

BENTON COUNTY FIRE PROTECTION DISTRICT #1
BOARD OF COMMISSIONERS
MEETING MINUTES
Tuesday, November 18, 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 6:03 p.m. at 144610 E. Law Lane, Suite D, Kennewick, Washington. In attendance at this meeting in-person were Commissioner Carpenter, Commissioner Jenkins, Chief LoParco, Volunteer Battalion Chief Gutzmer, Captain Bibe, Mechanic/Firefighter Ball, Matthew Martens, Admin. Assist Misty Ferrell, Finance Manager Christie Brown, Sandi Quesenberry, Trey Irwin and Secretary/Attorney, Heidi Ellerd.

The District provided a link for interested parties to participate through Zoom. Commissioner Phillips and Masha attended via Zoom.

ADDITIONS TO THE AGENDA

- A. CPI increase.
- B. Captain's test results.

CORRESPONDENCE

The correspondence received and sent was reviewed.

APPROVAL OF MINUTES

Commissioner Jenkins made a motion to approve the regular minutes of October 31, 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 #2208 to 2266 and #2268 to #2301. The transactions totaled \$234,570.17. General Fund 234,570.17.

Presented to the Board were 2025 transactions #2267 and #2302 to #2350. The transactions totaled \$174,423.91. General Fund \$170,781.70, Capital Project Funds \$1,931.89 and Custodial Funds \$1,710.32.

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 the Tri-County Fire Commissioners meeting he attended November 15, 2025 at Franklin County Fire Protection District #3 and advised regarding future meetings and agenda items.

Fire Chief LoParco:

- A. Introduced the new EMS Officer, Trey Irwin.
- B. Reported on the construction project taking place in the District.

Volunteer Battalion Chief Gutzmer:

- A. Reported on the live fire training that took place on November 15, 2025 at Walla Walla Fire Protection District #5.

Captain Bibe:

- A. Reported on a new training platform that he is working on implementing next year.
- B. Reported that the Labor Management meetings are going well.

Mechanic/Firefighter Ball:

- A. Reported on the Type I Engine service status.
- B. Reported that they hope to have two new trucks by the end of the year at the latest.

Logistics - Matthew Martens:

- A. Reported on the status of the projects he hopes to have completed by the end of the year.

NEW BUSINESS

- A. It was moved by Commissioner Jenkins that the Board approve the following as excess: two 1500 gallon water tanks, CPR mannequins and KED devices. The Motion was seconded by Commissioner Carpenter and passed.
- B. At 6:20 p.m. the Chairman announced a public hearing to entertain public comment on the 2026 budget and 2026 tax levy. There were no citizens present wishing to comment. At 6:21 p.m. the public hearing was closed and the open meeting reconvened.
- C. It was moved by Commissioner Carpenter that Resolution No. 2025-10 relating to the increase in the tax levy to be collected in 2026 be adopted. The motion was seconded by Commissioner Jenkins and passed.

- D. It was moved by Commissioner Jenkins that Resolution No. 2025-09 relating to the 2026 tax levy and budget be adopted. The motion was seconded by Commissioner Phillips and passed. Commissioner Carpenter dissented.
- E. It was moved by Commissioner Phillips that Department of Revenue Levy Certification be approved and signed by the District Secretary/Attorney. The motion was seconded by Commissioner Jenkins and passed.
- F. It was moved by Commissioner Carpenter that the District approve the Employer Application for 2026 medical and dental through the Washington Fire Commissioners Association to provide that the District offer PPO-100, PPO-300, PPO-750, PPO-Plus, and HD medical plans and the PPO Incentive Plan w/o Orthodontia dental plan for full time employees and that Chief LoParco be authorized to sign the application on behalf of the District. The motion was seconded by Commissioner Jenkins and passed.
- G. It was moved by Commissioner Jenkins that the Board approve a CPI increase in wages as set forth for non-union employees. The Motion was seconded by Commissioner Carpenter and passed.
- H. After reviewing the Captains Test results, it was moved by Commissioner Carpenter that the Board approve the list of qualified candidates as presented. The motion was seconded by Commissioner Jenkins and passed.
- I. It was moved by Commissioner Jenkins that the Board revise Policy No. 2200. The Motion was seconded by Commissioner Carpenter and passed.

EXECUTIVE SESSION

At 6:30 p.m. the Chairman announced an executive session to last for ten minutes to review the performance of a public employee.

At 6:40 p.m. the open meeting was reconvened.

ANNOUNCEMENTS

- The next Board of Commissioner meeting will be on December 2, 2025, at 6:00 p.m.

ADJOURNMENT

The meeting adjourned at 6:44 p.m.

Approved by:


Commissioner

Submitted by:


Heidi Ellerd, District Secretary/Attorney