

WEST BENTON REGIONAL FIRE AUTHORITY
TUESDAY MARCH 18th, 2023
WBRFA HEAD QUARTERS STATION 310

CALL TO ORDER

Chairman R. Cobble called to order the March 18th, 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, Shane Williams, Commissioner Lisa Galbraith were also present.

Others in attendance: Deputy Fire Chief Erubiel Clara, Administrator Gayle Carrasco were present. and Fire Chief Charles Damron previously informed the board of his leave and was not present.

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 R. Clizbe made a motion to approve the items on the consent agenda for March 18th, 2023. Commissioner L. Galbraith seconded the motion. Passed unanimously. The motion carried.

OLD BUSINESS

(Items continuing from prior meetings.) None.

NEW BUSINESS

CORRESPONDENCES:

- **Governing Board:**
- *Commissioners:* None Reported.
- *Chief's Report:* Not Present.
- **Staff Reports: Deputy Fire Chief Clara**
- *Chief's Report:* Chief Clara began his monthly report by informing the board that the newly hired Captain Babcock will be starting May 1st. The addition of Resident Firefighter Angel Martinez to the Resident Program will make the total number of residents (3) in the program. Chief Clara further detailed his report on drill training, and his report contained the number of attended and the description of the drill training. Chief Clara explained he added a comparison graph to that reflects the drill training hours from last year. The Deputy Chief explained the training attendance and his involvement with the volunteers who lacked attendance quota. The public education program is busy with the station providing tours to a pre-school class this month, and the department also attended the Prosser School District's salmon release event for (3) hours which was located at Crawford Park. Chief Clara explained the reasoning for the department's involvement was to take that opportunity to provide water safety to the students, which included how to use the floating device. Volunteer firefighters has increased with the addition of Michael Quijano's son, Kenneth. Quijano. Calls responded to were then reported by Chief Clara. A fire call to the Holiday Inn had minimal damage and a laundry dryer was the possible cause. Response times were

reduced from the previous month, Chief has added graphs to provide visual aids in respect to the response times. Deputy Chief Clara reported on the number of calls for the month being at 51 and 176 for the year. He noted that a focus on response times being a factor as a fire has been known to double in size every minute. The department is improving in this area as the response time was at 80% for the month compared to the previous month at 76%. A question from Commissioner Williams was mentioned about station 320 water repairs. Deputy Chief Clara informed the board there is a lid that is needed to finalize those repairs. The City of Prosser public works department has informed Chief Clara this should arrive in 1-2 weeks. Dozer Operators and the task books for staff was the next topic discussed. Chief Clara briefed the board on the training of Captain Petroff, Volunteer Firefighter Roy Haringa, and Bill Petersen attending a 3-day Heavy Equipment Class located in Benton City BCFD#2. Primarily the class covered documentation during state mobilization wildland fires and inspections for the dozer and transport. A scheduled training on the dozer to acquire a few hours is tentative to occur in the next couple of weeks. Captain Babcock has experience in this area, and it is planned to utilize his skills once he has become familiar with the department's operations and his duties. Commissioner Williams agreed with all the abilities Captain Babcock brings to the department. End of Report.

- **Staff Reports: Administrator Carrasco**

- ***Administrator's Report:*** Administrator Carrasco provided the board with a summarization of the administrative duties for the month of March staff report provided. G. Carrasco stated there is a shared calendar available for the board to utilize. The department agenda has been generated into a drop-down menu template format. A completion timeline for the board minutes was provided. Streamlining the process for hiring personnel is in development to include the addition of a secured folder on the department network, and the development and/or updating of numerous department forms to provide consistency in format. Development of a financial budget dashboard for the board to visualize the department financial status as well as the standard financial documents. The Financial Report for March was provided to the board, with the following reports: Treasurer's Report, Check Register, Reconciled Fund Account Report, and the associated Benton County fund reports. For the payroll processing, an update to the current timesheets is being developed. Staff members will have individualized timecards and will also be utilized as a secondary verification to the payroll system. Tracking receiving of department check was discussed. The record retention log has been revised, with updating the DANS dates. Research into creating procedures on the use of department credit cards has been started to include the possible need for a financial policy. The current department policies table of contents have been updated. G. Carrasco informed the board attending the Snure Seminar for medical records on April 7th, and the exit conference for the DRS audit was held on April 11th. End of Report. Fillable forms have been created for the department website to register for the CPR/1st aid classes and will provide the public the ability to submit registrations from the website. The board discussed the possibility of attending the CPR/1st aid classes. A question arose from the discussion to consider by Commissioner Clizbe on the board attendance may be a personal desire rather than a requirement needed as a board member. G. Carrasco mentioned since the classes were being charged to the public, the gifting of governmental funds may be an issue and she would submit this question to MRSC to verify for the board.

EXECUTIVE SESSION

- Chairman R. Cobble confirmed the board will not need to enter an executive session with Deputy Chief Erubiel Clara. An executive was not held confirmed.

GOOD OF THE ORDER

- Chairman R. Cobble asked the board for items for the good of order. No Items Provided.
Next board meeting May 2nd, 2023.

ADJOURNMENT

- With no further business, Chairman R. Cobble adjourned the meeting at 6:20p.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