



RFA Governing Board
MEETING AGENDA

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

DATE: Regular Board Meeting
November 17, 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.

CONSENT AGENDA

1. **Agenda Approval** – November 17, 2020 regular board meeting
2. **Approval of Minutes** – November 3, 2020 – regular meeting minutes (*pages 2-3*)
3. **Voucher Approval** – #201102001 thru #201102016 in the amount of \$7,939.26 (*pages 4-5*)
4. **Budget Update** – October 2020

OLD BUSINESS

1. **2021 Budget**
 - 2021 Budget
2. **Truck Purchases**
 - Local Program
 - Type 1
3. **Policy**
 - 2nd Reading of Cooperative Purchasing policy (*page 6*)
 - 2nd Reading for EMAC requests policy (*page 7*)

NEW BUSINESS

1. **Correspondence**
 - Governing Board
 - Staff Reports
2. **Evaluations**
 - Employee Reviews
3. **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

- Tri County November 21st meeting – BCFPD #4 - CANCELLED

Next Board Meeting

December 1, 2020

ADJOURN

**WEST BENTON REGIONAL FIRE AUTHORITY
TUESDAY NOVEMBER 3, 2020
WBRFA HEADQUARTERS STATION 310**

CALL TO ORDER AND FLAG SALUTE

Chairman Clizbe called the November 3, 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, 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.

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.

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

Public Hearing - 2021 Budget Hearing

Present: Chairman Richard Clizbe, Commissioner David Moon, Commissioner Shane Williams, Fire Chief Seth Johnson, Captain Scott Friend and District Secretary Jessica Trevino

The budget hearing was opened no discussion was taken.

Reconvene With no comments, Chairman Clizbe reconvened the regular meeting at 6:05pm

- Levy Certification Commissioner Williams moved to approve the levy certification as p. Commissioner Moon seconded. The motion carried.
- Ordinance Resolution – 2020-15 Commissioner Moon Moved Commissioner Williams Seconded. The motion carried.

CONSENT AGENDA

- 1. Agenda Approval** – November 3, 2020 regular board meeting
- 2. Approval of Minutes** – October 20, 2020 – regular meeting minutes
- 3. Voucher Approval** – #201101001 thru #201101027 + 11 EFTs in the amount of \$68,190.93

Commissioner Williams moved to approve the consent agenda as presented. Commission Moon 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.

RESOLUTION 2020-11

After a quick discussion about Resolution 2020-11, Commissioner Moon moved to permanently approve Resolution 2020-11 with changes being made to #5 allowing the Chair and Vice-Chair to sign preapproved vouchers. Commission Williams seconded the motion. The motion carried.

NEW BUSINESS

STAFF REPORTS

Administrator Trevino reported that all payroll was processed by Ms. Bradley so she was able to get a run thru on how WBFR processes payroll and submits bills.

Chief Johnson updated the board on bringing Slita Bradley on including purchasing a laptop and assigning her an email address. A meeting was held with Benton County Chief's pertaining to Swift Water Rescue. Departments are planning on how to respond to swift water rescues. VHF radio maintenance and radio maintenance fees are being evaluated. Every year VHF maintenance fees have been increasing. Resident program has an opening and applications have been received. The Chiefs of Sunnyside, Grandview, and West Benton are putting an interlocal agreement in place which would provide a reserve apparatus. Not having a reserve apparatus in place does cause a decrease in Fire & Rating. SCBAs – 2 different trial products were brought in and both career, volunteers, and residents were able to test both products and rate their preference. Those ratings are being compiled to figure out the next steps.

Captain Friend reported business as usual besides the one Resident opening that will need to be filled.

POLICY

First readings of the Cooperative Purchasing and EMAC requests policies were presented.

EVALUATIONS

The executive session on employee performance was postponed to the next meeting.

ADJOURNMENT

With no further business, Chairman Clizbe adjourned the meeting at 6:33pm

RICHARD CLIZBE, CHAIRMAN

JESSICA TREVINO, ADMINISTRATOR

VOUCHER APPROVALS

West Benton Fire Rescue
MCAG #:

11/19/2020 To: 11/19/2020

Time: 16:27:26 Date: 11/16/2020
Page: 1

Voucher	Claimant	Trans	Date	Type	Acct #	Amount	Memo	County ID
201102001	100230 AMAZON CAPITAL SERVICES INC	869	11/19/2020	Claims	1	3,482.12	Connectors Clamp PL259 UHF Plug Male, Cruiser Glide 3.0 USB Flash Drive (10 Pack Bundle), Gatorade Classic Thirst Quencher (20 cases), White or Clear Anti Slip Safety Grit Non Slip Tape, Bug & Fly	100230
201102002	114612 APOLLO HEATING & AIR CONDITIONING	870	11/19/2020	Claims	1	20.32	TAX NOT PAID - BLOWER AIR MOTOR NOT WORKING	114612
201102003	118938 AUTOZONE	871	11/19/2020	Claims	1	184.34	DEEP CRYSTAL CARN, RAINX, ARMOR, APPLICATOR PADS, ALUMINUM POLISH, MICROFIBER TOWELS, EXTREME TIRE SHINE, DEEP CRYSTAL WAX	118938
201102004	123093 BACKDRAFT OPCP, LLC	872	11/19/2020	Claims	1	274.94	FIRE AND EMS PACKAGE	123093
201102005	148103 BENTON REA	873	11/19/2020	Claims	1	82.39	POWERNET, MCBEE RD RADIO TOWER	148103
201102006	213130 CASCADE FIRE & SAFETY	874	11/19/2020	Claims	1	539.74	TRI CERT PANTS	213130
201102007	238803 CONNELL OIL INC.	875	11/19/2020	Claims	1	534.98	VEHICLE FUEL	238803
201102008	386122 GRANDVIEW LUMBER	876	11/19/2020	Claims	1	31.94	PEG BOARD, FURRING STRIP	386122
201102009	475011 I B S INC.	877	11/19/2020	Claims	1	49.10	PTFE PENETRATING GEL LUBE	475011
201102010	836490 KUFFEL HULTGREN KLASHKE SHEA & ELLERD LL	878	11/19/2020	Claims	1	665.00	CO-OP PURCHASING POLICY / INTERLOCAL AGREEMENT	836490
201102011	573925 LIFE ASSIST INC	879	11/19/2020	Claims	1	553.86	NITRILE EXAM GLOVES (MEDIUM AND LARGE)	573925
201102012	842121 SHRED-IT US JV LLC	880	11/19/2020	Claims	1	23.38	SHREDDING SERVICES	842121
201102013	921825 TREASURE VALLEY COFFEE	881	11/19/2020	Claims	1	103.04	COFFEE/REHAB SUPPLIES	921825
201102014	936148 VERIZON	882	11/19/2020	Claims	1	360.29	DATA USAGE	936148

VOUCHER APPROVALS

West Benton Fire Rescue
MCAG #:

11/19/2020 To: 11/19/2020

Time: 16:27:26 Date: 11/16/2020
Page: 2

Voucher	Claimant	Trans	Date	Type	Acct #	Amount	Memo	County ID
201102015	950202 WASTE MANAGEMENT	883	11/19/2020	Claims	1	56.42	GARBAGE SERVICES	950202
201102016	961319 WEST COAST FIRE & RESCUE	884	11/19/2020	Claims	1	977.40	(2) SERVICE FOR HOLMATRO SYSTEM	961319
Total Vouchers:						7,939.26		

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		

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

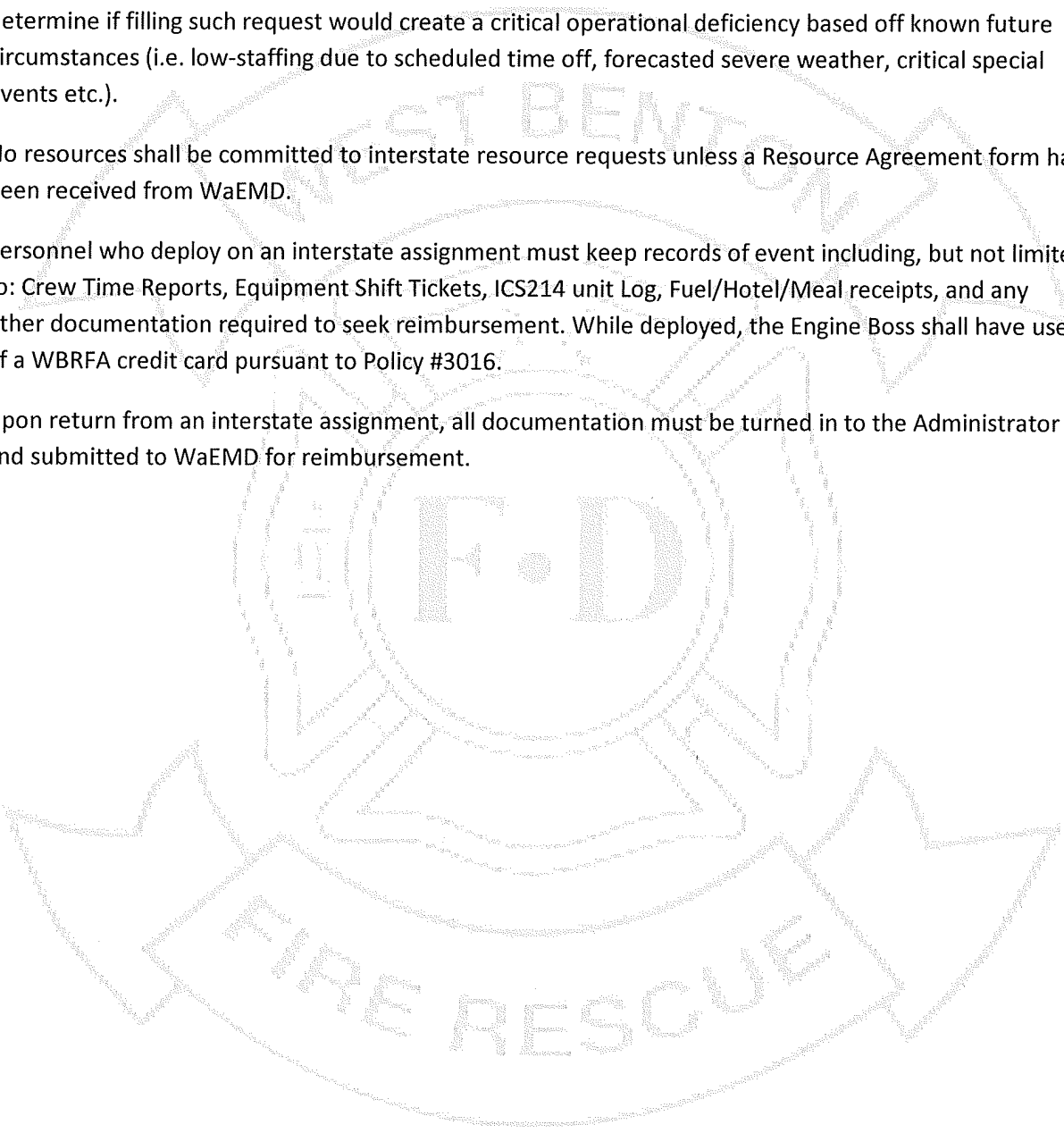
West Benton Regional Fire Authority participates in the Emergency Management Assistance Compact (EMAC) through Washington State Emergency Management Department (WaEMD), which provides for the deployment of assets to national emergencies in all 50 states and US Territories.

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: _____



2020 WBFR Commissioner Meeting Attendance

4th Quarter Payroll	9/1 Regular	9/15 Regular	10/6 Regular	10/20 Regular	10/21 - Snure	11/3 Regular	11/14 - EMS Webinar	11/17 Regular	Total	Amount	Total Pay	Hours
David Moon	1	1	1	1		1		1	6	\$ 128.00	\$ 768.00	6
Randy Fox	1	1	1	1				1	5	\$ 128.00	\$ 640.00	5
Richard Clizbe	1	1	1	1		1		1	6	\$ 128.00	\$ 768.00	6
Shane Williams	1	1	1	1	1	1	1	1	8	\$ 128.00	\$ 1,024.00	8
Dewey Holliday	1	1	1	1				1	5	\$ 128.00	\$ 640.00	5
Total Pay:										\$ 3,840.00		

Governance Board Members

Richard Clizbe X _____

Randy Fox X _____

David Moon X _____

Shane Williams X _____

Dewey Holliday X _____