

BENTON COUNTY FIRE PROTECTION DISTRICT #1
BOARD OF COMMISSIONERS

Regular meeting of January 17, 2017.

CALL TO ORDER

Chairman Houchin called the regular meeting of the Board of Fire Commissioners of Benton County Fire District No. 1 to order at 9:00 a.m. at 7511 W. Arrowhead, Kennewick, Washington. In attendance at this meeting were Commissioner Houchin, Commissioner Morris, Commissioner Sleater, Fire Chief/District Secretary Click, and Financial Manager Paden-Lilly.

ADDITIONS TO THE AGENDA

Training/Certification Update was added to new business.

CORRESPONDENCE RECEIVED LOG

The correspondence received log was reviewed.

CORRESPONDENCE SENT

The correspondence sent was reviewed.

APPROVAL OF MINUTES

Commissioner Sleater made a motion to approve the January 3, 2017, minutes as submitted. Commissioner Morris seconded the motion and all Commissioners voted in favor of the motion.

FINANCIAL REPORT

Fund Transaction Details

Presented to the Board were 2016 transactions #2371 through #2411 and 2017 transactions #4 through #118. The 2016 transactions total \$74,638.22. General Fund \$47,679.97; Fire Training Center Operations Fund \$25,818.10; and Capital/Building Fund \$1,140.15. The 2017 transactions total \$135,109.71. General Fund \$45,805.59; electronic payroll transfers \$64,940.71; federal payroll tax payment \$23,811.07; Fire Training Center Operations Fund \$353.84; and MPD Fund \$198.50. Commissioner Sleater made a motion to approve the vouchers. Commissioner Morris seconded the motion and the motion passed unanimously. The voucher registers are attached to these minutes and constitute a part thereof.

Transaction Summary Reports

The budget revenue and expenditure reports were reviewed.

REPORTS

Commissioners, chief and staff reported the following:

- Captain LoParco reported that a Captain's Meeting was held last week and they evaluated EVIP and First Aid programs. They came up with a 3-year recertification plan for both topics.
- Fire Act Grant Funds have been received and the SCBA purchase can be completed. The new SCBA's should arrive later this week then training and delivery are to be complete by the end of the month.

- Captain Bush reported that the propane heater in the Dive Rescue building experienced a leak in a valve; a repair company has fixed the issue.
- The maintenance department has been working on regular maintenance and plowing snow.
- Captain Gutzmer reported that, weather permitting, the hazmat portion of Recruit School will begin tonight. Due to inclement weather, 1st Aid was rescheduled to tomorrow night.
- Chief Click reported that final tax levy information has been received from the County and they are reviewing possible revisions to the 2017 Budget based on actual values.
- Notification has been received from Benton County Emergency Management that Homeland Security grant funds will be made available this year for the purchase of 8-10 mobile data terminals for command vehicles.
- Battalion Chief Cole is leading the Captain's promotional testing. Resumes and letters of interest are to be submitted to Chief Click no later than January 20.
- The FTC and Station 140 have experienced roof leakage due to the snow. Once the weather conditions improve, a repair company will be called out to assess the damage.
- Chief Click mentioned that the weather forecast for the next 2-3 days is significant; snow and freezing rain is expected.
- A conference call is scheduled for today with Liz Loomis Public Affairs to prepare and strategize for community outreach projects in 2017. The Communicating Group, comprised of Chief Click, Financial Manager Paden-Lilly, Captain LoParco, and Firefighter Baker, will work collaboratively with the public affairs agency throughout the year to disseminate information via newsletters, news releases, and social media.
- Chief Click is working on year-end evaluations and a year-end report.
- Captain Bush and Chief Click are working on specifications for a type-5 apparatus to be purchased and placed in service before wildland season. They are also looking at options to update the breathing air support vehicle.
- The Joint Washington Fire Chiefs/Washington Fire Commissioners Association Legislative Day is scheduled for January 26 in Olympia. Representatives from our region will attend.

OLD BUSINESS

There was no old business.

NEW BUSINESS

Training/Certification Update

Commissioner Houchin spoke with Captain LoParco earlier and would like to see quarterly reports on members training and certification status. After a discussion, the Board agreed that they would like to see quarterly reports for each District program (training, equipment, residency, etc.)

PUBLIC COMMENT

There was no public comment.

EXECUTIVE SESSION

At 9:35 a.m. Commissioner Houchin called a 5-minute executive session per RCW 42.30.110 to discuss the performance of the fire chief. The announced time of resumption into the open public meeting was 9:40 a.m. The actual time of resumption into the open public meeting was 9:40 a.m.

ANNOUNCEMENTS

- The next board meeting is scheduled for February 7.
- The next Tri-County Commissioners Association meeting is scheduled for February 11 at Franklin County Fire District #3.

ADJOURNMENT

With no further business to come before the Board the meeting was adjourned at 9:45 a.m.