

BENTON COUNTY FIRE PROTECTION DISTRICT #1  
BOARD OF COMMISSIONERS

Regular meeting of February 21, 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, 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**

2017 budget revision was added to old 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 February 7, 2017, minutes as submitted. Commissioner Morris seconded the motion and all Commissioners voted in favor of the motion.

**FINANCIAL REPORT**

**Fund Transaction Details**

Presented to the Board were 2017 transactions #182 through #321. The transactions total \$206,877.16. General Fund \$107,057.59; electronic payroll transfers \$68,553.18; federal payroll tax payment \$24,301.65; Hazmat Fund \$10.00; Fire Training Center Operations Fund \$896.04; SCBA Fund \$3.80 and MPD Fund \$6,054.90. 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 revenue and expenditure reports were reviewed.

**EMS Report**

The EMS Collection Statistics Report was reviewed.

**REPORTS**

Commissioners, chief and staff reported the following:

- Commissioner Houchin reported that the Hazmat Board met and discussed the Department of Ecology grant that was received and the need to establish operating needs for future grant opportunities. A discussion was also held regarding future team member assessments and the possibility of changing the fee based on risk in individual jurisdictions.

- Captain LoParco reported that a training officer's credentials class is coming up and that a regional live fire training is in the planning phase and they hope to have it scheduled soon.
- Fire Investigator Coats reported that he is working with Chief Click to submit a request to the Benton Clean Air Agency to modify when their burn day recordings are updated. Citizens are calling early morning and hearing the previous burn day status and are burning based on that. Sometimes the recording is not changed until after 9:00 a.m.
- Captain Bush reported that an agreement was signed with Evergreen Lawn & Tree Care, Inc. for facility lawn and weed maintenance. The HVAC system at the Fire Training Center was experiencing issues and received service. The system was being overtaxed.
- The IT Company is making progress on the sprinkler monitoring system. The new system was in mid-install when Jeff Spriggle passed away. With very little install documentation, Teknologize has had to do significant research in order to take the system from mid-install to properly functioning.
- The maintenance department is finishing up service on Type 1 engines and will start spring service soon.
- Captain Gutzmer reported that seven recruits have completed structure school and are qualified to respond and assist. They will proceed to the wildland recruit school next.
- Tracy Baker was introduced to the Board. Ms. Baker is a volunteer firefighter assigned to Station 140 and has recently accepted the position of Public Information Officer.
- Captain testing will take place on February 25 to establish an eligibility list for promotion.
- Chief Click attended a Pacific Northwest Coordinating Group (PNWCG) meeting in Portland last week. The focus was on the need to encourage participation on Incident Management Teams. Many agencies allow employees to apply to alternate pools but not be assigned to a Team. Cooperative agreements were discussed; trying to come to an agreement of one common template that Federal, State, and Fire Service all agree to.
- Chief Click talked to the architect firm and they are ready to move forward on the C-Building design now that the weather has improved. There is already power to the building but no water or sewer.
- Chief Click and Captain Bush have been working on specifications for a Type 5 apparatus.
- Chief Click distributed the WFCAL Legislative Report dated February 17. The WFCAL priorities are HB 1166 Authorizing 3<sup>rd</sup> 50¢ without requirement to hire employee and HB1167 Changing the date when commissioner compensation is adjusted. Other topics of interest on the floor include: Levy Swap, DNR/Wildland Legislation, Open Public Records/Meetings, Fire District Revenue, and Property Taxes.
- Chief Click is working with Fire Marshall Ken Williams and County Public Works regarding Private Road signage. Benton County Fire Chiefs Click, Duncan and Whealan have submitted comments back to the County emphasizing the importance of life safety and the need for address signs.

## **OLD BUSINESS**

### **Marketing and Public Relations**

Chief Click distributed Draft Key Messages and Press Release created by our Marketing Firm Liz Loomis Public Affairs. The goal is to inform citizens of who we are, what we do, call volume,

and what our direction is for the future. The Press Release will go out this week and the plan is to distribute newsletters twice this year to District residents. The Communications Workgroup will continue to research the potential need for providing ambulance services and the need for an EMS Levy.

### **2017 Budget Revision**

A revised version of the 2017 Budget was presented to the Board. Changes were made to various revenue and expenditure accounts based on accurate tax levy information received from the County. After a discussion, Commissioner Sleater made a motion to approve the revised 2017 Budget. Commissioner Morris seconded the motion and the motion passed unanimously.

### **NEW BUSINESS**

#### **BVFF Pension Participation Certification Form**

The 2016 Pension Participation Certification Form was presented to the Board. Chairman Houchin signed approving the document.

### **PUBLIC COMMENT**

There was no public comment.

### **EXECUTIVE SESSION**

There was no executive session.

### **ANNOUNCEMENTS**

- The next board meeting is scheduled for March 7.

### **ADJOURNMENT**

With no further business to come before the Board the meeting was adjourned at 9:50 a.m.