

BENTON COUNTY FIRE PROTECTION DISTRICT #1
BOARD OF COMMISSIONERS

Regular meeting of May 21, 2019.

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

Chief Click presented Commissioner Houchin with a badge, honoring his 50 years of service with the District.

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 Morris made a motion to approve the minutes of May 7, 2019. Commissioner Jenkins seconded the motion and the motion passed.

FINANCIAL REPORT

Fund Transaction Details

Presented to the Board were 2019 transactions #744 through #893. The transactions total \$212,381.13. General Fund \$54,013.64; electronic payroll transfers \$95,684.43; federal payroll tax payment \$31,582.43; retirement systems transfer \$18,972.75; Fire Training Center Operations Fund \$2,244.97; SCBA Fund \$9,880.41 and Joint Agency Fund \$2.50. Commissioner Morris made a motion to approve the vouchers. Commissioner Jenkins 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.

EMS Report

The EMS Collection Statistics Report was reviewed.

REPORTS

Commissioners, Chiefs and staff reported the following:

- Chief Click reported:
 - He and Commissioner Morris attended the Benton County Commissioners Meeting on May 7. Members of the Benton County Republican Party proposed to the Board that the surplus of tax funds generated by the Public Safety Tax be reallocated to local Fire Districts. The Benton County Sheriff and City of Kennewick Police Chief voiced their concerns and would like to see the tax continue to focus on fighting crime. The Board took no action, but directed the county attorney to review the request for future discussion. Chief Click requested an opinion from Attorney Snure and will discuss with the area Chiefs at the next Tri-County Chiefs meeting.
 - He traveled to Indiana last week to review the build of a new IMT trailer that is being purchased by the Tri-County Chiefs with Emergency Management grant funds. The unit should be delivered next week. The trailer looked great and will be a valuable asset to IMT personnel.
 - The Washington State Chiefs conference is taking place this week in Kennewick.
 - Three candidates have submitted interest in the Commissioner's position that expires the end of this year.
 - Station 160 experienced an electrical issue over the weekend. Brashear Electric was able to perform the emergency repair the following Monday. Loose wires in a junction box were discovered and repaired.
- Battalion Chief Taylor reported that he is working on a study of volunteer pay structures. A committee will be established to assess current pay policies and structures, in order to formulate a plan that meets the needs of our volunteer firefighters and how to enhance volunteer retention.
- Battalion Chief Gutzmer reported that Wildland training is finished with 10 new recruits.
- Public Information Officer Baker reported:
 - The Kidz Dig Rigz event at Columbia Park went very well; Captain Bibe and a crew participated, along with three apparatus.
 - CBC Paramedic Director, Troy Stratford has invited area fire agencies to attend, An Evening of EMT, on June 6. Agencies will have an opportunity to meet students that are enrolled in the EMT course and will be able to showcase their fire agency by providing recruitment materials.
 - Finley Elementary is having a field day on June 12 and Station 120 will staff the event with the Type 5 apparatus.
- Captain LoParco reported:
 - All 10 members have returned from the DNR academy. Three members will attend the academy in Deer Park in June.
 - He continues to work on training audits, ensuring that the new recruits are meeting all requirements.
 - Incident Qualification Cards (Red Cards) are a focus this week and he plans to print them next week.
- Commissioners Jenkins and Morris attended the Tri-County Commissioners Association meeting.
 - A presentation was given regarding dozer operation and safety. Having experienced swampers that have knowledge of the terrain is extremely important.

- A discussion was held regarding the possibility of restructuring the Hazmat Team.
- Two scholarships are available through the Tri-County Commissioners Association.
- A letter was sent to Benton County on behalf of the Tri-County Commissioners Association requesting that Public Safety Tax funds be utilized on the current communication structure.
- Chief Click mentioned that Lieutenant Moore tentatively scheduled dozer training on June 6, 7, and 9; Captain LoParco has ATV/UTV training scheduled for June 8.

OLD BUSINESS

There was no old business.

NEW BUSINESS

IT Support RFP

Chief Click reported that the RFP for Information Technology Support Services was sent to 10 vendors and four vendors responded. The evaluation committee evaluated all proposals and identified Devfuzion as the consultant whose proposal was most advantageous to the Fire District. After a discussion, Commissioner Morris made a motion to accept the IT Support RFP from Devfuzion. Commissioner Jenkins seconded the motion and the motion passed unanimously.

Asphalt Paving Project

Quotes were solicited from 89 vendors through MRSC Rosters and one quote was received for the Station 110 and 160 Asphalt Project. The quote was from Central Paving, LLC in the amount of \$76,579.29. After a discussion, Commissioner Morris made a motion to award the project to Central Paving, LLC, and allow the staff to enter into a contract with them. The motion was seconded by Commissioner Jenkins and the motion passed.

Fire Training Center Staffing

Chief Click received an email from Chief Beasley notifying him that Kennewick Fire Department will be adding three daytime positions mid-year 2019. His hope is to house two of them at the Fire Training Center to assist the day captains that are currently located there. Chief Click's main concerns would be the increase in the Operations and Maintenance Budget due to additional staff, and that the facility was not designed to house that many occupants on a daily basis. The C-Building is only permitted for periodic assembly and not permanent occupancy, so that would not be an option. One possibility would be for Kennewick to place a portable office on the property to the North. He will update the Board as he receives further information.

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 4.

ADJOURNMENT

With no further business to come before the Board the meeting was adjourned at 10:05 a.m.