

BENTON COUNTY FIRE PROTECTION DISTRICT #1
BOARD OF COMMISSIONERS

Regular meeting of February 20, 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 present via teleconference.

ADDITIONS TO THE AGENDA

EMS Levy was added to old business and fire investigation/prevention 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 Houchin made a motion to approve the February 6, 2018, minutes as submitted. Commissioner Sleater seconded the motion and the motion passed.

FINANCIAL REPORT

Fund Transaction Details

Presented to the Board were 2018 transactions #182 through #338. The transactions total \$181,491.38. General Fund \$72,671.44; electronic payroll transfers \$83,394.82; federal payroll tax payment \$23,351.96; Hazmat Fund \$245.26; Fire Training Center Operations Fund \$1,294.16; Joint Agency Fund \$188.49 and Capital/Building Fund \$345.25. Commissioner Houchin made a motion to approve the vouchers. Commissioner Sleater 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, chief and staff reported the following:

- Chief Click reported that two administrative volunteers have been working on policy updates and will be forwarding them onto the review committee soon.
- Commissioner Houchin reported that the Hazmat Board meeting is scheduled for tomorrow.
- Captain Bush reported the following:

- The parking lot lights at the Arrowhead Facility are not working and Absolute Power has been called for repair, should this be under warranty.
- The last of the Mobile Data Terminals (MDT) have arrived and are at SeCOMM for programming and then will be installed in apparatus. The invoice for the MDT's should arrive soon.
- The Washington State Patrol is in the process of putting in a water treatment plant at the Law Lane detachment. They would like to meet with the Fire District in March to discuss the treatment plant.
- The maintenance department is in the middle of regular service; the wildland units are next.
- Captain LoParco reported the following:
 - An Instructor I class is being held in April and registration is currently full. An Instructor II class is scheduled for May.
 - IFSAC Officer I and II classes are being presented soon.
 - Agrium provided a \$1,400 grant to purchase MSA Gas Monitors through their Wholesale Community Investment Program. The gas monitors have been purchased and Captain Bibe is placing them in service.
 - He and Captain Gutzmer are meeting to work on the outline for the upcoming Recruit School.
 - He is continuing to work with the new training software, Target Solutions. Making sure everyone is trained and that everyone has logged on.
 - Bids to complete Phase 2 of the Fire Training Center "C" Building (Bid No. P2018-01) are due Monday, February 26. An Addendum was made to the specification Scope of Work, adding language to include plumbing and electrical for a residential washer and dryer.
- PIO Baker has been meeting with area fire agencies, Benton/Franklin Health District, and other committee organizations to establish a Fall Prevention Program. The program is called Remembering When and is centered around 16 key safety messages; eight fire prevention and eight fall prevention. The program is implemented by the local fire agencies, service clubs, social and religious organizations, retirement communities, and others. Deciding how best to approach local senior population: through group presentations, during home visits, and/or as part of a smoke alarm installation and fall intervention program.
- Financial Manager Paden-Lilly reported that a Request for Qualifications is being distributed this week to select an architect for a possible renovation and expansion of Station 150.
- Commissioner Morris reported that Chief Click gave a presentation regarding the Tri-County Hazardous Materials Response Team to the Tri-County Commissioner's Association on February 10. Chief Click shared that the Hazmat Board is working on developing an annual risk-based assessment fee schedule, rather than an annual flat fee.

OLD BUSINESS

EMS Levy

The staff is working with the marketing firm and ramping up public relations regarding a possible EMS Levy. Chief Click and PIO Baker have an interview with a local news agency on February 26, a newsletter is scheduled to be delivered to residents in mid-March, and two Board Meetings will be held in the evening at Station 120 and 140 to allow for citizens to learn more and provide input regarding the EMS Levy. Chief Click and Financial Manager Paden-Lilly have been reviewing budgets and historical levy rate data. The EMS Levy would provide funds

for staffing and purchase of two ambulances. Chief Click will provide spreadsheets and further information at the next regular meeting.

NEW BUSINESS

Fire Investigation/Prevention

Commissioner Morris requested information on what steps the District is taking regarding fire investigation services and fire prevention. Due to a poor phone connection, Chief Click requested to table this item to the following meeting.

PUBLIC COMMENT

There was no public comment.

EXECUTIVE SESSION

There was no executive session.

ANNOUNCEMENTS

- Board of Commissioners meeting will be on March 6; 9:00 a.m. at the Administrative Office.
- Board of Commissioners meeting will be on March 20; 6:30 p.m. at Station 140.
- Board of Commissioners meeting will be on April 3; 6:30 p.m. at Station 120.
- Annual Awards Banquet will be on April 14; 6:00 p.m. at CG Public House.

ADJOURNMENT

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