

BENTON COUNTY FIRE PROTECTION DISTRICT #1  
BOARD OF COMMISSIONERS

Regular meeting of June 18, 2019.

**CALL TO ORDER**

Vice-chairman Morris 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 Jenkins, Commissioner Morris, Fire Chief/District Secretary Click, and Financial Manager Paden-Lilly. Commissioner Houchin was excused due to illness.

**ADDITIONS TO THE AGENDA**

WADNR Interagency Agreement 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 June 4, 2019. Commissioner Jenkins seconded the motion and the motion passed.

**FINANCIAL REPORT**

**Fund Transaction Details**

Presented to the Board were 2019 transactions #928 through #1073. The transactions total \$193,273.34. General Fund \$54,423.04; electronic payroll transfers \$87,199.55; federal payroll tax payment \$31,336.46; retirement systems transfer \$18,858.64; Fire Training Center Operations Fund \$1,453.15; and Joint Agency Fund \$2.50. 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.

**Transaction Summary Reports**

The budget revenue and expenditure reports were reviewed.

**EMS Report**

The EMS Collection Statistics Report was reviewed.

**REPORTS**

Commissioners, Chiefs and staff reported the following:

- Chief Click reported:
  - He, Commissioner Jenkins, and PIO Baker attended the Cottonwood HOA Board Meeting. They shared information with them regarding the upcoming

renewal of the fire levy and bond Propositions and discussed the future development of Badger Canyon. The HOA will share the information on their website.

- Dozer training was conducted in Benton City a few weekends ago. There was a good turnout and they were able to place pre-identified dozer lines in the Rattlesnake Mountain area.
- He spoke with the County Elections Department regarding a concern they had with the mapping of a few voting precincts that have overlapping city and fire district boundaries. He stopped by Emergency Management and talked with their GIS department who can assist in getting the maps cleaned up. It appears that the most recent annexations have not been added to the maps at the County level.
- Research of EMS Policies and Protocols continues as we move forward with ambulance transport services. Captain Henderson is looking into a Braun NW demo ambulance to see if it may meet the District's needs.
- Work continues in the Lexipol Policy and Procedure software platform.
- Captain LoParco reported:
  - Wildland refresher training is finished up and Incident Qualification Cards (Red Cards) are being issued.
  - One member is in Rainier and three members are in Deer Park attending the Washington Interagency Fire Training Academies.
  - He is working on the next quarter's training calendar.
- Mechanic/Firefighter Ball reported that EI 135 will be sent out for service due to an electrical short and Rescue 1146 has been losing power and is at North Tech Equipment Repair for diagnosis.
- Financial Manager Paden-Lilly reported that there have been two recent emergency HVAC unit repairs. Campbell and Co. replaced the compressor at Station 110 and Total Energy Management, Inc. will be replacing the compressor and accumulator at Station 150. Chief Click mentioned that due to the age of many of the HVAC units throughout District facilities, a comprehensive replacement plan will need to be made as systems continue to fail.

## **OLD BUSINESS**

There was no old business.

## **NEW BUSINESS**

### **USFWS Memorandum of Understanding**

Chief Click reported that a Memorandum of Understanding (MOU) was signed between the US Fish and Wildlife Service (USFWS) and the Southeast Washington Fire Agencies to provide cooperative fire protection, in order to more efficiently and effectively suppress wildland fires.

### **KID Fire Protection Contract**

Based on RCW 52.30.020, the Fire District entered into a contract with the Kennewick Irrigation District (KID) in 1996. The Fire District would provide fire protection to the property and buildings owned by KID within the established boundaries of the Fire District and KID would pay annually a sum equal to the Fire District's current annual irrigation assessment.

Neither agency can locate a copy of the original signed contract from 1996 and both agencies would like to have a copy of the Contract on file.

Chief Click presented an updated Contract to provide fire protection to KID property and buildings. Commissioner Morris made a motion to authorize Chief Click sign the updated Fire Protection Contract with KID. Commissioner Jenkins seconded the motion and the motion passed.

### **Fuel Credit Cards**

During a review of District fuel cards, it was discovered that two Connell Oil/Pacific Pride fuel cards were missing from the dozer/transport unit. The cards had not been used since last fall. Upon contacting Connell Oil, the District was notified that the cards began having activity with them in May of this year. The cards were cancelled on June 3 and Connell Oil provided photographs of an individual that was using the fuel cards at various locations within the Tri-Cities. The details and photographs have been forwarded onto the Benton County Sheriff's Office for investigation and notification will be given to the Washington State Auditor's Office regarding the theft and fraud.

### **HVAC Maintenance Contract**

Two quotes were received for semi-annual heating and cooling maintenance service for all facilities. The lowest quote was from Total Energy Management Inc. for \$6,891. Commissioner Morris made a motion to allow the staff to enter into a contract with Total Energy Management Inc. for HVAC maintenance. The motion was seconded by Commissioner Jenkins and the motion passed.

### **Volunteer Application**

Commissioner Morris made a motion to approve volunteer firefighter application for Jaime Arreola. Commissioner Jenkins seconded the motion and the motion passed.

### **Meeting Time and Location Change**

Chief Click recommended holding two public meetings in July to present information on the upcoming renewal of the fire levy and bond propositions to be voted on in the August Primary Election. After a discussion, the Board agreed to change the regular July Board Meeting times to 5:30 p.m.; holding the July 2 meeting at Station 120 and the July 16 meeting at Station 140.

### **WADNR Interagency Agreement**

Chief Click presented the Washington State Department of Natural Resources Agreement No. IAA 93-099461; Interagency Agreement with Benton County Fire District #1. The Agreement states that Fire District #1 will provide overhead personnel and resources to WADNR for wildland fires within the State of Washington, and WADNR will reimburse the Fire District for eligible costs incurred while assigned to incidents. After a discussion, Commissioner Morris made a motion to authorize Chief Click to sign WADNR Agreement No. IAA 93-099461. Commissioner Jenkins seconded the motion and the motion passed.

### **PUBLIC COMMENT**

There was no public comment.

## **EXECUTIVE SESSION**

There was no executive session.

## **ANNOUNCEMENTS**

- The next Board of Commissioner meeting will be on July 2 beginning at 5:30 pm at Station 120.
- The Southeast Washington Fire Commissioners Association meeting will be on June 21 at Columbia County Fire District #3 in Dayton.

## **ADJOURNMENT**

With no further business to come before the Board the meeting was adjourned at 9:45 a.m.