

**WEST BENTON REGIONAL FIRE AUTHORITY  
TUESDAY NOVEMBER 16th, 2021  
WBRFA HEADQUARTERS STATION 310**

**CALL TO ORDER AND FLAG SALUTE**

Chairman Clizbe called to order the November 16<sup>th</sup>, 2021, for the West Benton Regional Fire Authority regular meeting at 6:00pm and he then led the participants in the Pledge of Allegiance.

**ROLL CALL**

**Members Present:** Chairman Richard Clizbe and Commissioners Shane Williams, Dewey Holliday, and David Moon. Commissioner Lisa Galbraith was not present.

**Others in attendance:** Fire Chief Seth Johnson attended via Zoom. Also present was Administrator Gayle Carrasco, and Captain Brandon Bowden as technical advisor for Zoom participants. Captain Scott Friend was in the audience along with Resident Firefighters Jonathan Koreski and Jake Coleman.

**Public Audience:** Randy Cobble

**PUBLIC COMMENTS**

There were no comments from the public.

**CONSENT AGENDA**

Commissioner Williams made a motion to approve the consent agenda for November 16<sup>th</sup>, 2021. Commissioner D. Holliday seconded the motion. Passed unanimously. The motion carried.

**OLD BUSINESS**

**EQUIPMENT PURCHASES:**

- **The Local Program Purchases**

Fire Chief Johnson was in attendance this evening via Zoom, and he will be reporting to the board from South Dakota, where he had attended with Captain Damron the on-site mid inspection builds at the Rosenbauer manufacturing facility. Chief Johnson presented to the board several pictures of the apparatus and gave a detail of each photo. Chief Johnson and Captain Damron were impressed with the cab layout as it supplied more room for the department personnel. Another new amenity that Chief Johnson points out were that both the driver and the passenger had V-MUX screens found on the center console which control all the functions of the truck. This is a safety feature so the engine driver does not have to take their eyes off the road and the passenger can operate the V-MUX screens. Chief Johnson then played a walk around video of the truck. Chief Johnson points out the truck is found at the mid build location within the facility and the aluminum and pump house has not been built. The cab is finished and there is one light on top of the cab that is remote controlled which is used by the driver. The next photo displayed was of the driver's seat and the seats chosen are the XLZ and are wider based. There is a simple gage set up on the dashboard. There are two seats up against the rear wall of the cab that are forward facing and then a seat in the foreground is a rear facing seat which will come with a flip up seat for easy access to get into the back. The driver's headset is a wireless unit which allows the driver to exit the truck and still can communicate on the radio while at the pump panel. Everything in the middle top of the truck will be a hose bed cover that has a hard hose bed lid. These open electronically, that provides access to reload hose and the dunnage compartment. On both the driver side and passenger side there is an electronically operated spotlight, which is used to locate house addresses. The relocation of the passenger mirror was to provide better sight lines for the engine driver. An item identified as needed was the engineered cooled which should be in tomorrow. Chief Johnson reports the budget cost is still on track and he does not foresee going over budget. The Chief asks for questions from the board on the mid build inspection. Chairman Clizbe states that the trucks look good and thanked the Chief for providing his report. The Chief states that seeing the trucks has himself and Captain Damron excited about getting them into service. Chairman Clizbe asked if both trucks were at the same level of completion. Chief Johnson reports, yes that is correct, and both are identical as far as where they are at

in the process. The Chief stated that he only inspected on vehicle because they are identical. The Chief and Captain Damron had reviewed 165 pages of truck specifications today. A couple of items that Rosenbauer had missed have been identified and those will be addressed. For example, adding a few switches in key locations. They will be on-site until 2pm tomorrow dealing with engineering and discussing the last couple of items as the Chief mentioned earlier.

#### **2022 EMS PLAN:**

- **Commissioner Williams Report**

Commissioner Williams states there is a tentative meeting scheduled to go over some of the concerns the board had for December 3<sup>rd</sup>. This is in the 4–6-week period that Commissioner Williams states is the normal response with this process of the PMH.

#### **SHIFT CAPTAIN HIRING:**

- **Fire Chief Johnson Report**

The Chief states that the department has received eleven applicants for the two positions. The Chief has developed an assessment center for eight applicants. The assessment will take place this Friday. Captain Damron and the Chief will be home late Wednesday evening. There will be multiple neighboring agencies involved in the assessments and will arriving to the station this Friday. There will be four candidates in the morning and then four candidates in the afternoon with a four total assessment stations. Those stations are comprised of tasks that he expects his shift captains being skilled with and able to perform. The Chief is looking forward to seeing where the department stands Friday afternoon.

#### **RESERVE APPARATUS AGREEMENT:**

- **Final Draft of the ILA with City of Sunnyside and City of Grandview**

Chairman Clizbe requests for clarification on each agency billing for the repair maintenance up to one-third of the cost section of the agreement. Chief has the board and the Chair refer to article 7a of the agreement which will require an approval by majority for any amount for repairs over \$5,000. The Chief then explains why the need for this in the agreement being that most vehicles may not have the value to warrant the expense. There will not be failing apparatus placed under this agreement. This article will protect the department from costly expenses for repairs without have prior approval. Commissioner Holliday requests for the location in the contract for the term length and how the department could be released from the contract. Chief Johnson refers to section 4 of the agreement that contains the exit clause and the term as being open ended with having a 30-day notification to exit the agreement. The term will begin October 25<sup>th</sup>, 2021. Chairman Clizbe requests for a motion from the board. Commissioner Williams makes a motion to approve the Reserve Apparatus Agreement. Commissioner Holliday seconded the motion. Passed unanimously. Motion carried.

### **NEW BUSINESS**

#### **CORRESPONDENCES:**

- **Governing Board**

Commissioner Williams stated that he tried to attend, unfortunately he had experienced problems with his medication that kept him from attending.

- **Staff Reports: Chief Johnson**

Chief Johnson states the weather will be severely cold tomorrow in South Dakota. The Chief and the captains have work hard on the assessment centers for Friday. The Chief expresses that he believes they have a fantastic center set up, along with good candidates participating. The Chief and the Captains have spent quite a few days making sure the stations will address all the requirements for the Shift Captain. There will be neighboring agencies involved with the scoring of the candidates. The last few weeks he has spent on reviewing the specification on the new truck builds with the personnel in mind. The Chief

states that Captain Damron has made sure the new trucks match the aerial trucks as much as possible. The new trucks are slated to be delivered sometime in February of 2022. There is a second trip planned toward the end of January 2022 for the final inspection and will be a four-day trip and this inspection will cover both new trucks prior to shipping. The trucks will be shipped from Rosenbauer facility in South Dakota and then be delivered to General Fire in Spokane for the loose apparatus to be installed and they are planning to have as much work as possible completed at General Fire facility. When the trucks are ready to go, they will come down to do some in service training. Chairman Clizbe asks what type of logistics the trucks will require. The Chief states the trucks will be driven from South Dakota to Spokane. The other item to be addressed is the funding expense and that the initial company was fronted a down payment. West Benton Fire Rescue will need to set up payment arrangements by way of the Local Program to have the remainder expenses paid. The coordinating of payments needs to schedule correctly to assure there is not a delay when it is time to bring the trucks down from Spokane to Prosser. The Chief informs the board they have the options to have the trucks delivered or he also has the option of sending a crew up and driving them back to the station. This issue will be brought to the truck committee. A few ends to deal with but the Chief reports the down time should be minimum.

• **Staff Reports: Administrator Carrasco**

Administrator Carrasco gives a summary of training she has accomplished since her performance review with Chief Johnson and Chairman Clizbe. Those included a luncheon with other Administrators from the local Fire Districts #2 and #5. FEMA IC100, remote training with Yakindo on maintaining the department website, as well as working on the newsletter for the department.

**LIGHT DUTY POLICY:**

- Chairman Clizbe had tabled this item for the next board meeting held on December 7<sup>th</sup>, 2021.

**SALARY ADJUSTMENTS:** Chairman Clizbe stated the agenda item will be suspended briefly as he would like the board to break into an executive session to discuss the topic.

**EXECUTIVE SESSION:**

R. Clizbe requested the board to break into an Executive Session per RCW 42.30.110(g) to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. The board agreed to break from the regular meeting at 6:26p.m. to hold an executive session for 10 minutes. The board reconvened and resumed the regular board meeting at 6:36p.m. Chairman Clizbe makes a motion to increase the Fire Chief Johnson's salary by 4% an Administrator Carrasco's salary by 2%. Commissioner Moon seconded the motion. Passed unanimously. Motion carried.

**GOOD OF THE ORDER**

Chairman Clizbe reminded the commissioners who attended the board meeting to email the approvals for the payment of vouchers and the next regular board meeting will be December 7<sup>th</sup>, 2021.

**ADJOURNMENT**

With no further business, Chairman Richard Clizbe adjourned the meeting at 6:39 p.m.

  
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RICHARD CLIZBE, CHAIRMAN

*The West Benton Regional Fire Authority's minutes are intended to be a reasonable summary of the RFA's governing board deliberations and actions. The Minutes are not a verbatim record of everything said at the meeting. The minutes include all actions taken by the West Benton Regional Fire Authority Board.*

  
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GAYLE CARRASCO, ADMINISTRATOR