



RFA Governing Board
MEETING AGENDA

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

	<input checked="" type="checkbox"/> Regular Board Meeting
DATE:	09/05/2017
TIME:	18:00 hours (6:00 p.m.)
LOCATION:	<u>WBRFA Headquarters Fire Station</u>

Call To Order	
Flag Salute	
Roll Call	
Agenda Approval	
Public Comments	
Approval of Previous Meeting Minutes	
* 08/15/2017	
WBRFA BVFF Trustee Meeting	
Reports:	
* <i>Governing Board</i>	
* <i>Staff Reports</i>	
Finance Business:	
* <i>Financial reports</i>	
* <i>Vouchers #2017-535 thru #2017-560 in the amount of \$23,632.34</i>	
FOLLOW-UP ITEMS	<ul style="list-style-type: none"> ◆ Upstairs Remodel ◆ Fire Chief Replacement
DISCUSSION ITEMS	<ul style="list-style-type: none"> ◆ Annexation
ACTION ITEMS	<ul style="list-style-type: none"> ◆ Administrator/Secretary ◆ Mutual Aid Agreements
Governing Board Final Comments	-ILA Update - Moon
Next Regular Board Meeting	September 19th, 2017
ADJOURN	



WBRFA Roll Call

9/5/2017

-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 _____

-Other-

Corey Heron	X _____
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**WEST BENTON REGIONAL FIRE AUTHORITY
REGULAR GOVERNANCE BOARD MEETING
TUESDAY AUGUST 15th, 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 Moon and Board members Max Benitz, Wendy Fogelson, Randy Fox, and Richard Clizbe were present. Captain Todd Dormaier was present. Lieutenant Brandon Fogelson was present. 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 Regular Board Meeting minutes from 08/01/2017, with the addition of Captain Todd Dormaier to roll call. Board member Fox 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 shared feedback on residency programs gained at the Tri-City Fire Commissioners meeting.

Interim Chief Johnson reported that more items have been listed on the surplus website, including three vehicles.

Captain Dormaier provided a report on the recruit academy candidates that included a policy explanation regarding the 'signing bonus'.

FINANCIAL BUSINESS

The Board will receive a financial report at the beginning of the month.

The Board reviewed regular and payroll vouchers 2017-510 through 2017-534. Board member Clizbe made a motion to approve vouchers 2017-510 through 2017-534 presented in the amount of \$15,200.98. Board member Fox seconded, there were none opposed and the motion passed.

DISCUSSION ITEMS

The upstairs renovation project is still on hold pending additional financial information. The Board reviewed the layout and discussed timing and costs.

Board member Benitz reported on progress regarding annexation in to the WBRFA district. Respected landowners have agreed to champion the petition to other residents/businesses in the areas that are currently not within the district.

The Board discussed possible approaches to replacing the Chief. After extensive discussion, there was consensus to edit and post the job description, review the applicants in-house and then have a panel of regional Chiefs help test the top candidates. An edited job description will be available for the next meeting.

Board member Benitz explained the money that would be available for the administrator/secretary position. There was additional discussion on part-time vs. full-time position. Board member Benitz made a motion to advertise the legal-approved job description for a full-time position. Board member Clizbe seconded. There were three in favor. Board members Fogelson and Moon were opposed. The motion passed.

NEXT SCHEDULED MEETING AND ADJOURNMENT

The next scheduled meeting for the West Benton Regional Fire Authority Governance Board will be Tuesday September 5th, 2017 at 6:00 p.m.

The West Benton Regional Fire Authority Governance Board Meeting was adjourned at 8:29 p.m.

DAVID MOON, CHAIRMAN

SETH JOHNSON, INTERIM FIRE CHIEF

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

September 5, 2017

<u>VOUCHER</u>	<u>VENDOR NAME</u>	<u>VENDOR #</u>	<u>Account</u>	<u>BARS CODE</u>	<u>AMOUNT</u>
2017-535	APOLLO	114615	6808-101	50.4802 · I	252.50
2017-536	AUTOCRAFT	NEW	6808-101	20.4802 · I	3,501.78
2017-537	ARAMARK	114645	6808-101	10.4103 · I	86.88
2017-538	BDI	120035	6808-101	50.4701 · I	66.27
2017-539	BENTON PUD	147858	6808-101	50.4701 · I	1,125.94
2017-540	CENTURY LINK	216449	6808-101	20.4202 · C	118.02
2017-541	CHARTER COMMUNICATIONS	218790	6808-101	20.4202 · C	67.47
2017-542	CHONG, PHILIP	221745	6808-101	20.1206 · V	1,469.22
2017-543	CITY OF PROSSER	224132	6808-101	50.4701 · I	1,590.60
2017-544	CLIFFS SEPTIC	228206	6808-101	50.4802 · I	480.56
2017-545	CONNELL OIL	238803	6808-101	20.3201 · V	605.19
2017-546	COOKS ACE HARDWARE	240020	6808-101	20.3101 · S	687.39
2017-547	CRUZ JAVIER	253502	6808-101	20.1206 · V	1,358.12
2017-548	CRYSTAL SPRINGS	255708	6808-101	10.4103 · I	106.47
2017-549	DEPT OF TREASURY-NO CHECK	275022	6808-101	20.1206 · V	967.32
2017-550	GROOM. LUCAS	393818	6808-101	40.4905 · T	1,289.30
2017-551	MARKETS (THE)	630599	6808-101	20.3101 · S	46.24
2017-552	MOON SECURITY	664637	6808-101	10.4103 · I	96.00
2017-553	PACIFIC OFFICE AUTOMATION (pa)	710241	6808-101	10.4103 · I	160.08
2017-554	PMH	747648	6808-101	10.4103 · I	298.50
2017-555	QUILL	750490	6808-101	10.3101 · C	172.52
2017-556	CITY OF RICHLAND	224155	6808-101	20.5101 · I	1,908.50
2017-557	TRUSTED PLAN SERVICE CORP	924555	6808-101	10.1238 · C	763.56
		924555	6808-101	10.2104 · I	5,108.34
2017-558	TWG CONSULTING	NEW	6808-101	10.4103 · I	100.00
2017-559	US BANK	930132	6808-101	20.4802 · I	200.44
		930132	6808-101	10.4901 · I	474.75
		930132	6808-101	20.3145 · I	288.59
		930132	6808-101	10.2105 · S	4.86
		930132	6808-101	20.3141 · I	19.52
		930132	6808-101	10.3101 · C	100.59
		930132	6808-101	20.3101 · S	21.06

**WEST BENTON REGIONAL FIRE AUTHORITY
VOUCHERS THIS WEEK
September 5, 2017**

		930132	6808-101	20.3201	17.72
2017-560	VERIZON	936148	6808-101	20.4202	78.04
TOTAL VOUCHERS 6808-101					<u>23,632.34</u>

We, the undersigned Board Members of West Benton Fire & Rescue, do hereby certify, under penalty of perjury, that the above vouchers 2017-535 through 2017-560 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



	<p><i>RFA Governing Board</i> Follow-Up Item</p>
	<input checked="" type="checkbox"/> Regular Board Meeting
DATE:	09/05/2017

DISCUSSION ITEM SUBJECT	Upstairs Remodel
PRESENTER	Interim Chief Johnson
PREVIOUS DISCUSSION ITEM INFORMATION	<ul style="list-style-type: none"> • <i>The Governance Board has approved funding to remodel the upstairs of Fire Station 310 to include sleeping quarters.</i> • <i>One quote has been secured so far by the original station contractor</i> • <i>Meetings have been had with Staff and Volunteers to discuss a floorplan that accomplishes the goals set forth and will enhance our operation for years to come.</i> • <i>After presenting the Governance Board with a current and correct financial statement, it is time to renew discussion regarding the Upstairs remodel project.</i>
<i>Additional Attachments</i>	Yes
FOLLOW-UP INFORMATION	<ul style="list-style-type: none"> • <i>Budgetary impact and a new timeline must be agreed upon prior to the start of the project.</i> • <i>Contractors have been contacted regarding the additional work that the Governance Board would like to see, and a meeting date has been set. No information at this time.</i>

	<p><i>RFA Governing Board</i> Follow-Up Item</p>
	<input checked="" type="checkbox"/> Regular Board Meeting
DATE:	9/5/2017

DISCUSSION ITEM SUBJECT	Annexation
PRESENTER	Commissioner Benitz
PREVIOUS DISCUSSION ITEM INFORMATION	<ul style="list-style-type: none"> <i>The Governance Board has strived to make WBRFA available to the residents in “No-Mans Land” for annexation</i> <i>The Governance Board has had informational materials in hand, and has been approached by certain landowners in “No Mans Land” inquiring about the potential for annexation into the Fire District.</i>
<i>Additional Attachments</i>	NO
FOLLOW-UP INFORMATION	<ul style="list-style-type: none"> <i>Staff has been working with numerous entities to assist in the process: BC GIS, BC Planning, BC Assessor etc.</i> <i>Planning is in place and the overall framework is completed.</i>

	<p><i>RFA Governing Board</i> Follow-Up Item</p>
	<input checked="" type="checkbox"/> Regular Board Meeting
DATE:	9/5/2017

DISCUSSION ITEM SUBJECT	Fire Chief Position
PRESENTER	Commissioner Clizbe
PREVIOUS DISCUSSION ITEM INFORMATION	<ul style="list-style-type: none"> • <i>The Governance Board has had many discussions regarding the replacement of the Fire Chief position.</i> • <i>After discussion at the last commissioner meeting it was discussed that there be information provided to the Board regarding filling the position.</i> • <i>The Board discussed the budgetary impact of immediately filling the position, and the consensus was to target a Jan 1, 2018 start date.</i>
<i>Additional Attachments</i>	YES
FOLLOW-UP INFORMATION	<ul style="list-style-type: none"> • <i>Commissioner Clizbe and Interim Chief Johnson are working on a pamphlet, hiring timeline, advertisement language etc, and a package will be presented at the next Board meeting</i>

	<p><i>RFA Governing Board</i> Action Item</p>
	<input checked="" type="checkbox"/> Regular Board Meeting
DATE:	9/5/2017

DISCUSSION ITEM SUBJECT	Administrator/Secretary Position
PRESENTER	Commissioner Benitz
PREVIOUS DISCUSSION ITEM INFORMATION	<ul style="list-style-type: none"> • <i>The board has approved Job Position Descriptions for both a Fire Department Administrator and a Fire Department Secretary.</i> • <i>The Board was presented with a pay matrix and multiple different scenarios of employment.</i> • <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> • <i>WBFRs legal counsel has had time to review the Job Position Descriptions.</i>
<i>Additional Attachments</i>	YES
FOLLOW-UP INFORMATION	<ul style="list-style-type: none"> • <i>Commissioner Benitz has worked with staff to complete a full set of documents to be used as the framework to hire the position.</i> • <i>Once the framework is approved, staff can begin to advertise the position.</i>



POSITION DESCRIPTION

PURPOSE: The specific objective and function of a Position Description sets out the position and purpose of the job as well as where the position fits into the organization. It also details expected behaviors, principle accountabilities, responsibilities, key tasks and job performance for the position a Member or Officer has been appointed to.

This position will be an at-will position of the District, and the District may terminate the employment at any time without cause or any reason.

Position descriptions are subject to change at any time, and are not to be construed as a commitment by the District to continue any position. Under no circumstances shall this position description be interpreted to create any contract of any nature with any employee.

WBRFA MISSION: “. . . . As a Team, WBRFA is dedicated to the preservation and protection of Life, Property and the Environment by maintaining a state of readiness in order to provide the community with emergency services and hazard prevention / education.”



POSITION: WBRFA Admin Assistant

DEFINITION & JOB SUMMARY: The WBRFA Admin Assistant, under the direction of the Fire Chief, provides effective and efficient management of the areas of administrative support, human resources and contract administration. The Administrative Assistant also provides confidential staff and administrative support to the Fire Chief, Administrator and Captains.

SUPERVISION / CONTROLS OVER WORK: The WBRFA Admin Assistant is directly supervised by the Fire Chief.

LEVEL OF RESPONSIBILITY: Administrative

JOB GOAL:

- Provide a professional level of expertise, accuracy and effort for all responsibilities assigned,
- Effectively, accurately and professionally serve the Staff of WBRFA to provide for the seamless front office operation of the day to day operations.
- Provide excellent customer service,

NATURE / SCOPE OF WORK: Work is generally performed in an office environment but occasionally involves travel from site to site. The WBRFA Administrative Assistant position is a *CONFIDENTIAL* administrative position with required and implied administrative duties and responsibilities. The Administrative Assistant is an appointed position designed to assist in the day-to-day operations of WBRFA.

PRINCIPLE DUTIES AND RESPONSIBILITIES:

- Scheduling day-to-day events,
- Providing a front office Point of Contact for the public either by phone or in person
- Data Entry into Department RMS
- Maintaining job proficiency by attending all required training classes, seminars and programs, and those recommended by the Board and/or Fire Chief.



POSITION DESCRIPTION

PURPOSE: The specific objective and function of a Position Description sets out the position and purpose of the job as well as where the position fits into the organization. It also details expected behaviors, principle accountabilities, responsibilities, key tasks and job performance for the position a Member or Officer has been appointed to.

The appointment and term of a Secretary of the District shall be determined by the Board by Resolution, and the governing Board may terminate the appointment of the Secretary pursuant to the terms in the Resolution.

WBRFA MISSION: “. . . . As a Team, WBRFA is dedicated to the preservation and protection of Life, Property and the Environment by maintaining a state of readiness in order to provide the community with emergency services and hazard prevention / education.”



POSITION: WBRFA Administrator

DEFINITION & JOB SUMMARY: Under the WBRFA Governance Policy, as adopted by the Governing Board, the position of WBRFA Administrator is the Secretary to the Governing Board and therefore a public official, since the position mirrors the statues of a Fire District Secretary, which is created by the laws of the State of Washington by RCW Title 52. The primary responsibility of the Administrator is to fulfill the obligations established by statute (For Fire District Secretary) and to perform the job requirements established by the Governance Board.

The WBRFA Administrators primary requirement is to complete all services and functions required by stature and by the Governing Board; provided that the Board requirements shall include only those requirements established by Board action and not the request of an individual Commissioner acting without Board Approval.

SUPERVISION / CONTROLS OVER WORK: The WBRFA Administrator is supervised by the Governing Board, working closely with the Fire Chief

LEVEL OF RESPONSIBILITY: Administrative

JOB GOAL:

- Provide a professional level of expertise, accuracy and effort for all WBRFA Administrator responsibilities assigned,
- Effectively, Accurately and professionally serve the Governing Board in all WBRFA administrative ad financial matters
- Provide excellent customer service,
- Ensure the WBRFA office runs smoothly
- Effectively and professionally work with the Fire Chief and Staff

NATURE / SCOPE OF WORK: Work is generally performed in an office environment but occasionally involves travel from site to site. The WBRFA Administrator position is a *CONFIDENTIAL* administrative position with required and implied administrative duties and responsibilities. The Administrator is an appointed position designed to manage the administrative and financial areas of WBRFA. As part of the Administrative Division, the Administrator serves as staff to the Governing Board and assists the Fire Chief in day-to-day administrative matters.

Job Announcement

Fire Department Administrator/Secretary

West Benton Fire Rescue is currently seeking to fill the newly created position of *Fire Department Administrator/Secretary*. This position will be an integral part of the WBFRs Administration team, providing support to both the Board of Commissioners and the Fire Chief. The Job Qualifications, Job Description, and Application Form can all be accessed online by going to the following link:

****Insert Link****

Application period is open from September 9th, 2017 until end of business day September 29th, 2017. Please contact Interim Fire Chief Seth Johnson with any questions you may have at sjohnson@westbentonfirerescue.org or at 509-786-3873.

Projected Application and Selection Process Timeline:

1.	Application opening date	09-06-2017
2.	Application closing date	09-29-2017
3.	Application Review completed by	10-06-2017
4.	Interviews/Background	10-16-2017 through 10-20-2017
5.	Job Offer Made	10-27-2017
6.	Projected Start Date	11-27-2017

	<p><i>RFA Governing Board</i> Action Item</p>
	<input checked="" type="checkbox"/> Regular Board Meeting
DATE:	9/5/2017

DISCUSSION ITEM SUBJECT	Mutual Aid Agreements
PRESENTER	Interim Chief Johnson
<i>Additional Attachments</i>	YES
FOLLOW-UP INFORMATION	<ul style="list-style-type: none"> • <i>WBFR has long held Mutual Aid Agreements with neighboring departments to cover those instances when apparatus, manpower or command assistance is needed ACROSS jurisdictional boundaries.</i> • <i>The WBRFA Plan had provisions to transfer all contracts for services and mutual aid agreements; however we believe it is time to sign new agreements, reflecting the proper name of the entity.</i> • <i>The agencies covered in the presented agreements are the same mutual aid partners we have had, and all contract language has remained relatively unchanged.</i> • <i>Upon signing these mutual aid agreements, Interim Chief Johnson will take them to the respective agencies for their governing body approval. Entities include: City of Grandview, City of Sunnyside (including MOU for HazMat and Tech Rescue), City of Mabton, City of Toppenish and Yakima County Fire District #5.</i>