



RFA Governing Board
MEETING AGENDA

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

DATE: Regular Board Meeting
May 18, 2021
TIME: 18:00 hours
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** – May 18, 2021 regular board meeting
2. **Approval of Minutes** – May 5, 2021
3. **Voucher Approval** – #210502001 thru #210502022 in the amount of \$287,841.67
4. **April Budget Update**

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. **Benton County**
 - New Countywide accounting ledger system
3. **Open Board Position**
 - Replacement of Commissioner
4. **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.
5. **Good of the Order**
6. **Approval of Vouchers** Reminder to email your approvals

7. Next Board Meeting June 1, 2021

8. ADJOURN

**WEST BENTON REGIONAL FIRE AUTHORITY
TUESDAY MAY 5TH, 2021
WBRFA HEADQUARTERS STATION 310**

CALL TO ORDER AND FLAG SALUTE

Chairman Clizbe called the May 5, 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, Shane Williams, Randy Fox and Dewey Holliday
Others in attendance: Fire Chief Seth Johnson, Captain Scott Friend, Neil Taylor (PMH), Randy Cobble (Citizen) and Administrator Jessica Trevino

PUBLIC COMMENTS

No Public Comment

CONSENT AGENDA

Commissioner Fox moved to approve the consent agenda with the amendment of adding a discussion about shift Captain. Commissioner Holliday seconded the motion. The motion carried.

OLD BUSINESS

EQUIPMENT PURCHASES

- A payment for the Local Program will be made for the upstairs remodel and for the recent loan received by the Local Program.

NEW BUSINESS

CORRESPONDENCE

- Governing Board
 - Commissioner Randy Fox announced his retirement
- Staff Reports
 - Chief Johnson reported on meetings with the City of Prosser Administrator and the potential 800 homes that are coming to Prosser. Chief Johnson also discussed Wildland season has started. 2-week pause on COVID stages and what phase Benton County will be in. Chief Johnson is going on vacation next week.
 - Administrator Trevino presented the board with her letter of resignation. The board ask that Jessica help with the recruitment process and that she and Chief immediately start filling her position.

Policy 2400 – Recruitment of Staff

- Commissioner Clizbe opened a discussion on Policy 2400. After a short discussion, it was decided that policy 2400 does not need to be changed.

EXECUTIVE SESSION

- Executive Session entered into under RCW 42.30.140 regarding strategy adoption for collective bargaining. Session began at 6:38 pm and was projected to last for 10 minutes.
- Executive session ended and regular meeting reconvened at 6:48pm and no action taken.

ADJOURNMENT

With no further business, Chairman Clizbe adjourned the meeting at 6:50pm.

RICHARD CLIZBE, CHAIRMAN

JESSICA TREVINO, ADMINISTRATOR

VOUCHER APPROVALS

West Benton Fire Rescue

Time: 09:00:58 Date: 05/18/2021

05/20/2021 To: 05/20/2021

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Voucher	Claimant	Trans	Date	Type	Acct#	Amount	Memo	County ID
210502001	100230 AMAZON CAPITAL SERVICES INC	308	05/20/2021	Claims	1	832.92	10 Rolls 1/8" Pinstripe Tape 6 Colors Whiteboard Tape, 33 Gallon Trash Bags Heavy Duty (250 Count Bulk), Glass Cleaner, 19 Oz, Pack Of 12, Scott Essential Multifold Paper Towels, Sahale Snacks All Nat	100230
210502002	147864 B C FIRE DIST #2	309	05/20/2021	Claims	1	582.00	Ropes Rescue -	147864
210502003	148103 BENTON REA	310	05/20/2021	Claims	1	711.71	Powernet Technology	148103
210502004	184650 BROWN'S TIRE CO. INC.	311	05/20/2021	Claims	1	799.19	Implement/American Farmer Tube Type,	184650
210502005	224155 CITY OF RICHLAND	312	05/20/2021	Claims	1	2,453.58	Dispatch Services	224155
210502006	238803 CONNELL OIL INC.	313	05/20/2021	Claims	1	661.24	Vehicle Fuel	238803
210502007	275016 DEPT OF NATURAL RESOURCES FINANCIAL MGMT DIVISION	314	05/20/2021	Claims	1	3,124.74	Jeans Nomex Green, Shirt Nomex Yellow, Pack Radio Chest, Foam 5 Gallon Bucket, Incident Response Pocket Guide, Goggle,	275016
210502008	836490 KUFFEL HULTGREN KLASHKE SHEA & ELLERD LL	315	05/20/2021	Claims	1	79.25	Teleconference With	836490
210502009	573925 LIFE ASSIST INC	316	05/20/2021	Claims	1	372.72	CPR Stat Pad	573925
210502010	647816 MES NORTHWEST	317	05/20/2021	Claims	1	3,551.45	Custom Northwest Safetycycle - Courtney,	647816
210502011	710241 PACIFIC OFFICE AUTOMATION	318	05/20/2021	Claims	1	153.26	Printing/ Toner	710241
210502012	106295 ROSENBAUER SOUTH DAKOTA, LLC	319	05/20/2021	Claims	1	267,245.00	1st Payment For 2 - Rosenbauer Pumper, Complete With Rosenbauer Command	106295
210502013	842121 SHRED-IT US JV LLC	320	05/20/2021	Claims	1	23.38	Shredding Services	842121
210502014	918218 TOM DENCHEL FORD COUNTRY	321	05/20/2021	Claims	1	1,071.86	Right Side Running Board, Oil And Filter	918218
210502015	921825 TREASURE VALLEY COFFEE	322	05/20/2021	Claims	1	103.04	Coffee	921825
210502016	932290 VALLEY PIPE COMPANY, LLC	323	05/20/2021	Claims	1	57.40	Valves	932290

VOUCHER APPROVALS

West Benton Fire Rescue

Time: 09:03:25 Date: 05/18/2021

05/20/2021 To: 05/20/2021

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Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo	County ID
210502020 962183 WESTERN STATES EQUIPMENT CO	327	05/20/2021	Claims	1	1,645.63	Install CB Radio	962183
210502021 991160 YAKINDO WEB DESIGNS, INC.	328	05/20/2021	Claims	1	280.00	Website Maintenance	991160
210502022 275022 DEPT OF TREASURY - IRS	329	05/20/2021	Payroll	1	3,549.13	941 Deposit for Pay Cycle(s) 05/06/2021 - 05/06/2021	275022

Total Vouchers: 287,841.67

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