

**BENTON COUNTY FIRE PROTECTION DISTRICT #1**  
**BOARD OF COMMISSIONERS**  
**MEETING MINUTES**  
Tuesday, June 3, 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 6:00 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, Captain Bibe, Admin. Assist Misty Ferrell, Sandy Quesenberry and Secretary/Attorney, Heidi Ellerd.

The District provided a link for interested parties to participate through Zoom. There were no participants via Zoom.

**CORRESPONDENCE**

The correspondence received and sent was reviewed.

**APPROVAL OF MINUTES**

Commissioner Carpenter made a motion to approve the regular minutes of May 20, 2025 as submitted. Commissioner Jenkins seconded the motion, and the motion passed unanimously.

**FINANCIAL REPORT**

**Fund Transaction Details**

Presented to the Board were 2025 transactions #1031 to #1059. The transactions totaled \$32,475.45. General Fund \$29,035.22, Capital Projects Fund \$1,388.31 and Custodial Funds \$2,051.92.

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 Reports.

**EMS Report**

The Commission reviewed the EMS report.

**REPORTS**

**Commissioner Carpenter:**

- A. Reported on Mid-Columbia EMS Trauma meeting he attended on June 2, 2025.
- B. Advised the Southeastern Washington Commissioners' meeting will be on June 20, 2025 in Dayton.

**Fire Chief LoParco:**

- A. Reported on the status of various apparatus that Mechanic/Firefighter Ball is working on.

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

- A. Reported he and Chief LoParco attended the WA Fire Chiefs Association Annual Conference in Kennewick, 5/19-5/22. Advised there were excellent courses and networking opportunities. Local Fire Chief Tom Huntington from Richland Fire and Emergency Services was awarded the 2025 "Fire Chief of the Year".
- B. Reported the District moved forward with the hiring of two Seasonal Firefighter from the eligibility list that was approved at the last meeting. Their start date will be Monday, June 9, 2025.
- C. Reported that a job offer was made to Danielle Gore to fill one of the current FTE Firefighter vacancies. She accepted and will start Monday, June 9, 2025.
- D. Presented a review of the California EMAC Deployment Financials as requested by Commissioner Carpenter at the last meeting.

### **Captain Bibe:**

- A. Reported on red cards (qualification cards) for full-time employees and volunteers.
- B. Advised he is processing applications for volunteers.
- C. Advised he is excited for the new members starting June 9, 2025.

### **OLD BUSINESS**

- A. Website Update by Chief LoParco – Liz Loomis is building a website for the District and it should launch soon. It will include ADA compliance. There will be a yearly charge to keep the site in compliance at approximately \$300 with new website and new features.

### **NEW BUSINESS**

- A. Motorola Lease - It was moved by Commissioner Carpenter that the Board authorize Chief LoParco to sign the lease with minor changes made by the District's attorney. The Motion was seconded by Commissioner Jenkins and passed.

### **ANNOUNCEMENTS**

- The next Board of Commissioner meeting will be on June 17, 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 6:23 p.m.

Approved by:

  
Trevor Phillips, Board Chair

Submitted by:

  
Heidi Ellerd, District Secretary/Attorney