

BENTON COUNTY FIRE PROTECTION DISTRICT #1
BOARD OF COMMISSIONERS

Regular meeting of September 15, 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 Jenkins, Commissioner Morris, Fire Chief/District Secretary Click, Deputy Chief LoParco, and Executive Director Paden-Lilly.

ADDITIONS TO THE AGENDA

Volunteer member 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 September 1, 2020, minutes as submitted. Commissioner Jenkins seconded the motion and the motion passed.

FINANCIAL REPORT

Fund Transaction Details

Presented to the Board were 2020 transactions #1692 through #1846. The transactions total \$387,180.79. General Fund \$147,330.69; electronic fund transfers \$135,913.44; federal payroll tax payment \$51,201.44; retirement systems transfer \$28,750.57; WA Support Registry \$1,341.00; Fire Training Center Operations Fund \$6,633.06; Training Academy Fund \$51.58; Joint Agency Fund \$39.28 and Bond Project Fund \$15,919.73. Commissioner Morris 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 Revenue and Expenditure Reports

The budget revenue and expenditure reports were reviewed.

REPORTS

Commissioners

- Commissioner Christenson reported the following:
 - The Hazmat Board meeting is scheduled for tomorrow to continue to discussion of the new response model and implementing the Quad-County Special Operations Board.
 - Meier Architects and Engineering is offering services to assess facilities to see that they meet proper ventilations to reduce COVID-19 exposure.

- He attended the funeral services for Steve Bailie, a retired Kennewick Firefighter and former Benton I Support Services member. It was well done and a good experience.

Fire Chief

- Chief Click reported that he is enroute home from a two-week Incident Management Team assignment at the Beachie Fire in Oregon. Deputy Chief LoParco and Executive Director of Business Operations Paden-Lilly have been holding down the fort and he looks forward to being back.

Deputy Chief

- Deputy Chief LoParco reported that he has not had any communication from Braun North regarding the Rescue vehicle, but they do report that the medic unit is nearing completion.
- He has been working with the Health Department regarding the water samples at Station 170 and has contacted them regarding the septic system, however they are closed this week due to heavy smoke.

Battalion Chief(s)

- Battalion Chief Gutzmer reported that Support Services Supervisor Tina Bush resigned effective September 9. She has been a vital part of Support Services for the past 15 years and we thank her for her time and commitment. Captain Ron Fryer will fill the role of Supervisor.
- Recruit academy is moving forward. They are having issues with other agencies providing adequate assistance to the program.
- Crews returned from fire mobilization assignments in Colfax on Sunday with E1113 and the temporary wildland crew will return tonight from Omak with E1135. The temporary wildland crew will end their seasonal employment on September 18.

Training

- Training Captain Nicholls reported that online training continues, with small groups gathering for training periodically.
- The resident program currently has 11 members with two additional starting next week and two more returning at the end of this month. The program will have 14 residents to assist with staffing.

Maintenance Department

- The Maintenance Department is working with Captain Nicholls to provide training to the staff on the new forklift.
- E1152 was sent in for service due to an issue with the transfer case. The warranty repair of the transfer case was made then it was determined to be a driveline issue. The drive line has now been repaired.

OLD BUSINESS

Apparatus and Facility Bond Project

Facility Project

Chief Click reported that the current projected cost is approximately \$400,000 over budget. He and Deputy Chief LoParco meet with the architect team on Monday and will discuss options available to decrease costs and stay within the District's budget.

Apparatus Project

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

COVID-19 Impacts

The District continues COVID-19 business as usual.

Arrowhead Facility/Admin Office Relocation

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

Admin Office/Relocation Timeline

September 10 – For Sale √ Listing agreement signed, and 7511 W. Arrowhead Ave is on the Market!
August 1-31 – Installations at New Admin Office √ HVAC Installation (Huminsky Heating & Air - \$13,200) Flooring Installation (Benjamin's Carpet One - \$10,632) √ Lighting Fixtures/Install (\$1,950) Appliances (\$2,150) √ Window Blinds (\$386) √ Microwave Installation (Devfuzion) Wiring Install (\$3,730)
September 17 – Packing Day #2 Admin staff will finalize Arrowhead office packing in preparation of moving day.
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.
October 2 – 31 10/2 Expert Office Moving Co. – All contents from Arrowhead location will be moved to new Badger Rd. office location. Devfuzion will move & install the Fileserver and the Copier will be moved by Pacific Office Automation.

NEW BUSINESS

Resident Firefighter Agreement

Resident Firefighter Agreement's for Elijah Dobin and Alexander McGary were presented to the Board for review. Commissioner Christenson made a motion to approve the Resident Firefighter Agreements and Commissioner Jenkins seconded the motion. The motion passed unanimously.

Volunteer Member Application

A Support Services application for Nick Powers was presented to the Board for review. Commissioner Christenson made a motion to approve the volunteer application and Commissioner Jenkins seconded the motion. The motion passed unanimously.

PUBLIC COMMENT

There was no public comment.

EXECUTIVE SESSION

There was no executive session.

ANNOUNCEMENTS

- The next Board of Commissioner meeting will be on October 6, 2020.

ADJOURNMENT

With no further business to come before the Board the meeting was adjourned at 4:45 p.m.