



RFA Governing Board
MEETING AGENDA

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

DATE: Regular Board Meeting
June 21st, 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–June 21st, 2022 - Regular Board Meeting**
 - Approval of Minutes – June 7th, 2022 – Regular Board Minutes
 - Voucher TOTAL for Approval = \$11,374.72
 - (6.21.22 Invoice Vouchers#220608001-220608015) = \$11,374.72

OLD BUSINESS

1. Union Contract
2. City of Prosser

- Local 1052 Union Contract – WBFR status
- 2018-15C – ILA with Prosser – Bulk Water Usage (update)

NEW BUSINESS

1. Correspondence
2. Type 1 Auction Results
3. Resolution 2022-12
4. Resolution 2022-13
5. Executive Session
6:15PM K.Wesley

- Governing Board
- Staff Reports
 - Fire Chief Damron
 - Administrator Carrasco
- E1311 – Surplus Auction Ended 6.21.22 – Results
- Resolution 2022-12 Authorize Sale of Surplus to BCFD#5
- Resolution 2022-13 Advance Travel Expense Fund – Updated
- *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 _____ pm and will be concluded at _____ pm.”*

GOOD OF THE ORDER

Next Board Meeting

- Reminder to board members who may attend the meeting via Zoom to email voucher approval to the board secretary by the next day.
- July 5th, 2022

ADJOURN MEETING

_____ o'clock p.m.

WEST BENTON REGIONAL FIRE AUTHORITY
TUESDAY JUNE 7th, 2022
WBRFA HEAD QUARTERS STATION 310

CALL TO ORDER

Chairman Williams called to order the June 7th, 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 Chairman S. Williams was present. Vice Chair D. Moon, Commissioner Richard Clizbe and Commissioner Randy Cobble were present. L. Galbraith was absent.

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

PUBLIC COMMENTS

Chairman S. Williams made a request for public comments. No public comments.

CONSENT AGENDA

Chairman Williams requested for comments or questions from the board on the consent agenda. Chairman S. Williams requested for a motion to approve the consent agenda as presented. Commissioner R. Clizbe made a motion to approve the consent agenda for June 7th, 2022. Commissioner R. Cobble seconded the motion. Passed unanimously. The motion carried.

OLD BUSINESS

UNION CONTRACT:

Chairman S. Williams informed the board that he spoke with Kevin Wesley, and he had not heard back from the union representative as of current. Chief Damron stated he did not have information regarding the contract to report.

NEW BUSINESS

CORRESPONDENCES:

Governing Board:

Chairman S. Williams requested for WBRFA items from the board to report. Commissioner R. Cobble asked the board if there had been discussions with the departments gas vendor about negotiating the raising of fuel prices. Chief Damron stated he can investigate the matter. Commissioner Clizbe stated in the past the department contracted a set price with Blehyl's. A discussion lead into the options being utilized by the local schools. Commissioner Cobble states he receives 30% off with his current gas provider. Chief Damron says an option is to lessen the amount of use the fleet routinely runs and he will investigate the fuel options available to the department. Comments that the pricing will consistently be this level until June of 2023.

Commissioner Clizbe asks the board about moving forward with the Deputy Chief position. Chief Damron stated the job description is completed. Clizbe's stresses concern with the timeline needed to hire. Chief Damron provides the board with his thoughts moving forward and the option to proceed with hiring the Firefighter I position and having the new hires prepared for the upcoming wildland fire season and the department in need of having the experienced personnel. In the event the board reaches an agreement with the union,

Chief Damron explains he intends to hire at least one of the firefighters as his priority. Chief Damron describes the timeline is a factor to consider when hiring for the Deputy Chief position. That position would be realistically filled in the fall at best. Commissioner Cobble asked if there were any residents qualified for the position. Chief Damron stated the senior residents will be wild land fire fighting only. Chief Damron says the hurdle in the need for an EMT credentials. Chief Damron has the testing process completed for hiring the fire fighter I positions which includes the written, physical agility and interviewing and this being on a point system. Chief Damron explains with the firefighting skill level the department has several viable personnel who meet the skill level required for the position.

Staff Reports: Fire Chief Damron

- *Apparatus Report/Mill Structure Fire:* Chief Damron reported he spoke with Boise Mobile today, and they believe they have repaired the steering issues, and he expects the Type 5's to arrive this week. BME will need to locate drivers to deliver. The Type 5's was broken in during the Mill fire, and minor issues were found. The airhorn continued, and the pump panel switches installed were not waterproof, and these have since been disconnected for now. Chief states some embers had caused paint damage to the Type 1's the size of a dime. The damage was on a location that were panels which makes the repair simpler due to removing of the panel. The firefighters were continually keeping the engines wet while fighting the fire. Also, the phone gage and headset were inoperable, and the cause is a wire that was not fully connected. Chairman Williams asked about the lighting being completed on the new vehicles. Chief explains the lighting had been slightly warped due to the heat coming on quickly and proximity of where the apparatus was parked. The cost to replace will be minimal. The Chief briefly explained the behavior of the Mill fire, and within a few minutes of the call being received his firefighting crew arrived at the site and begun to lay out hand lines to combat the fire. Within a few minutes the structure had a dust fire explosion. The explosion had been heard first and then the structure was fully engulfed. All the department's equipment was deployed, along with several other fire departments assisting WBFR. The Chief lists Yak#5, Grandview, Sunnyside, Toppenish, Richland, and Prosser Ambulance. Chairman Williams states that along with the Mill fire, the responders also had a collision to contend with. Commissioner Cobble states there were 2 collisions and one of the collisions included a vehicle on fire. Chief Damron informs the board that the Mill fire was primarily routine after the explosion and the structure had behaved as expected during the collapse and falling into itself. A concern for the department were power lines, and the structure not falling into itself. Water flowing was running 5-6 thousand gallons a minute for the department to be at the location for the following (4) days to monitor. The subflooring burning underneath reignited the fire and the Chief explained that one location took 80-90 thousand gallons of water. The fire erupted again after the water was no longer deployed and the Chief stated at this point, he had let the remaining subflooring burn itself out. Overall, the Chief stated everything went as it should, with no injury to the firefighters.
- *LNI results on a file complaint report:* Chief reports to the board he met with the investigator with LNI on the complaint filed. Chief Damron gives the board a summary of the LNI complaint that was filed. In the report, the anonymous person stated the department had personnel combating the Sunnyside chemical fire that were not trained. This was proven to be false by the LNI inspector on both the Sunnyside Fire Department and the WBFR, and this has since been filed away.
- *Summer & New Resident Staff:* Chief informs the board the staff begun June 1st. (2) new residents will begin after graduation, when occurs sometime next week.

- *Hose & Ladder testing:* Chief informs the board that the annual hose and ladder testing will be conducted next Tuesday, and he provides a summary on the testing process, with the length to complete being a day. The department entered in a 3 year that will keep the cost the same.

Staff Reports: Administrator Carrasco

- *2021 Annual Report - State Auditor:* G. Carrasco informs the board the 2021 Annual Report had been successfully submitted to the Auditors Office and was able to meet their deadline. The department is waiting to be contacted by the local Auditor’s Office to schedule the regional auditors to be onsite to conduct the 2019-2021 audit. Commissioner Clizbe asks about the older resolution/policy he had provided, and he suggested to create an updated resolution with correct information to present to the auditors for the advance travel account. A discussion was held on the history of the Advance Travel account, and this is to be updated. Chairman

TYPE 1 AUCTION RESULTS:

Chief Damron explains the bids fell short of the reserve for the Type 1 and provided the options to the department, with either accepting the below the reserve bid and take the \$7,000 offered or place the apparatus back up for auction. The setback for listing the trucks a 2nd time is out of the 11 or so bidders, only 2 were higher than \$5,000. Tri-Tech Skills. A former volunteer has been hired as the new instructor. Commissioner Moon asks if other departments are in need, and this would be an idea to investigate. Chief states the bidding could come in less. Chief stated he will move forward and place the surplus item for auction for another 14 days. The Chief briefs the board on the option to surplus the Type 5’s. One option is to sell the trucks to Chief Moon from BCFD#5. Chief was approached with a couple of purchase offers from Chief Moon and the districts Commissioners. Chief states the first offer is their department will purchase both vehicles for 30K in (2) payments over (2) years. 2nd Offer was for 40K made with (3) payments over (3) years. Chief provides the positive attributes with selling to BCFD#5, as keeping in mind the amount that is in their budget. Commissioner Clizbe provides the board with also assisting a department who assists our department and by selling equipment to BCFD#5 it will be a positive decision for both fire departments. Commissioner Clizbe made the motion to accept the offer as listed. Motion was seconded by Commissioner Cobble. Commissioner Moon abstained his vote with conflict of interest and stated he is the Captain within BCFD#5. So noted by the board secretary. All of members voted unanimously. Motion Carried.

RESOLUTION 2022-11 – Adopting Volunteer Banquet:

A brief discussion was held in the matter to declare a set amount to be donated for the WBFFA annual appreciation banquet, as it was not stipulated within Resolution 2022-11. \$2500 was the routine amount provide to the association this is the amount decided by the board. Commissioner Clizbe made the motion to accept resolution 2022-11 with the cap amount of \$2,500 to be amended into the resolution. Commissioner Cobble seconded the motion. Passed Unanimously. Motion carried.

EXECUTIVE SESSION:

EXECUTIVE SESSION

Chairman Williams confirms with Chief Damron for the board to break into Executive Session per RCW 42.30.140(a), (b) as noted on the agenda. The board broke into executive

session at 6:35p.m. for 10 minutes to reconvene by 6:45p.m. The board ended the Executive Session and resumed the regular board meeting at 6:45p.m. No Action Taken.

GOOD OF THE ORDER

The board would like to offer and agreed to present Captain Petroff a certificate of going beyond for his presentation and professional service provided at the Tri County Commissioner meeting. No other items for the good of the order reported. Next Meeting June 21st, 2022.

ADJOURNMENT

With no further business, Chairman S. Williams adjourned the meeting at 6:46 p.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: 20:05:55 Date: 06/20/2022

06/21/2022 To: 06/21/2022

Page: 1

| Voucher | Claimant | Trans | Date | Type | Acct # | Amount | Memo | |
|-----------|--|-------|------------|--------|--------|----------|--|--------|
| 220608001 | 148103 BENTON REA | 518 | 06/21/2022 | Claims | 1 | 707.36 | INTERNET SERVICES - JUN 2022; POWERNET MONTHLY FEES - MAY 2022; RADIO TOWERS - JUL 2022 | 148103 |
| 220608002 | 216447 CENTURYLINK COMMUNICATIONS LLC | 519 | 06/21/2022 | Claims | 1 | 2.17 | PHONE MONTHLY CHARGES ST.320 - JUN 2022 | 216447 |
| 220608003 | 224155 CITY OF RICHLAND | 520 | 06/21/2022 | Claims | 1 | 2,658.08 | DISPATCH SERVICES - JUN 2022 | 224155 |
| 220608004 | 240020 COOK'S ACE HARDWARE | 521 | 06/21/2022 | Claims | 1 | 219.10 | ACE HARDWARE CHARGES - MAY 2022 | 240020 |
| 220608005 | 311917 EMPLOYMENT SECURITY DEPARTMENT | 522 | 06/21/2022 | Claims | 1 | 30.69 | ESD AMEND 4TH QTR CHARGES | 311917 |
| 220608006 | 468575 HUGHES FIRE EQUIPMENT, INC | 523 | 06/21/2022 | Claims | 1 | 1,545.30 | REPAIR DOOR/JAMMED L1311 (2015); DOZER TRAILER: OUT OF SERVICE AIR LEAK/BATTERY CABLE REPAIR | 468575 |
| 220608007 | 106935 MES NORTHWEST | 524 | 06/21/2022 | Claims | 1 | 854.37 | (6) COBRA SURE FIT HOODS; (6) LIGHT WEIGHT HELMET LIGHTS | 106935 |
| 220608008 | 664637 MOON SECURITY | 525 | 06/21/2022 | Claims | 1 | 121.63 | FIRE MONITORING - JUN 2022 | 664637 |
| 220608009 | 842121 SHRED-IT US JV LLC | 526 | 06/21/2022 | Claims | 1 | 93.52 | SHREDDING SERVICES - JAN 2022; SHREDDING SERVICES - MAR 2022; SHREDDING SERVICES - APR 2022; SHREDDING SERVICES - MAY 2022 | 842121 |
| 220608010 | 921825 TREASURE VALLEY COFFEE | 527 | 06/21/2022 | Claims | 1 | 186.66 | COFFEE SERVICES - JUN 2022 | 921825 |
| 220608011 | 928395 TWG CONSULTING CORP | 528 | 06/21/2022 | Claims | 1 | 1,000.00 | LABOR RELATION CONSULTATION - APR 2022 | 928395 |
| 220608012 | 930132 US BANK, CORPORATE PAYMENT SYSTEM | 529 | 06/21/2022 | Claims | 1 | 1,551.68 | US BANK CHARGES - MAY 2022 | 930132 |
| 220608013 | 936148 VERIZON | 530 | 06/21/2022 | Claims | 1 | 460.79 | DATA USAGE - JUN 2022 | 936148 |
| 220608014 | 950201 WASTE MANAGEMENT | 531 | 06/21/2022 | Claims | 1 | 27.21 | GARBAGE SERVICES - ST. 320 - JUN 2022 | 950201 |
| 220608015 | 982389 WOLFE TAYLOR | 532 | 06/21/2022 | Claims | 1 | 1,916.16 | RESIDENT EDUCATIONAL REIMBURSEMENT - WOLFE - JUN 2022 | 982389 |

Total Vouchers:

11,374.72

VOUCHER APPROVALS

West Benton Fire Rescue

Time: 20:05:55 Date: 06/20/2022

06/21/2022 To: 06/21/2022

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

RESOLUTION 2022-12

A RESOLUTION AUTHORIZING THE SURPLUS SALE OF (2) TYPE 5 WILDLAND APPARATUS TO THE BENTON COUNTY FIRE PROTECTION DISTRICT NO. 5

WHEREAS, The West Benton Regional Fire Authority owns a used 2000 F 450 Type 5 Wildland Apparatus and a used 2004 F 450 Type 5 Wildland Apparatus which the West Benton Regional Fire Authority has no immediate or foreseeable use, and which has been declared surplus to the needs of the West Benton Regional Fire Authority: and

WHEREAS, The Benton County Fire Protection District No. 5. has offered to purchase both vehicles for \$30,000 with two payments of \$15,000.00 in 2022 and 2023 for the said (2) used Type 5 Wildland Apparatus; and

WHEREAS, the Governance Board of West Benton Regional Fire Authority finds that is would be in the best interest of West Benton Fire Rescue District #3 to sell the Type 5 apparatus forthwith rather than sell them at public auction of District surplus apparatus at a later date, now, therefore.

NOW, THEREFORE, BE IT RESOLVED by the Governing Board of the West Benton Regional Fire Authority, of Benton County, in the State of Washington, the Board of Commissioners of the West Benton Regional Fire Authority do hereby declares the aforementioned (2) used Type 5 Wildland Apparatus to be sold as surplus to the needs of the West Benton Fire Regional Fire Authority and the Fire Chief is hereby authorized and directed to sell the said (2) Type 5 Wildland Apparatus, to the Benton County Fire Protection District No. 5 for (\$30,000.00) dollars payable in two payments as follows.

2022 \$15,000.00 on or before July 31, 2022

2023 \$15,000.00 on or before July 31, 2023

PASSED AND ADOPTED by the West Benton Regional Fire Authority Board of Commissioners, State of Washington, on this 17th day of June 2022.

_____ Title: Commissioner

ATTEST:

Gayle Carrasco, Administrator

RESOLUTION 2022-13

A RESOLUTION AUTHORIZING AN ADVANCE TRAVEL EXPENSE REVOLVING FUND AND THE APPOINTMENT OF A CUSTODIAN FOR SAID FUND West Benton Fire Rescue District No. 3

WHEREAS, it is necessary at times for officers and employees of the district to incur expenses while traveling on district business; and,

WHEREAS, it is necessary that funds be advanced to such officers and employees to cover such expenses; and,

WHEREAS, RCW 42.24.120 through .160 authorizes the creation and maintenance of a travel expense fund for the purpose of providing such advancements; and,

WHEREAS, the Board of Commissioners has reviewed the necessity for and feasibility of establishing such an advance travel expense fund, under the provisions of such statute, and find that it would be advantageous for the district and its officers and employees to be able to have the capability of advancing travel expenses.

NOW, THEREFORE BE IT RESOLVED, that the Board of Commissioners of West Benton Regional Fire Authority District No. 3 hereby adopt the following:

1. An advanced travel expense fund, hereafter referred to as “ADVANCE TRAVEL EXPENSE FUND,” is hereby created and established pursuant to the provisions of RCW 42.24.120 through .160.
2. The fund shall be maintained in a checking account in the Grandview, WA Branch of Key Bank, in the name of West Benton Regional Fire Authority Advance Travel Expense Fund.
3. The fund shall be initially established in the sum of \$ 6,000.00.
4. Governing Board Members, the Fire Chief, Deputy Fire Chief, and the Administrator of the district, is designated as the custodians of the fund. The Chairman of the Governing Board shall be appointed as the ATEF Auditing Officer. The designated custodians shall hold such position until terminated by the Board or until termination of his/her employment with WBFA, whichever shall first occur. The designated custodian or his/her duly appointed successor shall perform the duties set forth in this resolution.
5. The custodians shall deposit all monies received for such fund in the **West Benton Fire Authority Advance Travel Expense Fund** checking account. Such money shall consist of the initial deposit authorized by this resolution, replenishment funds from warrants issued pursuant to vouchers authorized by the Governing Board and refunds of unexpended advances received from officers and employees.
6. Disbursements from the ATEF shall be made by check signed by two (2) custodians. Disbursements shall be made only pursuant to statute and pursuant to rules and regulations prescribed by the Washington State Auditor.
7. All requests for advances for travel expenses by officers and employees shall be timely made to the Fire Chief or Deputy Fire Chief on written application in the form designated by the custodians at least two weeks prior to a Regular or Special Board meeting. Requested advancements shall be in accordance with the WBFRA policy. Such requests shall be made

for WBFRA purposes only defray necessary costs incurred in performing his/her official duties.

8. To protect the WBFRA against any losses from advancements, the RFA shall have a prior lien against and a right to withhold any and all funds payable to or to become payable by the RFA to such Official or employee to whom such advance has been given, up to the amount of such advance and interest at the rate of 10 cents per annum until such time as repayment or justification has been made. No advance may be made to any Official or employee at any time when the individual is delinquent in accounting for or repaying a prior advance.
9. Disbursements from the Advance Travel Expense Fund shall be guided by the WBFRA Per Diem, Travel Allowance and Expense Reimbursement Policy.

PASSED AND ADOPTED by the West Benton Regional Fire Authority Board of Commissioners, State of Washington, on this 17th day of June 2022.

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

ATTEST:

Gayle Carrasco, Administrator



WEST BENTON FIRE RESCUE

Advance Travel Expense Request Form

Date Requested: _____

Person Requesting Training: _____

Class Requested: _____

Dates of Class: _____

Registration of Class Cost: _____

Justification for Attending Class: _____

Requestor Signature: _____

COPY OF CLASS REGISTRATION MUST BE ATTACHED TO REQUEST

For Office Use Only:

Per Diem: _____

Lodging: Nights _____ Hotel _____

Meals: Breakfast _____ Lunch _____ Dinner _____

Educational Per Diem [\$114.00] () Yes () No

Other Known Expenses (mileage/parking/ferry) _____

Training Approved () Yes () No

Approval D/C Signature _____ Date _____

Fire Chief Signature _____ Date _____



KeyBank
 P.O. Box 93885
 Cleveland, OH 44101-5885

Public Sector Statement
May 31, 2022
 page 1 of 2

Request to replenish Travel account:
\$3,500.28 to bring balance up to \$6,000.00

13 T 809 00000 R EM AO
 BENTON COUNTY
 WEST BENTON REGIONAL FIRE AUTHORITY
 ADVANCED TRAVEL EXPENSE FUND
 620 MARKET STREET
 PROSSER WA 99350-1300

Questions or comments?
 Call our Key Business Resource Center
 1-888-KEY4BIZ (1-888-539-4249)

BENTON COUNTY
 WEST BENTON REGIONAL FIRE
 AUTHORITY ADVANCED TRAVEL EXPENSE
 FUND

| | |
|-------------------------------|-------------------|
| Beginning balance 4-30-22 | \$2,499.72 |
| Ending balance 5-31-22 | \$2,499.72 |

Fees and charges

See your Account Analysis statement for details.



5.) EXECUTIVE SESSION:

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 _____ pm and will be concluded at _____ pm.”