

**WEST BENTON REGIONAL FIRE AUTHORITY  
TUESDAY JANUARY 5TH, 2023  
WBRFA HEAD QUARTERS STATION 310**

**CALL TO ORDER**

Chairman Williams called to order the January 5th, 2023, special 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 Lisa Galbraith.

**Others in attendance:** Fire Chief Charles Damron and Administrator Gayle Carrasco. Benton County Fire District#5 Board of Commissioners Chad Smith and Wayne Mercer.

**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 5<sup>th</sup>, 2023. Commissioner R. Cobble seconded the motion. Passed unanimously. The motion carried.

**ORGINIZATIONAL MEETING**

Chairman Williams and Board Secretary G. Carrasco referred to Policy 1060 regarding nominations and the electing procedures of the Governance Board Positions.

**Nominations for Governance Board Chairperson opened:**

Administrator/Board Secretary G. Carrasco called for the nominations for the position of Chairperson. Commissioner Moon nominated Commissioner Randy Cobble for the position of Chairperson. Commissioner Galbraith seconded the nomination. Commissioner Randy Cobble accepted. Nominations closed. Administrator/Board Secretary G. Carrasco called for the vote. Commissioner Cobble was declared the Board Chairman for 2023 unanimously.

**Nominations for Governance Board Vice Chair opened:**

Newly elected Chairman R. Cobble called for the nominations for the position of Vice Chairperson. Commissioner Clizbe nominated Commissioner Moon for the position of Vice Chairperson. Commissioner Galbraith seconded the nomination. Commissioner Moon accepted. Nominations closed. Chairman R. Cobble called for the vote. Commissioner Moon was declared the Board Vice Chairman for 2023 unanimously.

**Oath of Office**

Fire Chief Charles Damron administered the oath of offices for the 2023 Board Chair Randy Cobble and Vice Chair David Moon. Administrator/Board Secretary G. Carrasco clarified the name printed on the oath of office was provided by the names filed with the Benton County Election Department.

**OLD BUSINESS**

No Old Business Agenda Items Provided.

## **NEW BUSINESS**

### **Correspondences**

Governing Board Reports – None.

Staff Report Fire Chief Damron – None.

Staff Report Administrator Carrasco – None

### **Resolutions:**

1. Commissioner Williams made a motion to adopt Resolution 2023-01 – Resolution Elect Governance Board 2023. Motion was seconded by Commissioner Clizbe. Motion passed unanimously.
2. Commissioner Williams made a motion to adopt Resolution 2023-02 – Resolution Set Meeting Calendar 2023. Motion was seconded by Commissioner Moon. Motion passed unanimously.
3. Commissioner Williams made a motion to adopt Resolution 2023-03 – Resolution Appointing Legal Counsel 2023. Motion was seconded by Commissioner Galbraith. Motion passed unanimously.
4. Commissioner Williams made a motion to adopt Resolution 2023-04 – Resolution Appointing Records Retention Officer 2023. Motion was seconded by Commissioner Galbraith. Motion passed unanimously.
5. Commissioner Williams made a motion to adopt Resolution 2023-05 – Resolution Appointing Investment Officer 2023. Motion was seconded by Commissioner Moon. Motion passed unanimously.
6. Commissioner Williams made a motion to adopt Resolution 2023-06 – Resolution Appointing Auditing Officer 2023. Motion was seconded by Commissioner Galbraith. Motion passed unanimously.
7. Commissioner Williams made a motion to adopt Resolution 2023-07 – Resolution Appointing WBRFA Payroll Officer 2023. Motion was seconded by Commissioner Galbraith. Motion passed unanimously.
8. Commissioner Williams made a motion to adopt Resolution 2023-08 – Resolution Appointing Agent to Receive Claims 2023. Motion was seconded by Commissioner Galbraith. Motion passed unanimously.
9. Commissioner Williams made a motion to adopt Resolution 2023-09 – Resolution Appointing Public Records Officer 2023. Motion was seconded by Commissioner Galbraith. Motion passed unanimously.
10. Resolution 2023-10 – Resolution Amending 2022 Budget (Pending Reports).  
Resolution to be tabled until later date.

## **EXECUTIVE SESSION**

### **Personnel Discussion:**

Chairman R. Cobble confirmed they would not need to break for an executive session with the board and Fire Chief Damron.

**GOOD OF THE ORDER**

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

**ADJOURNMENT**

With no further business, Chairman R. Cobble adjourned the meeting at 6:11p.m.

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RANDY COBBLE, 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.*

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GAYLE CARRASCO, ADMINISTRATOR  
BOARD SECRETARY