

The minutes of the regular meeting of the Fire Commissioners of Walla Walla County Fire District No. 4 held on January 11, 2023 at Station 41.

The meeting was called to order at 4:00 p.m. by Commissioner Farrens. Commissioner Hector and Myrick and Secretary/Chief Rocky Eastman were present at station 41. Guests included Deputy Chief Golden, Brian Jones and Megan Waite in person at station 41.

### **PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led by Commissioner Farrens.

### **APPOINTMENT OF CHAIRMAN AND VICE-CHAIR FOR 2023**

It was motioned and seconded unanimously for Commissioner Myrick for Chairman and Commissioner Hector for Vice-Chair during 2023.

### **APPROVAL OF AGENDA**

The meeting agenda was presented, no changes to agenda. Commissioner Hector motioned to approve the agenda. Commissioner Farrens seconded the motion and was carried.

### **WASHINGTON STATE AUDIT ENTRANCE CONFERENCE**

Shane Parkhurst, Assistant State Auditor, joined the board meeting via video conference to complete an audit entrance conference. The purpose of the entrance conference is to discuss the audit for January 1, 2019 through December 31, 2021 and to ask if anyone has any questions or concerns to be included in the audit as well as timing and cost.

Areas that will be evaluated are as follows:

- Open Public Meetings
- Financial condition
- Accounts Payable
- Surplus Property
- Self-Insurance for unemployment

Levels of reporting with findings, management letters, and exit items will be addressed. Also discussed the compliance with HIPPA confidential information

### **APPROVAL OF MINUTES**

The minutes of the regular meeting of December 28, 2022 were motioned for approval by Commissioner Hector. Commissioner Farrens seconded the motion and was carried.

### **SECRETARY'S REPORT**

The December Commissioners Activity Reports were reviewed and approved by each Commissioner.

The required advertisement for the 2023 Small Works Roster and Vender Lists will be advertised in the Union Bulletin as required by law.

### **CHIEF'S REPORT**

The Fire and EMS response and transport reports for the month of December was provided. Ninety-two total responses for the month and sixty-four EMS responses with thirty-four transports for the month.

The district responded to 1106 incidents for 2023, which was a record high. Chief Eastman handed out an ESO report listing the incident type and number of calls for each category. Of these 1106 calls, 71% were EMS Related. For comparative purposed, the district responded to 841 incidents in 2020 and 1034 in 2021.

Chief Eastman gave an apparatus update. New Rescue is in-service. Tenders arrived last week, career staff will have one in-service within the next few days. The Type 1 engine will be delayed due to weather, at this point

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we are expecting delivery in February.

Regarding the Type 4 2024 apparatus build project, Deputy Chief Golden contacted Jose Garcia at the Washington State auditor's office in Tri-Cities to confirm procurement procedure for the pump and motor of each vehicle. Each pump and motor has specific qualities to fit our special needs and individually cost is under the threshold law for bid requirements. Jose agreed we could purchase without going to bid. Jose did advise us to document this process, bring it to the Board's attention, and suggested that we get a quote from a competing vendor. Deputy Chief Golden received quotes from General Fire and Mallory Safety for a pump and motor for this project. General Fire was unable to secure a comparable Deutz motor for the Type 4 engines. The pump and motor they could obtain is substandard to our needs and desires due to insufficient GPM and pressure outputs. Mallory Safety was able to get a comparable Deutz motor with Waterous Pump that fits our needs. The cost of the pump and motor falls below the \$40,000 threshold. General Fire's quote is on file in the 2024 Type 4 Apparatus notebook. Approximate cost of purchase is \$9000 for a pump and \$18,000 for a motor. Commissioner Farrens motioned to proceed with the sole-source purchase, based on the recommendation from Auditor's office, from Mallory Safety. Commissioner Hector seconded the motion and was carried unanimously.

Chief Eastman reported the volunteer Deputy Chief position is open and applications are due back January 27<sup>th</sup>. Would like to schedule interviews with commissioners February 2<sup>nd</sup> or 3<sup>rd</sup>, all commissioners are available both days. Date will be determined by applicant availability.

Pinning for firefighter Paige Senter (Wood) is scheduled for January 25<sup>th</sup> at 6pm.

Chief Eastman reported the Tahoe had a new transmission installed.

### **UNFINISHED BUSINESS**

#### **NEW BUSINESS**

Chief Eastman present 4 ambulance refund requests received from Systems Design. All refunds are due to overpayments. Commissioner Hector motioned to approve refund requests. Commissioner Farrens seconded the motion and was carried unanimously.

Payroll and expense vouchers numbered 230101001 through 230101054 were presented for payment. Chief Eastman reviewed some of the big-ticket items. Commissioner Hector motioned to approve the expense vouchers. Commissioner Farrens seconded the motion and was carried. The total for these were \$557,394.77.

Chief Eastman presented the Forestland response agreement from WADNR. The 5-year agreement is a renewal of previous agreements, no changes noted.

Chief Eastman advised our current eligibility list is exhausted. We will be testing February 21<sup>st</sup> and 22<sup>nd</sup>. Lieutenant eligibility test will be held in March.

Commissioner Myrick presented a self-evaluation form to Chief Eastman.

#### **AUDIENCE INPUT**

None.

At 5:00 PM Commissioner Myrick called for an executive session as allowed by RCW 42.30.110(1)(g) to evaluate the performance of a public employee. The executive session will for 20 minutes.

There being no further business, the meeting was adjourned at 5:20 PM

The next regular Walla Walla County Fire District No. 4 Commissioner Meeting will be held on January 25<sup>th</sup>, 2023 at 4:00 P.M.

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Submitted by: Rocky Eastman, Secretary

Approved by: \_\_\_\_\_, Chairman