

BENTON COUNTY FIRE PROTECTION DISTRICT #1
BOARD OF COMMISSIONERS
MEETING MINUTES
Tuesday, March 17, 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 6:01 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, Deputy Chief Nicholls, Volunteer Battalion Chief Gutzmer, Mechanic/Firefighter Ball, EMS Officer Trey Irwin, Matthew Martens, Admin. Assist Misty Ferrell, Finance Manager Christie Brown, Sandi Quesenberry, Jeremy Linhoff and Secretary/Attorney, Heidi Ellerd.

The District provided a link for interested parties to participate through Zoom. Station 170, Travis Wakefield, Jennifer Browning, Nic, Michael Pena, Kaven Tucksen, Dlbee and Kayla attended via videoconference/telephone.

PLEDGE OF ALLEGIANCE

EXECUTIVE SESSION

At 6:02 p.m. the Chairman announced an executive session to last for fifteen minutes to discuss with legal counsel representing the District litigation or potential litigation to which the District is, or may be, a party and to review the performance of a public employee.

At 6:17 p.m. the Chairman announced that the executive session would continue for an additional ten minutes.

At 6:27 p.m. the open meeting was reconvened.

ADDITIONS TO THE AGENDA

- A. Employee Status
- B. Lawn Maintenance Contract and Quotes.

APPROVAL OF MINUTES

Commissioner Carpenter made a motion to approve the regular minutes of March 3, 2026, as submitted. Commissioner Jenkins seconded the motion, and the motion passed unanimously.

OLD BUSINESS

- A. The Board reviewed Resolution 2026-03 as Amended regarding discontinuing the petty cash fund. It was moved by Commissioner Carpenter that the Board approve the resolution. The Motion was seconded by Commissioner Jenkins and passed unanimously.

B. EMS Twelve Month Revenue Report – Informational Only

NEW BUSINESS

- A. Employee Status. After discussion, Commissioner Jenkins make a motion to terminate Firefighter, Ryan Dawson, for failure to meet job description requirements effective as soon as possible and that Chief LoParco has the authority to a send Letter of Termination. Commissioner Carpenter seconded the motion, and the motion passed unanimously.

- B. Lawn Maintenance Contract and Quotes. Matthew Martens reported on the quotes he received. He recommended TLC as they were the lowest responsible bidder. Commissioner Jenkins made a motion to accept TLC's bid, that a contract in the form approved by legal counsel be drafted and that Chief LoParco be authorized to sign on behalf of the District. Commissioner Carpenter seconded the motion, and the motion passed unanimously.

CORRESPONDENCE

The correspondence received and sent was reviewed.

FINANCIAL REPORT

Expenditure Transaction Details

Presented to the Board were 2026 transactions #519, 569 to #609. The transactions totaled \$72,825.60. General Fund \$69,766.44, and Custodial Funds \$3,059.16.

Presented to the Board were 2026 payroll transactions #461 to #544 and #562 to #568. The transactions totaled \$156,139.51 from the General Fund.

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.

STAFF REPORTS

Commissioner Carpenter:

- A. Advised that the Southeastern Washington Fire Commissioner meeting in Dayton on March 20, 2026, has been cancelled.

Fire Chief LoParco:

- A. Reported on the Fire Chief's meeting he attended.
- B. Reported he is preparing for the Banquet.
- C. Reported on public records requests

- D. Provided an update on transferring 501(c)3 funds from our control (for transfer of administration for Special Operations Group).

EMS Officer Trey Irwin:

- A. Reported he is working on the monitor for the ambulance – purchasing a new one as budgeted.

Maintenance/Firefighter Ball:

- A. Reported he is preparing for wildland service.
B. Reported he is working on the new Type I Engine.

Logistics - Matthew Martens:

- A. Reported he has listed some of the items declared as excess for sale.

ANNOUNCEMENTS

- Annual Awards Banquet will be held at the Holiday Inn on George Washington Way in Richland on Saturday, March 21, 2026.
- The next Board of Commissioner meeting will be on April 7, 2026, at 6:00 p.m.

ADJOURNMENT

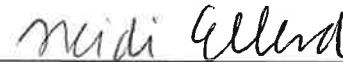
The meeting adjourned at 6:54 p.m.

Approved by:



Commissioner

Submitted by:



Heidi Ellerd, District Secretary/Attorney