

BENTON COUNTY FIRE PROTECTION DISTRICT #1
BOARD OF COMMISSIONERS

Regular meeting of June 5, 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, 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

There correspondence sent was reviewed.

APPROVAL OF MINUTES

Commissioner Houchin made a motion to approve the May 15, 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 #925 through #978. The transactions total \$91,692.01. General Fund \$70,814.32; electronic payroll transfers \$9,887.40; federal payroll tax payment \$2,325.76; Fire Training Center Operations Fund \$7,530.54; and SCBA Fund \$1,133.99. Commissioner Houchin made a motion to approve the vouchers. Commissioner Sleater 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:

- Chief Click reported:
 - A natural cover fire started in Finley on Monday afternoon and was declared a State Mobilization by 4:00 pm that same day. The fire was on Les Blair Road along the Columbia River. The State provided aircraft, two hand crews, and two engine strike teams. The fire should be contained by the end of today's operational period.
 - The lighting project is substantially complete at Stations 110, 140, and 160.
 - The asphalt project at Station 140 is complete and turned out very good.
 - The second Skeeter Type 5 apparatus is here, but not yet in service.

- The three seasonal firefighters have been very busy at Station 150 and have been a benefit to that area.
- Battalion Chief Tom Cole submitted a letter announcing his retirement as of August 1. He has been a valued member of the District for the past 33 years and we wish him the best in his retirement.
- Financial Manager Paden-Lilly reported that there have been emergency repairs at the Arrowhead Facility; a window was broken in one of the upstairs offices and two units needed HVAC repairs. The elevator is currently inoperable, and a service call has been requested.
- Office Assistant Ferrell reported that the EMS Council met yesterday. Further discussion was held regarding the option of having a second EMT program in the area.

OLD BUSINESS

EMS Levy

A news release was sent out and a letter to the editor was published in May. The marketing firm is working on a Frequently Asked Question (FAQ) mailer that will be mailed out mid-July, just prior to the August election. Another news release will go out this month and there is a plan for Chief Click to do an Editorial Board visit in July. The County provided a final ballot language of the EMS Levy Proposition and it has been approved by Legal Counsel.

NEW BUSINESS

Radio Communication Equipment

A portable radio order is being placed through the National Association of State Procurement Officials (NASPO) Master Agreement #06913 for the Washington State Contract price of public safety communication equipment. The total cost is \$16,397.75. After a discussion, Commissioner Houchin made a motion to approve the purchase, allowing staff to enter into a contract agreement for purchase of the radio communication equipment. Commissioner Morris seconded the motion and the motion passed unanimously.

PUBLIC COMMENT

Pat Linse commended Captain Matt Gutzmer for his assistance at the Finley Graduation Ceremony on Friday. He was very helpful getting them back to their vehicle, after their motorized scooter lost power.

EXECUTIVE SESSION

At 9:40 a.m. Commissioner Morris called a 5-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 9:45 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 June 19.
- The next Southeast Washington Fire Commissioners Association meeting will be on June 15 in Dayton.
- The next Hazmat Board meeting will be on June 20.

ADJOURNMENT

With no further business to come before the Board the meeting was adjourned at 9:45 a.m.