

BENTON COUNTY FIRE PROTECTION DISTRICT #1  
BOARD OF COMMISSIONERS

Regular meeting of October 2, 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**

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 Houchin made a motion to approve the September 18, 2018, minutes as submitted. Commissioner Sleater seconded the motion and the motion passed.

**FINANCIAL REPORT**

**Fund Transaction Details**

Presented to the Board were 2018 transactions #1762 through #1790. The transactions total \$51,047.61. General Fund \$37,793.06; Hazmat Fund \$7,774.38, Fire Training Center Operations Fund \$909.59, Debt Service Fund \$300.00, Apparatus Voted Bond Fund \$126.58, and Capital/Building Fund \$4,144.00. 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:

- Chief Click reported:
  - The State Auditor team finished their on-site review last week and plans to hold an Exit Conference on October 16.
  - He and Financial Paden-Lilly have begun reviewing and planning the 2019 budget.
  - The Regional Records Management System (RMS) Software (ImageTrend) that was implemented this year, has required more staff time for setup than originally anticipated. Some of the Fire Districts have opted to withdraw from the Regional platform due to the extensive programming requirements needed for setup. Chief Click and Financial Manager Paden-Lilly will have a meeting with an

ImageTrend representative next week to review the software and determine if the District can commit the necessary staff time required for setup in this particular RMS platform.

- The EMS Council met yesterday.
- A notice was distributed internally for the vacant Firefighter/Mechanic Position. There was no interest internally, so the job announcement will be posted and distributed externally.
- The Seasonal Firefighter Program ended on September 29. The crew did a very good job and it ended up being a very useful program.
- Captain LoParco reported:
  - He has completed the District Training Budget needs for 2019, and he is working on a five-year budget plan for the Fire Training Center.
  - Live fire training is going on in Benton City.
  - Final details are being completed on the C-Building project.
- Maintenance Supervisor Schoenwald reported that pump testing has been completed and he is working on the 2019 Automotive Budget.

### **OLD BUSINESS**

There was no old business.

### **NEW BUSINESS**

#### **Volunteer Member Applications**

Commissioner Sleater made a motion to approve Resident Firefighter Agreements for Ariel Morfin and Brandon Siegel. Commissioner Houchin seconded the motion and the motion passed.

### **PUBLIC COMMENT**

There was no public comment.

### **EXECUTIVE SESSION**

There was no executive session.

### **ANNOUNCEMENTS**

- The next Board of Commissioner meeting will be on October 17.

### **ADJOURNMENT**

With no further business to come before the Board the meeting was adjourned at 9:20 a.m.