



RFA Governing Board
MEETING AGENDA

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

DATE: Regular Board Meeting
March 16, 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 suspends portions of the Open Public Meetings Act (OPMA) and the Public Records Act (PRA) to help minimize in-person contact. Please contact the District Secretary 509-786-3873 for information on accessing the conference call.

CONSENT AGENDA

1. **Agenda Approval** – March 16th, 2021 regular board meeting
2. **Approval of Minutes** – March 2, 2021
3. **Voucher Approval** – #210302001 thru #210302019 in the amount of \$6,972.93.
4. **Budget Report**

OLD BUSINESS

1. **Equipment Purchases**
 - Local Program Loan Status Update
2. **EMS**
 - 2022 EMS Plan – Discussion

NEW BUSINESS

1. **Correspondence**
 - Governing Board
 - Staff Reports
2. **Staffing**
 - Position Description
3. **Executive Session**
 - Pursuant to RCW 42.30.140, Collective bargaining sessions with employee organizations, including contract negotiations, grievance meetings, and discussions relating to the interpretation or application of a labor agreement; or (b) that portion of a meeting during which the governing body is planning or adopting the strategy or position to be taken by the governing body during the course of any collective bargaining, professional negotiations, or grievance or mediation proceedings, or reviewing the proposals made in the negotiations or proceedings while in progress.

- Good of the Order**
 - Reminder to File your PDC F1
- Approval of Vouchers**
 - Reminder to email your approvals
- Next Board Meeting**
 - April 6, 2021

ADJOURN

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WEST BENTON REGIONAL FIRE AUTHORITY
TUESDAY March 2nd, 2021
WBRFA HEADQUARTERS STATION 310

CALL TO ORDER AND FLAG SALUTE

Chairman Clizbe called the March 2nd, 2021 West Benton Regional Fire Authority regular meeting to order at 6:01pm. 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 Friend

PUBLIC COMMENTS

Tim Estell asked about WBRFA's EMS plans in relation to union labor.

Courtney Estell asked about EMS in relation to the timeframe.

CONSENT AGENDA

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

OLD BUSINESS

EQUIPMENT PURCHASES

- Chief Johnson updated Board on status of Local Program Loan to include the interest rate and repayment information.
- Type 5 Apparatus final quote received. Chief Johnson fielded questions regarding the purchase and Commissioner Holiday made a motion that the Board approved the purchase of two Type 5 engines as presented. Commissioner Williams seconded motion, motion carried.
- Dozer – final quote received. Chief Johnson informed Board that a private mechanic was found to inspect machine and provide an inspection report to the state. Commissioner Williams made a motion that the Board approved the purchase of the Used CATD6KXL dozer as presented. Commissioner Holliday seconded motion, motion carried.

EMS

2022 EMS Plan Discussion

- Commissioner Williams had a meeting with PMH and a PR firm. Commissioner Williams informed the Board that there was a change in direction regarding PMH, but overall there was good discussion regarding the options for funding mechanisms regarding bridging the projected gap in cost of service v. revenue.
- Nothing solid was decided on, and most of it was an information gathering meeting and very productive.
- Commissioner Clizbe received an email from the EMS director related to a concern for maintaining a level of service to the community.

NEW BUSINESS

- No new business

CORRESPONDENCE

- Governing Board
 - No report
- Staff Reports
 - Chief Johnson reported that Administrator Trevino will be returning next week, most likely part time. Admin items have kept staff busy.

ILA

- Reserve apparatus agreement was brought forward for final review and approval.

COOPERATIVE PURCHASING

- Chief Johnson presented a contract for approval from HGAC for cooperative group purchasing. HGAC contract will be used to purchase Type 5 engines. Commissioner Williams made a motion to approve the HGAC Interlocal Agreement and authorize the Fire Chief to execute the ILA. Commissioner Fox seconded motion, motion passed.

EXECUTIVE SESSION

- Executive Session entered into under RCW 42.30.140 regarding strategy adoption for collective bargaining. Session began at 6:44pm and was projected to last for 30 minutes.
- Executive session ended and regular meeting reconvened at 7:14pm and no action taken.

ADJOURNMENT

With no further business, Chairman Clizbe adjourned the meeting at 7:16 pm.

RICHARD CLIZBE, CHAIRMAN

SETH JOHNSON, FIRE CHIEF

VOUCHER APPROVALS

West Benton Fire Rescue

Time: 16:56:58 Date: 03/12/2021

03/18/2021 To: 03/18/2021

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Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo	County ID
210302001 118938 AUTOZONE	155	03/18/2021	Claims	1	32.30	Shop Towels	118938
210302002 123093 BACKDRAFT OPCP, LLC	156	03/18/2021	Claims	1	274.95	Fire & EMS Package	123093
210302003 BENTON COUNTY TREASURER	157	03/18/2021	Claims	1	54.16	Mosquito Control, Noxious Weed, Horticultural Pest	
210302004 147858 BENTON PUD	158	03/18/2021	Claims	1	942.60	Station 310 & 320 Utility Charges	147858
210302005 148103 BENTON REA	159	03/18/2021	Claims	1	663.55	Powernet, Chandler Butte Radio Tower; Powernet Administrative Fee	148103
210302006 213169 CASCADE NATURAL GAS	160	03/18/2021	Claims	1	767.71	Gas Charges	213169
210302007 218790 CHARTER COMMUNICATIONS	161	03/18/2021	Claims	1	85.89	TV Charges	218790
210302008 224132 CITY OF PROSSER	162	03/18/2021	Claims	1	681.92	Utilities For Station 310 And Bullpen	224132
210302009 235496 COLUMBIA BASIN DIVE RESCUE	163	03/18/2021	Claims	1	1,500.00	Agency Support	235496
210302010 236695 COMPUTER CONNECTIONS LLC	164	03/18/2021	Claims	1	260.63	Power Supply, Install, 500GB Harddrive, WIn10 Install	236695
210302011 238803 CONNELL OIL INC.	165	03/18/2021	Claims	1	394.74	Vehicle Fuel	238803
210302012 275022 DEPT OF TREASURY - IRS	166	03/18/2021	Claims	1	214.57	Changes To 941	275022
210302013 664637 MOON SECURITY	167	03/18/2021	Claims	1	221.54	Basic Fire Monitoring	664637
210302014 830176 SEVEN SIGNS	168	03/18/2021	Claims	1	59.34	James Wildman Memorial	830176
210302015 916100 TINSLEY WELDING INC	169	03/18/2021	Claims	1	15.59	Tubing	916100
210302016 921825 TREASURE VALLEY COFFEE	170	03/18/2021	Claims	1	103.04	Coffee	921825
210302017 932292 VALLEY SPRAY	171	03/18/2021	Claims	1	314.94	Pest And Weed Spray	932292
210302018 936148 VERIZON	172	03/18/2021	Claims	1	360.25	Data Charges	936148
210302019 950202 WASTE MANAGEMENT	173	03/18/2021	Claims	1	25.21	Garbage Services	950202

Total Vouchers: 6,972.93



POSITION DESCRIPTION

PURPOSE: The specific objective and function of a Position Description sets out the position and purpose of the job as well as where the position fits into the organization. It also details expected behaviors, principle accountabilities, responsibilities, key tasks and job performance for the position a Member or Officer has been appointed to.

WBRFA MISSION: "... As a Team, WBRFA is dedicated to the preservation and protection of Life, Property and the Environment by maintaining a state of readiness in order to provide the community with emergency services and hazard prevention / education."



POSITION: Shift Captain

DEFINITION & JOB SUMMARY: The Shift Captain, under supervision of the Fire Chief, assumes responsibility of fire stations and fire company operations, participates in, and directs assigned personnel in emergency responses, daily fire department operations, training and prevention activities, including working with employees to correct deficiencies and implementing disciplinary procedures.

SUPERVISION / CONTROLS OVER WORK: Immediate supervision is provided by the Fire Chief. Receives workflow direction from Fire Chief or Designated Program Managers.

LEVEL OF RESPONSIBILITY: Operational

JOB GOAL:

NATURE / SCOPE OF WORK: Knowledge of the Incident Command System and modern principles of firefighting and supervision will assist the incumbent in being responsible for activities and assignments centered around the station environment and other collateral duties. The incumbent must respond to major emergency situations and at such times may be subject to extreme noise, toxic smoke and gases, hazardous chemicals, and adverse weather conditions. However, this is an operational role within the Department and at time may require above-average aerobic capacity and lifting capabilities as well as good balance, manual dexterity, eyesight and hearing. Incumbents in this position may be subject to extreme heat, noise, toxic smoke and gases, hazardous chemicals, adverse weather conditions, communicable diseases and possible verbal and physical abuse from hostile or disoriented individuals.

PRINCIPLE DUTIES AND RESPONSIBILITIES:

Responding to emergency incidents as the highest ranked member assigned to 24-hour shift and performing initial emergency management functions until relieved.

Assist in Developing long range plans and objectives for assigned programs.

Execute policies, plans and goals for WBRFA.

Assists with the maintenance and repair of WBRFA buildings, equipment, and apparatus.

Provides Shift level leadership.

MINIMUM QUALIFICATIONS: Extensive experience in firefighting work, including considerable experience in a supervisory capacity, or any equivalent combination of experience and training which provides the required knowledge, skills and abilities. Completion of Tri County Fire Chiefs Local ICT4 Task Book

SKILLS, KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

- ✓ Thorough knowledge of modern firefighting methods and equipment.
- ✓ Operation and maintenance requirements of the various types of apparatus and equipment used by the Fire Department.
- ✓ Personnel management strategies and knowledge of modern leadership practices.
- ✓ Progressive discipline.
- ✓ Local, State and Federal policies and regulations affecting Fire Department operations.
- ✓ Current issues impacting Firefighter safety, health, and wellness.

ABILITY TO:

- ✓ Analyze situations correctly, quickly, and independently, and to adopt effective courses of action, giving due regard to surrounding hazards and circumstances.
- ✓ Establish and maintain effective working relationships with subordinates, other local officials, and the public.
- ✓ Communicate both clearly and effectively, both orally and in writing.
- ✓ Apply knowledge of organizational problems for the effective and economical utilization of departmental resources.
- ✓ Earn trust and respect from subordinates.
- ✓ Perform all required tasks of the job under adverse conditions.

PRINCIPLE ACCOUNTABILITIES

Emergency response and leadership of assigned shift personnel.

ESSENTIAL FUNCTIONS/TYPICAL DUTIES *(Expanded description of the duties and responsibilities):*

- ✓ Provides staff assistance to assigned higher level management staff, exercises direct supervision over lower-level fire personnel.
- ✓ Plans, prioritizes, assigns, supervises, and evaluates the work of assigned staff involved in fire suppression/EMS operations.
- ✓ Coordinates daily shift training, works with employees to correct deficiencies, implements disciplinary procedures.
- ✓ Coordinates, assigns, and directs the work and activities of assigned Fire Suppression Personnel.
- ✓ Respond to major emergency incidents; direct appropriate actions to protect life and property and control the fire's spread.
- ✓ Supervises the effective operation, utilization and maintenance of fire, rescue, hazardous materials and emergency medical service apparatus and equipment.
- ✓ Directs the cleaning of quarters, equipment, and apparatus at the fire stations.
- ✓ Reports the need for major maintenance or repairs to fire suppression/EMS equipment and facilities.
- ✓ Performs minor and moderate maintenance and repairs to fire suppression/EMS equipment and facilities and reports the completion.
- ✓ Transmits, supports, and carries out West Benton Fire Rescue orders and policies.
- ✓ Recommend appropriate purchases of supplies and equipment.
- ✓ May assist in preparation of a program budget for the suppression and related expenditures.
- ✓ Assists in preparing performance evaluations for subordinates.
- ✓ Participates in the evaluation of applicants for employment as Volunteer and Resident Firefighters.
- ✓ Attends and actively participates in professional training.
- ✓ Prepares complete staff work including administrative assignments.
- ✓ Complete all reporting requirements relating to incident response, training, events, and other assigned daily tasks.
- ✓ Performs other duties as assigned.

PERIPHERAL DUTIES *(List other non-related duties this position may be requested or required to do):*

- ✓ May be assigned a to manage a department program (i.e., Resident Program, HazMat, Swiftwater, Tech Rescue, Public Education etc.)
- ✓ Maintaining positive working relationships with neighboring Fire Departments/Districts
- ✓ Other Duties as Assigned

OPS/DISASTER FUNCTIONS

- ✓ The Shift Captain is in charge of leading the initial response to any and all emergency incidents which occur during their shift.
- ✓ The Shift Captain may also be assigned as an Incident Commander or to be part of a Unified Command during a large incident such as a Haz-Mat Incident, Fire, Technical Rescue, or other type of large event.
- ✓ The Shift Captain is a "Response-First" position, and emergency incident response may make day-to-day operations difficult to complete in a timely fashion.