

**WEST BENTON REGIONAL FIRE AUTHORITY  
TUESDAY MARCH 17, 2020  
WBRFA HEADQUARTERS STATION 310**

**CALL TO ORDER AND FLAG SALUTE**

Chairman Clizbe called the March 17, 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** - *All Commissioners attended this meeting remotely due to the COVID-19 Virus.*

**Call In:** Commissioners David Moon, Richard Clizbe, Randy Fox, Shane Williams, and Dewey Holliday

**In attendance:** Fire Chief Seth Johnson and District Secretary Jessica Trevino.

**PUBLIC COMMENTS**

There were no comments from the public.

**CONSENT AGENDA**

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

1. Agenda Approval – March 17th regular board meeting
2. Approval of Minutes – March 3, 2020 – Regular Meeting Minutes
3. Voucher Approval – #200302001 thru #200302020 in the amount of \$16,452.97
4. Budget Update – February 1 - February 29, 2020 Reconciliation

**OLD BUSINESS**

**COVID19 RESPONSE**

Fire Chief Johnson updated the board on admin changes due to the COVID-19 outbreak. There are new on-call procedures, changes with EMS staff, social distancing, and additional on-scene protocol. Chief is stressing that volunteers keep a distance from each other. He is also having staff work remotely and has already laid out expectations. However, the on-duty officer will remain at the station during normal business hours. Communication to staff and volunteers will be provided in a weekly email to keep everyone updated.

Commissioners provided overwhelming support to staff to purchase all items needed to keep operations open as they realize that there is a shortage of medical supplies. The Commissioners also expressed that employees shouldn't worry about sick time should they contract the COVID-19 virus and that the department will support them completely.

**CONSTRUCTION**

Fire Chief Johnson reported on the downstairs epoxy and that progress is still being made on the remodel. Chief Johnson also reported that possible issues could arise obtaining furniture, linens, and other in demand items.

**OVERHEAD POSITIONS**

Chief Johnson presented the Commissioners with job descriptions for a Deputy Chief of Operations and a Deputy Chief for Training positions. After a discussion, it was decided that the job descriptions would require some additional changes and Commissioners asked that the documents be provided in a word format with the tracked changes available. It was also asked of the Chief that he bring back the pay matrix with new totals.

## **NEW BUSINESS**

### **STAFF REPORTS**

Administrator Trevino reported to the board that she is working on a COVID-19 spreadsheet to track all charges purchased because of the pandemic. She is also working on a report for USDA and is starting the 2019 annual report.

Fire Chief Johnson has been working on many things that pertain to COVID-19 including new procedures for the department, purchasing items for telework, purchasing additional medical supplies, and additional meetings. Chief Johnson has a Quad County meeting (that will likely be remote) on Thursday. Lastly, Chief has been working with the City of Prosser to keep messaging for COVID-19 consistent.

### **FIRE INSPECTIONS**

Fire Chief Johnson updated the board about the recent meeting the City of Prosser held about fire inspections with the City of Prosser's city limits. Fire Chief Johnson provided the board with the City of Prosser's RFP. After reviewing the RFP, the board unanimously decided to not apply.

### **RESOLUTIONS**

Resolution 2020-09 – A resolution establishing rules for remote meeting attendance

Commissioner Williams moved to approve resolution 2020-09. Commissioner Fox seconded the motion. The motion carried.


Resolution 2020-10 – A resolution authorizing the use of digital and electronic signatures.

Commissioner Williams moved to approve resolution 2020-10. Commissioner Moon seconded the motion. The motion carried.

### **ADJOURNMENT**

With no further business, Chairman Clizbe adjourned the meeting at 7:33pm

  
RICHARD CLIZBE, CHAIRMAN

  
JESSICA TREVINO, ADMINISTRATOR