

**WEST BENTON REGIONAL FIRE AUTHORITY
REGULAR GOVERNANCE BOARD MEETING
WEDNESDAY JULY 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, Randy Fox, and Richard Clizbe were present. Board member Wendy Fogelson had an excused absence. Cory Heron was present to take minutes. Citizen Tim Stewart was present.

AGENDA APPROVAL

The Board reviewed the agenda. Board member Clizbe made a motion to approve the agenda as presented. Board member Benitz 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 6/20/2017. Board member Fox wondered about having Wendy Fogelson listed as a Board member in roll call prior to the official swearing in. It was noted to consider altering the order of events in the future. 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

Board member Benitz thanked the personnel for their efforts with the Hanford Fire.

Board member Clizbe appreciated the Facebook updates.

Chairman Moon shared a packet from Enduris that will be presented at the July 18th Board meeting. The Chairman asked Board members to review the material along with a summary of current insurance coverage to have questions prepared.

Interim Fire Chief Seth Johnson reported that the Fourth of July Fireworks coverage went well and presented a financial report of year-to-date (June 30th) expenditures information.

Staff also provided a heads-up about the challenges with taking time off with the current duty coverage. The Board discussed options that include temporary contract-duty support, lieutenants achieving duty Officer and duty Chief roles, and resolving staffing challenges more permanently. Staff would support a plan that would include a third Captain. Chairman Moon would like to have more financial information before moving forward, and consider short-term help from neighboring districts. There was consensus that decisions on a staffing plan will need to be made soon.

Captain Todd Dormaier indicated that wildland training had been completed. A few volunteers missed this training in spite of best efforts to include everyone. Active recruiting is taking place with the next academy scheduled for September. Captain Dormaier is also looking at creative ways to get more volunteers trained on the dozer and truck.

Commissioner uniform shirt size requests were made in anticipation of ordering Commissioner Shirts. Also, photo ID Cards for the Commissioners will be forthcoming.

FINANCIAL BUSINESS

The Board reviewed vouchers 2017-438 through 2017-453. Board member Benitz made a motion to approve the vouchers 2017-438 through 2017-453 in the amount of \$8,055.31. Board member Fox seconded, there were none opposed and the motion passed.

The Board considered the financial report and noted that while the expenditures are accurate the projected revenue component may affect the overall financial outlook. More information on finances in this regard will be forthcoming. Board member Fox asked that this information be placed in Dropbox.

FOLLOW-UP ITEMS

Interim Fire Chief Seth Johnson presented information regarding an online public auction option for surplus items. All transaction costs are passed on to buyer(s), so there would essentially be no risk for listing these items as a seller. Board member Benitz made a motion to support a resolution to move forward and act on selling these items. Board member Clizbe seconded. There were none opposed and the motion carried.

DISCUSSION ITEMS

Board member Benitz re-stated a proposal with job descriptions for two separate job part-time positions to cover WBRFA administrative responsibilities. Chairman Moon thinks a

higher-end person would be required for the Administrator responsibilities, and is not certain about reconciling the wage discrepancy for the different skills with one position. The Board discussed the value of having someone in-house to free up Captains to do more of what they are needed to do, as well as options of pay, benefits and full vs. part-time. Board member Clizbe made a motion to approve the position descriptions and to follow-up with benefits and pay package options. Board member Fox seconded, there were none opposed and the motion carried.

The Board re-visited and discussed the aerial ladder issue. There was reluctant consensus to cut losses and consider investing in a safe, user-friendly apparatus. Board member Fox made a motion to move this item to an action item, and provide the Chairman with the authority to sign a resolution to surplus P1311. Board member Clizbe seconded the motion, there were none opposed and the motion carried.

The Board reviewed and discussed a contract for legal counsel. There was consensus to move to action a change in legal counsel from Brian Snure to Heidi Ellerd. Board members Benitz made a motion to approve the professional services agreement change, and to authorize the Chairman to sign the agreement. Board member Fox seconded the motion, there were none opposed and the motion carried.

The Board addressed the accidental overpayment for the Governing Board. It was decided to move the Governing Board members to the same quarterly period as the Volunteer Firefighters to prevent any confusion going forward. The issue will be corrected, and Board members will receive individual notices regarding repayment options.

GOVERNING BOARD FINAL COMMENTS

Board member Clizbe asked for an update on the rescue truck. It was reported to be returning soon. It was mentioned that another piece of equipment will have an insurance claim submitted from tire chain damage this past winter.

Captain Dormaier asked if there was an update on the August deadline for no-man's land petition. Board member Benitz is looking to follow-up after harvest.

Staff encouraged guidance for replacing the aerial, as quality used equipment tends to move quickly.

Board member Benitz asked how the scenarios for replacing the Chief were coming along. Board member Clizbe indicated he was catching up and should have something soon.

Chairman Moon reported that he intends to follow up with David Stockdale on the Inter-local Agreement status with the City.

NEXT SCHEDULED MEETING AND ADJOURNMENT

The next scheduled meeting for the West Benton Regional Fire Authority Governance Board will be Tuesday July 18, 2017 at 6:00 p.m.

The West Benton Regional Fire Authority Governance Board Meeting was adjourned at 7:22 p.m.

DAVID MOON, CHAIRMAN

SETH JOHNSON, INTERIM FIRE CHIEF