

**BENTON COUNTY FIRE PROTECTION DISTRICT #1**  
**BOARD OF COMMISSIONERS**  
**REGULAR MEETING AGENDA**  
Tuesday, May 7, 2024, 4:00 pm

**1. CALL TO ORDER**

Commissioner Carpenter called the regular meeting of the Board of Fire Commissioners of Benton County Fire District No. 1 to order in-person and via video-conference at 4:11 p.m. at 1811A S. Ely St. Kennewick, Washington. In attendance at this meeting in-person were Commissioner Carpenter, Commissioner Phillips, Commissioner Jenkins, Chief Executive Officer Click, Fire Chief/District Secretary LoParco, and Finance Manager Alba.

**2. ADDITIONS TO THE AGENDA**

Meeting time was added to new business.

**3. CORRESPONDENCE**

The correspondence received log and correspondence sent was reviewed.

**4. APPROVAL OF MINUTES**

Commissioner Phillips made a motion and Commissioner Jenkins seconded the motion to approve the regular minutes of April 16, 2024, and emergency minutes of April 26, 2024, as presented. The motion passed with all in favor.

**5. FINANCIAL REPORT**

**a. Fund Transaction Details**

Presented to the Board were 2024 transactions #831 to #867. The transactions total \$208,869.92. General Fund \$195,553.16 and the Custodial Funds \$13,316.76. Commissioner Phillips made a motion to approve the vouchers. Commissioner Jenkins seconded the motion and the motion passed unanimously. The voucher registers are attached to these minutes and constitute a part thereof.

**b. Budget Revenue and Expenditure Reports**

The budget revenue and expenditure reports were reviewed.

**6. REPORTS**

**• Commissioners**

Commissioner Carpenter reported that he will be attending the Tri County Commissioners Meeting in Prosser on Saturday at 9:00 am.

**• Executive Chief Officer Click:**

The Lineage Fire continues to take a lot of time from the crews. He provided an update on the BCES Board regarding EM funds and radio communications plan; SEWSOG has not identified a host agency yet.

- **Fire Chief LoParco:**  
He's been tied up on the Lineage Fire and there was a large wildfire in Finley; he will be out of town for training the rest of the week.
- **Training:**  
Captain Nicholls reported that Saturday is Recruit Academy's fire hands on day at 160; the final payment was received to close out the Phase 2 grant through WADNR; and the FTC Tower Project is being presented to the City of Kennewick council this evening.
- **Labor:**  
Union Vice President Bibe congratulated Chief Click and Chief LoParco on their new roles in the District.
- **Maintenance:**  
Mechanic/FF Ball provided an update on apparatus maintenance.

## 7. OLD BUSINESS

### a. **Columbia Basin Dive Rescue Building**

Commissioner Carpenter asked for an update on whether CBDR is interested in selling the building to the District and discussed the annual cost for propane the District pays to heat the CBDR building. If they do not sell us the building, he would like to ask CBDR to pay half of the cost for propane or not pay annual CBDR dues. CEO Click and Chief LoParco will attend the next CBDR meeting to discuss purchasing the CBDR building.

## 8. NEW BUSINESS

### a. **Resolution 2024-02 Advanced Travel Fund Signers**

Commissioner Jenkins made a motion and Commissioner Phillips seconded the motion to approve Resolution 2024-02 Advanced Travel Fund Signers as presented. The motion passed with all in favor.

### b. **Resolution 2024-03 Petty Cash Fund Signers**

Commissioner Jenkins made a motion and Commissioner Phillips seconded the motion to approve Resolution 2024-03 Petty Cash Fund Signers as presented. The motion passed with all in favor.

### c. **Resolution 2024-04 Appointment of District Secretary**

Commissioner Jenkins made a motion and Commissioner Phillips seconded the motion to approve Resolution 2024-04 Appointment of District Secretary, as presented. The motion passed with all in favor.

### d. **Surplus Equipment and Computers**

This item was moved to the meeting on May 21, 2024.

**e. Board Meeting Time**

Commissioner Phillips shared that the current meeting time at 4:00 p.m. conflicts with his schedule. He discussed that changing the meeting time to later in the evening or possibly having one meeting per month would work better for his schedule.

**9. PUBLIC COMMENT**

There was no public comment.

**10. EXECUTIVE SESSION**

Commissioner Carpenter called a 10-minute executive session at 4:50 p.m. per RCW 42.30.110(1)(g) to discuss the performance of a public employee. The meeting was called back to order at 4:56 p.m.

**ANNOUNCEMENTS**

- The next Board of Commissioner meeting will be on Tuesday, May 21 at 4:00 p.m.
- Commissioner Carpenter thanked staff for a wonderful banquet.

**ADJOURNMENT**

With no further business to come before the Board the meeting was adjourned at 4:57 p.m.

Approved by:

Submitted by:

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Scott E. Carpenter, Board Chair

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P. Scott LoParco, District Secretary