

BENTON COUNTY FIRE PROTECTION DISTRICT #1
BOARD OF COMMISSIONERS
MEETING MINUTES
Tuesday, April 7, 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 6:03 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, Matthew Martens, Finance Manager Christie Brown, Sandi Quesenberry and Secretary/Attorney, Heidi Ellerd.

The District provided a link for interested parties to participate through Zoom. Ivan Zuniga, Michael, Station 120 and Travis Wakefield attended via videoconference/telephone.

PLEDGE OF ALLEGIANCE

ADDITIONS TO THE AGENDA

- A. Letter regarding representatives for EMS Council.
- B. Lieutenant Eligibility List

APPROVAL OF MINUTES

Commissioner Carpenter made a motion to approve the regular minutes of March 17, 2026 as corrected. Commissioner Jenkins seconded the motion, and the motion passed unanimously.

OLD BUSINESS

- A. The EMS report was reviewed by the Commission.
- B. The 12 month EMS report was reviewed by the Commission.

NEW BUSINESS

- A. Intern Agreement for Hunter Downing – Motion to approve intern agreement by Commissioner Phillips and seconded by Commissioner Jenkins and the motion passed unanimously.
- B. Letter to EMS Council – Motion by Commissioner Carpenter to change the representative and alternate representative to Trey Irwin and Ryan Nicholls, the motion was seconded by Commissioner Phillips and the motion passed unanimously.
- C. Lieutenant Eligibility List – Motion to approve Lieutenant Eligibility List by Commissioner Phillips and seconded by Commissioner Carpenter 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 #646 to #689. The transactions totaled \$164,002.44. General Fund \$162,165.83, and Custodial Funds \$1,836.61.

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.

EMS Report

The Commission reviewed the EMS report.

STAFF REPORTS

Commissioner Carpenter:

- A. Reported on the EMS Council meeting he attended.

Fire Chief LoParco:

- A. Shared the bid for water tender refurbishment with Commission.
- B. Reported on Operations Chiefs' meeting he attended.
- C. Reported on Regional Chamber meeting he attended.
- D. Reported he has started looking at the Joint Training and Facility Interlocal Agreement contract for renewal.
- E. Reported he is continuing to look at strategic planning.

Deputy Fire Chief/HSO Nicholls:

- A. Reported that the District Banquet was well attended on March 21st. Special "thank you" to Misty Ferrell for the work that she did putting it together even with the last minute change in venue.
- B. Reported everything should be closed out from the termination process that was approved at the March 17th meeting. Multiple cordial meetings have been had with the individual, and all district uniforms and equipment have been turned in.
- C. Reported he will be conducting firefighter interviews on April 14th to fill the current vacancy with anticipated hiring by June 1st.

- D. Advised that the announcement for seasonal firefighter positions has gone out to the District with anticipated hiring by June 1st.
- E. Reported that installation of the new radios in all apparatus has been completed. He will continue to provide updates over the coming months as the project progresses.
- F. Reported that Lieutenant promotional testing has been successfully completed with seven individuals participating in and passing the process. Eligibility list has been presented.
- G. Reported he is currently working to finalize specs and drawing for the new ambulance purchase.
- H. Reported on the Recruit Orientation he attended on April 6th at the Firefighter Training Center to welcome new District members and introduce himself.

Training Officer Captain Bibe:

- A. Reported on completed recruit testing.
- B. Reported on starting wildland training.
- C. Reported on new training platform software.

Logistics - Matthew Martens:

- A. Reported two water tanks and two four wheelers have been sold.
- B. Reported on the odds and ends he has been working on around the District.
- C. Explained overhead door costs that Commissioner Carpenter inquired about at the last meeting.

ANNOUNCEMENTS

- The next Board of Commissioner meeting will be on April 21, at 6:00 p.m.

ADJOURNMENT

The meeting adjourned at 6:42 p.m.

Approved by:



Commissioner

Submitted by:



Heidi Ellerd, District Secretary/Attorney