

**BENTON COUNTY FIRE PROTECTION DISTRICT #1
BOARD OF COMMISSIONERS**

Special meeting of May 28, 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, Fire Chief/District Secretary LoParco, and Procurement and Administrative Coordinator Ewing. Commissioner Phillips arrived at 4:14 p.m.

CORRESPONDENCE

The correspondence received log and correspondence sent was reviewed.

APPROVAL OF MINUTES

Commissioner Jenkins made a motion and Commissioner Carpenter seconded the motion to approve the regular minutes of May 7, 2024. The motion passed unanimously.

EXECUTIVE SESSION

Commissioner Carpenter called a 10-minute executive session at 4:03 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 4:13 p.m.

FINANCIAL REPORT

Fund Transaction Details

Presented to the Board were 2024 transactions #935 to #1079. The transactions total \$339,591.18. General Fund \$328,122.68 and the Custodial Funds \$11,468.50. 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.

REPORTS

Commissioners

- **Commissioner Carpenter** reported that he was looking into grant opportunities for the District and discovered that we do not qualify due to our population.
- **Commissioner Jenkins** reported that he had the opportunity to see our new truck and was very pleased with the look and design.

Chief Executive Officer Click:

CEO Click was unable to attend the meeting and asked Chief LoParco to share his report with the Board.

- He continues to visit Lineage regularly.
- Spent two days sick and working remote after the last meeting.
- He and FF/Mechanic Ball went and did the inspection on the new Pierce truck coming. Many items were identified that needed attention. The salesman is working to have all addressed before delivery.
- While there doing the inspection, we finalized the specifications for the next two engines. Stock units should be requested when on assembly line for maximum dollar savings. Change orders can be made at that time to match what we already have. I also received a quote from SeaWestern on a KME engine.
- Attended the Chief conference last week here in Kennewick. One of our wildland trucks was there on display but taken back to Medford for final completion. Both trucks should be ready by the end of June.
- Attended the BCES Board meeting May 23rd. Staffing is down again at dispatch. A report given by Federal Engineering on study of the VHF system and recommendations on direction moving forward.
- There were questions asked about the data breach through SeComm into City of Richland. Does not appear to have leached out to any cooperators as the target was the City. The issue is still being worked on by their IT along with 3 subcontractors. Our IT, Devfuzion was also notified and is making sure nothing got into our system.

Maintenance:

Mechanic/FF Ball reported that the red truck is back from Cummins. He will be driving it about 20 – 30 miles daily. The engine will be needing about \$10k in fuel system work soon.

OLD BUSINESS**Lineage Logistics**

Demolition started and they are ripping into the east end of the building. Today they will start hauling products out by loading everything into plastic, wrapping it up, and transporting it to Arlington's low level waste disposal. The scrap steel will be going to Burbank. There is a town hall meeting scheduled tomorrow in Finley at 6:00 pm to address questions and concerns from citizens. The meeting panel includes a representative from Benton Clean Air Agency, BF Health Department, Benton County Commissioners, and Chief LoParco representing Fire District #1. The command trailer was removed from the scene, and Chief LoParco and CEO Click will be meeting with Lineage tomorrow to discuss the possibility of turning the scene over, so the Fire District no longer has any liability.

Administrative Office

Chief LoParco presented a Sale Quotation and Agreement from Mobile Modular to construct the Administrative Office using Sourcewell Contract Number 1208220-MMR. This construction is a Turn-Key project and is expected to be finished by the end of August. The Sale Quotation breakdown is as follows:

Equipment/Site Work	Qty.	Charge Each	Total Charge
Custom 4 Floor Building 48'x60'	1	475,200.00	475,200.00
Building Delivery	4	15,120.00	60,480.00
Block and Level Custom Building	1	188,225.00	288,225.00
Service, Electrical Connection	1	40,200.00	40,200.00
Service, Plumbing Connection	1	33,400.00	33,400.00
Service, Grading and Paving	1	76,280.00	76,280.00
SUBTOTAL			973,785.00

Commissioner Carpenter discussed his concerns with the overall cost of the project, contract language, and questioned where the modulars are being built and what savings are available if no new septic system is required. Chief LoParco agreed to provide answers to Commissioner Carpenter’s questions after the meeting and asked the Board to consider moving forward with approving the project as quoted to avoid further project delays. After further discussion and review of the agreement presented, Commissioner Jenkins made a motion to approve and authorize Chief LoParco to sign the Sale Quotation Agreement between Mobile Modular and Benton County Fire District #1 for the construction of the administrative office for a total cost of \$973,785.00 plus sales tax. Commissioner Phillips seconded the motion. The motion carried with Commissioners Jenkins and Phillips both in favor of the motion; Commissioner Carpenter voted nay.

NEW BUSINESS

ILA Temporary Employee Services Contract

An Interlocal Agreement (ILA) Temporary Employee Services Contract with Benton County Fire District #4 was presented to the Board for review. Commissioner Jenkins made a motion to authorize Chief LoParco to sign the ILA Temporary Employee Services Contract with Benton County Fire District #4 as submitted. Commissioner Phillips seconded the motion and the motion passed with all in favor.

Surplus Equipment and Computers

Resolution 2024-05 Authorizing the Sale of Surplus District Vehicle #180 was presented to the Board. Commissioner Jenkins made a motion to approve Resolution 2024-05 as presented and Commissioner Phillips seconded the motion. The motion passed with all in favor.

Resolution 2024-06 Surplus of Property for three (3) Dell OptiPlex 9030 AIO Series Computers was presented to the Board. Commissioner Phillips made a motion to approve Resolution 2024-06 as submitted and Commissioner Jenkins seconded the motion. The motion passed with all in favor.

Intern Agreements

Firefighter Intern Agreements were presented to the Board. Commissioner Phillips made a motion to approve the Intern Agreements for Ethaniel Blundred, Jonathan Jefferson, and Aiden Morgan as presented. Commissioner Jenkins seconded the motion and the motion passed with all in favor.

Advanced Travel and Petty Cash Checks Signers

Resolution 2024-07 Advanced Travel Fund Signers to include Chief LoParco, Procurement and Administrative Coordinator Ewing, and MPD Office Assistant Ferrell as signers. Resolution 2024-08 Petty Cash Fund Signers were presented to the Board. Commissioner Jenkins made a motion to approve Resolution 2024-07 Advanced Travel Fund Signers and Resolution 2024-08 Petty Cash Fund Signers as submitted. Commissioner Phillips seconded the motion and the motion passed with all in favor.

DNR Forest Land Response Agreement

DNR Forestland Response Agreement No. 93-107059 was presented to the Board. Commissioner Jenkins made a motion to approve and authorize Chief LoParco to sign the DNR Forestland Response Agreement No. 93-107059 as submitted. Commissioner Phillips seconded the motion and the motion passed with all in favor.

Vacant Positions

Finance Manager Alba submitted her resignation last week, which caused another vacant position. Chief LoParco discussed a plan to address the vacancies by hiring an Office Assistant, someone for Logistics, moving Procurement and Administrative Coordinator April Ewing into the Finance Manager position, and moving MPD Office Assistant Misty Ferrell into the Administrative Assistant position. In the meantime, administrative staff will continue handling their current job responsibilities until these positions are filled. Following a brief discussion, Commissioner Jenkins made a motion to approve the plan to move April Ewing to Finance Manager, Misty Ferrell to Administrative Assistant, and advertise for the Office Assistant and Logistics position. Commissioner Phillips seconded the motion and the motion passed with all in favor.

PUBLIC COMMENT

There was no public comment.

ANNOUNCEMENTS

- The next Board of Commissioner meeting will be on Tuesday, June 4 at 4:00 p.m.
- Congratulations to Captain Nicholls for receiving his Bachelor of Science Fire Administration degree.
- A town hall meeting is scheduled at Finley High School on Wednesday May 29 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