

**BENTON COUNTY FIRE PROTECTION DISTRICT #1**  
**BOARD OF COMMISSIONERS**  
**MEETING MINUTES**  
Tuesday, January 7, 2025

**CALL TO ORDER**

Commissioner Phillips called the regular meeting of the Board of Fire Commissioners of Benton County Fire District No. 1 to order in-person and via zoom at 6:00 p.m. at 1811A S. Ely St. Kennewick, Washington. In attendance at this meeting in-person were Commissioner Carpenter, Commissioner Jenkins, Commissioner Phillips, Christie Brown, Chief LoParco via zoom, Deputy Chief Nicholls, Volunteer Battalion Chief Gutzmer, Captain Bibe, Mechanic/Firefighter Ball, Station 120 via zoom, Travis Wakefield via zoom, Michelle Fossum via zoom, and Secretary/Attorney, Heidi Ellerd via zoom and Bill Copland.

The District provided a link for interested parties to participate through Zoom.

**EXECUTIVE SESSION**

At 6:01 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.

At 6:16 p.m. the Chairman announced that the executive session would continue for an additional ten minutes.

At 6:26 p.m. the open meeting reconvened.

**ADDITIONS TO THE AGENDA**

A. None

**CORRESPONDENCE**

The correspondence received and sent was reviewed.

**APPROVAL OF MINUTES**

Commissioner Jenkins made a motion to approve the regular minutes of December 17, 2024, as submitted. Commissioner Carpenter seconded the motion, and the motion passed unanimously.

**FINANCIAL REPORT**

**Fund Transaction Details**

Presented to the Board were 2024 transactions #20360 to #20369, #20371 to #20385 and #20394. The transactions totaled \$276,201.65. General Fund \$103,687.82, and Custodial Funds \$172,513.83.

Presented to the Board were 2025 transactions #20386 to 20393. The transactions totaled \$48,421.35. General Fund \$48,421.35.

Commissioner Jenkins made a motion to approve the vouchers. Commissioner Carpenter seconded the motion, and the motion passed unanimously.

**EMS Report**

None.

**REPORTS**

**Commissioner Carpenter reported:**

- A. Discussed WFCA correspondence on OPMA.

**Fire Chief LoParco reported:**

- A. Provided an update on the progress of the Administration Building.
- B. Notice went out about the upcoming retirement party.

**Deputy Chief/HSO Nicholls reported:**

- A. On-duty staff have made the transition to the new 48/96-hour work schedule per language established in the current CBA. Management will continue to monitor how the schedule works for the agency and for personnel. There may be additional changes that are needed to accommodate the transition, and the management team will keep the Board advised on that as that happens.

**Volunteer Battalion Chief Gutzmer reported:**

- A. Gave update on Training Academy.

**Captain Bibe reported:**

- A. Reported on new shift schedule.
- B. Reported on executed MOUs with union.

**Mechanic/Firefighter Ball reported:**

- A. Gave update on damage including a dented door, scratches, bent hose reel and creased front fender which E1152 incurred at an incident the District responded to.

**OLD BUSINESS**

- A. FTC Use Agreement with Red Cross – this was signed and sent to them for signature.
- B. Commissioner Carpenter noticed that the Resolutions for Petty Cash and Travel need authorized users updated. Chief LoParco indicated they are working on those.

**NEW BUSINESS**

- A. Two Intern Agreements were presented to the Board for approval. Commissioner Jenkins made a motion to approve the agreements. Commissioner Carpenter seconded the motion, and the motion passed unanimously.
- B. The MOU with the union regarding 48/96 Shift Schedule Change with Local 1296 was executed.
- C. The MOU with the union regarding Tri-Tech Fire Instructor Adder with Local 1296 was executed.

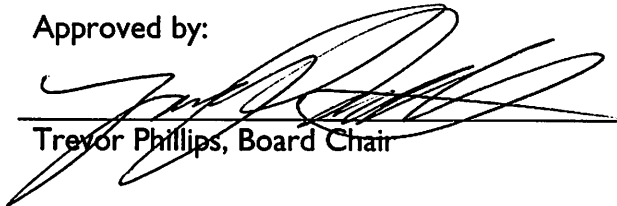
**ANNOUNCEMENTS**

- The next Board of Commissioner meeting will be on January 21, 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 Carpenter and passed. The meeting adjourned at 6:58 p.m.

Approved by:



Trevor Phillips, Board Chair

Submitted by:



Heidi Ellerd, District Secretary/Attorney