

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

CALL TO ORDER AND FLAG SALUTE

Chairman Moon called the November 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 David Moon, Richard Clizbe, Randy Fox, Shane Williams, and Roy Holliday
Others in attendance: Fire Chief Seth Johnson and District Secretary Jessica Trevino.

AGENDA APPROVAL

Commissioner Clizbe moved to approve the amended agenda which included the additional agenda item of revisiting the City of Prosser's interlocal agreement. Commissioner Fox seconded the motion. The motion carried.

APPROVAL OF MINUTES

Commissioner Williams moved to approve the October 15, 2019 regular meeting minutes. Commissioner Fox seconded the motion. The motion carried.

PUBLIC COMMENTS

There were no comments from the public.

OLD BUSINESS

2020 BUDGET

Recess Chairman Moon recessed the regular meeting at 6:02pm to proceed into a public hearing

Public Hearing - 2020 Budget Hearing

Present: Chairman David Moon, Commissioner Richard Clizbe, Commissioner Randy Fox, Commissioner Shane Williams, Commissioner Roy Holliday, Fire Chief Seth Johnson and District Secretary Jessica Trevino

The budget hearing was opened, and after some discussion, it was determined that no additional changes were needed.

Reconvene With no further comments, Chair Moon reconvened the regular meeting at 6:24pm

After coming out of the 2020 Budget Hearing, Commissioner Williams moved to approve the 2020 Budget as presented. Commissioner Fox seconded the motion. The motion carried.

POLICY

Commissioner Clizbe moved to approve the Credit Card Policy and Credit Card Procedure. Commissioner Williams seconded the motion. The motion carried.

NEW BUSINES

GOVERNING BOARD REPORTS

Commissioner Williams reported that he enjoyed attending the Washington Fire Chiefs annual conference. He learned a lot and would like to revisit policies. Commissioner Clizbe also enjoyed the Washington Fire

Chiefs annual conference and would like to incorporate more of a wellness program in the department with continual physical testing, blood work, etc. Commissioner Holliday mentioned that he would like to see a combined resident coordinator position with a wellness program.

STAFF REPORTS

Fire Chief Johnson reported to the board that he received a return bid for completing the construction necessary to finish the upstairs. In addition to the construction, Fire Chief Johnson also factored in furniture costs and new flooring throughout the building into the bid. Fire Chief Johnson also reported that there was a broken water line at Station 320. Currently there is no running water at the station, but a plan is in place to have it fixed. Lastly, Chief Johnson reported that volunteer Firefighter Petroff has put together a program for public safety for 3rd and 4th graders. Chief Johnson and Firefighter Petroff will be working more with the school district to see if they can present it at the local schools.

Administrator Trevino gave updates to the board about the current accountability audit that is taking place.

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 Williams moved to approve payroll voucher # 191101001 through # 191101041 in the amount of \$ 91,767.00 Commissioner Clizbe seconded the motion. The motion carried.

RESOLUTION 2019-12

Commissioner Clizbe moved to approve resolution 2019-12 establishing a small public works roster process to award public works contracts, a consulting services roster for architectural, engineering, and other professional services, and a vendor roster for goods and services not related to public works contracts. Commissioner Fox seconded the motion. The motion carried.

PROSSER ILA

Fire Chief Johnson reported that there will be a meeting to discuss the ILA between West Benton Fire Rescue and the City of Prosser.

EXECUTIVE SESSION

Possible executive session, pursuant to RCW 42.30.110(1)(g) ("To review the performance of a public employee"). This session will begin at 7:18pm and concluded at 7:58pm.

No action followed.

ADJOURNMENT

With no further business, Chairman Moon adjourned the meeting at 8:01pm



DAVID MOON, CHAIRMAN



JESSICA TREVINO, ADMINISTRATOR