

BENTON COUNTY FIRE PROTECTION DISTRICT #1
BOARD OF COMMISSIONERS

Regular meeting of April 2, 2019.

CALL TO ORDER

Commissioner 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, Fire Chief/District Secretary Click, and Financial Manager Paden-Lilly.

ADDITIONS TO THE AGENDA

There were no additions to the agenda.

Commissioner Houchin requested to move Commissioner Position #3 item to this point in the agenda.

Commissioner Position #3

Commissioner Houchin thanked those that were interested in filling the vacant Commissioner position and recommended Candidate David Jenkins to fill the position. Commissioner Morris made a motion to appoint David Jenkins as Commissioner Position #3. Commissioner Houchin seconded the motion and the motion passed.

CORRESPONDENCE RECEIVED LOG

The correspondence received log was reviewed.

CORRESPONDENCE SENT

The correspondence sent was reviewed.

APPROVAL OF MINUTES

Commissioner Morris made a motion to approve the minutes of March 19, 2019. Commissioner Houchin seconded the motion and the motion passed.

FINANCIAL REPORT

Fund Transaction Details

Presented to the Board were 2019 transactions #525 through #541. The transactions total \$21,028.85. General Fund \$19,551.00; and Fire Training Center Operations Fund \$1,477.85. Commissioner Morris made a motion to approve the vouchers. Commissioner Houchin 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, Chiefs and staff reported the following:

- Chief Click reported:

- He attended a Regional Type 1 and 2 Incident Management Team (IMT) meeting in Yakima and next week the Southeast Washington Type 3 IMT meeting will be held in the Tri-Cities.
- While in Yakima, he also attended a meeting regarding Utilities Infrastructure dealing with power and gas. It was a very good meeting.
- Quotes were received from four vendors for the Station 120 Heater Project to install gas unit heaters in the apparatus bay. Bruce Inc. presented the best option with the lowest quote in the amount of \$9,263.58.
- He and Lieutenant Chambers have been working on data analysis within the District's reporting management software to determine the average number of personnel that respond per call. The average personnel respond per call for Monday-Friday, 0700-1700 is 1.76 to 3.21 and for Nights/Weekends 1700-0700 is 2.57-3.47. Less than 60% of the calls are between 1700-0700 and on weekends. Current staffing reduces response capacity by an average of 1.15 persons at night. In peak run times of Wednesday, 1800 hours and Saturday 1200 hours, three of the available personnel are at home. Based on the response data, Chief Click would like to change the three full-time Lieutenant positions from day-shift to rotating 24-hour shifts on a trial basis to see if the numbers can be brought up to more closely meet the NFPA requirements.
- The FTC operating budget is being closely monitored, as the City of Kennewick has not paid their portion of this year's annual budget. Financial Manager Paden-Lilly provided Chief Beasley with budget reports and a written summary regarding the Maintenance and Operations budget and the Capital budget as it pertains to the KFD and BCFD#1 Joint Training Field and Facility Interlocal Agreement. Chief Click has reached out to Chief Beasley, regarding this year's budget contribution, but hasn't heard back from him.
- The EMS Council met yesterday. New officers were elected, and a discussion was held regarding budget funds available due to the Target Solutions costs being less than anticipated. Chief Click, Chief Harris, and Bud Rose will work together on the process of adding ambulance transports to Benton #1.
- The marketing firm has created a newsletter that will be going out to District residents this month.
- Battalion Chief Taylor and Captain Bibe will go through the applicants for the seasonal positions in preparation of the interview process. A committee is being formed to review the current volunteer, resident, and volunteer sleeper programs to come up with recommendations on how best to operate the programs in the future.
- Battalion Chief Gutzmer reported that Wildland Academy will start next week. Some of the recruits have prior experience and it should be a good group.
- Captain LoParco reported:
 - He is working on the second quarter training calendar and is hoping to have a video presentation regarding the benefits of member training available soon.
 - He will be putting out a request for individual fire response records to start on this year's Incident Qualification Cards (Red Cards.)
 - He has met with some members to go over their individual training plans and hopes to meet with several more.
 - Several members have requested to go to the Central Washington Interagency Fire Training Academy in May. There is no cost for the class, and along with classroom and field training, a fire camp setting will be in place to include meals, showers, and

camping to help prepare firefighters for living conditions during a Wildland fire assignment.

- The Hazmat Board meets on April 24. The plan is to come up with a Workgroup to discuss the Hazmat Team going forward; the amount of Hazmat calls has significantly decreased over the past 20 years and many large companies have their own teams in place.

OLD BUSINESS

Seasonal Employees

Letters were received from five members interested in the seasonal firefighter positions. One of the applicants, Jeremy Linhoff was hired for the seasonal position last year and did a great job. Chief Click recommended hiring Mr. Linhoff for one of the positions and have him participate in the interview process for the remaining two positions. The start date for all three positions will be May 6.

After a discussion, Commissioner Morris made a motion to hire Jeremy Linhoff as a seasonal firefighter. Commissioner Houchin seconded the motion and the motion passed.

NEW BUSINESS

Volunteer Member Application

Commissioner Morris made a motion to approve Volunteer Applications for Justin Axtman, Joshua Draper, Brandie Froberg, Danielle Gore, Ashley Gose, Tarin Miller, Kyle Robbins, Olivia Saucedo, Daniel Sinkbeil, and Travis Wakefield. Commissioner Houchin seconded the motion and the motion passed.

PUBLIC COMMENT

There was no public comment.

EXECUTIVE SESSION

At 9:48 a.m. Commissioner Houchin called a 5-minute executive session RCW 42.30.110 to review the performance of a public employee. The announced time of resumption in the open public meeting was 9:53 a.m. The actual time of resumption into the open public meeting was 9:53 a.m.

ANNOUNCEMENTS

- The next Board of Commissioner meeting will be on May 7.
- The Annual Awards Banquet is scheduled for May 4 at R.F. McDougall's and the theme is Star Wars – May the Fourth Be with You.

ADJOURNMENT

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