

BENTON COUNTY FIRE PROTECTION DISTRICT #1  
BOARD OF COMMISSIONERS

Regular meeting of September 3, 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 Financial Manager Paden-Lilly. 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 August 6 and August 20, 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 #1458 through #1648. The transactions total \$313,895.28. General Fund \$86,787.78; electronic payroll transfers \$131,419.94; federal payroll tax payment \$51,075.42; DRS transfer \$24,094.72; Hazmat Fund \$3,487.96; Training Center Operating Fund \$2,156.69 and SCBA Fund \$14,872.77. Commissioner Jenkins made a motion to approve the vouchers. Commissioner Houchin seconded the motion and the motion passed unanimously. The voucher registers are attached to these minutes and constitute a part thereof.

**Budget Revenue and Expenditure Report**

The budget revenue and expenditure reports were reviewed.

**EMS Report**

The EMS Collection Statistics Report was reviewed.

**REPORTS**

Commissioners, Chief and staff reported the following:

- Chief Click reported:
  - He and Financial Manager Paden-Lilly reviewed the Seasonal Firefighter Budget. Due to a slower fire season and limited mobilizations, to offset costs, one of the seasonal employees ended the season on August 31, and the other two seasonal employees will remain on-shift through September.

- He took a trip to Chehalis last week to tour the Braun NW ambulance manufacturing facility. They have some demo ambulance models currently available that may be a good option for the District.
- With the Capital Bond Measure moving onto the General Election, the Marketing and Communication Services Agreement with MyPeople Services has been extended through November 30.
- At the last Hazmat Board Meeting, discussions continued regarding the modification of the current response model. A subcommittee was established and provided their recommendation. The proposed concept would be to change the Hazmat Board into a Special Operations Board, covering Hazardous Materials and Technical Rescue (Confined Space, Rope, Structural Collapse, Trench Collapse, Water).
- Due to Fire Marshal Ken Williams' current medical leave, Code Compliance Officer Clark Posey will be filling in during his absence. He has a meeting planned with Officer Posey later this week.
- Battalion Chief Gutzmer reported that Recruit Academy started last week with a total of 36 students. The Academy is receiving good participation and help from the other participating agencies.
- Battalion Chief Taylor reported:
  - The next Safety Committee meeting is Thursday, September 26 at the District Office and will begin at 6:30 p.m.
  - He has been meeting with the reimbursement committee members on a monthly basis and the committee is making good progress with innovative thinking.
- Captain Bibe reported:
  - Crews have been participating in training along with the Kennewick Fire Department on Tuesdays. It has been a good opportunity to conduct multi-company drills and brush up on skills.
  - The Union is looking forward to working with Chief Click while the District moves towards providing ambulance transport services to our citizens.
- Captain LoParco reported that area Training Officers have been meeting and have come up with a plan and agreement for assessing each agency a per-student fee for attending the Training Academy. The fee would cover all supplies and facility use fees.
- Mechanic Firefighter Ball reported that Station 130's Type I engine is still down. A mechanic from Hughes Fire Equipment has been on site working on the apparatus for four days with no success. It seems to be an electrical communication issue.

## **OLD BUSINESS**

There was no old business.

## **NEW BUSINESS**

### **Resident and New Member Agreements**

Commissioner Houchin made a motion to approve Resident Agreements for Conner Budzeck, George Damron, Bailey Stumpf and Volunteer Member Application for Katie Van Pelt. Commissioner Jenkins seconded the motion and the motion passed unanimously.

### **Resolution No. 2019-09; Creation of a Recruit Academy Fund**

Benton County Fire District #1, #2, #4, West Benton Fire and Rescue, and Franklin #3 are working together to form a Tri-County Recruit Academy. Fire District #1 is being asked to create a Recruit Academy Fund where each agency will contribute funds to cover the cost of each student's participation in the Recruit Academy.

Resolution No. 2019-09 was presented to the Board. The resolution would repeal Resolution No. 008-12-2006; Creation of a Health Reimbursement Arrangement Fund and would adopt the creation of a Recruit Academy Fund. Commissioner Houchin made a motion to sign Resolution No. 2019-09 to create a fund for the Recruit Academy. Commissioner Jenkins seconded the motion and the motion passed.

### **Fire Chief Employment Contract**

An updated employment contract for the Fire Chief was presented to the Board. Commissioner Houchin made a motion to sign the contract. Commissioner Jenkins seconded the motion and the motion passed.

### **PUBLIC COMMENT**

There was no public comment.

### **EXECUTIVE SESSION**

There was no executive session.

### **ANNOUNCEMENTS**

- The next Board of Commissioner meeting will be on September 17.
- Chief Click invited the Board to attend the September 10, Staff Meeting to be held at Station 140 at 12:00 p.m. A special donation is being presented to the Fire District.

### **ADJOURNMENT**

With no further business to come before the Board the meeting was adjourned at 9:36 a.m.