



RFA Governing Board
MEETING AGENDA

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

DATE: Regular Board Meeting
May 4, 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** – May 4, 2021 regular board meeting
2. **Approval of Minutes** – April 20, 2021
3. **Voucher Approval** – #210501001 thru #210501028 +9 EFTs in the amount of \$54,726.66

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. **Policy**
 - Policy 2400
 - Testing of staff
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.
4. **Good of the Order**
5. **Approval of Vouchers** Reminder to email your approvals
6. **Next Board Meeting**
 - May 18, 2021
7. **ADJOURN**

**WEST BENTON REGIONAL FIRE AUTHORITY
TUESDAY APRIL 20TH, 2021
WBRFA HEADQUARTERS STATION 310**

CALL TO ORDER AND FLAG SALUTE

Chairman Clizbe called the April 20, 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 Scott Friend, Ryan Nielsen, Neil and Administrator Jessica Trevino

PUBLIC COMMENTS

No Public Comment

CONSENT AGENDA

Commissioner Holliday moved to approve the consent agenda with the amendment of adding a discussion about shift Captain. Commissioner Fox seconded the motion. 3 yes 1 no. The motion carried.

OLD BUSINESS

EQUIPMENT PURCHASES

- Fire trucks have been picked out and training has started on the dozer in the spray fields. Dozer training will continue, and crews will start working on dozer lines.

EMS

- Commissioner Williams reported on the EMS program and that a potential ILA is currently being written.

NEW BUSINESS

- No new business

CORRESPONDENCE

- Governing Board
 - No report
- Staff Reports
 - 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.
 - Chief Johnson reported on the busy week figuring out a new administrator, purchasing the fire trucks, dozer training and PMH meetings.

Policy 2400 – Recruitment of Staff

- Commissioner Holliday made a motion to table Policy 2400. Commissioner Moon seconded the motion. The motion carried with 3 yes 1 no.

SCBA Purchase Review and Approve

Chief Johnson reported on the quote for new SCBA bottles. After a discussion, the board moved to approve the purchase of SCBA

Commissioner Williams moved to approve the purchase of SCBA. Commissioner Fox seconded. The motion carried.

EXECUTIVE SESSION

- Executive Session entered into under RCW 42.30.140 regarding strategy adoption for collective bargaining. Session began at 7:08 pm and was projected to last for 30 minutes.
- Executive session ended and regular meeting reconvened at 7:38 pm and no action taken.

ADJOURNMENT

With no further business, Chairman Clizbe adjourned the meeting at 7:40 pm.

RICHARD CLIZBE, CHAIRMAN

JESSICA TREVINO, ADMINISTRATOR

VOUCHER APPROVALS

West Benton Fire Rescue

Time: 18:31:27 Date: 05/03/2021

05/06/2021 To: 05/06/2021

Page: 1

Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo	County ID
210501001 123093 BACKDRAFT OPCR, LLC	277	05/06/2021	Claims	1	274.95	Fire & EMS Package	123093
210501002 147858 BENTON PUD	278	05/06/2021	Claims	1	857.24	Utilities	147858
210501003 213169 CASCADE NATURAL GAS	279	05/06/2021	Claims	1	135.13	Gas Charges	213169
210501004 216447 CENTURYLINK COMMUNICATIONS LLC	280	05/06/2021	Claims	1	297.82	Phone Charges	216447
210501005 218790 CHARTER COMMUNICATIONS	281	05/06/2021	Claims	1	107.48	Phone Charges	218790
210501006 224132 CITY OF PROSSER	282	05/06/2021	Claims	1	739.01	Station 310 & Bull Pen Utilities	224132
210501007 238803 CONNELL OIL INC.	283	05/06/2021	Claims	1	593.74	Vehicle Fuel	238803
210501008 240020 COOK'S ACE HARDWARE	284	05/06/2021	Claims	1	129.03	US Flag Kit, Fastners	240020
210501009 681212 NAPA AUTO PARTS	285	05/06/2021	Claims	1	164.19	Shop And E1311 Repair	681212
210501010 696321 NORTHWEST FARM SUPPLY	286	05/06/2021	Claims	1	16.41	Shop Supplies	696321
210501011 710241 PACIFIC OFFICE AUTOMATION	287	05/06/2021	Claims	1	826.08	Printing Charges	710241
210501012 918218 TOM DENCHEL FORD COUNTRY	288	05/06/2021	Claims	1	725.70	04 Super Duty - Tie Rod And Steering Stabilizer Replacement	918218
210501013 928395 TWG CONSULTING CORP	289	05/06/2021	Claims	1	2,950.00	Labor Relations	928395
210501014 930030 USDA, NO CHECK	290	05/06/2021	Claims	1	4,456.00	Ladder Truck Repayment	930030
210501015 311916 ESD - PFML Employment Security	291	05/06/2021	Payroll	1	83.80	Pay Cycle(s) 05/06/2021 To 05/06/2021 - PMFL	311916
210501016 474997 IA F F LOCAL 1052, RICHLAND	292	05/06/2021	Payroll	1	435.27	Pay Cycle(s) 05/06/2021 To 05/06/2021 - Union Dues	474997
210501017 924555 TRUSTEED PLANS SERVICE CORP	293	05/06/2021	Payroll	1	9,157.23	Pay Cycle(s) 05/06/2021 To 05/06/2021 - Medical/Dental	924555
210501018 949710 WA ST DEPT OF RET SYS	294	05/06/2021	Payroll	1	5,922.62	Pay Cycle(s) 05/06/2021 To 05/06/2021 - PERS2; Pay Cycle(s) 05/06/2021 To 05/06/2021 - LEOFF2; Pay Cycle(s) 05/06/2021 To 05/06/2021 - DC; Pay Cycle(s) 05/06/2021 To 05/06/2021 - DC Chief; Pay Cycle(s)	949710

VOUCHER APPROVALS

West Benton Fire Rescue

Time: 18:31:27 Date: 05/03/2021

05/06/2021 To: 05/06/2021

Page: 2

Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo	County ID
210501019 961311 WEST BENTON FIREFIGHTERS ASSOCIATION	295	05/06/2021	Payroll	1	80.00	Pay Cycle(s) 05/06/2021 To 05/06/2021 - WBFFA	961311
210501020 949222 WSCFF EMPLOYEE BENEFIT, TRUST BENEFIT	296	05/06/2021	Payroll	1	225.00	Pay Cycle(s) 05/06/2021 To 05/06/2021 - MERP	949222
EFT 169183 BOWDEN BRANDON	272	05/06/2021	Payroll	1	5,592.10	APRIL 2021 MONTHLY PAYROLL	169183
EFT 262033 DAMRON CHARLES	273	05/06/2021	Payroll	1	5,248.06	APRIL 2021 MONTHLY PAYROLL	262033
EFT 345528 FRIEND JONATHAN	274	05/06/2021	Payroll	1	4,818.95	APRIL 2021 MONTHLY PAYROLL	345528
EFT 493419 JOHNSON SETH	275	05/06/2021	Payroll	1	6,433.65	APRIL 2021 MONTHLY PAYROLL	493419
EFT 412306 TREVINO JESSICA	276	05/06/2021	Payroll	1	1,254.35	APRIL 2021 MONTHLY PAYROLL	412306
EFT 233337 COLEMAN JAKE	267	05/06/2021	Payroll	1	640.57	APRIL STIPEND	233337
EFT 246519 COURTNEY JOSEPHINE	268	05/06/2021	Payroll	1	640.57	APRIL STIPEND	246519
210501028 106057 KORESKE JONATHAN	269	05/06/2021	Payroll	1	640.57	APRIL STIPEND	106057
EFT 105674 RODRIGUEZ ERICKA S	270	05/06/2021	Payroll	1	640.57	APRIL STIPEND	105674
EFT 982389 WOLFE TAYLOR	271	05/06/2021	Payroll	1	640.57	APRIL STIPEND	982389
Total Vouchers:					54,726.66		

VOUCHER APPROVALS

West Benton Fire Rescue

Time: 18:31:27 Date: 05/03/2021

05/06/2021 To: 05/06/2021

Page: 3

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

Policy 2400
Recruitment of
Staff

Staff positions are established by the WBRFA Governance Board in order to support programs or operations of WBRFA. Staff openings, either an addition or replacement, shall include a job position description with and appropriate title, minimum requirements and other qualifications necessary for the position.

The Fire Chief shall carry forth the process of filling the position by determining methods of recruitment and fill positions based on the list created in the Testing of Staff policy by selecting one individual from the top three candidates on that list.

Adopted:[Publish Date]

Chief Signature: _____

Policy XXXX

Testing for Vacancies

The Fire Chief shall submit to the Governance Board testing procedures for approval. These testing procedures shall be utilized for the filling of vacancies within the Fire Department and shall include, but are not limited to:

- Resume score
- Physical fitness test (for entry level positions)
- Written Examination
- Oral interview panel (for supervisory level positions)

All candidates will be ranked according to their test scores and a list kept for one year.

Adopted:[Publish Date]

Chief Signature: _____