

BENTON COUNTY FIRE PROTECTION DISTRICT #1
BOARD OF COMMISSIONERS

Regular meeting of July 21, 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

New member applications and forklift purchase 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 Jenkins made a motion to approve the July 7, 2020, minutes as submitted. Commissioner Morris seconded the motion and the motion passed.

FINANCIAL REPORT

Fund Transaction Details

Presented to the Board were 2020 transactions #1255 through #1396. The transactions total \$238,341.46. General Fund \$57,754.41; electronic fund transfers \$113,967.27; federal payroll tax payment \$38,926.45; retirement systems transfer \$24,436.80; WA Support Registry \$1,341.00; Fire Training Center Operations Fund \$1,516.91; SCBA Fund \$330.89; MPD Fund \$40.22 and Bond Project Fund \$27.51. Commissioner Christenson 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.

Budget Revenue and Expenditure Reports

The budget revenue and expenditure reports were reviewed.

EMS Report

The EMS Collection Statistics Report was reviewed.

REPORTS

Commissioners

- Commissioner Christenson reported that as of July 17 and 18, additional COVID testing sites are available.

Fire Chief

- Chief Click reported the ambulance transport service has been going well. Crews are doing a great job.
- Wildland fires have been few, however with the hotter temperatures we expect to see an increase in the next week or two.

- The second ambulance has been ordered and should arrive around the same time as the rescue truck in September or October.
- The District email system was hacked on Monday. IT Support had to reset everyone's passwords and have added a two-factor security measure, that should help with future hacking attempts.

Deputy Chief

- Deputy Chief LoParco reported that he continues to monitor and schedule staffing to ensure that the ambulance is staffed and able to respond on emergency calls.

Battalion Chief(s)

- Battalion Chief Gutzmer reported that he is meeting with the Regional group tomorrow to discuss the joint academy schedule.

Training

- Training Captain Nicholls reported that he continues to supply training materials to members working within the COVID-19 requirements.
- One new member joined the Resident Program. The program currently has 11 residents; however, not all are fully qualified, so staff continues to work towards getting everyone trained and driver qualified.
- Recruit testing is scheduled for this Saturday and will consist of a written and agility test.
- We currently have 11 new applicants that will go through the interview process in a couple weeks.

Maintenance Department

- Apparatus #123; 1999 Chevrolet Van, sold at auction for \$2,425 and Apparatus #197; 2000 Astro Van, sold at auction for \$2,313.
- Miscellaneous surplus equipment has sold at auction for \$6,000.
- There is \$5,000 budgeted to rebuild the forklift. However, the maintenance staff is recommending replacing the forklift and is requesting to use the funds received from surplus equipment sales to make the purchase. The current forklift is a State excess unit and would then be returned to WADNR.

OLD BUSINESS

Apparatus and Facility Bond Project

Facility Project

Chief Click reported that he is moving forward and working with the Architect and Engineering firm on the Station 170 project. Work has begun on the Apartment structure to prepare it for occupancy by the administrative staff.

Resolution 2020-05; Real Property Surplus/Lease

This resolution declares approximately 1.5 acres of Station 170 property as temporary surplus to the needs of the District and authorizes the Fire Chief to lease out surplus space during the temporary surplus period. Commissioner Morris made a motion to sign the resolution. After a discussion, Commissioner Jenkins seconded the motion and all Commissioners voted in favor of the motion.

Apparatus Project

Still on track for delivery of the ladder truck in spring or summer of next year.

COVID-19 Impacts

The District has a good supply of N95 masks, however only about 50% are passing the fit tests. Currently, we are requiring crews to wear KN95 masks along with face shields for all COVID

responses. Deputy Chief LoParco will explore other options, as well as potentially taping the N95 to establish a better seal for fit testing.

NEW BUSINESS

Arrowhead Facility

The staff is recommending placing the Arrowhead Facility on the market to sell. Chief Click and Executive Director Paden-Lilly have been working with a Realtor to establish a selling figure for the facility. The administrative staff is comfortable with and looking forward to moving into Station 170. After a discussion, Commissioner Christenson made a motion to move forward with the sale of the Arrowhead Facility. Commissioner Jenkins seconded the motion and the motion passed unanimously. The staff will prepare a timeline to track the progress of this project.

Communication Equipment – WADNR Grant

The District was awarded a grant from the Washington State Department of Natural Resources (WADNR) for the purchase of communication equipment back in February. Captain Nicholls presented an invoice for 10 portable radios and components in the amount of \$16,620.53. WADNR will provide grant funds for 50% of the total cost. After a discussion, Commissioner Christenson made a motion to approve the purchase. Commissioner Jenkins seconded the motion and the motion passed with all in favor.

Resolution 2020-06; Purchasing and Public Works

Resolution 2020-06: MRSC Rosters Model Small Public Works, Consultant and Vendor Rosters was presented to the Board. The resolution will repeal Resolution 2019-11 to include updated provisions and dollar amount thresholds.

After a discussion, Commissioner Jenkins made a motion to repeal Resolution 2019-11 and sign Resolution 2020-06; MRSC Rosters Model, Small Public Works, Consultant and Vendor Rosters. Commissioner Morris seconded the motion and the motion passed. Commissioner Christenson abstained.

Policy 4400; Purchasing and Public Works

Executive Director Paden-Lilly presented Policy 4400; Purchasing and Public Works that has been updated to reflect new provisions and dollar amount thresholds related to procurement, contracting, and bid thresholds.

The Board will review the updated policy and discuss at the next Board meeting.

New Member Applications

Resident Firefighter Agreement for Geoffrey Hudson and Volunteer Application for Nathan Miller was presented to the Board for review. Commissioner Morris made a motion to approve the Resident Firefighter Agreement and Volunteer Firefighter Application. Commissioner Jenkins seconded the motion and the motion passed unanimously.

Forklift Purchase

Maintenance Supervisor Schoenwald presented three quotes received for replacing the forklift and recommends purchasing a 2007 CAT industrial lift truck from Mid-Columbia Forklift, Inc. in the amount of \$16,830. After a discussion, Commissioner Christenson made a motion to approve the purchase from Mid-Columbia Forklift, Inc. Commissioner Jenkins seconded the motion and the motion passed unanimously.

PUBLIC COMMENT

There was no public comment.

EXECUTIVE SESSION

At 4:50 p.m. Commissioner Jenkins called a 15-minute executive session per RCW 42.30.110 to discuss the performance of a public employee. The announced time of resumption in the open public meeting was 5:05 p.m. The actual time of resumption into the open public meeting was 5:05 p.m.

ANNOUNCEMENTS

- The next Board of Commissioner meeting will be on August 4.

ADJOURNMENT

With no further business to come before the Board the meeting was adjourned at 5:05 p.m.