

BENTON COUNTY FIRE PROTECTION DISTRICT #1
BOARD OF COMMISSIONERS

Regular meeting of October 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

There were no additions to the agenda.

CORRESPONDENCE

The correspondence sent and correspondence received log was reviewed.

APPROVAL OF MINUTES

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

FINANCIAL REPORT

Fund Transaction Details

Presented to the Board were 2022 transactions #2032 to #2184. The transactions total \$318,463.33. General Fund \$78,043.60; electronic fund transfers \$152,100.96; federal payroll tax payment \$55,293.39; retirement systems transfer \$30,285.13; WA Support Registry \$1,291.00; Fire Training Center Operations Fund \$1,039.87; SCBA Fund \$168.49 and Joint Agency Fund \$240.89. 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.

Budget Revenue and Expenditure Reports

The budget revenue and expenditure reports were reviewed.

Resolution 2022-08; Budget Amendment

The Board was presented with Resolution No. 2022-08 amending the 2022 General Fund in the following manner:

GENERAL FUND	<u>From</u>	<u>To</u>
<i>Revenue</i>		
341 43 00 03 – Tri-Tech Host Fees	\$0	\$32,000
341 75 00 05 – Sales of Merchandise	\$90,000	\$10,000
342 60 00 07 – Ambulance & Emergency Aid Fees	\$310,000	\$270,000
395 10 00 02 – Sale of Equipment	\$85,000	\$0

Expenditures

522 14 41 00 – Legal; Professional Services	\$5,000	\$30,000
522 22 31 00 – EMS; Expendable EMS Supplies	\$25,000	\$30,000
522 22 41 00 – EMS; Professional Services	\$6,000	\$24,600
522 22 41 05 – EMS; Contract Services – EMS Billing Services	\$18,000	\$38,000
522 22 41 20 – EMS; Collection Agency/Overpayment	0	\$3,000
522 23 42 00 – Hazmat; Regional Team Membership	\$10,004	\$1,604
522 26 31 10 – Logistics; Food	\$6,000	\$7,500
522 45 11 00 – Training; Salaries/Tri-Tech Instructor	\$0	\$30,000
522 45 10 10 – Training; OT Salaries/Tri-Tech Instructor	\$0	\$10,000
522 45 21 00 – Training; Benefits/Tri-Tech Instructor	\$0	\$7,000
522 45 21 10 – Training; OT Benefits/Tri-Tech Instructor	\$0	\$5,000
522 50 41 00 – Facilities; Professional Services	\$32,000	\$58,000
522 50 48 00 – Facilities; R&M Service	\$15,000	\$23,000
522 60 10 10 – Automotive; Salaries/Maintenance/FF	\$79,200	\$92,200
522 60 32 00 – Automotive; Fuel & Oils	\$75,000	\$100,000
594 22 62 35 – Capital; Building	\$210,000	\$230,000
594 22 64 36 – Capital; Apparatus & Equipment	\$790,775	\$610,075

After a discussion, Commissioner Jenkins made a motion to approved Resolution 2022-08; Budget Amendment. Commissioner Carpenter seconded the motion and the motion passed unanimously.

REPORTS

Fire Chief

Chief Click reported:

- He was on vacation last week and Deputy Chief LoParco was on vacation part of last week. In their absence, Battalion Chief Gutzmer received a temporary delegation of authority.
- On April 19, 2022, the Board awarded the purchase of two ¾ Ton 4x4 Staff Trucks to Corwin Ford after legal advertisement for solicitation IFB22-01 failed to generate Bid submittals. Last week, the District was notified that Corwin Ford did not place the two orders as awarded, nor could they guarantee the ability to supply two trucks for the price as originally quoted. As a result, Chief Click cancelled both purchase orders 7408 and 7409 to Corwin Ford for ¾ Ton Staff Trucks and emailed the Sales Manager at Corwin Ford to express his sincere disappointment. Chief Click has since contacted Tom Denchel Ford regarding their ability to supply the District with the staff trucks, and he is waiting to hear back from their fleet manager.
- He and Captain Henderson met with Medical Program Director Hodges and MPD QA/QI Assistant Fandrich to discuss the EMS oversight and continuing education services they have provided for the District. The meeting went well, and they provided valuable feedback for the future.
- Three members are assigned to fire mobilizations in Washington State. Captain Bibe and Captain Nicholls are assigned to the Bolt Creek Fire and Firefighter Linhoff is assigned with a Water Tender at the Nakia Creek Fire.

Battalion Chief(s)

Battalion Chief Gutzmer reported:

- Training Academy is half-way through and going well. The third hands-on day was held with good support from other agencies.

- The District responded to a wrong way driver on the interstate Sunday that turned into a natural cover fire. He thanked all that responded along with assistance received from Benton 2, Benton 4, Kennewick FD and Richland FD.

Maintenance Department

Mechanic/Firefighter Ball reported that the Westmark truck is back in the shop due to a pump problem. He continues to troubleshoot the problem.

OLD BUSINESS

2023 Budget

The draft budget for 2023 was presented by Chief Click. Staff reviewed highlights of the budget. Since the mid-year budget discussion, a few more cuts have been made to balance the budget. The Commissioners agreed with the direction of the draft budget. The Board requested to review custodial funds at the next meeting and discuss whether host fees need to be adjusted to accurately reflect staff time incurred managing the funds and programs.

NEW BUSINESS

There was no new business.

PUBLIC COMMENT

There was no public comment.

EXECUTIVE SESSION

Commissioner Couch called a 10-minute executive session at 5:05 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 5:15 p.m.

ANNOUNCEMENTS

- A regular Board of Commissioner meeting will be on November 1, 2022, at 4:00 p.m. at the Fire Training Center.

ADJOURNMENT

With no further business to come before the Board the meeting was adjourned at 5:15 p.m.