

BENTON COUNTY FIRE PROTECTION DISTRICT #1  
BOARD OF COMMISSIONERS

Regular meeting of December 3, 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 Jenkins, Commissioner Morris, Fire Chief/District Secretary Click and Financial Manager Paden-Lilly. Commissioner Houchin was excused.

**ADDITIONS TO THE AGENDA**

Resolution 2019-14; Cancel Outstanding Warrants was added to the financial report and volunteer firefighter application 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 Jenkins made a motion to approve the November 19, 2019, minutes as submitted. Commissioner Morris seconded the motion and the motion passed.

**FINANCIAL REPORT**

**Fund Transaction Details**

Presented to the Board were 2019 transactions #2245 through #2318. The transactions total \$164,417.59. General Fund \$89,520.47; electronic fund transfers \$12,338.84; federal payroll tax payment \$2,418.36; Fire Training Center Operations Fund \$1,022.09; Training Academy Fund \$1,550.00, SCBA Fund \$1,039.08; and Debt Service Fund \$56,528.75. 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 Expenditure Report**

The budget expenditure report was reviewed.

**Resolution 2019-14; Cancel Outstanding Warrants**

Resolution No. 2019-14 was presented to the Board to cancel outstanding warrants in the amount of \$748.58. It was noted that four of the warrants were issued to Gerald D. Sleater in the amount of \$716.44. After a discussion, Commissioner Morris made a motion to sign the resolution cancelling the outstanding warrants in the amount of \$748.58 and to reissue a warrant in the amount of \$716.44 to the Estate of Gerald D. Sleater. Commissioner Jenkins seconded the motion and the motion passed unanimously.

## **REPORTS**

Commissioners, Chief and staff reported the following:

- Chief Click reported:
  - The new ambulance was picked up on November 22.
  - The Firefighter/EMT Eligibility List should be finished the end of this week for approval at the next Board Meeting. The Firefighter/Paramedic Eligibility List should be ready for approval near the first part of January.
  - A Tri-County Communication Committee has been established due to outdated radios and the need to evaluate new models.
  - Dispatch continues to work through automated dispatch issues between existing Intergraph CAD software and the new Locution software.
  - He is working with the maintenance shop to come up with ways of doing business more cost effectively.
- Captain Bibe reported
  - He had the opportunity to participate in a LODD funeral on the west side of the State recently. An incident management team was assigned to assist with planning the memorial service; it was a good experience.
  - He is working with Chief Click to review specifications on the ladder truck replacements.
  - He participated in the Firefighter/EMT interview process and was very encouraged by how the applicants did and was very proud of them.
- Battalion Chief Gutzmer reported that IFSAC testing for new recruits is this week. The written test is Thursday and the practical exam will be on Saturday. After the results are compiled, passing individuals will be qualified for structural response.

## **OLD BUSINESS**

### **Bond Measure**

The Benton County Elections Department has certified the General Election of November 5. The Fire District Bond Measure – Proposition 2 received 63.86% approved votes. Chief Click reported that D.A. Davidson & Co. has submitted a Request for Proposals to several financial institutions for the purchase of Unlimited Tax General Obligation (UTGO) Bonds for the purpose of financing certain improvements, repairs and upgrades to the District's fire protection facilities and the acquisition of a replacement apparatus. D.A. Davidson & Co. provided the following timeline for the UTGO Bond:

- December 10 – Bids due back from banks
- December 12 – D.A. Davidson circulates a draft Closing Memo for review and comments
- December 17 – Commissioners approved Bond Resolution
- December 27 – Bank will wire funds to the County Treasurer's account

Chief Click presented a letter from McAloon Law, PLLC. The letter sets forth and confirms the terms of engagement between the Fire District and McAloon Law, PLLC, for legal services relating to the \$3,000,000 Unlimited Tax General Obligation Bond/Election. After a discussion, Commissioner Morris made a motion to authorize Chief Click to sign the document confirming

the engagement between the Fire District and McAloon Law, PLLC. Commissioner Jenkins seconded the motion and the motion passed.

## **NEW BUSINESS**

### **Resident Firefighter Agreement**

Commissioner Morris made a motion to approve Resident Firefighter Agreement for Danielle Gore. Commissioner Jenkins seconded the motion and the motion passed unanimously.

### **Volunteer Firefighter Application**

Commissioner Morris made a motion to approve Volunteer Support Services Application for Kaven Tucksen. Commissioner Jenkins seconded the motion and the motion passed unanimously.

## **PUBLIC COMMENT**

District Resident John Christensen commented on the Commissioner of Public Lands Hilary Franz proposing a funding measure for wildland firefighting. He also commented on the Benton County Wildfire Protection Plan and efforts made to mitigate wildland fire in Benton County.

## **EXECUTIVE SESSION**

At 4:50 p.m. Vice-chairman Morris called a 5-minute executive session per RCW 42.30.110 to evaluate the qualifications of a candidate for appointment to elective office. The announced time of resumption in the open public meeting was 4:55 p.m. The actual time of resumption into the open public meeting was 4:55 p.m.

## **ANNOUNCEMENTS**

- The next Board of Commissioner meeting will be on December 17 at 4:00 p.m.
- The next labor negotiation meeting will be on December 17 at 3:00 p.m.

## **ADJOURNMENT**

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