

BENTON COUNTY FIRE PROTECTION DISTRICT #1  
BOARD OF COMMISSIONERS

Regular meeting of May 16, 2023.

**CALL TO ORDER**

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

**ADDITIONS TO THE AGENDA**

Employee Disability and HR Consultant were added to old business, and Resident Claim for Damages was added to new business.

**CORRESPONDENCE**

The correspondence received log and correspondence sent was reviewed.

**APPROVAL OF MINUTES**

Commissioner Phillips made a motion to approve the May 2, 2023, minutes as submitted. Commissioner Carpenter seconded the motion and the motion passed.

**FINANCIAL REPORT**

**Fund Transaction Details**

Presented to the Board were 2023 transactions #914 to #1070. The transactions totaled \$401,139.31. General Fund \$191,416.00; electronic fund transfers \$122,525.06; federal payroll tax payment \$46,905.07; retirement systems transfer \$28,321.87; WA Support Registry \$1,291.00; Special Operations Group Fund \$8,876.28; Fire Training Center Operations Fund \$746.97; SCBA Fund \$1,025.67; and MPD Fund \$31.39. Commissioner Phillips made a motion to approve the vouchers. Commissioner Carpenter 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 Phillips attended the Tri-County Fire Commissioners meeting on Saturday.

**Fire Chiefs**

Chief Click reported:

- He spoke with Hughes Manufacturing, and they are finalizing the Type 2 engine that is on order.
- The second command vehicle has arrived at the Dealership.
- He attended the Association of Washington Cities Labor Relations Institute training in Yakima last week with Deputy Chief LoParco and Executive Director Paden-Lilly. The conference was excellent and provided a lot of useful information.

- Next week, he, Deputy Chief LoParco, and Training Captain Nicholls will attend the Washington State Chiefs' Conference in Wenatchee.
- The Columbia Basin Dive Rescue (CBDR) Board currently does not intend to sell its building that is located on Station 160's property.

### **Deputy Chief**

Deputy Chief LoParco reported that the first water tender will be delivered to Cascade Fire Equipment in Yakima in 3 weeks to begin refurbishing. It should be complete within 90 days.

### **Training**

Captain Nicholls reported:

- The new HVAC system has been installed at the Fire Training Center. The process went smoothly, and it is working well.
- Recruit Academy held its last hands-on day with 11 new Benton 1 members qualified as wildland responders.

### **Maintenance Department**

Mechanic/Firefighter Ball reported:

- Service of a Type 1 engine has been completed and it has been returned to its Station.
- Vehicle ID #115; 2003 Ford F350 Service Truck sold at Public Auction for \$5,950.

## **OLD BUSINESS**

### **2023 Budget**

A proposed adjustment to the 2023 budget was presented by Chief Click and Executive Director Paden-Lilly. The adjustments are recommended due to accurate tax levies, accurate beginning fund balances, and unexpected revenue sources. The staff will prepare a resolution to formally approve the budget adjustments at the next regular meeting.

### **Employee Disability**

A letter was submitted by Lieutenant Jake Kleinknecht to Chief Click informing him that he would be separating from the Fire District as he has not been medically cleared to return to active duty. Following a discussion, the Board decided to declare the position vacant.

### **HR Consultant**

Chief Click reported that Archbright HR Consulting has provided a list of current public sector references. Executive Director Paden-Lilly has spoken with a few of the clients who have provided very good recommendations. Chief Click would like to move forward with the contracted service. Commissioner Carpenter would like to see the recommendations before proceeding.

## **NEW BUSINESS**

### **Resident Firefighter Agreements**

Resident Firefighter Agreements for Cody Davey, Grayson Guerrero, Leonel Leon, Tobaski Snipes were presented to the Board. Commissioner Phillips made a motion to approve the agreement. Commissioner Carpenter seconded the motion and the motion passed.

### **Temporary Employees**

An Eligibility List for hiring four temporary firefighters was presented by Deputy Chief LoParco. Temporary firefighters will fill in until the recently vacated position can be filled permanently,

until an employee returns from medical leave and two will be hired during the wildland fire season, which runs from June to September. The staff is recommending Station 140 Firefighter Tess Alder and Resident Firefighter Kaven Tucksen for the two shift positions and Station 110 Firefighter Travis Wakefield and Station 140 Firefighter Zackary Tamburello for the two wildland season positions.

Commissioner Phillips made a motion to approve the Eligibility Lists. Commissioner Carpenter seconded the motion and the motion passed with all Commissioners in favor.

### **Resident Claim for Damages**

Over the weekend, firefighters responded to a natural cover fire and parked in a resident's driveway. The asphalt driveway had only been resealed a few hours earlier, and heavy equipment caused severe damage to the property. Chief Click recommends that the district reimburse the homeowner for expenses associated with repairing the driveway and for some garden plants damaged by district equipment. After a discussion, Commissioner Phillips made a motion to reimburse the resident for damages. Commissioner Carpenter seconded the motion and the motion passed.

### **PUBLIC COMMENT**

No comments were received from the public.

### **EXECUTIVE SESSION**

There was no executive session.

### **ANNOUNCEMENTS**

- The next Board of Commissioner meeting will be on June 6 at 4:00 p.m.

### **ADJOURNMENT**

With no further business to come before the Board the meeting was adjourned at 5:07 p.m.