noted the apparel purchase was \$9.69 more than was approved by the board. The board recognized the minor increase.
- **Fire Chief’s Report** – Chief Long reported there were two firefighter injuries on the structure fire the previous week. They have been reported to the Board for Volunteer Firefighters.
 - Call numbers appear to be up with 77 calls to date.
 - Annual CPR, hearing protection, Lock out tag out, and asbestos training has been completed.
 - Fleet Maintenance will begin in March.

- Community Wild Fire – Chief is scheduling a Community Meeting for May 3rd. He is trying to engage the community to prepare properties to be defensible in the event of a fire. He will also be talking to White Salmon City Council in March.
 - Ben Giant asked about the relationship between City of White Salmon Admin and the WKRFA. Chief said the relationship is good. He will maintain dialogue with them in relation to fire and emergency services.
 - Dock Grade Fuels Reduction Project – Discussion on the quality of work to date. Chief understands the contractor will be back.
- **Volunteer Representative Report.** Eric Bosler reported. They are working on a statement of dissolution to determine what would happen to resources should the association ever stop. Membership has been talking about a calendar of activities. Volunteer numbers are at 47.
 - **Information Only Items**
 - Nothing noted.
 - **Unfinished Business- Follow -up Items.**
 1. IT Services – Request for Proposals was advertised, and we received 5 proposals. Initial review by staff has been completed and they would like another opinion. Phase 1 will be a one time cost to add equipment and address chronic issues. Phase 2 is ongoing costs. Discussion on the ongoing costs being more than was budgeted back in November. The budget of \$13,000 was based on the old KCFD3 contract. The impact to the 2025 budget was discussed. The proposals had on going annual cost estimates ranging from \$14,040 to \$56,000. Most would also charge for travel. Ben Giant offered to review the proposals. He emphasized the importance of technology for efficiency and security. Discussion on when to award the contract. A special meeting can be arranged once the staff are ready to give a recommendation to the board.
 2. Apparel – see finance above.
 3. Annexation- last meeting the board was presented with a petition to annex property in the Lyons road area. The WKRFA Plan is currently written stating KCFD3 has the authority to annex properties into its boundaries, and therefore into WKRFA. Legal Counsel can write an amendment to the plan allowing WKRFA to have authority to annex. This would be a resolution amending the plan. Additional information is still needed to verify if the property would pay into he bond levy. The Board agreed to request legal counsel draft a resolution to amend the Plan. The current annexation will continue under KCFD3.
 - **Discussion Items**
 1. **Resolutions**
 - a. Resolution 2025-01 Petty cash.

“Motion to approve resolution 2025 -01 establishing Petty cash fund in the amount of \$300 dollars.” Made by Jason Hartmann, second by Ben Giant. (5 yay, 0 opposed, motion passed.

2. Policies

a. Records Management-

“Move to approve the records management policy as presented, number 900.” Made by Ben Giant, second by Jason Hartmann. (5 yay, 0 opposed) motion passed.

b. Accessing Public Records

“Move to approve the Accessing Public records Policy number 901.” Made by Jason Hartmann, second by David Lindley. (5 yay, 0 opposed) motion passed.

c. Subpoenas

“Move to approve the Subpoenas Policy number 902, as presented”, Made by Ben Giant, second by Jason Hartmann. (5 yay, 0 opposed) motion passed.

d. Patient Medical Record Security

“Move to approve the Patient Medical Records Security and Privacy Policy number 903, as presented”, Made by Jason Hartmann, second by Robert Connor. (5 yay, 0 opposed) motion passed.

e. Recognition Awards & Banquet

“Motin to approve the Recognition Awards and Banquet Policy number 300.02”, Made by David Lindley, second by Charles Virts. (5 yay, 0 opposed) motion passed.

3. Agreements

a. White Salmon Building Lease.

Move to approve the White Salmon Lease Agreement.” made by Jason Hartman. Second by Ben Giant (4 yay, 1 opposed[Charles Virts]) motion passed.

b. 2025 Employee Job descriptions and Agreements – Jason and Charles revised some of the language in the 2025 employee agreements and job descriptions. The staff were consulted, and all are in agreement with the edits.

“Move to approve the 2025 employee Job descriptions edits.” Made by Robert Connor, second by Charles Virts. (5 in favor, 0 opposed) motion passed.

“Move to approve the 2025 employee agreements edits.” Made by Jason Hartman, second by Charles Virts. (5 in favor, 0 opposed) motion passed.

c. Captain Job description – New job description for the captain position that will be advertised immediately.

Motion to approve captain position Job description. Made by Charles Virts, second by Robert Connor. (5 in favor, 0 opposed) motion passed.

- **Action Items**
 1. **Resolutions** – Approved see above
 2. **Policies** -Approved See above.
 3. **Agreements** –Approved. See the discussion above.
 4. **Other Action Items as needed**.- Captain Job Description -
- **Executive Session** (not needed).
- **Good of the order**- Jason Hartmann will be out of town next meeting. Ben Giant appreciated being excused from the last meeting as he was flying and unable to attend.
- **Next Meeting:**
Regular Board meeting March 20th, 2025, 18:30. Location: Station 30, 119 NE Church Street White Salmon.
- Motion to adjourn:
Motion to adjourn made by Ben Giant seconded by David Lindley. (5 in favor 0 opposed). Motion passed.

Meeting adjourned 19:27.

APPROVED:

Attest:

 WKRFA Chair -Thomas Montag (date)

 Secretary Rozalind Plumb

West Klickitat Regional Fire Authority
Special Meeting

119 NE Church Street White Salmon WA 98672.

Thursday March 6, 2024. 6:00pm. **Draft without Board approval**

- **The meeting was called to order at 18:00 by Chair Thomas Montag.**
- **Flag Salute.**
- **Attendance:**
WKRFA Governing Board: Quorum: Thomas Montag, David Lindley, Jason Hartmann, Ben Giant, Robert Connor, Charles Virts (Giant and Lindley remote via zoom).
Advisory groups/staff: Chief Wes Long, Rozalind Plumb.
Vendors represented: In person: Untethered, Radcomp. Remote: Eli McCombs, Colby W Chad's Note taking reader, Joel Rankin
- **Agenda:** *Motion to approve the agenda made by Charles Virts Ben Giant, second by Robert Connor, (5 in favor, 0 opposed) motion passed.*
- **Discussion:**
 1. IT Request for Proposals (RFP) – review of the process
 - 5 proposals were received.
 - Discussion on the evaluation process.
 - Summary of the evaluation review scores was provided in the meeting packet.
 - Recognition of the cost impact to the 2025 budget. The 2025 budget was based on KCFD3 operating costs. Additional cyber security and risk assessment from insurance, and additional email accounts increase ongoing running costs over what KCFD3 had been functioning under.
 2. Recommendation to the Board
 - Radcomp Technologies provided the proposal that best addressed the needs of the WKRFA outlined in the RFP.
- **Action:**
 1. ***Motion to approve Radcomp Technologies as the IT service provider made by Charles Virts, second by Ben Giant (5 yay, 0 opposed) motion passed.***
- **Next Meeting:** Regular Board meeting March 20th, 2025, 18:30. Location: Station 30, 119 NE Church Street White Salmon.
- **Motion to adjourn:** *Motion to adjourn made by Jason Hartmann seconded by Charles Virts. (5 in favor 0 opposed). Motion passed.*
Meeting adjourned 18:12.

APPROVED:

Attest:

WKRFA Chair -Thomas Montag (date)

Secretary Rozalind Plumb

DRAFT

March 20, 2025
Finance Report
WKRFA

| | Fund | Beginning Balance | Deposits | Disbursements | Ending Balance |
|---|---------------|-------------------|------------|---------------|----------------|
| 1 | General 615.1 | 1,069,811.58 | 9,544.73 | 47,451.77 | 1,031,904.54 |
| 2 | Capital 615.3 | 7,232.72 | 349,293.00 | 0.00 | 356,525.72 |
| 4 | Invested Gen | 0.00 | | | |
| 5 | Invested CAP | 0.00 | | | |

1. GENERAL EXPENSE FUND 615.1: See 2025 Operating Budget table and graphs.

General Expenditure Scripts for approval

| Date | Amount | Date | Amount |
|-----------|----------|-----------|----------|
| 2/24/2025 | 1,000.98 | 3/12/2025 | 3,789.00 |
| 2/26/2025 | 829.10 | | |
| 3/06/2025 | 1,497.73 | | |
| 3/10/2025 | 6,798.77 | | |
| 3/11/2025 | 7,051.10 | | |

2. CAPITAL FUND 615.3: See 2025 Capital summary.

Capital Expenditure Scripts for Approval

| Date | Amount |
|------|--------|
| | |

3. Internal Review and Reconciliation

| | Date | By |
|--------------------|----------|--------------------|
| Treasurer's Report | 03/18/25 | Commissioner Virts |
| Auditor's Report | 03/18/25 | " |
| Credit Card | 03/18/25 | " |
| Petty Cash | 03/18/25 | " |
| Payroll | 03/18/25 | " |
| General Deposits | 03/18/25 | " |



**Klickitat County
Treasurer Report
February 2025**

WIKRFA
MAR 12 REC'D
2025

| | Fund No.: | 506 | 615.1 | 615.3 |
|---|------------|-------------------|------------------------|------------------------|
| | Fund Name: | INFO SERVICES R&R | RFA W. KICKITAT | RFA W. KICKITAT CAP |
| BEGINNING CASH BALANCE | 1 | \$ - | \$ 1,069,811.58 | \$ 7,232.72 |
| +++ Increases +++ | | | | |
| Receipts (Revenue Dist Rpt) | 2 | - | 3,106.73 | 349,293.00 |
| Netted Transactions | 3 | - | - | - |
| Matured Investments | 4 | - | - | - |
| Interfund Transfers - In (397) | 5 | - | 6,438.00 | - |
| Other Revenue - JE's | 6 | - | - | - |
| Subtotal Increases | 7 | - | 9,544.73 | 349,293.00 |
| << Disbursements >> | | | | |
| Other Expenditures - JE & KC AP | 8 | - | 14,342.66 | - |
| Interfund Transfers - Out (597) | 9 | - | - | - |
| New Investments | 10 | - | - | - |
| Disbursements (AP & PR) | 11 | - | - | - |
| E - Transactions (ACH & EFTPS) | 12 | - | 33,109.11 | - |
| Debt Service P&I | 13 | - | - | - |
| Other | 14 | - | - | - |
| Subtotal Disbursements | 15 | - | 47,451.77 | - |
| ENDING CASH BALANCE | 16 | \$ - | \$ 1,031,904.54 | \$ 356,525.72 |
| WARRANTS | | | | |
| Previous Month O/S | 17 | - | - | - |
| Issued (+) | 18 | - | - | - |
| Redeemed (-) | 19 | - | - | - |
| Canceled (-) | 20 | - | - | - |
| WARRANTS OUTSTANDING (O/S) | 21 | - | - | - |
| Cash Balance <O/S Warrants > | 22 | \$ - | \$ 1,031,904.54 | \$ 356,525.72 |
| INVESTMENTS | | | | |
| Beginning Inv Balance | 23 | - | - | - |
| Matured Investments | 24 | - | - | - |
| New Investments | 25 | - | - | - |
| ENDING INVESTMENT BALANCE | 26 | - | - | - |
| DEBT SERVICE/BOND ACTIVITY | | | | |
| Beginning Bond Principle Balance | 27 | - | - | - |
| Bond Principle Payments | 28 | - | - | - |
| Bond Interest Payments | 29 | - | - | - |
| ENDING BOND PRINCIPLE BALANCE | 30 | - | - | - |



KLICKITAT COUNTY

Fund Revenue Distribution
As of 02-28-2025

| Fund | Account | Description | Year | Daily | Month-To-Date | Fiscal Year-To-Date |
|--------|------------|--------------------------|------|----------|---------------|---------------------|
| 615001 | RFA WK GF | | | | | |
| | 615131111 | Real & Personal Property | 2025 | \$442.49 | \$1,987.42 ✓ | \$1,987.42 |
| | 615138611 | Agency Deposits | 2025 | \$0.00 | \$1,119.31 | \$8,877.82 |
| | | Fund Totals: | | \$442.49 | \$3,106.73 | \$10,865.24 |
| 615003 | RFA WK CAP | | | | | |
| | 615338611 | Agency Deposits | 2025 | \$0.00 | \$349,293.00 | \$349,293.00 |
| | | Fund Totals: | | \$0.00 | \$349,293.00 | \$349,293.00 |

