

BENTON COUNTY FIRE PROTECTION DISTRICT #1
BOARD OF COMMISSIONERS

Regular meeting of December 4, 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, and Financial Manager Paden-Lilly. Fire Chief/District Secretary Click was absent due to vacation.

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 Sleater made a motion to approve the November 20, 2018, minutes as submitted. Commissioner Houchin seconded the motion and the motion passed.

FINANCIAL REPORT

Fund Transaction Details

Presented to the Board were 2018 transactions #2140 through #2192. The transactions total \$56,396.68. General Fund \$34,105.40; electronic fund transfers \$14,479.23; federal payroll tax payment \$4,278.16; Hazmat Fund \$1,311.35; Fire Training Center Operations Fund \$1,191.27; and SCBA Fund \$1,031.27. Commissioner Sleater made a motion to approve the vouchers. Commissioner Houchin 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.

REPORTS

Commissioners and staff reported the following:

- Assistant Chief Jack Coats submitted a letter announcing his retirement from the District after 37 years of service.
- Captain LoParco reported that the 2019 training calendar will be done in the next couple of weeks.
- Captain LoParco attended the EMS Council meeting on Monday. The council is working on annual billing for Target Solutions software for EMS personnel; and they initiated a conversation about addressing the minimum/maximum numbers of aid licenses in Benton County, to make room for a possible BLS aid unit in Fire District #1.
- The Safety Committee meeting is this Thursday.

- The Hazmat Board will meet on December 19.
- PIO Baker reported that a crew will give a presentation to preschool students on how to react to emergency vehicles at Finley Elementary School. Benton 4 has asked the District to participate in their annual Operation Candy Cane on December 8 and 15 to collect non-perishable food items for the community.
- BC Taylor reported that he is working on a flash light upgrade project and a station restriping project.

OLD BUSINESS

There was no old business.

NEW BUSINESS

Five Year Plan

Financial Manager Paden-Lilly presented Chief Click's first draft of the Fire District's Five Year Plan. The Board was asked to review the plan for further discussion at the next meeting.

Resolution 2018-10; Cancel Outstanding Warrants

Resolution No. 2018-10 was presented to the Board to cancel outstanding warrants in the amount of \$580.69. Commissioner Sleater made a motion to sign the resolution. Commissioner Morris seconded the motion and the motion passed unanimously.

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 18.

ADJOURNMENT

With no further business to come before the Board the meeting was adjourned at 9:20 a.m.