



BENTON COUNTY FIRE PROTECTION DISTRICT NO. 4 REGULAR BOARD MEETING AGENDA

FEBRUARY 6, 2025 – 5:00 PM
2604 BOMBING RANGE RD, WEST RICHLAND, WASHINGTON 99353

CALL MEETING TO ORDER

PLEDGE OF ALLEGIANCE

ADDITION TO THE AGENDA

THOSE PRESENT

PUBLIC COMMENTS

Note - Public comments are limited to three (3) minutes per speaker per topic. The Board allows public comments orally or through written testimony provided in advance of the meeting.

CONSENT AGENDA

All matters listed within the Consent Agenda have been distributed to each member of the Board for reading and study. These matters are considered to be routine and will be considered or enacted by one motion of the Board with no separate discussion. However, if any member of the Board desires separate discussion on a specific item, that item may be removed from the Consent Agenda and placed on the Regular Agenda by request.

- Agenda:
 - Approve agenda of February 6, 2025.
- Minutes:
 - Approve minutes of January 16, 2025, Regular Meeting.
- Claim Vouchers:
 - Approve Claim Voucher numbers 111 through 149 for \$135,334.62 for the period ending February 14, 2025.

FINANCIAL REVIEW

- Budget Revenue and Expenditure Report

RESOLUTIONS/MOTIONS

- Resolution 2025-01; Surplus of Property
- Policy 148: Inclement Weather and Natural Disasters

NEW BUSINESS

UNFINISHED BUSINESS

CORRESPONDENCE

DISTRICT REPORTS

- Union Report
- Volunteer Report
- Logistics Report
- City Liaison Report
- Commissioner(s) Report
- Fire Chief Report
- Deputy Chief Report
- Finance Manager Report

OPEN FORUM DISCUSSION

OPERATION PROGRAM UPDATES

IMPORTANT DATES

- February 6: Legislative Day in Olympia
- February 8: Tri-County Commissioners Association Meeting
- March 1: District Banquet

AGENDA ITEMS FOR THE NEXT MEETING

EXECUTIVE SESSION

ADJOURNMENT



**BENTON COUNTY FIRE PROTECTION DISTRICT NO. 4
BOARD OF FIRE COMMISSIONERS**

**Regular Board Meeting Minutes
January 16, 2025**

CALL MEETING TO ORDER

Commissioner Brink called the regular meeting of the Board of Fire Commissioners of Benton County Fire District Protection District #4 to order at 5:00 p.m. at 2604 Bombing Range Rd West Richland, Washington. The board members present at this meeting were Commissioner Brink, Commissioner Goodwin, and Commissioner Van Beek.

PLEDGE OF ALLEGIANCE

Firefighter/Paramedic Garrison led the pledge of allegiance.

ADDITIONS TO THE AGENDA

There were no additions to the agenda.

THOSE PRESENT

Staff members present were:

Fire Chief Carlyle	Lieutenant Longie	Firefighter Wakeman
Deputy Chief Drayton	Firefighter Coates	Logistics Caraway
Finance Manager Paden-Lilly	Firefighter DeRitis	Logistics Davis
Administrative Assistant Ewing	Firefighter/Paramedic Garrison	
Captain Borshowa	Firefighter Posegate	

CONSENT AGENDA

All matters listed within the Consent Agenda have been distributed to each member of the Board of Commission for reading and study, are considered to be routine, and will be considered or enacted by one motion of the Commission with no separate discussion. If separate discussion is desired, that item may be removed from the Consent Agenda and placed on the Regular Agenda by request.

- **Public Comments:** None received.
- **Agenda Approval:** Approval of the agenda for January 16, 2025.
- **Minutes Approval:** Approval of the meeting minutes dated January 2, 2025.
- **Approval of Payments:**
 - *2024 Claim Vouchers:* Numbers 1943–1962, totaling \$59,217.01, for the period ending December 31, 2024.
 - *2025 Claim Vouchers:* Numbers 60-81, totaling \$52,054.53, for the period ending January 24, 2025.

MOTION by Commissioner Goodwin to approve the consent agenda. Commissioner Van Beek seconded the motion, and the motion passed unanimously.

FINANCIAL REVIEW

The board reviewed the budget revenue and expenditure reports.

RESOLUTIONS/MOTIONS

Policy 110 – Credit Cards

Updated Policy 110 was presented for approval.

MOTION by Commissioner Goodwin to approve Policy 110: Credit Cards. Commissioner Van Beek seconded the motion. The motion passed.

Policy 144 - Procurement

Updated Policy 144 was presented for approval.

MOTION by Commissioner Goodwin to approve Policy 144: Procurement. Commissioner Van Beek seconded the motion. The motion passed.

NEW BUSINESS

Mid-Columbia EMS and Trauma Council

The Board appointed Commissioner Goodwin as the EMS Council Elected Representative, with Fire Chief Carlyle serving as the alternate.

UNFINISHED BUSINESS

CORRESPONDENCE

IAFF Local #1052

The Firefighters Union (IAFF Local 1052) submitted an official notice requesting to bargain the 2026-2028 Collective Bargaining Agreement. Commissioner Brink volunteered to join the district's bargaining group.

WADNR – Station 410 Property

An email from Duane Emmons of the Washington Department of Natural Resources (WADNR) outlined challenges in securing easements for the Station 410 property. While a valid easement was not identified, DNR is open to working on a solution. Chief Carlyle recommended giving the city time to propose alternatives.

DISTRICT REPORTS

Commissioners – Commissioner Goodwin noted he would not attend the next meeting.

Fire Chief - Chief Carlyle provided the following report:

- Deputy Chief Drayton began his role on January 15, with on-boarding underway.
- Participated in the Benton County Hazard Mitigation Plan Kick-Off meeting, ensuring fire district involvement.
- Attended executive officer and legislative meetings, focusing on district training updates and legislative priorities.
- Noted that several new businesses are opening in West Richland.
- Reminded the Board that Legislative Day is on February 6.

OPEN FORUM DISCUSSION

No topics were brought forward during the open forum discussion.

OPERATION PROGRAM UPDATES

- **EMT Class:** The first two students (Firefighters Knox and Sell) completed the in-house EMT-B class and will take the NREMT exam. Discussions on future classes are planned.
- **Ambulance Remount:** Finalizing specifications with Braun NW; completion expected by summer.
- **NERIS Transition:** Regional reporting changes are anticipated in July 2025.
- **WA GEMT:** District opted for year-end lump sum payments, projecting \$261,000 in revenue.

IMPORTANT DATES

- January 16: Recruit Graduation at Station 430, 6:30 p.m.
- February 6: Legislative Day in Olympia
- February 8: Tri-County Commissioners Association Meeting

AGENDA ITEMS FOR NEXT MEETING

No additional items were proposed for the next meeting agenda.

EXECUTIVE SESSION

No executive session was held.

ADJOURNMENT

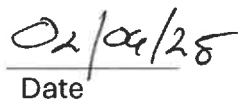
With no further business coming before the Board the meeting was adjourned at 5:29 p.m.

Attested:


 Billie Paden-Lilly, District Secretary


 Date


 Michael Van Beek, Commissioner


 Date

 Garrett Goodwin, Commissioner

 Date

 Fred Brink, Commissioner

 Date

ACCOUNTS PAYABLE

BENTON COUNTY FIRE PROTECTION DISTRICT #4

Time: 12:00:34 Date: 02/05/2025
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As Of: 02/14/2025

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
14711	02/14/202502/14/2025790		ABSOLUTE POWER	16,175.43	STA 420 LIGHTING RETRO TO LED
	594 22 62 00	Capital Building	001 000 594 6841 - General I	16,175.43	STA 420 LIGHTING RETRO TO LED
			Invoice		
			44723675	16,175.43	STA 420 LIGHTING RETRO TO LED
14693	02/14/202502/14/202515		AMAZON	1,775.68	MEMBERSHIP, FACILITIES SUPPLIES, IPHONE CASE, BUNDLE STRAP, BINDERS, BED PROTECTORS
	522 12 31 00	Expendable Office Supplies	001 000 522 6841 - General I	137.72	OFFICE SUPPLIES
	522 12 49 00	Memberships/Dues	001 000 522 6841 - General I	140.22	MEMBERSHIP
	522 24 31 00	Expendable Supplies - Radio	001 000 522 6841 - General I	114.11	LEATHER BUNDLE STRAP FOR DEPUTY CHIEF
	522 50 31 00	Expendable Supplies -Faciliti	001 000 522 6841 - General I	85.15	STORAGE BAGS & KLEENEX
	522 50 35 00	Non-Expendable Supplies - I	001 000 522 6841 - General I	1,298.48	FACILITIES SUPPLIES
			Invoice		
			1GYK-VY39-RLW4	140.22	MEMBERSHIP
			1NL3-J7QJ-G7FN	186.88	CHARGERS, STORAGE BAGS, SIDE TABLES
			1J9H-6GKF-4CHJ	312.64	BED PROTECTORS
			1HVV-Y7NL-V734	114.11	BUNDLE STRAP FOR DEPUTY CHIEF
			13JW-LNJ3-T7MJ	31.34	IPHONE CASE FOR DEPUTY CHIEF
			1QV7-X9RH-73Y3	106.38	BINDERS
			1633-D3TW-1FQV	37.35	KLEENEX
			1633-D3TW-KP1X	846.76	STA430 COOKING PANS/POTS
14732	02/14/202502/14/202515		AMAZON	31.14	10 PIECE VEHICLE SUN VISOR CLIP HOLDER (3)
	522 70 31 00	Expendable Supplies - EMS	001 000 522 6841 - General I	31.14	10 PIECE VEHICLE SUN VISOR CLIP HOLDER (3)
			Invoice		
			1WTH-HMRM-HPDJ	31.14	10 PIECE VEHICLE SUN VISOR CLIP HOLDER (3)
14694	02/14/202502/14/2025829		AT&T MOBILITY	166.59	FIRSTNET CELLULAR
	522 12 42 10	Cellular Phone Service	001 000 522 6841 - General I	166.59	FIRSTNET CELLULAR
			Invoice		
			X01192025	166.59	FIRSTNET CELLULAR
14703	02/14/202502/14/2025414		BENTON COUNTY TREASURER	2,816.54	ELECTION AND EQUIP FEES
	522 13 49 00	Election Assessments	001 000 522 6841 - General I	2,816.54	ELECTION AND EQUIP FEES

ACCOUNTS PAYABLE

BENTON COUNTY FIRE PROTECTION DISTRICT #4

Time: 12:00:34 Date: 02/05/2025
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Accts Pay #	Received	Date Due	Vendor	Amount	Memo
			Invoice		
	2908			2,816.54	ELECTION AND EQUIP FEES
14704 02/14/202502/14/202542			BENTON RURAL ELECTRIC	4,392.08	ELECTRICITY
522 50 47 10	Utilities		001 000 522 6841 - General I	2,038.18	STA420 - 172850825
522 50 47 10	Utilities		001 000 522 6841 - General I	71.32	WELL - 34400
522 50 47 10	Utilities		001 000 522 6841 - General I	248.12	SHOP - 602700
522 50 47 10	Utilities		001 000 522 6841 - General I	1,181.96	STA430 - 892000
522 50 47 10	Utilities		001 000 522 6841 - General I	810.52	STA410 - 31760125
522 50 47 10	Utilities		001 000 522 6841 - General I	41.98	LATE CHARGE
			Invoice		
	01312025			4,392.08	ELECTRICITY
14695 02/14/202502/14/202559			CASCADE FIRE - OREGON	389.17	BOOTS - WALTON
522 20 28 00	Clothing, Commissary (Non-		001 000 522 6841 - General I	389.17	BOOTS - WALTON
			Invoice		
	16484			389.17	BOOTS - WALTON
14696 02/14/202502/14/2025921			CASCADE NATURAL GAS	428.99	NATURAL GAS
522 50 47 10	Utilities		001 000 522 6841 - General I	428.99	NATURAL GAS
			Invoice		
	01172025			428.99	NATURAL GAS
14697 02/14/202502/14/2025481			CHARTER COMMUNICATIONS	797.30	TV/INTERNET
522 12 41 01	Contract Services - TV/Interr		001 000 522 6841 - General I	797.30	TV/INTERNET
			Invoice		
	239004001011425			797.30	TV/INTERNET
14698 02/14/202502/14/2025840			CORWIN FORD	469.65	APP44 - OIL CHAINGE; REPLACE AIR FILTERS; REAR DIFFERENTIAL SERVICE
522 60 48 00	Repair and Maintenance Ser		001 000 522 6841 - General I	469.65	APP44 - OIL CHAINGE; REPLACE AIR FILTERS; REAR DIFFERENTIAL SERVICE
			Invoice		

ACCOUNTS PAYABLE

BENTON COUNTY FIRE PROTECTION DISTRICT #4

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Accts Pay #	Received	Date Due	Vendor	Amount	Memo
	871859			469.65	APP44 - OIL CHANGE; REPLACE AIR FILTERS; REAR DIFFERENTIAL SERVICE
14701 02/14/202502/14/2025840	CORWIN FORD			362.71	APP 55, 54, 42 OIL CHANGE
	522 60 48 00 Repair and Maintenance Ser	001 000 522 6841 - General I		362.71	APP 55, 54, 42 OIL CHANGE
	Invoice				
	871873			108.25	APP 55 OIL CHANGE
	871871			104.83	APP 54 OIL CHANGE
	871872			149.63	APP 42 OIL CHANGE
14699 02/14/202502/14/2025949	FLOWERS, CODY R			533.67	WINTER 2025 TUITION - PMD
	522 45 43 98 Career Tuition	001 000 522 6841 - General I		533.67	WINTER 2025 TUITION - PMD
	Invoice				
	12492			533.67	WINTER 2025 TUITION - PMD
14702 02/14/202502/14/2025509	HUGHES FIRE EQUIPMENT INC.			931.16	2024 PUMP TEST
	522 60 48 00 Repair and Maintenance Ser	001 000 522 6841 - General I		931.16	2024 PUMP TEST
	Invoice				
	617704			402.33	2024 PUMP TEST
	617711			528.83	PASSED 2024 PUMP TEST
14700 02/14/202502/14/2025876	ISOITSOURCE			6,917.68	COMPUTER MONITORING; BLOCK RENEWAL
	522 12 41 03 Contract Services - Compute	001 000 522 6841 - General I		6,917.68	COMPUTER MONITORING; BLOCK RENEWAL
	Invoice				
	CW305514			1,917.68	COMPUTER MONITORING
	CW306045			5,000.00	BLOCK RENEWAL
14705 02/14/202502/14/20251050	JARLSSKALD PROFESSIONAL SRV			2,035.40	2024 MID COLUMBIA EMS COUNCIL FEE 4TH QTR & MPD ASSESSMENT FEE
	522 70 41 10 Contract Services - EMS	001 000 522 6841 - General I		2,035.40	2024 EMS COUNCIL & MPD ASSESSMENT FEES
	Invoice				
	2024-Q4-BCFPD4			612.50	2024 MID COLUMBIA EMS COUNCIL FEE 4TH QTR
	2024-BCFPD4-MPDS			1,422.90	MPD ASSESSMENT FEE
14706 02/14/202502/14/2025187	LIFE ASSIST			4,363.77	EMS SUPPLIES

ACCOUNTS PAYABLE

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Accts Pay #	Received	Date Due	Vendor	Amount	Memo
522 70 31 00	Expendable Supplies - EMS	001 000 522 6841 - General I		4,363.77	EMES SUPPLIES
	Invoice				
1547994				12.50	EMS SUPPLIES
1500709				3,226.81	EMS SUPPLIES
1526474				-589.09	CREDIT MEMO, RTN GOODS
1523196				-1,983.19	CREDIT MEMO, RTN GOODS
1545217				448.28	EMS SUPPLIES
1547413				1,483.41	EMS SUPPLIES
1549771				1,706.30	EMS SUPPLIES
1504604				58.75	EMS SUPPLIES
14735 02/14/202502/14/2025187	LIFE ASSIST			1,336.17	EMS SUPPLIES - PILLOW CASES; GLUCAGON; SHARPS CONTAINERS; ASPIRIN; NASAL ETC02 SAMPLING; SODIUM CHLORIDE; TOURNIQUETS
522 70 31 00	Expendable Supplies - EMS	001 000 522 6841 - General I		1,336.17	EMS SUPPLIES
	Invoice				
1551991				1,336.17	EMS SUPPLIES
14707 02/14/202502/14/2025189	LIZ LOOMIS EASL, INC			6,250.00	COMMUNICATIONS CONSULTING
522 30 41 01	Professional Services - Markr	001 000 522 6841 - General I		6,250.00	COMMUNICATIONS CONSULTING
	Invoice				
B4-0225				6,250.00	COMMUNICATIONS CONSULTING
14708 02/14/202502/14/2025182	LN CURTIS & SONS			39,482.40	FLASHLIGHT (1); FIRE HOOK (1); GLOBE JACKET (11)
522 21 28 20	PPE - Protective Clothing	001 000 522 6841 - General I		38,955.91	GLOBE JACKET (11)
522 21 35 10	Non-Expendable Supplies - :	001 000 522 6841 - General I		526.49	FLASHLIGHT; FIRE HOOK
	Invoice				
910305				526.49	FLASHLIGHT (1); FIRE HOOK (1)
908866				38,955.91	GLOBE JACKET (11)
14734 02/14/202502/14/2025925	MOON SECURITY			266.50	FIRE MONITORING
522 50 41 00	Professional Services	001 000 522 6841 - General I		266.50	FIRE MONITORING
	Invoice				

ACCOUNTS PAYABLE

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Accts Pay #	Received	Date Due	Vendor	Amount	Memo
	5890737			266.50	FIRE MONITORING
14709 02/14/202502/14/2025710	MP CONSTRUCTION			4,387.13	REPAIR STATION 410 DOORS
522 50 48 00	Repair & Maint. - Facilities	001 000 522 6841 - General I		4,387.13	REPAIR STATION 410 DOORS
	Invoice				
	2404-121-01			4,387.13	REPAIR STATION 410 DOORS
14710 02/14/202502/14/20251030	MS. FLOWER'S INTERPRETERS & TRANSLATORS			300.00	NEWSLETTER TRANSLATION, WINTER 2024
522 30 48 10	Advertising	001 000 522 6841 - General I		300.00	NEWSLETTER TRANSLATION, WINTER 2024
	Invoice				
	3000/WO-313			300.00	NEWSLETTER TRANSLATION, WINTER 2024
14712 02/14/202502/14/2025860	NEWEGG			619.08	COMPUTER PARTS
522 12 31 20	Non-Expendable Office	001 000 522 6841 - General I		619.08	COMPUTER PARTS
	Invoice				
	1305338225			104.33	RECHG KEYBOARD & MOUSE
	1305335454			96.67	CABLE SLEEVE, KIT
	1305336074			201.75	TRIPP LITE
	1305334504			320.66	MSI VENTUS GEFORCE RTX
	CM1305344436			-104.33	RETURN
14713 02/14/202502/14/2025242	OXARC			363.09	O2
522 70 31 00	Expendable Supplies - EMS	001 000 522 6841 - General I		363.09	O2
	Invoice				
	32249537			133.11	O2
	32251750			114.99	O2
	32256416			114.99	O2
14715 02/14/202502/14/2025824	PALADIN BACKGROUND			24.00	BACKGROUND
522 20 31 00	Expendable Incident Supplie	001 000 522 6841 - General I		24.00	BACKGROUND
	Invoice				
	6381			24.00	BACKGROUND
14714 02/14/202502/14/20251065	PBS ENGINEERING AND ENVIR			1,255.50	SURVEYING - STA 410

ACCOUNTS PAYABLE

BENTON COUNTY FIRE PROTECTION DISTRICT #4

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522 50 41 00	Professional Services	001 000 522 6841 - General I		1,255.50	SURVEYING - STA 410
Invoice					
14716 02/14/202502/14/2025968			PWW ADVISORY GROUP LLC	2,830.00	ABC360 CONF - BORSCHOWA & PREMEL
522 45 43 20	Registration Fees	001 000 522 6841 - General I		2,830.00	ABC360 CONF - BORSCHOWA & PREMEL
Invoice					
14717 02/14/202502/14/2025833			RINGOLDE	164.41	NAME PATCHES, SEW ON, EMBROIDER LOGO
522 20 28 00	Clothing, Commissary (Non-	001 000 522 6841 - General I		164.41	NAME PATCHES, SEW ON, EMBROIDER LOGO
Invoice					
14718 02/14/202502/14/2025293			SEA WESTERN	3,020.77	LONG SLEEVE SHIRT, CLASS B SHIRTS (6), TRI-CERT PANTS (6)
522 20 28 00	Clothing, Commissary (Non-	001 000 522 6841 - General I		3,020.77	SHIRTS & PANTS
Invoice					
14719 02/14/202502/14/2025437			SEW FABULOUS	97.74	HEM PANTS (6)
522 20 48 00	Tools and Equipment	001 000 522 6841 - General I		97.74	HEM PANTS (6)
Invoice					
14720 02/14/202502/14/2025322			STAPLES ADVANTAGE	533.63	MISC STATION SUPPLIES, ADDING MACHINES
522 12 31 00	Expendable Office Supplies	001 000 522 6841 - General I		136.07	ADDING MACHINES
522 50 31 00	Expendable Supplies -Facilit	001 000 522 6841 - General I		397.56	MISC STATION SUPPLIES
Invoice					
3022106805				397.56	MISC STATION SUPPLIES

ACCOUNTS PAYABLE

BENTON COUNTY FIRE PROTECTION DISTRICT #4

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Accts Pay #	Received	Date Due	Vendor	Amount	Memo
			6021767096	136.07	ADDING MACHINES
14733 02/14/202502/14/2025322			STAPLES ADVANTAGE	275.95	FACILITY SUPPLIES - WHITE BOARD FOR DC; PLUNGER AND BOWL BRUSH (2); 3-HOOK WALL RACK
522 50 35 00	Non-Expendable Supplies - I	001 000 522 6841 - General I		275.95	FACILITY SUPPLIES
Invoice					
	7004013570			275.95	FACILITY SUPPLIES
14721 02/14/202502/14/2025625			STERICYCLE	126.52	EMS WASTE DISPOSAL
522 70 41 10	Contract Services - EMS	001 000 522 6841 - General I		126.52	EMS WASTE DISPOSAL
Invoice					
	8009544969			91.53	EMS WASTE DISPOSAL
	8009585465			34.99	EMS WASTE DISPOSAL
14722 02/14/202502/14/2025680			SYSTEM DESIGN WEST	5,273.21	EMS NOV & DEC BILLING
522 70 41 00	Ambulance Billing Service Fe	110 000 522 6848 - EMS Fun		5,273.21	EMS NOV & DEC BILLING
Invoice					
	20242330			2,194.73	EMS NOV BILLING
	20242512			3,078.48	EMS DEC BILLING
14731 02/14/202502/14/2025776			TARGET SOLUTIONS LEARNING, LLC	14,398.03	VECTOR SOLUTIONS SOFTWARE SUBSCRIPTION
522 12 31 10	Computer Software	001 000 522 6841 - General I		6,217.30	VECTOR SCHEDULING SOFTWARE
522 45 31 10	Training Computer Software	001 000 522 6841 - General I		1,053.61	TS LEARNING MANAGEMENT PACKAGE
522 45 31 10	Training Computer Software	001 000 522 6841 - General I		429.37	TS MAINTENANCE FEES
522 45 31 10	Training Computer Software	001 000 522 6841 - General I		6,697.75	TS PREMIER MEMBERSHIP
Invoice					
	111401			14,398.03	VECTOR SOLUTIONS SOFTWARE SUBSCRIPTION
14723 02/14/202502/14/2025672			TIRE FACTORY	712.84	BATTERIES
522 60 31 00	Expendable Supplies - Autor	001 000 522 6841 - General I		712.84	BATTERIES
Invoice					
	3045537			712.84	BATTERIES

ACCOUNTS PAYABLE

BENTON COUNTY FIRE PROTECTION DISTRICT #4

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Accts Pay #	Received	Date Due	Vendor	Amount	Memo
14724	02/14/202502/14/2025729		TOTAL ENERGY MANAGEMENT	986.18	STA430 FILTER CHG & VISUAL INSPECTION
	522 50 48 00	Repair & Maint. - Facilities	001 000 522 6841 - General I	986.18	STA430 SCHEDULED MAINTENANCE
			<u>Invoice</u>		
			132252	986.18	STA430 FILTER CHG & VISUAL INSPECTION
14725	02/14/202502/14/2025347		US LINEN & UNIFORM	611.88	MAT SERVICE
	522 50 41 00	Professional Services	001 000 522 6841 - General I	611.88	MAT SERVICE
			<u>Invoice</u>		
			3435716	62.15	MAT SERVICE
			3442564	62.15	MAT SERVICE
			3449432	62.15	MAT SERVICE
			3440835	49.68	MAT SERVICE
			3447722	49.68	MAT SERVICE
			3437506	108.69	MAT SERVICE
			3444359	108.69	MAT SERVICE
			3451243	108.69	MAT SERVICE
14726	02/14/202502/14/2025465		VERIZON WIRELESS	878.80	CELL SERVICE
	522 12 42 10	Cellular Phone Service	001 000 522 6841 - General I	878.80	CELL SERVICE
			<u>Invoice</u>		
			6103715774	878.80	CELL SERVICE
14728	02/14/202502/14/2025974		VITAL RECORDS CONTROL	3,175.76	TOTAL STORAGE THRU TERM OF AGREEMENT, REMOVAL/DELIVERY/PALLETS
	522 12 41 00	Contract Services	001 000 522 6841 - General I	3,175.76	TOTAL STORAGE THRU TERM OF AGREEMENT
			<u>Invoice</u>		
			FS-143521-PSC1	3,175.76	TOTAL STORAGE THRU TERM OF AGREEMENT, REMOVAL/DELIVERY/PALLET
14727	02/14/202502/14/2025817		VOYAGER	4,755.31	FUEL
	522 60 32 00	Fuels and Oils	001 000 522 6841 - General I	4,755.31	FUEL
			<u>Invoice</u>		
			8693879692505	4,755.31	FUEL

ACCOUNTS PAYABLE

BENTON COUNTY FIRE PROTECTION DISTRICT #4

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As Of: 02/14/2025

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
14729	02/14/2025	02/14/2025	WALLA WALLA COUNTY FD #5	372.50	FIRE TRNG FACILITY USE, PROPANE, TRNG SMOKE FLUID
522 45 31 00	Expendable Supplies - Trainii		001 000 522 6841 - General I	47.50	PROPANE, TRNG SMOKE FLUID
522 45 43 20	Registration Fees		001 000 522 6841 - General I	325.00	FIRE TRNG FACILITY USE
Invoice					
1784				372.50	FIRE TRNG FACILITY USE, PROPANE, TRNG SMOKE FLUID
14730	02/14/2025	02/14/2025	ZOLL MEDICAL CORP GPO	250.26	EMS SUPPLIES
522 70 31 00	Expendable Supplies - EMS		001 000 522 6841 - General I	250.26	EMS SUPPLIES
Invoice					
4113654				250.26	EMS SUPPLIES
Fund				Report Total:	135,334.62
001	6841 - General Fund			130,061.41	
110	6848 - EMS Fund			5,273.21	

We, the undersigned, do hereby certify that the materials have been furnished, the services rendered or the labor performed as described herein and that the claim is a just, due and unpaid obligation against Benton County Fire District #4, and that we are authorized to authenticate and certify to said claim.

WARRANT/CHECK REGISTER

BENTON COUNTY FIRE PROTECTION DISTRICT #4

Time: 12:05:11 Date: 02/05/2025

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Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
111	02/14/2025	Claims	6841	1718	ABSOLUTE POWER	16,175.43	STA 420 LIGHTING RETRO TO LED
112	02/14/2025	Claims	6841	1719	AMAZON	1,806.82	MEMBERSHIP, FACILITIES SUPPLIES, IPHONE CASE, BUNDLE STRAP, BINDERS, BED PROTECTORS; 10 PIECE VEHICLE SUN VISOR CLIP HOLDER (3)
113	02/14/2025	Claims	6841	1720	AT&T MOBILITY	166.59	FIRSTNET CELLULAR
114	02/14/2025	Claims	6841	1721	BENTON COUNTY TREASURER	2,816.54	ELECTION AND EQUIP FEES
115	02/14/2025	Claims	6841	1722	BENTON RURAL ELECTRIC	4,392.08	ELECTRICITY
116	02/14/2025	Claims	6841	1723	CASCADE FIRE - OREGON	389.17	BOOTS - WALTON
117	02/14/2025	Claims	6841	1724	CASCADE NATURAL GAS	428.99	NATURAL GAS
118	02/14/2025	Claims	6841	1725	CHARTER COMMUNICATIONS	797.30	TV/INTERNET
119	02/14/2025	Claims	6841	1726	CORWIN FORD	832.36	APP44 - OIL CHAINGE; REPLACE AIR FILTERS; REAR DIFFERENTIAL SERVICE; APP 55, 54, 42 OIL CHANGE
120	02/14/2025	Claims	6841	1727	CODY R FLOWERS	533.67	WINTER 2025 TUITION - PMD
121	02/14/2025	Claims	6841	1728	HUGHES FIRE EQUIPMENT INC.	931.16	2024 PUMP TEST
122	02/14/2025	Claims	6841	1729	ISOUTSOURCE	6,917.68	COMPUTER MONITORING; BLOCK RENEWAL
123	02/14/2025	Claims	6841	1730	JARLSSKALD PROFESSIONAL SRV	2,035.40	2024 MID COLUMBIA EMS COUNCIL FEE 4TH QTR & MPD ASSESSMENT FEE
124	02/14/2025	Claims	6841	1731	LIFE ASSIST	5,699.94	EMS SUPPLIES; EMS SUPPLIES - PILLOW CASES; GLUCAGON; SHARPS CONTAINERS; ASPIRIN; NASAL ETCO2 SAMPLING; SODIUM CHLORIDE; TOURNIQUETS
125	02/14/2025	Claims	6841	1732	LIZ LOOMIS EASL, INC	6,250.00	COMMUNICATIONS CONSULTING
126	02/14/2025	Claims	6841	1733	LN CURTIS & SONS	39,482.40	FLASHLIGHT (1); FIRE HOOK (1); GLOBE JACKET (11)
127	02/14/2025	Claims	6841	1734	MOON SECURITY	266.50	FIRE MONITORING
128	02/14/2025	Claims	6841	1735	MP CONSTRUCTION	4,387.13	REPAIR STATION 410 DOORS
129	02/14/2025	Claims	6841	1736	MS. FLOWER'S INTERPRETERS & TRANSLATORS	300.00	NEWSLETTER TRANSLATION, WINTER 2024
130	02/14/2025	Claims	6841	1737	NEWEGG	619.08	COMPUTER PARTS
131	02/14/2025	Claims	6841	1738	OXARC	363.09	O2
132	02/14/2025	Claims	6841	1739	PALADIN BACKGROUND	24.00	BACKGROUND
133	02/14/2025	Claims	6841	1740	PBS ENGINEERING AND ENVIR	1,255.50	SURVEYING - STA 410
134	02/14/2025	Claims	6841	1741	PWW ADVISORY GROUP LLC	2,830.00	ABC360 CONF - BORSCHOWA & PREMEL
135	02/14/2025	Claims	6841	1742	RINGOLDE	164.41	NAME PATCHES, SEW ON, EMBROIDER LOGO
136	02/14/2025	Claims	6841	1743	SEA WESTERN	3,020.77	LONG SLEEVE SHIRT, CLASS B SHIRTS (6), TRI-CERT PANTS (6)
137	02/14/2025	Claims	6841	1744	SEW FABULOUS	97.74	HEM PANTS (6)
138	02/14/2025	Claims	6841	1745	STAPLES ADVANTAGE	809.58	MISC STATION SUPPLIES, ADDING MACHINES; FACILITY SUPPLIES - WHITE BOARD FOR DC; PLUNGER AND BOWL BRUSH (2); 3-HOOK WALL RACK
139	02/14/2025	Claims	6841	1746	STERICYCLE	126.52	EMS WASTE DISPOSAL
140	02/14/2025	Claims	6841	1747	SYSTEM DESIGN WEST	5,273.21	EMS NOV & DEC BILLING
141	02/14/2025	Claims	6841	1748	TARGET SOLUTIONS LEARNING, LLC	14,398.03	VECTOR SOLUTIONS SOFTWARE SUBSCRIPTION
142	02/14/2025	Claims	6841	1749	TIRE FACTORY	712.84	BATTERIES

WARRANT/CHECK REGISTER

BENTON COUNTY FIRE PROTECTION DISTRICT #4

Time: 12:05:11 Date: 02/05/2025

02/14/2025 To: 02/14/2025

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Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
143	02/14/2025	Claims	6841	1750	TOTAL ENERGY MANAGEMENT	986.18	STA430 FILTER CHG & VISUAL INSPECTION
144	02/14/2025	Claims	6841	1751	US LINEN & UNIFORM	611.88	MAT SERVICE
145	02/14/2025	Claims	6841	1752	VERIZON WIRELESS	878.80	CELL SERVICE
146	02/14/2025	Claims	6841	1753	VITAL RECORDS CONTROL	3,175.76	TOTAL STORAGE THRU TERM OF AGREEMENT, REMOVAL/DELIVERY/PALLETS
147	02/14/2025	Claims	6841	1754	VOYAGER	4,755.31	FUEL
148	02/14/2025	Claims	6841	1755	WALLA WALLA COUNTY FD #5	372.50	FIRE TRNG FACILITY USE, PROPANE, TRNG SMOKE FLUID
149	02/14/2025	Claims	6841	1756	ZOLL MEDICAL CORP GPO	250.26	EMS SUPPLIES
						130,061.41	
						5,273.21	
						<u>135,334.62</u>	Claims: 135,334.62

We, the undersigned, do hereby certify that the materials have been furnished, the services rendered or the labor performed as described herein and that the claim is a just, due and unpaid obligation against Benton County Fire District #4, and that we are authorized to authenticate and certify to said claim.

Admin Staff  Secretary 

Commissioners 

Approval Date 2/7/2025



Benton County Fire Protection District No. 4

RESOLUTION NO. 2025-01

SURPLUS OF PROPERTY

WHEREAS, the Board of Fire Commissioners of Benton County Fire Protection District No. 4 has determined that the following retired SCBA fill station bottles are no longer needed for District operations:

SCBA Fill Station Bottle Serial Numbers:

- | | |
|-------------|-------------|
| 1. 2776746Y | 5. 2776763Y |
| 2. 2776749Y | 6. 2776772Y |
| 3. 2776755Y | 7. 2776776Y |
| 4. 2776762Y | 8. 2776777Y |

WHEREAS, these items have been deemed surplus due to age, condition, and/or being beyond repair;

NOW, THEREFORE, BE IT RESOLVED by the Board of Fire Commissioners of Benton County Fire Protection District No. 4, who hereby declares the listed property as surplus and authorizes its disposal through public sale or other lawful means.

ADOPTED, by the Board of Commissioners of Benton County Fire Protection District No. 4, Benton County, Washington, at a regular public meeting on the 6th day of February 2025, with the following commissioners present and voting:

Chairperson

A handwritten signature in black ink, appearing to be "M. Lee", written over a horizontal line.

Commissioner

A large, stylized handwritten signature in black ink, appearing to be "Bradley Kelly", written over a horizontal line.

District Secretary

Commissioner



BENTON COUNTY FIRE PROTECTION DISTRICT # 4

Policy #148

Inclement Weather and Natural Disasters

Page 1 of 2

1. Purpose

1.1. The purpose of this policy is to provide guidance in the event of inclement weather, natural disaster and related conditions.

2. Scope

2.1. This policy applies to members and employees of Benton County Fire District #4 (District).

3. Responsibilities

3.1. None

4. Revision Summary

Revision Date	Description
2/6/2025	Initial issue

5. Definitions

5.1. Non-essential employees

5.1.1. Non-essential employees are those employees that the fire chief has determined are not required to maintain emergency response capabilities.

5.2. Natural disaster

5.2.1. A natural disaster includes but is not limited to floods, fires, earthquakes, landslides, windstorms, fog, dust, snow/ice storms, and tornadoes.

6. Operational Considerations

6.1. Regardless of inclement weather, natural disasters, or related conditions, it is the intent of the District that all facilities shall remain open and in operation to provide emergency response services to citizens unless an event at one of the facilities renders it unsafe or inoperable.

6.1.1. If a facility becomes unsafe or inoperable, then operations shall relocate to an alternate location as determined by the shift officer.

6.1.2. Regular business hours may be altered or suspended if non-essential employees are unable to report to work.

7. Conditions

7.1. Officers shall consider employee safety and maintaining emergency response capabilities in all decisions.

8. Guidelines

8.1. Winter Weather Conditions

8.1.1. The priority in snow or ice conditions should be to ensure snow is cleared from the exit corridors from the station garage doors to the street and to provide a layer of ice melt (salt).

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Inclement Weather and Natural Disasters

- 8.1.2. The next priority is to ensure any sidewalks or walkways used by personnel or the public are cleared of snow/ice and to provide a layer of ice melt (salt).
- 8.1.3. Next, remove snow from parking lots starting with public areas, followed by employee parking areas and to finish snow removal from District travel ways/driveways.
- 8.1.4. Continuously monitor cleared areas for ice/snow buildup and apply snow melt (salt) as needed.
- 8.1.5. As time allows and when it is safe to do so, ensure access to other District properties/areas is available (i.e. wellhouse, training grounds, etc.)
- 8.2. Other Natural Disasters or Related Conditions
 - 8.2.1. Monitor fire radio traffic for increases in area responses.
 - 8.2.2. If necessary, send message(s) to request additional personnel to staff stations.

Adopted by BCFD4 Commissioners

Signed by Fire Chief:

Printed _____

Signed _____

Effective Date: _____

Supersedes Date: N/A _____