

BENTON COUNTY FIRE PROTECTION DISTRICT #1  
BOARD OF COMMISSIONERS

Regular meeting of March 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**

Fire Chief Employment Contract 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 March 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 #356 through #513. The transactions total \$212,029.43. General Fund \$110,814.62; electronic payroll transfers \$24,420.45; federal payroll tax payment \$69,929.13; Hazmat Fund \$12,609.75; Fire Training Center Operations Fund \$2,355.33; and MPD Fund \$900.15. 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:

- Chief Click expressed his gratitude to the Banquet Committee for the great banquet. He stated that it's a time to thank members for their service and the one event per year that members can relax and enjoy each other.

- Chief Click submitted a Letter to the Editor of the Tri-City Herald, seeking feedback from the community regarding a possible EMS Levy. According to the feedback, the letter has been well received.
- Chief Click and PIO Baker attended a Badger Canyon Ranchettes meeting and gave the emergency services presentation that was developed by the marketing firm. The residents of that community responded positively to the presentation.
- An architect and the City of Kennewick Public Works met and investigated plumbing and conduit at the Fire Training Center C-Building. The hope is to have the engineering design drawing soon.
- Live fire training is underway at the Fire Training Center. It will continue daily through April 1. A night session will be held on March 29.
- The District Office has been experiencing significant IT failures over the past week. Teknologize is working through the issues.
- Chief Click and Captain Bush are working on bid specifications for an additional Type 5 apparatus. The hope is to have the bid out this year for delivery in 2018.
- The District was out-bid on the potential transport trailer that was at Booker Auction.
- Captain Gutzmer reported that IFSAC Hazmat testing is this weekend and wildland recruit school is set to begin the second week in April.
- Captain Bush reported that one of the new command vehicles will be picked up in Spokane this week, with the second vehicle to be ready within a week or two.
- PIO Baker is working on getting dates to meet with Homeowners Associations and school PTO's to give the emergency services presentation. She is hoping to include the information in community newsletters.
- Commissioner Sleater attended the Safety Committee Meeting last week. Items discussed were; securing fire extinguishers to Type 2/3 engines, new event reporting form, near miss reporting, safety culture initiative program, lessons learned process, and reviewed near miss, accident and injury reports.
- Commissioner Houchin attended the Southeast Washington Fire Commissioners Association meeting on March 17, in Dayton. There was a good turnout and a discussion was held regarding a potential large wildland fire season due to the amount of moisture that the region has experienced.

## **OLD BUSINESS**

### **Captain Promotion Test Update**

Chief Click reported that a discrepancy was found on one written test question for the Captain Promotion test. The one question was discarded and the scores were recalculated, which added an additional passing candidate to the list. The five people are: Kevin Sells, Bill Copland, Aaron Bibe, Robert Moore, and Aaron Fryer. Commissioner Sleater made a motion to approve the amended 2017 Captain Eligibility list. Commissioner Morris seconded the motion and the motion passed unanimously.

## **NEW BUSINESS**

### **Janitorial Services Contract**

Quotes have been requested for janitorial services at all District facilities. Six companies were notified and invited to quote; two quotes were received. The lowest quote for all facilities was

from Dependable Janitorial. Commissioner Morris made a motion to offer a contract to Dependable Janitorial for \$9,953.61 per year for janitorial services. Commissioner Sleater seconded the motion and all commissioners voted in favor of the motion.

#### **PUBLIC COMMENT**

There was no public comment.

#### **EXECUTIVE SESSION**

At 9:38 a.m. Commissioner Houchin called a 10-minute executive session per RCW 42.30.110 to discuss the performance of the Fire Chief. The announced time of resumption into the open public meeting was 9:48 a.m. The actual time of resumption into the open public meeting was 9:48 a.m.

#### **Fire Chief Employment Contract**

It was requested to move this item until after the executive session. After the executive session, an updated employment contract for the Fire Chief was presented to the Board. Commissioner Morris made a motion to sign the contract. Commissioner Sleater seconded the motion and all Commissioners voted in favor of the motion.

#### **ANNOUNCEMENTS**

- The next board meeting is scheduled for April 4.
- Congratulations to Commissioner Sleater, he has 53 years of service with the Fire District as of March 16.

#### **ADJOURNMENT**

With no further business to come before the Board the meeting was adjourned at 9:55 a.m.