

**BENTON COUNTY FIRE PROTECTION DISTRICT #1**  
**BOARD OF COMMISSIONERS**  
**MEETING MINUTES**  
Tuesday, March 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 1811A S. Ely St. 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, 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. M. Browning, K. Sells, J. Simpson, Michelle Fossum, Kim AM, and Travis Wadefield attended via videoconference/telephone.

**EXECUTIVE SESSION**

At 6:01 p.m. the Chairman announced an executive session to last for ten minutes to consider District litigation or potential litigation to which the District is, or may be, a party under RCW 42.30.110(1)(i).

At 6:11 p.m. the Chairman announced that the executive session would continue for an additional five minutes.

At 6:16 p.m. the open meeting was reconvened.

It was moved by Commissioner Jenkins that the Board authorize Chief LoParco to sign the settlement agreement with Samantha Ward on behalf of the District. The Motion was seconded by Commissioner Carpenter and passed.

**CORRESPONDENCE**

The correspondence received and sent was reviewed.

**APPROVAL OF MINUTES**

Commissioner Jenkins made a motion to approve the regular minutes of February 18, 2025 as submitted. Commissioner Carpenter seconded the motion, and the motion passed unanimously.

**EMS Report**

The Commission reviewed the EMS report.

## **REPORTS**

### **Commissioner Carpenter reported:**

- A. He Chief to follow up with the City of Kennewick regarding excess vehicles.

### **Commissioner Phillips reported:**

- A. He advised the Board on the new Administration Building.

### **Fire Chief LoParco reported:**

- A. Advised the Board that he has crews working on getting prefire plans scheduled.
- B. Advised the Board that DCV Fusion will be installing the computers in the new building.
- C. Advised the Board that #153 – 2005 Type I Freightliner Engine, VIN#4Z3AADCY45RU48257 has been sold and will be picked up by the purchaser on March 8, 2025.
- D. The updated boundary map with county EMS has been finalized.
- E. Liz Loomis is working on the newsletter for April 2025 and a Levy announcement.
- F. Discussed upcoming Snure Seminars via Zoom.
- G. Advised the Board that homeowners are having fire risk rating issues with insurance companies and some are refusing to cover homeowners in the District. He is gathering more information on this and will advise the Board when he knows more.

### **Deputy Chief/HSO Nicholls reported:**

- A. He spent last week (2/24-2/28) in the Dallas, TX area for an All-Hazard Incident Management Conference. Good learning opportunity. Biggest takeaway was the impact of Federal cutbacks. These will eventually have an impact on the Fire District.
- B. Billing documentation for the January EMAC response to California has been submitted. We should anticipate seeing a reimbursement of approximately \$147,000.00.
- C. He will not be present for 3/18 meeting, he will be out of the office 3/27/25 through 4/7/25 and not able to attend the 4/1/25 meeting. He will also be gone the week of April 17th attending an EMS conference.

### **Volunteer Battalion Chief Gutzmer reported:**

- A. He is working on rescheduling IFSAC/HAZMAT practical.
- B. He reminded the Board about the recruit graduation on March 8, 2025.

### **Mechanic/Firefighter Ball reported:**

- A. He is working on Wildland servicing.

## **NEW BUSINESS**

- A. Discussion was held regarding changes to the employee manual. This was tabled for the next commission meeting.
- B. The Board reviewed/discussed Resolution 2025-3 Amending the 2025 Budget. It was moved by Commissioner Carpenter that the Board approve the resolution. The Motion was seconded by Commissioner Jenkins and passed.
- C. The Board reviewed/discussed Resolution 2025-4 Authorizing David Jenkins to serve as a Volunteer. It was moved by Commissioner Carpenter that the Board approve the resolution. The Motion was seconded by Commissioner Jenkins and passed.
- D. Agreements were handed out for the Commissioners to review for the next meeting.
- E. The Board reviewed the Columbia Basin Dive Rescue bill for \$1,650.00. Discussion was held regarding this payment. It was moved by Commissioner Carpenter to pay only \$1,500.00. There was no second and the motion failed.

## **FINANCIAL REPORT**

### Fund Transaction Details

Presented to the Board were 2025 transactions #369 to #403. The transactions totaled \$128,308.45. General Fund \$109,053.85, and Custodial Funds \$19,254.60.

Commissioner Jenkins 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.

## **ANNOUNCEMENTS**

- The District will be holding their annual awards banquet on April 19, 2025
- The next Board of Commissioner meeting will be on March 18, 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 7:06 p.m.

Approved by:



Trevor Phillips, Board Chair

Submitted by:



Heidi Ellerd, District Secretary/Attorney