

**WEST BENTON REGIONAL FIRE AUTHORITY  
TUESDAY APRIL 7, 2020  
WBRFA HEADQUARTERS STATION 310**

**CALL TO ORDER AND FLAG SALUTE**

Chairman Clizbe called the April 7, 2020 West Benton Regional Fire Authority regular meeting to order at 6:00pm but did not lead participants in the Pledge of Allegiance due to the meeting being held remotely.

**ROLL CALL**

**Remote meeting participants:** Commissioners David Moon, Richard Clizbe, Randy Fox, Shane Williams, and Dewey Holliday

**Others in attendance:** Fire Chief Seth Johnson, Captain Scott Friend, and District Secretary Jessica Trevino.

**PUBLIC COMMENTS**

There were no comments from the public.

**CONSENT AGENDA**

Commissioner Fox moved to approve the consent agenda. Commissioner Williams seconded the motion. The motion carried.

**Agenda Approval** – April 7, 2020 regular board meeting

**Approval of Minutes** – March 17, 2020 – regular meeting minutes

**Voucher Approval** – #200401001 thru #200401034 in the amount of \$71,156.91

**OLD BUSINESS**

**OPERATIONAL AND ADMINISTRATIVE CHANGES UPDATES**

Fire Chief Johnson provided the board with an update on current COVID 19 operational changes. WBFR still continues to practice safe distancing. Chief Johnson is keeping volunteers abreast of the situation in a weekly email. Capt Bowden will share some of the local PMH information, and he has established the relationships necessary to ensure that we are informed if we come in contact with a patient who tests positive for COVID-19.

**CONSTRUCTION**

Fire Chief Johnson provided the board with an update on the construction project and that base moldings upstairs and downstairs are complete. The flooring downstairs is complete. The upstairs counter tops are in and the sink and dishwasher have been installed. The new washing machine has been installed. Door frames, ceiling tiles installed in bedrooms, and ceiling tiles installed in upstairs bathrooms have all been installed.

**NEW BUSINESS**

**GOVERNING BOARD REPORTS**

Commissioner Fox asked for an update with LifeFlight since Airlift Northwest has discontinued their membership with Lifeflight. Chief Johnson provided the board with an update and encouraged Commissioners only use services with LifeFlight and their comprehensive plans since our membership is with LifeFlight.

**STAFF REPORTS**

West Benton Regional Fire Authority Minutes  
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Fire Chief Johnson has been working on all things COVID-19. Chief Johnson also reported on an L&I update stating that settlement language will show that West Bent Fire Rescue will be spending \$2400 on equipment rather than fees. Chief Johnson reported that he has been watching tax collections closely but has not heard of any delays on taxes.

Administrator Trevino reported on signatures needed for checks. Unfortunately, she only received 3 Commissioner signatures, via email, for paychecks issued. While that was enough for quorum, and satisfy the Counties needs, it prompted Resolution 2020-11 which would allow Chief Johnson and Administrator Trevino to preapprove claims/paychecks to ensure that business continues during COVID-19. Administrator Trevino updated the board on the FEMA reimbursement process and direct deposit.

**RESOLUTION 2020-11**

Commissioner Fox moved to approve the Resolution 2020-11, allowing voucher preapproval authority, but requires that the resolution be back on the agenda for further review in 3 months. Commissioner Williams seconded the motion. The motion carried.

**ADJOURNMENT**

With no further business, Chairman Clizbe adjourned the meeting at 6:38pm

  
RICHARD CLIZBE, CHAIRMAN

  
JESSICA TREVINO, ADMINISTRATOR