

**BENTON COUNTY FIRE PROTECTION DISTRICT #1**  
**BOARD OF COMMISSIONERS**  
**MEETING MINUTES**  
Tuesday, June 17, 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 6:02 p.m. at 1811 A S. Ely St. Kennewick, Washington. In attendance at this meeting in-person were Commissioner Carpenter, Commissioner Jenkins, Commissioner Phillips, Chief LoParco, Deputy Chief Nicholls, Captain Bibe, Mechanic/Firefighter Ball, Matthew Martens, Admin. Assist Misty Ferrell, Finance Manager Christie Brown, Sandi Quesenberry and Secretary/Attorney, Heidi Ellerd.

The District provided a link for interested parties to participate through Zoom. Ryan Chambers and Station 120 attended via videoconference/telephone.

**ADDITIONS TO THE AGENDA**

- A. Potential purchase of trailer and van.

**CORRESPONDENCE**

The correspondence received and sent was reviewed.

**APPROVAL OF MINUTES**

Commissioner Jenkins made a motion to approve the regular minutes of June 3, 2025, as submitted. Commissioner Carpenter seconded the motion, and the motion passed unanimously.

**FINANCIAL REPORT**

**Fund Transaction Details**

Presented to the Board were 2025 transactions #1144, 1188 and 1189 to #1246. The transactions totaled \$109,294.40. General Fund \$105,353.52 and Custodial Funds \$1,351.61.

Presented to the Board were 2025 transactions #1179 to #1181. The transactions totaled \$90,193.70 from the General Fund.

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 Board reviewed the Budget and Expenditure Report.

## **REPORTS**

### **Commissioner Carpenter:**

- A. Asked about Tri-County Commissioners' meeting location for August 9, 2025, at 9:00 a.m.

### **Fire Chief LoParco:**

- A. Reported on the Fire Training Tower which is in the process of being completed and the District is training instructors on the new system.
- B. Reported on how citations are issued for reckless fires, etc, who can issue those citations, citations are based on a fee schedule by ordinance, what information is needed and how to submit that information. He also reported on how the District recuperates its costs.
- C. Reported that the District has filmed videos to promote the Levy LID Lift.
- D. Reported the Motorola Contract should be finalized this week.
- E. Reported a status on the pumper build.
- F. Reported he is finalizing the EMS Officer job description and should be advertising in the next couple of weeks.
- G. Reported he is putting together a planning group for the District's family BBQ.
- H. Reported he would like to use some of the California EMAC money on a dozer trailer and logistics van. He anticipates excessing the 1957 trailer, moving the 1970 trailer to reserve and putting the new trailer under the newest dozer. He will study the need for two dozers over the next two wildland seasons.

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

- A. Reported he spent time as the ICT3 of the Red Bridge Fire outside of Ellensburg June 10 – 12, 2025.
- B. Reported has been a busy couple of weeks with several significant fires throughout the District and surrounding agencies.
- C. Reported that the District was not awarded the grant for replacement of the Districts dozer transport trailer.

### **Captain Bibe:**

- A. Reported that the tower and training will be completed mid-July.
- B. Reported on training prop permits.
- C. Reported on firefighter testing which will take place on July 19, 2025.
- D. Reported he is working on inputting training.

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

- A. Reported he is working on maintenance on several apparatus.

### **Logistics - Matthew Martens:**

- A. Reported he is working on Chief LoParco's punch list for maintenance throughout the District.
- B. Reported on the class he attended on facility management and budgeting and that he will be attending the second part of the class.

### **NEW BUSINESS**

- A. It was moved by Commissioner Jenkins that the Board approve the following hoses as excess: 99-205, 00-486, 00-41900-450, 00-108, 00-469, 589, 94-241, 02-222, 00-211, 17-103F, 11-102F, Unnumbered 1" F, 09-106F, 14-105F. The Motion was seconded by Commissioner Carpenter and passed.
- B. Discussion was held regarding the potential purchase of a dozer trailer. It was moved by Commissioner Jenkins that the Board approve the purchase of a dozer trailer not to exceed the sum of \$90,000.00. The Motion was seconded by Commissioner Carpenter and passed.
- C. Discussion was held regarding the potential purchase of a cargo van. It was moved by Commissioner Jenkins that the Board approve the purchase of a cargo van not to exceed the sum of \$30,000.00. The Motion was seconded by Commissioner Carpenter and passed.

### **ANNOUNCEMENTS**

- The next Board of Commissioner meeting will be on July 1, 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 6:36 p.m.

Approved by:

  
Trevor Phillips, Board Chair

Submitted by:

  
Heidi Ellerd, District Secretary/Attorney