

BENTON COUNTY FIRE PROTECTION DISTRICT #1
BOARD OF COMMISSIONERS

Regular meeting of March 2, 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

It is with great sorrow that the District was notified of Commissioner Morris' passing on February 23, 2021. Due to the pandemic, his family will hold a memorial service later in the year. The District offers its most sincere condolences to the family during this difficult time.

ADDITIONS TO THE AGENDA

Ambulance Billing Company Agreement and WFCA Request to Advocate COVID-19 Funding 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 February 16, 2021, minutes as submitted. Commissioner Christenson seconded the motion and the motion passed.

FINANCIAL REPORT

Fund Transaction Details

Presented to the Board were 2021 transactions #391 to #419. The transactions total \$19,404.71. General Fund \$13,650.60; Fire Training Center Operations Fund \$801.44; Joint Agency Fund \$3,379.88 and Bond Project Fund \$1,572.79. 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 Expenditure Reports

The budget expenditure reports were reviewed.

Resolution No. 2021-03; Fund Transfer

Property tax collection for January and February is down approximately 68% compared to 2020. To supplement the General Fund until the first-half property taxes are received, Resolution 2021-03 was prepared to transfer \$200,000 from the Reserve Fund to the General Fund. Once an adequate amount of taxes is received, the transferred funds can be returned to the Reserve Fund. Commissioner Jenkins made a motion to sign Resolution No. 2021-03-Transfer of Funds. Commissioner Christenson seconded the motion and the motion passed.

REPORTS

Commissioners

- Commissioner Christenson reported:
 - He received the second COVID vaccination.

- He attended the Snure Webinar related to Bid Law, Procurement and Public Works.

Fire Chief

- Chief Click reported:
 - With the recent loss of Fire Commissioner Morris, the District has now lost three commissioners in the past 23 months, who were instrumental in Leading the District through the changes of adding ambulance transport services and the passage of a bond issue for a new ladder truck and fire station. As an honor to the District's three late Commissioners, he is recommending that Station 170 be dedicated in their names.
 - He reviewed the Legislative bills that are currently being monitored by the Washington Fire Commissioners Association.
 - He was notified by the Union President of Local 1296 that the labor group voted no regarding the proposed Collective Bargaining Agreement.

Deputy Chief

- Deputy Chief LoParco reported:
 - The new Rescue truck has been picked up and they are preparing to train members next week, so that the apparatus can be placed into service.
 - Sanitation stations have been ordered for each fire station to assist with sanitation efforts when entering the facilities.
 - He was contacted by an individual who was interested in an excess fire equipment that the District may have to donate to a fire agency in Mexico. He and Maintenance Supervisor Schoenwald will go through equipment to determine what might be available as surplus equipment and have been deemed as no longer a value to the District.

Battalion Chief(s)

- Battalion Chief Gutzmer reported that Recruit Academy started Hazmat Operations training virtually and it has worked well for the students.

Training

- Captain Nicholls reported:
 - He has spent the majority of last week and this week at the Benton Fair Grounds assisting the Incident Management Team with the mass vaccine site.
 - He facilitated recruit application testing last Saturday, which included a written test and agility test.

Labor Representative

- Captain Bibe reported that the final proposed Collective Bargaining Agreement was rejected by the labor group. The union officers are soliciting feedback and will meet soon to come up with a plan moving forward.

Maintenance Department

- Maintenance Supervisor Schoenwald reported that the Maintenance Department is working on Wildland truck service and the new rescue truck so that it is ready to be placed in service.

OLD BUSINESS

Apparatus and Facility Bond Project

The final inspection of the ladder truck is on schedule and the truck should be delivered the week of March 22. The facility bond project is moving along. The construction crew broke ground last week and footing forms are going in for the apparatus structure. Remodel of the living quarters is taking place as well.

COVID-19 Impacts

Deputy Chief LoParco reported:

- Benton County is currently in Phase 2 of the “Healthy Washington – Roadmap to Recovery” and in person business meetings are now permitted. Following Proclamation 20-28-15, Miscellaneous Venues guidance issued February 1, the Fire Training Center meeting room will be set up to broadcast the virtual meeting and attendees will be allowed to speak during the public comment period.
- COVID-19 Safety Procedures have been posted in all facilities to ensure all members are following directives.
- He continues to keep members up to date on COVID-19 Operational Directives via email distribution of the Agency Briefing and Exposure Workflow document.
- There is no report of any members out with the virus.

Office Assistant/MPD Assistant Job Description

A discussion was held regarding the updated job description for the Office Assistant/MPD Assistant position. As the Fire District continues to grow and with the increase in services provided, the staff is recommending that the position be changed from part time to full time to offset the increase in administrative activities and to assist with ambulance transport billing requirements and process. Commissioner Jenkins made a motion to adopt the Office Assistant/MPD Assistant Job Description as submitted. Commissioner Christenson seconded the motion and the motion passed.

2021 Budget

A revised version of the 2021 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 and accurate beginning fund balances. After a discussion, Commissioner Jenkins made a motion to approve the revised 2021 Budget. Commissioner Christenson seconded the motion and the motion passed unanimously.

NEW BUSINESS

Resolution No. 2021-02; Resolution Honoring the Memory of Jerry F. Morris

Chief Click read aloud Resolution No. 2021-02, Honoring the Memory of Jerry F. Morris.

Commissioner Jenkins made a motion to sign Resolution 2021-02. Commissioner Christenson seconded the motion and the motion passed.

Benton County Fire District #1 hereby honors the memory of Jerry Morris, for nine years of outstanding service and extraordinary contributions as a Fire Commissioner.

WA State Department of Health Agreement

An Interagency Agreement between the State of Washington Department of Health (DOH) and Benton County Fire District #1 was presented to the Board. The agreement allows for the Fire District to bill the Washington Department of Health for expenses associated with personnel and equipment assisting at the Benton Fairgrounds Mass Vaccine Site. Commissioner Jenkins made a motion to authorize Chief Click to sign the DOH Interagency Agreement. Commissioner Christenson seconded the motion and the motion passed.

Ambulance Billing Company Agreement

Executive Director Paden-Lilly presented an agreement authorizing Systems Design West to switch from on-site bank deposits to electronic check deposits. After a discussion, Commissioner Jenkins

made a motion to authorize Executive Director Paden-Lilly to sign the document. Commissioner Christenson seconded the motion and the motion passed.

WFCA Request to Advocate COVID-19 Funding

The Washington Fire Commissioner's Association emailed a request asking special districts to advocate for Federal COVID-19 Relief Funding. The National Special Districts Coalition (NSDC) is urging Congress to include special districts in the pending federal COVID-19 relief package. The District would need to sign a form, adding Fire District #1 as an agency supporting the Bill. After a discussion, Commissioner Jenkins made a motion to add Fire District #1 as a supporter of the Federal COVID-19 Relief Funding Bill. Commissioner Christenson seconded the motion and the motion passed.

PUBLIC COMMENT

There was no public comment.

ANNOUNCEMENTS

- The next Board of Commissioner meeting will be on March 16 via Zoom. The public can join the meeting via a personal Zoom connection or view the meeting at the Fire Training Center Meeting Room.

EXECUTIVE SESSION

At 5:25 p.m. Commissioner Christenson called a 15-minute executive session per RCW 42.30.110 to discuss the performance of a public employee and per RCW 42.30.140 relating to collective bargaining issues and negotiations. The announced time of resumption in the open public meeting was 5:40 p.m. The actual time of resumption into the open public meeting was 5:40 p.m.

ADJOURNMENT

With no further business to come before the Board the meeting was adjourned at 5:42 p.m.

Approved by:

Submitted by:

John E. Christenson, Chairman

Lonnie E. Click, District Secretary