



PUBLIC NOTICE OF QUORUM

WEST BENTON REGIONAL FIRE AUTHORITY

BOARD OF FIRE COMMISSIONERS

WILL BE MEETING at E.J. MILLER PARK

SHOW SUPPORT and PARTICIPATE IN

National Night Out - Tuesday, August 2, 2022

TIME AND LOCATION WILL BE AS FOLLOWS:

WHEN: TUESDAY AUGUST 2ND, 2022 AT 5:00-5:30PM

WHERE: E.J. MILLER PARK
920 S. KINNEY WAY
PROSSER, WA 99350


REGULAR BOARD MEETING WILL BE AS FOLLOWS:

WHEN: TUESDAY AUGUST 2ND, 2022 AT 6:00PM

WHERE: STATION 310
WEST BENTON FIRE RESCUE
1200 GRANT AVENUE
PROSSER, WA 99350

NOTICE IS HEREBY GIVEN that any individual Board Commissioner of the West Benton Regional Fire Authority may attend the National Night Out event. This is not a meeting of the Board, and no action will be taken.

Dated this 26th day of July 2022.



Gayle R. Carrasco
Board Secretary



RFA Governing Board
MEETING AGENDA

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

DATE: Regular Board Meeting
August 2nd, 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–August 2nd, 2022 - Regular Board Meeting**
 - Approval of Minutes – July 19th, 2022 – Regular Board Minutes
 - Voucher TOTAL for Approval = \$72,691.04
 - (08.02.22 Payroll Direct Deposit EFT Voucher#220801006-1014) = \$31,485.74
 - (08.02.22 Payroll Claim Voucher#220801009) = \$640.57
 - (08.02.22 USDA Bond EFT Voucher#220802001) = \$4,456.00
 - (08.02.22 Invoice Vouchers#220804001-4019) = \$18,553.14
 - (08.02.22 Employee Benefit Vouchers#220803001-3006) = \$17,555.59

OLD BUSINESS

1. Union Contract
2. Policy

- Local 1052 Union Contract – WBFR status
- Promotion & Hiring Policy

NEW BUSINESS

1. Correspondence

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

2. 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."*

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** August 16th, 2022

ADJOURN MEETING

- _____ o'clock p.m.

**WEST BENTON REGIONAL FIRE AUTHORITY
TUESDAY JULY 19th, 2022
WBRFA HEAD QUARTERS STATION 310**

CALL TO ORDER

Chairman Williams called to order the July 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 Chairman S. Williams was present. Vice Chair D. Moon, Commissioner Richard Clizbe and Commissioner Randy Cobble were present. L. Galbraith was not present. Chairman Williams stated Commissioner Galbraith absence will be excused.

Others in attendance: Fire Chief Charles Damron and Administrator Gayle Carrasco, and WBFR Volunteer Firefighter Jake Coleman.

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. Commissioner Clizbe had a question about the deleted payees listed on the payables check register. Administrator Carrasco provided the reasoning for the employee deletion within payroll. 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 July 19th, 2022. Commissioner R. Cobble seconded the motion. Passed unanimously. The motion carried.

OLD BUSINESS

Local 1052 Union Contract:

Chairman Williams stated the agenda item will be discussed later in the meeting with the use of the executive session.

Promotion & Hiring Policy:

Chairman Williams stated the hiring policy set forth will be the 2nd read an opened the floor for discussion. Commissioner Clizbe had raised a question on page 2 within section 6.1 of the policy, (Procedures). The section concerned the minimum / preferred qualifications and Commissioner Clizbe suggested the wording remain consistent throughout. Commissioner Clizbe pointed out the section 6.1(a) and to include minimum / preferred qualifications to the section. Commissioner Clizbe provided reasoning for the suggested edit. Another addition of the wording “preferred” was suggested within 6.2.4(b). Chief Damron stated to use “combination of qualifications.” Chairman Williams confirmed the suggested edits of Commissioner Clizbe. Chief Damron noted the edits to the policy. Chief Damron furthered explained the job description states minimum / preferred qualifications on the Firefighter 1 position. Applicants not possessing the stated qualifications would not be considered. Other than the EMT certification, Chief Damron states the qualifications for Firefighter 1 is extension and detailed. Chief Damron stated to consider for the allowance for the applicant to obtain EMT certification. Commissioner Moon provides the board with attributes for opening positions to the public and not utilizing the (5) qualified staff hiring process. Chief Damron explains the depth of training the department dedicates to current employees which is to build the department with trained, qualified firefighters to protect the community. Commissioner Moon states opening to the public provides competition to the applicants and will provide experience to current staff of the hiring process. Not only within the WBFR fire department.

Chairman Williams provides the attribute of acknowledging the current firefighters and provide the employment opportunity to those within the department as rewarding. Chairman Williams provides his personal hiring experience and utilizing preference points and being a volunteer having points within that hiring process as with the Veterans preference. Chairman Williams points out the department policy would require the pool having (5) in house applicants and having to meet the requirements. In the event those conditions are not met, the department will then open employment opportunities to the public. The Chairman expresses the concern being is maintaining the volunteer firefighter's numbers for the department. One way to do this is to offer employment opportunities to the qualified members of WBFR firefighters. Chairman Williams provides several reasons to provide the current volunteer staff to seek employment within the WBFR departments while benefiting the department needs. Commissioner Moon disagrees and states competing for the position would bring to the department the most highly qualified individual. Chairman Williams stated the asset it is to the department in knowing the applicants character foresight. Commissioner Moon conceded by stating that he and the Chairman are on different ends on the matter. Commissioner Clizbe provides his perspective by stating he is in agreeance with the Chairman, and he does approve of hiring in house with (5) qualified applicants for the Firefighter 1, EMT. However, Clizbe does see the need for the board to consider not using this when they hire for higher ranked positions, such as Captain or Deputy Chief. Chief Damron explains to view the hiring process as having the ability to screen individuals that possesses every minimum preferred qualification out there based on paper. The Chief stresses he can make the applicant a good person and by working with the WBFR firefighters it has already been established. Chief Damron states hiring in house reducing the risk of hiring an individual that does not fit, resulting in the rehiring. Much of the board agreed with Chief Damron. Chief Damron informed the board he has noted the changes to the policy made by Commissioner Clizbe and will bring the amended policy to the next meeting. Chairman asked the remaining board members if they were in agreeance to the changes previously suggested by Commissioner Clizbe. Commissioner Cobble stated he is in agreeance. Commissioner Moon stated he is agreeance with the changes but not the policy. Commissioner Cobble suggested to make amendments to the policy at the current meeting and vote. Chairman Williams informed Commissioner Cobble of the process for entering a new policy. Chairman informed the board the next meeting will be acceptable to act with a motion and vote on the hiring policy.

Amended Resolution 2022-12:

Chairman Williams presented the amended resolution 2022-12 for signatures to the board, and this was previously approved, no action needed. Commissioner Moon refrained from signing; citing being affiliated with BCFD#5.

NEW BUSINESS

CORRESPONDENCES:

• **Governing Board:**

Chairman S. Williams requested items from the WBRFA to report. None to report.

Staff Reports: Fire Chief Damron

• *Apparatus:*

Chief Damron reported to the board the department encountered truck repaired rock chips that were under warranty to the Type 1 with no costs to the department. Chief is acquiring quotes to have a step built on the officer's side. The Type 1's may need to be take to Spokane to address an issue with the headsets. This will be scheduled closer to the end of summer and the Chief will do one vehicle at a time.

- 2023 Budget Item:

Chief Damron mentioned that he previously discussed with Chairman Williams to consider budgeting for counseling his volunteer firefighters this is specifically directed at encountering handling emotional issues in times of distress. Chief has learned the current insurance provider the volunteers have contains the program for counselling he wanted to provide, and he we be providing all the pertinent information to the volunteers tomorrow evening at drill. Chairman Williams answered questions about issues covered by a Chaplain. Chaplains are limited and he is aware of resources available beyond their scope.

- Budgeting 2023 Calendar:

Chief Damron reminds the board of the upcoming preparation for 2023 budgeting and provided the board with a tentative timeline. Chief provides a summary brief on the timeline for the 2023 budget planning calendar and the obtaining the assessed valuations from the county, as the calendar will be used as guidance moving forward.

- Public Education – 6 months to Current:

Chief Damron informs the board of several public programs he has the captains provide to the community. Speaking at public schools, fire extinguisher program, EDITH (Exit Drill In The Home) House and informational brochures. All homes south of Highway 22 will be provided with a Wildland Urban Interface Flyer. Commissioner Clizbe asked about the extinguisher prop for training and the Chief stated he has created a new line item within the training props expenditures in the 2023 budget and this will be described in the financial planning for 2023. The department will be at the City of Prosser hosted National Night Out on 8/2/22, touch a truck, fire prevention week they will deploy the EDITH House. At the national night out, the Chief will be displaying the departments new Type 1 and Type 5 and a table set up that has brochures and items for children.

- Ladder & Hose Testing:

Chief Damron reported hose and ground ladder testing completed last week with everything passing. There were a couple sections of hose that failed (5 or 6 sections). All the ground ladders passed.

- Pump Testing:

Chief Damron has contacted the company for pump testing, and this is schedule for September 19th.

- Annual Aerial Ladder Testing:

Chief Damron is in the process of scheduling the annual ladder testing with Diversified Inspections for the aerial ladder trucks, and this is to occur in the month of August.

Commissioner Cobble asked if members he may attend the trainings and mentions learning on the operation of the ladders. Chief Damron stated he is in approval of his attending.

- Resident Resignation:

Chief Damron reported to the board he has received the resignation letter from resident firefighter Taylor Wolfe. The department will have (2) openings for residents. Captain Bowden has informed the Chief that he has advertised and has interviews set up to fill the resident openings. The board inquires if T. Wolfe will be remaining on as a volunteer. Commissioner Clizbe jokingly expresses to Chief Damron he did not have to accept Wolfe's resignation. Chief Damron assured the board that Wolfe will remain on the department roster of volunteers. Commissioner Cobble asked if Wolfe had completed the program. Chairman Williams and Chief Damron explain to the board that Wolfe was an original resident and has the longest tenured resident in the program of (3) years. This is the expected length the Chief had anticipated for residents to be in the program.

- 2022 Annual DOT Inspections:

Chief Damron reported Hughes Fire will be conducting the department fleet DOT testing to included oil changes if needed. All vehicles in the fleet will have this completed except for the command vehicles. The command vehicles will be serviced by Tom Denchel Ford.

- Job Description:

Chief Damron distributed the job description as requested by the board. Commissioner Clizbe asked if the job description distributed was the final. Chief Damron states this is a draft, and he prepared the job description with the same format as all the previous positions, and he made the changes to reflect the firefighter position. Commissioner Clizbe expressed his appreciation for the chief providing the job description.

Lastly, the Chief informs his learning he will not be able to attend the annual WFCFA conference in Spokane this fall. End of Chief's report.

Staff Reports: Administrator Carrasco

- Budget 2023 preparations:

Administrator Carrasco provided a summary of the preparations for the 2023 Budget. The auditors have not contacted the department for the audit, and G. Carrasco stated she intends to contact the State Auditor's Office.

EXECUTIVE SESSION

Chairman Williams stated that the board will break into Executive Session Pursuant to *RCW 42.30.40(a) Collective bargaining sessions* at 6:33p.m. for 30 minutes to resume the regular meeting at 7:03p.m. The board extended their executive session for an additional 10 minutes and stated they will reconvene the regular meeting at 7:13p.m. The board extended their executive session for an additional 10 minutes and stated they will reconvene the regular meeting at 7:23p.m. The board broke from executive session and resumed the regular board meeting at 7:23p.m. No Action Taken.

GOOD OF THE ORDER

Chairman Williams explains the meetings for August 2, 2022, is on the same evening as the National Night Out. Commissioner Moon expressed it would be difficult for him to attend due to harvest. The board asked which day within August would work for Commissioner Moon. Moon explained he most likely will not be available the entire Month of August. Commissioner Clizbe asks if the meeting may be rescheduled to another time, and will the Chief be wanting the board to attend. Chief approves of the board being at the event and stated he intended to arrive at 5pm and this time frame would make it possible to arrive back to the department by 6pm for the regularly scheduled board meeting. The Chief has the captains scheduled to be at the event. Commissioner Moon explains that the board is also the face of the fire department, and the boards attendance would be viewed positively by the community as showing unity. Discussion ensued on the time the board will spend at the event and arriving for the regularly scheduled board meeting time with the time for the regularly scheduled meeting to begin at 7pm. With no other items for the good of the order the next meeting will be held on August 2nd, 2022.

ADJOURNMENT

With no further business, Chairman S. Williams adjourned the meeting at 7:32p.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

CHECK REGISTER

West Benton Fire Rescue

Time: 16:12:32 Date: 08/02/2022

08/01/2022 To: 08/31/2022

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
693	08/04/2022	Payroll	1	210701042		640.57	JUL 2022 STIPEND
690	08/04/2022	Payroll	1	EFT		640.57	JUL 2022 STIPEND
691	08/04/2022	Payroll	1	EFT		640.57	JUL 2022 STIPEND
692	08/04/2022	Payroll	1	EFT		640.57	JUL 2022 STIPEND
694	08/04/2022	Payroll	1	EFT		516.60	JUL 2022 STIPEND
695	08/04/2022	Payroll	1	EFT		5,395.49	JUL 2022 MONTHLY PAYROLL
696	08/04/2022	Payroll	1	EFT		5,270.54	JUL 2022 MONTHLY PAYROLL
697	08/04/2022	Payroll	1	EFT		4,255.85	JUL 2022 MONTHLY PAYROLL
698	08/04/2022	Payroll	1	EFT		7,195.25	JUL 2022 MONTHLY PAYROLL
699	08/04/2022	Payroll	1	EFT		5,680.16	JUL 2022 MONTHLY PAYROLL
700	08/04/2022	Payroll	1	EFT		158.56	7/17 - 7/31 SEASONAL PAYROLL
701	08/04/2022	Payroll	1	EFT		190.26	7/17 - 7/31 SEASONAL PAYROLL
702	08/04/2022	Payroll	1	EFT		742.76	7/17 - 7/31 SEASONAL PAYROLL
703	08/04/2022	Payroll	1	EFT		158.56	7/17 - 7/31 SEASONAL PAYROLL
704	08/02/2022	Claims	1	0	USDA, NO CHECK	4,456.00	USDA Ladder Truck Loan Payment - AUG 2022
705	08/02/2022	Payroll	1	0	I A F F LOCAL 1052, RICHLAND	396.93	Pay Cycle(s) 08/04/2022 To 08/04/2022 - Union Dues
706	08/02/2022	Payroll	1	0	TRUSTEED PLANS SERVICE CORP	9,890.96	Pay Cycle(s) 08/04/2022 To 08/04/2022 - Medical/Dental
707	08/02/2022	Payroll	1	0	WA ST DEPT OF RET SYS	6,585.20	Pay Cycle(s) 08/04/2022 To 08/04/2022 - PERS2; Pay Cycle(s) 08/04/2022 To 08/04/2022 - LEOFF 2; Pay Cycle(s) 08/04/2022 To 08/04/2022 - DC; Pay Cycle(s) 08/04/2022 To 08/04/2022 - DC Chief
708	08/02/2022	Payroll	1	0	WA ST SUPPORT REG	332.50	Pay Cycle(s) 08/04/2022 To 08/04/2022 - Child Support
709	08/02/2022	Payroll	1	0	WEST BENTON FIREFIGHTERS ASSOCIATION	50.00	Pay Cycle(s) 08/04/2022 To 08/04/2022 - WBFFA
710	08/02/2022	Payroll	1	0	WSCFF EMPLOYEE BENEFIT, TRUST BENEFIT	300.00	Pay Cycle(s) 08/04/2022 To 08/04/2022 - MERP
711	08/02/2022	Claims	1	0	APOLLO HEATING & AIR CONDITIONING	1,000.41	HVAC MAINTENANCE
712	08/02/2022	Claims	1	0	ARAMARK UNIFORMS SERVICES	17.94	CARPET CLEANING - JUL 2022
713	08/02/2022	Claims	1	0	AUTOZONE	89.91	MAINTENANCE SUPPLIES - E1351
714	08/02/2022	Claims	1	0	BENTON PUD	1,358.50	ELECTRIC UTILITIES - JUL 2022
715	08/02/2022	Claims	1	0	CASCADE FIRE & SAFETY	135.75	CUSTOM HOSES
716	08/02/2022	Claims	1	0	CHARTER COMMUNICATIONS	86.06	TV CHARGES - JUL 2022
717	08/02/2022	Claims	1	0	CITY OF PROSSER	894.42	CITY UTILITIES - JUL 2022
718	08/02/2022	Claims	1	0	COMM/TECH INC	111.86	ANTENNA SERVICE
719	08/02/2022	Claims	1	0	CONNELL OIL INC.	2,013.11	VEHICLE FUEL JUL 2022
720	08/02/2022	Claims	1	0	MOON SECURITY	405.34	FIRE MONITORING - JUL 2022 / FIRE ALARM TESTING - JULY 2022 ST. 320
721	08/02/2022	Claims	1	0	NAPA AUTO PARTS	15.39	NAPA AUTO PART PURCHASES - JUL 2022
722	08/02/2022	Claims	1	0	NATIONAL HOSE TESTING SPECIALTIES	4,551.40	2022 FIRE HOSE & GROUND LADDER TESTING
723	08/02/2022	Claims	1	0	O'REILLY AUTO PARTS	156.60	OREILLY PURCHASES JUL 2022
724	08/02/2022	Claims	1	0	PACIFIC OFFICE AUTOMATION	398.93	COPIER LEASE JUL 2022
725	08/02/2022	Claims	1	0	QUILL CORPORATION	139.09	HR OFFICE SUPPLIES, CHIEF OFFICE NAME PLATE

CHECK REGISTER

West Benton Fire Rescue

Time: 16:12:32 Date: 08/02/2022

08/01/2022 To: 08/31/2022

Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
726	08/02/2022	Claims	1	0	TOM DENCHEL FORD COUNTRY	539.57	OIL CHANGE, SAFETY INSPECTION, A/T FLUID, AIR FILTER - 2022 ANNUAL SERVICE CH131
727	08/02/2022	Claims	1	0	TWG CONSULTING CORP	1,300.00	LABOR RELATION CONSULTATION - JULY 2022
728	08/02/2022	Claims	1	0	US BANK, CORPORATE PAYMENT SYSTEM	5,210.46	USBANK CHARGES - JUN 2022; USBANK CHARGES - JUL 2022
729	08/02/2022	Claims	1	0	VALLEY PUBLISHING CO	128.40	SENIOR 2022 CONGRATULATIONS
						68,235.04	
						4,456.00	
						<hr/>	
						72,691.04	Claims: 23,009.14 Payroll: 49,681.90

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:

14:44:07 Date: 08/01/2022

08/02/2022 To: 08/02/2022

Page: 1

Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo	
EFT 169183 BOWDEN BRANDON	695	08/04/2022	Payroll	1	5,395.49	JUL 2022 MONTHLY PAYROLL	169183
EFT 100878 CARRASCO GAYLE	696	08/04/2022	Payroll	1	5,270.54	JUL 2022 MONTHLY PAYROLL	100878
EFT 106909 CLARA ERUBIEL	697	08/04/2022	Payroll	1	4,255.85	JUL 2022 MONTHLY PAYROLL	106909
EFT 262033 DAMRON CHARLES	698	08/04/2022	Payroll	1	7,195.25	JUL 2022 MONTHLY PAYROLL	262033
EFT 729313 PETROFF JOSHUA	699	08/04/2022	Payroll	1	5,680.16	JUL 2022 MONTHLY PAYROLL	729313
EFT 106030 GUZMAN JR HUGO	690	08/04/2022	Payroll	1	640.57	JUL 2022 STIPEND	106030
EFT 107038 HANCOCK SAMANTHA	691	08/04/2022	Payroll	1	640.57	JUL 2022 STIPEND	107038
EFT 106346 HICKS HADEN	692	08/04/2022	Payroll	1	640.57	JUL 2022 STIPEND	106346
220801009 107169 WOLFE CARSON	693	08/04/2022	Payroll	1	640.57	JUL 2022 STIPEND	107169
EFT 982389 WOLFE TAYLOR	694	08/04/2022	Payroll	1	516.60	JUL 2022 STIPEND	982389
EFT 106030 GUZMAN JR HUGO	700	08/04/2022	Payroll	1	158.56	7/17 - 7/31 SEASONAL PAYROLL	106030
EFT 414317 HARINGA ROY	701	08/04/2022	Payroll	1	190.26	7/17 - 7/31 SEASONAL PAYROLL	414317
EFT 462135 HOUSER CHRISTINE	702	08/04/2022	Payroll	1	742.76	7/17 - 7/31 SEASONAL PAYROLL	462135
EFT WOLFE TAYLOR	703	08/04/2022	Payroll	1	158.56	7/17 - 7/31 SEASONAL PAYROLL	
Total Vouchers:					32,126.31		

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Chairman

Board Member

Board Member

Board Member

Board Member

Administrator

VOUCHER APPROVALS

West Benton Fire Rescue

Time: 11:44:27 Date: 08/01/2022

08/02/2022 To: 08/02/2022

Page: 1

Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo	
EFT 169183 BOWDEN BRANDON	695	08/04/2022	Payroll	1	5,395.49	JUL 2022 MONTHLY PAYROLL	169183
EFT 100878 CARRASCO GAYLE	696	08/04/2022	Payroll	1	5,270.54	JUL 2022 MONTHLY PAYROLL	100878
EFT 106909 CLARA ERUBIEL	697	08/04/2022	Payroll	1	4,255.85	JUL 2022 MONTHLY PAYROLL	106909
EFT 262033 DAMRON CHARLES	698	08/04/2022	Payroll	1	7,195.25	JUL 2022 MONTHLY PAYROLL	262033
EFT 729313 PETROFF JOSHUA	699	08/04/2022	Payroll	1	5,680.16	JUL 2022 MONTHLY PAYROLL	729313
EFT 106030 GUZMAN JR HUGO	690	08/04/2022	Payroll	1	640.57	JUL 2022 STIPEND	106030
EFT 107038 HANCOCK SAMANTHA	691	08/04/2022	Payroll	1	640.57	JUL 2022 STIPEND	107038
EFT 106346 HICKS HADEN	692	08/04/2022	Payroll	1	640.57	JUL 2022 STIPEND	106346
EFT 982389 WOLFE TAYLOR	694	08/04/2022	Payroll	1	516.60	JUL 2022 STIPEND	982389
EFT 106030 GUZMAN JR HUGO	700	08/04/2022	Payroll	1	158.56	7/17 - 7/31 SEASONAL PAYROLL	106030
EFT 414317 HARINGA ROY	701	08/04/2022	Payroll	1	190.26	7/17 - 7/31 SEASONAL PAYROLL	414317
EFT 462135 HOUSER CHRISTINE	702	08/04/2022	Payroll	1	742.76	7/17 - 7/31 SEASONAL PAYROLL	462135
EFT WOLFE TAYLOR	703	08/04/2022	Payroll	1	158.56	7/17 - 7/31 SEASONAL PAYROLL	
Total Vouchers:					31,485.74		

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Chairman

Board Member

Board Member

Board Member

Board Member

Jayle Carrasco

Administrator

VOUCHER APPROVALS

West Benton Fire Rescue

Time: 11:43:25 Date: 08/01/2022

08/04/2022 To: 08/04/2022

Page: 1

Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo	
220801009 107169 WOLFE CARSON	693	08/04/2022	Payroll	1	640.57	JUL 2022 STIPEND	107169
Total Vouchers:					640.57		

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Chairman

Board Member

Board Member

Board Member

Board Member

Jayle Carrasco

Administrator

VOUCHER APPROVALS

West Benton Fire Rescue

Time: 15:19:43 Date: 08/01/2022

08/02/2022 To: 08/02/2022

Page: 1

Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo	
220803001 102669 I A F F LOCAL 1052, RICHLAND	705	08/02/2022	Payroll	1	396.93	Pay Cycle(s) 08/04/2022 To 08/04/2022 - Union Dues	102669
220803002 104249 TRUSTEED PLANS SERVICE CORP	706	08/02/2022	Payroll	1	9,890.96	Pay Cycle(s) 08/04/2022 To 08/04/2022 - Medical/Dental	104249
220803003 104427 WA ST DEPT OF RET SYS	707	08/02/2022	Payroll	1	6,585.20	Pay Cycle(s) 08/04/2022 To 08/04/2022 - PERS2; Pay Cycle(s) 08/04/2022 To 08/04/2022 - LEOFF 2; Pay Cycle(s) 08/04/2022 To 08/04/2022 - DC; Pay Cycle(s) 08/04/2022 To 08/04/2022 - DC Chief	104427
220803004 103365 WA ST SUPPORT REG	708	08/02/2022	Payroll	1	332.50	Pay Cycle(s) 08/04/2022 To 08/04/2022 - Child Support	103365
220803005 104515 WEST BENTON FIREFIGHTERS ASSOCIATION	709	08/02/2022	Payroll	1	50.00	Pay Cycle(s) 08/04/2022 To 08/04/2022 - WBFFA	104515
220803006 104405 WSCFF EMPLOYEE BENEFIT, TRUST BENEFIT	710	08/02/2022	Payroll	1	300.00	Pay Cycle(s) 08/04/2022 To 08/04/2022 - MERP	104405
Total Vouchers:					17,555.59		

VOUCHER APPROVALS

West Benton Fire Rescue

Time: 15:19:43 Date: 08/01/2022

08/02/2022 To: 08/02/2022

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

Gayle Carrasco
Administrator

VOUCHER APPROVALS

West Benton Fire Rescue

Time: 11:51:14 Date: 08/01/2022

08/02/2022 To: 08/02/2022

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Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo	
220802001 104271 USDA, NO CHECK	704	08/02/2022	Claims	1	4,456.00	USDA Ladder Truck Loan Payment - AUG 2022	104271
Total Vouchers:					4,456.00		

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Chairman

Board Member

Board Member

Board Member

Board Member

Jayle Carrasco

Administrator

VOUCHER APPROVALS

West Benton Fire Rescue

Time: 15:24:15 Date: 08/02/2022

08/02/2022 To: 08/02/2022

Page: 1

Voucher	Claimant	Trans	Date	Type	Acct #	Amount	Memo	
220804001	101365 APOLLO HEATING & AIR CONDITIONING	711	08/02/2022	Claims	1	1,000.41	HVAC MAINTENANCE	101365
220804002	101375 ARAMARK UNIFORMS SERVICES	712	08/02/2022	Claims	1	17.94	CARPET CLEANING - JUL 2022	101375
220804003	101417 AUTOZONE	713	08/02/2022	Claims	1	89.91	MAINTENANCE SUPPLIES - E1351	101417
220804004	101535 BENTON PUD	714	08/02/2022	Claims	1	1,358.50	ELECTRIC UTILITIES - JUL 2022	101535
220804005	101747 CASCADE FIRE & SAFETY	715	08/02/2022	Claims	1	135.75	CUSTOM HOSES	101747
220804006	101793 CHARTER COMMUNICATIONS	716	08/02/2022	Claims	1	86.06	TV CHARGES - JUL 2022	101793
220804007	101821 CITY OF PROSSER	717	08/02/2022	Claims	1	894.42	CITY UTILITIES - JUL 2022	101821
220804008	101908 COMM/TECH INC	718	08/02/2022	Claims	1	111.86	ANTENNA SERVICE	101908
220804009	101918 CONNELL OIL INC.	719	08/02/2022	Claims	1	2,013.11	VEHICLE FUEL JUL 2022	101918
220804010	103193 MOON SECURITY	720	08/02/2022	Claims	1	405.34	FIRE MONITORING - JUL 2022 / FIRE ALARM TESTING - JULY 2022 ST. 320	103193
220804011	103248 NAPA AUTO PARTS	721	08/02/2022	Claims	1	15.39	NAPA AUTO PART PURCHASES - JUL 2022	103248
220804012	103262 NATIONAL HOSE TESTING SPECIALTIES	722	08/02/2022	Claims	1	4,551.40	2022 FIRE HOSE & GROUND LADDER TESTING	103262
220804013	103404 O'REILLY AUTO PARTS	723	08/02/2022	Claims	1	156.60	OREILLY PURCHASES JUL 2022	103404
220804014	103470 PACIFIC OFFICE AUTOMATION	724	08/02/2022	Claims	1	398.93	COPIER LEASE JUL 2022	103470
220804015	103666 QUILL CORPORATION	725	08/02/2022	Claims	1	139.09	HR OFFICE SUPPLIES, CHIEF OFFICE NAME PLATE	103666
220804016	101142 TOM DENCHEL FORD COUNTRY	726	08/02/2022	Claims	1	539.57	OIL CHANGE, SAFETY INSPECTION, A/T FLUID, AIR FILTER - 2022 ANNUAL SERVICE CH131	101142
220804017	104254 TWG CONSULTING CORP	727	08/02/2022	Claims	1	1,300.00	LABOR RELATION CONSULTATION - JULY 2022	104254
220804018	104287 US BANK, CORPORATE PAYMENT SYSTEM	728	08/02/2022	Claims	1	5,210.46	USBANK CHARGES - JUN 2022; USBANK CHARGES - JUL 2022	104287
220804019	104324 VALLEY PUBLISHING CO	729	08/02/2022	Claims	1	128.40	SENIOR 2022 CONGRATULATIONS	104324
Total Vouchers:						18,553.14		

VOUCHER APPROVALS

West Benton Fire Rescue

Time: 15:24:15 Date: 08/02/2022

08/02/2022 To: 08/02/2022

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

West Benton Fire Rescue Policy & Procedure

Subject:	Number: 2022-2500
Promotions & Hiring of Positions	Effective: 08/2/2022
	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 agencies 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/preferred qualifications**, (position summary), for the new position to be reviewed and approved by the Board of Commissioners.
- 6.2 **The board of commissioners has delegated all aspects personnel management, including hiring, promotion, discipline, and termination to the Fire Chief to include the development of job descriptions and minimum qualifications for all subordinate positions.**
- 6.3 Recruitment to fill new or existing positions:
 - 6.3.1 WBFR will promote or hire from closed exams when there is interest from current and qualified employees or volunteers.
 - 6.3.1.a Firefighter applicant pool must be at least 5 personnel, or an open exam will be used.
 - 6.3.1.b **All firefighter applicants must meet the minimum qualifications.**
 - 6.3.2 WBFR will use open exams if there are no interested current employees, volunteer staff **or the Fire Chief feels an open exam will better serve WBFR.**
 - 6.3.3 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.
 - 6.3.4 These announcements shall be advertised either as a closed or open exam. The announcement shall include:
 - 6.3.4.a The title and salary of the position
 - 6.3.4.b Minimum qualifications required
 - 6.3.4.c **Preferred qualifications**
 - 6.3.4.d Location where position summaries and testing procedures may be obtained.
 - 6.3.4.e Final date that resumes and letters of intent are due back
 - 6.3.4.f Where resumes, letters of intent and all needed paperwork are to be sent.
 - 6.3.5 The announcement shall be posted for a minimum of 14 days with all needed paperwork to be submitted on day 14 at 3pm.
 - 6.3.6 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.
 - 6.3.7 The Administrator shall coordinate any medical screening or testing associated with the position.
 - 6.3.8 The screening and testing of qualified applicants shall include at least one of the following methods depending on position type:
 - 6.3.8.a Employment history review

- 6.3.8.b Qualifications review
- 6.3.8.c Written examination
- 6.3.8.d Physical Agility Testing (firefighter only)
- 6.3.8.e Panel interview
- 6.3.8.f Job skills assessment testing
- 6.3.8.g Medical Screening
- 6.3.8.h Supervisor, Fire Chief interview

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

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

6.3.10 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.

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

6.3.12 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.

6.4 **SELECTION:**

6.4.1 As long as the Fire Chief does not violate any laws or policies, the Fire Chief may pass over any candidate for Just Cause.

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

6.4.3 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.

6.5 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.

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

6.5.2 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.

6.5.3 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.

- 6.5.4 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.
- 6.5.5 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.

NEW BUSINESS



2.) 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."

Gayle Carrasco

WBRFA - Board Secretary