



BENTON COUNTY FIRE PROTECTION DISTRICT NO. 2
**REGULAR BOARD MEETING
MINUTES**

December 18, 2025

CALL THE REGULAR BOARD MEETING TO ORDER

Chairperson Orth called the meeting to order at **4:00 PM** at District 2, Station 210.

THOSE PRESENT:

Barry Orth, *Chairperson*
Larry Howell, *Commissioner*
Steve Rouse, *Commissioner*
Dennis Bates, *Fire Chief*
Todd Dormaier, *Assistant Chief*
Caren Wheeler, *District Secretary*

GUESTS:

Jeannie Howell H. Ogle
K. Guerin Z. Thomas
S. Hawley E. King
D. Pettis

ABSENT: *None.*

PLEDGE OF ALLEGIANCE

ADDITIONS TO THE AGENDA: *None.*

AGENDA AND MINUTES:

- Approval of the Agenda for the Regular Board Meeting dated 12-18-2025.
- Approval of the Regular Board Meeting Minutes dated 12-08-2025.

Commissioner Howell moved to approve the agenda for the Regular Meeting dated December 18, 2025, and moved to approve the minutes of the Regular Board Meeting dated December 8, 2025. Commissioner Rouse seconded, and the motion passed.

IMPORTANT DATES:

- 12-24-2025, Holiday: Christmas Eve, Office Closed
- 12-25-2025, Holiday: Christmas Day, Office Closed
- 01-01-2026, Holiday: New Years Day, Office Closed
- **01-06-2026, B2 Fire COMM Meeting, 4:00 PM, STA 210, Tuesday**
- 01-19-2026, Holiday: M. L. King Day, Office Closed
- **01-20-2026, B2 Fire COMM Meeting, 4:00 PM, STA 210, Tuesday**

VOUCHERS:

The following Vouchers are approved for payment from Fund 6821-101:

Payroll Direct Deposit, in the amount of \$70,651.37,
Payroll Voucher, in the amount of \$46,147.17,
Bill Vouchers, in the amount of \$64,008.68.

- *Note: Trans. 1579 in the amount of \$40,197.26 on PO 2025-17 to West Coast Fire & Rescue for the purchase of extraction equipment (JAWS).*

Grand Total of \$180,807.22

Commissioner Rouse moved to approve and pay Payroll Direct Deposit, in the amount of \$70,651.37, Payroll Vouchers in the amount of \$46,147.17, and Bill Vouchers in the amount of \$64,008.68; for a Grand Total of \$180,807.22. Commissioner Howell seconded, and the motion passed.

PUBLIC COMMENT: *None.*

CITY OF BENTON CITY: *None.*



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CORRESPONDENCE:

- PDC Financial Filings Reminder

FINANCIALS: **Financials up through November 2025.**

FIRE CHIEF'S REPORT:

- The Lighted Parade was successful and well attended by the community. Department members participated alongside Santa and the Grinch. BC4 provided a rig, and there were numerous additional parade entries. The Chief thanked all personnel who helped make the event a success.
- Staffing on calls has shown improvement. While higher call volumes and limited member availability remain ongoing challenges, progress has been noted. The Chief expressed appreciation to members for their continued time, effort, and hard work.
- Member qualification efforts continue to progress. Volunteers are actively responding, and most resident members are now assigned to shifts. A significant amount of work has been completed, and the Chief commended these members for their dedication and encouraged them to continue their momentum.
- The Training Division is actively working to bring new recruits and the department's new hire up to operational status, while also maintaining regular training and projects. Captain Guerin participated in delivering regional block training at the Fire Training Center for the first time, which was recognized as a positive accomplishment.
- Captain Pettis was acknowledged for maintaining fleet readiness. Annual pump testing has been completed, and an engine was taken to block training with a full crew of probationary members. The Chief thanked Captain Pettis for his leadership and mentorship.
- The core group of officers continues to provide significant support by taking additional duty crew days, completing ambulance transports, assisting with training, and managing projects and assignments. The Chief expressed sincere appreciation for their efforts and commitment.
- Assistant Chief Dormaier is working to balance shifts, rebuild staffing levels, and optimize service delivery. Medic positions are being reposted, and officer workloads are being redistributed to better align with individual strengths, interests, and availability. Additional efforts include planning for upcoming volunteer and resident hires and pursuing grant opportunities.
- The Front Office staff was recognized for ensuring organizational compliance, financial stability, and administrative operations, including work on District Administrative Guidelines (DAGs) and District Administrative Procedures (DAPs), as well as assistance with natural disaster responses.
- The Chief expressed appreciation to the Board for its continued support and dedication to the District and the community.
- The Chief reported he will be out of the office from the 22nd through the 5th.

UNFINISHED BUSINESS:

- Asst Chief Dormaier/PIO –
 - Ongoing live flood tracking and continued community outreach efforts, including Public Information Officer (PIO) communications to keep the community informed.
 - Volunteer recruitment update: 25 potential applicants identified, with 6 candidates having met all application requirements to date.
- Training (Cpt. Kale Guerin) – 8 currently in recruit school.
- Safety (Cpt. Mike Meyer) – *None*.



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- BCFPD#2 Association – *None*.
 - Conferences:
 - Leadership Conference, MAR 4-6, 2026, (Portland, OR)
 - *Attending: Dormaier, Orth, Rouse*
 - WFA State Conference 2026, OCT 21-24, 2026, (Spokane, WA)
 - *Attending: Orth, Howell, Rouse, Bates*

NEW BUSINESS:

- [Adopt District Administrative Policies, Procedures, and Guidelines DAG 400.12.01 for Small Works, Vendor, and Consultant Rosters Policy.](#)

Commissioner Rouse made a motion to approve District Administrative Policies, Procedures, and Guidelines DAG 400.12.01 for Small Works, Vendor and Consultant Rosters Policy. Commissioner Howell seconded, and the motion passed.

- [Adopt Resolution 2025-08, Resolution of MRSC Rosters for Small Public Works, Consultants, and Vendor Rosters.](#)

Commissioner Rouse made a motion to adopt Resolution 2025-08, MRSC Rosters for Small Public Works, Consultants, and Vendor Rosters. Commissioner Howell seconded, and the motion passed.

- [Adopt Resolution 2025-09, Resolution Re-Establishing Reserve Fund 6826.](#)

Commissioner Rouse made a motion to adopt Resolution 2025-09 Re-Establishing Reserve Fund 6826. Commissioner Howell seconded, and the motion passed.

- [Adopt Resolution 2025-10, Resolution Transferring Funds From Expense Fund 6821 to Reserve Fund 6826 in the amount of \\$70,000.](#)

Commissioner Rouse made a motion to adopt Resolution 2025-10 Resolution Transferring Funds From Expense Fund 6821 to Reserve Fund 6826 in the amount of \$70,000. Commissioner Howell seconded, and the motion passed.

- [Adopt Resolution 2025-11, Cancelled of Unclaimed Warrants in the amount of \\$678.77.](#)

Commissioner Rouse made a motion to adopt Resolution 2025-11 Cancelled of Unclaimed Warrants in the amount of \$678.77. Commissioner Howell seconded, and the motion passed.

- [Adopt Resolution 2025-12, to Set Dates for Regular Board of Commissioners Meetings for Benton County Fire Protection District No. 2 for 2026.](#)

Commissioner Rouse made a motion to adopt Resolution 2025-12 to Set Dates for Regular Board of Commissioners Meetings for Benton County Fire Protection District No. 2 for 2026. Commissioner Howell seconded, and the motion passed.

2026 COMMISSIONER CALENDAR

BVFF: *None.*

PERSONNEL: *None.*

AGENDA ITEMS FOR THE NEXT MEETING: Swearing in Commissioner Rouse.



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EXECUTIVE SESSION: *None.*

ADJOURNMENT:

Commissioner Howell moved that the meeting be adjourned. Commissioner Rouse seconded. There being no further business, Chairperson Orth adjourned the meeting at 4:53 PM.

Attested on: January 6, 2026

_____/s/_____
CAREN WHEELER, DISTRICT SECRETARY

_____/s/_____
BARRY G. ORTH, CHAIRPERSON

_____/s/_____
LARRY D. HOWELL, COMMISSIONER

_____/s/_____
LEWIS S. ROUSE, COMMISSIONER