

BENTON COUNTY FIRE PROTECTION DISTRICT #1
BOARD OF COMMISSIONERS
MEETING MINUTES
Tuesday, December 2, 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 6:00 p.m. at 144610 E. Law Lane, Suite D, Kennewick, Washington. In attendance at this meeting in-person were Commissioner Carpenter, Commissioner Phillips, Deputy Chief Nicholls, Volunteer Battalion Chief Gutzmer, Captain Bibe, Mechanic/Firefighter Ball, Matthew Martens, EMS Officer Trey Irwin, Admin. Assist Misty Ferrell, Finance Manager Christie Brown, and Secretary/Attorney, Heidi Ellerd.

The District provided a link for interested parties to participate through Zoom. Ivan Z, Station 170, and Travis Wakefield attended via videoconference/telephone.

Motion to excuse Commissioner Jenkins by Commissioner Carpenter and second by Commissioner Phillips and passed.

CORRESPONDENCE

The correspondence received and sent was reviewed. Commissioner Carpenter asked a question on the correspondence.

APPROVAL OF MINUTES

Commissioner Carpenter made a motion to approve the regular minutes of November 18, 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 #2398 to #2428. The transactions totaled \$51,727.02. General Fund \$46,714.17, and Custodial Funds \$5,012.85.

Presented to the Board were 2025 transactions #2370 to #2391 and 2397. The transactions totaled \$8,872.75. General Fund \$8,872.75.

Commissioner Carpenter 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.

REPORTS

Commissioner Carpenter:

Reported on the EMS Meeting he attended on December 1, 2025.

Deputy Chief/HSO Nicholls:

- A. Reported that Chief LoParco will be conducting Chief Interviews for the open Firefighter positions this week. Goal is to have two positions ready for hire in January.
- B. Reported on the three days of training and season after action review (AAR) for the Southeastern Washington Interagency Incident Management Training he attended in Ellensburg on November 18-20, 2025.
- C. Reported on the Safety Committee meeting held on November 24, 2025. There was one significant event with injury to personnel resulting in ER visit and continued injury care. Advised the board that this will be a BVFF claim that they can anticipate seeing in the coming months.
- D. Reported on the TCRA live fire training day he attended at Walla Walla Fire Protection District No. 5 in Burbank on November 22, 2025.
- E. Reported he will be attending an 800mhz project update meeting on December 4, 2025. They expect vehicle installs will begin in mid-to-late January and the timeframe to utilize the new system will be late 2026.

Volunteer Battalion Chief Gutzmer:

- A. Reported on training academy and how successful it was.

Captain Bibe:

- A. Reported on the new training platform.
- B. Responded to Commissioner Carpenter's questions about propane for training.

EMS Officer:

- A. Reported on preparing a reporting for each Commission meeting.

Mechanic/Firefighter Ball:

- A. Reported that their aerial device is having issues and parts are needed.

Logistics - Matthew Martens:

- A. Reported on getting safety gear to all stations.
- B. Reported he has completed outsourcing of water samples for three stations and waiting to see if anything can be done once the test results are received.

NEW BUSINESS

- A. A motion was made by Commissioner Carpenter to approve Resolution 2025-11 Rescinding Resolution 2025-10. The motion was seconded by Commissioner Phillips and passed.

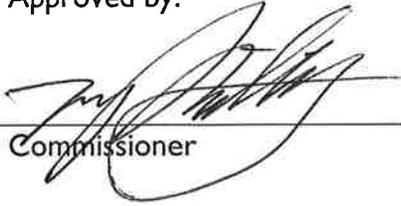
ANNOUNCEMENTS

- The next Board of Commissioner meeting will be on December 16, 2025, at 6:00 p.m.

ADJOURNMENT

The meeting adjourned at 6:20 p.m.

Approved by:



Commissioner

Submitted by:



Heidi Ellerd, District Secretary/Attorney