



RFA Governing Board
MEETING AGENDA

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

DATE: Regular Board Meeting
November 3, 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

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.

2021 Budget Hearing

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 2021 Budget.

- Levy Certification (*pages 3*)
- Ordinance Resolution – 2020-15 (*pages 4*)

CONSENT AGENDA

Agenda Approval – November 3, 2020 regular board meeting

Approval of Minutes – October 20, 2020 – regular meeting minutes (*pages 5-6*)

Voucher Approval – #201101001 thru #201101027 + 11 EFT in the amount of \$68,190.93 (*pages 7-9*)

OLD BUSINESS

- 1. Truck Purchases**
 - Local Program
 - Type 1
- 2. Resolution 2020-11**
 - Permanently approving Resolution 2020-11 – Voucher Preapproval (*pages 10*)

NEW BUSINESS

- 1. Correspondence**
 - Governing Board
 - Staff Reports
- 2. Policy**
 - 1st Reading of Cooperative Purchasing policy (*pages 11*)
 - 1st Reading for EMAC requests policy (*pages 12*)
- 3. Evaluations**
 - Employee Reviews
- 4. 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 _____ o'clock and will be concluded at _____ o'clock.”

Good of the Order
Next Board Meeting
ADJOURN

- Tri County November 21st meeting – BCFPD #4
November 17, 2020



Levy Certification

Submit this document to the county legislative authority on or before November 30 of the year preceding the year in which the levy amounts are to be collected and forward a copy to the assessor.

In accordance with RCW 84.52.020, I, Richard Clizbe,
(Name)

Board Chairman, for West Benton Regional Fire Authority, do hereby certify to
(Title) (District Name)

the Benton County legislative authority that the Commissioners
(Name of County) (Commissioners, Council, Board, etc.)

of said district requests that the following levy amounts be collected in 2021 as provided in the district's
(Year of Collection)

budget, which was adopted following a public hearing held on 11/03/20 :
(Date of Public Hearing)

Regular Levy: \$1,880,601.00
(State the total dollar amount to be levied)

Excess Levy: \$0.00
(State the total dollar amount to be levied)

Refund Levy: \$5,000.00
(State the total dollar amount to be levied)

Signature: _____

Date: 11/03/20

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REV 64 0100e (w) (2/21/12)



Ordinance / Resolution No. 2020-15
RCW 84.55.120

WHEREAS, the Board of Commissioners of West Benton Regional Fire Authority has met and considered its budget for the calendar year 2021; and,

WHEREAS, the districts actual levy amount from the previous year was \$ 1,791,049.00; and,

WHEREAS, the population of this district is [X] more than or [] less than 10,000; and now, therefore,

BE IT RESOLVED by the governing body of the taxing district that an increase in the regular property tax levy is hereby authorized for the levy to be collected in the 2021 tax year.

The dollar amount of the increase over the actual levy amount from the previous year shall be \$ 89,552.00 which is a percentage increase of 5% from the previous year.

additional revenue resulting from new construction, improvements to property, newly constructed wind turbines, solar, biomass, and geothermal facilities, and any increase in the value of state assessed property, any annexations that have occurred and refunds made.

Adopted this 3 day of November, 2020.

Three horizontal lines for signatures.

If additional signatures are necessary, please attach additional page.

This form or its equivalent must be submitted to your county assessor prior to their calculation of the property tax levies. A certified budget/levy request, separate from this form is to be filed with the County Legislative Authority no later than November 30th. As required by RCW 84.52.020, that filing certifies the total amount to be levied by the regular property tax levy. The Department of Revenue provides the "Levy Certification" form (REV 64 0100) for this purpose. The form can be found at: http://dor.wa.gov/docs/forms/PropTx/Forms/LevyCertf.doc.

To ask about the availability of this publication in an alternate format, please call 1-800-647-7706. Teletype (TTY) users may use the Washington Relay Service by calling 711. For tax assistance, call (360) 534-1400.

**WEST BENTON REGIONAL FIRE AUTHORITY
TUESDAY OCTOBER 20, 2020
WBRFA HEADQUARTERS STATION 310**

CALL TO ORDER AND FLAG SALUTE

Chairman Clizbe called the October 20, 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** – October 20, 2020 regular board meeting
2. **Approval of Minutes** – October 6, 2020 – regular meeting minutes
4. **Voucher Approval** – #201002001 thru #201002023 in the amount of \$20,084.94
5. **September Budget Update**

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

OLD BUSINESS

TRUCK PURCHASES

The local program information has been submitted and is continuing. Local vendors have been contacting the department and staff has been looking further into possible truck purchases.

2021 BUDGET

Chief Johnson would like to continue the budget until the next meeting so WBFR can receive final numbers from the county. Chief Johnson supplied the board with a budget memo update for future purchases, vehicle updates, and projects for 2021. Chief Johnson explained that over the last year we have been able to make some of these purchases with cash-on-hand, equating to nearly \$150,000 of capitol purchases we can remove from the list.

EVALUATIONS

Commissioner Clizbe reminded the board that evaluations are due October 31. Evaluations will be held at the next Commissioner meeting happen November 3 in an executive session.

RESOLUTION 2020-11

Commissioner Clizbe presented Resolution 2020-11. It was decided by the board that the resolution be changed to state that the Chair and Vice-Chair would be the Commissioners able to sign the voucher sheet. The board asked that these changes be made, and the resolution be

brought back to the next meeting to finalize this resolution and make it permanent.

NEW BUSINESS

STAFF REPORTS

Chief Johnson presented to the board that a Swift Water Rescue meeting was held and clarified to help with dispatching and clarifying. At that meeting dispatch fees were discussed where agencies with higher call volume would pay more vs a sharing process. WBFR recent annexation will be presented to the Benton County Board of Commissioners for approval. The County ensures that WBFR is compliant with the annexation. Chief Johnson met with a private fire investigator to discuss the Shadow Lake Fire to determine cause of fire. The rail that was destroyed during the fire had a large economic impact to the area and several local economies were affected Chief Johnson toured the new Prosser High School.

Administrator Trevino updated the board that it has been business as usual

MUTUAL AID AGEEMENT

Commissioner Williams moved to approve the mutual aid agreement. Commissioner Fox seconded the motion. The motion carried

WFCA WEBINAR SERIES

The Commissioners were presented the WFCA webinar series in lieu of the conference that was going to be held in Spokane.

EMAC

The EMAC contract was presented. This is a contract that would allow WBFR to send trucks and crews to fires out of State. Commissioner Holliday asked that an SOP be presented to the Commissioners prior to sending actual crews to a fire/out of State. The board wants to make sure that the district is not limited on staff should a need be in Prosser.

Commissioner Holliday moved to approve the EMAC contract with an SOP in place stating the policies and procedures that would outline an available dispatch. Commissioner Fox seconded the motion. The motion carried.

ADJOURNMENT

With no further business, Chairman Clizbe adjourned the meeting at 6:38pm

RICHARD CLIZBE, CHAIRMAN

JESSICA TREVINO, ADMINISTRATOR

VOUCHER APPROVALS

West Benton Fire Rescue
MCAG #:

11/05/2020 To: 11/05/2020

Time: 16:29:39 Date: 11/02/2020
Page: 1

Voucher	Claimant	Trans	Date	Type	Acct #	Amount	Memo	County ID
201101001	123093 BACKDRAFT OPCP, LLC	829	11/05/2020	Claims	1	274.95	FIRE & EMS	123093
201101002	147858 BENTON PUD	830	11/05/2020	Claims	1	935.61	UTILITIES	147858
201101003	148103 BENTON REA	831	11/05/2020	Claims	1	7.00	POWERNET TECHNOLOGY FEE	148103
201101004	213169 CASCADE NATURAL GAS	832	11/05/2020	Claims	1	133.17	UTILITIES	213169
201101005	216447 CENTURYLINK COMMUNICATIONS LLC	833	11/05/2020	Claims	1	16.30	PHONE	216447
201101006	218790 CHARTER COMMUNICATIONS	834	11/05/2020	Claims	1	85.89	TV	218790
201101007	224132 CITY OF PROSSER	835	11/05/2020	Claims	1	781.00	UTILITIES	224132
201101008	236550 COMM/TECH INC	836	11/05/2020	Claims	1	1,226.52	MOUNTING BRACKET, IN VEHICLE MOBILE INSTALLATION	236550
201101009	238803 CONNELL OIL INC.	837	11/05/2020	Claims	1	545.98	VEHICLE FUEL	238803
201101010	240020 COOK'S ACE HARDWARE	838	11/05/2020	Claims	1	1,675.71	MASKING TAPE, COMMAND HOOK, BUBBLE WRAP, PIPE INSULATION, MAP PRO GAS, TOTE UNDERBED CLEAR, SMOKER IRON, DRIP TRAY, FOLDING FRONT SHELF, DRIP BUCKET LINER, PELLETS, CUTTER DREMEL	240020
201101011	323007 FAST MOBILE SERVICES LLC	839	11/05/2020	Claims	1	106.79	BLOCK HEATER	323007
201101012	468575 HUGHES FIRE EQUIPMENT, INC	840	11/05/2020	Claims	1	1,976.29	FAN HUB CAME APART	468575
201101013	647816 MES NORTHWEST	841	11/05/2020	Claims	1	1,617.17	CHOC FOR UP TO 32 INCH TIRE DIAMETER, FIRST RESPONDER SHIRTS, PARKA, EMBROIDERY	647816
201101014	664637 MOON SECURITY	842	11/05/2020	Claims	1	110.77	BASIC FIRE MONITORING	664637
201101015	105788 NATIONAL VISION, INC SAFETY EYEWEAR PROGRAM	843	11/05/2020	Claims	1	125.00	SAFETY EYEWEAR - HOUSER, CHRISTINE	105788
201101016	710241 PACIFIC OFFICE AUTOMATION	844	11/05/2020	Claims	1	708.08	PRINTING	710241
201101017	105674 RODRIGUEZ ERICKA S	845	11/05/2020	Claims	1	138.45	MEN'S BOOTS (RODRIGUEZ)	105674
201101018	825594 SEAWESTERN	846	11/05/2020	Claims	1	432.94	REBUILD KIT, INSTALL AND OVERHAUL 3YVA VALVES	825594

VOUCHER APPROVALS

West Benton Fire Rescue
MCAG #:

11/05/2020 To: 11/05/2020

Time: 16:29:39 Date: 11/02/2020

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Voucher	Claimant	Trans	Date	Type	Acct #	Amount	Memo	County ID
201101019	618814 TARGETSOLUTIONS LEARNING, LLC	847	11/05/2020	Claims	1	2,684.69	NPPGOV FIRE, NPPGOV MAINTENANCE FEE	618814
201101020	930132 US BANK, CORPORATE PAYMENT SYSTEM	848	11/05/2020	Claims	1	170.00	ADMINISTRATIVE FEE	930132
201101021	930030 USDA, NO CHECK	849	11/05/2020	Claims	1	4,456.00	LADDER TRUCK PAYMENT	930030
201101022	275022 DEPT OF TREASURY - IRS, NO CHECK	850	11/05/2020	Payroll	1	3,997.75	941 Deposit for Pay Cycle(s) 11/05/2020 - 11/05/2020	275022
201101023	474997 I A F F LOCAL 1052, RICHLAND	851	11/05/2020	Payroll	1	435.27	Pay Cycle(s) 11/05/2020 To 11/05/2020 - Union Dues	474997
201101024	924555 TRUSTEED PLANS SERVICE CORP	852	11/05/2020	Payroll	1	9,157.23	Pay Cycle(s) 11/05/2020 To 11/05/2020 - Medical/Dental	924555
201101025	949710 WA ST DEPT OF RET SYS	853	11/05/2020	Payroll	1	6,600.64	Pay Cycle(s) 11/05/2020 To 11/05/2020 - PERS2; Pay Cycle(s) 11/05/2020 To 11/05/2020 - LEOFF2; Pay Cycle(s) 11/05/2020 To 11/05/2020 - DC; Pay Cycle(s) 11/05/2020 To 11/05/2020 - DC Chief; Pay Cycle(s)	949710
201101026	961311 WEST BENTON FIREFIGHTERS ASSOCIATION	854	11/05/2020	Payroll	1	80.00	Pay Cycle(s) 11/05/2020 To 11/05/2020 - WBFFA	961311
201101027	949222 WSCFF EMPLOYEE BENEFIT, TRUST BENEFIT	855	11/05/2020	Payroll	1	225.00	Pay Cycle(s) 11/05/2020 To 11/05/2020 - MERP	949222
EFT	169183 BOWDEN BRANDON	818	11/05/2020	Payroll	1	6,490.23	OCTOBER 2020 MONTHLY	169183
EFT	262033 DAMRON CHARLES	819	11/05/2020	Payroll	1	5,117.59	OCTOBER 2020 MONTHLY	262033
EFT	345528 FRIEND JONATHAN	820	11/05/2020	Payroll	1	4,602.08	OCTOBER 2020 MONTHLY	345528
EFT	493419 JOHNSON SETH	821	11/05/2020	Payroll	1	6,311.68	OCTOBER 2020 MONTHLY	493419
EFT	412306 TREVINO JESSICA	822	11/05/2020	Payroll	1	3,679.64	OCTOBER 2020 MONTHLY	412306
EFT	204678 CAMBRAY LARRY	823	11/05/2020	Payroll	1	640.57	OCTOBER STIPEND	204678

VOUCHER APPROVALS

West Benton Fire Rescue

Time: 16:29:39 Date: 11/02/2020

MCAG #:

11/05/2020 To: 11/05/2020

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Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo	County ID
EFT 233337 COLEMAN JAKE	824	11/05/2020	Payroll	1	640.57	OCTOBER STIPEND	233337
EFT 246519 COURTNEY JOSEPHINE	825	11/05/2020	Payroll	1	640.57	OCTOBER STIPEND	246519
EFT 274743 DENNY ROBYN	826	11/05/2020	Payroll	1	82.66	OCTOBER STIPEND	274743
EFT 105674 RODRIGUEZ ERICKA S	827	11/05/2020	Payroll	1	640.57	OCTOBER STIPEND	105674
EFT 982389 WOLFE TAYLOR	828	11/05/2020	Payroll	1	640.57	OCTOBER STIPEND	982389
Total Vouchers:					68,190.93		

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

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 Chair and Vice-Chair 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 3rd day of November 2020

Policy 3008
Cooperative Purchasing

COOPERATIVE PURCHASING POLICY

General:

- This policy establishes the guidelines for cooperative purchasing by the Authority.

Definitions

- **Public Agency:** Any agency, political subdivision, or unit of local government of this state including, but not limited to, municipal corporations, quasi municipal corporations, special purpose districts, and local service districts; any agency of the state government; any agency of the United States; any Indian tribe recognized as such by the federal government; and any political subdivision of another state.
- **Lead Agency:** The agency that procured the bid for the purchase/service.
- **Vendor:** The supplier of the product/service that was bid.

Authority

- RCW 39.34.030 allows for a public agency including fire districts and regional fire authorities to purchase or utilize another governmental agency's bid.
- RCW 39.34.030 requires that the bid process was conducted in accordance with the Lead Agency's bidding requirements.

Requirements when purchasing cooperatively

- The Authority must enter into a cooperative purchasing interlocal agreement with the Lead Agency prior to the purchase.
- Verify the following information prior to the purchase:
The Lead Agency followed their legal bidding process; that the Vendor agreed to open the bid to other agencies; that the bid is current and still open for purchases; and that the Authority is purchasing the product/service bid by the Lead Agency (with possible minimal changes permitted).
- Obtain and retain the following documents:
Obtain proof that the Lead Agency's advertised bid was posted on its website (or obtain a copy of the access link that was posted on the State's web portal) and obtain a copy of the advertised bid and other documentation to show that it was bid according to the requirements of the Lead Agency.

Approval by Board

- The Board approves cooperative purchasing when the above requirements are met.

Adopted:[Publish Date]

Chief Signature: _____

Policy DRAFT
Interstate Apparatus/Personnel Requests

West Benton Regional Fire Authority participates in the Emergency Management Assistance Compact (EMAC) through Washington State Emergency Management Department (WaEMD), which provides for the deployment of assets to national emergencies in all 50 states and US Territories.

Prior to mobilizing any WBRFA resources in response to a request through WaEMD, the Fire Chief shall determine if filling such request would create a critical operational deficiency based off known future circumstances (i.e. low-staffing due to scheduled time off, forecasted severe weather, critical special events etc.).

No resources shall be committed to interstate resource requests unless a Resource Agreement form has been received from WaEMD.

Personnel who deploy on an interstate assignment must keep records of event including, but not limited to: Crew Time Reports, Equipment Shift Tickets, ICS214 unit Log, Fuel/Hotel/Meal receipts, and any other documentation required to seek reimbursement. While deployed, the Engine Boss shall have use of a WBRFA credit card pursuant to Policy #3016.

Upon return from an interstate assignment, all documentation must be turned in to the Administrator and submitted to WaEMD for reimbursement.

Adopted:[Publish Date]

Chief Signature: _____