



*RFA Governing Board*  
**MEETING AGENDA**

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

**DATE:** Regular Board Meeting  
April 3, 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**

March 6, 2018 – Regular Meeting

March 20, 2018 – Regular Meeting

**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 Temporary Positions policy
- Second reading of the Code of Conduct policy
- Second reading of the Code of Conduct Procedure policy
- Second reading of the Conflict of Interest policy
- Second reading of the Resolution of Complaints policy
- Second reading of the Resolution of Complaints Procedure policy
- Second reading of the Solicitations, Endorsements or Gifts policy
- Second preview of the Budget Preparation and Adoption policy
- Second reading of the Fiscal Year policy
- Second reading of the General Levy policy

**2. Discussion Item**

- Capital Improvement Project Funding

**3. Contract**

- Administrator Contract

**NEW BUSINESS**

**1. Correspondence**

- Governing Board
- Staff Reports

**2. Finance**

- Voucher Approval #2018-216 thru 2018- in the amount of \$
- Payroll Approval #2018- thru 2018- in the amount of \$

**Governing Board  
Comments**

**Next Board Meeting**

April 17, 2018

**ADJOURN**

# WBRFA Roll Call

Date: April 3, 2018

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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>Jessica Trevino</b>	<b>X</b> _____

**WEST BENTON REGIONAL FIRE AUTHORITY  
TUESDAY MARCH 6, 2018  
WBRFA HEADQUARTERS STATION 310**

**CALL TO ORDER AND FLAG SALUTE**

Chairman Clizbe called the March 6, 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, Lieutenant Brandon Fogelson and Recording Secretary Jessica Trevino.

**AGENDA APPROVAL**

Commissioner Benitz moved to approve the agenda. Commissioner Fox seconded the motion. The motion carried.

**APPROVAL OF MINUTES**

Commissioner Fox moved to approve the February 17, 2018 special meeting minutes. Commissioner Fogelson seconded the motion. The motion carried.

Commissioner Fox moved to approve the February 20, 2018 regular meeting minutes. Commissioner Fogelson seconded the motion. The motion carried.

**PUBLIC COMMENTS**

There were no comments from the public.

**OLD BUSINESS**

**POLICIES**

Commissioner Moon moved to approve the Governance Board Vice Chairman policy. Commissioner Fox seconded the motion. The motion carried.

Commissioner Moon moved to approve the West Benton Fire Rescue Governance Board Individual Commissioners policy. Commissioner Benitz seconded the motion. The motion carried.

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

Commissioner Moon moved to approve, with corrections, the West Benton Fire Rescue Oath of Office policy. Commissioner Fox seconded the motion. The motion carried.

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

Commissioner Moon moved to approve, with corrections, the West Benton Fire Rescue Adoption and Amendment of Policies. Commissioner Fox seconded the motion. The motion carried.

Commissioner Moon moved to approve the West Benton Fire Rescue Policy Manuals policy. Commissioner Fox seconded the motion. The motion carried.

Commissioner Moon moved to approve the West Benton Fire Rescue Administrative Procedures policy. Commissioner Fox seconded the motion. The motion carried.

Commissioner Moon moved to approve the West Benton Fire Rescue Suspension of a Policy. Commissioner Fox seconded the motion. The motion carried.

Commissioner Moon moved to approve, with amended changes, the West Benton Fire Rescue Meetings policy. Commissioner Fox seconded the motion. The motion carried.

### **WEBSITE PROPOSALS**

Administrator Trevino provided the board with an update on website proposals including hourly rates. After some discussion, Commissioner Fox moved to award Yakindo Web Designs, Inc. proposal. Commissioner Benitz seconded the motion. The motion carried.

### **NEW BUSINESS**

### **GOVERNING BOARD REPORTS**

Commissioner Moon and Commissioner Fogelson updated the board on the recent WFCFA seminar they attended in Spokane, WA. They provided the rest of the board information packets they received at the meeting.

### **STAFF REPORTS**

Chief Johnson reported he purchased a type 5 chassis using the Washington State bid. Captain Dormaier is working on getting quotes for parts. Chief Johnson is still looking for a ladder truck. Chief Johnson has been attending the Quad County Chief meeting. Administrator Trevino updated the board with her progress on BIAS.

### **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 #2018-138 through 2018-159 in the amount of \$27,710.39. Commissioner Benitz seconded the motion. The motion carried.

### **POLICIES**

The next set of first reading policies were presented. These policies are the Meetings Procedure policy, the Meetings Agendas policy, the Meeting Minutes policy, the Meetings – Rules of Order policy, the Parliamentary Procedure policy, the Meetings - Quorum policy, the Audit of Expenditures policy, the Fire Commissioner Compensation policy, the Commissioner Expenses policy, and the Fire Commissioner Insurance Policy.

**ADMINISTRATOR’S CONTRACT**

After much discussion and additional changes made to the contract the topic was tabled until next meeting.

**WORKSHOP**

After a discussion that the training room would be occupied during the upcoming special meeting on March 12, the board determined that the special meeting would still take place as originally scheduled but would convey upstairs at West Benton Fire Rescue (Station 310 - 1200 Grant Ave Prosser, WA 99350.) The purpose of this meeting is to hold a capital improvements workshop.

**ADJOURNMENT**

With no further business, Chairman Clizbe adjourned the meeting at 17:03pm.

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RICHARD CLIZBE, CHAIRMAN

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JESSICA TREVINO, ADMINISTRATOR

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

**CALL TO ORDER AND FLAG SALUTE**

Chairman Clizbe called the March 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, Deputy Chief Joel Byam, Prosser City Administrator Dave Stockdale and Recording Secretary Jessica Trevino.

**AGENDA APPROVAL**

Commissioner Fox moved to approve the agenda as presented. Commissioner Moon seconded the motion. The motion carried.

**APPROVAL OF MINUTES**

Commissioner Fox moved to approve the March 5, 2018 special meeting minutes. Commissioner Fogelson seconded the motion. The motion carried.

The March 6, 2018 regular meeting minutes were tabled.

Commissioner Fox moved to approve the March 12, 2018 special meeting minutes. Commissioner Fogelson seconded the motion. The motion carried.

**PUBLIC COMMENTS**

There were no comments from the public.

**PRESENTATION**

Dave Stockdale, the City of Prosser's Administrator, gave a presentation updating the governance board about the City of Prosser's future goals and expected changes.

**OLD BUSINESS**

**POLICIES**

Commissioner Fogelson moved to approve the meetings procedure policy. Commissioner Fox seconded the motion. The motion carried.

Commissioner Fogelson moved to approve the meeting agenda policy. Commissioner Fox seconded the motion. The motion carried.

Commissioner Fogelson moved to approve the meeting minutes policy. Commissioner Fox seconded the motion. The motion carried.

Commissioner Fogelson moved to approve the meetings – Roberts Rules of Order policy. Commissioner Fox seconded the motion. The motion carried.

Commissioner Fogelson moved to approve the parliamentary procedure policy.  
Commissioner Fox seconded the motion. The motion carried.

Commissioner Fogelson moved to approve the meetings – quorum policy.  
Commissioner Fox seconded the motion. The motion carried.

Commissioner Fogelson moved to approve the audit of expenditure policy.  
Commissioner Fox seconded the motion. The motion carried.

Commissioner Fogelson moved to approve the Fire Commissioner compensation policy.  
Commissioner Fox seconded the motion. The motion carried.

Commissioner Fogelson moved to approve the Fire Commissioner expenses policy.  
Commissioner Fox seconded the motion. The motion carried.

Commissioner Fogelson moved to approve the Fire Commissioner insurance policy.  
Commissioner Fox seconded the motion. The motion carried.

## **NEW BUSINESS**

### **STAFF REPORTS**

Fire Chief Johnson updated the board that he won't be at the April 3<sup>rd</sup> Commissioner meeting. Administrator Trevino announced that the Washington State Archivists had visited the office and went over current practices for archival. They were happy with the process and took two boxes to the state archives for storage. Administrator also updated the board on BIAS and creating a new newsletter.

### **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 #2018-160 through 2018-215 in the amount of \$59,376.24  
Commissioner Fogelson seconded the motion. The motion carried.

### **POLICIES**

The next set of first reading policies were presented. These policies are the temporary positions policy, the code of conduct policy, the code of conduct procedure policy, the conflict of interest policy, the resolution of complaints policy, the resolution of complaints procedure policy, the solicitations, endorsements or gifts policy, the budget preparation and adoption policy, the fiscal year policy, and the general levy policy.

### **ADMINISTRATOR'S CONTRACT**

After some discussion and additional changes made to the contract the topic was tabled until next meeting.

### **RESOLUTION 2018-4**

Fire Chief Johnson updated the board about an opportunity standardizing the fleet by replacing the 2017 Tahoe Command vehicle with a 2018 Ford F-150. Proceeds from the sale of the Tahoe would fully fund the purchase and outfitting of the new F-150. Commissioner Fox moved to approve Resolution 2018-4 – A resolution declaring certain property to be surplus. Commissioner Moon seconded the motion. The motion carried.

**ADJOURNMENT**

With no further business, Chairman Clizbe adjourned the meeting at 7:21

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RICHARD CLIZBE, CHAIRMAN

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JESSICA TREVINO, ADMINISTRATOR



