



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

September 02, 2015
2604 Bombing Range Rd.
West Richland WA. 99353

CALL MEETING TO ORDER

ADDITION TO THE AGENDA

THOSE PRESENT:

FINANCIAL REVIEW

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 09/02/2015
- Approval of Regular Meeting Minutes dated 08/19/2015

RESOLUTIONS/MOTIONS

- Motion to approve the purchase of four (4) new Zoll Cardiac Monitors for \$129,402.30, plus tax, shipping, and any associated fees for the NPP Gov membership, from the 401 Construction fund.
- Motion to approve the purchase of nine (9) Zoll AED units to complete stocking the rest of our fleet with AED's for \$12,098.83, plus tax, shipping, and any associated fees for the NPP Gov membership, from the 110 EMS fund.

DISTRICT REPORTS

- Union Report
- Volunteer Report
- City Liaison Report
- Commissioner's Report
- Fire Chief's Report
- District Secretary's Report

OPEN FORUM DISCUSSION

IMPORTANT DATES

- September 19 – Harvest Festival 10 hrs. Flat Top Park
- September 27 – Time of Remembrance, Flat Top Park
- November 7 – Veteran’s Day Parade
- November 14 – Tri-County Commissioners Meeting, BCFD #2 Station 210
- August 2016 – Primary Election – EMS Levy

CORRESPONDENCE

AMBULANCE SERVICE PROGRAM UPDATES

UNFINISHED BUSINESS

- Shared Vision/Goals Presentation
- FDCARES
- Storage facility
- Community Presentation
- New Tender
- Commissioner’s budget

NEW BUSINESS

- SOG for State Mobilization

AGENDA ITEMS FOR NEXT MEETING

EXECUTIVE SESSION

ADJOURNMENT:

Attested:


09/02/2015
WILLIAM WHEALAN, DISTRICT SECRETARY


09/02/15
GREGG COUCH, COMMISSIONER


09/02/2015
WOODY RUSSELL, COMMISSIONER


9/02/2015
AJ HILL, COMMISSIONER



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

August 19, 2015
2604 Bombing Range Rd.
West Richland WA. 99353

CALL MEETING TO ORDER

Commissioner Hill called the meeting to order at 1700 hrs.

ADDITION TO THE AGENDA

- No additions

THOSE PRESENT:

Commissioner AJ Hill
Commissioner Gregg Couch (via tele-
conference)
Commissioner Woody Russell
Fire Chief William Whealan
District Secretary Slita Bradley
Captain Paul Carlyle

FF/Paramedic Aaron Meloy
FF/Paramedic Anthony Vining
FF Kaylin Briggs
FF Garrett Goodwin
FF Monte Elmore
FF Robert Marshall

FINANCIAL REVIEW

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 08/19/2015
- Approval of Regular Meeting Minutes dated 08/05/2015
- Approval to accept and pay:
- *Expenditures*

522 Fire Control	45,134.74
589 Payroll Clearing	18,800.20

<u>001 General Fund</u>	<u>63,934.94</u>
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- EFT

522 Fire Control	113,749.80
589 Payroll Clearing	-34,895.89

<u>001 General Fund</u>	<u>78,853.91</u>
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- Key Bank Tax Deposit

522 Fire Control	2,634.58
589 Payroll Clearing	16,240.48

<u>001 General Fund</u>	<u>18,875.06</u>
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Grand Total	\$161,663.91
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Commissioner Russell made a motion to approve the consent agenda, seconded by Commissioner Couch and the motion carried.

RESOLUTIONS/MOTIONS

- Resolution 2015-06: Surplus of Equipment

Commissioner Russell made a motion to approve the Resolution 2015-06: Surplus of Equipment, seconded by Commissioner Couch and the motion carried.

- Resolution 2015-07: Authorizing purchase of Tender
 - Chief Whealan reported that the Board approved him to move forward. However, after he researched becoming a member of HGAC for the District to be part of the program, the Board needs to approve the resolution to join the Inter Local Agreement with HGAC to authorize the purchase of the unit.

Commissioner Russell made a motion to approve the Resolution 2015-07: Authorizing purchase of Tender, seconded by Commissioner Couch and the motion carried.

- Resolution 2015-08: Finance with PNC
 - Chief Whealan reported that Oshkosh Finance is now called PNC Finance. There are 2 options: 10 year or 5 year term. There is prepayment penalty of 3%. He recommended to go forward with the 10 year plan.

Commissioner Russell made a motion to approve the Resolution 2015-08: Finance with PNC, seconded by Commissioner Hill with a 10 year term and the motion carried.

Commissioner Couch opposed the motion.

DISTRICT REPORTS

- Union Report
 - No report
- Volunteer Report
 - FF Elmore is working on coordinating details with Franklin FD 3 on their BBQ event at the TRAC in Pasco. He will report on the details at the next meeting.
- City Liaison Report
 - No report
- Commissioner's Report
 - Commissioner Russell reported on the topic of the Tri-County Commissioner's meeting: rotating resident FFS program. They talked about the pros and cons of rotating resident FFs in the Tri-County area. He advised that there are concerns but it is an interesting concept. Commissioner Hill is in support of the concept so the resident FFs can experience how things are done at other districts. Commissioner Couch is not in support of sharing resident FFs until all the departments have the same requirements across the board.
 - Commissioner Russell reported that BCFD#6 is seeking a Fire Levy Lid lift this year and support from Tri-County Commissioners. BCFD#6 is also working on potential paid-call positions. Commissioner Hill reported that the association can also support the BCFD#6 fire levy.
 - Commissioner Couch thanked everyone who helped out with applying for the Lowe's grant even if the District was not awarded.

- Fire Chief's Report
 - He attended the Captain's staff meeting and minutes have been posted.
 - He reviewed the SCBA AFG Grant information with Chief Duncan to move forward with the bid process. Chief Duncan is working on the specification of SCBA's and will send it out to be bid when completed.
 - He attended the Benton County Local Emergency Planning Committee (LEPC) meeting.
 - He attended the Tri-Tech school meeting to finalize the details related to the new 2nd year program for their Fire Science curriculum. There are 2 to 4 students that are expected to be in the program. BCFD#4 will be the host agency for the 2nd year students, which is the first time this program has been operated this way. The Board for volunteer firefighters will cover them in case of any injuries.
 - He met with Terry Barnes to review other future fire station sites along SR224 and Ruppert Rd. Possibly trading lands with Department of Natural Resources. They also looked at some Bureau of Land Management (BLM) potential sites.

- District Secretary's Report
 - She reported that she will be attending NFA class (R0333 Financial Management) in Emmitsberg, MD. She will not be attending the commissioner's meeting on 09/02/2015. There will be no expenditure approval on 09/02/2015 meeting.
 - Chief Whealan stated that he felt the National Fire Academy is great training and everyone should apply. He also reported that he has signed 3 applications for the NFA since he has been here, and all 3 applications have been accepted. Commissioner Couch reported that he would be willing to help anyone who needs help completing their application. Commissioner Hill reported that the classes are great and he encouraged the District personnel to apply.

OPEN FORUM DISCUSSION

- No discussion

IMPORTANT DATES

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- August 2016 – Primary Election – EMS Levy

CORRESPONDENCE

- No correspondence

AMBULANCE SERVICE PROGRAM UPDATES

- Captain Carlyle reported that the District has seen a change in call volume compared to last year's transport totals.
- Captain Carlyle reported that the District is ready for the ICD-10 change, which is slated to change by October 1st, 2015.

UNFINISHED BUSINESS

- Shared Vision/Goals Presentation
 - No report
- FDCARES

- Chief Whealan reported that Captain Carlyle and he will be participating in a webinar tomorrow regarding the web based statistical program for FDCARES.
- The District does not have an adequate funding to attend Las Vegas EMS Conference, but Captain Carlyle, Lieutenant Gaidos, and Chief Whealan will schedule a meeting with Chief Snyder of Kent Fire to discuss the next steps in the process.
- Storage facility
 - Brashear Electric is working on the last change order. The District did not get the Lowe's grant for the HVAC, which means there will be no heating system in the building.

Commissioner Hill made a motion to approve the HVAC unit, seconded by Commissioner Russell and the motion carried.

- Community Presentation
 - Chief Whealan reported that he contacted the City of West Richland and the Senior Center to see if there are any interests. He has not heard back from the City.
- New Tender
 - Reported under resolution.

NEW BUSINESS

- Commissioner's budget
 - District secretary contacted Commissioner Hill regarding over the budget overages on the commissioner's expenditures after signing him up for the WPCA Annual Conference in Tulalip, WA. Commissioner Hill asked the Board if the District wanted to send a representative to the conference. Chief Whealan reported that we need to be on top of the issues and law changes. Commissioner Couch reported that since the whole department is working very hard to keep the expenses within the budget, the Board should do the same. Commissioner Hill reported that he will do more research.

AGENDA ITEMS FOR NEXT MEETING

- Shared Vision/Goals Presentation
- FDCARES
- Storage facility
- Community Presentation
- New Tender
- Commissioner's budget
- SOG for State Mobilization

EXECUTIVE SESSION

- At 1755 hrs, Commissioner Hill called an executive session per RCW. 42.30.110 (g) to review the performance of public employee for fifteen (15) minutes with possible action to follow. At 1810 hrs, the meeting was resumed to the regular session with no action.

ADJOURNMENT:

The meeting was adjourned at 1811 hrs.

Attested:

_____/_____/_____
WILLIAM WHEALAN, DISTRICT SECRETARY

Gregg Couch 9/02/15
GREGG COUCH, COMMISSIONER

Woody Russell 9/02/2015
WOODY RUSSELL, COMMISSIONER

AJ Hill 9, 2, 2015.
AJ HILL, COMMISSIONER