



# MEETING AGENDA

Regular Board Meeting

**DATE:** March 7<sup>th</sup>, 2023

**TIME:** 18:00 hours – 6:00 P.M.

**LOCATION:** 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

1. Call to Order
2. Flag Salute
3. Roll Call/Establish Quorum
4. 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 by 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 for public comments at the time they are discussed or considered by the Board as presented on the WBRFA Agenda.*

## Consent Agenda Approval

- 03.07.23 Payroll Direct Deposit
- 03.07.23 Payroll Claims#  
230301012,1016,1023,1034
- 03.07.23 Employee Benefit  
Claims# 230302001-2006
- 03.07.23 Mar 2023 USDA Claim#  
230303001
- 03.07.23 Invoice Claims#  
230304001-4025

## Meeting Minutes for Tuesday, February 21, 2023

Total of Vouchers \$90,662.81

- Voucher#: # \$45,926.17
- Voucher#: # \$1,797.59
- Voucher#: # \$26,492.10
- Voucher#: # \$4,456.00
- Voucher#: # \$11,990.95

## 5. Old Business:

- Amended Minutes for 1.17.23, 2.7.23

## 6. New Business:

### Correspondences

### Governing Board

- None

### Staff Reports

- Fire Chief – C. Damron
  - Staff Report
- Administrator – G. Carrasco
  - Staff Report

## 7. Executive Session

Pursuant to RCW None

## 8. Good Of the Order

Next Board Meeting 3/21/2023

## 9. Meeting Adjourned

**WEST BENTON REGIONAL FIRE AUTHORITY  
TUESDAY FEBRUARY 21<sup>st</sup>, 2023  
WBRFA HEAD QUARTERS STATION 310**

**CALL TO ORDER**

Chairman R. Cobble called to order the February 21<sup>st</sup>, 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, and S. Williams were present. L. Galbraith had been given an excused absence.

**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 21<sup>st</sup>, 2023, with the minutes for 1/17/23 and 2/7/23. Commissioner D. Moon seconded the motion. Passed unanimously. The motion carried.

**OLD BUSINESS**

None Reported

**NEW BUSINESS**

**CORRESPONDENCES:**

- **Governing Board:**
- ***Commissioners:*** Commissioner R. Clizbe provided a summary report from the Tri County Fire Commissioners meeting he attended. Seats on the association have been reassigned. Lonnie Click will be replacing Ron Duncan. Michael Harris will be the acting Governors. Chief Carlisle will be the backup representative. Commissioner Clizbe stated other districts are utilizing Liz Loomis Public Affairs in preparing for bond measures and levy lid lifts. Estimated costs to retain this company were mentioned in the area of \$5,000 a month. Commissioner Moon reported the purchase of the new apparatus for West Benton Fire Rescue was acquired at the right time. Other districts reported a substantial wait time of over a year to receive purchased trucks. The association mentioned the Snure Seminar and a possible subject matter of volunteer stipend pay. Chief Damron informed the board that he has instructed G. Carrasco to purchase the group level package for the Snure Seminars. This will be offered to the WBRFA board commissioners and administrative staff within the department.
- **Staff Reports: Fire Chief Damron**  
***Chief's Report:*** Chief Damron informed the board on the current career staff levels of 7. The hiring of the Shift Captain will move forward with application reviewing on February 23<sup>rd</sup>, 2023, and oral board to include skills testing on March 2<sup>nd</sup>, 2023. Volunteer enrollment remains consistent. The resident student enrollment is currently at 2 students. C. Wolfe resigned from the program to seek education after obtaining an internship out of

- **Staff Reports: Fire Chief Damron (continued)**

state for technical trade. Captain J. Petroff is actively recruiting and will be conducting personal interviews this weekend. Fire Chief Damron then proceeded to review the current budget status. The Chief will transfer funds from the General Fund in the amount of \$364,824.95. Placing \$314,824.95 in the Reserve Fund. The Reserve Fund balance will then be at \$500,000.00. Chief Damron stated he would like to eventually maintain the Reserve Funds at \$600,000 or a 25% of the department's budget. By building a healthy reserve fund, this will manage the departments financial risks and should reasonably cover the operating and liability costs to ensure emergency services will continue to meet the public needs. This will protect against financial instability in the economic downturns, and the inevitable unforeseen event that would trigger a fiscal hardship. The remaining \$50,000.00 will be transferred into the Capital Debt/Outlay Expenditures for the purchase of a SCBA rehabilitation trailer. Further discussion was held on other options that would assist the department with the needs for rehabilitation equipment to care for the department firefighters. Commissioner Moon requests the need to research liability of a glass containment when filling the equipment. Chief Damron continued with the percentage breakdown of the department's budget. Payroll represents 55% of the budget, and the purchase of new turnouts this year has been budgeted in the amount of \$30,000.00. Chief Damron explained the reason for the expenditure is to supply newly hired staff and turnouts that have expired to fight fires. They can be used for only training.

Fill station is in constant repair. Electrical issues with the heating system, Apollo made repairs. Overhead door is waiting on parts. Murphy Brothers was not available to make the needed repairs to the well at station #320 and they rescheduled for the upcoming week. The water is turned off. Engine 1312 is back in service. The ladder truck had a check valve leak, and it is operational. This month is Hazmat training on Tuesday, Thursday, and Saturday. Last Month trainings consisted of Hazmat refresher, ladder truck training, swift water quarterly's an EMS drill. Chief Damron summarized the calls and turnout times for January 2023 and stated most were medical calls. Commissioner S. Williams requested to add last years calls. Chairman Cobble asked who was monitoring the task books. Chief stated the immediate supervisor oversees their staff and Deputy Chief Clara verifies the requirements are being met.

- **Staff Reports: Administrator Carrasco**

January 2023 Financial Report: Monthly report supplied to the board and G. Carrasco gave the board a summary. Preparations are being made to amend the 2022 balances. Annual report for 2022 is being prepared for the State Auditors. IT Networking companies are being interviewed based on the needs for the department and currently the Fire Chief is reviewing all these companies. Chief Damron pointed out that there is now a printer available in the multipurpose training room. Chief also explained he attended an informational meeting presentation for the Hop Hill Solar project – 6,000-acre project with 3,000 of the acreage having solar panels. Chief met with permitting director of the project. Chief Damron presented his bi-annual report to the City of Prosser. The report went well with the city with very little questions. Chief met with Chuck Mercer and stated the Dozer will be in use cut in fire lines and to provide training. Weather warming up with determine the start of the project.

## **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 42.30.140.(4)(a) Collective Bargaining Agreement interpretation or application of labor agreement. as noted on the agenda at 6:44p.m. for 5 minutes to reconvene by 6 :49p.m. The board indicated to extend the session for 5 minutes at 6:49p.m. and reconvene at 6:54p.m. The board indicated to extend the session for another 5 minutes at 6:54p.m. to reconvene at 6:59p.m. The board ended the Executive Session at 6:56p.m. and resumed the regular board meeting at 6:58p.m.

No Action Taken.

## **GOOD OF THE ORDER**

Chairman R. Cobble asked the board for items for the good of order. Next board meeting March 7<sup>th</sup>, 2023. No Items Provided.

## **ADJOURNMENT**

With no further business, Chairman R. Cobble adjourned the meeting at 6:59p.m.

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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.*

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GAYLE CARRASCO  
BOARD SECRETARY

**VOUCHER APPROVALS 3.7.23 - MAR 2023 USDA**

West Benton Fire Rescue

Time: 22:27:58 Date: 03/06/2023

03/07/2023 To: 03/07/2023

Page: 1

Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo	
230303001 104271 USDA, NO CHECK	167	03/07/2023	Claims	1	4,456.00	USDA Payment - Ladder Truck Loan - MAR 2023	104271
Total Vouchers:					4,456.00		

CERTIFICATION: We, the undersigned Board Members of West Benton Fire Rescue, do hereby certify, under penalty of perjury, that the materials have been furnished, the services rendered or the labor performed as described and that the claim is a due and unpaid obligation against West Benton Fire Rescue and that I am authorized to authenticate and certify to said claim.

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Board Member

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Board Member

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Board Member

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Board Member

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Administrator

## VOUCHER APPROVALS 3.7.23 - Invoice Claim Vouchers

West Benton Fire Rescue

Time: 00:18:06 Date: 03/07/2023

03/07/2023 To: 03/07/2023

Page: 1

Voucher	Claimant	Trans	Date	Type	Acct #	Amount	Memo	
230304001	101375 ARAMARK UNIFORMS SERVICES	168	03/07/2023	Claims	1	17.94	CARPET CLEANING - FEB 2023	101375
230304002	101567 BENTON REA	169	03/07/2023	Claims	1	192.45	INTERNET SERVICES - MAR 2023	101567
230304003	101567 BENTON REA	170	03/07/2023	Claims	1	21.71	RADIO TOWERS - MAR 2023	101567
230304004	101567 BENTON REA	171	03/07/2023	Claims	1	560.00	POWERNET MONTHLY FEES -	101567
230304005	101750 CASCADE NATURAL GAS	172	03/07/2023	Claims	1	1,186.85	NATURAL GAS - FEB 2023	101750
230304006	101793 CHARTER COMMUNICATIONS	173	03/07/2023	Claims	1	91.57	TV CHARGES - MAR 2023	101793
230304007	101821 CITY OF PROSSER	174	03/07/2023	Claims	1	784.22	CITY UTILITIES - ST. 310 - FEB 2023	101821
230304008	101821 CITY OF PROSSER	175	03/07/2023	Claims	1	773.36	CITY UTILITIES - ST. 310 - MAR 2023	101821
230304009	101918 CONNELL OIL INC.	176	03/07/2023	Claims	1	831.79	VEHICLE FUEL - FEB 2023	101918
230304010	101918 CONNELL OIL INC.	177	03/07/2023	Claims	1	845.93	VEHICLE FUEL - FEB 2023	101918
230304011	101983 CREXENDO, INC	178	03/07/2023	Claims	1	342.85	VOIP PHONE SERVICE - FEB 2023	101983
230304012	101115 ESO SOLUTIONS, INC.	179	03/07/2023	Claims	1	275.20	FIRE & EMS PACKAGE - JAN 2023	101115
230304013	101115 ESO SOLUTIONS, INC.	180	03/07/2023	Claims	1	275.20	FIRE & EMS PACKAGE - FEB 2023	101115
230304014	101115 ESO SOLUTIONS, INC.	181	03/07/2023	Claims	1	275.20	FIRE & EMS PACKAGE - MAR 2023	101115
230304015	101115 ESO SOLUTIONS, INC.	182	03/07/2023	Claims	1	275.20	FIRE & EMS PACKAGE - APR 2023	101115
230304016	105076 MES NORTHWEST MUNICIPAL EMERGENCY SERV	183	03/07/2023	Claims	1	164.14	HELMET PASSPORT, PASSPORT VELCRO - CH132	105076
230304017	103470 PACIFIC OFFICE AUTOMATION	184	03/07/2023	Claims	1	398.93	COPIER LEASE - FEB 2023	103470
230304018	103965 SNURE SEMINARS	185	03/07/2023	Claims	1	700.00	2023 SNURE WEBINAR SERIES	103965
230304019	104154 TOLMAN ELECTRIC	186	03/07/2023	Claims	1	782.64	REPAIR E1312 WIRING REPAIRS	104154
230304020	104254 TWG CONSULTING CORP	187	03/07/2023	Claims	1	1,900.00	LABOR RELATION CONSULTATION - FEB 2023	104254
230304021	104265 US CELLULAR	188	03/07/2023	Claims	1	9.02	MONTHLY PHONE SERVICE CHARGES ST.320 - FEB 2023	104265
230304022	105632 VALLEY WIDE COOP	189	03/07/2023	Claims	1	142.17	2023 PROPANE TANK FILLED ST. 320	105632
230304023	104434 WASHINGTON FIRE COMMISSIONERS ASSOCIATIO	190	03/07/2023	Claims	1	700.00	COMMISSIONER WFOA 2023 MEMBERSHIP DUES	104434

# VOUCHER APPROVALS

West Benton Fire Rescue

Time: 00:18:06 Date: 03/07/2023

03/07/2023 To: 03/07/2023

Page: 2

Voucher	Claimant	Trans	Date	Type	Acct #	Amount	Memo	County ID
230304024	104484 WASTE MANAGEMENT	191	03/07/2023	Claims	1	27.21	GARBAGE SERVICES - ST. 320 - FEB 2023	104484
230304025	104534 WESTERN STATES EQUIPMENT CO	192	03/07/2023	Claims	1	417.37	BATTERY - DZ-132	104534
Total Vouchers:						<u>11,990.95</u>		

CERTIFICATION: We, the undersigned Board Members of West Benton Fire Rescue, do hereby certify, under penalty of perjury, that the materials have been furnished, the services rendered or the labor performed as described and that the claim is a due and unpaid obligation against West Benton Fire Rescue and that I am authorized to authenticate and certify to said claim.

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Board Member

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Board Member

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Board Member

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Board Member

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Administrator

## VOUCHER APPROVALS 3.7.23 - Payroll EFT's Only

West Benton Fire Rescue

Time: 20:36:22 Date: 03/06/2023

03/07/2023 To: 03/07/2023

Page: 1

Voucher	Claimant	Trans	Date	Type	Acct #	Amount	Memo	
EFT	101630 BOWDEN BRANDON	120	03/07/2023	Payroll	1	650.53	MONTHLY PAYROLL (Feb 2023)	101630
EFT	105506 BURKETT SUZANNA L	121	03/07/2023	Payroll	1	2,561.77	MONTHLY PAYROLL (Feb 2023)	105506
EFT	100878 CARRASCO GAYLE R	122	03/07/2023	Payroll	1	4,246.06	MONTHLY PAYROLL (Feb 2023)	100878
EFT	104916 CLARA ERUBIEL E	123	03/07/2023	Payroll	1	5,550.34	MONTHLY PAYROLL (Feb 2023)	104916
EFT	102027 DAMRON CHARLES	124	03/07/2023	Payroll	1	7,444.62	MONTHLY PAYROLL (Feb 2023)	102027
EFT	100879 HICKS HADEN A	125	03/07/2023	Payroll	1	4,967.89	MONTHLY PAYROLL (Feb 2023)	100879
EFT	103544 PETROFF JOSHUA	126	03/07/2023	Payroll	1	5,993.96	MONTHLY PAYROLL (Feb 2023)	103544
EFT	105476 GRAFF LANIE	127	03/07/2023	Payroll	1	640.57	FEB 2023 STIPEND	105476
EFT	105475 NGO KIM CUONG	128	03/07/2023	Payroll	1	640.57	FEB 2023 STIPEND	105475
EFT	105233 WOLFE CARSON	129	03/07/2023	Payroll	1	457.55	FEB 2023 STIPEND	105233
EFT	118904 AUSTIN RYAN	130	03/07/2023	Payroll	1	146.16	FEB 2023 SEASONAL PAYROLL	118904
EFT	228612 CLIZBE RICHARD E	132	03/07/2023	Payroll	1	1,004.65	1ST QTR 2023 PAYROLL	228612
EFT	106911 COBBLE RANDY	133	03/07/2023	Payroll	1	1,130.24	1ST QTR 2023 PAYROLL	106911
EFT	106417 GALBRAITH LISA	134	03/07/2023	Payroll	1	627.91	1ST QTR 2023 PAYROLL	106417
EFT	974113 WILLIAMS SHANE	136	03/07/2023	Payroll	1	1,130.24	1ST QTR 2023 PAYROLL	974113
EFT	118904 AUSTIN RYAN	137	03/07/2023	Payroll	1	569.91	1ST QTR 2023 PAYROLL	118904
EFT	118936 AYALA SIDNEY	138	03/07/2023	Payroll	1	80.47	1ST QTR 2023 PAYROLL	118936
EFT	105506 BURKETT SUZANNA	139	03/07/2023	Payroll	1	132.80	1ST QTR 2023 PAYROLL	105506
EFT	204678 CAMBRAY LARRY	140	03/07/2023	Payroll	1	53.22	1ST QTR 2023 PAYROLL	204678
EFT	106178 CAMP RANDY	141	03/07/2023	Payroll	1	298.11	1ST QTR 2023 PAYROLL	106178
EFT	221745 CHONG PHILIP	143	03/07/2023	Payroll	1	175.32	1ST QTR 2023 PAYROLL	221745
EFT	233337 COLEMAN JAKE	144	03/07/2023	Payroll	1	175.32	1ST QTR 2023 PAYROLL	233337
EFT	345528 FRIEND JONATHAN	145	03/07/2023	Payroll	1	148.76	1ST QTR 2023 PAYROLL	345528
EFT	GLOVER MICHAEL G	146	03/07/2023	Payroll	1	18.41	1ST QTR 2023 PAYROLL	
EFT	105476 GRAFF LANIE	147	03/07/2023	Payroll	1	544.39	1ST QTR 2023 PAYROLL	105476
EFT	100574 GUZMAN JR HUGO	148	03/07/2023	Payroll	1	208.43	1ST QTR 2023 PAYROLL	100574
EFT	104997 HANCOCK SAMANTHA	149	03/07/2023	Payroll	1	64.25	1ST QTR 2023 PAYROLL	104997
EFT	100879 HICKS HADEN	150	03/07/2023	Payroll	1	940.96	1ST QTR 2023 PAYROLL	100879
EFT	102647 HOUSER CHRISTINE	151	03/07/2023	Payroll	1	37.71	1ST QTR 2023 PAYROLL	102647
EFT	106057 KORESKI JONATHAN	152	03/07/2023	Payroll	1	167.73	1ST QTR 2023 PAYROLL	106057
EFT	633432 MARTINEZ LIONEL	154	03/07/2023	Payroll	1	657.53	1ST QTR 2023 PAYROLL	633432



# VOUCHER APPROVALS

West Benton Fire Rescue

Time: 20:36:22 Date: 03/06/2023

03/07/2023 To: 03/07/2023

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Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo	County ID
EFT 105475 NGO KIM CUONG	155	03/07/2023	Payroll	1	1,561.23	1ST QTR 2023 PAYROLL	105475
EFT 728702 PETERSEN WILLIAM	156	03/07/2023	Payroll	1	1,833.03	1ST QTR 2023 PAYROLL	728702
EFT 750298 QUIJANO MICHAEL	157	03/07/2023	Payroll	1	429.19	1ST QTR 2023 PAYROLL	750298
EFT 105674 RODRIGUEZ ERICKA	158	03/07/2023	Payroll	1	61.50	1ST QTR 2023 PAYROLL	105674
EFT 105233 WOLFE CARSON	159	03/07/2023	Payroll	1	400.90	1ST QTR 2023 PAYROLL	105233
EFT 104579 WOLFE TAYLOR	160	03/07/2023	Payroll	1	173.94	1ST QTR 2023 PAYROLL	104579
Total Vouchers:					<u>45,926.17</u>		

CERTIFICATION: We, the undersigned Board Members of West Benton Fire Rescue, do hereby certify, under penalty of perjury, that the materials have been furnished, the services rendered or the labor performed as described and that the claim is a due and unpaid obligation against West Benton Fire Rescue and that I am authorized to authenticate and certify to said claim.

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Board Member

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Board Member

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Board Member

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Board Member

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Administrator

**VOUCHER APPROVALS 3.7.23 - Printed Checks Only**

West Benton Fire Rescue

Time: 20:50:57 Date: 03/06/2023

03/07/2023 To: 03/07/2023

Page: 1

Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo	
230301012 214719 CASTILLO JOE	131	03/07/2023	Payroll	1	284.34	FEB 2023 SEASONAL PAYROLL	214719
230301016 664631 MOON DAVID D	135	03/07/2023	Payroll	1	879.08	1ST QTR 2023 PAYROLL	664631
230301023 214719 CASTILLO JOE	142	03/07/2023	Payroll	1	630.62	1ST QTR 2023 PAYROLL	214719
230301034 105384 MARTINEZ ANGEL	153	03/07/2023	Payroll	1	3.55	1ST QTR 2023 PAYROLL	105384
Total Vouchers:					1,797.59		

CERTIFICATION: We, the undersigned Board Members of West Benton Fire Rescue, do hereby certify, under penalty of perjury, that the materials have been furnished, the services rendered or the labor performed as described and that the claim is a due and unpaid obligation against West Benton Fire Rescue and that I am authorized to authenticate and certify to said claim.

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Board Member

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Board Member

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Board Member

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Board Member

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Administrator

## VOUCHER APPROVALS 3.7.23 - Employee Benefit Voucher

West Benton Fire Rescue

Time: 22:01:21 Date: 03/06/2023

03/07/2023 To: 03/07/2023

Page: 1

Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo	
230302001 102669 I A F F LOCAL 1052, RICHLAND	161	03/07/2023	Payroll	1	600.40	Pay Cycle(s) 03/07/2023 To 03/07/2023 - Union Dues	102669
230302002 104249 TRUSTEED PLANS SERVICE CORP	162	03/07/2023	Payroll	1	17,090.69	Pay Cycle(s) 03/07/2023 To 03/07/2023 - Medical/Dental	104249
230302003 104427 WA ST DEPT OF RET SYS	163	03/07/2023	Payroll	1	7,350.01	Pay Cycle(s) 03/07/2023 To 03/07/2023 - DCP - DC Chief; Pay Cycle(s) 03/07/2023 To 03/07/2023 - DRS - PERS2; Pay Cycle(s) 03/07/2023 To 03/07/2023 - DRS - LEOFF 2; Pay Cycle(s) 03/07/2023 To 03/07/202	104427
230302004 103365 WA ST SUPPORT REG	164	03/07/2023	Payroll	1	266.00	Pay Cycle(s) 03/07/2023 To 03/07/2023 - Child Support	103365
230302005 104515 WEST BENTON FIREFIGHTERS ASSOCIATION	165	03/07/2023	Payroll	1	810.00	Pay Cycle(s) 03/07/2023 To 03/07/2023 - WBFFA	104515
230302006 104405 WSCFF EMPLOYEE BENEFIT, TRUST BENEFIT	166	03/07/2023	Payroll	1	375.00	Pay Cycle(s) 03/07/2023 To 03/07/2023 - MERP	104405
Total Vouchers:					26,492.10		

**VOUCHER APPROVALS**

West Benton Fire Rescue

Time: 22:01:21 Date: 03/06/2023

03/07/2023 To: 03/07/2023

Page: 2

Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo	County ID
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CERTIFICATION: We, the undersigned Board Members of West Benton Fire Rescue, do hereby certify, under penalty of perjury, that the materials have been furnished, the services rendered or the labor performed as described and that the claim is a due and unpaid obligation against West Benton Fire Rescue and that I am authorized to authenticate and certify to said claim.

_____	_____	_____
Chairman	Board Member	Board Member

_____	_____
Board Member	Board Member

\_\_\_\_\_  
Administrator

**WEST BENTON REGIONAL FIRE AUTHORITY**  
**TUESDAY FEBRUARY 7<sup>TH</sup>, 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 7<sup>th</sup>, 2023, with the minutes for 1/17/23 and 2/7/23 tabled for the February 21<sup>st</sup>, 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.

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RANDALL COBBLE, CHAIRMAN

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GAYLE CARRASCO  
BOARD SECRETARY

**WEST BENTON REGIONAL FIRE AUTHORITY  
TUESDAY JANUARY 17<sup>TH</sup>, 2023  
WBRFA HEAD QUARTERS STATION 310**

**CALL TO ORDER**

Chairman R. Cobble called to order the January 17<sup>th</sup>, 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 17<sup>th</sup>, 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 19<sup>th</sup>, 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 2<sup>nd</sup> position of

Firefighter 1. A review of skills had been scheduled for the 2<sup>nd</sup> job offer. Open Captains position will be advertised as of January 18<sup>th</sup>, 2023. Chief Damron projects the position to be filled by April 1<sup>st</sup>, 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.

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RANDY COBBLE, CHAIRMAN

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GAYLE CARRASCO, ADMINISTRATOR