

BENTON COUNTY FIRE PROTECTION DISTRICT #1  
BOARD OF COMMISSIONERS

Regular meeting of January 19, 2021.

**CALL TO ORDER**

Chairman Christenson called the virtual 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 Jenkins, and Executive Director Paden-Lilly. Commissioner Morris was excused due to illness, Chief Click was on an Incident Management Team assignment in Clark County, and Deputy Chief LoParco was on vacation.

**ADDITIONS TO THE AGENDA**

There were no additions to the agenda.

**CORRESPONDENCE RECEIVED LOG**

The correspondence received log was reviewed.

**CORRESPONDENCE SENT**

The correspondence sent was reviewed.

**APPROVAL OF MINUTES**

Commissioner Jenkins made a motion to approve the minutes dated January 5, 2021, as submitted. Commissioner Christenson seconded the motion and the motion passed.

**FINANCIAL REPORT**

**Fund Transaction Details**

Presented to the Board were 2020 transactions #2627 through #2646 and 2021 transactions #25 to #156. The 2020 General Fund transactions total \$14,901.08. The 2021 transactions total \$256,450.54. General Fund \$81,608.67; electronic fund transfers \$109,618.19; federal payroll tax payment \$38,622.79; retirement systems transfer \$24,556.96; WA Support Registry \$1,341.00; Fire Training Center Operations Fund \$348.27; MPD Fund \$31.76; and Bond Project Fund \$322.90. Commissioner Jenkins made a motion to approve the vouchers. Commissioner Christenson 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 Christenson reported:
  - He is interested in attending the upcoming virtual Snure Seminars.
  - The Labor negotiating meetings are going well and the next meeting will be the first part of February.
  - He plans to attend the Hazmat Board meeting tomorrow.

## **Battalion Chief**

- Battalion Chief Gutzmer reported that personnel who had recently contracted COVID-19, have completed the required quarantine period and returned to work. There are only a few still out and remain in quarantine status.

## **Training**

- Training Captain Nicholls reported:
  - He is reviewing member training records in preparation for the upcoming Washington State Rating Bureau (WSRB) audit.
  - Spring Recruit Academy is set to begin February 27. There are currently 20 applicants.
  - The District is hosting a virtual S131; Wildland Firefighter Type I training course on February 13 and 14.
  - He has received the first COVID-19 vaccination and will be getting the second dose tomorrow.

## **Other**

- Executive Director Paden Lilly reported that she was contacted by the Department of Revenue and they are conducting a 2017-2020 Leasehold Tax audit relating to the Arrowhead Facility.

## **OLD BUSINESS**

### **Apparatus and Facility Bond Project**

- Station 170 Construction Project Bid Award  
Six bid specifications were received for the Station 170 Construction Project. Siefken and Sons Construction, Inc. provided the lowest responsible bid. After a discussion, Commissioner Jenkins made a motion to award the bid to Siefken and Sons Construction, Inc., in the amount of \$1,084,000 along with alternate bid #1, #2, and #5 for a total amount of \$1,273,000. Commissioner Christenson seconded the motion and the motion passed with all in favor. The Board would like Chief Click to sign a contract with Siefken and Sons Construction on their behalf to begin work as soon as possible.

### **COVID-19 Impacts**

Commissioner Christenson mentioned that there are three COVID-19 vaccine sites in Benton County: On Scene Medical Services, Safeway in Kennewick, and Prosser Memorial Hospital.

Deputy Chief LoParco had provided a proposal to the Commissioners from Huminsky's Heating and Cooling for modifications that can be made to existing facility units to assist in preventing the spread of the COVID-19. The Board will discuss this further at the next meeting when Deputy Chief LoParco is present.

## **NEW BUSINESS**

### **Station 160 Microwave Agreement**

Executive Director Paden-Lilly presented a service agreement from Devfuzion to provide 100 Mbps microwave internet services at Station 160. After a discussion, Commissioner Jenkins made a motion to authorize Executive Director Paden-Lilly to enter into a contract agreement with Devfuzion to provide microwave internet services at Station 160. Commissioner Christenson seconded the motion and the motion passed.

### **Non-Union Affiliated Employee Handbook**

Executive Director Paden-Lilly presented an Employee Handbook for the District's non-union affiliated employees. As Local #4362 moved into the direction of consolidating with Kennewick Local #1296, the non-union affiliated employees chose to withdraw from future negotiations and collaborations with the Union. This handbook will provide a guidance to personnel policies and salary/benefit compensation for non-union affiliated employees. The Board will review the document for further discussion at the next Board meeting.

### **PUBLIC COMMENT**

There was no public comment.

### **EXECUTIVE SESSION**

There was no executive session.

### **ANNOUNCEMENTS**

- The next Board of Commissioner meeting will be on February 2, 2021.
- The next Hazmat Board meeting will be on January 20, 2021.

### **ADJOURNMENT**

With no further business to come before the Board the meeting was adjourned at 4:54 p.m.