

**BENTON COUNTY FIRE PROTECTION DISTRICT #1**  
**BOARD OF COMMISSIONERS**  
**MEETING MINUTES**  
Tuesday, February 18, 2025

**CALL TO ORDER**

Commissioner Carpenter 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 1811A S. Ely St. 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, 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. Commissioner Phillips, Marsha Sells and M. Browning attended via videoconference/telephone.

**CORRESPONDENCE**

The correspondence received and sent was reviewed.

**APPROVAL OF MINUTES**

Commissioner Jenkins made a motion to approve the regular minutes of February 4, 2025 as corrected. Commissioner Carpenter seconded the motion, and the motion passed unanimously.

**FINANCIAL REPORT**

**Fund Transaction Details**

Presented to the Board were 2025 transactions #269, 295 – 297, 301 – 347 to. The transactions totaled \$175,613.65. General Fund \$174,759.17, and Custodial Funds \$854.48.

Commissioner Jenkins 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.

**REPORTS**

**Commissioner Carpenter reported:**

- A. He updated the Board on the Tri-County Meeting he attended on February 8, 2025, and the previous meeting he was unable to attend. He also reported on upcoming meeting locations.
- B. He asked questions regarding the Red Cross Lease Agreement including what vehicles were being stored at the property.

**Fire Chief LoParco reported:**

- A. Advised the Board that the new Administration Building is nearing completion and then they will be looking into how to furnish it.
- B. Advised the Board on the status of U Pull-it location.
- C. Advised the Board on the Levy LID lift newscast.
- D. Reported on the lunch he had with Dr. Hodges and provided a services update.
- E. Reported on his meeting with Liz Loomis
- F. Advised that he updated the boundary map with the Election Department.
- G. Reported on the new fence that limits parking at Station #130.
- H. Advised that repairs are needed on the men's bathroom at Station #150.

**Volunteer Battalion Chief Gutzmer reported:**

- A. Advised on the ongoing Hazmat recruit testing.
- B. Reported that Lt. Sells is working with the Academy class for graduation date and location.

**Mechanic/Firefighter Ball reported:**

- A. Advised that the ambulance was serviced today and he is preparing to begin Wildland servicing.

**Other:**

Discussion was held regarding Commissioner and Volunteer pay.

**OLD BUSINESS**

- A. The Board reviewed Resolution 2025-2 Removal of Signers for Petty Cash, Advance Travel Fund and Associated Savings Account. It was moved by Commissioner Jenkins that the Board approve the resolution. The Motion was seconded by Commissioner Phillips and passed.
- B. It was moved by Commissioner Jenkins that the Board approve an Employment Agreement with Matt Martens for the Logistics Position and that Chief LoParco be authorized to sign on behalf of the District. The Motion was seconded by Commissioner Phillips and passed.
- C. Hazmat Team – Chief LoParco reported on the meeting he attended on February 14, 2025 and that Administration of the host agency is changing because a 503c is being formed.

## **NEW BUSINESS**

- A. It was moved by Commissioner Phillips that the District's Commissioner Chairperson for the Board will serve as the Commissioner representative for the Board of Volunteer Firefighters in the same year as they serve as Chairperson. The Motion was seconded by Commissioner Jenkins and passed.
- B. It was moved by Commissioner Jenkins that the Board excess vehicle #153 – 2005 Type I Freightliner Engine, VIN#4Z3AADCY4 5RU48257 and authorize Chief LoParco to sell it for not less than \$40,000.00. The Motion was seconded by Commissioner Phillips and passed.
- C. Discussion was had regarding Liz Loomis' contract and the error in the newsletter. It was moved by Commissioner Carpenter to terminate the contract of Liz Loomis. The motion was not seconded and failed.
- D. Commissioner Carpenter discussed the layout and furniture for the new Administration Building.


## **ANNOUNCEMENTS**

- The next Board of Commissioner meeting will be on March 4, 2025, at 6:00 p.m.

## **ADJOURNMENT**

With no further business to come before the Board Commissioner Jenkins moved that the meeting be adjourned. The motion was seconded by Commissioner Phillips and passed. The meeting adjourned at 7:05 p.m.

Approved by:

  
Trevor Phillips, Board Chair

Submitted by:

  
Heidi Ellerd, District Secretary/Attorney