

BENTON COUNTY FIRE PROTECTION DISTRICT #1
BOARD OF COMMISSIONERS

Regular meeting of December 1, 2020.

CALL TO ORDER

Commissioner 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

Financial Resolutions and Resident Firefighter Agreement 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 November 17, 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 #2321 through #2378. The transactions total \$62,006.67. General Fund \$36,987.49; electronic fund transfers \$6,554.38; federal payroll tax payment \$1,182.32; Fire Training Center Operations Fund \$2,370.68; SCBA Fund \$772.00; Capital/Building Fund \$2,450.00 and Bond Project Fund \$11,689.80. 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 Expenditure Reports

The budget expenditure reports were reviewed.

REPORTS

Commissioners

- Commissioner Christenson reported:
 - He plans to attend the union bargaining meeting tomorrow.
 - He attended the Tri-County Commissioners Association meeting via Zoom. The current president, Greg Couch resigned, and Todd Blackman is acting as President until the position is filled. Roger Ferris, Executive Director of the Washington Fire Commissioners Association (WFCA) participated in the meeting. He discussed the upcoming legislation and the WFCA's newly updated website

Fire Chief

- Chief Click reported:
 - Commissioner Morris is in Seattle for further medical treatment. He hopes to be back home soon.

- An outdoor lighting, electrical issue has been discovered at the Arrowhead Facility. Allan Electric will provide an estimate to remove the light poles and wire in four new wall-mounted light fixtures.
- A For Sale sign has been placed at the Arrowhead location and the realtor has been actively showing the facility.
- At 9:00 am tomorrow, SeCOMM will switch over to Locution dispatching, an automated voice system. When the center receives an emergency call, the call taker enters the information in, and the emergency dispatch is delivered digitally through the radio system.
- Since this year's Annual Awards Banquet was cancelled and it does not look as if large gatherings will be recommended for next year, the Chief's have decided to try and present the yearly commendation awards in a virtual manner.

Battalion Chief(s)

- Battalion Chief Gutzmer reported that Recruit School online training continues with limited hands-on training restricted to single agencies rather than as an entire group. Pre hands-on live fire training is scheduled for this Saturday and on-site live fire training will be scheduled for the next Saturday.

Training

- Captain Nicholls reported:
 - Training continues to be provided virtually.
 - He is working on an audit of Emergency Vehicle Incident Prevention (EVIP) training and hopes to get EVIP cards out to the members soon.
 - A Home Depot representative stopped by the Fire Training Center (FTC) today with a \$1,000 donation. The FTC staff was very appreciative of Home Depot and the donation.

Labor Representative

- Captain Bibe reported that a bargaining group meeting is scheduled for tomorrow. The merger between Benton #1 Firefighters Association Local 4362 and Kennewick Local 1296 has been approved by the International Association of Firefighters and a letter will be sent to the Board of Commissioners soon.

OLD BUSINESS

Apparatus and Facility Bond Project

Chief Click reported that the A&E firm continues to move forward with the Station 170 project and Request for Bids should go out by the end of the month.

COVID-19 Impacts

Chief Click spoke with the District's medical provider regarding the recent uptick in Covid-19 cases. The most common symptoms are headache, fatigue, and sinus congestion. Deputy Chief LoParco reported that the District has implemented all the L&I recommended protocols. He has not received the HVAC study yet. There have been a few members who have experienced symptoms but have tested negative. Commissioner Christenson mentioned the importance of encouraging members to keep holiday events to small groups with family that they normally spend time with.

Chief Click noted that State workers are not expected to be going back into the offices until June or July next year. This may affect the Open Public Meetings Act for several more months.

NEW BUSINESS

Financial Resolutions

The Board was presented with Resolution No. 2020-08; Budget Amendment and Resolution 2020-09; Transfer of Funds.

Resolution No. 2020-08 will amend the 2020 General Fund in the following manner:

GENERAL FUND	From	To
<i>Revenue</i>		
342 60 00 07 – Ambulance and Emergency Aid Fees	\$225,000	\$55,000
395 10 00 02 – Sale of Equipment	\$110,000	\$18,000
<i>Expenditures</i>		
522 20 10 20 – Operations; Firefighters, Career	\$496,400	\$471,400
522 20 10 22 – Operations; Firefighters, SAFER	\$267,400	\$247,400
522 20 10 30 – Operations; Mobilization Wages	\$100,000	\$176,000
522 20 20 30 – Operations; Mobilization Benefits	\$15,000	\$29,000
522 20 24 10 – Operations; Physical / Psych Exams	\$60,000	\$50,000
522 21 49 10 – Suppression; Reimbursable Fire Suppression	\$5,000	\$9,200
522 24 48 10 – Communication; VHF Infrastructure	\$26,000	\$18,000
522 26 31 10 – Logistics; Food	\$6,000	\$14,000
522 50 48 00 – Facilities; R&M Services	\$14,000	\$49,000
522 60 31 00 – Automotive; Expendable Supplies	\$26,500	\$46,500
594 22 64 36 – Capital; Apparatus and Equipment	\$520,000	\$620,000
597 00 01 61 – Transfer to Reserve	\$100,000	\$0

Executive Director Paden-Lilly stated that the Facility and Apparatus Bond fund (6801-205) has not received adequate tax levy funds to cover the December Bond Payment, so funds will be transferred from the 2014B Apparatus Bond Fund (6801-204) that is no longer active, to make up the difference needed for the December Bond Payment. Resolution 2020-09 was presented to the Board to allow \$10,000 to be transferred from the 2014B Apparatus Bond Fund to the 2019 Apparatus and Facility Bond Fund.

Commissioner Christenson made a motion to sign Resolution 2020-08 and 2020-09. Commissioner Jenkins seconded the motion and the motion passed.

Resident Firefighter Agreement

A Resident Firefighter Agreement for Ryan Dawson was presented to the Board for review. Commissioner Jenkins made a motion to approve the Resident Firefighter Agreement and Commissioner Christianson seconded the motion and the motion passed.

PUBLIC COMMENT

There was no public comment.

ANNOUNCEMENTS

- The next Board of Commissioner meeting will be on December 15 via Zoom.
- The next Hazmat Board meeting will be on December 16 via Zoom.

EXECUTIVE SESSION

There was no executive session.

ADJOURNMENT

With no further business to come before the Board the meeting was adjourned at 4:45 p.m.