

**BENTON COUNTY FIRE PROTECTION DISTRICT #1
BOARD OF COMMISSIONERS**

Regular meeting of June 4, 2024.

CALL TO ORDER

Commissioner Carpenter called the regular meeting of the Board of Fire Commissioners of Benton County Fire District No. 1 to order in-person and via videoconference at 4:00 p.m. at 1811A S. Ely St. Kennewick, Washington. In attendance at this meeting in-person were Commissioner Carpenter, Commissioner Jenkins, Commissioner Phillips, Fire Chief/District Secretary LoParco, Chief Executive Officer Click, and Procurement and Administrative Coordinator Ewing.

ADDITIONS TO THE AGENDA

Vacant Positions was added to Old Business.

CORRESPONDENCE

The correspondence received log and correspondence sent was reviewed.

APPROVAL OF MINUTES

Commissioner Carpenter requested that the minutes be amended to reflect the cost breakdown for the Sales Quote and Agreement for the Administrative Office. Commissioner Jenkins made a motion to approve the special meeting minutes of May 28, 2024 as amended. Commissioner Carpenter seconded the motion and the motion passed unanimously.

FINANCIAL REPORT

Fund Transaction Details

Presented to the Board were 2024 transactions #1083 to #1108. The transactions totaled \$34,504.15; General Fund \$33,160.28 and the Custodial Funds \$1,343.87. Commissioner Jenkins made a motion to approve the vouchers. Commissioner Carpenter 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 Reports

The budget revenue and expenditure reports were reviewed.

REPORTS

Commissioners

Commissioner Carpenter reported that he attended the EMS meeting. He will also be attending the Southeast Washington Fire Commissioners Association (SEWFCA) meeting on June 21 in Dayton.

Chief Executive Officer:

CEO Click reported:

- He will be attending the SEWFCA meeting in Dayton and will meet with the SEWFCA chair to discuss the Lineage Logistics fire.

- He along with many others attended the IC Type 3 training throughout last week, and on Thursday they completed a historical review on Rattlesnake Mountain.
- The new Pierce engine is at Hughes Fire in Burbank; however, we have not accepted it. He will contact Dennis Waters to see if the requested items are fixed. Once everything is fixed, we will complete an inspection and accept it.
- He saw pictures of the 2nd Type 5 apparatus and we can expect to receive both apparatus in the next few weeks. We will have three people drive to Medford, OR in the next few weeks to complete the inspections and drive the apparatus back.
- He will be on vacation Thursday and Friday this week.

Fire Chief

Chief LoParco reported:

- He is working on finalizing job descriptions so we can move forward with recruiting as discussed in the last meeting.
- He gave Medical Program Director Hodges a verbal 60-day notice that the District would no longer be hosting the MPD Assistant position.

Training

Captain Nicholls reported:

- He participated in IMT3 training last week. He was selected as the IC of a team and his team is up this week.
- Last Wednesday there was a kick-off meeting with the general contractor and manager to discuss the FTC training tower gas conversion project awarded by the City of Kennewick. He received the initial drawing and diagrams and was displeased. He expects to talk with the general contractor and manager to address his concerns.
- Regional dozer training starts this weekend on Rattlesnake Mountain, and we have three new operator trainees attending.

Maintenance Department

Mechanic/FF Ball reported

- Apparatus 1112 is in the shop and should be ready tomorrow.
- He will be in dozer training this weekend.

OLD BUSINESS

Meeting Time and Frequency

Chief LoParco presented documentation received from Attorney Brian Snure, indicating that the Board has the option to hold one meeting per month, rather than two.

Commissioner Carpenter opened the discussion by mentioning that in his previous years on the Board, the meetings were held at 9:00 a.m. However, in recent years, the meeting time was adjusted to be held at 4:00 p.m., with the intention of allowing more opportunity for public attendance. He explained that the meeting time was set when Commissioner Phillips accepted the position on the Board.

Commissioner Phillips stated that a change in his work schedule makes it difficult for him to attend meetings at 4:00 p.m. He also questioned the need to meet two times per month and recommended meeting one time per month. After a brief discussion, Commissioner

Phillips made a motion to change the meeting time to 6:00 p.m. on the first and third Tuesday of each month. Commissioner Jenkins seconded the motion, and the motion was carried with Commissioners Phillips and Jenkins in favor of the motion. Commissioner Carpenter voted nay.

Lineage Logistics

Last week, Chief LoParco attended a town hall meeting in Finley where citizens expressed their concerns and asked questions about the Lineage Logistics fire. Despite no Lineage Logistics representative attending, it went well. If another town hall meeting is scheduled, Chief LoParco encourages Board members to attend.

A number of heavy equipment pieces are on site and there has been significant progress in demolition. As of the end of the week, rotating shifts will work 24 hours a day. The demolition contractor has done a good job putting out the fire as they get to it. They have security on site, and we respond if needed. The District continues PR work, checking in daily, and spraying water only when embers are present. Chief LoParco also visits the site regularly to check on progress.

Battalion Chief Gutzmer continues to work with the Washington State Department of Health and Washington State Department of Ecology (ECY) to provide masks, box fans, and filters to the public. The Washington State Department of Health supplied 1000 masks for the public. During the mask distribution, Battalion Chief Gutzmer received positive feedback about how well the District has kept the public informed. The ECY provided the filters and box fans that were given out to the public, and more have been requested. A total of 15 air monitors will be placed in Finley, beginning with some placed within a tenth of a mile of Lineage Logistics.

Vacant Positions

After careful consideration, it was decided to promote Procurement and Administrative Coordinator Ewing to Executive Director of Business Operations. Chief LoParco presented an employment contract for April Ewing to the Board. Commissioner Phillips made a motion to approve the employment contract for April Ewing as the Executive Director of Business Operations. Commissioner Jenkins seconded the motion and the motion passed unanimously.

NEW BUSINESS

Job Related Degree

Chief LoParco presented information about an employee who has earned a bachelor's degree. According to the Collective Bargaining Agreement, an employee's transcript must be presented to the Board of Commissioners to determine whether the degree is relevant to their job. Following a discussion, Commissioner Phillips made a motion to approve the job-related degree for Ryan Nicholls. Commissioner Jenkins seconded the motion and the motion passed unanimously.

EXECUTIVE SESSION

Commissioner Carpenter called a 5-minute executive session at 4:52 p.m. per RCW 42.30.110(l)(g) to discuss the performance of a public employee. The meeting was called back to order at 4:57 p.m.

PUBLIC COMMENT

There was no public comment.

ANNOUNCEMENTS

- The next Board of Commissioner meeting will be on Tuesday, June 18 at 4:00 p.m.

ADJOURNMENT

With no further business to come before the Board the meeting was adjourned at 5:00 p.m.

Approved by:

Submitted by:

Scott E. Carpenter, Board Chair

P. Scott LoParco, District Secretary