

**WEST BENTON REGIONAL FIRE AUTHORITY
TUESDAY DECEMBER 20th, 2022
WBRFA HEAD QUARTERS STATION 310**

CALL TO ORDER

Chairman Williams called to order the December 20th, 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, Randy Cobble. Commissioner L. Galbraith was absent (excused).

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 December 20th, 2022. Commissioner R. Clizbe seconded the motion. Passed unanimously. The motion carried.

OLD BUSINESS

Personnel Discussion:

Chairman Williams confirmed the need for an executive session with Fire Chief Damron. The executive session agenda item to be discussed later in the meeting.

Administrator/ Board Secretary Exempt Contract:

Chairman Williams confirmed with the members of the board that they had reviewed the employment contract as presented for Administrator Carrasco. Chairman Williams confirmed the employment contract is approved by Fire Chief Damron. Chief Damron provided a summary of the employment contract. Chief Damron explained the contract has the same terms as provided for the Fire Chief and Deputy Fire Chief with a few exceptions. The exceptions were the educational salary increase wording and terms. The vacation accrual is set at 3 weeks annual vs 4 weeks annual for the Fire Chief. Sick leave remained the same along with the buyout for sick leave. Chairman Williams requested a motion to approve the Employment Contract for the Administrator. Commissioner R. Clizbe made a motion to approve the Employment Contract. Commissioner R. Cobble seconded the motion. Passed unanimously. The motion carried.

NEW BUSINESS

CORRESPONDENCES:

• **Governing Board:**

- *Commissioners:* Chairman Williams requested items of mention pertaining to the governing board activities. None were reported.

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 he has made a job offer and he has accepted. The Deputy Chief results for the physical were provided to the department verbally as being cleared. The start date has been discussed with the incoming Deputy Chief as January 9th, 2023, or the week after on January 16th, 2023. This is based on providing his employer with the 2-week notice. On Saturday December 17th, the Chief conducted the testing for the Firefighter position. 6 individuals participated, with 4 being in-house and 2 outside applicants. 4 top candidates will be moving forward to the Chief's interview Tuesday December 27th. Chief Damron stated he will be contacting the final applicant he has chosen by December 28th. Chief Damron explained he foresees both positions start date will be close together. The 2nd Firefighter position has an anticipated start date to be April 2023. The process of hiring for the Firefighter went smoothly. Commissioner R. Clizbe asked the number of total applicants. Chief Damron stated initially 10 applicants with 2 not testing due to illness and 1 withdrew. Leaving 7 taking the PAT, 6 for the oral board, and 4 to the Fire Chief's interview. The number of residents was reduced by 1 in the month of December. PAT has been given for a new resident and the process of recruiting is ongoing.
- Budget: The anticipated beginning balance is projected to be a positive \$200,000 range. Commissioner R. Clizbe commented he likes the charts provided in the Chief's Monthly Report.
- Maintenance: (1) command vehicle is currently in the body shop. Lettering needs to be repaired and a dent to the driver's door. Department decal stickers were falling off and Chief Damron stated he was also having that issue repaired. The well at Station 320 is waiting for Murphy Brothers to review the repairs needed and a quote has yet to be received. Currently the well is turned off. Commissioner R. Clizbe asked if it was possible to place water in the tank. Chief Damron stated that the large tank is full and further explained the cause of the well leak.
- Public Education: The department was involved in quite a bit of community activities. A couple station tours were given, CPR classes for the Prosser School District, Career Fair at the High School, Annual Turkey Trot for Whitstran Elementary, Fire Drill feedback at Heights Elementary.
- Emergency Calls: Chief Damron gave a summary of the calls for the department that was detailed on the Monthly 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 October / November 2022 Treasurer's Report, Financial Position, and Check Register. G. Carrasco gave a status report as being completed for the State Audit. An exit conference will need to be completed and the findings will be provided at that time. The need to acquire IT/Network services was discussed and forming a partnership with the City of Prosser has been discussed as a viable option. This is due to Benton REA no longer providing IT/Network services to the department. This will need to be finalized by March 2023. End of Report.

2023 CALENDAR:

January 3rd, 2023, Meeting Agenda:

- The Chairman Williams reviewed with the WBRFA board the business item for the meeting containing only the consent agenda.

January 5th, 2023, Meeting Agenda:

- The Chairman Williams then informed the WBRFA board the organizational set up for 2023 will take place for the Special Meeting to be held. No motion is needed. A Special Meeting Notice has been generated and posted to the WBFR website.

CITY OF PROSSER ILA Resolution# 22-1729

Chief Damron reviewed the presented resolution from the City of Prosser dealing with the departments use of bulk water and the City of Prosser obtaining fire breaks and other services from the West Benton Fire Rescue. A brief discussion was held. Chairman Williams asked if the need for the department to create a resolution. The conclusion was it was not needed. Chairmen Williams requested a motion from the board to approve the City of Prosser ILA Resolution# 22-1729. Commissioner R. Clizbe made a motion to approve said resolution, Commissioner Cobble seconded the motion. Passed unanimously. The motion carried.

EXECUTIVE SESSION

Chairman Williams confirmed with Fire Chief Damron that the board will not need to break into Executive Session.

GOOD OF THE ORDER

Chairman Williams asked the board for items for the good of order. Commissioner R. Cobble had brought up an issue of receiving information on his personal cellular. It had been explained by R. Clizbe this was due to signing up as a WFCA member on the website. Grant opportunities were announced, and these will be researched. Covid protocol was discussed and established that the department will utilize the policies and guidelines are in place if the need presents itself with the mandate or Emergency Declaration being issued by the state. No other discussion items were mentioned.

ADJOURNMENT

With no further business, Chairman S. Williams adjourned the meeting at 6:25p.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