

BENTON COUNTY FIRE PROTECTION DISTRICT #1
BOARD OF COMMISSIONERS

Regular meeting of February 20, 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 4:00 p.m. at 1811A S. Ely St. Kennewick, Washington. In attendance at this meeting in-person were Commissioner Carpenter, Commissioner Jenkins, Commissioner Phillips, Fire Chief/District Secretary Click, Deputy Chief LoParco, and Executive Director Paden-Lilly.

ADDITIONS TO THE AGENDA

Policy 0600 – Employment Practices was added to old 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 February 6, 2024, as presented. A second was provided by Commissioner Phillips, and the motion passed.

FINANCIAL REPORT

Fund Transaction Details

Presented to the Board were 2024 transactions #266 to #407. The transactions total \$309,555.94. General Fund \$76,135.01; electronic fund transfers \$141,157.12; federal payroll tax payment \$53,443.42; retirement systems transfer \$37,181.54; WA Support Registry \$1,009.00; SEWSOG Fund \$20.00; FTC Operations Fund \$280.51; TCRA Fund \$258.99 and MPD Fund \$70.35. Commissioner Jenkins 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 Revenue and Expenditure Reports

The budget revenue and expenditure reports were reviewed.

EMS Report

The EMS and Ambulance Collection Statistics Report was reviewed.

REPORTS

Fire Chief

- Chief Click reported that Executive Director Paden-Lilly submitted her resignation on February 14. However, she has agreed to continue her employment until March 29 to ensure a smooth transition. The District is grateful for her valuable contributions and is committed to identifying a suitable replacement. In light of the significance of this development, Chief Click requested to hold an executive session to address this important juncture in the organization.

- He travelled to Olympia and met with the Fire Marshall's Office and Fire Defense Committee to discuss complex incident management transition.

Training

Captain Nicholls reported:

- The new applicant testing was conducted last Saturday, with 19 individuals participating and 18 passing. The interviews will be conducted during the second week of March. The Wildland academy will start functioning during the second week of April.
- The Training Officers, Chief Click, and Chief Michael had a meeting regarding the Fire Training Center and various aspects of its operations. The meeting also included an update on the bid process for the training tower project, bids went out on the 11th.

Maintenance

Firefighter/Mechanic Ball reported that he is doing maintenance work on wildland apparatus. An ambulance was taken out of service due to mechanical issues on Sunday, and he was able to get it fixed and back into service by mid-Monday.

OLD BUSINESS

Administrative Office

Deputy Chief LoParco met with a few modular manufacturers and made a recommendation for the board to move forward with utilizing a Sourcewell Contract to build the administrative office. Following a discussion, Commissioner Phillips made a motion to utilize the funds available in the Construction Fund from the sale of the Arrowhead property to move forward with the administrative office project. Commissioner Jenkins seconded the motion, and the motion was passed unanimously.

Type 1 Engine Financing

The 20-year Capital Facilities and Equipment Plan has identified the need for the purchase of two additional type 1 engines. After discussing various funding models, Commissioner Jenkins made a motion to move forward with a lease purchase agreement with Pierce Manufacturing for the two type 1 engines. Commissioner Jenkins seconded the motion, and it was passed unanimously.

Policy 0600 – Employment Practices

The Board has reviewed revised Policy 0600 – Employment Practices. After review and discussion, Commissioner Jenkins made a motion to approve Policy 0600 – Employment Practices. Commissioner Phillips seconded the motion and all Commissioners voted in favor.

NEW BUSINESS

Non-Union Affiliated Employee Handbook

The Board reviewed the revised Non-Union Affiliated Employee Handbook. Revisions were made to align with the adjustments made in the Union Collective Bargaining Agreement. Following a discussion, Commissioner Phillips made a motion to approve the Non-Union Affiliated Employee Handbook. Commissioner Jenkins seconded the motion and the motion passed unanimously.

WFCA Conference

Commissioner Carpenter inquired as to who planned on attending this year’s Washington Fire Commissioners Association Conference scheduled for October 23-26. He plans to attend the entire conference and requested that hotel reservations be made at the conference location.

PUBLIC COMMENT

Executive Director Paden-Lilly thanked Commissioner Jenkins for bringing flowers to the administrative office on Valentines Day. It was very much appreciated.

EXECUTIVE SESSION

Commissioner Carpenter called a 20-minute executive session at 5:10 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 5:30 p.m.

ANNOUNCEMENTS

- On February 17, Station 140 welcomed its new Type 1 structure fire engine into service with a push-in ceremony that was open to the public.
- The next Board of Commissioner meeting will be on Tuesday, March 5 at 4:00 p.m.

ADJOURNMENT

With no further business to come before the Board the meeting was adjourned at 5:35 p.m.

Approved by:

Submitted by:

Scott E. Carpenter, Board Chair

Lonnie E. Click, District Secretary