

BENTON COUNTY FIRE PROTECTION DISTRICT #1  
BOARD OF COMMISSIONERS

Regular meeting of November 7, 2023.

**CALL TO ORDER**

Commissioner Jenkins called the regular meeting of the Board of Fire Commissioners of Benton County Fire District No. 1 to order in-person and via video-conference at 4:00 p.m. at 1811A S. Ely St. Kennewick, Washington. In attendance at this meeting in-person were Commissioner Carpenter, Commissioner Jenkins, Fire Chief/District Secretary Click, Deputy Chief LoParco, and Executive Director Paden-Lilly. Commissioner Phillips attended remotely via video-conference.

**ADDITIONS TO THE AGENDA**

There were no additions to the agenda.

**CORRESPONDENCE**

The correspondence received log and correspondence sent was reviewed.

**APPROVAL OF MINUTES**

A motion was made by Commissioner Phillips to approve the regular minutes of October 17, 2023, as presented. A second was provided by Commissioner Carpenter, and the motion passed.

**FINANCIAL REPORT**

**Fund Transaction Details**

Presented to the Board were 2023 transactions #2203 to #2242. The transactions total \$65,125.83. General Fund \$61,822.76; Special Operations Group Fund \$796.40; and Fire Training Center Operations Fund \$2,506.67. Commissioner Carpenter made a motion to approve the vouchers. Commissioner Phillips 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.

**EMS Report**

The EMS and Ambulance Collection Statistics Report was reviewed.

**REPORTS**

**Commissioners**

Commissioner Carpenter and Jenkins attended the Snure Seminar and WFCA Conference held in Tulalip, Washington.

**Fire Chief**

Chief Click reported:

- The WFCA Conference was good. Attendees had the opportunity to network with members of various agencies and gain valuable insights through sessions and panel discussions.
- He was unable to attend the Benton County Emergency Services (BCES) Board and Strategic Advisory Team (SAT) meetings due to scheduled vacation.

- He attended a Fire Defense Committee meeting prior to the start of the WFCA Conference. The equipment rate schedule was approved for 2024, and wage rates will be completed next.
- Deputy Chief LoParco and he completed the specifications for the Type 5 apparatus being built by Cascade Fire in Oregon. The two chassis' have been delivered to their location, and the remaining fabrication should be completed by March.
- Upon the request of the Burlington Northern Regional Manager, he is submitting a grant application for a 6X6 UTV with a tank.
- The new type I engine has arrived and is onsite for the Board to see.
- Fire Chief Carlyle from Benton Fire #4 has requested administrative assistance due to their current staff shortage. Executive Director Paden-Lilly will be providing the necessary assistance.

### **Deputy Chief**

Deputy Chief LoParco reported:

- He has been submitting a few local grants to assist with the purchase of a LUCAS Chest Compression System for the District. To date, Williams Pipeline has donated \$1,000 to the project.
- He and Firefighter/Mechanic Ball will be traveling to Yakima tomorrow to check on the status of the water tender refurbishment.
- He has been working on obtaining information on cost-effective options for a new administrative office.

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

Battalion Chief Gutzmer reported that there are two Saturday hands-on training days remaining for this session of recruit academy. The live fire training will take place on December 18 at Walla Walla #5.

### **Training**

Captain Nicholls reported:

- He attended the WFCA Conference and enjoyed it.
- Regular maintenance and winterization of the FTC is ongoing.
- He has continued to work on the 2024 budget for district training, FTC, and TCRA.
- He attended a Tri-Tech advisory committee and Eastern Washington Interagency Training Zone (EWITZ) meeting in Moses Lake.
- He will attend a meeting this week to start planning the IMT3 annual workshop.

### **Maintenance**

Firefighter/Mechanic Ball reported:

- He and Battalion Chief Gutzmer inspected and drove the new type I engine back from Wisconsin. He is now in the process of onboarding it.
- Cummins has been in contact with him regarding the red truck and they hope to have a solution soon.

## **OLD BUSINESS**

### **2024 Budget**

The Board reviewed the draft 2024 General Fund Budget. Executive Director Paden-Lilly presented information on the 2024 Tax Levy and preliminary Assessed Values and reviewed the draft 2024 budgets for the Custodial Funds, Bond Funds, Project Fund, and Reserve Fund.

At the next Board Meeting, a Public Hearing on Revenue Sources will be held, along with a presentation of the final budget and tax levy certification.

### **Portable Radio Purchase**

In response to change orders, two purchase orders approved at the June 6 board meeting have been cancelled. New purchase orders will need to be submitted to Motorola. Captain Nicholls presented two revised quotes for the purchase of portable radios from Motorola under NASPO Contract #19860. A motion was made by Commissioner Carpenter to approve Purchase Orders #1008 for \$35,669.34 and #1009 for \$76,841.34. Commissioner Phillips seconded the motion and the motion passed unanimously.

### **Administrative Office**

Staff members presented information on the new electrical codes required to remodel Station 160 from resident quarters to administrative offices. The staff does not believe it is feasible, so they are researching modular options that can be purchased and placed on Station 160's existing property. Following a review of the information, a meeting will be scheduled with the vendor, and Commissioner Jenkins will attend. The staff can firm up the costs for site work and septic system installation before the next board meeting.

### **NEW BUSINESS**

#### **2024 Tri-County Commissioner Meetings**

Commissioner Carpenter stated that the next meeting will be held at Walla Walla #4 on November 18. He plans to allow other agencies to host meetings next year that have not yet had the chance.

#### **2024 WFCA Health Care Program Application**

The 2024 Washington State Fire Commissioners Association Employer Application Form for medical insurance was presented to the Board. Commissioner Jenkins signed the form.

### **PUBLIC COMMENT**

There were no public comments.

### **EXECUTIVE SESSION**

At 5:45 p.m. Commissioner Jenkins called a 15-minute executive session per RCW 42.30.140 relating to collective bargaining issues and negotiations and RCW 42.30.110(1)(g) to discuss the performance of a public employee. The announced time of resumption in the open public meeting was 6:00 p.m. The actual time of resumption into the open public meeting was 6:00 p.m.

### **ANNOUNCEMENTS**

The next Board of Commissioner meeting will occur on November 21.

### **ADJOURNMENT**

With no further business to come before the Board the meeting was adjourned at 6:00 p.m.