

**BENTON COUNTY FIRE PROTECTION DISTRICT #1**  
**BOARD OF COMMISSIONERS**  
**MEETING MINUTES**  
Tuesday, March 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 6:00 p.m. at 1811A S. Ely St. Kennewick, Washington. In attendance at this meeting in-person were Commissioner Carpenter, Commissioner Jenkins, Chief LoParco, Volunteer Battalion Chief Gutzmer, Mechanic/Firefighter Ball, Matt Martens, Admin. Assist Misty Ferrell, Finance Manager Christie Brown, Secretary/Attorney, Heidi Ellerd, Linda Carpenter, Jenna Roberts and Sandy Quesenberry.

The District provided a link for interested parties to participate through Zoom. Commissioner Phillips, Captain Bibe, Travis Wakefield, Station 120 and Station 170 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 March 4, 2025 as submitted. Commissioner Carpenter seconded the motion, and the motion passed unanimously.

**FINANCIAL REPORT**

**Fund Transaction Details**

Presented to the Board were 2025 transactions #480, 518 to #561. The transactions totaled \$900,680.89. General Fund \$73,753.05, Custodial Funds \$241.50 and Capital Project Funds. Also, transactions 509 to 511, 517 and 566 to 568 General Fund totaling \$231,907.17

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

**REPORTS**

**Commissioner Carpenter reported:**

- A. Asked and discussed the CSD contract and whether or not it was cancelled.
- B. Chief and Commissioner Carpenter will be attending the SECom meeting in Dayton on March 21, 2025.
- C. Reported on the Emergency Management for Public Officials class held every year in January for Commissioners.

**Fire Chief LoParco reported:**

- A. Provided an update on the Administration Building and an anticipated occupancy date.
- B. Advised they are looking at other options for the Human Resource services.
- C. The insurance claim for EI 152 has been submitted.
- D. Rooms for the 2025 WFCA Conference have been reserved.
- E. The District's crews have been helping Washington Fish and Wildlife with controlled burns.
- F. He introduced the newest hire, Matt Martens, who has filled the new position of Facility Maintenance.

**Volunteer Battalion Chief Gutzmer reported:**

- A. Advised that the Recruit Graduation was well attended and went really well.
- B. Advised that there is IFSAC Hazmat training this Saturday and that will close out the 2024 Academy.

**Captain Bibe reported:**

- A. The District has nine new recruits they are screening.
- B. Final I403 inspection on the tower at Fire Training Center is scheduled for Thursday and will require a final walkthrough.
- C. Reported on lobbying at Olympia in February and March in Washington D.C. to legislatures.

**Mechanic/Firefighter Ball reported:**

- A. He is continuing with Wildland service.

**Matt Martens:**

- A. Advised that suppression pump 120 is needing repair and or replacement.
- B. He toured the District and reviewed maintenance needed at the stations.

**OLD BUSINESS**

- A. After discussion by Commissioner Carpenter regarding a Levy LID Lift and the past support of the public, it was moved by Commissioner Jenkins that the District adopt Resolution 2025-6 relating to submitting to the electors of the District a Levy LID Lift on August 5, 2025. The motion was seconded by Commissioner Jenkins and passed.

**NEW BUSINESS**

- A. The Board reviewed Resolution 2025-5 Amending the 2024 Budget. It was moved by Commissioner Jenkins that the Board approve the resolution. The Motion was seconded by Commissioner Phillips and passed.
- B. After discussion regarding making changes to the Employee Manual, it was moved by Commissioner Phillips that the District revise/update the Employee Manual. The motion was seconded by Commissioner Jenkins and passed.
- C. After discussion regarding the 4<sup>th</sup> Amended Restated Inter-Local Agreement for Benton County Emergency Services, it was moved by Commissioner Jenkins that the District approve the 4th Amended Restated Inter-Local Agreement for Benton County Emergency Services in the form presented and that Commissioner Phillips be authorized to sign on behalf of the District. The motion was seconded by Commissioner Carpenter and passed.

**EXECUTIVE SESSION**

At 6:34 p.m. the Chairman announced an executive session to last for ten minutes review the performance of a public employee.

At 6:44 p.m. the Chairman announced that the executive session would continue for an additional five minutes.

At 6:49 p.m. the open meeting was reconvened.

**ANNOUNCEMENTS**

- The District will be holding their annual awards banquet on April 19, 2025.
- The next Board of Commissioner meeting will be on April 1, 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 6:52 p.m.

Approved by:

  
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 Trevor Phillips, Board Chair

Submitted by:

  
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 Heidi Ellerd, District Secretary/Attorney

