



RFA Governing Board
MEETING AGENDA

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

	<input checked="" type="checkbox"/> Regular Board Meeting
DATE:	10/03/2017
TIME:	18:00 hours (6:00 p.m.)
LOCATION:	<u>WBRFA Headquarters Fire Station</u>

Call To Order	
Flag Salute	
Roll Call	
Agenda Approval	
Public Comments	
Approval of Previous Meeting Minutes	
* 09/19/2017	
WBRFA BVFF Trustee Meeting	
Reports:	
* <i>Governing Board</i>	
* <i>Staff Reports</i>	
Finance Business:	
* <i>Financial reports</i>	
* <i>Voucher Approval #2017-619 through #2017-635 in the amount of \$11,362.76</i>	
FOLLOW-UP ITEMS	♦ Administrator/Secretary search
DISCUSSION ITEMS	♦ CBA Negotiation – Kevin Wesley ♦ 2018 Budget Draft Review ♦ Mobile Data Terminal presentation ♦ Insurance quotes/renewal
ACTION ITEMS	♦ Recommendation for filling Fire Chief vacancy
Governing Board Final Comments	-2018 Budget Workshop October 10 th , 2017 @ 6:00pm
Next Regular Board Meeting	October 17th, 2017
ADJOURN	

WBRFA Roll Call

10/03/2017

-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 _____
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**WEST BENTON REGIONAL FIRE AUTHORITY
REGULAR GOVERNANCE BOARD MEETING
TUESDAY SEPTEMBER 19th, 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. Captain Todd Dormaier was present. Lieutenant Brandon Fogelson, and Firefighters Ayala and Cruz were present. Cory Heron was present to take minutes. Citizen Maia Blum was present.

AGENDA APPROVAL

The Board reviewed the agenda. Board member Fox made a motion to approve the agenda as presented. Board member Fogelson 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 09/05/2017. Board member Benitz 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

Interim Fire Chief Johnson is working with City Manager Stockdale on a broad draft ILA from the City of Prosser that resembles the current arrangement whereby the City retains full responsibility for fire inspections, while welcoming voluntary participation of WBFR.

Training Captain Todd Dormaier reported being one month into recruit academy, and that our four candidates are doing well. The goal of this academy is to become State Accredited, and the staff turnover at District 1 has made the coordination of the academy more of a struggle this year. Tri-city Chiefs may consider pursuing funding for a training director.

Captain Dormaier distributed a 3rd quarter report on calls and drills. Yellow highlights indicate below 75% for drills, and below 10% for calls.

FINANCIAL BUSINESS

Financial reports were included in the packets showing values from Jan through August.

The Board reviewed vouchers 2017-566 through 2017-618. Board member Clizbe made a motion to approve vouchers 2017-566 through 2017-618 presented in the amount of \$53,021.20. Board member Fox seconded, there were none opposed and the motion passed.

FOLLOW-UP ITEMS

The Board discussed progress on the Administrator/Secretary search. Several quality applications have been received to date with more pending. Captains will rank the applications and present a short-list to the Board. It was decided that the interview panel should consist of at least two Board members and both Captains. There is also the possibility of having top candidates complete a project prior to the interview.

Updated Mutual Aid Agreements have been distributed and are awaiting return.

Kevin Wesley has been contacted regarding collective bargaining agreement negotiations. He will attend October 3rd meeting to discuss the process with the Board in an executive session. Negotiation meeting could take place Thurs. Oct 12th at 10 am. Chairman Moon and Board member Fogelson will work with Mr Wesley.

DISCUSSION ITEMS

Staff presented options to address vacation hours that have grown beyond the rollover cap of 200 hours. There was considerable discussion on the benefits and drawbacks of this issue. Board member Clizbe made a motion that the Board accept the MOU allowing staff to rollover all accumulated vacation hours to be used in 2018. Board member Fogelson seconded. Board member Fox abstained, Board member Benitz opposed, and the motion carried.

The Board considered a draft budget review and calendar schedule. Board members Benitz and Fox indicated a preference to review the budget in a separate workshop and the Board decided Tues. Oct. 10th at 6 pm would work for everyone.

EXECUTIVE SESSION

The Board recessed the Regular Board meeting at 7:05 pm for an Executive session pursuant to RCW 42.30.110(g). The Board resumed the Regular Board meeting at 7:37 pm with no action taken in executive session.

ACTION ITEMS

Board member Benitz made a motion to move forward with hiring a Chief, and asked staff and Board to come back with a recommendation on filling the position at the Oct. 3rd meeting. Board member Fogelson seconded the motion, there were none opposed and the motion carried.

GOVERNING BOARD FINAL COMMENTS

Board member Clizbe made edits to the vision statement that he ran by Board members and staff. It was suggested that the new Administrator/Secretary might also be able to help edit this in all relevant areas where it exists.

There will be breakfast offered Saturday morning for the Balloon rally, and Wednesday's training will include a visit from LifeFlight.

NEXT SCHEDULED MEETING AND ADJOURNMENT

The next scheduled meeting for the West Benton Regional Fire Authority Governance Board will be Tuesday October 3rd, 2017 at 6:00 p.m.

The West Benton Regional Fire Authority Governance Board Meeting was adjourned at 7:41 p.m.

DAVID MOON, CHAIRMAN

SETH JOHNSON, INTERIM FIRE CHIEF

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

October 3, 2017

<u>VOUCHER</u>	<u>VENDOR NAME</u>	<u>VENDOR #</u>	<u>Account</u>	<u>BARS CODE</u>	<u>AMOUNT</u>
2017-619	BLUMENTHAL UNIFORMS AND EQUIP	161554	6808-101	10.2105	52.07
2017-620	BRAUN NWINC	173868	6808-101	20.4802	4,506.04
2017-621	BENTON PUD	147858	6808-101	50.4701	1,006.75
2017-622	CASCADE FIRE EQUIPMENT	213130	6808-101	20.3141	211.44
2017-623	CENTURY LINK	216449	6808-101	20.4202	249.52
2017-624	CHARTER COMMUNICATIONS	218790	6808-101	20.4202	134.94
2017-625	CHONG, PHILIP	221745	6808-101	20.1206	955.20
2017-626	CONNELL OIL	238803	6808-101	20.3201	758.87
2017-627	CRUZ JAVIER	253502	6808-101	20.1206	947.89
2017-628	CRYSTAL SPRINGS	255708	6808-101	10.4103	45.84
2017-629	DEPT OF TREASURY-NO CHECK	275022	6808-101	20.1206	660.32
2017-630	HALL CHEVROLET	405100	6808-101	20.4802	547.25
2017-631	MOON SECURITY	664637	6808-101	10.4103	96.00
2017-632	PACIFIC OFFICE AUTOMATION (or)	710240	6808-101	10.4103	73.37
2017-633	TWG CONSULTING		6808-101	10.4103	200.00
2017-634	MARKETS (THE)	630599	6808-101	20.3101	46.24
2017-635	QUILL	750490	6808-101	10.3101	173.00
		930132	6808-101	10.3101	65.92
		930132	6808-101	10.4901	24.00
		930132	6808-101	20.3101	398.11
		930132	6808-101	20.3201	53.91
2017-637	VERIZON	936148	6808-101	20.4202	156.08
	TOTAL VOUCHERS 6808-101				<u>11,362.76</u>

We, the undersigned Board Members of West Benton Fire & Rescue, do hereby certify, under penalty of perjury, that the above vouchers 2017-619 through 2017-637 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> Follow-Up Item</p>
	<input type="checkbox"/> Regular Board Meeting
DATE:	10/03/2017

DISCUSSION ITEM SUBJECT	Administrator/Secretary Search
PRESENTER	Interim Chief Johnson
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>Commissioner Benitz has worked with staff to complete a full set of documents to be used as the framework to hire the position.</i>
<i>Additional Attachments</i>	NO
FOLLOW-UP INFORMATION	<ul style="list-style-type: none"> • <i>The hiring timeline is as follows:</i> <ul style="list-style-type: none"> ✓ <i>Application opening date:</i> 09-06-2017 ✓ <i>Application closing date:</i> 09-29-2017 ○ <i>Application Review completed by :</i> 10-06-2017 ○ <i>Interviews/Background:</i> 10-16-2017 through 10-20-2017 ○ <i>Job Offer Made:</i> 10-27-2017 ○ <i>Projected Start Date:</i> 11-27-2017 • <i>61 applications were received during the application period. Staff is currently working on the application rating and will know how many we should interview soon.</i> • <i>The Governance Board needs to have discussion and determine if they want to have a representative available to sit on the interview panel.</i>



	<p><i>RFA Governing Board</i> Discussion Item</p>
	<input checked="" type="checkbox"/> Regular Board Meeting
DATE:	10/03/2017

DISCUSSION ITEM SUBJECT	Collective Bargaining Negotiations
PRESENTER	Kevin Wesley w/ TWG Consulting
DISCUSSION ITEM INFORMATION	<ul style="list-style-type: none"> • <i>WBRFA and the IAFF Local 1052 have enjoyed positive relationships during Collective Bargaining Negotiations since the IAFFs first contract with Prosser Fire District #3 in 2009.</i> • <i>The current Collective Bargaining Agreement (CBA) expires December 31st, 2017.</i> • <i>Mr. Wesley has assisted negotiating on behalf of the Agency since the inception of the contract, therefore, Mr. Wesley has historical working knowledge of the negotiations between the Agency and IAFF L1052.</i>
<i>Additional Attachments</i>	No
FOLLOW-UP INFORMATION	<ul style="list-style-type: none"> • <i>The first negotiation is set for October 12th, at 10:00am at Station 310.</i>

	<p><i>RFA Governing Board</i> Discussion Item</p>
	<input checked="" type="checkbox"/> Regular Board Meeting
DATE:	10/03/2017

DISCUSSION ITEM SUBJECT	2018 Draft Budget Review
PRESENTER	Interim Chief Johnson
DISCUSSION INFORMATION	<ul style="list-style-type: none"> <i>Question/Answer/Discussion regarding the 2018 Draft Budget and proposed Budget Calendar.</i>
<i>Additional Attachments</i>	No
FOLLOW-UP INFORMATION	<ul style="list-style-type: none"> <i>Budget Workshop scheduled for October 10th, 2017 at 6:00pm at Station 310.</i> <i>Please send questions prior to the workshop to ensure that specific reports/documents are available during the workshop.</i>

	<p><i>RFA Governing Board</i> Discussion Item</p>
	<input checked="" type="checkbox"/> Regular Board Meeting
DATE:	10/03/2017

DISCUSSION ITEM SUBJECT	Mobile Data Terminal
PRESENTER	Interim Chief Johnson
DISCUSSION INFORMATION	<ul style="list-style-type: none"> • <i>Mobile Data Terminals (MDTs) are computers designed for specific use in emergency vehicles, used to aid in response, scene management and documentation.</i> • <i>WBRFA has one MDT, which is currently 10+ years old and in a state of poor repair.</i>
<i>Additional Attachments</i>	Yes
FOLLOW-UP INFORMATION	<ul style="list-style-type: none"> • <i>Staff has determined the need for MDTs for quite some time, however the recent proceeds from government surplus auctions have given a potential source of revenue to put MDTs in service.</i> • <i>See attached report.</i>

MDT Proposal

Mobile Data Terminals (MDTs) provide instant Computer Aided Dispatching (CAD) information to first responders including thorough call details, incident mapping, hydrant location, incident premises history and the ability see what units are dispatched to an incident. Police Departments and Fire Departments alike have successfully deployed MDTs for the last 20 years to enhance their service delivery and responder safety.

WBRFA has one MDT, which was received with a grant in 2007. This unit was deployed in CT131 and has proven to be an important tool when doing the job as Duty Chief. Unfortunately, the MDT we have is now 10 years old, unsupported and needing repairs that are difficult to financially justify.

In order to explore all replacement options, Captain Johnson deployed an Apple iPad when SECOMM updated the CAD program and used the mobile (phone version) build of Intergraph's CAD software. Initially the hope was to find a low-cost alternative to expensive computer hardware, however it was found that the mobile version of Intergraph's software was difficult to use, did not allow the functionality of a their full MDT program, and the cost savings of installing these units over full MDTs does not overshadow their shortcomings.

Staff would like to purchase and install 3 MDT setups in each front-line command vehicle to allow on scene reporting, mapping, information sharing and most importantly, instantly keeping up to date on rapidly changing call information.

Staff recommends utilizing the recent surplus auction proceeds of \$18,300.60 to fund the purchase of the following equipment:

QTY	DESCRIPTION	EACH	TOTAL
2	Universal Mounting Base	45.34	90.69
2	5" Center Mounted Complete Upper Pole	54.54	109.09
3	iKey rugged backlit keyboard with touchpad	338.77	1,016.31
3	Gamber Johnson Tablet Mount w/ keyboard tray	342.00	1,026.00
3	Lind DC Vehicle adapter/charger	104.49	313.46
3	F-110 Gamber Johnson Tri-Passthrough Dock	520.00	1,560.00
3	Getac G3 Extreme Tablet w/ Windows 10 Pro	2981.68	8,885.64
	Subtotal		13,001.19
	Shipping		250.00
	Tax		1,118.10
	Total		\$14,369.29

Staff was quoted an additional \$3,877.02 for installation for these units, however staff has the knowledge and experience to install these units in-house with the software installation handled by the BCES IT department.

	<p><i>RFA Governing Board</i> Discussion Item</p>
	<input checked="" type="checkbox"/> Regular Board Meeting
DATE:	10/03/2017

DISCUSSION ITEM SUBJECT	Insurance Quotes/Renewal
PRESENTER	Interim Chief Johnson
DISCUSSION INFORMATION	<ul style="list-style-type: none"> • <i>The Governance Board has expressed its desire to visit our insurance policy, and take stock in what we are offered by our current provider, as well as determining if it is still the most cost effective option.</i> • <i>The Governance Board has been provided copies of our current insurance policies.</i> • <i>The Governance Board has invited other insurance carriers to make presentations to the Board, and received quotes on coverage.</i>
<i>Additional Attachments</i>	Yes
FOLLOW-UP INFORMATION	<ul style="list-style-type: none"> • <i>Staff has been working with insurance providers to obtain quotes for coverage. Insurance quotes have been received and released to Board members along with the differences in coverage limits.</i> • <i>Staff needs direction on which company to pursue for our upcoming policy renewal.</i>

2017 Insurance Comparison

For 2016, Insurance cost WBRFA \$37,321.00. This included coverage for property, crime, portable equipment, auto, general liability, management liability, excess liability as well as a 24 hour Accidental Death and Disability policy.

Coverage limits under the current policy are good, however equipment, property and the fleet are not covered under “Guaranteed Replacement Cost”, but rather the coverage limit is “Agreed Value”. During the course of receiving quotes for insurance coverage, Staff determined that WBRFA may be considered *underinsured* by many. Quotes were received in two ways, first we had an apples to apples comparison done with the coverage limits we currently have, second we had the insured values increased to reflect their replacement costs today as well as have “Guaranteed Replacement Cost” added to all WBRFA assets.

Unfortunately, as each individual insurance company offers different types of included services, a true comparison is difficult to complete. For instance, we current have Excess Liability Coverage of \$7million with an aggregate of \$14million. The comparison company does not offer coverages that low, they start at \$20million. Given that, the best we can do is list the costs for both companies and discuss the intricacies on a point by point basis.

Item	VFIS Current	VFIS Extended	Enduris Current	Enduris Extended
General Liability	\$7 million/ \$14 million	\$10 million/ \$20 million	\$20 million	\$20 million
Public Officials Errors and Omissions	\$3 million	\$10 million	\$20 million	\$20 million
Employment Practices Liability	\$1 million / \$3 million	\$1 million / \$10 million	\$20 million	\$20 million
Auto Liability	\$7 million/ \$14 million	\$10 million/ \$20 million	\$20 million	\$20 million
Actual Cash Value (ACV) or Guaranteed Replacement (GRC)	ACV	GRC	ACV/GRC	GRC
Property	\$4, 023,848	\$4, 023,848	\$4, 023,848	\$6,997,000
Equipment Breakdown, Boiler, Machinery	GRC	GRC	\$4, 023,848	\$6,997,000
Crime	\$50,000	\$50,000	\$250,000	\$250,000
Identity Theft	\$10,000	\$10,000	\$25,000	\$25,000
Cyber Coverage	\$1 million	\$1 million	\$2 million	\$2 million
Prior Acts Coverage	Included	Included	\$8 million	\$8 million
Legal Consultations			Included	Included
Pre-Claim Defense Program			Included	Included
Criminal Liability-Red Card Personnel			\$100,000-\$500,000	\$100,000-\$500,000
24 Hour Accident and Health	\$25,000	\$25,000	\$25,000	\$50,000
Cost	\$30,123	\$34,009 *Est	\$28,484	\$34,596

Deductibles vary between the companies, however all deductibles are \$1,000 or less. Any item that is left blank is due to them not being offered by the company.

	<p><i>RFA Governing Board</i> Action Item</p>
	<input checked="" type="checkbox"/> Regular Board Meeting
DATE:	10/03/2017

DISCUSSION ITEM SUBJECT	Fire Chief Vacancy
PRESENTER	Chairman Moon
PREVIOUS DISCUSSION INFORMATION	<ul style="list-style-type: none"> • <i>The Governance Board moved, at its last regular Board Meeting, to have Staff and the Board to come back with a recommendation for filling the currently vacant Fire Chief position.</i> • <i>The Governance Board and staff have had numerous discussions regarding the need for the timely replacement of the position, and all are in agreement that having the open position inhibits Agency growth.</i> • <i>The Fire Chief Job Position Description has been reviewed by the Governance Board.</i> • <i>Captain Johnson has been working as Interim Fire Chief under an MOU since May 16th, 2017 and the MOU expires December 31st, 2017.</i>
<i>Additional Attachments</i>	NO
DISCUSSION INFORMATION	<ul style="list-style-type: none"> • <i>When should the Board fill the position? Target Start Date?</i> • <i>How does the Board desire to fill the position of Fire Chief to <u>best suit the needs of the Agency?</u></i>