

BENTON COUNTY FIRE PROTECTION DISTRICT #1  
BOARD OF COMMISSIONERS

Regular meeting of June 2, 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**

There were no additions to the agenda.

**CORRESPONDENCE RECEIVED LOG**

The correspondence received log was reviewed.

**CORRESPONDENCE SENT**

The correspondence sent was reviewed.

**APPROVAL OF MINUTES**

A typographical error was pointed out on the May 19, 2020, minutes. Commissioner Christenson made a motion to approve the minutes as corrected and Commissioner Morris seconded the motion. The motion passed unanimously.

**FINANCIAL REPORT**

**Fund Transaction Details**

Presented to the Board were 2020 transactions #1001 through #1031. The transactions total \$72,072.65. General Fund \$41,858.82; Hazmat Fund \$28,197.93 and Fire Training Center Operations Fund \$2,015.90. Commissioner Jenkins 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 attended a virtual Hazmat meeting on May 20. The group continues to move forward with implementation of the Quad-County Special Operations response model. He also attended the Snure Webinar on May 30, regarding Roles, Personnel, Duties and Finances of a Fire District. He felt it was a valuable learning experience regarding the responsibilities of a board member.

**Fire Chief**

- The State EMS Steering Committee approved the Regional EMS plan, which encompasses the ability of the District to license our ambulance. The Department of Health will do a virtual inspection within the next few days to verify that the ambulance meets the requirements for licensing.

- Wildland fire season has started! Over the weekend, there was a fire near the Hover area, in Prosser, and on the Hanford site.
- The Tri-Cities has experienced protest demonstration over the past few days. Emergency services agencies are working together in preparation, so that resources can continue to be available for emergency response, as well as support needs due to protest demonstrations.
- We have one employee in quarantine due to potential COVID exposure by a family member. The employee has not exhibited any symptoms to date, and will continue to work remotely.
- Training Captain Nicholls has scheduled dozer training and is finishing up annual refresher training.

### **Battalion Chief(s)**

- Battalion Chief Gutzmer reported that Recruit Academy hands-on training was successful on Saturday and Sunday. The final hands-on training will be on June 9, then recruits should be approved to respond.

### **Labor**

- Captain Bibe stated that the union is about one-third of the way through the contract reformatting process.

### **Maintenance Department**

- The maintenance department continues to service apparatus and Maintenance Supervisor Schoenwald continues to check in and push for completion of the new engine install on the Westmark, so it can be available for emergency responses.

## **OLD BUSINESS**

### **COVID-19 Impacts**

Deputy Chief LoParco released an update to the COVID-19 Operational Directive due to the State's Safe Start Washington Proclamation. Beginning June 8, all employees will be required to wear a cloth facial covering, except when working alone in an office, vehicle, or at a job site, or when the job has no in-person interaction. Employers must provide cloth facial coverings to employees, unless their exposure dictates a higher level of protection under the Department of Labor and Industries' safety and health rules and guidance.

He spoke with the Benton/Franklin Health District and two other providers regarding COVID testing. Testing is not being offered to the general public without exhibiting symptoms or of a known exposure. The Health Department stated that the State has not determined a benefit of positive antibody testing yet, as it looks like the tests can cross-react with other non-COVID viruses.

Chief Click reported that the Public Records Act and the Open Public Meetings Act Proclamation has been extended through June 17. Agencies must continue to conduct public meetings remotely and provide a means for the public to participate.

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

#### ***Facility Project***

Executive Director Paden-Lilly has been working with Chicago Title and the Station 170 property purchase is set to close on June 26.

### **Apparatus Project**

Chief Click spoke with the Hughes Equipment representative and a trip to Wisconsin is being planned for mid-July to meet about the ladder truck build.

### **NEW BUSINESS**

#### **RFP – Architectural Design & Contract Engineering Services**

Chief Click shared that the District received five proposals in response to the RFP for Professional Architectural Design and Contract Engineering Services for Capital Improvement of Facilities. The Selection Committee formed of three individuals, evaluated all proposals in strict accordance with the evaluation criteria set forth in the RFP. The criteria for evaluating proposals was based on methodology, similar projects, capabilities, and understanding of work. According to the Selection Committee's individual evaluations, Design West Architects received the highest score as the most qualified firm to meet the needs of the District. After a discussion, Commissioner Christenson made a motion to award Design West Architects the contract. Commissioner Morris seconded the motion and the motion passed with all in favor.

#### **Policy 3900 – Emergency Medical Services**

Chief Click presented revised Policy 3900 – Emergency Medical Services to the Board for review. After review and discussion, Commissioner Morris made a motion to approve Policy 3900 – Emergency Medical Services and Commissioner Jenkins seconded the motion. The motion passed unanimously.

### **PUBLIC COMMENT**

There was no public comment.

### **ANNOUNCEMENTS**

- The next Board of Commissioner meeting will be on June 16.
- The next Hazmat Board meeting will be June 17.

### **EXECUTIVE SESSION**

At 4:42 p.m. Chairman Jenkins called a 10-minute executive session per RCW 42.30.110 to discuss the purchase of real estate. The announced time of resumption in the open public meeting was 4:52 p.m. The actual time of resumption into the open public meeting was 4:52 p.m.

### **ADJOURNMENT**

With no further business to come before the Board the meeting was adjourned at 4:52 p.m.