

BENTON COUNTY FIRE PROTECTION DISTRICT #1
BOARD OF COMMISSIONERS

Regular meeting of May 5, 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

Shift Employee Backfill and Seasonal Employee was added to old business.

The executive session will be moved to the last item on the agenda, in order to conduct a closed discussion of the Board.

CORRESPONDENCE RECEIVED LOG

The correspondence received log was reviewed.

CORRESPONDENCE SENT

The correspondence sent was reviewed.

APPROVAL OF MINUTES

Commissioner Jenkins made a motion to approve the minutes of April 21, 2020. Commissioner Christenson seconded the motion and the motion passed.

FINANCIAL REPORT

Fund Transaction Details

Presented to the Board were 2020 transactions #803 through #836. The transactions total \$59,764.62. General Fund \$50,764.64; Fire Training Center Operations Fund \$1,358.13; Fire Training Academy Fund \$108.07; SCBA Fund \$162.79; and Bond Capital Project Fund \$1,500.00. Commissioner Christenson made a motion to approve the vouchers. Commissioner Morris 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.

REPORTS

Commissioners

- Commissioner Christenson participated in a virtual meeting with Chief Click to review maps and documentation regarding the location of a fire station in Cottonwood Springs, rather than renovating Station 150. He learned more about the current development and future growth within the District and understands how the new station will be more beneficial to citizens.

Fire Chief

- The Southeast Washington Type 3 IMT sent out applications this week and is working on a COVID operating plan for IMT response. The Wildland fire season will be highly impacted by COVID and the need for social distancing.
- Wildland recruit school is starting tonight. They will maintain appropriate social distancing and sanitation by having surgical masks available and keeping a six-foot distance apart. COVID will not prevent fires, so recruit training must move forward, addressing hurdles along the way.
- A new ID badge program is being implemented. All District members will be issued ID badges soon.
- The District will continue conducting virtual meetings until it is safe to hold gatherings of up to 50 people.

Deputy Chief

- He is finishing up the purchase of supplies for the new rescue truck.
- Continuing to keep up with the daily operations during the COVID pandemic.

Battalion Chief(s)

- Recruit Academy will begin tonight.

Training

- He continues to support individuals with completion of the online annual RT130 training as needed for Incident Qualification Cards (Red Cards.)
- New portable radios have been received and he is in the process of getting them ready and placed in the apparatus.

Labor

- Captain Bibe stated that the union is having the Labor Contract reformatted prior to the start of labor negotiations, and he will have an update at the next meeting.

Maintenance Department

- The maintenance department continues to service apparatus.
- He is assisting with getting the new portable radios installed in the apparatus.

Other

- Captain Bibe mentioned that respiratory packs were tested, and all passed. He is waiting for an upgrade to start mask fit testing.
- Executive Director Paden-Lilly reported that there was an emergency repair at Station 160 to replace a new heat pump in the shop that failed, and Station 120 had an emergency repair for a plumbing issue. The maintenance department is working on an excess list for review at the next meeting.

OLD BUSINESS

COVID-19 Impacts

Commissioner Christenson mentioned that changes have been made recently by the CDC that has made COVID testing available to first responders, regardless of whether they are asymptomatic. Chief Click and Deputy Chief LoParco will research this and modify the Protocol as needed.

Chief Click reviewed Governor Inslee's recent Phased Approach to Recovery plan for Washington State with the Board. The Fire District will remain functioning as they are today in phase one, until the economy reaches phase three; which will allow members to resume participating in normal drills while maintaining social distancing, and staff may potentially return to working in the office. A Community meeting will then be scheduled with residents of Badger Canyon and Cottonwood Springs to provide information related to changes in capital improvements. COVID is impacting everything on a daily basis and the District will continue making changes as we can.

Apparatus and Facility Bond Project

Facility Project

Chief Click presented Resolution 2020-02; Authorizing Purchase of Real Property and Authorizing Execution of Contractual Agreements. The Resolution authorizes Chief Click to sign the Real Estate Purchase and Sale Agreement and all other necessary documents to complete the closing of the purchase of the Badger Road property. Commissioner Jenkins made a motion to approve Resolution 2020-02. Commissioner Christenson seconded the motion and the motion passed unanimously.

An RFP for Architecture and Engineering Letters of Interest and Statement of Qualifications for Capital Improvement of Facilities went out this week and is due back by May 26.

Apparatus Project

The contract for the purchase of the ladder truck is in process, pending the receipt of the performance bond and confirmation from HGACBuy Cooperative. Hughes Manufacturing will start the design drawings, upon completion of contract documents. The drawings will be reviewed to ensure that they meet specifications before it is built.

Shift Employee Backfill

Chief Click and Deputy Chief LoParco interviewed the top three qualified candidates on the eligibility list. Based on the interview process, a preliminary offer of employment will be presented to Jeremy Linhoff, a current seasonal employee, pending further employment testing.

Seasonal Employees

With Seasonal Firefighter Linhoff filling the full-time shift position, the seasonal firefighter position will need to be filled. A preliminary offer of employment will be presented to Ryan Dawson, who is next eligible candidate on the seasonal hiring list.

NEW BUSINESS

Volunteer Firefighter Applications

Volunteer firefighter applications for Vicente Alarcon Castro, Seth Gorham, Garret Martin, Trace Martin, Rylee Matheny, Emma Nieforth, Nathaniel Parker, Alexa Price, Steven Watson, Gavin Woods, and support service application for Barbara Maier were presented to the Board for review. Commissioner Jenkins made a motion to approve the volunteer applications, Commissioner Christenson seconded the motion and the motion passed unanimously.

PUBLIC COMMENT

There was no public comment.

ANNOUNCEMENTS

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

EXECUTIVE SESSION

At 4:45 p.m. Chairman Jenkins called a 15-minute executive session per RCW 42.30.110 to review the performance of a public employee and to discuss the purchase of real estate. The announced time of resumption in the open public meeting was 5:00 p.m. The actual time of resumption into the open public meeting was 5:00 p.m.

ADJOURNMENT

With no further business to come before the Board the meeting was adjourned at 5:00 p.m.