



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

January 21, 2015  
2604 Bombing Range Rd.  
West Richland WA. 99353

### CALL MEETING TO ORDER

Commissioner Hill called the meeting to order at 1703 hrs.

### ADDITION TO THE AGENDA

- No additions

### THOSE PRESENT:

Commissioner Woody Russell  
Commissioner AJ Hill  
Fire Chief William Whealan  
District Secretary Slita Bradley  
Captain Bill Cherwien

Lieutenant Ray Newton  
FF/Paramedic Nathan Schweiger  
FF/Paramedic Bonnie Benitz  
FF Garrett Goodwin  
FF Monte Elmore

### FINANCIAL REVIEW

- Commissioner Russell asked if the District anticipated more revenues coming into the 2014 financial position. District Secretary Bradley reported that there were more revenues coming in, possibly more than what the District has budgeted.

### 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 01/21/2015
- Approval of Regular Meeting Minutes dated 01/07/2015
- Approval to accept and pay:
- *2014 Expenditures*

522 Fire Control	26,935.87
001 General Fund	26,935.87
<b>Total Warrants:</b>	<b>26,935.87</b>

- *2015 Expenditures*

522 Fire Control	57,016.96
589 Payroll Clearing	16,738.33
001 General Fund	73,755.29

522 Fire Control	1,491.20
110 EMS Fund	1,491.20
<b>Total Warrants:</b>	<b>75,246.49</b>

- EFT

522 Fire Control	99,452.71
589 Payroll Clearing	-30,714.96
001 General Fund	68,737.75
<b>Total Warrants:</b>	<b>68,737.75</b>

- KEY BANK TAX DEPOSIT

522 Fire Control	2,097.60
589 Payroll Clearing	13,976.63
001 General Fund	16,074.23
<b>Total Warrants:</b>	<b>16,074.23</b>

**Grand Total: \$186,994.34**

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

**RESOLUTIONS/MOTIONS**

- 2015-02: Open a checking account with GESA Credit Union

Commissioner Russell made a motion to approve the Resolution 2015-02, seconded by Commissioner Hill and the motion carried.

**DISTRICT REPORTS**

- Union Report
  - No report
- Volunteer Report
  - FF Elmore reported that they are working on recruiting volunteers. There were 16 applicants as of today. FF Benitz is working with FF Elmore on the recruiting process timeline.
- City Liaison Report
  - No report
- Commissioner's Report
  - No report
- Fire Chief's Report
  - He worked on assembling furniture at the new offices in the Arrowhead Fire Administration Center.
  - He attended the BCFD4 Captains meeting and forwarded out the meeting minutes.
  - He attended the Area Fire Chiefs meeting with Jim Crawford of Vision 20/20 to discuss a grant funded program that he is working on regarding smoke detectors. Tom Huntington is a point of contact. FF Jordon might be a good candidate or the point of contact for District #4.
  - He responded to a structure fire incident on Wegener PR. There was a possible fatality. Commissioner Hill suggested that we call a cadaver dog out to the scene, which we did and the dog was unable to hit on anything. No body was found inside the vacant building.
  - He attended a conference call with Liz Loomis, the public affairs Contract Company working on the 2016 EMS Levy. Commissioner Russell asked about a timeline of the project. Chief Whealan will forward the timeline to Commissioner Russell and staff. The next meeting is scheduled for 02/13/2015.
  - He responded to a structure fire on Laurel St. The crew did a great job putting the fire out.
- District Secretary's Report
  - No report

**OPEN FORUM DISCUSSION**

- No discussions

### **IMPORTANT DATES**

- January 31 – BCFD4 Volunteer Appreciation Banquet at 1700 hrs.
- Feb 14 – Tri-County Commissioners Meeting, BCFD #4 Station 420
- February 20 – West Richland Chamber of Commerce Awards Banquet at Shilo Inn, 1800 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**

- District secretary Bradley reported that she had a conversation with Captain Carlyle regarding the transport invoices in 2013 that the City of Richland did not complete while the ambulance billing contract was in place. There were 24 transport bills sent out to our new billing company, Systems Design West and the District received 24 denial letters from them because of the untimely manner of the bill submittal.

### **UNFINISHED BUSINESS**

- Richland Ambulance Billing Contract
  - Next meeting is scheduled to be on 01/26/2015
- Parsec Computer contract
  - Lieutenant Newton reported that he met with several companies including Parsec. He reported that Parsec had personnel issues and problems with customer service. Parsec presented the new cloud system with no training provided to the District. Lieutenant Newton reported that he provided a 2-page questionnaire to computer companies. He will report the outcome in a future meeting.
- Shared Vision/Goals Presentation
  - Chief Whealan is working on the storage building specifications with our consultant Terry Barnes. Chief Whealan hopes to be sending out the bid package within the next week, and will be working with our consultant to do so.
- Dozer Program
  - The District will have to fix several parts of the dozer before transferring the dozer to Prosser Regional Fire Authority. Remove from the agenda.
- FDCARES
  - Chief Whealan reported that the project is going slower than anticipated but moving forward.
- Research of Regionalization
  - No report
- Open a checking account with GESA Credit Union
  - Approved through the resolution 2015-02. Removed from the agenda.
- Storage facility bids
  - Reported under Shared Vision and Goals.
- Property located on the south side of SR224 and Ambassador PR NE.
  - In the near future, the property owner will let the District know how much the land asking price will be.

### **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 bids
- Property located on the south side of SR224 and Ambassador PR NE.

**EXECUTIVE SESSION**

- At 1720 hrs, the Board called an executive session per RCW 42.30.110 (g) for 20 minutes to discuss the performance of a public employee. At 1740 hrs, the Board extended the executive session for another ten (10) minutes. At 1750 hrs, the meeting was resumed to normal regular session with no action to follow.

**ADJOURNMENT:**

The meeting was adjourned at 1815 hrs.

Attested:

 2/4/15  
SLITA BRADLEY, DISTRICT SECRETARY

 02/04/15  
GREGG COUCH, COMMISSIONER

 2/4/2015  
WOODY RUSSELL, COMMISSIONER

 2,4,2015  
AJ HILL, COMMISSIONER