

BENTON COUNTY FIRE PROTECTION DISTRICT #1
BOARD OF COMMISSIONERS

Regular meeting of November 16, 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, Commissioner Jenkins, Fire Chief/District Secretary Click, Deputy Chief LoParco, and Executive Director Paden-Lilly.

ADDITIONS TO THE AGENDA

Policy 1200 – Promotions and IMT Applications were 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 November 2, 2021, minutes as submitted. Commissioner Christenson seconded the motion and the motion passed.

PUBLIC HEARING ON REVENUE SOURCES

Commissioner Christenson opened the public hearing on revenue sources. Executive Director Paden-Lilly presented and reviewed revenue sources. Based on preliminary assessed values, potential tax levy revenue for 2022, is \$3,954,290. Of this amount, \$74,038 is needed for the administrative office bond. The voted facility and apparatus bond levy will be \$169,602. Miscellaneous revenue sources are estimated at \$1,157,180. There were no public comments.

2022 BUDGET AND TAX LEVY

The 2022 proposed budget and Resolution 2021-10 setting the tax levy for 2022, was presented to the Board. After discussion, Commissioner Couch made a motion to sign Resolution 2021-10 and approve the proposed 2022 budget. Commissioner Christenson seconded the motion and the motion passed unanimously.

FINANCIAL REPORT

Fund Transaction Details

Presented to the Board were 2021 transactions #2387 to #2531. The transactions total \$273,986.33. General Fund \$98,907.03; electronic fund transfers \$106,511.58; federal payroll tax payment \$36,968.14; retirement systems transfer \$25,913.67; WA Support Registry \$1,291.00; Fire Training Center Operations Fund \$1,470.18; SCBA Fund \$2,678.87; MPD Fund \$186.15; 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

Commissioner Christenson reported that he had lost his election bid for Commissioner Position 2. He expressed his gratitude for the opportunity to serve on the Board of Commissioners for the past two years.

Fire Chief

Chief Click reported:

- He attended a BCES Executive Board meeting where they approved the contract with a company who will implement the migration to Tyler CAD system. He and Deputy Chief LoParco attended a demo presentation on the new CAD software last week.
- He participated in a preliminary strategic plan develop meeting for the City of Kennewick; this will be the first update since the early 2000's.
- He, Deputy Chief LoParco, and Training Captain Nicholls attended training on preparing for the next round of FEMA FireAct Grants.
- A crew participated in West Richland's Veterans Day parade on Saturday with the Sleater Old No. 1 fire truck.
- He participated in a Fire Defense Board Meeting today; discussions continued regarding agreements with WADNR.
- He attended a luncheon at Tri-Tech last week. The District has benefited from the Tri-Tech program, as some students have become Resident Firefighters.
- Station 140 was painted last week, and new signage has been ordered and will be installed soon.
- The District has been unable to hold annual service award banquets for the past two years. In an effort to social distance and still be able to honor our members, three mini awards dinners have been scheduled in December on regular drill nights.

Deputy Fire Chief

Deputy Chief LoParco reported that the Station 160 water line project is progressing well. The WSP is insulating the temporary tanks so they will withstand cold temperatures until the project is complete. All permits have been submitted, and the contractor is awaiting final approval on encroachment permits. Construction will begin once all permits have been approved.

Battalion Chief(s)

Battalion Chief Matt Gutzmer reported that this set of recruits will receive their final live fire training on Saturday.

Training

Captain Nicholls reported that he also attended the Tri-Tech luncheon last week and he will be focusing on the District's next FEMA FireAct Grant application.

Maintenance Department

Maintenance Supervisor Schoenwald reported:

- The new oil burner heater has been delivered to the shop and they are waiting for the stand to be completed.
- Mechanic/Firefighter Ball continues training for his Commercial Driver's License.

OLD BUSINESS

Facility Bond Project

Chief Click reported that metal is being installed in the inside of the apparatus bays and installation began today of the 15,000-gallon tank for the fire alarm system. The overhead doors are due to arrive on November 23.

COVID-19 Impacts

Deputy Chief LoParco reported that the District continues COVID-19 business as usual.

Arrowhead Facility

It is expected that the sale of the Arrowhead Facility will close this week. Chief Click has been requested to sign the final paperwork at the title company and the proceeds from the sale will be wired to the Fire District.

Resolution No. 2021-11; Resolution Declaring Property Surplus to the Needs of the District and Authorizing the Sale of Surplus Property was presented to the Board. The resolution states the following:

1. The Property located at 7511 W. Arrowhead Ave is declared to be surplus to the needs of the District, and
2. District Fire Chief Lonnie Click is authorized to execute a binding purchase and sale agreement to sell the Property without further action by the Board of Commissioners.
3. District Fire Chief Lonnie Click is further authorized to execute all necessary documents to complete the closing of the sale.

After a discussion, Commissioner Couch made a motion to sign Resolution No. 2021-11 declaring the Arrowhead Facility surplus to the needs of the District and authorizing the sale of the surplus property. Commissioner Christenson seconded the motion and motion passed with all in favor.

Employee Manual & Exempt Employee Contracts

A special Board Meeting is scheduled for November 23. The staff recommended holding the meeting at Station 140. The Board was agreeable to that location.

NEW BUSINESS

Policy 1200 - Promotions

Chief Click presented an update of Policy 1200 – Promotions. The Board will review the updates and discuss at the next regular board meeting.

IMT Applications

Chief Click announced that applications are now being accepted for participation on incident management teams. Currently, he is a Type I Incident Commander Trainee, but is interested in exploring the possibility of being assigned as a Type I Incident Commander next year for State and National assignments. Commissioner Couch asked Chief Click to provide additional information on how his participation in the IMT will affect the District when he is away on extended assignments.

PUBLIC COMMENT

There was no public comment.

EXECUTIVE SESSION

There was no executive session.

ANNOUNCEMENTS

- A special Board of Commissioner meeting will be on November 23, 2021, at 4:00 p.m.
- A regular Board of Commissioner meeting will be on December 7, 2021, at 4:00 p.m.

ADJOURNMENT

With no further business to come before the Board the meeting was adjourned at 5:11 p.m.