

BENTON COUNTY FIRE PROTECTION DISTRICT #1  
BOARD OF COMMISSIONERS

Regular meeting of October 19, 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 4:00 p.m. via Zoom video-conference. In attendance at this meeting were Commissioner Christenson, Commissioner Couch, Fire Chief/District Secretary Click, Deputy Chief LoParco, and Executive Director Paden-Lilly. Commissioner Jenkins was unexcused.

**ADDITIONS TO THE AGENDA**

WSP Contractor Certification and 2022 Budget was added to old business. Employee Manual and Exempt Employee Contracts was added to new business.

**CORRESPONDENCE**

The correspondence received log and correspondence sent was reviewed.

**APPROVAL OF MINUTES**

Commissioner Christenson made a motion to approve the October 5, 2021, minutes as submitted. Commissioner Couch seconded the motion and the motion passed.

**FINANCIAL REPORT**

**Fund Transaction Details**

Presented to the Board were 2021 transactions #2130 to #2304. The transactions total \$418,890.20. General Fund \$147,920.10; electronic fund transfers \$151,760.61; federal payroll tax payment \$57,423.62; retirement systems transfer \$42,516.28; WA Support Registry \$1,291.00; Hazmat Fund \$6,545.52; Fire Training Center Operations Fund \$1,270.47; SCBA Fund \$5,811.60; MPD Fund \$426.29; Bond Project Fund \$3,865.00 and Fire Training Center Capital/Building Fund \$59.71. Commissioner Couch 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**

Chairperson Christenson offered his condolences and sincere sympathy to Commissioner Couch and his family for the recent loss of his daughter.

Commissioner Christenson reported:

- He plans to attend the Snure Webinar tomorrow night.
- He was pleased to receive Chief Click's email regarding the District being at 100% emergency responder compliance to the Governor's COVID Proclamation. He would like to thank everyone for helping to keep the citizens and members of the District safe.

## **Fire Chief**

Chief Click reported:

- A special BCES Board meeting is being held tomorrow regarding a potential new Computer Aided Dispatching (CAD) system.
- He, Deputy Chief LoParco, and Training Captain Nicholls will be travelling tomorrow to attend the Snure Seminar and Washington Fire Commissioner Association (WFCA) Conference.

## **Deputy Fire Chief**

Deputy Chief LoParco reported:

- The Station 160 water line project is still underway, he hopes to get an update from the Contractor soon.

## **OLD BUSINESS**

### **Facility Bond Project**

Chief Click reported that the metal structure is coming along, and roofing insulation should be installed soon. He is not convinced that substantial completion will be done by December 3 as scheduled.

### **COVID-19 Impacts**

Chief Click reported that as of the October 18, 2021, COVID-19 vaccination deadline, the District was at 100% compliance for emergency responders. The District has 98 responses members on the roster; 84 members provided a vaccination record, 2 members took a leave of absence, and 12 members had approved exemptions. This level of compliance illustrates our members commitment to the Fire District and to the citizens we serve.

### **Arrowhead Facility**

Chief Click reported that an appraisal of the facility was conducted, and the Realtor sent him a few follow up questions from the appraiser. The sale of the facility is on track to close in December.

### **Washington State Patrol (WSP) Contractor Certification**

Pursuant to Proclamation 21-14.1 – COVID-19 Vaccination Requirements, all State agencies are required to ensure that all contractors comply with COVID-19 vaccination requirements, unless exempted as prescribed by the Proclamation. The Fire District has been requested to sign the Contractor Certification due to an Interlocal Agreement with the WSP for reimbursement of allowable costs when assisting with State Mobilizations. The Board was agreeable to having Chief Click sign the WSP COVID-19 Contractor Certification.

### **2022 Budget**

Chief Click and Executive Director Paden-Lilly presented and reviewed the draft 2022 budgets for the Custodial Funds (Special Ops Group, Fire Training Center, SeWAG, and MPD), Bond Funds, Project Funds, and Reserve Fund. There have been no updates to the draft 2022 General Fund budget since the last presentation.

## **NEW BUSINESS**

### **Employee Manual & Exempt Employee Contracts**

Since Benton #1 Firefighters Association Local 4362 was formed in the early 2000s, union and non-union affiliated employees have successfully negotiated a single Collective Bargaining

Agreement (CBA). In 2020, Local 4362 and Kennewick Local 1296 merged, and the non-union affiliated employees withdrew from future collaborations regarding wages, benefits, and working conditions. As a result, the existing CBA was modified into a draft Non-Union Affiliated Employee Handbook including schedules for employee classifications, salaries, benefits, and employment policies. Two exempt employee contracts that were tied to salaries and benefits in the previous CBA, are up for renewal in 2022. Commissioner Couch expressed an interest in reviewing the documents to ensure that non-union affiliated employees are represented. The Board agreed with Commissioner Couch leading the review of the draft Employee Handbook and exempt employee contracts. Executive Director Paden-Lilly will forward the documents on to Commissioner Couch for review.

### **PUBLIC COMMENT**

There was no public comment.

### **EXECUTIVE SESSION**

There was no executive session.

### **ANNOUNCEMENTS**

- The next Board of Commissioner meeting will be on November 2, 2021, at 4:00 p.m.

### **ADJOURNMENT**

With no further business to come before the Board the meeting was adjourned at 5:02 p.m.