

BENTON COUNTY FIRE PROTECTION DISTRICT #1  
BOARD OF COMMISSIONERS

Regular meeting of April 4, 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 Ave., 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**

There were no additions to the agenda.

**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 21, 2017, minutes as submitted. Commissioner Morris seconded the motion and the motion passed.

**FINANCIAL REPORT**

**Fund Transaction Details**

Presented to the Board were 2017 transactions #521 through #555. The transactions total \$28,327.34. General Fund \$26,845.59; Hazmat Fund \$204.91 and Training Center Operations Fund \$1,276.84. 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:

- Dispatch frequency issues still continue for the Command II channel so Command III is being utilized. Some pagers do not have the option of switching to Command III. Until the issue is resolved, staff is working on ways to reprogram the pagers to include Command III.
- The two new command vehicles should be in service within the next couple of weeks.
- Live fire training that occurred over the last few weeks was very successful.
- Lieutenant Bibe was promoted to Captain and Firefighter Moore was promoted to Lieutenant on April 1.

- Lieutenant Moore has ordered sample PPE items for the equipment committee to review; they will be reviewing potential bunker boots, helmets, and gloves.
- Lieutenant Kleinknecht is placing an order to complete the District's hose inventory. He is also working on pre-fire plans.
- Chief Click is near completion of the District's Annual Report.
- Captain Bush is researching the possibilities of getting a multi-purchase discount for the second Type 5 apparatus that is scheduled to be purchased in 2018.
- Commercial construction continues to grow in the Wiser Parkway area. Chief Click is working with Fire Marshall Williams regarding hydrant/sprinkler codes.
- The District's first wildland fire of the year took place yesterday. Franklin #3 also had a controlled burn that became out of control.
- Captain LoParco reported that the Fire Training Center had over 300 people go through the live tire training. The training was very successful and the training officers plan to complete a report detailing successes, lessons-learned and overall cost.
- Captain Gutzmer stated that wildland recruit classes start next Tuesday. They will have six members returning following structure school and 11 new applicants.
- Captain Bush shared that one of the new command vehicles is available to look at after the meeting. The Station 120 flooring project is complete and he will begin working on irrigation at the facilities next week. One apparatus has shown minor damage due to winter freezing temperatures. The maintenance department will begin wildland engine service soon.
- PIO Baker shared that the District will be participating in three upcoming PIO events; April 22 is Kids Fishing Day at Columbia Park, Rite Aid's Children's Miracle Network event is the weekend of April 28 and Kadlec Safe Kids Saturday is May 14.
- Fire Investigator Coats reported that he has investigation two fires in the last week. He worked with BCSO on a structure fire; a cause has not been determined. The wildland fire from yesterday appears to have been human caused.
- The Type 3 Incident Management Team workshop is scheduled for next week in Ellensburg.
- Chief Click attended a meeting sponsored by the Department of Energy regarding the Range 12 fire. It was a good meeting and a pre-planning ride is being arranged with all cooperative agencies, to come up with a plan on when to deploy and engage for wildland fires in that area.

### **OLD BUSINESS**

There was no old business.

### **NEW BUSINESS**

#### **Surplus of Property**

This item was tabled.

#### **Forgiveness of Debt**

A letter was received from a patient requesting forgiveness of debt of an invoice for on-scene emergency medical services following a motor vehicle accident. The patient refused treatment, however a Benton County Sheriff requested medical evaluation. The patient did not require a transport to a hospital and does not feel they should be responsible for the invoice. After a

discussion, Commissioner Sleater made a motion to forgive the debt on account number 2016-01195. Commissioner Morris seconded the motion and the motion passed unanimously.

### **Career Staff Positions**

Chief Click presented information regarding the vacant career firefighter position. He is proposing that the vacancy be filled with a lieutenant rather than firefighter, he feels it better suits the current organizational structure of the District. A District-wide Lieutenant Promotional Test will need to be complete first. Then the career position could be advertised for interest within the District. After a discussion, Commissioner Sleater made a motion to fill the open career vacancy with a lieutenant qualified applicant. Commissioner Morris seconded the motion and the motion passed.

### **Reschedule Meeting Date**

Due to scheduled absences of the Fire Chief and Financial Manager, the staff requested that the April 18 regular board meeting be rescheduled to April 25. All commissioners were in favor of the date change.

### **PUBLIC COMMENT**

There was no public comment.

### **EXECUTIVE SESSION**

There was no executive session.

### **ANNOUNCEMENTS**

- The next Board of Commissioner meeting will be on April 25.

### **ADJOURNMENT**

With no further business to come before the Board the meeting was adjourned at 9:47 a.m.