

**WEST BENTON REGIONAL FIRE AUTHORITY  
TUESDAY MARCH 6, 2018  
WBRFA HEADQUARTERS STATION 310**

**CALL TO ORDER AND FLAG SALUTE**

Chairman Clizbe called the March 6, 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, Randy Fox, Wendy Fogelson and David Moon  
**Others in attendance:** Fire Chief Seth Johnson, Lieutenant Brandon Fogelson and Recording Secretary Jessica Trevino.

**AGENDA APPROVAL**

Commissioner Benitz moved to approve the agenda. Commissioner Fox seconded the motion. The motion carried.

**APPROVAL OF MINUTES**

Commissioner Fox moved to approve the February 17, 2018 special meeting minutes. Commissioner Fogelson seconded the motion. The motion carried.

Commissioner Fox moved to approve the February 20, 2018 regular meeting minutes. Commissioner Fogelson seconded the motion. The motion carried.

**PUBLIC COMMENTS**

There were no comments from the public.

**OLD BUSINESS**

**POLICIES**

Commissioner Moon moved to approve the Governance Board Vice Chairman policy. Commissioner Fox seconded the motion. The motion carried.

Commissioner Moon moved to approve the West Benton Fire Rescue Governance Board Individual Commissioners policy. Commissioner Benitz seconded the motion. The motion carried.

Commissioner Moon moved to approve the West Benton Fire Rescue Governance Board Secretary policy. Commissioner Fox seconded the motion. The motion carried.

Commissioner Moon moved to approve, with corrections, the West Benton Fire Rescue Oath of Office policy. Commissioner Fox seconded the motion. The motion carried.

Commissioner Moon moved to approve the West Benton Fire Rescue Oath of Office form. Commissioner Fox seconded the motion. The motion carried.

Commissioner Moon moved to approve, with corrections, the West Benton Fire Rescue Adoption and Amendment of Policies. Commissioner Fox seconded the motion. The motion carried.

Commissioner Moon moved to approve the West Benton Fire Rescue Policy Manuals policy. Commissioner Fox seconded the motion. The motion carried.

Commissioner Moon moved to approve the West Benton Fire Rescue Administrative Procedures policy. Commissioner Fox seconded the motion. The motion carried.

Commissioner Moon moved to approve the West Benton Fire Rescue Suspension of a Policy. Commissioner Fox seconded the motion. The motion carried.

Commissioner Moon moved to approve, with amended changes, the West Benton Fire Rescue Meetings policy. Commissioner Fox seconded the motion. The motion carried.

### **WEBSITE PROPOSALS**

Administrator Trevino provided the board with an update on website proposals including hourly rates. After some discussion, Commissioner Fox moved to award Yakindo Web Designs, Inc. proposal. Commissioner Benitz seconded the motion. The motion carried.

### **NEW BUSINESS**

### **GOVERNING BOARD REPORTS**

Commissioner Moon and Commissioner Fogelson updated the board on the recent WFCFA seminar they attended in Spokane, WA. They provided the rest of the board information packets they received at the meeting.

### **STAFF REPORTS**

Chief Johnson reported he purchased a type 5 chassis using the Washington State bid. Captain Dormaier is working on getting quotes for parts. Chief Johnson is still looking for a ladder truck. Chief Johnson has been attending the Quad County Chief meeting. Administrator Trevino updated the board with her progress on BIAS.

### **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 #2018-138 through 2018-159 in the amount of \$27,710.39. Commissioner Benitz seconded the motion. The motion carried.

### **POLICIES**

The next set of first reading policies were presented. These policies are the Meetings Procedure policy, the Meetings Agendas policy, the Meeting Minutes policy, the Meetings – Rules of Order policy, the Parliamentary Procedure policy, the Meetings - Quorum policy, the Audit of Expenditures policy, the Fire Commissioner Compensation policy, the Commissioner Expenses policy, and the Fire Commissioner Insurance Policy.

**ADMINISTRATOR'S CONTRACT**

After much discussion and additional changes made to the contract the topic was tabled until next meeting.

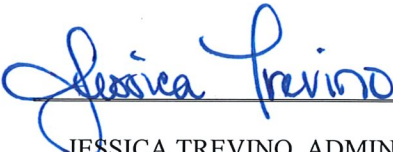
**WORKSHOP**

After a discussion that the training room would be occupied during the upcoming special meeting on March 12, the board determined that the special meeting would still take place as originally scheduled but would convey upstairs at West Benton Fire Rescue (Station 310 - 1200 Grant Ave Prosser, WA 99350.) The purpose of this meeting is to hold a capital improvements workshop.

**ADJOURNMENT**

With no further business, Chairman Clizbe adjourned the meeting at 17:03pm.

  
RICHARD CLIZBE, CHAIRMAN

  
JESSICA TREVINO, ADMINISTRATOR