

BENTON COUNTY FIRE PROTECTION DISTRICT #1
BOARD OF COMMISSIONERS

Regular meeting of June 6, 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

Portable Radio Purchase was added to new business.

CORRESPONDENCE

The correspondence received log and correspondence sent was reviewed.

APPROVAL OF MINUTES

A motion was made by Commissioner Carpenter to approve the regular minutes of May 16, 2023, as presented. A second was provided by Commissioner Phillips, and the motion passed.

FINANCIAL REPORT

Fund Transaction Details

Presented to the Board were 2023 transactions #1086 to #1136. The transactions total \$143,226,61. General Fund \$50,361.05; Bond Funds \$49,189.45; Fire Training Center Operations Fund \$1,662.89; SCBA Fund \$184.79; and FTC Capital Fund \$41,828.43. Commissioner Carpenter expressed opposition to the approval of transactions 1101 and 1129 for the Archbright membership. Following a discussion, a motion to approve the vouchers was made by Commissioner Phillips. The motion was seconded by Commissioner Jenkins and the motion passed. 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

Commissioner(s)

Commissioner Carpenter attended the EMS Council Meeting. A draft proposal was presented for a cost share of assessments to fund the position of Medical Program Director. At their next weekly meeting, the area Chiefs will discuss this, and Chief Click would like to see the scope of what the assessment might include.

Fire Chief

Chief Click reported:

- He, Deputy Chief LoParco, and Training Officer Nicholls attended the Fire Chiefs Conference in Wenatchee.
- He attended a meeting of the SeCOMM Customer Agency Group (CAG) and a meeting of the Strategic Advisory Team (SAT).
- Both Ford Command Vehicles have arrived and are being equipped with signage, stripes, and communication equipment.
- Fire Chief Carlyle attended the last BCES Board meeting. A discussion was held about the possibility of large fires on the West Coast and July 4 planning.
- A Type 5 apparatus prototype was on display at the Fire Training Center and compared with the District's current Type 5 layout.
- Currently, the Type 3 Incident Management Team and O-305 Training are being held in Ellensburg.
- With the current position vacancy, he and Training Captain Nicholls are in the process of preparing the eligibility list process.
- After the District was informed that the Lieutenant on medical leave will not be able to return to work and the position has been declared vacant, we will proceed with filling the position.
- The specifications for the new Type 2 apparatus have been approved and sent to Pierce for production.

Training

Captain Nicholls reported:

- As a result of attending the Fire Chiefs Conference, he received valuable information that he brought back to the district.
- He has been working on the red card process through the Incident Qualification System (IQS) for the past couple of weeks. He has begun delivering the IQS Cards and the process is wrapping up.

Other

Executive Director Paden-Lilly expressed gratitude to A-Shift and Captain Henderson for their work on Station 170's beautification project. As a result of their hard work and clean-up, the grounds look great.

OLD BUSINESS

Human Resources Consultant

Commissioner Carpenter reviewed the references provided to the Board regarding Archbright's HR Consulting services. In addition, he contacted a local agency that provided HR Consulting but was connected to their marketing department. The Board held a discussion and allowed staff members to express their opinions about having an HR consultant available to provide employees with the resources to address workplace concerns or issues. A motion was made by Commissioner Jenkins to approve the annual Silver Membership Plan and one-on-one HR consulting with Archbright for 8 weeks. Commissioner Phillips seconded the motion and the motion passed unanimously.

Station 160 Admin Office

Commissioner Carpenter contacted the Umatilla Army Depot about portable office buildings available for purchase. There was discussion regarding the cost of moving the structures, land

preparation, and compliance with current codes. Board members were open to the idea of visiting the structures on a field trip.

Station 160 Water Supply

Chief Click investigated why Station 160's water bill is so high. For service outside of the city, the 1½" meter has a base fee of \$330 per month. If the meter were replaced with a 1" meter, the base fee would be \$185 per month. The Board would like the Chief Click to contact the City to see if they are willing to waive the Fire District's base fee.

NEW BUSINESS

Resolution 2023-05; Budget Amendment

Executive Director Paden-Lilly presented Resolution No. 2023-05 amending the 2023 General Fund in the following manner:

GENERAL FUND	From	To
<i>Revenue</i>		
308 91 01 01 – Beginning Balance	\$1,237,025	\$1,408,059
311 10 00 01 – Real/Personal Property Tax	\$4,132,900	\$4,269,304
331 97 08 31 – SAFER Grant	\$0	\$27,598
332 93 30 07 – GEMT Ambulance Payment Program	\$135,000	\$329,013
334 02 30 01 – State Grant – DNR	\$0	\$16,137
342 21 00 01 – Fire Service, State	\$0	\$55,248
361 11 01 01 – General Fund Interest	\$10,000	\$25,000
<i>Total</i>	\$5,514,925	\$6,130,359
<i>Expenditures</i>		
522 12 41 05 – Contract Services – HR Consultant	\$0	\$30,000
594 22 64 35 – Capital Communications	\$0	\$17,930
594 22 64 36 – Capital Apparatus & Equipment	\$723,856	\$923,856
<i>Total</i>	\$723,856	\$971,786

After a discussion, Commissioner Phillips made a motion to approve Resolution 2023-05; Budget Amendment. Commissioner Carpenter seconded the motion and the motion passed unanimously.

2024 Budget/Strategic Planning Meeting

Executive Director Paden-Lilly inquired as to if the Board wanted to hold a special meeting to discuss the 2024 Budget and hold a strategic planning workshop. The Board was interested in holding a special meeting in July. Executive Director Paden-Lilly will poll the group to see which Friday will work best for all attendees.

Resident Claim for Damages

The homeowner who received property damage when crews accessed a natural cover fire through his property provided an additional invoice for costs to replace 4 boxwood trees that were damaged. After a discussion, Commissioner Phillips made a motion to reimburse the resident for damages. Commissioner Carpenter seconded the motion and the motion passed.

Portable Radio Purchase

The Chief Click presented two quotes for the purchase of portable radios under NASPO Contract #19860. A total of seven portable radios with peripherals will be provided by

Motorola for a total of \$41,948.58. In addition, Motorola will provide six portable radios with peripherals for \$18,748.14, a portion of which will be reimbursed by WADNR. A motion was made by Commissioner Carpenter to approve the two Motorola portable radio purchases. The motion was seconded by Commissioner Jenkins, and the motion passed.

PUBLIC COMMENT

There were no public comments.

EXECUTIVE SESSION

There was no executive session.

ANNOUNCEMENTS

- The next Board of Commissioner meeting will occur on June 20.

ADJOURNMENT

With no further business to come before the Board the meeting was adjourned at 5:40 p.m.