

# West Klickitat Regional Fire Authority

## Regular Meeting

119 NE Church Street White Salmon WA 98672.

Thursday January 16, 2024. 6:30pm.

- The meeting was called to order at 18:32 by Vice Chair David Lindley.
- Flag Salute.
- Attendance:  
WKRFA Governing Board: Quorum: Jason Hartmann, David Lindley, Charles Virts, Robert Connor, Thomas Montag (Montag was remote via zoom).  
Excused: Ben Giant- *Motion to excuse Ben Giant made by Jason Hartmann, second by Charles Virts (5yay, 0 nay).*  
Advisory groups/staff: Chief Wes Long (Via Zoom), Bill Hunsaker, Rozalind Plumb, Jennifer McLean, Eric Bosler.
- Agenda:  
*Motion to approve the agenda made by Jason Hartmann, second by Charles Virts, (5 in favor, 0 opposed) motion passed.*
- Minutes of December 19, 2024, Meeting.  
*“Move to approve the minutes from December 19<sup>th</sup>, 2024”, made by Jason Hartmann, seconded by Robert Connor. (5 in favor, 0 opposed) motion passed.*
- Public Comments: None
- Administrative Secretary’s report
  - Financial reports show what KCFD3 ended 2024 with (\$1,127,255.57 in the general fund). All funds from KCFD3 transferred to the WKRFA through the County Treasurer.
  - White Salmon will be transferring funds to WKRFA.
  - Approval of the scripts – all scripts are  
*“Move to approve the following scripts 7<sup>th</sup> January 2025 in the amount of \$7,897.20 script number two dated 10<sup>th</sup> January 2025 in the amount of \$2,385.35, and the final one dated 13<sup>th</sup> January 2025, in the amount of \$9,765.80.” Made by Charles Virts, second by Jason Hartmann. (f5 yay, 0 opposed) motion passed.*
- Fire Chief’s Report – Chief Long reported via zoom from the Palisades fire through the state EMAC agreement.  
Fleet - projects include E34 being serviced and radios have been installed. C300 radio repairs.  
Winter Fire Academy starts January 27 at West Side Fire. We have 4 enrolled out of the 6 that need it.  
EMT– We have 3 in EMT class.  
Fit Testing is in progress- it is a requirement every year.  
The culture planning presentation was delivered to the volunteers.

EMS Supervisor Tom Crumpacker has been working on securing discounts for supplies by working with KCEMS1. He is also exploring a Narcan education program in high schools. Job announcement – Hoping to get the job posted in early February. Lieutenant positions- Jarin Ladiges and Scott Perala have been promoted. Awards Banquet – should be scheduled soon to address 2024 volunteer achievements.

- **Training Report** – Chief Hunsaker reported that turn out has been good topics covered include ICS, fire extinguishers and fit testing for SCBA masks. EMTs have been working on new requirements from the state for competency training.
- **Volunteer Representative Report.** Eric Bosler reported. The official name is Volunteer Firefighters association of Soth West Fire. The EIN and 501 c3 are in process.
- **Information Only Items**
  - Annexation- There is a petition to annex a property into the RFA on Lyons Road. Discussion on the process. A hearing will be scheduled for the next meeting. Discussion on whether the RFA or KCFD3 will be responsible for the annexation process. Legal counsel will be contacted. Discussion on making the annexation process include the Bond. The bond documents exclude anyone who did not vote on the bond. Look into the option to add the bond to the annexation.
- **Unfinished Business- Follow -up Items.**
  - IT Services – Request for Proposals has been submitted to the newspaper. The closing date is February 14<sup>th</sup>, 2025. The proposals will be presented to the board for a decision on February 20<sup>th</sup>, 2025.
- **Discussion Items**
  1. **Resolutions**
    - a. None presented
  2. **Policies**
    - a. Volunteer Service Policy – The draft policy had been circulated to Jason Hartmann, Charles Virts, Eric Bosler and Adam Brake for comments. The recommendations and questions were addressed and incorporated into the draft presented to the board.  
*“Move to approve Volunteer Service Policy as presented in draft version 3.” Made by Jason Hartmann. Second by Charles Virts. (5 yay, 0 opposed) Motion passed.*
  3. **Agreements**
    - a. White Salmon Building Lease –City Council has approved the building lease but WKRFA has not seen the signed version.
    - b. Legacy of Service Addendum. This document acknowledges Volunteers and staff’s accumulated time in service to White Salmon and KCFD3 before becoming WKRFA.  
*Motion to approve the Legacy of Service Addendum made by Charles Virts. Secon by Robert Connor (5 yay, 0 opposed) motion passed.*

- c. 2025 Employee Agreements – Job description and agreements were presented for Fire Chief, Administrative Manager and Administrative Assistant. Charles Virts noted he would like to work with other board members to refine the job descriptions and agreements. Discussion on areas that may need refining included living proximity to the main station and including a waiver for severance pay in the event of termination. There was no dispute about the pay levels. A decision was made to approve the job descriptions and agreements presented to the board and refine the verbiage before the next meeting. Jason Hartmann and Charles Virts will review the documents and refine the verbiage with staff.

***“I make a motion to approve the employee 2025 Job descriptions and the employee 2025 agreements with the caveat we will be revisiting verbiage in the next month but the salaries will remain.” Made by Jason Hartmann, second by Charles Virts. (5 in favor, 0 opposed) motion passed.***

- **Action Items**

1. **Resolutions** - None
2. **Policies** -Volunteer Service Policy - Approved. See the discussion above.
3. **Agreements** – 2025 Employee agreements – Approved. See the discussion above.
4. **Other Action Items as needed.**

- a. **Apparel Purchase**- Discussion on the quote for uniform T-shirts and sweatshirts etc. The initial quote was around \$20,000. Jenifer has worked with the vendor to reduce the cost to \$18,533.99.

***“Motion to approve the apparel purchase with Summit Embroidery works in the amount of \$18,533.99.” Made by Jason Hartmann second by Charles Virts (5 yay 0 opposed) motion passed.***

- **Executive Session** (not needed).
- **Good of the order**- None noted
- **Next Meeting:**  
Regular Board meeting February 20<sup>th</sup>, 2025, 18:30. Location: White Salmon Fire Station.
- **Motion to adjourn:**  
***Motion to adjourn made by Jason Hartmann seconded by Robert Connor. (5 in favor 0 opposed).***  
***Motion passed.***

Meeting adjourned 19:24.

**APPROVED:**

  
 WKRFA Chair -Thomas Montag (date)

**Attest:**

  
 Secretary Rozalind Plumb