



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

MARCH 20, 2025 – 5:00 PM  
2604 BOMBING RANGE RD, WEST RICHLAND, WASHINGTON 99353

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### **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 March 20, 2025.
- Minutes:
  - Approve minutes of March 6, 2025, Regular Meeting.
- Claim Vouchers:
  - Approve Payroll Voucher numbers 354 through 432 for \$360,500.96 for the period ending March 28, 2025.
  - Approve Claim Voucher numbers 408 through 434 for \$66,472.19 for the period ending March 28, 2025.

### **BADGE PINNING CEREMONY**

### **FINANCIAL REVIEW**

- Budget Revenue and Expenditure Report

### **RESOLUTIONS/MOTIONS**

### **NEW BUSINESS**

### **UNFINISHED BUSINESS**

Station 410 – Right of Way

## **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**

- **April 19:** Community Easter Egg Hunt – Flat Top Park
- **April 25:** Snure Webinar – Employment Relationships
- **May 9:** Snure Webinar – Employment Compensation

### **AGENDA ITEMS FOR THE NEXT MEETING**

### **EXECUTIVE SESSION**

### **ADJOURNMENT**



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

**Regular Board Meeting Minutes  
March 6, 2025**

**CALL MEETING TO ORDER**

Commissioner Goodwin 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 (virtual), Commissioner Goodwin and Commissioner Van Beek (virtual).

**PLEDGE OF ALLEGIANCE**

Chief Carlyle led the pledge of allegiance.

**ADDITIONS TO THE AGENDA**

Station 420 was added under New Business.

**THOSE PRESENT**

*Members present were:*

Fire Chief Carlyle	Captain Rogers
Deputy Chief Drayton	Crews from Station 410 and Station 430 (virtual)
Finance Manager Paden-Lilly	

**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 March 6, 2025.
- **Minutes Approval:** Approval of the meeting minutes dated February 20, 2025.
- **Approval of Payments:**
  - *Claim Voucher numbers 290 through 319 for \$70,786.56 for the period ending March 14, 2025.*

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

**FINANCIAL REVIEW**

The revenue and expenditure budget position report were reviewed.

## **RESOLUTIONS/MOTIONS**

### **BCES Interlocal Agreement**

The Board considered approving and signing the Fourth Amended and Restated Interlocal Agreement for Benton County Emergency Services.

**MOTION:** Commissioner Brink moved to approve the Fourth Amended and Restated Interlocal Agreement for Benton County Emergency Services. Commissioner Van Beek seconded the motion. Motion passed unanimously.

### **Resolution 2025-03: Surplus of Property**

The Board reviewed Resolution 2025-03 to authorize the surplus of 32 outdated computer monitors no longer needed for District operations.

**MOTION:** Commissioner Brink moved to approve Resolution 2025-03. Commissioner Van Beek seconded. Motion passed unanimously.

## **NEW BUSINESS**

### **Station 420**

On March 5 at approximately 1500 hours, a sewer line failure occurred at Station 420, resulting in a leakage from the upstairs bathrooms into the kitchen area. Crews promptly reported the issue, and upon investigation, a leak was found in the cleanout pipe. Chief Carlyle declared an emergency to expedite mitigation efforts. A plumber stopped the immediate leak, and a restoration company was contracted to address damages. Dehumidifiers and air scrubbers were installed, and asbestos testing is underway before demolition begins. A contract was signed with the restoration company for services not to exceed \$30,000.

Anticipated repairs include the removal of lower kitchen cabinets, countertops, sheetrock, and potentially sections of the flooring. The adjoining Decon room may also require repairs. If mold is detected, mitigation plans will be adjusted accordingly.

Insurance has been contacted, and a claims adjuster will assess the situation next week. The District will cover a \$1,000 deductible and the initial plumbing costs. Due to the station's temporary closure, response crews have been reassigned to Station 410, with an overflow at Station 430. Administrative staff will remain at Station 420 unless mold is detected, in which case relocation plans will be implemented. Temporary structures or leased office space may be considered. The public has been informed via social media and the District website. The station is expected to be out of service for 3-4 months. If a full reconstruction is needed, a formal bidding process may be required, and city permits will be necessary.

## **UNFINISHED BUSINESS**

Station 410 – Right of Way

## **CORRESPONDENCE**

No new correspondence was reported.

## **DISTRICT REPORTS**

**Commissioners** – The Commissioners provided the following report:

- Commissioner Goodwin reported that the new grass truck is nearing completion, with a review of final specifications scheduled for Monday.
- Commissioner Brink is attending the NW Leadership Seminar in Portland, noting it is valuable and worth attending.

**Fire Chief** – Chief Carlyle provided the following report:

- Collaborating with the Chamber of Commerce for the upcoming Easter Egg Hunt.
- Attended the BCES Board Meeting and SAT meeting.
- BCES hiring efforts remain unsuccessful, with 14 dispatcher vacancies and two more expected to leave soon. Another IT staff member has given notice and will depart by the end of the month. Additionally, the ADCOM contract has changed, as a previously departed IT staff member—who had been providing support under an employee contract—has accepted full-time employment and will now be available only in the evenings and weekends.
- Contingency plans are being developed for the upcoming fire season.
- Multiple meetings with Deputy Chief Drayton to address staffing plans and training adjustments.

**Deputy Chief** – Deputy Chief Drayton provided the following report:

- Originally planned to staff Station 410 in April, but the timeline was accelerated due to Station 420's closure, allowing for an early assessment of needs.
- The Standard of Coverage contract has been signed, and data collection is beginning.
- Met with West Richland PD to coordinate Active Shooter training and response protocols. Crews are developing a training presentation on this topic.

## **OPEN FORUM DISCUSSION**

No topics were brought forward during the open forum discussion.

## **OPERATION PROGRAM UPDATES**

No updates were provided.

## **IMPORTANT DATES**

- **March 8:** West Richland Senior Center Spaghetti Feed Fundraiser
- **March 11:** Coffee with the Chiefs – Indulgences Espresso & Delights
- **March 19:** Taxing District Levy Workshop
- **April 19:** Community Easter Egg Hunt – Flat Top Park
- **April 25:** Snure Webinar – Employment Relationships
- **May 9:** Snure Webinar – Employment Compensation

## **AGENDA ITEMS FOR THE NEXT MEETING**

No new agenda items were proposed

## **EXECUTIVE SESSION**

No executive session was held.

**ADJOURNMENT**

With no further business to come before the Board the meeting was adjourned at 5:30 p.m.

Attested:

  
\_\_\_\_\_  
Billie Paden-Lilly, District Secretary      3/20/2025  
Date

  
\_\_\_\_\_  
Michael Van Beek, Commissioner      3/20/25  
Date

  
\_\_\_\_\_  
Garrett Goodwin, Commissioner      3-20-2025  
Date

  
\_\_\_\_\_  
Fred Brink, Commissioner      3-20-2025  
Date

# ACCOUNTS PAYABLE

BENTON COUNTY FIRE PROTECTION DISTRICT #4

Time: 11:16:31 Date: 03/19/2025  
Page: 1

As Of: 03/28/2025

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
<b>14829 03/28/202503/28/202515</b>	522 12 31 00	Expendable Office Supplies	<b>AMAZON</b>	<b>93.76</b>	<b>OFFICE SUPPLIES</b>
				93.76	OFFICE SUPPLIES
Invoice					
			1MMN-6KK3-94TN	84.42	OFFICE SUPPLIES
			1M9M-KPMV-F96L	9.34	OFFICE SUPPLIES
<b>14845 03/28/202503/28/2025891</b>	522 50 48 00	Repair & Maint. - Facilities	<b>ATOMIC PLUMBING</b>	<b>875.04</b>	<b>REPLACE BROKEN FITTING ON 3" SEWER LINE IN WALL</b>
				875.04	REPLACE BROKEN FITTING ON 3" SEWER LINE IN WALL
Invoice					
			000847	875.04	REPLACE BROKEN FITTING ON 3" SEWER LINE IN WALL
<b>14834 03/28/202503/28/202536</b>	522 20 29 20	Member Recognition	<b>BC FIRE DIST #4 FF ASSOCIATION</b>	<b>2,565.72</b>	<b>BANQUET TICKETS</b>
				2,565.72	BANQUET TICKETS
Invoice					
			00012	2,565.72	BANQUET TICKETS
<b>14831 03/28/202503/28/2025628</b>	522 12 41 00	Contract Services	<b>CI SUPPORT LLC</b>	<b>35.64</b>	<b>SHRED SERVICE STA420 &amp; 430</b>
				35.64	SHRED SERVICE STA420 & 430
Invoice					
			0179260	35.64	SHRED SERVICE STA420 & STA430
<b>14832 03/28/202503/28/2025281</b>	522 24 41 00	Dispatch Services	<b>CITY OF RICHLAND</b>	<b>10,324.25</b>	<b>DISPATCH SERVICES</b>
				10,324.25	DISPATCH SERVICES
Invoice					
			55986	10,324.25	DISPATCH SERVICES
<b>14833 03/28/202503/28/2025123</b>	522 11 43 00	Travel-Mileage & Airfare	<b>FIRE 4 ADVANCED TRAVEL</b>	<b>466.00</b>	<b>PER DIEM FOR NW LEADERSHIP SEMINAR &amp; MILEAGE - BRINK</b>
				315.00	PER DIEM FOR MILEAGE
				151.00	PER DIEM FOR MEALS

BENTON COUNTY FIRE PROTECTION DISTRICT #4

**ACCOUNTS PAYABLE**

Time: 11:16:31 Date: 03/19/2025  
 Page: 2

As Of: 03/28/2025

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
			Invoice		
			1020	466.00	PER DIEM FOR NW LEADERSHIP SEMINAR & MILEAGE - BRINK
<b>14844</b>	<b>03/28/202503/28/2025137</b>		<b>GALLS</b>	<b>840.24</b>	<b>DUTY PANTS</b>
	522 20 28 00		001 000 522 6841 - General I	840.24	DUTY PANTS
			Invoice		
			030672532	840.24	DUTY PANTS
<b>14835</b>	<b>03/28/202503/28/2025141</b>		<b>GENERAL FIRE APPARATUS</b>	<b>1,173.96</b>	<b>PHOS-CHEK WD88</b>
	522 21 31 00		001 000 522 6841 - General I	1,173.96	PHOS-CHEK WD88
			Invoice		
			20328	1,173.96	PHOS-CHEK WD88
<b>14836</b>	<b>03/28/202503/28/2025187</b>		<b>LIFE ASSIST</b>	<b>541.97</b>	<b>EMS SUPPLIES</b>
	522 70 31 00		001 000 522 6841 - General I	541.97	EMS SUPPLIES
			Invoice		
			1578952	541.97	EMS SUPPLIES
<b>14846</b>	<b>03/28/202503/28/2025187</b>		<b>LIFE ASSIST</b>	<b>2,005.63</b>	<b>EMS SUPPLIES</b>
	522 70 31 00		001 000 522 6841 - General I	2,005.63	EMS SUPPLIES
			Invoice		
			1581085	2,005.63	EMS SUPPLIES
<b>14862</b>	<b>03/28/202503/28/2025187</b>		<b>LIFE ASSIST</b>	<b>341.32</b>	<b>EMS SUPPLIES</b>
	522 70 31 00		001 000 522 6841 - General I	341.32	EMS SUPPLIES
			Invoice		
			1581629	341.32	EMS SUPPLIES
<b>14837</b>	<b>03/28/202503/28/2025925</b>		<b>MOON SECURITY</b>	<b>462.19</b>	<b>SERVICE CALL STA420 &amp; MONITORING ALL LOCATIONS</b>
	522 50 41 00		001 000 522 6841 - General I	462.19	SERVICE CALL STA420 & MONITORING ALL LOCATIONS



# ACCOUNTS PAYABLE

BENTON COUNTY FIRE PROTECTION DISTRICT #4

Time: 11:16:31 Date: 03/19/2025  
Page: 3

As Of: 03/28/2025

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
			Invoice		
	6069125		0061969565	195.66	SERVICE CALL STA420
	2181016			266.53	MONITORING ALL LOCATIONS
<b>14838</b>	<b>03/28/202503/28/2025242</b>		<b>OXARC</b>	<b>35.74</b>	<b>CYLINDER RENTAL</b>
	522 70 31 00	Expendable Supplies - EMS	001 000 522 6841 - General I	35.74	CYLINDER RENTAL
			Invoice		
<b>14847</b>	<b>03/28/202503/28/2025833</b>		<b>RINGOLDE</b>	<b>749.76</b>	<b>NAME PATCHES</b>
	522 20 28 00	Clothing, Commissary (Non-	001 000 522 6841 - General I	749.76	NAME PATCHES
			Invoice		
<b>14839</b>	<b>03/28/202503/28/2025306</b>		<b>SNURE SEMINARS</b>	<b>650.00</b>	<b>DEPT PASS FOR SNURE SEMINARS</b>
	522 45 43 20	Registration Fees	001 000 522 6841 - General I	650.00	DEPT PASS FOR SNURE SEMINARS
			Invoice		
<b>14840</b>	<b>03/28/202503/28/2025322</b>		<b>STAPLES ADVANTAGE</b>	<b>311.30</b>	<b>STATION SUPPLIES</b>
	522 50 31 00	Expendable Supplies -Faciliti	001 000 522 6841 - General I	311.30	STATION SUPPLIES
			Invoice		
<b>14841</b>	<b>03/28/202503/28/2025625</b>		<b>STERICYCLE</b>	<b>126.52</b>	<b>EMS WASTE DISPOSAL</b>
	522 70 41 10	Contract Services - EMS	001 000 522 6841 - General I	126.52	EMS WASTE DISPOSAL
			Invoice		
	8009952158		8010047674	34.99	EMS WASTE DISPOSAL
				91.53	EMS WASTE DISPOSAL
<b>14848</b>	<b>03/28/202503/28/20251078</b>		<b>SWIFT RESPONSE RESTORATION LLC</b>	<b>18,719.77</b>	<b>RESTORATION FROM SEWER LINE BREAK</b>
	522 50 48 00	Repair & Maint. - Facilities	001 000 522 6841 - General I	18,719.77	RESTORATION FROM SEWER LINE BREAK AT STA420

# ACCOUNTS PAYABLE

BENTON COUNTY FIRE PROTECTION DISTRICT #4

Time: 11:16:31 Date: 03/19/2025  
Page: 4

As Of: 03/28/2025

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
Invoice					
	1066			18,719.77	RESTORATION FROM SEWER LINE BREAK
<b>14821</b>	<b>03/28/2025</b>	<b>03/28/2025</b>	<b>US BANK</b>	<b>3,653.28</b>	<b>BENTON CO FIRE DIST 4 CREDIT CARD EXPENDITURES</b>
522 11 43 30	Travel - Per Diem & Lodging		001 000 522 6841 - General I	823.28	BRINK LODGING FOR NW LEADERSHIP CONFERENCE
522 45 43 20	Registration Fees		001 000 522 6841 - General I	2,830.00	HIPAA CONFERENCE REGISTRATION - BORSCHOWA & PREMEL
Invoice					
<b>14822</b>	<b>03/28/2025</b>	<b>03/28/2025</b>	<b>US BANK</b>	<b>3,704.15</b>	<b>BORSCHOWA VISA EXPENDITURES</b>
522 12 31 00	Expendable Office Supplies		001 000 522 6841 - General I	211.80	CELL PHONE CASES
522 12 31 10	Computer Software		001 000 522 6841 - General I	1,362.18	0365, ADOBE, WEBSITE SERVICES
522 12 31 20	Non-Expendable Office		001 000 522 6841 - General I	793.49	MINI DESKTOP COMPUTER & OFFICE CHAIR
522 45 43 20	Registration Fees		001 000 522 6841 - General I	99.00	CADS VOUCHER EMS CONFERENCE REGISTRATION
522 70 31 00	Expendable Supplies - EMS		001 000 522 6841 - General I	49.99	KLEENEX FOR AMBULANCES
522 70 35 00	Small Tools & Minor Equip		001 000 522 6841 - General I	1,187.69	EMS SUPPLIES & IV TRAINING ARM
Invoice					
<b>14823</b>	<b>03/28/2025</b>	<b>03/28/2025</b>	<b>US BANK</b>	<b>350.00</b>	<b>DRAYTON CREDIT CARD EXPENDITURE</b>
522 45 43 20	Registration Fees		001 000 522 6841 - General I	350.00	QUALITY IMPROVEMENT MANUAL
Invoice					
				350.00	QUALITY IMPROVEMENT MANUAL REGISTRATION

# ACCOUNTS PAYABLE

BENTON COUNTY FIRE PROTECTION DISTRICT #4

Time: 11:16:31 Date: 03/19/2025  
Page: 5

As Of: 03/28/2025

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
<b>14824 03/28/202503/28/2025475</b>			<b>US BANK</b>	<b>270.87</b>	<b>LONGIE CREDIT CARD EXPENDITURES</b>
522 50 31 00	Expendable Supplies -Faciliti		001 000 522 6841 - General I	270.87	FACILITY SUPPLIES
Invoice					
2/21/25	WMART		92.98	CAR LITTER	
2/21/25	HDEPOT		177.89	ICE MELT	
<b>14825 03/28/202503/28/2025475</b>			<b>US BANK</b>	<b>7,460.23</b>	<b>NEWTON CREDIT CARD EXPENDITURES</b>
522 24 31 00	Expendable Supplies - Radio		001 000 522 6841 - General I	199.08	RADIO HOLSTER WITH STRAPS
522 50 35 00	Non-Expendable Supplies - I		001 000 522 6841 - General I	7,261.15	TABLES, CHAIRS, & CARTS FOR FACILITIES
Invoice					
3/1/25	SPH6TACTICAL		199.08	RADIO HOLSTER WITH STRAPS	
3/2/25	LIFETIME.COM		7,261.15	(12) 8 FT TABLES; (96) CHAIRS; (1) CHAIR CART; (1) TABLE CART	
<b>14826 03/28/202503/28/2025475</b>			<b>US BANK</b>	<b>1,997.42</b>	<b>PADEN-LILLY CREDIT CARD EXPENDITURES</b>
522 12 31 10	Computer Software		001 000 522 6841 - General I	791.77	JOTFORM ANNUAL SUBSCRIPTION
522 12 42 40	Postage		001 000 522 6841 - General I	10.65	POSTAGE
522 20 28 00	Clothing, Commissary (Non-		001 000 522 6841 - General I	195.00	ID CARDS
522 30 41 01	Professional Services - Mark		001 000 522 6841 - General I	1,000.00	VIDEO FILMING
Invoice					
2/11/25	YOKES		10.65	POSTAGE	
2/12/25	INSTANTCARD		195.00	ID CARDS	
2/25/25	THEREELSARAH		1,000.00	VIDEO FILMING	
2/25/25	JOTFORM		791.77	JOTFORM ANNUAL GOLD MEMBERSHIP FOR ELECTRONIC FORMS	
<b>14827 03/28/202503/28/2025475</b>			<b>US BANK</b>	<b>2,371.72</b>	<b>ROGERS CREDIT CARD EXPENDITURES</b>
522 45 31 00	Expendable Supplies - Trainii		001 000 522 6841 - General I	270.72	BOOKS FOR TRAINING
522 45 43 20	Registration Fees		001 000 522 6841 - General I	2,101.00	REGISTRATIONS
Invoice					
2/23/25	AMAZON		270.72	BOOKS FOR TRAINING	
2/28/25	CIRSIS		476.00	TC2 CLASS REGISTRATION - WAKEMAN	
3/3/25	FIRENUGGETS		725.00	REGISTRATION	
3/3/25	FIRENUGGETS		900.00	REGISTRATION	
<b>14828 03/28/202503/28/2025475</b>			<b>US BANK</b>	<b>714.41</b>	<b>SHANNON CREDIT CARD EXPENDITURE</b>

# ACCOUNTS PAYABLE

BENTON COUNTY FIRE PROTECTION DISTRICT #4

Time: 11:16:31 Date: 03/19/2025  
Page: 6

As Of: 03/28/2025

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
522 20 29 20	Member Recognition		001 000 522 6841 - General I	714.41	TROPHIES
Invoice					
	2/28/25	TROPHY		714.41	TROPHIES FOR ANNUAL AWARDS BANQUET
<b>14842 03/28/202503/28/2025394</b>	<b>YOKE'S FOODS</b>			<b>87.60</b>	<b>POSTAGE STAMPS</b>
522 12 42 40	Postage		001 000 522 6841 - General I	87.60	POSTAGE STAMPS
Invoice					
	11/30/2868			87.60	POSTAGE STAMPS
<b>14843 03/28/202503/28/2025396</b>	<b>ZOLL MEDICAL CORP GPO</b>			<b>5,543.70</b>	<b>AUTO PULSE WARRANTY</b>
522 70 41 10	Contract Services - EMS		001 000 522 6841 - General I	5,543.70	AUTO PULSE WARRANTY
Invoice					
	90110015			5,543.70	AUTO PULSE WARRANTY
				Report Total:	66,472.19
Fund					
001 6841 - General Fund				66,472.19	

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: 11:32:53 Date: 03/19/2025

03/27/2025 To: 03/28/2025

Page: 1

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
409	03/28/2025	Payroll	6841	1818	AFLAC	39.39	Pay Cycle(s) 03/01/2025 To 03/31/2025 - AFLAC
410	03/28/2025	Claims	6841	1819	AMAZON	93.76	OFFICE SUPPLIES
411	03/28/2025	Claims	6841	1820	ATOMIC PLUMBING	875.04	REPLACE BROKEN FITTING ON 3" SEWER LINE IN WALL
412	03/28/2025	Claims	6841	1821	BC FIRE DIST #4 FF ASSOCIATION	2,565.72	BANQUET TICKETS
413	03/28/2025	Payroll	6841	1822	BENTON COUNTY 4 BENEVOLENT FUND	67.00	Pay Cycle(s) 03/01/2025 To 03/31/2025 - Benevolent Fund
414	03/28/2025	Payroll	6841	1823	BPAS	7,250.00	Pay Cycle(s) 03/01/2025 To 03/31/2025 - HRA VEBA - OPS; Pay Cycle(s) 03/01/2025 To 03/31/2025 - HRA VEBA - ADM
415	03/28/2025	Claims	6841	1824	CI SUPPORT LLC	35.64	SHRED SERVICE STA420 & 430
416	03/28/2025	Claims	6841	1825	CITY OF RICHLAND	10,324.25	DISPATCH SERVICES
417	03/28/2025	Payroll	6841	1826	DIMARTINO	1,983.73	Pay Cycle(s) 03/01/2025 To 03/31/2025 - LT Disab- Life
418	03/28/2025	Claims	6841	1827	GALLS	840.24	DUTY PANTS
419	03/28/2025	Claims	6841	1828	GENERAL FIRE APPARATUS	1,173.96	PHOS-CHEK WD88
420	03/28/2025	Payroll	6841	1829	IAFF LOCAL 1052	4,456.75	Pay Cycle(s) 03/01/2025 To 03/31/2025 - Union Dues
421	03/28/2025	Claims	6841	1830	LIFE ASSIST	2,888.92	EMS SUPPLIES; EMS SUPPLIES; EMS SUPPLIES
422	03/28/2025	Claims	6841	1831	MOON SECURITY	462.19	SERVICE CALL STA420 & MONITORING ALL LOCATIONS
423	03/28/2025	Claims	6841	1832	OXARC	35.74	CYLINDER RENTAL
424	03/28/2025	Claims	6841	1833	RINGOLDE	749.76	NAME PATCHES
425	03/28/2025	Claims	6841	1834	SNURE SEMINARS	650.00	DEPT PASS FOR SNURE SEMINARS
426	03/28/2025	Claims	6841	1835	STAPLES ADVANTAGE	311.30	STATION SUPPLIES
427	03/28/2025	Claims	6841	1836	STERICYCLE	126.52	EMS WASTE DISPOSAL
428	03/28/2025	Claims	6841	1837	SWIFT RESPONSE RESTORATION LLC	18,719.77	RESTORATION FROM SEWER LINE BREAK
429	03/28/2025	Payroll	6841	1838	TRUSTEED PLANS SERVICE CORPORATION	42,250.36	Pay Cycle(s) 03/01/2025 To 03/31/2025 - Med/Dental Insurance
430	03/28/2025	Claims	6841	1839	US BANK	20,522.08	BENTON CO FIRE DIST 4 CREDIT CARD EXPENDITURES; BORSCHOWA VISA EXPENDITURES; DRAYTON CREDIT CARD EXPENDITURE; LONGIE CREDIT CARD EXPENDITURES; NEWTON CREDIT CARD EXPENDITURES; PADEN-LILLY CREDIT CARD;
432	03/28/2025	Payroll	6841	1841	C/O BENEFIT SOLUTIONS INC WSCFF MEDICAL EXPENSE REIMBURSEMEN	3,900.00	Pay Cycle(s) 03/01/2025 To 03/31/2025 - MERP
433	03/28/2025	Claims	6841	1842	YOKE'S FOODS	87.60	POSTAGE STAMPS
434	03/28/2025	Claims	6841	1843	ZOLL MEDICAL CORP GPO	5,543.70	AUTO PULSE WARRANTY

001 6841 - General Fund

125,953.42

	Claims:	66,006.19
125,953.42	Payroll:	59,947.23

**WARRANT/CHECK REGISTER**

BENTON COUNTY FIRE PROTECTION DISTRICT #4

Time: 11:32:53 Date: 03/19/2025

03/27/2025 To: 03/28/2025

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Trans Date      Type      Acct #      War #      Claimant      Amount Memo

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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 *Robert D. Kelly*

Commissioners *[Signature]*, *[Signature]*, *[Signature]*

Approval Date *3/20/2025*

# WARRANT/CHECK REGISTER

BENTON COUNTY FIRE PROTECTION DISTRICT #4

Time: 11:33:21 Date: 03/19/2025

03/27/2025 To: 03/28/2025

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Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
354	03/28/2025	Payroll	6841	EFT	JOSHUA AMMANN	7,519.02	March Base Salary/Feb OT
355	03/28/2025	Payroll	6841	EFT	BRADLEY E ANDREWS	6,071.77	March Base Salary/Feb OT
356	03/28/2025	Payroll	6841	EFT	CORAL L BEARS	997.38	March Base Salary/Feb OT
357	03/28/2025	Payroll	6841	EFT	CHERYL A BOOTH	3,137.28	March Base Salary/Feb OT
358	03/28/2025	Payroll	6841	EFT	DANA M BORSCHOWA	23.09	March Base Salary/Feb OT
359	03/28/2025	Payroll	6841	EFT	MATTHEW J BORSCHOWA	8,781.01	March Base Salary/Feb OT
360	03/28/2025	Payroll	6841	EFT	FREDERICK T BRINK	1,060.21	March Base Salary/Feb OT
361	03/28/2025	Payroll	6841	EFT	PAUL E CARLYLE	8,849.22	March Base Salary/Feb OT
362	03/28/2025	Payroll	6841	EFT	BRANDON J COATES	1,041.53	March Base Salary/Feb OT
363	03/28/2025	Payroll	6841	EFT	AMANDA K DERITIS	5,690.73	March Base Salary/Feb OT
364	03/28/2025	Payroll	6841	EFT	DANIEL J DRAYTON	9,820.65	March Base Salary/Feb OT
365	03/28/2025	Payroll	6841	EFT	MANUEL I ESTRELLA	5,965.34	March Base Salary/Feb OT
366	03/28/2025	Payroll	6841	EFT	APRIL S EWING	4,973.07	March Base Salary/Feb OT
367	03/28/2025	Payroll	6841	EFT	CODY R FLOWERS	5,145.28	March Base Salary/Feb OT
368	03/28/2025	Payroll	6841	EFT	KEVIN G GAIDOS	6,138.02	March Base Salary/Feb OT
369	03/28/2025	Payroll	6841	EFT	KAILEE M GARRISON-EHREDT	5,290.54	March Base Salary/Feb OT
370	03/28/2025	Payroll	6841	EFT	JARON D GIBSON	4,290.06	March Base Salary/Feb OT
371	03/28/2025	Payroll	6841	EFT	NICOLE A GLATT	36.94	March Base Salary/Feb OT
372	03/28/2025	Payroll	6841	EFT	GARRETT S GOODWIN	143.70	March Base Salary/Feb OT
373	03/28/2025	Payroll	6841	EFT	REX J GREEN	18.24	March Base Salary/Feb OT
374	03/28/2025	Payroll	6841	EFT	DAWSEN O HALL	1,008.47	March Base Salary/Feb OT
375	03/28/2025	Payroll	6841	EFT	JACOB TA HANSEN	110.82	March Base Salary/Feb OT
376	03/28/2025	Payroll	6841	EFT	THOMAS R HARPER	6,805.38	March Base Salary/Feb OT
377	03/28/2025	Payroll	6841	EFT	KYLE C HART	5,607.87	March Base Salary/Feb OT
378	03/28/2025	Payroll	6841	EFT	NATANIA M JOHNSTON	19.40	March Base Salary/Feb OT
379	03/28/2025	Payroll	6841	EFT	ABIGAIL E KNOX	843.30	March Base Salary/Feb OT
380	03/28/2025	Payroll	6841	EFT	JAMES A LONGIE	7,960.79	March Base Salary/Feb OT
381	03/28/2025	Payroll	6841	EFT	ESTEBAN MADRIGAL	4,107.17	March Base Salary/Feb OT
382	03/28/2025	Payroll	6841	EFT	RAYMOND J NEWTON	7,342.00	March Base Salary/Feb OT
383	03/28/2025	Payroll	6841	EFT	WYATT M OROZCO	6,261.35	March Base Salary/Feb OT
384	03/28/2025	Payroll	6841	EFT	CONNOR L OVERSON	892.10	March Base Salary/Feb OT
385	03/28/2025	Payroll	6841	EFT	BILLIE J PADEN-LILLY	7,346.72	March Base Salary/Feb OT
386	03/28/2025	Payroll	6841	EFT	RUSSELL A POSEGATE	1,108.20	March Base Salary/Feb OT
387	03/28/2025	Payroll	6841	EFT	GARRETT M PREMEL	6,988.29	March Base Salary/Feb OT
388	03/28/2025	Payroll	6841	EFT	ALLEN L PUTZ	7,774.58	March Base Salary/Feb OT
389	03/28/2025	Payroll	6841	EFT	KYLE M RICHE	4,126.10	March Base Salary/Feb OT
390	03/28/2025	Payroll	6841	EFT	BONNIE M ROGERS	8,253.27	March Base Salary/Feb OT
391	03/28/2025	Payroll	6841	EFT	MCKENZIE M SELL	942.71	March Base Salary/Feb OT
392	03/28/2025	Payroll	6841	EFT	ROBERT C SHANNON	7,125.68	March Base Salary/Feb OT
393	03/28/2025	Payroll	6841	EFT	MICHAEL A VAN BEEK	295.25	March Base Salary/Feb OT
394	03/28/2025	Payroll	6841	EFT	ARRIEL A VAN CLEEF	4,895.24	March Base Salary/Feb OT
395	03/28/2025	Payroll	6841	EFT	DOMINIC P VIGGIANO	53.88	March Base Salary/Feb OT
396	03/28/2025	Payroll	6841	EFT	ANTHONY G VINING	6,738.96	March Base Salary/Feb OT
397	03/28/2025	Payroll	6841	EFT	BRIAN P WAKEMAN	5,599.72	March Base Salary/Feb OT
398	03/28/2025	Payroll	6841	EFT	JACOB M WALTON	5,040.11	March Base Salary/Feb OT
399	03/28/2025	Payroll	6841	EFT	CODY WINTERS	4,598.25	March Base Salary/Feb OT
400	03/28/2025	Payroll	6841	EFT	DAYNE W WINTERS	38.79	March Base Salary/Feb OT
407	03/27/2025	Payroll	6841	EFT	EFTPS- IRS Payroll Taxes	44,253.44	941 Deposit for Pay Cycle(s) 03/01/2025 - 03/31/2025
408	03/28/2025	Claims	6841	EFT	FIRE 4 ADVANCED TRAVEL	466.00	PER DIEM FOR NW LEADERSHIP SEMINAR & MILEAGE - BRINK

**WARRANT/CHECK REGISTER**

BENTON COUNTY FIRE PROTECTION DISTRICT #4

Time: 11:33:21 Date: 03/19/2025

03/27/2025 To: 03/28/2025

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Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
431	03/27/2025	Payroll	6841	EFT	WA PUB EMP & RETIRE SYS	59,422.81	Pay Cycle(s) 03/01/2025 To 03/31/2025 - LEOFF II - D097; Pay Cycle(s) 03/01/2025 To 03/31/2025 - DCP-899T76; Pay Cycle(s) 03/01/2025 To 03/31/2025 - PERS 3 - 4778; Pay Cycle(s) 03/01/2025 To 03/31/202
001 6841 - General Fund						301,019.73	
						301,019.73	Claims: 466.00 Payroll: 300,553.73

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 *Bradley Kelly*

Commissioners *[Signature]* *[Signature]* *[Signature]*

Approval Date *3/20/2025*



## 2025 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION DISTRICT

Time: 11:36:50 Date: 03/19/2025

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001 6841 - General Fund 01/01/2025 To: 12/31/2025

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	3,197,281.00	3,505,100.09	(307,819.09)	109.6%
310 Taxes	4,697,094.00	191,758.89	4,505,335.11	4.1%
330 Intergovernmental Revenues	34,500.00	6,978.00	27,522.00	20.2%
340 Charges For Services	47,000.00	33,341.19	13,658.81	70.9%
361 Miscellaneous Revenue	50,200.00	28,617.60	21,582.40	57.0%
380 Other Increases in Fund Resources	0.00	629.47	(629.47)	0.0%
390 Other Financing Sources	0.00	49,000.00	(49,000.00)	0.0%
397 Interfund Transfers	3,002,241.00	0.00	3,002,241.00	0.0%
<b>Fund Revenues:</b>	<b>11,028,316.00</b>	<b>3,815,425.24</b>	<b>7,212,890.76</b>	<b>34.6%</b>
Expenditures	Amt Budgeted	Expenditures	Remaining	
011 Legislative	44,200.00	7,169.06	37,030.94	16.2%
012 Administrative	1,180,313.00	292,455.33	887,857.67	24.8%
013 Election	10,000.00	2,816.54	7,183.46	28.2%
014 Legal	40,500.00	1,940.50	38,559.50	4.8%
020 Operations	4,596,200.00	924,944.77	3,671,255.23	20.1%
021 Suppression	137,650.00	42,378.38	95,271.62	30.8%
024 Communications	177,000.00	31,321.44	145,678.56	17.7%
026 Logistics (Support Services)	16,000.00	138.79	15,861.21	0.9%
030 Public Information	106,500.00	19,827.41	86,672.59	18.6%
045 Training	397,600.00	80,877.91	316,722.09	20.3%
050 Facilities	169,000.00	54,664.20	114,335.80	32.3%
060 Automotive	194,700.00	13,382.70	181,317.30	6.9%
070 Ambulance Transport Services	391,700.00	63,879.67	327,820.33	16.3%
522 Fire Control	7,461,363.00	1,535,796.70	5,925,566.30	20.6%
589 Payroll Clearing	0.00	(5,057.41)	5,057.41	0.0%
591 Debt Service	127,121.00	0.00	127,121.00	0.0%
594 Capital Expenditures	1,740,000.00	16,175.43	1,723,824.57	0.9%
<b>Fund Expenditures:</b>	<b>9,328,484.00</b>	<b>1,546,914.72</b>	<b>7,781,569.28</b>	<b>16.6%</b>
<b>Fund Excess/(Deficit):</b>	<b>1,699,832.00</b>	<b>2,268,510.52</b>		

## 2025 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION DISTRICT

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110 6848 - EMS Fund 01/01/2025 To: 12/31/2025

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	3,024,982.00	3,143,930.43	(118,948.43)	103.9%
310 Taxes	1,783,644.00	63,801.10	1,719,842.90	3.6%
330 Intergovernmental Revenues	300,000.00	12,500.00	287,500.00	4.2%
340 Charges For Services	470,000.00	126,043.20	343,956.80	26.8%
360 Investment Interest	60,000.00	25,211.04	34,788.96	42.0%
<b>Fund Revenues:</b>	<b>5,638,626.00</b>	<b>3,371,485.77</b>	<b>2,267,140.23</b>	<b>59.8%</b>
Expenditures	Amt Budgeted	Expenditures	Remaining	
522 Fire Control	54,500.00	10,897.94	43,602.06	20.0%
591 Debt Service	41,625.00	0.00	41,625.00	0.0%
597 Interfund Transfers	3,002,241.00	0.00	3,002,241.00	0.0%
<b>Fund Expenditures:</b>	<b>3,098,366.00</b>	<b>10,897.94</b>	<b>3,087,468.06</b>	<b>0.4%</b>
<b>Fund Excess/(Deficit):</b>	<b>2,540,260.00</b>	<b>3,360,587.83</b>		

## 2025 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION DISTRICT

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201 6842 - Bond Fund

01/01/2025 To: 12/31/2025

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	186,499.00	191,476.24	(4,977.24)	102.7%
310 Taxes	481,215.00	17,838.19	463,376.81	3.7%
360 Investment Interest	5,500.00	1,570.29	3,929.71	28.6%
<b>Fund Revenues:</b>	<b>673,214.00</b>	<b>210,884.72</b>	<b>462,329.28</b>	<b>31.3%</b>
Expenditures	Amt Budgeted	Expenditures	Remaining	
591 Debt Service	504,000.00	0.00	504,000.00	0.0%
<b>Fund Expenditures:</b>	<b>504,000.00</b>	<b>0.00</b>	<b>504,000.00</b>	<b>0.0%</b>
<b>Fund Excess/(Deficit):</b>	<b>169,214.00</b>	<b>210,884.72</b>		

## 2025 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION DISTRICT

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401 6844 - Construction Fund

01/01/2025 To: 12/31/2025

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	0.00	29.18	(29.18)	0.0%
360 Investment Interest	0.00	0.23	(0.23)	0.0%
<b>Fund Revenues:</b>	<b>0.00</b>	<b>29.41</b>	<b>(29.41)</b>	<b>0.0%</b>
<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>29.41</b>		

## 2025 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION DISTRIK

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601 6846 - Reserve Fund

01/01/2025 To: 12/31/2025

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	2,410,862.00	2,413,855.39	(2,993.39)	100.1%
360 Investment Interest	30,000.00	19,201.76	10,798.24	64.0%
<b>Fund Revenues:</b>	<b>2,440,862.00</b>	<b>2,433,057.15</b>	<b>7,804.85</b>	<b>99.7%</b>
<b>Fund Excess/(Deficit):</b>	<b>2,440,862.00</b>	<b>2,433,057.15</b>		

## 2025 BUDGET POSITION TOTALS

BENTON COUNTY FIRE PROTECTION DIS

Time: 11:36:50 Date: 03/19/2025

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Fund	Revenue Budgeted	Received		Expense Budgeted	Spent	
001 6841 - General Fund	11,028,316.00	3,815,425.24	34.6%	9,328,484.00	1,546,914.72	17%
110 6848 - EMS Fund	5,638,626.00	3,371,485.77	59.8%	3,098,366.00	10,897.94	0%
201 6842 - Bond Fund	673,214.00	210,884.72	31.3%	504,000.00	0.00	0%
401 6844 - Construction Fund	0.00	29.41	0.0%	0.00	0.00	0%
601 6846 - Reserve Fund	2,440,862.00	2,433,057.15	99.7%	0.00	0.00	0%
	<u>19,781,018.00</u>	<u>9,830,882.29</u>	49.7%	<u>12,930,850.00</u>	<u>1,557,812.66</u>	12.0%