



RFA Governing Board
MEETING AGENDA

West Benton Regional
Fire Authority
1200 Grant
Prosser, WA 98350

DATE: Regular Board Meeting
February 1st, 2022
TIME: 18:00 hours
LOCATION: Online via the Zoom Platform

WBFR Zoom Meeting Information:
[Click here to connect to the meeting](#)
Meeting ID: 785 739 0351
Please call the office for the password

Call to Order _____ o'clock p.m.

Flag Salute

Roll Call

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.*

CONSENT AGENDA

- **CONSENT AGENDA APPROVAL–February 1st, 2022 - Regular Board Meeting**
 - Approval of Minutes – January 18th, 2022 - Regular Board Meeting
 - Voucher TOTAL for Approval = **\$70,578.54**
 - (2021 – 13th Month Voucher# 211208001) = **\$1,200.00** – WBFFA Dues 2021 2nd Qtr.
 - (2.1.22 Invoice Vouchers# 220202001- 220202015) = **\$ 16,556.74**
 - (2.1.22 USDA Bond EFT Voucher# 220201001) = **\$4,456.00**
 - (2.1.22 IRS 941 Payroll Tax EFT Voucher 220203001) = **\$3,768.46**
 - (2.1.22 Payroll Direct Deposit EFT Voucher) = **\$29,266.68**
 - (2.1.22 Employee Benefits Vouchers# 220204001-4005) = **\$15,330.66**

OLD BUSINESS

- 1. **Equipment Purchases** • Local Program - Equipment Acquisition Update
- 2. **EMS** • 2022 EMS Plan – Shane Williams Update

NEW BUSINESS

- 1. **Correspondence**
 - Governing Board
 - Staff Reports
 - Fire Chief Damron; Resignation Letter – Captain Scott Friend
 - Administrator Carrasco
- 2. **Employment Contracts**
 - Fire Chief Contract - Charles Damron
 - Local 1052 Union Contract – WBFR

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. This session will begin at _____ o'clock pm and will be concluded at _____ o'clock pm."*

GOOD OF THE ORDER

- Reminder to board members who may attend the meeting via Zoom to email voucher approval to the board secretary.
- PRA/OPMA Certificate of training. Turn in Date Deadline: 3/31/22.
- Commissioner Timecard Turn in Date Deadline: 2/28/22.
- February 15th, 2022

Next Board Meeting

ADJOURN MEETING _____ o'clock p.m.

**WEST BENTON REGIONAL FIRE AUTHORITY
TUESDAY JANUARY 18th, 2022
WBRFA HEADQUARTERS STATION 310**

CALL TO ORDER

Chairman Williams called to order the January 18th, 2022, regular meeting for the West Benton Regional Fire Authority at 6:00pm and Commissioner Clizbe then led the participants in the Pledge of Allegiance.

ROLL CALL

Present: Commissioners Richard Clizbe and Randy Cobble were present. Chairman S. Williams, Vice Chair D. Moon, and Commissioner L. Galbraith were present via Zoom.

Others in attendance: Fire Chief Charles Damron and Administrator Gayle Carrasco, Captain Scott Friend and Captain Josh Petroff. Volunteer Firefighters present were Jake Coleman and Bill Petersen.

PUBLIC COMMENTS

There were no comments from the public.

CONSENT AGENDA

Chairman Williams requested for comments or questions from the board on the consent agenda. None were received. Chairman Williams requests for a motion to approve the consent agenda as presented. Commissioner Clizbe made a motion to approve the consent agenda for January 18th, 2022. Commissioner D. Moon seconded the motion. Passed unanimously. The motion carried.

OLD BUSINESS

EQUIPMENT PURCHASES:

Chief Damron reports to the board that the Type 5's has been approved for their door logos and striping and diagrams, and on the 6th of February Chief Damron will travel to South Dakota to make the final inspections on the Type 1 engines. As part of the apparatus purchases, Chief Damron states that numerous tools & equipment to outfit the Type 1 engines have been ordered. Commissioner Clizbe asked the location of the inspection, Spokane? Or other? Chief Damron states the final inspection is in South Dakota. Chief Damron states a concern was the plant would she closed to visitors and at the current time the plant is still open to the public. Chief informs the board he is expecting an update and he is expecting pictures also. The Chief will share the current pictures he receives. Chairman Williams asked if the plumbing issues were resolved with Boise Mobile. Chief Damron gives a summary of the changes made to the design to the specifications approved by the department. One of the trucks had been completed and the work was redone. The other truck had not been worked on. Boise Mobile collaborated with the Chief on the design modifications and corrected the design upgrades.

2022 EMS PLAN:

Chairman Williams stated he met with the hospital on January 7th. The Chair reports his being concerned with moving forward, primarily the finance obligations. Chairman Williams noted his direction to take is seeking a levy to assure financial stability. The Chair makes a recommendation to the board to cease negotiations with PMH currently, and table the plan until the board decides on their plan to acquire an EMS Levy. The deficit is a \$200,000/a year and the Chair stated the department could not absorb this deficit. Commissioner Cobble adds that PMH will no longer assist the department financially once the department acquires funding via the EMS Levy. Commissioner Cobble gives a brief of the \$200,000 shortfall. R. Cobble details the meeting with PMH and the financial support documents he has reviewed show a cost to operate their EMS services of \$700,000/a year and PMH has stated their contribution will be \$500,000/a year. Understanding is this financial revenue will only be received from PHM if the department has not initiated and obtained the

community support with an EMS Levy. Lastly, Commissioner Cobble states he agrees with the Chair. Chairman Williams informs the board the entry of Commissioner Galbraith into the Zoom Webinar. The Chair catches Commissioner Williams up to date on the conversations being discussed and regarding the direction and consensus of the board no longer pursuing the EMS Services due to the deficit of annual debt the department would encumber. Commissioner Galbraith and Clizbe both state they are in agreeance not to move forward. Commissioner Clizbe gives further reasoning for his opinion to cease negotiations, and the period has been 11 months of negotiations with out much progress, and there has been not definitive given to the WBRFA board from PMH. Commissioner Clizbe suggests removing the item from the agenda currently. R. Clizbe states he is willing to readdress the EMS project later, and this should be the boards next step. The Chair requests permission of the board to relay the decision of the board to PMH to cease negotiations. Commissioner Galbraith explains she agrees with board with their decision and further states she would like her disappointment with the failed attempt to contract EMS services locally with PMH to go on the record. The Chair expresses his mutual disappointment with Commissioner Galbraith. Commissioner Galbraith states her opinion being if the community were informed of their loss of having a locally ran EMS service and dispatch services moving out of the community. The support of the community would be in favor of the WBFRA board initiating an EMS Levy. Chairman Williams requests input from Commissioner Moon, then realizes Commissioner Moon has a conflict of interest and has sustained from speaking on the subject. Commissioner Moon makes a statement that is not for or against the contract negotiations with PMH. Moon states the fact that it will take the board a year for the EMS Council to allow the WBFR Fire department to operate vehicles in this district. Commissioner Moon explains the timeline will be longer when considering the State EMS Council. The Chair thanks Commissioner Moon and states that is a particularly good point. The Chair explains he will move forward with relaying the boards final decision to cease negotiations. Commissioner Clizbe makes a motion to remove the item from the board business items on the agenda. Commissioner Moon expresses the need to have the EMS business item remain for one more board meeting an at the next board meeting it would be appropriate to either remove or continue with the board business on the EMS services with PMH contract. The board is unanimous to have the EMS Business item remain on the agenda until 2.1.22 board meeting.

NEW BUSINESS

CORRESPONDENCES:

Governing Board:

Commissioner R. Clizbe, R. Cobble, L. Galbraith, and D. Moon states they do not have items to report currently.

Staff Reports:

Administrator G. Carrasco explains to the board she has been finalizing the 2021 ending balances, and the financial structure arriving with the end fund amounts and then provided the board with an example of how this is conducted. Chairman Williams asks if a final 2021 Amended Budget will be foreseeable at the 2.1.22 meeting. G. Carrasco states this should be achievable.

Fire Chief Damron begins his report by explaining he had been in receipt of the new ratings from the WSRB. In the City of Prosser, the new rating has dropped from a 6 to a 5. This means all property owners insurance rates will be reduced. In Benton County, the Chief explains there are areas that will be go down from a 7 to a 5 for properties that are within 1,000 feet of a fire hydrant and notes this is a substantial reduction. The Chief reports he has a meeting set with Eric Cunningham that conducted the survey, to review the new survey and address questions the Chief would like further clarification. The Chief plans to bring the new survey results to the next board meeting after his meeting with Mr. Cunningham. The next project the Chief summarizes is the City of Prosser Bi-Annual Report, and this will be presented to the city next Tuesday. Chief Damron provides an overview of his annual report containing the departments strategic plan, and the departments accomplishments, increases to call volumes and this is completed and has been submitted to Rachel Shaw with the City of Prosser.

The West Benton Fire Rescue Annual report is expected to be present to the board at the 2.15.22 board meeting. The Chief provides the board with a brief description of the information he has gathered to build the report, including the rating bureau, and he notes the rating bureau report will be presented at that time moving WSRB survey to be review at the same time. Chief Damron addresses the issue of Covid currently peaking. The Chief reports that he has spoken to his department staff on the need to limit exposure to one another for the next 3 weeks, to include Wednesday night drill training to be held virtually via Zoom. The Chief expresses his concern to keep his staff healthy and not to confront the battle of loss of staff and support of services to the community. Chief Damron reports the department has received an EMS grant through the Department of Health for \$1,200 which was obtained by Captain Bowden. Chief Johnson sent a draft light duty policy that has been being worked on prior to Chief Johnson's leave. Chief Damron states he is in possession of the light duty policy, and he will review this and then submit it to the Local 1052 in the next few weeks. Commissioner Clizbe asks if the department has experienced loss of staff due to Covid. Chief Damron states two staff members currently were out with active Covid. The Chief explains that the largest threat to the department is placing a large quantity of his EMS and Volunteer force within the same proximately. Commissioner Moon asks Chief Damron if Benton 5 Horse heavens has been in contact. Commissioner Moon informs Chief Damron that all of Benton 5 is out with Covid, and currently Benton City is assisting Benton 5 with coverage. Commissioner Moon asks Chief Damron to reach out to Benton 5 and cover up to the top of the hill? Chief Damron explains he was not aware of the situation with Benton 5, and thanked Commissioner Moon for informing of the dilemma and he will be contacting Benton 5 to help from West Benton Fire Rescue. Continuing the Covid topic, Commissioner Galbraith suggest that it is her suggestion the department prepare a contingency plan for WBFR in the event of an outbreak of Covid amongst staff. Galbraith states the department should be prepared in this event. Chief Damron explains how it has been a concern with the paid staff in the office, there will be only 1 Captain at the department with the 48/96 going into effect, and this reduces the contact spreading within the day-to-day operations of the department. Chief Damron has requested that his staff limit their interaction with each other during shift change to eliminate exposure for the next month. In the event there is an outbreak, or numbers of cases dramatically increases then the Chief explains the department could have to close business to the public with administration working remotely. Commissioner Cobble asks if board meeting will be converted to Zoom? Chief Damron says this is a possibility and the next meeting could all be over Zoom. Commissioner Galbraith stated that the State of Washington has peaked in number of Covid Cases. The area of Yakima is approximately 10 days behind the State. Commissioner Galbraith explains to the Board and Chief Damron that the peak should occur around mid-February for our location. Chief Damron agrees with Commissioner Galbraith and informs the board the department will be monitoring Covid daily. The Chair asks the board if they intend to hold board meeting via Zoom. The decision of the board is to continue conducting board meeting being up to board member. Aboard member has a choice and flexibility currently to attend their meetings either via Zoom or at the department in person. Commissioner Cobble asked if the department has acquired covid test. Chief Damron states he will investigate obtaining these.

EXECUTIVE SESSION

Chairman Williams stated that the board will break into Executive Session per 42.30.110(g) at 6:25p.m. for 15 minutes to reconvene by 6:40p.m. The board announced at 6:40p.m. it was necessary to extend the executive session for an additional 10 minutes to reconvene by 6:50p.m. The board announced at 6:50p.m. it was necessary to extend the executive session for an additional 15 minutes to reconvene by 7:05p.m. The board announced at 7:05p.m. it was necessary to extend the executive session for an additional 10 minutes to reconvene by 7:15p.m. The board announced at 7:15p.m. it was necessary to extend the executive session for an additional 5 minutes to reconvene by 7:20p.m. The board ended the Executive Session and resumed the regular board meeting at 7:25 p.m.
No Action Taken.

GOOD OF THE ORDER

Chairman Williams requested items for the good of the order. Reminded the board to submit their approval of vouchers after the board meeting.

ADJOURNMENT

With no further business, Chairman Shane Williams adjourned the meeting at 7:28p.m.

SHANE WILLIAMS, 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: 03:20:22 Date: 02/01/2022

02/03/2022 To: 02/03/2022

Page: 1

Voucher	Claimant	Trans	Date	Type	Acct #	Amount	Memo	County ID
220202001	100230 AMAZON CAPITAL SERVICES INC	64	02/03/2022	Claims	1	935.39	AMAZON PURCHASES - JAN 2022	100230
220202002	109667 AMERICAN TREE TRIMMERS, LLC	65	02/03/2022	Claims	1	1,303.20	REMOVE FALLEN ELM TREE - ST.320 FENCE LINE	109667
220202003	147858 BENTON PUD	66	02/03/2022	Claims	1	1,235.06	ELECTRIC UTILITIES ST.310&ST.320 - JAN 2022	147858
220202004	148103 BENTON REA	67	02/03/2022	Claims	1	560.00	POWERNET MONTHLY FEE - JAN	148103
220202005	213169 CASCADE NATURAL GAS	68	02/03/2022	Claims	1	1,008.27	NATURAL GAS - JAN 2022	213169
220202006	216447 CENTURYLINK COMMUNICATIONS LLC	69	02/03/2022	Claims	1	146.95	PHONE MONTHLY CHARGES ST.320 - JAN 2022	216447
220202007	218711 CHAPLAIN SERVICES NETWORK	70	02/03/2022	Claims	1	4,000.00	2022 CHAPLAIN SERVICE CONTRACT	218711
220202008	218790 CHARTER COMMUNICATIONS	71	02/03/2022	Claims	1	139.50	BUSINESS VOICE - JAN 2022; TV CHARGES - JAN 2022	218790
220202009	224132 CITY OF PROSSER	72	02/03/2022	Claims	1	723.52	CITY UTILITIES - JAN 2022	224132
220202010	224155 CITY OF RICHLAND	73	02/03/2022	Claims	1	5,152.15	2022 DISPATCH SERVICES REIMBURSEMENT TO CITY OF RICHLAND FOR VHF SYSTEM MAINTENANCE AND VHF DIRECT COSTS	224155
220202011	238803 CONNELL OIL INC.	74	02/03/2022	Claims	1	693.81	VEHICLE FUEL - JAN 2022	238803
220202012	710241 PACIFIC OFFICE AUTOMATION	75	02/03/2022	Claims	1	418.49	PRINTING/COPIER SERVICES - JAN 2022	710241
220202013	922901 TRI COUNTY FIRE ASSOC.	76	02/03/2022	Claims	1	50.00	2022 ANNUAL DUES - TRI COUNTY FIRE COMMISSIONERS ASSOC.	922901
220202014	930014 US CELLULAR	77	02/03/2022	Claims	1	9.27	FIRE MONITORING BACK UP PHONE LINE - JAN 2022	930014
220202015	932253 VALLEY PUBLISHING CO	78	02/03/2022	Claims	1	181.13	LOCAL AD - HOLIDAY SEASON 2021	932253
Total Vouchers:						16,556.74		

VOUCHER APPROVALS

West Benton Fire Rescue

Time: 03:20:22 Date: 02/01/2022

02/03/2022 To: 02/03/2022

Page: 2

Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo	County ID
------------------	-------	------	------	--------	--------	------	-----------

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

West Benton Fire Rescue

Time: 15:28:46 Date: 02/01/2022

02/03/2022 To: 02/03/2022

Page: 1

Voucher	Claimant	Trans	Date	Type	Acct #	Amount	Memo	County ID
220204001	474997 I A F F LOCAL 1052, RICHLAND	89	02/03/2022	Payroll	1	574.21		474997
220204002	924555 TRUSTEED PLANS SERVICE CORP	90	02/03/2022	Payroll	1	8,225.83		924555
220204003	949710 WA ST DEPT OF RET SYS	91	02/03/2022	Payroll	1	6,150.62		949710
220204004	961311 WEST BENTON FIREFIGHTERS ASSOCIATION	92	02/03/2022	Payroll	1	80.00		961311
220204005	949222 WSCFF EMPLOYEE BENEFIT, TRUST BENEFIT	93	02/03/2022	Payroll	1	300.00		949222
Total Vouchers:						15,330.66		

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

West Benton Fire Rescue

Time: 12:47:50 Date: 02/01/2022

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

Page: 1

Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo	County ID
211208001 961311 WEST BENTON FIREFIGHTERS ASSOCIATION	1018	12/31/2021	Payroll	1	1,200.00		961311
Total Vouchers:					<u>1,200.00</u>		

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

West Benton Fire Rescue

Time: 15:11:16 Date: 02/01/2022

02/03/2022 To: 02/03/2022

Page: 1

Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo	County ID
EFT Employee Paycheck	83	02/03/2022	Payroll	1	5,497.38		169183
EFT Employee Paycheck	84	02/03/2022	Payroll	1	4,171.44		106345
EFT Employee Paycheck	85	02/03/2022	Payroll	1	7,796.63		262033
EFT Employee Paycheck	86	02/03/2022	Payroll	1	5,217.11		345528
EFT Employee Paycheck	87	02/03/2022	Payroll	1	4,393.78		729313
EFT Employee Paycheck	79	02/03/2022	Payroll	1	268.63		233337
EFT Employee Paycheck	80	02/03/2022	Payroll	1	640.57		106030
EFT Employee Paycheck	81	02/03/2022	Payroll	1	640.57		106346
EFT Employee Paycheck	82	02/03/2022	Payroll	1	640.57		982389
Total Vouchers:					29,266.68		

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

West Benton Fire Rescue

Time: 15:26:04 Date: 02/01/2022

02/03/2022 To: 02/03/2022

Page: 1

Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo	County ID
220203001 275022 DEPT OF TREASURY - IRS - No Check	88	02/03/2022	Payroll	1	3,768.46		275022
Total Vouchers:					<u>3,768.46</u>		

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

West Benton Fire Rescue

Time: 00:33:11 Date: 02/01/2022

02/03/2022 To: 02/03/2022

Page: 1

Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo	County ID
220201001 930030 USDA, NO CHECK	63	02/03/2022	Claims	1	4,456.00	USDA Ladder Truck Loan Payment - FEB 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

Board Member

Board Member

Board Member

Administrator