

BENTON COUNTY FIRE PROTECTION DISTRICT #1  
BOARD OF COMMISSIONERS

Regular meeting of August 4, 2020.

**CALL TO ORDER**

Vice-chairman Morris 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 Morris, Fire Chief/District Secretary Click, Deputy Chief LoParco, and Executive Director Paden-Lilly. Commissioner Jenkins was excused.

**ADDITIONS TO THE AGENDA**

Support Services application 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 Christenson made a motion to approve the July 21, 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 #1199 through #1254. The transactions total \$97,881.41. General Fund \$90,552.05; Fire Training Center Operations Fund \$1,306.64; SCBA Fund \$2,066.24; and Bond Project Fund \$3,956.48. 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 reported that he attended recruit training and watched the agility testing. He had not been to the Fire Training Center before and it was very interesting.
- Commissioner Morris commended all District members that responded to the many calls over the weekend.

**Fire Chief**

- Chief Click reported that the Open Public Meetings Act Proclamation, stating that in-person Board of Commissioner's meeting will continue to be prohibited through September 1 for counties in COVID Phase 1 and 2.

- The staff had a discussion regarding the awards banquet that has been rescheduled to November 7. With no significant changes in sight regarding social distancing, the Banquet will be rescheduled for Spring of 2021.
- The District was significantly busy with emergency calls over the weekend and everyone did a great job.
- During the July 24 Badger Canyon fire, a near-miss occurred with a four-person crew. The crew removed their fire shelters in case deployment was needed. Because it was a multi-jurisdictional incident, BLM and WADNR are requiring a lesson-learned analysis of the event. Our crew has met with a Chaplain, Chief Click has met with them, and a Critical Incident Stress Management (CISM) debriefing is being held tonight to address potential trauma and psychological effects that may occur due to the event.
- Ambulance transporting is going well, and crews are doing a great job.
- A change in the weather is expected for Thursday; a cold front is expected to move through the region with strong winds and low humidity which will support rapid fire spread.

### **Deputy Fire Chief**

- Deputy Chief LoParco reported that he has been monitoring staffing closely to make sure that the ambulance is staffed.
- Continuing to work on the fire station striping project.
- Attended a meeting with area Deputy Chiefs.
- The parent of one of the children accused of playing with fireworks and starting the Grandview Lane fire has requested to bring him to the fire station to talk to firefighters. They will stop by Station 160 on Thursday.

### **Training**

- Captain Nicholls reported that a majority of training continues to be presented virtually, with small groups gathering for training periodically.
- Classroom utilization at the FTC is low right now due to COVID. Still focusing on facility maintenance.
- The Structure Recruit School will begin on September 1, and will run through November.
- The Resident Program Manual has been updated and has been submitted for approval. The hope is to have 12 residents in the program.

### **Maintenance Department**

- Finishing up excess sale items. Both the van and pickup that sold, have been picked up and are no longer in our possession.
- The new forklift should be ready for pickup in about a week.
- There have been a few minor apparatus repairs following fire incidents.

## **OLD BUSINESS**

### **COVID-19 Impacts**

- Deputy Chief LoParco reported that the District has received a new shipment of 600 N95 masks, that are testing at a 100% passing rate. Hoping to be able to order another 600 right away.
- There are no members in quarantine.
- The Health Commons Project, a non-profit organization is working with Pasco Fire Department and Benton/Franklin Health District to provide pop-up COVID testing sites in the Tri-Cities to increase the amount of testing in our area. The National Guard will also remain in our area to provide testing.

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

- Chief Click and Deputy Chief LoParco met with the architects on Monday and were provided with a preliminary project schedule and site-plan concept. The anticipated completion date will be towards summer 2021.
- Working with the Health Department on getting the septic system inspected. The system will need to be pumped as it is a requirement to change from a residential system to a commercial system.

### **Policy 4400; Purchasing and Public Works**

After review and discussion, Commissioner Christenson made a motion to approve Policy 4400 – Purchasing and Public Works and Commissioner Morris seconded the motion and the motion passed.

### **Arrowhead Facility**

Chief Click met with the realtor last week and a Property Proposal should be received in the next few days. The staff has hired a moving company to move the office from Arrowhead to the Station 170 office location. The administrative staff is anxious to get moved out of Station 140, where they have been using folding tables as desks for five months, and look forward to working in a more efficient office environment.

### **NEW BUSINESS**

#### **Promotions**

Chief Click recommended that Captain Marcus Crist be promoted to the acting position of West Battalion Chief and promoting Kevin Sells to the position of Station 140 Captain. Commissioner Morris made a motion to promote Captain Crist to acting Battalion Chief and promoting Lieutenant Sells to Captain. Commissioner Christenson seconded the motion and the motion passed unanimously.

#### **FTC Facility Assessment**

Chief Click and Chief Michael met with the Training Captains to develop a FTC five-year plan. In order to identify items needing repair and renovations, the staff is recommending having Design West Architects examine the FTC campus and all three structures to provide an analysis with suggested improvements and budgetary costs. Their costs to provide this service is \$9,800 and would come out of the joint training center fund. After a discussion, Commissioner Morris made a motion to authorize Design West Architects (RFP2020-01) to perform the FTC Analysis. Commissioner Christenson seconded the motion and the motion passed.

#### **Support Services Application**

A Support Services application for Luke Sowieralski was presented to the Board for review. Commissioner Christenson made a motion to approve the Support Services application and Commissioner Morris seconded the motion and the motion passed.

### **PUBLIC COMMENT**

There was no public comment.

### **ANNOUNCEMENTS**

- The next Board of Commissioner meeting will be on August 18 via Zoom.
- The next Hazmat Board meeting will be on August 19 via Zoom.

**EXECUTIVE SESSION**

There was no executive session.

**ADJOURNMENT**

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