

BENTON COUNTY FIRE PROTECTION DISTRICT #1
BOARD OF COMMISSIONERS

Regular meeting of September 1, 2020.

CALL TO ORDER

Chairman Jenkins was a bit delayed, so Commissioner Christenson 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, Fire Chief/District Secretary Click, Deputy Chief LoParco, and Executive Director Paden-Lilly. Commissioner Morris was excused.

ADDITIONS TO THE AGENDA

Restated BCES Communication Interlocal 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 Jenkins made a motion to approve the August 18, 2020, minutes as submitted. Commissioner Christenson seconded the motion and the motion passed.

FINANCIAL REPORT

Fund Transaction Details

Presented to the Board were 2020 transactions #1634 through #1676. The transactions total \$47,971.55. General Fund \$40,734.23; Fire Training Center Operations Fund \$1,083.20; Training Academy Fund \$2,505.60; and Bond Project Fund \$3,648.52. Commissioner Jenkins made a motion to approve the vouchers. Commissioner Christenson 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 the Hazmat Board met on August 19. Discussion continued regarding the steps necessary to move forward with implementation of the Quad-County Special Operations response model. The Board is going to review the Bylaws and Articles of Incorporation in preparation for legal review. With the changes being made to the hazmat response model, it was decided to change the Hazmat Team assessments for 2020, to recoup the amount spent on new Hazmat Kits, rather than billing this year's full assessments. The total cost of \$28,281 will be divided by each participating agency using the hazard-based formula.

Fire Chief

- Chief Click reported that he and Captain Henderson returned home on Sunday from the Indian Creek IMT assignment.

- Captain Nicholls and the temporary seasonal EI 135 crew are at a fire assignment in Yakima.

Deputy Fire Chief

- Deputy Chief LoParco reported that the station striping removal process will begin soon.
- The temporary seasonal employees last day will be September 11.

Battalion Chief(s)

- Battalion Chief Gutzmer reported that recruit academy starts tonight. There will be 32 students between the three agencies. Social distancing and safety precautions will be maintained throughout the academy.

Maintenance Department

- Maintenance Supervisor Schoenwald is checking-in twice weekly for progress reports on the new engine being installed on the EI 126 (Westmark.)
- There is an issue with the transfer case on EI 152 (Skeeter). A transfer case has been ordered and should arrive Friday or early next week.
- Captain Nicholls has created a training guideline for the new forklift.
- Continuing to work on surplus outdated equipment.

Other

- Executive Director Paden-Lilly reported that lawncare services for Station 140 and 170, has been added to our current contract with Evergreen Lawn and Tree Care.
- Emergency repairs were made to a light fixture at Station 120 and two water heaters had to be replaced at Station 160.

OLD BUSINESS

Apparatus and Facility Bond Project

Facility Project

Chief Click reported that a lot of work is being done on existing facilities at Station 170. The septic issue has changed our administrative move timeline, but we are moving forward. He and Deputy Chief LoParco meet every other Monday with Design West Architects. They have been working on getting a timeline ironed out, along with identifying facility details. According to the timeline they will be ready to open the project for bidding in January. The septic tank issue is requiring several steps in order to change it from a residential to commercial facility, however we continue moving forward.

Apparatus Project

Still on track for delivery of the ladder truck in spring or summer of next year. Construction has not started yet, but is in the beginning phase.

COVID-19 Impacts

- Deputy Chief LoParco reported that operations continue to be the same for COVID-19 safety. Once COVID-19 vaccines are available, it appears the plan will be to give first responders the priority before becoming available to the public.
- Chief Click reported that Fire District face masks have been ordered. Each member will be issued two face masks that meet CDC requirements and can be laundered.

Arrowhead Facility/Admin Office Relocation

The Board reviewed the Property Proposal from StrickerCRE/NAI Tri-Cities on the proposed sale of the Arrowhead Property. After a discussion, Commissioner Christenson made a motion to approve the proposal submitted by Derrick Stricker. Commissioner Jenkins seconded the motion and the motion passed.

Executive Director Paden-Lilly presented the following timeline for relocating the Administrative Office to the Station 170 property.

Admin Office/Relocation Timeline

August 13 - Painting Prep and paint walls, minor repairs at new Admin Office. (All City Painting - \$4,881.57)
August 20 & September 16-17 - Packing Admin staff will begin packing office contents at Arrowhead location.
September 1 - 31 – Installations at New Admin Office HVAC Installation (Huminsky Heating & Air - \$13,200+tax) 9/2-9/3 Flooring Installation (Benjamin’s Carpet One - \$10,632) 9/16-9/17 Lighting Installation – Install 9/1 Appliances Window Blinds (\$385.81) Microwave Installation (Devfuzion) – Install 8/31
September – October – Septic Tank Once Septic Tank project is finished the admin staff can move out of Station 140 and into Station 170 Admin Office. Application and Water Samples submitted to B/F Health Department. 9/1
October 2 - Moving All contents from Arrowhead location moved to new Admin Office facility (Expert Office Moving Company - \$2,560) Devfuzion will move & install the fileserver and the copier will be moved by Pacific Office Automation.

NEW BUSINESS

Volunteer Member Applications

Volunteer Member applications for Mandy DeRitis, Elijah Dobin, Alexander McGary, Scott Miller, Benjamin Schuessler, Ruvim Stepanyuk were presented to the Board for review. Commissioner Christenson made a motion to approve the six volunteer member applications. Commissioner Jenkins seconded the motion and the motion passed.

Restated BCES Communication Interlocal Agreement

Chief Click presented Amendment No. 1 to the 2018 Second Amended and Restated Interlocal Agreement for Benton County Emergency Services for Funding an Additional Communication Site. The amendment authorizes funding of the acquisition of a digital 800MHz radio system to provide enhanced public safety communications. A bulk of the funding will be paid for by Law, as fire agencies are not utilizing the 800MHz system. After a discussion, Commissioner Jenkins made a motion to sign the agreement. Commissioner Christenson seconded the motion and the motion passed.

PUBLIC COMMENT

There was no public comment.

ANNOUNCEMENTS

- The next Board of Commissioner meeting will be on September 15 via Zoom.
- The next Hazmat Board meeting will be on September 16 via Zoom.

- The Washington State Legislative leadership authorized an extension to the proclamation prohibiting in person Board of Commissioner meetings through October 1, 2020, for counties in Phase 1 and Phase 2.

EXECUTIVE SESSION

There was no executive session.

ADJOURNMENT

With no further business to come before the Board the meeting was adjourned at 4:38 p.m.