

**WEST BENTON REGIONAL FIRE AUTHORITY
TUESDAY MARCH 21st, 2023
WBRFA HEAD QUARTERS STATION 310**

CALL TO ORDER

Chairman R. Cobble called to order the March 21st, 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 were present. Commissioner Richard Clizbe and Shane Williams were also present. Commissioner Lisa Galbraith attended the meeting via Zoom.

Others in attendance: Fire Chief Charles Damron, Deputy Fire Chief Erubiel Clara, an Administrator Gayle Carrasco were present, and Volunteer Firefighter PJ Chong.

PUBLIC COMMENTS

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

CONSENT AGENDA

Chairman R. Cobble requested for comments or questions from the board on the consent agenda. With no questions on the consent agenda the Chairman then requested a motion to approve consent agenda as presented. Commissioner S. Williams made a motion to approve the items on the consent agenda for March 7th, 2023. Commissioner R. Clizbe seconded the motion. Passed unanimously. The motion carried.

OLD BUSINESS

(Items continuing from prior meetings.) None.

NEW BUSINESS

CORRESPONDENCES:

- **Governing Board:**
- *Commissioners:* Commissioner R. Clizbe stated he attended the seminar presented by Brian Snure and had a question in regard to the department having an Employee Manual or Employee Policy which the procedure is to have the department employees sign it has been read. Chief Damron confirms this procedure is part of the hiring process for every staff member. R. Clizbe mentions a topic of interest during the seminar was the type of pay for volunteers being productivity. Chief Damron provided input and understanding about this topic during the seminar as a possible concern with the quantity of hours reported. The WBRF volunteer's hours did not come close to the level as what had been discussed in the seminar. Commissioner R. Clizbe thanked the Chief Damron for the information on the department volunteer's hours reported. End of report.
- **Staff Reports: Fire Chief Damron**
- *Chief's Report:* Chief Damron began his report by describing the new format for his report and then explained the subject matter he will now be reporting to the board commissioners and the topics to which he has assigned to Deputy Chief Clara to now report to the board. Chief described the charts within his report and ones that will be routinely the same. Chief directed the board to review the 2nd page of his report which details the current expenditures, percent of budget spent, year to date and fund balances remaining. The reported amounts are within reason for the 2nd month expenditures of 2023. The trend analysis of total expenditures by month remained relatively the same as the previous month. The trend

analysis will fluctuate in future months providing the board an informative look at the expenses paid throughout the year. Chief Damron reported significant highlights that occurred that he was please to share with the board. The ceremony was not only held for the department staff it also was extended to the recipient's family and friends. First highlight the Chief mentioned was holding a pinning ceremony for staff members who have been promoted. Erubiel Clara had officially taken his oath and was promoted to Deputy Fire Chief. Both Haden Hicks and Susanna Taylor had taken their fire fighter oath and in all it was a nice evening to celebrate their achievements. Next highlight for the department the Chief reported to the board was the annual West Benton Fire Fighter Association banquet. Several awards were presented that evening; Drill Master went to Michael Quijano with a perfect attendance for the year of 2022. Lionel Martinez held this title (6) years in a row and came in 2nd place in 2022 due to taking a vacation and missing (1) drill night. Total training award went to firefighter Haden Hicks, this award consists of the Wednesday night drills and any other outside training. Top Responding Resident of the year goes again to Haden Hicks with responding to 72% of the department calls in 2022. Nighttime responder of the year went to Bill Petersen. Bill also received an appreciation award for his 20 years of service. The 20 years of service award presented to Bill was an engraved axe to honor his service to the community and to recognize his significant role in the fire department who has gone above and beyond. Chief Damron pointed out that within his report he updated the board on a few of the major projects the department has been involved in. Commissioner Clizbe states that his question is not on the agenda but would like to know the reason behind the higher cost on maintenance for E1312. Chief explained it was repairs to front pump on the older Type 1 International Engine. Chief then detailed (3) items to the budget expenses for engines that were costly to repair. Commissioner L. Galbraith pointed out the percentage for supplies reflected a 0.00%. Chief located this error and will investigate that cause to the table calculations and will provide the board with a corrected version. End of Report.

- **Staff Reports: Deputy Fire Chief Clara**

- *Chief's Report:* Chief Clara stated he will be presenting the board with the operation report each month, then refers to page (1) consisting of the staff report. Facility maintenance for 310 and 320 were detailed with the Bull pen at 310 being cleaned up, and the well leak at 320 repairs have been completed. The lid is on back order and is expected to be delivered in the next 2 weeks. The winch for E1352 was replaced by Smittybilt because of malfunctions discovered in December. The next topic Chief Clara covered was training of staff. The new recruits have completed their Hazmat training and will start EMT classes in April. Chief Clara completed his Hazmat IC 24 hours. Chief Clara revisited the pinning ceremony held on the first Wednesday, and the 2nd Wednesday consisted of quarterlies. Comparison for training improved this year. Chief Clara stated that for Public Education the staff took E1311 to Bethel Church. Captain Petroff, resident firefighter L. Graff and Volunteer firefighter Cambray attended a resource fair at the Housel – Prosser Middle School. Angel Martinez started in the Resident Program and Kenneth Quijano started as a Volunteer firefighter in March. Deputy Chief Clara briefed the board on the emergency calls and responding times for February 2023. Chief Clara reported the significant incidents that occurred in January 2023. End of report.

- **Staff Reports: Administrator Carrasco**

- *Administrator's Report:* Administrator Carrasco submitted Financial Reports for the month of February to include the Treasurer's Report, Check Register, Reconciled Fund Accounts, Detailed Voucher Summary. End of Report.

EXECUTIVE SESSION

- Chairman R. Cobble confirmed the need for an executive session with Fire Chief Damron. Chief Damron requested an executive session at 6:19 p.m. for 15 minutes per RCW's 42.30.110(1)(g) in order to review an employee's performance in combination with RCW 42.30.140(4)(a) to discuss a labor agreement, to reconvene at 6:34 p.m. The WBRFA Board extended the executive session at 6:34 p.m. for an additional 10 minutes, to reconvene the regular board meeting at 6:44 p.m. The executive session ended at 6:43 p.m. No action taken.

GOOD OF THE ORDER

- Chairman R. Cobble asked the board for items for the good of order. No Items Provided. Next board meeting April 4th, 2023.

ADJOURNMENT

- With no further business, Chairman R. Cobble adjourned the meeting at 6:44p.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