

BENTON COUNTY FIRE PROTECTION DISTRICT #1  
BOARD OF COMMISSIONERS

Regular meeting of November 21, 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 9:00 a.m. at 7511 W. Arrowhead Ave – Suite G, 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**

Liz Loomis Public Affairs Agreement 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 November 7, 2017, minutes as submitted. Commissioner Morris seconded the motion and all Commissioners voted in favor of the motion.

**PUBLIC HEARING ON REVENUE SOURCES**

Commissioner Houchin 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 8, potential non voted tax revenue for 2017, is \$2,801,269. Of this amount \$73,958 is needed for the administrative office bond. The voted apparatus bond levy will be \$168,300. Miscellaneous revenue sources are estimated at \$379,959. There were no public comments.

**2018 BUDGET AND TAX LEVY**

Chief Click reviewed the 2018 proposed budget with the Board. Commissioner Sleater made a motion to approve the 2018 budget. Commissioner Morris seconded the motion and the motion passed unanimously. The Levy Certification and Resolution 2017-07 were signed setting the tax levy for 2018.

**FINANCIAL REPORT**

**Fund Transaction Details**

Presented to the Board were 2017 transactions #1919 through #2056. The transactions total \$185,530.20. General Fund \$60,845.79; electronic payroll transfers \$89,942.47; federal payroll tax payment \$33,060.96; Fire Training Center Operations Fund \$788.47; and Joint Agency Fund \$892.51. 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.

## **REPORTS**

Commissioners and staff reported the following:

- Chief Click reported:
  - A meeting is scheduled for December 7, with Chief Beasley, Chief Hines and the Training Officers to discuss the future of the Fire Training Center (FTC) and the operating budget inadequacies.
  - The architect provided prints and a scope of work is complete for the FTC C-Building. The RFQ is near completion for the project.
  - The RFQ for architect design of a remodel of Station 150 is near completion.
  - The third command vehicle has returned from Spokane and will be put into service.
  - A conference call was held with the Marketing Team in preparation for 2018. A scope of work has been prepared for providing information to the community regarding a possible EMS Levy.
- Captain Gutzmer reported that live fire training was complete last Saturday. It was the biggest group put through the training; 36 students. Recruit School graduation is scheduled for December 8, 6:00 p.m. at the Richland Knights of Columbus.
- PIO Baker reported:
  - The District participated in the Tri-Cities Holiday Parade at the Columbia Center Mall.
  - Station 130 is participating in a charity drive for the Tri-Cities Gospel Mission on the Friday after Thanksgiving.
  - She is working on a new website for the District and will have the Marketing Team look at it and make suggestions.
  - She and Chief Click met with a Tri-City Herald reporter last week based on a press release that went out. It was a very positive meeting.
- Captain Bush reported:
  - Skeeter was onsite and did a bit of warranty work on the Type 5 apparatus.
  - A urinal was replaced at the Arrowhead Building.
  - Winter preparation of facilities and apparatus has begun.
- The Hazmat Board meets on December 20.
- The Safety Committee meets on December 7.
- The EMS Council meets on December 4.
- A Tri-County Fire Commissioners Association meeting was held on Saturday. Commissioner Morris was elected Vice President. The next meeting is scheduled for February 10, to be held at the FTC.

## **OLD BUSINESS**

There was no old business.

## **NEW BUSINESS**

### **Liz Loomis Public Affairs Agreement**

A Liz Loomis Public Affairs communications consulting agreement for 2018, was presented to the Board. A discussion was held regarding the further assistance the consultants will provide in preparation of an EMS Levy. There will be an increase in press releases, newsletters, editorial letters, and presentations to community groups. Commissioner Sleater made a motion to sign the 2018 Communications Consulting Agreement. Commissioner Morris seconded the motion and the motion passed unanimously.

### **PUBLIC COMMENT**

There was no public comment.

### **EXECUTIVE SESSION**

At 9:40 a.m. Commissioner Houchin called a 5-minute executive session per RCW 42.30.110 to review the performance of a public employee. The announced time of resumption into the open public meeting was 9:45 a.m. The actual time of resumption into the open public meeting was 9:45 a.m.

### **ANNOUNCEMENTS**

- The next board meeting is scheduled for December 5; 9:00 a.m. at the District Office.

### **ADJOURNMENT**

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