

BENTON COUNTY FIRE PROTECTION DISTRICT #1
BOARD OF COMMISSIONERS

Regular meeting of November 7, 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., 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

Resolution No. 2017-06; Transfer of Funds FTC 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 September 19, 2017, minutes as submitted. Commissioner Morris seconded the motion and the motion passed.

FINANCIAL REPORT

Fund Transaction Details

Presented to the Board were 2017 transactions #1861 through #1911. The transactions total \$116,876.36. General Fund \$98,843.76; Hazmat Fund \$230.59; Training Center Operations Fund \$4,793.86, SCBA Fund \$1,358.15 and Capital/Building Fund \$11,650.00. 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 expenditure report was reviewed.

Resolution 2017-05; Budget Adjustment

The Board was presented with Resolution No. 2017-05. This resolution will adjust funds in the following line items.

Budget Code	Description	Amount
<i>Revenue</i>		
331 97 00 01	FIRE Act Grant	\$450,930
333 97 00 01	State Homeland Sec Grant	\$21,680
395 10 00 02	Sale of Equipment	\$40,900
395 20 00 01	Comp for Loss of Assets	\$0

<i>Expenditure</i>		
522 12 35 00	Non-Expendable Office	\$34,680
594 22 62 35	Capital Building	\$20,000
594 22 64 36	Capital Apparatus & Equipment	\$826,000

Commissioner Sleater 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:

- Captain Gutzmer reported that this session of Recruit School is coming to a close. Live fire training is scheduled for November 18.
- Battalion Chief Taylor reported that Assistant Chief Coats had his pace maker replaced yesterday. He is home and will be out of service for a few weeks.
- Captain LoParco reported that an EVIP Train the Trainer class was held on Friday.
- Captain Bush reported:
 - The FTC tower experienced an electrical issue. The PUD and a couple electrical companies are trying to determine the cause.
 - The roof repairs at Station 140 have been complete.
 - An inspection of all apparatus exhaust systems was conducted. All systems are in good shape.
 - The PUD is working on a quote to complete the lighting renovations at the rest of the District facilities.
 - WT133 has a valve issue; the maintenance shop is waiting for the correct part to arrive to complete the repair.
- PIO Baker reported:
 - The District participated in the Safe Treat Street at Columbia Park on Halloween. There were approximately 2,000-3,000 kids.
 - The last LiSA House presentation of the year was given to Cottonwood Elementary a couple weeks ago.
 - She attended the 2017 Fire Prevention Institute in Chelan a few weeks ago. She is now trained as a Youth Firesetter Intervention Specialist.
- Chief Click reported:
 - Four career members are currently out of service due to medical issues.
 - A newsletter is being distributed to all households within the District this week.

OLD BUSINESS

2018 Budget

The Board reviewed the second draft budget for 2018. The final budget will be presented at the next Board meeting.

NEW BUSINESS

Resolution No. 2017-04; MRSC Roster

The Board was presented with Resolution No. 2017-04; MRSC Roster. The Municipal Research and Services Center (MRSC) is a nonprofit organization that helps local governments across

Washington State by providing legal and policy guidance. The MRSC offers an online Roster that connects businesses with public agencies in Washington for small public works projects, consulting opportunities, and goods and services. Once a MRSC Roster member, the Fire District will no longer need to maintain on-site Public Works, Consultant and Vendor rosters. The annual fee is \$120. After a discussion, Commissioner Sleater made a motion to sign the resolution and contract. Commissioner Morris seconded the motion and all Commissioners voted in favor of the motion.

Resolution No. 2017-06; Fund Transfer FTC

The Board was presented with Resolution No. 2017-06: Fund Transfer FTC. Due to increased activity at the Fire Training Center, the cost of doing business has exceeded the operating budget. Resolution No. 2017-06 would take \$10,000 out of the FTC Construction Fund and put the funds into the FTC Operating Fund. Commissioner Morris made a motion to sign the resolution. Commissioner Sleater seconded the motion and all Commissioners voted in favor of the motion.

PUBLIC COMMENT

There was no public comment.

EXECUTIVE SESSION

There was no executive session.

ANNOUNCEMENTS

- The next Board of Commissioners meeting will be on November 21; 9:00 a.m. at the Administrative Office.

ADJOURNMENT

With no further business to come before the Board the meeting was adjourned at 9:46 a.m.