

BENTON COUNTY FIRE PROTECTION DISTRICT #1
BOARD OF COMMISSIONERS
MEETING MINUTES
Tuesday, March 3, 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 6:02 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 and Sandi Quesenberry.

The District provided a link for interested parties to participate through Zoom. Secretary/Attorney, Heidi Ellerd and Ryan Chambers attended via videoconference/telephone.

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES

Commissioner Phillips made a motion to approve the regular minutes of February 17, 2026, as submitted. Commissioner Carpenter seconded the motion, and the motion passed unanimously.

OLD BUSINESS

- A. It was moved by Commissioner Phillips to approve Board Policy 1002 regarding Promotions. The motion was seconded by Commissioner Carpenter and passed.

NEW BUSINESS

- A. It was moved by Commissioner Phillips that the District declare the 2005 International 7400 Type 3 engine VIN: IHTWEAZN35J007447 as excess to the needs of the District. The Motion was seconded by Commissioner Carpenter and passed.
- B. It was moved by Commissioner Phillips that the Board approve the Memorandum of Agreement with the City of Kennewick Fire Department for Ride Alongs. The motion was seconded by Commissioner Carpenter and passed.
- C. It was moved by Commissioner Phillips that the Board approve the Greater Columbia Behavioral Grant Program. The motion was seconded by Commissioner Carpenter and passed.
- D. Discussion was held and information provided regarding the procurement of a new ambulance.
- E. Resolution 2026-03 regarding discontinuing the petty cash fund was tabled until the next meeting.

CORRESPONDENCE

The correspondence received and sent was reviewed.

FINANCIAL REPORT

Expenditure Transaction Details

Presented to the Board were 2026 transactions #399 to #442. The transactions totaled \$48,734.85. General Fund \$47,116.29, and Custodial Funds \$1,618.56.

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.

STAFF REPORTS

Fire Chief LoParco:

- A. Reported on the status of updating policies and procedures.
- B. Reported on getting bids for the water tender.
- C. Reported on the following: All Staff Meeting, EPA Planning, Operations Meeting and a Records Request.

Deputy Fire Chief/HSO Nicholls:

- A. Reported on the presentation he attended with Regional Fire Chiefs on the evaluation of the Washington State property protection classification system.
- B. Reported that he participated in "First Due" RMS system demonstration. Regional agencies are looking at potentially changing platforms.
- C. Reported on the meeting he attended with the Regional Hughes Fire Sales Representative regarding shortcomings in satisfaction with delivery process of two new T I engines and the fact that there are still outstanding items from the delivery punch-list.
- D. Reported on the status of the new radio installation project.

Volunteer Battalion Chief Gutzmer:

- A. Reported on Recruit Academy Graduation.

Training Officer Captain Bibe:

- A. Reported on recent testing for candidates, the training platform and upcoming tests.

EMS Officer Trey Irwin:

- A. Reported on the District joining Greater Health Now's Mobile Integrated Health Program.

Maintenance/Firefighter Ball:

- A. Reported on the new trucks he has been working on.

Logistics - Matthew Martens:

- A. Reported on the quotes he is obtaining regarding lawn maintenance.
- B. Reported on the new furniture.

ANNOUNCEMENTS

- The next Board of Commissioner meeting will be on March 17, 2026, at 6:00 p.m.

EXECUTIVE SESSION

At 6:38 p.m. the Chairman announced an executive session to last for five minutes to discuss with legal counsel representing the District litigation or potential litigation to which the District is, or may be, a party.

At 6:43 p.m. the open meeting was reconvened.

ADJOURNMENT

The meeting adjourned at 6:43 p.m.

Approved by:



Commissioner

Submitted by:



Heidi Ellerd, District Secretary/Attorney