



RFA Governing Board
MEETING AGENDA

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

DATE: Regular Board Meeting
February 2nd, 2021
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** – February 2nd, 2021 regular board meeting
2. **Approval of Minutes** – January 19th, 2021
3. **Voucher Approval** – # 210201001 thru # 210201033 in the amount of \$49,774.70 and 10 EFTS in the amount of \$ 23,966.05.

PRESENTATION

- Kevin Wesley of The Wesley Group, Introduction

OLD BUSINESS

1. Equipment Purchases

- The Local Program Purchases: Type 5 Engines, Dozer
- Rosenbauer Purchase Order Type 1- Status Update

2. EMS

- 2022 EMS Plan – Discussion

NEW BUSINESS

1. Correspondence

- Governing Board
- Staff Reports

Good of the Order

Approval of Vouchers

- Reminder to email your approvals

Next Board Meeting

- February 16th, 2021

ADJOURN

WEST BENTON REGIONAL FIRE AUTHORITY

TUESDAY January 19th, 2021

WBRFA HEADQUARTERS STATION 310

CALL TO ORDER AND FLAG SALUTE

Chairman Clizbe called the January 19th, 2021 West Benton Regional Fire Authority regular meeting to order at 6:00pm. Due to Zoom meeting, flag salute was postponed.

ROLL CALL

Present: Commissioners David Moon, Richard Clizbe, Randy Fox, Shane Williams, and Dewey Holliday
Others in attendance: Fire Chief Seth Johnson, Captain Scott Friend, and Contract Administrator Slita Bradley

PUBLIC COMMENTS

There were no comments from the public.

CONSENT AGENDA

Commissioner Clizbe asked for more information on Tom Denchel invoice. Chief Johnson reported that it was for E1353 which had pump issues.

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

OLD BUSINESS

EQUIPMENT PURCHASES

- The Local Program Purchases
 - Type 5 Engines: Captain Damon, Lieutenant Peterson, and Chief Johnson went to Boise Mobile Equipment and toured their facility. They worked with the salesperson and went over specifications. The expected delivery timeframe is one year. Commissioner Fox asked when the district would be ready to move forward with the ordering. Chief Johnson reported that they would be ready to move forward in a couple of weeks.
 - Dozer: Captains Friend and Damron were determining the best models to move forward with. There are two models that they will evaluate. Captain Friend reported that CAT D6k2 and John Deer 700K. Both are the same class. Both have the same options they are looking for. They are priced competitively.
- Rosenbauer Purchase Order Type 1
 - Chief Johnson reported that the final document was due last Friday to the local program. It was sent in and they approved it. Moving on to funding details. The repayment document including the interest rate should be ready by the next commissioner's meeting. The expected interest rate is 1%.
- SCBA
 - Final specification meeting took place. The quotes should be ready by early next week.

EMS

2022 EMS Plan Discussion

Commissioner Williams reported that the meeting with the hospital went well. They are in agreeance with the timeline and the EMS plan. Commissioner Clizbe asked if the district would perform interfacility transport. Chief Johnson reported that the district will do 911 emergency transports. For the interfacility transports, there are emergency and non-emergency transports. They are looking at emergency interfacility transport. The district is not interested in non-emergency interfacility transports at this time, private contractors are available. Commissioner Williams reported that emergency interfacility transports would be within our area (Yakima and Tricities), not Spokane. Commissioner Clizbe suggested the district put the information on their website, so the public is aware of the upcoming change. Commissioner Fox asked if the hospital would transfer any personnel or equipment to the district. Commissioner Williams reported that the hospital is working on the turnover lists. Chief Johnson reported that it would be beneficial to have a refined plan before adding the document on the website. Commissioner Holliday asked if the EMS plans are considered public records. Chief Johnson stated that they are public records and available for the public.

NEW BUSINESS

- No new business

CORRESPONDENCE

- Thank you card from Administrator Trevino

GOVERNING BOARD REPORTS

- No report

STAFF REPORTS

- Chief Johnson reported that they had the first quad-county chief's meeting. The next meeting is scheduled in February. The benefit of the county chief's meeting is to share the VHF maintenance cost. The district is a subscriber, and the cost will go up quite a bit.
- They are trying to stand up the Type4 IMT and getting everyone ready for the fire season. It is going to be a good transition.
- Mask fitting equipment was purchased. Personnel can do inhouse mask fitting.
- W2s were sent in the mail.
- He sent Kevin Westley, Labor attorney requesting a meeting. 01/28 or 02/02 to discuss the overall scope. They are working on terms such as 24-hour personnel and structure work hours. Commissioner Clizbe assigned Commissioner Holliday to be a part of negotiation team. Chief Johnson suggested the board wait to assign a board member after he has the first meeting with Attorney Westley. Commissioner Clizbe intention was to have a board member be involved like last negotiation. Commissioner Fox asked how many people were from the management side. Chief reported that there were 4.
- Contract Administrator Bradley reported that she wrapped up all the 2020 year-end reports. W2s have been forwarded to Chief Johnson for distribution. If there's any discrepancies, please let her know.

2021 EMPLOYEE SALARIES

- 2021 Administrator Contract
 - Commissioner Williams made a motion to approve the 2% annual salary increase, seconded by Commissioner Moon and the motion carried.
- 2021 Fire Chief Contract
 - Commissioner Fox made a motion to approve the 2% annual salary increase, seconded by Commissioner Williams and the motion carried.

ADJOURNMENT

With no further business, Chairman Clizbe adjourned the meeting at 6.44 pm.

RICHARD CLIZBE, CHAIRMAN

SETH JOHNSON, FIRE CHIEF

VOUCHER APPROVALS

West Benton Fire Rescue

Time: 14:23:26 Date: 02/01/2021

02/04/2021 To: 02/04/2021

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Voucher	Claimant	Trans	Date	Type	Acct #	Amount	Memo	County ID
210201001	114645 ARAMARK UNIFORMS SERVICES	55	02/04/2021	Claims	1	65.16	CARPET CLEANING	114645
210201002	147858 BENTON PUD	56	02/04/2021	Claims	1	893.54	UTILITIES	147858
210201003	213130 CASCADE FIRE & SAFETY	57	02/04/2021	Claims	1	796.04	TRI CERT PANTS(3)	213130
210201004	216447 CENTURYLINK COMMUNICATIONS LLC	58	02/04/2021	Claims	1	142.62	MONTHLY CHARGE	216447
210201005	218711 CHAPLAIN SERVICES NETWORK	59	02/04/2021	Claims	1	4,000.00	2021 CHAPLAIN SERVICE CONTRACT	218711
210201006	218790 CHARTER COMMUNICATIONS	60	02/04/2021	Claims	1	46.61	BUSINESS VOICE	218790
210201007	228206 CLIFF'S SEPTIC	61	02/04/2021	Claims	1	513.14	SEPTIC PUMP	228206
210201008	238803 CONNELL OIL INC.	62	02/04/2021	Claims	1	469.86	VEHICLE FUEL	238803
210201009	240020 COOK'S ACE HARDWARE	63	02/04/2021	Claims	1	144.52	BARB FITTING, AIRHOSE END, FASTENERS, GLUE, PLIERS	240020
210201010	329914 FIRE DISTRICT #1	64	02/04/2021	Claims	1	365.44	2021 MPD ANNUAL ASSESSMENT	329914
210201011	710241 PACIFIC OFFICE AUTOMATION	65	02/04/2021	Claims	1	742.59	PRINTING	710241
210201012	900015 T-NET COMMUNICATIONS	66	02/04/2021	Claims	1	3,025.00	ANNUAL SITE RENT FOR CHANDLER BUTTE	900015
210201013	105349 TONY'S ALBRECHT GLASS, LLC TNT SMALL ENGINE	67	02/04/2021	Claims	1	299.74	2010 TAHOE WINDSHIELD REPLACEMENT	105349
210201014	TSI INCORPORATED	68	02/04/2021	Claims	1	14,022.06	PORTACOUNT WITH TABLET	
210201015	928395 TWG CONSULTING CORP	69	02/04/2021	Claims	1	350.00	LABOR RELATION CONSULTATION	928395
210201016	930014 US CELLULAR	70	02/04/2021	Claims	1	19.29	MONTHLY SERVICE CHARGE	930014
210201017	930030 USDA, NO CHECK	71	02/04/2021	Claims	1	4,456.00	LADDER TRUCK PAYMENT	930030
210201018	WAT, INC.	72	02/04/2021	Claims	1	290.31	GETAC RUGGED KEYBOARD	
210201019	275022 DEPT OF TREASURY - IRS - NO CHECK	73	02/04/2021	Payroll	1	3,219.76	941 Deposit for Pay Cycle(s) 02/04/2021 - 02/04/2021	275022
210201020	474997 I A F F LOCAL 1052, RICHLAND	74	02/04/2021	Payroll	1	435.27	Pay Cycle(s) 02/04/2021 To 02/04/2021 - Union Dues	474997
210201021	924555 TRUSTEED PLANS SERVICE CORP	75	02/04/2021	Payroll	1	9,157.23	Pay Cycle(s) 02/04/2021 To 02/04/2021 - Medical/Dental	924555

VOUCHER APPROVALS

West Benton Fire Rescue

Time: 14:23:26 Date: 02/01/2021

02/04/2021 To: 02/04/2021

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Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo	County ID
210201022 949710 WA ST DEPT OF RET SYS	76	02/04/2021	Payroll	1	5,374.95	Pay Cycle(s) 02/04/2021 To 02/04/2021 - PERS2; Pay Cycle(s) 02/04/2021 To 02/04/2021 - LEOFF2; Pay Cycle(s) 02/04/2021 To 02/04/2021 - DC; Pay Cycle(s) 02/04/2021 To 02/04/2021 - DC Chief; Pay Cycle(s)	949710
210201023 961311 WEST BENTON FIREFIGHTERS ASSOCIATION	77	02/04/2021	Payroll	1	80.00	Pay Cycle(s) 02/04/2021 To 02/04/2021 -	961311
210201024 949222 WSCFF EMPLOYEE BENEFIT, TRUST BENEFIT	78	02/04/2021	Payroll	1	225.00	Pay Cycle(s) 02/04/2021 To 02/04/2021 - MERP	949222
210201033 106057 KORESKI JONATHAN	52	02/04/2021	Payroll	1	640.57	JANUARY STIPEND	106057
Total Checks:					<u>49,774.70</u>		

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

Time: 14:22:08 Date: 02/01/2021

02/04/2021 To: 02/04/2021

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Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo	County ID
EFT 169183 BOWDEN BRANDON	44	02/04/2021	Payroll	1	5,046.76	JANUARY 2021 MONTHLY PAYROLL	169183
EFT 262033 DAMRON CHARLES	45	02/04/2021	Payroll	1	4,645.32	JANUARY 2021 MONTHLY PAYROLL	262033
EFT 345528 FRIEND JONATHAN	46	02/04/2021	Payroll	1	4,611.76	JANUARY 2021 MONTHLY PAYROLL	345528
EFT 493419 JOHNSON SETH	47	02/04/2021	Payroll	1	6,438.63	JANUARY 2021 MONTHLY PAYROLL	493419
EFT 412306 TREVINO JESSICA	48	02/04/2021	Payroll	1	20.73	JANUARY 2021 MONTHLY PAYROLL	412306
EFT 204678 CAMBRAY LARRY	49	02/04/2021	Payroll	1	640.57	JANUARY STIPEND	204678
EFT 233337 COLEMAN JAKE	50	02/04/2021	Payroll	1	640.57	JANUARY STIPEND	233337
EFT 246519 COURTNEY JOSEPHINE	51	02/04/2021	Payroll	1	640.57	JANUARY STIPEND	246519
EFT 105674 RODRIGUEZ ERICKA S	53	02/04/2021	Payroll	1	640.57	JANUARY STIPEND	105674
EFT 982389 WOLFE TAYLOR	54	02/04/2021	Payroll	1	640.57	JANUARY STIPEND	982389
Total Checks:					<u>23,966.05</u>		

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Chairman

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Board Member

Administrator