

BENTON COUNTY FIRE PROTECTION DISTRICT #1

BOARD OF COMMISSIONERS

MEETING MINUTES

Tuesday, September 1, 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, Deputy Chief Nicholls, Volunteer Battalion Chief Gutzmer, Mechanic/Firefighter Ball, EMS Officer Trey Irwin, Finance Manager Christie Brown, Sandi Quesenberry, and Secretary/Attorney, Heidi Ellerd.

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

PLEDGE OF ALLEGIANCE

ADDITIONS TO THE AGENDA

- A. Cares Policy
- B. Controlled Substance Policy

APPROVAL OF MINUTES

Commissioner Carpenter made a motion to approve the regular minutes of August 18, 2026 as submitted. Commissioner Phillips seconded the motion, and the motion passed unanimously.

NEW BUSINESS

- A. Ambulance Transport Rates Resolution – Deputy Chief Nicholls went through the proposed policy with the commission. This will be on the next agenda for approval.
- B. Benton County Cares Mobile Integrated Health Program Policy – It was moved by Commissioner Phillips that the Board approve this policy. The Motion was seconded by Commissioner Carpenter and passed.
- C. Controlled Substances (Narcotics) Management Policy - It was moved by Commissioner Jenkins that the Board approve this policy. The Motion was seconded by Commissioner Phillips and passed.

CORRESPONDENCE

The correspondence received and sent was reviewed.

FINANCIAL REPORT

Expenditure Transaction Details

Presented to the Board were 2026 transactions #1737 to #1770. The transactions totaled \$44,736.46. General Fund \$37,200.99, Bond Funds of \$550.00 and Custodial Funds \$6,985.47.

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

Commissioner Carpenter:

- A. Advised that the next Southeastern Commissioners Association meeting will be September 18, 2026 at 6:30 pm in Dayton.

Fire Chief LoParco:

- A. Advised he has been on vacation helping at the Benton Franklin Fair and Rodeo.

Deputy Fire Chief/HSO Nicholls:

- A. Advised he has been filling in for Chief LoParco while he was on vacation.
- B. Reported he continues to work with a fire equipment sales company to post and sell the two American LaFrance T1 engines that the District already excessed.
- C. Reported he is working with seasonal firefighters on cleanup around Station 160 facilities and establishing an excess list for presentation at a future meeting to be approved as excess.
- D. Reported the first of two staff vehicles has arrived at Corwin Ford. The second is expected to arrive within the week. The District should take delivery of both next week and will be processing for payment with next set of vouchers. Both vehicles will go to the Hughes Fire shop in Burbank for upfitting.

EMS Officer Trey Irwin:

- A. Reported on instructing with RTF this week.
- B. Reported he has completed GEMT reporting for the year.

Maintenance/Firefighter Ball:

- A. Reported he is finishing up a couple punch list items on the Type I engines that are going up for sale.

ANNOUNCEMENTS

- The next Board of Commissioner meeting will be on September 15, 2026, at 6:00 p.m.
- October 3, 2026, from 11 am to 3 pm, the District will have a family fall cookout at Station 170.

EXECUTIVE SESSION

At 6:28 p.m. the Chairman announced an executive session to last for 10 minutes to review the performance of an public employee.

At 6:38 pm the open meeting was reconvened.

ADJOURNMENT

The meeting adjourned at 6:38 p.m.

Approved by:

Commissioner

Submitted by:

Heidi Ellerd

Heidi Ellerd, District Secretary/Attorney