

BENTON COUNTY FIRE PROTECTION DISTRICT #1
BOARD OF COMMISSIONERS
MEETING MINUTES
Tuesday, June 18, 2024, 4:00 pm

CALL TO ORDER

Commissioner Carpenter 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 were Commissioner Carpenter, Commissioner Jenkins, Commissioner Phillips, Fire Chief/District Secretary LoParco, and Executive Director of Business Operations Ewing.

ADDITIONS TO THE AGENDA

There were no additions to the agenda.

CORRESPONDENCE

The correspondence received was reviewed.

APPROVAL OF MINUTES

A motion was made by Commissioner Jenkins to approve the regular minutes of June 4, 2024, as presented. A second was provided by Commissioner Carpenter and the motion passed.

FINANCIAL REPORT

Fund Transaction Details

Presented to the Board were 2024 transactions #1161 to #1303. The transactions totaled \$1,078,548.87. General Fund \$850,241.51; Custodial Funds \$2,587.36; Capital Project Fund \$225,720.00. Commissioner Jenkins 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.

EMS Report

The EMS and Ambulance Collection Statistics Report was reviewed. Commissioner Carpenter requested to receive a quarterly EMS Profit and Loss Report in addition to the monthly EMS and Ambulance Collection Statistics Report.

REPORTS

Commissioners

Commissioner Carpenter reported that he will be attending the Southeast Washington Fire Commissioners Association (SEWFCA) meeting in Dayton on Friday and asked if others would be attending.

Chief Executive Officer:

Chief LoParco shared the following on behalf of CEO Click:

- He is working closely with Hughes Fire Equipment on the development of a stock truck that they hope to manufacture in July. His goal is to be ready for the go button the minute they become available, which entails obtaining the board's authorization to sign the lease agreement.
- Pacific Northwest Coordinating Group (PNWCG) held its meeting at the NorthWest Coordination Center (NWCCC) with high expectations regarding the attendance of State Forester Giesler. The expectation was that the State Forester would provide a briefing on Washington Department of Natural Resources (WA DNR)'s plan for Incident Command Management Team (CIMT) operations in 2025. However, much to the disappointment of the participants, State Forester Giesler did not attend the meeting.
- He is travelling home from Medford today with the new wildland engines.

Fire Chief

Chief LoParco reported:

- He continues working on hiring an Office Assistant and working on the job description for a Logistics position.
- The application submission for the seasonal position closed and four applications were received. Captain Nicholls will coordinate and conduct interviews, and selected individuals are expected to start June 24.
- He checked on the water tender project Friday and it should be done soon. They created a punch-list from the first water tender, so the next refurb should not take as long to complete.
- He reached out to Columbia Basin Dive Rescue (CBDR) to obtain their Board meeting schedule. He will be attending the next Board meeting on June 19.
- Last week he attended the County Emergency Preparedness Assessment (CEPA). CEPA is a systematic evaluation of a county's ability to effectively respond to and manage emergencies and disasters. Participating in the assessment is required every 3 years to receive grant funds that support local planning and preparedness efforts. He participated in the assessment this year and is waiting to receive the results of the evaluation.

Training

Captain Nicholls reported:

- He has been working with Lieutenant Masha Sells and started planning for fall academy. Lieutenant Sells is the lead, and they expect to kick off on September 3.
- He will begin testing new firefighter trainee applicants on July 20.
- There was a meeting with the Chiefs today to review the FTC Operations Budget and the Training Tower Gas Conversion Project. Everything seems to be going well and there are no concerns.

OLD BUSINESS

Meeting Time and Frequency

During the last meeting, the motion carried to change the meeting time to 6:00 p.m. Resolution 2024-09 Changing the Designation of the Time of Regular Board Meetings was presented to the Board to formalize this change. Commissioner Phillips made a motion to approve Resolution 2024-09 Changing the Designation of the Time of Regular Board Meetings. Commissioner Jenkins seconded the motion, and the motion was carried with Commissioners Phillips and Jenkins in favor of the motion. Commissioner Carpenter was opposed.

Lineage Logistics

Chief LoParco informed the Board that the demolition process at Lineage Logistics is almost complete, following a lengthy fire incident. The District, as well as other agencies that assisted with fire suppression, has lost equipment while combatting the blaze. As a result, Lineage Logistics has requested that agencies provide equipment replacement costs to process reimbursements. There have been no discussions about holding another town hall meeting.

Battalion Chief Gutzmer mentioned that the Benton-Franklin Health District has completed the installation of air monitors and secured 10 more pallets of air purifiers to distribute in the community this week.

NEW BUSINESS

Support Service Application

Support Service Application for Membership from Graysen Soper was presented to the Board. Commissioner Jenkins made a motion to approve the Support Service Application as submitted. Commissioner Phillips seconded the motion and the motion passed.

Training Officer Position with Local 1296 Representative

Local 1296 Representative Vice President Bibe addressed the Board regarding a potential vacancy for the Training Officer position. He respectfully requested that the Board consider filling the position with internally qualified applicants rather than hiring externally. He mentioned that there is a qualified Local 1296 candidate interested in the position. After discussion, Commissioner Phillips made a motion to fill the Training Officer position internally if a vacancy occurs. Commissioner Jenkins seconded the motion and the motion passed.

Intern Agreement

Intern Agreement for Miles Fisher was presented to the Board for review. After discussion, Commissioner Jenkins made a motion to approve the Intern Agreement. Commissioner Phillips seconded the motion and the motion passed.

2023 BVFF Pension Certification

The 2023 BVFF Pension Certification was presented to the Board for review. Commissioner Phillips made a motion to approve the 2023 BVFF Pension Certification as submitted. Commissioner Jenkins seconded the motion and the motion passed.

Apparatus Replacement Schedule

Chief LoParco presented Resolution 2024-10 to the Board. He informed them that CEO Click is still collaborating with Hughes Fire Equipment to lease two fire trucks as outlined in the Apparatus Replacement Schedule. The plan is to order two stock trucks from Pierce Manufacturing and utilize the lease option through PNC Bank. Each truck is estimated to cost around \$750,000 to \$800,000. By opting for this leasing arrangement, the District expects to save approximately \$100,000.

Chief LoParco emphasized the importance of swiftly executing the lease agreement with PNC Bank upon notification from Hughes Fire. The objective is to secure one truck in July 2024 for delivery in early 2025. Additionally, we will closely monitor the second truck's availability.

Commissioner Phillips made a motion to approve Resolution 2024-10 authorizing Chief LoParco to execute the master purchase agreement and related addendums with PNC Equipment Finance LLC. Commissioner Jenkins seconded the motion, and the motion passed unanimously.

EXECUTIVE SESSION

Commissioner Carpenter called a 15-minute executive session at 4:34 p.m. per RCW 42.30.110(1)(g) to discuss the performance of a public employee. The meeting was called back to order at 4:48 p.m.

PUBLIC COMMENT

There was no public comment.

ANNOUNCEMENTS

- The next Board of Commissioner meeting will be on Tuesday, July 2 at 6:00 p.m.

ADJOURNMENT

With no further business to come before the Board the meeting was adjourned at 4:48 p.m.

Approved by:

Submitted by:

Scott E. Carpenter, Board Chair

P. Scott LoParco, District Secretary