

WEST BENTON REGIONAL FIRE AUTHORITY
TUESDAY JANUARY 17TH, 2023
WBRFA HEAD QUARTERS STATION 310

CALL TO ORDER

Chairman R. Cobble called to order the January 17th, 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 Randy Cobble, Vice Chair D. Moon, Commissioner Richard Clizbe, S. Williams, and Commissioner L. Galbraith.

Others in attendance: Fire Chief Charles Damron and Administrator Gayle Carrasco.

PUBLIC COMMENTS

Chairman Randy Cobble made a request for public comments. No public comments.

CONSENT AGENDA

Chairman Randy Cobble requested for comments or questions from the board on the consent agenda. Commissioner Chairman Randy Cobble requested a motion to approve the board agenda. Commissioner S. Williams made a motion to approve the consent agenda for January 17th, 2023. Commissioner D. Moon seconded the motion. Passed unanimously. The motion carried.

OLD BUSINESS

None reported.

NEW BUSINESS

CORRESPONDENCES:

- **Governing Board:**
- Commissioners: Chairman R. Cobble requested items of mention pertaining to the governing board activities. No response from board members.
 - Chairman R. Cobble stated he had items of mention. A discussion was held for a printer to be installed in the conference room. Board members will then have the capability to print agenda packets if needed. Commissioner Clizbe stated a few packets will be needed.
 - R. Clizbe clarified the need to scan invoices to the drop box. G. Carrasco stated this process has not been done per previous instruction by the board and all invoices are available for inspection prior to the meeting.
 - Drop Box files have been organized and will continue to improve this as time allows.
 - G. Carrasco informed the board the annual audit report will be available that Thursday January 19th, 2023.

Staff Reports: Fire Chief Damron

- Chief's Report: Chief Damron presented the Chief's Monthly Report to the board and provided the board a summarization.
- Personnel: Chief Damron informed the board that the Deputy Chief and the Firefighter 1 position has been filled. Chief Damron has also made a job offer for the 2nd position of

Firefighter 1. A review of skills had been scheduled for the 2nd job offer. Open Captains position will be advertised as of January 18th, 2023. Chief Damron projects the position to be filled by April 1st, 2023. Both Volunteer and Residents numbers are decreasing. Chief Damron explains a cause for declining numbers being the agencies around the department have had a steady recruitment in place.

Budget: Chief Damron reviews the ending amounts for 2022 with the balance of \$481,000 of unused budgeted dollars. Chief Damron stated he would like to transfer the positive ending funds into the emergency reserve fund and the capital fund. Chief Damron stated he intends to build the emergency reserve fund to equal one quarter of the department's budget to secure financial security as well as purchase the department a rehab vehicle. Commissioner S. Williams made the motion to transfer said reserve funds in the amount of \$481,000 to the appropriate fund accounts R. Clizbe seconded the motion. Passed unanimously. The motion carried. Chief Damron stated payroll costs will contribute to a significant saving as last month staffing levels were reduced, leaving the department into a maintain mode until the required department staff levels were back to normal capacity.

- Maintenance: Commissioner R. Clizbe inquired about the overhead door damage costs. Captain Bowden was backing into the bay and the air pressure sensor had been activated which caused the overhead door to lower. Chief had the door inspected and the company stated the "air pressure sensor" was faulty. The well at station #320 is on hold. Captain Clara is overseeing the project and informed the Chief that the company is behind, and the department is on the list to repair the well. Chief Damron summarizes the work detail for the well repairs. Command Vehicle CT131 has been reassigned to the Deputy Chief with the fleet number as CH132. This vehicle has had body work completed and new striping and logos has been applied. A winch is also scheduled to be repaired under warranty.

Recruit Academy: All but one staff member enrolled has earned the class of Firefighter 1. In the month of February the Hazmat course will be taken and this will complete their training. All recruits are structure fire qualified. December drills were reduced due to holiday schedules.

- Emergency Calls: Chief Damron gave a summary of the calls for the department that was detailed on the Monthly Report and the month of December. Chief stated the calls were steady at 74 total. The total for 2022 was increased by 1%. Turn out time was recorded at 1 minute 17 seconds. A discussion of responding time comparing County incidents to City incidents followed. This will be discussed at the City of Prosser Council meeting where Chief Damron provides his Bi-Annual report. Commissioner R. Clizbe requested medic calls to be included. Chief will include this in next month's report. End of Report.

Staff Reports: Administrator Carrasco

- Administrator Report: Administrator Carrasco provided the board with the Monthly Report as presented in the board packet. Several financial reports were provided to the board. Those included were the month of December 2022 Treasurer's Report, Financial Position, and Check Register. G. Carrasco gave a status report as being completed for the State Audit and available online that Thursday. Recommendation by G. Carrasco for the board to create a financial policy. Year End Payroll status was provided on W-2's, W-3's and 1096'-1099's. Monthly Financial Packet was provided to the board for the month of December. Significant information is that the department is still reviewing its options for IT/Network Contract. Reviewing grants opening in 2023. End of Report.

EXECUTIVE SESSION

- Chairman R. Cobble confirmed with Fire Chief Damron that the board will need to break into Executive Session. Chairman Cobble stated that the board will break into Executive Session Pursuant to *RCW 42.30.110(1)(f) Receive and evaluate Complaints or charges brought against a public officer or employee* at 6:31p.m. for 10 minutes to resume the regular meeting at 6:41p.m. The board stated an additional 10 minutes is required at 6:41p.m. to resume the regular meeting at 6:51p.m. The board broke from this executive session and no action taken.
- Chairman Cobble stated that the board will break into another Executive Session Pursuant to *RCW 42.30.110(1)(g) Review Employee Performance. (Evaluations)*. at 6:53p.m. for 20 minutes to resume the regular meeting at 7:13p.m. The board broke from this executive session at 7:13p.m. No action taken.
- Chairman Cobble stated that the board will break into another Executive Session Pursuant to *RCW 42.30.140(4)(a) Collective Bargaining Agreement interpretation or application of labor agreement*. at 7:16p.m. for 5 minutes to resume the regular meeting at 7:21p.m. The board broke from this executive session at 7:21p.m. No action taken.

GOOD OF THE ORDER

Chairman R. Cobble asked the board for items for the good of order. None Provided.

ADJOURNMENT

With no further business, Chairman R. Cobble adjourned the meeting at 7:25p.m.

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.

GAYLE CARRASCO, ADMINISTRATOR