

BENTON COUNTY FIRE PROTECTION DISTRICT #1
BOARD OF COMMISSIONERS

Regular meeting of December 5, 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, and Executive Director Paden-Lilly. Commissioner Phillips attended remotely via video-conference and Deputy Chief LoParco was absent due to vacation.

ADDITIONS TO THE AGENDA

Mobilization wages was added to old business. Budget amendment and transfer of funds were added to new business.

CORRESPONDENCE

The correspondence received log and correspondence sent was reviewed.

APPROVAL OF MINUTES

A motion was made by Commissioner Jenkins to approve the regular minutes of November 21, 2023, as presented. A second was provided by Commissioner Phillips, and the motion passed.

FINANCIAL REPORT

Fund Transaction Details

Presented to the Board were 2023 transactions #2426 to #2493. The transactions total \$71,403.25. General Fund \$58,209.00; electronic fund transfers \$8,102.65; federal payroll tax payment \$1,416.70; Fire Training Center Operations Fund \$3,383.82 and Tri-County Recruit Academy Fund \$291.08. 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 attended the EMS Council meeting yesterday.

Fire Chief

Chief Click reported:

- He spoke with the new Pierce Manufacturing representative to discuss updating the specifications for future orders of Type 1 engines. Other manufacturers will be explored as potential alternatives to Pierce Manufacturing. The estimated duration for delivery is now 3-4 years.

- Last week, he attended a Fire Defense Committee meeting, and on Thursday, he attended a Southwest IMT end of season meeting.
- He and Executive Director Paden-Lilly met with psychologist Dr. Cole who provides new employee evaluations. There was a good discussion regarding reading and interpreting the results and having a modified evaluation for volunteers.
- He has a BCES/BiPin meeting on Thursday. A new version of the BCES Interlocal Agreement is being drafted by the City Attorney. Upon completion, the County Fire Chiefs plan to submit their recommendation for a new dispatch cost formula.
- He reviewed and provided the Board with historical tax levy assessment information for the Fire District. Due to the increasing assessed values, it is imperative that the Fire District pass a Levy Lid Lift for 2026. It is anticipated that the current Lid Lift will expire at the end of 2025, and the 1% annual increase limitation may be catastrophic to the growth of the Fire District. A voter-approved Levy Lid Lift will restore the tax levy rate to \$1.50 per \$1,000 of assessed property value and allow for an increase of up to 6% each year, allowing us to meet financial obligations and maintain essential services.
- Deputy Chief LoParco is on vacation and has a meeting scheduled next week with the modular building's representative.

Training

Captain Nicholls reported:

- An ICS 400 class will be held at the Fire Training Center this week on Thursday and Friday.
- New recruit members are going through IFSAC certification training this week.
- Kennewick Irrigation District has asked the District to participate in a holiday event they are hosting tomorrow. A PIO group will participate and share fire safety information.

Maintenance

Firefighter/Mechanic Ball reported:

- He continues to outfit the new Type I engine and it will go to the station soon so they can begin training on it.
- An excess Ford vehicle has been placed on the Public Surplus auction site for sale and will close in approximately 30 days.

OLD BUSINESS

Mobilization Wages

Commissioner Carpenter inquired regarding the budget amounts for mobilization wages, as it had changed from the previous Budget Position Report. Executive Director Paden-Lilly clarified that it is not possible to accurately budget at the beginning of the year on exactly how much revenue and expenditures will be for the upcoming fire season and mobilizations. Instead, historically a place holder is entered into the budget each year, and as reimbursement funds are received, the budget is adjusted to reflect that.

At the end of the year, a budget amendment resolution is prepared to accurately report the revenue and expenditures from mobilization participation. This resolution will be presented at the next board meeting.

NEW BUSINESS

Budget Amendment

The Board was presented with Resolution No. 2023-07 amending the 2023 General Fund in the following manner:

GENERAL FUND

Revenue

	From	To
331 97 00 01 – Fire Act Grant	\$299,428	\$0
341 81 00 05 – Tri-Tech Host Fees	\$130,000	\$150,000
342 60 00 07 – Ambulance and Emergency Aid Fees	\$280,000	\$330,000
361 11 01 01 – General Fund Interest	\$25,000	\$46,000
395 10 00 02 – Sale of Equipment	\$150,000	\$6,000

<i>Total</i>	\$884,428	\$532,000
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Expenditures

522 22 35 00 – Non-Expendable EMS Equipment	\$2,500	\$9,500
522 22 41 00 – Professional Services EMS	\$6,000	\$21,000
522 22 41 50 – Contracted Services – EMS Billing Service	\$40,000	\$45,000
522 22 41 20 – Collection Agency/Overpayment	\$3,000	\$4,300
522 22 48 00 – R&M Services EMS	\$200	\$800
522 23 42 00 – Regional Team Membership (SEWSOG)	\$1,200	\$7,300
594 22 64 36 – Capital Apparatus & Equipment	\$923,856	\$888,856

<i>Total</i>	\$976,756	\$976,756
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After a discussion, Commissioner Carpenter made a motion to approve Resolution 2023-07; Budget Amendment. Commissioner Jenkins seconded the motion and the motion passed unanimously.

Transfer of Funds

Resolution No. 2023-08 Transfer of Funds was presented to the Board. A resolution seeks to transfer \$150,000 from the general fund to the reserve fund, since these funds were set aside for this purpose in the budget.

After a discussion, Commissioner Carpenter made a motion to approve Resolution 2023-08; Transfer of Funds. Commissioner Phillips seconded the motion and the motion passed unanimously.

PUBLIC COMMENT

There were no public comments.

EXECUTIVE SESSION

At 5:05 p.m. Commissioner Jenkins called a 10-minute executive session per RCW 42.30.140 relating to collective bargaining issues. The announced time of resumption in the open public meeting was 5:15 p.m. The actual time of resumption into the open public meeting was 5:15 p.m.

ANNOUNCEMENTS

The next Board of Commissioner meeting will occur on December 19.

ADJOURNMENT

With no further business to come before the Board the meeting was adjourned at 5:15 p.m.

Approved by:

Submitted by:

David M. Jenkins, Board Chair

Lonnie E. Click, District Secretary

