

BENTON COUNTY FIRE PROTECTION DISTRICT #1  
BOARD OF COMMISSIONERS

Regular meeting of January 18, 2022.

**CALL TO ORDER**

Commissioner Couch called the regular meeting of the Board of Fire Commissioners of Benton County Fire District No. 1 to order at 4:00 p.m. at 1811A S. Ely St. Kennewick, Washington and via Zoom video-conference. In attendance at this meeting were Commissioner Carpenter, Commissioner Couch, Commissioner Jenkins, Fire Chief/District Secretary Click, Deputy Chief LoParco, and Executive Director Paden-Lilly.

**ADDITIONS TO THE AGENDA**

WFCA Seminars was added to new business.

**CORRESPONDENCE**

The correspondence received log and correspondence sent was reviewed.

**APPROVAL OF MINUTES**

Commissioner Jenkins made a motion to approve the January 4, 2022, minutes as submitted. Commissioner Carpenter seconded the motion and the motion passed.

**FINANCIAL REPORT**

**Fund Transaction Details**

Presented to the Board were 2021 transactions #2820 through #2841 and 2022 transactions #19 to #150. The 2021 transactions total \$45,431.27. General Fund \$42,832.28; Fire Training Center Operations Fund \$924.97; TCRA Fund \$1,609.30, and Joint Agency Fund \$64.72. The 2022 transactions total \$244,966.35. General Fund \$38,181.91; electronic fund transfers \$135,325.93; federal payroll tax payment \$47,436.27; retirement systems transfer \$21,711.60; WA Support Registry \$1,291.00; Fire Training Center Operations Fund \$611.15; SCBA Fund \$168.33; and Joint Agency Fund \$240.16. Commissioner Carpenter 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 Revenue and Expenditure Reports**

The budget revenue and expenditure reports were reviewed.

**REPORTS**

**Commissioners**

Commissioner Carpenter inquired about the Greater Columbia Accountable Community of Health (GCACH) and the funding opportunity that former Commissioner Christenson mentioned. Chief Click reported that the GCACH is a non-profit organization that works with communities on health and social needs. They currently have grant funding available for agencies willing to hire Community Health Workers.

**Fire Chief**

Chief Click reported:

- Kennewick Fire Chief Michael came by his office to introduce Deputy Chief of Support Services Heffner, who was hired to replace Deputy Chief Hines following his retirement.
- He and several staff members participated in a thorough walkthrough of the Station 170's fire protection system, and it is now working well.

- He attended a Fire Defense Committee Meeting; regional response plans were discussed.
- There was marginal attendance at last week's All Officer's Meeting. There has been a decrease in volunteer activity noted since October.
- He attended a Department of Natural Resources (DNR) meeting; wildfire season and interlocal agreements was discussed.
- He and Training Captain Nicholls attended a meeting with Kennewick Fire Department regarding the Fire Training Center. The five-year plan was discussed including ongoing maintenance items and needed repairs.
- The BCES Board meeting scheduled for January 13 was cancelled and is to be rescheduled to the first part of February. The Strategic Plan developed by DeltaWrx has been completed and submitted to the City of Richland.
- He has a meeting with LI296 Union President Blashill tomorrow to discuss vacation processes.
- In researching how to make volunteering more attractive to today's generation, he spoke with a legal representative to discuss different possible pay models for volunteer and resident firefighters.
- Mechanic/Firefighter Ball is in Minnesota this week attending a Waterous Pump Operations class.

### **Training**

Captain Nicholls reported:

- Miscellaneous repairs have been completed at the Fire Training Center in the A and C Buildings. Parts have been ordered and maintenance scheduled to repair the Training Tower so that it is operational again. For safety reasons and to be a good neighbor, he is investigating the feasibility and possibility of converting the Training Tower from wood (Class A) to Propane (Class B) fuels for live fire training.
- Several classes are scheduled at the Fire Training Center in the coming months.
- He has been verifying that all members are up to date with EVIP certifications, first aid, and CPR.
- Spring Recruit School testing is scheduled for the last weekend in February. He currently has 25 new applicants.
- The Fire Station alarm system program has been moving along and Stations 120, 140 and 160 are now reporting correctly.

### **OLD BUSINESS**

#### **Facility Bond Project**

Chief Click reported he met with the Architect this morning to go over the punch list. Chief Click sent six pictures of items needing to be complete and he did not approve a \$3,400 change order submitted by the contractor. They are working on closing documents now to include a \$1,000 a day penalty for the 14-day delay of the project.

#### **COVID-19 Impacts**

Deputy Chief LoParco reported that there has been an upswing in Covid-19 cases and more exposures to members. In order to expedite testing, four additional testing sites have been approved for members to receive Covid-19 tests.

#### **Station 160 Water Project**

Deputy Chief LoParco reported that the last document has been executed for the project and the next step will be the pre-construction meeting.

## **NEW BUSINESS**

### **Tri-Tech Program**

Chief Click spoke with KFD Chief Michael regarding their employee that is assigned to the Tri-Tech Firefighting Program. The City of Kennewick has decided not to host that position going forward and is looking for someone else to sponsor the position. The Kennewick School District provides funding for the position. Due to several administrative and labor issues, Chief Click and Chief Michael will meet next week with the principal of Tri-Tech to discuss the details.

### **Policy and Procedure Updates**

Chief Click presented Policy 4500 – Electronic Fund Transfers and an update of Policy 1400 – Accidents, to the Board for review. Discussion and possible action will be scheduled at the next Board meeting.

### **New Member Applications**

Support Service Application for Tammy Fryer was presented to the Board for review. Commissioner Jenkins made a motion to approve the Support Service Application. Commissioner Carpenter seconded the motion and the motion passed.

### **WFCA Seminars**

Commissioner Carpenter reviewed the upcoming seminars being provided by the Washington Fire Commissioners Association.

The WFCA Seminar Series are scheduled for:

- April 2 – Spokane – Attorney Snure presents information for newly elected/appointed and experienced Commissioners, Chiefs and Secretaries
- April 30 – Suquamish - Attorney Snure presents information for newly elected/appointed and experienced Commissioners, Chiefs and Secretaries
- June 4 – Chelan – Spring Seminar
- October 27 – Spokane – Annual Conference

Commissioner Carpenter would like to attend the April 2 Seminar in Spokane if it is not the same topic being presented at the annual fall WFCA Conference. A discussion was held regarding holding a budget workshop following the June 4 seminar in Chelan.

## **PUBLIC COMMENT**

There was no public comment.

## **EXECUTIVE SESSION**

There was no executive session.

## **ANNOUNCEMENTS**

- A regular Board of Commissioner meeting will be on February 1, 2022, at 4:00 p.m.

## **ADJOURNMENT**

With no further business to come before the Board the meeting was adjourned at 4:52 p.m.