



## BENTON COUNTY FIRE PROTECTION DISTRICT NO. 4 REGULAR BOARD MEETING MINUTES

February 18, 2015  
2604 Bombing Range Rd.  
West Richland WA. 99353

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### CALL MEETING TO ORDER

Commissioner Hill called the meeting to order 1700 at hrs.

### ADDITION TO THE AGENDA

- No additions

### THOSE PRESENT:

Commissioner Gregg Couch  
Commissioner Woody Russell  
Commissioner AJ Hill  
Fire Chief William Whealan  
District Secretary Slita Bradley  
Captain Paul Carlyle  
FF Andrew Powers

FF Monte Elmore  
FF Samantha Schmidt  
FF Christian Tenney  
FF/Paramedic Anthony Vining  
FF Bob Marshall  
Terry Barnes

### FINANCIAL REVIEW

- Charter service – Commissioner Hill asked if the District had looked into a cost saving promotion from the company. District Secretary Bradley reported that the District had saved money by switching to Charter Business service.
- US Bank – Commissioner Couch asked what the container rental expenditures were for. Captain Carlyle reported that the District had to store the apparatus equipment while it was sent for the repairs.

### CONSENT AGENDA:

(All matters listed within the Consent Agenda have been distributed to each member of the Board of Commission for reading and study, are considered to be routine, and will be considered or enacted by one motion of the Commission with no separate discussion. If separate discussion is desired, that item may be removed from the Consent Agenda and placed on the Regular Agenda by request.)

- Approval of the Agenda dated 02/18/2015
- Approval of Regular Meeting Minutes dated 02/04/2015
- Approval to accept and pay:
- *Expenditures*

522 Fire Control	45,497.43
589 Payroll Clearing	17,187.57
<u>001 General Fund</u>	<u>62,685.00</u>

522 Fire Control	1,356.75
<u>110 EMS Fund</u>	<u>1,356.75</u>

- EFT

522 Fire Control	99,980.31
589 Payroll Clearing	-31,319.89
<u>001 General Fund</u>	<u>68,660.42</u>

- KEYBANK TAX DEPOSIT

522 Fire Control	2,081.79
589 Payroll Clearing	14,132.32
<u>001 General Fund</u>	<u>16,214.11</u>

**Grand Total:                    \$148,916.28**

Commissioner Couch made a motion to approve the consent agenda, seconded by Commissioner Russell and the motion carried.

**RESOLUTIONS/MOTIONS**

- Resolution 2015-03: Transfer of fund
  - Chief Whealan reported that, as discussed in the budget process, any funds in excess of \$450,000 will be transferred to reserve funds for future needs.

Commissioner Couch made a motion to approve the Resolution 2015-03: Transfer of fund, seconded by Commissioner Russell and the motion carried.

**DISTRICT REPORTS**

- Union Report
  - No report
- Volunteer Report
  - FF Elmore reported that there were 15 candidates. The written test will take place tonight (02/18/2015), physical on Saturday (02/21/2015) at the FTC. Benton County Fire District 1 and 3 also have candidates going through the selection process.
- City Liaison Report
  - No report
- Commissioner's Report
  - Commissioner Hill reported that at the Tri-County Commissioner's meeting, there is support for the Dozer program from the Tri-county commissioners.
  - Benton County Fire District 1 rented out their whole building. Physician Bitterlich has several offices at the Arrowhead building, which will enable us to get physicals done in a timelier manner than any other providers in the area.
  - Next Tuesday (02/24/2015), there will be an EROC training/exercise at SECOMM.
- Fire Chief's Report
  - He attended the Homewood Suites ribbon cutting in Richland as an Ex-Officio representative for the West Richland Chamber of Commerce. It was well attended.
  - He attended the Fire Chief's meeting and discussed Technical Rescue Team (TRT) notifications. Chief Hines and Chief Wickstrum are to be the point of contact. FF Vining is part of the TRT.
  - He attended the Captain's staff meeting and the minutes have been forwarded to the Board.
  - He participated in the annual Leadership Tri-Cities presentation with the new Fire Chief's for KFD and RFD. Chief Gear was unable to attend due to the recent shooting situation in Pasco. He received an email that stated the presentation was well received by the group and thanked all of us for our time.
  - He reported that BCFPD2 and BCFD4 changed the run cards at SECOMM in the area of Kennedy Rd. for the Kiona Mobile Home Park to have a BCFPD2 and BCFD4 unit respond to that area on E3 and higher level incidents. The change was made to provide for the quickest possible response for our community members in that area.

- He attended the Local Emergency Planning Committee (LEPC) meeting and provided the group an update of the State Emergency Response Commission (SERC) efforts.
  - He attended the fire Customer Agency Group (CAG), and we changed the Urban Task Force response to add a medic unit and a Battalion Chief/Duty Chief (BC/DC).
  - He met with Terry Barnes to review the bids that were sent in for the storage facility at station #420.
  - He met with the Captains to review the candidates on the BCFD4 eligibility list, and we will be moving three people on to the next phase of the process, which is the background investigation.
  - He attended the Haz-Mat board meeting.
  - He met with the City of West Richland representatives regarding the invasive species of weeds in the Paul Keith Wetlands to determine how many units would be required when they burnout that area to eradicate the invasive weeds. He will put two units in the area in case of a fire spread. The City will only burn it's half and leave the other half alone.
- District Secretary's Report
    - She reported that she had a chance to respond on the Type 3 IMT for Pasco rally with Pasco PD.

#### **OPEN FORUM DISCUSSION**

- No discussion

#### **IMPORTANT DATES**

- February 20 – West Richland Chamber of Commerce Awards Banquet at Shilo Inn, 1800 hrs.
- March 28 – Easter egg stuffing at 1100 hrs.
- April 4 – Easter Egg Hunt at Bombing Range Sporting Complex
- April 25 – Earth Day Clean-up, Enterprise Middle School at 0800 hrs.
- May 9 – Tri-County Commissioners Meeting Walla Walla District #4
- August 8 – Tri-County Commissioners Meeting, Walla Walla District #5
- November 14 – Tri-County Commissioners Meeting, BCFD #2 Station 210
- August 2016 – Primary Election – EMS Levy

#### **CORRESPONDENCE**

- No correspondence

#### **AMBULANCE SERVICE PROGRAM UPDATES**

- Captain Carlyle reported that he is looking for a new EPCR program. He does not believe that the District's current software (ERS) will be able to support the new ICD-10 requirements.
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#### **UNFINISHED BUSINESS**

- Richland Ambulance Billing Contract
  - Captain Carlyle reported that the City promised to transfer the District's documents on 02/20/2015.
- Parsec Computer contract
  - No report
- Shared Vision/Goals Presentation

- Chief Whealan reported that the District will have to spend \$23,000 more than what was anticipated due to the public works regulations for the station #420 storage facility.
- FDCARES
  - Commissioner Hill reported that the District may want to contact the Leadership Tri-Cities class since they are required to pick a topic that affects the local area within the first year of attending the class.
  - Captain Carlyle reported that he attended the Elderly care meeting. There will be several providers in the West Richland area. He informed the group about our FDCARES program.
- Research of Regionalization
  - No report
- Storage facility bids
  - Chief Whealan reported that he received the bids for the building and electrical. Below are the bids the District received:
    - Building Package:
      - Stephen Recker Construction – \$180,200.00
      - Steel Structures America - \$191,499.00
      - Industrial Constructors - \$229,700.00
    - Electrical Package:
      - Brashear Electric – \$21,850.00
      - Total Energy - \$23,910.00 incomplete bid package exhibits B, C, and D not provided
  - The project was awarded to the lowest responsible bidder Recker Construction and Brashear electric.

Commissioner Russell made a motion to move forward with the lowest responsible bidders, seconded by Commissioner Couch and the motion carried.

- Property located on the south side of SR224 and Ambassador PR NE.
  - Chief Whealan reported that someone offered to buy the land from Mr. Barnes for \$125,000 with no utilities. Mr. Barnes is still interested in selling the property to the District for 160,000 with utilities. Chief Whealan advised that we could provide a counter offer to Mr. Barnes for \$100,000.00 with no utilities to stay within the district's financial range.

Commissioner Couch made a motion for Chief Whealan to make a counter offer of \$100,000 to Terry Barnes for the land with evaluation from certified appraiser, seconded by Commissioner Russell and the motion carried.

#### **NEW BUSINESS**

- No new business

#### **AGENDA ITEMS FOR NEXT MEETING**

- Richland Ambulance Billing Contract
- Parsec Computer contract
- Shared Vision/Goals Presentation
- FDCARES
- Research of Regionalization
- Storage facility progress
- Property located on the south side of SR224 and Ambassador PR NE.

**EXECUTIVE SESSION**

- No sessions

**ADJOURNMENT:**

The meeting was adjourned at 1748 hrs.

Attested:

 Feb 34 2015  
SLITA BRADLEY, DISTRICT SECRETARY

 03/04/15  
GREGG COUCH, COMMISSIONER

 03/04/15  
WOODY RUSSELL, COMMISSIONER

 03/04/2015  
AJ HILL, COMMISSIONER