

BENTON COUNTY FIRE PROTECTION DISTRICT #1
BOARD OF COMMISSIONERS
MEETING MINUTES
Tuesday, December 16, 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 6:01 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. Travis Wakefield and Michael Pena attended via videoconference/telephone.

ADDITIONS TO THE AGENDA

- A. Election of Officers.
- B. Reminder for Commissioners to complete Open Government Training.

CORRESPONDENCE

The correspondence received and sent was reviewed.

APPROVAL OF MINUTES

Commissioner Carpenter made a motion to approve the regular minutes of December 2, 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 #2510, 2550 to #2587. The transactions totaled \$106,950.17. General Fund \$88,753.37, Custodial Funds \$18,017.26 and Capital Project Funds \$179.54.

Presented to the Board were 2025 transactions #2541, 2542 and 2549. The transactions totaled \$3,904.25. General Fund \$3,816.75 and Custodial Funds \$87.50.

Presented to the Board were 2025 Payroll transactions #2450 to 2509, 2511 to 2536, 2540, 2543 to 22547. The transactions totaled \$152,156.91. General Fund \$152,156.91.

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 Jenkins:

- A. Motioned that at the beginning of every meeting they recite the Pledge of Allegiance. The motion was seconded by Commissioner Phillips, Commissioner Carpenter abstained and the motion passed.

Fire Chief LoParco:

- A. Reported he is reviewing policies for any updates or changes that need to be made.
- B. Reported he is working on Firefighter hiring.
- C. Reported he is working on the new phone system.

Deputy Chief/HSO Nicholls:

- A. Reported he is working on year-end business.

Volunteer Battalion Chief Gutzmer:

- A. Reported six recruits went through the academy and completed it.

EMS Officer Trey Irwin:

- A. Reported he is working on EMS policies and procedures.
- B. Reported on the new scoop stretchers the District is using.

Mechanic/Firefighter Ball:

- A. Reported he is working on structure service.
- B. Provided an update on the shipping of ladder and hopefully trucks by the end of the year.

Logistics - Matthew Martens:

- A. Reported on cleanup of Triple F and filing reports.
- B. Reported that C tanks have been removed and are no longer needed.
- C. Reported he is working on getting a garage door service plan in place.
- D. Reported he is working on new ambulance specifications.

Captain Bibe:

- A. Reported on live fire training and using the new burn prop.

NEW BUSINESS

- A. It was moved by Commissioner Jenkins that the Fire Chief be allowed to hire for budgeted positions off the approved current eligibility list. The motion was seconded by Commissioner Phillips and passed. Commissioner Carpenter dissented.
- B. A motion was made by Commissioner Carpenter to approve Resolution 2025-12 Cancelling Unclaimed Warrants. The motion was seconded by Commissioner Jenkins and passed. Commissioner Phillips abstained.
- C. It was moved by Commissioner Phillips that Commissioner Jenkins be elected Chairman of the Board and that Commissioner Phillips be elected Vice Chairman of the Board effective January 1, 2026, and that the representation of the District on various local boards and committees remain the same for now. The motion was seconded by Commissioner Carpenter and passed.

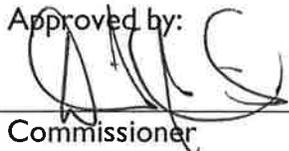
ANNOUNCEMENTS

- The next Board of Commissioner meeting will be on January 6, 2026, at 6:00 p.m.

ADJOURNMENT

The meeting adjourned at 6:22 p.m.

Approved by:



Commissioner

Submitted by:



Heidi Ellerd, District Secretary/Attorney