

BENTON COUNTY FIRE PROTECTION DISTRICT #1
BOARD OF COMMISSIONERS
MEETING MINUTES
Tuesday, May 20, 2025

CALL TO ORDER

Commissioner Phillips 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 6:03 p.m. at 1811A S. Ely St. Kennewick, Washington. In attendance at this meeting in-person were Commissioner Carpenter, Commissioner Jenkins, Commissioner Phillips, Deputy Chief Nicholls, Captain Bibe, Mechanic/Firefighter Ball, Matthew Martens, Admin. Assist Misty Ferrell, Finance Manager Christie Brown, Jenifer Browning, Kaven Tucksen, Sandy Quesenberry and Secretary/Attorney, Heidi Ellerd.

The District provided a link for interested parties to participate through Zoom. Conner Johnston, Robert Moore, Jeremy Linhoff, Danielle Gore and Travis Wakefield attended via videoconference/telephone.

CORRESPONDENCE

The correspondence received and sent was reviewed.

APPROVAL OF MINUTES

Commissioner Carpenter made a motion to approve the regular minutes of May 6, 2025 as corrected. Commissioner Phillips seconded the motion, and the motion passed unanimously.

FINANCIAL REPORT

Fund Transaction Details

Presented to the Board were 2025 transactions #20748 to #20791. The transactions totaled \$168,042.82. General Fund \$157,976.29, Capital Projects Fund \$9,297.66 and Custodial Funds \$768.87.

Presented to the Board were 2025 EFT transactions #964-966 which totaled 84,856.58 and transactions #973-976 which totaled \$982.32.

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

Budget Revenue and Expenditure Report

The Board reviewed the Budget and Expenditure Report.

REPORTS

Commissioner Carpenter:

- A. Reported on the Tri-County Commissioners meeting he attended.

- B. Advised the next meeting for Southeastern Washington Fire Commissioners meeting is June 20, 2025.

Deputy Chief/HSO Nicholls:

- A. Advised the District is continuing to get settled into the new Administration Building.
- B. Reported he and Chief LoParco are attending the WA Fire Chiefs Association Annual Convention in Kennewick, 5/19-5/22.
- C. Reported that significant work is being done by the Administrative Staff on a HazMat Fund audit, GEMT audit, and MGADC survey. All are due at the end of the month.
- D. Reported the District is continuing to work through audit of 2024 fire billing and have recouped a substantial amount of funds.

Captain Bibe:

- A. Reported that the Wildland Training at Tri-Tech was completed on May 8, 2025.
- B. Reported on the May 10, 2025, Wildland Recruit Training.
- C. Reported on the Advanced Firefighters Class which was hosted by the District on May 17, 2025.

Mechanic/Firefighter Ball:

- A. Reported that the Red Type 3 Engine is up and running and the Type 5 is being worked on.

Logistics - Matthew Martens:

- A. Reported that the faucets at Station 140 have been completed.

OLD BUSINESS

- A. Tri-County Fire Commissioners' meeting for August has been moved to August 9th and will be held at Benton #1.
- B. An update was provided on negotiations for the Motorola Lease.

EXECUTIVE SESSION

At 6:32 p.m. the Chairman announced an executive session to last for five minutes to evaluate the qualifications of an applicant for public employment.

At 6:37 p.m. the open meeting was reconvened.

NEW BUSINESS

- A. It was moved by Commissioner Carpenter that the Board approve the eligibility hiring list for seasonal positions which included Cody Davey, Conner Johnston and Travis Wakefield. The Motion was seconded by Commissioner Jenkins and passed.
- B. Hiring of Full-time Employee Firefighter: It was moved by Commissioner Jenkins that the District hire Danielle Gore who is the last person on the eligibility list as a full-time firefighter. The Motion was seconded by Commissioner Carpenter and passed.

ANNOUNCEMENTS

- The next Board of Commissioner meeting will be on June 3, 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 Carpenter and passed. The meeting adjourned at 6:47 p.m.

Approved by:



Trevor Phillips, Board Chair

Submitted by:



Heidi Ellerd, District Secretary/Attorney