



MEETING AGENDA

Regular Board Meeting

DATE:

September 1, 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. Please contact the District Secretary 509-786-3873 for information on accessing the conference call.

CONSENT AGENDA

1. **Agenda Approval** – September 1, 2020 regular board meeting
2. **Approval of Minutes** – August 18, 2020 – regular meeting minutes (*pages 2-3*)
3. **Voucher Approval** – Seasonal Payroll preapproval resolution 2020-11 (*page 4*)
4. **Voucher Approval** – #200901001 thru #200901060 & EFTs in the amount of \$91,913.28 (*pages 5-9*)

NEW BUSINESS

1. Correspondence

- Governing Board
- Staff Reports
- Performance Evaluations due by October 31, 2020
- District Secretary Temporary Replacement – Draft scope of work

Good of the Order

Public Hearing /

September 15, 2020

Next Board Meeting

ADJOURN

**WEST BENTON REGIONAL FIRE AUTHORITY
TUESDAY AUGUST 18, 2020
WBRFA HEADQUARTERS STATION 310**

CALL TO ORDER AND FLAG SALUTE

Chairman Clizbe called the August 18, 2020 West Benton Regional Fire Authority regular meeting to order at 6:00pm 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, Randy Fox, Dewy Holliday, David Moon, 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** – August 18, 2020 regular board meeting
2. **Approval of Minutes** – August 4, 2020 – regular meeting minutes
3. **Voucher Approval** – Seasonal Payroll preapproval resolution 2020-11
4. **Voucher Approval** – #200803001 thru #200803017 in the amount of \$12,164.67

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

NEW BUSINESS

GOVERNING BOARD REPORT

Commissioner Clizbe saw that Commissioner Williams sent an email to WFCFA asking about several legislative issues that the board was interested in having the WFCFA look further into.

STAFF REPORTS

Fire Chief Johnson reported that station 310 is having some issues with the phones. Fire Chief Johnson reported to the board to make sure to not create quorum using text message or personal emails. 5 new recruits for joint recruit academy with Sunnyside and Grandview.

Administrator Trevino updated the board that she has collected the yearly OSPI money from Prosser School District. She has also withdrawn all

RESOLUTION 2020-12

Resolution 2020-12 was briefly discussed to make WBRFA as the lead agency for annexation following all SEPA procedures and policies.

Commissioner Williams moved to approve Resolution 2020-12 SEPA procedures and policies.

Commissioner Moon seconded the motion. The motion approved.

ANNEXATION PETITION

Fire Chief Johnson presented the annexation petition to the board of Commissioners stating that Wyckoff Farms has asked to annex land into the Regional Fire Authority. Wyckoff farms was able to allow Commissioner fox moved to approve the Annexation Petition. Commissioner Williams Seconded the motion. The motion carried.

APPOINTING WBFR AS THE LEAD AGENCY FOR ANNEXATION

Commissioner Fox moved Commissioner Williams seconded the motion. The motion carried.

ANNEXATION PUBLIC HEARING

The public hearing for the annexation petition will be held on September 15th.

ADJOURNMENT

With no further business, Chairman Clizbe adjourned the meeting at 6:27pm

RICHARD CLIZBE, CHAIRMAN

JESSICA TREVINO, ADMINISTRATOR

VOUCHER APPROVALS

West Benton Fire Rescue
MCAG #:

08/27/2020 To: 08/27/2020


Time: 11:31:30 Date: 08/21/2020
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Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo	County ID
200804001 275022 DEPT OF TREASURY - IRS, NO CHECK	613	08/27/2020	Payroll	1	251.78	941 Deposit for Pay Cycle(s) 08/27/2020 - 08/27/2020	275022
EFT 221745 CHONG PHILIP	611	08/27/2020	Payroll	1	1,145.66	8/10-8/23 SEASONAL PAYROLL	221745
EFT 223932 CISNEROS CHANE	612	08/27/2020	Payroll	1	1,145.66	8/10-8/23 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


FIRE CHIEF

VOUCHER APPROVALS

West Benton Fire Rescue
MCAG #:

09/03/2020 To: 09/03/2020

Time: 09:56:28 Date: 09/01/2020
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Voucher	Claimant	Trans	Date	Type	Acct #	Amount	Memo	County ID
200901001	108697 AL-TECH TRUCK REPAIR	651	09/03/2020	Claims	1	2,347.31	R&R DRIVE LINE AND PTO FOR CLUTCH REPLACEMENT. W1312	108697
200901002	100230 AMAZON CAPITAL SERVICES INC	652	09/03/2020	Claims	1	1,682.52	SMALL ENGINE FUELS, DURACELL, GLASSES HOLDERS, TALL DRAWSTRING TRASH BAG, MULIFOLD PAPER TOWELS, TOILET PAPER, PUMICE STONE BOWL CLEANER, ESSENTIAL TO FIRE FIGHTING, DOCUMENT FRAME, LOGITECH WIRELESS	100230
200901003	114645 ARAMARK UNIFORMS SERVICES	653	09/03/2020	Claims	1	65.16	CARPET CLEANING	114645
200901004	147858 BENTON PUD	654	09/03/2020	Claims	1	1,280.40	STATION 310 & 320 UTILITIES	147858
200901005	213130 CASCADE FIRE & SAFETY	655	09/03/2020	Claims	1	1,629.60	DOUBLE END RECOUPLE, SEAT BELT LATCH, JUMP SEAT WITH PRETENSIONER, FOAM 5 GALLON PALES	213130
200901006	216447 CENTURYLINK COMMUNICATIONS LLC	656	09/03/2020	Claims	1	268.50	PHONE SERVICES	216447
200901007	218790 CHARTER COMMUNICATIONS	657	09/03/2020	Claims	1	213.15	TV AND PHONE CHARGES	218790
200901008	224132 CITY OF PROSSER	658	09/03/2020	Claims	1	843.86	BULLPEN AND STATION 310 SERVICES	224132
200901009	238803 CONNELL OIL INC.	659	09/03/2020	Claims	1	531.86	VEHICLE FUEL	238803

VOUCHER APPROVALS

West Benton Fire Rescue
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Voucher	Claimant	Trans	Date	Type	Acct #	Amount	Memo	County ID
200901010	240020 COOK'S ACE HARDWARE	660	09/03/2020	Claims	1	462.08	HDMI CABLE, RDM ORBT SNDR CD, PAINTBRUSH, GLASS CLEANER, TRAY ROLLER, TACK CLOTH, CABOT, DROP CLOTH, COVER SQ BLANK, COVER BOX, CEILING FAN, HOOK CLOTHES LINE, FASTNERS, FASTNERS, PIPE GALV TUBE, PIPE	240020
200901011	647816 MES NORTHWEST	661	09/03/2020	Claims	1	431.20	CUSTOM C & S SUPPLY WYE VALVE; EVO 8"CST	647816
200901012	664637 MOON SECURITY	662	09/03/2020	Claims	1	70.04	FIRE & EMS BASIC FIRE MONITORING	664637
200901013	710241 PACIFIC OFFICE AUTOMATION	663	09/03/2020	Claims	1	708.08	PRINTING	710241
200901014	712492 PALADIN BACKGROUND SCREENING	664	09/03/2020	Claims	1	215.00	BACKGROUND CHECK - ERICKA RODRIGUEZ, BRENNAN WILLIAMS, ALEXA RUTHERFORD	712492
200901015	747677 PROSSER RECORD BULLETIN	665	09/03/2020	Claims	1	102.06	PROSSER GRADUATION ANNOUCEMENT	747677
200901016	930014 US CELLULAR	666	09/03/2020	Claims	1	9.66	PHONE BILL	930014
200901017	930030 USDA, NO CHECK	667	09/03/2020	Claims	1	4,456.00	LADDER TRUCK PAYMENT	930030
200901018	932210 VALLEY CABINET SHOP	668	09/03/2020	Claims	1	410.40	CABINETS	932210
	EFT 169183 BOWDEN BRANDON	615	09/03/2020	Payroll	1	5,476.04	AUGUST 2020 MONTHLY PAYROLL	169183
	EFT 262033 DAMRON CHARLES	616	09/03/2020	Payroll	1	4,150.07	AUGUST 2020 MONTHLY PAYROLL	262033
	EFT FRIEND JONATHAN	617	09/03/2020	Payroll	1	5,175.56	AUGUST 2020 MONTHLY PAYROLL	
	EFT 493419 JOHNSON SETH	618	09/03/2020	Payroll	1	6,309.30	AUGUST 2020 MONTHLY PAYROLL	493419
	EFT 412306 TREVINO JESSICA	619	09/03/2020	Payroll	1	3,511.95	AUGUST 2020 MONTHLY PAYROLL	412306
200901024	114635 ARAIZA URIEL	620	09/03/2020	Payroll	1	460.84	3RD QUARTER 2020 PAYROLL	114635
	EFT 118904 AUSTIN RYAN	621	09/03/2020	Payroll	1	996.25	3RD QUARTER 2020 PAYROLL	118904
	EFT 118936 AYALA SIDNEY	622	09/03/2020	Payroll	1	1,409.43	3RD QUARTER 2020 PAYROLL	118936

VOUCHER APPROVALS

West Benton Fire Rescue

Time: 09:56:28 Date: 09/01/2020

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Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo	County ID
EFT 204678 CAMBRAY LARRY	623	09/03/2020	Payroll	1	1,432.76	3RD QUARTER 2020 PAYROLL	204678
200901028 214719 CASTILLO JOE	624	09/03/2020	Payroll	1	968.86	3RD QUARTER 2020 PAYROLL	214719
EFT 221745 CHONG PHILIP	625	09/03/2020	Payroll	1	2,976.32	3RD QUARTER 2020 PAYROLL	221745
EFT 223932 CISNEROS CHANE	626	09/03/2020	Payroll	1	2,370.95	3RD QUARTER 2020 PAYROLL	223932
200901031 228612 CLIZBE RICHARD E	627	09/03/2020	Payroll	1	756.86	3RD QUARTER 2020 PAYROLL	228612
EFT 233337 COLEMAN JAKE	628	09/03/2020	Payroll	1	847.84	3RD QUARTER 2020 PAYROLL	233337
EFT 246519 COURTNEY JOSEPHINE	629	09/03/2020	Payroll	1	820.25	3RD QUARTER 2020 PAYROLL	246519
EFT 274743 DENNY ROBYN	630	09/03/2020	Payroll	1	1,147.63	3RD QUARTER 2020 PAYROLL	274743
200901035 298493 DURBIN ZACH	631	09/03/2020	Payroll	1	486.36	3RD QUARTER 2020 PAYROLL	298493
200901036 326694 FERRER TINO	632	09/03/2020	Payroll	1	700.41	3RD QUARTER 2020 PAYROLL	326694
200901037 334301 FLORES BOBBY	633	09/03/2020	Payroll	1	39.34	3RD QUARTER 2020 PAYROLL	334301
200901038 339292 FOX RANDY J	634	09/03/2020	Payroll	1	756.86	3RD QUARTER 2020 PAYROLL	339292
200901039 414317 HARINGA ROY	635	09/03/2020	Payroll	1	184.90	3RD QUARTER 2020 PAYROLL	414317
200901040 453110 HOLLIDAY ROY	636	09/03/2020	Payroll	1	630.72	3RD QUARTER 2020 PAYROLL	453110
200901041 462135 HOUSER CHRISTINE	637	09/03/2020	Payroll	1	1,070.17	3RD QUARTER 2020 PAYROLL	462135
200901042 549972 LAREZ ERIC	638	09/03/2020	Payroll	1	45.53	3RD QUARTER 2020 PAYROLL	549972
200901043 633432 MARTINEZ LIONEL	639	09/03/2020	Payroll	1	1,590.87	3RD QUARTER 2020 PAYROLL	633432
200901044 664631 MOON DAVID D	640	09/03/2020	Payroll	1	504.58	3RD QUARTER 2020 PAYROLL	664631
200901045 692627 NIEBUHR BRANDON N.	641	09/03/2020	Payroll	1	638.11	3RD QUARTER 2020 PAYROLL	692627
200901046 725100 PEREZ ARTURO	642	09/03/2020	Payroll	1	112.46	3RD QUARTER 2020 PAYROLL	725100
200901047 728702 PETERSEN WILLIAM	643	09/03/2020	Payroll	1	1,194.15	3RD QUARTER 2020 PAYROLL	728702
EFT 729313 PETROFF JOSHUA	644	09/03/2020	Payroll	1	2,299.24	3RD QUARTER 2020 PAYROLL	729313
200901049 750298 QUIJANO MICHAEL	645	09/03/2020	Payroll	1	1,753.32	3RD QUARTER 2020 PAYROLL	750298
200901050 760558 REILLY MAURICE	646	09/03/2020	Payroll	1	229.74	3RD QUARTER 2020 PAYROLL	760558
200901051 105578 RUTHERFORD ALEXA	647	09/03/2020	Payroll	1	63.47	3RD QUARTER 2020 PAYROLL	105578
200901052 797340 RUTHERFORD DARYL	648	09/03/2020	Payroll	1	848.14	3RD QUARTER 2020 PAYROLL	797340
EFT 974113 WILLIAMS SHANE	649	09/03/2020	Payroll	1	756.86	3RD QUARTER 2020 PAYROLL	974113
EFT WOLFE TAYLOR	650	09/03/2020	Payroll	1	439.45	3RD QUARTER 2020 PAYROLL	

VOUCHER APPROVALS

West Benton Fire Rescue
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Voucher	Claimant	Trans	Date	Type	Acct #	Amount	Memo	County ID
200901055	474997 I A F F LOCAL 1052, RICHLAND	676	09/03/2020	Payroll	1	435.27	Pay Cycle(s) 09/03/2020 To 09/03/2020 - Union Dues	474997
200901056	924555 TRUSTEED PLANS SERVICE CORP	677	09/03/2020	Payroll	1	9,157.23	Pay Cycle(s) 09/03/2020 To 09/03/2020 - Medical/Dental	924555
200901057	949710 WA ST DEPT OF RET SYS	678	09/03/2020	Payroll	1	6,303.68	Pay Cycle(s) 09/03/2020 To 09/03/2020 - PERS2; Pay Cycle(s) 09/03/2020 To 09/03/2020 - LEOFF2; Pay Cycle(s) 09/03/2020 To 09/03/2020 - DC; Pay Cycle(s) 09/03/2020 To 09/03/2020 - DC Chief; Pay Cycle(s)	949710
200901058	961311 WEST BENTON FIREFIGHTERS ASSOCIATION	679	09/03/2020	Payroll	1	1,460.00	Pay Cycle(s) 09/03/2020 To 09/03/2020 - WBBFA	961311
200901059	949222 WSCFF EMPLOYEE BENEFIT, TRUST BENEFIT	680	09/03/2020	Payroll	1	225.00	Pay Cycle(s) 09/03/2020 To 09/03/2020 - MERP	949222
200901060	275022 DEPT OF TREASURY - IRS, NO CHECK	682	09/03/2020	Payroll	1	5,449.63	941 Deposit for Pay Cycle(s) 09/03/2020 - 09/03/2020	275022

Total Vouchers:

91,913.28

