

BENTON COUNTY FIRE PROTECTION DISTRICT #1
BOARD OF COMMISSIONERS

Regular meeting of August 6, 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, Fire Chief/District Secretary Click and Administrative Assistant Ewing. Commissioner Morris was excused due to illness.

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 July 16, 2019, minutes as submitted. Commissioner Jenkins seconded the motion and the motion passed.

FINANCIAL REPORT

Fund Transaction Details

Presented to the Board were 2019 transactions #1288 through #1452. The transactions total \$89,381.87. General Fund \$64,560.50; electronic payroll transfers \$10,130.80; federal payroll tax payment \$4,538.64; Hazmat Fund \$4,811.60; Training Center Operating Fund \$1,731.45 and SCBA Fund \$3,608.88. Commissioner Houchin 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.

Budget Expenditure Report

The budget expenditure report was reviewed.

REPORTS

Commissioners, Chief and staff reported the following:

- Chief Click reported:
 - In the last week, he has received a few calls from voters inquiring about the levy and bond measure.
 - He has given a few interviews with the media regarding the levy and bond measure.
 - The seasonal firefighters returned from the WADNR pre-position assignment last night and are back in service at Station 150.

- Station 110, Station 120, the Arrowhead Facility and the Fire Training Center (FTC) have all experienced failures with HVAC systems and have required emergency repairs that were completed by Total Energy Management.
- An underground waterline pipe at the wellhead on the north end of Station 120 broke under a section of concrete. A-Core Concrete cut and removed the section of concrete over the broken waterline and ECS Northwest repaired the waterline.
- Mounts Lock and Key has been contacted to repair the door lock at Station 110.
- He is working on the BLS transport application and should have it submitted in the next few weeks in order to upgrade the District's EMS Provider License.
- Due to the recent theft of District fuel cards, an internal review of fuel cards was initiated. During the review, it was discovered that US Bank Voyager fleet cards will work at all locations, reducing the need for multiple fuel cards. All Connell Oil and Coleman Oil fuel cards have been cancelled. Each apparatus will now be issued one US Bank Voyager fleet card for fuel usage.
- Captain LoParco reported the following:
 - He is working on the training calendar and will finalize recruit academy details in a meeting tomorrow.
 - He is completing maintenance items on the FTC burn tower.
- Captain Schoenwald reported that a Type I engine needs a new ECM, which has been ordered.
- Office Assistant Ferrell reported that the EMS Council meeting was cancelled and has been rescheduled for October.

OLD BUSINESS

There was no old business.

NEW BUSINESS

Volunteer Firefighter Agreement

Commissioner Houchin made a motion to approve Volunteer Firefighter applications for Jessica Arnold, Conner Budzeck, Jordan Culverhouse, George Damron, Jorge Guerrero, Kaden Julian, Katsiaryna Kniahnitskaya, Emily McCollom, Courtney Nance, Eric Shearer, Bailey Stumpf, Ramon Weeda and Caleb Worman. Commissioner Jenkins seconded the motion and the motion passed unanimously.

TCFA Administration

Chief Click shared with the Board that the Tri-County Fire Chiefs Association (TCFA) has discussed the possibility of moving the TCFA fund management duties from City of Richland to Fire District #1. Chief Click will review further with Financial Manager Paden-Lilly to determine the time commitment and workload associated with the administrative duties.

Unemployment Payment Method

The number of full-time employees has increased over the years and the State Auditor considers the current reimbursable unemployment method a liability to the District; therefore, it is recommended to switch from reimbursable classification to taxable classification. Beginning in January, the District would start paying taxes monthly, rather than pay large lump sums of money when a former employee files and receives unemployment benefits. The Board agreed

with the recommendation and requested staff move forward with switching to the taxable classification for unemployment in 2020.

PUBLIC COMMENT

There was no public comment.

EXECUTIVE SESSION

There was no executive session.

ANNOUNCEMENTS

- The next Board of Commissioner meeting will be on August 20.
- The next Tri-County Fire Commissioner's Association meeting is August 10 at Walla Walla Fire District #5.

ADJOURNMENT

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