

**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.

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 Facebook's 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 department's 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

