



RFA Governing Board
MEETING AGENDA

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

DATE: Regular Board Meeting
September 6th, 2022
TIME: 18:00 hours
1200 Grant Avenue – Station 310

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–September 6th, 2022 - Regular Board Meeting**
 - Approval of Minutes – August 16th, 2022 – Regular Board Minutes
 - Voucher TOTAL for Approval = \$180,303.62
 - (09.06.22 Payroll Direct Deposit EFT Voucher#) = \$52,634.51
 - (09.06.22 Payroll Claim Voucher#220901019&1025) = \$1,306.72
 - (09.06.22 Invoice Vouchers#220903001-3025) = \$104,185.58
 - (09.06.22 USDA Bond EFT Voucher#220902001) = \$4,456.00
 - (09.06.22 Employee Benefit Vouchers#220904001-4006) = \$17,720.81

OLD BUSINESS

1. Union Contract
2. Deputy Chief

- Local 1052 Union Contract – (In Executive Session Discussion)
- Job Description (Review) / Deputy Chief Hiring Packet

NEW BUSINESS

1. Correspondence

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

2. 2023 Budget

3. Executive Session

Contract Negotiation

- *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 September 20th, 2022**

ADJOURN MEETING

- _____ o'clock p.m.

MINUTES - TO BE DRAFTED

VOUCHER APPROVALS

West Benton Fire Rescue

Time:

17:10:32

Date: 09/01/2022

09/06/2022 To: 09/06/2022

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Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo	
EFT 101630 BOWDEN BRANDON	804	09/08/2022	Payroll	1	4,879.55	AUG 2022 MONTHLY PAYROLL	101630
EFT 100878 CARRASCO GAYLE	805	09/08/2022	Payroll	1	5,838.55	AUG 2022 MONTHLY PAYROLL	100878
EFT 104916 CLARA ERUBIEL	806	09/08/2022	Payroll	1	5,019.65	AUG 2022 MONTHLY PAYROLL	104916
EFT 102027 DAMRON CHARLES	807	09/08/2022	Payroll	1	7,185.26	AUG 2022 MONTHLY PAYROLL	102027
EFT 100574 GUZMAN JR HUGO	808	09/08/2022	Payroll	1	640.57	AUG 2022 MONTHLY PAYROLL	100574
EFT 104997 HANCOCK SAMANTHA	809	09/08/2022	Payroll	1	640.57	AUG 2022 MONTHLY PAYROLL	104997
EFT 100879 HICKS HADEN	810	09/08/2022	Payroll	1	640.57	AUG 2022 MONTHLY PAYROLL	100879
EFT 103544 PETROFF JOSHUA	811	09/08/2022	Payroll	1	5,188.30	AUG 2022 MONTHLY PAYROLL	103544
EFT 105233 WOLFE CARSON	812	09/08/2022	Payroll	1	640.57	AUG 2022 MONTHLY PAYROLL	105233
EFT 221745 CHONG PHILIP	798	09/08/2022	Payroll	1	158.56	8/14 - 8/31 SEASONAL PAYROLL	221745
EFT 100574 GUZMAN JR HUGO	799	09/08/2022	Payroll	1	158.56	8/14 - 8/31 SEASONAL PAYROLL	100574
EFT 100879 HICKS HADEN	800	09/08/2022	Payroll	1	608.37	8/14 - 8/31 SEASONAL PAYROLL	100879
EFT 102647 HOUSER CHRISTINE	801	09/08/2022	Payroll	1	742.76	8/14 - 8/31 SEASONAL PAYROLL	102647
EFT 106057 KORESKI JONATHAN	802	09/08/2022	Payroll	1	190.26	8/14 - 8/31 SEASONAL PAYROLL	106057
EFT 728702 PETERSEN WILLIAM	803	09/08/2022	Payroll	1	1,086.65	8/14 - 8/31 SEASONAL PAYROLL	728702
EFT 228612 CLIZBE RICHARD E	813	09/08/2022	Payroll	1	879.08	Commissioner Payroll (3rd Qtr)	228612
EFT 106911 COBBLE RANDY	814	09/08/2022	Payroll	1	753.49	Commissioner Payroll (3rd Qtr)	106911
EFT 106417 GALBRAITH LISA	815	09/08/2022	Payroll	1	502.33	Commissioner Payroll (3rd Qtr)	106417
EFT 974113 WILLIAMS SHANE	817	09/08/2022	Payroll	1	753.49	Commissioner Payroll (3rd Qtr)	974113
EFT 118904 AUSTIN RYAN	818	09/08/2022	Payroll	1	690.54	3RD QUARTER 2022 JUN/JUL/AUG	118904
EFT 118936 AYALA SIDNEY	819	09/08/2022	Payroll	1	402.18	3RD QUARTER 2022 JUN/JUL/AUG	118936
EFT 204678 CAMBRAY LARRY	820	09/08/2022	Payroll	1	482.89	3RD QUARTER 2022 JUN/JUL/AUG	204678
EFT 106178 CAMP RANDY	821	09/08/2022	Payroll	1	572.58	3RD QUARTER 2022 JUN/JUL/AUG	106178
EFT 221745 CHONG PHILIP	823	09/08/2022	Payroll	1	1,199.69	3RD QUARTER 2022 JUN/JUL/AUG	221745
EFT 233337 COLEMAN JAKE	824	09/08/2022	Payroll	1	690.54	3RD QUARTER 2022 JUN/JUL/AUG	233337
EFT 345528 FRIEND JONATHAN	825	09/08/2022	Payroll	1	259.58	3RD QUARTER 2022 JUN/JUL/AUG	345528
EFT 100574 GUZMAN JR HUGO	826	09/08/2022	Payroll	1	1,545.26	3RD QUARTER 2022 JUN/JUL/AUG	100574
EFT 104997 HANCOCK SAMANTHA	827	09/08/2022	Payroll	1	304.32	3RD QUARTER 2022 JUN/JUL/AUG	104997

VOUCHER APPROVALS

West Benton Fire Rescue

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09/06/2022 To: 09/06/2022

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Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo	County ID
EFT 102534 HARINGA ROY	828	09/08/2022	Payroll	1	1,013.75	3RD QUARTER 2022 JUN/JUL/AUG	102534
EFT 100879 HICKS HADEN	829	09/08/2022	Payroll	1	2,442.07	3RD QUARTER 2022 JUN/JUL/AUG	100879
EFT 102647 HOUSER CHRISTINE	830	09/08/2022	Payroll	1	1,250.37	3RD QUARTER 2022 JUN/JUL/AUG	102647
EFT 106057 KORESKE JONATHAN	831	09/08/2022	Payroll	1	529.21	3RD QUARTER 2022 JUN/JUL/AUG	106057
EFT 633432 MARTINEZ LIONEL	832	09/08/2022	Payroll	1	807.12	3RD QUARTER 2022 JUN/JUL/AUG	633432
EFT 728702 PETERSEN WILLIAM	833	09/08/2022	Payroll	1	2,164.75	3RD QUARTER 2022 JUN/JUL/AUG	728702
EFT 750298 QUIJANO MICHAEL	834	09/08/2022	Payroll	1	1,221.03	3RD QUARTER 2022 JUN/JUL/AUG	750298
EFT 105674 RODRIGUEZ ERICKA S	835	09/08/2022	Payroll	1	15.97	3RD QUARTER 2022 JUN/JUL/AUG	105674
EFT 105233 WOLFE CARSON	836	09/08/2022	Payroll	1	254.65	3RD QUARTER 2022 JUN/JUL/AUG	105233
EFT 104579 WOLFE TAYLOR	837	09/08/2022	Payroll	1	280.87	3RD QUARTER 2022 JUN/JUL/AUG	104579
Total Vouchers:					<u>52,634.51</u>		

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Chairman

Board Member

Board Member

Board Member

Board Member

Administrator

VOUCHER APPROVALS

West Benton Fire Rescue

Time: 12:08:00 Date: 09/06/2022

09/06/2022 To: 09/06/2022

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Voucher	Claimant	Trans	Date	Type	Acct #	Amount	Memo	
220903001	100041 AMAZON CAPITAL SERVICES INC	842	09/06/2022	Claims	1	1,001.69	AMAZON PURCHASES - AUG 2022	100041
220903002	101375 ARAMARK UNIFORMS SERVICES	843	09/06/2022	Claims	1	35.87	CARPET CLEANING - JUN/AUG 2022	101375
220903003	101417 AUTOZONE	844	09/06/2022	Claims	1	81.74	AUTOZONE PURCHASES AUG 2022	101417
220903004	101658 BROWN'S TIRE CO. INC.	845	09/06/2022	Claims	1	214.23	LES SCHWAB REPAIRS - AUG 2022	101658
220903005	101750 CASCADE NATURAL GAS	846	09/06/2022	Claims	1	47.14	NATURAL GAS - AUG 22	101750
220903006	101778 CENTURYLINK COMMUNICATIONS LLC	847	09/06/2022	Claims	1	158.35	PHONE MONTHLY CHARGES ST.320 - AUG 2022	101778
220903007	101821 CITY OF PROSSER	848	09/06/2022	Claims	1	891.33	CITY UTILITIES - AUG 2022	101821
220903008	101918 CONNELL OIL INC.	849	09/06/2022	Claims	1	2,276.97	VEHICLE FUEL - AUG 2022	101918
220903009	105408 COUGAR DIGITAL MARKETING, LLC	850	09/06/2022	Claims	1	237.15	2 1/2 FT VINYL BANNER VOLUNTEER RECRUIT	105408
220903010	101983 CREXENDO, INC	851	09/06/2022	Claims	1	4.89	VOIP PHONE SERVICE - SEP 2022	101983
220903011	101999 CRYSTAL SPRINGS	852	09/06/2022	Claims	1	50.07	DRINKING WATER COOLER - AUG 2022	101999
220903012	102033 DAVY'S TOTAL LAWN CARE SERVICE, INC.	853	09/06/2022	Claims	1	353.28	2022 AQUA BACKFLOW TEST - BOILER FEED - MONITOR SPRINKLER BLOWOUT LEAK	102033
220903013	102205 ENDURIS	854	09/06/2022	Claims	1	75,687.00	GENERAL LIABILITY, AUTO PHYSICAL DAMAGE, CRIME, PROPERTY - 9/1/2022 - 8/31/2023.	102205
220903014	102653 HUGHES FIRE EQUIPMENT, INC	855	09/06/2022	Claims	1	399.53	HUGHES FLEET SERVICES - AUG 2022	102653
220903015	105076 MES NORTHWEST	856	09/06/2022	Claims	1	8,614.39	MES S- FIRE SUPPRESSION SUPPLIES - AUG 2022	105076
220903016	103193 MOON SECURITY	857	09/06/2022	Claims	1	121.74	FIRE MONITORING - AUG 2022	103193
220903017	103248 NAPA AUTO PARTS	858	09/06/2022	Claims	1	86.29	NAPA PARTS - AUG 2022	103248
220903018	103404 O'REILLY AUTO PARTS	859	09/06/2022	Claims	1	186.82	OREILLY PARTS - AUG 2022	103404
220903019	102422 PNW EMERGENCY EQUIPMENT DBA GENERAL FIRE APPARATU	860	09/06/2022	Claims	1	285.85	RED HEAD BRASS CAP 4" TYPE 5	102422

VOUCHER APPROVALS

West Benton Fire Rescue

Time: 12:08:00 Date: 09/06/2022

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Voucher	Claimant	Trans	Date	Type	Acct #	Amount	Memo	County ID
220903020	103783 ROBERT M . TRASK AGENCY INC.	861	09/06/2022	Claims	1	1,532.00	2021 INSURANCE PREMIUMS (11/1/22-10/31/23)	103783
220903021	105421 THE CICOTTE LAW FIRM, PLLC. George F. Cicotte	862	09/06/2022	Claims	1	500.00	LEGAL SERVICES - AUG 2022	105421
220903022	101142 TOM DENCHEL FORD COUNTRY	863	09/06/2022	Claims	1	1,431.34	TOM DENCHEL FLEET REPAIRS - AUG 2022	101142
220903023	100101 TONY'S ALBRECHT GLASS, LLC TNT SMALL ENGINE	864	09/06/2022	Claims	1	168.49	WINDSHIELD INSTALL - LADDER TRUCK L1311	100101
220903024	104254 TWG CONSULTING CORP	865	09/06/2022	Claims	1	2,800.00	LABOR RELATION CONSULTATION - AUG 2022	104254
220903025	104287 US BANK, CORPORATE PAYMENT	866	09/06/2022	Claims	1	3,703.17	USBANK CHARGES - AUG 2022	104287
220903026	101535 BENTON PUD	867	09/06/2022	Claims	1	1,487.70	ELECTRIC UTILITIES - AUG 2022	101535
220903027	101567 BENTON REA	868	09/06/2022	Claims	1	714.61	POWERNET MONTHLY FEES - SEP 2022; RADIO TOWERS - SEP 2022; INTERNET SERVICES - SEP 2022	101567
220903028	101793 CHARTER COMMUNICATIONS	869	09/06/2022	Claims	1	139.02	BUSINESS VOICE - JUL 2022; TV CHARGES - AUG 2022	101793
220903029	101935 COOK'S ACE HARDWARE	870	09/06/2022	Claims	1	497.10	ACE AUTO - AUG 2022; ACE AUTO - JUL 2022	101935
220903030	103470 PACIFIC OFFICE AUTOMATION	871	09/06/2022	Claims	1	418.86	COPIER LEASE AUG 2022	103470
220903031	103469 PACIFIC OFFICE AUTOMATION	872	09/06/2022	Claims	1	58.96	B/W & COLOR COPY FEES 5/5/22-8/15/22	103469

Total Vouchers:

104,185.58

VOUCHER APPROVALS

West Benton Fire Rescue

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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: 12:19:58 Date: 09/06/2022

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Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo	
220904001 102669 I A F F LOCAL 1052, RICHLAND	873	09/06/2022	Payroll	1	396.93	Pay Cycle(s) 09/08/2022 To 09/08/2022 - Union Dues	102669
220904002 104249 TRUSTEED PLANS SERVICE CORP	874	09/06/2022	Payroll	1	9,890.96	Pay Cycle(s) 09/08/2022 To 09/08/2022 - Medical/Dental	104249
220904003 104427 WA ST DEPT OF RET SYS	875	09/06/2022	Payroll	1	6,636.92	Pay Cycle(s) 09/08/2022 To 09/08/2022 - PERS2; Pay Cycle(s) 09/08/2022 To 09/08/2022 - LEOFF 2; Pay Cycle(s) 09/08/2022 To 09/08/2022 - DC; Pay Cycle(s) 09/08/2022 To 09/08/2022 - DC Chief	104427
220904004 103365 WA ST SUPPORT REG	876	09/06/2022	Payroll	1	266.00	Pay Cycle(s) 09/08/2022 To 09/08/2022 - Child Support	103365
220904005 104515 WEST BENTON FIREFIGHTERS ASSOCIATION	877	09/06/2022	Payroll	1	230.00	Pay Cycle(s) 09/08/2022 To 09/08/2022 - WBFFA	104515
220904006 104405 WSCFF EMPLOYEE BENEFIT, TRUST BENEFIT	878	09/06/2022	Payroll	1	300.00	Pay Cycle(s) 09/08/2022 To 09/08/2022 - MERP	104405
Total Vouchers:					17,720.81		

VOUCHER APPROVALS

West Benton Fire Rescue

Time: 12:19:58 Date: 09/06/2022

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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: 17:11:24 Date: 09/01/2022

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Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo	
220901019 664631 MOON DAVID D	816	09/08/2022	Payroll	1	627.91	Commissioner Payroll (3rd Qtr)	664631
220901025 214719 CASTILLO JOE	822	09/08/2022	Payroll	1	678.81	3RD QUARTER 2022 JUN/JUL/AUG	214719
Total Vouchers:					1,306.72		

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Chairman

Board Member

Board Member

Board Member

Board Member

Administrator

VOUCHER APPROVALS

West Benton Fire Rescue

Time: 14:34:52 Date: 09/05/2022

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Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo	
220902001 104271 USDA, NO CHECK	841	09/06/2022	Claims	1	4,456.00	USDA LOAN AUG 2022	104271
Total Vouchers:					<u>4,456.00</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

WEST BENTON FIRE RESCUE

DEPUTY FIRE CHIEF (EXEMPT, CONTRACTED POSITION)

BENEFITS AND INCENTIVES

- 2022 SALARY \$98,812.50
 - 2023 SALARY \$102,765.00
 - 4% DEFERRED COMP
 - MEDICAL, DENTAL, VISION, LIFEFLIGHT MEMBERSHIP
 - 13.5 HOURS VACATION PER MONTH
 - 8 HOURS SICK LEAVE PER MONTH
 - 11 PAID HOLIDAYS
 - PAID COLLEGE TUITION
- APPLICATIONS, POSITION SUMMARY AND TESTING PROCEDURES CAN BE OBTAINED AT 1200 GRANT AVE PROSSER WA 99350 BETWEEN THE HOURS OF 8-5PM MONDAY – FRIDAY.
- RESUMES, APPLICATIONS, LETTER OF INTEREST, DRIVING ABSTRACT AND ANY OTHER DOCUMENTATION NEEDED MUST BE SUBMITTED ON OR BEFORE **OCTOBER 17, 2022 AT 3PM** AT **1200 GRANT AVE PROSSER WA 99350**

MINIMUM QUALIFICATIONS

- 10 YEARS ACTIVE SERVICE YEARS WITH 5 YEARS AS COMPANY OFFICER OR ABOVE
- WA STATE EMT-B OR NATIONAL REGISTRY
- NWCG STL/TFL (OPEN TASK BOOK SHALL BE ACCEPTED)
- HAZMAT 24 HOUR IC
- IFSAC FF 2
- IFSAC INSTRUCTOR 1
- IFSAC HAZMAT OPS
- EVIP
- INSURABLE DRIVING RECORD AND MUST LIVE WITHIN 15 MINUTES OF STATION 310 WITHIN ONE YEAR.

PERFERRED QUALIFICATIONS

- NRAEMT
 - IFSAC FO1
 - IFSAC FO2
 - NFA SAFETY OFFICER
 - ITAC
 - NWCG ICT4 QUALIFIED
 - BACHLOR DEGREE IN RELEVANT FIELD
- IFSAC, PRO BOARD OR WASHINGTON STATE CERTIFICATIONS SHALL BE ACCEPTED
- Any combination of experience and training which provides the required knowledge, skill and abilities shall be considered by the application review board. **(Active service years and company officer experience shall not be substituted)**



THE POSITION

The Deputy Chief, an exempt non-bargaining position, will work under the direction of the Fire Chief and function as the Fire District's second in command. This position will work four ten-hour days per week, performing a variety of technical, administrative, supervisory, and hands-on work in planning, organizing, training, fire prevention, fire suppression, and emergency medical services.

JOB ANNOUNCEMENT

Deputy Fire Chief

West Benton Regional Fire Authority, located in Prosser WA 99350

Starting Salary: \$102,765.00 (2023)

West Benton Regional Fire Authority commonly known as West Benton Fire Rescue is located in Prosser Washington in Central Washington. West Benton Fire Rescue is headquartered in the City of Prosser. Prosser, (pop. 6,106) is roughly twenty-eight miles west of the Tri Cities with an estimated total population of over 300,000. Prosser and the surrounding area offer beautiful weather, year-round outdoor recreational activities and is also home to more than 30 wineries, producing some of the highest rated wines in the world.

West Benton Fire Rescue serves the residents of Prosser, Whitstran and outlying areas east from the Yakima/Benton County line from ridge-top to ridge-top to approximately 7 miles west of Benton City. The fire district is comprised of 2 stations encompassing 16,000+ citizens in an area of 176 square miles. In 2021, WBFR responded to 667 calls for service with 74 of those being wildland, vehicle or structure fires.

WBFR operates on a 2022 annual budget of \$1,957,280. The district is currently staffed with 5 full-time employees, including the Fire Chief, 3 Shift Captains, 1 - Administrator, 20 - volunteers which include 4 Lieutenants and 16 firefighters.

In addition, WBFR has 6 Student Residents that supplement the shift response. Stations 310 has 3 shifts that work 48 hours on and 96 hours off while station 320 is an all-volunteer station.

WBFR's Board of Commissioners have discussed creating 4 new positions over the next few years. (1 – Deputy Chief, 3 – Shift Firefighters)

The Deputy Fire Chief, an exempt non-bargaining position, will work under the direction of the Fire Chief and function as the fire district's second in command. This position will typically work four ten-hour days per week, performing a variety of technical, administrative, supervisory, and hands-on work in planning, organizing, training, fire prevention, fire suppression, and emergency medical services. The Deputy Fire Chief position will be part of the "Duty Chief" rotation which is currently one week on and one week off.

For a complete position profile please contact Administrator Gayle Carasco at 1200 Grant Ave Prosser WA 99350 or call 509-786-3873. First review of applications: October 17, 2022 (open until filled)



POSITION DESCRIPTION

WBRFA MISSION: To maintain a state of readiness in order to plan for and provide a system of hazard prevention and emergency mitigation services to the citizens and visitors of the Prosser community



POSITION: Deputy Chief

DEFINITION & JOB SUMMARY: The Deputy Chief is responsible for the command and direction of a major function of the West Benton Fire Rescue. An incumbent in this class may be responsible for the direction of all fire stations and operations. The work is performed in accordance with Departmental regulations, and is subject to review by the Fire Chief, but requires considerable independent judgment and the ability to think quickly and make sound decisions in emergencies.

SUPERVISION / CONTROLS OVER WORK: Provides Direct Supervision to Captains and subordinates. Obtains workflow direction from Fire Chief.

LEVEL OF RESPONSIBILITY: Confidential Employee with budget authority.

NATURE / SCOPE OF WORK: The incumbent must respond to major emergency situations and at such times may be subject to extreme noise, toxic smoke and gases, hazardous chemicals and adverse weather conditions. However, this is an operational role within the Department and at time may require above-average aerobic capacity and lifting capabilities as well as good balance, manual dexterity, eyesight and hearing. Incumbents in this position may be subject to extreme heat, noise, toxic smoke and gases, hazardous chemicals, adverse weather conditions, communicable diseases and possible verbal and physical abuse from hostile or disoriented individuals.

PRINCIPLE DUTIES AND RESPONSIBILITIES:

Responding to emergency incidents in an Incident Command role when participating in WBRFA's Duty Chief Rotation.

Assist in Developing long range plans and objectives for WBRFA

Implement policies, plans and goals for WBRFA

Maintains and supervises repairs of WBRFA buildings, equipment, and apparatus

Provides Emergency Response during workdays

Design and purchasing of Fire Apparatus

MINIMUM QUALIFICATIONS:

1. **10 years consecutive active service years with 5 years at the rank of Company Officer or above with proven track record of exemplary leadership/command/control.**
2. **WA EMT-B or National Registry with ability to obtain WA state certification**
3. **NWCG STL/TFL (Open Task Book shall be accepted)**
4. **HazMat 24 hour On-Scene IC**
5. **IFSAC FF2 (Pro Board or State of Washington shall be accepted)**
6. **IFSAC Instructor**
7. **IFSAC Hazmat Operations (Pro Board or State of Washington shall be accepted)**
8. **EVIP**
9. **Insurable Driving Record and must reside within 15 minutes' drive from Fire Station 310 is a condition of employment within One Year.**

PREFERRED QUALIFICATIONS:

1. **NRAEMT**
2. **IFSAC F01**
3. **IFSAC F02**
4. **NFA Incident Safety Officer**
5. **ITAC or equivalent**
6. **NWCG ICT4 Qualified**
7. **Bachelor's Degree in relevant field of Study (Fire Service Admin, Public Administration etc.)**
 - **Any combination of experience and training which provides the required knowledge, skills and abilities shall be considered. (Active service years shall not be substituted).**
 - **Preferred Qualifications shall be accomplished in a timely matter as time allows with direction of the Fire Chief.**

SKILLS, KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- ✓ Thorough knowledge of modern firefighting methods and equipment.
- ✓ Operation and maintenance requirements of the various types of apparatus and equipment used by the Fire Department.
- ✓ Principles and practices of public administration including budgeting, finance and personnel management.
- ✓ Management procedures and practices.
- ✓ Local, State and Federal policies and regulations affecting Fire Department operations.
- ✓ Code enforcement regulations, procedures and techniques.
- ✓ Labor Management and Collective Bargaining Principles

ABILITY TO:

- ✓ Analyze situations correctly and quickly and to adopt effective courses of action, giving due regard to surrounding hazards and circumstances.
- ✓ Assist in planning, preparing and monitoring the departmental budget.
- ✓ Effectively and Responsibly motivate and mentor subordinates.
- ✓ Establish and maintain effective working relationships with subordinates, other local officials and the general public.
- ✓ Communicate both clearly and effectively, both orally and in writing.
- ✓ Apply knowledge of organizational challenges for the effective and economical utilization of departmental resources
- ✓ Perform all required tasks of the job under adverse conditions.

PRINCIPLE ACCOUNTABILITIES:

Response and management of day-to-day operational functions of WBRFA along with after-hours emergency response.

ESSENTIAL FUNCTIONS/TYPICAL DUTIES:

- ✓ Conducts and Oversees Fire Marshal Duties when needed or in the absence of the Fire Chief.
- ✓ Under direction of the Fire Chief, Supervises all Subordinates.
- ✓ Participates in Plans Review and Long-Range Planning including review of future development.
- ✓ Is responsible for Interagency Coordination.
- ✓ Oversees Grant Writing activities.
- ✓ Coordinates, assigns and directs the work and activities of Fire Suppression Personnel.
- ✓ Respond to major emergency incidents and assume or delegate command; direct appropriate actions to protect life and property and control the fire's spread.
- ✓ Supervises the effective operation, utilization and maintenance of fire, rescue, hazardous materials and emergency medical service apparatus and equipment.
- ✓ Develops plans, policies and procedures concerning all areas of Fire Department activities with other members of the Fire Department Staff.
- ✓ Transmits, supports and carries out West Benton Fire Rescue orders and policies.
- ✓ Direct the maintenance and repair of Fire Department buildings; evaluate departmental requirements and recommend appropriate purchases of supplies and equipment.
- ✓ Assists in preparation of annual budget for the suppression and related capital expenditures.
- ✓ Assists in preparing performance evaluations on subordinates.
- ✓ Participates in the evaluation of applicants for employment as Volunteer Firefighters.
- ✓ Attends and actively participates in professional training.
- ✓ Prepares complete staff work including administrative assignments.
- ✓ Participates in duty week coverage and acts as Duty Chief.
- ✓ Under the direction of the Fire Chief, is responsible for purchasing and designing fire apparatus.
- ✓ Performs other duties as assigned.

PERIPHERAL DUTIES:

- ✓ Working with local stakeholder groups to identify local trends and anticipate future needs
- ✓ Maintaining positive working relationships with neighboring Fire Departments/Districts
- ✓ Representing WBRFA on Boards and Committees as assigned
- ✓ Taking part in regional programs such as Mutual Aid Overhead, Emergency Resource Ordering Coordinator and regional program development.
- ✓ Other Duties as Assigned

OPS/DISASTER FUNCTIONS:

- ✓ The Deputy Chief is a member of the Duty Chief Rotation for WBFR, which entails being on call 24/7 for the assigned Duty Week. During the assigned Duty Week, the Deputy Fire Chief is responsible to lead WBFRs response efforts to emergency calls.
- ✓ The Deputy Chief may also be assigned as an Incident Commander or to be part of a Unified Command during a large incident such as a Haz-Mat Incident, Fire, Technical Rescue or other type of large event.
- ✓ The Deputy Chief is a "Response-First" position, and emergency incident response may make day-to-day operations difficult to complete in a timely fashion.

WEST BENTON FIRE RESCUE

2022 DEPUTY CHIEF APPLICATION REVIEW

Applicant: _____ **Received:** _____

Minimum Qualifications/Certifications

- 10 Years Active Service (5 years company officer or above) _____
- WA EMT-B _____
- STL/TFL (Open Task Book shall be accepted) _____
- HazMat 24 HR IC _____
- EVIP _____
- IFSAC Instructor 1 _____
- IFSAC FF2 _____
- IFSAC HazMat Ops (Pro Board, WA State shall be accepted) _____
- Driving Abstract , Clean Driving Record? (Live within 15 minutes in first year) _____

Preferred Qualifications

- NRAEMT _____
- IFSAC FO1 _____
- IFSAC FO2 _____
- Incident Safety Officer _____
- ITAC or equivalent _____
- NWCG ICT4 Qualified _____
- Bachelor's degree _____

Reviewed By: _____

Additional Qualifications/Relevant Training

Reviewed By: _____

Deputy Chief Hiring Timeline

October 3rd	Advertise for 14 days
October 17th	Application Submittal Deadline, closes 1500hrs
October 17th	Application Review (Fire Chief and Administrator)
October 18th	Application Review Board. Applicants not meeting minimum qualifications but have other desired skills or qualifications. (2 Commissioners and Fire Chief)
October 24th	Send letter to top candidates advising of Oral Board test day (Based on experience and qualifications)
November 3rd	Oral Boards (Three Chief Officers will conduct interviews) (Consists of tactical situations and oral interview questions)
November 10th	Second round of Interviews (Top 2-3 Candidates) (Fire Chief, Commissioner, Career Staff member, Volunteer member)
November 16-17th	Fire Chief Interviews
November 28th	Conditional offer of Employment from Fire Chief
January 1, 2023	First day on the job or as agreed to with the Fire Chief



3.) 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.

The presiding officer announces in open session the purpose/topic of the executive session.

This session will begin at _____ pm

and will be concluded at _____ pm.”