

**BENTON COUNTY FIRE PROTECTION DISTRICT #1**  
**BOARD OF COMMISSIONERS**  
**MEETING MINUTES**  
Tuesday, July 15, 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 144610 E. Law Lane, Suite D, Kennewick, Washington. In attendance at this meeting in-person were Commissioner Carpenter, Commissioner Phillips, Chief LoParco, Deputy Chief Nicholls, Volunteer Battalion Chief Gutzmer, 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. Jenna Roberts 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 July 1, 2025 as submitted. Commissioner Phillips seconded the motion, and the motion passed unanimously.

**FINANCIAL REPORT**

**Fund Transaction Details**

Presented to the Board were 2025 transactions #1384, #1424 to #1473. The transactions totaled \$140,423.97. General Fund \$139,287.38, and Custodial Funds \$1,136.59.

Presented to the Board were 2025 transactions #1415 to #1417. The transactions totaled \$99,877.41. General Fund \$99,877.41.

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

**Budget Revenue and Expenditure Report**

The Board reviewed the Budget and Expenditure Report.

**Fire Chief LoParco:**

- A. Confirmed the August 9, 2025, meeting for Tri-County Fire Commissioners at Training Center.
- B. Reported the Pierce truck is on schedule for Fall delivery.
- C. Reported that Motorola has moved in.

- D. Reported that the Dr. Hodges contract has been signed.
- E. Discussed the status of insurance coverage of homes in the District's boundaries due to fire risks.

**Deputy Chief/HSO Nicholls:**

- A. Reported submission of applications for the upcoming Firefighter eligibility testing process closed on 7/3/25. Twenty-one application packets were submitted. Sixteen of those were complete and acceptable for the first phase of the screening process. Those sixteen applicants will continue to the testing process. A finalized list will be presented to the Commissioners at a future meeting.
- B. Reported that an engine was sent with the South Eastern Washington Strike Team to the Hope Fire on July 8, 2025. The District's Strike Team was also eventually sent to the Western Pines Fire. They returned on July 14, 2025.
- C. Reported he has spent a couple of days working on an IT project at the Administration Building to set up the conference room for meetings.

**Captain Bibe:**

- A. Reported on testing of approximately 40 individuals this week.
- B. Reported he will be attending a meeting with Chiefs and Training Officers on July 31, 2025, where they will be discussing the burn prop.

**Mechanic/Firefighter Ball:**

- A. Reported the 6x6 is finished and ready for use.
- B. Reported they are installing a new transmission in Truck 125.
- C. Reported parts for the Type 5 Engine are coming.
- D. Reported they are looking at prospective trailers to purchase.
- E. Reported on sending the Type 3 engine to auction.

It was moved by Commissioner Carpenter that the Board approve selling the Type 3 Engine at auction for no less than \$37,000.00. The motion was seconded by Commissioner Phillips and passed.

**Logistics - Matthew Martens:**

- A. Reported Station 150 maintenance checklist has been completed.
- B. Reported the walk through with Motorola went great.
- C. Reported the EMS room is complete.

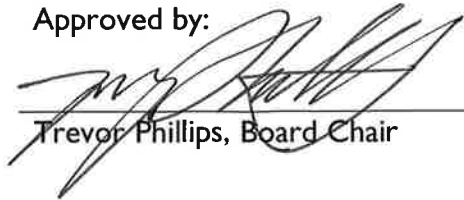
## **ANNOUNCEMENTS**

- The next Board of Commissioner meeting will be on August 5, 2025, at 6:00 p.m.

## **ADJOURNMENT**

With no further business to come before the Board Commissioner Phillips moved that the meeting be adjourned. The motion was seconded by Commissioner Carpenter and passed. The meeting adjourned at 6:33 p.m.

Approved by:



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Trevor Phillips, Board Chair

Submitted by:



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Heidi Ellerd, District Secretary/Attorney