



**RFA Governing Board**  
**MEETING AGENDA**

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

**DATE:** Regular Board Meeting  
October 20, 2020  
**TIME:** 18:00 hours (6:00p.m.)  
**LOCATION:** **REMOTE MEETING - ZOOM**  
**Call to Order**  
**Flag Salute**  
**Roll Call**

**WBFR Zoom Meeting Information:**  
[Click here to connect to the meeting](#)  
Meeting ID: 275 438 3418  
[Please call the office for the password](#)

**Attendees will participate remotely, via zoom, due to the COVID19 Virus**

**Public Comments**

*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**

**Agenda Approval** – October 20, 2020 regular board meeting  
**Approval of Minutes** – October 6, 2020 – regular meeting minutes (*pages 2-3*)  
**Voucher Approval** – #201002001 thru #201002023 in the amount of \$20,084.94 (*pages 4-5*)  
**September Budget Update**

**OLD BUSINESS**

**1. Truck Purchases**

- Local Program
- Type 1

**2. 2021 Budget**

NOTICE IS HEREBY GIVEN that the Governing Board of West Benton Regional Fire Authority will hold a public hearing, in accordance with RCW 42.30.080 and RCW 84.55.120, regarding WBRFA's 2020 Budget.

- Review 2021 Operating Budget
- Review 2021 Capital Expenditure Purchases

**3. Evaluations**

- Employee Reviews

**4. Resolution 2020-11**

- Review/revisit Resolution 2020-11 – Voucher Preapproval

**NEW BUSINESS**

**1. Correspondence**

- Governing Board
- Staff Reports
- Performance Evaluations due by October 31, 2020

**2. Mutual Aid Agreement**

- Benton County Master Mutual Aid Agreement

**3. WFCA**

- In place of Conference - Fall Webinar Series

**4. EMAC**

- EMAC contract review and sign

**Good of the Order**

- Tri County November 21<sup>st</sup> meeting – BCFPD #4

**Next Board Meeting**

November 3, 2020

**ADJOURN**

**WEST BENTON REGIONAL FIRE AUTHORITY  
TUESDAY OCTOBER 6, 2020  
WBRFA HEADQUARTERS STATION 310**

**CALL TO ORDER AND FLAG SALUTE**

Chairman Clizbe called the October 6, 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.

**RESOLUTION 2020-13**

After some discussion Resolution 2020-13 - a petition for annexation of territory was moved by Commissioner Fox. Commissioner Williams seconded the motion. The motion carried.

**CONSENT AGENDA**

1. **Agenda Approval** – October 6, 2020 regular board meeting
2. **Approval of Minutes** – September 15, 2020 – regular meeting minutes
3. **Voucher Approval** – Seasonal Payroll preapproval resolution 2020-11
4. **Voucher Approval** – #201001001 thru #201001043 + 13 EFT in the amount of \$100,991.00

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

**OLD BUSINESS**

**TEMPORARY REPLACEMENT CONTRACT**

The board discussed the contract presented and that they felt that the hourly wage was appropriate since Ms. Bradley would be covering her own taxes and other expenses. The Commissioner Williams moved to approve the Administrator contract as presented. Commissioner Holliday seconded the motion. The motion carried.

Both the Chief and the Chairman will be signing the contract.

**TRUCK PURCHASES**

The local program information has been submitted. The application is due on November 2<sup>nd</sup>.

## **NEW BUSINESS**

### **GOVERNING BOARD REPORT**

Commissioner Williams will be attending the Snure webinar on October 21<sup>st</sup> that will cover 2020 Legislation, Recent Court Decisions and Regulatory Developments.

### **STAFF REPORTS**

Fire Chief Johnson announced that Benton 4 was appointed a new Fire Chief, Paul Carlyle. Staff will be working with a teacher, Amy Courtney, on virtual tours since there won't be any opportunity for fire safety education in the classrooms this year with COVID. Captain Friend will be reading off students of the month names for Heights Elementary. Chief Johnson is happy that the board approved the contract for Ms. Bradley while Administrator Trevino is on maternity leave. Chief Johnson updated the board that Admin Refund levy was received. Chief also reported that there was a staff exposure to COVID, and everyone will be working from home. The first round of testing was today, and the second portion will be held on Thursday.

Administrator Trevino let the board know that she completed quarterly taxes and submitted the local program documentation for funding. She also let the board know that Resolution 2020-11 came up on the calendar to be revisited and will add it to next meeting's agenda.

### **PERFORMANCE EVALUATIONS**

Performance Evaluations have been sent and Commissioners have been asked to complete evaluations by

October 31, 2020. Reviews will be held at the first meeting in November.

### **PRELIMINARY BUDGET**

Chief Johnson asked the board to review the Chief's memo that was included in the agenda packet. Key highlights were discussed for a first review of the budget. One big change to the budget was the Fire Levy Tax collection which increased 4% due to passing the levy lid lift.

### **ADJOURNMENT**

With no further business, Chairman Clizbe adjourned the meeting at 6:48pm

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RICHARD CLIZBE, CHAIRMAN

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JESSICA TREVINO, ADMINISTRATOR

## VOUCHER APPROVALS

West Benton Fire Rescue

Time: 15:49:23 Date: 10/19/2020

MCAG #:

10/22/2020 To: 10/22/2020

Page: 1

Voucher	Claimant	Trans	Date	Type	Acct #	Amount	Memo	County ID
201002001	109414 AMERICAN FLEET MAINTENANCE LLC DBA: AMERICAN UPFITTING	795	10/22/2020	Claims	1	1,764.75	ANNUAL PUMP TEST - E-1311, E-1312, E-1313, L-1311, T-1311	109414
201002002	118938 AUTOZONE	796	10/22/2020	Claims	1	378.17	DURALAST 400 WATT POWER INVERTER, AIR FILTERS, CAR WASH GEL / WINDSHIELD WASHER, WINDSHIELD WASHER, VACUUM HOSE, ODOR ELIMINATOR, VACUUM HOSE, MAX BLADE FUSE, SILCONE ADVANTE RAIN X	118938
201002003	148103 BENTON REA	797	10/22/2020	Claims	1	84.57	MCBEE RD RADIO TOWER, POWERNET	148103
201002004	184650 BROWN'S TIRE CO. INC.	798	10/22/2020	Claims	1	119.99	DISMOUNT, MOUNT, BALANCE, TUBLESS VALVE SYSTEM, FLAT TIRE REPAIR	184650
201002005	213169 CASCADE NATURAL GAS	799	10/22/2020	Claims	1	67.56	GAS SERVICES	213169
201002006	224155 CITY OF RICHLAND	800	10/22/2020	Claims	1	2,355.58	DISPATCH SERVICE	224155
201002007	238803 CONNELL OIL INC.	801	10/22/2020	Claims	1	572.39	VEHICLE FUEL	238803
201002008	540898 DEPT OF LABOR & INDUSTRIES BOILER SECTIO	802	10/22/2020	Claims	1	152.50	BOILER/PRESSUR E VESSEL INSPECTION	540898
201002009	323007 FAST MOBILE SERVICES LLC	803	10/22/2020	Claims	1	25.18	PIG TAIL PLUG AND SHOP SUPPLIES	323007
201002010	386122 GRANDVIEW LUMBER	804	10/22/2020	Claims	1	31.45	DENATURED ALCOHOL, SAND DISCS, FOAM BRUSH, PLASTIC MIX CONTAINER	386122
201002011	539915 L N CURTIS & SONS	805	10/22/2020	Claims	1	67.90	ULTRA ELITE HEAD HARNESS	539915
201002012	647816 MES NORTHWEST	806	10/22/2020	Claims	1	771.06	HONEYWELL PRO NIGHTHAWK (RODRIGUEZ, COLEMAN)	647816
201002013	710438 PACIFIC FIRE INSPECTION SERVICES	807	10/22/2020	Claims	1	315.00	FIRE SPRINKLER INSPECTION	710438

## VOUCHER APPROVALS

West Benton Fire Rescue  
 MCAG #:

Time: 15:49:23 Date: 10/19/2020  
 Page: 2

10/22/2020 To: 10/22/2020

Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo	County ID
201002014 825594 SEAWESTERN	808	10/22/2020	Claims	1	254.30	(2) IN-LINE VALVE, REPLACED FILL STATION VALVE	825594
201002015 842121 SHRED-IT US JV LLC	809	10/22/2020	Claims	1	23.38	SHREDDING SERVICES	842121
201002016 918218 TOM DENCHEL FORD COUNTRY	810	10/22/2020	Claims	1	1,460.42	LUBRICATE CHASSIS, OIL CHANGE AND TIRE ROTATION, LUBRICATE CHASSIS, OIL CHANGE AND TIRE ROTATION, FRONT PADS AND RESURFACE ROTORS,	918218
201002017 930132 US BANK, CORPORATE PAYMENT SYSTEM	811	10/22/2020	Claims	1	3,789.98		930132
201002018 936148 VERIZON	812	10/22/2020	Claims	1	360.09	TABLET DATA CHARGES	936148
201002019 950202 WASTE MANAGEMENT	813	10/22/2020	Claims	1	29.21	GARBAGE SERVICES	950202
201002020 114612 APOLLO HEATING & AIR CONDITIONING	814	10/22/2020	Claims	1	6,044.97	COMPRESSPR AND DRIER	114612
201002021 218790 CHARTER COMMUNICATIONS	815	10/22/2020	Claims	1	49.44	BUSINESS VOICE	218790
201002022 647816 MES NORTHWEST	816	10/22/2020	Claims	1	1,276.05	THERMOPLASTIC STRUCTURAL FIRE HELMET WITH FACESHIELD (5)	647816
201002023 830176 SEVEN SIGNS	817	10/22/2020	Claims	1	91.00	INCORRECT PAYMENT ON 10/8 - Paid 232.70 Should have been 323.70	830176
Total Vouchers:					20,084.94		

**VOUCHER APPROVALS**

West Benton Fire Rescue

Time: 15:49:23 Date: 10/19/2020

MCAG #:

10/22/2020 To: 10/22/2020

Page: 3

Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo	County ID
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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

## Expense Report - West Benton Fire Rescue

**Name:** Jessica Trevino

**Title:** Administrator

**Statement**

**Date:** Oct-20

**Date Submitted**

10/14/2020

**Submitted by**

Jessica Trevino



**Total Due**

**\$3,789.98**

*All receipts to be signed and attached to separate piece of paper*

Date	Description of Expense	Fund Number	U.S. \$
9/8/2020	Leprekon Harvest Foods - Meds for First Aid Kit	522.10.30.3101	\$44.91
10/1/2020	Crexendo - phone services	522.20.40.4202	\$354.56
10/2/2020	Whitstran Steak House - Last day Seasonals work	522.20.30.3147	\$205.93
9/9/2020	Busch (Colfax) - Diesel for State Mob	522.20.30.3201	\$100.03
9/11/2020	Busch (Colfax) - Diesel for State Mob	522.20.30.3201	\$53.78
9/14/2020	Cenex (Colfax) - Diesel for State Mob	522.20.30.3201	\$49.71
9/14/2020	Kuhl Auto Parts - Truck Repairs on State Mob	522.60.50.5108	\$38.74
9/14/2020	Kuhl Auto Parts - Truck Repairs on State Mob	522.60.50.5108	\$47.39
9/16/2020	Costco - 48 case pallet of water	522.20.30.3147	\$423.53
9/18/2020	Costco - Gatorade	522.20.30.3147	\$20.62
9/28/2020	Exxonmobile - Diesel (Did not work)	522.20.30.3201	\$0.19
9/11/2020	Loves Travel - (2) 10ft Braided / (1) Steeple Orbiter	522.60.50.5100	\$87.93
9/11/2020	In Rugged Race Products - Dozer Radio	522.60.50.5123	\$520.21
9/18/2020	Ranch and Home - Boots (RETURNED)	522.20.20.2107	\$286.14
9/21/2020	KestrelMeters.com - Fire Weather Meter	522.20.30.3101	\$1,265.08

9/22/2020	RT Systems - Programming software for Rugged Radio	522.60.50.5123	\$25.00
9/22/2020	Inland Northwest - AEMT Lab fee, course, and books	522.40.40.4905	\$1,150.00
9/28/2020	Franks Diner - Food (Training Bowden)	522.45.40.4303	\$22.00
9/28/2020	Ranch and Home - Gloves and card reader	522.45.40.4303	\$27.13
9/28/2020	McDonalds - Food (Training Bowden)	522.45.40.4303	\$9.57
9/28/2020	Ritz Roadhouse - Food (Training Bowden)	522.45.40.4303	\$35.00
9/28/2020	Sparky's - Food (Training Bowden)	522.45.40.4303	\$13.56
9/28/2020	Sparky's - Food (Training Bowden)	522.45.40.4303	\$2.57
9/28/2020	Best Western - Training Hotel	522.40.40.4303	\$122.96
9/29/2020	Ranch and Home - Boots (RETURNED)	522.20.20.2107	-\$286.14
9/29/2020	KFC - Food (Training Bowden)	522.40.40.4303	\$8.46
9/29/2020	Costco - Clorox wipes	522.10.30.3101	\$81.40
9/30/2020	The Home Depot - 1/2 Block Plane	522.10.30.3101	\$16.26
9/14/2020	The Webstaurant Store - Water filter replacement	522.50.30.3170	\$209.29
9/25/2020	Workboots USA - HAIX Women's Airpower Boot - Rodriguez	522.20.20.2107	\$351.25
9/28/2020	WS Darley - Injection Packing (3) pump packing pellets for the Type 5 Apparatus	522.50.40.4802	\$180.00
10/1/2020	Workboots USA - Credit for shipping since delivery took so long.	522.50.30.3170	-\$14.95
10/5/2020	IMS Alliance - Passport Nametag Rodriguez	522.50.30.3170	\$17.94
9/24/2020	Salsbury Industries - lockers that had to be cancelled	522.50.30.3170	-\$2,753.95
9/28/2020	Danner Lacrosse - 6" boot zipper	522.50.30.3170	\$36.92
10/5/2020	Priceline Hampton Inn - Snoqualmie Hotel for Friend Training (6 night)	522.40.40.4302	\$1,027.26
10/6/2020	USPS - Return Shipping to exchange class A dress shoes	522.50.30.3170	\$9.70
			<b>\$3,789.98</b>



## RESOLUTION NO. 2020-11

### VOUCHER PREAPPROVAL AUTHORITY

**WHEREAS**, the monthly payment of the District's vouchers occasionally requires the issuance and approval of the vouchers prior to the Board of Commissioner's regular monthly meetings to insure timely processing by Benton County.

Under normal procedure vouchers are approved by the Board of Commissioners at its regular scheduled monthly meeting.

The schedule of the meetings of the Board of Commissioners and the time required for issuance of warrants, occasionally restricts the ability of the Board to approve qualifying vouchers at its regular meeting, and still pay the underlying invoices in a prompt and timely manner.

RCW 42.24.180 authorizes a procedure where the existing problem could be resolved.

**NOW THEREFORE, BE IT RESOLVED**, to accomplish the purposes expressed above and to comply with RCW 42.24.180 it is resolved by the Board of Commissioners as follows:

1. The procedure for payment of claims prior to approval by the Board of Commissioners shall apply to any individual claims against the District under \$50,000 that the District's Secretary determines need to be approved prior to the Board's regular meeting "qualifying vouchers."
2. The District's Secretary and the Fire Chief or any single Commissioner are designated as officers to sign the qualifying vouchers.
3. Each employee or commissioner authorized to sign the qualifying vouchers shall obtain, at District expense, an official bond in the amount of no less than \$50,000 to secure the faithful discharge of their respective duties under this resolution.
4. In the preparation of the qualifying vouchers, the staff shall follow and adhere to established District policies and procedures.
5. The District's Secretary shall audit and approve the qualifying vouchers each month and the Fire Chief shall sign the qualifying vouchers. In the absence of the Fire Chief any single commissioner may sign the qualifying vouchers. Staff shall then submit the preapproved qualifying vouchers to Benton County.
6. The District's Secretary shall submit to the Board at its regular monthly meeting a full and complete report of all claims paid on vouchers approved and signed pursuant to this Resolution.
7. In the event that a warrant is issued on an erroneous voucher the District's Secretary and Fire Chief shall cause the disapproved payment to be recognized as a receivable and shall diligently pursue collection of the erroneous payment or take such other action as may be directed by the Board of Commissioners.

**ADOPTED**, at the regular meeting of the Board of Fire Commissioners of West Benton Regional Fire Authority on this 7th day of April 2020

BEFORE THE BOARD OF WEST BENTON REGIONAL FIRE AUTHORITY

**Authorizing the Execution of the ) Resolution 2020 - 14**  
**All Hazard Master Mutual Aid Agreement)**

**WHEREAS**, providing adequate response to emergencies impacting the public safety is top priority of local governments and municipalities within Benton County, Washington; and

**WHEREAS**, the ability to provide and maintain the infrastructure, personnel, and facilities required to respond to major emergencies is often cost-prohibitive to any single jurisdiction, and the coordination of mutual resources from individual agencies and entities can significantly enhance the effectiveness of response to said emergencies; and

**WHEREAS**, the Board of Commissioners recognize the importance and value of entering into a mutual aid agreement with other entities and government agencies that provide emergency response within Benton County, Washington; and

**WHEREAS**, Benton County Emergency Management has prepared the All Hazard Master Mutual Aid Agreement with other entities and governmental agencies that provide emergency response within Benton County, Washington; and

**NOW, THEREFORE BE IT HEREBY RESOLVED** that the Board of West Benton Regional Fire Authority Commissioners have approved for signature the All Hazard Master Mutual Aid Agreement

**PASSED AND ADOPTED** by the West Benton Regional Fire Authority Board of Commissioners, State of Washington, on this 20th day of October 2020

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

**ATTEST:**

\_\_\_\_\_  
Jessica Trevino, District Secretary

**ALL HAZARD MASTER MUTUAL AID AGREEMENT  
BETWEEN AGENCIES, NON-GOVERNMENTAL GROUPS AND  
PRIVATE INDUSTRIES WITHIN BENTON COUNTY,  
WASHINGTON**

This Master Mutual Aid Agreement (MMAA) dated 2016 is made and entered by and between the signatory agencies to the MMAA according to the date when signed by each signatory agency.

It is understood that no community owns all of the resources required for all potential emergencies. By sharing resources the needs of most emergencies can be met on the local or regional basis without declaring an emergency as provided by law to garner materials elsewhere. Sharing resources will bring scarce resources to bear on the emergency faster than receiving outside help. Preplanning through an MMAA will help to ensure efficient utilization of the closest most appropriate available resources.

Each jurisdiction wishing to participate in this agreement shall use the legislative tools necessary to authorize their participation. Each agency will sign a separate authorization sheet that will be attached to the agreement. Benton County Emergency Management will be the keeper of said agreement and will distribute the agreement with signatories to all participants.

The undersigned warrant and represent that they are duly authorized to bind the jurisdiction represented by the undersigned as a party to this Master Mutual Aid Agreement, and that the jurisdiction represented by the undersigned is authorized to participate in and carry out the functions required of the Master Mutual Aid Agreement.

APPROVED:

By: \_\_\_\_\_ Date: 10/20/2020  
(Signature)

Agency: West Benton Regional Fire Authority

Attest: \_\_\_\_\_

District Secretary

In place of the WFCA Conference we are offering our Fall Webinar Series, due to the pandemic. This is a great opportunity to attend the WFCA educational classes at a lower price than ever before

## **Webinars**

**October 19<sup>th</sup>, 9:00 am – 10:30 am**

How to Implement a Peer Support Program

[Info & Registration](#)

**October 23<sup>rd</sup>, 9:00 am – 12:00 pm**

Hot Button Legal Issues in 2020 and Beyond

[Info & Registration](#)

**October 26<sup>th</sup>, 9:00 am – 12:00 pm**

PTSD, Its Impact on Firefighters & Resilient Ways of Coping

[Info & Registration](#)