

WKRFA Agenda Item.

Agenda Item	St 31 ADA Walkway
Background	<p>ADA Walkway needed at station 31 from front door to side door. Project to include steps.</p> <ul style="list-style-type: none"> • 2020- was cut from the Capital improvements project • 2023 – bids requested. Board denied all due to high cost \$17,458 • October2025 used MRSC roster for Small Business. No bids received. • Re bid for closing date Feb 13 to MRSC Roster – • 14 bids • Bids range from \$15,817.20 to \$49,638.03 • Reviewed bids against specs and ranked by score • Secondary rank by cost.
Discussion items	<p>Review the ranked list. One vendor is 1st on both ranks</p>
Proposal	<p>Authorize staff to accept bid from 1st choice. Authorize staff to award to alternates is needed.</p>

**LEASE AGREEMENT
BETWEEN MOUNT ADAMS RESOURCE STEWARDS AND THE
WEST KLICKITAT REGIONAL FIRE AUTHORITY**

THIS LEASE AGREEMENT (hereinafter “Lease”) is between the West Klickitat Regional Fire Authority, a municipal corporation of the State of Washington, (“WKRFA”) and Mount Adams Resource Stewards, a registered 501c3 Non-Profit organization (“MARS”).

RECITALS

1. WKRFA has maintained a fire department and owns real property used for fire department services legally described in **Exhibit A** and located at 200 Husum Street Husum WA 98623, “Property.”
2. At its regularly scheduled Board of Commissioners meeting on December 18, 2025, the WKRFA Board authorized the fire chief to provide a DRAFT lease agreement for the purposes of MARS using unused space at Station 31. This is due to the mission of MARS being in direct support of one key objective for WKRFA. Work with all stakeholders and collaborators to increase wildland fire resiliency in our district coverage area and beyond.
3. Effective TBD March 1, 2026, the Property will be used jointly by the WKRFA and the MARS under the terms of this Lease.

AGREEMENT

NOW, THEREFORE, WKRFA and MARS agree as follows:

1. PREMISES.
 - 1.1. **Premises Defined.** **Exhibit B** attached hereto and incorporated herein depicts the buildings and other improvements on the Property that are used exclusively for WKRFA purposes, exclusively for MARS purposes, and jointly by WKRFA and MARS. WKRFA leases to MARS space known as the “stage” and areas adjacent to the building outside to support the Mission of MARS. MARS shall be afforded use of the gymnasium in such a manner that supports the primary needs of MARS and renders the gymnasium available for use by WKRFA.
 - 1.2. **Common Area.** MARS also has the right to use jointly with WKRFA the areas depicted in Exhibit B for joint use by WKRFA and MARS (the “Common Area”) along with sidewalks. Joint use areas are described as follows and illustrated in Exhibit B; Gymnasium, kitchen, bathroom/shower rooms, public space entrance, agreed upon portions of the truck bay, parking on the NE corner of the building and parking behind the building.
 - 1.3. **As-Is.** WKRFA is providing the Premises and Common Area in “as-is” condition for MARS use. WKRFA makes no representation regarding the condition of the Premises and Common Area, or improvements located on the same.

2. USE.

- 2.1. **Permitted Use.** MARS shall use the Premises and Common Area as defined in Exhibit B for MARS Stewardship Crew, and for no other purpose. Permitted use shall be aligned with the mission of MARS and WKRFA. MARS agrees that no portions of WKRFA facilities are to be used for private, political or other non-MARS/WKRFA purposes. No rooms are to be made available to the public unless fully vetted and necessary agreements are on record with WKRFA's Facility Use Agreement policy.
- 2.2. **Restrictions on Use.** If MARS fails to comply with all or any of the restrictions on the use of the premises set out in subsection 2.1, WKRFA shall notify MARS and provide MARS a reasonable time of 20 business days to take all steps necessary to remedy the failure. If MARS fails to do so in a timely manner, then WKRFA may take any steps necessary to remedy the failure. Upon demand by WKRFA, MARS shall pay all costs of the remedial action. MARS agrees that violations to this agreement substantially support invocation of Section 12 of this agreement.
- 2.3. **Community / Meeting Room.** The meeting room on the west end of the building are not part of this agreement. However, MARS can use this space on a case-by-case basis. Coordination shall be in writing with WKRFA. WKRFA reserves priority for scheduling purposes.
- 2.4. **EOC Use.** During bonified emergency events that require activation of an emergency operations center (EOC), WKRFA shall have priority for use of common space areas until the emergency has stabilized. For this purpose, common areas include all portions of the building with the exception of the "stage" and relevant property of MARS.

3. TERM.

- 3.1. **Term Defined.** The term of this lease shall be broken into phases to ensure a positive working relationship between WKRFA and MARS is sustainable.
 - (a) A temporary lease shall have a term of one year and will automatically terminate on March 1, 2027.
 - (b) MARS shall provide WKRFA with a written request to renew this lease beyond March 1, 2027 no less than 90 days prior to March , 2027. Should WKRFA elect to terminate or not renew this lease, written notification to MARS shall be provided no less than 60 days before March 1, 2027.
 - (c) If the lease is renewed on March 1, 2027, the lease shall be for additional one year terms that will automatically renew each March 1 unless either party provides written notification of its intent to terminate this lease at least 90 days prior to the March 1 renewal date.

4. LEASE PAYMENT.

- 4.1. **Rent.** Monthly lease payments of \$1200.00 shall be submitted to WKRFA no later than the 10th business day of each month. MARS shall also pay on a monthly basis the Leasehold Excise Tax on the base rent at the statutory rate (currently 12.84%). Occasional lease payment adjustments may be required and shall be negotiated between the parties to this agreement. By signature of this agreement MARS understands that WKRFA must comply with rules applicable to use of public facilities, including a requirement that WKRFA must evaluate market rate conditions when determining monthly lease costs to MARS for space used in WKRFA Fire Station 31. Lease considerations shall include mutually-beneficial services such as outlined in the original proposal – Exhibit C of this document.

Monthly Lease	\$1,200.00
Excise Tax (currently 12.84%)	\$154.08
Water	\$10.00
Propane	\$150.00
Electricity	\$75.00
Total Monthly Due	\$1589.08

5. UTILITIES AND OTHER EXPENSES.

- 5.1. **Electric, Garbage, Natural Gas, Sewer.** MARS shall pay WKRFA \$325 per month for gas and electricity use. MARS agrees to arrange for appropriate refuse removal as WKRFA does not subscribe to garbage services due to proximity to the local refuse transfer station.
- 5.2. **Water.** MARS shall provide \$10.00 dollars per month. Changes to WKRFA water utility shall adjusted as needed when monthly rates from Fordyce Water Association is increased.
- 5.3. **Bulk Water Use.** Bulk Water use for non-emergency use of fire hydrants on WKRFA property shall be negotiated between MARS and Fordyce Water Association. MARS shall provide WKRFA with copies of any written agreements.

- 5.4. **Janitorial.** WKRFA does not utilize a janitorial service for Station 31. MARS agrees to keep all use space clean and organized. Cleaning supplies are not provided. Use of public spaces previously adopted by WKRFA (Meeting space in gym, bathrooms/showers and kitchen) are subject to public view and shall be kept in a clean and orderly manner at all times.
- 5.5. **Phone/Internet** MARS shall provide phone service for their operation if needed. MARS will be allowed to utilize WKRFA phones so long as there is no impedance to the district. MARS shall be allowed to utilize WKRFA internet guest access.

6. MAINTENANCE AND REPAIR.

- 6.1. **Routine Maintenance.** Station 31 is not a new facility. However, all necessary elements of the building are in working order, heating, lighting, plumbing.
- 6.2. **Major Repairs and Maintenance** WKRFA shall be responsible for all Major Repairs with the exception that MARS shall be responsible for all major repairs which are caused by the intentional or negligent acts of MARS employees, agents, or licensees.
- 6.3. **Additions and Improvements to Premises.** MARS may, at its sole cost and expense with the written advance approval of WKRFA and in compliance with all laws and regulations, make any and all additions, repairs, alterations, maintenance, replacement, or changes to the Premises or any improvements on the Premises which may be desired by MARS or required by any public authority. All additions, repairs, alterations, replacements, or changes to the Premises shall be made in accordance with Section 7.

7. TENANT IMPROVEMENTS.

- 7.1. **Construction.** Prior to any construction, alteration, replacement, removal, or major repair of any improvements on the Premises, MARS shall submit to WKRFA plans and specifications which describe the proposed activity. Construction shall not commence until the WRKFA has approved the plans and specifications in writing. MARS shall be authorized to perform necessary construction to accommodate operational needs of the stage area only. No other construction shall be authorized by WKRFA without specific authorization. Any and all construction permits shall be obtained by MARS on behalf of WKRFA after written plans are submitted to WKRFA for approval. Placement permits for future storage containers shall be obtained by MARS. The provisions of this section do not obviate any permit requirements that may apply to the proposed activity. The building and premises are public property and public works rules apply. – improvements would need to be done through WKRFA public works process.
- 7.2. **Unauthorized improvements.** Unauthorized construction shall constitute grounds for immediate termination of this agreement. MARS agrees to remove all possessions and property from WKRFA within 90 days under this section of the agreement. MARS

shall be responsible for the cost and removal and/or disposal of any MARS related property under this section whether or not WKRFA initiates any action. Any action of this provision shall be subsequent to 30 days advanced written notification by parties involved.

8. INDEMNIFICATION.

- 8.1. MARS shall defend, indemnify, and hold harmless WKRFA, its officers, officials, employees and volunteers from and against any and all claims, suits, actions, or liabilities for injury or death of any person, or for loss or damage to property, which arises out of MARS use of Premises, or from the conduct of MARS business, or from any activity, work or thing done, permitted, or suffered by Lessee in or about the Premises, except only such injury or damage as shall have been occasioned by the sole negligence of WKRFA . It is further specifically and expressly understood that the indemnification provided herein constitutes the MARS waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated and agreed to by the MARS and WKRFA. The provisions of this section shall survive the expiration or termination of this Lease. The provisions of Section 8 shall survive the expiration or termination of this Lease.

9. ASSIGNMENT AND SUBLETTING.

- 9.1. MARS shall not sell, convey, mortgage, assign, pledge, sublet, or otherwise transfer or encumber all or any part of MARS interest in this Lease or the Premises without the WKRFA's prior written consent in their sole discretion. In the event of such consent, each permitted transferee shall assume all obligations under this Lease. No assignment, sublet, or transfer shall release, discharge, or otherwise affect the liability of MARS. A dissolution of MARS shall be deemed to be an assignment of this Lease. The acceptance by MARS of the payment following an assignment or other transfer shall not constitute consent to any assignment or transfer. MARS consent shall not be required for a sublease of the premises to another governmental entity providing services that directly support and benefit the operation of the regional fire authority.

10. INSURANCE.

10.1. Insurance Term

- (a) MARS shall procure and maintain for the duration of the Lease, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the MARS's operation and use of the Property.

10.2. No Limitation

- (a) MARS's maintenance of insurance as required by the Lease shall not be construed to limit the liability of the MARS to the coverage provided by such insurance, or otherwise limit WKRFA's recourse to any remedy available at law or in equity.
- 10.3. MARS shall obtain insurance of the types and coverage described below:
- (a) Commercial General Liability insurance shall be at least as broad as Insurance Services Office (ISO) occurrence form CG 00 01 and shall cover premises and contractual liability. The WKRFA shall be named as additional an insured on MARS's Commercial General Liability insurance policy using ISO Additional Insured-Managers or Lessors of Premises Form CG 20 11 or a substitute endorsement providing at least as broad coverage.
 - (b) Property insurance shall be written on an all risk basis.
- 10.4. MARS shall maintain the following insurance limits:
- (a) Commercial General Liability insurance shall be written with limits no less than \$2,000,000 each occurrence, \$2,000,000 general aggregate.
 - (b) Property insurance shall be written covering the full value of MARS's property and improvements with no coinsurance provisions.
- 10.5. Other Insurance Provisions
- (a) MARS's Commercial General Liability insurance policy or policies are to contain, or be endorsed to contain that they shall be primary insurance as respect WKRFA. Any insurance, self-insurance, or self-insured pool coverage maintained by WKRFA shall be excess of the MARS's insurance and shall not contribute with it.
- 10.6. Acceptability of Insurers
- (a) Insurance is to be placed with insurers with a current A.M. Best rating of not less than A: VII.
- 10.7. Verification of Coverage
- (a) MARS shall furnish WKRFA with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the MARS.
- 10.8. Waiver of Subrogation
- (a) MARS hereby agrees to waive rights of subrogation which any insurer of MARS may acquire from MARS by virtue of the payment of any loss. MARS agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation. The General Liability and Workers' Compensation policies shall be endorsed with a waiver of subrogation in favor of WKRFA for all work performed by the MARS, its employees, agents and subcontractors

10.9. WKRFA's Property Insurance

- (a) WKRFA shall purchase and maintain during the term of the Lease all-risk property insurance covering the building for its full replacement value without any coinsurance provisions.

10.10. Notice of Cancellation

- (a) MARS shall provide WKRFA with written notice of any policy cancellation within two business days of their receipt of such notice.

10.11. Failure to Maintain Insurance

- (a) Failure on the part of MARS to maintain the insurance as required shall constitute a material breach of lease, upon which WKRFA may, after giving five business days notice to MARS to correct the breach, terminate the Lease or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with any sums so expended to be repaid to WKRFA on demand.

10.12. WKRFA Full Availability of MARS Limits

- (a) If MARS maintains higher insurance limits than the minimums shown above, WKRFA shall be insured for the full available limits of Commercial General and Excess or Umbrella liability maintained by MARS, irrespective of whether such limits maintained by MARS are greater than those required by this Lease or whether any certificate of insurance furnished to WKRFA evidences limits of liability lower than those maintained by MARS.

11. DAMAGE OR DESTRUCTION.

The parties recognize that some or all use of the Property or Premises may be interfered with or prevented because of fire, earthquake, flood, storm, landslide, act of war, vandalism, theft or other extraordinary casualty ("Casualty").

- 11.1. **Material Damage.** If the Premises or Common Area are damaged or destroyed by fire or any Casualty in a manner that prevents MARS from using the property, either WKRFA or MARS may terminate this lease with 30 days notice and rent shall be abated during the notice period.

12. DEFAULT AND REMEDIES.

- 12.1. **Acts Constituting Default.** MARS shall be in default of this Lease on the occurrence of any of the following:

- (a) Failure to pay expenses when due.

- (b) Failure to comply with any law, regulation, policy, or order of any lawful governmental authority.
- (c) Failure to comply with any other provision of this Lease.
- (d) Failure to cure a default pursuant to Section 12.2 below.
- (e) Proceedings are commenced by or against MARS under any bankruptcy act or for the appointment of a trustee or receiver of MARS Premises; or
- (f) MARS vacates or abandons the Premises.
- (g) MARS no longer exists as a registered 501c3 non-profit.
- (h) MARS is disbarred from doing any business with any governmental organization.
- (i) Allegations or substantiated examples of fraudulent activity under any agreement, grant or contact with any other recognized government entity whereas MARS is a defendant in any investigation or court proceedings.
- (j) Allegations or substantiated criminal investigations or court proceedings involving MARS, or it's employees that negatively impact WKRFA's reputation or ability to exist under RCW 52.
- (k) Failure to provide necessary written documentation when and where applicable.

12.2. **Failure to Cure.** A default shall become an event of default ("Event of Default") if MARS fails to cure, or takes positive steps to cure, the default within thirty (30) days after WKRFA provides MARS with written notice of default, which specifies the nature of the default.

12.3. **WKRFA's Remedies Upon Default.** Upon an Event of Default, WKRFA may terminate this Lease and remove MARS by summary proceedings or otherwise. WKRFA's reentry or repossession of the Property under this subsection shall not be construed as an election to terminate this Lease or cause a forfeiture of rents or other charges to be paid during the balance of the Term, unless WKRFA gives a written notice of termination to MARS or termination is decreed by legal proceedings.

13. ENTRY BY WKRFA.

WKRFA shall have the right to enter the premises leased solely to MARS as outlined in Exhibit B at any reasonable hour to inspect for compliance with the terms of this Lease upon twenty-four (24) hours' notice. MARS agents shall comply with all WKRFA's work safety rules and restrictions.

14. NOTICE.

Any notices required or permitted under this Lease may be personally delivered, delivered by e-mail, or mailed by certified mail, return receipt requested, to the addresses listed on the signature page or to such other places as the parties may direct in writing from time to time. A notice shall be deemed given and delivered upon personal delivery, or three (3) days after being mailed as set forth above, whichever is applicable. A notice sent by email shall be deemed to have been received at the time shown in a delivery confirmation report generated by the sender's email system.

15. MISCELLANEOUS.

- 15.1. Authority. WKRFA and MARS represent that each person signing this Lease on its behalf is authorized to do so.
- 15.2. Successors and Assigns. This Lease shall be binding upon and inure to the benefit of the parties, their successors, and assigns.
- 15.3. Headings. The headings used in this Lease are for convenience only and in no way define, limit, or extend the scope of this Lease or the intent of any provision.
- 15.4. Entire Agreement. This Lease, including the exhibits and addenda, if any, contains the entire agreement of the parties. All prior and contemporaneous agreements, promises, representations, and statements relating to this transaction or to the Premises, if any, are merged into this Lease.
- 15.5. Waiver. The waiver by WKRFA of any breach or default of any term, covenant, or condition of this Lease shall not be deemed to be a waiver of such term, covenant, or condition; of any subsequent breach or default of the same; or of any other term, covenant, or condition of this Lease. WKRFA's acceptance of a rental payment shall not be construed to be a waiver of any preceding or existing breach other than the failure to pay the particular rental payment that was accepted.
- 15.6. Cumulative Remedies. The rights and remedies of WKRFA under this Lease are cumulative and in addition to all other rights and remedies afforded to WKRFA by law or equity or otherwise.
- 15.7. Time is of the essence. TIME IS OF THE ESSENCE as to each and every provision of this Lease.
- 15.8. Invalidity. If any provision of this Lease prove to be invalid, void, or illegal, it shall in no way affect, impair, or invalidate any other provision of this Lease.
- 15.9. Applicable Law and Venue. This Lease shall be interpreted and construed in accordance with the laws of the State of Washington. Any reference to a statute shall mean that statute as presently enacted or hereafter amended or superseded. Venue for any action arising out of or in connection with this Lease shall be in the Superior Court for Klickitat County, Washington.
- 15.10. Modification. Any modification of this Lease must be in writing and signed by the parties. WKRFA shall not be bound by any oral representations or statements.
- 15.11. Quiet Enjoyment. WKRFA covenants and agrees that MARS, upon performing the terms and conditions of the Lease, may peacefully hold and enjoy the Premises during said term without any interruption by WKRFA, its successors or assigns, or any person or company lawfully claiming by or through it.
- 15.12. Recording of Short Form Lease. Neither WKRFA nor MARS may record this Lease without the other's prior approval, but the parties will at any time at the request of either party promptly execute duplicate originals of an instrument, in recordable form, which

will constitute a short form of this lease, setting forth a description of the Premises, the terms of this lease and other provisions hereof, except the rental and other provisions as either party may request, which may be recorded.

15.13. Duplicate Originals. This Lease Agreement may be executed in duplicate originals.

THIS AGREEMENT requires the signature of all parties and is executed as of the date of the last signature below.

**WEST KLICKITAT REGIONAL FIRE
AUTHORITY**

Mount Adams Resource Stewards

By: _____
WKRFA Board Chair

By: _____
Jay McLaughlin

DATE: _____

DATE: _____

NOTICES TO BE SENT TO:

**West Klickitat Regional Fire Authority
PO Box 151
Husum WA 98623**

**Mount Adams Resource Stewards
PO Box 151
Glenwood WA 98619**

Exhibit A
Legal Description

PARCEL_NUM: 04102544000100

LEGAL: Tax Lot 2-A in SESE; 25-4-10; Tax Lot 6-D in Lot 4; 30-4-11 (for tax purposes only)

NAME: KLINKITAT COUNTY FIRE DISTRICT 3

ADDRESS: PO BOX 151 HUSUM WA 98623



Version 01.27.2026

Exhibit B
Original Proposal to WKRFA by MARS

Exhibit C

Exhibit B

Concept Proposal: MARS – WKRFA Partnership at the Husum Fire Station



Mt. Adams Resource Stewards

Mt. Adams Resource Stewards (MARS) is exploring the opportunity to partner with the West Klickitat Regional Fire Authority (WKRFA) by hosting two of our Fire & Fuels field squads at the Husum Fire Station beginning in the 2026 season. This proposal outlines the intent, potential benefits, facility needs, and timeline for such a partnership, with the goal of strengthening wildfire readiness and expanding community protection across Klickitat County.

MARS has grown significantly in recent years, particularly in our fuels mitigation and prescribed fire programs. As part of our long-term "hub-and-spoke" strategy, we are working to place small, well-trained crews in communities where their presence directly supports both daily project work and rapid fire response. Our Glenwood headquarters will continue to serve as the primary operational hub, while Husum and Trout Lake represent ideal spoke locations that enhance regional coverage. The Husum station, in particular, sits in a strategic position between high-risk wildland areas and the Columbia Gorge corridor, making it an optimal base for field personnel who already work extensively across WKRFA's service area.

Under this concept, MARS would house approximately ten seasonal employees and a squad supervisor at the Husum Fire Station. These crews typically operate from March through mid-December, with short visits to the station each morning and evening to prepare for field assignments. During peak fire season, from June 15 through September 15, they are available for after-hours and weekend initial attack support and regularly deploy to extended wildfire or prescribed fire assignments. At any given time, crews may need to leave personal vehicles on site during mobilizations, but otherwise their footprint is modest, and their presence consistent.

To function efficiently, MARS would require outdoor secured parking for several pieces of equipment, including two or three Type 6 wildland engines, one or two chippers, water trailers, and a Type 4 equipment cache trailer. Indoors, we would need dry storage for crew lockers, space for a couple of small workbenches used for saw and tool maintenance, and one to three desk spaces for supervisory staff. Access to restrooms is preferred, and the occasional use of a small training or meeting room would be helpful, though not essential. The overall use pattern is light, predictable, and aligns well with the existing rhythms of a rural fire station.

In return, MARS can offer WKRFA a significant increase in daytime wildfire response capacity. If stationed in Husum, our crews would place two staffed Type 6 engines and roughly ten red-carded firefighters typically within western Klickitat and not infrequently within district boundaries from Monday through Thursday, with additional capacity available from our Trout Lake squad and overhead staff based in Glenwood. Beyond fire response, we can support WKRFA through prescribed fire planning, fuels reduction projects, Firewise and defensible space education, and community outreach. Joint training opportunities—from saw and pump

refreshers to firing operations and tabletop simulations—would further strengthen interagency coordination and readiness.

MARS is flexible regarding the financial structure of the partnership. We are open to paying a reasonable rent amount, contributing toward utilities, or developing a hybrid arrangement that incorporates in-kind services such as fuels work or training support. We maintain full insurance coverage for personnel, vehicles, and operations, and our crews are entirely supervised by MARS staff, ensuring minimal additional responsibility for WKRFA personnel. A simple facility-use agreement or memorandum of understanding would clearly define expectations, operational boundaries, and liability protections for both organizations.

If WKRFA leadership is supportive of exploring this partnership, MARS suggests the following process: an initial discussion and walkthrough of the Husum station on December 12, followed by the development of a draft agreement in January, with the goal of being operational at Husum no later than mid-March 2026. This timeline allows both organizations to integrate the partnership into their upcoming operational and strategic planning cycles.

MARS and Klickitat County fire districts already share a strong history of collaboration in wildfire mitigation, response, and community preparedness. By co-locating MARS crews at the Husum Fire Station, we can deepen this partnership in a way that strengthens regional wildfire resilience, expands local workforce capacity, and enhances protection for the communities we jointly serve. We look forward to discussing this vision and working together to determine how the Husum Fire Station can become an integral spoke in a broader, more agile, and more collaborative wildfire resilience network across Klickitat County.

Thanks - and let me know if you have any questions!

Lucas King, Fire & Fuels Program Manager
(509) 637-3767 / lucas@mtadamsstewards.org

STATION 31

Exhibit # C

Parking



WURFA

MARS

Shared Space

WEST KLICKITAT REGIONAL FIRE AUTHORITY

Policy name: Travel and Reimbursement Policy **DRAFT**

Number: 206

Adopted: xx/xx/2026

Revised:

206.1 Purpose and scope

It shall be the policy of the Board of Commissioners of the West Klickitat Regional Fire Authority to provide for Travel and Reimbursement for District authorized activities consistent with the procedures listed herein.

Scope: This Policy and Procedure is applicable to all personnel.

206.2 POLICY

It shall be the policy of the Board of Commissioners of the West Klickitat Regional Fire Authority to provide for Travel and Reimbursement for District authorized activities consistent with the procedures listed herein.

206.3 RESPONSIBILITIES

206.3.1 It shall be the responsibility of the Administrative Manager to see that accurate records are filed for Travel and Reimbursement.

206.3.2 It shall be the responsibility of the Administrative Assistant to process Travel and Reimbursement requests for payment.

206.3.4 It shall be the responsibility of all personnel to see that they comply with the procedures indicated below.

206.4 PROCEDURE

206.4.1 Exceptions to the procedures set forth herein may be made only for unusual or extenuating circumstances upon the written directive of the Board of Commissioners. If the Board determines that such exceptional expenses are reasonable and relate to a benefit or service to the District and compliance with these procedures was not feasible, reimbursement will be made.

206.4.2 To qualify for reimbursement of expenses they must be reasonable and prudent and directly related to the conduct of District business.

206.4.3 Transportation

206.4.3.1 Transportation expenses include all necessary travel on railroads, airplanes,

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ships, buses, private autos and other usual means of conveyance, in doing business for the District.

- 206.4.3.2 When employees travel and arrangements are made for an outside agency to reimburse the District for all or part of the expenses, the agency shall be requested to issue the check to West Klickitat Regional Fire Authority, and not the individual.
- 206.4.3.3 Whenever it is feasible for two or more people to travel on official business in one vehicle, they should do so.
- 206.4.3.4 All personnel shall be legally allowed to drive and compliant with other driving related policies of WKRFA.
- 206.4.3.5 The use of a privately owned automobile shall be authorized by the District Chief prior to any travel and provided that there is an advantage to the District, or a District owned vehicle is not available. Generally, personnel are encouraged to utilize district vehicles for travel.
- 206.4.3.6 Mileage shall be reimbursed for travel within a 400-mile radius of the District, at a flat rate per mile. Compensation shall be at a rate equal to that time allowed by IRS. Trips beyond this limit will be reimbursed in an amount equal to the appropriate round trip airfare, if available.
- 206.4.3.7 Reimbursement shall be allowed at a per mile rate established in number 6 above. Mileage between points in the state shall be determined on the basis of the distances shown on a current highway map or by odometer readings. Reimbursement shall be payable to only one of two or more traveling in the same automobile.
- 206.4.3.8 The cost of commercial vehicle rental will be handled on an exception basis and should be approved by the Board of Commissioners.
- 206.4.3.9 When purchasing tickets through a travel agency, the Administrative Assistant shall make all necessary arrangements. Travel arrangements shall include the most reasonable, direct route available at the lowest price offered. Any ticket refunds will be returned to the District.
- 206.4.3.10 Any extended out of state travel must be approved in advance.

206.4.4 Meals

- 206.4.4.1 Compensation for meals shall comply with established per diem limits in conjunction with Washington Office of Financial Management (OFM).
- 206.4.4.2 To be reimbursed for a meal, an Expense Account Form must be prepared and approved by the Administrative Assistant.
- 206.4.4.3 Compensation or reimbursement for meals for a partial days travel including the day of departure and the day of return will be made for the actual meal cost.
- 206.4.4.4 When a meal is scheduled as part of a meeting the actual cost of that meal

WEST KLICKITAT REGIONAL FIRE AUTHORITY

will be paid by the District.

206.4.5 Lodging

- 206.4.5.1 Lodging reimbursements shall comply with government per diem rates established by the Office of Financial Management.
- 206.4.5.2 Compensation or reimbursement for lodging will be made when traveling on District Business. Compensation will not be made for spouses and family members.
- 206.4.5.3 For compensation or to be reimbursed for lodging, a receipt must be presented which reflects the room rate on the Expense Account Form.

206.4.6 Allowable Incidental Travel Expenses

- 206.4.6.1 Educational material required for authorized schools, seminars, or classes.
- 206.4.6.2 Miscellaneous travel cost such as bus, taxi, bridge or other tolls, parking, ferry and the like are authorized. A receipt must be presented.
- 206.4.6.3 Contact the District Office to advise of any change in travel plans.

206.4.7 The Following Items are Not Reimbursable Expenses

- 206.4.7.1 Liquor or tobacco products;
- 206.4.7.2 Personal entertainment and transportation;
- 206.4.7.3 Theft, loss or damage to personal property;
- 206.4.7.4 Expenses of spouse, family or other non-district persons;
- 206.4.7.5 Barber or beauty parlor;
- 206.4.7.6 Airline or other trip insurance;
- 206.4.7.7 Medical or hospital expenses;
- 206.4.7.8 Personal toilet articles;
- 206.4.7.9 Postage; personal
- 206.4.7.10 Reading material;
- 206.4.7.11 Telephone calls; personal
- 206.4.7.12 No compensation or reimbursement for lodging or meals shall be paid for extra time incurred if the travel to or from a destination is for personal convenience in advance of or following an official meeting or work assignment.

206.4.8 Forms for Travel Expense Accounting are available from the District Office.

206.4.9 Personnel of the District may attend training seminars, or conventions during working hours out of the area only with prior approval by the District Chief.

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206.4.10 Personnel of the District may from time to time be requested to instruct or make presentations during working hours.

The following rules apply:

206.4.10.1 With prior approval a paid employee may teach or make presentations without taking vacation or comp time and may utilize District travel funds and vehicle, but (in such instances) any compensation received must be returned to the District.

206.4.10.2 The Expense Account Form shall be utilized by Fire District Personnel for documenting expenditures while traveling for and representing the Fire District.

206.4.11 In all cases of reimbursement, the expense account form must be accompanied by itemized receipts for all claimed expenditures.

206.4.12 Payment of Authorized Expenditures:

206.4.12.1 All requests for reimbursement of expenses shall be presented to the Administrative Assistant prior to the next regularly scheduled meeting of the Board of Commissioners occurring after the authorized travel. All claims shall be certified by district personnel submitting such claims as required under R.C.W. 42.24.090.

206.4.12.2 In the event the District shall have pre-paid the travel expenses out of its advanced travel reimbursement fund, the individual shall reimburse the District back for any funds received from other sources to cover travel expenses.

Approved:

Revised: