

BENTON COUNTY FIRE PROTECTION DISTRICT #1
BOARD OF COMMISSIONERS

Regular meeting of December 5, 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

Volunteer member applications and FTC budget adjustment were 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 21, 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 #2057 through #2108. The transactions total \$34,039.53. General Fund \$21,892.93; electronic payroll transfers \$7,593.27; federal payroll tax payment \$1,607.46; Training Center Operations Fund \$1,936.11, SCBA Fund \$108.76 and Capital/Building Fund \$901.00. 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.

REPORTS

Commissioners, the chief and staff reported the following:

- Chief Click reported:
 - The EMS Council meeting was yesterday. A discussion was held regarding Legislation going back into session soon and what items are still on the table. Agency representative letters need to be sent to Tawna Maiden for 2018. The switch from King County online training to a Training Tracker database will take place in 2018.
 - FEMA may or may not be able to transfer ownership from the Kennewick Fire Department to Pasco Fire Department for the Regional Training Grant that was

awarded. Chief Gear has reached out to Senator Cantwell’s office in hopes of resolving issues currently involved with the transfer of ownership.

- Requests for Proposals are nearing completion for the Fire Training Center “C” Building – Phase 2 project and the Station 150 Architect and Engineering.
- Assistant Chief Coats has requested a six-month leave of absence due to upcoming medical procedures.
- Captain Gutzmer reminded the Board that the Recruit School graduation is being held this Friday, December 8, 6:00 p.m. at the Richland Knights of Columbus.
- Captain Gutzmer reported that IFSAC testing took place last week; test results should be received by next week. The hands-on practical testing took place at Walla Walla #5; it was a long day, and everyone passed.
- PIO Baker and Chief Click are working on making contacts with community groups to give formal presentations on the possible EMS levy. In 2018, the Marketing Team will hold conference calls once per month, will send press releases once per month, letters to the editor every other month, and mail three district-wide newsletters between January and August.
- Captain Bush reported:
 - E1126 (Westmark) is at Northtek for repairs due to a diesel particle filter being clogged.
 - A bay door at Station 110 fell off its hinge and Donde’s Garage Doors was called for repair.
 - The WSP hired an engineering firm to come up with Water system options for their office and station 160. The cost estimate to hook into the City's water distribution system is \$600,000. The WSP is further researching options.
- Lieutenant Moore will return to light duty on December 6.
- The Safety Committee will meet this week Thursday.

OLD BUSINESS

There was no old business.

NEW BUSINESS

Volunteer Member Applications

Commissioner Morris made a motion to approve Support Services Application for RoxAnne Leonard. Commissioner Sleater seconded the motion and all Commissioners voted in favor of the motion.

Resolution No. 2017-08; FTC Budget Adjustment

The Board was presented with Resolution No. 2017-08. This resolution will adjust funds in the following Fire Training Center Operation line items.

Budget Code	Description	Amount
<i>Revenue</i>		
369 91 00 03	Misc Rev – Registration Fees	\$17,000
397 00 01 03	Transfer In – From 401	\$10,000
<i>Expenditure</i>		
522 12 35 03	Replacement – Office Equipment	\$3,300
522 45 31 03	Expendable Training Supplies	\$11,000
522 45 41 03	Contracted Services for Training	\$4,000

522 50 31 03	Expendable Supplies/Facilities	\$3,000
522 50 35 03	Replacement of Facilities	\$500
522 50 41 03	Services-Janitorial, Lawn, Weed	\$10,000
522 50 47 03	Utilities – Electric, Water	\$8,500
522 50 48 03	R&M Outside Services	\$4,000

Commissioner Sleater made a motion to sign the resolution. Commissioner Morris 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 December 19; 9:00 a.m. at the Administrative Office.

ADJOURNMENT

With no further business to come before the Board the meeting was adjourned at 9:40 a.m.