

BENTON COUNTY FIRE PROTECTION DISTRICT #1
BOARD OF COMMISSIONERS

Regular meeting of October 20, 2020.

CALL TO ORDER

Chairman Jenkins 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, Fire Chief/District Secretary Click, Deputy Chief LoParco, and Executive Director Paden-Lilly. Commissioner Morris was excused due to illness.

ADDITIONS TO THE AGENDA

Station 170 septic system quote and Amended Agreement – Systems Design West & GEMT was added to new business.

CORRESPONDENCE RECEIVED LOG

The correspondence received log was reviewed.

CORRESPONDENCE SENT

The correspondence sent was reviewed.

APPROVAL OF MINUTES

Commissioner Christenson made a motion to approve the October 6, 2020, minutes as submitted. Commissioner Jenkins seconded the motion and the motion passed.

FINANCIAL REPORT

Fund Transaction Details

Presented to the Board were 2020 transactions #1692 through #1846. The transactions total \$387,180.79. General Fund \$147,330.69; electronic fund transfers \$135,913.44; federal payroll tax payment \$51,201.44; retirement systems transfer \$28,750.57; WA Support Registry \$1,341.00; Fire Training Center Operations Fund \$6,633.06; Training Academy Fund \$51.58; Joint Agency Fund \$39.28 and Bond Project Fund \$15,919.73. Commissioner Christenson 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

Fire Chief

- Chief Click reported the following:
 - The second ambulance has arrived. It is in the process of being equipped and getting scheduled for striping.
 - The Labor group has not presented a revised format of the Collective Bargaining Agreement to begin negotiations. Without a new contract in place by the first of the year, labor employee salaries and benefits will remain status quo until a new contract has been negotiated.

Battalion Chief(s)

- Battalion Chief Gutzmer reported that in the middle of hands-on recruit school, a recruit notified him that he had tested for COVID previously by his primary employer and had just been notified of a positive test result. This was the first notification received by the academy staff of the potential exposure. At that moment, Recruit Academy was shut down for 14 days. All students were sent in for testing and received negative results. He is working with Chief Harris to put work controls in place and mitigate future exposures.

Training

- Training Captain Nicholls reported that he has returned from out of state fire mobilizations.
- He is working on transitioning to hands-on training for weekly drill nights making sure that COVID requirements are met and keeping safety a top priority.
- The resident program currently has 14 members.
- He is working on closing out the communications grant with DNR and should have one more reimbursement check coming.

OLD BUSINESS

Apparatus and Facility Bond Project

Chief Click reported that the new septic tank design has been approved by the Benton/Franklin Health District and quote solicitations have been made for the work to be completed. The architect team are in the preparation of bidding the project and are submitting for various permits. He and Deputy Chief LoParco meet with the architect team every other week.

COVID-19 Impacts

The District continues COVID-19 business as usual.

Arrowhead Facility/Admin Office Relocation

Chief Click has contacted the realtor regarding the sale of the Arrowhead Facility, as he is concerned that the property does not seem to be listed on their website. There have been inquiries on the property, and he wants to make sure that the realtor is following up on them.

Executive Director Paden-Lilly reported that once the septic system is complete, the office staff can make the move from Station 140 to the new facility. The files server will be moved from the Arrowhead location to the new location tomorrow. The administrative staff will be spending time at the new location in preparation and are very excited to make the move. The administrative staff has been working on folding tables in the middle of Station 140's training room for seven months and are looking forward to being back in a proper office environment.

NEW BUSINESS

2021 Budget

A draft 2021 Budget was presented to the Board for review. Chief Click and Executive Director Paden-Lilly will continue to prioritize 'needs' versus 'wants' in order to maintain an adequate beginning fund balance. The Board will review the draft budget for continued discussion at the next Board meeting.

Resident Firefighter Agreement

A Resident Firefighter Agreement for Jaime Arreola was presented to the Board for review. Commissioner Christenson made a motion to approve the Resident Firefighter Agreement and Commissioner Jenkins seconded the motion. The motion passed unanimously.

Station 170 Septic System Quote

Chief Click presented a quote from Badger Mountain LLC in the amount of \$4,600 to install a new septic tank, decommission old tank and sleeve the transport line from the tank to the drain field at Station 170. After a discussion, Commissioner Jenkins made a motion to accept the quote from Badger Mountain LLC. Commissioner Christenson seconded the motion and the motion passed.

Amended Agreement – Systems Design West & GEMT

Executive Director Paden-Lilly presented Amendment No. 2 to the Professional Services Agreement between Systems Design West LLC. The amendment authorizes Systems Design West LLC to include revenue enhancement services for Ground Emergency Medical Transport (GEMT) program for the Fire District. The GEMT program offers reimbursement to offset costs of providing emergency ambulance and transport for Medicaid patients.

After a discussion, Commissioner Jenkins made a motion to approve Executive Director Paden-Lilly to sign the amended agreement with Systems Design West LLC. Commissioner Christenson seconded the motion and the motion passed.

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 3, 2020.

ADJOURNMENT

With no further business to come before the Board the meeting was adjourned at 4:51 p.m.