

BENTON COUNTY FIRE PROTECTION DISTRICT #1
BOARD OF COMMISSIONERS
MEETING MINUTES
Tuesday July 16, 2024 – 6:00 PM

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 video-conference at 6:00 p.m. at 1811A S. Ely St. Kennewick, Washington. In attendance at this meeting in-person were Commissioner Carpenter, Commissioner Jenkins, Fire Chief/District Secretary LoParco, Deputy Chief Nicholls, CEO Click, and Executive Director Ewing. Commissioner Phillips was excused.

ADDITIONS TO THE AGENDA

No additions to the agenda.

CORRESPONDENCE

The correspondence received log and correspondence sent was reviewed.

APPROVAL OF MINUTES

Commissioner Carpenter requested that the minutes be amended to reflect his reason for voting against the Deputy Chief employment agreement and transition of Captain Bibe to the Training Officer Position. Commissioner Jenkins made a motion to approve the regular minutes of July 2, 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 #1354 to #1498. The transactions totaled \$372,924.97. General Fund \$363,615.90; Custodial Funds \$9,309.07. 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.

REPORTS

Chief Executive Officer Click reported:

- He continues working with Hughes to purchase two Type 1 apparatus that are supposed to be available on August 1. The paperwork has been completed and submitted to PNC Bank.
- He went to Grangeville to pick up the Can Am 6x6.
- He is heading to Pioneer for a 14-day assignment on Friday.

Fire Chief LoParco reported:

- He has been working on the job description for the Logistics Position and has been working on hiring for the Office Assistant Position.
- He has been working with Battalion Chief Gutzmer on scheduling a pinning ceremony. After this ceremony, we will start doing pinning ceremonies during regular Board meetings.
- He met KFD's new Deputy Chief Ball.
- He is working on finalizing the administrative building specifications.
- He will be out of town this weekend and next weekend.
- The refurbished truck at Cascade in Yakima should be done by the end of the month. He continues following up to get it done and is hopeful that the next truck refurbishment will go quicker.

Deputy Chief Nicholls reported:

- The All-Officer Meeting was held last week to share information.
- DO/DC group met with Chief Click for education on mobilization requests, FMAG requests, and HB1498 aircraft.
- He has been transitioning the Training Officer position to Captain Bibe. They will spend several days together through the end of July before Captain Bibe takes over as Training Officer with support on August 5.
- New applicant testing is taking place this Saturday.
- Training on the new Type 5 engines is going well. He hopes to put them in service within the next two weeks.

Training Captain Bibe reported:

- He has been training with Deputy Chief Nicholls to start the transition into his new position as Training Officer.

Maintenance

FF/Mechanic Ball reported:

- The red truck (#141) is at Station 110 to run for the summer.
- He continues working on the Type 5's so we can get them into service.

OLD BUSINESS

Surplus Equipment

Chief LoParco followed up with Columbia County Fire District #1 (CCFD#1) regarding the Type 6 vehicle initially scheduled for sale on Public Surplus Auction. CCFD#1 urgently needed a fire truck due to one truck being wrecked and another's motor failure.

Chief LoParco requested that the Board repeal Resolution 2024-05, which authorized the sale of the surplus district vehicle at a public auction, and instead presented Resolution 2024-13, which authorizes the sale of the surplus district vehicle to a neighboring fire agency for \$5,000.

Commissioner Jenkins made a motion to repeal Resolution 2024-05 and approve Resolution 2024-13 allowing the sale of the district apparatus to CCFD#1 for \$5,000. Commissioner Carpenter seconded the motion, and the motion passed unanimously.

NEW BUSINESS

MRSC Rosters Resolution

There were bills passed in the legislative process that impacted procurement, contracting and bid thresholds. Therefore, Resolution 2020-06 needs to be repealed and replaced with 2024 –12 to include new provisions and dollar amount thresholds.

After a discussion, Commissioner Jenkins made a motion to repeal Resolution 2020-06 and approve Resolution 2024-12 MRSC Rosters Model Small Public Works, Consultant and Vendor Rosters. Commissioner Carpenter seconded the motion, and the motion passed unanimously.

Policy 4400 – Purchasing and Public Works

Policy 4400 – Purchasing and Public Works was revised and presented to the Board for review. After review, Commissioner Jenkins made a motion to approve Policy 4400 – Purchasing and Public Works. Commissioner Carpenter seconded the motion, and the motion passed unanimously.

Policy 4800 – Small Business Utilization Plan

New Policy 4800 – Small Business Utilization Plan was presented to the Board for review. After review, Commissioner Jenkins made a motion to approve Policy 4800 – Small Business Utilization Plan. Commissioner Carpenter seconded the motion, and the motion passed unanimously.

EXECUTIVE SESSION

Commissioner Carpenter called a 10-minute executive session at 6:24 p.m. per RCW 42.30.110(1)(g) to discuss the performance of a public employee. The meeting was called back to order at 6:34 p.m.

PUBLIC COMMENT

There was no public comment.

ANNOUNCEMENTS

- The next Board of Commissioner meeting will be on Tuesday, August 6 at 6:00 p.m.
- Pinning Ceremony September 7 at 9:00 a.m.

ADJOURNMENT

With no further business to come before the Board the meeting was adjourned at 6:38 p.m.

Approved by:

Submitted by:

Scott E. Carpenter, Board Chair

P. Scott LoParco, District Secretary