

BENTON COUNTY FIRE PROTECTION DISTRICT #1  
BOARD OF COMMISSIONERS

Regular meeting of January 8, 2019

**CALL TO ORDER**

Commissioner Morris 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 then turned the meeting over to Chairman-elect Houchin. In attendance at this meeting were Commissioner Houchin, Commissioner Morris, Fire Chief/District Secretary Click, and Administrative Assistant Ewing. Commissioner Sleater was absent due to illness.

**ADDITIONS TO THE AGENDA**

Five Year Plan was added to old business and Volunteer Firefighter Association 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 Morris made a motion to approve the minutes of December 18, 2018. Commissioner Houchin seconded the motion and the motion passed.

**FINANCIAL REPORT**

**Fund Transaction Details**

Presented to the Board were 2018 transactions #2346 through #2387. The transactions total \$47,332.63. General Fund \$36,564.71; electronic fund transfers \$362.44; Haz Mat Fund \$8,062.32; Fire Training Center Operations Fund \$1,329.90; and SCBA Fund \$1,013.26. Presented to the Board were 2019 transactions #1 through #15. The transactions total \$36,204.98. General Fund \$36,121.98 and Training Center Operating Fund \$83.00. Commissioner Morris 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 revenue and expenditure reports were tabled to the next board meeting.

**REPORTS**

Commissioners, Chiefs and staff reported the following:

- Chief Click reported:
  - A conference call was held yesterday with the Marketing Firm to discuss plans going forward for a levy lid lift and bond measure.
  - Maintenance Supervisor Schoenwald continues to work with Department of Natural Resources to excess equipment.

- The new duty officer calendar has been distributed and includes Captain LoParco as Duty Officer for coverage during the daytime when Captain Crist and Captain Copland are unavailable.
- Mechanic/Firefighter interviews are scheduled for January 25. The successful candidate will complete the physical agility and testing through the recruit hiring process the second week of February.
- The State Auditor has recommended that the District put a policy in place for increasing lease agreements each year at the Arrowhead Facility. He spoke with each tenant and obtained lease agreements for 2019, with the recommended increase.
- Battalion Chief Gutzmer reported that Hazmat begins this evening for new recruits.
- Battalion Chief Taylor reported:
  - He and HSC Baum will make one more final review of the Health and Safety Manual before forwarding to Chief Click for review.
  - Two members of the Safety Committee resigned from the District for employment opportunities, leaving Stations 110 and 130 without a committee representative. HSC Baum will fill that role for Station 110 until after lieutenant testing and Captain Fryer will identify a representative for Station 130.
  - He is meeting with contractors on January 22 to tour stations for the station striping project.
- PIO Baker reported that Station 110 is taking the lead on setting up, manning the first-aid tent and breaking everything down for the Polar Plunge event that is taking place at Columbia Point in Richland on January 19. They are doing a great job taking the initiative in coordinating all the support provided by the District.
- Captain LoParco reported that he is working on the training content for drills in 2019 and assisting with a training plan that promotes the ability to meet OTEP training requirements.

## **OLD BUSINESS**

### **Five Year Plan**

Commissioner Morris requested information regarding the consideration of moving staff from Station 160 to Station 150 upon completion of the Station 150 remodel. Chief Click explained that having living quarters on the east and west ends of the District would provide better coverage in those areas and would allow Stations 120 and 150 to cover Station 160's area with assistance from Station 110 or 130, depending on availability.

## **NEW BUSINESS**

### **Interagency Agreement – Washington State Patrol Fire Service Mobilization**

An Interagency Agreement was presented to the Board. The agreement is between the Washington State Patrol (WSP) and Benton County Fire District #1 allowing for reimbursement of fire mobilizations costs per the Washington State Fire Services Resource Mobilization Plan. After a discussion, Commissioner Morris made a motion to authorize Chief Click to sign and execute the WSP Interagency Agreement. Commissioner Houchin seconded the motion and the motion passed unanimously.

### **Battalion Chief Promotion**

Captain Gutzmer is currently the only candidate eligible to upgrade to Battalion Chief. He has filled the position successfully since the retirement of Tom Cole and Chief Click is recommending the promotion of Captain Gutzmer to Battalion Chief without further testing. Commissioner Houchin made a motion to promote Captain Gutzmer to Battalion Chief. Commissioner Morris seconded the motion and the motion passed unanimously.

### **Step Increase**

Captain LoParco has requested a position step increase. The Collective Bargaining Agreement requires a commissioner, fire chief, and labor representative to meet and review step increase requests. Commissioner Morris, Chief Click and Captain Bibe will plan on meeting January 22, following the board meeting, to review the request.

### **Volunteer Firefighter Association**

Commissioner Morris receives multiple phone calls daily from a Volunteer Firefighter Association requesting donations for their organization. He is concerned that it might be a scam and will share the information with the Kennewick Police Department for further investigation.

### **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 a public employee. The announced time of resumption in 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 of Commissioner meeting will be on January 22.
- A retirement party for Assistant Chief Jack Coats will be on January 15.
- The Annual Awards Banquet is scheduled May 4 at R.F. McDougall's.

### **ADJOURNMENT**

With no further business to come before the Board the meeting was adjourned at 9:41 a.m.