

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

Tuesday November 5, 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 videoconference at 6:00 p.m. at 1811A S. Ely St. Kennewick, Washington. In attendance at this meeting in-person were Commissioner Carpenter, Commissioner Jenkins, Commissioner Phillips, Chief LoParco, Deputy Chief Nicholls, Chief Executive Officer Click, Captain Bibe, Volunteer Battalion Chief Gutzmer, Firefighter/Mechanic Ball and Attorney/Secretary Heidi Ellerd.

CORRESPONDENCE

The correspondence received and sent was reviewed.

APPROVAL OF MINUTES

Commissioner Jenkins made a motion to approve the regular minutes of October 15, 2024. Commissioner Carpenter seconded the motion, and the motion passed unanimously.

FINANCIAL REPORT

Fund Transaction Details

Commissioner Carpenter asked a few clarifying questions about invoices. Presented to the Board were 2024 transactions #26476 to #26533. The transactions totaled \$54,632.77. General Fund \$50,898.29, and Custodial Funds \$3,734.48. Commissioner Jenkins made a motion to approve the vouchers. Commissioner Carpenter seconded the motion, and the motion passed unanimously.

Budget Revenue and Expenditure Report

Commissioner Phillips made a motion to approve the financial report. Commissioner Jenkins seconded the motion, and the motion passed unanimously.

EMS Report

The Commission reviewed the EMS report.

REPORTS

Commissioner Carpenter reported:

There is a Tri-County Fire Commissioners meeting is November 16, 2024.

Chief Executive Officer Click reported:

Reported on meetings he attended while at the WFCA conference.

Fire Chief LoParco reported:

He is currently working on updating policies, updating job descriptions, and vacant positions. Also reported the new water tender was picked up.

Deputy Chief/HSO Nicholls reported:

Attended regional radio project meeting on 10/17/24. Initial meeting to set ground rules for the workgroup, discuss project parameters and guiding principles. Discussion on radio hardware and Fleet Map configuration.

Eastern Washington Interagency Training Zone meeting in Quincy on 10/22/24. Update on status of the Wildland Fire Learning Portal platform and the issues included with the new software upgrade. Discussion on regional wildland course offerings through the winter and spring 2025.

Chaired the Tri-County Wildland Coordination Group meeting on 10/29/24 at the FTC. Approved 2 regional wildland task books including one for BCFD#1 member Brian Nance. Updates provided by regional partners: WA DNR and USFWS Mid-Columbia. Discussion on upcoming locally offered courses in the coming months and further needs of the region.

Volunteer Battalion Chief Gutzmer reported:

No report.

Captain Bibe reported:

Status on end of the year training. Also reported that the inspection is getting scheduled for the training tower.

Mechanic/Firefighter Ball reported:

Pump testing is complete. Also working on Type I engine to get it ready for service by December 1, 2024.

OLD BUSINESS

- A. Vacant Positions – Chief reported on candidates for the open administrative position. Chief requested that the commission approve the order of candidates. There was a motion by Commissioner Phillips to approve the candidates in the order presented by the Chief. The motion was seconded by Commissioner Jenkins and passed unanimously.
- B. Chief reported on the status of the 2021 to 2023 audit. It is generally going well with one issue of significance. Chief talked about possibly going to a two-year audit to simplify the audits in the future because they are more often.
- C. Chief Executive Officer Click requested that his resignation be effective on November 30, 2024, instead of December 31, 2024. Commissioner Phillips made a motion to accept his resignation effective November 30, 2024, and Commissioner Jenkins seconded the motion. The motion passed unanimously.

NEW BUSINESS

- A. Deputy Chief Nicholls reported on the exam to be placed on the Lieutenant Eligibility List. Jeremy Linhoff passed and should be placed on that list. Commissioner Jenkins made a motion to add him to the list, the motion was seconded by Commissioner Phillips and passed unanimously.

- B. Chief requested to excess 2005 International 7400 Type 3 VIN#IHTWEAZNX5J007445. Motion to excess the apparatus was made by Commissioner Phillips and was seconded by Commissioner Jenkins and passed unanimously.

EXECUTIVE SESSION

None.

PUBLIC COMMENT

None.

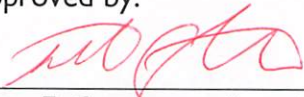
ANNOUNCEMENTS

- The next Board of Commissioner meeting will be on November 19, 2024, at 6:00 p.m.

ADJOURNMENT

With no further business to come before the Board the meeting was adjourned at 6:47 p.m.

Approved by:



Scott E. Carpenter, Board Chair

Submitted by:



Heidi Ellerd, District Secretary