

BENTON COUNTY FIRE PROTECTION DISTRICT #1  
BOARD OF COMMISSIONERS

Regular meeting of October 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 6:30 p.m. at 1811A S. Ely St., 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**

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 October 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 2017 transactions #1702 through #1856. The transactions total \$239,582.13. General Fund \$81,809.65; electronic payroll transfers \$90,287.85; federal payroll tax payment \$34,108.80; Hazmat Fund \$7,774.38; Fire Training Center Operations Fund \$2,708.43; MPD Fund \$151.02, Debt Service Fund \$300.00, Apparatus Voted Bond Fund \$300.00, and Capital/Building Fund \$22,142.00. 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.

**EMS Report**

The EMS Collection Statistics Report was reviewed.

**REPORTS**

Commissioners and staff reported the following:

- Captain Gutzmer reported that recruit school is about midway through. The class started with a total of 35 students and is down to 33.

- Captain Bush reported that the newest command vehicle is still in Spokane for the communication equipment install.
- A preconstruction conference call was held regarding the next Type 5 Skeeter apparatus; it went well.
- Pump testing was conducted last week.
- Chief Click reported that the Fire Training Center C-Building plans were submitted to the City last week.
- A meeting is scheduled for tomorrow night with all Officers to go over the draft 2018 Budget.
- The strike team that went to California last week was demobed today, but has been reassigned to a fire in Santa Cruz.
- Two members were injured during a fire a few weeks ago near Coffin Road; both minor injuries.
- Chief Click and Administrative Assistant Ewing are attending a seminar next week in Olympia regarding Ground Emergency Medical Transportation (GEMT). A federal funded program that helps cover the lost costs of Medicaid patients; a cost recovery process.
- The Washington State Fire Commissioner's Conference is next week in Spokane.
- Commissioner Sleater took his vintage fire truck to the Rocktober Event at the Living Room Church on October 14; members of the Fire District also participated.
- Commissioner Morris thanked everyone for their sympathy after the recent passing of his granddaughter.
- The EMS Council meets on December 4.
- The Hazmat meeting was cancelled and is to be rescheduled.
- A flu shot clinic is scheduled for November 7 at the District Office and on November 11 at On Scene Medical Services from 10:00 am – 3:00 pm.
- A district-wide newsletter is planned to go out to residents in November.

### **OLD BUSINESS**

There was no old business.

### **NEW BUSINESS**

#### **2018 Budget**

A draft 2018 Budget was presented to the Board for review. This version of the budget includes every submitted budget request that was received. The Chief will now meet with the committee to prioritize needs vs. wants and make cuts to the budget in order to maintain an adequate beginning fund balance.

#### **PUBLIC COMMENT**

There was no public comment.

#### **EXECUTIVE SESSION**

There was no executive session.

### **ANNOUNCEMENTS**

- The next board meeting is scheduled for November 7; 9:00 a.m. at the District Office.

**ADJOURNMENT**

With no further business to come before the Board the meeting was adjourned at 7:05 p.m.