

Regular meeting of September 7, 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 at 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**

There were no additions to the agenda.

### **CORRESPONDENCE**

The correspondence received log and correspondence sent was reviewed.

### **APPROVAL OF MINUTES**

Commissioner Jenkins made a motion to approve the August 17, 2021, minutes as submitted. Commissioner Couch seconded the motion and the motion passed.

### **FINANCIAL REPORT**

#### **Fund Transaction Details**

Presented to the Board were 2021 transactions #1830 to #1869. The transactions total \$82,891.74. General Fund \$35,923.98; Fire Training Center Operations Fund \$2,556.69; SCBA Fund \$503.67, and Project Fund \$43,907.40. 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 Expenditure Reports**

The budget expenditure reports were reviewed.

### **REPORTS**

#### **Commissioners**

- Commissioner Couch reported that he met with Chief Click to go over the District budget and apparatus replacement schedule.
- Commissioner Christenson reported that Carol Moser the Executive Director of the Greater Columbia Accountable Community of Health (GCACH) will soon be retiring. He recommends the District reach out to her to discuss potential funding opportunities that the GCACH may offer.

#### **Fire Chief**

Chief Click reported:

- He attended the virtual BCES Executive Board Meeting on August 26. The budget was reviewed, and approval has been given to hire a non-uniform director and a training instructor position. He reached out to see if the BCES budget will provide a total increase in staffing, as they are 9-12 positions short. He hasn't heard back yet. Commissioner Couch asked if BCES could be placed on the District's Board agenda as a standing old business item as he would like to receive regular updates.

- The District sent an engine along with two day-shift firefighters and two seasonal firefighters to California as part of a task force. They should return in about a week and a half.

### **Deputy Fire Chief**

Deputy Chief LoParco provided a report on the Station 160 water project. He has received a quote that is significantly less than the previous quote. He will get with the contractor and City of Kennewick next week to move forward with the project; some of the parts will be 20 days out for delivery. Chief Click mentioned that he would prefer that 3” pipes be installed. Deputy Chief LoParco has gotten approval from the City of Kennewick to use 3” pipes. He will continue to provide updates to the Board as the project continues.

### **Battalion Chief(s)**

Battalion Chief Gutzmer reported that structure Recruit School begins tonight. A total of 36 students will attend from Benton 1 and Benton 2.

### **Maintenance Department**

Maintenance Supervisor Schoenwald reported that there have been a few minor breakdowns in the last couple of weeks. They will begin pump testing next week and then start servicing Type I Engines.

## **OLD BUSINESS**

### **Facility Bond Project**

Chief Click reported that the project is coming along. He has been frustrated with the A&E document for this project as many items have been omitted; weed barrier was not listed in the landscaping proposal, shower doors were not listed for the shower stall installation. Hoping to see the metal building components next week.

### **COVID-19 Impacts**

Chief Click reported that the District’s Attorney has provided a sample Vaccine Requirement Policy and Procedure and Accommodation Request Forms for Disabilities and Religious Beliefs that meet the intent of Governor’s Proclamation 24-14.1. He and Deputy Chief LoParco met with Union Representation to review Proclamation 24-14.1 and to discuss the procedures moving forward. After a member submits a request for vaccine exemption, the Vaccine Accommodation Forms will be sent to the District Attorney for review and to determine whether the accommodation will be granted. If granted an accommodation, members will be required to wear N95 respiratory masks while at work and to provide negative COVID-19 test results prior to each shift for full-time employees and once weekly for volunteer members. Masks and COVID-19 tests are the members’ responsibility and do not affect the District financially.

### **Arrowhead Facility**

The Fire District received an offer to purchase the Arrowhead Facility. The Board requested a counteroffer after reviewing it in a previous executive session. The buyer accepted the counteroffer and provided earnest money along with the Purchase and Sale Agreement. After a discussion, Commissioner Jenkins made a motion to accept the negotiated offer from the potential buyer and proceed with the sale of the Arrowhead Facility. Commissioner Couch seconded the motion and the motion passed unanimously.

### **2022 Budget**

Executive Director Paden-Lilly reported that 22 Budget Requests have been received so far. She will hold a meeting with Chief Click and Deputy Chief LoParco to review the requests and incorporate them into the proposed budget for 2022. Commissioner Couch mentioned

that he would like to see the budget process start in June next year, so that staff has plenty of time to gather information and submit budget requests.

### **75<sup>th</sup> Anniversary Open House**

In light of the recent uptick in COVID-19 cases, it was decided not to hold the 75th Anniversary Community Open House this year. The marketing firm will instead focus on social media advertisements and commemorative banners will be displayed at the Fire Stations.

### **Five Year Plan**

The Commissioner's have reviewed the final draft of the Five Year Plan and have no changes at this time. Staff will publish the document for distribution, and it will also be posted on the website.

## **NEW BUSINESS**

### **Policy and Procedure Updates**

Policy 4500 – COVID-19 Vaccination Requirement was submitted to the Board. After a discussion, Commissioner Couch made a motion to approve Policy 4500. Commissioner Christenson seconded the motion and the motion passed unanimously.

Policies 0600 – Employment Practices and 0900 – Officers, Firefighters, and Emergency Medical Service Responders Specific Rules have been updated and will be sent to the Commissioners for review before the next Board Meeting.

### **New Member Applications**

The following new member applications were presented to the Board for review:

Trevor Bowden – 120	Derek Klampher – Support Service
Jennifer Browning – 110	Naythan Lopez – Resident
Matthew Browning – 110	Ronald Sanchez – 110
Bowen Hadley – 150	Blake Severance – 140
Matthew Jones - Resident	Brennon Wright - 110

Commissioner Christenson made a motion to approve the 10 member applications. Commissioner Couch seconded the motion and the motion passed.

### **PUBLIC COMMENT**

There was no public comment.

### **EXECUTIVE SESSION**

There was no executive session.

### **ANNOUNCEMENTS**

- The next regular Board of Commissioner meeting will be on September 21, 2021, at 4:00 p.m. via Zoom video-conference.

### **ADJOURNMENT**

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