

**WEST BENTON REGIONAL FIRE AUTHORITY  
TUESDAY SEPTEMBER 1, 2020  
WBRFA HEADQUARTERS STATION 310**

**CALL TO ORDER AND FLAG SALUTE**

Chairman Clizbe called the September 1, 2020 West Benton Regional Fire Authority regular meeting to order at 6:03pm 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.*

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

**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**

1. **Agenda Approval** – September 1, 2020 regular board meeting
2. **Approval of Minutes** – August 18, 2020 – regular meeting minutes
3. **Voucher Approval** – Seasonal Payroll preapproval resolution 2020-11
4. **Voucher Approval** – #200901001 thru #200901060 & EFTs in the amount of \$91,913.28

Commissioner Williams moved to approve the consent agenda with the correction to the minutes where a sentence was not completed. Commissioner Fox seconded the motion. The motion carried.

**NEW BUSINESS**

**STAFF REPORTS**

Fire Chief Johnson reported on the radios being installed. All the portables radios are installed but are waiting on some licensing allowances. Chief Johnson provided the City of Prosser City Council a quarterly report. Volunteer payroll was under budget due to fire calls being down this quarter. Annexation signs have been posted for the annex petition that was proposed last meeting. Chief Johnson reported to the board on the Local program funding as a possibility to pay for new fire trucks that WBRFA will be purchasing. Chief Johnson reported that Ericka Rodriguez has filled the vacant resident firefighter position.

Administrator Trevino reported on the annexed land petition being posted in the Prosser Record Bulletin.

**PERFORMANCE EVALUATIONS**

Commissioner Clizbe would like to propose having all performance evaluations due by October 31<sup>st</sup>. This is being offered online and will allow each Commissioner to individually fill out each employee's evaluation. It was recommended that the Commissioners provide employees 3 improvement areas, so employees have a more concise improvement goal. Employee evaluations will be sent out within 2 weeks from today.

**DISTRICT SECRETARY TEMPORARY REPLACEMENT**

Chief Johnson and Administrator Trevino reported on her maternity leave. While she is taking time off, WBRFA asked if Slita Bradley (Benton 4's District Secretary) would fill in with finance needs. The Commissioners agreed that this was a good direction to pursue and encouraged staff to move forward with a labor contract.

**ANNEXATION PUBLIC HEARING**

The public hearing for the annexation petition will be held on September 15<sup>th</sup>.

**ADJOURNMENT**

With no further business, Chairman Clizbe adjourned the meeting at 6:48pm

  
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RICHARD CLIZBE, CHAIRMAN

  
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JESSICA TREVINO, ADMINISTRATOR