

BENTON COUNTY FIRE PROTECTION DISTRICT #1  
BOARD OF COMMISSIONERS

Regular meeting of December 18, 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**

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 minutes of December 4, 2018. Commissioner Morris seconded the motion and the motion passed.

**FINANCIAL REPORT**

**Fund Transaction Details**

Presented to the Board were 2018 transactions #2194 through #2333. The transactions total \$191,043.41. General Fund \$47,336.55; electronic fund transfers \$80,509.65; federal payroll tax payment \$26,141.81; retirement systems transfer \$17,161.79; Fire Training Center Operations Fund \$1,264.15; SCBA Fund \$6,862.13; Joint Agency Fund \$1.65; and Capital/Building Fund \$11,765.68. 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.

**EMS Report**

The EMS Collection Statistics Report was reviewed.

**REPORTS**

Commissioners and staff reported the following:

- The Hazmat Board meets tomorrow.
- The EMS Council will meet in February.
- Battalion Chief Taylor reported that the Safety Committee will start meeting every other month in 2019, rather than quarterly. The Health and Safety Manual is being finalized and will then be forwarded to Chief Click for review.

- Acting Battalion Chief Gutzmer reported that the current Recruit Academy has finished, and the next Academy will begin on January 8. Commissioner Morris commented on the Recruit Academy Banquet that was held on December 7; he really enjoyed it and felt that the instructors should also be recognized for their participation.
- PIO Baker reported that a crew gave a presentation to preschool students at Finley Elementary School and a crew participated in Benton 4's annual Operation Candy Cane.
- Chief Click reported:
  - Eleven applications were received for the Mechanic/Firefighter position. Nine applicants did not meet the required ASE certification and two will move on to the interview process after the new year.
  - With the shortage of one Mechanic/Firefighter, the BC's and Station 160 crews have helped implement a new process for deliveries and minor facility upkeep.
  - Maintenance Supervisor Schoenwald met with a Washington Department of Natural Resources (DNR) representative to review the current excess property. There are potentially 6-7 vehicles that are not being utilized and can be sent back to DNR.
  - A retirement party has been set for January 15 to recognize Assistant Chief Coats. Captain Bush's retirement will be recognized at the Annual Awards Banquet.
  - He will be out of town for the Holidays, December 21 to January 1.

## **OLD BUSINESS**

### **Five Year Plan**

Chief Click discussed the draft Five Year Plan with the Board. There are a few maps to be added, as well as information from the Benton County Comprehensive Plan. The Board felt that the plan is well drafted with a great deal of emphasis placed on future staffing and equipment needs. Commissioner Houchin made a motion to approve the 2019-2024 Five Year Plan. Commissioner Morris seconded the motion and the motion passed unanimously.

## **NEW BUSINESS**

### **Elect 2019 Board Chairperson**

The Board agreed that Commissioner Houchin would be the Chairperson in 2019, and Commissioner Morris Vice-Chair.

### **2018 Committee Assignments**

- Hazmat Board – Commissioner Houchin
- EMS Council – Commissioner Morris
- Safety Committee/Accident Review – Commissioner Sleater
- Board of Trustees – Commissioner Houchin

### **Resolution 2018-11; Set 2019 Board Meeting Dates**

Resolution No. 2018-11 was presented to the Board. This resolution sets the 2019 Board of Commissioner meeting dates for the Regular Meetings to be held at 9:00 am at the District Office. The 2019 Regular Board Meeting dates are as follows:

Tuesday, January 8, 2019  
Tuesday, January 22, 2019  
Tuesday, February 5, 2019  
Tuesday, February 19, 2019  
Tuesday, March 5, 2019  
Tuesday, March 19, 2019  
Tuesday, April 2, 2019  
Tuesday, April 16, 2019  
Tuesday, May 7, 2019  
Tuesday, May 21, 2019  
Tuesday, June 4, 2019  
Tuesday, June 18, 2019

Tuesday, July 2, 2019  
Tuesday, July 16, 2019  
Tuesday, August 6, 2019  
Tuesday, August 20, 2019  
Tuesday, September 3, 2019  
Tuesday, September 17, 2019  
Tuesday, October 1, 2019  
Tuesday, October 15, 2019  
Tuesday, November 5, 2019  
Tuesday, November 19, 2019  
Tuesday, December 3, 2019  
Tuesday, December 17, 2019

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

### **2019 WFCA Healthcare Application**

The Washington State Fire Commissioner medical insurance program sent an annual Employer Application and Eligibility/Contribution Form for 2019. The form was signed by Commissioner Morris.

### **Resident Firefighter Agreement**

Commissioner Houchin made a motion to approve Resident Firefighter Agreement for Tess Alder. Commissioner Morris 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 January 8.
- A retirement party for Assistant Chief Jack Coats will be on January 15.

### **ADJOURNMENT**

With no further business to come before the Board the meeting was adjourned at 9:30 a.m.