

# WEST BENTON REGIONAL FIRE AUTHORITY

TUESDAY JULY 6<sup>th</sup>, 2021

WBRFA HEADQUARTERS STATION 310

## CALL TO ORDER AND FLAG SALUTE

Chairman Clizbe called the July 6<sup>th</sup>, 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 Richard Clizbe, David Moon, Shane Williams, and Dewey Holliday

**Others in attendance:** Fire Chief Seth Johnson, Administrator Gayle Carrasco, and Lisa Galbraith.

## PUBLIC COMMENTS

No Public Comment

## CONSENT AGENDA

Commissioner Moon moved to approve the consent agenda for July 6<sup>th</sup>, 2021. Commissioner Holliday seconded the motion. The motion carried.

## OLD BUSINESS

### 1.) EQUIPMENT PURCHASES

- Local Program Loan Status Update
  - Chief Johnson reported that the first reimbursement payment through the Local Program for the chassis had been received in the north of \$513,792. The payment was wired to the WBRFA account, and the chief is working on having G. Carrasco set up Rosenbauer as a Statewide Vendor (SWV). This will eliminate the revenue being removed from the bank account during the time of year which could potentially cause a bit of a cash flow problems. VIN numbers have been assigned for the type 1 apparatus. Chief Johnson is planning on a mid-build on-site inspection to occur in September. No movement on the type 5's. The type 5's is in line as there is a wait due to the chassis are yet to be delivered. The dozer along with several smaller items had been sold on [www.publicsupplus.com](http://www.publicsupplus.com). The revenue from the surplus sale had been wired and received in the amount of \$19,768.
- Local Equipment Acquisition
  - The Fire Department has been slowly obtaining the budgeted small equipment for the type 1 project, such as the positive pressure fans and the battery powered ventilation. SCBA's will be delivered the first of August and training will be received for 3 weeks before being deployed. Fire Chief Johnson reported to the commissioners that he will be costing the smaller equipment purchases for this project to the regular operational fund. Once the paid receipt for the small equipment has a large enough total the department will create reimbursement from the state. Chairman Clizbe asked for any questions. No further comments or questions were received.

### 2.) EMS

- 2022 EMS Plan
  - Chief Johnson stated that there has not been further movement on the EMS plan, and he is looking into set up a meeting with EMH next week.

## NEW BUSINESS

### 1.) CORRESPONDENCES

- Governing Board
  - Chairman Clizbe welcomed the new Administrator Gayle Carrasco to the board.
- Staff Reports
  - Chief Johnson reported that training for G. Carrasco has gone well, and she has come on board very skilled in the areas of the position. Jessica has also provided Gayle with training on the BIAS software and the procedures for bank wiring with Benton County. Chief Johnson

scheduled a meeting with Jeanette Ulrick from the Treasurer's Office at Benton County. This meeting consisted of an overview on the Benton County Operating Policies. Jessica remains a great asset for training if needed. Chairman R. Clizbe asked G. Carrasco for any further comments for staff reporting. G. Carrasco informed the board she is working hard on learning the BIAS software and the flow of financials with Benton County. The board asked question to Chief Johnson about the overheating of the ladder truck and if there had been damage and if so, is there warranty coverage. Chief Johnson answered no to both accounts. The problem with the ladder was the clutch fan went out which had been a replacement that had been installed less than 6 weeks. The part failure is believed to be caused by receiving an inferior part as suggested by the manufacturer. The Fire Chief since decided he wanted the original OE equipment that came on it, and that was projected to be 4-6 six weeks out. It was ordered and red label shipping was requested. The part showed up 2 days later. No damage to the truck was done due to overheating. The crew limped it back to the department where the truck was then cooled down using the new battery-operated fans. The Chief informed the board it was either limping the fire engine back to the department vs leaving the truck in an orchard overnight. The board agreed that it had been a good choice to bring the ladder truck back to the department.

## **2.) OPEN BOARD POSITION**

- Replacement for Commissioner (Position 4)
  - Chairman R. Clizbe stated he was aware that the board received a letter of interest for the vacant Board Commissioner position from Lisa Galbraith. Chief Johnson confirmed the letter of interest was received per the solicited notice. Chairman Clizbe asked for questions or comments from the board for accepting an appointing Lisa Galbraith to this position. Chairman Clizbe advised the board that the oath will be administered to L. Galbraith at the next board meeting on July 20th, 2021. Board member S. Williams made a motion to accept the letter of interest from Lisa Galbraith for position 4, this was seconded by D. Moon. The motion passed unanimously. Chief Johnson will obtain former board member Fox's IPAD and have this equipment set up for L. Galbraith. The official paperwork will be provided to the newly appointed commissioner and Chief Johnson mentioned most of these materials are still available by using the WBRFA drop box.

## **3.) WBFRA MEETING FORMAT**

- Returning to in-person meetings
  - Chairman R. Clizbe informed the board that there has been a rescission to Governor Inslee's COVID-19 Emergency Proclamation which enables the board to resume holding WBFRA Board meetings in person. Chief Johnson referred to the guidelines was provided from Brian Snure, the Attorney for WCFA. Chief Johnson further described the steps in place that abide by Department of Labor & Industries COVID-19 stipulations when dealing with the public daily. Chief Johnson stated a small rearrangement to the multi-purpose room will be needed to hold public meetings. Chief Johnson suggested to maintain the option of the virtual Zoom meeting space to those of the public who wish to attend the meetings but are not vaccinated. A question was asked to the Chief if it is required to offer Zoom meetings to the public. Chief Johnson stated this is a gray area to which was not made clear to him at this time. Chief Johnson stated it is best to offer both formats to the public. R. Clizbe and S. Williams agreed with Chief Johnson. D. Holliday made a motion to offer both in person and Zoom format to attend WBRFA meetings, D. Moon seconded the motion. Passed unanimously. Next meeting will be held in person.

## **EXECUTIVE SESSION**

- R. Clizbe asked the board if there was a need to break into Executive Session. The board agreed to break from the regular meeting at 6:24 p.m. to hold an executive session for 10 minutes. The board ended their Executive Session and resumed their regular board meeting at 6:31pm. No action taken.

**GOOD OF THE ORDER**

- Reminder to email voucher approvals and the next meeting will be held in person on July 20<sup>th</sup>, 2021, 6:00 p.m.

**ADJOURNMENT**

With no further business, Chairman Richard Clizbe adjourned the meeting at 6:32 p.m.

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RICHARD CLIZBE, CHAIRMAN

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GAYLE CARRASCO, ADMINISTRATOR