

WEST BENTON REGIONAL FIRE AUTHORITY
TUESDAY MAY 16th, 2023
WBRFA HEAD QUARTERS STATION 310

CALL TO ORDER

Chairman Randy Cobble called to order the May 16th, 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: Chairman R. Cobble, Vice Chair D. Moon, Commissioner Richard Clizbe and S. Williams. Commissioner L. Galbraith was unable to attend. The Chairman provided the board the reasoning for L. Galbraith's absence.

Others in attendance: Fire Chief Charles Damron, Deputy Fire Chief Erubiel Clara, and Administrator Gayle Carrasco.

PUBLIC COMMENTS

No public comments.

CONSENT AGENDA

Chairman Cobble requested for a motion to approve the board consent agenda. Commissioner S. Williams made a motion to approve the consent agenda for May 16th, 2023; with the minutes for 5/2/23 as submitted.; Commissioner R. Clizbe seconded the motion. None opposed. Passed unanimously. The motion carried.

OLD BUSINESS

Chairman R. Cobble opened the floor for old business. None reported.

NEW BUSINESS

CORRESPONDENCES:

• **Governing Board:**

Commissioners: Chairman Randall Cobble made a request for public comments. Commissioner R. Clizbe made mention his gratitude to the department Administrator for providing the refreshment table at that last Tri County Commissioners Association Quarterly meeting. There had been a short lead time to prepare with the change in venue to hold the Tri County Commissioners Association Quarterly meeting at station 310. Administrator Carrasco stated that hosting these types of events are not done alone. Fire Chief Damron instructs his staff on the specifications to arrange the meeting room. G. Carrasco gave recognition to Captain Petroff, Firefighter S. Taylor, and Resident L. Graff for their large help in the preparations.

• **Staff Reports: Fire Chief Damron**

Chief's Report: Chief Damron presented his monthly staff report to the board for the month of April 2023. He began by providing the department's 1st quarter expenditure status at 15% of the Ops Budget. Chief Damron then included the current month of April explaining the department's expenses spent is at 20%. The Chief stated the financial expenditure status of the department is strong in the 1st quarter. He noted to the board the payroll level will increase expenditure in the 2nd quarter and this is expected due to adding staff. Chief Damron describes the amount of training he has implemented for the firefighters. Chief explains the firefighters are on probation for 1 year and with that they have a yearlong task book that must be completed. Chief states the newly hired firefighters meet with either Deputy Chief Clara or their assigned Shift Captain to be given their list of training to be completed along with their regularly assigned duties. Chief Damron explained the status on

the transition with the IT/Network transition with Parsec as going well and no items to report that were out of the ordinary. Chief Damron informs the board he and Deputy Chief Clara revisited the 25-year replacement plan for department apparatus and equipment. The chief states the department is a bit behind in acquiring some of the vehicles and he is currently preparing the documentation to obtain a local loan. Chief Damron explained the Dorm construction loan will be paid to term by 12/31/2024. With freeing approximately \$77,00000 annually of capital debt liability. The Chief speculates replacing the dorm loan with acquiring a new water tender, and then acquiring a new Local Loan for approximately one million to obtain the necessary equipment, apparatus, or repairs/upgrades to the department. As Chief Damron wanted to point out, the items on the 25-year plan was not sole apparatus and equipment. The department has scheduled repairs to the parking lot, and the installation of exhaust fans. Facility projects of that nature are being financially planned also. Chief Damron then described the duties he has implanted for this team of Shift Captains, and one being their task book. This includes meeting with the Shift Captains and providing them with directives on top of the training assignment they are to provide to the firefighter. The seasonal summer staff will be offered to the volunteers and the residents, with a few members interested in filling those positions. The Chief provides the board with the current work being completed with the dozer. A dozer line was built behind Hayden Homes and the next dozer line that is scheduled to be built is Lincoln Grade. Dozer work was completed last Friday at McWhorter Ranch. Commissioner Clizbe stated the TCCA had been mentioned they would like to know how many times the dozer maintains the fire breaks. The Chief stated this is routinely done about 2 times a year and he plans to go back to McWhorter Ranch the 2nd week in June to address the perimeter with all the districts. Chairman R. Cobble requested an update on the public education. Deputy Chief Clara explains the addition of the Occupational Health program will be an asset to the department and he further detailed the interactions with the participating high school students and Firefighter H. Hicks. Deputy Chief Clara stated he is looking forward to next year and having the opportunity to implement the Occupational Health program with the recruitment of student residents or future volunteers for the department. CPR training of the students was asked for by R. Cobble. Clara stated this is a requirement to enter the Occupational Health program. Commissioner Williams approves of the department collaborating with the high school and being added to their Occupational Health program. Commissioner Moon assures the board once the knowledge of the fire department's participating in the Occupational Health program the numbers should increase, however it is a competitive program to enter, and a student must provide several things to be accepted. A positive discussion of the program ensued amongst the board and the department chiefs. End of Report.

Staff Reports: Deputy Fire Chief Clara

Deputy Chief's Report: Deputy Chief Clara briefed the board on the details completed by the staff for facility maintenance. Lawn fertilization and irrigation of both stations #310 & #320 has been completed. The lid at station #320 is installed. As far as apparatus there was an oil change completed on the Dozer. A repair to the tender door has been completed due to the door malfunctioning. Chief Clara reviewed the drills completed in the month of April and highlighted the Mid-Wife guest speaker. The last drill of the month was physical agility testing and Chief Damron explained how he had earned the speed record of the department. The purchase of 25 ice cream cones, and no other department member reported a faster time than Chief Damron. Chief Clara provided the training hours and volunteer participation. A protentional new volunteer interview was completed. Deputy Chief Clara stated he learned from Resident Angel Martinez how Tri-Tech was an asset in obtaining his Wildland

Certification. Chief Clara has scheduled to meet with the Firefighter Course instructor Nathen Allington at Tri-Tech. Several board members made mention of knowing Mr. Allington as a department volunteer and the board is excited to learn how Deputy Chief Clara relates to the Tri-Tech instructor. Chief Clara plans to work together on both sides of mentoring Tri-Tech students at their facility and the department's facility; to include ride-a-long. Commissioner Moon stated the need to have a signed ride a long policy and hold harmless waiver to protect the liability of the department. In the event the department will need to create, Commissioner Moon suggested reaching out to the other fire districts. Chief Clara stated these are in place. A discussion on the interaction of students and having to respond to calls ensued.

- **Staff Reports: Administrator Carrasco**

Administrator's Report: Administrator G. Carrasco. Administrator Carrasco provided the board with a summarization of the administrative duties for the month of April staff report provided. G. Carrasco reported on the time for the minutes being completed for the board and focusing on improving this for the board. Newly hired Shift Captain A. Babcock was completed in April. Creation of the standardized format for updating department forms is being completed with having Deputy Chief Clara review and approve. CPR revenues for courses taught will be seen in revenues in the 2nd qtr. was mentioned and Chief Damron explained the formula basis used to recoup expenses to have the CPR / 1st Aid certification program. Washington State Auditor Annual Report is due by the end of May. Administrator Carrasco lists several of the reports or documents that is required to submit to the SAO to finalize the annual report. A question was asked by the board about the cost to utilize the multipurpose room. Chief Damron stated the room is not charged to the public or community of the fire district. Chairman Cobble asked which staff members were the instructors for the CPR / 1st Aid courses offered. Chief Damron stated currently it is Captain Petroff and Captain Bowden. Commissioner Clizbe requested that Parsec update the mobile number used on the board members I-Pad's. Deputy Chief Clara stated he believes that this could be completed by obtaining a new mobile number from Verizon and he will move forward on having this done. Chairman Cobble asked about using the printer multipurpose room being available. Chief Damron stated the printer has blue tooth capabilities and this should not be a problem. End of Report.

EXECUTIVE SESSION

- Chairman Cobble confirmed the need for an executive session with Fire Chief Damron. Chief Damron requested an executive session to discuss legal obligations of the department and the Department of Retirement audit outcome at 6:31p.m. for 5 minutes per RCW's 42.30.110(1)(i) to hold discussions of potential litigation or legal risk of current proposed action. The executive session ended at 6:36 p.m. with no action taken. The board resumed the regular board meeting at 6:36 p.m. Commissioner Williams made a motion to approve the payment of the Department of Retirement invoice voucher. Commissioner R. Clizbe seconded the motion. No one opposed. Passed unanimously.

GOOD OF THE ORDER

- Chairman R. Cobble asked the board for items for the good of order. Commissioner Clizbe reminded Commissioner Moon the deadline to register for re-election on his position is that Friday. Commissioner Clizbe relayed the TCCA's gratitude for Commissioner's Moon son and his participation the TCCA scholarship. Next board meeting June 6th, 2023.

ADJOURNMENT

- With no further business, Chairman R. Cobble adjourned the meeting at 6:41p.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