

BENTON COUNTY FIRE PROTECTION DISTRICT #1
BOARD OF COMMISSIONERS
MEETING MINUTES
Friday, October 31, 2025

CALL TO ORDER

Commissioner Carpenter 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 9:00 a.m. at 144610 E. Law Lane, Suite D, Kennewick, Washington. In attendance at this meeting in-person were Commissioner Carpenter and Commissioner Jenkins and via zoom was Commissioner Phillips. Also present were Chief LoParco, Deputy Chief Nicholls, Admin. Assist Misty Ferrell, Finance Manager Christie Brown, Sandi Quesenberry, Shelly Callaway and Secretary/Attorney, Heidi Ellerd.

The District provided a link for interested parties to participate through Zoom. Commissioner Phillips, Kaven Tucksen, Station 170, an unidentified iphone, and J. Browning attended via videoconference/telephone.

ADDITIONS TO THE AGENDA

- A. Commissioner Carpenter wanted to add Personnel files to new business.

CORRESPONDENCE

The correspondence received and sent was reviewed.

APPROVAL OF MINUTES

Commissioner Jenkins made a motion to approve the regular minutes of October 21, 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 #2154 to #2181. The transactions totaled \$28,269.63. General Fund \$26,334.68, and Custodial Funds \$1,934.95.

Commissioner Jenkins 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.

OLD BUSINESS

There was no old business.

NEW BUSINESS

A. Personnel Files – Commissioner Carpenter had a question on his personnel file.

PUBLIC COMMENT

None.

ANNOUNCEMENTS

- November 15, 2025, is an all-district training.
- November 15, 2025, Tri County Meeting at Franklin Fire 3 at 9:00 am.
- The next Board of Commissioner meeting will be on November 18, 2025, at 6:00 p.m.

The Chief made a presentation on strategic goals for the District.

The Secretary presented information on the Estimated 2025 Year End Balance, the 2025 Levy Limit Calculation for 2026 Collection, and the projected revenue from 2025 to 2030 in all District funds and assumptions that were drawn when estimating those revenues.

Chief presented the apparatus replacement schedule, the lease repayment schedule for all leases for the District, and the bond repayment schedule for the non-voted and voted bonds for the District. Commissioner Carpenter brought up early repayment of bonds and Chief indicated that he would like to discuss this at a strategic plan meeting for a future year after 2026 because Chief has already presented and planned his major budgeted expenses for 2026.

The Board was presented with the Employee Handbook, the union contract, the Chief's contract and the Deputy Chief's contract.

The Board discussed the consumer price index increase and minimum wage law.

The Chief went through the staff requests for the Board's consideration and will further do so during the line-by-line budget.

The Commission took a break from 10:45 AM to 11:00 AM. At 11:00 AM the meeting reconvened.

The Commission discussed the line-by-line budget.

Commissioner Jenkins moved to approve the preliminary budget. Commissioner Phillips seconded the motion, and it passed.

ADJOURNMENT

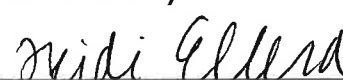
The meeting adjourned at 11:31 a.m.

Approved by:



Commissioner

Submitted by:



Heidi Ellerd, District Secretary/Attorney