

West Benton Regional
 Fire Authority
 1200 Grant
 Prosser, WA 98350



<i>RFA Governing Board</i>	
MEETING AGENDA	
	Regular Board Meeting
	06/20/2017
	18:00 hours (6:00 p.m.)
LOCATION:	<u>WBRFA Headquarters</u> <u>Fire Station</u>

Call To Order	
Flag Salute	
Roll Call	
Agenda Approval	
Public Comments	
<u>Approval of Previous Meeting Minutes</u>	
	* 06/06/2017
	* 06/13/2017-Special Meeting
WBRFA BVFF Trustee Meeting	
<u>Reports:</u>	
	* <i>Governing Board</i>
	* <i>Command Officers</i>
<u>Finance Business:</u>	
	* <i>Financial reports</i>
	* <i>06/06/2017 Vouchers #2017-404 thru #2017-437 in the amount of \$33,259.45</i>
FOLLOW-UP ITEMS	◆ New Commissioner Swearing In
DISCUSSION ITEMS	◆ Job Position Description- Review Drafts
	◆ Governing Board Discussion: Aerial ladder Surplus/Replacement-UPDATE
	◆ Type 5 Engine Replacement Cost
Governing Board Final Comments	
Next Regular Board Meeting	July ____, 2017
ADJOURN	

**WEST BENTON REGIONAL FIRE AUTHORITY
REGULAR GOVERNANCE BOARD MEETING
TUESDAY JUNE 6th, 2017
18:00 HOURS
WBRFA HEADQUARTERS STATION 310**

CALL TO ORDER AND FLAG SALUTE

Chairman Moon called the West Benton Regional Fire Authority Meeting to order at 6:00 p.m. and led the Board in a flag salute.

ROLL CALL

Interim Fire Chief Seth Johnson conducted a roll call for attendees. Chairman David Moon, Board members Max Benitz, Randy Fox, and Richard Clizbe were present. Interim Fire Chief Seth Johnson and Captain Todd Dormaier were present. Lieutenants Scott Friend and Keith Johnson were present, along with Firefighter Sid Ayala. Cory Heron was present to take minutes.

AGENDA APPROVAL

The Board reviewed the agenda. Board member Benitz made a motion to approve the agenda as presented. Board member Clizbe seconded, there were none opposed and the motion passed.

PUBLIC COMMENTS

There were no comments from the public.

PREVIOUS MEETING MINUTES

Board member Benitz made a motion to approve the meeting minutes from the Special Meeting 5/13/2017. Board member Fox seconded, there were none opposed and the motion carried.

Board member Benitz made a motion to approve the Regular Board Meeting minutes from 5/16/17. Board member Clizbe seconded, there were none opposed and the motion carried.

WBRFA BVFF TRUSTEE MEETING

There were no items for the Board of Volunteer Firefighters Trustees to discuss.

REPORTS

Board member Benitz received correspondence from District 4 concerning the formation of a Regional Fire Authority. Board member Benitz also passed along contact information for a company that recruits Fire Chiefs.

Chairman Moon notified the Board of a candidate for an administrative position. The Board discussed having someone in-house to handle financials and minutes. There was consensus to review the Administrator job description and determine a course of action.

Interim Fire Chief Johnson indicated a rental vehicle is being used to replace a rescue truck that was involved in an incident that required repair. Annual trainings are almost done.

Chairman Moon requested a list of daily, weekly and monthly Chief duties that are being covered. He also wanted to ensure that volunteers have access to ERS for pre and post apparatus reports.

Captain Dormaier presented complete training reports to the Board for each firefighter. The Certifications listed only represent records that are on-hand. Records for several certifications/trainings are in the process of being obtained. The Board appreciated this comprehensive information. Board member Benitz encouraged Captain Dormaier to share these results regularly with the Lieutenants, for them to share with the volunteers.

FINANCIAL BUSINESS

Financial reports were postponed until Staff has a chance to meet with Gary Heslop.

Board member Benitz made a motion to approve the Governing Board vouchers for the month of May. Board member Clizbe seconded the motion, there were none opposed and the motion carried.

The Board reviewed vouchers 2017-351 through 2017-355 in the amount of \$94,632.42. Board member Benitz made a motion to approve the vouchers 2017-351 through 2017-355 in the amount of \$94,632.42. Board member Fox seconded, there were none opposed and the motion passed.

The Board reviewed vouchers 2017-356 through 2017-403 in the amount of \$51,660.76. Board member Fox made a motion to approve the vouchers 2017-356 through 2017-403 in the amount of \$51,660.76. Board member Benitz seconded, there were none opposed and the motion passed.

FOLLOW-UP ITEMS

Chairman Moon indicated the three candidates for the Board vacancy. The Board discussed delivering response letters requesting interviews for next Tues. June 13th at 6 pm, and holding an executive session to appoint the new Board member. Board member Benitz made a motion for the Board to set the candidate review to fill the vacant Board position at 6 pm next Tues. June 13th. Board member Clizbe seconded the motion, there were none opposed and the motion carried.

DISCUSSION ITEMS

The Board reviewed compliance rates for each of the response time zones. WBRFA is doing a decent job of responding with different apparatus to various zones and there is room to improve. The ERS data automatically coded the zones but the times had to be corrected before presenting results from the past three months. Response time goals will be established based on each zone. All Board members discussed and appreciated the information and would look forward to evaluating this information on a quarterly basis.

The Board discussed the status of the aerial ladder truck. Based on the current value of the apparatus, the potential impact from the Survey and Ratings Bureau, and the cost and potential use of a replacement, it was decided to have Coast Crane in Pasco review past work orders and provide a cost estimate to get the apparatus certified and back in service. The Board will re-evaluate after receiving this information. Some of the considerations that were discussed included a 'telesquirt' and the possibility of offsetting costs with local business support or grants.

GOVERNING BOARD COMMENTS

Board member Fox asked about the status of the ILA with the City. Chairman Moon met with the City Administrator and has not heard anything back yet.

Board member Clizbe appreciated the efforts of the Captains stepping up.

Board member Benitz would like to review the position descriptions for Administrator and Fire Chief.

NEXT SCHEDULED MEETING AND ADJOURNMENT

The next regularly scheduled meeting for the West Benton Regional Fire Authority Governance Board will be Tuesday June 20th, 2017 at 6:00 p.m.

The West Benton Regional Fire Authority Governance Board Meeting was adjourned at 7:21 p.m.

X _____

Seth Johnson
WBRFA Interim Fire Chief

X _____

David Moon
WBRFA Governing Board Chairman

**WEST BENTON REGIONAL FIRE AUTHORITY
SPECIAL GOVERNANCE BOARD MEETING
TUESDAY JUNE 13th, 2017
18:00 HOURS
WBRFA HEADQUARTERS STATION 310**

CALL TO ORDER AND FLAG SALUTE

Chairman Moon called the West Benton Regional Fire Authority Meeting to order at 6:00 p.m. and led the Board in a flag salute.

ROLL CALL

Interim Fire Chief Seth Johnson conducted a roll call for attendees. Chairman David Moon, Board members Max Benitz, Randy Fox, and Richard Clizbe were present. Interim Fire Chief Seth Johnson and Captain Todd Dormaier were present. Tim Stewart and Wendy Fogelson were present. Cory Heron was present to take minutes. Candidate Scott Cook was unable to attend as a result of miscommunication.

AGENDA APPROVAL

The Board reviewed the agenda. Board member Benitz made a motion to approve the agenda as presented. Board member Fox seconded, there were none opposed and the motion passed.

DISCUSSION ITEMS

The Board had candidate Wendy Fogelson introduce herself to the Board. Each Board member asked an interview question, to which Candidate Fogelson responded.

Board member Clizbe made a motion to appoint candidate Wendy Fogelson to West Benton Regional Fire Authority Commissioner Position #2. Board member Fox seconded the motion all were in favor and the motion passed.

Interim Fire Chief Seth Johnson reminded Chairman Moon about getting the new Commissioner sworn in. Chairman Moon said he would check with Benton County Elections for the process.

NEXT SCHEDULED MEETING AND ADJOURNMENT

The next regularly scheduled meeting for the West Benton Regional Fire Authority Governance Board will be Tuesday June 20th, 2017 at 6:00 p.m.

The West Benton Regional Fire Authority Governance Special Board Meeting was adjourned at 6:12 p.m.

X _____

Seth Johnson
WBRFA Interim Fire Chief

X _____

David Moon
WBRFA Governing Board Chairman

<u>VOUCHER</u>	<u>VENDOR NAME</u>	<u>VENDOR #</u>	<u>Account</u>	<u>BARS CODE</u>	<u>AMOUNT</u>
2017-404	AMERICAN FLEET MAINTENANCE LLC	109414	6808-101	20.4802	5,423.38
2017-405	ARAMARK	114645	6808-101	10.4103	43.44
2017-406	BENTONREA	148100	6808-101	50.4701	82.39
2017-407	B J PAINTS & CARPET	120050	6808-101	20.3101	271.82
2017-408	CASCADE FIRE EQUIPMENT	213130	6808-101	20.3101	435.27
2017-409	CASCADE NATURAL GAS	213169	6808-101	50.4701	53.69
2017-410	CHARTER COMMUNICATIONS	218790	6808-101	20.4202	297.79
2017-411	CONNELL OIL	238803	6808-101	20.3201	700.53
2017-412	CITY OF RICHLAND	224155	6808-101	20.5101	1,908.50
2017-413	CHONG, PHILIP	221745	6808-101	20.1206	936.55
2017-414	CRUZ JAVIER	253502	6808-101	20.1206	936.03
2017-415	DEPT OF TREASURY-NO CHECK	275022	6808-101	20.1206	581.84
2017-416	IBS	475011	6808-101	20.4802	227.89
2017-417	JIMS PACIFIC GARAGE	491425	6808-101	20.4802	166.16
2017-418	KUFFEL LAW	836490	6808-101	10.4103	450.76
2017-419	MARKETS (THE)	630599	6808-101	20.3101	42.51
2017-420	MHC ASSOCIATES	637820	6808-101	10.4103	2,658.79
2017-421	NAPA AUTO PARTS	681212	6808-101	50.4802	106.49
2017-422	OXARC	709710	6808-101	10.4901	18.03
2017-423	RDJ SPECIALTIES INC	750990	6808-101	30.4909	1,476.60
2017-424	R E POWELL	751003	6808-101	20.3201	68.44
2017-425	RMC GROUP	NEW	6808-101	20.4802	2,876.59
2017-426	SHRED IT US JV LLC	842121	6808-101	10.3101	23.38
2017-427	SNURE LAW OFFICES PSC	859101	6808-101	10.4103	1,426.00
2017-428	HERON, CORY	444195	6808-101	10.4103	619.17
2017-429	QUILL	750490	6808-101	10.3101	971.19
		750490	6808-101	50.4802	76.01
2017-430	VALLEY PIPE COMPANY	932290	6808-101	50.4802	277.49
2017-431	VALLEY SPRAY LLC	932292	6808-101	50.4802	152.04
2017-432	VERIZON	936148	6808-101	20.4202	78.06
2017-433	TRUSTED PLAN SERVICE CORP	924555	6808-101	10.1238	763.56
		924555	6808-101	10.2104	5,127.09

2017-434	WSCFF	949222	6808-101	10.2104	150.00
2017-435	TOM DENCHEL FORD	918218	6808-101	20.4802	782.49
2017-436	DEPT OF RETIREMENT SYSTEM	949710	6808-101	10.1238	1,347.97
		949710	6808-101	10.2104	838.27
2017-437	DEPT OF RETIREMENT SYSTEM (DC)	949710	6808-101	10.1238	431.56
		949710	6808-101	10.2104	431.68
TOTAL VOUCHERS 6808-101					<u>33,259.45</u>

We, the undersigned Board Members of West Benton Fire & Rescue, do hereby certify, under penalty of perjury, that the above vouchers 2017-404 through 2017-437 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

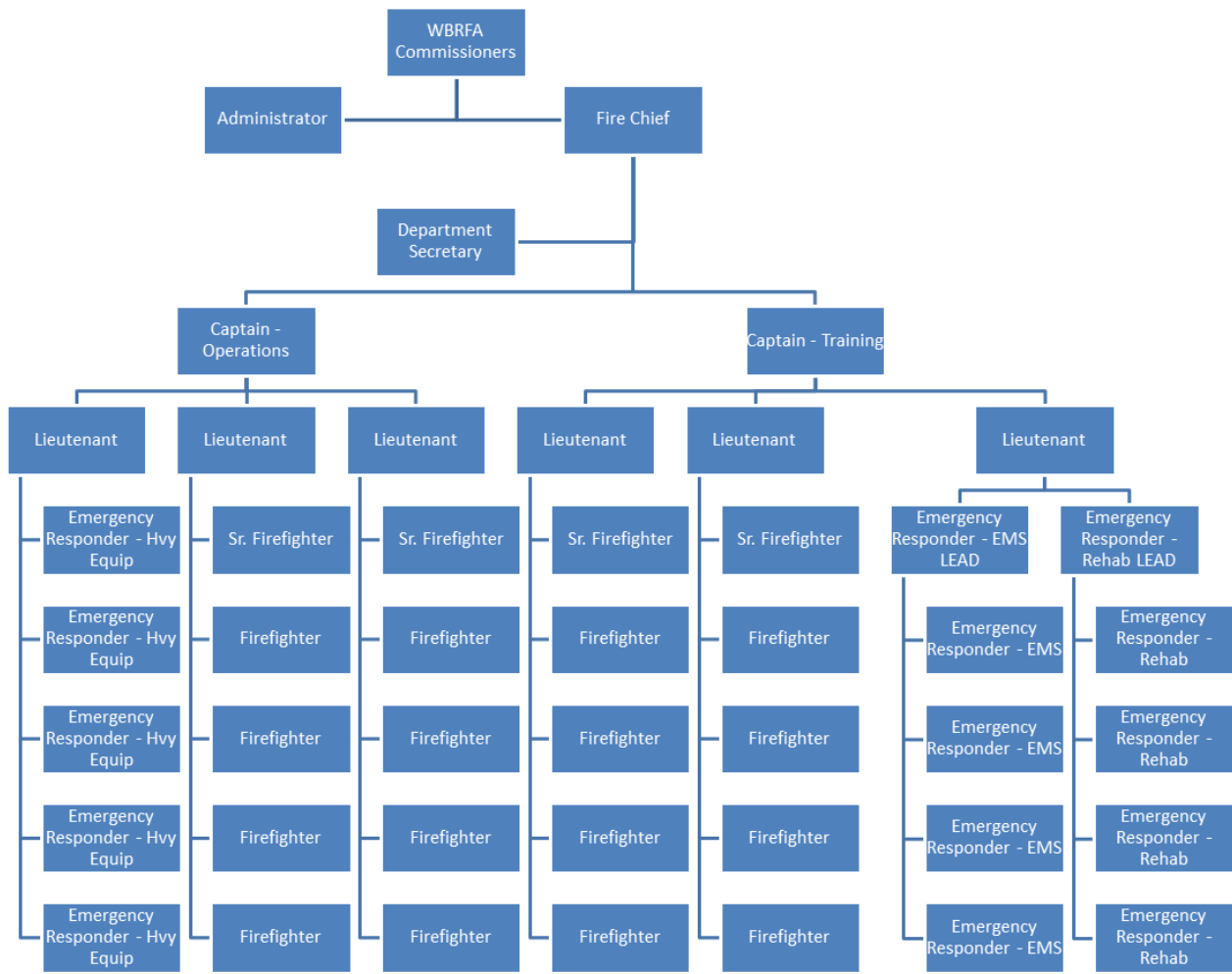


 	WBRFA Governing Board FOLLOW-UP ITEM
	<input checked="" type="checkbox"/> Regular Board Meeting <input type="checkbox"/> Special Board Meeting
DATE: 6/20/2017	

FOLLOW-UP ITEM SUBJECT	New Commissioner Swearing In
PRESENTER	Chairman Moon
PREVIOUS DISCUSSION ITEM INFORMATION	<ul style="list-style-type: none"> <i>The Governing Board filled the WBRFA Governing Board Position #2 at the 6/13/2017 Special Board Meeting</i> <i>Wendy Fogelson was appointed to the position</i>
<i>Additional Attachments</i>	No
FOLLOW-UP INFORMATION	<ul style="list-style-type: none"> <i>Chairman Moon contacted Benton County to work on the swearing-in process.</i> <i>Staff has worked with Commissioner Fogelson and issued her an iPad, email address, dropbox login and some introductory Fire Commissioner materials.</i>

 	WBRFA Governing Board
	DISCUSSION ITEM
	<input checked="" type="checkbox"/> Regular Board Meeting <input type="checkbox"/> Special Board Meeting
DATE:	6/20/2017

DISCUSSION ITEM SUBJECT	Job Positions
PRESENTER	Chairman Moon
PREVIOUS DISCUSSION ITEM INFORMATION	<ul style="list-style-type: none"> • <i>The Board has expressed interest in adding a job position description for the position of WBRFA Administrator</i>
<i>Additional Attachments</i>	YES
FOLLOW-UP INFORMATION	<ul style="list-style-type: none"> ◆ <i>After reviewing the draft position description of “Administrator” the following two Job Position Descriptions were created</i> ◆ <i>In the Fire Service, in relation to NIMS, any job only has one boss, to help workflow and alleviate any confusion when taking orders, and the job was separated to match that philosophy</i> ◆ <i>The attached Organization Chart will help illustrate where each position fits within the WBRFA organization.</i> ◆ <i>Attached are DRAFT Job Position Descriptions for both the Administrator and an Administrative Assistant</i>





POSITION DESCRIPTION

PURPOSE: The specific objective and function of a Position Description sets out the position and purpose of the job as well as where the position fits into the organization. It also details expected behaviors, principle accountabilities, responsibilities, key tasks and job performance for the position a Member or Officer has been appointed to.

WBFA MISSION: “. . . . As a Team, WBFA is dedicated to the preservation and protection of Life, Property and the Environment by maintaining a state of readiness in order to provide the community with emergency services and hazard prevention / education.”



POSITION: WBFA Administrator

DEFINITION & JOB SUMMARY: Under the WBFA Governance Policy, as adopted by the Governing Board, the position of WBFA Administrator is the Secretary to the Governing Board and therefore a public official, since the position mirrors the statues of a Fire District Secretary, which is created by the laws of the State of Washington by RCW Title 52. The primary responsibility of the Administrator is to fulfill the obligations established by statute (For Fire District Secretary) and to perform the job requirements established by the Governance Board.

The WBFA Administrators primary requirement is to complete all services and functions required by stature and by the Governing Board; provided that the Board requirements shall include only those requirements established by Board action and not the request of an individual Commissioner acting without Board Approval.

SUPERVISION / CONTROLS OVER WORK: The WBFA Administrator is supervised by the Governing Board, working closely with the Fire Chief

LEVEL OF RESPONSIBILITY: Administrative

JOB GOAL:

- Provide a professional level of expertise, accuracy and effort for all WBFA Administrator responsibilities assigned,
- Effectively, Accurately and professionally serve the Governing Board in all WBFA administrative ad financial matters
- Provide excellent customer service,
- Ensure the WBFA office runs smoothly
- Effectively and professionally work with the Fire Chief and Staff

NATURE / SCOPE OF WORK: Work is generally performed in an office environment but occasionally involves travel from site to site. The WBFA Administrator position is a *CONFIDENTIAL* administrative position with required and implied administrative duties and responsibilities. The Administrator is an appointed position designed to manage the administrative and financial areas of WBFA. As part of the Administrative Division, the Administrator serves as staff to the Governing Board and assists the Fire Chief in day-to-day administrative matters.

PRINCIPLE DUTIES AND RESPONSIBILITIES:

- Investigation, composition, deliver, filing and maintenance of all Governance Board meeting materials and documents
- Attend all Fire Commissioner Meetings
- Recording the official minutes of the Governance Board meetings
- Maintain job proficiency by attending all required training classes, seminars and programs

MINIMUM QUALIFICATIONS:

- High School Diploma
- College degree with emphasis in finance, management, communication a plus
- Valid driver’s license and insurable under WBRFA insurance policy

SKILLS, KNOWLEDGE AND ABILITIES

<p>KNOWLEDGE OF:</p> <ul style="list-style-type: none"> ✓ Principles of Regional Fire Authority administration.. ✓ Fire Department organization, policies, rules and regulations. ✓ Local, State and Federal filing requirements related to a Fire Department ✓ Budget preparation ✓ Oral and written communication skills. ✓ Correct English usage, grammar, spelling, punctuation and vocabulary. ✓ Interpersonal skills using tact, patience and courtesy. ✓ Principles and practices of administration ✓ Local, State and Federal Government organization, operations, policies and objectives. ✓ Ethics Laws and Rules <p>ABILITY TO:</p> <ul style="list-style-type: none"> ✓ Establish and maintain effective and courteous working relationships with all personnel, partner agencies, professional consultants and the general public. ✓ Work independently; demonstrate time management and organizational skills. ✓ Demonstrate ability to remain calm and cool during periods of extreme stress. ✓ Communicate effectively both orally and in writing.. ✓ Establish and maintain cooperative and effective working relationships with others. ✓ Analyze situations accurately and adopt an effective course of action. ✓ Meet schedules and time lines. ✓ Plan and organize work.

PRINCIPLE ACCOUNTABILITIES

Serve at the Pleasure of the Governance Board and provide Administrative services as required.

ESSENTIAL FUNCTIONS/TYPICAL DUTIES *(Expanded description of the duties and responsibilities):*

PERIPHERAL DUTIES *(List other non-related duties this position may be requested or required to do):*

- ✓ Preparation of Board minutes

- ✓ Office, Administrative and clerical duties
- ✓ Data entry
- ✓ Administration of WBRFA funds, accounts payable, accounts receivable
- ✓ Auditing Officer for WBRFA
- ✓ Financial Management of WBRFA budget
- ✓ Records retention/Archive Officer
- ✓ Investment Officer
- ✓ Human Resources/Payroll Officer
- ✓ Advanced Travel Fund Officer
- ✓ Secretary for WA State BVFF Relief and Pension Board for WBRFA
- ✓ Maintaining positive working relationships with neighboring Fire Departments/Districts
- ✓ Other Duties as Assigned

OPS/DISASTER FUNCTIONS

- ✓ Setting up EOC, operating as Governance Board Representative
- ✓ Answering phones and sending messages
- ✓ Emergency Financial Functions
- ✓ Potentially operating as Liaison Officer, PIO or Agency Rep
- ✓ Working with community donations
- ✓ Other disaster functions as assigned.



POSITION DESCRIPTION

PURPOSE: The specific objective and function of a Position Description sets out the position and purpose of the job as well as where the position fits into the organization. It also details expected behaviors, principle accountabilities, responsibilities, key tasks and job performance for the position a Member or Officer has been appointed to.

WBRFA MISSION: “. . . . As a Team, WBRFA is dedicated to the preservation and protection of Life, Property and the Environment by maintaining a state of readiness in order to provide the community with emergency services and hazard prevention / education.”



POSITION: WBRFA Admin Assistant

DEFINITION & JOB SUMMARY: The WBRFA Admin Assistant, under the direction of the Fire Chief, provides effective and efficient management of the areas of administrative support, human resources and contract administration. The Administrative Assistant also provides confidential staff and administrative support to the Fire Chief, Administrator and Captains.

SUPERVISION / CONTROLS OVER WORK: The WBRFA Admin Assistant is directly supervised by the Fire Chief.

LEVEL OF RESPONSIBILITY: Administrative

JOB GOAL:

- Provide a professional level of expertise, accuracy and effort for all responsibilities assigned,
- Effectively, Accurately and professionally serve the Staff of WBRFA to provide for the seamless front office operation of the day to day operations.
- Provide excellent customer service,

NATURE / SCOPE OF WORK: Work is generally performed in an office environment but occasionally involves travel from site to site. The WBRFA Administrative Assistant position is a *CONFIDENTIAL* administrative position with required and implied administrative duties and responsibilities. The Administrative Assistant is an appointed position designed assist in the day-to-day operations of WBRFA.

PRINCIPLE DUTIES AND RESPONSIBILITIES:

- Scheduling day-to-day events,
- Providing a front office Point of Contact for the public either by phone or in person
- Data Entry into Department RMS
- Maintain job proficiency by attending all required training classes, seminars and programs

MINIMUM QUALIFICATIONS:

- High School Diploma
- Valid driver’s license and insurable under WBRFA insurance policy

SKILLS, KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

- ✓ Fire Department organization, policies, rules and regulations.
- ✓ Ability to use multitude of computer programs and internet based management systems.
- ✓ Local, Regional, State and Federal Agencies and roles in relation to Fire Department Operations
- ✓ Oral and written communication skills.
- ✓ Correct English usage, grammar, spelling, punctuation and vocabulary.
- ✓ Interpersonal skills using tact, patience and courtesy.
- ✓ Principles and practices of office work-flow
- ✓ Local, State and Federal Government organization, operations, policies and objectives.
- ✓ Ethics Laws and Rules
- ✓ Public Records Act and Record Retention

ABILITY TO:

- ✓ Establish and maintain effective and courteous working relationships with all personnel, partner agencies, professional consultants and the general public.
- ✓ Work independently; demonstrate time management and organizational skills.
- ✓ Demonstrate ability to remain calm and cool during periods of extreme stress.
- ✓ Communicate effectively both orally and in writing..
- ✓ Establish and maintain cooperative and effective working relationships with others.
- ✓ Analyze situations accurately and adopt an effective course of action.
- ✓ Meet schedules and time lines.
- ✓ Plan and organize work.

PRINCIPLE ACCOUNTABILITIES

Serve at the Pleasure of the Fire Chief and provide assistance as required.



ESSENTIAL FUNCTIONS/TYPICAL DUTIES *(Expanded description of the duties and responsibilities)*

- ✓ Assist Fire Chief, Captains and Lieutenants in scheduling day-to-day operations
- ✓ Using Phone, Email, Copier, Fax and other related office equipment
- ✓ Office, Administrative and clerical duties
- ✓ Data entry into Department RMS
- ✓ Petty Cash Fund custodian
- ✓ Maintain Office Supplies
- ✓ Special Events Coordinator
- ✓ Printing, production and binding of WBRFA documents
- ✓ and Pension Board for WBRFA
- ✓ Maintaining positive working relationships with neighboring Fire Departments/Districts
- ✓ Managing State Mobilization reimbursements
- ✓ Other Duties as Assigned

OPS/DISASTER FUNCTIONS

- ✓ Setting up EOC
- ✓ Answering phones and sending messages
- ✓ Working with Agency Partners
- ✓ Emergency Paperwork filling and assisting with

- ✓ Working with community donations
- ✓ Other disaster functions as assigned.

 	WBRFA Governing Board DISCUSSION ITEM
	<input checked="" type="checkbox"/> Regular Board Meeting <input type="checkbox"/> Special Board Meeting
DATE: 6/20/2017	

DISCUSSION ITEM SUBJECT	AERIAL LADDER REPLACEMENT
PRESENTER	Chairman Moon
PREVIOUS DISCUSSION ITEM INFORMATION	<ul style="list-style-type: none"> • <i>The Board has heard testimony concerning the status of the WBRFA aerial device</i> • <i>WBRFA and PFD3 has sunk thousands of tax dollars into this apparatus</i>
<i>Additional Attachments</i>	YES
FOLLOW-UP INFORMATION	<ul style="list-style-type: none"> ◆ <i>The Board should have a frank, POLICY LEVEL discussion regarding the replacement or need for an aerial device.</i> ◆ <i>Staff has determined, through numerous sources, that if P1311 has the following values:</i> <ul style="list-style-type: none"> <i>*100% Operational-\$7,500</i> <i>*Scrap Value, minus equipment that could be sold separately-\$2,500</i> <i>*Private Party Value - \$5,000-Offer was pulled and is no longer valid.</i> <i>*Staff is requesting policy level direction to either:</i> <ul style="list-style-type: none"> <i>-Continue to repair vehicle; or,</i> <i>-Stop Repairs</i>
CURRENT STATUS UPDATE- <i>*Ladder truck was sent to Coast Crane per Governance Board Recommendation. Coast Crane has called and apparently found and repaired an electrical issue, and outrigger lights are working at this time; however, staff has not had the time to retrieve the truck from Coast Crane and cannot verify the repair has been completed.</i> <i>*During the ferry trip to Pasco, the truck began to run hot, the Engine Brakes did not work and the oil pressure gauge stopped working.</i> <i>*Once truck is back and repairs are verified, it needs further diagnosis into overheating issue/Engine Brakes/Gauge as well as both pump tested and ladder tested to be within NFPA compliance.</i>	
Cascade Fire-\$5,401.42 Coast Crane -\$1,269.31 Testing -\$2,000.00 Total -\$8,670.73 Additional repairs for overheat, jakes and gauge repair -\$Unknown	

Fire Truck Purchasing

A Brief Synopsis of the Options

One of the challenges that West Benton Fire Rescue faces when trying to improve our Levels of Service is keeping our fleet safe, reliable and ready to respond at a moment's notice. The desire to provide safe and reliable apparatus is made difficult to turn into a reality when faced with the large costs of replacing fire trucks. There have been many ideas to secure funds to replace apparatus, but this report will focus on the advantages of financing.

Modern Fire Apparatus is designed with an emphasis on longer service life, safety for responding Firefighters and reliability. The constant improvements to NFPA 1901 (Fire Apparatus Design Standards) show that the industry as a whole continues to push manufacturers to produce vehicles that are safe for our firefighters to operate. Roll-Over Protection, anti-lock brakes, gear restraint systems and stability control are just a few examples of the improvements that are found in the new generation of Apparatus.

While there is little doubt in the *NEED* to replace apparatus, we believe there are still questions as to *HOW* to replace them. Below are some of the methods that we have utilized in the past, along with some new options for your consideration.

NEW/DEMO/USED/REFURBISHED

The question of new, demo, used or refurbishment of fire apparatus is where we need to start. There are many options when it comes to deciding what to replace a fire truck with and the categories listed above are the most widely used options.

New-It's more than wanting to buy a "new" truck. New apparatus are built to the specifications for an individual agency based on organizational make-up, levels of service provided to their stakeholders, geographical make-up of the response area, pumping capacity required and agency specific operational procedures and guidelines.

Spec'ing a new apparatus allows an agency to provide all of the latest crew safety and security measures required by NFPA and WAC, and ensures that an agency will get a vehicle that works perfectly with their operation.

Demo-Similarly to a new unit, a demo unit is described as a truck that was ordered by someone (normally an agency looking to purchase) but is used by the manufacturer to drive around to various agencies to showcase their craftsmanship and product.

If we work closely with our industry partners and spec a demo unit, it will still take the standard one year to build. Once a demo unit is built, it is sent on a tour across the country which manufacturers use to showcase their workmanship and processes. After 8-9 months, that demo will be sold to an interested party. Manufacturers consider demo units as new, even though they are technically used, which makes the procurement process easier.

Used-Finding pre-owned apparatus that is in good condition is relatively easy. Finding apparatus that is used that is set-up like our existing trucks or works with your agency can be difficult.

When purchasing used apparatus you first have to ask why the agency is selling the truck. There are many reasons why agencies sell seemingly good condition fire apparatus which include: consolidation, budget shortfalls, high mileage limits, high hour limits, change of service delivery, change in management etc. Once the vehicle origin is clear, you can begin to see how well that apparatus will fit in with your current operational delivery, or can be modified to work in your environment. Many times, the cost of adapting a used vehicle to work within your response area is prohibitive to the purchase.

If a used apparatus that will work for WBRF is found, it can be put into service much quicker than purchasing a new, demo or refurbished unit.

Refurbishment- When we talk about refurbishing a fire apparatus there are two levels that we need to discuss. Type 1 refurbishment brings the entire vehicle up

to current NFPA standards and addresses emissions standards, anti-lock brakes, roll-over protection, pumps, ergonomics and lighting. Type 2 refurbishment is much more cost effective, but doesn't bring the truck up 100% of current NFPA standards. In short, Type 2 refurbishment focuses more on making the truck look better with small mechanical upgrades, and Type 1 refurbishment makes the truck as work as close to a new truck as possible while utilizing as many used parts as possible.

The financial costs of Type 2 refurbishment for E1311 are estimated to be around \$50k, which would be more than the value of the truck *AFTER* it was refurbished. The costs of a Type 1 refurbishment are within \$30k-\$40k of a new spec built unit. That spec unit would have seatbelt monitoring systems, vehicle data recorders, stronger door latches and rollover protection systems, which the refurbish would not provide. If the truck chassis itself is not replaced, it also does not gain any ground with WSRB due to the truck still being titled as a 1994 truck.

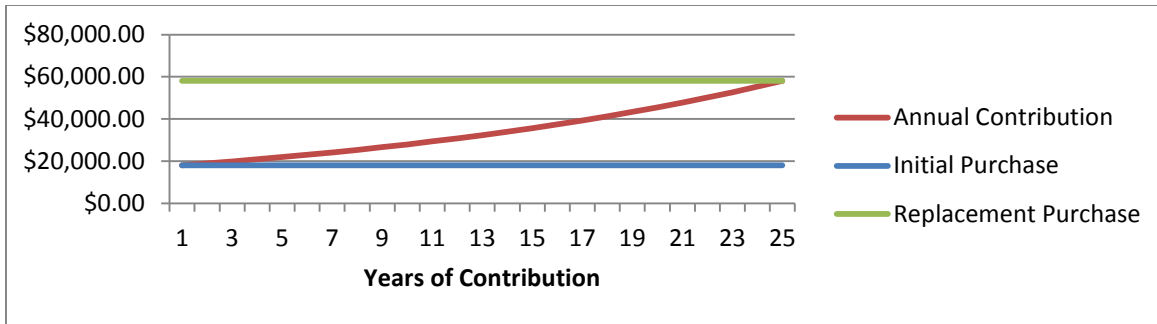
Due to the design of E1312 and E1313 and the costs that would be associated they are not candidates for refurbishment.

FINANCIAL OPTIONS

Now that we have covered the *WHY*, we can begin to discuss the *How*. Staff has had many discussions with both apparatus manufacturers as well as other Fire Departments to put together a list of the most important topics that have come up in regards to financial options.

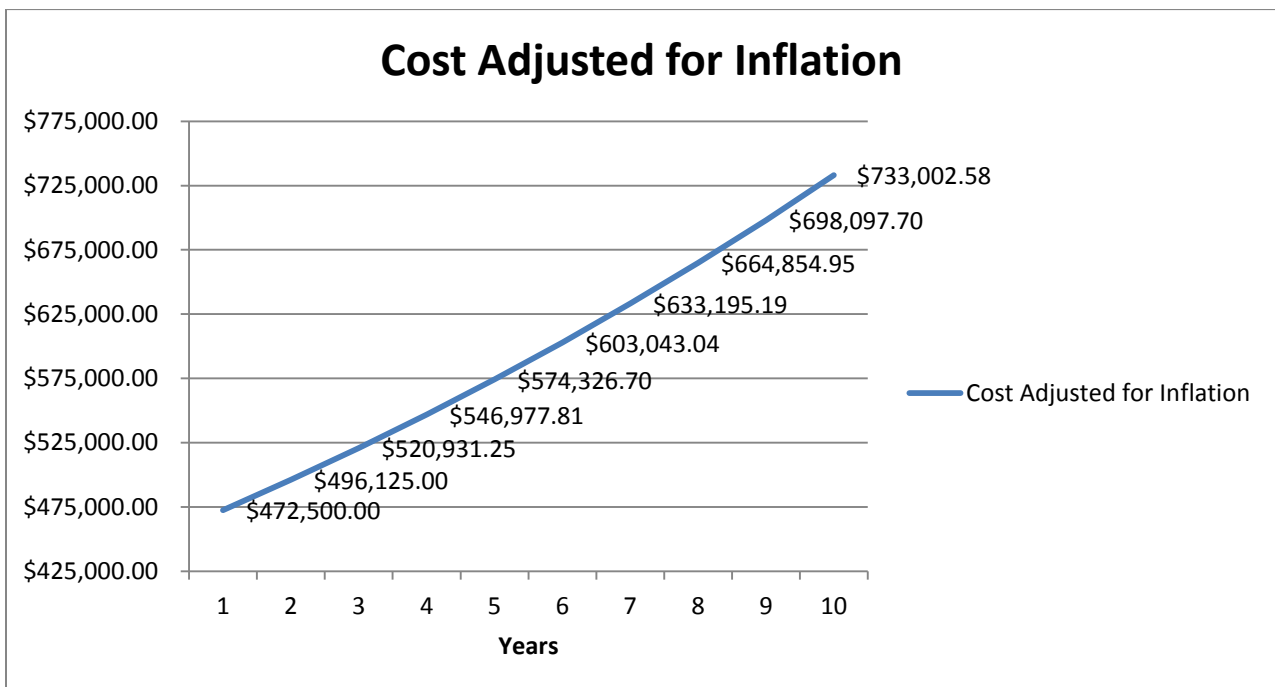
Saving for Replacement-

There have been many agencies that have successfully funded an apparatus replacement plan. After speaking with agencies that self-fund the replacement of apparatus there is one general theme, and that is funding that plan every year, rain or shine. Most start off with purchasing a new vehicle, and every subsequent year they put a pre-determined amount of money in a fund for that apparatus.



The chart considers the current 5% increase of new Fire Apparatus, shown over 25 years of life expectancy of the truck. The annual contributions start out at a modest \$18,000 and peak at year 25 to \$58,051.80. The important thing to note is that this is for one truck only, and does not reflect the total amount that would need to be saved for the entire fleet.

The art of saving is made even more difficult when we propose purchasing an apparatus in 3, 5, or 7 years due to the current cost of apparatus inflation. What a truck costs today will be much less than it costs in subsequent years.



Grant/Loans-WBFR has submitted numerous FEMA Grant applications for apparatus, and has been denied every year. USDA offers grant/loans packages with some matching funds, and we have qualified for 10% grant, 90% loan in the past.

When grants open up, WBFR applies for them. Staff views grants as a “bonus” and not a reliable source of funding an apparatus replacement plan.

Voter-Approved Bonds-This one time influx of voter approved tax-based revenue is wonderful, because it can allow an agency to replace an entire fleet of vehicles all at once.

Once a bond is approved and vehicles are replaced, it leaves a few options on planning for their replacement. An agency can either run another bond once the original bond expires, or dedicate funds towards a replacement plan prior to the apparatus needing replaced. Either way it is done, a one-time cash infusion does not solve the struggle of apparatus funding forever.

Other Bond Types- Councilmatic Bonds and Revenue Bonds are options that have been discussed at the WBRFA board level and can be considered as alternate sources of funding.

Financing- An option that has been overlooked in years past, but is becoming more prevalent throughout the Country due to the rapidly rising cost of Fire apparatus is financing, and more specifically Lease-Purchasing.

Given the average rate of inflation at 5% for fire apparatus, and the low interest rates of loans (2.89%-3.19%) Financing offers a solution to purchase an apparatus today, and avoid wasting money on inflation. Benefits of Lease-Purchasing include

- Utilizing today’s low interest rates
- Spending money today, to save money that would be wasted on rapidly inflating prices
- Getting apparatus in service quickly, instead of using that time to save (and ultimately paying a higher price for the same product)

Even though the term is Lease-Purchasing, at the end of the term WBFR would own the vehicles outright, and there is no balloon type payment at the end of the agreement.



Term	5 Years	7 Years	10 Years
Interest Rate	2.89%	2.99%	3.19%
Annual Rate Factor	0.21767	0.16045	0.11837
Annual Payment Financing \$440,000	95,774.80	\$70,598.00	\$52,082.80
Annual Payment Financing \$500,000	\$108,835.00	\$80,225.00	\$59,185.00

It takes approximately one year to build a truck from design to delivery. If we ordered a truck today, it would not be in service until the Summer of 2018, and the first payment would be due 1-2 months *after the truck is delivered*.

Summary

Historically WBFR has purchased whatever they could afford, and made it work. With maintenance and repair budgets out of control, frequently having fire trucks out of service and ability to get replacement parts becoming difficult, buying new fire apparatus will give WBFR, the Firefighters and the citizens we protect the best return on the investment.

Along with new apparatus, securing a sensible Lease-Purchase agreement will provide the citizens the apparatus and response they deserve now, rather than waiting to save just so we can spend more money on the same piece of apparatus 5 years from now.

 	WBRFA Governing Board FOLLOW-UP ITEM
	<input checked="" type="checkbox"/> Regular Board Meeting <input type="checkbox"/> Special Board Meeting
DATE: 6/20/2017	

FOLLOW-UP ITEM SUBJECT	Type 5 Engine Purchase
PRESENTER	Interim Chief Johnson
PREVIOUS DISCUSSION ITEM INFORMATION	<ul style="list-style-type: none"> <i>The Governing Board requested a costs analysis of a new Type 5 Engine.</i> <i>The next due wildland Engine due for replacement is our E1364, a 1989 model Type 6 Engine.</i>
<i>Additional Attachments</i>	Yes
FOLLOW-UP INFORMATION	<ul style="list-style-type: none"> <i>WBRFA has a tradition of building our own Wildland Apparatus, rather than purchasing an “off the shelf” or “Spec built” truck from a manufacturer. This is done for many reasons:</i> <ul style="list-style-type: none"> <i>*Department built trucks are first and foremost a cost-saving measure, and we get more truck per dollar spent,</i> <i>*Building Wildland Apparatus in house builds pride and ownership in the apparatus. All of the upgrades WBRFA has done to our Type 5 Engines is mission specific based on the feedback from our Firefighters,</i> <i>*Personnel are able to match our current apparatus, so no matter what truck you are in, everything operates nearly identical,</i> <i>*The beds are semi-modular, so in the future WBRFA will be able to purchase a new chassis, and rapidly install the pre-built bed, saving even more time and money.</i> <i>-Projected in service date is 6-9 months after ordering the chassis.</i> <i>-Staff believes that costs and time could be drastically reduced if vehicle CT131 (2012 F250) is utilized as the base chassis, as it was originally planned for.</i>

Budget Estimates for Type 5 Replacement

Ford F450 Cab and Chassis	\$48,690.55
Flatbed	\$7,500.00
Tank/Pump	\$17,000.00
ToolBoxes	\$3,000.00
Lighting	\$7,000.00
Wiring, Plumbing, Misc	\$5,000.00
Lift, Tires, Wheels	\$7,000.00
Radio	\$1,000.00
Hose Reel	\$3,000.00
Air Compressor/Tank	\$1,000.00
Winch, Bumper	\$4,000.00

Total ESTIMATE for Type 5 built In-House - \$104,190.55*

***Not including Licensing or Taxes**