



RFA Governing Board
MEETING AGENDA

West Benton Regional
Fire Authority
1200 Grant
Prosser, WA 98350

DATE: Regular Board Meeting
May 3rd, 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 Chairperson 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–May 3rd, 2022 - Regular Board Meeting**
 - Approval of Minutes – April 19th, 2022 – Regular Board Minutes
 - Voucher TOTAL for Approval = \$360,540.22
 - (5.3.22 Invoice Vouchers#220507001-220507015) = \$7,533.60
 - (5.3.22 USDA Bond EFT Voucher#220502001) = \$4,456.00
 - (5.3.22 BME Invoice Voucher#220501001) = \$299,246.00
 - (5.3.22 IRS 941 Payroll Tax EFT Voucher#220504001) = \$3,285.75
 - (5.3.22 Payroll Direct Deposit EFT Voucher#220505001-220505009) = \$29,002.46
 - (5.3.22 Employee Benefits Vouchers#220506001-220506006) = \$17,016.41

EXECUTIVE SESSION

(K.Wesley Scheduled Time)

- Pursuant to RCW 42.30.40(a) 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 **6:15 pm** and will be concluded at _____ pm.”

OLD BUSINESS

- 1. **Equipment Purchases** • Local Program - Equipment Acquisition Update
- 2. **Union Contract** • Local 1052 Union Contract – WBFR status
- 3. **City of Prosser** • 2018-15C – ILA with Prosser – Bulk Water Usage (update)

NEW BUSINESS

- 1. **Correspondence**
 - Governing Board
 - Staff Reports
 - Fire Chief Damron
 - Administrator Carrasco
- 2. **Surplus Resolution** • Resolution 2022-10 – Surplus Type 5’s, Type 1’s

GOOD OF THE ORDER

- Reminder to board members who may attend the meeting via Zoom to email voucher approval to the board secretary by the next day.

Next Board Meeting • May 17th, 2022

ADJOURN MEETING _____ o'clock p.m.

**WEST BENTON REGIONAL FIRE AUTHORITY
TUESDAY APRIL 19th, 2022
WBRFA HEADQUARTERS STATION 310**

CALL TO ORDER

Vice Chairman D. Moon called to order the April 19th, 2022, 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

Present: Commissioner Vice Chair D. Moon. Commissioner Richard Clizbe, and Randy Cobble were present. Commissioner Lisa Galbraith was virtually present via Zoom. Chairman S. Williams notified the board of being unable to attend the meeting.

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

PUBLIC COMMENTS

Vice Chairman Moon made a request for public comments. No public comments.

CONSENT AGENDA

Vice Chairman Moon requested for comments or questions from the board on the consent agenda. Vice Chairman Moon requested for a motion to approve the consent agenda as presented. Commissioner R. Clizbe made a motion to approve the consent agenda for April 19th, 2022. Commissioner R. Cobble seconded the motion. Passed unanimously. The motion carried.

OLD BUSINESS

EQUIPMENT PURCHASES:

Chief Damron reports that the Type 5 trucks have arrived at the station and B. Petersen will be getting the tools installed. One of the Type 1 trucks has been delayed due discovering a coolant leak while being driven and this will push out the delivery a few days. Chief Damron informs the board he went to Spokane to view the Type 1's and describes them as looking good. Chief Damron invites the board to examine the Type 5's that are on-site.

UNION CONTRACT:

Vice-Chair D. Moon explains the board is waiting for a response from the union. Commissioner R. Clizbe asks Chief Damron what the goal may be for the union. Chief informs the board he believes the union is in the process of organizing another meeting, and he has sent an email to the department labor rep. Kevin Wesley asking for a current update. The Chief has not received a reply. Chief mentions that he last spoke with the union president last week and at that time there had not been an update to the union's response.

EXECUTIVE SESSION

No Executive Session taken.

NEW BUSINESS

CORRESPONDENCES:

Governing Board:

Vice-Chair D. Moon asks Commissioner L. Galbraith, R. Cobble and R. Clizbe if they had items to report. Commissioner R. Clizbe informs the board the next Tri-County meeting will be on May 14th and held at the department. Vice-Chair D. Moon states he has nothing to report, and Chairman Williams did not relay his items to report.

Staff Reports:

City of Prosser ILA Bulk Water: Fire Chief Damron reported there has been minor language changes to the City of Prosser ILA bulk water usage agreement. Chief Damron requested there be a determined minimum amount of bulk water can be used before reporting usage. Chief Damron gives examples of the departments use for city water as topping off a truck, being 1,000 gallons to 5,000 gallons. This is the minimum amount of bulk water he is referring to for clarification. Vice-Chair D. Moon explains the water amounts are being reported to account for the water used and to assist the city to fit within their water loss parameter. Chief Damron explains that Steve Zetz from the Planning department will be speaking with the Water Superintendent Andrew Robinson to attain the minimum. The Chief states he believes the ILA agreement will then require a review by the city attorney to approve the language.

City of Zillah Mutual Aid Agreement Request: Chief Damron reports that the Zillah Fire Department had contacted him to consider entering into a mutual aid agreement. The City of Zillah recently experienced a fire downtown and the fire department has requested a mutual aid agreement to be considered by Chief Damron. Chief Damron stated he will be working with the city on an agreement.

Additional Part-Time Summer Staffing: Chief Damron reviews a summer work program he has considered for the residents during the upcoming summer. The program is to supplement the current residents with part-time paid hours while also providing the additional staff needed at the department. Chief Damron describes the benefits the residents would gain by offering a part-time summer schedule. The program would be offered to the top three (3) senior residents, and this would provide one extra resident per day to supplement the summer staff at the station during the summer fire months. Vice Chairman Moon asks what the status is for the position of the seasonal volunteers. Chief Damron explains the volunteers that worked as seasonal volunteers have since become employed, no longer active volunteers, or have no interest in the part-time position. Vice Chairman Moon discusses the need to initially offer the summer schedule to the volunteers and to provide the information that there is an opportunity available to them. The board and Chief Damron discuss several options to include both volunteers and the residents for a summer schedule. Commissioner Clizbe questioned Chief Damron as to the need for additional staff and a summer schedule for either volunteers or residents. Clizbe adds the questions if the senior residents are red card structure and wild land qualified. Chief Damron states the senior residents are red card qualified. Chief Damron explains several occurrences that has left the department short staffed to respond to Commissioner Clizbe's question. Chief Damron explains how the current staffing level is not sufficient to accommodate the upcoming summer fire season. The recent resignations, along with having career staff move to the 48/96 shift work schedule has placed an impact for the department being understaffed. Combined with bringing on newly unexperienced residents in June. This will leave coverage for the department lacking until the positions that are vacant have been filled. The proposed summer staff schedule will include three (3) residents, a Shift Captain, and the Fire Chief. This compared to the department customarily employing three (3) fulltime career Captains on day shift and a Fire Chief to maintain the level of experienced staff necessary to operate. The Chief describes the experience level of his senior residents having 2 years within the department. The addition of three (3) residents consists of one (1) personnel (Samantha Hancock) who just recently became a department resident. The other two (2) residents will not be joining the department until June. Chief Damron explains to extend the summer program to volunteers would eliminate the residents as their current resident schedule would not accommodate. Vice Chair D. Moon states the residents could be scheduled on their days off. Commissioner Clizbe asks about the impact to the budget. Chief Damron explains with not having the expenditure for the two (2) Captains positions this equates to unused payroll of \$7K a month and has left those funds available

within the current budget to employ the needed summer staffing. Commissioner Cobble agrees with Vice Chair D. Moon and states the part-time opening should try to include both the volunteers and the residents. Vice Chair D. Moon asks for Commissioner L. Galbraith input on the proposed summer schedule. Commissioner L. Galbraith expresses the need to include all the staff and giving her reasoning that the department will then encompass a broader span with the outcome of hiring the most experienced and qualified and agrees with Vice Chair D. Moon. The Vice Chair asks if the position will require union approval. Chief Damron states it does not, this is a seasonal temporary position and would not supplant the union members positions. Commissioner Cobble asks the board if a motion is needed at this time. Chief Damron states not at this time, as he will bring the matter back to the board after presenting it to the volunteers to obtain their level of interest.

Staff Reports:

March 2022 Financial Reports: Administrator Carrasco presented the March 2022 Monthly Finance reports to the board. Carrasco informed the board that the Benton County software conversion will be taking place on August 1st, 2022. Carrasco explains the account number roll over provided by Benton County being 3 fund types. General Fund, Equipment Fund, and the Reserve Fund. Commissioner Clizbe asks for clarification of which funds were being condensed. Vice Chair

Covid-19 Revision:

Updated WBFRA Language: Chief Damron explained the language that was requested to be edited in the Covid-19 Policy. Commissioner Cobble made the motion to accept the Covi9-19 Policy as presented to the board. Commission L. Galbraith seconded the motion. Passed unanimously. Motion carried.

Resolution 2022-09:

2022-09 Resolution cancelling unclaimed warrants: Franklin County Fire District#3 has assumed the financial responsibilities for Tri County Fire Chiefs and previous checks issued has been requested to be voided. Resolution 2022-09 presented to the board cancels and voids the warrant. Commissioner R. Clizbe made a motion to accept Resolution 2022-09 as presented to the board. Commissioner R. Cobble seconded the motion. Passed unanimously. Motion carried.

GOOD OF THE ORDER

Vice Chair Moon requested items for the good of the order. None was reported. Vice Chair D. Moon reminded Commissioner Galbraith to email or sign the vouchers approvals. Commissioner Galbraith reported she will be attending in person soon. Next Meeting May 3rd, 2022.

ADJOURNMENT

With no further business, Vice Chair D. Moon adjourned the meeting at 6:21p.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: 09:20:20 Date: 04/27/2022

05/03/2022 To: 05/03/2022

Page: 1

Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo	
220502001 930030 USDA, NO CHECK	302	05/03/2022	Claims	1	4,456.00	USDA Ladder Truck Loan Payment - MAY 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

VOUCHER APPROVALS

West Benton Fire Rescue

Time: 11:42:04 Date: 05/02/2022

05/03/2022 To: 05/03/2022

Page: 1

Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo	
EFT 169183 BOWDEN BRANDON	319	05/05/2022	Payroll	1	5,170.21	APR 2022 MONTHLY PAYROLL	169183
EFT 106345 CARRASCO GAYLE	320	05/05/2022	Payroll	1	4,382.85	APR 2022 MONTHLY PAYROLL	106345
EFT 106909 CLARA ERUBIEL	321	05/05/2022	Payroll	1	4,445.65	APR 2022 MONTHLY PAYROLL	106909
EFT 262033 DAMRON CHARLES	322	05/05/2022	Payroll	1	7,318.14	APR 2022 MONTHLY PAYROLL	262033
EFT 106030 GUZMAN JR HUGO	323	05/05/2022	Payroll	1	640.57	APR 2022 MONTHLY PAYROLL	106030
EFT 107038 HANCOCK SAMANTHA	324	05/05/2022	Payroll	1	640.57	APR 2022 MONTHLY PAYROLL	107038
EFT 106346 HICKS HADEN	325	05/05/2022	Payroll	1	640.57	APR 2022 MONTHLY PAYROLL	106346
EFT 729313 PETROFF JOSHUA	326	05/05/2022	Payroll	1	5,123.33	APR 2022 MONTHLY PAYROLL	729313
EFT 982389 WOLFE TAYLOR	327	05/05/2022	Payroll	1	640.57	APR 2022 MONTHLY PAYROLL	982389
Total Vouchers:					29,002.46		

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Chairman

Board Member

Board Member

Board Member

Board Member

Administrator

VOUCHER APPROVALS

West Benton Fire Rescue

Time: 11:31:01 Date: 05/02/2022

05/03/2022 To: 05/03/2022

Page: 1

Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo	
220504001 275022 DEPT OF TREASURY - IRS - No Check	328	05/03/2022	Payroll	1	3,285.75	941 Deposit for Pay Cycle(s) 05/05/2022 - 05/05/2022	275022
Total Vouchers:					<u>3,285.75</u>		

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_____	_____	_____
Chairman	Board Member	Board Member
_____	_____	
Board Member	Board Member	

Administrator		

VOUCHER APPROVALS

West Benton Fire Rescue

Time: 13:00:59 Date: 05/02/2022

05/03/2022 To: 05/03/2022

Page: 1

Voucher	Claimant	Trans	Date	Type	Acct #	Amount	Memo	
220507001	114612 APOLLO HEATING & AIR CONDITIONING	335	05/03/2022	Claims	1	380.91	HVAC MAINTENANCE CONTRACT - SPRING 2022	114612
220507002	118938 AUTOZONE	336	05/03/2022	Claims	1	52.84	AUTO ZONE ACCOUNT PURCHASES - APR 2022	118938
220507003	147858 BENTON PUD	337	05/03/2022	Claims	1	979.31	ELECTRIC UTILITIES - APR 2022	147858
220507004	148103 BENTON REA	338	05/03/2022	Claims	1	17.36	RADIO TOWERS - MAY 2022	148103
220507005	216447 CENTURYLINK COMMUNICATIONS LLC	339	05/03/2022	Claims	1	150.21	PHONE MONTHLY CHARGES - ST.320 - MAY 2022	216447
220507006	218790 CHARTER COMMUNICATIONS	340	05/03/2022	Claims	1	138.52	TV CHARGES - APR 2022; BUSINESS VOICE - APR 2022	218790
220507007	224132 CITY OF PROSSER	341	05/03/2022	Claims	1	47.76	CITY UTILITIES - APR 2022	224132
220507008	238803 CONNELL OIL INC.	342	05/03/2022	Claims	1	696.19	VEHICLE FUEL - APR 2022	238803
220507009	250177 CREXENDO, INC	343	05/03/2022	Claims	1	332.73	VOIP PHONE SERVICE - APR 2022	250177
220507010	468575 HUGHES FIRE EQUIPMENT, INC	344	05/03/2022	Claims	1	1,717.99	REPAIR CLOG HOSE E1311	468575
220507011	573924 LIFE FLIGHT NETWORK FDN	345	05/03/2022	Claims	1	54.17	2022 LIFEFLIGHT ANNUAL MEMBERSHIP - (ADDED S.FRIEND)	573924
220507012	710241 PACIFIC OFFICE AUTOMATION	346	05/03/2022	Claims	1	398.56	COPIER LEASE - APR 2022	710241
220507013	362191 PNW EMERGENCY EQUIPMENT DBA GENERAL FIRE APPARATU	347	05/03/2022	Claims	1	2,067.28	TYPE 1 ENGINE MISC PARTS CUSTOMIZE AND MOUNT TOOLS	362191
220507014	930014 US CELLULAR	348	05/03/2022	Claims	1	9.77	MONTHLY PHONE SERVICE CHARGES ST.320 - MAY 2022	930014
220507015	932292 VALLEY SPRAY LLC	349	05/03/2022	Claims	1	490.00	LAWN & PEST MAINTENANCE	932292
Total Vouchers:						7,533.60		

VOUCHER APPROVALS

West Benton Fire Rescue

Time: 13:00:59 Date: 05/02/2022

05/03/2022 To: 05/03/2022

Page: 2

Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo	County ID
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_____	_____	_____
Chairman	Board Member	Board Member

_____	_____
Board Member	Board Member

Administrator

VOUCHER APPROVALS

West Benton Fire Rescue

Time: 12:52:40 Date: 05/02/2022

05/03/2022 To: 05/03/2022

Page: 1

Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo	
220506001 474997 I A F F LOCAL 1052, RICHLAND	329	05/03/2022	Payroll	1	396.93	Pay Cycle(s) 05/05/2022 To 05/05/2022 - Union Dues	474997
220506002 924555 TRUSTEED PLANS SERVICE CORP	330	05/03/2022	Payroll	1	9,890.96	Pay Cycle(s) 05/05/2022 To 05/05/2022 - Medical/Dental	924555
220506003 949710 WA ST DEPT OF RET SYS	331	05/03/2022	Payroll	1	6,307.52	Pay Cycle(s) 05/05/2022 To 05/05/2022 - PERS2; Pay Cycle(s) 05/05/2022 To 05/05/2022 - LEOFF 2; Pay Cycle(s) 05/05/2022 To 05/05/2022 - DC; Pay Cycle(s) 05/05/2022 To 05/05/2022 - DC Chief	949710
220506004 701186 WA ST SUPPORT REG	332	05/03/2022	Payroll	1	266.00	Pay Cycle(s) 05/05/2022 To 05/05/2022 - Child Support	701186
220506005 961311 WEST BENTON FIREFIGHTERS ASSOCIATION	333	05/03/2022	Payroll	1	80.00	Pay Cycle(s) 05/05/2022 To 05/05/2022 - WBFFA	961311
220506006 949222 WSCFF EMPLOYEE BENEFIT, TRUST BENEFIT	334	05/03/2022	Payroll	1	75.00	Pay Cycle(s) 05/05/2022 To 05/05/2022 - MERP	949222
Total Vouchers:					17,016.41		

VOUCHER APPROVALS

West Benton Fire Rescue

Time: 12:52:40 Date: 05/02/2022

05/03/2022 To: 05/03/2022

Page: 2

Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo	County ID
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_____	_____	_____
Chairman	Board Member	Board Member

_____	_____
Board Member	Board Member

Administrator

VOUCHER APPROVALS

West Benton Fire Rescue

Time: 09:10:06 Date: 04/27/2022

05/03/2022 To: 05/03/2022

Page: 1

Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo	
220501001 107005 BME FIRE TRUCKS, LLC.	301	05/03/2022	Claims	1	299,246.00	(2) TYPE 5 WILDFIRE VEHICLES	107005
Total Vouchers:					299,246.00		

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Chairman

Board Member

Board Member

Board Member

Board Member

Administrator

VOUCHER APPROVALS

West Benton Fire Rescue

Time: 10:50:13 Date: 04/30/2022

05/03/2022 To: 05/03/2022

Page: 1

Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo	
220503001 147786 BENTON COUNTY AUDITOR-PROSSER	318	05/03/2022	Claims	1	25,980.16	License Cost For Type 1's & Type 5's - \$25,980.16	147786
Total Vouchers:					25,980.16		

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_____	_____	_____
Chairman	Board Member	Board Member
_____	_____	
Board Member	Board Member	

Administrator		

RESOLUTION 2022-10

**A RESOLUTION DECLARING CERTAIN PROPERTY
TO BE SURPLUS PROPERTY**

WHEREAS, the Governing Board of West Benton Regional Fire Authority have decided that the following described personal property is no longer of use or benefit to West Benton Fire Rescue, and

WHEREAS, the Governing Board of West Benton Regional Fire Authority desires to dispose of said personal property, and

WHEREAS, it is necessary for West Benton Regional Fire Authority to declare said property to be surplus property,

NOW THEREFORE, BE IT RESOLVED, by the Governing Board of West Benton Regional Fire Authority that the following described personal property is surplus property and is no longer needed for West Benton Fire Rescue:

*** See Attached List - Exhibit "A"**

BE IT FURTHER RESOLVED, by the governing Board of West Benton Regional Fire Authority, that said personal property shall be sold or disposed of in such a manner as determined by the Chief of West Benton Regional Fire Authority, to be appropriate.

ADOPTED by the Governing Board of West Benton Regional Fire Authority on this 3rd day of May 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

Surplus Items 5/3/2022

RESOLUTION 2022-10

Exhibit A

Type 5 Wildland Vehicles

Year: **2000**

Make: **FORD**

Model: **F450**

Serial Number: **1FDXFA47F5YEE53703** SET VALUE: \$

Year: **2004**

Make: **FORD**

Model: **F450**

Serial Number: **1FDXF47P24EC14984** SET VALUE \$

Type 1 Fire Engine

Year: **1998**

Make: **INTERNATIONAL**

Model: **4900 SERIES**

Serial Number: **1HTSDADR3WH538720** SET VALUE \$