



RFA Governing Board
MEETING AGENDA

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

	<input checked="" type="checkbox"/> Regular Board Meeting
DATE:	10/17/2017
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	
* 10/03/2017	
* 10/10/2017	
WBRFA BVFF Trustee Meeting	
Reports:	
* <i>Governing Board</i>	
* <i>Staff Reports</i>	
Finance Business:	
* <i>Financial reports</i>	
* <i>Voucher Approval #2017-643 thru 2017-674 in the amount of \$19,704.67</i>	
FOLLOW-UP ITEMS	♦ Collective Bargaining Negotiations
DISCUSSION ITEMS	♦ 2018 Budget ♦ Administrator/Secretary Terms of Employment ♦ Fire Chief Terms of Employment
ACTION ITEMS	♦ Insurance Renewal
Governing Board Final Comments	-2018 Public Revenue Hearing 11/7/2017 @ 5:40pm
Next Regular Board Meeting	November 7th, 2017
ADJOURN	



WBRFA Roll Call

10/03/2017

-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-

Cory Heron	X _____
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**WEST BENTON REGIONAL FIRE AUTHORITY
REGULAR GOVERNANCE BOARD MEETING
TUESDAY OCTOBER 3rd, 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. Deputy Chief Byam, Lieutenant Scott Friend was present. Cory Heron was present to take minutes. Tim Stewart was present. Kevin Wesley with TWG Consulting was present.

AGENDA APPROVAL

The Board reviewed the agenda. Board member Benitz would like to add a discussion item with possible action on a social media policy. Board member Fox 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 Benitz made a motion to approve the Regular Board Meeting minutes from 09/19/2017. Board member Clizbe 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

Staff will be meeting on Friday to discuss station construction projects and quotes.

A follow-up report on the multi-vehicle accident pointed out some strengths and some training needs.

Franklin County will be joining SECOMM around the new year, and subsequent meetings may reduce the number of call types as discussed previously.

Multi-district pump testing will be taking place here until Friday.

An additional voucher sheet was distributed outside of the Board packets due to the County timeline.

Captain Dormaier commented on the positive training collaborations with outside agencies like LifeFlight, District 2 (Swiftwater pending) and EMS.

Board shirts have been ordered and the Balloon breakfast went very well with great visibility and feedback.

Interim Fire Chief Johnson introduced Kevin Wesley with TWG Consulting who has coordinated collective bargaining agreements with IAFF Local 1052 since 2009. The current agreement will expire Dec. 31, 2017.

EXECUTIVE SESSION

The Board recessed the Regular Board meeting at 6:23 pm for an Executive session pursuant to RCW 42.30.110(g) to discuss union negotiations with Kevin Wesley. The Board resumed the Regular Board meeting at 6:39 pm with no action taken in executive session.

The Firefighter Association negotiation meeting will take place Oct. 12th at 10 am.

FINANCIAL BUSINESS

Financial reports are being prepared for the budget workshop on Tues.

The Board reviewed vouchers 2017-619 through 2017-637. Board member Fox made a motion to approve vouchers 2017-619 through 2017-635 presented in the amount of \$11,362.76. Board member Fogelson seconded, there were none opposed and the motion passed.

The Board considered a second set of vouchers 2017-638 through 2017-642 in the amount of \$12,741.48 Board member Fox made a motion to approve these vouchers. Board member Clizbe seconded, there were none opposed and the motion carried.

FOLLOW-UP ITEMS

The Board discussed progress on the Administrator/Secretary search. Captains will process the 61 applications and present a short-list of the top 5 or 6 candidates to the Board for the next regular Board meeting. Board member Benitz will represent the Board for the interview process.

DISCUSSION ITEMS

The Board is scheduled to review the 2018 budget at a workshop session Tues. Oct. 10th at 6 pm. All questions should be sent to Staff ahead of time so they might be addressed.

Interim Chief Johnson presented a proposal for Mobile Data Terminals using funds generated from surplus sales. There was discussion regarding the benefits, life expectancy and quantity of units. There was consensus to move ahead with action at the next regular meeting to purchase two units with a third mounting base.

The Board considered and discussed insurance coverage and quotes. There was consensus to have staff pursue changing to the Enduris policy presented in the packet with formal action at the next regular Board meeting.

The Board discussed implementing a policy for social media. All personnel, Board members and volunteers should refrain from posting photographs of fire scenes and

accidents on social media until there is time for a Board member and the Fire Chief to approve them. Legal counsel is working on a policy to address these concerns going forward. Board member Benitz made a motion to temporarily suspend the posting of any new photographs on the department website or social media until this policy takes effect. Board member Fox seconded, there were none opposed and the motion carried.

ACTION ITEMS

Board member Benitz made a motion to approve the offer from Chairman Moon for Captain Johnson to serve as Fire Chief. Board member Fogelson seconded, there were none opposed and the motion carried.

GOVERNING BOARD FINAL COMMENTS

The Board thanked and congratulated Fire Chief Johnson.

Chairman Moon reported about a meeting with former Commissioner Jay Boyle regarding possible collaborations between WBRFA and Prosser Memorial Hospital. There was consensus that ideas surrounding this effort require serious financial and policy considerations and that time should be taken after the budget process to prepare a possible plan on how to move forward together.

NEXT SCHEDULED MEETING AND ADJOURNMENT

The next scheduled regular meeting for the West Benton Regional Fire Authority Governance Board will be Tuesday October 17th, 2017 at 6:00 p.m.

The West Benton Regional Fire Authority Governance Board Meeting was adjourned at 7:19 p.m.

DAVID MOON, CHAIRMAN

SETH JOHNSON, FIRE CHIEF

**WEST BENTON REGIONAL FIRE AUTHORITY
SPECIAL BUDGET MEETING
TUESDAY OCTOBER 10th, 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

Fire Chief Seth Johnson conducted a roll call for attendees. Chairman Moon and Board members Wendy Fogelson, Randy Fox, and Richard Clizbe were present. Board member Max Benitz had an excused absence. Lieutenants Scott Friend and Brandon Fogelson were present. Firefighter Lopez was present. Cory Heron was present to take minutes.

AGENDA APPROVAL

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

DISCUSSION ITEM

The Board reviewed and discussed the 2018 budget packet materials. Highlights of the discussion included:

- 2018 Budget request and projected levy rate revenues, including a 2% increase
- Apparatus financing options
- Known and projected cost increases
- New employee impacts

GOVERNING BOARD FINAL COMMENTS

Board member Fogelson suggested considering the growth of the community when budgeting. Fire Chief Johnson agreed, emphasizing the importance of staying ahead of the curve and stating that there is further discussion that needs to occur regarding the long-term sustainability of revenues vs. expenditures when considering capitol expenses. There was consensus on this with Chairman Moon and Board member Clizbe encouraging the collection of impact fees for new businesses.

The Board will review the apparatus financing information for the next regular meeting.

NEXT SCHEDULED MEETING AND ADJOURNMENT

The next scheduled regular meeting for the West Benton Regional Fire Authority Governance Board will be Tuesday October 17th, 2017 at 6:00 p.m.

The West Benton Regional Fire Authority Governance Board Special Meeting was adjourned at 7:32 p.m.

DAVID MOON, CHAIRMAN

SETH JOHNSON, FIRE CHIEF

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

October 17, 2017

<u>VOUCHER</u>	<u>VENDOR NAME</u>	<u>VENDOR #</u>	<u>Account</u>	<u>BARS CODE</u>	<u>AMOUNT</u>
2017-643	AUTO ZONE	118939	6808-101	20.3101 -1	127.89
2017-644	BDI	120035	6808-101	50.4701 -1	1.00
2017-645	BENTONREA	148100	6808-101	50.4802 -1	20.99
		148100	6808-101	50.4701 -1	59.95
2017-646	BLUMENTHAL UNIFORMS AND EQUIP	161554	6808-101	20.3145 -1	10.09
2017-647	BROWNS TIRE CENTER	184650	6808-101	20.4802 -1	1,449.67
2017-648	CASCADE NATURAL GAS	213169	6808-101	50.4701 -1	34.44
2017-649	CHARTER COMMUNICATIONS	218790	6808-101	20.4202 -1	297.55
2017-650	CHONG, PHILIP	221745	6808-101	20.1206 -1	961.27
2017-651	CITY OF PROSSER	224132	6808-101	50.4701 -1	37.49
2017-652	CITY OF RICHLAND	224155	6808-101	20.5101 -1	1,908.50
2017-653	CONNELL OIL	238803	6808-101	20.3201 -1	573.70
2017-654	CRUZ JAVIER	253502	6808-101	20.1206 -1	921.71
2017-655	DEPT OF TREASURY-NO CHECK	275022	6808-101	20.1206 -1	636.04
2017-656	EMPLOYMENT SECURITY DEPT	311917	6808-101	10.2104 -1	824.19
2017-657	FIRE DISTRICT #1	329914	6808-101	20.4202 -1	452.50
2017-658	GENERATION CONSULTANTS	362200	6808-101	10.4103 -1	89.97
2017-659	HESLOP GARY	439605	6808-101	10.4103 -1	690.00
2017-660	K&D MACHINE LLC		6808-101	20.4802 -1	167.46
2017-661	LABOR & INDUSTRIES	540913	6808-101	10.2104 -1	2,545.51
2017-662	MES NORTHWEST	647816	6808-101	20.3145 -1	82.50
		647816	6808-101	20.2105 -1	603.90
2017-663	MT HEADED	619755	6808-101	20.2105 -1	397.48
2017-664	NAPA AUTO PARTS	681212	6808-101	20.4802 -1	108.58
2017-665	OXARC	709710	6808-101	10.4901 -1	17.48
2017-666	PACIFIC OFFICE AUTOMATION (pa)	710241	6808-101	10.4103 -1	594.51
2017-667	QUILL	750490	6808-101	20.1206 -1	124.87
2017-668	RWC GROUP		6808-101	20.4802 -1	1,407.08
2017-669	SHRED IT US JV LLC	842121	6808-101	10.3101 -1	23.38
2017-670	TOM DENCHEL FORD	918218	6808-101	20.4802 -1	1,202.45
2017-671	VALLEY SPRAY LLC	932292	6808-101	50.4802 -1	314.94
2017-672	WASTE MANAGEMENT	950202	6808-101	50.4701 -1	27.21

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

October 17, 2017

2017-673	DEPT OF RETIREMENT SYSTEM	949710	6808-101	10.1238 -	1,318.68
		949710	6808-101	10.2104 -	818.33
2017-674	DEPT OF RETIREMENT SYSTEM (DC)	949710	6808-101	10.1238 -	431.68
		949710	6808-101	10.2104 -	431.68
					<u>19,704.67</u>
TOTAL VOUCHERS 6808-101					<u>19,704.67</u>

We, the undersigned Board Members of West Benton Fire & Rescue, do hereby certify, under penalty of perjury, that the above vouchers 2017-643 through 2017-674 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:	10/17/2017

DISCUSSION ITEM SUBJECT	Collective Bargaining Negotiations
PRESENTER	Chief Johnson
DISCUSSION ITEM INFORMATION	<ul style="list-style-type: none"> • <i>WBRFA and the IAFF Local 1052 have enjoyed positive relationships during Collective Bargaining Negotiations since the IAFFs first contract with Prosser Fire District #3 in 2009.</i> • <i>The current Collective Bargaining Agreement (CBA) expires December 31st, 2017.</i> • <i>Mr. Wesley has assisted negotiating on behalf of the Agency since the inception of the contract, therefore, Mr. Wesley has historical working knowledge of the negotiations between the Agency and IAFF L1052.</i>
<i>Additional Attachments</i>	No
FOLLOW-UP INFORMATION	<ul style="list-style-type: none"> • <i>The first meeting had to be re-scheduled due to a change in operational personnel.</i> • <i>Currently working on scheduling the first meeting between IAFF L1052 Representatives and the Agency.</i>

	<p><i>RFA Governing Board</i> Discussion Item</p>
	<input checked="" type="checkbox"/> Regular Board Meeting
DATE:	10/17/2017

DISCUSSION ITEM SUBJECT	2018 Budget
PRESENTER	Chief Johnson
DISCUSSION INFORMATION	<ul style="list-style-type: none"> • <i>Question/Answer/Discussion regarding the 2018 Draft Budget and proposed Budget Calendar.</i> • <i>Governance Board completed a Budget Workshop on 10/10/2017 to discuss the proposed budget.</i> • <i>Board received numerous documents with different apparatus financing scenarios</i>
<i>Additional Attachments</i>	No
FOLLOW-UP INFORMATION	<ul style="list-style-type: none"> • <i>Review Draft Budget Proposal and make final statements/changes</i> • <i>Discuss financing options for apparatus replacement</i> • <i>Schedule Special Public Revenue Hearing in accordance with RCW 84.55.120 along with passing resolution regarding 2018 Levy Rate will occur at the next Governance Board Meeting on 11/7/2017.</i>

	<p><i>RFA Governing Board</i> Discussion Item</p>
	<input checked="" type="checkbox"/> Regular Board Meeting
DATE:	10/17/2017

DISCUSSION ITEM SUBJECT	Administrator/Secretary Terms of Employment
PRESENTER	Chief Johnson
PREVIOUS DISCUSSION ITEM INFORMATION	<ul style="list-style-type: none"> • <i>The Governance Board has approved, moved and is in the process of filling a brand new position within WBRFA.</i> • <i>The framework of employment is not currently in place, due to this position being</i>
<i>Additional Attachments</i>	NO
DISCUSSION INFORMATION	<ul style="list-style-type: none"> • <i>The Governance Board must determine what fringe benefits to offer the new employee and at what rates including: Sick Time, Vacation Time, Insurance etc.</i> • <i>WBFR has no employment policies in place that dictate terms of employment, due to all employees being covered by employment contracts.</i>

	<p><i>RFA Governing Board</i> Discussion Item</p>
	<input checked="" type="checkbox"/> Regular Board Meeting
DATE:	10/17/2017

DISCUSSION ITEM SUBJECT	Fire Chief Terms of Employment
PRESENTER	Board Member Clizbe
PREVIOUS DISCUSSION INFORMATION	<ul style="list-style-type: none"> • <i>The Governance Board moved, at its last regular Board Meeting, to offer the permanent position of Fire Chief to Captain Seth Johnson, which he accepted.</i> • <i>Captain Johnson has been working as Interim Fire Chief under an MOU since May 16th, 2017 and the MOU expires December 31st, 2017.</i>
<i>Additional Attachments</i>	NO
DISCUSSION INFORMATION	<ul style="list-style-type: none"> • <i>Now that the Governance Board determined who best fits the vacancy, it is time to determine the conditions of employment for the new Fire Chief.</i> • <i>WBFR has no employment policies in place that dictate terms of employment, due to all employees being covered by employment contracts.</i>

	<p><i>RFA Governing Board</i> Action Item</p>
	<p><input checked="" type="checkbox"/> Regular Board Meeting</p>
<p>DATE:</p>	<p>10/17/2017</p>

<p>DISCUSSION ITEM SUBJECT</p>	<p>Insurance Renewal</p>
<p>PRESENTER</p>	<p>Interim Chief Johnson</p>
<p>DISCUSSION INFORMATION</p>	<ul style="list-style-type: none"> • <i>The Governance Board has expressed its desire to visit our insurance policy, and take stock in what we are offered by our current provider, as well as determining if it is still the most cost effective option.</i> • <i>The Governance Board has been provided copies of our current insurance policies.</i> • <i>The Governance Board has invited other insurance carriers to make presentations to the Board, and received quotes on coverage.</i> • <i>Staff has been working with insurance providers to obtain quotes for coverage. Insurance quotes have been received and released to Board members along with the differences in coverage limits.</i>
<p><i>Additional Attachments</i></p>	<p>Yes</p>
<p>FOLLOW-UP INFORMATION</p>	<ul style="list-style-type: none"> • <i>After presenting information at the last meeting all necessary documents have been prepared and action must be taken to change insurance carriers.</i> • <i>Resolution, Application Packet, Crime Insurance Application and Master Agreement have all been prepared for Governance Board action.</i>

RESOLUTION NO. 2017-0002-A

A RESOLUTION of the West Benton Regional Fire Authority authorizing membership with Enduris for the purpose of providing liability and property insurance for the District; approving a Master Agreement and authorizing execution thereof; and accepting a Memorandum of Insurance coverages under such contract.

WHEREAS, the West Benton Regional Fire Authority, Benton County, Washington, the "District" is authorized, pursuant to Chapters 48.62 and 39.34 RCW, to join with other governmental entities of the State through an interlocal cooperation agreement for the purpose of providing property and liability insurance coverage for the District; and

WHEREAS, the West Benton Regional Fire Authority hereby finds and determines that the best, most cost-effective means for securing such insurance is to become a member of Enduris.

NOW, THEREFORE, BE IT RESOLVED by the West Benton Regional Fire Authority, Benton County, Washington, as follows:

Section 1. Master Agreement. The form of Master Agreement attached hereto as Appendix A is hereby approved: and the President and Secretary of the Board are hereby authorized and directed to execute the Master Agreement on behalf of the District.

Section 2. Severability. If any provision of this Resolution or the agreements authorized herein on behalf of the District is declared by any court of competent jurisdiction to be contrary to law, such provision shall be null and void and deemed separable from the remaining provisions to assure continuous insurance coverage for the District.

ADOPTED by the Board of the West Benton Regional Fire Authority, Benton County, Washington, at a regular meeting thereof held on the _____ day of _____, 20____.

West Benton Regional Fire Authority
Benton County, Washington

By: Commissioner

By: Commissioner

By: Commissioner

By: Commissioner

By: Commissioner

Attest:

Fire Chief