



*RFA Governing Board*  
**MEETING AGENDA**

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

	<input checked="" type="checkbox"/> Regular Board Meeting
<b>DATE:</b>	08/01/2017
<b>TIME:</b>	18:00 hours (6:00 p.m.)
<b>LOCATION:</b>	<u><b>WBRFA Headquarters        Fire Station</b></u>

<b>Call To Order</b>
<b>Flag Salute</b>
<b>Roll Call</b>
<b>Agenda Approval</b>
<b>Public Comments</b>
<b><u>Approval of Previous Meeting Minutes</u></b>
* 07/18/2017
<b>WBRFA BVFF Trustee Meeting</b>
<b><u>Reports:</u></b>
* <i>Governing Board</i>
* <i>Staff Reports</i>
<b><u>Finance Business:</u></b>
* <i>Financial reports</i>
* <i>Vouchers #2017-491 thru        #2017-505 in the amount of        \$16,801.55</i>
<b>FOLLOW-UP ITEMS</b> ♦
<b>DISCUSSION ITEMS</b> ♦ <b>Administrator/Secretary Job Position</b>
<b>Governing Board Final Comments</b>
<b>Next Regular Board Meeting</b> <b>August 15, 2017</b>
<b>ADJOURN</b>



**WEST BENTON REGIONAL FIRE AUTHORITY  
REGULAR GOVERNANCE BOARD MEETING  
TUESDAY JULY 18th, 2017  
18:00 HOURS  
WBRFA HEADQUARTERS STATION 310**

**CALL TO ORDER AND FLAG SALUTE**

Vice-Chairman Clizbe 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. Board members Max Benitz, Wendy Fogelson, Randy Fox, and Richard Clizbe were present. Chairman Moon had an excused absence. Captain Dormaier was present. Cory Heron was present to take minutes. Shellie Klink from ENDURIS was present.

**AGENDA APPROVAL**

The Board reviewed the agenda. Board member Fox made a motion to approve the agenda as presented. Board member Benitz seconded, there were none opposed and the motion passed.

**PUBLIC COMMENTS**

There were no comments from the public.

Shellie Klink presented an overview of ENDURIS and the services they offer. This was followed by a question and answer session from those in attendance. There was a consensus to compare this information to existing coverage and services.

**PREVIOUS MEETING MINUTES**

Captain Dormaier requested that the previous meeting minutes reflect that he in fact was in attendance. Board member Fox made a motion to approve the Regular Board Meeting minutes from 7/5/2017 with the addition mentioned. Board member Fogelson 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 Clizbe asked about looking at how to reduce overtime costs. There was a discussion on responding to EMS calls. EMS codes from SECOMM may change with the addition of Franklin County. This could simplify identifying the stage at which WBFRA would respond. Captain Dormaier suggested weighing the costs of responding to these EMS calls against the potential citizen impact. A breakdown of call types and times will be provided to facilitate decision-making going forward.

Interim Fire Chief Johnson reported that an engine was sent to the Bateman Island fire.

The Board discussed an email that brings coverage for no-man's land back on track to be addressed.

Reimbursement was received to cover rental expenses incurred during vehicle repair.

Captain Dormaier distributed information regarding Governing Board shirts.

WBRFA is losing volunteers like all neighboring districts. There are four volunteer applications for the Recruit Academy beginning Saturday. Staff and Board discussed options to try and address the shortage of volunteers that included considering daytime availability, a cadet program and the addition of a third Captain to share recruit, retention and other tasks.

### **FINANCIAL BUSINESS**

Interim Fire Chief Seth Johnson, Sam Schneider and Gary Heslop plan to meet tomorrow to obtain financial data to complete a detailed financial report.

The Board reviewed vouchers 2017-458 through 2017-490. Board member Benitz made a motion to approve the vouchers 2017-458 through 2017-490 in the amount of \$39,919.86. Board member Fox seconded, there were none opposed and the motion passed.

### **FOLLOW-UP ITEMS**

The Board reviewed a resolution declaring certain property to be surplus. Board member Benitz made a motion to approve Resolution 2017-0001A Declaring Certain Property to be Surplus Property. Board member Fogelson seconded, there were none opposed and the motion carried.

### **DISCUSSION ITEMS**

Board member Clizbe welcomed comments on the ENDURIS discussion, and it was agreed that Interim Fire Chief Johnson would address getting a comparison prepared.

The Board considered and discussed a pay matrix for the administrator/secretary positions approved at the previous meeting. A final pay package and advertising will be put together together after reviewing budget information and legal approval of the position descriptions. Board member Benitz requested and received consensus from the Board to expedite this process to get support for Staff as soon as these criteria are met.

### **GOVERNING BOARD FINAL COMMENTS**

Board member Fox asked for an update on upstairs renovations. This project has been on hold pending a detailed financial report.

Board member Fogelson asked about how plans for replacing the Chief were coming along. Board member Clizbe indicated he had been doing some research on another recruiting company and other chain of command structures in the area.

### **NEXT SCHEDULED MEETING AND ADJOURNMENT**

The next scheduled meeting for the West Benton Regional Fire Authority Governance Board will be Tuesday August 1st, 2017 at 6:00 p.m.

The West Benton Regional Fire Authority Governance Board Meeting was adjourned at 7:46 p.m.

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DAVID MOON, CHAIRMAN

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SETH JOHNSON, INTERIM FIRE CHIEF

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

August 1 2017

<u>VOUCHER</u>	<u>VENDOR NAME</u>	<u>VENDOR #</u>	<u>Account</u>	<u>BARS CODE</u>	<u>AMOUNT</u>
2017-491	APOLLO	114615	6808-101	50.4802	6,206.49
2017-492	ARAMARK	114645	6808-101	10.4103	43.44
2017-493	BENTON PUD	147858	6808-101	50.4701	1,043.62
2017-494	CENTURY LINK	216449	6808-101	20.4202	124.52
2017-495	CHARTER COMMUNICATIONS	218790	6808-101	20.4202	67.47
2017-496	CHONG, PHILIP	221745	6808-101	20.1206	443.28
2017-497	CONNELL OIL	238803	6808-101	20.3201	844.56
2017-498	CRUZ JAVIER	253502	6808-101	20.1206	1,066.87
2017-499	CRYSTAL SPRINGS	255708	6808-101	10.4103	108.54
2017-500	DAVYS TOTAL LAWN CARE	NEW	6808-101	50.4802	271.50
2017-501	DEPT OF TREASURY-NO CHECK	275022	6808-101	20.1206	391.38
2017-502	MOON SECURITY	664637	6808-101	10.4103	96.00
2017-503	NATIONAL HOSE TESTING SPEC.	681572	6808-101	20.4802	2,668.12
2017-504	PACIFIC OFFICE AUTOMATION (pa)	710241	6808-101	10.4103	491.54
2017-505	US BANK	930132	6808-101	20.3101	766.81
		930132	6808-101	20.3145	672.99
		930132	6808-101	20.2105	135.01
		930132	6808-101	20.4802	443.26
		930132	6808-101	10.3101	616.98
		930132	6808-101	20.3141	177.47
		930132	6808-101	40.4301	63.99
		930132	6808-101	50.4802	57.59
2017-506	DEPT OF RETIREMENT SYSTEM	949710	6808-101	10.2104	0.12
<b>TOTAL VOUCHERS 6808-101</b>					<b>16,801.55</b>

We, the undersigned Board Members of West Benton Fire & Rescue, do hereby certify, under penalty of perjury, that the above vouchers 2017-491 through 2017-506 are just, due, and unpaid obligations against West Benton Fire & Rescue and that we are authorized to authenticate and certify to said claims.

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Chairman

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Board Member

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Board Member

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Board Member

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Board Member

\_\_\_\_\_  
Administrator

	<p><i>RFA Governing Board</i> Discussion Item</p>
	<input checked="" type="checkbox"/> Regular Board Meeting
<b>DATE:</b>	07/18/2017

<b>DISCUSSION ITEM SUBJECT</b>	<b>Administrator/Secretary Position</b>
<b>PRESENTER</b>	Board Chair
<b>PREVIOUS DISCUSSION ITEM INFORMATION</b>	<ul style="list-style-type: none"> <li>• <i>The board has approved Job Position Descriptions for both a Fire Department Administrator and a Fire Department Secretary.</i></li> <li>• <i>The Board was presented with a pay matrix and multiple different scenarios of employment.</i></li> </ul>
<i>Additional Attachments</i>	<b>NO</b>
<b>FOLLOW-UP INFORMATION</b>	<ul style="list-style-type: none"> <li>• <i>Governance Board has had time to discuss the effects and efficiencies of hiring a new, non-operational position to deal with Board business and handle intradepartmental secretarial tasks.</i></li> <li>• <i>WBFRs legal counsel has had time to review the Job Position Descriptions.</i></li> </ul>