



RFA Governing Board
MEETING AGENDA

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

	<input checked="" type="checkbox"/> Regular Board Meeting
DATE:	09/19/2017
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	
* 09/05/2017	
WBRFA BVFF Trustee Meeting	
Reports:	
* <i>Governing Board</i>	
* <i>Staff Reports</i>	
Finance Business:	
* <i>Financial reports</i>	
* <i>Vouchers #2017-566 thru #2017-618 in the amount of \$53,021.20</i>	
FOLLOW-UP ITEMS	<ul style="list-style-type: none"> ◆ Administrator/Secretary Search ◆ Mutual Aid Agreements ◆ Collective Bargaining Agreement Negotiations
DISCUSSION ITEMS	<ul style="list-style-type: none"> ◆ MOU Between WBFR and IAFF ◆ 2018 Budget Draft Review ◆ Executive Session Pursuant to RCW 42.30.110(g) -To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee.
ACTION ITEMS	
Governing Board Final Comments	
Next Regular Board Meeting	October 3rd, 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 SEPTEMBER 5th, 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 Scott Friend was present. Cory Heron was present to take minutes.

AGENDA APPROVAL

The Board reviewed the agenda. Chairman Moon asked the Board for an executive session to discuss an ongoing issue. Board member Benitz made a motion to approve the agenda with the addition. 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 Fox made a motion to approve the Regular Board Meeting minutes from 08/15/2017. 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 Fogelson met with Interim Fire Chief Johnson about proposed upgrades to the front office area. These improvements will be included with the quote on the upstairs renovations.

Interim Chief Johnson reported that the parade was a success and there will be some budget information at the next meeting after more information is received from the County.

Captain Dormaier informed the Board that Recruit Academy will begin on Thursday.

Board member Benitz asked about the surplus items – all items have been sold, with a water pump and the ladder truck to be picked up.

FINANCIAL BUSINESS

The Board will receive a financial report at the next meeting.

The Board reviewed regular and payroll vouchers 2017-535 through 2017-560. Board member Fox made a motion to approve vouchers 2017-535 through 2017-560 presented in the amount of \$23,632.34. Board member Fogelson seconded, there were none opposed and the motion passed.

DISCUSSION AND FOLLOW-UP ITEMS

The Board discussed the Fire Chief position. Board member Clizbe is working with Interim Fire Chief Johnson on a local informational brochure for the application packet.

The Board discussed annexation for residents that are not covered by current district boundaries. Board member Benitz and Staff have compiled a comprehensive list of people interested in joining the district and there is a small percentage that is still needed as we move forward to include this service area.

ACTION ITEMS

The Board discussed The Administrator/Secretary position. The info packet has been put together and things are ready to move forward. A handbook will be edited and prepared for this non-union position. Board member Benitz made a motion to approve the Administrator/Secretary position packet with the time frame outlined. Board member Fox seconded, there were none opposed and the motion carried.

Interim Fire Chief Johnson updated all Mutual Aid agreements with current department and personnel names. Board member Fox made a motion to sign and renew all existing mutual aid agreements. Board member Benitz seconded, there were none opposed and the motion carried.

EXECUTIVE SESSION

The Board recessed the Regular Board meeting at 6:38 pm for an Executive session pursuant to RCW 42.30.110(f).

The Board resumed the Regular Board meeting at 6:56 pm and reported no action was taken in Executive Session.

Board member Fox made a motion that future complaints received by the Board are to be reviewed by legal counsel before responding. Board member Benitz seconded, there were none opposed and the motion carried.

GOVERNING BOARD FINAL COMMENTS

Board member Benitz was pleased to see the cups for sale at Cooks' Ace Hardware. Captain Dormaier also mentioned the Smoke Detector program that Ace has contributed to.

Chairman Moon plans to meet with David Stockdale regarding the expired ILA with the City. No decisions have been made on the inspection arrangement as yet.

NEXT SCHEDULED MEETING AND ADJOURNMENT

The next scheduled meeting for the West Benton Regional Fire Authority Governance Board will be Tuesday September 19th, 2017 at 6:00 p.m.

The West Benton Regional Fire Authority Governance Board Meeting was adjourned at 7:02 p.m.

DAVID MOON, CHAIRMAN

SETH JOHNSON, INTERIM FIRE CHIEF

WEST BENTON REGIONAL FIRE AUTHORITY

Actual

JAN - AUG 2017

	<u>JAN-AUG</u>
REVENUE	
TAXES COLLECTED	616,273.60
46400 · Other Types of Income	21,520.68
TOTAL REVENUE	<u>637,794.28</u>
EXPENDITURES	
10.1200 · CHIEF SALARY	143,893.34
10.1238 · CAPTAIN SALARY	84,230.20
10.1242 · COMMISSIONER PAY	8,208.00
10.1925 · OVERTIME (CAPTAINS)	33,137.07
10.1932 · ACCRUED BUY BACK	4,682.12
10.2104 · BENEFITS	65,931.24
10.2105 · STAFF UNIFORMS	214.53
10.3101 · OFFICE SUPPLIES	3,554.67
10.4103 · PROFESSIONAL FEES	60,934.14
10.4301 · TRAVEL	0.00
10.4401 · LEGAL ADVERTISING	731.82
10.4901 · MISC	4,637.84
20.1206 · VOLUNTEER PAY	53,691.70
20.2105 · UNIFORMS	2,477.33
20.3101 · Supplies	11,595.38
20.3117 · CHEMICALS	0.00
20.3141 · FIREFIGHTING & SMALL EQUIP	10,465.58
20.3145 · PROTECTIVE CLOTHING	5,859.96
20.3201 · VEHICLE FUEL	11,768.54
20.4202 · COMMUNICATIONS	5,533.73
20.4601 · INSURANCE	0.00
20.4802 · REPAIRS & MAINTENANCE	38,246.98
20.5101 · DISPATCH	18,049.29
20.6401 · APPARTUS	1,523.66
20.6413 · EQUIPMENT	59,755.71
30.4909 · PREVENTION/EDUCATION	12,352.23
40.4301 · TRAVEL	7,871.10
40.4905 · TRAINING	10,566.21
50.4501 · BUILDING RENT	1,450.00
50.4701 · UTILITIES	15,307.29
50.4802 · REPAIRS & MAIN.	16,821.66
	<u>693,491.32</u>
Total Expenditures	<u>693,491.32</u>
EXCESS OF EXPENDITURES OVER REVENUE	<u><u>-55,697.04</u></u>
AUGUST ENDING	
CASH BALANCE	\$476,238.29

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

September 19, 2017

<u>VOUCHER</u>	<u>VENDOR NAME</u>	<u>VENDOR #</u>	<u>Account</u>	<u>BARS CODE</u>	<u>AMOUNT</u>
2017-566	ARAIZA URIEL	114635	6808-101	20.1206	1,692.57
2017-567	ARAMARK	114645	6808-101	10.4103	65.16
2017-568	AUTO ZONE	118939	6808-101	20.3101	193.66
2017-569	AYALA, SID	118936	6808-101	20.1206	729.99
2017-570	BENITZ., MAX	145250	6808-101	10.1242	421.12
2017-571	BENTONREA	148100	6808-101	50.4701	84.57
2017-572	BOWDEN BRANDON	169183	6808-101	20.1206	695.21
2017-573	BOWEN, TIM	169199	6808-101	20.1206	1,446.82
2017-574	CASCADE NATURAL GAS	213169	6808-101	50.4701	1.37
2017-575	CASTILLO JOE	214719	6808-101	20.1206	1,409.80
2017-576	CHARTER COMMUNICATIONS	218790	6808-101	20.4202	299.52
2017-577	CHONG, PHILIP	221745	6808-101	20.1206	3,531.41
2017-578	CLIZBE RICH	228612	6808-101	10.1242	526.40
2017-579	CONNELL OIL	238803	6808-101	20.3201	393.96
2017-580	CRUZ JAVIER	253502	6808-101	20.1206	2,222.14
2017-581	CURRIE, CHRIS	259053	6808-101	20.1206	333.04
2017-582	DEPT OF TREASURY-NO CHECK	275022	6808-101	10.1242	296.44
		275022	6808-101	20.1206	6,656.14
2017-583	EMERGENCY REPORTING	312308	6808-101	10.4103	185.71
2017-584	FOGELSON BRANDON	335398	6808-101	20.1206	1,287.75
2017-585	FOGELSON WENDY	NEW	6808-101	10.1242	421.12
2017-586	FOX., RANDY	339292	6808-101	10.1242	210.57
2017-587	FRIEND. JONATHAN	345528	6808-101	20.1206	1,660.65
2017-588	GROGAN, BEN	393809	6808-101	20.1206	503.70
2017-589	GROOM. LUCAS	393818	6808-101	20.1206	557.36
2017-590	HARINGA. ROY	414317	6808-101	20.1206	1,104.18
2017-591	HARRIS PERRY	418305	6808-101	20.1206	1,158.59
2017-592	HESLOP GARY	439605	6808-101	10.4103	690.00
2017-593	HIWAY TOWING	446195	6808-101	50.4802	411.16
2017-594	IBS	475011	6808-101	20.3141	199.16
2017-595	IRS	476948	6808-101	10.2104	355.99
2017-596	JOHNSON BRAYDON	NEW	6808-101	20.1206	108.08
2017-597	JOHNSON KEITH	493266	6808-101	20.1206	1,086.79
2017-598	KUFFEL LAW	836490	6808-101	10.4103	105.59
2017-599	LAREZ. ERIC	549972	6808-101	20.1206	1,246.86
2017-600	LOPEZ LUIS	587543	6808-101	20.1206	91.91
2017-601	MARTINEZ-MUNOZ, LIONEL	633432	6808-101	20.1206	1,156.37
2017-602	MOON DAVID	664631	6808-101	10.1242	210.57
2017-603	NAPA AUTO PARTS	681212	6808-101	20.3101	21.39
2017-604	OXARC	709710	6808-101	10.4901	18.03
2017-605	PEREZ ART	725100	6808-101	20.1206	771.54
2017-606	PETERSEN WILLIAM	728702	6808-101	20.1206	1,734.10
2017-607	Prosser Firefighters Association	747685	6808-101	20.1206	1,420.00



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

September 19, 2017

2017-608	QUIJANO MICHAEL	750298	6808-101	20.1206	1,375.02
2017-609	RDO EQUIPMENT	751004	6808-101	20.4802	486.55
2017-610	REILLY MAURICE	760558	6808-101	20.1206	117.78
2017-611	CITY OF RICHLAND	224155	6808-101	20.5101	1,908.50
2017-612	SHRED IT US JV LLC	842121	6808-101	10.3101	46.76
2017-613	TOM DENCHEL FORD	918218	6808-101	20.4802	200.17
2017-614	TRUSTED PLAN SERVICE CORP	924555	6808-101	10.1238	763.56
		924555	6808-101	10.2104	7,053.14
2017-615	VERIZON	936148	6808-101	20.4202	156.08
2017-616	DEPT OF RETIREMENT SYSTEM	949710	6808-101	10.1238	1,346.36
		949710	6808-101	10.2104	835.51
2017-617	DEPT OF RETIREMENT SYSTEM (DC)	949710	6808-101	10.1238	431.68
		949710	6808-101	10.2104	431.68
2017-618	WSSR	940166	6808-101	20.1206	151.92
	TOTAL VOUCHERS 6808-101				53,021.20

We, the undersigned Board Members of West Benton Fire & Rescue, do hereby certify, under penalty of perjury, that the above vouchers 2017-566 through 2017-618 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>
	<p><input type="checkbox"/> Regular Board Meeting</p>
<p>DATE:</p>	<p>9/19/2017</p>

<p>DISCUSSION ITEM SUBJECT</p>	<p>Administrator/Secretary Position</p>
<p>PRESENTER</p>	<p>Interim Chief Johnson</p>
<p>PREVIOUS DISCUSSION ITEM INFORMATION</p>	<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>Commissioner Benitz has worked with staff to complete a full set of documents to be used as the framework to hire the position.</i>
<p><i>Additional Attachments</i></p>	<p>NO</p>
<p>FOLLOW-UP INFORMATION</p>	<ul style="list-style-type: none"> • <i>To date, 27 applications have been received in the past 6 days. Many applicants have valuable experience.</i> • <i>The hiring timeline is as follows:</i> <ul style="list-style-type: none"> ✓ <i>Application opening date:</i> 09-06-2017 ○ <i>Application closing date:</i> 09-29-2017 ○ <i>Application Review completed by :</i> 10-06-2017 ○ <i>Interviews/Background:</i> 10-16-2017 through 10-20-2017 ○ <i>Job Offer Made:</i> 10-27-2017 ○ <i>Projected Start Date:</i> 11-27-2017

	<p><i>RFA Governing Board</i> Follow-Up Item</p>
	<input checked="" type="checkbox"/> Regular Board Meeting
DATE:	9/19/2017

DISCUSSION ITEM SUBJECT	Mutual Aid Agreements
PRESENTER	Interim Chief Johnson
PREVIOUS DISCUSSION ITEM 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>
<i>Additional Attachments</i>	No
FOLLOW-UP INFORMATION	<ul style="list-style-type: none"> • <i>Awaiting signed agreements to be returned</i>

	<p><i>RFA Governing Board</i> Follow-Up Item</p>
	<input checked="" type="checkbox"/> Regular Board Meeting
DATE:	9/19/2017

DISCUSSION ITEM SUBJECT	Collective Bargaining Agreement Negotiations
PRESENTER	Interim Chief Johnson
<i>Additional Attachments</i>	No
DISCUSSION INFORMATION	<ul style="list-style-type: none"> • <i>The Wesley Group (Kevin Wesley) has been contacted regarding representing WBRFA at the upcoming IAFF contract negotiation.</i> • <i>Mr. Wesley will be at the October 3rd Governance Board Meeting to discuss the process with the commissioners.</i> • <i>The opening negotiation meeting will be the following week (possible Oct 12th)</i> • <i>The Governance Board should have discussion if they want to appoint someone to be the point person with Mr. Wesley on behalf of WBRFA, or have him report directly to the board after each meeting.</i>

	<p><i>RFA Governing Board</i> Discussion Item</p>
	<input checked="" type="checkbox"/> Regular Board Meeting
DATE:	09/19/2017

DISCUSSION ITEM SUBJECT	IAFF Local 1052 CBA MOU
PRESENTER	Interim Chief Johnson
PREVIOUS DISCUSSION ITEM INFORMATION	<ul style="list-style-type: none"> • <i>Staff has been working above and beyond to provide for the continuity of governance as well as continuing to provide a high level of service to our citizens.</i> • <i>The Governance Board has been advised that Staff has found it impossible to blend maintaining the level of service and utilizing vacation time. Staff will always maintain the level of service, even enduring personal hardship in the process.</i> • <i>Staff members have amassed a large amount of vacation time, and now have no mechanism to get below the rollover cap of 200 hours prior to December 31st.</i>
<i>Additional Attachments</i>	Yes
FOLLOW-UP INFORMATION	<ul style="list-style-type: none"> • <i>Each staff member will be losing well over 100 hours of vacation time if nothing is done.</i> • <i>The options are as follows:</i> <ol style="list-style-type: none"> 1. <i>Lose the vacation time</i> 2. <i>Provide for a vacation buyout (Projected budgetary impact over \$6,500)</i> 3. <i>Sign an MOU that allows staff to rollover all accumulated vacation hours to be used in 2018</i> • <i>Staff believes that a ONE-TIME allowance to roll-over all accumulated hours to FY2018 is the best option when considering: Acting in the most fiscally responsible approach, staff needing to utilize their earned time-off for rest and recovery, and the desire to continue positive working relationships.</i>

	<p><i>RFA Governing Board</i> Discussion Item</p>
	<input checked="" type="checkbox"/> Regular Board Meeting
DATE:	9/19/2017

DISCUSSION ITEM SUBJECT	2018 Draft Budget Review
PRESENTER	Interim Chief Johnson
<i>Additional Attachments</i>	Yes
DISCUSSION INFORMATION	<ul style="list-style-type: none"> • <i>Question/Answer/Discussion regarding the 2018 Draft Budget and proposed Budget Calendar.</i>