

**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