

BENTON COUNTY FIRE PROTECTION DISTRICT #1
BOARD OF COMMISSIONERS

Regular meeting of January 22, 2019.

CALL TO ORDER

Chairman Houchin called the regular meeting of the Board of Fire Commissioners of Benton County Fire District No. 1 to order at 9:00 a.m. at 7511 W. Arrowhead Ave., Kennewick, Washington. In attendance at this meeting were Commissioner Houchin, Commissioner Morris, Fire Chief/District Secretary Click, and Financial Manager Paden-Lilly. Commissioner Sleater was unexcused.

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 Morris made a motion to approve the minutes of January 8, 2019. Commissioner Houchin seconded the motion and the motion passed.

FINANCIAL REPORT

Fund Transaction Details

Presented to the Board were 2018 transactions #2394 through #2405 and 2019 transactions #16 through #142. The 2018 transactions total \$8,860.93. General Fund \$6,206.80; Hazmat Fund \$2,084.03; Fire Training Center Operations Fund \$543.06; and SCBA Fund \$27.04. The 2019 transactions total \$207,383.66. General Fund \$93,152.01; electronic payroll transfers \$71,027.49; federal payroll tax payment \$24,985.73; retirement systems transfer \$16,817.77; Fire Training Center Operations Fund \$1,378.91; and Joint Agency Fund \$21.75. Commissioner Houchin made a motion to approve the vouchers. Commissioner Morris seconded the motion and the motion passed unanimously. The voucher registers are attached to these minutes and constitute a part thereof.

Transaction Summary Reports

The budget revenue and expenditure reports were reviewed.

EMS Report

The EMS Collection Statistics Report was reviewed.

REPORTS

Commissioners, Chief and staff reported the following:

- Chief Click reported:
 - He plans to attend the next EMS Council meeting is February 4 to assure that the process is being made to add an additional BLS agency to this region.
 - He will be attending the 2019 Legislative Day on January 24, in Olympia.

- Battalion Chief Taylor is conducting walk-throughs for the fire station bay striping project.
- Interviews will be conducted on Friday with the two candidates for the Mechanic/Firefighter position.
- He and Financial Manager Paden-Lilly has been participating in conference calls with Lexipol regarding the new Policy and Procedure platform.
- Financial Manager Paden-Lilly reported:
 - The final assessed value for the 2019 Tax Levy was 2,057,295,391; an increase of 9-percent over last year. The District's Tax Levy will be \$1.49 per 1,000 assessed value, for a total revenue of \$2,987,928.
 - The new paid Family Medical Leave Act went into effect January 1. Career employees will be subject to the new payroll tax premium. The Washington Fire Commissioner's Association (WFCA) has informed the District that the Washington State Employment Security Department has taken the broad position that commissioner per diem compensation is considered wages tied to employment and is subject to the new paid Family Medical Leave Act payroll tax premiums. Therefore, fire commissioner per diem compensation is subject to employee paid premium reduction. The WFCA is consulting with legal counsel and will consider an amendment to the new law exempting fire commissioner per diem compensation from the .4% employee payroll deduction.
- Public Information Officer Baker reported that the Polar Plunge was held on Saturday. It was a nice day outside and six members participated in the EMS Tent. The Tri-Tech High School and Beyond education and career fair will be held on January 31.
- Captain LoParco reported:
 - The Lieutenant Promotional written test is scheduled for February 8; letters of interest and resumes are due January 18.
 - The Mechanic/Firefighter oral interview questions are being established.
 - He is preparing for the upcoming Incident Qualification System audit.

OLD BUSINESS

There was no old business.

NEW BUSINESS

Bond Measure and Levy Lid Lift

The Levy Lid Lift expires the end of 2019, the District will need to place a vote on the ballot to remain at \$1.50 per 1,000 assessed value for the next six years with a possibility of asking for a permanent lid lift in the future. Chief Click has been working with the Bond Counsel to determine which bond structure will best suit the District for funding a remodel of Station 150 and purchasing new fire vehicles. The voted bond measure would be for capital facilities and apparatus. Since 2003, voters have been contributing approximately \$0.11 per 1,000 assessed value for Voted and Non-Voted Apparatus Bonds. The plan would be to keep the 2019 bond measure at or below \$0.11, so voters will not see a significant increase in taxes. The committee will continue working with the Marketing Firm and plan to send out an informational newsletter to voters in February.

Resident and Volunteer Firefighter Application

Commissioner Morris made a motion to approve Volunteer Firefighter Application and Resident Firefighter Agreement for Enrique Orozco. Commissioner Houchin seconded the motion and the motion passed.

2019 BVFF Pension/Disability Remittance

The 2019 Board for Volunteer Firefighters' Pension/Disability Remittance Form was presented to the Board. Chairman Houchin signed approving the document.

Planned Maintenance Agreement - Elevator

Olympic Home Modification (OHM,) who originally installed and provides annual maintenance for the Arrowhead Facility wheel-chair lift, has not provided adequate service or made necessary repairs to the lift. After multiple unsuccessful attempts to contact OHM for service and inspection required by Washington State Labor and Industries (L&I), Mobility Concepts Inc. was contacted and was willing to provide immediate service to the lift. After an on-site visit, Mobility Concepts Inc. determined that the upstairs door of the wheelchair lift was originally installed incorrectly, causing issues with the door mechanism. On many occasions, the door does not open and allow users to exit on the second floor. The technician temporarily repaired the lift, notified L&I and will return to make permanent repairs and modifications during their annual maintenance visit.

A Planned Maintenance Agreement with Mobility Concepts Inc. was presented to the board for a 3-year term. Commissioner Morris made a motion to enter into the 3- year planned maintenance agreement with Mobility Concepts Inc. Commissioner Houchin seconded the motion and the motion passed.

PUBLIC COMMENT

There was no public comment.

EXECUTIVE SESSION

At 9:45 a.m. Commissioner Houchin called a 5-minute executive session per RCW 42.30.110 to discuss the performance of a public employee. The announced time of resumption in the open public meeting was 9:50 a.m. The actual time of resumption into the open public meeting was 9:50 a.m.

ANNOUNCEMENTS

- The next Board of Commissioner meeting will be on February 5.

ADJOURNMENT

With no further business to come before the Board the meeting was adjourned at 9:50 a.m.