



**RFA Governing Board**  
**MEETING AGENDA**

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

**DATE:** Regular Board Meeting  
January 4th, 2022  
**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**

**Election of 2022  
Board Officers**

- Chairman
- Vice Chairman

**Oath of Offices**

- Newly Elected Chairman for 2022
- Newly Elected Vice Chairman for 2022
- Lisa Galbraith- Position 4 (Term 2022-2028)
- Shane Williams - Position 2 (Term 2022-2028)
- Randy Cobble - Position 1 (Term 2022-2028)

**CONSENT AGENDA** **Consent Agenda Approval** – January 4<sup>th</sup>, 2022 regular board meeting

1. **Approval of Minutes – December 21<sup>st</sup>, 2021**
2. **Voucher Approval – \$88,234.88**  
(2021 – 13<sup>th</sup> Month Vouchers) #220103001 thru # 220103023 = **\$25,146.49**  
(2022 Employee Benefit Vouchers) #220104001 thru #220104005 = **\$12,627.17**  
(2022 Invoice Vouchers) #220105001 thru #220105008 = **\$16,392.64**  
(Payroll Employee Direct Deposit EFT) = **\$26,166.90**  
(USDA Bond EFT) = **\$4,456.00**  
(IRS Payroll Taxes EFT) = **\$3,445.68**

**Public Comments**

*Members of the public, present at an online meeting, shall make the Board aware of their desire to speak by posting in the comment section by listing their name and the topic they wish to speak on. The public may comment on items relating to any matter related to WBRFA business under the Public Comment period. Public Comments are limited to three (3) minutes per person and no more than a total of fifteen (15) minutes shall be spent on any one subject. Citizens may also speak on individual agenda items on the printed agenda. The Chairman will request for public comments at the time they are discussed or considered by the Board as presented on the WBRFA Agenda.*

**OLD BUSINESS**

1. **Equipment Purchases**
  - The Local Program Purchases: Type 5 Engines, Dozer
  - Rosenbauer Purchase Order Type 1- Status Update
2. **EMS**
  - 2022 EMS Plan – Discussion

**NEW BUSINESS**

**1. Correspondence**

- Governing Board – Commissioner R.Clizbe
- Staff Reports

**2. Resolutions**

1. **Resolution 2022-01** – Appointing officer positions for calendar year 2022
2. **Resolution 2022-02** – Declaring legal counsel
3. **Resolution 2022-03** – Appointing Auditing Officers
4. **Resolution 2022-04** – Appointing Investment Officers
5. **Resolution 2022-05** – Appointing an agent to receive claims
6. **Resolution 2022-06** – Appointing Payroll Officers
7. **Resolution 2022-07** – Declaring records retention officer

**3 SOP 3106P**

Credit Card Authorization - WBRFA Board Approval – Captain J. Petroff

**EXECUTIVE SESSION**

Possible executive session, pursuant to RCW 42.30.110(1)(g) (“To review the performance of a public employee”). This session will begin at \_\_\_\_\_ o’clock pm and will be concluded at \_\_\_\_\_ o’clock pm.”

**Good of the Order**

**Next Board Meeting**

January 18<sup>th</sup>, 2022

**ADJOURN**

Time: \_\_\_\_\_ o’ clock pm

Policy 1060  
Annual Organizational Meeting

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At the first regular Governance Board meeting in January of each year, the Governance Board shall elect, from among its members, a Chairman and Vice Chairman to serve a one-year term. In order to provide a record of the proceedings of each meeting of the Governance Board, the Fire Commissioners shall appoint a Secretary of the Governance Board.

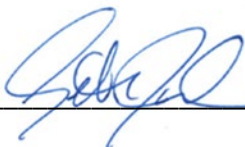
The normal order of business shall be modified for the annual organizational meeting by considering the following matters after the approval of the minutes of the previous meeting:

1. Welcome and introduction of the newly-elected Fire Commissioner(s) by the Chairman. The Secretary shall then become Chairman ProTem.
2. Call for nominations for the position of Chairman to serve the ensuing year.
3. Election of a Chairman.
4. Assumption of office by the new Chairman.
5. Call for nominations for Vice Chairman to serve the ensuing year.
6. Election of a Vice Chairman.

Policies shall continue from year to year and Board to Board until and unless the Board takes proper action to change them.

Legal Reference:	RCW 29A.24.072 RCW 29A.60.280 RCW29A.20.040	Commencement of terms of city Town and district officers elected Organization of Boards of Directors Local elected officials, commencement of term of office
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Adopted:7/3/2018

Chief Signature:  \_\_\_\_\_

**WEST BENTON REGIONAL FIRE AUTHORITY  
OATH OF OFFICE**

I, \_\_\_\_\_, do hereby solemnly swear that I will faithfully and impartially perform my duties for this Office, as prescribed by law and to the best of my ability and that I will support and maintain the laws and constitution of the State of Washington and the United States of America --- so help me God.

\_\_\_\_\_  
Governance Board Member **Vice-Chairman:**

\_\_\_\_\_  
Attest: Charles Damron, Interim Fire Chief

SUBSCRIBED and SWORN to me this 4<sup>th</sup> day of January 2022.

\_\_\_\_\_  
District Secretary / Notary: Gayle Carrasco

**WEST BENTON REGIONAL FIRE AUTHORITY  
OATH OF OFFICE**

I, \_\_\_\_\_, do hereby solemnly swear that I will faithfully and impartially perform my duties for this Office, as prescribed by law and to the best of my ability and that I will support and maintain the laws and constitution of the State of Washington and the United States of America --- so help me God.

\_\_\_\_\_  
Governance Board Member **Chairman:**

\_\_\_\_\_  
Attest: Charles Damron, Interim Fire Chief

SUBSCRIBED and SWORN to me this 4<sup>th</sup> day of January 2022.

\_\_\_\_\_  
District Secretary / Notary: Gayle Carrasco

State of Washington )

: ss. **OATH OF OFFICE**

County of Benton )

I, Lisa Galbraith, do solemnly swear that I am a Citizen of the United States and of the State of Washington; that I will support the Constitution of the United States and the Constitution and Laws of the State of Washington, and that I will faithfully and impartially discharge the duties of the office of **WEST BENTON REGIONAL FIRE AUTHORITY BOARD OF COMMISSIONERS – POSITION NO.4** to the best of my ability.

\_\_\_\_\_  
Lisa Galbraith

**SUBSCRIBED AND SWORN** to before me this 4<sup>th</sup> day of January, 2022.



\_\_\_\_\_  
*Gayle R. Carrasco*

Printed Name: \_\_\_\_\_

Notary Public in and for the State of  
Washington, residing at \_\_\_\_\_

My commission expires: \_\_\_\_\_

State of Washington )

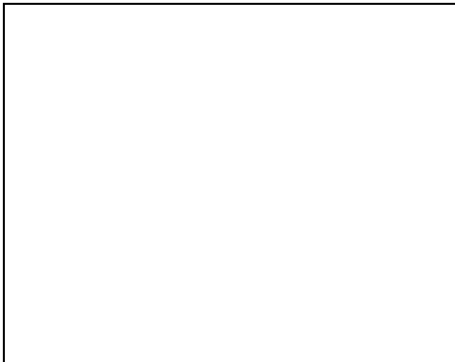
: ss. **OATH OF OFFICE**

County of Benton )

I, Shane Williams, do solemnly swear that I am a Citizen of the United States and of the State of Washington; that I will support the Constitution of the United States and the Constitution and Laws of the State of Washington, and that I will faithfully and impartially discharge the duties of the office of **WEST BENTON REGIONAL FIRE AUTHORITY BOARD OF COMMISSIONERS – POSITION NO. 2** to the best of my ability.

\_\_\_\_\_  
Shane Williams

**SUBSCRIBED AND SWORN** to before me this 4<sup>th</sup> day of January, 2022.



\_\_\_\_\_  
*Gayle R. Carrasco*

Printed Name: \_\_\_\_\_  
Notary Public in and for the State of  
Washington, residing at \_\_\_\_\_  
My commission expires: \_\_\_\_\_

State of Washington )

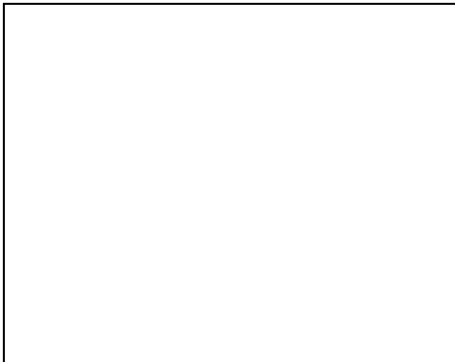
: ss. **OATH OF OFFICE**

County of Benton )

I, Randy Cobble, do solemnly swear that I am a Citizen of the United States and of the State of Washington; that I will support the Constitution of the United States and the Constitution and Laws of the State of Washington, and that I will faithfully and impartially discharge the duties of the office of **WEST BENTON REGIONAL FIRE AUTHORITY BOARD OF COMMISSIONERS – POSITION NO. 1** to the best of my ability.

\_\_\_\_\_  
Randy Cobble

**SUBSCRIBED AND SWORN** to before me this 4<sup>th</sup> day of January, 2022.



\_\_\_\_\_  
*Gayle R. Carrasco*

Printed Name: \_\_\_\_\_  
Notary Public in and for the State of  
Washington, residing at \_\_\_\_\_  
My commission expires: \_\_\_\_\_



**WEST BENTON REGIONAL FIRE AUTHORITY  
TUESDAY DECEMBER 21st, 2021  
WBRFA HEADQUARTERS STATION 310**

**CALL TO ORDER AND FLAG SALUTE**

Chairman Clizbe called to order the December 21st, 2021, regular meeting for the West Benton Regional Fire Authority 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 attended remotely via Zoom.

**Others in attendance:** Fire Chief Seth Johnson, Interim Fire Chief Charles Damron and Captain Scott Friend. Also present was Administrator Gayle Carrasco, Resident Firefighters in the audience were Jake Coleman and Hugo Guzman Jr.

**Public Audience:** Randy Cobble and via Zoom remotely was Neil Taylor

**PUBLIC COMMENTS**

There were no comments from the public.

**CONSENT AGENDA**

Commissioner Williams made a motion to approve the consent agenda for December 21st, 2021. Commissioner D. Moon seconded the motion. Passed unanimously. The motion carried.

**OLD BUSINESS**

**EQUIPMENT PURCHASES:**

Chief Johnson stated there are photos available on the training board for the board to review on the Type 1's from South Dakota and below those were photos on the Type 5s. Chief Johnson referred to Interim Chief Damron for further details. Chief Damron state that the Type 5's in Boise are being constructed and the estimated time for completion will be some time next month in January 2022. Chief Damron informed the board they are working plumbing issues as the design used is not engineered to his satisfaction. Overall, the equipment is progressing as expected. R. Clizbe asked if the vehicles would come equipped with vehicle emergency lighting or will the department need to install once the trucks are delivered. Chief Damron stated everything will be completed prior to delivery. Chairman Clizbe asked the board for any further questions. No other questions were stated.

**2022 EMS PLAN:**

Commissioner Williams reported that he did not have information that has not already been previously discussed. He informed the board the next meeting is scheduled for January 7<sup>th</sup>, 2022. Commissioner Williams is optimistic to obtain further information to follow the meeting. Commissioner Holliday conveyed his concern to the lack of updated information and/or documents within the board's drop box. Chief Johnson updates Commissioner Williams on the strategic communication point documents provided to PMS that contained examples to provide to the public, and these were to be directed to their marketing department, and this will be the topic of the meeting held on January 7<sup>th</sup>. Chief Johnson states that there have been no further documents to provide to the board after the draft ILA that was presented an included in the board packet for October 19<sup>th</sup>, 2021. Chief Johnson reports the last draft communication he sent to PMH was dated December 7<sup>th</sup>, which was the day after the last meeting he attended with the hospital. Chief Johnson informs the board he has yet to receive a response from the hospital. Commissioner Holliday asked if the hospital has provided the department further information. Both Chief Johnson and Commissioner Williams responded no, no further information has been received. The Chair suggests to the board it may be

necessary to consider removing the discussion from the agenda. Chief Johnson states it is his perspective that the hospital fully grasps what the WBRFA board's position is regarding the ILA and the hospital is currently working on how to frame it to reconvey this to the community. Chief Johnson states that entering an ILA would lessen the impact during the transition as well as providing the hospital a public standing to the community. Chief Johnson ended the discussion with stating that after the last meeting it was fully understood what the WBRFA boards desired and to have the hospital to communicate their future on no longer providing ambulance services to the community. Commissioner Holliday informs the board this is his last official meeting, and he is inclined to remind the board this topic had been introduced to the board back on the 5<sup>th</sup>, January 2021 and at that time it was fully agreed by the board not to pursue this unless the department had an EMS Levy passed. The Chair thanked Commissioner Holliday and mentioned he recalls the board position also. Commissioner Williams concluded the discussion by reminded the board they will know more after the meeting with the hospital on the 7<sup>th</sup>. Chairman Clizbe requests for further comments or questions from the board on this matter. Commissioner Galbraith stated she did not have any questions at the time. She would like clarification to the board, and have it noted that she was not part of the board prior to her appointment on July 20<sup>th</sup>, of this year, and was not part of that agreement. She further stated that she would like to see the continuous for the discussions to move forward.

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

Fire Chief Johnson reported that the conditional job offer had been accepted, and the candidate has completed the medical screening and the department is awaiting those results. The department is on schedule to conduct on boarding for that candidate the first week of January 2022.

#### **LIGHT DUTY POLICY:**

Chief Johnson explains the protocol procedure to the board to remove the inactive agenda item that this must be done by the board making a motion. Commissioner Williams made a motion to remove the Light Duty Policy from the agenda. Commissioner Moon seconded the motion. Passed unanimously. Motion carried.

### **NEW BUSINESS**

#### **CORRESPONDENCES:**

##### **Governing Board**

Commissioner Williams reported that he is currently reviewing the recorded WFCOA 2021 conference seminars. Chairman Clizbe states that he has received Fire Chief recruit responses, and these have been provided for the board members in their packets. Chairman Clizbe stated he reached out to four agencies, and he received 2 responses, and he requested that the board review the information. Commissioner Moon had a question regarding the seminar flyer the board members had been provided. Administrator Carrasco explained the seminar flyer provided was not conducted by Snure Law Office nor was it associated with the WFCOA recorded seminars that Commissioner Williams mentioned. The seminar flyer was dealt with OPMA, and PRA training conducted by King County (online for \$25.) and this is mandatory for the newly elected commissioners, and for the commissioners who have not renewed their training after 4 years. Currently Commissioners Moon, Williams, Galbraith, and Cobble are needing to obtain the training. Commissioner Williams explained to Commissioner Moon the different options that were available to obtain the mandatory training. The board returned to the previous discussion on the Fire Chief recruit agencies. Chief Johnson then emailed the documents to Commissioner Galbraith. Commissioner Holliday presented his wage comparison analysis by explaining his sources being the figures provided by the WFCOA and stated this analysis was fairly similar to Commissioner Williams comparison. Commissioner Holliday stated how to truly find comparables was his goal. He utilized total assessed values,

revenues generated by taxation, and total revenue generated within the district, and then took 33% above and below the base line what was Benton listed as. Commissioner Holliday was able to locate from the value criteria 15 departments. Overall, four departments met all the requirements as used, excluding Whatcom as they did not provide the Fire Chief Salary. Commissioner Holliday explains each table and where the WBFR Department aligns within the 3 department. Commissioner Holliday states that WBFR is above the 75<sup>th</sup> percentile and within a 90 percentile. He then inputted fire calls, EMS Calls, number of paid staff, number of volunteers, and number of department residents. 12 districts met at least 3 of the next set of criteria. And this was lessened to (2) districts that met all criteria, Chelan 3, and Walla Walla 5. In 2020 WBFR fell below the 90<sup>th</sup> percentile, but still in the 75<sup>th</sup> percentile and above the median. Commissioner Holliday recommends to the board as they move forward to utilize Chelan 3, and Walla Walla 5 as the main comparable for setting salaries and pay grades. Commissioner Holliday states to the board that he is happy to take questions or show the spreadsheet, and explains his spreadsheet. Chairman Clizbe expresses his appreciation to Commissioner Holliday for his work on the comparable spreadsheet, and he believes the analysis will give the board an idea of where they need to be. Commissioner Williams also thanks Commissioner Holliday for his efforts.

#### **STALE WARRANT RESOLUTION: 2021-15**

Commissioner Williams makes a motion to approve Resolution 2021-15 – giving permission to Benton County to remove the stale warrants from 2020 as presented. Commissioner Moon seconded the motion. Passed unanimously. Motion Carried.

#### **Staff Reports:**

Administrator Carrasco presented financial reports ending in the month of November 2021 to include Cash Flow, GL Expenditure Report (Benton County) and she is created the 13<sup>th</sup> month for expenditure or revenues that will meet the requirement to be accounted for in the 2021 which will remain open for 20 days. No questions were presented. Chairman Clizbe informed the board of the procedure to take place at the January 4<sup>th</sup>, 2022, meeting, and those procedures were provided to the board in their agenda packet.

Chief Johnson further explains the resolutions required to set forth the governance in 2022. Chief Johnson explains that it has been a busy couple of weeks within the department. Chief Damron has been lined out with passwords, and it has been an arduous process to untwine the items Chief Johnson has been involved with since 2009. Chief Johnson is confident with his staff an everything is dialed in, and they will be able to pickup from cameras systems, Microsoft accounts, etc. and these have been passed along. There may be a few things here and there, but Chief Johnson reminded his staff he is only a phone call away. Chief Johnson happily expresses that after the board meeting, he will be changing into his civilian clothes and jump into his personal truck and drive on home. Chairman Clizbe asked if Chief Johnson will continue to work the remainder of the week. Chief Johnson states this meeting was his last order of business for the department. Chairman Clizbe asked the details on the handling of the board members iPad. Chief Johnson explained that Chief Damron has been advised and Commissioner Holliday's iPad will be collected. Chief Johnson recommended to the board that new Ipad's should be considered as the current ones are 8-9 years old. Chief Johnson explains that Captain Bowden has been managing the IT for the department and the department also contracts with Benton REA for the network server maintenance. Chief Johnson mentioned one last item, and he has been in contact with Eric Cunningham with WRSB and he did want to provide the results to the board prior to his departure. The rating should be conveyed to the department within a week or so. Because there had been a down payment for the new Chassis, and the equipment fleet agreement this will play a significant role in the department obtaining greater ratings.

**INTERIM FIRE CHIEF MOU:**

Chief Johnson explains the two changes made on the MOU for Chief Damron, one being the approved increase to salary of 20%, the second is the term of the MOU for 6 months. Local Union 1052 mandated the term, and if needed the board may request an extension. Commissioner Moon makes a motion to accept the MOU for Charles Damron as the Interim Fire Chief. Commissioner Galbraith seconded the motion. Motion carried. Chief Johnson informed the board the period on the ratification will take approximately 2 weeks,

**EXECUTIVE SESSION:**

Chairman Clizbe recessed the regular board meeting at 6:31pm for 20 minutes for an executive session per RCW 42.30.110(g). The board reconvened and resumed the regular board meeting at 6:51p.m. No Action Taken.

**GOOD OF THE ORDER**

Chairman Clizbe reminded the commissioners who attended the board meeting remotely that they will need to either email the approvals for the payment of vouchers and sign the stale warrant resolution 2021-15. The Chair then reminded the board of the next regular board meeting will be on January 4<sup>th</sup>, 2022, and the Annual Organizational Commissioner Policy 1060 was provided in the agenda packet.

**ADJOURNMENT**

With no further business, Chairman Richard Clizbe adjourned the meeting at 6:53p.m.

\_\_\_\_\_  
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.*

\_\_\_\_\_  
GAYLE CARRASCO, ADMINISTRATOR

# VOUCHER APPROVALS

West Benton Fire Rescue

Time: 16:46:07 Date: 01/03/2022

12/31/2021 To: 12/31/2021

Page: 1

Voucher	Claimant	Trans	Date	Type	Acct #	Amount	Memo	County ID
211207001	100230 AMAZON CAPITAL SERVICES INC	969	12/31/2021	Claims	1	8,007.49	AMAZON PURCHASES - DEC 2021	100230
211207002	114612 APOLLO HEATING & AIR CONDITIONING	970	12/31/2021	Claims	1	380.91	HVAC MAINTENANCE CONTRACT - FALL HEATING INSPECTION 2021	114612
211207003	114645 ARAMARK UNIFORMS SERVICES	971	12/31/2021	Claims	1	35.86	CARPET CLEANING - DEC 2021	114645
211207004	147786 BENTON COUNTY AUDITOR-PROSSER	972	12/31/2021	Claims	1	4,995.58	2021 GENERAL ELECTION SHARED COSTS	147786
211207005	147858 BENTON PUD	973	12/31/2021	Claims	1	916.19	ELECTRIC UTILITES - DEC 2021	147858
211207006	148103 BENTON REA	974	12/31/2021	Claims	1	560.00	POWERNET TECHNOLOGY ADMIN FEE - DEC 2021	148103
211207007	106345 CARRASCO GAYLE	975	12/31/2021	Claims	1	45.99	REIMBURSE: LEPREKON HARVEST FOODS - RECEPTION CAKE - S.JOHNSON & D.HOLLIDAY	106345
211207008	213169 CASCADE NATURAL GAS	976	12/31/2021	Claims	1	552.50	NATURAL GAS - DEC 2021	213169
211207009	216447 CENTURYLINK COMMUNICATIONS LLC	977	12/31/2021	Claims	1	150.01	PHONE MONTHLY CHARGES ST.320 - DEC 2021	216447
211207010	218790 CHARTER COMMUNICATIONS	978	12/31/2021	Claims	1	139.69	TV CHARGES - DEC 2021; VOICE CHARGES - DEC 2021	218790
211207011	224132 CITY OF PROSSER	979	12/31/2021	Claims	1	689.73	CITY UTILITIES - DEC 2021	224132
211207012	238803 CONNELL OIL INC.	980	12/31/2021	Claims	1	943.10	VEHICLE FUEL - DEC 2021	238803
211207013	243706 CORO MEDICAL	981	12/31/2021	Claims	1	1,290.00	ZOLL AED PLUS, ZOLL CPR, ZOLL CPR READY KIT, AED INSPECTION TAG, AED WINDOW DECAL	243706
211207014	264177 DAVY'S TOTAL LAWN CARE SERVICE, INC.	982	12/31/2021	Claims	1	350.24	2021 AQUA BACKFLOW TEST	264177
211207015	468575 HUGHES FIRE EQUIPMENT, INC	983	12/31/2021	Claims	1	4,089.55	FLEET MAINTENANCE - DEC 2021 - E1312-TR131-L1311	468575
211207016	664637 MOON SECURITY	984	12/31/2021	Claims	1	121.63	BASIC FIRE MONITORING - DEC 2021	664637
211207017	864205 MOORE AUTO GROUP LLC SPECK CHEVROLET BUICK OF	985	12/31/2021	Claims	1	69.44	MAINTENANCE DC131 - DEC 2021	864205

# VOUCHER APPROVALS

West Benton Fire Rescue

Time: 16:46:07 Date: 01/03/2022

12/31/2021 To: 12/31/2021

Page: 2

Voucher	Claimant	Trans	Date	Type	Acct #	Amount	Memo	County ID
211207018	689515 NEWTEK TECHNOLOGY SOLUTIONS	986	12/31/2021	Claims	1	29.20	OFFICE 365 BUSINESS ESSENTIALS - 2 YEAR 11/22/2021-11/22/2023 (TECH FEES)	689515
211207019	710241 PACIFIC OFFICE AUTOMATION	987	12/31/2021	Claims	1	398.56	PRINTING/COPIER SERVICES - DEC 2021	710241
211207020	RUTHERFORD DARYL	988	12/31/2021	Claims	1	450.82	REIMBURSE: RECEPTION DINNER - S.JOHNSON	
211207021	928395 TWG CONSULTING CORP	989	12/31/2021	Claims	1	200.00	LABOR RELATION CONSULTATION - DEC 2021	928395
211207022	962120 WFCA: DAILY DISPATCH	990	12/31/2021	Claims	1	280.00	2021 SHIFT CAPTAIN EMPLOYMENT AD	962120
211207023	991028 YAKIMA COUNTY TRAINING OFFICER'S ASSOC	991	12/31/2021	Claims	1	450.00	DEC 2021 - IFSAC FF1 PRACTICAL TESTING - H.GUZMAN, H.HICKS, J.KORESKEI.	991028
Total Vouchers:						25,146.49		

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

**VOUCHER APPROVALS**

Jan 2022 Invoice Approvals

West Benton Fire Rescue

Time: 15:47:22 Date: 01/03/2022

01/06/2022 To: 01/06/2022

Page: 1

Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo	County ID
220105001 106592 ESO SOLUTIONS, INC.	40	01/06/2022	Claims	1	274.95	FIRE & EMS SUBSCRIPTION - JAN 2022	106592
220105002 573924 LIFE FLIGHT NETWORK FDN	41	01/06/2022	Claims	1	1,652.00	2022 LIFEFLIGHT ANNUAL MEMBERSHIP	573924
220105003 747677 PROSSER RECORD BULLETIN	42	01/06/2022	Claims	1	96.00	2 YEAR SUBSCRIPTION - 2022-2024	747677
220105004 105773 SPRINGBROOK HOLDING COMPANY	43	01/06/2022	Claims	1	6,661.35	2022 USER AGREEMENT / ACCOUNTING SOFTWARE SUBSCRIPTION	105773
220105005 894844 SUNNYSIDE VALLEY IRR DIST	44	01/06/2022	Claims	1	129.98	IRRIGATION ASSESSMENT - 2022	894844
220105006 900015 T-NET COMMUNICATIONS	45	01/06/2022	Claims	1	3,025.00	2022 ANNUAL SITE RENT FOR CHANDLER BUTTE	900015
220105007 618814 TARGETSOLUTIONS LEARNING, LLC	46	01/06/2022	Claims	1	2,753.36	2022 ANNUAL MAINTENANCE FEE - NPPGOV FIRE, NPPGOV	618814
220105008 949747 WASHINGTON FIRE CHIEFS	47	01/06/2022	Claims	1	1,800.00	2022 WFC AGENCY MEMBERSHIP DUES	949747
Total Vouchers:					16,392.64		

# VOUCHER APPROVALS

West Benton Fire Rescue

Time: 15:47:22 Date: 01/03/2022

01/06/2022 To: 01/06/2022

Page: 2

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



**VOUCHER APPROVALS** Employee Payroll Benefits Dec 2021

West Benton Fire Rescue

Time: 15:44:18 Date: 01/03/2022

01/06/2022 To: 01/06/2022

Page: 1

Voucher	Claimant	Trans	Date	Type	Acct #	Amount	Memo	County ID
220104001	474997 I A F F LOCAL 1052, RICHLAND	35	01/06/2022	Payroll	1	441.90	Pay Cycle(s) 01/01/2022 To 01/31/2022 - Union Dues	474997
220104002	924555 TRUSTEED PLANS SERVICE CORP	36	01/06/2022	Payroll	1	6,825.59	Pay Cycle(s) 01/01/2022 To 01/31/2022 - Medical/Dental	924555
220104003	949710 WA ST DEPT OF RET SYS	37	01/06/2022	Payroll	1	5,074.68	Pay Cycle(s) 01/01/2022 To 01/31/2022 - PERS2; Pay Cycle(s) 01/01/2022 To 01/31/2022 - LEOFF2; Pay Cycle(s) 01/01/2022 To 01/31/2022 - DC	949710
220104004	961311 WEST BENTON FIREFIGHTERS ASSOCIATION	38	01/06/2022	Payroll	1	60.00	Pay Cycle(s) 01/01/2022 To 01/31/2022 - WBFFA	961311
220104005	949222 WSCFF EMPLOYEE BENEFIT, TRUST BENEFIT	39	01/06/2022	Payroll	1	225.00	Pay Cycle(s) 01/01/2022 To 01/31/2022 - MERP	949222

Total Vouchers: 12,627.17

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

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Board Member

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Board Member

\_\_\_\_\_  
Board Member

\_\_\_\_\_  
Administrator

# VOUCHER APPROVALS

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West Benton Fire Rescue

Time: 15:50:19 Date: 01/03/2022

01/06/2022 To: 01/06/2022

Page: 1

Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo	County ID
EFT 169183 BOWDEN BRANDON	1	01/06/2022	Payroll	1	5,584.95	DEC 2021 MONTHLY PAYROLL	169183
EFT 106345 CARRASCO GAYLE	2	01/06/2022	Payroll	1	4,069.78	DEC 2021 MONTHLY PAYROLL	106345
EFT 233337 COLEMAN JAKE	3	01/06/2022	Payroll	1	640.57	DEC 2021 MONTHLY PAYROLL	233337
EFT 262033 DAMRON CHARLES	4	01/06/2022	Payroll	1	7,810.59	DEC 2021 MONTHLY PAYROLL	262033
EFT 345528 FRIEND JONATHAN	5	01/06/2022	Payroll	1	5,498.73	DEC 2021 MONTHLY PAYROLL	345528
EFT 106030 GUZMAN JR HUGO	6	01/06/2022	Payroll	1	640.57	DEC 2021 MONTHLY PAYROLL	106030
EFT 106346 HICKS HADEN	7	01/06/2022	Payroll	1	640.57	DEC 2021 MONTHLY PAYROLL	106346
EFT 105674 RODRIGUEZ ERICKA S	8	01/06/2022	Payroll	1	640.57	DEC 2021 MONTHLY PAYROLL	105674
EFT 982389 WOLFE TAYLOR	9	01/06/2022	Payroll	1	640.57	DEC 2021 MONTHLY PAYROLL	982389
Total Vouchers:					26,166.90		

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

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Board Member

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Board Member

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Board Member

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Administrator

**VOUCHER APPROVALS** >Ub'&\$&&i G85'6cbX'DUma Ybh!'9: H

West Benton Fire Rescue

Time: 14:54:19 Date: 01/03/2022

01/06/2022 To: 01/06/2022

Page: 1

Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo	County ID
220101001 930030 USDA, NO CHECK	10	01/06/2022	Claims	1	4,456.00	USDA Ladder Truck Loan Payment - JAN 2022	930030
Total Vouchers:					4,456.00		

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

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Board Member

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Board Member

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Board Member

\_\_\_\_\_  
Administrator

**VOUCHER APPROVALS**

Dec 2021 IRS Tax EFT

West Benton Fire Rescue

Time: 14:58:25 Date: 01/03/2022

01/06/2022 To: 01/06/2022

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Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo	County ID
220102001 275022 DEPT OF TREASURY - IRS - No Check	11	01/06/2022	Payroll	1	3,445.68	941 Deposit for Pay Cycle(s) 01/01/2022 - 01/31/2022	275022

Total Vouchers:	3,445.68
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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
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Board Member	Board Member	
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Administrator

**RESOLUTION 2022-1**

**A RESOLUTION APPOINTING WEST BENTON  
REGIONAL FIRE AUTHORITY BOARD OF OFFICER  
POSITIONS FOR CALENDAR YEAR 2022**

**WHEREAS**, RCW 52 establishes requirements for electing officers from ‘among the members’ of the sitting Governance Board of the Regional Fire Authority; and

**WHEREAS**, the Governance Board of West Benton Regional Fire Authority, in compliance with this statute has conducted ‘elections’ among their number of officer positions for 2022; and

**NOW, THEREFORE, BE IT RESOLVED** by the Governing Board of the West Benton Regional Fire Authority that, County of Benton, that the following West Benton Regional Fire Authority Governance Board members shall serve in these respective positions and shall appoint a secretary for the year 2022:

Governance Board Member Chairman: \_\_\_\_\_

Governance Board Member Vice-Chairman: \_\_\_\_\_

**PASSED** this 4<sup>th</sup> day of January 2022

_____	Title: <i>Commissioner</i>
_____	Title: <i>Commissioner</i>
_____	Title: <i>Commissioner</i>
_____	Title: <i>Commissioner</i>
_____	Title: <i>Commissioner</i>

**ATTEST:**

\_\_\_\_\_  
Gayle Carrasco, Administrator

**RESOLUTION 2022-02**

**A RESOLUTION DESIGNATING LEGAL COUNSEL FOR WEST BENTON FIRE AUTHORITY**

**WHEREAS**, West Benton Regional Fire Authority requires legal counsel from time to time on various issues affecting the operation and management of West Benton Regional Fire Authority; and

**WHEREAS**, West Benton Regional Fire Authority is authorized by statute to retain the services of legal counsel in accordance with RCW 52.26.090(1)(e); and

**WHEREAS**, The Governing Board has identified Kuffel, Hultgrenn, Klashke, Shea & Ellerd, LLP to have significant experience and expertise in representing public sector entities and have demonstrated skill, experience and knowledge; and

**WHEREAS**, funds have been allocated in the Authority’s budget for these purposes; and

**NOW, THEREFORE, BE IT RESOLVED** by the Governing Board of the West Benton Regional Fire Authority that, Kuffel, Hultgrenn, Klashke, Shea & Ellerd, LLP is appointed as legal counsel of record to the Governing Board and authorizes the West Benton Regional Fire Authority Chairman to enter into an agreement.

**PASSED** this 4<sup>th</sup> day of January 2022

\_\_\_\_\_ Title: *Commissioner*  
\_\_\_\_\_ Title: *Commissioner*  
\_\_\_\_\_ Title: *Commissioner*  
\_\_\_\_\_ Title: *Commissioner*  
\_\_\_\_\_ Title: *Commissioner*

ATTEST:

\_\_\_\_\_  
Gayle Carrasco, Administrator

## RESOLUTION 2022-03

### A RESOLUTION APPOINTING WEST BENTON REGIONAL FIRE AUTHORITY AUDITING OFFICER POSITIONS FOR 2022

**WHEREAS**, West Benton Regional Fire Authority conducts financial transactions in/from the following funds;

6808-101 WBFRA Expense Fund  
6808-501 Equipment Replacement Fund  
6808-502 Apparatus Replacement Fund  
6808-503 Facility Replacement Fund  
6808-601 Emergency Reserve Fund

**WHEREAS**, West Benton Regional Fire Authority must audit all financial transactions and claims presented against the RFA for materials furnished, services supplied and all claims for reimbursement expenses; and

**WHEREAS**, it is prudent and of financial benefit to West Benton Regional Fire Authority to have appointed Finance Auditing Officers of the RFA authorized to oversee the RFA's expenditure of funds;

**NOW, THEREFORE, BE IT RESOLVED** by the Governing Board of the West Benton Regional Fire Authority, County of Benton, State of Washington, that:

1. That the West Benton Regional Fire Authority Governance Board appoints the following Finance Auditing Officers for the Fiscal Year 2022 thru January 15, 2023.

**Richard Clizbe**, *Governance Board Member*  
**Shane Williams**, *Governance Board Member*  
**David Moon**, *Governance Board Member*  
**Lisa Galbraith**, *Governance Board Member*  
**Randy Cobble**, *Governance Board Member*  
**Administrator Gayle Carrasco** *District Secretary*  
**Interim Fire Chief Charles Damron**, *Alternate District Secretary*

2. Said Appointments shall be made as Finance Auditing Officers for Fiscal Year 2022 thru January 15, 2023 with the following authority:
  - To communicate with the Benton County Treasurer as necessary and to oversee the performance of the WBRFA's investments.
  - To execute withdrawals and investment of WBRFA's funds from the Benton County investment pool as often and prudently as authorized.
  - To report to the WBRFA's Governance Board as necessary to address issues relating to the RFA's investments in the Benton County Investment Pool

**PASSED** this 4<sup>th</sup> day of January 2022

\_\_\_\_\_ Title: *Commissioner*  
\_\_\_\_\_ Title: *Commissioner*  
\_\_\_\_\_ Title: *Commissioner*  
\_\_\_\_\_ Title: *Commissioner*  
\_\_\_\_\_ Title: *Commissioner*

ATTEST:

\_\_\_\_\_  
Gayle Carrasco, Administrator



## **RESOLUTION 2022-04**

### **A RESOLUTION APPOINTING WEST BENTON REGIONAL FIRE AUTHORITY INVESTMENT OFFICER POSITIONS FOR 2022**

**WHEREAS,** West Benton Regional Fire Authority from time to time maintains various fund balances which are in excess of current RFA operating cash needs; and

**WHEREAS,** West Benton Regional Fire Authority will participate in the Benton County Investment Pool to take advantage of its authority to invest its excess balances in the following funds:

6808-101 WBFRA Expense Fund  
6808-501 Equipment Replacement Fund  
6808-502 Apparatus Replacement Fund  
6808-503 Facility Replacement Fund  
6808-601 Emergency Reserve Fund

**WHEREAS,** it would be of financial benefit to West Benton Regional Fire Authority to have a appointed Finance Investment Officers of the RFA authorized to oversee the RFA's participation in the County investment pool;

**NOW, THEREFORE, BE IT RESOLVED** by the Governing Board of the West Benton Regional Fire Authority, County of Benton, State of Washington, that:

1. That the West Benton Regional Fire Authority Governance Board appoints the following Finance Investment Officers for the Fiscal Year 2022 thru January 15, 2023.

**Richard Clizbe, *Governance Board Member***  
**Shane Williams, *Governance Board Member***  
**David Moon, *Governance Board Member***  
**Lisa Galbraith, *Governance Board Member***  
**Randy Cobble, *Governance Board Member***  
**Administrator Gayle Carrasco *District Secretary***  
**Interim Fire Chief Charles Damron, *Alternate District Secretary***

2. Said Appointments shall be made as Finance Investment Officers for Fiscal Year 2022 thru January 15, 2023 with the following authority:

- To communicate with the Benton County Treasurer as necessary and to oversee the performance of the WBRFA's investments.
- To execute withdrawals and investment of WBRFA's funds from the Benton County investment pool as often and prudently as authorized.
- To report to the WBRFA's Governance Board as necessary to address issues relating to the RFA's investments in the Benton County Investment Pool.

**PASSED** this 4<sup>th</sup> day of January 2022

\_\_\_\_\_ Title: *Commissioner*  
\_\_\_\_\_ Title: *Commissioner*  
\_\_\_\_\_ Title: *Commissioner*  
\_\_\_\_\_ Title: *Commissioner*  
\_\_\_\_\_ Title: *Commissioner*

ATTEST:

\_\_\_\_\_  
Gayle Carrasco, Administrator

**RESOLUTION 2022-05**

**A RESOLUTION APPOINTING WEST BENTON REGIONAL FIRE  
AUTHORITY AGENT TO RECEIVE CLAIMS**

**WHEREAS**, pursuant to the provisions of RCW 4.96.020 the governing body of each local governmental entity shall appoint an agent to receive and claim for damages made under chapter 4.96 RCW.

**WHEREAS**, all claims for damages against a local governmental entity, or against any local governmental entity’s commissioners, officers, employees, or volunteers, acting in such capacity, shall be presented to the agent within the applicable period of limitations within which and action must be commenced.

**NOW, THEREFORE, BE IT RESOLVED**, that the GOVERNING BOARD of WEST BENTON REGIONAL FIRE AUTHORITY appoints the below listed agent to receive any claims for damages made under chapter 4.96 RCW

Agent Appointed: Interim Fire Chief, Charles Damron  
Office Address: West Benton Fire Rescue  
1200 Grant Ave  
Prosser, WA 99350  
Business Hours: 8am -5pm

**BE IT FURTHER RESOLVED**, by the GOVERNING BOARD of WEST BENTON REGIONAL FIRE AUTHORITY that a duplicate original of the Resolution shall be recorded with the Benton County Auditor.

**PASSED** this 4<sup>h</sup> day of January 2022

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Title: *Commissioner*  
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Title: *Commissioner*  
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Title: *Commissioner*  
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Title: *Commissioner*  
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Title: *Commissioner*

ATTEST:

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Gayle Carrasco, Administrator

**RESOLUTION 2022-06**

**A RESOLUTION APPOINTING WEST BENTON REGIONAL FIRE  
AUTHORITY PAYROLL OFFICER POSITIONS FOR 2022**

**WHEREAS**, West Benton Regional Fire Authority maintains a force of Volunteer Emergency Responders; professional Executive and Staff Officers and a Governance Board; and

**WHEREAS**, West Benton Regional Fire Authority reimburses said elected and appointed individuals from designated and budgeted RFA funds; and

**WHEREAS**, It is necessary and prudent for the West Benton Regional Fire Authority to have appointed Payroll Officers authorized to oversee the RFA’s expenditure of reimbursement and payroll funds:

**NOW, THEREFORE, BE IT RESOLVED** by the Governing Board of the West Benton Regional Fire Authority, County of Benton, State of Washington, that:

1. That the West Benton Regional Fire Authority Governance Board appoints the following Finance Auditing Officers for the Fiscal Year 2022 thru January 15, 2023.

**Richard Clizbe, Governance Board Member**  
**Shane Williams, Governance Board Member**  
**David Moon, Governance Board Member**  
**Lisa Galbraith, Governance Board Member**  
**Randy Cobble, Governance Board Member**  
**Administrator Gayle Carrasco District Secretary**  
**Interim Fire Chief Charles Damron, Alternate District Secretary**

2. Said Appointment of Auditing Officers shall be in order to:
  - Provide authority over the expenditure of West Benton Regional Fire Authority finances for payroll and reimbursements
  - To maintain oversight and accountability authority over said payroll and reimbursement expenditures from the West Benton Regional Fire Authority funds.
  - To communicate with Benton County as necessary and in overseeing the execution of the RFA’s payroll expenditures.

**PASSED** this 4<sup>th</sup> day of January 2022

\_\_\_\_\_ Title: *Commissioner*  
\_\_\_\_\_ Title: *Commissioner*

\_\_\_\_\_ Title: *Commissioner*

\_\_\_\_\_ Title: *Commissioner*

\_\_\_\_\_ Title: *Commissioner*

ATTEST:

\_\_\_\_\_  
Gayle Carrasco, Administrator

**RESOLUTION 2022-07**

**A RESOLUTION APPOINTING WEST BENTON REGIONAL FIRE  
AUTHORITY RECORDS RETENTION OFFICER POSITION**

**WHEREAS**, West Benton Regional Fire Authority is required to comply with the Washington State Public Records Act (chapter 42.56.RCW) and the retention requirements established by the Washington State Department of Archives; and

**WHEREAS**, in order to comply with these requirements, the Fire Authority’s needs to establish a Records Retention Officer with responsibility to manage all Fire Authority’s records and to comply with the statutory and regulatory requirements that govern the records of West Benton Regional Fire Authority; and

**NOW, THEREFORE, BE IT RESOLVED** by the Governing Board of the West Benton Regional Fire Authority that the Governing Board appoints the West Benton Rescue Fire Authority Administrator as the Records Retention Officer.

**PASSED** this 4<sup>th</sup> day of January 2022

_____	Title: <i>Commissioner</i>
_____	Title: <i>Commissioner</i>
_____	Title: <i>Commissioner</i>
_____	Title: <i>Commissioner</i>
_____	Title: <i>Commissioner</i>

ATTEST:

\_\_\_\_\_  
Gayle Carrasco, Administrator