

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

Tuesday, January 21, 2025

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 1811 A S. Ely St. Kennewick, Washington. In attendance at this meeting in-person were Commissioner Carpenter, Commissioner Jenkins, Chief LoParco, Deputy Chief Nicholls, Volunteer Battalion Chief Gutzmer, Captain Bibe, Mechanic/Firefighter Ball, Admin. Assist Misty Ferrell, Finance Manager Christie Brown and Secretary/Attorney, Heidi Ellerd.

The District provided a link for interested parties to participate through Zoom. Commissioner Phillips and Ryan Chambers attended via video-conference/telephone.

CORRESPONDENCE

The correspondence received and sent was reviewed.

APPROVAL OF MINUTES

Commissioner Jenkins made a motion to approve the regular minutes of January 7, 2025, as submitted. Commissioner Phillips seconded the motion, and the motion passed unanimously.

FINANCIAL REPORT

Fund Transaction Details

Presented to the Board were 2024 transactions #2667 - 2692. The transactions totaled \$69,970.12. General Fund \$69,351.64 and Custodial Funds \$618.48.

Presented to the Board were 2025 transactions #82, 112 – 114, 116 – 117, 119-139, 143. The transactions totaled \$58,929.39. General Fund \$58,914.54 and Custodial Funds \$14.85.

Commissioner Jenkins made a motion to approve the above vouchers. Commissioner Phillips seconded the motion, and the motion passed unanimously.

Budget Revenue and Expenditure Report

The Board reviewed the Budget and Expenditure Report.

REPORTS

Commissioner Carpenter reported:

- A. Updated the Board on the success of the State Audit.

Fire Chief LoParco reported:

- A. Provided the Board with the progress that has been made on the Administration Building.
- B. Advised the Board on the presentation he gave to Station 140 regarding the District's duties and goals.
- C. Advised the Board that Misty is working on the awards banquet.
- D. Updated the Board on the meeting he had with Liz Loomis regarding the Levy.
- E. Advised the Board the District is on track for filling a Logistics position in March.
- F. Advised the Board that the postings for an EMS Officer, Shift Captain and Shift Lieutenant will be going out soon.

Deputy Chief/HSO Nicholls reported:

- A. Attended several meetings since the last Commission meeting: Tri-Tech Advisory Committee, Regional Ops Chiefs, Labor Management, BCFD#1 All-Officer, LLPA Levy Workgroup, Chaplain Network Services. Further details can be provided to the board as requested.
- B. We have sent a Type I engine w/ 4 personnel and a Strike Team Leader trainee to the fires in California under an EMAC request. Departed on 1/9/25, anticipated return of 1/26/25. Estimated reimbursement to the Fire District for this request is \$154,000.

Captain Bibe reported:

- A. Advised the Board he is starting to plan the training for the next few months.
- B. Reported on the regional training meeting he attended.
- C. Reported on meetings he attended with Deputy Chief Nicholls and Liz Loomis.

Mechanic/Firefighter Ball reported:

- A. His work on Type I engine service continues and smaller repairs on other apparatus/equipment as well.

NEW BUSINESS

- A. The Board reviewed Resolution 2025-1 Authorizing Signers for Petty Cash, Advance Travel Fund and Associated Savings Account. It was moved by Commissioner Jenkins that the Board approve the resolution. The Motion was seconded by Commissioner Phillips and passed.

ANNOUNCEMENTS

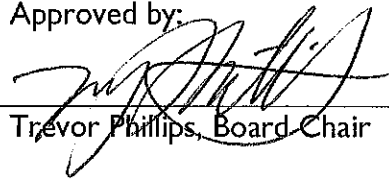
- Retirement Party is scheduled for January 29, 2025, from 4:00 p.m. to 6:00 p.m.
- EMS Annual Meeting is scheduled for February 3, 2025.

- The next Board of Commissioners' meeting will be on February 4, 2025 at 6:00 p.m.

ADJOURNMENT

With no further business to come before the Board Commissioner Jenkins moved that the meeting be adjourned. The motion was seconded by Commissioner Phillips and passed. The meeting adjourned at 6:27 p.m.

Approved by:



Trevor Phillips, Board Chair

Submitted by:



Heidi Ellerd, District Secretary/Attorney