

BENTON COUNTY FIRE PROTECTION DISTRICT #1  
BOARD OF COMMISSIONERS

Regular meeting of October 5, 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 at 4:00 p.m. via Zoom video-conference. In attendance at this meeting were Commissioner Christenson, Commissioner Couch, Commissioner Jenkins, Fire Chief/District Secretary Click, Deputy Chief LoParco, and Executive Director Paden-Lilly.

**ADDITIONS TO THE AGENDA**

WSP Contractor Certification was added to new business.

**CORRESPONDENCE**

The correspondence received log and correspondence sent was reviewed.

**APPROVAL OF MINUTES**

Commissioner Couch made a motion to approve the September 21, 2021, minutes as submitted. Commissioner Christenson seconded the motion and the motion passed.

**FINANCIAL REPORT**

**Fund Transaction Details**

Presented to the Board were 2021 transactions #2045 to #2113. The transactions total \$341,700.36. General Fund \$67,153.18; electronic fund transfers \$48,587.43; federal payroll tax payment \$19,767.06; Fire Training Center Operations Fund \$3,463.36; SCBA Fund \$2,392.89; MPD Fund \$93.71 and Project Fund \$200,242.73. 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 Expenditure Reports**

The budget expenditure reports were reviewed.

**Resolution No. 2021-07; Budget Amendment**

The Board was presented with Resolution No. 2021-07; Budget Amendment. This resolution will adjust funds in the following Custodial Fund line items.

<b>Fire Training Center Operating Fund – 6801-103</b>	<b>From</b>	<b>To</b>
522 12 41 03 – Contract Services – Computers	\$0	\$1,000
522 12 42 13 – Phone Services	\$1,000	\$1,700
522 12 46 13 – Insurance Premiums	\$5,500	\$6,150
522 40 35 03 – Replacement Training Equipment	\$3,500	\$3,000
589 30 00 17 – R& M Outside Services	\$3,000	\$1,150

**Tri-County Recruit Academy Fund – 6801-104**

522 12 31 89 – Computer Software	\$1,486	\$286
522 45 31 88 – Expendable Training Supplies	\$3,154	\$4,354

**SCBA Fund – 6801-105**

522 21 31 02 – SCBA Parts/Repairs	\$11,858	\$9,458
522 21 48 02 – Portacount Calibration	\$4,950	\$2,950
522 21 48 03 – Compressor Maintenance	\$5,814	\$3,814
594 22 64 37 – Capital Equipment	\$0	\$6,400

**MPD Fund – 6801-106**

522 12 10 06 – Salary – MPD Assistant	\$18,500	\$20,500
522 12 10 56 – Overtime Compensation	\$0	\$200
522 12 20 06 – Benefits – MPD Assistant	\$5,700	\$6,700
522 12 20 56 – Benefits – Overtime	\$0	\$100
522 12 31 06 – Expendable Supplies	\$500	\$2,000
522 12 31 66 – Contract Services	\$2,120	\$3,320
522 12 35 06 – Non-Expendable Office Equipment	\$250	\$1,450

Commissioner Couch made a motion to sign the resolution. Commissioner Christenson seconded the motion and all Commissioners voted in favor of the motion.

**REPORTS**

**Commissioners**

- Commissioner Christenson attended the SE WA Special Operations Group meeting last month. He plans to attend the Snure Seminar virtually and will not attend the WFCA Conference.

**Fire Chief**

Chief Click reported:

- Former Commissioner Morris’ Celebration of Life has been cancelled and will be rescheduled.
- Chief Click and Chief Gear discussed the Greater Columbia Accountable Community of Health (GCACH). Chief Gear will take the lead for this Region and will collaborate with other agencies regarding possible GCACH funding opportunities.

**Training**

Captain Nicholls reported that the audio-visual upgrade at the Fire Training Center (FTC) is almost complete. With the help of Captain Kandle, he is developing a five-year budget and project plan for the FTC.

**Maintenance Department**

Maintenance Supervisor Schoenwald reported that the maintenance shop is working on regular service and some minor repairs on the engine that returned from the California fire.

**OLD BUSINESS**

**Facility Bond Project**

Chief Click reported that the metal building is still in the construction phase and some landscaping has begun. Captain Nicholls is working on ordering furnishings for the living quarters and working on the fire alarm/notification system.

### **COVID-19 Impacts**

Chief Click reported that District members had until October 4 to submit proof of vaccinations. There are approximately 13 members in the District who have not submitted vaccine proof or a request for religious or disability accommodations. The District is currently 80% compliant.

Deputy Chief LoParco reported that healthcare workers are eligible to receive booster vaccinations. On Scene Medical is offering the booster vaccine, and members have been notified by email.

### **Arrowhead Facility**

Chief Click reported that he has not heard anything regarding a closing date yet. He and Executive Director Paden-Lilly had a conference call with the District's bond representative and bond counsel. Since the 2014 Non-Voted Bond originally used to purchase the Arrowhead Building was a taxable bond, there are no penalties for selling the property. A project fund can be established using the proceeds of the sale of the building, for future construction of an administration building.

### **BCES Update**

Chief Click attended a virtual BCES Board meeting where the budget for 2022 was presented. Rather than adopt the proposed budget, the Board requested to see a projected plan for the future before voting on it. Commissioner Jerome Delvin has asked to meet with Chief Click to discuss future administrative needs at BCES.

### **Policy and Procedure Updates**

The Board has reviewed revised Policy 0600 – Employment Practices and Policy 0900 - Officers, Firefighters, and Emergency Medical Service Responders Specific Rules. After review and discussion, Commissioner Couch made a motion to approve Policy 0600 – Employment Practices and Commissioner Christenson seconded the motion and all Commissioners voted in favor. Commissioner Couch made a motion to approve Policy 0900 – Officers, Firefighters, and Emergency Medical Service Responders Specific Rules and Commissioner Jenkins seconded the motion and all Commissioners voted in favor.

### **Station 160 Water**

Deputy Chief LoParco reported that the Station 160 Water Project is progressing. The engineer has finished surveying and we are awaiting the permits before construction can take place. An Interagency Agreement with the Washington State Patrol regarding the installation of water lines and Resolution 2021-06 authorizing the emergency public works project were presented. After a discussion, Commissioner Jenkins made a motion to sign Resolution 2021-06; Authorizing Emergency Public Works Project and authorizing Deputy Chief LoParco to sign the Interagency Agreement. Commissioner Couch seconded the motion and the motion passed unanimously.

### **2022 Budget**

Chief Click presented the draft budget for 2022. In order to maintain an adequate balance in the beginning fund, Chief Click, Deputy Chief LoParco, and Executive Director Paden-Lilly have incorporated all budget requests received and prioritized 'needs' versus 'wants'. The Commissioners agreed with the direction of the draft budget.

## **NEW BUSINESS**

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

A WSP Contractor Certification for COVID-19 vaccinations was presented by Chief Click. Those agencies that permit career staff to participate in mobilizations are asked to verify that they have a Vaccination Verification Plan in place that follows Proclamation 21-14. Following discussion, the Board decided to table this item until they could further review the document.

### **PUBLIC COMMENT**

There was no public comment.

### **EXECUTIVE SESSION**

At 5:15 p.m. Commissioner Christenson called a 15-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 5:30 p.m. The actual time of resumption into the open public meeting was 5:30 p.m.

### **ANNOUNCEMENTS**

- The next regular Board of Commissioner meeting will be on October 19, 2021, at 4:00 p.m. via Zoom video-conference.

### **ADJOURNMENT**

With no further business to come before the Board the meeting was adjourned at 5:30 p.m.