

BENTON COUNTY FIRE PROTECTION DISTRICT #1
BOARD OF COMMISSIONERS

Regular meeting of February 8, 2023.

CALL TO ORDER

Chairperson Jenkins 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. In attendance at this meeting were Commissioner Carpenter, 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 January 17, 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 #168 to #213. The transactions total \$167,736.95. General Fund \$158,370.07; Special Operations Group Fund \$4,333.32; Fire Training Center Operations Fund \$2,992.72; Tri-County Recruit Academy Fund \$308.57; SCBA Fund \$950.00; MPD Fund \$25.71 and Fire Training Center Capital Fund \$756.56. Commissioner Couch 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 Expenditure Reports

The budget expenditure reports were reviewed.

Resolution No. 2023-01; Transfer of Funds

Executive Director Paden-Lilly presented Resolution No. 2023-01; Transfer of Funds. A new software program has been implemented by the County Treasurer, resulting in the Fire District's funds being reduced from eleven to five. There was an error in coding the FTC Capital Fund during the transition, so those funds need to be transferred to the correct fund. Commissioner Couch made a motion to sign Resolution No. 2023-01; Transfer of Funds. Commissioner Carpenter seconded the motion and the motion passed.

EMS Report

The EMS and Ambulance Collection Statistics Report was reviewed.

REPORTS

Commissioners

Commissioner Carpenter reported that he attended the EMS Council meeting on Monday. The next meeting is scheduled for April 10.

Fire Chief

Chief Click reported:

- He plans to attend the Tri-County Commissioners Association meeting this weekend to notify the Commissioners that a district fire chief will need to be appointed to the BCES Board following the retirement of Chief Duncan.
- Next week, he will attend the Legislative Session, State Chief's meeting, and Fire Defense Committee meeting in Olympia.
- He reviewed the legislative bills that are currently being monitored by the Washington Fire Commissioners Association.
- He participated in the interview process for the State Fire Marshal's Mobe Coordinator position.
- He, Deputy Chief LoParco, and Mechanic/Firefighter Ball met with the Hughes Manufacturing representative to finalize specifications on the Pierce Type I engine that is on order.
- He attended the BCES Board meeting. Richland City Manager Jon Amundson was elected Chair and Kennewick City Manager Marie Mosely was elected Vice-Chair.
- He participated in Leadership Tri-Cities.
- He, Executive Director Paden-Lilly and Battalion Chief Gutzmer met with Captain Ron Fryer and Support Services member Jenna Kochenauer to discuss the District's support division, community outreach and events. With extensive media experience, Ms. Kochenauer is eager to help with the program. While Captain Fryer will continue to oversee the Support Division and coordinate community outreach and events, Ms. Kochenauer will take over as PIO, social media and media relations.
- Tom Denchel Ford notified him today that the two Ford F250s on order should arrive within 90 to 110 days.

Deputy Chief

Deputy Chief LoParco reported:

- He and Procurement and Administrative Coordinator Ewing have made progress on the Water Tender Refurbish Bid and hope to send it out towards the first of next month.
- He is working with Vector Solutions on the new scheduler software. They suspect it will take 90 days for full implementation.

Battalion Chief

Battalion Chief Gutzmer reported that Recruit Academy is finishing up with the Hazmat Ops chapter.

Training

Captain Nicholls reported:

- He is spending a lot of time reviewing courses available for District members to attend.
- The Fire Training Center will be hosting three training events in March.
- New radiation monitors have been received by the District, and training will begin shortly.
- The next round of recruit testing will be on February 25; the District currently has 30 applicants.

Maintenance Department

Mechanic/Firefighter Ball reported:

- He has completed Type I apparatus service and will begin wildland apparatus next week.

- A new pump controller was installed on the Westmark (#141) truck, but it did not resolve the issue. To come up with a plan going forward, he plans to meet with North Tech Equipment Repair next week.

OLD BUSINESS

Station 160 Remodel

Chief Click presented a proposal and cost estimate for the Station 160 office remodel from CKJT Architects PLLC. The Board would like more information and possible ways of trimming down the cost.

Chief Click mentioned that he had met with a Columbia Basin Dive Rescue Board Member regarding purchasing their building located on the Station 160 property. They will go back to their board to see if they have a final purchase price for constructing that building.

NEW BUSINESS

EMS Council Representative Letters

Letters were prepared for the EMS Council stating Commissioner Carpenter will be the District's governing body representative to the council for 2023, with Chief Click as the alternate, and Chief Click will be the Fire District I representative to the council for 2023, with Captain Henderson as the alternate.

Forgiveness of Debt

The Fire District has received a request of financial hardship. The individual is requesting forgiveness of debt relating to fees assessed for emergency medical services. After review and discussion, Commissioner Couch made a motion to forgive the debt for Patient Call Number: 157-BC12201733:1. Commissioner Jenkins seconded the motion and the motion passed.

Leave Extension

Chief Click presented a letter from IAFF Local 1296 President Chad Blashill requesting an extension for an employee's medical leave of absence for up to 90 days beginning February 4, 2023. It is believed that this extension will allow the employee to receive valuable medical treatment not previously available to them. Consequently, the employee and the Fire District will get more accurate information about their return to work. After a discussion, Commissioner Couch made a motion to extend the employee's unpaid leave for an additional 90 days to allow for an L&I determination, as requested in the letter from IAFF Local 1296. He stated that the Board recognizes the importance of members' health and well-being. Commissioner Jenkins seconded the motion and the motion passed unanimously.

2023 Snure Webinar Series

Snure Seminars is presenting two Webinars; March 17 – Structuring Volunteer Programs and April 7 – Medical Records Management. Several members are interested in attending the March 17 webinar, so the District will purchase a Department Access Pass which allows for an unlimited number of attendees to view it live or watch the recorded webinar later.

PUBLIC COMMENT

There were no public comments.

EXECUTIVE SESSION

Commissioner Couch called a 20-minute executive session at 5:20 p.m. per RCW 42.30.110 (1) (i) to discuss with legal counsel matters relating to a current or potential litigation. The Executive Session was continued at 5:40 p.m. for an additional 5 minutes. The meeting was called back to order at 5:45 p.m.

ANNOUNCEMENTS

- The next Board of Commissioner meeting will be on February 21.
- The District's Annual Banquet is scheduled for March 11.
- The Annual Guns and Hoses Hockey game is being held on February 18.

ADJOURNMENT

With no further business to come before the Board the meeting was adjourned at 5:45 p.m.