



RFA Governing Board
MEETING AGENDA

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

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

CALL TO ORDER

Flag Salute

Roll Call

Agenda Approval

Approval of Minutes June 4, 2019 – Regular 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**
- Apparatus Update

NEW BUSINESS

- 1. Correspondence**
- Governing Board
 - Staff Reports
- 2. Finance**
- Voucher Approval #190602001 thru 190602026 in the amount of \$21,852.26
 - Budget Report
- 3. Procedures**
- Hiring Processes and Procedures

**Governing Board
Comments**

Next Board Meeting July 2, 2019

ADJOURN

**WEST BENTON REGIONAL FIRE AUTHORITY
TUESDAY JUNE 4, 2019
WBRFA HEADQUARTERS STATION 310**

CALL TO ORDER AND FLAG SALUTE

Chairman Moon called the June 4, 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 David Moon, Richard Clizbe, Max Benitz, Randy Fox and Shane Williams

Others in attendance: Fire Chief Seth Johnson, Firefighter Sid Ayala, Lieutenant Scott Friend, PMH EMT Scott Hawley and Recording Secretary Jessica Trevino.

AGENDA APPROVAL

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

APPROVAL OF MINUTES

Commissioner Clizbe moved to approve the May 21, 2019 regular meeting minutes. Commissioner Fox seconded the motion. The motion carried.

Commissioner Clizbe moved to approve the May 31, 2019 special meeting minutes. Commissioner Fox seconded the motion. The motion carried.

PUBLIC COMMENTS

There were no comments from the public.

OLD BUSINESS

APPARATUS UPDATE

Chief Johnson reported that the grass truck is still being worked on and should spray water by the end of the week. The ladder truck has had mounting boxes added to it. Several side by sides were test driven during drill and a 4wheeler will be test driven this week.

NEW BUSINESS

CORRESPONDENCE

STAFF REPORTS

Chief Johnson reported on a meeting with the City of Prosser and an upcoming speaking engagement with Prosser's Economic Development Association.

Administrator Trevino updated the board on an event that West Benton Fire Rescue is putting on with the Prosser Community Center June 25th. She also updated the board that she was able to cancel some of the department's internet connections and code messaging now that fiber optics have been installed and the department has started using iSpy Fire.

FINANCE

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 #190601001 through #190601052 in the amount of \$77,069.84 Commissioner Williams seconded the motion. The motion carried.

Administrator Trevino updated the board on an additional voucher sheet that was signed in order to process final fees for the reimbursement records retention grant. Administrator Trevino also updated the board on the 2018 submitted annual reports. A 27-page document was provided in support on this.

LEVY LID LIFT

Chief Johnson updated the board on the Pro Proposition 1. All paperwork has been submitted and we should see a proof for the lid lift, from the Elections Department at the next Commissioner meeting.

EMPLOYMENT

After a long discussion about the hiring of a public employee, Commissioner Benitz moved to approve the Captains position and timelines as presented by the Chief Johnson. Commissioner Fox seconded the motion. The motion carried. 3 ayes 2 noes

ADJOURNMENT

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

DAVID MOON, CHAIRMAN

JESSICA TREVINO, ADMINISTRATOR

VOUCHER APPROVALS

West Benton Fire Rescue
MCAG #:

Time: 09:47:39 Date: 06/18/2019
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06/20/2019 To: 06/20/2019

Voucher	Claimant	Trans	Date	Type	Acct #	Amount	Memo	County ID
190602001	101113 A-1 INDUSTRIAL SUPPLY	533	06/20/2019	Claims	1	1,106.24	GV-MPT Groove, Flexible Stainless Steel, Groove And Weld Nipple, Double Male Hex, Stainless Steel Pipe Nipple, Elbow	101113
190602002	103738 ADVANCED PAGING &, COMMUNICATIONS	534	06/20/2019	Claims	1	3,545.65	3 - 50 WATT 136-174 Color Display Conventional Mobile	103738
190602003	118938 AUTOZONE	535	06/20/2019	Claims	1	84.17	Windshield Washer Fluid, Fuel Hose, 8ft Replacement Plug, LED Fuse Panel, Starter	118938
190602004	148103 BENTON REA	536	06/20/2019	Claims	1	2,444.50	Fiber Optics, Powernet	148103
190602005	204678 CAMBRAY LARRY	537	06/20/2019	Claims	1	20.91	Fuel Reimbursement	204678
190602006	216449 CENTURLINK COMMUNICATIONS LLC	538	06/20/2019	Claims	1	106.68	Phone Service	216449
190602007	224155 CITY OF RICHLAND	539	06/20/2019	Claims	1	2,275.92	Dispatch Services	224155
190602008	238803 CONNELL OIL INC.	540	06/20/2019	Claims	1	687.20	Vehicle Fuel	238803
190602009	240020 COOK'S ACE HARDWARE	541	06/20/2019	Claims	1	525.81	Tubing, Fastners, Spray Paint, Regulator, Air Coupling, Air Plug, Mini Regulator, Fastners, Elbow Inserts, Hex Bushing, Grade Stake, Bulk Nails, Tarp, Countersink	240020
190602010	264177 DAVY'S TOTAL LAWN CARE SERVICE, INC.	542	06/20/2019	Claims	1	298.65	Backflow Test	264177
190602011	275032 DEPT OF ENTERPRISE SERVICES, FINANCIAL O	543	06/20/2019	Claims	1	1,093.00	Crate Of Fire Tools	275032
190602012	312308 EMERGENCY REPORTING	544	06/20/2019	Claims	1	678.76	Yearly FFP CAD Link Maintenance Fee For August 2019 - July 2020	312308
190602013	323007 FAST MOBILE SERVICES LLC	545	06/20/2019	Claims	1	100.24	Mirror, Mirror With Bracket, Lucas Hub Oil, Seat Air Switch.	323007
190602014	500211 K & D MACHINE, LLC	546	06/20/2019	Claims	1	827.30	Sheet Steel, Aluminum Plate, Labor	500211
190602015	592283 LOWER VALLEY MACHINE SHOP, INC	547	06/20/2019	Claims	1	153.88	Aluminum 4x8 1/2-13 FLAT	592283

VOUCHER APPROVALS

West Benton Fire Rescue
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06/20/2019 To: 06/20/2019

Time: 09:47:39 Date: 06/18/2019
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Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo	County ID
190602016 368871 PAUL M GRACE	548	06/20/2019	Claims	1	1,270.29	Per Diem Compensation And Expenses For Arbitrator Between Richalnd IAFF Local 1052 & West Benton Regional Fire Authority	368871
190602017 797342 RWC INTERNATIONAL LTD	549	06/20/2019	Claims	1	562.66	Tube Assy	797342
190602018 842121 SHRED-IT US JV LLC	550	06/20/2019	Claims	1	23.38	Shredding Services	842121
190602019 850808 SIX ROBBLEES' INC	551	06/20/2019	Claims	1	3,066.86	TRUCK TOOL BOX	850808
190602020 932292 VALLEY SPRAY	552	06/20/2019	Claims	1	152.04	Annual Spray	932292
190602021 936148 VERIZON	553	06/20/2019	Claims	1	151.33	Data Plan For Tablets	936148
190602022 950202 WASTE MANAGEMENT	554	06/20/2019	Claims	1	27.21	Garbage Services	950202
190602023 991160 YAKINDO WEB DESIGNS, INC.	555	06/20/2019	Claims	1	100.00	Google Analytics Report, Security Settings, Ran Website Updates	991160
190602024 118936 AYALA SIDNEY	531	06/20/2019	Payroll	1	1,109.05	06/03 - 06/14 Seasonal Payroll	118936
190602025 223932 CISNEROS CHANE	532	06/20/2019	Payroll	1	1,109.05	06/03 - 06/14 Seasonal Payroll	223932
190602026 275022 DEPT OF TREASURY - IRS NO CHECK	587	06/20/2019	Payroll	1	331.48	941 Deposit for Pay Cycle(s) 06/20/2019 - 06/20/2019	275022
Total Vouchers:					21,852.26		

CERTIFICATION: We, the undersigned Board Members of West Benton Fire Rescue, do hereby certify, under penalty of perjury, that the materials have been furnished, the services rendered or the labor performed as described and that the claim is a due and unpaid obligation against West Benton Fire Rescue and that I am authorized to authenticate and certify to said claim.

Chairman	Board Member	Board Member
Board Member	Board Member	
Administrator		