



RFA Governing Board
MEETING AGENDA

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

■ Regular Board Meeting

DATE: 11/21/2017
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

November 7, 2017

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

1. Contracts

- Fire Chief Employment Contract
- ILA with City of Prosser

NEW BUSINESS

1. Correspondence

- Governing Board
- Staff Reports

2. Finance

- Monthly Budget Report
- Voucher Approval #2017-710 thru 2017-734 in the amount of \$60,269.28

3. Contract

- Authorizing and Approving Participation in the Washington Public Employees' Retirement System by *Resolution 2017-004A*

Governing Board

Comments

Next Board Meeting

December 5, 2017

ADJOURN



WBRFA Roll Call

Date: November 21, 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 _____

Jessica Hansen X _____

**WEST BENTON REGIONAL FIRE AUTHORITY
PUBLIC HEARING – 2018 WBRFA REVENUE SOURCES
REGULAR GOVERNANCE BOARD MEETING
TUESDAY NOVEMBER 7th, 2017
17:40 HOURS
WBRFA HEADQUARTERS STATION 310**

PUBLIC HEARING

Chairman Moon opened the public hearing regarding 2018 WBRFA revenue sources in accordance with RCW 84.55.120 at 5:40 p.m. There were 3 calls for proponents, and three calls for opponents. The Public Hearing on WBRFA 2018 Revenue Sources was closed at 5:41 p.m. with resolution 2017-003-8.

CALL TO ORDER AND FLAG SALUTE

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

ROLL CALL

Fire Chief Seth Johnson conducted a roll call for attendees. Chairman David Moon and board members Max Benitz, Wendy Fogelson, Randy Fox, and Richard Clizbe were present. Captain Todd Dormaier was present. Secretary/Administrator Jessica Hansen was present and was formally introduced to the Board. Cory Heron was present to record minutes.

AGENDA APPROVAL

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

PUBLIC COMMENTS

There were no comments from the public.

PREVIOUS MEETING MINUTES

The Board considered the minutes prepared from the 10/17/17 meeting. Board member Fox made a motion to approve the minutes. Board member Fogelson seconded, there were none opposed and the motion carried.

WBRFA BVFF TRUSTEE MEETING

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

REPORTS

Board member Fogelson reported touching base with new Secretary/Administrator Jessica Hansen this morning and they are working to get her work area set-up.

Chairman Moon met with Prosser Hospital officials and established some groundwork on a working relationship focusing on short-term assistance and funding discussions for providing emergency medical services for the community. The Board was asked to consider goals in the next two weeks in preparation for a meeting to develop a game plan for moving forward with this potential collaboration. Board member Benitz suggested including Gary Heslop in some of these conversations and it was agreed to do so.

Fire Chief Johnson introduced the Secretary/Administrator hire Jessica Hansen. He also reported that the transition to Enduris had taken effect and that a claim for apparatus damage was already required.

It was noted that as the WBRFA maintains the surrounding station property, written permission is required for posting political signage.

Captain Todd Dormaier reported that Recruit Academy was going well. Volunteers number 28 with Fire Chief and Captain Dormaier with Javier Cruz moving to Pasco.

The WBRFA was awarded another Walmart grant for \$1250 submitted by Captain Todd Dormaier, to be used for recruitment and retention.

FINANCIAL BUSINESS

There were no financial reports.

The Board considered and asked about regular vouchers 2017-675 through 2017-709 in the amount of \$55,173.01. Board member Fox made a motion to approve the aforementioned vouchers in the amount of \$55,173.01. Board member Fogelson seconded, there were none opposed and the motion carried.

DISCUSSION ITEMS

The Board entered an executive session to discuss the Fire Chief employment contract at 6:23 p.m. The Board ended the executive session and reconvened the regular Board meeting at 6:52 p.m. indicating no decisions were made during the executive session.

Board member Benitz made a motion for the Chairman to enter into contract negotiations with Seth Johnson for the Fire Chief position. Board member Clizbe seconded, there were none opposed and the motion carried.

The Board discussed the draft social media policy. There was consensus that the document covered all areas of concern and that moving forward with action would be appropriate. There will be clarification on how to handle the Facebook page that is currently linked with Captain Dormaier's account so there will be no issue with item #11 on the document. Board member Clizbe made a motion to approve the draft policy presented on social media use. Board member Benitz seconded, there were none opposed and the motion carried.

ACTION ITEMS

The Board considered the 2018 Budget. Board member Clizbe made a motion to approve the 2018 WBRFA Budget as presented. Board member Fox seconded, there were none opposed and the motion carried.

Chief Johnson discussed the levy rate percentage increase for 2018. As there was no percentage increase requested for 2017, both 2% increases from 2017 and 2018 will be requested in accordance with a revenue source Resolution 2017-003-A. Board member Fox

made a motion to approve Resolution 2017-003-A as presented. Board member Fogelson seconded, there were none opposed and the motion carried.

The Board considered a resolution on levy certification. Regular and refund levy amounts will be requested with an understanding that the refund amount will ultimately be determined by the Treasurer's office. Board member Fox made a motion to approve signing the levy certification document. Board member Fogelson seconded, there were none opposed and the motion carried.

The Board considered the Fire Prevention ILA with the City of Prosser. Board member Benitz made a motion to approve having Chairman Moon sign the ILA document upon approval by legal counsel. Board member Fogelson seconded, there were none opposed and the motion carried.

GOVERNING BOARD FINAL COMMENTS

The Governing Board extended a warm welcome to Jessica Hansen and thanked Cory Heron for recording the minutes.

Board member Clizbe reminded the Board about the Tri-County Commissioners Board meeting Sat. Nov. 18th at 9 a.m. at Station 210 in Benton City.

Captain Dormaier asked about posting on Facebook. Chairman Moon indicated it was and that someone on staff should participate in Public Information training. New Secretary/Administrator Jessica Hansen indicated that she had participated recently.

NEXT SCHEDULED MEETING AND ADJOURNMENT

The next scheduled regular meeting for the West Benton Regional Fire Authority Governance Board will be Tuesday November 21st, 2017 at 6:00 p.m.

The West Benton Regional Fire Authority Governance Board Meeting was adjourned at 7:12 p.m.

DAVID MOON, CHAIRMAN

SETH JOHNSON, FIRE CHIEF

WEST BENTON REGIONAL FIRE AUTHORITY
Actual
JAN - OCT 2017

	JAN-OCT
REVENUE	
TAXES COLLECTED	997,657.12
46400 · Other Types of Income	34,879.74
TOTAL REVENUE	1,032,536.86
EXPENDITURES	
10.1200 · CHIEF SALARY	143,893.34
10.1238 · CAPTAIN SALARY	106,796.28
10.1242 · COMMISSIONER PAY	10,294.22
10.1925 · OVERTIME (CAPTAINS)	40,631.70
10.1932 · ACCRUED BUY BACK	4,682.12
10.2104 · BENEFITS	85,050.48
10.2105 · STAFF UNIFORMS	271.46
10.3101 · OFFICE SUPPLIES	4,136.84
10.4103 · PROFESSIONAL FEES	64,608.22
10.4301 · TRAVEL	0.00
10.4401 · LEGAL ADVERTISING	731.82
10.4901 · MISC	5,172.10
20.1206 · VOLUNTEER PAY	96,943.38
20.2105 · UNIFORMS	3,478.71
20.3101 · Supplies	13,137.36
20.3117 · CHEMICALS	0.00
20.3141 · FIREFIGHTING & SMALL EQUIP	10,895.70
20.3145 · PROTECTIVE CLOTHING	6,241.14
20.3201 · VEHICLE FUEL	14,171.89
20.4202 · COMMUNICATIONS	7,543.45
20.4601 · INSURANCE	0.00
20.4802 · REPAIRS & MAINTENANCE	52,024.45
20.5101 · DISPATCH	23,774.79
20.6401 · APPARTUS	1,523.66
20.6413 · EQUIPMENT	59,755.71
30.4909 · PREVENTION/EDUCATION	12,352.23
40.4301 · TRAVEL	7,871.10
40.4905 · TRAINING	11,855.51
50.4501 · BUILDING RENT	1,450.00
50.4701 · UTILITIES	19,342.88
50.4802 · REPAIRS & MAIN.	18,301.81
Total Expenditures	826,932.35
EXCESS OF EXPENDITURES OVER REVENUE	205,604.51
OCTOBER ENDING	
CASH BALANCE	\$737,539.84



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

November 21, 2017

<u>VOUCHER</u>	<u>VENDOR NAME</u>	<u>VENDOR #</u>	<u>Account</u>	<u>BARS CODE</u>	<u>AMOUNT</u>
2017-710	AMERICAN FLEET MAINTENANCE LLC	109414	6808-101	20.4802	977.40
2017-711	ARAMARK	114645	6808-101	10.4103	43.44
2017-712	AUTO ZONE	118939	6808-101	20.3101	4.33
2017-713	BENTONREA	148100	6808-101	50.4701	83.84
2017-714	BLUMENTHAL UNIFORMS AND EQUIP	161554	6808-101	10.2105	240.95
2017-715	CDW GOVERNMENT	200140	6808-101	10.3101	464.43
2017-716	CLIFFS SEPTIC	228206	6808-101	50.4802	480.56
2017-717	CHARTER COMMUNICATIONS	218790	6808-101	20.4202	297.25
2017-718	CITY OF RICHLAND	224155	6808-101	20.5101	1,908.50
2017-719	CONNELL OIL	238803	6808-101	20.3201	1,347.76
2017-720	COOKS ACE HARDWARE	240020	6808-101	20.3101	448.99
2017-721	CRYSTAL SPRINGS	255708	6808-101	10.4103	16.78
2017-722	DAVYS TOTAL LAWN CARE		6808-101	50.4802	331.23
2017-723	ENDURIS	312268	6808-101	20.4601	28,830.00
2017-724	K&D MACHINE LLC		6808-101	20.4802	339.42
2017-725	KING COUNTY FINANCE	522134	6808-101	40.4905	495.00
2017-726	KUFFEL LAW	836490	6808-101	10.4103	433.79
2017-727	NAPA AUTO PARTS	681212	6808-101	20.4802	123.65
2017-728	NWSC	696388	6808-101	20.3145	24.84
2017-729	OXARC	709710	6808-101	10.4901	18.03
2017-730	QUILL	750490	6808-101	10.3101	1,855.17
2017-731	SHRED IT US JV LLC	842121	6808-101	10.3101	23.38
2017-732	TOTAL NETWORK COMMUNICATIONS	900015	6808-101	50.4501	2,750.00
2017-733	ROBERT M TRASK AGENCY INC	NEW	6808-101	20.4601	7,604.00
2017-734	TRUSTED PLAN SERVICE CORP	924555	6808-101	10.1238	763.56
		924555	6808-101	10.2104	5,108.34
2017-735	US BANK	930132	6808-101	20.3101	884.53
		930132	6808-101	10.2105	240.30
		930132	6808-101	10.4103	75.00
		930132	6808-101	40.4905	229.84
		930132	6808-101	20.4802	228.06
		930132	6808-101	10.3101	310.75



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

November 21, 2017

2017-736	DEPT OF RETIREMENT SYSTEM	949710	6808-101	10.1238	·	1,495.03
		949710	6808-101	10.2104	·	927.77
2017-737	DEPT OF RETIREMENT SYSTEM (DC)	949710	6808-101	10.1238	·	431.68
		949710	6808-101	10.2104	·	431.68
TOTAL VOUCHERS 6808-101						<u>60,269.28</u>

We, the undersigned Board Members of West Benton Fire & Rescue, do hereby certify, under penalty of perjury, that the above vouchers 2017-710 through 2017-737 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		

RESOLUTION NO. _____
Authorizing and Approving Participation in the
Washington Public Employees' Retirement System (PERS)

_____, a political subdivision of the State of Washington, authorizes and approves the following:

1. Its eligible employees shall participate in PERS, as allowed by RCW 41.40.062;
2. The necessary funds shall be made available to cover its proportionate share for participation in PERS; and
3. PERS membership shall begin on _____.

Tax Status (select one)

- Will submit tax-deferred member contributions.
- Will not submit tax-deferred member contributions.

Purchase of Previous Service (select one)

- Not applicable.** Check this box if your agency is newly created *and* the effective date of PERS participation is equal to the date of hire of first employee(s).
- Option A** Employer pays all previous service costs (both member and employer contributions). Payment must be completed within 15 years from entry into PERS.
- Option B** Employer and member share previous service cost. Payment must be completed within five years from entry into PERS. **Indicate one of the variations below:**
- B1 Member pays member contributions.
Employer pays employer contributions.
- B2 Member pays _____% of previous service cost.
Employer pays _____% of previous service cost.
- Option C** Member pays all previous service costs (both member and employer contributions). Payment must be completed within five years from entry into PERS.

RESOLUTION NO. _____
Authorizing and Approving Participation in the
Washington Public Employees' Retirement System (PERS)

Passed this _____ day of _____, 20____.

Authorizing Signatures:

_____	Title: _____
_____	Title: _____
_____	Title: _____
_____	Title: _____
_____	Title: _____
_____	Title: _____
_____	Title: _____
_____	Title: _____
_____	Title: _____
_____	Title: _____