

BENTON COUNTY FIRE PROTECTION DISTRICT #1
BOARD OF COMMISSIONERS

Regular meeting of October 16, 2018.

CALL TO ORDER

Chairman 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. 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

Excused absence was added to new business.

EXIT CONFERENCE WITH THE STATE AUDITOR'S OFFICE

Lucila Sanchez and Debbie O'Leary from the state auditor's office gave a presentation to the Board reviewing the 2015-2017 accountability and financial audit performed. During the audit the following areas were evaluated: cash receipting, self-insurance, vehicle usage, general disbursement and valid vendors, credit card disbursements, vacation and sick cash out, contract monitoring, and procurement (bidding/prevaling wage). The Accountability and Financial Audit Report was presented and indicated no findings or management letter items. Ms. Sanchez provided a list of recommendations for management's consideration regarding future accountability and financial statements.

Commissioner Morris thanked Ms. Sanchez and Ms. O'Leary for their presentation on the 2015-2017 audit. The next audit is scheduled to be conducted in 2021 and will cover 2018-2020.

The Board thanked Chief Click, Financial Manager Paden-Lilly and their staff for a job well done.

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 minutes of October 2, 2018. Commissioner Houchin seconded the motion and the motion passed.

FINANCIAL REPORT

Fund Transaction Details

Presented to the Board were 2018 transactions #1949 through #1791. The transactions total \$213,277.31. General Fund \$56,770.37; electronic fund transfers \$96,350.00; federal payroll tax payment \$35,085.83; retirement systems transfer \$18,244.00; Hazmat Fund \$2,243.90; Fire Training Center Operations Fund \$2,724.18; SCBA Fund 1,839.53; and Joint Agency Fund \$19.50. Commissioner Houchin 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.

EMS Report

The EMS Collection Statistics Report was reviewed.

REPORTS

Commissioners and staff reported the following:

- Chief Click reported:
 - The Mechanic/Firefighter Position Announcement is being finalized and it will be distributed and posted throughout the Northwest.
 - He had a meeting with the Chair of the Canyon Lakes Homeowners Association and an Inspiration Estates Homeowners representative, regarding the Bofer Fire. They are also meeting with Kennewick Fire Inspectors to learn about wildfire preparedness and readiness.
 - The District participated in 35 State/Federal Mobilizations this year within Washington and Oregon; five of which were in Benton County.
- Financial Manager Paden-Lilly reported that the second preliminary tax levy assessed values have been received and it appears to have increased by approximately nine percent over last year. The third preliminary values should be distributed mid-November.
- Captain LoParco reported:
 - The C-Building is finished, and the Certificate of Occupancy has been received.
 - He and Captain Gutzmer have been working on a set of credentials for new recruits within the Target Solutions software. This way recruits can login and check their status and know what they are missing. They also plan to have the entire 2019 recruit school curriculum planned in January.
 - Over the past five years, the District has received approximately 194 volunteer applications; of which 94 went through recruit school and 45 are still current members.
- PIO Baker reported that the District has been very busy with public information events. Stations, crews and PIO Baker have participated in the following and are planning for upcoming events:
 - October 3 – Falls Presentation given to the retired federal employees group.
 - October 7 – Memorial Dedication at Station 110 of the mural paintings honoring the Shrive and Bjorklund families.
 - October 11 – Fire Prevention Week; partnered with Domino’s Pizza to deliver pizzas and test homeowners smoke alarms.
 - October 12 – LISA House at Finley Elementary.
 - October 13-14 – Rocktober Fest at the Living Room Church
 - October 26 – LISA House at Cottonwood Elementary
 - October 27 – Kennewick National Youth Baseball Trick-or-Treat around the bases event.
 - October 31 – Safe Treat Street; a free community Halloween event.
 - November 17 – Columbia Center Mall Holiday Parade

- Lieutenant Kleinknecht notified PIO Baker of an individual who continues to have fall issues and is calling 911. The individual's living conditions are very poor. Due to the Falls Prevention Coalition that has been set up in our area, PIO Baker has been able to collaborate with Aging and Long-Term Care and Adult Protective Services to help setup a coordinator to assist the individual.

OLD BUSINESS

There was no old business.

NEW BUSINESS

2019 Budget

A draft 2019 Budget was presented to the Board for review. This version of the budget includes every submitted budget request that was received. Chief Click and Financial Paden-Lilly will continue to prioritize needs vs. wants in order to maintain an adequate beginning fund balance. Noteworthy items include; selling and replacing aging apparatus, Station 150 remodel, marketing for two ballot measures (Levy Lid Lift and EMS Levy), and the potential need to hire an IT Support employee rather than contract for services.

Volunteer Member Applications

Commissioner Houchin made a motion to approve Resident Firefighter Agreement Xavier Acuna. Commissioner Sleater seconded the motion and the motion passed.

Excused Absence

Commissioner Sleater wanted clarification as to who decides whether a Commissioner's absence from a meeting is excused or unexcused. It was the understanding of the other Board Members that it would take a board majority to excuse a commissioner's absence. Policy 0500 – Board of Fire Commissioners lists the following acceptable reasons for an excused absence:

- *Active duty military service.*
- *Illness requiring that an individual remain home, except illness exceeding two regularly scheduled meetings will require doctor's verification. Notice of absence for two or less meetings must be conveyed to the Fire District Secretary prior to the meeting.*
- *Employment conflicts not to exceed two consecutive meetings. Notice of absences must be conveyed to the Fire District Secretary prior to the meeting.*
- *Illness requiring hospitalization not to exceed six months.*
- *Attendance at any prior approved function relating to the Fire District.*
- *Jury duty, except verification shall be provided to the Fire District Secretary prior to the absence. When serving on jury duty you must notify the Fire District Secretary on the day of the regularly scheduled meeting if you will be absent.*

Any absence except as listed above must receive Board approval at a prior meeting to be considered excused. Absences not listed above, or not receiving prior Board approval will be considered unexcused.

After a discussion, it was decided that Chief Click will set up a meeting prior to next week's Commissioner's Conference in Yakima with Attorney Brian Snure and Washington Fire

Commissioners Association, Executive Director Roger Ferris to further discuss the issue of excused, non-excused or excessive absences.

PUBLIC COMMENT

There was no public comment.

EXECUTIVE SESSION

There was no executive session.

ANNOUNCEMENTS

- The next Board of Commissioner meeting will be on November 6.
- The next Hazmat Board meeting will be on October 31.

ADJOURNMENT

With no further business to come before the Board the meeting was adjourned at 10:21 a.m.