

# West Klickitat Regional Fire Authority

## Regular Meeting

119 NE Church Street White Salmon WA 98672.

Thursday March 20, 2025. 6:30pm.

- The meeting was called to order at by Chair Thomas Montag at 18:30.
- Flag Salute.
- Attendance:  
**WKRFA Governing Board:** Quorum: Thomas Montag, David Lindley, Ben Giant, Robert Connor, Charles Virts (excused Jason Hartman)  
**Advisory groups/staff:** Chief Wes Long, Rozalind Plumb, Jennifer McLean, Eric Bosler.
- Agenda:  
**Motion to approve the agenda made by Giant, second by Virts, (4 in favor, 0 opposed) motion passed.**
- Minutes of the last Meeting.  
**"Move to approve the minutes from February 20<sup>th</sup> and March 6<sup>th</sup>, 2025", made by Virts, seconded by Connor. (4 in favor, 0 opposed) motion passed.**
- Public Comments: None
- Administrative Secretary's report
  - Financial report for February 2025. All funds from KCFD3 transferred to the WKRFA through the County Treasurer.
  - Approval of the scripts  
**Motion to approve the general fund expense scripts dated 2/24/25 for \$1,000.98; 2/26/25 \$829.10; 3/6/25 \$1,497.73; 3/10/25 \$6,798.77; 3/11/25 \$7,051.10; 3/12/25 \$3,789.00. Made by Virts, second by Connor. (4 yav, 0 opposed) motion passed.**
  - General fund balance is large at this time but \$800,000 has been invested in the state pool and will show up next month as invested.
  - Capital fund \$350,000 has been invested in the state pool. In addition, the Plan states 10 of the taxes will be set aside to Capital. We will review the total at the end of the year.
  - Investments – Are invested by the county into the state Pool.

### General Admin report –

We have had 3 Public Record requests to date. Legal Counsel was required for one. In the process of reviewing our policies, the advice from Legal is to approve a resolution stating that having an records index would be a burden to the agency. This will require Staff follow up. Some discussion on the nature of the public records requests and nothing is of concern at this time.

IT Bid – There was a verbal complaint about the process, but legal counsel has assured us the process is completely defensible.

- **Fire Chief's Report** –Working on hiring of the captain and requesting that two members of the board are available on April 12th for the assessment center. Six of our volunteers have agreed to participate in the selection process. We will have an interview oral board panel.
- Under Canvas is nearly complete. They invited the county to sit down with them because they have a list of conditional use comments that they need to comply with as part of their permitting. I'm currently working with their risk manager to finalize their site emergency plan which includes fire EMS evacuations. I must sign off on that piece and when I do, I'll draft a formal letter to them and the county. I'll be paying them a site visit during their employee training to make sure that they're going through that. It will be required by us that we do a site visit annually prior to them opening for the season. The observation I have right now is wildfire on the facility itself is not a huge concern. It's always a possibility but I think they've done a good job breaking up the continuity. I talked about light grasses and they're going to take my recommendations to break up the grass continuity to prevent fire spread.
- Vehicle title transfers are almost wrapped up with a couple more plates to put on.
- TRAINING -we've had some really good training and have a couple new couple folks who are interested in joining. Training has been well attended, and the tasks have been creative, challenging, active, short and to the point. Last Tuesday evening they had a great drill up on Snowden so we're out in the community doing some training and I'm sure somebody saw us. As we hire one Captain, and then hire another per plan this year, we will start to see more opportunities for flexible training for our volunteers. Still high on the radar is the duty shift program and that will bring a lot more opportunities for people to have flexible training. Six people still in fire Academy and we are helping deliver that program. It's going really well. The curriculum is a little hard and dry online. The two EMT students that are in EMT school through Columbia gorge Community College are both doing well.
  
- **Volunteer Representative Report.** Eric Bosler reported. The volunteer Association is officially a 501(C) (3) so the government both in the state and then the federal level have approved it we're an active recognized association. The next step is transferring the funds from the two old associations and we will be totally in business.
  
- **Information Only Items**
  - Nothing noted.
  
- **Unfinished Business- Follow -up Items.**
  1. IT Services –
  2. Annexation- Summary of annexation process is that KCFD3 should continue to authorize annexations into unincorporated areas. The WKRFA Plan can be amended to allow the RFA to annex in the future when KCFD3 no longer exists. If WKRFA were to annex the unincorporated areas now, then those properties would not be eligible to vote for KCFD3 board members, who would represent them on the WKRFA Board. The board received a summary of the annexation

issues and a draft resolution to amend the WKRFA Plan. No decision is needed today.

- **Discussion Items**

1. **Resolutions**

- a. Annexation – Amendment to the WKRFA Plan, See summary of annexation above. Any amendments to the plan create formatting changes and some formatting can be corrected. Hold until next meeting
- b. Records Index. – Admin need to work on the is project per legal counsel.

2. **Policies-** None noted.

3. **Agreements**

- a. FEPP – Federal Excess Property Program Our current brush 32 is a FEPP truck given to us from the federal government. Fire District 3 entered into an agreement to maintain it, put license plates on it, insure it and it's ours until we turn it back to them. Board approved authorizing Chief to change the agreement from KCFD3 to WKRFA
- b. Radcomp – IT service provider agreement. The Special meeting authorized moving forward with Radcomp. David Lindley stated that when they authorized the vendor at the special meeting, they authorized staff to move forward with the agreement.

- **Action Items**

1. **Resolutions –**
2. **Policies -**
3. **Agreements –**
4. **Other Action Items as needed.**

Hiring Process- Chief asked for the board's approval to utilize the 'rule of three' whereby the Chief has authority to make the final decision out of the top 3 candidates. Chief noted that based on his career path and history and a lot of others you go through an assessment center you bring along your resume who you are and some people do better during assessment. The goal is to do our best to find the right person for us. We will be asking that person to do specific tasks into a culture that is unique to us. They will be assigned training, and mentoring, so I just want to make sure that I have the tools to be able to pick out of the top three  
All board members are in favor of the rule of 3.

- **Executive Session** (not needed).
- **Good of the order.** None noted
- **Next Meeting:**  
**Regular Board meeting April 17th, 2025, 18:30.** Location: Station 30, 119 NE Church Street White Salmon.
- **Motion to adjourn:**

**Motion to adjourn made by Connor seconded by Giant. (5 in favor 0 opposed). Motion passed.**

Meeting adjourned 19:07

**APPROVED:**

Thomas Montag 4/13/25  
WKRFA Chair -Thomas Montag (date)

**Attest:**

Rozalind Plumb  
Secretary Rozalind Plumb