

BENTON COUNTY FIRE PROTECTION DISTRICT #1  
BOARD OF COMMISSIONERS

Regular meeting of May 15, 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, and Financial Manager Paden-Lilly. Fire Chief/District Secretary Click was present via teleconference. Commissioner Sleater was absent.

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

**FINANCIAL REPORT**

**Fund Transaction Details**

Presented to the Board were 2018 transactions #762 through #922. The transactions total \$248,033.55. General Fund \$77,212.98; electronic payroll transfers \$84,579.54; federal payroll tax payment \$28,406.40; retirement systems transfer \$18,477.28; Fire Training Center Operations Fund \$1,115.67; SCBA Fund \$1,410.17; Joint Agency Fund \$1.65, and Capital/Building Fund \$36,829.86. 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 revenue and expenditure reports were reviewed.

**REPORTS**

Commissioners, chief and staff reported the following:

- Chief Click reported:
  - He and PIO Baker gave three EMS levy presentations over the past couple of weeks and the message was well received.
  - On May 21 between 3:am and 5:am, SeComm is changing their dispatching process. The SeComm channel will be for dispatch only and apparatus will be assigned to a command channel.
  - The Washington Fire Chiefs Annual Conference is being held at the Three River's Convention Center May 21-24.

- ImageTrend, the new regional fire records management software company, is holding a three-day consultation next week in Pasco to preview our regional setup and provide resolutions for ongoing issues with the software.
- The EMS Levy Resolution was filed with the County last week.
- The asphalt project at Station 140 is in process this week.
- The lighting project at Station 160 is near completion.
- Captain Bush is in Texas doing the final acceptance of the new Type 5 Skeeter truck. He will drive back in the vehicle later this week.
- There have been a few structure fires in the last few weeks. The last couple of weeks was busy and the assistance of our mutual aid partners was appreciated.
- Captain LoParco reported:
  - Work continues with setup and training in Target Solution training software.
  - Block training has been cancelled but will be rescheduled.
  - Four members completed Instructor II training last week.
- PIO Baker reported:
  - The Safe Kids Saturday event went well.
  - The Kidz Dig Rigz event is this weekend at Columbia Park.
  - Station 110 is holding an Open House on May 26.
  - Two different TV stations interviewed her and B/C Taylor regarding two recent structures fires.
- Financial Manager Paden-Lilly reported:
  - A press release will be distributed this week regarding National EMS Week and the upcoming EMS Levy.
  - She will be in Spokane tomorrow for State Audit Report training; the final 2017 report is due to the State Auditor's Office by May 30.
- Commissioner Morris reported that the Tri-County Fire Commissioner's met on Saturday in Walla Walla. A discussion was held regarding weed abatement programs. There is a \$500 scholarship offered by the Southeastern Washington Fire Commissioner's Association; applications are due by June 30.

## **OLD BUSINESS**

There was no old business.

## **NEW BUSINESS**

### **Resident Firefighter Agreement**

Commissioner Houchin made a motion to approve Resident Firefighter Agreement for Jaret Maynard. Commissioner Morris seconded the motion and the motion passed.

### **Policy 1000 – Member Participation Requirements**

An update of Policy and Procedure 1000 – Member Participation Requirements was presented to the Board for review. After a discussion, Commissioner Houchin made a motion to approve Policy and Procedure 1000. Commissioner Morris seconded the motion and the motion passed.

### **Resolution No. 2018-003; Alternative Fuel Exemption**

A draft alternative fuels exemption resolution was presented to the Board. Commissioner Morris made a motion to adopt Resolution No. 2018-003, a resolution exempting the District

from the State mandated alternative fuels requirement for government agencies beginning in 2018. Commissioner Houchin seconded the motion and the motion passed.

**PUBLIC COMMENT**

There was no public comment.

**EXECUTIVE SESSION**

There was no executive session.

**ANNOUNCEMENTS**

- The next Board of Commissioner meeting will be on June 5.

**ADJOURNMENT**

With no further business to come before the Board the meeting was adjourned at 9:30 a.m.