

**BENTON COUNTY FIRE PROTECTION DISTRICT #1**  
**BOARD OF COMMISSIONERS**  
**MEETING MINUTES**

Tuesday, February 4, 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 videoconference at 6:00 p.m. at 1811 A S. Ely St. Kennewick, Washington. In attendance at this meeting in-person were Commissioner Carpenter, Commissioner Jenkins, Commissioner Phillips, Chief LoParco, Deputy Chief Nicholls, Mechanic/Firefighter Ball, Finance Manager Christie Brown and Secretary/Attorney, Heidi Ellerd.

The District provided a link for interested parties to participate through Zoom. Travis Wakefield, Station 120B and Station 170 attended via videoconference/telephone.

**ADDITIONS TO THE AGENDA**

- A. Excessing a Type One Engine.

**CORRESPONDENCE**

The correspondence received and sent was reviewed.

**APPROVAL OF MINUTES**

Commissioner Carpenter made a motion to approve the regular minutes of January 21, 2025, as submitted. Commissioner Phillips seconded the motion, and the motion passed unanimously.

**FINANCIAL REPORT**

**Fund Warrant/Transaction Details**

Presented to the Board were 2025 warrant #20451 to #20455, #20457 to #20475. The transactions totaled \$75,533.50.

Commissioner Carpenter made a motion to approve the warrant/transactions. 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.

**REPORTS**

**Commissioner Carpenter reported:**

- A. There is a Tri-county Meeting at Benton City Station 210 on February 8, 2025 at 9:00 a.m.
- B. Informed the Board of a mistake in the District's Newsletter.

**Deputy Chief/HSO Nicholls reported:**

- A. Attended the following meetings since January 21, 2025, District Safety Committee, Staff Meeting, Regional Stakeholders, District Ops Chiefs, SE WA ICs and RMS committee. Further details can be provided to the board as requested.
- B. Engine and crew returned from the California EMAC deployment on January 26, 2025. All personnel have described it as a good experience. A local media outlet did a story with personnel interviews after their return. I am currently working to finalize the billing packet.
- C. Conducted probationary firefighter closeout interviews with the four probationary firefighters. All felt that their first year has gone well and they are excited to continue working with the Fire District. Recommendation was provided to Chief LoParco to move all four on from probation.
- D. New applicant testing was conducted on February 1, 2025. Seven applicants went through the testing, including written and agility evaluation. The process will continue over the next month, and this group will start wildland in April.

**Mechanic/Firefighter Ball reported:**

- A. He is currently working on Station 140's engine.

**NEW BUSINESS**

- A. Discussed Mid-Columbia EMS and Pre-Hospital Care Letter of appointees. They are updating two positions with alternates.
- B. Discussion was held to hold a Dedication Ceremony for the new Administration Building including names of individuals it will be dedicated to.
- C. Discussion was held to excess a Type One Engine.

**EXECUTIVE SESSION**

At 6:40 p.m. the Chairman announced an executive session to last for five minutes to consider the performance of a public employee. At 6:45 p.m. the open meeting was reconvened.

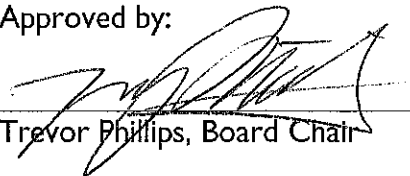
**ANNOUNCEMENTS**

- The next Board of Commissioners meeting will be on February 18, 2025, at 6:00 p.m.

**ADJOURNMENT**

With no further business to come before the Board Commissioner Carpenter moved that the meeting be adjourned. The motion was seconded by Commissioner Jenkins and passed. The meeting adjourned at 6:46 p.m.

Approved by:



Trevor Phillips, Board Chair

Submitted by:



Heidi Ellerd, District Secretary/Attorney