



*RFA Governing Board*  
**MEETING AGENDA**

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

Regular Board Meeting

**DATE:** 12/19/2017  
**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**

December 5, 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**

**NEW BUSINESS**

- 1. Correspondence**
  - Governing Board
  - Staff Reports
  
- 2. Finance**
  - Voucher Approval #2017-785 thru 2017-816 in the amount of \$28,041.36
  
- 3. Resolutions**
  - 2017-9 Designating legal counsel
  - 2017-10 Establishing date, time, and place for board meetings
  - 2017-11 Appointing records retention officer
  - 2017-12 Appointing a district secretary
  
- 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** January 2, 2017

**ADJOURN**

# WBRFA Roll Call

Date: December 19th, 2017

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## **-Governance Board Members-**

<b>Max Benitz</b>	<b>X</b> _____
<b>Richard Clizbe</b>	<b>X</b> _____
<b>Wendy Fogelson</b>	<b>X</b> _____
<b>Randy Fox</b>	<b>X</b> _____
<b>David Moon</b>	<b>X</b> _____

## **-Staff-**

<b>Seth Johnson</b>	<b>X</b> _____
<b>Todd Dormaier</b>	<b>X</b> _____
<b>Jessica Hansen</b>	<b>X</b> _____

**WEST BENTON REGIONAL FIRE AUTHORITY  
TUESDAY DECEMBER 5<sup>TH</sup>, 2017  
WBRFA HEADQUARTERS STATION 310**

**CALL TO ORDER AND FLAG SALUTE**

Chairman Moon called the December 5<sup>th</sup>, 2017 West Benton Regional Fire Authority regular meeting to order at 6:00 p.m. and led participants in a flag salute.

**ROLL CALL**

Fire Chief Seth Johnson conducted a roll call for attendees. Chairman David Moon and Commissioners Max Benitz, Wendy Fogelson, Randy Fox, and Richard Clizbe were present. Captain Todd Dormaier and Lieutenant Keith Johnson was also in attendance. Administrator Jessica Hansen had an excused absence.

**AGENDA APPROVAL**

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

**PUBLIC COMMENTS**

There were no comments from the public.

**APPROVAL OF MINUTES**

Commissioner Clizbe moved to approve the November 21, 2017 meeting minutes. Commissioner Benitz seconded the motion. The motion carried.

**OLD BUSINESS**

**NEGOTIATION OF IAFF CONTRACT**

Chief Johnson reported that a schedule for contract negotiations needs to be discussed. Many options were discussed regarding the timing of negotiations, and Commissioner Benitz suggested that the contract be negotiated rapidly due to the expiration at the end of the year.

The Board suggested dates of either Dec 11<sup>th</sup> or 12<sup>th</sup> for the first meeting and Chief Johnson will arrange the meeting during that time.

Commissioners Fogelson and Moon will be the Governance Board Representatives to the negotiations.

**NEW BUSINESS**

**GOVERNING BOARD REPORTS**

Commissioner Clizbe reported his conversation with the Benton County Auditor and the requirement to swear in again after winning the election. Commissioner Clizbe reported that the Auditor said both him and Chairman Moon will be receiving something in the mail, and Commissioner Benitz suggested both re-elected Board members go take the Oath of Office regardless.

Commissioner Fogelson inquired about the Fire Chief swearing in and Chief Johnson informed the Board that was not required due to his position not being an elected position.

**STAFF REPORTS**

Chief Johnson gave a fleet update report that E1352 has been repaired from the damage it received on the last natural cover fire and that W1312 is currently out of service with numerous small issues being worked on in-house.

Chief Johnson gave short report regarding the switchover to Office 365 and new iPad mail applications.

Chief Johnson briefed the Board regarding hiring a new Training Captain, to replace Captain Todd Dormaier, who is transitioning into Operations. Chief Johnson believes he can have a new Captain hired by February 5<sup>th</sup>. Commissioner Clizbe asked about minimum qualifications.

Captain Dormaier reported that 4 recruits have just finished with Structure Academy and will be graduating on Friday. Also, those recruits participated in local IFSAC FF1 testing and performed very well.

**MONTHLY BUDGET REPORT**

A monthly report was presented showing the October ending cash balance of \$737,539.84

**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 Clizbe moved to approve voucher #2017-738 through 2017-784 in the amount of \$44,800.42. Commissioner Fox seconded the motion. The motion carried.

**FINAL COMMENTS**

Captain Dormaier discussed the relationship between the Volunteers and the Governance Board members.

**ADJOURNMENT**

With no further business, Chairman Moon adjourned the meeting at 6:27 pm.

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DAVID MOON, CHAIRMAN

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SETH JOHNSON, FIRE CHIEF

**WEST BENTON REGIONAL FIRE AUTHORITY**  
**VOUCHERS THIS WEEK**  
As of December 19, 2017

<b>VOUCHER</b>	<b>VENDOR NAME</b>	<b>VENDOR #</b>	<b>Account</b>	<b>BARS CODE</b>	<b>AMOUNT</b>
2017-785	ARAMARK	114645	6808-101	10.4103	43.44
2017-786	AUTO ZONE	118939	6808-101	20.3101	10.15
2017-787	BC AUDITOR	147786	6808-101	10.4103	1,887.63
2017-788	BENTONREA	148100	6808-101	50.4701	83.84
2017-789	BOUND TREE MEDICAL LLC	168801	6808-101	20.3101	689.74
2017-790	CASCADE NATURAL GAS	213169	6808-101	50.4701	381.25
2017-791	CDW GOVERNMENT	200140	6808-101	10.3101	631.00
2017-792	CITY OF PROSSER	224132	6808-101	50.4701	557.23
2017-793	CITY OF RICHLAND	224155	6808-101	20.5101	1,908.50
2017-794	CONNELL OIL	238803	6808-101	20.3201	295.06
2017-795	COOKS ACE HARDWARE	240020	6808-101	20.3101	153.60
2017-796	CRYSTAL SPRINGS	255708	6808-101	10.4103	55.27
2017-797	DESERT VALLEY POWER SPORTS	276202	6808-101	20.4802	11.40
2017-798	HERON, CORY	444195	6808-101	10.4103	862.08
2017-799	JIMS PACIFIC GARAGE	491425	6808-101	20.4802	7.72
2017-800	KUFFEL LAW	836490	6808-101	10.4103	220.33
2017-801	NAPA AUTO PARTS	681212	6808-101	20.4802	169.87
2017-802	OXARC	709710	6808-101	10.4901	17.48
2017-803	PACIFIC FIRE INSPECTION SERVICES	710438	6808-101	10.4103	250.00
2017-804	PACIFIC OFFICE AUTOMATION (pa)	710241	6808-101	10.4103	594.51
2017-805	RWC INTERNATIONAL LTD	797342	6808-101	20.4802	4.79
2017-806	SHRED IT US JV LLC	842121	6808-101	10.3101	23.38
2017-807	SUNNYSIDE COMMUNITY HOSPITAL	894863	6808-101	10.4103	148.00
2017-808	TRUSTED PLAN SERVICE CORP	924555	6808-101	10.2104	3,917.16
2017-809	WESTERN FIRE CHIEF ASSOC	939911	6808-101	40.4905	280.00
2017-810	WASH FIRE COMMISSIONERS ASSOC	949734	6808-101	10.4103	2,225.00
2017-811	VALLEY SPRAY LLC	932292	6808-101	50.4802	347.52
2017-812	WAT INC	950282	6808-101	20.6413	8,592.25
2017-813	DEPT OF RETIREMENT SYSTEM	949710	6808-101	10.2104	435.98
2017-814	DEPT OF RETIREMENT SYSTEM	949710	6808-101	10.1238	1,325.97

**WEST BENTON REGIONAL FIRE AUTHORITY  
VOUCHERS THIS WEEK  
As of December 19, 2017**

		949710	6808-101	10.2104 ·	822.85
2017-815	DEPT OF RETIREMENT SYSTEM (DC)	949710	6808-101	10.1238 ·	431.68
		949710	6808-101	10.2104 ·	431.68
2017-816	WSCFF	949222	6808-101	10.2104 ·	225.00
					<u>28,041.36</u>
	<b>TOTAL VOUCHERS 6808-101</b>				<b><u>28,041.36</u></b>

We, the undersigned Board Members of West Benton Fire & Rescue, do hereby certify, under penalty of perjury, that the above vouchers 2017-785 through 2017-816 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 2017-09**

**A RESOLUTION DESIGNATING LEGAL COUNSEL FOR WEST BENTON FIRE AUTHORITY**

**WHEREAS**, West Benton Regional Fire Authority requires legal counsel from time to time on various issues affecting the operation and management of West Benton Regional Fire Authority;  
and

**WHEREAS**, West Benton Regional Fire Authority is authorized by statute to retain the services of legal counsel in accordance with RCW 52.26.090(1)(e); and

**WHEREAS**, The Governing Board has identified Kuffel, Hultgrenn, Klashke, Shea & Ellerd, LLP to have significant experience and expertise in representing public sector entities and have demonstrated skill, experience and knowledge; and

**WHEREAS**, funds have been allocated in the Authority’s budget for these purposes; and

**NOW, THEREFORE, BE IT RESOLVED** by the Governing Board of the West Benton Regional Fire Authority that, Kuffel, Hultgrenn, Klashke, Shea & Ellerd, LLP is appointed as legal counsel of record to the Governing Board and authorizes the West Benton Regional Fire Authority Chairman to enter into an agreement.

**PASSED** this 19<sup>th</sup> day of December 2017

\_\_\_\_\_ Title: *Commissioner*  
\_\_\_\_\_ Title: *Commissioner*  
\_\_\_\_\_ Title: *Commissioner*  
\_\_\_\_\_ Title: *Commissioner*  
\_\_\_\_\_ Title: *Commissioner*

ATTEST:

\_\_\_\_\_  
Jessica Trevino, Administrator

**RESOLUTION 2017-10**

**A RESOLUTION ESTABLISHING  
WEST BENTON RESCUE FIRE AUTHORITY'S  
REGULAR GOVERNING BOARD MEETING  
DATE, TIME, AND PLACE FOR 2018**

**WHEREAS**, West Benton Regional Fire Authority Regular Board meetings are to be established annually by resolution in accordance with RCW 42.30 as to time, date, and place; and

**WHEREAS**, the Governing Board is establishing the regularly scheduled meetings for Calendar Year 2018; and

**NOW, THEREFORE, BE IT RESOLVED** by the Governing Board of the West Benton Regional Fire Authority that, effective January 2018, the regular meetings of the Governing Board shall be held at 6:00pm on the First and Third Tuesday of each month; and will be held at West Benton Regional Fire Authority headquarters fire station #310, 1200 Grant Avenue, Prosser, WA.

**PASSED** this 19<sup>th</sup> day of December 2017

\_\_\_\_\_ Title: *Commissioner*  
\_\_\_\_\_ Title: *Commissioner*  
\_\_\_\_\_ Title: *Commissioner*  
\_\_\_\_\_ Title: *Commissioner*  
\_\_\_\_\_ Title: *Commissioner*

**ATTEST:**

\_\_\_\_\_  
Jessica Trevino, Administrator





# West Benton Regional Fire Authority 2018

### JANUARY

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

### FEBRUARY

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
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25	26	27	28			

### MARCH

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2	3
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18	19	20	21	22	23	24
25	26	27	28	29	30	31

### APRIL

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
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22	23	24	25	26	27	28
29	30					

### MAY

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2	3	4	5
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

### JUNE

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
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3	4	5	6	7	8	9
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### JULY

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

### AUGUST

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
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### SEPTEMBER

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
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23	24	25	26	27	28	29
30						

### OCTOBER

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

### NOVEMBER

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

### DECEMBER

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

The West Benton Regional Fire Authority Governing Board will hold their regular meetings at 6:00pm on the first and third Tuesday of each month. Meetings will be held at the West Benton Regional Fire Authority headquarters, Fire Station #310, 1200 Grant Avenue, Prosser, WA 99350.

**RESOLUTION 2017-11**

**A RESOLUTION APPOINTING WEST BENTON REGIONAL FIRE  
AUTHORITY RECORDS RETENTION OFFICER POSITION**

**WHEREAS**, West Benton Regional Fire Authority requires legal counsel from time to time on various issues affecting the operation and management of West Benton Regional Fire Authority; and

**WHEREAS**, in order to comply with these requirements, the Fire Authority’s needs to establish a Records Retention Officer with responsibility to manage all Fire Authority’s records and to comply with the statutory and regulatory requirements that govern the records of West Benton Regional Fire Authority; and

**NOW, THEREFORE, BE IT RESOLVED** by the Governing Board of the West Benton Regional Fire Authority that the Governing Board appoints the West Benton Rescue Fire Authority Administrator as the Records Retention Officer.

**PASSED** this 19<sup>th</sup> day of December 2017

\_\_\_\_\_ Title: *Commissioner*  
\_\_\_\_\_ Title: *Commissioner*  
\_\_\_\_\_ Title: *Commissioner*  
\_\_\_\_\_ Title: *Commissioner*  
\_\_\_\_\_ Title: *Commissioner*

ATTEST:

\_\_\_\_\_  
Jessica Trevino, Administrator

**RESOLUTION 2017-12**

**A RESOLUTION APPOINTING WEST BENTON REGIONAL FIRE  
AUTHORITY A DISTRICT SECRETARY**

**WHEREAS**, West Benton Regional Fire Authority has determined that the following facts currently exist:

1. RCW52.14.080 requires that the Board of Fire Commissioners appoint a Secretary of the Fire District.
2. The District must maintain various types of records and actions relating to Board activities and other operations within the requirements of state statutes.

**NOW, THEREFORE, BE IT RESOLVED** by the Governing Board of the West Benton Regional Fire Authority that Jessica Trevino has been appointed to act as the District Secretary and Fire Chief Seth Johnson in the absence of Jessica Trevino will act as the District Secretary for the Fire Authority effective December 19, 2017, for as long as employment and/or appointment is deemed necessary by the West Benton Regional Fire Authority Board of Commissioners.

**PASSED** this 19<sup>th</sup> day of December 2017

\_\_\_\_\_ Title: *Commissioner*

\_\_\_\_\_ Title: *Commissioner*

\_\_\_\_\_ Title: *Commissioner*

\_\_\_\_\_ Title: *Commissioner*

\_\_\_\_\_ Title: *Commissioner*

\_\_\_\_\_  
Seth Johnson, Fire Chief  
Alternate District Secretary

ATTEST:

\_\_\_\_\_  
Jessica Trevino, Administrator  
West Benton Fire Authority  
December 19, 2017