

BENTON COUNTY FIRE PROTECTION DISTRICT #1
BOARD OF COMMISSIONERS
MEETING MINUTES
Tuesday, January 6, 2026

CALL TO ORDER

Commissioner Jenkins 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 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, Mechanic/Firefighter Ball, EMS Officer Trey Irwin, 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. Tess Alder attended via videoconference/telephone.

Pledge of Allegiance

ADDITIONS TO THE AGENDA

A. None

CORRESPONDENCE

The correspondence received and sent was reviewed.

APPROVAL OF MINUTES

Commissioner Carpenter made a motion to approve the regular minutes of December 16, 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 #2614 to #2656. The transactions totaled \$87,299.28. General Fund \$81,715.41, and Custodial Funds \$5,583.87.

Presented to the Board were 2026 transactions #1 to #12. The transactions totaled \$53,245.98. General Fund \$53,130.99, and Custodial Funds \$114.99.

Commissioner Phillips made a motion to approve the vouchers. Commissioner Carpenter 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. Commissioner Carpenter reported on the notice of scholarship he received and wanted to be sure that everyone received it that needed to distribute it to possible candidates.

Fire Chief LoParco:

- A. Reported he has been working with new hires yesterday and last week.
- B. Reported he is working on policies.
- C. Talked about dedication/fallen firefighters memorial for the new station.

Captain Bibe:

- A. Reported he took some time off over the holidays.
- B. Reported on the successful evolution of the new burn prop and the good training completed despite a few minor issues with the burn prop.
- C. Reported he started working with new hires today.

EMS Trey Irwin:

- A. Reported the supply management system software is up and running. Staff is using it already.
- B. Reported he is working on policies and procedures.

Mechanic/Firefighter Ball:

- A. Reported the ambulances have been serviced
- B. Reported that he brought the ladder truck in to work on this week.
- C. Reported that the District has still not received the new trucks.

Logistics - Matthew Martens:

- A. Reported he is starting to work on getting rid of the fire retardant and getting a bid from a sole source provider.
- B. Reported he is working on a janitorial contract for the District. Commissioner Phillips motioned that the District approve Chief LoParco to sign a contract approved by the District attorney with Conqueror Cleaning Services for \$963.73 per month. The Motion was seconded by Commissioner Carpenter and passed.

NEW BUSINESS

- A. Board Secretary-Attorney Services Agreement – Commissioner Phillips motioned to approve Chief LoParco to sign the revised contract with \$250 per hour instead of \$200 per hour for out of contract services. The Motion was seconded by Commissioner Carpenter and passed.
- B. Intern Agreements – Commissioner Phillips motioned to approve the Intern Agreements for Owen Nicley, Samuel Lettau and Blake Achenbach. The Motion was seconded by Commissioner Carpenter and passed.
- C. Revise Agenda Format – Discussion was held regarding a new agenda format.
- D. Degree Pay Approval – Commissioner Carpenter motioned to upgrade Sarah Odland pay pursuant to her contract. The Motion was seconded by Commissioner Phillips and passed.

EXECUTIVE SESSION

At 6:32 p.m. the Chairman announced an executive session to last for ten minutes to discuss with legal counsel representing the District litigation or potential litigation to which the District is, or may be, a party. No action to be taken afterwards.

At 6:42 p.m. the open meeting was reconvened.

ANNOUNCEMENTS

- Office closed January 19, 2026, in observance of MLK.
- The next Board of Commissioner meeting will be on January 20, 2026, at 6:00 p.m.

ADJOURNMENT

The meeting adjourned at 6:43 p.m.

Approved by:

Commissioner

Submitted by:

Heidi Ellerd

Heidi Ellerd, District Secretary/Attorney