

BENTON COUNTY FIRE PROTECTION DISTRICT #1  
BOARD OF COMMISSIONERS

Regular meeting of September 21, 2021.

**CALL TO ORDER**

Commissioner Christenson called the regular meeting of the Board of Fire Commissioners of Benton County Fire District No. 1 to order 4:00 p.m. via Zoom video-conference. In attendance at this meeting were Commissioner Christenson, Commissioner Couch, Commissioner Jenkins, Fire Chief/District Secretary Click, Deputy Chief LoParco, and Executive Director Paden-Lilly.

**ADDITIONS TO THE AGENDA**

Policy and Procedure Updates was added to old business.

**CORRESPONDENCE**

The correspondence received log and correspondence sent was reviewed.

**APPROVAL OF MINUTES**

Commissioner Couch made a motion to approve the minutes dated August 12, 2021, with one correction. Commissioner Jenkins seconded the motion and the motion passed. Commissioner Jenkins made a motion to approve the minutes dated September 7, 2021, as submitted. Commissioner Couch seconded the motion and the motion passed.

**FINANCIAL REPORT**

**Fund Transaction Details**

Presented to the Board were 2021 transactions #1881 to #2036. The transactions total \$439,718.34. General Fund \$159,880.02; electronic fund transfers \$161,702.21; federal payroll tax payment \$66,079.08; retirement systems transfer \$33,440.15; WA Support Registry \$1,341.00; Fire Training Center Operations Fund \$8,296.00; Training Academy Fund \$3,223.50; SCBA Fund \$629.58; MPD Fund \$464.90; Debt Service Fund \$300.00; Bond Project Fund \$170.00 and Fire Training Center Capital/Building Fund \$4,191.90. Commissioner Couch 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.

**EMS Report**

The EMS and Ambulance Collection Statistics Report was reviewed.

**REPORTS**

**Commissioners**

Commissioner Christenson reported:

- He attended the Southeast Washington Special Operations Group Board Meeting (Formerly Hazmat Board).
- He visited Station 110 and Station 130 during last week Wednesday's night drill.

- He also inquired as to if anyone else planned on attending the upcoming Washington State Fire Commissioners Conference.

### **Fire Chief**

Chief Click reported:

- He is currently assigned to the McCash Fire in California with the Incident Management Team.
- An All-Officer's Meeting was held this week and was very productive.
- He attended a meeting with Benton and Franklin Emergency Management regarding overwhelmed hospital systems and the need to divert ambulances to other hospitals when they are overcrowded.
- He is working with Executive Director Paden-Lilly on the 2022 Budget, capital projects and the apparatus replacement schedule. He is researching a possible apparatus lease program for future purchases.
- The family has arranged for a luncheon on October 9 to celebrate the life of the late Commissioner Morris.

### **Deputy Fire Chief**

Deputy Chief LoParco reported:

- The crew has returned from the California assignment.
- The temporary wildland crew will work until the end of this month.
- The Station 160 water line project is moving along.

### **Training**

Captain Nicholls reported:

- He has been working on 2022 budget requests for training and the Fire Training Center.
- Recruit School started on September 7 with 21 new members.
- He has been researching and ordering furnishings and working on the alerting system for Station 170.

### **Maintenance Department**

Maintenance Supervisor Schoenwald reported:

- The truck returned from the California assignment with a few minor maintenance issues.
- Pump testing is finished on the Type I Engines.
- The shop is beginning fall maintenance.

### **Other**

Executive Director Paden-Lilly reminded the Board that the District is celebrating its 75<sup>th</sup> Anniversary this Thursday. As part of the celebration, banners have been placed at the Fire Stations and the marketing agency will launch a social media campaign this week.

## **OLD BUSINESS**

### **Facility Bond Project**

Chief Click reported that the metal structure is being constructed. The landscaping is still on the list for completion, and final approval of the living quarters has been delayed due to incompleteness of the alerting system.

### **COVID-19 Impacts**

Deputy Chief LoParco reported that 62% of District members have been fully vaccinated and nine requests for Disability or Religious Belief Accommodations that have been sent to District Legal Counsel for consideration. By October 18, 2021, all health care providers are required to be fully immunized for COVID-19.

### **Arrowhead Facility**

Chief Click reported that the sale of the Arrowhead Facility is on track, and earnest money has been received. He and Executive Director Paden-Lilly are holding a phone conference this week with Bond representation and our Bond Counsel to determine what steps are needed regarding the sale of the Arrowhead building, given that the building was acquired on a 20-year LTGO bond.

### **Maintenance Department Retirement/Paramedic Hire**

Chief Click reported that a letter has been sent to the next person on the Firefighter Eligibility List and they are now waiting on the Labor group to approve the Memorandum of Understanding regarding conditional employment offers.

### **Policy and Procedure Updates**

Updates have been made to Policy 0600 – Employment Practices and Policy 0900 – Officers, Firefighters, and Emergency Medical Service Responders Specific Rules. The Board would like to review the two policies in further detail and will plan to vote on them at the next regular Board meeting.

### **NEW BUSINESS**

There was no new business.

### **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 5, 2021, at 4:00 p.m.

### **ADJOURNMENT**

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