

BENTON COUNTY FIRE PROTECTION DISTRICT #1  
BOARD OF COMMISSIONERS

Regular meeting of May 18, 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 Couch, Commissioner Jenkins, Fire Chief/District Secretary Click, Deputy Chief LoParco and Executive Director Paden-Lilly.

**ADDITIONS TO THE AGENDA**

Excess Fire Truck 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 May 4, 2021, as submitted. Commissioner Christenson seconded the motion and the motion passed.

**FINANCIAL REPORT**

**Fund Transaction Details**

Presented to the Board were 2021 transactions #921 to #1092. The 2021 General Fund transactions total \$266,504.71. General Fund \$72,746.22; electronic fund transfers \$117,120.55; federal payroll tax payment \$38,701.08; retirement systems transfer \$26,057.28; WA Support Registry \$1,341.00; Hazmat Fund \$692.53; Fire Training Center Operations Fund \$2,085.45; SCBA Fund \$6,368.30; MPD Fund \$372.30; and Bond Project Fund \$1,020.00. Commissioner Couch 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 and Ambulance Collection Statistics Report was reviewed.

**REPORTS**

**Commissioners**

Commissioner Christenson reported:

- He has filed with the Benton County Elections Department to run for Commissioner Position 2 in the upcoming election.
- The CDC made a significant change in their approach regarding face masks, and he thinks the District should take this into account for having in-person meetings.
- He attended the virtual Tri-County Fire Commissioners meeting.
- He attended the first WFCA webinar. It was a good session and there will be another webinar tomorrow regarding labor negotiations.

- The National Special District's Coalition is hosting a webinar on May 20, detailing the American Rescue Plan Act's pandemic relief resources, including the recent US Department of Treasury guidance on the \$350 billion State and Local Fiscal Recovery Funds.

Commissioner Couch reported that he has filed with the Benton County Elections Department to run for Commissioner Position I in the upcoming election.

### **Fire Chief**

Chief Click reported:

- Deputy Chief LoParco is working on a Meritorious Ceremony to be held on May 20, to honor two District members and Benton County Sheriff's Deputies for their rescue efforts during a fire in October 2020, that resulted in two lives being saved.
- He was assigned to the Incident Management Team at the Benton County Vaccination Site last week. With the CDC updating their recommendations to allow everyone 12 years and older to get a COVID-19 vaccination, the site seen a significant upswing in appointments. The site will officially close on May 28, and it will exceed 80,000 vaccinations given since January. The Health Department will continue to do pop-up and mobile vaccination sites around the Region.
- He and the Duty Officers met this morning.
- The area Chiefs are discussing a reformat of the current formula used to assess agencies for annual dispatching services. They will go to the BCES Board meeting with their recommendation.
- The City of Richland plans to submit a billing package to the Corp of Engineers related to the recent Delta/Columbia Point fires. We will send them the District expenses associated with those incidents.
- He had a virtual meeting today regarding an update to the DNR Interagency Agreement. The document is being reviewed by legal counsel.
- Next week is the Washington State Fire Chief Conference via Zoom.

### **Deputy Chief**

Deputy Chief LoParco reported:

- He is preparing for the temporary wildland firefighters to start on June 2.
- He is working with staff to resolve some shortages in the residency program.
- The District continues to provide volunteer staffing at the Vaccine Site.
- The Regional Deputy Chief's group is working on Standard Operating Guidelines and a mission statement.
- He and Chief Click has been discussing a change in volunteer compensation and plan to reach out to other agencies to see what options are out there to improve the program.

### **Battalion Chief**

Battalion Chief Gutzmer reported that wildland academy continues to be in-person on Tuesdays. The hands-on day has been pushed back to June 12 due to PPE issues.

### **Training**

Captain Nicholls reported:

- He has been working on lesson plan development for crews.
- He will be assigned to the vaccine site this coming weekend and next week until the close of the site. Buses have been arriving with up to 250 each; 600 vaccines have been administered to the public today.

## **Maintenance Department**

Maintenance Supervisor Schoenwald reported that the Maintenance Shop is finishing up regular maintenance and miscellaneous work. Dozer Training is scheduled in the next few weeks.

### **Other**

Executive Director Paden-Lilly mentioned that she has researched the Microsoft Surface Pro Tablets and is ready to place an order. It was decided that all three Commissioner's would like to receive a tablet to conduct district business.

## **OLD BUSINESS**

### **Apparatus and Facility Bond Project**

Chief Click reported that the metal building materials should be received by September 10, and the latest timeline shows substantial completion this December. Construction continues in the interior of the living quarter's structure.

### **COVID-19 Impacts**

The CDC has announced changes to face mask requirements, however, nothing new has come out at the Washington State level. The District will continue with the current Medical Program Director (MPD) directives, until such time as a new directive has been issued.

## **NEW BUSINESS**

### **Meeting Dates and Times**

A suggestion was made to change the regular meeting time to later in the evenings to allow for more citizen participation. After a discussion, the Board decided to continue meeting at 4:00 p.m.

### **Ambulance Billing Services Agreement**

Executive Director Paden-Lilly presented an updated Professional Services Agreement with Systems Design West, the Fire District's third-party billing company for EMS/Ambulance services. Attorney Snure has reviewed the document and it will require Chief Click's signature. After a discussion, Commissioner Christenson made a motion to authorize Chief Click to sign the Professional Services Agreement. Commissioner Jenkins seconded the motion and the motion passed unanimously.

### **Resident Firefighter Agreements**

Resident Firefighter Agreements for Titus Petty, Nicholas Powers, and Kaven Tucksen were presented to the Board for review. Commissioner Couch made a motion to approve the Resident Firefighter Agreements. Commissioner Christenson seconded the motion and the motion passed.

### **Excess Fire Truck**

Chief Click reported that an offer has been made to purchase the district-owned 1992 Pierce Aerial ladder truck. The offer is from a neighboring fire agency and Chief Click has researched market value and is recommending a sale price of \$15,000. After a discussion, John Christenson made a motion to place the 1992 Pierce Aerial ladder truck for sale at \$15,000. Commissioner Jenkins seconded the motion and the motion passed unanimously. Executive Director Paden-Lilly will have a resolution drafted for the next meeting to surplus and sale the vehicle.

### **PUBLIC COMMENT**

There was no public comment.

### **EXECUTIVE SESSION**

There was no executive session.

### **ANNOUNCEMENTS**

- The next Board of Commissioner meeting will be on June 1, 2021 at 4:00 p.m.
- The next Hazmat Board meeting is scheduled for tomorrow.

### **ADJOURNMENT**

With no further business to come before the Board the meeting was adjourned at 5:28 p.m.