



RFA Governing Board
MEETING AGENDA

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

	<input checked="" type="checkbox"/> Regular Board Meeting
DATE:	08/15/2017
TIME:	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	
Approval of Previous Meeting Minutes	
* 08/01/2017	
WBRFA BVFF Trustee Meeting	
Reports:	
* <i>Governing Board</i>	
* <i>Staff Reports</i>	
Finance Business:	
* <i>Financial reports</i>	
* <i>Vouchers #2017-510 thru #2017-534 in the amount of \$15,200.98</i>	
FOLLOW-UP ITEMS	♦
DISCUSSION ITEMS	♦ Upstairs Remodel
	♦ Annexation
	♦ Fire Chief Replacement
	♦ Administrator/Secretary
Governing Board Final Comments	
Next Regular Board Meeting	September 5th, 2017
ADJOURN	



WBRFA Roll Call

8/15/2017

-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 _____

-Other-

Corey Heron	X _____
--------------------	----------------

**WEST BENTON REGIONAL FIRE AUTHORITY
REGULAR GOVERNANCE BOARD MEETING
TUESDAY AUGUST 1st, 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 Moon and Board members Max Benitz, Wendy Fogelson, Randy Fox, and Richard Clizbe were present. Lieutenant Brandon Fogelson present. Cory Heron was present to take minutes.

AGENDA APPROVAL

The Board reviewed the agenda. Board member Fox 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 Clizbe made a motion to approve the Regular Board Meeting minutes from 7/18/2017. Board member Fox 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

Chairman Moon asked if Commissioners planned to participate in the Tri-County Fire Commissioners Meeting and Presentations to be held Sat. Aug. 12th at Station 420 in West Richland.

Interim Chief Johnson reported that a few small items have been listed on the surplus website, and presented a financial report that the Board may review for discussion at the next meeting. Board members may direct questions to Chairman Moon prior to the meeting.

An EMS report was presented for all EMS calls that result in the pager going off. WBRFA responds to roughly 35% of all EMS calls in Prosser. There will be an opportunity to re-draw the line where WBRFA responds to EMS calls when SECOMM simplifies their codes in the near future. Chairman Moon indicated this issue would be re-evaluated when the department is fully staffed.



Board member Fogelson asked about the potential overtime savings and was informed that much of the overtime costs being incurred are a result of not having a third, exempt, duty position in the department. The Chief did not receive overtime for going on calls after hours.

Heidi Ellerd is now the official legal counsel for WBRFA, and Brian Snure has been notified.

ENDURIS has been given information to prepare two different quotes, with these numbers being expected back mid-September.

Captain Dormaier reported being busy with 4 new recruits, and the possibility of obtaining a props trailer from the recent Atlas incident.

FINANCIAL BUSINESS

The Board reviewed regular and payroll vouchers 2017-491 through 2017-506 and 2017-507 through 2017-509. Board member Fox made a motion to approve the vouchers 2017-491 through 2017-509 in the amount of \$31,112.17 Board member Benitz seconded, there were none opposed and the motion passed.

DISCUSSION ITEMS

The Board once again considered the administrator/secretary position that has now also been approved by legal counsel. A final pay package and advertising will be put together after reviewing budget information for this position, while considering the financial commitment required for the leadership position that is also needed. Board member Benitz reiterated a request to expedite this process to get support for Staff. It was suggested having this individual trained up should facilitate the pending budgetary process and alleviate consultant costs. There was considerable discussion about the need to address the Chief vacancy and this support position with few meetings and other large tasks pending.

The upstairs renovation project is still on hold pending additional financial information. The floor plan has been prepared and should be ready to go. Chairman Moon would like the Board to have an opportunity to review the plan.

Board member Clizbe is still considering hiring options for replacing the Chief. There should be information on this available at the next meeting.

Board member Benitz indicated the first 2018 budget discussions should take place at the first meeting in September.

The review of union contracts is scheduled for Oct. 3rd, 2017. Kevin Wesley is willing to work with the Chairman on behalf of the Governing Board.

GOVERNING BOARD FINAL COMMENTS

The Board discussed finishing the Deployment Plan and Standards of Coverage. It was decided to complete these items with new staff in place to assist with their direction and time commitment.

NEXT SCHEDULED MEETING AND ADJOURNMENT

The next scheduled meeting for the West Benton Regional Fire Authority Governance Board will be Tuesday August 15th, 2017 at 6:00 p.m.

The West Benton Regional Fire Authority Governance Board Meeting was adjourned at 7:08 p.m.

DAVID MOON, CHAIRMAN

SETH JOHNSON, INTERIM FIRE CHIEF

**WEST BENTON REGIONAL FIRE AUTHORITY
VOUCHERS THIS WEEK**

August 15, 2017

<u>VOUCHER</u>	<u>VENDOR NAME</u>	<u>VENDOR #</u>	<u>Account</u>	<u>BARS CODE</u>	<u>AMOUNT</u>
2017-510	B C FIRE DISTRICT #2	147864	6808-101	10.4901	504.07
2017-511	BENTONREA	148100	6808-101	50.4701	83.11
2017-512	BROWNS TIRE CENTER	184650	6808-101	20.4802	217.61
2017-513	CASCADE FIRE EQUIPMENT	213130	6808-101	20.3141	189.43
2017-514	CHARTER COMMUNICATIONS	218790	6808-101	20.4202	300.84
2017-515	CHONG, PHILIP	221745	6808-101	20.1206	851.61
2017-516	CITY OF PROSSER	224132	6808-101	50.4701	772.51
2017-517	CONNELL OIL	238803	6808-101	20.3201	1,083.64
2017-518	COOKS ACE HARDWARE	240020	6808-101	20.3101	839.49
2017-519	CRUZ JAVIER	253502	6808-101	20.1206	851.60
2017-520	DEPT OF TREASURY-NO CHECK	275022	6808-101	20.1206	573.58
2017-521	EMERGENCY REPORTING	312308	6808-101	10.4103	185.71
2017-522	FASTTRACK SIGNZ	323022	6808-101	20.4802	2,472.08
2017-523	HESLOP GARY	439605	6808-101	10.4103	1,080.00
2017-524	K&D MACHINE LLC	NEW	6808-101	20.4802	195.12
2017-525	NAPA AUTO PARTS	681212	6808-101	20.4802	178.94
2017-526	OXARC	709710	6808-101	10.4901	18.03
2017-527	RICHLAND FF LOCAL 1052	773281	6808-101	10.1238	315.68
2017-528	SHRED IT US JV LLC	842121	6808-101	10.3101	23.38
2017-529	TOM DENCHEL FORD	918218	6808-101	20.4802	254.97
2017-530	VALLEY SPRAY LLC	932292	6808-101	50.4802	162.90
2017-531	DEPT OF RETIREMENT SYSTEM	949710	6808-101	10.1238	1,512.44
		949710	6808-101	10.2104	938.57
2017-532	DEPT OF RETIREMENT SYSTEM (DC)	949710	6808-101	10.1238	431.68
		949710	6808-101	10.2104	431.68
2017-533	WASTE MANAGEMENT	950202	6808-101	50.4701	54.42
2017-534	WITMER PUBLIC SAFETY GROUP	980026	6808-101	20.3145	677.89
	TOTAL VOUCHERS 6808-101				<u>15,200.98</u>

We, the undersigned Board Members of West Benton Fire & Rescue, do hereby certify, under penalty of perjury, that the above vouchers 2017-510 through 2017-534 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

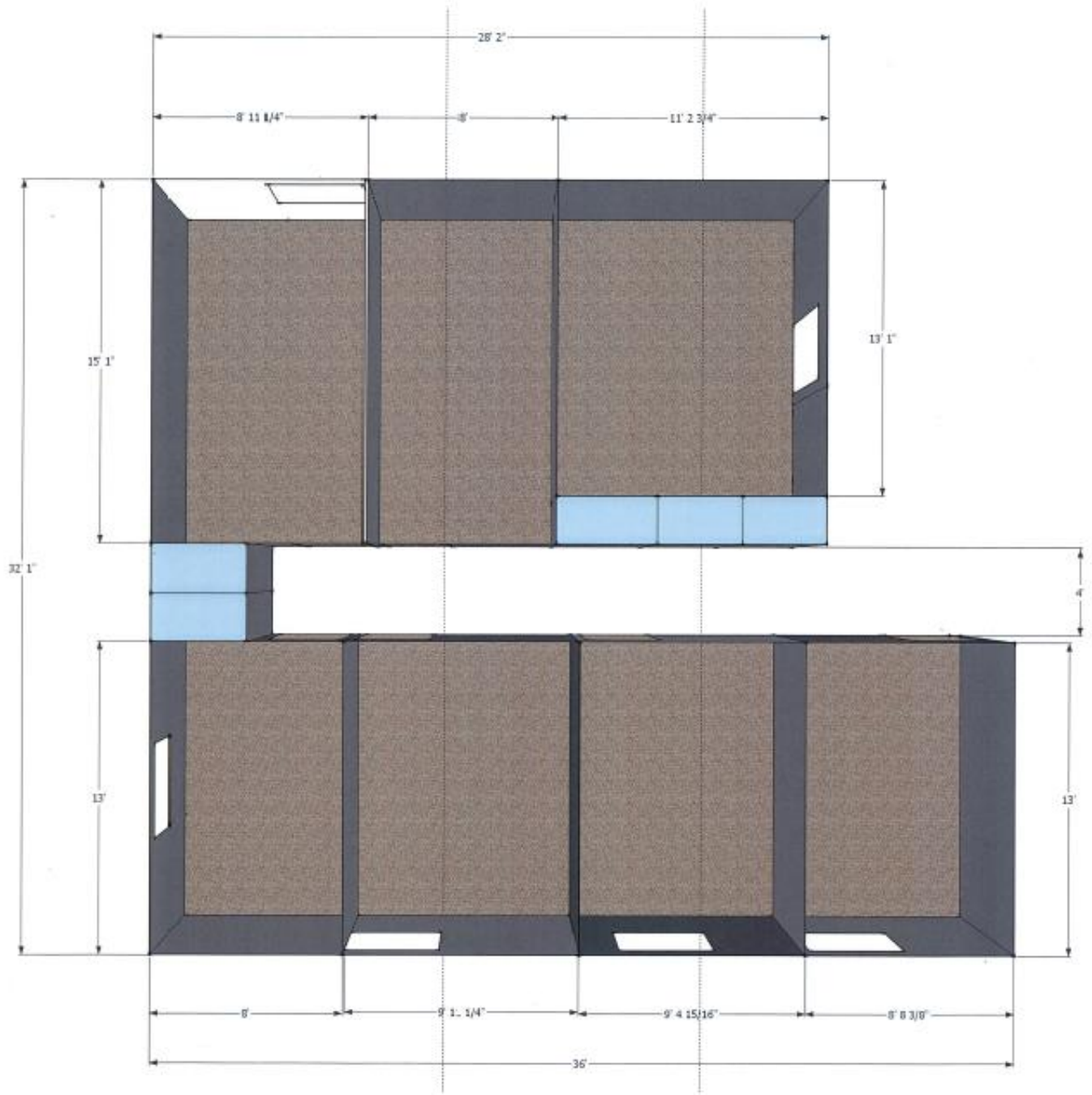
Board Member

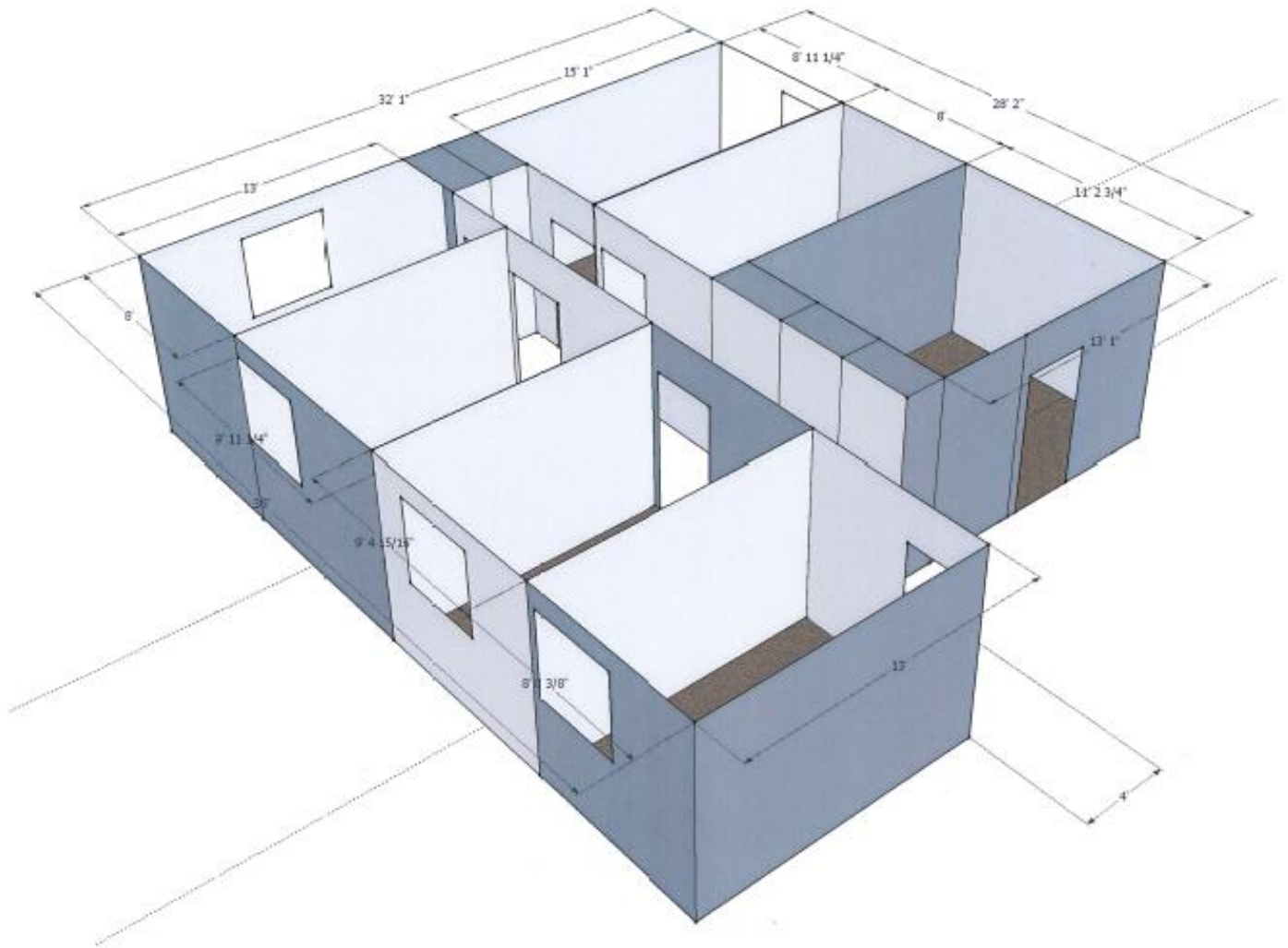
Administrator

	<p><i>RFA Governing Board</i> Discussion Item</p>
	<input checked="" type="checkbox"/> Regular Board Meeting
DATE:	08/15/2017

DISCUSSION ITEM SUBJECT	Upstairs Remodel
PRESENTER	Seth Johnson
PREVIOUS DISCUSSION ITEM INFORMATION	<ul style="list-style-type: none"> • <i>The Governance Board has approved funding to remodel the upstairs of Fire Station 310 to include sleeping quarters.</i> • <i>One quote has been secured so far by the original station contractor</i> • <i>Meetings have been had with Staff and Volunteers to discuss a floorplan that accomplishes the goals set forth and will enhance our operation for years to come.</i>
	<i>Additional Attachments</i>
FOLLOW-UP INFORMATION	Yes <ul style="list-style-type: none"> • <i>After presenting the Governance Board with a current and correct financial statement, it is time to renew discussion regarding the Upstairs remodel project.</i> • <i>Budgetary impact and a new timeline must be agreed upon prior to the start of the project.</i> • <i>Attached is a floorplan layout created in-house, approved by both Volunteers and Staff.</i>







	<p><i>RFA Governing Board</i> Discussion Item</p>
	<input checked="" type="checkbox"/> Regular Board Meeting
DATE:	08/15/2017

DISCUSSION ITEM SUBJECT	Annexation
PRESENTER	Max Benitz
PREVIOUS DISCUSSION ITEM INFORMATION	<ul style="list-style-type: none"> • <i>The Governance Board has strived to make WBRFA available to the residents in “No-Mans Land” for annexation</i> •
<i>Additional Attachments</i>	NO
FOLLOW-UP INFORMATION	<ul style="list-style-type: none"> • <i>The Governance Board has had informational materials in hand, and has been approached by certain landowners in “No Mans Land” inquiring about the potential for annexation into the Fire District.</i>

	<p><i>RFA Governing Board</i> Discussion Item</p>
	<input checked="" type="checkbox"/> Regular Board Meeting
DATE:	08/15/2017

DISCUSSION ITEM SUBJECT	Fire Chief Hiring
PRESENTER	Richard Clizbe
PREVIOUS DISCUSSION ITEM INFORMATION	<ul style="list-style-type: none"> • <i>The Governance Board has had many discussions regarding the replacement of the Fire Chief position.</i> • <i>After discussion at the last commissioner meeting it was discussed that there be information provided to the Board regarding filling the position.</i> • <i>The Board discussed the budgetary impact of immediately filling the position, and the consensus was to target a Jan 1, 2018 start date.</i>
<i>Additional Attachments</i>	No
FOLLOW-UP INFORMATION	<ul style="list-style-type: none"> • <i>Though there are many different directions to go in the actual hiring process, the first step is to revisit the Fire Chief Job Description and ensure it fits with the current and future needs of WBRFA.</i> • <i>Staff has prepared an updated Job Description for Board discussion/review/approval.</i> • <i>Additional discussion will be led by Commissioner Clizbe regarding the Job Description, Timeline, Process and budgetary impact.</i>

	<p><i>RFA Governing Board</i> Discussion Item</p>
	<input checked="" type="checkbox"/> Regular Board Meeting
DATE:	08/15/2017

DISCUSSION ITEM SUBJECT	Administrator/Secretary Position
PRESENTER	Max Benitz
PREVIOUS DISCUSSION ITEM INFORMATION	<ul style="list-style-type: none"> • <i>The board has approved Job Position Descriptions for both a Fire Department Administrator and a Fire Department Secretary.</i> • <i>The Board was presented with a pay matrix and multiple different scenarios of employment.</i> • <i>Governance Board has had time to discuss the effects and efficiencies of hiring a new, non-operational position to deal with Board business and handle intradepartmental secretarial tasks.</i> • <i>WBFRs legal counsel has had time to review the Job Position Descriptions.</i>
<i>Additional Attachments</i>	NO
FOLLOW-UP INFORMATION	<ul style="list-style-type: none"> • <i>Commissioner Benitz will have a financial presentation regarding the ability to fill the Administrator position out of this year's budget.</i>