

**WEST BENTON REGIONAL FIRE AUTHORITY  
REGULAR GOVERNANCE BOARD MEETING  
TUESDAY SEPTEMBER 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, Wendy Fogelson, Randy Fox, and Richard Clizbe were present. Captain Todd Dormaier was present. Lieutenant Scott Friend was present. Cory Heron was present to take minutes.

**AGENDA APPROVAL**

The Board reviewed the agenda. Chairman Moon asked the Board for an executive session to discuss an ongoing issue. Board member Benitz 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 Fox made a motion to approve the Regular Board Meeting minutes from 08/15/2017. Board member Fogelson 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 Fogelson met with Interim Fire Chief Johnson about proposed upgrades to the front office area. These improvements will be included with the quote on the upstairs renovations.

Interim Chief Johnson reported that the parade was a success and there will be some budget information at the next meeting after more information is received from the County.

Captain Dormaier informed the Board that Recruit Academy will begin on Thursday.

Board member Benitz asked about the surplus items – all items have been sold, with a water pump and the ladder truck to be picked up.

### **FINANCIAL BUSINESS**

The Board will receive a financial report at the next meeting.

The Board reviewed regular and payroll vouchers 2017-535 through 2017-560. Board member Fox made a motion to approve vouchers 2017-535 through 2017-560 presented in the amount of \$23,632.34. Board member Fogelson seconded, there were none opposed and the motion passed.

### **DISCUSSION AND FOLLOW-UP ITEMS**

The Board discussed the Fire Chief position. Board member Clizbe is working with Interim Fire Chief Johnson on a local informational brochure for the application packet.

The Board discussed annexation for residents that are not covered by current district boundaries. Board member Benitz and Staff have compiled a comprehensive list of people interested in joining the district and there is a small percentage that is still needed as we move forward to include this service area.

### **ACTION ITEMS**

The Board discussed The Administrator/Secretary position. The info packet has been put together and things are ready to move forward. A handbook will be edited and prepared for this non-union position. Board member Benitz made a motion to approve the Administrator/Secretary position packet with the time frame outlined. Board member Fox seconded, there were none opposed and the motion carried.

Interim Fire Chief Johnson updated all Mutual Aid agreements with current department and personnel names. Board member Fox made a motion to sign and renew all existing mutual aid agreements. Board member Benitz seconded, there were none opposed and the motion carried.

### **EXECUTIVE SESSION**

The Board recessed the Regular Board meeting at 6:38 pm for an Executive session pursuant to RCW 42.30.110(f).

The Board resumed the Regular Board meeting at 6:56 pm and reported no action was taken in Executive Session.

Board member Fox made a motion that future complaints received by the Board are to be reviewed by legal counsel before responding. Board member Benitz seconded, there were none opposed and the motion carried.

### **GOVERNING BOARD FINAL COMMENTS**

Board member Benitz was pleased to see the cups for sale at Cooks' Ace Hardware. Captain Dormaier also mentioned the Smoke Detector program that Ace has contributed to.

Chairman Moon plans to meet with David Stockdale regarding the expired ILA with the City. No decisions have been made on the inspection arrangement as yet.

### **NEXT SCHEDULED MEETING AND ADJOURNMENT**

The next scheduled meeting for the West Benton Regional Fire Authority Governance Board will be Tuesday September 19th, 2017 at 6:00 p.m.

The West Benton Regional Fire Authority Governance Board Meeting was adjourned at 7:02 p.m.

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DAVID MOON, CHAIRMAN

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SETH JOHNSON, INTERIM FIRE CHIEF