

BENTON COUNTY FIRE PROTECTION DISTRICT #1
BOARD OF COMMISSIONERS

Regular meeting of March 5, 2019.

CALL TO ORDER

Commissioner Houchin called the regular meeting of the Board of Fire Commissioners of Benton County Fire District No. 1 to order at 9:00 a.m. at 7511 W. Arrowhead Ave., Kennewick, Washington. In attendance at this meeting were Commissioner Houchin, Commissioner Morris, Fire Chief/District Secretary Click, and Financial Manager Paden-Lilly. Commissioner Sleater was unexcused.

ADDITIONS TO THE AGENDA

Policy 0700; Hiring of Career Members, Lieutenant Eligibility List, and Resolution 2019-01; Resolution Declaring Vacancy on Board of Fire Commissioners 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 Morris made a motion to approve the minutes of February 19, 2019. Commissioner Houchin seconded the motion and the motion passed.

FINANCIAL REPORT

Fund Transaction Details

Presented to the Board were 2019 transactions #322 through #353. The transactions total \$55,321.52. General Fund \$43,178.07; Fire Training Center Operations Fund \$5,298.45; SCBA Fund \$1,450.00 and Capital/Building Fund \$5,395.00. Commissioner Morris made a motion to approve the vouchers. Commissioner Houchin seconded the motion and the motion passed unanimously. The voucher registers are attached to these minutes and constitute a part thereof.

Transaction Summary Reports

The budget expenditure report was reviewed.

REPORTS

Commissioners, Chiefs and staff reported the following:

- Chief Click reported:
 - The winter weather has caused significant snow removal and de-icing services at all facilities; cost so far is \$34,000. The District has one truck with a plow and a plow has been recently been purchased for the UTV. He is researching to see if it would be feasible and beneficial for District staff to plow the facilities in the future.
 - Benton County Emergency Services hosted a Wildland Urban Interface Symposium for law enforcement and fire personnel. Topics included; Evacuation

Levels, Code Red, California Fires 2018, Fire Management Assistance Grant (FMAG). Chief Click, Chief Gear, and Chief Harris gave a presentation on State Mobilization.

- He attended a Pacific Northwest Wildfire Coordinating Group (PNWCG) Steering Committee and Operations Working Group meeting in Portland last week.
- He provided an update of the current Legislative session.
- Chief Click introduced, the District's newest employee Mechanic/Firefighter Derek Ball.
- He is working with the grant writer, collecting data for the SAFER Grant application.
- Battalion Chief Gutzmer reported that the snow has hindered the recruit training process. Riverview High School has offered their gymnasium so that the Agility Test can be administered on Saturday.
- Public Information Officer Baker reported that a crew from Station 110 will be helping the Tri-Tech students with their wildland hands-on day March 8, weather permitting.
- Administrative Assistant Ewing reported:
 - The door has been replaced on the west entrance of the Arrowhead facility, Station 120 and 160 had their air ducts cleaned and Station 120's heat pump will need to be replaced soon. The station striping project bid solicitation was cancelled and will be rebid upon completion of the Station 110 and 160 asphalt projects.
 - SeWag is no longer going to use Cascade Fire for air sampling and will begin using LN Curtis. They will be soliciting quotes for SCBA flow testing soon.
- Captain LoParco reported:
 - There are several upcoming training opportunities.
 - The IQS audit is complete; for future audits they will require training records to be onsite.
 - The Tower at the FTC is out of service due to snow and ice.
- Maintenance Supervisor Schoenwald reported that he is working with and orienting Mechanic/Firefighter Ball.
- Commissioner Morris attended the last safety meeting. The Health and Safety Manual is complete and ready for distribution. Chaplain Lotz went to District stations and shared information on services available through Chaplain Services Network to increase mental health awareness. The Committee has a representative coming to their meeting on March 26, to present another program that is in the area to help increase mental health awareness. Discussion regarding the importance of driver certification was initiated while reviewing event reports.
- Commissioner Morris attended the Tri-County Commissioners Association meeting on the February 23rd.
- The next safety meeting is March 26.
- The hazmat meeting was cancelled in February due to the weather and rescheduled for March 20.

OLD BUSINESS

There was no old business.

NEW BUSINESS

Elevator Repair Quote

Mobility Concepts Inc. has determined that the upstairs door of the wheelchair lift was originally installed incorrectly by Olympic Home Modification. They have provided a quote to repair the faulty install of the upstairs door in the amount of \$9,400. Commissioner Morris made a motion to approve the quote in the amount of \$9,400. Commissioner Houchin seconded the motion and the motion passed.

Chief Click mentioned that the representative from Mobility Concepts Inc. is documenting all of the issues associated with the original install of the wheel chair lift. Chief Click plans to get with legal counsel on what our options may be due to their negligence.

SeWAG Purchases

A purchase order to SeaWestern, through HGACBuy Contract EE08-17, was presented to the Board in the amount of \$16,635.35 for the purchase of MSA low pressure supply hose. Commissioner Morris made a motion to sign the purchase order in the amount of \$16,635.35. Commissioner Houchin seconded the motion and the motion passed.

Volunteer Member Application

Commissioner Morris made a motion to approve Volunteer Firefighter Application for Ben Singley. Commissioner Houchin seconded the motion and the motion passed.

Seasonal Employees

A memo went out on February 28, regarding three temporary seasonal firefighter positions. Employment will be for approximately 18 weeks during wildland firefighting season. Letters of interest and a resume of qualifications are to be submitted by March 15.

Policy 0700; Hiring of Career Members

Policy 0700 - Hiring of Career Members was revised and presented to the Board for review. After review, Commissioner Houchin made a motion to approve Policy 0700 – Hiring of Career Members. Commissioner Morris seconded the motion and the motion passed unanimously.

Lieutenant Eligibility List

Chief Click reported the lieutenant testing has been completed. Seven candidates tested and three individuals met the requirements to be placed on the Eligibility List. The Eligibility List is: J. Skyler Gabriel, Rob Reynolds, and Brian Nance. Commissioner Houchin made a motion to approve the Eligibility List, Commissioner Morris seconded the motion, and the motion passed unanimously.

Resolution 2019-01; Resolution Declaring Vacancy on Board of Fire Commissioners

Resolution 2019-01; Resolution Declaring Vacancy on the Board of Fire Commissioners was presented to the Board. Commissioner Sleater has been unexcused from three consecutive Board of Commissioner's meetings. Notification has been mailed to the Commissioner advising him that failure to attend today's meeting would result in the position being declared vacant. Commissioner Houchin made a motion to sign Resolution 2019-01. Commissioner Morris seconded the motion and the motion passed.

PUBLIC COMMENT

Chief Click introduced David Jenkins, a resident of the Fire District who is interested in running for the position of Fire Commissioner.

EXECUTIVE SESSION

There was no executive session.

ANNOUNCEMENTS

- The next Board of Commissioner meeting will be on March 19.

ADJOURNMENT

With no further business to come before the Board the meeting was adjourned at 10:00 a.m.