



RFA Governing Board
SPECIAL MEETING AGENDA

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

DATE: Regular Board Meeting
January 5th, 2023
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–January 5th, 2023 – Special Board Meeting

Approval of Minutes – January 3rd, 2023, Regular Board Minutes

2023 WBRFA BOARD ANNUAL ORGANIZATION

Board Secretary –
Chairman Pro-Tem
2023 Elected Chairman

- Call for Nominations – 2023 Board Chairman
- Vote by the Board for – 2023 Board Chairman
- Call for Nominations – 2023 Board Vice Chairman
- Vote by the Board for – 2023 Board Vice Chairman
- Newly Elected Chairman for 2023
- Newly Elected Vice Chairman for 2023

OATH OF OFFICES

SPECIAL MEETING AGENDA

OLD BUSINESS:

- None

NEW BUSINESS:

1. Correspondence

- Governing Board
- Staff Reports
 - Fire Chief Damron
 - Administrator Carrasco - None

2. Resolutions

- 1. Resolution 2023-01** – Resolution Elect Governance Board 2023
- 2. Resolution 2023-02** – Resolution Set Meeting Calendar 2023
- 3. Resolution 2023-03** – Resolution Appointing Legal Counsel 2023
- 4. Resolution 2023-04** – Resolution Appointing Records Retention Officer 2023
- 5. Resolution 2023-05** – Resolution Appointing Investment Officer 2023
- 6. Resolution 2023-06** – Resolution Appointing Auditing Officer 2023
- 7. Resolution 2023-07** – Resolution Appointing WBRFA Payroll Officer 2023
- 8. Resolution 2023-08** – Resolution Appointing Agent to Receive Claims 2023
- 9. Resolution 2023-09** – Resolution Appointing Public Records Officer 2023
- 10. Resolution 2023-10** – Resolution Amending 2023 Budget (Pending Reports)

3. Executive Session

- (Topic For Executive Session) – None / Pursuant to (RCW 42.30.110(1)(g)) Applicant for public employment. 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.

ADJOURN MEETING:

- **Next Board Meeting - January 17th, 2023**
- Time: _____ pm



BOARD OF FIRE COMMISSIONERS NOTICE OF A SPECIAL MEETING

THURSDAY JANUARY 5TH 2023 – 6:00PM

NOTICE IS HEREBY GIVEN that the Board of Commissioners of West Benton Regional Fire Authority will hold a special meeting on Thursday, January 5th, 2023, beginning at 6:00pm at West Benton Fire Rescue – 1200 Grant Street, Prosser, WA 99350. The purpose of this special meeting is to discuss business items as stated per the agenda.

Dated this 20th day of December 2022

Gayle Carrasco

Gayle R. Carrasco
Board Secretary

**WEST BENTON REGIONAL FIRE AUTHORITY
TUESDAY JANUARY 3RD, 2023
WBRFA HEAD QUARTERS STATION 310**

CALL TO ORDER

Chairman Williams called to order the January 3rd, 2023, 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, Randy Cobble and L. Galbraith.

Others in attendance: Fire Chief Charles Damron and Administrator Gayle Carrasco was absent (excused).

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 L. Galbraith made a motion to approve the consent agenda for January 3rd, 2023. Commissioner R. Cobble seconded the motion. Passed unanimously. The motion carried.

OLD BUSINESS

No Old Business Agenda Items Provided.

NEW BUSINESS

EXECUTIVE SESSION

Personnel Discussion:

Chairman Williams confirmed the need for an executive session with Fire Chief Damron. Chairman Williams then stated that the board will break into Executive Session per RCW 42.30.100(1), (g) as noted on the agenda at 6:02p.m. for 4 minutes to reconvene by 6 :04p.m. The board ended the Executive Session and resumed the regular board meeting at 6:05p.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 6:06p.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.

CHARLES DAMRON, FIRE CHIEF
INTERIM BOARD SECRETARY

Policy 1060
Annual Organizational Meeting

At the first regular Governance Board meeting in January of each year, the Governance Board shall elect, from among its members, a Chairman and Vice Chairman to serve a one-year term. In order to provide a record of the proceedings of each meeting of the Governance Board, the Fire Commissioners shall appoint a Secretary of the Governance Board.

The normal order of business shall be modified for the annual organizational meeting by considering the following matters after the approval of the minutes of the previous meeting:

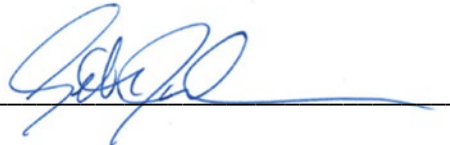
1. Welcome and introduction of the newly-elected Fire Commissioner(s) by the Chairman. The Secretary shall then become Chairman ProTem.
2. Call for nominations for the position of Chairman to serve the ensuing year.
3. Election of a Chairman.
4. Assumption of office by the new Chairman.
5. Call for nominations for Vice Chairman to serve the ensuing year.
6. Election of a Vice Chairman.

Policies shall continue from year to year and Board to Board until and unless the Board takes proper action to change them.

Legal Reference:	RCW 29A.24.072	Commencement of terms of city Town and district officers elected
	RCW 29A.60.280	Organization of Boards of Directors
	RCW29A.20.040	Local elected officials, commencement of term of office

Adopted:7/3/2018

Chief Signature: _____



OATH OF OFFICE
WEST BENTON REGIONAL FIRE AUTHORITY
AS BOARD OF COMMISSIONER'S VICE CHAIRMAN FOR 2023

I, _____, do hereby solemnly swear that I will faithfully and impartially perform my duties for this Office, as prescribed by law and to the best of my ability and that I will support and maintain the laws and constitution of the State of Washington and the United States of America --- so help me God.

SUBSCRIBED and SWORN to me this 5th day of January 2023.

Governance Board Member
Vice-Chairman

Attest: Charles Damron, Fire Chief

Attest: Gayle Carrasco, Board Secretary

OATH OF OFFICE
WEST BENTON REGIONAL FIRE AUTHORITY
AS BOARD OF COMMISSIONER'S CHAIRMAN FOR 2023

I, _____, do hereby solemnly swear that I will faithfully and impartially perform my duties for this Office, as prescribed by law and to the best of my ability and that I will support and maintain the laws and constitution of the State of Washington and the United States of America --- so help me God.

SUBSCRIBED and SWORN to me this 5th day of January 2023.

Governance Board Member
Chairman

Attest: Charles Damron, Fire Chief

Attest: Gayle Carrasco, Board Secretary



West Benton Regional Fire Authority 2023 Resolutions

- 2023-01** Resolution Elect Governance Board 2023
- 2023-02** Resolution Set Meeting Calendar 2023
- 2023-03** Resolution Appointing Legal Counsel 2023
- 2023-04** Resolution Appointing Records Retention Officer for 2023
- 2023-05** Resolution Appointing Investment Officer Positions for 2023
- 2023-06** Resolution Appointing Auditing Officer Positions for 2023
- 2023-07** Resolution Appointing WBRFA Payroll Officer Positions for 2023
- 2023-08** Resolution Appointing an Agent to Receive Claims for 2023
- 2023-09** Resolution Appointing Public Records Officer Positions for 2023
- 2023-10** Resolution Amending 2022 Budget (Pending Final Reports)
- 2023-11**
- 2023-12**
- 2023-13**
- 2023-14**
- 2023-15**
- 2023-16**
- 2023-17**
- 2023-18**
- 2023-19**
- 2023-20**

RESOLUTION 2023-01

**A RESOLUTION APPOINTING WEST BENTON
REGIONAL FIRE AUTHORITY BOARD OF OFFICER
POSITIONS FOR CALENDAR YEAR 2023**

WHEREAS, RCW 52 establishes requirements for electing officers from ‘among the members’ of the sitting Governance Board of the Regional Fire Authority; and

WHEREAS, the Governance Board of West Benton Regional Fire Authority, in compliance with this statute has conducted ‘elections’ among their number of officer positions for 2023; and

NOW, THEREFORE, BE IT RESOLVED by the Governing Board of the West Benton Regional Fire Authority that, County of Benton, that the following West Benton Regional Fire Authority Governance Board members shall serve in these respective positions and shall appoint a secretary for the year 2023:

Governance Board Member Chairman: _____

Governance Board Member Vice-Chairman: _____

PASSED this 5th day of January 2023

_____ *Title: Commissioner*

_____ *Title: Commissioner*

_____ *Title: Commissioner*

_____ *Title: Commissioner*

_____ *Title: Commissioner*

ATTEST:

Gayle Carrasco, Administrator

RESOLUTION 2023-02

**A RESOLUTION ESTABLISHING
WEST BENTON RESCUE FIRE AUTHORITY'S
REGULAR GOVERNING BOARD MEETING
DATE, TIME, AND PLACE FOR 2023**

WHEREAS, West Benton Regional Fire Authority Regular Board meetings are to be established annually by resolution in accordance with RCW 42.30 as to time, date, and place; and

WHEREAS, the Governing Board is establishing the regularly scheduled meetings for Calendar Year 2023; and

NOW, THEREFORE, BE IT RESOLVED by the Governing Board of the West Benton Regional Fire Authority that, effective January 2023, the regular meetings of the Governing Board shall be held at 6:00pm on the First and Third Tuesday of each month; and will be held at West Benton Regional Fire Authority headquarters fire station #310, 1200 Grant Avenue, Prosser, WA.

PASSED this 5th day of January 2023

_____ 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
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March						
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April						
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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
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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						
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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						
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September						
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

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

Payday
 Regular Board Meeting
 Holiday Observed

RESOLUTION 2023-03
A RESOLUTION DESIGNATING
LEGAL COUNSEL
FOR WEST BENTON FIRE AUTHORITY FOR 2023

WHEREAS, West Benton Regional Fire Authority requires legal counsel from time to time on various issues affecting the operation and management of West Benton Regional Fire Authority; and

WHEREAS, West Benton Regional Fire Authority is authorized by statute to retain the services of legal counsel in accordance with RCW 52.26.090(1)(e); and

WHEREAS, The Governing Board has identified Kuffel, Hultgrenn, Klashke, Shea & Ellerd, LLP to have experience and expertise in representing public sector entities and have demonstrated skill, experience, and knowledge; and

WHEREAS, funds have been allocated in the Authority’s budget for these purposes; and

NOW, THEREFORE, BE IT RESOLVED by the Governing Board of the West Benton Regional Fire Authority that, Kuffel, Hultgrenn, Klashke, Shea & Ellerd, LLP is appointed as legal counsel of record to the Governing Board and authorizes the West Benton Regional Fire Authority Chairman to enter into an agreement.

PASSED this 5th day of January 2023

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

ATTEST:

Gayle Carrasco, Administrator

RESOLUTION 2023-04

A RESOLUTION APPOINTING RECORDS RETENTION OFFICER POSITION OF THE WEST BENTON REGIONAL FIRE AUTHORITY FOR 2023

WHEREAS, West Benton Regional Fire Authority is required to comply with the Washington State Public Records Act (chapter 42.56.RCW) and the retention requirements established by the Washington State Department of Archives; and

WHEREAS, to comply with these requirements, the Fire Authority's needs to establish a Records Retention Officer with responsibility to manage all Fire Authority's records and to comply with the statutory and regulatory requirements that govern the records of West Benton Regional Fire Authority; and

NOW, THEREFORE, BE IT RESOLVED by the Governing Board of the West Benton Regional Fire Authority that the Governing Board appoints the West Benton Rescue Fire Authority Administrator and the Fire Chief as the Records Retention Officers.

PASSED this 5th day of January 2023

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

ATTEST:

Gayle Carrasco, Administrator

RESOLUTION 2023-05

A RESOLUTION APPOINTING WEST BENTON REGIONAL FIRE AUTHORITY INVESTMENT OFFICER POSITIONS FOR 2023

WHEREAS, West Benton Regional Fire Authority from time to time maintains various fund balances which are in excess of current RFA operating cash needs; and

WHEREAS, West Benton Regional Fire Authority will participate in the Benton County Investment Pool to take advantage of its authority to invest its excess balances in the following funds:

6871 WBFRA Expense General Fund
687B WBRFA Replacement Fund
6876 WBFRA Emergency Reserve Fund

WHEREAS, it would be of financial benefit to West Benton Regional Fire Authority to have an appointed Finance Investment Officers of the RFA authorized to oversee the RFA's participation in the County investment pool.

NOW, THEREFORE, BE IT RESOLVED by the Governing Board of the West Benton Regional Fire Authority, County of Benton, State of Washington, that:

1. That the West Benton Regional Fire Authority Governance Board appoints the following Finance Investment Officers for the Fiscal Year 2023 thru January 15, 2024.

Richard Clizbe, Governance Board Member
Shane Williams, Governance Board Member
David Moon, Governance Board Member
Lisa Galbraith, Governance Board Member
Randy Cobble, Governance Board Member
Administrator Gayle Carrasco District Secretary
Fire Chief Charles Damron, Alternate District Secretary

2. Said Appointments shall be made as Finance Investment Officers for Fiscal Year 2023 thru January 15, 2024, with the following authority:

- To communicate with the Benton County Treasurer as necessary and to oversee the performance of the WBRFA's investments.
- To execute withdrawals and investment of WBRFA's funds from the Benton County investment pool as often and prudently as authorized.
- To report to the WBRFA's Governance Board as necessary to address issues relating to the RFA's investments in the Benton County Investment Pool.

PASSED this 5th day of January 2023

_____ *Title: Commissioner*

_____ *Title: Commissioner*

_____ *Title: Commissioner*

_____ *Title: Commissioner*

_____ *Title: Commissioner*

ATTEST:

Gayle Carrasco, Administrator

RESOLUTION 2023-06

A RESOLUTION APPOINTING WEST BENTON REGIONAL FIRE AUTHORITY AUDITING OFFICER POSITIONS FOR 2023

WHEREAS, West Benton Regional Fire Authority conducts financial transactions in/from the following funds.

6871 WBFRA Expense General Fund
687B WBRFA Replacement Fund
6876 WBFRA Emergency Reserve Fund

WHEREAS, West Benton Regional Fire Authority must audit all financial transactions and claims presented against the RFA for materials furnished, services supplied and all claims for reimbursement expenses; and

WHEREAS, it is prudent and of financial benefit to West Benton Regional Fire Authority to have appointed Finance Auditing Officers of the RFA authorized to oversee the RFA's expenditure of funds.

NOW, THEREFORE, BE IT RESOLVED by the Governing Board of the West Benton Regional Fire Authority, County of Benton, State of Washington, that:

1. That the West Benton Regional Fire Authority Governance Board appoints the following Finance Auditing Officers for the Fiscal Year 2023 thru January 15, 2024.

Richard Clizbe, *Governance Board Member*
Shane Williams, *Governance Board Member*
David Moon, *Governance Board Member*
Lisa Galbraith, *Governance Board Member*
Randy Cobble, *Governance Board Member*
Administrator Gayle Carrasco *District Secretary*
Fire Chief Charles Damron, *Alternate District Secretary*

2. Said Appointments shall be made as Finance Auditing Officers for Fiscal Year 2023 thru January 15, 2024, with the following authority:
 - To communicate with the Benton County Treasurer as necessary and to oversee the performance of the WBRFA's investments.
 - To execute withdrawals and investment of WBRFA's funds from the Benton County investment pool as often and prudently as authorized.
 - To report to the WBRFA's Governance Board as necessary to address issues relating to the RFA's investments in the Benton County Investment Pool

PASSED this 5th day of January 2023

_____ *Title: Commissioner*

_____ *Title: Commissioner*

_____ *Title: Commissioner*

_____ *Title: Commissioner*

_____ *Title: Commissioner*

ATTEST:

Gayle Carrasco, Administrator

RESOLUTION 2023-07

**A RESOLUTION APPOINTING WEST BENTON
REGIONAL FIRE AUTHORITY PAYROLL
OFFICER POSITIONS FOR 2023**

WHEREAS, West Benton Regional Fire Authority maintains a force of Volunteer Emergency Responders; professional Executive and Staff Officers and a Governance Board; and

WHEREAS, West Benton Regional Fire Authority reimburses said elected and appointed individuals from designated and budgeted RFA funds; and

WHEREAS, it is necessary and prudent for the West Benton Regional Fire Authority to have appointed Payroll Officers authorized to oversee the RFA's expenditure of reimbursement and payroll funds:

NOW, THEREFORE, BE IT RESOLVED by the Governing Board of the West Benton Regional Fire Authority, County of Benton, State of Washington, that:

1. That the West Benton Regional Fire Authority Governance Board appoints the following Finance Auditing Officers for the Fiscal Year 2023 thru January 15, 2024.

Richard Clizbe, *Governance Board Member*

Shane Williams, *Governance Board Member*

David Moon, *Governance Board Member*

Lisa Galbraith, *Governance Board Member*

Randy Cobble, *Governance Board Member*

Administrator Gayle Carrasco *District Secretary*

Fire Chief Charles Damron, *Alternate District Secretary*

2. Said Appointment of Auditing Officers shall be in order to:
 - Provide authority over the expenditure of West Benton Regional Fire Authority finances for payroll and reimbursements
 - To maintain oversight and accountability authority over said payroll and reimbursement expenditures from the West Benton Regional Fire Authority funds.
 - To communicate with Benton County as necessary and in overseeing the execution of the RFA's payroll expenditures.

PASSED this 5th day of January 2023

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

ATTEST:

Gayle Carrasco, Administrator

RESOLUTION 2023-08

**A RESOLUTION APPOINTING WEST BENTON REGIONAL FIRE
AUTHORITY AGENT TO RECEIVE CLAIMS FOR 2023**

WHEREAS, pursuant to the provisions of RCW 4.96.020 the governing body of each local governmental entity shall appoint an agent to receive and claim for damages made under chapter 4.96 RCW.

WHEREAS, all claims for damages against a local governmental entity, or against any local governmental entity’s commissioners, officers, employees, or volunteers, acting in such capacity, shall be presented to the agent within the applicable period of limitations within which and action must be commenced.

NOW, THEREFORE, BE IT RESOLVED, that the GOVERNING BOARD of WEST BENTON REGIONAL FIRE AUTHORITY appoints the below listed agent to receive any claims for damages made under chapter 4.96 RCW

Agent Appointed: Fire Chief, Charles Damron
Office Address: West Benton Fire Rescue
1200 Grant Ave
Prosser, WA 99350
Business Hours: 8am -5pm

BE IT FURTHER RESOLVED, by the GOVERNING BOARD of WEST BENTON REGIONAL FIRE AUTHORITY that a duplicate original of the Resolution shall be recorded with the Benton County Auditor.

PASSED this 5th day of January 2023

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

ATTEST:

Gayle Carrasco, Administrator

RESOLUTION 2023-09

A RESOLUTION APPOINTING WEST BENTON REGIONAL FIRE AUTHORITY PUBLIC RECORDS OFFICER FOR 2023

WHEREAS, West Benton Regional Fire Authority (the "Authority") is a public corporation organized pursuant to RCW 35.21.730 through 35.21.759; and

WHEREAS, the Washington State Legislature amended RCW 42.17.250 in the 2005 Session to require state and local agencies to appoint and publicly identify a public record officer; and

WHEREAS, RCW 42.56.580 requires West Benton Regional Fire Authority to appoint and publicly identify a public records officer and to oversee the agency's compliance with the public records disclosure requirements of this chapter.

NOW THEREFORE, BE IT RESOLVED BY THE WEST BENTON REGIONAL FIRE AUTHORITY BOARD OF COMMISSIONERS THAT:

Section 1. The West Benton Regional Fire Authority Board of Commissioners hereby appoints the Administrator/Board Secretary as (the "Public Records Officer") for West Benton Regional Fire Authority. The responsibility of the Public Records Officer is to serve as the point of contact for members of the public in requesting disclosure of public records and to overs the district's compliance with the public records disclosure requirements of Chapter 42.17 RCW. The Public Records Officer may temporarily delegate his/her responsibilities to the Fire Chief or Deputy Fire Chief during his/her absence from work.

Section 2. The name and contact information for the Public Records Officer shall be published by West Benton Regional Fire Authority in a manner that is reasonably calculated to provide proper notice to the public, which may include posting such information at West Benton Regional Fire Authority's business address, posting on the internet website, and/or referencing such information in West Benton Regional Fire Authority's publications.

ADOPTED, by the West Benton Regional Fire Authority Board of Commissioners, at a regular open public meeting of such Board on the 5th day of January 2023.

PASSED this 5th day of January 2023.

Title: *Commissioner*

Title: *Commissioner*

Title: *Commissioner*

Title: *Commissioner*

Title: *Commissioner*

ATTEST:

Gayle Carrasco, Administrator