

BENTON COUNTY FIRE PROTECTION DISTRICT #1  
BOARD OF COMMISSIONERS

Regular meeting of November 6, 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, Fire Chief/District Secretary Click, and Financial Manager Paden-Lilly. Commissioner Sleater was absent due to illness.

**ADDITIONS TO THE AGENDA**

The 2019 budget was added to old business.

**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 October 16, 2018, minutes as submitted. Commissioner Morris seconded the motion and the motion passed.

**FINANCIAL REPORT**

**Fund Transaction Details**

Presented to the Board were 2018 transactions #1951 through #1991. The transactions total \$75,464.17. General Fund \$60,364.96; electronic fund transfers \$704.11; Fire Training Center Operations Fund \$2,760.81, SCBA Fund \$11,216.13, and Capital/Building Fund \$418.16. 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 expenditure report was reviewed.

**Resolution 2018-05; Budget Adjustment**

The Board was presented with Resolution No. 2018-05. This resolution will adjust funds in the following line items of the FTC Capital Fund.

<b>CAPITAL EXPENDITURES</b>	<b><u>From</u></b>	<b><u>To</u></b>
FTC Capital – Building Supplies	\$165,935	\$264,800
FTC Capital – Contract Services	\$10,000	\$1,200

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

## **REPORTS**

Commissioners, chief and staff reported the following:

- The Hazmat Board met last week. The final risk-based assessment structure was approved for 2019. The next meeting will be on December 19.
- The EMS Council meets on December 3.
- The Safety Committee is meeting November 16 to review and update the Safety Manual. Their regular committee meeting is December 6.
- Captain Bibe reported that IAFF Local 4362 voted last week and elected Aaron Bibe as President, Rob Moore as Vice-President, and Ryan Chambers as Secretary/Treasurer. Captain Bibe will work with Ron Bush and Captain Nicholls to work on a transition. He is looking forward to this new opportunity.
- Captain Gutzmer reported that the recruit firefighters will participate in live fire training on November 17, then the academy will be complete until hazmat training begins in January. The graduation ceremony will take place on December 7.
- PIO Baker reported on all the various PIO activities that took place around Halloween and the following are upcoming:
  - She has a Regional PIO meeting this Thursday.
  - The West Richland Veterans Day Parade is this Saturday.
  - The Union Gospel Mission donation collection event at Station 130 is scheduled for November 17.
  - The Columbia Center Mall Holiday Parade is scheduled for November 17.
- Request for Proposals (RFP) were solicited for deicing and snow plowing/removal services for all District facilities, including the Fire Training Center. The District received qualified proposals from Evergreen Services and Transblue LLC. After review of both proposals submitted and the cost of service per event, staff recommended to award the contract for snow removal services to Evergreen Services. The Board was in favor of entering into a contract for services with Evergreen Services.
- Chief Click reported that the Mechanic/Firefighter Position Announcement will go out today.

## **OLD BUSINESS**

### **2019 Budget**

The Board reviewed the second draft budget for 2019. The final budget will be presented at the next Board meeting.

## **NEW BUSINESS**

### **2019 Ballot Issues**

Chief Click reported that the EMS Levy Committee completed their close out meeting with the Marketing Firm. The group came up with the following approach for 2019 and beyond regarding improving service for Fire District residents:

- The EMS levy did not pass with a super majority, however a clear majority (53.69%) of residents want such a service. Long-term, the District could go back to voters asking for levy funds for the vital EMS service.

- Short-term focus on fire levy lid lift which is up for renewal at \$1.50 per \$1,000 assessed value. This is imperative to maintain our current level of service.
- Capital projects, such as stations and apparatus, are funded through voter-approved bonds. The Fire District plans to renovate Station 150, adding resident quarters and bays for apparatus to provide 24/7 staffing and to improve emergency response capabilities. The Fire District also has an aerial fire engine that is approaching the end of its usable life and needs to be replaced.
- The District could consider a replacement voted bond in 2019 to fund renovations to Station 150 and replace apparatus. In 2018, the Fire District will have paid off two bonds for capital projects; a reduction to taxpayers totaling 11 cents per \$1,000 of assessed value. In addition, taxpayers will see another reduction in their tax levy due to the passage of the State McCleary Act.
- To provide EMS transport services, the District could budget funds in the 2019 Operating Budget to purchase two ambulances and then apply for a Staffing for Adequate Fire and Emergency Response (SAFER) grant. The Fire District would begin offering EMS transport services, and in the future, return to the community for an EMS Levy to fund the program and positions prior to the SAFER grant expiration.

After a discussion, the Board stated they supported going forward with this concept.

### **Resolution 2018-06; Surplus of Property**

Resolution No. 2018-06 was presented to the Board in order to surplus four district-owned Thermal Imaging Units and peripherals. The resolution authorizes the transfer of ownership of the items. Commissioner Houchin made a motion to sign the resolution and Commissioner Morris seconded the motion. All Commissioners voted in favor of the motion.

### **Resolution 2018-07; Voucher Preapproval Authority**

Resolution No. 2018-07 was presented to the Board. Per RCW 42.24.180, the resolution provides voucher preapproval authority to the Financial Manager and Fire Chief or any single Commissioner to sign qualifying vouchers for payment of any individual claim against the District under \$50,000. Commissioner Houchin made a motion to sign the resolution and Commissioner Morris seconded the motion. All Commissioners voted in favor of the motion.

### **Volunteer Member Applications**

This item was tabled until the next board meeting.

### **PUBLIC COMMENT**

There was no public comment.

### **EXECUTIVE SESSION**

At 10:10 a.m. Commissioner Morris called a 30-minute executive session RCW 42.30.110 to review the performance of a public employee. The announced time of resumption in the open public meeting was 10:40 a.m. The actual time of resumption into the open public meeting was 10:40 a.m.

### **ANNOUNCEMENTS**

- The next Board of Commissioner meeting will be on November 20.

- The next Tri-County Fire Commissioners Association meeting will be on November 17 at West Benton Fire and Rescue Station 310 in Prosser.

**ADJOURNMENT**

With no further business to come before the Board the meeting was adjourned at 10:45 a.m.