



*RFA Governing Board*  
**MEETING AGENDA**

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

**DATE:** Regular Board Meeting  
July 19th, 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  
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–July 19<sup>th</sup>,2022 - Regular Board Meeting**
  - Approval of Minutes – July 5th, 2022 – Regular Board Minutes
  - Voucher TOTAL for Approval = \$22,512.94
  - (07.19.22 Payroll Direct Deposit EFT Voucher#220711001-220711004) = \$1,845.06
  - (07.19.22 IRS 941 July 2022 Tax EFT Voucher#220712001) = \$3,456.63
  - (07.19.22 Invoice Vouchers#220713001-220713018) = \$17,211.25

**OLD BUSINESS**

1. Union Contract
2. Policy
3. Resolution 2022-12

- Local 1052 Union Contract – WBFR status
- Promotion & Hiring Policy – (2<sup>nd</sup> Read)
- Sign Amended Resolution 2022-12

**NEW BUSINESS**

1. Correspondence

- Governing Board
- Staff Reports
  - Fire Chief Damron
  - Administrator Carrasco

2. Executive Session

Called for a Session Fire Chief  
Damron

- *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**

- National Night Out – City of Prosser – Tuesday evening 5pm-9pm on August 2<sup>nd</sup>, 2022.  
\*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** August 2<sup>nd</sup>, 2022

**ADJOURN MEETING**

- \_\_\_\_\_ o'clock p.m.

# CHECK REGISTER

West Benton Fire Rescue

Time: 17:25:02 Date: 07/18/2022

07/19/2022 To: 07/22/2022

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
619	07/21/2022	Payroll	1	210701041	ROY HARINGA		Deleted Payroll Entry - Gayle Carrasco
618	07/21/2022	Payroll	1	EFT	HUGO GUZMAN JR		Deleted Payroll Entry - Gayle Carrasco
620	07/21/2022	Payroll	1	EFT	HADEN HICKS		Deleted Payroll Entry - Gayle Carrasco
621	07/21/2022	Payroll	1	EFT	CHRISTINE HOUSER		Deleted Payroll Entry - Gayle Carrasco
622	07/22/2022	Payroll	1	EFT	HUGO GUZMAN JR	158.56	7/3 - 7/16 SEASONAL PAYROLL
623	07/22/2022	Payroll	1	EFT	ROY HARINGA	158.56	7/3 - 7/16 SEASONAL PAYROLL
624	07/22/2022	Payroll	1	EFT	HADEN HICKS	475.66	7/3 - 7/16 SEASONAL PAYROLL
625	07/22/2022	Payroll	1	EFT	CHRISTINE HOUSER	1,052.28	7/3 - 7/16 SEASONAL PAYROLL
626	07/19/2022	Payroll	1	0	DEPT OF TREASURY - IRS - No Check	3,456.63	941 Deposit for Pay Cycle(s) 07/01/2022 - 07/31/2022
627	07/19/2022	Claims	1	0	AMAZON CAPITAL SERVICES INC	4,797.00	AMAZON PURCHASES - JUN 2022
628	07/19/2022	Claims	1	0	ARAMARK UNIFORMS SERVICES	17.94	CARPET CLEANING - JUL 2022
629	07/19/2022	Claims	1	0	AUTOZONE	8.69	AUTOZONE PURCHASES JUL 2022
630	07/19/2022	Claims	1	0	BENTON REA	276.63	RADIO TOWERS - AUG 2022; INTERNET SERVICES - JUL 2022; INTERNET SERVICES - AUG 2022
631	07/19/2022	Claims	1	0	CENTURYLINK COMMUNICATIONS LLC	158.35	PHONE MONTHLY CHARGES ST.320 - JUL 2022
632	07/19/2022	Claims	1	0	CHARTER COMMUNICATIONS	0.48	BUSINESS VOICE - JUN 2022
633	07/19/2022	Claims	1	0	CITY OF RICHLAND	2,656.08	DISPATCH SERVICES - JUL 2022
634	07/19/2022	Claims	1	0	CONNELL OIL INC.	1,609.12	VEHICLE FUEL JUL 2022
635	07/19/2022	Claims	1	0	CREXENDO, INC	332.73	VOIP PHONE SERVICE - JUL 2022
636	07/19/2022	Claims	1	0	ESO SOLUTIONS, INC.	718.75	ESO ER CAD-INTEGRATION 8/1/2022-7/31/2023
637	07/19/2022	Claims	1	0	SPECK CHEVROLET BUICK OF MOORE AUTO GROUP LLC	310.59	TOW SERVICE - E1351 2009 F450
638	07/19/2022	Claims	1	0	PACIFIC OFFICE AUTOMATION	398.57	COPIER LEASE JUN 2022
639	07/19/2022	Claims	1	0	DBA GENERAL FIRE APPARATU PNW EMERGENCY EQUIPMENT	128.19	TAXES&SHIPPING
640	07/19/2022	Claims	1	0	TARGETSOLUTIONS LEARNING, LLC	2,643.76	2023 - TARGET/VECTOR SOLUTIONS SCHEDULING PROGRAM
641	07/19/2022	Claims	1	0	TOM DENCHEL FORD COUNTRY	2,677.78	REPAIRS - E1351 2009 F450
642	07/19/2022	Claims	1	0	US CELLULAR	9.27	MONTHLY PHONE SERVICE CHARGES ST.320 - AUG 2022
643	07/19/2022	Claims	1	0	VERIZON	440.11	DATA USAGE - JUL 2022
644	07/19/2022	Claims	1	0	WASTE MANAGEMENT	27.21	GARBAGE SERVICES - ST. 320 - JUL 2022
						22,114.37	
001 General Expense Fund						22,114.37	
002 Equipment Replacement Fund						398.57	
						22,512.94	
						Claims:	17,211.25
						Payroll:	5,301.69

# CHECK REGISTER

West Benton Fire Rescue

Time: 17:25:02 Date: 07/18/2022

07/19/2022 To: 07/22/2022

Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
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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

West Benton Fire Rescue

Time: 16:21:21 Date: 07/18/2022

07/19/2022 To: 07/19/2022

Page: 1

Voucher	Claimant	Trans	Date	Type	Acct #	Amount	Memo	
220713001	100230 AMAZON CAPITAL SERVICES INC	627	07/19/2022	Claims	1	4,797.00	AMAZON PURCHASES - JUN 2022	100230
220713002	114645 ARAMARK UNIFORMS SERVICES	628	07/19/2022	Claims	1	17.94	CARPET CLEANING - JUL 2022	114645
220713003	118938 AUTOZONE	629	07/19/2022	Claims	1	8.69	AUTOZONE PURCHASES JUL 2022	118938
220713004	148103 BENTON REA	630	07/19/2022	Claims	1	276.63	RADIO TOWERS - AUG 2022; INTERNET SERVICES - JUL 2022; INTERNET SERVICES - AUG 2022	148103
220713005	216447 CENTURYLINK COMMUNICATIONS LLC	631	07/19/2022	Claims	1	158.35	PHONE MONTHLY CHARGES ST.320 - JUL 2022	216447
220713006	218790 CHARTER COMMUNICATIONS	632	07/19/2022	Claims	1	0.48	BUSINESS VOICE - JUN 2022	218790
220713007	224155 CITY OF RICHLAND	633	07/19/2022	Claims	1	2,656.08	DISPATCH SERVICES - JUL 2022	224155
220713008	238803 CONNELL OIL INC.	634	07/19/2022	Claims	1	1,609.12	VEHICLE FUEL JUL 2022	238803
220713009	250177 CREXENDO, INC	635	07/19/2022	Claims	1	332.73	VOIP PHONE SERVICE - JUL 2022	250177
220713010	106592 ESO SOLUTIONS, INC.	636	07/19/2022	Claims	1	718.75	ESO ER CAD-INTEGRATION 8/1/2022-7/31/2023	106592
220713011	864205 MOORE AUTO GROUP LLC SPECK CHEVROLET BUICK OF	637	07/19/2022	Claims	1	310.59	TOW SERVICE - E1351 2009 F450	864205
220713012	710241 PACIFIC OFFICE AUTOMATION	638	07/19/2022	Claims	1	398.57	COPIER LEASE JUN 2022	710241
220713013	362191 PNW EMERGENCY EQUIPMENT DBA GENERAL FIRE APPARATU	639	07/19/2022	Claims	1	128.19	TAXES&SHIPPING	362191
220713014	618814 TARGETSOLUTIONS LEARNING, LLC	640	07/19/2022	Claims	1	2,643.76	2023 - TARGET/VECTOR SOLUTIONS SCHEDULING PROGRAM	618814
220713015	106623 TOM DENCHEL FORD COUNTRY	641	07/19/2022	Claims	1	2,677.78	REPAIRS - E1351 2009 F450	106623
220713016	930014 US CELLULAR	642	07/19/2022	Claims	1	9.27	MONTHLY PHONE SERVICE CHARGES ST.320 - AUG 2022	930014
220713017	936148 VERIZON	643	07/19/2022	Claims	1	440.11	DATA USAGE - JUL 2022	936148
220713018	950201 WASTE MANAGEMENT	644	07/19/2022	Claims	1	27.21	GARBAGE SERVICES - ST. 320 - JUL 2022	950201

Total Vouchers:

17,211.25

**VOUCHER APPROVALS**

West Benton Fire Rescue

Time: 16:21:21 Date: 07/18/2022

07/19/2022 To: 07/19/2022

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

West Benton Fire Rescue

Time: 15:26:14 Date: 07/18/2022

07/19/2022 To: 07/19/2022

Page: 1

Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo	
220712001 275022 DEPT OF TREASURY - IRS - No Check	626	07/19/2022	Payroll	1	3,456.63	941 Deposit for Pay Cycle(s) 07/01/2022 - 07/31/2022	275022
Total Vouchers:					<u>3,456.63</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: 13:59:00 Date: 07/18/2022

07/19/2022 To: 07/19/2022

Page: 1

Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo	
EFT 106030 GUZMAN JR HUGO	622	07/22/2022	Payroll	1	158.56	7/3 - 7/16 SEASONAL PAYROLL	106030
EFT 414317 HARINGA ROY	623	07/22/2022	Payroll	1	158.56	7/3 - 7/16 SEASONAL PAYROLL	414317
EFT HICKS HADEN	624	07/22/2022	Payroll	1	475.66	7/3 - 7/16 SEASONAL PAYROLL	
EFT 462135 HOUSER CHRISTINE	625	07/22/2022	Payroll	1	1,052.28	7/3 - 7/16 SEASONAL PAYROLL	462135
Total Vouchers:					<u>1,845.06</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

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Board Member

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

\_\_\_\_\_  
Administrator

MINUTES - TO BE DRAFTED



# West Benton Fire Rescue Policy & Procedure

Subject:	Number: 2022-2500
<b>Promotions &amp; Hiring of Positions</b>	Effective: 07/5/2022
	Supersedes:
Approved:	Page 1 of 3

**1.0 PURPOSE:**

- 1.1 The purpose of this policy is to define and establish uniform policy and procedures for promotions and hiring of full-time Fire District employees.
- 1.2 To define and establish uniform policy and procedures for hiring and promotions of career and volunteer fire fighters.

**2.0 DEFINITIONS:**

- 2.1 WBFR – West Benton Fire Rescue.
- 2.2 Closed Exam – A selection process that allows for advertising and hiring from only current employees or volunteers of WBFR.
- 2.3 Open Exam - A selection process that is open to all qualified individuals.

**3.0 PERSONNEL AFFECTED:**

- 3.1 Those persons applying/testing to promote or become an employee.

**4.0 POLICY:**

- 4.1 It is the policy of the WBFR to adopt and execute promotional and hiring practices and procedures that are fair, unbiased.
- 4.2 It is the policy of WBFR to have current employees and outside fire agency personnel conduct the selection process. The top candidates will be forwarded to the Fire Chief.

**5.0 RESPONSIBILITY:**

- 5.1 The Fire District Board of Commissioner shall be responsible for the approval of all new job positions.
- 5.2 The Fire Chief shall insure that all personnel actions and practices are consistent with this policy.
- 5.3 The District’s Administrator shall be responsible for keeping the Commissioners and Fire Chief informed of any changes in State or Federal law that would affect this policy.

## **6.0**    **PROCEDURE:**

- 6.1    When a new position is proposed or created, the Fire Chief shall prepare an outline of the duties and qualifications, (position summary), for the new position to be reviewed and approved by the Board of Commissioners.
  
- 6.2    Recruitment to fill new or existing positions:
  - 6.2.1    WBFR will promote or hire from closed exams when there is interest from current and qualified employees or volunteers.
    - 6.2.1.a    Firefighter applicant pool must be at least 5 personnel, or an open exam will be used.
  
  - 6.2.2    WBFR will use open exams if there are no interested current employees or volunteer staff.
  
  - 6.2.3    Whenever there is a need, the Districts Administrator shall invite, by various means, qualified persons to apply to the selection process that is scheduled to create a specific promotional or hiring list.
  
  - 6.2.4    These announcements shall be advertised either as a closed or open exam. The announcement shall include:
    - 6.2.4.a    The title and salary of the position
    - 6.2.4.b    Minimum qualification required
    - 6.2.4.c    Location where position summaries and testing procedures may be obtained.
    - 6.2.4.d    Final date that resumes and letters of intent are due back
    - 6.2.4.e    Where resumes, letters of intent and all needed paperwork are to be sent.
  
  - 6.2.5    The announcement shall be posted for a minimum of 14 days with all needed paperwork to be submitted on day 14 at 3pm.
  
  - 6.2.6    The selection and testing process shall be established prior to the advertisement being posted. The selection of qualified applicants for the testing process shall be based on the position qualifications and requirements as advertised.
  
  - 6.2.7    The Administrator shall coordinate any medical screening or testing associated with the position.
  
  - 6.2.8    The screening and testing of qualified applicants shall include at least one of the following methods depending on position type:
    - 6.2.8.a    Employment history review
    - 6.2.8.b    Qualifications review
    - 6.2.8.c    Written examination
    - 6.2.8.d    Physical Agility Testing (firefighter only)
    - 6.2.8.e    Panel interview
    - 6.2.8.f    Job skills assessment testing

- 6.2.8.g Medical Screening
- 6.2.8.h Supervisor, Fire Chief interview

6.2.9 Applicants that complete the selection and testing process shall be placed on a “Promotional List or Hiring List.”

- 6.2.9.a Names on the promotional or hiring list shall be in order rank according to final earned scores in the examinations.

6.2.10 Promotional or Hiring lists shall become effective upon approval by the Fire Chief. Approval shall affirm that the list was properly prepared and represents the relative placement of the names on the list.

6.2.11 Promotional or hiring lists shall remain in effect up to 12 – months and may be extended to 24 months.

6.2.12 A promotional or hiring list may be revoked and another examination ordered only upon recommendation of the Fire Chief and approval by the Board of Commissioners. Such action will be deemed advisable on account of fraud, errors, or inadequate results obtained from the testing process.

### 6.3 **SELECTION:**

6.3.1 All offers of promotion or hiring shall be made in writing.

6.3.2 The candidate shall be made aware at the time employment is offered what the probationary period is and the reasons why promotion or hiring may be terminated.

6.4 Probationary periods shall be utilized as an opportunity to observe the employee's work to provide special training, to assist the employee in adjustment to his new position, and as an aid in the decision to accept or reject any employee on the basis of work performance or personal conduct.

6.4.1 No promotion to any position shall be deemed permanent until expiration of a 12-month probationary period.

6.4.2 At any time during the 12-month probationary period, the Fire Chief may demote the employee, for cause. Such action by the Fire Chief is subject to the appeal process.

6.4.3 During the 12-month probationary period, all probationary personnel shall receive a thorough written evaluation and an oral interview with the Fire Chief during month 6. Records of such evaluations shall be given to the employee and copies placed in the employees file in accordance with Fire District Policy.

6.4.4 At the end of a 12-month successful probationary period, the employee shall receive a final probationary written evaluation and an oral interview with the Fire Chief. The Fire Chief may then assign the employee to a permanent status.

6.4.5 If an appointment is not made permanent because of the Fire District's dissatisfaction with the employee's performance during the probationary period and the employee is demoted, that employee shall no longer be on the promotional list for that position.

**RESOLUTION 2022-12**

**WEST BENTON REGIONAL FIRE AUTHORITY**

**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 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 19<sup>th</sup> day of July 2022.

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

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

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

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

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

**ATTEST:**

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