

**WEST BENTON REGIONAL FIRE AUTHORITY
REGULAR GOVERNANCE BOARD MEETING
TUESDAY FEBRUARY 7th, 2017
18:00 HOURS
WBRFA HEADQUARTERS STATION 310**

CALL TO ORDER AND FLAG SALUTE

Chairman Boyle 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

Chief Merritt conducted a roll call for attendees. Chairman Jay Boyle and Board Members Max Benitz, Randy Fox, Richard Clizbe and David Moon were present. Captains Seth Johnson and Todd Dormaier were present. Firefighters Scott Friend, Sidney Ayala and Philip Chong were present. Cory Heron was present to take minutes.

APPROVAL OF AGENDA

The Board reviewed the agenda. Board Member Benitz made a motion to accept the agenda as presented. Board Member Fox seconded, there were none opposed and the motion carried.

CHAIRMAN ADDRESS

Chairman Boyle expressed appreciation for the work the Board has done so far. There are carry over items from previous meetings and it will be exciting to move ahead.

PUBLIC COMMENTS

There were no comments from the public.

APPROVAL OF MEETING MINUTES

The Board reviewed the previous meeting minutes. Board Member Clizbe made a motion to approve the meeting minutes from January 17th, 2017. This motion to approve the previous meeting minutes was seconded by Board Member Moon. There were none opposed and the motion carried.

The Board reviewed the minutes from the Special Meeting held on Jan. 31, 2017. Board Member Clizbe made a motion to approve the minutes and Board Member Benitz seconded. There were none opposed and the motion carried.

WBRFA BOARD FOR VOLUNTEER FIREFIGHTERS MEETING

The Board recessed its regular meeting at 6:03 pm to open the WBRFA BVFF Trustee Meeting.

Chief Merritt submitted a Pension Participation Certification for Volunteer Firefighters. Board Member Benitz made a motion to approve the certification as presented. Board Member Fox seconded, there were none opposed and the motion carried.

The BVFF Trustee meeting was adjourned and the regular meeting re-opened at 6:05 pm.

REPORTS

Chief Merritt reported that the aerial is out of service again.

Board Member Moon asked about getting the website updated to include Board Member information. Captain Dormaier indicated this was being worked on.

Board Member Fox thanked staff for the respectful tribute at James Wildman's funeral.

FINANCIAL BUSINESS

The Board reviewed and discussed the WBRFA Vouchers. A motion to approve Vouchers 2017-066 through 2017-094 in the amount of \$28,386.83 was made by Board Member Fox and seconded by Board Member Benitz. There were none opposed and the motion carried.

The Board reviewed the Governance Board Meeting Voucher for January 2017. Board Member Benitz made a motion to approve the Voucher. Board Member Clizbe seconded, there were none opposed and the motion carried.

INFORMATION ITEMS

The Board reviewed an update on the 2017 Volunteer stipend. There was consensus to bring this item in Resolution form for approval at the next meeting.

FOLLOW-UP ITEMS

Chairman Boyle went through a handout outlining 2017 Goals with critical tasks identified. The Board discussed and assigned responsibility for sections of these goals. It was recognized that while many of the items address Task Force recommendations the availability of funding is limited.

Robert Merritt from mHc Consulting presented policy questions regarding the Fire Prevention Services ILA with the City. There was consensus among the Board to still move forward with this.

The Board considered draft Financial Policy statements. There was consensus to bring these statements back for approval at the next meeting with limits and clarification over pre-approved items defined.

DISCUSSION ITEMS

The Board considered a policy on the Disposal of District Property. Board Member Benitz made a motion to move this policy for action at the next meeting. Board Member Fox seconded. There were none opposed and the motion carried.

The Board considered a policy for managing Public Records. Board Member Benitz made a motion to move this policy for action at the next meeting, without the one section being highlighted. Board Member Moon seconded. There were none opposed and the motion carried.

The Board began a discussion regarding the contract with mHc. During the discussion regarding the 2017 consultant scope of work, Board Member Benitz stated, "I would recommend that we immediately terminate our consultant's contract as recommended by the Auditor. We need to renegotiate with all costs, deliverables and a timeline." Board Member Benitz requested an immediate recess at that time.

The Board recessed at 7:24 pm. The regular Board meeting was reconvened at 7:29 pm.

After reconvening into the regular Board Meeting, Chairman Boyle read the Exit Notes from the State Auditor in which there was no mention of terminating the contract with mHc. Board Member Benitz made a motion to terminate the current contract with mHc. The motion died for lack of a second. After further discussion about a transition between current and new contracts, Board Member Benitz requested a scope of work, costs and a timeline to establish a new contract at the next regular meeting for new projects identified by the Board and for that information to be sent to the Fire Chief by Friday the 10th.

GOVERNING BOARD COMMENTS

Board Member Fox was wondering if handouts could be placed in Dropbox™ or on the website for digital access, and was told that they would be.

NEXT SCHEDULED MEETING AND ADJOURNMENT

The next scheduled meeting for the West Benton Regional Fire Authority Governance Board will be Tuesday February 21st, 2017 at 6:00 p.m.

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

JAY BOYLE, CHAIRMAN

DOUGLAS N. MERRITT, ADMINISTRATOR