

**WEST BENTON REGIONAL FIRE AUTHORITY
TUESDAY APRIL 3, 2018
WBRFA HEADQUARTERS STATION 310**

CALL TO ORDER AND FLAG SALUTE

Chairman Clizbe called the April 3, 2018 West Benton Regional Fire Authority regular meeting to order at 6:00 p.m. and led participants in the Pledge of Allegiance.

ROLL CALL

Present: Commissioners Richard Clizbe, Max Benitz, Wendy Fogelson and David Moon

Others in attendance: Fire Chief Seth Johnson and Recording Secretary Jessica Trevino.

Excused Absence: Commissioner Randy Fox

AGENDA APPROVAL

Commissioner Benitz moved to approve the agenda as presented. Commissioner Fogelson seconded the motion. The motion carried.

APPROVAL OF MINUTES

Commissioner Benitz moved to approve the March 6, 2018 regular meeting minutes.

Commissioner Moon seconded the motion. The motion carried.

Commissioner Benitz moved to approve the March 20, 2018 special meeting minutes.

Commissioner Fogelson seconded the motion. The motion carried.

PUBLIC COMMENTS

There were no comments from the public.

OLD BUSINESS

POLICIES

Commissioner Fogelson moved to approve the temporary positions policy.

Commissioner Moon seconded the motion. The motion carried.

Commissioner Fogelson moved to approve the code of conduct policy.

Commissioner Benitz seconded the motion. The motion carried.

Commissioner Fogelson moved to approve the code of conduct procedure policy.

Commissioner Moon seconded the motion. The motion carried.

Commissioner Fogelson moved to approve the conflict of interest policy.

Commissioner Benitz seconded the motion. The motion carried.

Commissioner Fogelson moved to approve the resolution of complaints policy.

Commissioner Moon seconded the motion. The motion carried.

Commissioner Fogelson moved to approve the resolution of complaints procedure policy.

Commissioner Benitz seconded the motion. The motion carried.

Commissioner Fogelson moved to approve the solicitations, endorsements or gifts policy.

Commissioner Moon seconded the motion. The motion carried.

Commissioner Fogelson moved to approve the budget preparation and adoption policy.
Commissioner Benitz seconded the motion. The motion carried.

Commissioner Fogelson moved to approve fiscal year policy.
Commissioner Moon seconded the motion. The motion carried.

Commissioner Fogelson moved to approve the general levy policy.
Commissioner Benitz seconded the motion. The motion carried.

CAPITAL IMPROVEMENT PROJECT FUNDING

The Commissioners summarized their recently held special meetings. It was of the consensus of the Board to start working on a draft resolution.

ADMINISTRATOR'S CONTRACT

After discussion about the administrator's contract, Commissioner Benitz moved to approve the administrator's contract. Commissioner Fogelson seconded the motion. The motion carried.

NEW BUSINESS

STAFF REPORTS

Administrator Trevino updated the board on BIAS, WBFR's new website, and a potential WBFR newsletter. Fire Chief Johnson gave a report on the departments air compressor, truck tires, the Bureau of Land Management, and the need for dozer lines.

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 Fogelson moved to approve payroll voucher #180401001 through #180401009 in the amount of \$32,534.50. Commissioner Moon seconded the motion. The motion carried.

Commissioner Fogelson moved to approve claim voucher #180402001 through #180402024 in the amount of \$10,887.86. Commissioner Benitz seconded the motion. The motion carried.

BUDGET REPORT

Administrator Trevino provided the board with a new template and an update of the budget using the BIAS system.

ADJOURNMENT

With no further business, Chairman Clizbe adjourned the meeting at 7:04pm.


RICHARD CLIZBE, CHAIRMAN


JESSICA TREVINO, ADMINISTRATOR