

BENTON COUNTY FIRE PROTECTION DISTRICT #1
BOARD OF COMMISSIONERS
MEETING MINUTES
Tuesday, April 1, 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, Volunteer Battalion Chief Gutzmer, Captain Bibe, Mechanic/Firefighter Ball, Matthew Martens, Finance Manager Christie Brown, Sandy Quesenberry, and Secretary/Attorney, Heidi Ellerd.

The District provided a link for interested parties to participate through Zoom. Katie Raymond, Ryder Raymond, Travis Wakefield and Jenna Roberts 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 18, 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 #582 to #619. The transactions totaled \$61,409.13. General Fund \$55,956.68, and Custodial Funds \$2,344.65.

Commissioner Carpenter made a motion to approve the vouchers. Commissioner Jenkins 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:

- A. Reported on the Southeastern Washington Fire Commissioners meeting he attended in Dayton, WA.

- B. Talked about the District's role at the Tri-Tech Skills Center for the Fire Program Instructor.

Fire Chief LoParco:

- A. Reported on the status of the completion of the new administration building.
- B. Reported that they are taking down the pole and siren at Station 120.
- C. Reported that the District has been receiving calls from citizens about the Levy LID Lift.
- D. Reported that Tri-Tech Skills Center contacted the District about repairs to their engine. Chief is not sure this is something the District can help them with.
- E. Talked about new Medicare reporting and the company that will be helping the District with the reporting.
- F. Talked about possible leases for the District.
- G. Reported that he is planning an all District meeting to discuss how to be a cohesive unit.
- H. Reported the Type 5 Engine is still in Oregon for repairs and should be back on April 10, 2025.

Volunteer Battalion Chief Gutzmer:

- A. Reported that Lieutenant Sells is working on the Academy Class which starts April 8, 2025 for wildland training.

Captain Bibe:

- A. Reported he is working on the training schedule for the next few months.
- B. Reported he is working on red cards for the year.
- C. Reported there is a Peer Review scheduled for April 17, 2025.
- D. Talked about the status of training props
- E. Advised that a Labor Management Meeting will be scheduled soon.

Mechanic/Firefighter Ball:

- A. Reported he has finished the wildland servicing.

Logistics - Matthew Martens:

- A. Reported he is reviewing EMS supply costs.

NEW BUSINESS

A. Volunteer Applications – Captain Bibe presented eight volunteer applications and stated that applicants George Gillispie, Hunter Dowing, Joseph Cotta, Masen Brown, Gavin Ball, Ryder Raymond and Keegan Smith passed all their tests and Izaak Brown just needed to pass his psychological evaluation. It was moved by Commissioner Phillips that the Board approve George Gillispie, Hunter Dowing, Joseph Cotta, Masen Brown, Gavin Ball, Ryder Raymond and Keegan Smith as volunteers and Izaak Brown subject to him passing his psychological testing. The Motion was seconded by Commissioner Jenkins and passed.

EXECUTIVE SESSION

At 6:32 p.m. the Chairman announced an executive session to last for 10 minutes to review the performance of a public employee.

At 6:42 p.m. the open meeting was reconvened.

ANNOUNCEMENTS

- The next Board of Commissioner meeting will be on April 15, 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 6:43 p.m.

Approved by:


Trevor Phillips, Board Chair

Submitted by:


Heidi Ellerd, District Secretary/Attorney