



*RFA Governing Board*  
**MEETING AGENDA**

**West Benton Regional  
Fire Authority**  
1200 Grant  
Prosser, WA 98350

**DATE:** Regular Board Meeting  
January 16, 2018  
**TIME:** 18:00 hours (6:00 p.m.)  
**LOCATION:** **WBRFA Headquarters Fire Station**

**CALL TO ORDER**

**Flag Salute**

**Roll Call**

**Agenda Approval**

**Approval of Minutes**

**Public Comments**

January 2, 2018

*Any person desiring to address the Board on an agenda matter may do so when properly recognized by the Board Chairperson and present their comments or questions.  
(Limited to a 3-Minute Presentation)*

**OLD BUSINESS**

**NEW BUSINESS**

- 1. Correspondence**
  - Governing Board
  - Staff Reports
  
- 2. Finance**
  - Voucher Approval #2018-019 thru 2018-057 in the amount of \$33,301.56
  
- 3. Policy**
  - First reading of the Nondiscrimination policy
  - First reading of the Employment of handicapped person policy
  - First reading of the Sexual Harassment policy
  - First reading of the Sexual Harassment Procedure policy
  - First reading of the Affirmative Action policy
  - First reading of the Whistleblower policy
  - First reading of the Organization of Staff policy
  - First preview of the Organizational Chart
  - First reading of the Recruitment of Staff policy
  - First reading of the Career Qualifications policy
  - Second reading of the Records Request policy
  
- 4. Executive Session**
  - Possible executive session, pursuant to RCW 42.30.110(1)(g) (“To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee”). This session will begin at \_\_\_\_\_ o’clock, and will be concluded at \_\_\_\_\_ o’clock.”

**Governing Board**

**Comments**

**Next Board Meeting** February 6, 2018

**ADJOURN**

# WBRFA Roll Call

Date: January 16, 2018

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## **-Governance Board Members-**

**Max Benitz** X \_\_\_\_\_

**Richard Clizbe** X \_\_\_\_\_

**Wendy Fogelson** X \_\_\_\_\_

**Randy Fox** X \_\_\_\_\_

**David Moon** X \_\_\_\_\_

## **-Staff-**

**Seth Johnson** X \_\_\_\_\_

**Todd Dormaier** X \_\_\_\_\_

**Jessica Trevino** X \_\_\_\_\_

**WEST BENTON REGIONAL FIRE AUTHORITY  
TUESDAY JANUARY 2, 2018  
WBRFA HEADQUARTERS STATION 310**

**CALL TO ORDER AND FLAG SALUTE**

Chairman Moon called the January 2, 2018 West Benton Regional Fire Authority regular meeting to order at 6:00 p.m. and led participants in a flag salute.

**ROLL CALL**

Administrator Jessica Trevino conducted a roll call for attendees. Chairman David Moon and Commissioners Max Benitz, Wendy Fogelson, Randy Fox, and Richard Clizbe were present. Fire Chief Seth Johnson, Lieutenant Brandon Fogelson, and Lieutenant Scott Friend were also in attendance. Recording secretary and administrator, Jessica Trevino, was also present.

**AGENDA APPROVAL**

The board reviewed the agenda. Commissioner Benitz moved to approve the agenda as presented. Commissioner Fox seconded the motion. The motion carried.

**APPROVAL OF MINUTES**

Commissioner Benitz moved to approve the December 19, 2017 meeting minutes. Commissioner Fox seconded the motion. The motion carried.

**PUBLIC COMMENTS**

There were no comments from the public.

**OLD BUSINESS**

**NEW BUSINESS**

**GOVERNING BOARD REPORTS**

The Commissioners talked about registration for the WFCFA conferences in 2018.

**STAFF REPORTS**

Fire Chief Johnson reported that WBFR went on 604 calls in 2017 which is an 80% increase from 2016. He also reported that 9 applications were received for the Training Captain position.

Administrator Trevino reported on closing out the 2017 year-end items.

**VOUCHER APPROVAL**

Vouchers were audited and certified by the Auditing Officer as required by RCW 42.24.080, those expense reimbursement claims certified as required by RCW 42.24.090, and have been recorded on a listing which has been made available to the West Benton Regional Fire Authority

Commissioner Fox moved to approve voucher #2018-001 through 2018-012 in the amount of \$3,997.28. Commissioner Fogelson seconded the motion. The motion carried.

**RESOLUTIONS**

Commissioner Benitz moved to approve Resolution 2018-01 appointing officer positions for calendar year 2018. Commissioner Fox seconded the motion. The motion carried. Commissioner Clizbe was voted as the Chairman and Commissioner Fogelson was voted as the Vice-Chair.

**POLICY**

The commissioners were presented the first reading of the records request policy.

**FINAL COMMENTS**

None

**ADJOURNMENT**

With no further business, Chairman Moon adjourned the meeting at 6:28pm.

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DAVID MOON, CHAIRMAN

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JESSICA TREVINO, ADMINISTRATOR

**WEST BENTON REGIONAL FIRE AUTHORITY  
VOUCHERS THIS WEEK  
January 16, 2018**

<b>VOUCHER</b>	<b>VENDOR NAME</b>	<b>VENDOR #</b>	<b>Account</b>	<b>BARS CODE</b>	<b>AMOUNT</b>
2018-019	APOLLO	114615	6808-101	50.4802 - I	513.14
2018-020	AUTO ZONE	118939	6808-101	20.3101 - I	420.95
2018-021	BENTONREA	148100	6808-101	50.4701 - I	87.47
2018-022	CASCADE FIRE EQUIPMENT	213130	6808-101	20.3141 - I	2,036.80
2018-023	CASCADE NATURAL GAS	213169	6808-101	50.4701 - I	613.22
2018-024	CHARTER COMMUNICATIONS	218790	6808-101	20.4202 - I	596.22
2018-025	CITY OF RICHLAND	224155	6808-101	20.5101 - I	7,556.65
2018-026	CONNELL OIL	238803	6808-101	20.3201 - I	308.98
2018-027	COOKS ACE HARDWARE	240020	6808-101	20.3101 - I	300.36
2018-028	CRYSTAL SPRINGS	255708	6808-101	10.4103 - I	109.98
2018-029	<b>DAVY'S TOTAL LAWN CARE</b>	<b>NEW</b>	6808-101	50.4802 - I	331.23
2018-030	EMERGENCY REPORTING	312308	6808-101	10.4103 - I	239.08
2018-031	EMPLOYMENT SECURITY DEPT	311917	6808-101	10.2104 - I	758.87
2018-032	ENDURIS	312268	6808-101	20.4601 - I	250.00
2018-033	FIRE DISTRICT #1	329914	6808-101	10.4103 - I	203.40
2018-034	FRANKLIN COUNTY FIRE DISTRICT	342340	6808-101	40.4905 - I	167.10
2018-035	GENERATION CONSULTANTS	362200	6808-101	10.4103 - I	89.97
2018-036	GRAINGER	386167	6808-101	20.3141 - I	1,139.86
2018-037	HESLOP GARY	439605	6808-101	10.4103 - I	640.00
2018-038	IBS	475011	6808-101	10.4103 - I	34.41
2018-039	LABOR & INDUSTRIES	540913	6808-101	10.2104 - I	3,477.40
2018-040	LOCKSHOP	583763	6808-101	10.3101 - I	12.95
2018-041	MES NORTHWEST	647816	6808-101	10.3101 - I	188.27
2018-042	NAPA AUTO PARTS	681212	6808-101	20.4802 - I	111.12
2018-043	NWSC	696388	6808-101	10.2105 - I	762.06
2018-044	OXARC	709710	6808-101	10.4901 - I	158.61
2018-045	PACIFIC OFFICE AUTOMATION (pa)	710241	6808-101	10.4103 - I	594.51
2018-046	<b>PHILLIPS MATTHEW</b>	<b>NEW</b>	6808-101	40.4905 - I	500.00
2018-047	PROSSER RECORD BULLENTIN	747677	6808-101	10.4103 - I	72.00
2018-048	QUILL	750490	6808-101	10.3101 - I	641.13
2018-049	SHRED IT US JV LLC	842121	6808-101	10.3101 - I	23.38
2018-050	SIRENNET.COM	849110	6808-101	20.4802 - I	275.50
2018-051	TOM DENCHEL FORD	918218	6808-101	20.4802 - I	76.13
2018-052	TRUSTED PLAN SERVICE CORP	924555	6808-101	10.2104 - I	4,684.38
2018-053	US BANK	930132	6808-101	10.3101 - I	2,836.16
2018-054	VERIZON	936148	6808-101	20.4202 - I	78.06
2018-055	WASTE MANAGEMENT	950202	6808-101	50.4701 - I	27.21
2018-056	WSCFF	949222	6808-101	10.2104 - I	225.00

**WEST BENTON REGIONAL FIRE AUTHORITY**  
**VOUCHERS THIS WEEK**  
 January 16, 2018

2018-057	BOARD FOR VOLUNTEER FIREFIGHTERS	162003	6808-101	20.1206	2,160.00
<b>TOTAL VOUCHERS 6808-101</b>					<u><u>33,301.56</u></u>

We, the undersigned Board Members of West Benton Fire & Rescue, do hereby certify, under penalty of perjury, that the above vouchers 2018-019 through 2018-057 are just, due, and unpaid obligations against West Benton Fire & Rescue and that we are authorized to authenticate and certify to said claims.

Chairman	Board Member	Board Member
Board Member	Board Member	
Administrator		