

BENTON COUNTY FIRE PROTECTION DISTRICT #1
BOARD OF COMMISSIONERS

Regular meeting of December 17, 2019.

CALL TO ORDER

Vice-chairman Morris 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 7511 W. Arrowhead Ave., Kennewick, Washington. In attendance at this meeting were Commissioner Morris, Commissioner Jenkins, Fire Chief/District Secretary Click, and Financial Manager Paden-Lilly.

It is with great sorrow that the District was notified of Commissioner Houchin's passing on December 4, 2019. His funeral services took place on December 14, 2019, and the District offers its most sincere condolences to the family during this difficult time.

ADDITIONS TO THE AGENDA

Deputy Chief Position and Engine 1126 motor was added to old business and bond funds were added to new business.

CORRESPONDENCE RECEIVED LOG

The correspondence received log was reviewed. Scott Carpenter and John Christenson submitted letters of interest in the Fire Commissioner Position Two vacancy. The Board will review the letters and plan for the appointment at the next Board Meeting.

CORRESPONDENCE SENT

The correspondence sent was reviewed.

APPROVAL OF MINUTES

Commissioner Jenkins made a motion to approve the minutes of December 3, 2019. Commissioner Morris seconded the motion and the motion passed.

FINANCIAL REPORT

Fund Transaction Details

Presented to the Board were 2019 transactions #2328 through #2465. The transactions total \$215,599.01. General Fund \$79,389.99; electronic fund transfers \$86,215.84; federal payroll tax payment \$28,584.19; retirement systems transfer \$18,443.58; Hazmat Fund \$1,538.36; Fire Training Center Operations Fund \$1,348.86; and SCBA Fund \$78.19. Commissioner Jenkins made a motion to approve the vouchers. Commissioner Morris 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.

Resolution 2019-15, 2019-16; 2019-19 Budget Amendments

The Board was presented with Resolution No. 2019-15, 2019-16, And 2019-19. The resolutions will amend the General Fund, Mobilization Line Items, Fire Training Center Operations Fund, and the SeWAG fund in the following manner:

RESOLUTION 2019-15; GENERAL FUND

	From	To
395 10 00 02 – Sale of Equipment	\$170,000	\$0
522 13 40 51 – Election Assessment	\$6,000	\$22,200
522 14 41 00 – Legal; Professional Services	\$1,500	\$2,500
522 20 10 20 – Operations: Firefighters, Career	\$460,746	\$470,746
522 21 28 00 – Suppression; Protective Clothing	\$60,000	\$65,000
522 21 35 00 – Suppression; Non-Expendable Equip	\$16,000	\$21,000
522 21 41 00 – Suppression; Professional Services	\$2,000	\$7,000
522 50 41 00 – Facilities; Professional Services	\$13,500	\$63,000
522 50 41 45 – Facilities; Professional Services - Arrow	\$21,700	\$28,300
522 50 47 00 – Facilities; Utilities	\$32,000	\$36,000
522 50 47 45 – Facilities; Utilities – Arrowhead	\$15,000	\$21,400
522 50 48 00 – Facilities; R&M Service	\$16,000	\$18,880
522 50 48 45 – Facilities; R&M Service - Arrowhead	\$9,500	\$22,500
594 22 64 36 – Capital; Apparatus & Equipment	\$470,000	\$345,420

RESOLUTION 2019-16; MOBILIZATIONS

342 21 00 01 – Revenue; Fire Services, State	\$40,000	\$67,096
342 21 00 02 – Revenue; Fire Service, State (Pers)	\$75,000	\$102,246
342 21 00 03 – Revenue; Fire Service, State (Eqp)	\$25,000	\$36,474
342 21 00 04 – Revenue; Fire Service, Federal	\$0	\$9,621
342 21 00 05 – Revenue; Fire Service, Fed (Pers)	\$15,000	\$2,509
342 21 00 06 – Revenue; Fire Service, Fed (Eqp)	\$10,000	\$3,066
522 20 10 30 – Expenditure; Mobilization Wages	\$100,000	\$125,131
522 20 20 30 – Expenditure; Mobilization Benefits	\$15,000	\$20,684
522 21 40 50 – Expenditure; Reimbursable Fire Supp	\$5,000	\$15,958
522 21 44 52 – Expenditure; Disburse Mobe to Local	\$5,000	\$473

RESOLUTION 2019-19; TRAINING CENTER AND SEWAG FUNDS

103 522 45 41 03 – Training; Contracted Services	\$18,500	\$6,500
103 522 50 41 03 – Training; Services	\$12,000	\$24,000
105 522 21 48 02 – SeWAG; Portacount Calibration	\$4,950	\$7,950
105 522 45 49 15 – SeWAG; Registration and Tuition	\$0	\$8,725
105 594 22 64 37 – SeWAG; Capital Equipment	\$0	\$16,636

Commissioner Jenkins made a motion to sign Resolution 2019-15, 2019-16, and 2019-19.
Commissioner Morris seconded the motion and the motion passed.

REPORTS

Commissioners, Chief and staff reported the following:

- Chief Click's report:
 - He thanked everyone who participated in the planning of Bill Houchin's funeral service and for all who attended. The team did a great job; it was a very deserving honor to Commissioner Houchin.
 - Captain LoParco is conducting firefighter/paramedic written testing today and Thursday. Oral interviews will take place the first part of January.
 - There is a landowner dispute near 506 PR SE at the far west end of the District dealing with a bridge that has been condemned. He is working with Benton 2, 4, and 5 to address the situation. The Interlocal Agreement that was signed in

1991 with Benton #5 may need to be addressed, as the population continues to grow in that area.

- He attended the Type 3 IMT After Action Review last Friday. It seems WADNR does not have the funds to contribute towards a workshop next spring. The Chiefs will continue to work with them, so that a workshop can be held with all agencies contributing.
- The EMS Council met last Monday.
- He and Captain Bibe are working on specifications for a replacement ladder truck.
- Mechanic/Firefighter Ball participated in the funeral service for Kennewick Fire Department retiree, Bud Cleavenger this morning. The family requested that Mr. Cleavenger have one last ride in the 1929 American LaFrance fire truck.
- Lieutenant Moore had been hospitalized due to pneumonia. He has returned home, but is still out sick.
- A fire occurred on Monday at the home of Captain Aaron Fryer while the family was gone on vacation. It was due to a furnace failure and there is tremendous smoke damage to the home and possibly a total loss. Lieutenant Pena has setup up a GoFundMe account to try and assist the family who has five children between the ages of 5 and 16 years old. In addition to the fundraiser, he set up a meal calendar. The family is currently staying with family.
- Maintenance Supervisor Schoenwald reported that the shop continues to work on year-end maintenance and winter weather preparation.
- Captain Bibe reported that he met with a Pierce representative yesterday to go over ladder truck specifications. He will also receive information from Cascade Fire and General Fire.
- Mechanic/Firefighter Ball is looking at selling the 1999 Chevrolet Pickup and the 2000 Astro Van. He is requesting a baseline price that the Board is willing to take. The Board agreed to start at \$1,000 each.
- Financial Manager Paden-Lilly reported that a defrost board in the heat pump at the Fire Training Center was replaced, the steel doors at Station 130 were replaced, and there was electrical repair to the breaker at Station 140.

OLD BUSINESS

Firefighter/EMT Eligibility List

Chief Click reported the career firefighter/EMT testing has been completed. Twelve candidates tested and three individuals met the requirements to be placed on the Eligibility List. The Eligibility List is: Bernie Urrego, Sarah Odland, and Tryston Drury. Commissioner Morris made a motion to approve the Eligibility List. Commissioner Jenkins seconded the motion and the motion passed.

Deputy Chief Position

Chief Click is recommending the appointment of Captain Scott LoParco to the position of Deputy Chief. The position is identified in the 2020 budget and he would like to pursue a contract with Mr. LoParco to begin in January. Commissioner Morris made a motion to move forward with an agreement and conditions of work and promote Captain LoParco to Deputy Chief. Commissioner Jenkins seconded the motion and the motion passed.

Engine 1126 Motor

Due to the continued mechanical issues with Engine 1126 (#141), it was budgeted to replace the engine this year. The lowest quote received to replace the International engine with a Cummins engine, was from North Tech Equipment in the amount of \$74,739.61. After a discussion, Commissioner Morris made a motion to have NorthTech Equipment replace the engine in Apparatus #141. Commissioner Jenkins seconded the motion and the motion passed.

NEW BUSINESS

Resolution 2019-17; Honoring the Memory of Earl W. “Bill” Houchin

Chief Click read aloud Resolution No. 2019-17, Honoring the Memory of Earl W. “Bill” Houchin. Commissioner Morris made a motion to sign Resolution 2019-17. Commissioner Jenkins seconded the motion and the motion passed.

Benton County Fire District #1 hereby honors the memory of Bill Houchin, for 55 years of outstanding service and extraordinary contributions as a volunteer Firefighter and Fire Commissioner.

Resolution 2019-18; Set 2020 Board Meeting Dates

Resolution No. 2019-18 was presented to the Board. This resolution sets the 2020 Board of Commissioner meeting dates for the Regular Meetings to be held at 4:00 pm at the District Office. The 2020 Regular Board Meeting dates are as follows:

Tuesday, January 7, 2020	Tuesday, July 7, 2020
Tuesday, January 21, 2020	Tuesday, July 21, 2020
Tuesday, February 4, 2020	Tuesday, August 4, 2020
Tuesday, February 18, 2020	Tuesday, August 18, 2020
Tuesday, March 3, 2020	Tuesday, September 1, 2020
Tuesday, March 17, 2020	Tuesday, September 15, 2020
Tuesday, April 7, 2020	Tuesday, October 6, 2020
Tuesday, April 21, 2020	Tuesday, October 20, 2020
Tuesday, May 5, 2020	Tuesday, November 3, 2020
Tuesday, May 19, 2020	Tuesday, November 17, 2020
Tuesday, June 2, 2020	Tuesday, December 1, 2020
Tuesday, June 16, 2020	Tuesday, December 15, 2020

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

Elect 2020 Board Chairperson

The Board agreed that Commissioner Jenkins would be the Chairperson in 2020, and Commissioner Morris Vice-Chair.

2020 Committee Assignments

- Hazmat Board – Commissioner Position 2
- EMS Council – Commissioner Morris
- Safety Committee/Accident Review – Commissioner Jenkins
- Board of Trustees – Commissioner Jenkins

Resolution 2019-20; Bond Resolution and Bond Funds

Resolution 2019-20 was presented to the Board authorizing for the issuance and sale of Unlimited Tax General Obligation (UTGO) Bonds for the purpose of paying the costs of financing certain improvements, repairs, and upgrades to the District's fire protection facilities and the acquisition of a replacement apparatus. Banner Bank provided the lowest interest rate of 2.61% per annum for a twenty-year period. The costs to homeowners will be closer to 8 cents per \$1,000 of assessed value rather than 10 cents as originally stated to voters. After a discussion, Commissioner Morris made a motion to approve Resolution 2019-20. Commissioner Jenkins seconded the motion and the motion passed.

Financial Manager Paden-Lilly presented Resolution 2019-21 and 2019-22 creating a Bond Fund and Project Fund for the UTGO Bonds. After a discussion, Commissioner Jenkins made a motion to sign Resolution 2019-21 and 2019-22. Commissioner Morris seconded the motion and the motion passed.

2020 WACA Healthcare Application

The Washington State Fire Commissioner medical insurance program sent an annual Employer Application and Eligibility/Contribution Form for 2020. The form was signed by Commissioner Morris.

PUBLIC COMMENT

District Resident John Christenson stated that he was happy to hear that the bond would be 8 cents rather than 10 cents. He is pleased to be able to pass that on to other residents. He stated that he has gained great appreciation for the operation of the Fire District and feels it is on the right track. He fully supports the mission of Fire District #1 and the people who work there.

District Resident Scott Carpenter asked if the truck getting the new engine was the 2008 demo unit that was purchased in 2012. He suggested the District look into suing International. Chief Click stated that the District is already part of a Class Action Lawsuit.

EXECUTIVE SESSION

There was not executive session.

ANNOUNCEMENTS

- The next Board of Commissioner meeting will be on January 7.
- The Hazmat Board meets tomorrow.
- The next EMS Council meeting will be on February 3 at the Fire Training Center.

ADJOURNMENT

With no further business to come before the Board the meeting was adjourned at 5:00 p.m.