

**WEST BENTON REGIONAL FIRE AUTHORITY
TUESDAY DECEMBER 18, 2018
WBRFA HEADQUARTERS STATION 310**

CALL TO ORDER AND FLAG SALUTE

Chairman Clizbe called the December 18, 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, and David Moon

Others in attendance: Fire Chief Seth Johnson, Firefighter Rutherford and District Secretary Jessica Trevino.

AGENDA APPROVAL

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

APPROVAL OF MINUTES

Commissioner Moon moved to approve the December 4, 2018 regular meeting minutes. Commissioner Fox seconded the motion. The motion carried.

PUBLIC COMMENTS

There were no comments from the public.

OLD BUSINESS

CAPITAL IMPROVEMENT PROJECT FUNDING

After a discussion about future goals, Commissioner Benitz suggested a workshop be held to discuss 2019s goals and timelines. It was decided that a capital improvement workshop will be held on January 5th at 8am.

POLICY

Commissioner Fox moved to approve Policy 3010 – Account and Fund Management. Commissioner Benitz seconded the motion. The motion carried.

NEW BUSINESS

CORRESPONDENCE

Fire Chief Johnson updated the board that the new ladder truck has arrived and is currently being scheduled for training. A punch list has been created to start the process of adding shelves and other equipment into the truck. Chief Johnson also reported that the community wild protection land is complete, and all parties are signing the agreement. Lastly, fiber optics will be added to Station 310 to help with the office internet connection. District secretary Trevino reported on the USDA loan and final requirements for the funding.

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 payroll voucher #1181202001 through #181202018 in the amount of \$8,523.12 Commissioner Benitz seconded the motion. The motion carried.

Commissioner Fox moved to approve claim voucher #1812030001 in the amount of \$842,650.21
Commissioner Moon seconded the motion. The motion carried.

BUDGET REPORT

Administrator Trevino provided the board with an update of the budget using the BIAS system.

BUDGET AMENDMENT

Commissioner Fox moved to approve 2018-14 – 2018 Budget Amendment. Commissioner Benitz seconded the motion. The motion carried.

MEMORANDUM OF AGREEMENT

Commissioner Benitz moved to approve the memorandum of agreement for Fire Chief Seth Johnson. Commissioner Fox seconded the motion. The motion carried.

Commissioner Benitz moved to approve the memorandum of agreement for Administrator Trevino. Commissioner Fox seconded the motion. The motion carried.

GOVERNING BOARD COMMENTS

Chairman Clizbe reminded the board that the next Commissioner meeting would be held on Wednesday, January 2, 2019 due to the holiday.

ADJOURNMENT

With no further business, Chairman Clizbe adjourned the meeting at 6:43pm


RICHARD CLIZBE, CHAIRMAN


JESSICA TREVINO, ADMINISTRATOR