

BENTON COUNTY FIRE PROTECTION DISTRICT #1
BOARD OF COMMISSIONERS

Regular meeting of November 2, 2021.

CALL TO ORDER

Commissioner Christenson called the regular meeting of the Board of Fire Commissioners of Benton County Fire District No. 1 to order at 4:00 p.m. via Zoom video-conference. In attendance at this meeting were Commissioner Christenson, Commissioner Couch, Commissioner Jenkins, Fire Chief/District Secretary Click, Deputy Chief LoParco, and Executive Director Paden-Lilly.

ADDITIONS TO THE AGENDA

Employee manual & exempt employee contracts was added to old business and volunteer application was added to new business.

CORRESPONDENCE

The correspondence received log and correspondence sent was reviewed.

APPROVAL OF MINUTES

Commissioner Couch made a motion to approve the October 19, 2021, minutes as submitted. Commissioner Christenson seconded the motion and the motion passed.

FINANCIAL REPORT

Fund Transaction Details

Presented to the Board were 2021 transactions #2322 to #2352. The transactions total \$134,464.30. General Fund \$24,515.25; Hazmat Fund \$2,206.00; Fire Training Center Operations Fund \$825.07; SCBA Fund \$889.52; and Project Fund \$106,028.46. Commissioner Christenson made a motion to approve the vouchers. Commissioner Jenkins seconded the motion and the motion passed unanimously. The voucher registers are attached to these minutes and constitute a part thereof.

Budget Expenditure Reports

The budget expenditure reports were reviewed.

EMS Report

The EMS and Ambulance Collection Statistics Report was reviewed.

REPORTS

Commissioners

Commissioner Christenson attended the Snure Webinar. He was interested in hearing more about Smoke Storms, the sudden onset of high concentrations of smoke that are large enough to affect daily life and is a hazard to firefighters.

Fire Chief

Chief Click reported:

- Along with Deputy Chief LoParco and Captain Nicholls, he attended the annual Snure Seminar and Washington Fire Commissioners Association conference. It was a great conference, and it was nice to have personal interactions with colleagues.

- He participated in the Fire Defense Committee meeting; a discussion was held regarding Interagency Agreements with Department of Natural Resources.
- He participated in a virtual presentation with National Oceanic and Atmospheric Administration (NOAA) regarding the 2021 Winter Outlook. They confirmed a second year of La Nina, which typically means a cooler and wetter winter.

Deputy Chief

Deputy Chief LoParco reported:

- He enjoyed the annual conference, particularly the session regarding HBI310 which addresses police response to EMS calls.
- He spoke with the engineer regarding the Station 160 water project and permits are to be submitted soon.

Battalion Chief(s)

Battalion Chief Gutzmer reported that the current session of structure academy is in its final month with 32 recruits, and live fire training will begin on November 20 at Walla Walla #5.

Training

Captain Nicholls reported:

- The Fire Training Center (FTC) staff is working on winterizing the facility.
- The FTC is rented out this week by an outside agency.
- He and Training Captain Kandle completed the FTC draft budget.
- He continues to work on ordering furnishings for Station 170's living quarters and working on the fire alarm/notification system.
- He has been participating in virtual trainings regarding the upcoming FEMA FireAct Grant application period.

Other

Executive Director Paden-Lilly reported the State Auditor's Office notified the District that the 2018-2020 audit will begin the week of November 8. This audit will be performed almost entirely online.

OLD BUSINESS

Facility Bond Project

Chief Click reported that the apparatus bay is coming along. They are still waiting on the fire suppression water tank to be delivered and installed.

COVID-19 Impacts

Deputy Chief LoParco reported that the District continues COVID-19 business as usual.

Arrowhead Facility

Chief Click reported that he has not heard anything regarding a closing date of the sale yet.

BCES Update

Chief Click reported that a special BCES Board was held, and an agreement is being written to hire a consultant to manage the project of CAD integration. A discussion was held regarding the need for a BCES Strategic Plan.

2022 Budget

Executive Director Paden-Lilly stated that there had been very few changes to the draft budget. The Board will review this draft for final approval at the next board meeting.

Employee Manual & Exempt Employee Contracts

Commissioner Couch has reviewed the current employee contracts and draft non-affiliated employee manual. He is recommending a special meeting be held to review the documents with the Board. Commissioner Couch made a motion to hold a special board meeting on November 23 to review the exempt employee contracts and draft non-affiliated employee manual and salary step schedule. Commissioner Christenson seconded the motion and the motion passed.

NEW BUSINESS

Resolution No. 2021-08; Electronic Signatures

Executive Director Paden-Lilly presented Resolution No. 2021-08; Authorizing the use of electronic signatures in lieu of handwritten signatures. The resolution authorizes the use and acceptance of electronic signatures to complete district business in a timely manner. After a discussion, Commissioner Couch made a motion to sign Resolution No. 2021-08; Authorizing the use of electronic signatures in lieu of handwritten signatures. Commissioner Christenson seconded the motion and the motion passed.

Resolution No. 2021-09; Surplus Property

Executive Director Paden-Lilly presented Resolution No. 2021-09; Surplus of Property. The resolution authorizes the sale or disposal of listed surplus property. After a discussion, Commissioner Jenkins made a motion to sign Resolution No. 2021-09; Surplus of Property. Commissioner Couch seconded the motion and the motion passed.

Volunteer Application

A volunteer member application for Dayne Winters was presented to the Board for review. Commissioner Couch made a motion to approve the application and Commissioner Christenson seconded the motion and the motion passed.

PUBLIC COMMENT

There was no public comment.

EXECUTIVE SESSION

There was no executive session.

ANNOUNCEMENTS

- The next regular Board of Commissioner meeting will be on November 16, 2021, at 4:00 p.m. via Zoom video-conference.
- A special Board of Commissioner meeting will be on November 23, 2021, at 4:00 p.m.

ADJOURNMENT

With no further business to come before the Board the meeting was adjourned at 5:10 p.m.