

WEST BENTON REGIONAL FIRE AUTHORITY
TUESDAY FEBRUARY 7TH, 2023
WBRFA HEAD QUARTERS STATION 310

CALL TO ORDER

Chairman R. Cobble called to order the February 7th, 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 was recorded as an excused absence. Commissioner Richard Clizbe, S. Williams, and L. Galbraith were present.

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

PUBLIC COMMENTS

Chairman R. 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 February 7th, 2023, with the minutes for 1/17/23 and 2/7/23 tabled for the February 21st, 2023 meeting. Commissioner R. Clizbe seconded the motion. Passed unanimously. The motion carried.

OLD BUSINESS

Item on the Agenda of MOU – Local 1052 (language clarification) has been reviewed and signed. Item was on the agenda in error.

NEW BUSINESS

CORRESPONDENCES:

- **Governing Board:**
- *Commissioners:* Commissioner S. Williams requested the date and time of the next Tri County Commissioners meeting. The board stated because of possible quorum, the board Secretary will need to create a Notice to the Public.
- **Staff Reports: Fire Chief Damron**
- *Chief's Report:* Chief Damron informed the board that both newly hired Firefighters have begun their shifts. H. Hicks is on shift and S. Burkett will be training on the day shift. Pinning Ceremony was held for both Firefighters and Newly promoted Deputy Chief – Erubiel Clara. The department had a full house for the event, even the Grandview Fire Department attended in support of Deputy Chief – Erubiel Clara. New year long tasks books are introduced to reduce the possibility of members training falling through. Chief Damron gave a briefing on the hiring timeline for the Shift Captain and his projected number of applicants. E1312 history of repairs was provided to the board. Injection control monitor was installed as a last attempt and surprisingly the engine started. Chief Damron had to respond to a call. Several minutes passed with the distraction.
- **Staff Reports: Administrator Carrasco**
- *Administrator Report:* G. Carrasco reported the 941 tax reports, balanced with the W2's and W3's. 1096's and 1099's are completed. The January 2023 and final reconciliation for December 2022 is not completed due to not receiving the needed county finance reports.

The DRS audit has a replacement staff member by the name of Delrae. This audit is has proved to be time consuming. Commissioner R. Clizbe inquired to the status of the IT/Network Company search. G. Carrasco informed the board that Parsec had been interviewed and pricing aligned with the department's current budget. Another company called Teckologize is scheduled to meet with both Chief Damron and G. Carrasco. At this time the department is only in the research stage of the department needs and estimated costs. Once this is established a procurement plan will be developed per the bidding / contracting specifications. Pro's and Con's were discussed on the ILA with Prosser School District and the City of Prosser. Further discussion ensued.

Chief Damron return from the incident call. R. Clizbe asked about posting an article with the local newspaper and online to notify the public on the newly hired and promoted staff. Chief Damron stated he has directed Deputy Chief Clara to head this task with newspaper and Captain Petroff will see to the Facebook page for the department. Currently the staff is still understaffed and covering duties.

EXECUTIVE SESSION

Personnel Discussion:

Chairman R. Cobble confirmed the need for an executive session with Fire Chief Damron. Chairman R. Cobble then stated that the board will break into Executive Session per RCW 42.30.100(1), (g) as noted on the agenda at 6:21p.m. for 5 minutes to reconvene by 6:26p.m. The board ended the Executive Session and resumed the regular board meeting at 6:26p.m. No Action Taken.

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, R. Cobble adjourned the meeting at 6:29p.m.

RANDALL 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
BOARD SECRETARY