

BENTON COUNTY FIRE PROTECTION DISTRICT #1
BOARD OF COMMISSIONERS

Regular meeting of September 19, 2017.

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 6:30 p.m. at 1811A S. Ely St., 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

The correspondence sent was reviewed.

APPROVAL OF MINUTES

Commissioner Sleater made a motion to approve the September 5, 2017, minutes as submitted. Commissioner Morris seconded the motion and all Commissioners voted in favor of the motion.

FINANCIAL REPORT

Fund Transaction Details

Presented to the Board were 2017 transactions #1517 through #1660. The transactions total \$260,817.16. General Fund \$123,493.44; electronic payroll transfers \$91,978.72; federal payroll tax payment \$38,386.02; Hazmat Fund \$1,074.99; Fire Training Center Operations Fund \$5,713.67; and MPD Fund \$170.32. Commissioner Sleater 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:

- The Southeast Washington Fire Commissioners Association (SEWFCA) meeting was held last Friday in Dayton. Fire Chief Rocky Eastman gave a presentation and had a questionnaire for everyone to fill out; a good roundtable discussion was held. The SEWFCA scholarship committee awarded funds to Brian Thomas, the son of Firefighter Greg Thomas of Station 140.

- PIO Baker reported that she will be attending a Basic Public Information Officer training in Yakima next week.
- Battalion Chief Taylor reported that the order has been placed for the Thermal Imaging Cameras that are to be purchased with FEMA grant funds.
- Battalion Chief Taylor has been working with Captain Nicholls, who is nearing completion of an RFP for architect and engineering for a remodel to Station 150. Captain Nicholls has created a good document.
- E1126 (Westmark) has been repaired; the EGR coolers were replaced. Northtech Equipment Repair has provided an estimate for replacing the motor; Chief Click stated that the motor may be added to next year's budget.
- Captain Bush reported that the SCBA compressor is not working at Station 120. He will continue to troubleshoot it tomorrow, but Captain LoParco has also put in a call for repair. Unfortunately, the repair company is a month out for scheduling.
- Lincoln County Fire District #4 will be in town Friday to purchase and pick up apparatus #117.
- Chief Click introduced Lieutenant Firefighter Ryan Chambers. Lieutenant Chambers first day as a career employee was September 18.
- A memo was sent out requesting budget requests for 2018; they are due back to the District Office by September 29.
- Chief Click was able to spend a fair amount of time on the District's Five-Year Plan while on his last fire assignment. He hopes to have the final draft ready for the next board meeting.
- Lieutenant Moore was playing hockey on September 5, and broke his leg. He had to undergo surgery and will be off for an extended time.
- The Safety Committee meets this Friday.
- The EMS Council meeting is scheduled for next month.
- The next Hazmat Board meeting is scheduled for October 18.
- The large logo sign attached to the Arrowhead Building blew off during this week's wind storm; the sign company has been notified. Graffiti was also noticed this morning on a barrier wall near the west parking area and a sledge hammer was left near the area as well. The police department was notified and case number 17-35126 was assigned.

OLD BUSINESS

There was no old business.

NEW BUSINESS

Systems Design Contract

A Professional Service Agreement was presented to the Board. Systems Design will charge the Fire District \$23 for each incident; to include generating an invoice, submitting to insurance companies and follow-up and payment collections. After a discussion, Commissioner Sleater made a motion to authorize Chief Click to sign the Professional Service Agreement with Systems Design. Commissioner Morris seconded the motion and the motion passed unanimously.

Fire Training Center – C Building

A fee proposal in the amount of \$32,534 was received from CKJT Architects for the architect and engineering drawings for the capital building improvements to the C Building located at the Fire Training Center. Chief Click stated that once the prints are received, the project can go out to bid.

Commissioner Sleater made a motion to approve the proposal from CKJT Architects. Commissioner Morris seconded the motion and the motion passed unanimously.

PUBLIC COMMENT

Scott Carpenter stated that he noticed in past meeting minutes that Commissioner Morris has agreed to meet with BCSO regarding fireworks citations. He asked if those meetings have taken place. Commissioner Morris is holding off on scheduling a meeting until the new sheriff has been elected. Mr. Carpenter then asked what levy rate will be proposed for the EMS levy. Chief Click responded that in order to fund two ambulances and seven employees, the levy would be 50-cents per 1,000 assessed value.

EXECUTIVE SESSION

At 7:10 p.m. Commissioner Houchin called a 30-minute executive session per RCW 42.30.110 to review the performance of a public employee. The announced time of resumption in the open public meeting was 7:40 p.m. The actual time of resumption into the open public meeting was 7:40 p.m.

ANNOUNCEMENTS

- The next board meeting is scheduled for October 3; 9:00 a.m. at the District Office.

ADJOURNMENT

With no further business to come before the Board the meeting was adjourned at 7:45 p.m.