

BENTON COUNTY FIRE PROTECTION DISTRICT #1
BOARD OF COMMISSIONERS
MEETING MINUTES
Tuesday, August 5, 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 6:04 p.m. at 144610 E. Law Lane, Suite D, Kennewick, Washington. In attendance at this meeting in-person were Commissioner Carpenter, Commissioner Jenkins, Commissioner Phillips, Chief LoParco, Deputy Chief Nicholls, Volunteer Battalion Chief Gutzmer, Captain Bibe, 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, 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 15, 2025 as corrected. Commissioner Jenkins seconded the motion, and the motion passed unanimously.

FINANCIAL REPORT

Fund Transaction Details

Presented to the Board were 2025 transactions #1508 to #1545. The transactions totaled \$96,363.07. General Fund \$93,363.07, Capital Project Funds \$715.37 and Custodial Funds \$2,092.65.

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.

EMS Report

The Commission reviewed the EMS report.

REPORTS

Commissioner Carpenter:

- A. Reported on EMS meeting he attended.

Fire Chief LoParco:

- A. Reported on the status of the purchase of a dozer trailer.
- B. Reported the Type 3 engine sold at auction for \$75,000.00.
- C. Advised he is watching the results of the election.
- D. Reported he is working on the advertisement for an EMS Officer.
- E. Reported on the tasks Mechanic/Firefighter Ball worked on for the week.
- F. Reported on the logistics tasks Matthew Martens worked on for the week.

Deputy Chief/HSO Nicholls:

- A. Reported he returned today from an out of town assignment.

Captain Bibe:

- A. Reported on the work he is doing with fire engineering.
- B. Reported that he interviewed prospective interns and volunteers with more interviews to come.
- C. Reported that eight employees are going to the Fall academy.
- D. Reported on the Chiefs and Training Officers meeting he attended on July 31, 2025, regarding the upcoming burn prop and training.
- E. Reported he is working on scheduling further training dates.
- F. Reported that he will be attending active shooter training on August 6, 2025.
- G. Reported he is working on scheduling a labor management meeting.

NEW BUSINESS

- A. It was moved by Commissioner Carpenter that the Board approve the District's obsolete sirens as excess. The Motion was seconded by Commissioner Jenkins and passed.
- B. It was moved by Commissioner Carpenter that the Board approve Intern Agreements with Gage Gillespie, Ryder Raymond and Joseph Cotta. The motion was seconded by Commissioner Phillips and passed.
- C. It was moved by Commissioner Carpenter that the Board approve Support Services Volunteer Application of Daniel Sullivan. The motion was seconded by Commissioner Jenkins and passed.

ANNOUNCEMENTS

- Tri-city Commissioners meeting on August 9, 2025.
- The next Board of Commissioner meeting will be on August 19, 2025, at 6:00 p.m.

ADJOURNMENT

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

Approved by:



Trevor Phillips, Board Chair

Submitted by:



Heidi Ellerd, District Secretary/Attorney