

**WEST BENTON REGIONAL FIRE AUTHORITY  
REGULAR GOVERNANCE BOARD MEETING  
TUESDAY MAY 16th, 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 6:01 p.m. and led the Board in a flag salute.

**ROLL CALL**

Chairman Moon conducted a roll call for attendees. Board members Max Benitz, Randy Fox, and Richard Clizbe were present. Captains Seth Johnson and Todd Dormaier were on a call and arrived at 6:15 pm, just prior to Discussion Items. Former Board member Tim Stewart was present. Cory Heron was present to take minutes.

**AGENDA APPROVAL**

The Board reviewed the agenda. Board member Benitz suggested adding an action item to approve the minutes of the Special Meeting Sat. 5/13/17 and adding an executive session to the end of the regular meeting. Chairman Moon wants to add a conversation about duties with the Captains to the agenda. Board member Fox made a motion to approve the agenda with the aforementioned additions. 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 meeting minutes from the Special Meeting 5/13/2017. Board member Clizbe seconded, there were none opposed and the motion carried.

Board member Benitz made a motion to approve the Regular Board Meeting minutes from 5/2/17. 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**

Chairman Moon reported from Brian Snure regarding questions surrounding potential conflicts of interest policies with Board Member candidates.

The Staff report was postponed until the Captains returned from call. At this point, Captain Johnson reported that duties are being covered in Chief Merritt's absence.

The compliance report has been tabled until it can be summarized.

The seasonal employees are effectively working through their list of jobs.

The ladder truck is back but is not in service. Advantages and usage of an aerial ladder were discussed along with possible implications for existing mutual aid agreements with neighboring districts, and Survey and Rating Bureau impact. How best to deal with the current non-certifiable apparatus was also discussed.

Captain Dormaier reported that four recruits have completed Wildland training.

At 6:20 pm, when all staff had returned from the call, Captain Dormaier introduced Lieutenant Bill Petersen, and presented new Lieutenants Scott Friend and Brandon Fogelson to the Board.

### **FINANCIAL BUSINESS**

The Board reviewed vouchers 2017-319 through 2017-337 in the amount of \$26,348.26. Board member Benitz made a motion to approve the vouchers 2017-319 through 2017-337 in the amount of \$26,348.26. Board member Fox seconded, there were none opposed and the motion passed.

### **FOLLOW-UP ITEMS**

The Board reviewed a brief questionnaire for the Board vacancy. There was consensus to have Board member Clizbe provide the voter pamphlet questions for the candidate interviews.

### **DISCUSSION ITEMS**

The Board considered a report on the Standards of Coverage. This item was tabled until the compliance report summary and GIS mapping components could be completed.

The Board will consider Volunteer Training Standards at the next meeting.

The Board reviewed the Fleet/Equip Maintenance policy, which includes the prospect of a new module to manage maintenance requests, jobs, and automatic notification to affected individuals. Chairman Moon also suggested something similar to a pre- and post-trip inspection report.

## **ACTION ITEMS**

The Board reviewed the Memorandum of Understanding from the Union allowing Captain Seth Johnson to perform the duties of Fire Chief until the position might be filled permanently. Chairman Moon would like Board member Clizbe to assist Staff through this interim period, and for Staff to prepare options based on regular and additional duties. The volunteers may also serve as a resource provided annual accumulations are taken into consideration. Board member Fox encouraged the Captains to consider some form of duty relief so they do not get too strained with the additional hours. Board member Benitz also encouraged Staff to consider additional personnel/secretarial support when providing their feedback to the Board.

Board member Clizbe made a motion to approve the Memorandum of Understanding between the Governance Board of West Benton Regional Fire Authority and IAFF Local 1052. Board member Benitz seconded the motion. There were none opposed and the motion carried.

## **EXECUTIVE SESSION**

The Board recessed the Regular Board Meeting at 6:59 pm to hold an Executive Session.

## **REGULAR BOARD MEETING RECONVENED**

The Board reconvened the Regular Board meeting at 7:21 pm.

A motion to accept the separation agreement between Doug Merritt and WBRFA was made by Board Member Clizbe. Board Member Fox seconded the motion, there were none opposed and the motion carried.

## **NEXT SCHEDULED MEETING AND ADJOURNMENT**

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

The West Benton Regional Fire Authority Governance Board Meeting was adjourned at 7:21 p.m.

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DAVID MOON, CHAIRMAN

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SETH JOHNSON, INTERIM CHIEF