

**WEST BENTON REGIONAL FIRE AUTHORITY  
TUESDAY JANUARY 16, 2018  
WBRFA HEADQUARTERS STATION 310**

**CALL TO ORDER AND FLAG SALUTE**

Chairman Clizbe called the January 16, 2018 West Benton Regional Fire Authority regular meeting to order at 6:00 p.m. and led participants in a flag salute.

**ROLL CALL**

Administrator Jessica Trevino conducted a roll call for attendees. Chairman Richard Clizbe and Commissioners Max Benitz, Wendy Fogelson, Randy Fox, and David Moon were present. Fire Chief Seth Johnson and Captain Todd Dormaier were also in attendance. Recording secretary and administrator, Jessica Trevino, was also present.

**AGENDA APPROVAL**

The board reviewed the agenda. Commissioner Fox moved to approve the agenda as presented. Commissioner Moon seconded the motion. The motion carried.

**APPROVAL OF MINUTES**

Commissioner Benitz moved to approve, with corrections, the January 2, 2018 meeting minutes. Commissioner Fox seconded the motion. The motion carried.

**PUBLIC COMMENTS**

There were no comments from the public.

**OLD BUSINESS**

**NEW BUSINESS**

**GOVERNING BOARD REPORTS**

Chairman Clizbe thanked former Chairman Moon for his hard work and dedication during his time leading the board.

**STAFF REPORTS**

Chief Seth Johnson reported on the policies presented, total volume of calls, and upcoming training Captain interviews.

Captain Todd Dormaier updated the board on yearly volunteer reports, volunteer trainings, received recruit applications, and incentives for additional volunteer certifications.

Administrator Jessica Trevino reported on upcoming Commissioner conventions, a signature form needed for Benton County, and financial software program quotes received from two agencies.

After much discussion over the two quotes provided, Commissioner Fogelson moved to purchase the BIAS software program. Commissioner Moon seconded the motion. The motion carried.

### 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 #2018-019 through 2018-057 in the amount of \$33,301.56. Commissioner Benitz seconded the motion. The motion carried.

### POLICY

The commissioners were presented the first reading of the policies for nondiscrimination, employment of a handicapped person, sexual harassment, sexual harassment procedure, affirmative action, whistleblower, organization of staff, organizational chart, recruitment of staff, and career qualifications.

Commissioner Fogelson moved to approve the Records Request policy. Commissioner Moon seconded the motion. The motion carried.

### Executive Session

Possible executive session, pursuant to RCW 42.30.110(1)(g) ("To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee"). This session will begin at 6:36pm, and will be concluded at 6:56pm. With no action to follow.

### FINAL COMMENTS

Commissioner Fogelson asked about equipment replacement.

Commissioner Moon asked for an update on apparatus update.

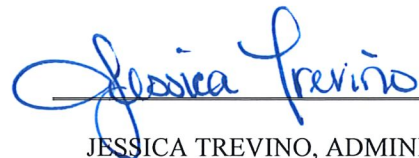
Commissioner Benitz requested a special meeting to take place soon which will allow the Commissioner's to set goals for the year.

### ADJOURNMENT

With no further business, Chairman Moon adjourned the meeting at 6:28pm.



RICHARD CLIZBE, CHAIRMAN



JESSICA TREVINO, ADMINISTRATOR