



RFA Governing Board
MEETING AGENDA

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

DATE: Regular Board Meeting
March 6, 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

February 17, 2018 – Special meeting minutes
February 20, 2018 – Regular meeting minutes

Public Comments

*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. Second Reading Policies

- Second reading of the Governance Board Vice Chairman policy
- Second reading of the Governance Board Individual Commissioners policy
- Second reading of the Governance Board Secretary policy
- Second reading of the Oath of Office policy
- Second reading of the Oath of Office form
- Second reading of the Adoption and Amendment of Policies policy
- Second reading of the Policy Manuals policy
- Second preview of the Administrative Procedures policy
- Second reading of the Suspension of a Policy policy
- Second reading of the Meetings policy

2. Website

- Website Proposals

NEW BUSINESS

1. Correspondence

- Governing Board
- Staff Reports

2. Finance

- Voucher Approval #2018-138 thru 2018-159 in the amount of \$27,710.39

3. First Reading Policies

- First reading of the Meetings Procedure policy
- First reading of the Meeting Agendas policy
- First reading of the Meeting Minutes policy
- First reading of the Meetings – Rules of Order policy
- First reading of the Parliamentary Procedure policy
- First reading of the Meetings – Quorum policy
- First reading of the Audit of Expenditures policy

- First reading of the Fire Commissioner Compensation policy
- First reading of the Fire Commissioner Expenses policy
- First reading of the Fire Commissioner Insurance policy

4. Contract

- Administrator's contract

**Governing Board
Comments**

Next Board Meeting

March 20, 2018

ADJOURN

WBRFA Roll Call

Date: March 6, 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 _____

Brandon Bowden X _____

Jessica Trevino X _____

**WEST BENTON REGIONAL FIRE AUTHORITY
TUESDAY FEBRUARY 17, 2018
WBRFA HEADQUARTERS STATION 310**

CALL TO ORDER AND FLAG SALUTE

Chairman Clizbe called the February 17, 2018 West Benton Regional Fire Authority special meeting to order at 8:00am and led participants in the Pledge of Allegiance.

ROLL CALL

Present: Chairman Richard Clizbe and Commissioners Max Benitz, Wendy Fogelson, and David Moon

Others in attendance: Fire Chief, Seth Johnson and Recording Secretary, Jessica Trevino.

Excused Absent: Commissioner Randy Fox

AGENDA APPROVAL

The board reviewed the agenda. Commissioner Benitz moved to approve the agenda as presented. Commissioner Moon seconded the motion. The motion carried.

PUBLIC COMMENTS

There were no comments from the public.

NEW BUSINESS

WORKSHOP

Chief Johnson opened the special meeting and discussed all the documentation provided. The Commissioners reviewed potential budget strategies, began laying out goals for future operations, considered potential partnerships, and began strategizing a comprehensive plan for the department's future. No action was taken.

The Commissioners scheduled the next special meeting for March 3, 2018 at 8am.

ADJOURNMENT

With no further business, Chairman Clizbe adjourned the meeting at 10:04am.

RICHARD CLIZBE, CHAIRMAN

JESSICA TREVINO, ADMINISTRATOR

**WEST BENTON REGIONAL FIRE AUTHORITY
TUESDAY FEBRUARY 20, 2018
WBRFA HEADQUARTERS STATION 310**

CALL TO ORDER AND FLAG SALUTE

Chairman Clizbe called the February 20, 2018 West Benton Regional Fire Authority regular meeting to order at 6:00 p.m. and led participants in the Pledge of Allegiance.

ROLL CALL

Present: Commissioners Richard Clizbe, Max Benitz, Randy Fox, Wendy Fogelson and David Moon

Others in attendance: Fire Chief Seth Johnson, Captain Todd Dormaier, Captain Brandon Bowden, Lieutenant Keith Johnson, Lieutenant Scott Friend, Jim Nelson (D.A. Davidson), and Recording Secretary Jessica Trevino.

AGENDA APPROVAL

The board reviewed the agenda. Commissioner Benitz requested to amend the agenda to include a discussion about apparatus 1364 and 1341. Commissioner Fox moved to approve the agenda with amended changes. Commissioner Benitz seconded the motion. The motion carried.

APPROVAL OF MINUTES

Commissioner Benitz moved to approve the February 6, 2018 meeting minutes. Commissioner Fogelson seconded the motion. The motion carried.

PUBLIC COMMENTS

There were no comments from the public.

OLD BUSINESS

POLICIES

Commissioner Fogelson moved to approve the West Benton Fire Rescue Employment of Staff policy. Commissioner Clizbe seconded the motion. The motion carried.

Commissioner Fogelson moved to approve the West Benton Fire Rescue Employment Contracts policy. Commissioner Fox seconded the motion. The motion carried.

Commissioner Fogelson moved to approve the West Benton Fire Rescue Legal Status and Operations policy. Commissioner Moon seconded the motion. The motion carried.

Commissioner Fogelson moved to approve the West Benton Fire Rescue Eligibility and Terms of Office policy. Commissioner Benitz seconded the motion. The motion carried.

Commissioner Fogelson moved to approve the West Benton Fire Rescue Elections policy. Commissioner Fox seconded the motion. The motion carried.

Commissioner Fogelson moved to approve the West Benton Fire Rescue Commissioner Vacancy policy. Commissioner Moon seconded the motion. The motion carried.

Commissioner Fogelson moved to approve the West Benton Fire Rescue Board Vacancies policy. Commissioner Benitz seconded the motion. The motion carried.

Commissioner Fogelson moved to approve the West Benton Fire Rescue Oath of Office policy. Commissioner Fox seconded the motion. The motion carried.

Commissioner Fogelson moved to approve the West Benton Fire Rescue Annual Organizational Meeting policy. Commissioner Moon seconded the motion. The motion carried.

Commissioner Fogelson moved to approve the West Benton Fire Rescue Governance Board Chairman policy. Commissioner Fox seconded the motion. The motion carried.

UNION NEGOTIATIONS

Chief Johnson updated the board on the approved one-year union contract extension.

WEBSITE PROPOSALS

Administrator Trevino provided the board with an update on website proposals. After some discussion, this item was tabled until the following meeting.

NEW BUSINESS

GOVERNING BOARD REPORTS

Commissioner Moon and Commissioner Fogelson gave an update on the information learned at the Tri-County Commissioner meeting and reported that the next meeting will be held in Walla Walla in May.

STAFF REPORTS

New hire Captain Brandon Bowden was introduced. His first day was today and his first duty week will start on March 19th. Captain Dormaier updated the board that he cleaned up all graffiti and has ordered surveillance cameras for Fire Station 320. Chief Johnson reported that information gathering on EMS is still taking place. Apollo has been called out again for repairs on the HVAC system.

APPARATUS 1364 AND 1341

After discussion, Commissioner Benitz moved to replace apparatus 1364 and 1341. Commissioner Fogelson seconded the motion. The motion carried. Commissioner Benitz encouraged the Chief to start looking further into a ladder truck and a type 6 grass truck to replace apparatus 1364 and 1341.

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 #2018-099 through 2018-137 in the amount of \$29,738.01
Commissioner Fogelson seconded the motion. The motion carried.

POLICIES

The next set of first reading policies were presented. These policies are the Governance Board Vice Chairman policy, the Governance Board Individual Commissioners policy, the Governance Board Secretary policy, the Oath of Office policy, the Oath of Office form, the Adoption and Amendment of Policies policy, the Policy Manual policy, the Administrative Procedures policy, the Suspension of a Policy, and the Meeting Policy.

PRESENTATION

Jim Nelson from D.A. Davidson presented to the board different financial opportunities that D.A. Davidson offers to government agencies.

WORKSHOP

It was determined that not all Commissioners would be able to attend the previously scheduled workshop on March 3rd at 8am. Therefore, the Commissioners rescheduled their next workshop for May 5th at 6pm.

ADJOURNMENT

With no further business, Chairman Clizbe adjourned the meeting at 7:29pm.

RICHARD CLIZBE, CHAIRMAN

JESSICA TREVINO, ADMINISTRATOR