

BENTON COUNTY FIRE PROTECTION DISTRICT #1
BOARD OF COMMISSIONERS

Regular meeting of May 2, 2023.

CALL TO ORDER

Chairperson 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 1811A S. Ely St. Kennewick, Washington and via video-conference. In attendance at this meeting were Commissioner Carpenter, Commissioner Jenkins, Commissioner Phillips, Fire Chief/District Secretary Click, Deputy Chief LoParco, and Executive Director Paden-Lilly.

ADDITIONS TO THE AGENDA

There were no additions to the agenda.

CORRESPONDENCE

The correspondence received log and correspondence sent was reviewed.

APPROVAL OF MINUTES

A motion was made by Commissioner Carpenter to approve the special and regular minutes of April 18, 2023, as presented. A second was provided by Commissioner Jenkins, and the motion passed.

FINANCIAL REPORT

Fund Transaction Details

Presented to the Board were 2023 transactions #865 to #895. The transactions total \$135,729.40. General Fund \$129,916.48; Fire Training Center Operations Fund \$1,748.59; SCBA Fund \$3,902.29; and MPD Fund \$162.04. A motion to approve the vouchers was made by Commissioner Phillips. The motion was seconded by Commissioner Carpenter and passed unanimously. The voucher registers are attached to these minutes and constitute a part thereof.

Budget Expenditure Reports

The budget expenditure reports were reviewed.

EMS Report

The EMS and Ambulance Collection Statistics Report was reviewed.

REPORTS

Fire Chief

Chief Click reported:

- In regard to Payment in Lieu of Taxes (PILT) assessed to the US Army Corps of Engineers, he contacted the Benton County Commissioners. Commissioner Delvin provided a copy of a letter dated June 23, 2022, from the US Department of the Interior (DOI) informing Benton County that the DOI issued \$188,723 in payments for 2022 under the PILT Program on behalf of the US Forest Service and the US Army Corps of Engineers. He will continue to investigate whether the DOI PILT funds should be distributed down to the Fire District.

- He attended a BCES Board Meeting.
- On Administrative Professionals Day, he and Deputy Chief LoParco treated the administrative staff to lunch.
- He attended a National Incident Management Team (IMT) meeting last week in Hood River, Oregon.
- He distributed the first edition of the Benton County Fire District #1 Capital Facilities and Equipment Plan 2023-2042 and requested that the commissioners review and comment on it.

Deputy Chief

Deputy Chief LoParco reported:

- He and Procurement and Administrative Coordinator Ewing are finalizing the purchase order for the first Water Tender refurbishment and hopes to have the project underway quickly.
- He, Chief Click, and Executive Director Paden-Lilly will be attending the annual Labor Relations Institute conference in Yakima this week.
- He has collected letters of interest for four temporary employee positions. They will be reviewed and processed for a start date of June 1.

Training

Captain Nicholls reported:

- He attended the Tri-Tech Advisory meeting. Tri-Tech is expanding; they will now offer a Fire Program and an EMS Program.
- For the past couple of weeks, he has been upgrading District MDT's to a new dispatching software platform that has been implemented.
- He helped facilitate a Tri-Tech students' hands-on day at Station 160. The students are working to complete their Incident Qualification Cards (Red Cards).
- The Juvenile Diversion Program has provided assistance completing projects at the Fire Training Center campus.
- A Recruit Academy hands-on day is scheduled for May 20.

Maintenance Department

Mechanic/Firefighter Ball provided a report on apparatus maintenance.

OLD BUSINESS

Human Resources Consultant

Chief Click presented information from a Human Resources Consultant about what services they could deliver to the Fire District. An HR consultant will provide expertise with tasks relating to hiring, managing, and developing employees. Additionally, the consultant will provide information on compensation and benefits, as well as labor laws and regulations. Commissioner Carpenter recommended reviewing references of the company.

NEW BUSINESS

Forgiveness of Debt

Executive Director Paden-Lilly presented two Waiver Authorization requests for ambulance transport charges. Patient No. 132365413 requests the billing be waived due to financial hardship and Patient No. 132675634 requests the billing be waived because they believe the amount is excessive. After reviewing the incident response information for both, Commissioner Carpenter made a motion to waive the fees assessed to Patient No. 132365413

due to financial hardship. Commissioner Phillips seconded the motion and the motion passed unanimously. The Board was not interested in waiving the charges for Patient No. 132675634.

Resolution 2023-04; Surplus District Vehicle

Executive Director Paden-Lilly presented Resolution No. 2023-04; Sale of Surplus Vehicle was presented to the Board. The resolution authorizes the sale of Vehicle ID #119; 2008 Ford F250 V10. Commissioner Jenkins made a motion to sign the resolution and Commissioner Phillips seconded the motion. All Commissioners voted in favor of the motion. The Board would like to set the minimum bid amount at \$2,000.

PUBLIC COMMENT

There were no public comments.

EXECUTIVE SESSION

There was no executive session.

ANNOUNCEMENTS

- The next Board of Commissioner meeting will be on May 16.
- The next Tri-County Fire Commissioners meeting will be on May 13 at West Benton Fire and Rescue.

ADJOURNMENT

With no further business to come before the Board the meeting was adjourned at 5:03 p.m.