



RFA Governing Board
MEETING AGENDA

West Benton Regional
Fire Authority
1200 Grant
Prosser, WA 98350

DATE: Regular Board Meeting
December 6th, 2022, 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 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 public comments at the time they are discussed or considered by the Board as presented on the WBRFA Agenda.*

CONSENT AGENDA

• **CONSENT AGENDA APPROVAL–December 6th, 2022 - Regular Board Meeting**

- Approval of Minutes – November 1st and November 15th, 2022 – Regular Board Minutes
- Voucher TOTAL for Approval = \$ 316,301.61
- (12.08.22 Payroll Direct Deposit EFT Voucher#221204001-4040) = \$ 49,775.49
- (12.08.22 Payroll Check Voucher#) = \$ 1,574.73
- (12.08.22 Employee Benefit Voucher#221206001-6005) = \$ 17,508.77
- (12.08.22 IRS Tax Voucher#221205001) = \$ 4,191.15
- (12.08.22 Invoice Voucher#221207001-7018) = \$ 20,267.05
- (12.08.22 USDA Bond EFT Voucher#221201001) = \$ 4,456.00
- (12.08.22 - Local Loan#1 PMT Voucher#221202001) = \$ 70,125.00
- (12.08.22 - Local Loan#2 PMT Voucher#221203001) = \$ 148,403.42

OLD BUSINESS

1. Personnel

- Personnel – (Executive Session Discussion)

NEW BUSINESS

1. Correspondence

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

2. Executive Session

Union Negotiations

- *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."*

3. Resolutions

Resolution 2022-17 Consolidate and Amend Funds
Resolution 2022-18 Consolidate and Amend Investing Funds
Resolution 2022-19 Cancelling Unclaimed Warrants

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.
- Calendar Conflict 7/4/23 (Reschedule)

• **Next Board Meeting December 20th, 2022**

ADJOURN MEETING

- _____ o'clock p.m.

**WEST BENTON REGIONAL FIRE AUTHORITY
TUESDAY NOVEMBER 1ST, 2022
WBRFA HEAD QUARTERS STATION 310**

CALL TO ORDER

Chairman Williams called to order the November 1st, 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, Vice Chair D. Moon, Commissioner Richard Clizbe, and Randy Cobble. L. Galbraith was not present with an excused absence.

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. Commissioner Moon had a question as to the payment on pre-employment physicals. The answer was the cost was questionable for new residents and volunteers. G. Carrasco confirmed the amount was valid cost for the procedure. Commissioner Chairman Williams requested a motion to approve the board agenda. Commissioner R. Clizbe made a motion to approve the consent agenda for November 1st, 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.

Firefighter Job Description:

Chief Damron gave a summary of the changes he made to the firefighter job description that were requested of the board. Chief stated that if the board agrees to these changes, then he will begin to advertise the position tomorrow. Commissioner Clizbe requested further information on the testing of apparatus. Chief Damron explained the wording for in-house applicant's vs open to the public exam. Chief Damron then provided the timeline for hiring the position, as well as the calculation of the points on the test. Commissioner Moon stated there were items removed that he did not agree with, and he would like to review the final updated job description. Administrator Carrasco left the room to print the final draft of the Firefighter job description. The board agreed the details to the hiring is within the realm of duties of Fire Chief Damron and all they would request is the final draft.

NEW BUSINESS

CORRESPONDENCES:

- **Governing Board:**
- Commissioners:

Chairman Williams requested for correspondences updates from the other board members. Commissioner Clizbe reported the WFCFA 2022 Conference went well and provided good information. Next Commissioner Clizbe reports on November 12th Tri County

Commissioners will have their meeting located in Walla Walla at 9am. Chairman Williams asked the board if anyone was available to attend. Commissioner Cobble stated he was interested in attending. Chairman Williams gave a brief on topics of importance that he learned about at the WFCA 2022 Conference such as the open carry law signage. Commissioner Clizbe stated a department Auditor, and designated individual to receive served documents. The board stated that G. Carrasco shall serve as both. Chairman Williams discussed connecting with other agencies on projects such as the Growth Management Act and Urban Growth Areas.

Staff Reports: Fire Chief Damron

• **Chief's Report:**

Facility & Fleet Maintenance: E1312 is still in for repairs and needs 2 injectors. Hughes fire stated they will do the repairs and will be completed in approximately one week. Chief Damron reported it could be expensive and he has given Hughes Fire directive to inform him of the costs. The new trucks will be going to Spokane to have warranty work completed. There is a delay due to waiting on the wiring harness for the headsets. SCBA compressor had maintenance completed to the valves. Station 320 piping is leaking, currently no known leak origin and the Chief has a maintenance company to repair the leak tomorrow.

Staff Summary: Chief reported he has 4 recruits at the Recruit Academy. (1) of the recruits did not attend because she is a fully trained transfer from another department. The location of the Academy was at the Yakima, WA Firing Center. (1) Career Staff must attend with the recruits. Estimated time to complete the training is around the Thanksgiving holiday.

End of Report.

Staff Reports: Administrator Carrasco

- **Administrator Report:** The notification of the entry meeting went out to the Commissioners today from the Auditors to be conducted in a Team Meeting. A recommendation for the department to create a financial policy was advised by Administrator Carrasco and a summary of what this would consist of was provided.

PUBLIC HEARING -Budget Proposal for 2023

Chairman Williams broke from the regular meeting at 6.24pm to begin the Public Hearing on the Budget Proposal for 2023. Chief Damron provided details on the payroll tax line-item Labor & Industries that needed to be increased. The previous payroll taxes were combined in one line-item, and in 2023 this will be individualized. Chief Damron explained he will be adding the 2nd Firefighter in April or May of 2023. The reasoning is to compensate an overage in the 2023 Budget of approximately \$15,000 that included the added costs of payroll taxes and benefits. Chief Damron explains the budget presents has a positive balance of \$514 and does not include the Capital Expenditures. Chief Damron stated he had associated costs for (2) positions he included in the proposal and those were for (1) Seasonal Firefighter and (1) Duty Coverage Position. The Chief explained that he would like to transfer \$125,000 to the Cash Reserve Account for an estimated beginning balance of \$310,000. This amount will not be transferred until January of 2023. Chief Damron explained his goal to have in Cash Reserves of \$500,000 or the regular monthly expenses for 4-5 months. Chairman Williams informs the Chief this had been discussed at the conference and it had been recommended to have reserves at 25% of the operating budget within this fund. Salary & Wages increased for the residents. Health Insurance also will be increased in 2023 by 2.5%. The overall increase for the 2023 budget from 2022 will be approximately \$150,000. Chief Damron reviewed the larger budget line items. Training for staff was amongst the largest budget line items. Commissioner Moon recommended the

students in the resident program speak with the guidance counselor at the High School for grants or scholarships, and to contact Columbia Basin Community College. Chief Damron mentioned possibly requiring the student to apply for grants. Commissioner Moon stated that the counselor will assist the residents with the procedure. Grants are provided to many categories i.e., race, female, needs etc. Chief Damron explained that in 2022 the schooling cost for the residents were quite low. The reason being that 1st year residents are not to be enrolled in college classes. This will take place during their 2nd year as a resident. Chief Damron moved on to the expenses for dispatch paid to the City of Richland, and this is being discussed as it is currently not evenly disbursed by the size of the department and the smaller department budgets are negatively impacted by this. Chief Damron explains how many of the utilities have increased and points out the electricity. To combat this, automated shut off timers are being installed. Commissioner Cobble questions the budget line-item amount for internet. Chief Damron breaks down the expenditure for the Commissioner. Training supply items were reviewed by the Chief along with the Training expense category. Chief Damron discussed the revenue for State Mobe's not being included in the 2023 budget. The purchase of the 20' trailer had been postponed until 2024.

Chairman Williams broke from the Public Hearing 2023 Budget Proposal meeting at 6.48pm to resume the regular board meeting.

EXECUTIVE SESSION

Chairman Williams stated that the board will break into Executive Session Pursuant to *RCW 42.30.40(a) Collective bargaining sessions* at 6:48p.m. for 10 minutes to resume the regular meeting at 6:58p.m. The board broke from executive session and resumed the regular board meeting at 6:58p.m. No Action Taken.

GOOD OF THE ORDER

Chairman Williams asked the board for items for the good of order. No Items Provided.

ADJOURNMENT

With no further business, Chairman S. Williams adjourned the meeting at 7:00p.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

**WEST BENTON REGIONAL FIRE AUTHORITY
TUESDAY NOVEMBER 15th, 2022
WBRFA HEAD QUARTERS STATION 310**

CALL TO ORDER

Chairman Williams called to order the November 15th, 2022, regular meeting for the West Benton Regional Fire Authority at 6:02pm. and he then led the participants in the Pledge of Allegiance

ROLL CALL

Present: Commissioner Chairman S. Williams, Vice Chair D. Moon will be excused if he is unable to attend, Commissioner Richard Clizbe, Randy Cobble and L. Galbraith were all present. (Commissioner L. Galbraith attended via Zoom.)

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. Commissioner Chairman Williams requested a motion to approve the board agenda. Commissioner R. Cobble made a motion to approve the consent agenda for November 15th, 2022. Commissioner R. Clizbe seconded the motion. Passed unanimously. The motion carried.

OLD BUSINESS

Local 1052 Union Contract/Firefighter Contract:

Chairman Williams confirmed the need for an executive session with Fire Chief Damron and informed the board the agenda item will be discussed later in the meeting.

NEW BUSINESS

CORRESPONDENCES:

- **Governing Board:**
- Commissioners:

Chairman Williams requested for correspondences updates from the other board members. Commissioner Clizbe informed the board he was unable to attend the Tri-County Commissioners meeting. Commissioner Cobble stated he had questions on the firefighter wages and when these were to be addressed and how. Chairman Williams and Chief Damron explained the process that had been conducted and the agreement that is in place with the union for the years of 2022 and 2023. Commissioner Cobble stated a concern for the need department dozer driver in the future. Chief Damron agreed with the statement and provided further information on the statue of the (2) dozer drivers (Roy Haringa) and William Petersen) the department utilizes. Chief Damron explained that he, along with Captain Bowden and Captain Petroff, and volunteer firefighter Scott Friend are also trained dozer drivers. Commissioner Clizbe stated the department may want to contract a dozer driver. Commissioner Cobble requested information about the existence of a public education program. Chief Damron explained the information provided to the board with the Chief's monthly staff report under public education details what the staff was involved in. Chief Damron stated he would like to have the department schedule a minimum of (10) events which is required by the WSRB, and this will continue to expand with the addition of more staff. Commissioner Cobble requested the public education be placed on an

individual report. Commission Cobble then asked if the new technology installed in the training room has step-by-step instruction on how to operate the equipment. Chief Damron informed the board this will be created by Captain Bowden. No other items were presented pertaining to the board correspondences.

Staff Reports: Fire Chief Damron

- **Chief's Report:**

Financial Status: Chief Damron informed the board that as of October the department has approximately 46% of the budget remaining, with an estimated year end of \$250,000 leaving approximately \$692,000 remaining in the operating budget.

Community Involvement: Chief Damron provided the board with a summary of activities that were provided to the public. In the month of October, Edith House taught (8) classes for a total of approximately 150 students at the 3 and 4 grade level.

Facility & Fleet Maintenance: Minor issues to address with the maintenance. One of the command vehicles is at the body shop to repair small dings before assigning it to the new Deputy Chief. All equipment has been winterized. The well at station #320 is leaking, Chief Damron has contacted Murphy Brothers and they are in the process of repairing the leak.

Staff Summary: No changes in personnel / staffing. Chief Damron stated that recruit academy is held 3 days a week. Chief Damron detailed the month of October items covered in drills. The objective of Wednesday evening is to align the subject with what the recruit academy is learning to assist with practical. Attendance in drills has increased and will become higher once recruit academy is completed.

The Chief gave a summary of the emergency calls, turnout, and response times for the month of October. Commissioner Cobble asked the number of volunteers that were responding. The Chief clarified this would differ based on the type of call and gave examples.

Staff Reports: Administrator Carrasco

- **Administrator Report:**

Administrator Carrasco provided the board with a summary for the Administrator's report provided to the board. The information covered was details on the initial auditor meeting, SAO recommendations on certain department policies needed, no ETA on the timeframe to complete the 2019-2022 audit, staff backpay was processed per the finalized contract, and financials were balanced with reports provided as October 2022.

Oath of Office: Chairman Shane Williams conducting the swearing in for the oath of office to Gayle Carrasco as Board Secretary as required by statute.

Resolution 2022-16:

The Chairman presented resolution 2022-16 appointing the Board Secretary, Administrator as the department auditing officer. Commissioner R. Clizbe made a motion to approve resolution 2022-16, Commissioner R. Cobble seconded the motion. Passed unanimously. The motion carried.

Commissioner R. Clizbe recommended to the board the need to create a record policy pertaining to public records as stated in the Commissioner Handbook. This includes appointing a public records and privacy officer. Commissioner Clizbe explains the need exists when working with medical records. Chairman Williams explained there is a specific location as to where all medical records are stored. Commissioner Clizbe stresses the need to appoint an officer as the staff levels within the department continue to increase.

PUBLIC HEARING -Budget Proposal for 2023

Chairman Williams broke from the regular meeting at 6.25pm to begin the Public Hearing on the Budget Proposal for 2023.

2023 Budget Proposal:

Resolution 2022-14 Levy Ordinance / 2023 Levy Certification:

Chairman Williams stated the 3rd assessed value for property has been received from Benton County and he briefly provided the anticipated values for the 2023 Levy Ordinance and the 2023 Levy Certification. Commissioner R. Cobble made a motion to approve resolution 2022-14 2023 Levy Ordinance. Commissioner R. Clizbe seconded the motion. Passed unanimously. The motion carried.

Chairman Williams broke from the Public Hearing 2023 Budget Proposal meeting at 6:30pm to resume the regular board meeting.

EXECUTIVE SESSION

Chairman Williams stated that the board will break into Executive Session Pursuant to *RCW 42.30.40(a) Collective bargaining sessions* at 6:30p.m. for 15 minutes to resume the regular meeting at 6:45p.m. The board broke from executive session and resumed the regular board meeting at 6:45p.m. No Action Taken.

GOOD OF THE ORDER

Chairman Williams asked the board for items for the good of order. No Items Provided.

ADJOURNMENT

With no further business, Chairman S. Williams adjourned the meeting at 6:46p.m.

SHANE WILLIAMS, CHAIRMAN

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GAYLE CARRASCO, ADMINISTRATOR

VOUCHER APPROVALS

West Benton Fire Rescue

Time: 11:09:49 Date: 11/19/2022

12/06/2022 To: 12/06/2022

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Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo	
221201001 104271 USDA, NO CHECK	1107	12/06/2022	Claims	1	4,456.00	USDA Payment - Ladder Truck Loan - DEC 2022	104271
Total Vouchers:					4,456.00		

CERTIFICATION: We, the undersigned Board Members of West Benton Fire Rescue, do hereby certify, under penalty of perjury, that the materials have been furnished, the services rendered or the labor performed as described and that the claim is a due and unpaid obligation against West Benton Fire Rescue and that I am authorized to authenticate and certify to said claim.

Chairman Board Member Board Member

Board Member Board Member

Gayle Carrasco

Administrator

VOUCHER APPROVALS

West Benton Fire Rescue

Time: 14:26:30 Date: 12/01/2022

12/06/2022 To: 12/06/2022

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Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo	
221204016 664631 MOON DAVID D	1130	12/08/2022	Payroll	1	627.91	Commissioner Payroll (4th Qtr)	664631
221204020 BURKETT SUZANNA	1134	12/08/2022	Payroll	1	284.56	4TH QUARTER 2022 SEP/OCT/NOV	
221204023 214719 CASTILLO JOE	1137	12/08/2022	Payroll	1	662.26	4TH QUARTER 2022 SEP/OCT/NOV	214719
Total Vouchers:					1,574.73		

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: 16:52:37 Date: 12/02/2022

12/06/2022 To: 12/06/2022

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Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo	
EFT 101630 BOWDEN BRANDON	1115	12/08/2022	Payroll	1	5,085.05	NOV 2022 MONTHLY PAYROLL	101630
EFT 100878 CARRASCO GAYLE	1116	12/08/2022	Payroll	1	5,116.20	NOV 2022 MONTHLY PAYROLL	100878
EFT 104916 CLARA ERUBIEL	1117	12/08/2022	Payroll	1	4,410.70	NOV 2022 MONTHLY PAYROLL	104916
EFT 102027 DAMRON CHARLES	1118	12/08/2022	Payroll	1	7,229.87	NOV 2022 MONTHLY PAYROLL	102027
EFT 103544 PETROFF JOSHUA	1119	12/08/2022	Payroll	1	6,660.78	NOV 2022 MONTHLY PAYROLL	103544
EFT 105476 GRAFF LANIE	1120	12/08/2022	Payroll	1	640.57	NOV 2022 STIPEND	105476
EFT 100574 GUZMAN JR HUGO	1121	12/08/2022	Payroll	1	640.57	NOV 2022 STIPEND	100574
EFT 104997 HANCOCK SAMANTHA	1122	12/08/2022	Payroll	1	640.57	NOV 2022 STIPEND	104997
EFT 105475 NGO KIM CUONG	1123	12/08/2022	Payroll	1	640.57	NOV 2022 STIPEND	105475
EFT 105233 WOLFE CARSON	1124	12/08/2022	Payroll	1	640.57	NOV 2022 STIPEND	105233
EFT 100879 HICKS HADEN	1125	12/08/2022	Payroll	1	147.15	11/16 - 11/30 SEASONAL PAYROLL	100879
EFT 728702 PETERSEN WILLIAM	1126	12/08/2022	Payroll	1	1,795.53	11/16 - 11/30 SEASONAL PAYROLL	728702
EFT 228612 CLIZBE RICHARD E	1127	12/08/2022	Payroll	1	1,381.40	Commissioner Payroll (4th Qtr)	228612
EFT 106911 COBBLE RANDY	1128	12/08/2022	Payroll	1	1,004.65	Commissioner Payroll (4th Qtr)	106911
EFT 106417 GALBRAITH LISA	1129	12/08/2022	Payroll	1	627.91	Commissioner Payroll (4th Qtr)	106417
221204016 664631 MOON DAVID D	1130	12/08/2022	Payroll	1	627.91	Commissioner Payroll (4th Qtr)	664631
EFT 974113 WILLIAMS SHANE	1131	12/08/2022	Payroll	1	1,632.57	Commissioner Payroll (4th Qtr)	974113
EFT 118904 AUSTIN RYAN	1132	12/08/2022	Payroll	1	527.39	4TH QUARTER 2022 SEP/OCT/NOV	118904
EFT 118936 AYALA SIDNEY	1133	12/08/2022	Payroll	1	409.77	4TH QUARTER 2022 SEP/OCT/NOV	118936
221204020 105506 BURKETT SUZANNA	1134	12/08/2022	Payroll	1	284.56	4TH QUARTER 2022 SEP/OCT/NOV	105506
EFT 204678 CAMBRAY LARRY	1135	12/08/2022	Payroll	1	41.39	4TH QUARTER 2022 SEP/OCT/NOV	204678
EFT 106178 CAMP RANDY	1136	12/08/2022	Payroll	1	334.58	4TH QUARTER 2022 SEP/OCT/NOV	106178
221204023 214719 CASTILLO JOE	1137	12/08/2022	Payroll	1	662.26	4TH QUARTER 2022 SEP/OCT/NOV	214719
EFT 221745 CHONG PHILIP	1138	12/08/2022	Payroll	1	838.51	4TH QUARTER 2022 SEP/OCT/NOV	221745
EFT 233337 COLEMAN JAKE	1139	12/08/2022	Payroll	1	356.65	4TH QUARTER 2022 SEP/OCT/NOV	233337
EFT 345528 FRIEND JONATHAN	1140	12/08/2022	Payroll	1	80.47	4TH QUARTER 2022 SEP/OCT/NOV	345528
EFT 105476 GRAFF LANIE	1141	12/08/2022	Payroll	1	835.51	4TH QUARTER 2022 SEP/OCT/NOV	105476
EFT 100574 GUZMAN JR HUGO	1142	12/08/2022	Payroll	1	703.65	4TH QUARTER 2022 SEP/OCT/NOV	100574
EFT 104997 HANCOCK SAMANTHA	1143	12/08/2022	Payroll	1	97.37	4TH QUARTER 2022 SEP/OCT/NOV	104997
EFT 102534 HARINGA ROY	1144	12/08/2022	Payroll	1	169.37	4TH QUARTER 2022 SEP/OCT/NOV	102534
EFT 100879 HICKS HADEN	1145	12/08/2022	Payroll	1	1,467.66	4TH QUARTER 2022 SEP/OCT/NOV	100879

VOUCHER APPROVALS

West Benton Fire Rescue

Time: 16:52:37 Date: 12/02/2022

12/06/2022 To: 12/06/2022

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Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo	County ID
EFT 102647 HOUSER CHRISTINE	1146	12/08/2022	Payroll	1	660.55	4TH QUARTER 2022 SEP/OCT/NOV	102647
EFT 106057 KORESKI JONATHAN	1147	12/08/2022	Payroll	1	356.65	4TH QUARTER 2022 SEP/OCT/NOV	106057
EFT 633432 MARTINEZ LIONEL	1148	12/08/2022	Payroll	1	732.62	4TH QUARTER 2022 SEP/OCT/NOV	633432
EFT 105475 NGO KIM CUONG	1149	12/08/2022	Payroll	1	1,057.64	4TH QUARTER 2022 SEP/OCT/NOV	105475
EFT 728702 PETERSEN WILLIAM	1150	12/08/2022	Payroll	1	1,150.67	4TH QUARTER 2022 SEP/OCT/NOV	728702
EFT 750298 QUIJANO MICHAEL	1151	12/08/2022	Payroll	1	883.01	4TH QUARTER 2022 SEP/OCT/NOV	750298
EFT 105674 RODRIGUEZ ERICKA S	1152	12/08/2022	Payroll	1	75.10	4TH QUARTER 2022 SEP/OCT/NOV	105674
EFT 105233 WOLFE CARSON	1153	12/08/2022	Payroll	1	596.82	4TH QUARTER 2022 SEP/OCT/NOV	105233
EFT 104579 WOLFE TAYLOR	1154	12/08/2022	Payroll	1	105.45	4TH QUARTER 2022 SEP/OCT/NOV	104579
Total Vouchers:					51,350.22		

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: 14:28:35 Date: 12/01/2022

12/06/2022 To: 12/06/2022

Page: 1

Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo	
EFT 101630 BOWDEN BRANDON	1115	12/08/2022	Payroll	1	5,085.05	NOV 2022 MONTHLY PAYROLL	101630
EFT 100878 CARRASCO GAYLE	1116	12/08/2022	Payroll	1	5,116.20	NOV 2022 MONTHLY PAYROLL	100878
EFT 104916 CLARA ERUBIEL	1117	12/08/2022	Payroll	1	4,410.70	NOV 2022 MONTHLY PAYROLL	104916
EFT 102027 DAMRON CHARLES	1118	12/08/2022	Payroll	1	7,229.87	NOV 2022 MONTHLY PAYROLL	102027
EFT 103544 PETROFF JOSHUA	1119	12/08/2022	Payroll	1	6,660.78	NOV 2022 MONTHLY PAYROLL	103544
EFT 105476 GRAFF LANIE	1120	12/08/2022	Payroll	1	640.57	NOV 2022 STIPEND	105476
EFT 100574 GUZMAN JR HUGO	1121	12/08/2022	Payroll	1	640.57	NOV 2022 STIPEND	100574
EFT 104997 HANCOCK SAMANTHA	1122	12/08/2022	Payroll	1	640.57	NOV 2022 STIPEND	104997
EFT 105475 NGO KIM CUONG	1123	12/08/2022	Payroll	1	640.57	NOV 2022 STIPEND	105475
EFT 105233 WOLFE CARSON	1124	12/08/2022	Payroll	1	640.57	NOV 2022 STIPEND	105233
EFT 100879 HICKS HADEN	1125	12/08/2022	Payroll	1	147.15	11/16 - 11/30 SEASONAL PAYROLL	100879
EFT 728702 PETERSEN WILLIAM	1126	12/08/2022	Payroll	1	1,795.53	11/16 - 11/30 SEASONAL PAYROLL	728702
EFT 228612 CLIZBE RICHARD E	1127	12/08/2022	Payroll	1	1,381.40	Commissioner Payroll (4th Qtr)	228612
EFT 106911 COBBLE RANDY	1128	12/08/2022	Payroll	1	1,004.65	Commissioner Payroll (4th Qtr)	106911
EFT 106417 GALBRAITH LISA	1129	12/08/2022	Payroll	1	627.91	Commissioner Payroll (4th Qtr)	106417
EFT 974113 WILLIAMS SHANE	1131	12/08/2022	Payroll	1	1,632.57	Commissioner Payroll (4th Qtr)	974113
EFT 118904 AUSTIN RYAN	1132	12/08/2022	Payroll	1	527.39	4TH QUARTER 2022 SEP/OCT/NOV	118904
EFT 118936 AYALA SIDNEY	1133	12/08/2022	Payroll	1	409.77	4TH QUARTER 2022 SEP/OCT/NOV	118936
EFT 204678 CAMBRAY LARRY	1135	12/08/2022	Payroll	1	41.39	4TH QUARTER 2022 SEP/OCT/NOV	204678
EFT 106178 CAMP RANDY	1136	12/08/2022	Payroll	1	334.58	4TH QUARTER 2022 SEP/OCT/NOV	106178
EFT 221745 CHONG PHILIP	1138	12/08/2022	Payroll	1	838.51	4TH QUARTER 2022 SEP/OCT/NOV	221745
EFT 233337 COLEMAN JAKE	1139	12/08/2022	Payroll	1	356.65	4TH QUARTER 2022 SEP/OCT/NOV	233337
EFT 345528 FRIEND JONATHAN	1140	12/08/2022	Payroll	1	80.47	4TH QUARTER 2022 SEP/OCT/NOV	345528
EFT 105476 GRAFF LANIE	1141	12/08/2022	Payroll	1	835.51	4TH QUARTER 2022 SEP/OCT/NOV	105476
EFT 100574 GUZMAN JR HUGO	1142	12/08/2022	Payroll	1	703.65	4TH QUARTER 2022 SEP/OCT/NOV	100574
EFT 104997 HANCOCK SAMANTHA	1143	12/08/2022	Payroll	1	97.37	4TH QUARTER 2022 SEP/OCT/NOV	104997
EFT 102534 HARINGA ROY	1144	12/08/2022	Payroll	1	169.37	4TH QUARTER 2022 SEP/OCT/NOV	102534
EFT 100879 HICKS HADEN	1145	12/08/2022	Payroll	1	1,467.66	4TH QUARTER 2022 SEP/OCT/NOV	100879
EFT 102647 HOUSER CHRISTINE	1146	12/08/2022	Payroll	1	660.55	4TH QUARTER 2022 SEP/OCT/NOV	102647
EFT 106057 KORESKI JONATHAN	1147	12/08/2022	Payroll	1	356.65	4TH QUARTER 2022 SEP/OCT/NOV	106057
EFT 633432 MARTINEZ LIONEL	1148	12/08/2022	Payroll	1	732.62	4TH QUARTER 2022 SEP/OCT/NOV	633432

VOUCHER APPROVALS

West Benton Fire Rescue

Time: 14:28:35 Date: 12/01/2022

12/06/2022 To: 12/06/2022

Page: 2

Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo	County ID
EFT 105475 NGO KIM CUONG	1149	12/08/2022	Payroll	1	1,057.64	4TH QUARTER 2022 SEP/OCT/NOV	105475
EFT 728702 PETERSEN WILLIAM	1150	12/08/2022	Payroll	1	1,150.67	4TH QUARTER 2022 SEP/OCT/NOV	728702
EFT 750298 QUIJANO MICHAEL	1151	12/08/2022	Payroll	1	883.01	4TH QUARTER 2022 SEP/OCT/NOV	750298
EFT 105674 RODRIGUEZ ERICKA S	1152	12/08/2022	Payroll	1	75.10	4TH QUARTER 2022 SEP/OCT/NOV	105674
EFT 105233 WOLFE CARSON	1153	12/08/2022	Payroll	1	596.82	4TH QUARTER 2022 SEP/OCT/NOV	105233
EFT 104579 WOLFE TAYLOR	1154	12/08/2022	Payroll	1	105.45	4TH QUARTER 2022 SEP/OCT/NOV	104579
Total Vouchers:					49,775.49		

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: 14:11:51 Date: 11/19/2022

12/06/2022 To: 12/06/2022

Page: 1

Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo
221203001 OFFICE OF THE STATE TREASURER	1110	12/06/2022	Claims	1	148,403.42	Local Loan#2 (Type 1, Type 5, Dozer)
Total Vouchers:					148,403.42	

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: 12:23:38 Date: 11/19/2022

12/06/2022 To: 12/06/2022

Page: 1

Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo
221202001 OFFICE OF THE STATE TREASURER	1108	12/06/2022	Claims	1	70,125.00	Local Loan#1 (Dorm Construction Loan)
Total Vouchers:					70,125.00	

CERTIFICATION: We, the undersigned Board Members of West Benton Fire Rescue, do hereby certify, under penalty of perjury, that the materials have been furnished, the services rendered or the labor performed as described and that the claim is a due and unpaid obligation against West Benton Fire Rescue and that I am authorized to authenticate and certify to said claim.

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

Gayle Carrasco
Administrator

VOUCHER APPROVALS

West Benton Fire Rescue

Time: 16:29:24 Date: 12/01/2022

12/06/2022 To: 12/06/2022

Page: 1

Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo	
221205001 102066 DEPT OF TREASURY - IRS - No Check	1155	12/06/2022	Payroll	1	4,191.15	941 Deposit for Pay Cycle(s) 11/01/2022 - 11/30/2022	102066
Total Vouchers:					4,191.15		

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

Jayle Carrasco

Administrator

VOUCHER APPROVALS

West Benton Fire Rescue

Time: 15:14:27 Date: 12/02/2022

12/06/2022 To: 12/06/2022

Page: 1

Voucher	Claimant	Trans	Date	Type	Acct #	Amount	Memo	
221207001	100041 AMAZON CAPITAL SERVICES INC	1161	12/06/2022	Claims	1	909.39	AMAZON PURCHASES - NOV 2022	100041
221207002	101535 BENTON PUD	1162	12/06/2022	Claims	1	2,120.53	ELECTRIC UTILITIES - OCT 2022; ELECTRIC UTILITIES - NOV 2022	101535
221207003	101567 BENTON REA	1163	12/06/2022	Claims	1	560.00	POWERNET MONTHLY FEES - DEC	101567
221207004	100878 CARRASCO GAYLE	1164	12/06/2022	Claims	1	15.00	REIMBURSEMENT: DOL WSDL BACKGROUND/ M.GLOVER	100878
221207005	101778 CENTURYLINK COMMUNICATIONS LLC	1165	12/06/2022	Claims	1	152.83	PHONE MONTHLY CHARGES ST.320 - NOV 2022	101778
221207006	101793 CHARTER COMMUNICATIONS	1166	12/06/2022	Claims	1	143.74	BUSINESS VOICE - NOV 2022; TV CHARGES - NOV 2022	101793
221207007	101918 CONNELL OIL INC.	1167	12/06/2022	Claims	1	882.32	VEHICLE FUEL - NOV 2022	101918
221207008	105408 COUGAR DIGITAL MARKETING, LLC	1168	12/06/2022	Claims	1	1,233.00	PUBLIC ED PROGRAM SUPPLIES	105408
221207009	101983 CREXENDO, INC	1169	12/06/2022	Claims	1	335.29	VOIP PHONE SERVICE - DEC 2022	101983
221207010	101999 CRYSTAL SPRINGS	1170	12/06/2022	Claims	1	75.86	DRINKING WATER COOLER - NOV 2022	101999
221207011	101115 ESO SOLUTIONS, INC.	1171	12/06/2022	Claims	1	275.20	FIRE & EMS PACKAGE - NOV 2022	101115
221207012	105076 MES NORTHWEST	1172	12/06/2022	Claims	1	9,161.25	PPE GEAR & UNIFORMS	105076
221207013	103470 PACIFIC OFFICE AUTOMATION	1173	12/06/2022	Claims	1	398.93	COPIER LEASE - NOV 2022	103470
221207014	103469 PACIFIC OFFICE AUTOMATION	1174	12/06/2022	Claims	1	110.94	B/W & COLOR COPY FEES 8/16/22-11/15/22	103469
221207015	103476 PALADIN BACKGROUND SCREENING	1175	12/06/2022	Claims	1	90.00	BACKGROUND SCREENING (VOLUNTEERS)	103476
221207016	104038 STATE AUDITOR, LEGISLATIVE BUILDING	1176	12/06/2022	Claims	1	3,192.75	ACCOUNTIBILITY STATE AUDIT 2019-2022	104038
221207017	104254 TWG CONSULTING CORP	1177	12/06/2022	Claims	1	600.00	LABOR RELATION CONSULTATION - NOV 2022	104254
221207018	104265 US CELLULAR	1178	12/06/2022	Claims	1	10.02	MONTHLY PHONE SERVICE CHARGES ST.320 - DEC 2022	104265

Total Vouchers:

20,267.05

VOUCHER APPROVALS

West Benton Fire Rescue

Time: 15:14:27 Date: 12/02/2022

12/06/2022 To: 12/06/2022

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

Jayle Carrasco

Administrator

VOUCHER APPROVALS

West Benton Fire Rescue

Time: 16:48:30 Date: 12/01/2022

12/06/2022 To: 12/06/2022

Page: 1

Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo	
221206001 102669 I A F F LOCAL 1052, RICHLAND	1156	12/06/2022	Payroll	1	396.93	Pay Cycle(s) 12/08/2022 To 12/08/2022 - Union Dues	102669
221206002 104249 TRUSTEED PLANS SERVICE CORP	1157	12/06/2022	Payroll	1	9,890.96	Pay Cycle(s) 12/08/2022 To 12/08/2022 - Medical/Dental	104249
221206003 104427 WA ST DEPT OF RET SYS	1158	12/06/2022	Payroll	1	6,654.88	Pay Cycle(s) 12/08/2022 To 12/08/2022 - PERS2; Pay Cycle(s) 12/08/2022 To 12/08/2022 - LEOFF 2; Pay Cycle(s) 12/08/2022 To 12/08/2022 - DC; Pay Cycle(s) 12/08/2022 To 12/08/2022 - DC Chief	104427
221206004 103365 WA ST SUPPORT REG	1159	12/06/2022	Payroll	1	266.00	Pay Cycle(s) 12/08/2022 To 12/08/2022 - Child Support	103365
221206005 104405 WSCFF EMPLOYEE BENEFIT, TRUST BENEFIT	1160	12/06/2022	Payroll	1	300.00	Pay Cycle(s) 12/08/2022 To 12/08/2022 - MERP	104405
Total Vouchers:					17,508.77		

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

RESOLUTION 2022-17
A RESOLUTION OF WEST BENTON REGIONAL FIRE
AUTHORITY AMENDING RESOLUTION 2018-10 AND
CONSOLIDATING FUNDS TO CREATE NEW FUND

WHEREAS, the West Benton Regional Fire Authority (West Benton Fire Rescue) is a Benton County fire district organized and operating pursuant to the provisions of the laws of the State of Washington, and.

WHEREAS, the Washington State Legislature RCW 52.16.020, Provides that:

“In each county in which a fire protection district is situated, there shall be in the county treasurer's office of each district the following funds: (1) Expense fund; (2) reserve fund; (3) local improvement district No.3 fund; (4) general obligation bond fund; and (5) such other funds as the board of commissioners of the district may establish.”

WHEREAS, on November 6th, 2018, the West Benton Regional Fire Authority Board of Commissioners of Benton County, Washington, passed Resolution 2018-10, wherein an Equipment Replacement Fund (ERF), Apparatus Replacement Fund (ARF), Facility Replacement Fund (FRF), Emergency Reserve Fund (RESF) was established for the West Benton Fire Rescue; and

WHEREAS, the West Benton Regional Fire Authority Board of Commissioners finds it necessary to amend the previously adopted Resolution 2018-10 to reflect the changed needs of the West Benton Fire Rescue; and

WHEREAS, the West Benton Regional Fire Authority Board of Commissioners sets forth designated funds that have been consolidated and the West Benton Regional Fire Authority should create and maintain.

NOW THEREFORE, BE IT RESOLVED by the board of Commissioners of West Benton Regional Fire Authority, as follows:

The following funds will be dissolved pursuant to RCW 52.16.020:

Equipment Replacement Fund (ERF) 6808-501– The ERF was a dedicated fund for replacement and upgrades to critical fire, rescue, and medical equipment.

Apparatus Replacement Fund (ARF) 6808-502 – The ARF was a dedicated fund for replacement and upgrades for fleet vehicles.

Facility Replacement Fund (FRF) 6808-503 – The FRF was a dedicated fund for construction, upgrades and replacement of facilities and the components within.

The following fund will be created pursuant to RCW 52.16.020:

687B- WBRFA Replacement Fund – shall now be the dedicated fund for the replacement and upgrades to critical fire, rescue and medical equipment, fleet vehicles and facilities and the components within.

The following funds will be dissolved pursuant to RCW 52.16.020:

Emergency Reserve Fund (RESF) 6808-601– The RESF is a dedicated fund to be used to maintain the level of service in times of unforeseen financial stress.

The following fund will be created pursuant to RCW 52.16.020:

6876 - WBRFA Emergency Fund – shall now be the dedicated fund for the replacement and upgrades to critical fire, rescue and medical equipment, fleet vehicles and facilities and the components within.

The following funds will be dissolved pursuant to RCW 52.16.020:

General Fund (GENF) 6808-101 – The GENF is the general operating fund of the district and is the dedicated fund to be used to account for all financial resources of the district except those required to be account for in another fund.

The following fund will be created pursuant to RCW 52.16.020:

6871 - WBRFA General Fund – shall now be the dedicated fund for the general operating fund of the district and is the dedicated fund to be used to account for all financial resources of the district except those required to be account for in another fund.

PASSED AND ADOPTED by the West Benton Regional Fire Authority Board of Commissioners, State of Washington, on this 6th day of December 2022.

_____	<i>Title: Commissioner</i>
_____	<i>Title: Commissioner</i>
_____	<i>Title: Commissioner</i>
_____	<i>Title: Commissioner</i>
_____	<i>Title: Commissioner</i>

ATTEST:

Gayle Carrasco, Administrator

West Benton Regional Fire Authority 2022 Resolutions

- 2022-01** Resolution for Governance Board Elections
- 2022-02** Resolution for Legal Counsel for 2022
- 2022-03** Resolution Appointing Auditing Officer Positions for 2022
- 2022-04** Resolution Appointing Investment Officer Positions for 2022
- 2022-05** Resolution Appointing an Agent to Receive Claims for 2022
- 2022-06** Resolution Appointing WBRFA Payroll Officer Positions for 2022
- 2022-07** Resolution Appointing Records Retention Officer for 2022
- 2022-08** Resolution Amending 2021 Budget
- 2022-09** Resolution Cancelling Unclaimed Warrants 2021
- 2022-10** Resolution Declaring Surplus Property
- 2022-11** Resolution Adopting Volunteer Banquet
- 2022-12** Resolution Authorizing Sale of Surplus Apparatus BCFD#5
- 2022-13** Resolution Establishing Advance Travel Expense Revolving Fund
- 2022-14** Resolution Ordinance 2023 Levy
- 2022-15** Resolution Appointing District Board Secretary
- 2022-16** Resolution Appointing Board Secretary as Auditor
- 2022-17** Resolution Consolidate and Amending Funds
- 2022-18** Resolution Consolidate Investing Funds
- 2022-19** Resolution Cancelling Unclaimed Warrants 2021
- 2022-20** Resolution Approving 2023 Budget

RESOLUTION 2022-19

**A RESOLUTION CANCELLING UNCLAIMED
WARRANTS ISSUED BY WEST BENTON
REGIONAL FIRE AUTHORITY BOARD**

WHEREAS, West Benton Regional Fire Authority has received notice of outstanding warrants not presented for payment within one year of their issue date and

WHEREAS, in accordance with RCW 39.50.040 and RCW 36.22.100 these unclaimed warrants are to be cancelled by passage of a resolution,

THEREFORE, BE IT RESOLVED that the West Benton Regional Fire Authority allows \$1,369.63 for the cancellation of the following warrants:

06-May-21	217266	83.80	WASHINGTON STATE EMPLOYMENT SECURITY
22-Jul-21	219685	103.04	CASCADE FIRE PROTECTION CO
19-Aug-21	220532	395.00	PACIFIC FIRE INSPECTION SERV
07-Oct-21	222067	8.65	BRANDON A BOWDEN
21-Oct-21	222528	741.20	GENERAL FIRE APPARATUS INC
09-Dec-21	224818	37.94	ART PEREZ

PASSED this 6th day of December 2022.

Title: Commissioner

Title: Commissioner

Title: Commissioner

Title: Commissioner

Title: Commissioner

ATTEST:

Gayle Carrasco, Administrator



2023 WBRFA CALENDAR

2023 WBRFA Board Meetings - Holidays - Pay Dates

January						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

July						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September						
S	M	T	W	T	F	S
						1 2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December						
S	M	T	W	T	F	S
						1 2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

<u>2-Jan</u>	<u><i>New Year's Day</i></u>	
3-Jan	WBRFA Regular Board Meeting	
<u>16-Jan</u>	<u><i>Martin Luther King's Birthday</i></u>	
17-Jan	WBRFA Regular Board Meeting	
7-Feb	WBRFA Regular Board Meeting	
<u>20-Feb</u>	<u><i>President's Day</i></u>	
21-Feb	WBRFA Regular Board Meeting	
7-Mar	WBRFA Regular Board Meeting	
21-Mar	WBRFA Regular Board Meeting	
4-Apr	WBRFA Regular Board Meeting	
18-Apr	WBRFA Regular Board Meeting	
2-May	WBRFA Regular Board Meeting	
16-May	WBRFA Regular Board Meeting	
<u>29-May</u>	<u><i>Memorial Day</i></u>	
6-Jun	WBRFA Regular Board Meeting	
20-Jun	WBRFA Regular Board Meeting	
4-Jul	WBRFA Regular Board Meeting	
<u>4-Jul</u>	<u><i>Independence Day</i></u>	
18-Jul	WBRFA Regular Board Meeting	
1-Aug	WBRFA Regular Board Meeting	
15-Aug	WBRFA Regular Board Meeting	
<u>4-Sep</u>	<u><i>Labor Day</i></u>	
5-Sep	WBRFA Regular Board Meeting	
19-Sep	WBRFA Regular Board Meeting	
3-Oct	WBRFA Regular Board Meeting	
17-Oct	WBRFA Regular Board Meeting	
7-Nov	WBRFA Regular Board Meeting	
<u>10-Nov</u>	<u><i>Veteran's Day</i></u>	
21-Nov	WBRFA Regular Board Meeting	
<u>23-Nov</u>	<u><i>Thanksgiving Day</i></u>	
<u>24-Nov</u>	<u><i>Thanksgiving Holiday (Observed)</i></u>	
5-Dec	WBRFA Regular Board Meeting	
19-Dec	WBRFA Regular Board Meeting	
<u>25-Dec</u>	<u><i>Christmas Day</i></u>	
<u>26-Dec</u>	<u><i>Christmas Holiday (Observed)</i></u>	

Payday
 Regular Board Meeting
 Holiday Observed