

BENTON COUNTY FIRE PROTECTION DISTRICT #1
BOARD OF COMMISSIONERS

Regular meeting of January 2, 2018.

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 Ave., Kennewick, Washington. Commissioner Morris recited and took the Oath of Office. Commissioner Houchin then turned the meeting over to Chairman-elect Morris. 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

There were no additions to the agenda.

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 December 19, 2017, minutes as submitted. Commissioner Houchin seconded the motion and the motion passed.

FINANCIAL REPORT

Fund Transaction Details

Presented to the Board were 2017 transactions #2277 through #2317 and 2018 transactions #1 through #10. The 2017 transactions total \$53,706.72. General Fund \$46,678.60; Hazmat Fund \$5,645.54; Fire Training Center Operations Fund \$1,255.51; and SCBA Fund \$127.07. The 2018 transactions total \$35,157.46 for the General Fund. Commissioner Sleater made a motion to approve the vouchers. Commissioner Houchin 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 expenditure report was reviewed.

REPORTS

Commissioners, chief and staff reported the following:

- Commissioner Houchin reported that the Hazmat Board met on December 20. The 2018 Budget was approved, and a discussion was held regarding a letter that was received from Benton Fire #4, stating that the District was withdrawing their membership with the Hazmat Team effective December 31, 2017.

- Chief Click reported:

- The new records management software, ImageTrend was activated on January 1, for fire/ems alarm reports. There will be a bit of a transition involved, as well as a learning curve.
- There was a fair amount of emergency responses over the Holiday season, including a house fire in Badger Canyon.
- There have been a few slips and falls of personnel, due to ice and snow, but no major injuries and there were no vehicle accidents during the severe ice event.
- The area Chief's goal for 2018 is to work on cleaning up area-wide policies and agreements.
- The Regional Training Grant is still moving forward; FEMA seems optimistic that the hosting agency can be transferred from Kennewick Fire Department to Pasco Fire Department.
- The maintenance department is working in the shop conducting winter service and installing Mobile Data Terminals (MDT) and Thermal Imaging Cameras (TIC) in apparatus.
- Captain Gutzmer reported that the Recruit Academy is preparing to start Hazmat training. Chaplain Lotz will give a presentation to the class this week on Thursday.
- Captain LoParco reported that all members have been entered in the new training software. He will have everyone completely switched to the new software for EMS continuing education, eliminating the need for King County EMS Online services.
- PIO Baker reported:
 - She will attend a meeting on January 9, along with Pasco Fire Department and the Meals on Wheels organization, regarding the Remembering When Program. It is a National fire and fall prevention program for older adults in the community.
 - She and Chief Click will be attending a few community meetings over the next few weeks, to give presentations on the possible EMS levy.
 - The Tri-Tech High School and Beyond Night Career and Education Fair is scheduled for January 25.

OLD BUSINESS

There was no old business.

NEW BUSINESS

There was no new business.

PUBLIC COMMENT

There was no public comment.

EXECUTIVE SESSION

There was no executive session.

ANNOUNCEMENTS

- The next Board of Commissioner meeting will be on January 16.

ADJOURNMENT

With no further business to come before the Board the meeting was adjourned at 9:35 a.m.