

July 17, 2025
Finance Report
WKRFA

	Fund	Beginning Balance	Deposits	Disbursements	Ending Balance
1	General 615.1	284,930.94	17,736.31	210,787.29	91,879.96
2	Capital 615.3	5,672.35	2,440.51	0.00	8,112.86
4	Invested Gen	1,500,000.00	150,000.00	0.00	1,650,000.00
5	Invested CAP	350,000.00	0.00	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
6/17/2025	2,951.22	7/07/2025	5,623.28
6/18/2025	181.16	7/09/2025	15,391.08
6/24/2025	123.03		
6/30/2025	2,066.52		
7/02/2025	1,246.71		

2. CAPITAL FUND 615.3: See 2025 Capital summary.

Capital Expenditure Scripts for Approval

Date	Amount

3. Internal Review and Reconciliation

	Date	By
Treasurer's Report	7/15/25	Commissioner Virts
Auditor's Report	7/15/25	"
Credit Card	7/15/25	"
Petty Cash	7/15/25	"
Payroll	7/15/25	"
General Deposits	7/15/25	"



**KLICKITAT COUNTY
TREASURER REPORT
June 2025**

WKRFA
JUL 14 REC'D
2025

	Fund No.:	506	615.1	615.3
	Fund Name:	INFO SERVICES R&R	RFA W. KLICKITAT	RFA W. KLICKITAT CAP
BEGINNING CASH BALANCE	1	\$ -	\$ 284,930.94	\$ 5,672.35
+++ Increases ++++				
Receipts (Revenue Dist Rpt)	2	-	17,524.24	2,440.51
Netted Transactions	3	-	-	-
Matured Investments	4	-	-	-
Interfund Transfers - In (397)	5	-	212.07	-
Other Revenue - JE's	6	-	-	-
Subtotal Increases	7	-	17,736.31	2,440.51
<< Disbursements >>				
Other Expenditures - JE & KC AP	8	-	38,922.16	-
Interfund Transfers - Out (597)	9	-	-	-
New Investments	10	-	150,000.00	-
Disbursements (AP & PR)	11	-	-	-
E - Transactions (ACH & EFTPS)	12	-	21,865.13	-
Debt Service P&I	13	-	-	-
Other	14	-	-	-
Subtotal Disbursements	15	-	210,787.29	-
ENDING CASH BALANCE	16	\$ -	\$ 91,879.96	\$ 8,112.86
<u>WARRANTS</u>				
Previous Month O/S	17	-	-	-
Issued (+)	18	-	-	-
Redeemed (-)	19	-	-	-
Canceled (-)	20	-	-	-
WARRANTS OUTSTANDING (O/S)	21	-	-	-
Cash Balance <O/S Warrants >	22	\$ -	\$ 91,879.96	\$ 8,112.86
<u>INVESTMENTS</u>				
Beginning Inv Balance	23	-	1,500,000.00	350,000.00
Matured Investments	24	-	-	-
New Investments	25	-	150,000.00	-
ENDING INVESTMENT BALANCE	26	-	1,650,000.00	350,000.00
<u>DEBT SERVICE/BOND ACTIVITY</u>				
Beginning Bond Principle Balance	27	-	-	-
Bond Principle Payments	28	-	-	-
Bond Interest Payments	29	-	-	-
ENDING BOND PRINCIPLE BALANCE	30	-	-	-

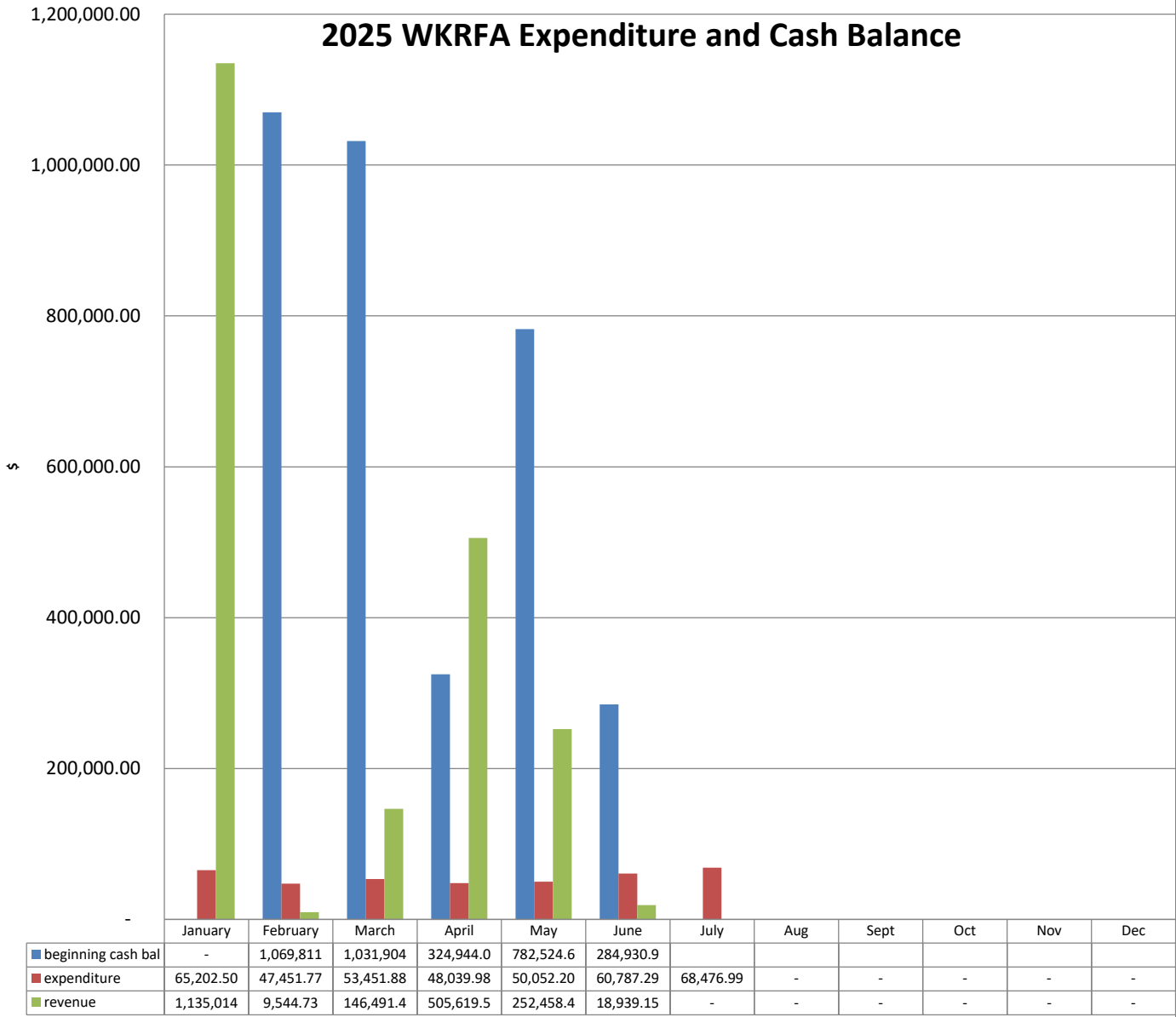
2025 Operating Budget

Updated 7/15/2025

This budget sheet is connected to the expenditure spreadsheet.

BUDGET 2025	West Klickitat Regional Fire Authority					
CATEGORY	Original Budget	July expenditure	Expenditure YTD	Balance	% Used	NOTES
Salaries & Wages + employee paid benefits	611,178.01	36,526.20	172,716.71	438,461.30	28%	795,844.92
Benefits (excluding employee paid)	184,666.91	9,424.05	42,893.87	141,773.04	23%	Salary/Wage/benefits become skewed as mobilizations are paid and reimbursements are not reflected.
Volunteer Stipend	87,200.00	1,246.71	3,601.64	83,598.36	4%	
Volunteer Disability/Pension/lifeflight	19,930.00	122.82	10,077.82	9,852.18	51%	
Volunteer Recognition	3,600.00	320.21	3,781.96	(181.96)	105%	Overage does not reflect funds received from BVFF for meals
Office Expense/Supplies	12,000.00	829.97	4,313.18	7,686.82	36%	
Professional Services	33,000.00	333.00	15,854.76	17,145.24	48%	
Insurance (Enduris)	70,000.00	-	2,962.00	67,038.00	4%	
Communications	2,560.00	279.60	1,991.55	568.45	78%	
Advertising	1,200.00	-	8,919.00	(7,719.00)	743%	Ad for IT RFP was a large expense & Fire Engine Ad
Vehicle Parts/Repairs/service	11,000.00	1,782.27	14,632.46	(3,632.46)	133%	Unforseen maintenance
Rescue - Apparatus/Supplies	14,700.00	-	14,806.27	(106.27)	101%	Compressor expenses
Fuel	15,000.00	1,147.64	5,777.75	9,222.25	39%	
Facilities/Station Repairs/Supplies	5,500.00	1,001.02	2,974.76	2,525.24	54%	
Utilities Services	29,440.00	633.21	10,954.36	18,485.64	37%	
Travel & Meals	5,000.00	520.00	2,106.50	2,893.50	42%	
Training	22,800.00	-	11,191.93	11,608.07	49%	
Fire Supplies/service	17,500.00	2,506.17	10,851.15	6,648.85	62%	
EMS Supplies/service	3,600.00	180.88	833.49	2,766.51	23%	
Uniform/apparel	5,500.00	452.32	19,762.09	(14,262.09)	359%	WKRFA new apparel costs
Prevention	1,700.00	-	-	1,700.00	0%	
Taxes (for previous year)	3,000.00	-	813.47	2,186.53	27%	
Dues & Fees	3,572.72	-	1,001.35	2,571.37	28%	
KCFD3 Legacy	5,000.00	-	3,072.49	1,927.51	61%	
Capital Reserve	134,424.96	11,170.92	27,587.05	106,837.91	21%	
Municipal Pool Investment	41,177.04	-	-	41,177.04	0%	
Total budgeted expenditure	1,344,249.64	68,476.99	393,477.61	950,772.03	29%	
WKRFA Start up costs				-		
		-		-		
				-		
				-		
Total Actual Expenditure		68,476.99	393,477.61			
Ave. property tax estimated in November 2025 \$ + new construction						

2025 WKRFA Expenditure and Cash Balance





KLICKITAT COUNTY

Fund Revenue Distribution
As of 06-30-2025

Fund	Account	Description	Year	Daily	Month-To-Date	Fiscal Year-To-Date
615001	RFA WK GF					
	615131111	Real & Personal Property	2025	\$368.53	\$8,641.19	\$789,310.04
	615131211	Private Harvest Tax; Timber	2025	\$0.00	\$838.43	\$838.43
	615131720	Leasehold Excise Tax	2025	\$185.78	\$185.78	\$185.78
	61513350232	Non-Timber Rev St Forest Land	2025	\$0.00	\$0.18	\$2,369.54
	615136111	Investment Interest	2025	\$0.00	\$4,502.24	\$9,908.18
	615138611	Agency Deposits	2025	\$58.24	\$3,356.42	\$123,273.17
		Fund Totals:		\$612.55	\$17,524.24	\$925,885.14
615003	RFA WK CAP					
	615336111	Investment Interest	2025	\$0.00	\$2,440.51	\$3,602.77
	615338611	Agency Deposits	2025	\$0.00	\$0.00	\$349,293.00
		Fund Totals:		\$0.00	\$2,440.51	\$352,895.77

June 2025 Disbursement Detail
Matches to E-Transactions on Line 12

Rpt Ttl 15,355,921.06

Seq	Bank	Date	Fund	Fund_A	Sub	BAR	Description	Amt
90	UB	6/9/2025	615.1	615	1	158610	RFA_WK Payroll	12,811.05
92	UB	6/9/2025	615.1	615	1	158610	RFA_WK Payroll Tax	9,054.08
			615.1 Total					21,865.13

Fire Chief's Report to Board of Commissioners
July 17, 2025

- **Safety**
 1. **No injuries or accidents since your last meeting.**

- **Customer Service (emergent and non-emergent)**
 - a. 38 incidents since your last meeting
 - i. Notable: Commercial Vehicle into the White Salmon River

- **Administration:**
 1. Commissioner Virts, Roz and I worked on the firefighter position job description update along with the position flyer. July Board agenda item for approval. Will request that the Board authorize continuing to move forward with testing, interviews and conditional offer of employment. The plan is to be ready for the August board meeting for final authorization.
 2. WKRFA re-branding project continues. Station 31 is on the schedule for this week. The building signage is nearly complete. We will install building signs.
 3. Potential radio user fees are pending for the 2026 budget cycle. If the county commissioners choose to implement user fees for fire districts, the impact to WKRFA is likely to be significant.
 4. The annual fire safety survey WSVSD facilities are rescheduled for the end of July.
 5. IT infrastructure continues. The city of White Salmon has not committed to moving their server out of the center office. Radcomp has developed an approved plan to move everything into one central location. Location to be secured.
 6. Continuing to sort out the contents of the Station 30 offices. Documents with personnel information and other unknown items were found.

- **Operations:**
 1. Fleet maintenance and repairs are nearly complete. Brush 32 repairs should be completed by the end of the week.

- **Personnel:**
 1. Lt Jarin Latiges and FF Turner are scheduled to take their National Emergency Medical Technician test this week.
 2. Two volunteers were removed from roster due to long term lack of attendance and participation.

Individual Activities:

Assigned to the Pomas Fire in the Okanogan Wenatchee National Forest. Transitioned event to a Complex Incident Management Team 7.

Utilized vacation days 7th-10th.

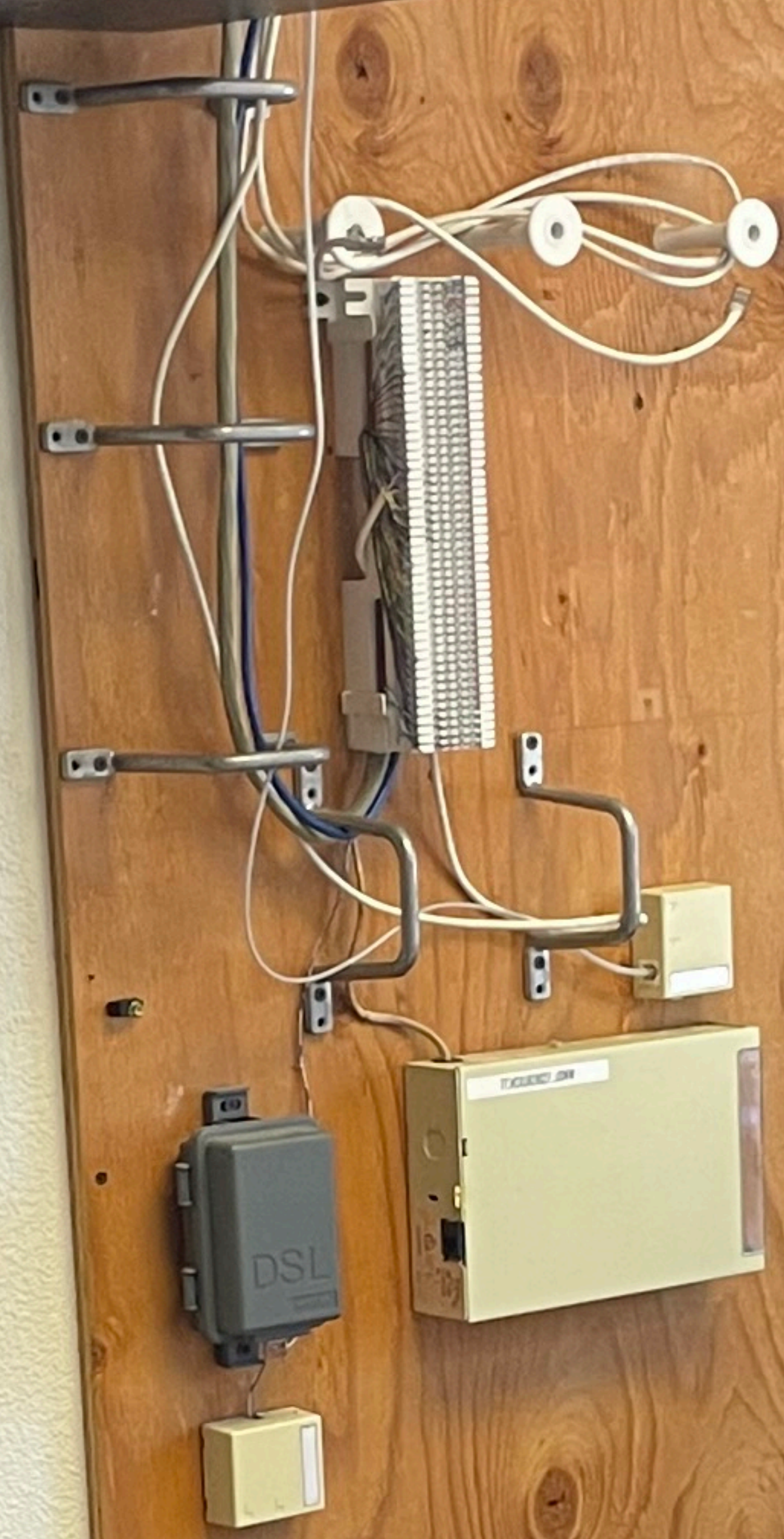
Committee work continues for a Wildland Urban Interface Summit planned for late September in Leavenworth.

This is work as part of Washington State's Fire Defense Committee.

Assisted with organizing four state mobilizations July 8th. (Spokane, Lincoln and Mason counties)

Respectfully submitted:

Wesley W. Long
7/14/25



June 2025 – Present Training Report

16+ hours total of group training logged. ~280 total training hours logged

2 road courses complete for volunteers

2 volunteers taking NREMT shortly

6/3/2025: Apparatus Inspections (32 attended)

6/10/2025: Fire Attack (Forward Evolutions) (20 attended)

6/17/2025: Progressive Hose lays / Mobile attack (14 attended)

6/24/2025: Whitewater Awareness / Rescue (19 attended)

6/26/2025: Road course for FF Visalli (Engines) (2 attended)

6/30/2025: Case Reviews for EMTs (5 attended)

7/1/2025: Apparatus Inspections / Send off for Ron / Officers meeting (27 attended)

7/8/2025: Basic Vehicle Extrication (19 attended)

7/9/2025: Road course for FF Neilson (Tenders) (2 attended)

7/15/2025: Vehicle Extrication pt. 2 (_____ attended)

Other accomplishments since coming on duty:

- Set up new office at Station 30
- Organize training shared drive
- Signed off to drive all district vehicles
- Administrative onboarding complete
- Ensured reporting compliance in ESO from 1/1/2025 to present.
- Attended ESO trainings for various modules, and in preparation for NERIS roll out January 1 2026.
- Assisted WSFD with getting legacy reports from 12/1-12/30/2025 entered to ensure their volunteers were awarded stipends appropriately.
- Updated training calendar for remainder of 2025 (including securing a variety of outside instructors)
- Sent out draft training calendar for 2026
- Research into bringing in outside trainers for topics like forcible entry and vehicle extrication

- Created a private YouTube channel to assist with training our members on report writing and other topics.

WEST KLICKITAT REGIONAL FIRE AUTHORITY

Policy Name: Hiring – Selection, Recruitment, and Retention DRAFT

Policy Number: 1100

Adopted: [Insert Date]

Revised: [07/15/2025]

Table of Contents

1100.1. Purpose and Scope
1100.2. Policy
1100. 3. Responsibilities
1100.4. Job Description and Required Qualifications
1100.5. Advertising and Recruitment
1100.6. Inclusive Hiring
1100.7. Application Form
1100.8. Reviewing Applications
1100.9. Interviews and Interview Questions
100.10. Reference Checks
1100.11. Criminal Background Checks
1100.12. Credit Checks
1100.13. Driving Records
1100.14. Polygraph Tests
1100.15. Medical, Drug, and Non-Medical Testing
1100.16. Disqualification Guidelines
1100.17. Retention and Disclosure of Pre-Employment Records
1100.18. Training
1100.19. Retention
1100.20. Recommended Resources

1100.1 Purpose and Scope

This Policy is intended to

- a. Establish procedures for hiring non-civil service employees.
- b. Meet statutes that apply to hiring in Washington State.
- c. Addresses operational needs for hiring and
- d. Reduce legal risks to WKRFA.

WEST KLICKITAT REGIONAL FIRE AUTHORITY

1100.2 POLICY

It is the policy of the West Klickitat Regional Fire Authority (WKRFA) to hire the right people for each job. The right people will ensure the efficient and cost-effective conduct of business.

1100.3 RESPONSIBILITIES

1100.3.1 Hiring Authority

- a. The Authority to hire rests with the Governing Board.
- b. The Governing Board may delegate authority to hire.
- c. WKRFA is not under civil service hiring rules.
- d. The Fire Chief must notify the Governing board when an existing career position becomes available.
- e. The Fire Chief and staff are responsible for identifying when a new job position is needed in the agency.
- f. The Fire Chief must request approval from the board to create a new position.
- g. The Fire Chief must present the board with a budget plan for a new career position.
- h. The actual authorization for the position is made by ("with the consent of") the Governing board.
- i. The Governing Board will authorize the salary and other compensation for each position.

1100.4 Job Description and Required Qualifications

1100.4.1 Job Description

- a. The first step in matching candidate qualifications to job requirements is the development of a realistic job description.
- b. The job description should set out the purpose of the job and can include its educational, experience, skill, and knowledge requirements.
- c. The job description should identify the position's essential functions (and identify them as such), as well as other functions that may be marginally required. In addition, the description should list any licenses or endorsements that may be required (such as a valid state driver's license), information regarding expected contacts (such as meeting regularly with the public or routinely interacting with elected officials), and organizational relationships (such as who the position reports or supervises). If there are technical or physical requirements, such as the ability to use certain equipment or to

WEST KLICKITAT REGIONAL FIRE AUTHORITY

routinely lift up to a certain weight, they should be listed, as should workplace hazards or safety.

1100.5 Advertising and Recruitment

1100.5.1 Advertise - internal or open

- a. It is best practice to advertise an open position publicly to help ensure the hiring of the most qualified individual.
- b. The Fire Chief may want to first open a position to current employees; in such an instance, they may choose to internally post the job on appropriate internal communication channels. (Some collective bargaining agreements or policies require that new or vacant positions be made available to union membership before they are advertised publicly).

1100.5.2. Wage /Salary

- a. When a position is advertised, any employer with 15 or more "employees" must disclose the position's wage scale or salary range and a general description of all of the benefits and other compensation to be offered to the hired applicant (RCW 49.58.110).

[For details and examples, see the Department of Labor & Industries Administrative Policy ES.E.1 Equal Pay and Opportunities Act.]

1100.5.3. Recruitment

- a. In addition to advertising an open position, WKRFA may choose to actively solicit or recruit candidates. Recruitment may encourage applications from more qualified and experienced candidates who might not otherwise be aware of the position. Recruitment may be handled in-house or through a job placement, "head hunter" firm. State law allows the direct payment of lodging and transportation costs of candidates who are sought to be interviewed.

1100.6 Inclusive Hiring

Initiative 200, approved by the state's voters in 1998 and codified in RCW 49.60.400, prohibits "preferential treatment" in public employment based on race, sex, color, ethnicity, or national origin.

1100.7.1 Veteran Preference

The WKRFA will provide veteran preference points as required by RCW 41.04.010.

WEST KLICKITAT REGIONAL FIRE AUTHORITY

1100.8 APPLICATION FORM

If a successful job description has been prepared, it should be a relatively easy task to develop an application form that will draw out relevant information from applicants.

1100.8.1 Required Information

- a. The Application form will ask the candidate for required information and be verified by legal counsel to ensure compliance.
- b. For certain positions, an application form may include supplemental questions related to that position's job duties, whether multiple choice or open-ended.
- c. **Caution:** Employers are not allowed to ask job applicants certain questions, whether on the application form or in interviews. For instance, employers must be careful when asking questions about age, criminal history, or physical ability, and employers are prohibited entirely from asking questions about race, ethnicity, sex, sexual orientation, gender identity, or previous wage/salary history.

1100.8.2 Legal Counsel

For more information on questions that can and cannot be asked reference WKRFA legal representation and insurance.

1100.9 REVIEWING APPLICATIONS

Interviews, background checks, reference checks, and testing are time-consuming and can be expensive. Limiting the number of applicants under consideration can help reduce the time and expense required.

1100.9.1 Hiring Committee

WKRFA will create a committee to review resumes and applications, and this committee will then develop a list of candidates for further consideration. Whatever approach is used, it should result in a pool of candidates who, presumably, will satisfy the requirements and abilities listed in the job description.

1100.10 INTERVIEWS AND INTERVIEW QUESTIONS

There are different aspects to the interview process. The hiring committee should ask relevant questions to select the most qualified applicant and avoid questions that will put WKRFA at risk if a lawsuit.

1100.10.1 Adopt a standardized set of questions.

WEST KLICKITAT REGIONAL FIRE AUTHORITY

- a. Ask all candidates interviewing for the same position the same questions. This minimizes any personal bias and is more objective in assessing who would be best prepared for a job.
- b. Include diverse employees as decision-makers in the recruitment process for that same reason.
- c. Pre-draft a standard set of questions to help avoid asking improper questions.

1100.10.2 Excluded topics

Employers must be very careful when asking questions about certain topics due to restrictions in both federal law and state law, including those identified in the Washington Law Against Discrimination (chapter 49.60 RCW and specifically RCW 49.60.180) and outlined in detail in WAC 162-12-140 regarding fair and unfair preemployment inquiries.

With minor exceptions such as questions to affirm a bona fide occupational qualification, employers must be careful asking questions about:

- a. **Age.** While questions about a person's date of birth or proof of true age are permitted, employers must be careful not to ask questions suggesting a preference for employees under 40 years of age (WAC 162-12-140(3)(a) and RCW 49.44.090). However, an employer may establish minimum or maximum age limits for employees in certain positions requiring extraordinary physical effort, endurance, condition, or training, pursuant to RCW 49.44.090(1). There are also additional laws that apply to the hiring of minors under the age of 18; however, local governments are not required to obtain a minor work permit or parent/school authorization forms, as local governments are excluded from the definition of "employer" in RCW 49.12.005(3) and WAC 296-125-015(4).
- b. **U.S. citizenship.** State regulations prohibit inquiries about applicants' citizenship (WAC 162-12-140(3)(c)). However, the federal Immigration Reform and Control Act of 1986 prohibits the hiring of an alien who is not authorized to work in the United States (8 U.S.C. § 1324a), so employers may ask whether the applicant is prevented from lawfully becoming employed because of visa or immigration status or whether the applicant can provide proof of a legal right to work in the United States after being hired.
- c. **Criminal history.** Questions regarding arrest history are allowed if the nature of the crime for which the arrest was made involved "behavior that would adversely affect job performance" and occurred within the last 10 years. If questions about a person's arrests are allowed, they must also delve into whether the charges are still pending, have been dismissed, or have led to a conviction. Similar rules apply to questions

WEST KLICKITAT REGIONAL FIRE AUTHORITY

involving an applicant's convictions (WAC 162-12-140(3)(d)). Also see the section below on Criminal Background Checks. Law enforcement agencies and organizations that have a direct responsibility for the supervision, care, or treatment of children, mentally ill persons, developmentally disabled persons, and other vulnerable adults are exempt from this requirement and may ask about any type of arrests or convictions, even if they are unrelated to the job duties or older than 10 years (WAC 162-12-140(3)(b)).

- d. **Marital status and/or family.** Questions may be posed whether the person will be able to meet certain work schedules, whether there are responsibilities that would prevent them from meeting attendance requirements, and for the names of any relatives already employed by the agency. But otherwise, a candidate may not be asked about their marital status – including whether a candidate prefers "Mr.", "Mrs.", "Ms.", etc. – children or childcare arrangements, spouse, relatives, or dependents (WAC 162-12-140(3)(e), (h), (j), and (p)).
- e. **Height or weight.** The interview should not include questions about a person's height and weight, unless the inquiry is based upon an actual job requirement and is consistent with business necessity (WAC 162-12-140(3)(g)).
- f. **Race, ethnicity, or native language.** Questions are not allowed about the applicant's race, color, lineage, ancestry, national origin, birthplace, or native tongue. This includes questions about an applicant's name that would divulge information about lineage, ancestry, national origin, or descent (WAC 162-12-140(3)(j), (k), and (o)). However, employers may ask about an applicant's ability to read, write, or speak foreign languages when such inquiries are based on job requirements.
- g. **Religion or creed.** Employers may not ask any questions about religion or creed, including questions about church affiliations or religious holidays observed (WAC 162-12-140(3)(q)).
- h. **Sex, sexual orientation, or gender identity.** Employers may not ask any questions concerning sex, sexual orientation, gender expression or identity, transgender status, or sex assigned at birth. Employers may ask whether the applicant has worked under any other names previously and, if so, what names, but they may not ask questions about a name that would divulge marital status, sexual orientation, or gender identity or expression (WAC 162-12-140(j), (s) and (t)).
- i. **Pregnancy or disability.** The applicant may be asked whether they are able to perform the essential functions of the job sought, with or without reasonable accommodation. Inquiries regarding the nature, severity, or extent of a disability are not allowed, nor are questions about whether the applicant requires reasonable accommodation prior to a

WEST KLICKITAT REGIONAL FIRE AUTHORITY

conditional job offer or inquiries that are not job-related or consistent with business necessity (WAC 162-12-140(3)(f)). Employers may ask applicants about the duration of stay on the job or anticipated absences, provided that the questions are asked of all applicants regardless of gender, but employers may not ask questions related to pregnancy, medical history concerning pregnancy, and other related matters (WAC 162-12-140(3)(n)). (Also see our page on the federal Americans with Disabilities Act, which provides more information about prohibited discrimination related to qualified job applicants who have disabilities.)

- j. **Wage or salary history.** Employers may not seek the wage or salary history from a job applicant or from the applicant's current or former employer, or require that the prior wage or salary history meet certain criteria (RCW 49.58.100). However, the employer may confirm the applicant's wage or salary history if the applicant has voluntarily disclosed that information or after the employer has negotiated and made an offer of employment with compensation to the applicant.

1100.10.3 After hire.

An employer is not prohibited from making or keeping records of the protected status of employees, but the information obtained must be accessible only on a need to know basis and may not be used for a discriminatory purpose (WAC 162-12-140(1) and 162-12-180).

1100.10.4 Violations

Violations of these state and federal laws can result in investigation by the Washington State Human Rights Commission (RCW 49.60.230) or the U.S. Equal Employment Opportunity Commission (EEOC).

1100.11 REFERENCE CHECKS

An employer, before hiring someone, can probably find out a great deal of information about the candidate's knowledge, experience, and work habits by asking for information from present and former employers and from others who are familiar with the applicant.

- a. The Fire Chief will contact no less than 2 of the references provided by the candidate.
- b. Current and former employers providing reference information about a current or former employee are immune from civil or criminal liability for disclosure of information about a current and former employee, if certain requirements are met (RCW 4.24.730). An employer is presumed to be acting in good faith and is immune from liability if the disclosure of information relates to the employee's ability to perform the job; the

WEST KLICKITAT REGIONAL FIRE AUTHORITY

diligence, skill, or reliability with which the employee carried out the job duties; and the employee's avoidance of illegal or wrongful acts related to the job duties.

1100.12 CRIMINAL BACKGROUND CHECKS

1100.12.1 The Washington Fair Chance Act (chapter 49.94 RCW)

The Washington Fair Chance Act generally prohibits local governments and other employers from using criminal records as an initial candidate screening tool. The Act does not apply to certain hiring circumstances, including

- a. Positions with unsupervised access to children under the age of 18 or a vulnerable adult or person; and
- b. Any employer seeking a nonemployee volunteer (RCW 49.94.020).

1100.12.2 Other statutes

There are specific statutes allowing or requiring criminal records checks of job applicants if the position would:

- a. Involve unsupervised access to children, developmentally disabled persons, or other vulnerable adults (RCW 43.43.832);

1100.12.3 WKRFA is Exempt

The above exemptions apply to WKRFA as the fire stations are public safety locations and all first responders and staff could be in situations where they are unsupervised in emergency situations with our most vulnerable population.

1100.12.5 Background check agency

WKRFA will utilize a background check agency to ensure compliance with criminal background checks.

1100.12.4 Notify Applicant

The agency has 30 days following the receipt of any conviction record to notify the applicant of the record, and the record must be made available to the applicant (RCW 43.43.815(2)).

1100.12.6 Authority to deny employment

- a. WKRFA will deny employment based on prior conviction for a felony directly related to the position's duties (RCW 9.96A.020). Generally, the felony conviction must have occurred within the past 10 years.
- b. If the applicant has obtained a certificate of restoration WKRFA may not disqualify a qualified job applicant based solely on the applicant's criminal history if they meet all the other statutory and regulatory requirements (RCW 9.97.020). However, there are

WEST KLICKITAT REGIONAL FIRE AUTHORITY

exceptions for criminal justice agencies, accountants, security guards, and certain other occupations.

- c. The Fire Chief will consult with legal counsel in the event there is a candidate with a felony or certificate of restoration.

1100.13 CREDIT CHECKS

State law restricts when a consumer report can be sought for employment purposes (RCW 19.182.020). An employer may not procure a consumer report when any of the information contained in the report bears on credit worthiness, credit standing, or credit capacity, with two exceptions:

- a. When the report is substantially related to the individual's current or potential job, or
- b. When otherwise required by law.

1100.13.1 Notification

- a. Before the WKRFA can seek a report, it must notify the candidate of its intent and obtain a written consent; the consent must be a "stand alone" document, not just an authorization included as part of the job application form itself. The hiring agency must also notify the consumer reporting agency that consent has been obtained and that its report will not be used illegally.
- b. When a consumer reporting agency is hired to prepare a "consumer report" (defined in 15 U.S.C. § 1681a(d)(1)) or an "investigative consumer report" (defined in 15 U.S.C. § 1681a(e)) about an applicant, certain disclosure requirements are imposed under the federal Fair Credit Reporting Act (15 U.S.C. § 1681 et seq).
- c. WKRFA utilizes a background check agency to assist with compliance in this area.

1100.14 DRIVING RECORDS

An employer may also review a job applicant's full driving record, provided that the applicant authorizes release and the employer attests that the information is necessary as a condition of employment or otherwise at the direction of the employer (see RCW 46.52.130(2)(b)).

WKRFA utilizes a background check agency to assist with compliance in this area.

The contents of the driving abstract must not include any information related to sealed juvenile records unless that information is required by federal law or regulation.

WEST KLICKITAT REGIONAL FIRE AUTHORITY

1100.15 POLYGRAPH TESTS

- a. Both federal (Employee Polygraph Protection Act of 1988, 29 U.S.C. § 2001 et seq.) and state law (RCW 49.44.120) limit the use of polygraph tests in the employment context; the federal law, however, does not apply to public employers, whereas the state law does.
- b. State law makes it unlawful for the state or a political subdivision of the state "to require, directly or indirectly, that any employee or prospective employee take or be subjected to any lie detector or similar test as a condition of employment or continued employment."
- c. There are several exceptions to the prohibition however, they do not apply to WKRFA.

1100.16 MEDICAL, DRUG, and NON-MEDICAL TESTING

1100.16.1 Medical Examination

Under the Americans with Disabilities Act (ADA), pre-employment **medical examinations** may not be given (29 C.F.R. § 1630.13), with one important exception: an examination can be required after a conditional offer of employment has been made, provided everyone in the same job category is required to take an exam, not just people who may have a disability (29 C.F.R. § 1630.14(b)).

1100.16.2 Drug Testing

Drug testing is not a medical examination under the ADA, and thus, may be required at the time of application, assuming there is a public safety or other compelling justification for the test. Effective January 1, 2024, RCW 49.44.240 prohibits pre-employment drug testing for cannabis (a legal substance in Washington State), except for in the following instances:

- a. The new law does not apply to:
 - i. **fire department** and law enforcement personnel; (
 - ii. **first responders**; and
 - iii. safety sensitive positions for which impairment while working presents a substantial risk of death (these safety sensitive positions must be identified by the employer prior to the applicant's application for employment).
- b. If a state or federal law requires an applicant to be tested for cannabis, then the state or federal law controls.
- c. If the WKRFA is receiving federal funding or federal licensing-related benefits or has entered a federal contract, then the WKRFA must abide by any federal drug testing

WEST KLICKITAT REGIONAL FIRE AUTHORITY

requirements (including testing for cannabis) included in the funding agreement or contract for relevant employees.

1100.16.3 Non-medical testing

Other non-medical tests, such as for physical fitness, may be allowed, provided they are to measure an attribute of the applicants that is job-related.

1100.17 DISQUALIFICATION GUIDELINES

As a general rule, performance indicators and candidate information and records shall be evaluated by considering the candidate as a whole, and taking into consideration the following:

- Age at the time the behavior occurred
- Passage of time
- Patterns of past behavior
- Severity of behavior
- Probable consequences if past behavior is repeated or made public
- Likelihood of recurrence
- Relevance of past behavior to public safety employment
- Aggravating and mitigating factors
- Other relevant considerations
- A candidate's qualifications will be assessed on a case-by-case basis, using a totality-of-the-circumstances framework.

1100.18 RETENTION and DISCLOSURE of PRE-EMPLOYMENT RECORDS

1100.18.1 Recruitment records

Local governments are required to retain recruitment records for three years after the position is filled or the recruitment effort is terminated (Local Government Common Records Retention Schedule, DAN GS50-04B-22). This includes (but is not limited to) job announcements/postings, interview questions, screening and selection criteria, and the applications, resumes, test results, and background checks of all unsuccessful job applicants (including applicants who were screened but not interviewed).

1100.18.2 Successful candidates hired by WKRFA

Hiring records for successful job applicants who are hired by the agency including the

- a. position description,
- b. application,

WEST KLICKITAT REGIONAL FIRE AUTHORITY

- c. resume,
- d. eligibility
- e. certifications,
- f. transcripts,
- g. letters of recommendation,
- h. final results of background checks or tests, etc.

must be retained for six years after the employee's separation from the agency and the records are no longer needed for agency business (Local Government Common Records Retention Schedule, DAN GS50-04B-06).

1100.18.3 Disclosure

Although local governments must retain this information for a specified time, all applications for public employment, other than for vacancies in elective office, are exempt from public disclosure under RCW 42.56.250(1)(b). This includes the

- a. names of applicants,
- b. resumes, and
- c. other related materials submitted with respect to an applicant, as well as
- d. any pre-employment background checks or polygraph tests required as part of the hiring process (see *Sheats v. East Wenatchee* (2018)).

While the applicants' names and submitted materials are exempt from disclosure, it is not clear whether interview notes or reference check notes recorded by the agency's staff members are exempt. The Records Manager will Contact legal counsel in the event of a

1100.19 TRAINING

All entry-level firefighter candidates should complete training in an accredited fire training program established by the Office of the State Fire Marshal.

1100.20 RETENTION

The primary focus of WKRFA staff should be on hiring those who are the best fit for a particular position. In order to retain quality members, the WKRFA administrative staff should:

- a. Seek member input on retention strategies.
- b. Develop a workplace that respects, encourages, and enables a work/life balance.
- c. Facilitate training and career development opportunities.
- d. Develop and maintain quality supervisors.

WEST KLICKITAT REGIONAL FIRE AUTHORITY

- e. Provide regular and meaningful performance feedback.
- f. Promote an environment where members are able to speak freely.
- g. Treat members fairly, equitably, and consistently.
- h. Consider ways to reward excellent performance.
- i. Follow up on any feedback acquired during an exit interview process.
- j. Retention incentives may include items from a collective bargaining agreement, employment benefits, seniority benefits, forms of recognition, etc.

1100.20 RECOMMENDED RESOURCES

Staff responsible for hiring should research the current best practices for hiring. WKRFA has access to MRSC, and insurance companies often have training to reduce risk of litigation.

Approved:

West Klickitat Regional Fire Authority Firefighter/EMT Job Description

Position: Fire Firefighter/EMT

Reports to: Captain / Deputy Fire Chief / Fire Chief

General Description:

The Firefighter is a professional who provides a wide range of emergency services. They perform the functions of WKRFA's Levels of Service, including fire, EMS, hazardous materials, search and rescue, and prevention and investigation. The Firefighter supports the Mission and Values of West Klickitat Regional Fire Authority.

Firefighters are the backbone of our emergency response system. Individuals assigned to this role have a deep commitment to public safety.

Firefighters are expected to apply a thorough knowledge of the Washington Administrative Code (WAC 296-305), National Fire Protection Association 1500, Occupational Training and Health Administration (OSHA) regulations, Uniform Disciplinary Act of 1990, and HIPPA. Compliance is essential to all fire/EMS duties including administration, records retention and operations.

The Firefighter is expected to coordinate WKRFA participation in community activities for the purpose of recruitment of new members and primarily, be the fire prevention face of WKRFA within the community.

Firefighter Responsibilities and Duties

- Maintains response readiness.
- Responds to fires, emergency medical, hazardous material or other emergency and non-emergency calls.
- Provide emergency medical care and transport injured or ill individuals to medical facilities
- Perform search and rescue operations to locate and evacuate individuals from hazardous situations
- Performs the duties of command personnel as needed and fulfills obligations during duty hours.
- Determines methods of fire suppression; supervises laying of hose lines, directing of hose streams, placement of ladders, ventilation, rescue and salvage operations.
- *Coordinate with others for appropriate response to calls for service.*
- Operate and maintain firefighting equipment, including fire engines, ladders, hoses and essential fire equipment.
- Maintains physical skills and abilities to safely drive and operate essential fire equipment.
- Carries out duties in compliance with Federal, State, County and City laws and local ordinances.
- Carries out daily, weekly, monthly and yearly duties in and around all WKRFA facilities and apparatus to ensure response readiness.
- Maintain a clean working environment with apparatus, stations, living spaces and office areas. Weeding, mowing and washing of fire station buildings, parking lots, and specific

West Klickitat Regional Fire Authority Firefighter/EMT Job Description

facilities maintenance tasks are a duty required for this position.

- Plans and delivers community public safety messaging, meetings and events.
- Provide ongoing mentorship and guidance to volunteer personnel. This includes group and individual training opportunities.
- Prepares and delivers volunteer recruitment and retention activities.
- Delivers training evolutions on shift and/or during routine drill dates as directed by officers.
- Plans and implements Fire and EMS training programs to carry out the policies and goals of the Fire Authority.
- Complete accurate and clear written documentation. This includes incident reports, training documentation, and projects.
- Working knowledge of WKRFA policies, procedures and emergency procedures.
- Notifies supervisor immediately in the event of accident, injury or damage.
- Supports the activities of the Health and Safety Officer and Safety Committee as needed.
- Conduct fire and life safety inspections within residential and/or commercial occupancies as qualified under FF1).
- keep abreast of current trends in the field.
- represent the agency in a variety of local, county, state and other meetings.

Firefighter Qualifications & Skills

Minimum Qualifications

- 18 years of age
- High School diploma or GED. Associates degree in Fire Science or Fire Technology is preferred.
- Three (3) years' prior work experience as a paid or volunteer firefighter, including two (2) years in a similar or larger organization.
- Valid Washington State driver's license with no disqualifying history
- Current NREMT certification
- IFSAC or NFPA credentials up to Firefighter 1
- NIMS ICS 100, 200, 700, 800
- EVIP qualified
- NWCG Firefighter 1

Desired qualifications:

- EVIP Instructor
- IFSAC Firefighter 2
- NIMS 300, 400
- NWCG L180, 280

Other Requirements:

- **Residency:** Primary domicile one hour from Station 30, under normal driving conditions, is required.
- Willingness to work irregular hours, including nights, weekends, and holidays
- Willingness to undergo ongoing training and education

TOOLS AND EQUIPMENT USED

The firefighter is expected to safely operate emergency vehicles including ambulances, fire engines brush engines, and tenders. Emergency vehicles are equipped with standard firefighting equipment including pumps, hoses ladders, first aid equipment, radio, pager.

Employee must be competent with administrative office equipment including personal computer, phone, video camera, digital camera, overhead projectors and other media equipment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit; talk or hear; stand; walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 100 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

Work is performed primarily in offices, vehicles, and outdoor settings, in all weather conditions, including temperature extremes, during the day and night. Work is often performed in emergencies and stressful situations. Individuals are exposed to audible alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils.

Work is performed while wearing personal protective equipment such as firefighter turnouts and respiratory protective equipment which can cause physical stress.

SELECTION GUIDELINES

Formal application; review of education and experience; appropriate testing and interviews; oral interview; background check; physical agility; drug screening; final selection and pre-employment medical examination.

NOTE: Appointees will be subject to completion of a standard one-year probationary period. The employee will be evaluated after six (6) months of service, one year of service and annually

thereafter.

The examples of duties noted herein are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The Firefighter position is currently not represented by a labor organization and is filled with a written contract subject to FLSA rules.

S/RFA
Revised July 2025

DRAFT



West Klickitat Regional Fire Authority Employment Opportunity Firefighter/ EMT

Physical: Station 31, 200 Husum Street, Husum Washington 98623

Mailing: PO Box 151 Husum WA 98623

Web: kcf3.com Phone: (509) 493 2996

West Klickitat Regional Fire Authority (WKRFA) is accepting applications for the position of Firefighter/EMT. The WKRFA, (operating as SW Fire & Rescue), is a newly formed regional fire authority that provides fire suppression, rescue and EMS services to the citizens of White Salmon and the surrounding communities of Snowden, BZ Corner, and Husum, Washington. Delivery of services from our stations is provided by highly capable and dedicated volunteers and administrative staff, who serve under an elected Governing Board. The agency has specific goals for community fire prevention, and recruitment and retention of our volunteer membership. Customer service, safety, and community involvement are key elements of WKRFA. Our members instill honor and trust in all we do.

Minimum Qualifications

- 18 years of age
- High School diploma or GED. Associates degree in Fire Science or Fire Technology is preferred.
- Three (3) years' prior work experience as a paid or volunteer firefighter, including two (2) years in a similar or larger organization.
- Valid Washington State driver's license with no disqualifying history
- Current NREMT certification
- IFSAC or NFPA credentials up to Firefighter 1
- NIMS ICS 100, 200, 700, 800
- EVIP qualified
- NWCG Firefighter 1

Desired qualifications:

- EVIP Instructor
- IFSAC Firefighter 2
- NIMS 300, 400
- NWCG L180, 280

Other requirements:

- **Residency:** Primary domicile one hour from Station 30, under normal driving conditions.
- Willingness to work irregular hours, including nights, weekends, and holidays
- Willingness to undergo ongoing training and education

Process/Timeline:

Application period: July 18, 2025 – August 15, 2025

Written, Physical and Interviews to be held on

Saturday August XX, 2025

08:00—13:00 hours—Station 31

Applications are available on the website

www.kcf3.com or by contacting

Rosalind Plumb- Administrative Manager
509.493.2996 rplumb@westklickitatfire.gov

Salary and Compensation Package:

- 2025 Annual Wage range \$63,900—\$83,200
- depending on qualifications
- Medical/Dental/Vision (100% employee, 50% spouse)
- Life insurance
- Pension-LEOFF2
- Voluntary Deferred Compensation program is available
- Family LifeFlight membership
- Accrued leave.

Submit completed applications to

Physical: Station 31,

200 Husum Street, Husum Washington 98623

Mailing: PO Box 151, Husum WA 98623

To be received no later than

Monday August 15, 2025 at 3:00pm

PST.