

BENTON COUNTY FIRE PROTECTION DISTRICT #1 BOARD OF COMMISSIONERS MEETING MINUTES

Tuesday, December 3, 2024

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 6:00 p.m. at 1811A S. Ely St. Kennewick, Washington. In attendance at this meeting in-person were Commissioner Carpenter, Commissioner Jenkins, Commissioner Phillips, Deputy Chief Nicholls, Volunteer Battalion Chief Gutzmer, Captain Bibe and Mechanic/Firefighter Ball. No one attended via video-conference.

CORRESPONDENCE

The correspondence received and sent was reviewed.

APPROVAL OF MINUTES

Commissioner Jenkins made a motion to approve the regular minutes of November 19, 2024, 2024. Commissioner Phillips seconded the motion, and the motion passed unanimously.

FINANCIAL REPORT

Fund Transaction Details

Presented to the Board were 2024 transactions #2431 to #2447 and #2467 which totaled \$8,453.58. Also 2024 transactions #20306 to #20324 which totaled \$18,783.59. General Fund \$17,372.53 and Custodial Funds \$1,411.06. Commissioner Jenkins made a motion to approve the vouchers. Commissioner Phillips seconded the motion, and the motion passed unanimously.

REPORTS

Commissioner Carpenter:

- A. Reported on Emergency Management Systems council meeting he attended.

Deputy Chief/HSO Nicholls:

- A. Attended regional radio project meeting on November 21, 2024. Update provided on anticipated final project cost and funding. Fleet Map configuration finalized. Agency approval to move forward with Regional AFG grant to offset costs.
- B. Attended Regional CAG meeting at BCES on November 21, 2024. Primary discussion focused on SECOMM IT Department staffing. Currently in search of new personnel. Any requests for modifications to dispatching and CAD related items will need to be on hold until additional personnel can be hired.
- C. Quarterly Fire Training Center meeting w/ KFD on 12/2. Discussed status of tower conversion and other ongoing projects. Reviewed status of 2024 budgets and final 2025 budget.

- D. Virtually attended Emergency Management Systems council meeting on December 2, 2024. MPD assistant position will be transitioned to Dr. Hodges beginning January 2025.
- E. A job offer has been made for the Logistics position to the number one candidate on the list. Ongoing discussion with the individual.
- F. Introduction of Financial Manager, Christie Brown.

Volunteer Battalion Chief Gutzmer:

- A. Reported on the Live Fire Academy in Walla Walla.
- B. Reported on IFSEC testing on November 30, 2024.

Captain Bibe:

- A. Reported on his continued audit of the training records.
- B. Reported that the radiation drill went well.
- C. Reported on the quarterly Fire Training Center meeting he attended.
- D. Reported on the status of the Memorandum of Understanding with the Union.

Mechanic/Firefighter Ball:

- A. Reported on trying to finish up the new engine and getting it into service.

OLD BUSINESS

- A. Auditor Closeout Meeting: Deputy Chief Nicholls reported the District is ready for the closeout meeting and they hope to have it completed by the end of this week.
- B. Expenditures Legislation - After discussion it was moved by Commissioner Phillips that the District approve the changes in the Legislative Expenditures. The motion was seconded by Commissioner Jenkins and passed.

NEW BUSINESS

- A. The District is requesting authorization from the Board to be able to pick up warrants in lieu of having them mailed. The Commissioners approved this request.
- B. The District held a pinning ceremony for Lt. Robert Moore and Firefighter Jeremy Linhoff.
- C. The Board reviewed Resolution 2024-22 cancelling unclaimed warrant. It was moved by Commissioner Jenkins that the Board approve the resolution. The Motion was seconded by Commissioner Phillips and passed

ANNOUNCEMENTS

- The next Board of Commissioner meeting will be on December 17 at 6:00 p.m.

ADJOURNMENT

With no further business to come before the Board the meeting was adjourned at 6:25 p.m.

Approved by:



Scott E. Carpenter, Board Chair

Submitted by:



Heidi Ellerd, District Secretary