

BENTON COUNTY FIRE PROTECTION DISTRICT #1  
BOARD OF COMMISSIONERS

Regular meeting of May 1, 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, Fire Chief/District Secretary Click, and Financial Manager Paden-Lilly. Commissioner Sleater was absent due to illness.

**ADDITIONS TO THE AGENDA**

Budget adjustment was added to financial report.

**CORRESPONDENCE RECEIVED LOG**

The correspondence received log was reviewed.

**CORRESPONDENCE SENT**

There correspondence sent was reviewed.

**APPROVAL OF MINUTES**

Commissioner Houchin made a motion to approve the May 1, 2018, minutes as submitted. Commissioner Morris seconded the motion and the motion passed.

**FINANCIAL REPORT**

**Fund Transaction Details**

Presented to the Board were 2018 transactions #732 through #760. The transactions total \$33,302.07. General Fund \$32,092.19; Hazmat Fund \$461.79; and Training Center Operating Fund \$748.09. After a discussion, Commissioner Houchin 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.

**Budget Adjustment – Resolution 2018-002**

Resolution No. 2018-002 was presented to the Board. The 2017 Budget indicated a transfer of \$30,000 from the General Fund to the Reserve Fund. However, fund numbers were transposed, and transfer was made between the General Fund to the Joint Agency Fund in error. Commissioner Houchin made a motion to sign Resolution 2018-002 correcting the transfer of fund error. Commissioner Morris seconded the motion and the motion passed.

**REPORTS**

Commissioners, chief and staff reported the following:

- Chief Click reported:

- The 2018 radio channel template is complete. Becki Coats is working to get the proper radio software installed on the laptop; then programming of the radios can begin.
- The Benton County Commissioners are holding a meeting May 3, to entertain budget requests related to the Public Safety Sales Tax. Chief Click and Chief Whealan plan to attend the meeting to advocate for radio communication equipment needed within Benton County.
- The three temporary seasonal employees will begin on May 21. They will be assigned to Station 150 on a rotating schedule working 9-hour days, 5 days a week.
- He and Financial Manager Paden-Lilly continue preparing election paperwork for the upcoming ballot.
- Captain LoParco reported:
  - Wildland refresher training is ongoing. He hopes to have Incident Qualification Cards (red cards) completed by the end of May.
  - Seven members have completed Instructor I training and four members are enrolled in Instructor II training.
  - Officer I training is scheduled for June, and Officer II training is scheduled for July.
  - C-Building construction is ongoing.
- Captain Gutzmer reported that there was a fire Friday night in an orchard. The owner had a controlled burn two weeks ago, but there must have been heat remaining that reignited.
- PIO Baker reported:
  - She and Chief Click will be meeting with HOA and parent/teacher groups in the upcoming weeks.
  - Captain Bibe and a crew will be visiting Orchard Elementary next Saturday.
  - A crew will be participating in the Safe Kids Saturday on May 12, at the Kadlec Healthplex in Richland and the Kidz Dig Rigz event on May 19 and 20, at Columbia Park.
- Battalion Chief Taylor has a coworker that lives in Cottonwood Springs who is very excited about the EMS Levy and is very supportive. They may be interested in helping the Pro Committee.
- Commissioner Houchin reported that the Hazmat Board met on April 18, however, he was unable to attend. Staff reported that Bob Gear and Deanna Davis continue to work on a risk-based assessment structure utilizing Tier II reporting data. It was recommended to schedule a Board Meeting in June, to continue that discussion prior to budget deadlines for some agencies.
- Financial Manager Paden-Lilly reported that damage was done to the garage door at Station 110 during the incident and power outage Friday night. Dondi's Garage Door was called for repair.

## **OLD BUSINESS**

### **EMS Levy**

The committee will have a conference call with the Marketing Firm tomorrow to discuss upcoming news releases and community presentations. Chief Click and PIO Baker have several presentations scheduled with community groups. The EMS Levy Resolution will be filed with the County prior to the May 11, deadline.

## **NEW BUSINESS**

### **Pro/Con Committee Member Appointment**

Chief Click reported that he received interest confirmation from citizens Scott Clemonson, Dave Kraal, and Dawn Senger to represent the Pro Committee. There was no response from citizens to serve on the Con Committee. The Committee Roster along with Voters' Pamphlet arguments are due to the County by May 25.

### **PUBLIC COMMENT**

There was no public comment.

### **EXECUTIVE SESSION**

At 9:30 a.m. Commissioner Morris called a 10-minute executive session per RCW 42.30.110 to discuss the performance of a public employee. The announced time of resumption in the open public meeting was 9:40 a.m. The actual time of resumption into the open public meeting was 9:40 a.m.

### **ANNOUNCEMENTS**

- The next Board of Commissioner meeting will be on May 15.

### **ADJOURNMENT**

With no further business to come before the Board the meeting was adjourned at 9:40 a.m.