



*RFA Governing Board*  
**MEETING AGENDA**

**West Benton Regional  
Fire Authority**  
1200 Grant  
Prosser, WA 98350

**DATE:** Regular Board Meeting  
February 19, 2019  
**TIME:** 18:00 hours (6:00 p.m.)  
**LOCATION:** **WBRFA Headquarters Fire Station**

**CALL TO ORDER**

**Flag Salute**

**Roll Call**

**Agenda Approval**

**Approval of Minutes** February 5, 2019 – Regular Meeting Minutes  
February 9, 2019 – Special Meeting Minutes

**Public Comments** *Any person desiring to address the Board on an agenda matter may do so when properly recognized by the Board Chairperson and present their comments or questions.  
(Limited to a 3-Minute Presentation)*

**OLD BUSINESS**

- 1. Discussion Item**
- Capital Improvement Project Funding
  - Apparatus Update

**NEW BUSINESS**

- 1. Correspondence**
- Governing Board
  - Staff Reports
- 2. Finance**
- Voucher Approval #190202001 thru 190202024 in the amount of \$21,620.03
- 3. Budget Report**
- Updated Budget Report
- 4. Resolution**
- Resolution 2019-6 – Voiding and cancelling warrants issued
- 5. Special Meeting**
- Additional workshops

**Governing Board  
Comments**

**Next Board Meeting** March 5, 2019

**ADJOURN**

# WBRFA Roll Call

Date: February 19, 2019

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## **-Governance Board Members-**

**Max Benitz** X\_\_\_\_\_

**Richard Clizbe** X\_\_\_\_\_

**Randy Fox** X\_\_\_\_\_

**David Moon** X\_\_\_\_\_

**Shane Williams** X\_\_\_\_\_

## **-Staff-**

**Seth Johnson** X\_\_\_\_\_

**Jessica Trevino** X\_\_\_\_\_

**WEST BENTON REGIONAL FIRE AUTHORITY  
TUESDAY FEBRUARY 5, 2019  
WBRFA HEADQUARTERS STATION 310**

**CALL TO ORDER AND FLAG SALUTE**

Chairman Moon called the February 5, 2019 West Benton Regional Fire Authority regular meeting to order at 6:00pm and led participants in the Pledge of Allegiance.

**ROLL CALL**

**Present:** Commissioners Max Benitz, Richard Clizbe, Randy Fox, David Moon, Shane Williams  
**Others in attendance:** Fire Chief Seth Johnson and Recording Secretary Jessica Trevino.

**AGENDA APPROVAL**

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

**APPROVAL OF MINUTES**

Commissioner Fox moved to approve the January 15, 2018 regular meeting minutes. Commissioner Williams seconded the motion. The motion carried.

**PUBLIC COMMENTS**

There were no comments from the public.

**OLD BUSINESS**

**CAPITAL IMPROVEMENT PROJECT FUNDING**

Chief Johnson reported that the levy resolution has been delivered to the attorney and is currently being reviewed. He also passed out the final approved version of the 2019 strategic plan.

**APPARATUS UPDATE**

The new aerial is in Yakima having shelving made. The new command vehicle is here and in service. The water rescue vehicle is in the shop being fixed. The grass trucks wheels are here, and the lift has been ordered.

**NEW BUSINESS**

**GOVERNING BOARD REPORTS**

The Tri-County Fire Commissioners meeting is on February 9<sup>th</sup>.

**STAFF REPORTS**

Chief Johnson reported on recent incidents. Most of which are Motor Vehicle Accidents due to the snow and ice. However, there was a structure fire this morning.

Chief Johnson also reported that he will have a meeting with the City of Prosser and will discuss West Benton Fire Rescue's strategic plan.

Administrator Trevino reported on year end items and handing out W2s.

**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 Board.

During review of the vouchers, Commissioner Moon noticed that the invoice from Cascade Fire & Rescue was for West Pierce Fire and Rescue not West Benton Fire Rescue. It was determined that the vouchers would still be paid but that the warrant for Cascade Fire & Rescue would be cancelled by resolution at the next regularly scheduled board meeting.

Commissioner Fox moved to approve payroll voucher #190201001 through #190201040 in the amount of \$72,333.81 with the amendment cancelling voucher number 190201010 for to Cascade Fire. Commissioner Clizbe seconded the motion. The motion carried.

### **STRATEGIC PLAN**

Commissioner Benitz moved to approve the strategic plan as presented. Commissioner Williams seconded the motion. The motion carried.

### **RESOLUTION**

Commissioner Benitz moved to approve resolution 2019-5 declaring certain property to be surplus property. Commissioner Fox seconded the motion. The motion carried.

### **ADJOURNMENT**

With no further business, Chairman Moon adjourned the meeting at 6:38pm

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DAVID MOON, CHAIRMAN

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JESSICA TREVINO, ADMINISTRATOR

**WEST BENTON REGIONAL FIRE AUTHORITY  
TUESDAY FEBRUARY 9, 2019  
WBRFA HEADQUARTERS STATION 310**

**CALL TO ORDER AND FLAG SALUTE**

Chairman Moon called the February 9, 2019 West Benton Regional Fire Authority special meeting to order at 8:03am and led participants in the Pledge of Allegiance.

**ROLL CALL**

**Present:** Commissioners Richard Clizbe, Max Benitz, Shane Williams and David Moon

**Others in attendance:** Fire Chief Seth Johnson, Lieutenant Friend, Lieutenant Petersen and Recording Secretary Jessica Trevino.

**Excused Absence:** Randy Fox

**AGENDA APPROVAL**

Commissioner Clizbe moved to approve the agenda as presented. Commissioner Williams seconded the motion. The motion carried.

**NEW BUSINESS**

The Commissioners held a workshop to consider goals, marketing and objectives for the 2019 Strategic Plan.

**ADJOURNMENT**

With no further business, Chairman Moon adjourned the meeting at 9:05am.

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DAVID MOON, CHAIRMAN

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JESSICA TREVINO, ADMINISTRATOR

**RESOLUTION 2019-6**

**A RESOLUTION VOIDING AND CANCELLING  
WARRANTS ISSUED BY WEST BENTON  
REGIONAL FIRE AUTHORITY BOARD**

WHEREAS, non-interest-bearing warrants issued by West Benton Regional Fire Authority have not been presented for payment and remain outstanding;

WHEREAS, in accordance with RCW 39.50.040 and RCW 36.22.100 it is recommended that West Benton Regional Fire Authority void and cancel warrants by resolution.

**THEREFORE, BE IT RESOLVED** that the West Benton Regional Fire Authority allows the cancellation and voiding of the following:

23-AUGUST-18	179702	\$314.28	VALLEY SPRAY, LLC
05-MAY-18	174798	\$423.98	IBS, INC.
03-JANUARY-19	186074	\$1580.00	WEST BENTON FIREFIGHTERS ASSOC.
07-FEBRUARY-19	187303	\$890.94	CASCADE FIRE EQUIPMENT CORP

**TOTAL        \$3,209.20**

**PASSED** this 19<sup>th</sup> day of February 2019

\_\_\_\_\_ Title: *Commissioner*

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**ATTEST:**

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Jessica Trevino, Administrator