



BENTON COUNTY FIRE PROTECTION DISTRICT NO. 4 REGULAR BOARD AGENDA

July 1, 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 07/01/2015
- Approval of Regular Meeting Minutes dated 06/17/2015
- Approval to accept and pay:
- *Expenditures*

522 Fire Control	7,957.77
001 General Fund	7,957.77

Total: \$7,957.77

RESOLUTIONS/MOTIONS

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

- August 4 – National Night Out, Flat Top Park at 1600 hrs.
- 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

- Letter from concerned citizen



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

June 17, 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 Gregg Couch
Commissioner Woody Russell
Commissioner AJ Hill
Fire Chief William Whealan
District Secretary Slita Bradley

Captain Paul Carlyle
Lieutenant Kevin Gaidos
FF/Paramedic Aaron Meloy
FF Martin Fitzhugh
FF Monte Elmore

FINANCIAL REVIEW

- Commissioner Hill asked if District Secretary Bradley can do a presentation on the budget position. District Secretary Bradley will give a presentation at the next regular meeting.

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 06/17/2015
- Approval of Regular Meeting Minutes dated 06/03/2015
- Approval to accept and pay:
- *Expenditures*

522 Fire Control	47,776.25
589 Payroll Clearing	18,224.27
594 Capital Expenditures	65,971.58
<u>001 General Fund</u>	<u>131,972.10</u>

522 Fire Control	913.81
<u>110 EMS Fund</u>	<u>913.81</u>

594 Capital Expenditures	43,205.84
<u>401 Construction Fund</u>	<u>43,205.84</u>

- EFT

522 Fire Control	109,135.66
589 Payroll Clearing	-33,983.79
000 Draw	-2,222.29
<u>001 General Fund</u>	<u>72,929.58</u>

- Key Bank Tax Deposit

522 Fire Control	2,274.30
589 Payroll Clearing	15,759.52
<u>001 General Fund</u>	<u>18,033.82</u>

Total: \$267,055.15

Commissioner Russell reported that the Assistance to Firefighters Grants was repeated twice and asked District Secretary to remove it.

Commissioner Hill reported that under the Commissioner's report, he did not attend the meeting but the Fire Chief did.

District Secretary Bradley made the corrections.

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

RESOLUTIONS/MOTIONS

- 2015 – 05 : Surplus of Equipment
 - Captain Carlyle reported that in order to bring the donated type 1 engine into DOT compliance, it would cost roughly \$30,000. It is in the best interest of the District to excess the unit.
 - The unit will be advertised in the newspaper for 14 days with a minimum bid of \$4,325.00, and we will accept sealed bids and the unit will go to the highest bidder.

Commissioner Couch made a motion to approve 2015 – 05: Surplus of Equipment, seconded by Commissioner Russell and the motion carried.

- Policy 111: Volunteer Firefighting Off Duty

Commissioner Couch made a motion to approve Policy 111: Volunteer Firefighting off Duty, seconded by Commissioner Russell and the motion carried.

DISTRICT REPORTS

- Union Report
 - No report
- Volunteer Report
 - No report
- City Liaison Report
 - City Liaison reported via email that the City ran into a deficit operating the library with Mid-Columbia library. He also reported that there will be a town hall meeting and questionnaires will be sent out soon requesting possible solutions to the library problem.
- Commissioner's Report
 - Commissioner Hill reported that Guns and Hoses was a great event.
 - Commissioner Hill reported that he attended the WFCM Chelan seminar on hostile work environment, which was delivered by an attorney. The main topic was about the risk that the employers should be aware of and how to proceed. Enduris offers classes to its members.
 - Commissioner Couch asked if the District could schedule Enduris and their instructors to come out and give a presentation to the district. District Secretary Bradley will coordinate the training with Enduris with Captain Dunbar's assistance.
- Fire Chief's Report

- He met with Ken Williams and discussed the TRACcess Systems by Supra key system for Knox Box keys. Ken stated he was impressed with the system and was looking forward to seeing other departments in the area utilizing the system.
 - He participated in the Loomis Public Affairs monthly conference call.
 - He attended an all-day strategic planning workshop for the Washington State Emergency Response Commission.
 - He attended the Region 8 Healthcare Coalition presentation on the Cascadian Subduction Zone (CSZ) preparedness, which was delivered by Lieutenant Colonel Clayton Braun. Lieutenant Colonel Clayton Braun advised that if an event were to happen in Washington State, there would be more than 5 million people that would need aid within seven to ten days.
 - He attended the Guns and Hoses picnic at Coyote Park.
 - He attended the BCFD4 Staff meeting, and the notification of the meeting and posting of the minutes on the server will be done next week.
- District Secretary's Report
 - No report

OPEN FORUM DISCUSSION

- No discussions

IMPORTANT DATES

- June 18 – Hogs and Dogs, Bombing Range Sporting Complex
- 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 the District has seen an increase in revenue received and a decrease in transport numbers in May 2015 compared to May 2014. He received a compliment from our billing company Systems Design West in the detailed reports he provides, which are complete and compatible to bill with the new ICD 10 coding.
- Commissioner Couch asked if City of Kennewick Fire Department contacted the District regarding an interest in contracting with System Designs West. Captain Carlyle advised he had not heard from them yet.

UNFINISHED BUSINESS

- Shared Vision/Goals Presentation
 - No report
- FDCARES
 - Chief Whealan reported that he spoke with Chief Mitch Snyder from Kent Fire Authority and he planned on launching the new software tracking program in July.
- Storage facility
 - Brashear Electric change order 15-283

Commissioner Couch made a motion to approve Brashear Electric change order 15-283 plus tax, seconded by Commissioner Russell and the motion carried.

- Brashear Electric change order 15-285

Commissioner Couch made a motion to approve Brashear Electric change order 15-285 to only supply and install 6 – 120 Volt cord drops on retractable reels for \$4,730 plus tax, seconded by Commissioner Russell and the motion carried.

- Recker Construction Change Order #2 of \$8,000 plus tax

Commissioner Russell made a motion to approve change order #2, seconded by Commissioner Hill and the motion carried.

- Chief's Contract

Commissioner Couch made a motion to approve the 6 year chief's contract, seconded by Commissioner Russell and the motion carried.

- Community Presentation
 - No report

NEW BUSINESS

- No new business

AGENDA ITEMS FOR NEXT MEETING

- Shared Vision/Goals Presentation
- FDCARES
- Storage facility
- Community Presentation
- Budget presentation

EXECUTIVE SESSION

- No sessions

ADJOURNMENT:

The meeting was adjourned at 1806 hrs.

Attested:
 7, 1, 15
SLITA BRADLEY, DISTRICT SECRETARY

GREGG COUCH, COMMISSIONER

 07 01 2015
WOODY RUSSELL, COMMISSIONER

 7, 1, 2015
AJ HILL, COMMISSIONER