

West Klickitat Regional Fire Authority

Regular Meeting

119 NE Church Street White Salmon WA 98672.

Thursday June 19, 2025. 6:30pm.

- The meeting was called to order by Chair Thomas Montag at 18:30.
- Flag Salute.
- Attendance:
WKRFA Governing Board: Quorum: Thomas Montag, Ben Giant, Robert Connor, Charles Virts, and David Lindley.
Absent: Jason Hartman
Advisory groups/staff: Chief Long, Eric Bosler, Rozalind Plumb, Thomas Crumpacker.
- Agenda:
"Motion to approve the agenda" made by David Lindley second by Charles Virts, (4 in favor, 0 opposed) motion passed.
- Minutes of the last Meeting.
"Move to approve the minutes from May 15th, 2025 and May 28.", made by Ben Giant, seconded by Bob Connor (4 in favor, 0 opposed) motion passed.
- Public Comments: None
- Administrative Secretary's report
 - The financial report for May 2025 was reviewed. Investment from General is now \$1.5 million. Capital investment is \$350,000.
 - Discussion on the interest earned. Every month the Interest earned is deposited into the respective fund the investment is from. Best practice is to invest the interest earned as soon as it is available. Past practice has been to include the interest earned with additional excess funds. Staff will start investing the interest as soon as possible.
 - Discussion on the Operating Budget. Some line items are over budget. The expenses for advertising include the fees for advertising the captain position, the surplus fire engine and the IT services. These are all uncommon expenses, and we would not expect to see them recurring. Also noted the sale of the fire engine net the RFA \$78,900 which does not show on the budget spreadsheet. Vehicle parts and repairs have also shown some additional cost and the cost of servicing 2 compressors. Staff have reviewed the budget and are watching closely on what we need to budget for in 2026. There is no concern about running over the total budget as other line items such as wages and volunteer stipends were funded but the staffing programs have not yet taken effect.

- Approval of the scripts.

Move to approve the general expense fund scripts the first being dated 05/19/2025 in the amount of \$10,196.94, second one being 06/02/25 in the amount of \$1,314.13, next dated 06/04/25 \$13,166.99, fourth one dated 06/10/2025 \$11,210.74, and the final one dated 06/12/25 in the amount of \$10,097.92.' Made by Charles Virts, second by Ben Giant. (4 yay, 0 opposed) motion passed.

- **Fire Chief's Report** –See attached.

Chief Long commented on the next phase of hiring a full-time firefighter but recognizes the need for a formal hiring policy (along with other personnel policies). The budget has been reviewed and while there are over runs, we have also been accurate on other expected costs. Fleet repairs have had some impact but are priority.

The recent fires in Rowena and Skamania County prompted a response from WKRFA.

Captain Crumpacker is in his 3rd week and doing well. There are lots of projects.

The chief is currently on fire mobilization near Chelan. The captains are covering in his absence. Charles Virts asked if there was a process to notify the board when the Chief is out of town. Chief notifies the chairman.

Training: Fire shelters, ladders and inspections, wildland progressive hose drills and fire equipment inspections. Upcoming training includes water safety and river awareness. Chief noted that he and Captain Crumpacker are strategizing ways to work in flexible training opportunities. That will evolve when we have additional firefighters.

Charles Virts commented that the ADA walkway at station 31 still needs to be addressed. Discussion on the status. KCFD3 went to bid for the project but the board decided the quotes were too expensive and rejected the bids. The chief asked where the board would like to pull the money to achieve the project. Place on the agenda for next meeting.

- **Volunteer Representative Report.** Eric Bosler reported that the Volunteer Association of SW Fire & Rescue will be the nonprofit organization advertised by Everybody's Brewing for their promotional program. The program offers customers the option to add donations to their payments.
- **Information Only Items**
 - Staff have closed 2 of the 3 open public record requests.
 - The 2024 State audit reports for both KCD3 and WKRFA were submitted on time to the state.
- **Unfinished Business- Follow -up Items.**
 1. IT Services – Working with Radcomp and other vendors to get this project completed. Wiring for new phone jacks and Wi-Fi is being scheduled.
- **Discussion Items**
 1. **Resolutions**

Credit cards. Discussion on the need to open a new credit card account and the need for a resolution, policy, and minutes that name the individuals who will be issued credit cards. The resolution makes reference to the credit card policy, so the board opted to approve the policy before the resolution. The bank required named individuals. Those individuals are *Wesley Long, Jennifer McLean, Rozalind Plumb, Thomas Crumpacker, Jesse Wardwell, Jeremy Grose and Jonathan Riggelman.*

"I move to approve Policy 205 credit card policy and use." Made by Ben Giant, second by David Lindley. (5 yay, 0 opposed) motion passed.

Resolution 2025-03 Adopting Policy & Procedure for WKRFA credit card use was read in full by Charles Virts. "Motion to approve" made by Ben Giant seconded by David Lindley. (5 yay, 0 opposed) motion passed.

2. Policies-

- *Personal appearance,*
- *Grievance*
- *Drug and alcohol-free Workplace*
- *Emergency recall of Career Employees*
- *Use of facilities*
- *None presented. Personnel policies are needed. Roz will prepare a list of policies needed. Jason Hartmann offered to help review.*

"I move to approve number 1110 Emergency recall of career employees, in addition to number 1119 Grievance Procedure, in addition to 1126 Drug and Alcohol Free Workplace, in addition to 1127 Personal Appearance Standards, in addition to 1206 Use of WKRFA Facilities." Made by Ben Giant, second by David Lindley. (4 yay, 0 opposed, Virts abstained) motion passed.

3. Agreements

a. Memorandum of Understanding between the City of White Salmon and the West Klickitat Regional Fire Authority Regarding Planning, Development , and Life Safety Coordination.

Discussion on the intent of the MOU and how collaboration between the two agencies is in the best interest of the safety of the constituents. However, there is concern over the liability of the WKRFA signing off on documents for the City when the WKRFA does not currently have anybody trained in the Uniform Fire Code. Traditionally this would fall under the Fire Marshal or Building Official position. Signing off on planning documents requires credentialing (Fire Inspector 1 and Fire Inspector 2). It is common practice for agencies providing those services to be paid for the service. Most Counties have a Fire Marshal Klickitat does not. Additional discussion on the fire hydrant maintenance, the hydrants fall under Public works. The Chief noted he talked with City Manager and said the Fire staff could assist with the hydrants. It was also noted the bulk water use agreement mentions hydrants and there is concern for scope creep. Chief Long will continue to talk with the City Manager and report back to David Lindley on the topic.

4. Purchase Request – Chief asked to purchase needed **Positive Pressure Fans** – the ones we have are 30 years old and have been needing repairs. These would be a capital item

“Motion to approve purchase request” made by Charles Virts seconded by David Lindley. (5 yay, 0 opposed) motion passed.

- **Action Items**

1. **Resolutions** –Resolution 2025-03 credit cards - Approved
2. **Policies** – See above - Approved
3. **Agreements** –MOU – on hold.
4. **Other Action Items as needed.** Purchase Request for 3 Positive Pressure Fans- Approved

- **Executive Session** Not needed.

- **Good of the order.** None

- **Next Meeting:**

Regular Board meeting July 17th, 2025, 18:30. Location: Station 30, 119 NE Church Street White Salmon.

- ***Motion to adjourn made by David Lindley seconded by Robert Connor. (5 in favor 0 opposed). Motion passed.***

Meeting adjourned 19:33.

APPROVED:



WKRFA Chair -Thomas Montag (date)

Attest:



Secretary Rozalind Plumb