

BENTON COUNTY FIRE PROTECTION DISTRICT #1
BOARD OF COMMISSIONERS

Regular meeting of September 4, 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. Chief Click presented a letter received on August 22 from Captain Ron Bush resigning as a full-time employee. He was offered and accepted a position at the Finley School District as their Career and Technical Education Instructor; his employment with the School District began last week.

CORRESPONDENCE SENT

The correspondence sent was reviewed.

APPROVAL OF MINUTES

Commissioner Sleater made a motion to approve the August 21, 2018, minutes as submitted. Commissioner Houchin seconded the motion and the motion passed.

FINANCIAL REPORT

Fund Transaction Details

Presented to the Board were 2018 transactions #1556 through #1587. The transactions total \$23,460.84. General Fund \$13,377.94; electronic payroll transfers \$6,475.10; federal payroll tax payment \$2,559.48; and Fire Training Center Operations Fund \$1,048.32. 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:
 - The temporary seasonal employees have been assigned to several mobilization this season that will offset payroll costs, so the budget will allow for the temporary employees to be extended through September. While assigned to Station 150, the crew has been connecting with residents and sharing information on the Firewise Program. This is a program that teaches how to

adapt to living with wildfire and encourages neighbors to work together and take action now to prevent losses. There are steps that homeowners can take, such as maintaining a defensible space, to reduce the risk.

- In light of the Bofer Canyon fire, the Kennewick Fire Department has linked their web page to the Firewise Program to offer advice on protecting homes from wildfires. As more residents are being built within the urban interface, an emphasis needs to be made regarding building defensible space around those homes.
- The State Auditor will begin the 2015-2017 review today.
- Chief Click provided information to the Board on Remote Automatic Weather Stations (RAWS) and the process of determining fire danger. Each week Captain Bibe provides information and Fire Danger Rating to regional fire agencies, based on information received from nearby RAWS stations that monitors and provides weather data to assist in determining fire danger.
- Captain LoParco reported:
 - The C-Building is close to completion and a final inspection will take place soon.
 - This year the First Aid Tent at the Benton/Franklin Fair was staffed by members from Benton 1, 4, and Franklin 3. It was an overwhelming success and fire agencies will probably staff it again next year.
- Captain Gutzmer reported that structure recruit school began last week; there are 32 students total for all agencies.
- Maintenance Supervisor Schoenwald reported that he is working on the regular maintenance service schedule and working on any new issues or out of service apparatus.
- PIO Baker reported:
 - The new Life Safety House worked out really well during the Benton/Franklin Fair. Entire families and caregivers were encouraged to go through the presentation. The House will be taken to both elementary schools in the District during Fire Prevention Week.
 - She attended a regional PIO meeting last week. The plan is to formulate a regional message and put together a list of all PIO's in the area and how they might help each other during larger incidents.
 - A crew and Type I engine will participate in Franklin #3's Smoke-n-Fire BBQ Competition this weekend.
 - Captain Copland and a crew from Station 110 will participate in this year's 9/11 event.

OLD BUSINESS

EMS Levy

Chief Click reviewed the options available should the Board decide to move forward with presenting another EMS Levy ballot measure in 2019. Chief Click feels that a Citizens Advisory Group will need to be established if the District moves forward with another attempt at an EMS levy. The Board will continue to review options before making a final decision.

NEW BUSINESS

Mechanic Position

With the resignation of Captain Bush, Chief Click recommends filling the vacancy with a mechanic to work alongside Maintenance Supervisor Schoenwald in preparation of his

retirement. The employee would be required to have certain maintenance certifications and qualifications, and could receive firefighter recruit training following hire. After a discussion, Commissioner Morris made a motion to pursue the hiring of a mechanic to fill the vacancy. Commissioner Houchin seconded the motion and the motion passed unanimously. Chief Click will prepare a job description and position announcement for review at the next board meeting.

Chief Click mentioned that due to Captain Bush's absence a majority of the public works projects will fall on Administrative Assistant Ewing. A decision has been made to move Ms. Ewing from the reception area to a private office and move Office Assistant Ferrell to the reception area.

Policy 2000 – Personal Protective Equipment

The Personal Protective Equipment Policy, originally dated 1997, was revised and presented to the Board for review. After review, Commissioner Sleater made a motion to approve Policy 2000 – Personal Protective Equipment. Commissioner Houchin seconded the motion and all Commissioners voted in favor of the motion.

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 18.

ADJOURNMENT

With no further business to come before the Board the meeting was adjourned at 9:55 a.m.