

**April 17, 2025**  
**Finance Report**  
**WKRFA**

	<b>Fund</b>	<b>Beginning Balance</b>	<b>Deposits</b>	<b>Disbursements</b>	<b>Ending Balance</b>
1	General 615.1	1,031,904.54	146,491.42	853,451.88	324,944.08
2	Capital 615.3	356,525.72	0.00	350,000.00	6,525.72
4	Invested Gen	0.00	800,000.00	0.00	800,000.00
5	Invested CAP	0.00	350,000.00	0.00	350,000.00

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

General Expenditure Scripts for approval

Date	Amount	Date	Amount
03/19/2025	4,200.78		
04/02/2025	11,194.71		
04/03/2025	2,359.05		
04/07/2025	4,405.95		

**2. CAPITAL FUND 615.3:** See 2025 Capital summary.

Capital Expenditure Scripts for Approval

Date	Amount

**3. Internal Review and Reconciliation**

	<b>Date</b>	<b>By</b>
Treasurer's Report	4/15/25	Commissioner Virts
Auditor's Report	4/15/25	"
Credit Card	4/15/25	"
Petty Cash	4/15/25	"
Payroll	4/15/25	"
General Deposits	4/15/25	"



**KLICKITAT COUNTY  
TREASURER REPORT  
March 2025**

WKRF  
APR 9 RECD  
2025

	Fund No.:	506	615.1	615.3
	Fund Name:	INFO SERVICES R&R	RFA W. KLICKITAT	RFA W. KLICKITAT CAP
<b>BEGINNING CASH BALANCE</b>	1	\$ -	\$ 1,031,904.54	\$ 356,525.72
<b>+++ Increases ++++</b>				
Receipts (Revenue Dist Rpt)	2	-	144,747.17	-
Netted Transactions	3	-	-	-
Matured Investments	4	-	-	-
Interfund Transfers - In (397)	5	-	1,744.25	-
Other Revenue - JE's	6	-	-	-
<b>Subtotal Increases</b>	7	-	146,491.42	-
<b>&lt;&lt; Disbursements &gt;&gt;</b>				
Other Expenditures - JE & KC AP	8	-	24,166.48	-
Interfund Transfers - Out (597)	9	-	-	-
New Investments	10	-	800,000.00	350,000.00
Disbursements (AP & PR)	11	-	-	-
E - Transactions (ACH & EFTPS)	12	-	29,285.40	-
Debt Service P&I	13	-	-	-
Other	14	-	-	-
<b>Subtotal Disbursements</b>	15	-	853,451.88	350,000.00
<b>ENDING CASH BALANCE</b>	16	\$ -	\$ 324,944.08	\$ 6,525.72
<b>WARRANTS</b>				
Previous Month O/S	17	-	-	-
Issued (+)	18	-	-	-
Redeemed (-)	19	-	-	-
Canceled (-)	20	-	-	-
<b>WARRANTS OUTSTANDING (O/S)</b>	21	-	-	-
<b>Cash Balance &lt;O/S Warrants &gt;</b>	22	\$ -	\$ 324,944.08	\$ 6,525.72
<b>INVESTMENTS</b>				
Beginning Inv Balance	23	-	-	-
Matured Investments	24	-	-	-
New Investments	25	-	800,000.00	350,000.00
<b>ENDING INVESTMENT BALANCE</b>	26	-	800,000.00	350,000.00
<b>DEBT SERVICE/BOND ACTIVITY</b>				
Beginning Bond Principle Balance	27	-	-	-
Bond Principle Payments	28	-	-	-
Bond Interest Payments	29	-	-	-
<b>ENDING BOND PRINCIPLE BALANCE</b>	30	-	-	-



KLICKITAT COUNTY

Fund Revenue Distribution  
As of 03-31-2025

Fund	Account	Description	Year	Daily	Month-To-Date	Fiscal Year-To-Date
615001	RFA WK GF					
	615131111	Real & Personal Property	2025	\$5,453.03	\$141,808.56	\$143,795.98
	615138611	Agency Deposits	2025	\$0.00	\$2,938.61	\$11,816.43
		<b>Fund Totals:</b>		\$5,453.03	\$144,747.17	\$155,612.41
615003	RFA WK CAP					
	615338611	Agency Deposits	2025	\$0.00	\$0.00	\$349,293.00
		<b>Fund Totals:</b>		\$0.00	\$0.00	\$349,293.00

# 2025 Operating Budget

Updated 4/14/2025

This budget sheet is connected to the expenditure spreadsheet.

BUDGET 2025	West Klickitat Regional Fire Authority					
CATEGORY	Original Budget	MARCH expenditure	Expenditure YTD	Balance	% Used	NOTES
<b>Salaries &amp; Wages + employee paid benefits</b>	611,178.01	20,173.70	95,720.19	515,457.82	16%	795,844.92
<b>Benefits (excluding employee paid)</b>	184,666.91	13,576.82	17,108.91	167,558.00	9%	Salary/Wage/benefits become skewed as mobilizations are paid and reimbursements are not reflected.
<b>Volunteer Stipend</b>	87,200.00	-	2,077.88	85,122.12	2%	
<b>Volunteer Disability/Pension/lifeflight</b>	19,930.00	3,375.00	9,955.00	9,975.00	50%	
<b>Volunteer Recognition</b>	3,600.00	3,183.66	3,461.75	138.25	96%	
<b>Office Expense/Supplies</b>	12,000.00	721.30	2,048.93	9,951.07	17%	
<b>Professional Services</b>	33,000.00	3,603.92	7,848.04	25,151.96	24%	
<b>Insurance (Enduris)</b>	70,000.00	-	2,962.00	67,038.00	4%	
<b>Communications</b>	2,560.00	78.03	1,477.86	1,082.14	58%	
<b>Advertising</b>	1,200.00	81.00	1,023.00	177.00	85%	Ad for IT RFP was a large expense
<b>Vehicle Parts/Repairs/service</b>	11,000.00	1,698.91	5,667.84	5,332.16	52%	
<b>Rescue - Apparatus/Supplies</b>	14,700.00	144.14	144.14	14,555.86	1%	
<b>Fuel</b>	15,000.00	582.15	2,807.31	12,192.69	19%	
<b>Facilities/Station Repairs/Supplies</b>	5,500.00	128.86	700.72	4,799.28	13%	
<b>Utilities Services</b>	29,440.00	1,746.10	7,184.05	22,255.95	24%	
<b>Travel &amp; Meals</b>	5,000.00	-	583.52	4,416.48	12%	
<b>Training</b>	22,800.00	3,818.00	7,615.35	15,184.65	33%	
<b>Fire Supplies/service</b>	17,500.00	2,167.49	11,539.59	5,960.41	66%	
<b>EMS Supplies/service</b>	3,600.00	86.00	322.70	3,277.30	9%	
<b>Uniform/apparel</b>	5,500.00	-	19,267.29	(13,767.29)	350%	WKRFA new apparel costs
<b>Prevention</b>	1,700.00	-	-	1,700.00	0%	
<b>Taxes (for previous year)</b>	3,000.00	10.30	813.47	2,186.53	27%	
<b>Dues &amp; Fees</b>	3,572.72	291.50	540.30	3,032.42	15%	
<b>KCFD3 Legacy</b>	5,000.00	(2,000.00)	2,000.00	3,000.00	40%	
<b>Capital Reserve</b>	134,424.96	-	-	134,424.96	0%	
<b>Municipal Pool Investment</b>	41,177.04	-	-	41,177.04	0%	
<b>Total budgeted expenditure</b>	<b>1,344,249.64</b>	<b>53,466.88</b>	<b>202,869.84</b>	<b>1,141,379.80</b>	<b>15%</b>	
WKRFA Start up costs				-	#DIV/0!	
IT set up 2025		-		-	#DIV/0!	
				-	#DIV/0!	
				-	#DIV/0!	
<b>Total Actual Expenditure</b>		<b>53,466.88</b>	<b>202,869.84</b>			
<b>Invested funds</b>			-			
<small>Ave. property tax estimated in November 2025 \$ + new construction</small>						



**Fire Chief's Report to Board of Commissioners**  
**April 17<sup>th</sup>, 2025**

- **Safety**
  - 1. No injuries or accidents since your last meeting.**
- **Customer Service (emergent and non-emergent)**
  - a. **56 incidents** since your last meeting. Average is ~ 25-30 calls per month. Busy March/April.
    - i. Structure Fire
    - ii. Medicals
    - iii. Vehicle accidents
- **Administration:**
  1. Captain FTE Assessment Center completed April 12<sup>th</sup>. Conditional offer of employment scheduled for Wednesday April 16<sup>th</sup>. \*\* Candidate will then go through psych and personality profile testing. Anticipated start date June 1<sup>st</sup>.
  2. Firefighter/EMT FTE posting will occur the beginning of May. The anticipated start date will be mid-June or July 1<sup>st</sup>.
  3. Attended the Wildfire tabletop training on Wednesday April 9<sup>th</sup> in Husum and Thursday April 10<sup>th</sup> in Goldendale. 55 attendees scheduled for Husum. This was a project sponsored by the Moore Foundation to bring an evacuation exercise to a convened multi-agency group. Representatives from fire, law, EMS, DOT, City of White Salmon, Klickitat County, Emergency Management and others participated at both locations. The tabletop evaluators will be compiling a report to bring back to our county for recommendations on items that we can work on in the future.
  4. Saturday May 3<sup>rd</sup>. Fire On the Mountain ½ marathon is scheduled. Firefighter Association activity with all hands-on deck to assist. Roz Plumb's volunteer project. Please attend if available. Starting point: Station 31 in Husum. Final finish Station 30 in White Salmon.
  5. Community Wildfire meeting MOVED TO Monday May 5<sup>th</sup> at Station 30. Need one WKRFA board member to attend – and speak.
  6. Roz is working on the website with our vendor. Ongoing project. The recent update has the transition from the old kcfd3.com address now migrated to westklickitatregionalfireauthority address as functional.
  7. Worked on the Bulk Water Use Agreement. It's on the 4/16 council agenda and the 4/17 WKRFA board agenda.
  8. Gathering cost estimates for apparatus and building signage changes to WKRFA. Pending project.
  9. Completed review of Under Canvas' fire and emergency plans. Provided a written letter of approval of their plan. \*The written letter does include comments about Oak Ridge Road evacuation concerns.
  10. Conducted three site visits to meet with property owners regarding wildfire mitigation efforts.
  11. 2025 Fleet maintenance has begun. Trucks and station generators will see oil/filter changes and DOT safety inspections. Additionally, few repairs are needed; Brush 30 and 31 will receive new nighttime work lights. Engine 30-01 (WS) has a leaking circulation line and failed discharge pressure gauge. On schedule for repair. The new engine 34 will receive a full inspection and initial maintenance of PTO box fluids along with its DOT inspection. Station generators will both be serviced. Will re-visit transmission services after we complete primary objectives with preventative maintenance.
  12. Attended KCIFA in Goldendale on 4/26
  13. A-List fire station tour in White Salmon. 12 kids. April 24<sup>th</sup>.

- **Operations:**
  1. Grounds have been sprayed for weeds. Will need one more application.
  2. Station 32 brush piles on the radar to get burnt. Will be doing some limbing on our trees that block visibility around the corner. Also dropping a dead standing fir tree along the property line.
  3. Station 34 swallows will be returning soon. Plans are to stay in front of them and remove nests before they lay eggs to deter them and encourage them to go somewhere else.
  4. Snowden tanks all need flushed and/or filled.
  
- **Personnel:**
  1. Lt. Ladiges and EMT Turner continue EMT school at CGCC.
  2. EMT Fink has completed all necessary steps to receive his state license.
  3. Fire Academy is going well. It will wrap up soon with driver training and hazmat.
  4. EMT Beth Payne received her master's degree recently.
  5. EMT Griffin continues to pursue her veterinary degree.
  
- **Training Report:**
  1. Electric Vehicles – construction, and fire response strategies
  2. Competition hose deployment/fire attack drill at the bus garage. Timed team deployments (live water and active pumps) \*\*this paid off due to subsequent structure fire this week.
  3. Apparatus inspections: Charge all portable devices; gas detectors, thermal imaging cameras, suction units, flashlights, drills etc.
  4. Hazmat refresher at Station 30 SCBA quarterly donn.
  5. Offensive fire attack/hose deployment drill in Snowden. Rural fire attack.
  
- **Upcoming:**
  1. Wildland training is moving near.
  2. Annual wildland Red Card recertification (RT130) upcoming.

**Community Events:**

1. Continued meeting with White Salmon Valley School District Emergency Planning Committee.
2. Fire on the Mountain .5K Marathon on May3rd.
3. Springtime fire department pancake breakfasts are upcoming – planning needed.
4. Wildfire Community Meeting – May 3<sup>rd</sup>. Station 30 at 15:00 hours.

**Personal Activities and Achievements:**

1. Vacation planned April 17<sup>th</sup> – April 29<sup>th</sup>

Respectfully submitted:

Wesley W. Long  
4/14/25

# WEST KLICKITAT REGIONAL FIRE AUTHORITY

## **Policy name:**

**Health Insurance Portability and Accountability Act (HIPAA) Training Policy**

**Number: 904 DRAFT**

**Adopted: XX/XX/XX**

**Revised:**

### **904.1 Purpose and scope**

The purpose of this policy is to ensure members are trained in the proper handling of Protected Health Information (PHI) in accordance with the WKRFA **Patient Medical Record Security Policy**.

### **904.2 POLICY**

It is the policy of the WKRFA to ensure employees and volunteers are trained to reasonably safeguard PHI and comply with HIPAA regulations.

### **903.3 RESPONSIBILITIES**

Members shall protect the security, confidentiality and privacy of all patient medical records in their custody at all times.

The Fire Chief, Privacy Officer, and fire line officers are responsible for overseeing the training and compliance of individuals in the agency.

It is in the best interest of the individual member and the agency to identify and make suggestions for improvements when needed.

### **903.5 PROCEDURE**

Training is to include:

1. Review of the policies associated with Patient Privacy.
2. Signing the acknowledgment form that confirms understanding of the Patient Medical Record Security Policy.
3. Identifying situations when PHI is available.
  - a. Verbal
  - b. Run reports/hardcopies
  - c. Electronic
  - d. Requests for records



# WEST KLICKITAT REGIONAL FIRE AUTHORITY

4. Review of any Standard Operating Procedures (SOPs) and best practices the agency may have adopted to protect Patient Health Information.
5. Identifying who to contact if there are any concerns with protecting patient health information.
6. Understanding the potential consequences to the individual and the agency for the mishandling of protected health information.
7. Training should occur on initial hiring and be reviewed at least every two years.

**Approved: 0X/XX/2025**

DRAFT