

BENTON COUNTY FIRE PROTECTION DISTRICT #1
BOARD OF COMMISSIONERS

Regular meeting of March 6, 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, Fire Chief/District Secretary Click, and Administrative Assistant Ewing.

ADDITIONS TO THE AGENDA

FTC "C" Building Phase Two Award Determination was added to old business and 2017 Annual Report was added to new business.

CORRESPONDENCE RECEIVED LOG

The correspondence received log was reviewed.

CORRESPONDENCE SENT

There correspondence sent was reviewed.

APPROVAL OF MINUTES

Commissioner Sleater made a motion to approve the February 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 #353 through #389. The transactions total \$45,072.40. General Fund \$31,550.90; Hazmat Fund \$6,514.60; Training Center Operating Fund \$1,437.52; SCBA Fund \$174.38 and Joint Agency Fund \$1,294.16. After a discussion, 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, chief and staff reported the following:

- Commissioner Houchin reported the Hazmat Board met on February 21. The discussion continued regarding creating a risk-based assessment structure. Chief Gear and Deanna Davis with Benton County Emergency Management are working on a new format using Tier II data within in each fire agency, then assigning a point value based on hazards.
- Commissioner Morris reported that the EMS Council Meeting is scheduled for April 2.
- Chief Click reported the following:

- There is a Southeast Washington Fire Commissioners Association (SEWFCA) meeting in Dayton on March 16; he plans to attend along with the Commissioners.
- The legislative session is coming to an end and it appears that several bills supported by the Washington Fire Chiefs and Commissioners Association will not pass.
- He and Captain Bush have a meeting with the Washington State Patrol at Station 160 on Thursday to discuss the water treatment plant.
- The Type 5 apparatus (Skeeter) experienced a failure during EVIP driver training at the FTC last weekend. The problem was diagnosed to be a failure in the pitman arm. Chief Click spoke with a representative at Skeeter and discussed his concerns with the quality of the design and welding of the pitman arm. He feels that Skeeter has Q/A issues to address and the apparatus has been taken out of service until the company can provide information on how the design flaw will be remedied.
- Type 1 and 2 Incident Management Team (IMT) training starts March 19 and will be held in Yakima.
- Ed Dunbar, a Captain at Benton Fire #4 has accepted the Deputy Fire Chief position at Pasco Fire Department.
- Captain Gutzmer reported that the first hands-on hazmat training for new recruits was held last Saturday and it went very well. The students felt better educated and more prepared for the upcoming IFSAC testing. The written test will be held tonight, and hands-on testing is scheduled for March 17.
- Captain Bush reported that the second Type 5 apparatus is in production at Skeeter. The truck should be ready for delivery the first week of April.
- Captain LoParco reported the following:
 - Block training is underway now; the topic is Engine Operations/Nozzle Forward. There are several upcoming training events planned and will be offered at the FTC.
 - Captain LoParco is composing a video presentation with testimonials from members who have received training. The members will share their experience and explain how the training benefits the District and how it has impacted their careers.
 - He attended a symposium last week for 'Rock This House', initial attack training and hopes to offer it next year to District members and he attended Live Fire Instructor training, a requirement for his job description.
 - Captains Copland and LoParco and Lieutenants Chapin and Salsbury attended ATV/UTV Instructor Training and are now qualified to instruct the District's ATV/UTV program.
- PIO Baker reported that Station 110 is doing a safety presentation at Sage Crest Elementary this Saturday. She and Chief Click are attending the Badger Canyon Ranchettes HOA meeting on March 13. They have been added to the meeting agenda to provide an update regarding the plans of the Fire District.

OLD BUSINESS

Fire Investigation/Prevention

Due to the recent school shooting in Florida, Commissioner Morris requested information on how the District prepares for these situations and what the building code enforcements are for schools and businesses within the Fire District. Chief Click stated that building code

enforcement does not fall under the District's authority. The Benton County Fire Marshal has authority over code enforcement and meets regularly with Chief Click to discuss code enforcement and other issues within the District. The Benton County Sheriff's Office has authority over structure fire investigation, and the District often works with them on investigations. The District also partners with local law enforcement to provide ongoing training should a mass casualty event occur. PIO Baker continues to perform fire prevention education in schools and to the Community, Captain Copland is qualified in wildland fire investigation and Lieutenant Kleinknecht performs pre-fire planning, which includes schools and businesses, so the District remains familiar with building structures and safety.

EMS Levy

Chief Click and PIO Baker did an interview with KNDU last week regarding the Emergency Medical Service (EMS) Levy and there was an article in the Tri-City Herald today. There are two upcoming Board Meetings to be held at Stations 120 and 140 to better accommodate visitors who may have questions, feedback or want to learn more about the possibility of an EMS levy. The Board will vote whether to place an EMS levy on the ballot at the April 17 meeting.

FTC "C" Building Phase Two Award Determination

Nineteen companies attended the Plan Holder's meeting and received Request for Bid (RFB) packets for the Fire Training Center (FTC) "C" Building Phase 2. Vincent Brothers LLP was the only company to submit a bid. The amount of the bid was \$249,780. The architect and engineering company projected the cost of the project to be \$170,000. The current FTC Construction Fund does not have the necessary funds to award the bid to Vincent Brothers LLP. However, Chief Click would like to meet with Kennewick Fire Department to discuss the option of each agency increasing this year's contribution to the fund, so the project can be completed and is recommending that the Board postpone the Award Determination until the next Board Meeting. After a discussion, Commissioner Sleater made a motion to table the Award Determination until the next Board Meeting. Commissioner Houchin seconded the motion and the motion passed.

NEW BUSINESS

2017 Annual Report

Chief Click presented the draft 2017 Fire District Annual Report for review. He plans to verify budget numbers with Financial Manager Paden-Lilly and have the final report ready for distribution at the next Board Meeting.

PUBLIC COMMENT

Sheila Thackham, a resident of Finley, presented questions regarding the proposed EMS levy. Chief Click stated that the District began distributing information regarding the idea of an EMS Levy in March 2017, in the form of newsletters sent to all registered voters within the Fire District, press releases, and social media. He explained that an EMS levy would be capped at 50 cents per \$1,000 of assessed value, which would equal \$100 per year or \$8.33 per month, for a home valued at \$200,000. 911 calls continue to increase each year and the District does not provide ambulance transport services. If the EMS Levy is approved, funding would be used to purchase, outfit and staff two ambulances to respond to medical emergencies, which will reduce response times to patients. Chief Click and the Board encouraged Ms. Thackham to attend the next few informational Board Meetings.

EXECUTIVE SESSION

There was no executive session.

ANNOUNCEMENTS

- 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.
- Board of Commissioners meeting will be on April 17; 9:00 a.m. at the Administrative Office.
- Congratulations to Commissioner Sleater, he will have 54 years of service with the Fire District on March 16.