

**BENTON COUNTY FIRE PROTECTION DISTRICT #1  
BOARD OF COMMISSIONERS  
MEETING MINUTES**

**Tuesday October 15, 2024 – 6:00 PM**

**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 6:00 p.m. at 1811A S. Ely St. Kennewick, Washington. In attendance at this meeting in-person were Commissioner Carpenter, Commissioner Jenkins, Chief LoParco, Deputy Chief Nicholls, Battalion Chief Bibe, Executive Director April Ewing, Attorney/Secretary Heidi Ellerd and Mechanic/Firefighter Ball. Commissioner Phillips was excused.

**ADDITIONS TO THE AGENDA**

A. 2025 Budget

**CORRESPONDENCE**

The correspondence received and sent was reviewed.

**APPROVAL OF MINUTES**

Commissioner Jenkins made a motion to approve the regular minutes of October 1, 2024. Commissioner Carpenter seconded the motion, and the motion passed unanimously.

**FINANCIAL REPORT**

**Fund Transaction Details**

Presented to the Board were 2024 transactions #2014 to #2164. The transactions totaled \$464,511.35. General Fund \$392,565.90, and Custodial Funds \$839.80. Commissioner Jenkins made a motion to approve the vouchers. Commissioner Carpenter seconded the motion, and the motion passed unanimously.

**Budget Revenue and Expenditure Report**

The Budget Revenue and Expenditure Report were reviewed.

**EMS Report**

A. April Ewing presented the EMS Report.

**REPORTS**

**Fire Chief LoParco reported:**

A. Reported on the status of hiring, Lexipro and Contracted Services.

### **Deputy Chief/HSO Nicholls reported:**

- A. Attended SAT meeting on 10/3. Discussion focused on current staffing at SECOMM, the completion of the Red Mountain repeater site, upgrades to the microwave system, status of the radio system upgrade project, and the BCES independence process including rewrite of the ILA.
- B. All officer meeting on 10/14. Primarily information sharing, no significant issues. A request was made to update the district on the responsibilities of staff members as new personnel are hired. The November meeting was cancelled due to Veterans Day holiday.
- C. A significant number of PIO events on the calendar: Calvary School, Cottonwood Elementary School, Finley Community Event, West Richland Veterans Day Parade, KID Christmas event. Outreach for help with events is ongoing.
- D. Lieutenant promotional assessment process is taking place. Four elements over a two-day period. There are four individuals participating. Should have an eligibility list for next meeting.
- E. Conducting a project walkthrough of the FTC burn tower for potential acceptance. One change order required to this point in the amount of \$5700 which will be covered through the FTC capital fund.

### **Captain Bibe reported:**

- A. Reported that he is working on courses for 2025 and upcoming classes through the City of Kennewick.

### **Mechanic/Firefighter Ball reported:**

- A. Aparatus #141, the red truck is back in service.
- B. A pump test is scheduled for next week.

### **OLD BUSINESS**

- A. Vacant Position – Ads have been posted for Financial Advisor and Logistics Position.
- B. April Ewing reported on the status of the 2021 – 2023 State Audit.
- C. It was moved by Commissioner Jenkins that the Board approve the change order on the construction of the Administration Building in the form presented and that Chief LoParco be authorized to sign on behalf of the District. The Motion was reluctantly seconded by Commissioner Carpenter and passed.
- D. It was moved by Commissioner Jenkins that the Board approve Resolution 2024-17 regarding Lexipro Contracted Services and that Chief LoParco be authorized to sign for the District. The Motion was seconded by Commissioner Carpenter and passed.

## **NEW BUSINESS**

- A. It was moved by Commissioner Jenkins that the Board approve Resolution 2024-18 regarding Appointing Agent to Receive Claims. The Motion was seconded by Commissioner Carpenter and passed.
- B. Deputy Chief Nicholls reported to the Board on the status of a claim the District received. It was moved by Commissioner Jenkins that the District pay the claim. The Motion was seconded by Commissioner Carpenter and passed.
- C. April Ewing provided the Board with a preliminary draft of the 2025 Budget and Levy Calculation in preparation for the District Budget Retreat which will take place on October 23, 2024.

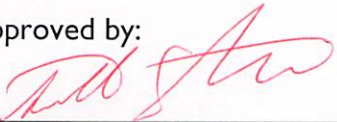
## **ANNOUNCEMENTS**

- The Budget Workshop will be held October 23 at 9:00 a.m. in Spokane
- The next Board of Commissioner meeting will be on November 5 at 6:00 p.m.

## **ADJOURNMENT**

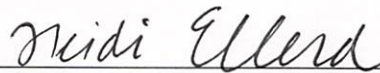
With no further business to come before the Board the meeting was adjourned at 6:36 p.m.

Approved by:



SCOTT E. CARPENTER, Board Chair

Submitted by:



HEIDI ELLERD, District Secretary