

BENTON COUNTY FIRE PROTECTION DISTRICT #1
BOARD OF COMMISSIONERS

Regular meeting of February 15, 2022.

CALL TO ORDER

Commissioner Couch 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 and via Zoom video-conference. 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

BCES Board and Tri-Tech Program was added to old business.

CORRESPONDENCE

The correspondence received log and correspondence sent was reviewed.

APPROVAL OF MINUTES

Commissioner Carpenter made a motion to approve the February 1, 2022, minutes as submitted. Commissioner Jenkins seconded the motion and the motion passed.

FINANCIAL REPORT

Fund Transaction Details

Presented to the Board were 2022 transactions #232 to #392. The transactions total \$294,474.58. General Fund \$103,960.14; electronic fund transfers \$117,954.50; federal payroll tax payment \$42,328.92; retirement systems transfer \$27,338.02; WA Support Registry \$1,291.00; Fire Training Center Operations Fund \$1,415.85; and Joint Agency Fund \$186.15. Commissioner Carpenter 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 Revenue and Expenditure Reports

The budget revenue and expenditure reports were reviewed.

REPORTS

Commissioners

Commissioner Carpenter reported that a Tri-County Commissioner Association Meeting was held over the weekend and the EMS Council meeting had been cancelled and is rescheduled for February 28.

Fire Chief

Chief Click reported:

- He participated in video presentation by Kennewick Irrigation District regarding a proposed Central Storage Reservoir, a comprehensive plan to support present and future community demands.
- He attended a Fire Defense Committee Meeting; the DNR Interagency Agreement was the main topic.

- He attended the Tri-County Commissioners Association meeting.
- An All-Officer's Meeting was held on February 8.
- Support Services along with the Rehab Unit assisted with the Fred Meyer shooting incident and the Cascade Street fire.
- He has participated in two news interviews recently; Colorado State University regarding prescribed fire and Incident Management Teams and the New York Times regarding volunteer recruitment and retention.

Deputy Chief

Deputy Chief LoParco reported that the two City of Kennewick invoices are being processed for meter set fees association with the Station 160 water project. Once these are processed a construction meeting can be held and digging soon to follow.

Training

Captain Nicholls reported that new recruit testing is scheduled for February 26 and will include a written and agility test.

Maintenance Department

Mechanic/Firefighter Ball reported that the ladder truck is still in the shop; parts are expected to arrive soon and the Westmark truck is still in for repair, and he will follow up with them on Friday.

OLD BUSINESS

Facility Bond Project

Chief Click reported that interior furnishings for Station 170 are being assembled as they are received. A representative of Siefken and Sons Construction, Inc., Jeremy Siefken, was introduced and plans to speak about the project during Public Comments.

COVID-19 Impacts

Deputy Chief LoParco reported that the Governor announced the outdoor masking rule will end on February 18. The COVID-19 task group will review the change and determine whether it is feasible for the District.

2022 Budget

A revised version of the 2022 Budget was presented to the Board. Changes were made to various revenue and expenditure accounts based on accurate tax levy information received from the County Assessor and accurate beginning fund balances.

Apparatus Replacement Schedule

Chief Click shared information regarding potential financing options for apparatus replacement. The auto industry continues to face inventory issues, prices are continuing to rise, and delivery may take up to two years. The Board decided that further discussion needs to continue, and a special board meeting was scheduled for February 22.

WFCA Seminars

Commissioner Carpenter shared information regarding Per Diem rates for Spokane, versus the lodging rate for the April 2 WFCA Seminar. Commissioner Carpenter will research other locations, to possibly find a less expensive establishment for lodging.

BCES Board

Chief Click attended a special BCES Board meeting last week and reported the following:

- Work on the Strategic Plan and Organization Chart continues.
- The Board agrees that the facility can become a standalone organization with a Director and no longer needs to be under the City of Richland. They would like to see this take place by January 2023.
- The Tyler RMS/CAD software transition may take longer than expected due to the current state of BCES.

Tri-Tech Program

The Tri-County Fire Commissioner Association held their meeting at the Tri-Tech facility and was given a presentation of the program. Chief Click and the principal of the school will meet again on Thursday to further discuss the Firefighting Program and options for the Instructor position.

NEW BUSINESS

Resolution No. 2021-01; Outstanding Warrants

Resolution No. 2021-01; Outstanding Warrants was presented to the Board to cancel outstanding warrants in the amount of \$2,067.15. Commissioner Carpenter made a motion to sign the resolution. Commissioner Jenkins seconded the motion and the motion passed unanimously.

Resolution No. 2021-02; Surplus of Property

Resolution No. 2021-02; Surplus of Property was presented to the Board. The resolution authorizes the sale or disposal of listed surplus property. After a discussion, Commissioner Jenkins made a motion to sign the resolution. Commissioner Carpenter seconded the motion and the motion passed.

Accountability and Financial Audit (2018-2020)

Before today's Board Meeting, Chief Click, Deputy Chief LoParco, Executive Director Paden-Lilly and Commissioner Carpenter participated in the Exit Conference with the State Auditor's Office via video-conference. Audit Manager Ginny Waltman and Audit Lead Alex Chavez reviewed the Accountability and Financial Audit performed for 2018-2020. During the audit the following areas were examined: payroll, procurement, accounts payable, accounts receivable, financial condition, open public meetings, and annual report filing.

The results from the audit included:

- The District's operations complied, in all material respects, with applicable state laws, regulations, and its own policies, and provided adequate controls over the safeguarding of public resources.
- The District's financial statements meet the financial reporting requirements of Washington State statutes using accounting practices prescribed by the State Auditor's Budgeting, Accounting, and Reporting System (BARS) manual.

The next audit is scheduled to be conducted in 2024, and will cover 2020-2023.

PUBLIC COMMENT

Jeremy Siefken, the Superintendent of the Station 170 construction project introduced himself and reviewed the project delays that resulted in the assessment of liquidated damages. The Board will further review the project details at the February 22 Special Board Meeting.

District Resident John Christenson made comments regarding time allowed for Public Comments during a board meeting, COVID-19, posting of recorded videos of the board meetings and an upcoming meeting of the Greater Columbia Accountable Community of Health (GCACH).

EXECUTIVE SESSION

At 5:20 p.m. Commissioner Couch called a 10-minute executive session per RCW 42.30.110 to discuss the performance of a public employee. The announced time of resumption in the open public meeting was 5:30 p.m. The actual time of resumption into the open public meeting was 5:30 p.m.

ANNOUNCEMENTS

- The Southeast Washington Special Operations Board meeting will be tomorrow at 1:30 p.m.
- A regular Board of Commissioner meeting will be on March 1, 2022, at 4:00 p.m.

ADJOURNMENT

With no further business to come before the Board the meeting was adjourned at 5:30 p.m.