



RFA Governing Board
MEETING AGENDA

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

Regular Board Meeting

DATE: January 2, 2018
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 19, 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 #2018-001 thru 2018-012 in the amount of \$3,997.28

- 3. Resolutions**
 - 2018-01 – Resolution appointing officer positions for calendar year 2018

- 4. Policy**
 - First reading of the records request policy

Governing Board

Comments

Next Board Meeting January 16, 2018

ADJOURN

WBRFA Roll Call

Date: January 2, 2018

-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 Trevino X _____

**WEST BENTON REGIONAL FIRE AUTHORITY
TUESDAY DECEMBER 19TH, 2017
WBRFA HEADQUARTERS STATION 310**

CALL TO ORDER AND FLAG SALUTE

Chairman Moon called the December 19th, 2017 West Benton Regional Fire Authority regular meeting to order at 6:00 p.m. and led participants in a flag salute.

ROLL CALL

Administrator Jessica Trevino conducted a roll call for attendees. Chairman David Moon and Commissioners Max Benitz, Wendy Fogelson, Randy Fox, and Richard Clizbe were present. Fire Chief Seth Johnson, Captain Todd Dormaier, Lieutenant Keith Johnson, Lieutenant Brandon Fogelson, and Lieutenant Scott Friend were also in attendance. Recording secretary and administrator, Jessica Trevino, was also present.

AGENDA APPROVAL

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

APPROVAL OF MINUTES

Commissioner Benitz moved to approve the December 5, 2017 meeting minutes. Commissioner Fogelson seconded the motion. The motion carried.

PUBLIC COMMENTS

There were no comments from the public.

OLD BUSINESS

NEW BUSINESS

GOVERNING BOARD REPORTS

There were no comments.

STAFF REPORTS

Chief Johnson updated the board that the Commissioner's old email accounts were migrated over to Office 365. Chief Johnson also updated the board that he is creating operation policies. He will be producing them for the board to review in packets of ten and will also allow the board a first reading prior to adoption. Chief Johnson updated the board on two recent structure fires and applauded the department on the quick response. Lastly, Chief Johnson updated the board that he is still trying to reach a date with all parties on the Union negotiation.

Captain Dormaier reported that four recruits recently graduated and that one has already gone on a fire call. He also stated that he has installed the MDTs into two vehicles and has started to utilize them.

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 Fox moved to approve voucher #2017-785 through 2017-816 in the amount of \$28,041.36. Commissioner Clizbe seconded the motion. The motion carried.

RESOLUTIONS

Commissioner Clizbe moved to approve Resolution 2017-9 designating legal counsel for West Benton Fire Authority. Commissioner Fogelson seconded the motion. The motion carried.

Commissioner Fogelson moved to approve Resolution 2017-10 establishing West Benton Rescue Fire Authority’s regular governing board meeting date, time, and place for 2018. Commissioner Fox seconded the motion. The motion carried.

Commissioner Fox moved to approve Resolution 2017-11 appointing West Benton Regional Fire Authority a records retention officer. Commissioner Fogelson seconded the motion. The motion carried.

Commissioner Fogelson moved to approve Resolution 2017-12 appointing West Benton Regional Fire Authority a district secretary. Commissioner Fox seconded the motion. The motion carried.

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 6:24pm, and will be concluded at 6:34pm with no action to follow.

FINAL COMMENTS

None

ADJOURNMENT

With no further business, Chairman Moon adjourned the meeting at 6:39pm.

DAVID MOON, CHAIRMAN

JESSICA TREVINO, ADMINISTRATOR

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

As of January 2, 2018

<u>VOUCHER</u>	<u>VENDOR NAME</u>	<u>VENDOR #</u>	<u>Account</u>	<u>BARS CODE</u>	<u>AMOUNT</u>
2018-001	BENTON PUD	147858	6808-101	50.4701	596.72
2018-002	CENTURY LINK	216449	6808-101	20.4202	132.36
2018-003	CHARTER COMMUNICATIONS	218790	6808-101	20.4202	438.14
2018-004	CITY OF PROSSER	224132	6808-101	50.4701	1,154.85
2018-005	CONNELL OIL	238803	6808-101	20.3201	408.36
2018-006	MES NORTHWEST	647816	6808-101	20.4202	86.14
2018-007	MOON SECURITY	664637	6808-101	10.4103	96.00
2018-008	QUILL	750490	6808-101	10.3101	53.08
2018-009	SVID	894844	6808-101	50.4701	120.75
2018-010	TRI COUNTY FIRE ASSOC	922570	6808-101	10.4901	500.00
2018-011	TWG CONSULTING	928395	6808-101	10.4103	250.00
2018-012	PROSSER RECORD BULLENTIN	747677	6808-101	10.4401	160.88
TOTAL VOUCHERS 6808-101					<u>3,997.28</u>

We, the undersigned Board Members of West Benton Fire & Rescue, do hereby certify, under penalty of perjury, that the above vouchers 2018-001 through 2018-012 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 2018-1

**A RESOLUTION APPOINTING WEST BENTON
REGIONAL FIRE AUTHORITY BOARD OF OFFICER
POSITIONS FOR CALENDAR YEAR 2018**

WHEREAS, RCW 52 establishes requirements for electing officers from ‘among the members’ of the sitting Governance Board of the Regional Fire Authority; and

WHEREAS, the Governance Board of West Benton Regional Fire Authority, in compliance with this statute has conducted ‘elections’ among their number of officer positions for 2018; and

NOW, THEREFORE, BE IT RESOLVED by the Governing Board of the West Benton Regional Fire Authority that, County of Benton, that the following West Benton Regional Fire Authority Governance Board members shall serve in these respective positions and shall appoint a secretary for the year 2018:

Governance Board Member Chairman: _____

Governance Board Member Vice-Chairman: _____

PASSED this 19th day of December 2017

_____	Title: <i>Commissioner</i>
_____	Title: <i>Commissioner</i>
_____	Title: <i>Commissioner</i>
_____	Title: <i>Commissioner</i>
_____	Title: <i>Commissioner</i>

ATTEST:

Jessica Trevino, Administrator