

BENTON COUNTY FIRE PROTECTION DISTRICT #1
BOARD OF COMMISSIONERS

Regular meeting of November 1, 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 Street in Kennewick, Washington and via Zoom video-conference. In attendance at this meeting were Commissioner Carpenter, Commissioner Couch, Commissioner Jenkins, Deputy Chief LoParco, and Executive Director Paden-Lilly. Fire Chief/District Secretary Click was absent due to vacation.

ADDITIONS TO THE AGENDA

There were no additions to the agenda.

CORRESPONDENCE

The correspondence received log and correspondence sent was reviewed.

APPROVAL OF MINUTES

Commissioner Carpenter made a motion to approve the minutes of the October 19, 2022, as submitted. Commissioner Jenkins seconded the motion and the motion passed unanimously.

FINANCIAL REPORT

Fund Transaction Details

Presented to the Board were 2022 transactions #2199 through #2221. The transactions total \$17,671.14. General Fund \$11,455.12; Hazmat Fund \$1,509.30, Fire Training Center Operations Fund \$1,522.72; Training Academy Fund \$545.95 and MPD Fund \$2,638.05. 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 Expenditure Reports

The budget expenditure reports were reviewed.

EMS Report

The EMS and Ambulance Collection Statistics Report was reviewed.

Commissioner Jenkins requested a quarterly report on ambulance transport service income and expenses. Executive Director Paden-Lilly will supply a report at the next meeting and will add to the agenda on a quarterly basis going forward.

REPORTS

Commissioners

The Commissioners attended the WFCA Conference in Spokane last week and reported that it was a great conference; very informative. In a training session that Commissioner Carpenter attended, it was recommended that a fire service representative attend County meetings related to the Growth Management Act.

Deputy Chief

Deputy Chief LoParco reported:

- On October 31, 2022, the Washington State of Emergency Proclamation related to COVID-19 was rescinded. Information is being compiled and updated guidance will be provided to District members soon.
- Research continues with the Water Tender refurbishment, and he will request bids when the specification is ready.
- Despite Station 160's water being operational for a few months, the project has not been closed yet due to document recordings by the City of Kennewick. Once the Contractor Release of Retainage notification is received from the Department of Revenue and the Employment Security Department, final payment will be mailed to the Contractor and the Washington State Patrol will be billed for half of the project.

Training

In addition to attending the WFCA Conference last week, Captain Nicholls attended a Leadership Seminar in Port Angeles over the weekend. He is looking into bringing the Leadership seminar to our area.

Maintenance

Mechanic/Firefighter Ball reported that water tender service is near completion. The Westmark truck remains out of service while technicians attempt to resolve the issue with the pump issues.

OLD BUSINESS

Budget 2023

Executive Director Paden-Lilly presented information on the 2023 Tax Levy and preliminary Assessed Values and reviewed the draft 2023 budgets for the Custodial Funds, Bond Funds, Project Fund, and Reserve Fund. A discussion was held regarding host fees received for management of the following Custodial Funds; Southeast Washington Special Operations Group, Southeast Washington Air Group, Tri-County Recruit Academy, and MPD Assistant.

At the next Board Meeting, a Public Hearing on Revenue Sources will be held, along with a presentation of the final budget and tax levy certification.

NEW BUSINESS

There was no new business.

PUBLIC COMMENT

There was no public comment.

EXECUTIVE SESSION

Commissioner Couch called a 12-minute executive session at 5:08 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 5:20 p.m.

ANNOUNCEMENTS

- The next Board of Commissioner meeting will be on November 15, 2022.
- The next Tri-County Fire Commissioners Association meeting will be on November 12, 2022. The meeting will be held at Walla Walla Fire District #4.

ADJOURNMENT

With no further business to come before the Board the meeting was adjourned at 5:20 p.m.