



BENTON COUNTY FIRE PROTECTION DISTRICT NO. 4 REGULAR BOARD AGENDA

September 7, 2017
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 09/07/2017
- Approval of Regular Meeting Minutes dated 08/17/2017
- Approval and pay:
- **Expenditures**

522 Fire Control	7,602.90
591 Debt Service	30,524.88
<u>001 General Fund</u>	<u>38,127.78</u>

522 Fire Control	1,139.26
<u>110 EMS Fund</u>	<u>1,139.26</u>

Total: \$39,267.04

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

- September 16 – Harvest Fest

- September 24– Time of Remembrance, Flat Top Park
- October 26-28 – WFCA Annual Conference, Spokane
- November 11 – Veteran’s Day Parade
- TBD – MDA Fill the Boot

CORRESPONDENCE

AMBULANCE SERVICE PROGRAM UPDATES

UNFINISHED BUSINESS

- FDCARES
- AFG Grant updates
- SAFER Grant updates
- Image Trend records management system
- Hazmat Assessment Fees (Decision needed by 09/21/2017)

NEW BUSINESS

AGENDA ITEMS FOR NEXT MEETING

EXECUTIVE SESSION

ADJOURNMENT:

Attested:


09/07/2017
WILLIAM WHEALAN, DISTRICT SECRETARY


9/7/17
GREGG COUCH, COMMISSIONER


9/7/2017
WOODY RUSSELL, COMMISSIONER


9,7,2017
AJ HILL, COMMISSIONER



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

August 17, 2017
2604 Bombing Range Rd.
West Richland WA. 99353

CALL MEETING TO ORDER

Commissioner Hill called the meeting to order at 1801 hrs.

ADDITION TO THE AGENDA

- No additions.

THOSE PRESENT:

Commissioner AJ Hill
Commissioner Woody Russell
Fire Chief William Whealan
District Secretary Slita Bradley
Captain Tom Harper
Lieutenant Aaron Meloy

FF James Longie
FF Josh Ammann
FF Monte Elmore
FF Tyler Carter
City Liaison Don Engelman

FINANCIAL REVIEW

- Reviewed with no questions.

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 08/17/2017
- Approval of Regular Meeting Minutes dated 08/03/2017
- Approval and pay:
- **Expenditures**

522 Fire Control	51,318.46
589 Payroll Clearing	25,230.95
<u>001 General Fund</u>	<u>76,549.41</u>

- **EFT**

522 Fire Control	142,782.38
589 Payroll Clearing	-46,933.36
<u>001 General Fund</u>	<u>95,849.02</u>

- **Key Bank Tax Deposit**

522 Fire Control	3,381.07
589 Payroll Clearing	21,702.41
<u>001 General Fund</u>	<u>25,083.48</u>

Grand Total: \$197,481.91

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

RESOLUTIONS/MOTIONS

- Approval of SOG 4003 Driver Qualification Program
 - Chief Whealan reported that he wanted the Board to be aware of the updated SOG. No approval from the Board is required.

DISTRICT REPORTS

- Union Report
 - Lieutenant Meloy reported that he discussed implementation of the Kelly Day policy with Chief Whealan.
 - Lieutenant Meloy reported that the MDA Fill the Boot is coming up. FF Winters is the lead person.
- Volunteer Report
 - FF Elmore reported that Sam Monds is our new resident firefighter. There are also two conditional volunteers from Tri Tech.
- City Liaison Report
 - City Liaison Engelman reported that the City comprehensive plan has been approved. The plan must be in place to be eligible to apply for State grants. They will be submitting the grants soon. Most of them are for street improvement grants. Commissioner Hill asked if the City Liaison knew what is being built by the City lot. City Liaison Engelman reported that a Church is being built.
- Commissioner's Report
 - Commissioner Russell reported that the Tri-County Commissioners meeting went well. FDCARES and the resident programs were presented to the audience. Commissioner Russell reported that he found lots of similarity in the resident firefighter programs from other agencies.
 - Commissioner Hill reported that the meeting was well attended. The challenge was to retain the experienced resident volunteers after the first year. His recommendation was to have day academy for the resident firefighters, however, some of the agencies believe that it would require lots of effort. Resident firefighters felt under-appreciated but Commissioner Hill ensured that the District appreciates the work they do a lot. Walla Walla 4's residents are on shift (called duty resident) and do not live at the fire station.
 - Both Commissioner Hill and Russell agree that they are willing to accommodate changes to the District's resident firefighter program if need be. Lieutenant Meloy will be the point of contact to set up a meeting with resident firefighters. FF Longie reported that when he was a Walla Walla 5 resident, he was on an on-call basis.
- Fire Chief's Report
 - He was on vacation from 07/22 to 08/06/2017.
 - He met with Michael Crowder from the Barker Ranch to pre-plan locations of four potential dry hydrants on the ranch.
 - He attended a meeting that Paramedic Kirkham set up with West Richland Police Department and Benton County Sheriffs to discuss an upcoming hostile action drill planned for some time in October or November. The Regional SOG is in place. Commissioner Hill asked if the District trained with Richland FD. Lieutenant Meloy reported that the District has been attending the training with Richland. The District has received the protective equipment except for the ballistic helmets.
 - He participated in a walk thru at the new Libby Middle School in West Richland. The facility is very nice. The Knox boxes are in place.
- District Secretary's Report

- She had a chance to participate on a Type 3 Incident Management Team in Goldendale, WA. One of the two escaped inmates is in custody.

OPEN FORUM DISCUSSION

- No discussions

IMPORTANT DATES

- September 16 – Harvest Fest
- September 24– Time of Remembrance, Flat Top Park
- October 26-28 – WFCA Annual Conference, Spokane
- November 11 – Veteran’s Day Parade
- TBD – MDA Fill the Boot

CORRESPONDENCE

- WFCA Annual Conference.
- The District received a phone call from a concerned citizen who asked why the ambulance bill he received did not come directly from the district. Commissioner Hill explained to him that it was cost effective to have System Designs West generate the ambulance bills. The patient was satisfied with the service he received and understood why the District chose to go with the third-party billing company.

AMBULANCE SERVICE PROGRAM UPDATES

- No report.

UNFINISHED BUSINESS

- FDCARES
 - No report.
- AFG Grant updates
 - District Secretary reported that the closeout report on SCBA has been submitted today. She will email the closeout report to the Board.
- SAFER Grant updates
 - All reports and reimbursements have been submitted.
- Image Trend records management system
 - It is ongoing.
- BCFD4 Generators
 - Chief Whealan reported that the project is completed. The District is working on securing the maintenance contract. Department of Labor and Industries has signed off on the generators.
- Policy – Shift trade
 - Commissioner Russell made a motion to approve the shift trade policy and authorize the Chief to sign it, seconded by Commissioner Hill and the motion carried.
- Hazmat Assessment Fees
 - Chief Whealan reported that he has been one of the biggest supporters of the regional Haz Mat team. However, there are not enough certified responders. The fee is increasing and with the increase, it is still not enough to support the team. The District is being charged more than the benefit it receives. Chief Whealan wanted to go with the risk based assessment fee, but Haz Mat Board did not approve the idea, they approved a 25% increase in 2018. So Chief Whealan suggested that BCFD4 give the required 60-day notice and discontinue our participation in the regional Haz Mat team.
 - Commissioner Hill suggested that the District should stay with the regional Haz Mat team until the end of this year, because we are paid thru the end of the year. Next

year, if we need the Haz Mat team, we would be on an incident based basis. Commissioner Hill reported that he would like to hear an opinion from Commissioner Couch since he has lots of experience and knowledge on the issue. The decision needs to be made by 09/21/2017.

NEW BUSINESS

- No new business.

AGENDA ITEMS FOR NEXT MEETING

- FDCARES
- AFG Grant updates
- SAFER Grant updates
- Image Trend records management system
- Hazmat Assessment Fees (Decision needed by 09/21/2017)

EXECUTIVE SESSION

- No sessions.

ADJOURNMENT:

The meeting was adjourned at 1847 hrs.

Attested:

 09/07/2017
WILLIAM WHEALAN, DISTRICT SECRETARY

 9/7/2017
GREGG COUCH, COMMISSIONER

 9/7/2017
WOODY RUSSELL, COMMISSIONER

 9,7,2017
AJ HILL, COMMISSIONER

WARRANT/CHECK REGISTER

BENTON 4 FIRE PROTECTION DISTRICT #4

Time: 13:56:15 Date: 09/05/2017

MCAG #: 1040

09/15/2017 To: 09/15/2017

Page: 1

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
1068	09/15/2017	Claims	1	133514	BOUND TREE MEDICAL	300.00	MISC EMS SUPPLIES
1069	09/15/2017	Claims	1	133515	BRADLEY, SLITA	139.10	MILEAGE TO HEADWATER FIRE
1070	09/15/2017	Claims	1	133516	CANON FINANCIAL SERVICES INC	1,136.76	COPY MACHINE LEASE AND USAGE
1071	09/15/2017	Claims	1	133517	CASCADE FIRE EQUIPMENT - YAKIMA	282.86	BOOTS
1072	09/15/2017	Claims	1	133518	KIMBERLY CROSBY-OROSCO	263.15	TUITION REIMBURSEMENT
1073	09/15/2017	Claims	1	133519	LIZ LOOMIS PUBLIC AFFAIRS	2,000.00	LEVY PUBLICATION SERVICES
1074	09/15/2017	Claims	1	133520	NATIONAL TESTING NETWORK	500.00	ANNUAL SUBSCRIPTION
1075	09/15/2017	Claims	1	133521	O'REILLY AUTO PARTS	10.66	GAS CAP
1076	09/15/2017	Claims	1	133522	OXARC	62.36	O2
1077	09/15/2017	Claims	1	133523	PARSEC COMPUTER CORP	473.20	MONTHLY SERVICE AGREEMENT
1078	09/15/2017	Claims	1	133524	PNC	30,524.88	TENDER LEASE PAYMENT
1079	09/15/2017	Claims	1	133525	SEA WESTERN	743.51	PANTS(4)
1080	09/15/2017	Claims	1	133526	SIGNAL GRAPHICS PRINT	185.00	BUSINESS CARDS
1081	09/15/2017	Claims	1	133527	SPECTRUM COMMUNICATIONS	89.32	RADIO EXTENSION KIT
1082	09/15/2017	Claims	1	133528	STAPLES ADVANTAGE	42.25	MISC FACILITY SUPPLIES
1083	09/15/2017	Claims	1	133529	TOM DENCHEL FORD	69.70	APP 36 MAINT
1084	09/15/2017	Claims	1	133530	TOTAL ENERGY MANAGEMENT	413.88	SERVICE; STA410 MAINT
1085	09/15/2017	Claims	1	133531	US LINEN & UNIFORM	46.87	MATS SERVICES
1086	09/15/2017	Claims	1	133532	WEST RICHLAND, CITY OF	662.98	WATER/SEWER/GARBAGE
1087	09/15/2017	Claims	1	133533	WEST RICHLAND, CITY OF	181.30	WATER/SEWER/GARBAGE
1067	09/15/2017	Claims	110	65	SYSTEM DESIGN WEST	1,139.26	EMS BILLING FEES
						522 Fire Control	7,602.90
						591 Debt Service	30,524.88
						001 General Fund	38,127.78
						522 Fire Control	1,139.26
						110 EMS Fund	1,139.26
						Claims:	39,267.04
						39,267.04	

We, the undersigned, do hereby certify that the materials have been furnished, the services rendered or the labor performed as described herein and that the claim is a just, due and unpaid obligation against Benton County Fire District #4, and that we are authorized to authenticate and certify to said claim.

Admin Staff _____ Secretary *[Signature]*
 Commissioners *Wood Russell, Larry Lewis, Andrea J Hill*
 Approval Date *09/07/2017*

ACCOUNTS PAYABLE PAID

BENTON 4 FIRE PROTECTION DISTRICT #4
 MCAG #: 1040

Time: 13:57:47 Date: 09/05/2017
 Page: 1

09/15/2017 To: 09/15/2017

Accts Pay #	Paid On	Year	Trans	Vendor ID	Vendor	Amount	Memo
7760	09/15/2017	2017	1068	50	BOUND TREE MEDICAL	300.00	MISC EMS SUPPLIES
	522 70 31 00	Expendable Supplies - EMS	001 000 522	General Fund		300.00	MISC EMS SUPPLIES
7768	09/15/2017	2017	1069	496	BRADLEY, SLITA	139.10	MILEAGE TO HEADWATER FIRE
	522 60 32 00	Fuels	001 000 522	General Fund		139.10	MILEAGE TO HEADWATER FIRE
7761	09/15/2017	2017	1070	618	CANON FINANCIAL SERVICES II	1,136.76	COPY MACHINE LEASE AND USAGE
	522 12 45 00	Equipment Lease/Maint	001 000 522	General Fund		1,136.76	COPY MACHINE LEASE AND USAGE
7776	09/15/2017	2017	1071	60	CASCADE FIRE EQUIPMENT - Y/	282.86	BOOTS
	522 20 28 00	Uniforms (All Non-PPE)	001 000 522	General Fund		282.86	BOOTS
7778	09/15/2017	2017	1072	687	CROSBY-OROSCO, KIMBERLY	263.15	TUITION REIMBURSEMENT
	522 45 43 30	Tuition Reimbursement	001 000 522	General Fund		263.15	TUITION REIMBURSEMENT
7762	09/15/2017	2017	1073	189	LIZ LOOMIS PUBLIC AFFAIRS	2,000.00	LEVY PUBLICATION SERVICES
	522 13 41 00	Levy Publication Services	001 000 522	General Fund		2,000.00	LEVY PUBLICATION SERVICES
7763	09/15/2017	2017	1074	435	NATIONAL TESTING NETWORK	500.00	ANNUAL SUBSCRIPTION
	522 45 41 00	Professional Service	001 000 522	General Fund		500.00	ANNUAL SUBSCRIPTION
7764	09/15/2017	2017	1075	535	O'REILLY AUTO PARTS	10.66	GAS CAP
	522 60 31 00	Expendable Supplies - Auto	001 000 522	General Fund		10.66	GAS CAP
7765	09/15/2017	2017	1076	242	OXARC	62.36	O2
	522 70 31 00	Expendable Supplies - EMS	001 000 522	General Fund		62.36	O2
7766	09/15/2017	2017	1077	248	PARSEC COMPUTER CORP	473.20	MONTHLY SERVICE AGREEMENT
	522 12 41 00	Contract Services	001 000 522	General Fund		473.20	MONTHLY SERVICE AGREEMENT
7781	09/15/2017	2017	1078	770	PNC	30,524.88	TENDER LEASE PAYMENT
	591 22 71 02	Capital Lease Principal	001 000 591	General Fund		21,670.38	TENDER PRINCIPAL
	592 22 83 02	Capital Lease Interest	001 000 591	General Fund		8,854.50	TENDER INTEREST
7777	09/15/2017	2017	1079	293	SEA WESTERN	743.51	PANTS(4)
	522 20 28 00	Uniforms (All Non-PPE)	001 000 522	General Fund		743.51	PANTS(4)
7767	09/15/2017	2017	1080	298	SIGNAL GRAPHICS PRINT	185.00	BUSINESS CARDS
	522 12 31 00	Expendable Office Supplies	001 000 522	General Fund		185.00	BUSINESS CARDS

ACCOUNTS PAYABLE PAID

BENTON 4 FIRE PROTECTION DISTRICT #4
 MCAG #: 1040

Time: 13:57:47 Date: 09/05/2017
 Page: 2

09/15/2017 To: 09/15/2017

Accts Pay #	Paid On	Year	Trans	Vendor ID	Vendor	Amount	Memo
7769	09/15/2017	2017	1081	527	SPECTRUM COMMUNICATIONS	89.32	RADIO EXTENSION KIT
	522 24 35 00	Non-Expendable Supplies - Ra	001 000 522	General Fund		89.32	RADIO EXTENSION KIT
7770	09/15/2017	2017	1082	322	STAPLES ADVANTAGE	42.25	MISC FACILITY SUPPLIES
	522 50 31 00	Expendable Supplies -Facilities:	001 000 522	General Fund		42.25	MISC FACILITY SUPPLIES
7771	09/15/2017	2017	1067	680	SYSTEM DESIGN WEST	1,139.26	EMS BILLING FEES
	522 70 41 00	Ambulance Billing Service Fee	110 000 522	EMS Fund		1,139.26	EMS BILLING FEES
7772	09/15/2017	2017	1083	333	TOM DENCHEL FORD	69.70	APP 36 MAINT
	522 60 48 00	Repair & Maint. - Automotive	001 000 522	General Fund		69.70	APP 36 MAINT
7773	09/15/2017	2017	1084	729	TOTAL ENERGY MANAGEMENT	186.25	SERVICE
	522 50 48 00	Repair & Maint. - Facilities	001 000 522	General Fund		186.25	SERVICE
7774	09/15/2017	2017	1084	729	TOTAL ENERGY MANAGEMENT	227.63	STA410 MAINT
	522 50 48 00	Repair & Maint. - Facilities	001 000 522	General Fund		227.63	STA410 MAINT
7775	09/15/2017	2017	1085	347	US LINEN & UNIFORM	46.87	MATS SERVICES
	522 50 48 00	Repair & Maint. - Facilities	001 000 522	General Fund		46.87	MATS SERVICES
7779	09/15/2017	2017	1086	376	WEST RICHLAND, CITY OF	662.98	WATER/SEWER/GARBAGE
	522 50 47 20	Water/Sewer	001 000 522	General Fund		662.98	STA420
7780	09/15/2017	2017	1087	376	WEST RICHLAND, CITY OF	181.30	WATER/SEWER/GARBAGE
	522 50 47 20	Water/Sewer	001 000 522	General Fund		181.30	WATER/SEWER/GARBAGE
						Total:	39,267.04
						Fund	
						001 General Fund	38,127.78
						110 EMS Fund	1,139.26

We, the undersigned, do hereby certify that the materials have been furnished, the services rendered or the labor performed as described herein and that the claim is a just, due and unpaid obligation against Benton County Fire District # 4, and that we are authorized to authenticate and certify to said claim.

**On behalf of Columbia Walla Walla Fire
District #2, we would like to thank you for
your assistance on the Whetstone fire in
Columbia County on August 5th, 2017.**

**Your agencies assistance helped keep our
county and community safe! We appreciate
you being a part of our team!**

A handwritten signature in cursive script, reading "Brian Calhoun", with a long horizontal flourish extending to the right.