



RFA Governing Board
MEETING AGENDA

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

DATE: Regular Board Meeting
June 1 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** – June 1, 2021 regular board meeting
2. **Approval of Minutes** – May 18, 2021
3. **Voucher Approval** – #210601001 thru #210601030 + 9 EFTs in the amount of \$76,504.21

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.

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. **Open Board Position**
 - Replacement of Commissioner
3. **Contracts**
 - New Administrator Contract
 - Review and approve Interagency Agreement with Washington State Department of Natural Resources
4. **Good of the Order**

5. Approval of Vouchers

Reminder to email your approvals

6. Next Board Meeting

June 15, 2021

7. ADJOURN

**WEST BENTON REGIONAL FIRE AUTHORITY
TUESDAY MAY 18TH, 2021
WBRFA HEADQUARTERS STATION 310**

CALL TO ORDER AND FLAG SALUTE

Chairman Clizbe called the May 18, 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, Lisa Galbraith (Citizen), Neil Taylor (PMH) Randy Cobble (Citizen) and Administrator Jessica Trevino

PUBLIC COMMENTS

No Public Comment

CONSENT AGENDA

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

OLD BUSINESS

EQUIPMENT PURCHASES

- The Local Program proceeds are being spent on 2 type 5 chassis which will give WBRFA a discount on the entire purchase.

2022 EMS PLAN

- Commissioner Williams – nothing to report.

NEW BUSINESS

CORRESPONDENCE

- Governing Board
 - Commissioner Clizbe reported on the nice thank you letter received by the City of Prosser on the Prosser Locker Fire. Commissioner Clizbe also announced that he attended the Tri-County Commissioner meeting. The next Tri-County meeting will be held on August 14th at District 2.
 - Commissioner Clizbe asked the board about meeting in person and asked the board if they had any preference.
- Staff Reports
 - Chief Johnson reported on the big downtown fire. Chief reported that he had a meeting with the City Administrator and discussions with the Mayor. He also discussed the City's future and their excellent fire plan that allowed them to get sensitive material out of their office prior to being destroyed by water and fire. The City was able to get back online in a matter of hours. Chief Johnson reported that there were 9 applications received for the Administrator position. Chief would like to interview 4 out of those 9 and asked that Jessica and a Commissioner participate in those interviews.
 - Administrator Trevino reported to the board that she has been completing tasks and is phasing herself out of the position. She also explained to the board that there was an error in a check

written tonight. The \$246,000 should have been doubled since WBFR is purchasing 2 trucks. Administrator will correct the error and issue an additional check next week.

BENTON COUNTY – New Countywide Accounting Ledger System

- Chief Johnson and Administrator Trevino reported to the board on Benton County’s new accounting system and how it would affect the department as accounts for WBFR have been established by resolution.

OPEN BOARD POSITION

- **Replacement of Commissioner**
 - Commissioner Clizbe reported to the board that he would like to be pro-active and start the process in looking for a new Commissioner to fill Commissioner Fox’s open Commissioner position. It was decided that the board would start the process of doing an open letter and see if there are any interested parties. June 11th will be the due date for applications.

ADJOURNMENT

With no further business, Chairman Clizbe adjourned the meeting at 6:44pm.

RICHARD CLIZBE, CHAIRMAN

JESSICA TREVINO, ADMINISTRATOR

VOUCHER APPROVALS

West Benton Fire Rescue

Time: 14:01:59 Date: 06/01/2021
06/03/2021 To: 06/03/2021 Page: 1

Voucher	Claimant	Trans	Date	Type	Acct #	Amount	Memo	County ID
210601001	114612 APOLLO HEATING & AIR CONDITIONING	341	06/03/2021	Claims	1	1,587.79	Cleaned Condenser, Installation Of The New Blower Motor	114612
210601002	114645 ARAMARK UNIFORMS SERVICES	342	06/03/2021	Claims	1	17.93	Mat Cleaning Services	114645
210601003	147858 BENTON PUD	343	06/03/2021	Claims	1	969.84	Utilities	147858
210601004	162003 BOARD FOR VOLUNTEER FIREFIGHTERS	344	06/03/2021	Claims	1	2,160.00	Volunteer Firefighters Relief And Pension Act	162003
210601005	213126 CASCADE FIRE PROTECTION CO	345	06/03/2021	Claims	1	8,226.45	Test Wet Heads And Change Out Dry Heads.	213126
210601006	216447 CENTURYLINK COMMUNICATIONS LLC	346	06/03/2021	Claims	1	2.36	Phone Services	216447
210601007	218790 CHARTER COMMUNICATIONS	347	06/03/2021	Claims	1	57.63	TV	218790
210601008	224132 CITY OF PROSSER	348	06/03/2021	Claims	1	803.27	Station 310 Utilities	224132
210601009	236550 COMM/TECH INC	349	06/03/2021	Claims	1	46.70	Tuneable Wideband And Connector	236550
210601010	238803 CONNELL OIL INC.	350	06/03/2021	Claims	1	1,099.50	Vehicle Fuel	238803
210601011	647816 MES NORTHWEST	351	06/03/2021	Claims	1	1,625.65	WSVNP - AYALA, SURVIVOR ALKALINE MODEL ORANGE, TAIL COAT, TAIL PANT - CAMP, NIGHTHAWK - ARAIZA, KOCHER ADAPTERS	647816
210601012	712492 PALADIN BACKGROUND SCREENING	352	06/03/2021	Claims	1	199.00	Background Check	712492
210601013	928395 TWG CONSULTING CORP	353	06/03/2021	Claims	1	1,400.00	Labor Relations Consultation - Hourly	928395
210601014	930132 US BANK, CORPORATE PAYMENT SYSTEM	354	06/03/2021	Claims	1	4,740.12	Bowden - Training Meal, Badges, Rehab, Small Engine Repair, Navigation, Rehab Supplies, Administrator Job Position Ad, Small Works Roster, Phone System, Postage - Certified Taxes,	930132
210601015	930014 US CELLULAR	355	06/03/2021	Claims	1	9.27	Phone Services	930014
210601016	930030 USDA, NO CHECK	356	06/03/2021	Claims	1	4,456.00	USDA Payment - Ladder Truck Loan	930030
210601017	932290 VALLEY PIPE COMPANY, LLC	357	06/03/2021	Claims	1	134.72	Rainbird Wrench, Rainbird Maxi Paw	932290

VOUCHER APPROVALS

West Benton Fire Rescue

Time: 14:01:59 Date: 06/01/2021

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Voucher	Claimant	Trans	Date	Type	Acct #	Amount	Memo	County ID
210601018	275022 DEPT OF TREASURY - IRS	358	06/03/2021	Payroll	1	4,059.27	941 Deposit for Pay Cycle(s) 06/03/2021 - 06/03/2021	275022
210601019	474997 I A F F LOCAL 1052, RICHLAND	359	06/03/2021	Payroll	1	435.27	Pay Cycle(s) 06/03/2021 To 06/03/2021 - Union Dues	474997
210601020	924555 TRUSTEED PLANS SERVICE CORP	360	06/03/2021	Payroll	1	9,157.23	Pay Cycle(s) 06/03/2021 To 06/03/2021 - Medical/Dental	924555
210601021	949710 WA ST DEPT OF RET SYS	361	06/03/2021	Payroll	1	6,399.44	Pay Cycle(s) 06/03/2021 To 06/03/2021 - PERS2; Pay Cycle(s) 06/03/2021 To 06/03/2021 - LEOFF2; Pay Cycle(s) 06/03/2021 To 06/03/2021 - DC; Pay Cycle(s) 06/03/2021 To 06/03/2021 - DC Chief; Pay Cycle(s)	949710
210601022	961311 WEST BENTON FIREFIGHTERS ASSOCIATION	362	06/03/2021	Payroll	1	80.00	Pay Cycle(s) 06/03/2021 To 06/03/2021 - WBFFA	961311
210601023	949222 WSCFF EMPLOYEE BENEFIT, TRUST BENEFIT	363	06/03/2021	Payroll	1	225.00	Pay Cycle(s) 06/03/2021 To 06/03/2021 - MERP	949222
EFT 169183	BOWDEN BRANDON	336	06/03/2021	Payroll	1	6,912.35	MAY 2021 MONTHLY	169183
EFT 262033	DAMRON CHARLES	337	06/03/2021	Payroll	1	5,475.35	MAY 2021 MONTHLY	262033
EFT 345528	FRIEND JONATHAN	338	06/03/2021	Payroll	1	5,408.39	MAY 2021 MONTHLY	345528
EFT 493419	JOHNSON SETH	339	06/03/2021	Payroll	1	6,433.65	MAY 2021 MONTHLY	493419
EFT 412306	TREVINO JESSICA	340	06/03/2021	Payroll	1	1,560.41	MAY 2021 MONTHLY	412306
EFT 233337	COLEMAN JAKE	331	06/03/2021	Payroll	1	640.57	MAY STIPEND	233337
210601030	106057 KORESKI JONATHAN	332	06/03/2021	Payroll	1	640.57	MAY STIPEND	106057
EFT 105674	RODRIGUEZ ERICKA S	333	06/03/2021	Payroll	1	640.57	MAY STIPEND	105674
EFT 982389	WOLFE TAYLOR	334	06/03/2021	Payroll	1	640.57	MAY STIPEND	982389
EFT 729313	PETROFF JOSHUA	335	06/03/2021	Payroll	1	259.34	Kennewick Mass Vac	729313
Total Vouchers:						76,504.21		

VOUCHER APPROVALS

West Benton Fire Rescue

Time: 14:01:59 Date: 06/01/2021

06/03/2021 To: 06/03/2021

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Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo	County ID
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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



West Benton Fire Rescue

1200 Grant Ave. • Prosser, Washington 99350
Emergency: 911 • Business (509) 786-3873 • Fax: (509) 786- 1510

Public Notice

The Governance Board of West Benton Regional Fire Authority is hereby seeking to fill the anticipated Commissioner #4 position vacancy. This position represents the citizens of the unincorporated areas of the WBRFA response area on the West Benton Regional Fire Authority Governance Board (RCW 42.12.070). Those individuals who are qualified to hold public office under RCW 29A.24.075 and are interested in completing the term of the Commissioner #4 position are asked to submit a letter of interest to the Governance Board. Letters of interest must be received no later than XXXXXXXX, and addressed to WBRFA Board Secretary, 1200 Grant Ave, Prosser, WA 99350 or sent electronically to jtrevino@westbentonfirerescue.org.