

BENTON COUNTY FIRE PROTECTION DISTRICT #1
BOARD OF COMMISSIONERS

Regular meeting of February 16, 2021.

CALL TO ORDER

Chairman Christenson 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

Office Assistant/MPD Assistant Job Description was added to new business.

CORRESPONDENCE

The correspondence received log and correspondence sent was reviewed.

APPROVAL OF MINUTES

Commissioner Jenkins made a motion to approve the minutes dated February 2, 2021, as submitted. Commissioner Christenson seconded the motion and the motion passed.

FINANCIAL REPORT

Fund Transaction Details

Presented to the Board were 2021 transactions #220 to #378. The 2021 General Fund transactions total \$442,404.01. General Fund \$238,512.24; electronic fund transfers \$117,788.91; federal payroll tax payment \$42,587.33; retirement systems transfer \$26,556.79; WA Support Registry \$1,341.00; Hazmat Fund \$12,474.54; Fire Training Center Operations Fund \$1,804.20; and Bond Project Fund \$1,339.00. Commissioner Jenkins made a motion to approve the vouchers. Commissioner Christenson 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.

EMS Report

The EMS and Ambulance Collection Statistics Report was reviewed.

REPORTS

Commissioners

Commissioner Christenson reported:

- The Hazmat Board is scheduled to meet tomorrow. The Governance Committee is recommending changing the name to the Southeast Washington Special Operations Group.
- He was unable to attend the last Tri-County Commissioner Meeting.
- He received the first COVID vaccine and is scheduled to receive the second dose this weekend.
- The union contract negotiations continue to go well.

Fire Chief

Chief Click reported:

- The Realtor continues to show the Arrowhead Facility to potential buyers. There is another showing today at 4:30; no offers have been received to date.
- He has returned home from a 23-day Southwest Washington COVID 19 Incident Management Team Assignment and is happy to be home.
- A Mobilization Declaration from the WSP is to be approved for the agencies assisting at the Benton County Vaccine distribution site.
- District members have done a great job adjusting during the recent snowstorm. Snow related call volume has been relatively low.

Deputy Chief

Deputy Chief LoParco reported:

- He is preparing to get the station safety inspections scheduled soon.
- He continues to provide COVID updates and training to district members.
- The new rescue truck should be ready for pick up next Thursday in Chehalis.

Training

Training Captain Nicholls reported:

- He has completed and submitted a FEMA FireAct Grant application for communications equipment. If awarded the District would receive \$124,332 to purchase communications equipment; the Districts matching fund obligation would be \$6,200.
- The S-131; Firefighter Type I class was held last Saturday and Sunday. All 18 District members successfully passed.
- The recruit application process begins February 27, starting with a written test and agility test.
- Beginning Thursday, he will be assigned to the Incident Management Team to assist the Benton County COVID vaccination site.

Labor Representative

- Lieutenant Chambers reported that he is one-third of the way through final contract editing and will distribute for review soon.

Maintenance Department

Maintenance Supervisor Schoenwald reported:

- The Maintenance Shop is servicing Wildland apparatus.
- He and Mechanic/FF Ball have been busy with snow removal the past few days.
- EI 126 has been running well, with no issues.

OLD BUSINESS

Apparatus and Facility Bond Project

The ladder truck inspection is set to begin March 16. Chief Click, Mechanic/Firefighter Ball, and Captain Bibe will travel to Wisconsin for inspection and training.

Station 170 construction has begun. Chief Click and Deputy Chief LoParco met with the construction team today and activated a change order to change the light fixtures in two restrooms. The tubs, vanities, and sinks will be removed before installation of the new flooring. Some of the other existing light fixtures may be upgraded to LED fixtures as well. These changes will be more cost-effective.

COVID-19 Impacts

Deputy Chief LoParco reported that the District continues COVID-19 business as usual. There is no report of members out with the virus.

NEW BUSINESS

Office Assistant/MPD Assistant Job Description

Executive Director Paden-Lilly presented an updated version of the Office Assistant/MPD Assistant Job Description. The updated version includes duties and responsibilities associated with EMS/ambulance transport billing. The new job description would change the position type from half-time to full-time. The Board will review the job description and discuss at the next Board Meeting.

PUBLIC COMMENT

There was no public comment.

EXECUTIVE SESSION

There was no executive session.

ANNOUNCEMENTS

- The next Board of Commissioner meeting will be on March 2, 2021.
- The next Hazmat Board meeting will be on February 17, 2021.

ADJOURNMENT

With no further business to come before the Board the meeting was adjourned at 4:33 p.m.