



RFA Governing Board

MEETING AGENDA

West Benton Regional
Fire Authority
1200 Grant
Prosser, WA 98350

Regular Board Meeting

DATE: August 4, 2020

TIME: 18:00 hours (6:00p.m.)

LOCATION: REMOTE MEETING - ZOOM

WBFR Zoom Meeting Information:

[Click here to connect to the meeting](#)

Meeting ID: 275 438 3418

Please call the office for the password

Call to Order

Flag Salute

Roll Call

Public Comments

- **Attendees will participate remotely, via zoom, due to the COVID19 Virus**
Governor Inslee issued a proclamation that temporarily suspends portions of the Open Public Meetings Act (OPMA) and the Public Records Act (PRA) to help minimize in-person contact. Commissions are temporarily prohibited from holding in-person meetings with the public present.

CONSENT AGENDA

1. **Agenda Approval** – August 4, 2020 regular board meeting
2. **Approval of Minutes** – July 21, 2020 – regular meeting minutes (*page 2*)
3. **Voucher Approval** – Seasonal Payroll preapproval resolution 2020-11 (*page 3*)
4. **Voucher Approval** – #200801001 thru #200801039 in the amount of \$198,894.71 (*pages 4-6*)

NEW BUSINESS

1. Correspondence

- Governing Board
- Staff Reports

Good of the Order

Next Board Meeting August 18, 2020

ADJOURN

**WEST BENTON REGIONAL FIRE AUTHORITY
TUESDAY JULY 21, 2020
WBRFA HEADQUARTERS STATION 310**

CALL TO ORDER AND FLAG SALUTE

Chairman Clizbe called the July 21, 2020 West Benton Regional Fire Authority regular meeting to order at 6:06pm but did not lead participants in the Pledge of Allegiance due to the meeting being held remotely.

ROLL CALL *All Commissioners attended this meeting remotely due to the COVID-19 Virus.*

Present: Commissioners Richard Clizbe, David Moon, Randy Fox, Dewey Holliday and Shane Williams
Others in attendance: Fire Chief Seth Johnson, Captain Scott Friend and District Secretary Jessica Trevino.

PUBLIC COMMENTS

There were no comments from the public.

CONSENT AGENDA

1. **Agenda Approval** – July 21, 2020 regular board meeting
2. **Approval of Minutes** – July 7, 2020 – regular meeting minutes
3. **Voucher Approval** – Seasonal Payroll preapproval resolution 2020-11
4. **Voucher Approval** – #200704001 thru #200704020 in the amount of \$38,412.20
5. **VISA Expense Report**
6. **Budget update**

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

NEW BUSINESS

GOVERNING BOARD REPORT

Nothing to report

STAFF REPORTS

Chief Johnson reported that he is not in the district and that Captain Bowden is the acting Chief. Chief Johnson discussed a possible annexation with a landowner that is wanting to come into the district. Chief discussed a continuous boarder with the district. All life jackets have been replaced at the life jacket board. Many jackets had been used and more were needing to be replaced. Chief Johnson updated the board that radios had been ordered and are waiting for delivery. Lastly, there was a COVID exposure with one of our firefighters and is currently in quarantine.

ADJOURNMENT

With no further business, Chairman Clizbe adjourned the meeting at 6:18pm

RICHARD CLIZBE, CHAIRMAN

JESSICA TREVINO, ADMINISTRATOR

VOUCHER APPROVALS

West Benton Fire Rescue
MCAG #:

07/30/2020 To: 07/30/2020

Time: 16:25:53 Date: 07/27/2020
Page: 1

Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo	County ID
100705001 275022 DEPT OF TREASURY - IRS, NO CHECK	535	07/30/2020	Payroll	1	251.78	941 Deposit for Pay Cycle(s) 07/30/2020 - 07/30/2020	275022
EFT 221745 CHONG PHILIP	532	07/30/2020	Payroll	1	1,145.66	07/13 - 7/26 SEASONAL PAYROLL	221745
EFT 223932 CISNEROS CHANE	533	07/30/2020	Payroll	1	1,145.66	07/13 - 7/26 SEASONAL PAYROLL	223932
Total Vouchers:					2,543.10		

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

VOUCHER APPROVALS

West Benton Fire Rescue
MCAG #:

Time: 08:41:26 Date: 08/04/2020
Page: 1

08/06/2020 To: 08/06/2020

Voucher	Claimant	Trans	Date	Type	Acct #	Amount	Memo	County ID
200801001	114612 APOLLO HEATING & AIR CONDITIONING	547	08/06/2020	Claims	1	1,398.88	COMPRESSOR A FAILURE	114612
200801002	147858 BENTON PUD	548	08/06/2020	Claims	1	1,133.77	UTILITIES	147858
200801003	148103 BENTON REA	549	08/06/2020	Claims	1	25.00	POWERNET TECHNOLOGY FEE	148103
200801004	213169 CASCADE NATURAL GAS	550	08/06/2020	Claims	1	59.37	GAS CHARGES	213169
200801005	216447 CENTURYLINK COMMUNICATIONS LLC	551	08/06/2020	Claims	1	256.42	PHONE CHARGES	216447
200801006	218790 CHARTER COMMUNICATIONS	552	08/06/2020	Claims	1	160.29	PHONE CHARGES; TV	218790
200801007	224132 CITY OF PROSSER	553	08/06/2020	Claims	1	819.09	UTILITIES	224132
200801008	236550 COMM/TECH INC	554	08/06/2020	Claims	1	81,308.43	(44)ICOM VHF MODEL, (48) VHFICOM ANTENNA, (4) 6 BAY ICOM CHARGER, (24) ICOM MOBILE RAPID CHARGER, (4) ICOM VHF MODEL KEYPAD, (4) ICOM DESK TOP CHARGER; (20) P25 MOBILE VHF RADIO, (4) WATERPROOF ICOM S	236550
200801009	238803 CONNELL OIL INC.	555	08/06/2020	Claims	1	697.34	VEHICLE FUEL	238803
200801010	240020 COOK'S ACE HARDWARE	556	08/06/2020	Claims	1	186.80	CORD MOWER STARTER, CAULK LEXEL CLEAR, TRASH BAG, HEX KEY SET, JB EPOXY, THREAD SEAL, ELEC TAPE, WATERWELD EPOXY, CONNECTOR, CRIMPER LIGHT, UTILITY KNIFE, NEEDLE INFLATING, CABLE HDMI, REFILL FOAM	240020
200801011	312268 ENDURIS	557	08/06/2020	Claims	1	51,649.00	GENERAL LIABILITY, AUTO PHYSICAL DAMAGE, CRIME, PROPERTY - EFFECTIVE SEPT 1, 2020 - AUGUST 31, 2021	312268
200801012	540913 LABOR & INDUSTRIES	558	08/06/2020	Claims	1	58.67	PAID FAMILY & MEDICAL LEAVE	540913
200801013	573925 LIFE ASSIST INC	559	08/06/2020	Claims	1	107.46	NEBULIZER AND OXYGEN TUBING	573925

VOUCHER APPROVALS

West Benton Fire Rescue Time: 08:41:26 Date: 08/04/2020
 MCAG #: 08/06/2020 To: 08/06/2020 Page: 2

Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo	County ID
200801014 647816 MES NORTHWEST	560	08/06/2020	Claims	1	311.68	(3) GLOVES	647816
200801015 664637 MOON SECURITY	561	08/06/2020	Claims	1	435.21	BASIC FIRE MONITORING, FIRE ALARM TESTING, SERVICE CALL	664637
200801016 696321 NORTHWEST FARM SUPPLY	562	08/06/2020	Claims	1	18.45	LED LIGHT	696321
200801017 710241 PACIFIC OFFICE AUTOMATION	563	08/06/2020	Claims	1	668.00	COPIER/PRINTING	710241
200801018 618814 TARGETSOLUTIONS LEARNING, LLC	564	08/06/2020	Claims	1	2,670.00	TARGET SOLUTIONS SCHEDULING	618814
200801019 930014 US CELLULAR	565	08/06/2020	Claims	1	19.27	PHONE CHARGES	930014
200801020 930030 USDA, NO CHECK	566	08/06/2020	Claims	1	4,456.00	LADDER TRUCK PAYMENT	930030
200801021 991121 YAKIMA PRINTING COMPANY, LLC	567	08/06/2020	Claims	1	191.14	ENVELOPES WITH WINDOWS (1,500) WITH LOGO	991121
EFT 169183 BOWDEN BRANDON	536	08/06/2020	Payroll	1	6,459.71	JULY 2020 MONTHLY PAYROLL	169183
EFT 262033 DAMRON CHARLES	537	08/06/2020	Payroll	1	5,260.77	JULY 2020 MONTHLY PAYROLL	262033
EFT FRIEND JONATHAN	538	08/06/2020	Payroll	1	5,310.82	JULY 2020 MONTHLY PAYROLL	
EFT 493419 JOHNSON SETH	539	08/06/2020	Payroll	1	6,309.30	JULY 2020 MONTHLY PAYROLL	493419
EFT 412306 TREVINO JESSICA	540	08/06/2020	Payroll	1	3,846.54	JULY 2020 MONTHLY PAYROLL	412306
200801027 204678 CAMBRAY LARRY	541	08/06/2020	Payroll	1	640.57	JULY STIPEND	204678
200801028 233337 COLEMAN JAKE	542	08/06/2020	Payroll	1	640.57	JULY STIPEND	233337
200801029 246519 COURTNEY JOSEPHINE	543	08/06/2020	Payroll	1	640.57	JULY STIPEND	246519
200801030 274743 DENNY ROBYN	544	08/06/2020	Payroll	1	640.57	JULY STIPEND	274743
200801031 692627 NIEBUHR BRANDON	545	08/06/2020	Payroll	1	640.57	JULY STIPEND	692627
200801032 982389 WOLFE TAYLOR	546	08/06/2020	Payroll	1	640.57	JULY STIPEND	982389
200801033 275022 DEPT OF TREASURY - IRS, NO CHECK	568	08/06/2020	Payroll	1	4,294.61	941 Deposit for Pay Cycle(s) 08/06/2020 - 08/06/2020	275022
200801034 311916 ESD - PFML Employment Security	569	08/06/2020	Payroll	1	93.29	Pay Cycle(s) 08/06/2020 To 08/06/2020 - PMFL	311916
200801035 474997 I A F F LOCAL 1052, RICHLAND	570	08/06/2020	Payroll	1	435.27	Pay Cycle(s) 08/06/2020 To 08/06/2020 - Union Dues	474997
200801036 924555 TRUSTEED PLANS SERVICE CORP	571	08/06/2020	Payroll	1	9,157.23	Pay Cycle(s) 08/06/2020 To 08/06/2020 - Medical/Dental	924555

VOUCHER APPROVALS

West Benton Fire Rescue
MCAG #:

08/06/2020 To: 08/06/2020

Time: 08:41:26 Date: 08/04/2020
Page: 3

Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo	County ID
200801037 949710 WA ST DEPT OF RET SYS	572	08/06/2020	Payroll	1	6,798.48	Pay Cycle(s) 08/06/2020 To 08/06/2020 - PERS2; Pay Cycle(s) 08/06/2020 To 08/06/2020 - LEOFF2; Pay Cycle(s) 08/06/2020 To 08/06/2020 - DC; Pay Cycle(s) 08/06/2020 To 08/06/2020 - DC Chief; Pay Cycle(s)	949710
200801038 961311 WEST BENTON FIREFIGHTERS ASSOCIATION	573	08/06/2020	Payroll	1	80.00	Pay Cycle(s) 08/06/2020 To 08/06/2020 - WBFFA	961311
200801039 949222 WSCFF EMPLOYEE BENEFIT, TRUST BENEFIT	574	08/06/2020	Payroll	1	375.00	Pay Cycle(s) 08/06/2020 To 08/06/2020 - MERP	949222
Total Vouchers:					198,894.71		

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		