

BENTON COUNTY FIRE PROTECTION DISTRICT #1  
BOARD OF COMMISSIONERS

Regular meeting of September 18, 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**

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 September 4, 2018. Commissioner Morris seconded the motion and the motion passed.

**FINANCIAL REPORT**

**Fund Transaction Details**

Presented to the Board were 2018 transactions #1601 through #1753. The transactions total \$373,743.37. General Fund \$105,170.58; electronic fund transfers \$107,241.78; federal payroll tax payment \$40,570.01; retirement systems transfer \$21,771.82; Fire Training Center Operations Fund \$6,284.39; Joint Agency Fund \$1.65 and Capital/Building Fund \$92,703.14. 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.

**EMS Report**

The EMS Collection Statistics Report was reviewed.

**REPORTS**

Commissioners and staff reported the following:

- Chief Click reported:
  - The State Auditor team is still on site and conducting a very thorough finance and accountability audit for the years 2015-2017. Chief Click and Financial Manager Paden-Lilly attended the entrance conference on September 12; the audit team has been evaluating cash receipting, self-insurance, vehicle usage,

- general disbursements and valid vendors, credit card disbursements, vacation and sick cash out, contract monitoring, and procurement.
- Administrative Assistant Ewing has started relocating from the reception area to the former Commissioners office. Office Assistant Ferrell will then relocate to the reception area.
- EI126 (Westmark) is broke down again. There has been a class action law suit placed against International due to the issues with that type of motor. He is researching the possibility of changing the motor out to a Cummins in 2019.
- A notice is going out internally for the vacant firefighter/mechanic position. Resumes and cover letters will be due by September 28.
- Acting B/C Gutzmer reported:
  - Structure academy held its first hands-on day last Saturday. It went very well and there were plenty of staff to support the event from other participating agencies.
  - A crew from Station 120 manned Finley's opening football game on Friday. In talking with the school Superintendent, he is going to work with B/C Gutzmer to help refamiliarize staff with all the changes that have been made to the school and grounds. The school will provide videos and diagrams created by drone footage of all their facilities.
- Captain LoParco reported that the C-Building project is complete, and they are waiting for a final permit. The building will need to be insured and cleaned before final occupancy takes place.
- PIO Baker reported:
  - Commemorative paintings have been completed on the exterior of Station 110 in memory of fallen Firefighter's Paul Bjorklund and Arthur Shrive. Captain Copland spearheaded the project and there are plans to do a dedication in the future.
  - A crew will staff the Weimaraner Dog Club Hunting Competition event September 21, 22, and 23 that will be held on land owned by John Christiansen.

Commissioner Houchin commented on the commemorative paintings. He feels that it is nice to commemorate our fallen firefighters but is concerned about the future cost of upkeeping the murals.

## **OLD BUSINESS**

### **EMS LEVY**

The committee has a close out meeting scheduled with the marketing firm on October 17. Chief Click has been doing research on property tax changes that will occur in 2019, due to the passage of the McCleary Act. State property tax rates will be cut to \$2.40 cents per \$1,000 per assessed value, down from \$2.70. Voters may be more receptive to an EMS Levy, should their taxes not increase from the previous year. He will continue to research and will provide a report to the Board after the close out meeting has been conducted.

## **NEW BUSINESS**

### **Volunteer Applications**

Commissioner Houchin made a motion to approve volunteer applications for Xavier Acuna, Ashley Gose, and Ryle Senner. Commissioner Morris seconded the motion and the motion passed.

### **PUBLIC COMMENT**

There was no public comment.

### **EXECUTIVE SESSION**

At 9:32 a.m. Commissioner Morris called a 5-minute executive session RCW 42.30.1 10 to review the performance of a public employee. The announced time of resumption in the open public meeting was 9:37 a.m. At 9:37 an announcement was made to extend the executive session until 10:00 a.m. The actual time of resumption into the open public meeting was 10:00 a.m.

### **ANNOUNCEMENTS**

- The Southeast Washington Fire Commissioners Association Meeting will be on September 21 in Dayton.
- The next Board of Commissioner meeting will be on October 2.

### **ADJOURNMENT**

With no further business to come before the Board the meeting was adjourned at 10:04 a.m.