

BENTON COUNTY FIRE PROTECTION DISTRICT #1
BOARD OF COMMISSIONERS

Regular meeting of November 20, 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.

Chairman Morris asked for a moment of silence to honor those who have passed and those fighting the devastating fires in Southern California.

ADDITIONS TO THE AGENDA

Budget amendment was added to financial report, Lexipol was added to old business, and weed abatement 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 Sleater made a motion to approve the minutes of November 6, 2018. Commissioner Houchin seconded the motion and the motion passed.

PUBLIC HEARING ON REVENUE SOURCES

Commissioner Morris opened the public hearing on revenue sources. Financial Manager Paden-Lilly distributed a handout and reviewed revenue sources. Based on preliminary assessed values from November 5, potential non-voted tax revenue for 2019, is \$2,979,238. Of this amount, \$73,058 is needed for the administrative office bond. Miscellaneous revenue sources are estimated at \$526,455. There were no public comments.

2019 BUDGET AND TAX LEVY

Chief Click reviewed the 2019 proposed budget with the Board. Commissioner Sleater made a motion to approve the 2019 budget. Commissioner Houchin seconded the motion and the motion passed unanimously. The Levy Certification and Resolution 2018-08 were signed setting the tax levy for 2019.

FINANCIAL REPORT

Fund Transaction Details

Presented to the Board were 2018 transactions #1992 through #2139. The transactions total \$153,329.62. General Fund \$33,744.08; electronic fund transfers \$75,197.72; federal payroll tax payment \$26,576.87; retirement systems transfer \$16,907.44; Fire Training Center Operations Fund \$783.72; SCBA Fund \$118.14; and Joint Agency Fund \$1.65. 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.

Budget Amendment

The Board was presented with Resolution No. 2018-09. This resolution will amend the funds in the following line items of the General Fund.

	<u>From</u>	<u>To</u>
522 12 10 50 – Administrative; Overtime Compensation	\$55,000	\$80,000
522 13 51 00 – Election Assessment	\$3,500	3,800
522 14 41 00 – Legal: Professional Services	\$1,000	\$2,200
522 21 35 00 – Suppression; Non-Expendable Supplies	\$16,000	\$30,000
522 60 32 00 – Automotive; Fuels and Oils	\$55,000	\$65,000
522 60 48 00 – Automotive; R&M Auto Services	\$29,000	\$45,000
594 22 64 36 – Capital; Apparatus & Equipment	\$373,000	\$306,500

Commissioner Sleater made a motion to sign the resolution. Commissioner Houchin seconded the motion and all Commissioners voted in favor of the motion.

EMS Report

The EMS Collection Statistics Report was reviewed.

REPORTS

Commissioners and staff reported the following:

- Chief Click reported:
 - Benton County Planning submitted a Determination of Nonsignificance proposing to subdivide 16.78 acres into 57 lots near 10th Avenue and Clodfelter Road.
 - A crew of four and a fire engine went to California as part of a strike team on November 10 and returned yesterday. It was a very successful assignment; no injuries and no equipment damage.
 - APS Security Systems are installing cameras at the Arrowhead Building; some tenants have noticed individuals loitering in and around the facility.
- Captain Bibe reported that a group got together to finalize the Health and Safety Manual and it will be submitted to the Chief for final approval.
- PIO Baker reported:
 - Recruit School hands-on training with live fire was on Saturday.
 - Recruit Graduation will be on December 7, at the Kennewick Eagles at 6:00 p.m.

OLD BUSINESS

Lexipol

Chief Click presented an agreement for services with Lexipol, a provider of state-specific policy management resources for public safety organizations. Lexipol's professionals and public safety attorneys will work with the District to update and monitor current policies to ensure that laws and best practices are met. The purchase and annual subscription were approved in the 2018 Budget.

Commissioner Houchin made a motion to authorize Chief Click to enter into an agreement with Lexipol for the Annual Fire Policy Manual and Daily Training Bulletins. Commissioner Sleater seconded the motion and the motion passed.

NEW BUSINESS

Finley School District Gym Agreement

Lieutenant Moore presented an agreement with the Finley School District allowing Fire District members to utilize the school's gym equipment. There is no charge for the usage, only a hold harmless liability agreement. Commissioner Houchin made a motion to authorize Chief Click to sign the agreement with the Finley School District. Commissioner Morris seconded the motion and the motion passed.

Marketing Contract - 2019

Financial Manager Paden-Lilly presented a Communications Services Agreement with MyPeople Services to provide marketing services in 2019. Commissioner Houchin made a motion to authorize Chief Click to sign the agreement for marketing services. Commissioner Sleater seconded the motion and the motion passed.

Weed Abatement

Commissioner Morris stated that he plans to work with the Tri-County Commissioners to try and enact an Eastern Washington Weed Abatement program. They will work with Legislation to try and get a program going. Chief Click stated that Benton County does have some ordinances in place and the Fire Marshal is the enforcing agency. If the District receives a complaint, they are forwarded onto the Benton County Fire Marshal.

PUBLIC COMMENT

There was no public comment.

EXECUTIVE SESSION

There was no executive session.

ANNOUNCEMENTS

- The next Board of Commissioner meeting will be on December 4.
- The next Safety Committee meeting will be on December 6.
- The next EMS Council meeting will be on December 3.
- The next Hazmat Board meeting will be on December 19.
- Chief Click will be on vacation and out of the Country, November 29 – December 10.

ADJOURNMENT

With no further business to come before the Board the meeting was adjourned at 9:50 a.m.