



RFA Governing Board
MEETING AGENDA

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

DATE: Regular Board Meeting
February 15TH, 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 15th, 2022 - Regular Board Meeting**
 - Approval of Minutes – February 1st, 2022 - Regular Board Meeting
 - Approval of Minutes – February 4th, 2022 - Special Board Meeting
 - Voucher TOTAL for Approval = \$17,708.12
 - (2.15.22 Invoice Vouchers#220206001-015) = \$ 17,708.12

Meeting Business Items RESCHEDULED 2.22.22

OLD BUSINESS

~~1. Equipment Purchases~~ •

~~2. EMS~~ •

NEW BUSINESS

~~1. Correspondence~~

~~2. Employment Contracts~~

~~3. Staffing Levels~~

~~4. Resolutions~~

EXECUTIVE SESSION •

GOOD OF THE ORDER •

Next Board Meeting

- March 1st, 2022

ADJOURN MEETING _____ o'clock p.m.

**WEST BENTON REGIONAL FIRE AUTHORITY
TUESDAY FEBRUARY 1ST, 2022
WBRFA HEADQUARTERS STATION 310**

CALL TO ORDER

Chairman Williams called to order the February 1st, 2022, regular meeting for the West Benton Regional Fire Authority at 6:00pm and then led the participants in the Pledge of Allegiance.

ROLL CALL

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

Others in attendance: Fire Chief Charles Damron and Administrator Gayle Carrasco. Captain S. Friend.

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 R. Cobble stated he had several questions that he noticed are running \$2,000-\$3,000 over. Administrator Carrasco verified in which documents Commissioner Cobble was referencing to which there were questions. Commissioner Cobble made a motion to approve the consent agenda for February 1st, 2022. Commissioner R. Clizbe seconded the motion. Passed unanimously. The motion carried.

OLD BUSINESS

EQUIPMENT PURCHASES: Fire Chief Damron began his report by informing the board he will be leaving that weekend to make his final inspections on the Type 1 Engines at the Rosenbauer Company in South Dakota. Chief Damron projects a timeline of the Type 1 Engines arriving in Spokane, WA in 3-4 weeks after his final inspection, then arriving to the department in 2 weeks after that. The Type 5's, Chief Damron informs the board that he had not received photos of the Type 5's from Boise Mobile Equipment, and then informs the board these will be inspected on the 23rd and 24th of this Month and reminds the board the Type 5's is close to completion and the Chief is expecting photos of the new apparatus. Chairman Williams gives positive feedback to Chief Damron. "This is Awesome." And the Chairman requested for any questions from the board. No questions at the time discussed.

2022 EMS PLAN: Chairman Williams reports that he has provided Mary at the Prosser Memorial Hospital of the intent of the Board to no proceed further in the EMS Plan. There be a need for a counteroffer for the Board to change their position at this point.

NEW BUSINESS

CORRESPONDENCES:

Governing Board: Chairman Williams asked the Commissioners Lisa Galbraith and Randy Cobble for any reports on the Governing Boards. No Reports Provided.

Staff Reports:

Fire Chief Damron informs the Chair and the Board of the biggest news to report of Captain Friends resignation and this being his last shift. The last day for Scott will be February 8th, 2022. Chief Damron thanked Captain Friend for all his hard work and gave him much appreciation for his

service to the department, and that he was a major asset to the department and will be hard to replace. Captain Friend will be staying on with the department as a volunteer. The Chief informs the board that he has instructed the Wednesday evening drills to be conducted via Zoom due to the need to protect staff from exposure to Covid and the various variants and the factor of the spread is on the rise once again. This shall be in effect until the Chief assesses the rate of the Covid infectious persons, which the Chief states this may take place in 2 weeks. No major vehicle repairs are to be reported. Chief Damron states there are vehicles (CH131 & CT133) that need striping repairs. Chief states he believes this is due to bad vinyl as well as the door logo is coming apart. Commissioner Clizbe suggests a design shop located in Pasco, called "Signs by Sue." Commissioner Moon asked on who installed the striping and logo? Chief states he did not recall. Commissioner Moon suggests taking the vehicles back to the original installer for a reinstall due to malfunction in the striping. Commissioner Moon states that he is aware of another district who encountered the same problem, and the other district had to replace entire door. Chief Damron spoke with other Fire Chief's and High Performance in Hermiston was a majority favorite as several departments reported they are in favor to utilize this company. Chief Damron described to the board the malfunction for the install on the Chief Command Vehicle. The boards suggests that the Chief inform the other company of the malfunctioning logos and striping. Commissioner Clizbe explains some scenarios to which be the root of the problem for the peeling of the logos and striping. One reasoning provided by the newly hired vinyl installer is the possibility the vehicles came within proximity of a hot fire, or the logos and stripe tape was old at the time of the install to our equipment. Chief Damron states this is not probable as other vehicles on the same side also have the problem. The vinyl should have an 8-10-year life span, and in the event the logo or striping was 8 years old at the time of install then this would be the cause for the chipping and peeling of the logo/striping. Chief Damron states the design on the command vehicle is cracking an 1/2 inch around the vehicle. Chief Damron has purchased a roll of high-quality striping, and this should be a savings to the department for the new installation. Chairman Williams thanks Chief Damron for his report, and then expresses his personal appreciation to Captain Scott Friend for his service to the department and remaining on to our department as a volunteer as highly valuable member is genuinely appreciated.

Administrator G. Carrasco provides the board with a tentative draft for the final 2021 amended budget for the boards review and then explains to the board the deficit or increase budget line items that will be amended at the next board meeting. A draft appendix was provided the board that will illustrate the amended budget line items. The original questions that were mentioned by Commissioner Cobble during the approval of the vouchers was addressed regarding several budget items that he was concerned about and that contained a greater difference in expenditure on these item vs the amount that had been budgeted. Vehicle Fuel, Books, Cleaning Supplies station 310, repeater site, local and USDA loan budget and the last page of the budget addressing the Reserve Fund amounts appears to be showing with increases. Administrator Carrasco stated these line items will be reviewed for accuracy and budgeting in 2022 accordingly.

EMPLOYMENT CONTRACTS: Moved to break into Executive Session.

EXECUTIVE SESSION

Chairman Williams stated that the board will break into Executive Session per 42.30.110(g) at 6:20p.m. for 15 minutes to reconvene by 6:35p.m. The board announced at 6:35p.m. it was necessary to extend the executive session for an additional 10 minutes to reconvene by 6:45p.m. The board announced at 6:45p.m. it was necessary to extend the executive session for an additional 15 minutes to reconvene by 7:00p.m. The board ended the Executive Session and resumed the regular board meeting at 7:00p.m.

No Action Taken.

EMPLOYEMENT CONTRACTS:

Chairman Williams requests for the board a motion to accept the employment contract for Fire Chief Charles Damron. Commissioner Clizbe made a motion to accept the contract for Chief Damron. Commissioner Williams requests that Commissioner Clizbe specify which contract by which salary amount. Commissioner R. Clizbe states his motion is to accept the contract for \$115K a year. Chairman Williams requests from the board a 2nd motion. Commissioner Moon seconds the motion. Commissioner Galbraith requests that the motion be amended to the following: \$115,000 annual salary with a quarterly review and after the 1st year of completing the required milestones the salary will then be increased to \$117,500 annually. Commissioner Clizbe 2nd the motion on the floor as amended by Commissioner L. Galbraith. Passed unanimously. Motion carried. The Chair stated he will present the contract to Chief Damron to provide Chief Damron time to review the edits.

GOOD OF THE ORDER

Chairman Williams requested items for the good of the order. Commissioner Lisa Galbraith informs the board her condition dealing with Covid, and it is not pleasant. Chairman Williams reminded the board to submit their approval of vouchers after the board meeting. Commissioners are to remember the training opportunities, and that those who are not current with their OPMA, and PRA required training to make sure and register for these one-day events being held on 4/2/22 - Spokane, Washington, 4/30/22 - Suquamish, Washington, & 6/4/22 – Lake Chelan, Washington

ADJOURNMENT

With no further business, Chairman Shane Williams adjourned the meeting at 7:09p.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

**WEST BENTON REGIONAL FIRE AUTHORITY
TUESDAY FEBRUARY 4TH, 2022
WBRFA HEADQUARTERS STATION 310**

CALL TO ORDER AND FLAG SALUTE

Chairman Williams called to order the special meeting for February 4th, 2022, for the West Benton Regional Fire Authority Board at 6:00pm and he then led the participants in the Pledge of Allegiance.

ROLL CALL

Members Present: Chairman Shane Williams and Vice Chair David Moon, Commissioners Richard Clizbe, Randy Cobble and Lisa Galbraith via Zoom.

Others in attendance: Fire Chief Charles Damron an Administrator Gayle Carrasco.

Public Audience: No attendees present.

PUBLIC COMMENTS

The Board Chairman Shane Williams called for public comments. No public comments.

SPECIAL BUSINESS

Commissioner R. Cobble made a motion to accept the Fire Chief Damron employment contract as written. Chairman Shane Williams seconded the motion. The Chair requests any items or concerns for discussion. Commissioner Galbraith expresses to move into executive session under 42.30.110(g) as this is genuinely good practice of the board. Commissioner Clizbe states for the record a contract has been previously approved by the board for Fire Chief Damron, then expresses his question as to why the special meeting was called. Commissioner Moon clarifies with the Chair the next steps for the motions. Chairman William reviews the all-in favor, with the result decision being 2 ayes, and 2 nays. The motion did not pass.

EXECUTIVE SESSION

Chairman Williams stated that the board will break into Executive Session per 42.30.110(g) at 6:12p.m. for 18 minutes to reconvene by 6:30p.m. The board announced at 6:30p.m. it was necessary to extend the executive session for an additional 10 minutes to reconvene by 6:40p.m. The board ended the Executive Session and resumed the special board meeting at 6:45p.m. No Action Taken.

SPECIAL BUSINESS

Chair requests and then articulates the motion is for the board to accept the Fire Chief contract as amended in article 6 on appendix A section 3, in reference to the unpaid sick leave paid out at 100% in the event of retirement or death. Then article 5 appendix C address termination without cause or resignation by Chief Damron, the pay out would be at 3:1 payout. Amending reviews in the first year to (2) - 6-month evaluations within Article 10 section C, and the review results will be conducted and then presented by the board Chair to the board. With the specified changes to the contract by Chairman Williams, Commissioner Clizbe makes a motion to accept this contract and thus it be presented to the board at the next board meeting for final approval on 2/15/2022. Seconded by Commissioner Cobble. Passed Unanimously. Motion Carries.

GOOD OF THE ORDER

Chairman Williams requested for items for the good of the order. Commissioner Moon informs the board that the Tri County Commissioners meeting has changed locations, and it is no longer at District#2, it is now being held at Tri Tech with a breakfast, and then a tour is being provided with the compass of the Fire Fighter course, Lonnie Click is a guest speaker on Saturday February 12, 2022. Jokingly Commissioner Moon states that Richard must attend because he is Vice President.

ADJOURNMENT

With no further business, Chairman Shane Williams adjourned the meeting at 6:52p.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: 11:36:14 Date: 02/15/2022

02/15/2022 To: 02/15/2022

Page: 1

Voucher	Claimant	Trans	Date	Type	Acct #	Amount	Memo	County ID
220206001	184650 BROWN'S TIRE CO. INC.	95	02/15/2022	Claims	1	238.90		184650
220206002	224155 CITY OF RICHLAND	96	02/15/2022	Claims	1	2,656.08		224155
220206003	228206 CLIFF'S SEPTIC	97	02/15/2022	Claims	1	545.72		228206
220206004	238803 CONNELL OIL INC.	98	02/15/2022	Claims	1	691.24		238803
220206005	262033 DAMRON CHARLES	99	02/15/2022	Claims	1	75.67		262033
220206006	106592 ESO SOLUTIONS, INC.	100	02/15/2022	Claims	1	274.95		106592
220206007	442871 HIGH PERFORMANCE SIGNS	101	02/15/2022	Claims	1	360.00		442871
220206008	664637 MOON SECURITY	102	02/15/2022	Claims	1	121.63		664637
220206009	747648 PROSSER MEMORIAL HOSPITAL	103	02/15/2022	Claims	1	342.00		747648
220206010	804778 SAMARITAN HEALTHCARE	104	02/15/2022	Claims	1	400.00		804778
220206011	106623 TOM DENCHEL FORD COUNTRY	105	02/15/2022	Claims	1	90.40		106623
220206012	921825 TREASURE VALLEY COFFEE	106	02/15/2022	Claims	1	162.30		921825
220206013	930132 US BANK, CORPORATE PAYMENT SYSTEM	107	02/15/2022	Claims	1	11,712.50		930132
220206014	930014 US CELLULAR	108	02/15/2022	Claims	1	9.52		930014
220206015	950201 WASTE MANAGEMENT	109	02/15/2022	Claims	1	27.21		950201
						<u>17,708.12</u>		
Total Vouchers:						17,708.12		

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

Gayle Carrasco

Administrator



**NOTICE OF THE RESCHEDULING OF THE
REGULAR MEETING OF THE
WBRFA BOARD OF FIRE COMMISSIONERS**

PLEASE TAKE NOTICE that the Board of Commissioners of West Benton Regional Fire Authority regular meeting agenda items that was previously scheduled for Tuesday, February 15th, 2022, will be rescheduled for the Special Meeting Tuesday, February 22nd, 2022, beginning at 6:00pm at West Benton Fire Rescue – 1200 Grant Street, Prosser, WA 99350. The only items of business that will be conducted on February 15th, 2022 by the board will be the approval for payment of vouchers.

Dated this 15th day of February 2022.

Gayle Carrasco

Gayle R. Carrasco
Board Secretary



RFA Governing Board

RESCHEDULED MEETING AGENDA

West Benton Regional Fire Authority
1200 Grant
Prosser, WA 98350

DATE: Regular Board Meeting
February 22nd, 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 22ND, 2022 – Rescheduled Regular Board Meeting Agenda**
 - Approval of Minutes – February 15th, 2022 - Regular Board Meeting

OLD BUSINESS

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

NEW BUSINESS

1. Correspondence
 - Governing Board – Tri County Commissioners Meeting – R. Cobble
 - Staff Reports
 - Fire Chief Damron
 - Administrator Carrasco
 - Deputy Chief Positions
2. Staffing Levels
3. Resolutions
4. Employment Contracts
5. Union Contract

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.
- WFCFA Snure Spring Seminar 4/2/2022 – Spokane – Davenport Historic Hotel
- WFCFA Snure Spring Seminar 4/30/22 – Suquamish – Clearwater Resort
- WFCFA Snure Spring Seminar 6/4/2022 – Lake Chelan
- WFCFA 2022 Conference 10/27/2022 – Spokane – Davenport Tower Grand

Next Board Meeting

ADJOURN MEETING _____ o'clock p.m.