



RFA Governing Board
MEETING AGENDA

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

■ Regular Board Meeting

DATE: 12/05/2017
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

Public Comments

November 21, 2017

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. Union Negotiations**
 - Negotiation timeline discussion

NEW BUSINESS

- 1. Correspondence**
 - Governing Board
 - Staff Reports
- 2. Finance**
 - Voucher Approval #2017-738 thru 2017-784 in the amount of \$44,800.42
- 3. Contract**

Governing Board

Comments

Next Board Meeting December 19, 2017

ADJOURN



WBRFA Roll Call

Date: December 5th, 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 _____

Jessica Hansen X _____

**WEST BENTON REGIONAL FIRE AUTHORITY
TUESDAY NOVEMBER 21, 2017
WBRFA HEADQUARTERS STATION 310**

CALL TO ORDER AND FLAG SALUTE

Chairman Moon called the November 21, 2017 West Benton Regional Fire Authority regular meeting to order at 6:00 p.m. and led participants in a flag salute.

ROLL CALL

Interim Fire Chief Seth Johnson conducted a roll call for attendees. Chairman David Moon and Commissioners Max Benitz, Wendy Fogelson, Randy Fox, and Richard Clizbe were present. Captain Todd Dormaier and Lieutenants Keith Johnson and Scott Friend were also in attendance. Administrator Jessica Hansen was present.

AGENDA APPROVAL

The board reviewed the agenda. Commissioner Benitz moved to approve the agenda as presented. Commissioner Fox seconded the motion. The motion carried.

PUBLIC COMMENTS

There were no comments from the public.

APPROVAL OF MINUTES

Commissioner Benitz moved to approve the November 7, 2017 meeting minutes. Commissioner Fogelson seconded the motion. The motion carried.

OLD BUSINESS

INTERLOCAL AGREEMENT WITH THE CITY OF PROSSER

After presenting the ILA, for further review to the West Benton Fire and Rescue's attorney, concerns were raised about the verbiage surrounding the Washington Survey and Rating Bureau fire rating. Commissioner Clizbe moved to sign the interlocal agreement as presented. Commissioner Fox seconded the motion. The motion carried.

FIRE CHIEF EMPLOYMENT CONTRACT

Per RCW 42.30.140(4) a discussion by the governing body about salaries, wages, and other conditions of employment shall occur in a meeting open to the public. Interim Chief Johnson proposed a \$97,000 annual salary and shared comparable district wages, calls, and ratings. After much discussion, Commissioner Clizbe moved to offer Interim Chief Johnson a salary of \$93,500 and terms. Commissioner Fogelson seconded the motion. 4 approved 1 opposed. The motion carried. Fire Chief Johnson accepted the terms of the contract.

NEW BUSINESS

GOVERNING BOARD REPORTS

Chairman Moon reported on the Tri-County Fire Commissioner meeting. Fire District 2 & 4 volunteered to host the new administrator, Jessica Hansen, and be a reference for any questions about the department's needs. Chairman Moon also reported that the WBFR will be hosting Tri-County Fire Commission's November 10, 2018 meeting. Chairman Moon also informed the board that the Tri-County Fire Commission recommends tracking the number of EMS calls received and start building statics for later reporting to constituents.

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STAFF REPORTS

Chief Johnson reported that emails will be down for approximately a week due to a change to Office 365. Chief Johnson also stated that Jim Nelson from D.A. Davidson has been encouraging a meeting and could potentially be making a presentation to the board in the next couple of weeks.

Captain Dormaier reported that the recruit academy will be ending soon. 4 recruits have passed and 1 recruit is working on an additional written test. Graduation for these recruits will be coming up soon.

Ms. Hansen reported on the recent West Benton Fire and Rescue social media policy and that a personal Facebook accounts must be tied to the company’s Facebook page due to Facebooks authenticity policy. It was noted that policy eleven in the new West Benton Fire and Rescue social media policy didn’t correctly reflect this matter and that it will be looked into further. Ms. Hansen’s personal Facebook account was also added on to the West Benton Fire and Rescue page to assist with the page and act as an internal auditor.

Captain Dormaier reported that there have been situations regarding harassment outside of the department, yet still related to employment. The Governance Board directed Chief Johnson to follow up on the situation through the departments legal counsel.

MONTHLY BUDGET REPORT

A monthly report was presented showing the October ending cash balance of \$737,539.84

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 #2017-710 through 2017-734 in the amount of \$60,269.28. Commissioner Fogelson seconded the motion. The motion carried.

CONTRACT

Chief Johnson reported to the board that West Benton Fire and Rescue will need to participate in the Washington Public Employees’ Retirement System now that an administrator is on staff. Commissioner Clizbe moved to approve and authorize participation in the Washington Public Employees’ Retirement System by resolution 2017-004A. Commissioner Benitz seconded the motion. The motion carried.

FINAL COMMENTS

Captain Dormaier reminded the board that the WBFR will be participating in the Santa festivities this Sunday at the Depot and that the annual stair climb in Seattle is coming up on March 11, 2018

ADJOURNMENT

With no further business, Chairman Moon adjourned the meeting at 7:35pm

DAVID MOON, CHAIRMAN

JESSICA HANSEN, ADMINISTRATOR

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

December 5, 2017

<u>VOUCHER</u>	<u>VENDOR NAME</u>	<u>VENDOR #</u>	<u>Account</u>	<u>BARS CODE</u>	<u>AMOUNT</u>
2017-738	APOLLO	114615	6808-101	50.4802	252.50
2017-739	ARAIZA URIEL	114635	6808-101	20.1206	1,023.51
2017-740	AYALA, SID	118936	6808-101	20.1206	396.69
2017-741	BENITZ, MAX	145250	6808-101	10.1242	526.39
2017-742	BENTON PUD	147858	6808-101	50.4701	762.72
2017-743	BOWDEN BRANDON	169183	6808-101	20.1206	455.24
2017-744	BOWEN, TIM	169199	6808-101	20.1206	288.37
2017-745	CASTILLO JOE	214719	6808-101	20.1206	877.57
2017-746	CDW GOVERNMENT	200140	6808-101	10.3101	631.00
2017-747	CENTURY LINK	216449	6808-101	20.4202	139.96
2017-748	CHARTER COMMUNICATIONS	218790	6808-101	20.4202	71.70
2017-749	CHONG, PHILIP	221745	6808-101	20.1206	1,848.73
2017-750	CONNELL OIL	238803	6808-101	20.3201	504.37
2017-751	CLIZBE RICH	228612	6808-101	10.1242	736.96
2017-752	CRUZ JAVIER	253502	6808-101	20.1206	861.75
2017-753	CURRIE, CHRIS	259053	6808-101	20.1206	319.40
2017-754	DEPT OF TREASURY-NO CHECK	275022	6808-101	10.1238	2,381.14
		275022	6808-101	10.2104	238.14
		275022	6808-101	20.1206	4,573.78
2017-755	DORMAIER, TODD	288901	6808-101	10.1238	2,351.17
		288901	6808-101	10.1925	2,404.83
2017-756	EMERGENCY REPORTING	312308	6808-101	20.5102	239.08
2017-757	FOGELSON BRANDON	335398	6808-101	20.1206	347.51
2017-758	FOGELSON WENDY		6808-101	10.1242	736.95
2017-759	FOX, RANDY	339292	6808-101	10.1242	736.94
2017-760	FRIEND, JONATHAN	345528	6808-101	20.1206	1,178.40
2017-761	GROGAN, BEN	393809	6808-101	20.1206	345.17
2017-762	GROOM, LUCAS	393818	6808-101	20.1206	358.64
2017-763	HALL CHEVROLET	405100	6808-101	20.4802	190.05
2017-764	HANSEN JESSICA		6808-101	20.1206	1,614.20
2017-765	HARINGA, ROBERT	414316	6808-101	20.1206	14.64
2017-766	HARINGA, ROY	414317	6808-101	20.1206	707.28
2017-767	HARRIS PERRY	418305	6808-101	20.1206	1,028.36
2017-768	HESLOP GARY	439605	6808-101	10.4103	800.00
2017-769	JOHNSON BRAYDON		6808-101	20.1206	429.47
2017-770	JOHNSON KEITH	493266	6808-101	20.1206	743.09
2017-771	SETH, JOHNSON	493419	6808-101	10.1200	3,611.63
		493419	6808-101	10.1238	1,782.55
2017-772	LAREZ, ERIC	549972	6808-101	20.1206	287.79
2017-773	LOPEZ LUIS	587543	6808-101	20.1206	466.42
2017-774	MARTINEZ-MUNOZ, LIONEL	633432	6808-101	20.1206	1,088.70
2017-775	MOON DAVID	664631	6808-101	10.1242	842.22
2017-776	MOON SECURITY	664637	6808-101	10.4103	96.00

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

December 5, 2017

2017-777	PEREZ ART	725100	6808-101	20.1206	810.33
2017-778	PETERSEN WILLIAM	728702	6808-101	20.1206	1,526.35
2017-779	Prosser Firefighters Association	747685	6808-101	20.1206	1,640.00
2017-780	QUIJANO MICHAEL	750298	6808-101	20.1206	1,041.99
2017-781	REILLY MAURICE	760558	6808-101	20.1206	130.28
2017-782	RICHLAND FF LOCAL 1052	773281	6808-101	10.1238	193.30
2017-783	SUPPLYWORKS	894930	6808-101	10.3101	100.70
2017-784	VOEGELE RACHAEL		6808-101	20.1206	66.46
	TOTAL VOUCHERS 6808-101				<u>44,800.42</u>

We, the undersigned Board Members of West Benton Fire & Rescue, do hereby certify, under penalty of perjury, that the above vouchers 2017-738 through 2017-784 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		

