

**WEST BENTON REGIONAL FIRE AUTHORITY  
TUESDAY NOVEMBER 19, 2019  
WBRFA HEADQUARTERS STATION 310**

**CALL TO ORDER AND FLAG SALUTE**

Chairman Moon called the November 19, 2019 West Benton Regional Fire Authority regular meeting to order at 6:00pm and led participants in the Pledge of Allegiance.

**ROLL CALL**

**Present:** Commissioners David Moon, Richard Clizbe, Randy Fox, Shane Williams, and Dewey Holliday  
**Others in attendance:** Fire Chief Seth Johnson, Paramedic Scott Friend, Firefighter Sidney Ayala and District Secretary Jessica Trevino.

**AGENDA APPROVAL**

Commissioner Clizbe moved to approve the agenda as presented. Commissioner Williams seconded the motion. The motion carried.

**APPROVAL OF MINUTES**

Commissioner Williams moved to approve the November 5, 2019 regular meeting minutes. Commissioner Fox seconded the motion. The motion carried.

**PUBLIC COMMENTS**

There were no comments from the public.

**NEW BUSINESS**

**GOVERNING BOARD REPORTS**

Commissioner Clizbe updated the board on some training that he will be forwarding to Chief Johnson. Commissioner Williams provided the board with a PowerPoint from the Washington Fire Commissioners Association on marijuana.

**STAFF REPORTS**

Fire Chief Johnson updated the board on the Labor & Industries appeal and that the next step is to write to the Board of Industrial Appeals. He stated that it's a separate agency to appeal too. Fire Chief Johnson also updated the board on the Union leadership and potential changes in contracts. This will also change how future employees are organized within the department. Lastly, Fire Chief Johnson has had several meetings with Prosser Memorial Hospital to discuss the ambulance program.

Administrator Trevino updated the board on the 2016, 2017, and 2018 Accountability Audit and the application for the 'Local Program.'

**RESIDENT COORDINATOR**

A long discussion ensued about the Resident Coordinator position and when to hire the new employee. The Commissioners discussed the guidelines of the position, policies & procedures, scheduling, and the title of the Coordinator. A discussion then arose about whether a Resident Coordinator would be required or if a volunteer could provide additional time and fulfill the position. Fire Chief Johnson expressed his concern and stated that the position should be a hired fulltime position. Commissioner Williams then provided the 2019 WBRFA Strategic Plan which was provided to constituents during the recently passed levy. In the Strategic Plan it shows that a Resident Coordinator will be hired in January of 2020. The Commissioners then requested that a job description and plan for a Resident Coordinator be brought forth at the next meeting.

**VOUCHER APPROVAL**

Vouchers were audited and certified by the Auditing Officer as required by RCW 42.24.080, those expense reimbursement claims certified as required by RCW 42.24.090, and have been recorded on a listing which has been made available to the West Benton Regional Fire Authority

Commissioner Clizbe moved to approve payroll voucher #191102001 through #191102017 in the amount of \$19,375.37 Commissioner Fox seconded the motion. The motion carried.

**BUDGET REPORT**

Administrator Trevino provided the board with an update of the budget using the BIAS system which included the second portion of property tax collections.

**EXECUTIVE SESSION**

Possible executive session, pursuant to RCW 42.30.110(1)(g) (“To review the performance of a public employee”). This session will begin at 6:45pm and will be concluded at 7:45pm.

No action was taken once the executive session was adjourned.

**ADJOURNMENT**

With no further business, Chairman Moon adjourned the meeting at 7:51pm

  
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DAVID MOON, CHAIRMAN

  
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JESSICA TREVINO, ADMINISTRATOR