

BENTON COUNTY FIRE PROTECTION DISTRICT #1
BOARD OF COMMISSIONERS

Regular meeting of December 7, 2021.

CALL TO ORDER

Commissioner Carpenter 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 St. Kennewick, Washington. In attendance at this meeting were Commissioner Carpenter, Commissioner Couch, Commissioner Jenkins, Fire Chief/District Secretary Click, Deputy Chief LoParco, and Executive Director Paden-Lilly.

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 recommended a change to the November 16, 2021, meeting minutes. Commissioner Couch made a motion to approve the November 16, 2021, minutes as amended. Commissioner Jenkins seconded the motion and the motion passed.

FINANCIAL REPORT

Fund Transaction Details

Presented to the Board were 2021 transactions #2549 to #2613. The transactions total \$266,358.01. General Fund \$57,304.49; electronic fund transfers \$8,418.67; federal payroll tax payment \$1,649.01; Fire Training Center Operations Fund \$1,396.04; Training Academy Fund \$70.14; SCBA Fund \$1,781.24; and Project Fund \$195,738.42. Commissioner Jenkins made a motion to approve the vouchers. Commissioner Couch 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.

REPORTS

Commissioners

Commissioner Jenkins reported that he spoke with the State Auditor representative about the District's risk assessment as part of the 2018-2020 audit process.

Fire Chief

Chief Click reported:

- New signage is being installed at all fire stations and facilities.
- The first mini awards dinner was held last Wednesday, and it went very well. The second dinner is being held tomorrow.

- He participated in a virtual Region 6 IC Council meeting; the COVID pandemic rules and regulations were discussed regarding wildland fire and all-hazard events.
- He attended a virtual EMS Council meeting; the training mannequins will now be stored and checked out from the new Pasco Fire Station on Court Street. The next meeting will be held via Zoom on February 7 and agency representative letters are due.
- Over the Thanksgiving holiday, a water rescue team was prepositioned on the westside of the state because of extreme flooding. However, the team was released a few days later.
- The maintenance department is working on Type I apparatus service, logo changes on apparatus and snow tires were installed on both ambulances.

Deputy Chief

Deputy Chief LoParco reported:

- He is assisting staff with pre-fire planning.
- He will be holding a Safety Committee Meeting on December 13.
- The Operational Chief's met to discuss adjustments needed to the SEWAG Charter and procedures.

Battalion Chief(s)

Battalion Chief Gutzmer reported that the recruit academy final hands-on day was held at Walla Walla #5's burn building two Saturdays ago. The training went very well, and the recruits will be approved to respond to structure fires.

Training

Captain Nicholls reported:

- He attended a National Fire Academy Community Risk Reduction class, and this week is enrolled in an IFSAC Instructor II course.
- New audio/visual equipment has been installed at the C-Building.

Labor Representative

- Vice President Bibe expressed gratitude to Commissioner Christenson for his years of service on the Board and congratulated Commissioner Carpenter on his new position.

Other

Executive Director Paden-Lilly reported the State Auditor's Office is still in the preliminary stages of the District's 2018-2020 audit.

OLD BUSINESS

Facility Bond Project

Chief Click reported that the project is still ongoing, despite the fact that substantial completion was expected by December 2, 2021. The fire protection tank is in the ground, the fire pump is being hooked up today, and there is a considerable amount of plumbing and electrical work in the apparatus bay. There is still a great deal of landscaping to be done, and the irrigation system will not be turned back on until spring to ensure that it is functional. It is stipulated in the contract that the Contractor will be penalized \$1,000 per day until substantial completion.

COVID-19 Impacts

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

BCES Update

Chief Click reported that a two-day Executive Board meeting was held last week. Discussions continued regarding the consultant hired to develop an organizational chart, funding mechanism, and governmental structure for Benton County Emergency Services. There is a good deal of cooperation between the City and County representatives.

Employee Manual & Exempt Employee Contracts

A discussion was held regarding information presented at the November 23 Special Board Meeting. Commissioner Couch made a motion to approve the updated Employee Manual and exempt employee contracts as outlined in the November 23 Special Board Meeting. Commissioner Jenkins seconded the motion and the motion passed unanimously.

Policy 1200 – Promotions

The Board has reviewed revised Policy 1200 – Promotions. After a discussion, Commissioner Couch made a motion to approve revised Policy 1200 – Promotions. Commissioner Jenkins seconded the motion and the motion passed unanimously and all Commissioners voted in favor.

Station 160 Water System

Deputy Chief LoParco presented a letter and Outside Utility Agreement from the City of Kennewick regarding the Bofer Canyon Road Water Line. According to the annexation agreement, Section 3.1 says that the Fire District will not deny a local improvement district. Deputy Chief LoParco has reached out to the City of Kennewick to see if that portion might be removed, and Attorney Snure has been asked to review the document.

NEW BUSINESS

Benton County Rural Area GIS Flight

Chief Click received a letter from the Benton County GIS Department inquiring as to if the Fire District would be interested in contributing to the GIS mapping flight that is scheduled for 2022. The mapping photos would then be made available for the Fire District's internal use. The Board did not wish to contribute at this time.

PUBLIC COMMENT

District resident John Christenson mentioned that he had sent an email to Executive Director Paden-Lilly regarding the Greater Columbia Accountable Community of Health (GCACH) and he inquired as to if the District was interested in participating in this program. Chief Click noted that he had also received an email from GCACH, which he had forwarded to Deputy Chief LoParco and EMS Captain Henderson for their review.

EXECUTIVE SESSION

There was no executive session.

ANNOUNCEMENTS

- The next Board of Commissioner meeting will be on December 21, 2021.

ADJOURNMENT

With no further business to come before the Board the meeting was adjourned at 5:14 p.m.