

BENTON COUNTY FIRE PROTECTION DISTRICT #1
BOARD OF COMMISSIONERS

Regular meeting of March 17, 2020.

CALL TO ORDER

Chairman Jenkins 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 Christenson, Commissioner Jenkins, Fire Chief/District Secretary Click, Deputy Chief LoParco, and Executive Director Paden-Lilly. Commissioner Morris was excused.

ADDITIONS TO THE AGENDA

Seasonal employees and commissioner meeting schedule 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 Christenson made a motion to approve the minutes of March 3, 2020. Commissioner Jenkins seconded the motion and the motion passed.

FINANCIAL REPORT

Fund Transaction Details

Presented to the Board were 2020 transactions #433 through #588. The transactions total \$243,138.35. General Fund \$62,908.06; electronic fund transfers \$100,493.68; federal payroll tax payment \$35,483.61; retirement systems transfer \$22,236.97; Fire Training Center Operations Fund \$1,392.89; and SCBA Fund \$20,623.14. Commissioner Christenson 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.

EMS Report

The EMS Collection Statistics Report was reviewed.

REPORTS

Commissioners

- Commissioner Christenson mentioned that he was able to listen in on a State led conference call with Chief Click a week ago regarding COVID-19.

Fire Chief

- Chief Click reported that the regional Fire Act grant has been submitted for training props.
- All outside training classes are being cancelled due to COVID-19.
- There are 10 applicants in the process for Wildland recruit school.

- The Maintenance Shop is working on ladder truck service and maintenance. The necessary part has been located to repair the rescue truck and the Westmark engine remains in the repair shop waiting for required parts.

Battalion Chief(s)

- Battalion Chief Gutzmer reported the Recruit Graduation has been postponed.

Other

- Executive Director Paden-Lilly mentioned that the Fire Ops 101 training for the Commissioners has been cancelled.

OLD BUSINESS

Apparatus and Facility Bond Project

Chief Click took each Commissioner individually to the property that is being considered for a fire station location. The Board believes that the location will significantly benefit the organization. After conferring with Bond Counsel, the original Resolution will need to be modified to identify the new location rather than the Station 150 location, the Bond lending firm will need to agree to the change, and it is recommended to hold a public meeting to explain the change to voters.

After a discussion, Commissioner Jenkins made a motion to amend the resolution, contact the lending firm, initiate a property appraisal and move forward with the modification of the project. Commissioner Christenson seconded the motion and the motion passed.

Chief Click mentioned that he and Captain Bibe have been working with three apparatus manufacturers to provide quotes and have heard back from one.

NEW BUSINESS

COVID-19 Impacts

Chief Click and Deputy Chief LoParco presented updated policy and procedures for COVID-19 medical response; a Tiered Operational Plan, Daily Company Priorities, Self-Screening Directives, and Employee and Household Member Exposure Workflow.

Chief Click and Executive Director Paden-Lilly took action to close the District Office to the general public yesterday and the administrative staff plan to move to Station 140 this week as a measure to distance them from potential exposure.

Resident Firefighter Agreement

Commissioner Morris made a motion to approve Resident Firefighter Agreement for Emily McCollum. Commissioner Jenkins seconded the motion and the motion passed.

BLM Reciprocal Agreement

Chief Click presented a reciprocal agreement with the Bureau of Land Management that is up for renewal. After a discussion, Commissioner Jenkins made a motion to authorize Chief Click to sign the BLM Reciprocal Agreement. Commissioner Christenson seconded the motion and the motion passed.

WA EMD Intergovernmental Agreement

Chief Click presented an Intergovernmental Agreement with Washington State Emergency Management that is up for renewal. After a discussion, Commissioner Christenson made a motion

to authorize Chief Click to sign the WA EMD Intergovernmental Agreement. Commissioner Jenkins seconded the motion and the motion passed.

Seasonal Employees

With the COVID-19 situation and potential for employees to be quarantined, should an exposure occur, Chief Click would like to hire one of the seasonal employees early to help cover shifts. Commissioner Christenson made a motion to hire one seasonal employee at this time to help with shift coverage. Commissioner Jenkins seconded the motion and the motion passed.

Commissioner Meeting Schedule

Chief Click inquired as to whether the Commissioners wanted to cancel the first meeting in April to support the COVID-19 social distancing efforts. After a discussion, the Board decided to hold off cancelling any future meetings and would reevaluate the situation the first part of April.

PUBLIC COMMENT

There was no public comment.

EXECUTIVE SESSION

At 5:40 p.m. Commissioner Jenkins called a 5-minute executive session per RCW 42.30.110 to discuss real estate. The announced time of resumption into the open public meeting was 5:45 p.m. The actual time of resumption into the open public meeting was 5:45 p.m.

ANNOUNCEMENTS

- The next Board of Commissioner meeting will be on April 7.

ADJOURNMENT

With no further business to come before the Board the meeting was adjourned at 5:45 p.m.