

BENTON COUNTY FIRE PROTECTION DISTRICT #1
BOARD OF COMMISSIONERS

Regular meeting of April 21, 2020.

CALL TO ORDER

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

ADDITIONS TO THE AGENDA

Sale of Rescue apparatus and shift employee backfill 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 March 17, 2020. Commissioner Christenson seconded the motion and the motion passed. It was noted that the April 7, 2020, regular meeting was canceled due to the COVID-19 Pandemic.

FINANCIAL REPORT

Fund Transaction Details

Presented to the Board were 2020 transactions #590 through #802. The transactions total \$330,276.93. General Fund \$128,476.07; electronic fund transfers \$119,214.31; federal payroll tax payment \$43,639.59; retirement systems transfer \$24,346.77; Fire Training Center Operations Fund \$3,472.56; SCBA Fund \$509.50; MPD Fund \$384.47; and FTC Capital/Building Fund \$10,233.66. Commissioner Morris 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 recently attended a Greater Columbia Accountable Community of Health meeting where COVID-19 was discussed. It was mentioned that Coronavirus tests are not available for first responders who are asymptomatic. The general rule is that only those that are symptomatic will be tested.

Fire Chief

- Chief Click thanked everyone in attendance at today's meeting. He also thanked all District emergency responders for following Protocols and the Governor's Stay Home, Stay Healthy ordinance. Because of the great job by our members, our organization has remained healthy and able to respond to service.
- The administrative staff relocated to Station 140 on March 19 as a measure of social distancing. It has worked out well and we appreciate the members of Station 140 for their assistance during the situation.
- He spent 17 days in Spokane County with the Incident Management Team logistically supporting the Health Department with their COVID-19 efforts.
- Two EMS Council meetings were held virtually to discuss minimum/maximum numbers for EMS Trauma Certification. The Benton/Franklin EMS Council voted and approved the change. It has now been sent off for Regional EMS Council approval, then it can be forwarded on for State approval.

Deputy Chief

- The All Officer's meeting will be held tonight virtually.
- The new rescue vehicle is in production at Braun.
- Members of our community have generously donated cloth masks to the District, and they have been made available to all station members.

Battalion Chief(s)

- Battalion Chief Gutzmer reported that wildland academy is tentatively set to begin on May 5, depending on COVID-19 restrictions. The plan is to present many of the training courses online, rather than in a classroom setting.

Training

- Deputy Chief LoParco reported that Captain Nicholls has completed his three-week Incident Management Team assignment with the Benton/Franklin Health District. Captain Nicholls learned a lot from the assignment.
- He is working with Becki Coats on annual Incident Qualification Cards (Red Cards).

Maintenance Department

- Maintenance Supervisor Schoenwald reported that the shop is working on regular maintenance. He continues to check in weekly on the progress of the new engine being installed on the Westmark.

Other

- Executive Director Paden-Lilly mentioned that the annual awards banquet has been rescheduled to November 7.

OLD BUSINESS

COVID-19 Impacts

Chief Click reiterated that District members have been following and will continue to follow all Protocols related to COVID-19. Coronavirus cases continue to rise in Benton and Franklin County, many of the cases have been isolated to nursing home/retirement facilities and now the meat packing plant.

Apparatus and Facility Bond Project

Apparatus Project

Chief Click and Captain Bibe have been working with two manufacturers through HGACBuy Cooperative on ladder truck specifications. After reviewing the specifications from E-One and Pierce Manufacturing, the staff is recommending the Pierce Manufacturing Enforcer 75' Heavy Duty

Aerial Ladder truck, as it is a better match for the needs of the District. The cost is \$811,473, plus taxes.

After a discussion, Commissioner Morris made a motion to award the purchase of the Pierce Manufacturing ladder truck and authorize Chief Click to enter into a contract agreement with Hughes Manufacturing through HGACBuy Cooperative. Commissioner Christenson seconded the motion and the motion passed unanimously.

Facility Project

Chief Click presented a Memorandum regarding Amendment – 2019 Capital Facility Improvement and Apparatus Replacement. Since voters approved Proposition #2, Bonds for Capital Improvements to Fire District Facilities and Replacement Apparatus, the District was informed of code changes affecting residential expansion in the west end of the District's boundaries. This prompted the need to research the current plan to renovate Station 150, identifying a need to change the location of the fire station renovation to better meet the needs of our citizens. The contributing factors leading to the Amendment are:

- Due to the implementation of the Benton County Rural Water Supply Program, approved subdivisions in the Cottonwood Springs and Summit View areas, and a proposed expansion of Cottonwood Springs to the west. The water plan is projected to slow development to the west, near the Dallas Road area, but will not impact the east Badger area. This determined that the Fire District would provide better coverage with a fire station located near the east end of Badger Canyon.
- The Amended Capital Facility Improvement Plan would consist of purchasing a five-acre plot of land near the Cottonwood Springs development. This location is in the heart of Fire District #1's population on the west end of the District, which produces the second most calls for emergency assistance. The property includes an existing 3,000 square foot residential structure, and an 1,100 square foot apartment attached to a 36' X 60' shop structure. The residential structure would require a remodel in order to accommodate living quarters for a 24-hour emergency response crew, and a structure would need to be built on the property to house three to four fire/EMS response apparatus.
- The cost of the amended project is comparable to the remodel of an existing fire station; however, the property will procure an additional five acres of District-owned property and an additional facility. This increases the District's capacity for emergency response, and Station 150 would remain operational, supplying volunteer coverage for further growth and development on the west end of the Fire District.
- The office staff could potentially move into the apartment temporarily while the current Administrative Office building located on Arrowhead Avenue is sold. The Law Lane property would be remodeled to accommodate administrative offices and resident firefighter living quarters, using the proceeds from the sale of the Arrowhead facility. In addition, the sale of the Arrowhead facility would satisfy the current non-voted bond, increasing the overall general fund levy.

After a discussion, Commissioner Christenson made a motion to approve the plan outlined in the Amendment – 2019 Capital Facility Improvement and Apparatus Replacement Memorandum. After further discussion, Commissioner Christenson restated his motion. Commissioner Morris seconded the motion and the motion passed unanimously.

Chief Click stated that once the Stay Home, Stay Healthy ordinance is lifted, a community meeting will be held in the Cottonwood Springs area to provide Citizens with information regarding the Bond amendment.

Seasonal Employees

Chief Click presented the Eligibility List for hiring seasonal wildland firefighters. The list contained two returning members to the program, Jeremy Linhoff and Kayte Salter with the addition of Ariel Morfin.

Commissioner Morris made a motion to approve the Seasonal Eligibility List. Commissioner Christenson seconded the motion and the motion passed with all Commissioners in favor.

NEW BUSINESS

Sale of Rescue Apparatus

After several visits to the repair shop, it has been established that the motor in the 2008 Rescue vehicle is failing and will need to be replaced. Rather than put any more money into the apparatus, staff is recommending that all equipment be removed and sell the vehicle. The new Rescue vehicle has been ordered through Braun, however delivery will 4-6 months out.

After a discussion, Commissioner Christenson made a motion to place the 2008 Ford F-350 Rescue truck for sale with a starting bid of \$5,000 or best offer. Commissioner Morris seconded the motion and the motion passed unanimously.

Shift Employee Backfill

With the promotion of Deputy Chief LoParco and the assignment of Captain Nicholls to Training Officer, there is a need to fill the vacant 24-hour shift position. The Firefighter/EMT Eligibility List that was approved on January 7, 2020 is still valid and Chief Click would like to utilize that list to fill the vacancy. After a discussion, Commissioner Christenson made a motion to hire from the January 2020 Firefighter/EMT Eligibility List to fill the 24-hour shift vacancy. Commissioner Jenkins seconded the motion and the motion passed with all Commissioners in favor.

PUBLIC COMMENT

There was no public comment.

EXECUTIVE SESSION

There was no executive session.

ANNOUNCEMENTS

- The next Board of Commissioner meeting will be on May 5.

ADJOURNMENT

With no further business to come before the Board the meeting was adjourned at 5:17 p.m.