



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

APRIL 3, 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 April 3, 2025.
- Minutes:
  - Approve minutes of March 20, 2025, Regular Meeting.
- Claim Vouchers:
  - Approve Claim Voucher numbers 453 through 479 for \$60,178.42 for the period ending April 11, 2025.

### **FINANCIAL REVIEW**

- Budget Revenue and Expenditure Report

### **RESOLUTIONS/MOTIONS**

- Type 5 Apparatus Purchase
- Resolution 2025-04; Master Policy Directive

### **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 12:** Easter Egg Stuffing – Station 430
- **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**

## **CORRESPONDENCE**

No new correspondence was reported.

## **DISTRICT REPORTS**

**Union** – Captain Harper noted that the first negotiation meeting is scheduled for April 14.

**City Liaison** – Council Member Fetto provided an update on the upcoming Community Easter Egg Hunt.

**Commissioners** – Commissioner Brink reported attending the Southeast Washington Fire Commissioners Association meeting in Dayton and a labor negotiations prep meeting with administrative staff.

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

- Firefighter Gibson completed his one-year probation period. A badge pinning is being scheduled.
- Attended BCES Board Meeting; the 4th ILA is complete; IT Support Doug Degraff's last day is April 11.
- Attended regional Chiefs meeting; radio project is progressing with microwave upgrades; full build-out expected by end of 2026.
- He participated in multiple agency negotiation meetings.
- An Administrative Staff Meeting was held; Updates were provided on projects and workflow processes.
- Cheryl Booth plans to retire this year on June 30.
- Meeting held with Liz Loomis to develop a monthly marketing work plan. She will speak at WA Fire Chiefs Conference in May.

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

- The Acting Officer Program rollout is underway.
- The draft Staffing Policy to be reviewed—modernizes staffing practices and plans for Station 410 staffing in June.
- Command training for all shifts has been complete. For April and May the training will include structure fire with known rescue and active shooter response.
- Policy and SOG reviews are ongoing.
- Contract negotiations preparation in progress.
- Reviewing engine hose loads and thermal imaging needs.
- Collaborating with Captains Newton and Rogers on Ladder Truck in-service training.

## **OPEN FORUM DISCUSSION**

No topics were brought forward during the open forum discussion.

## **OPERATION PROGRAM UPDATES**

No updates were provided.

## **IMPORTANT DATES**

- **April 12:** Easter Egg Stuffing – Station 430
- **April 19:** Community Easter Egg Hunt – Flat Top Park
- **April 25:** Snure Webinar – Employment Relationships
- **May 9:** Snure Webinar – Employment Compensation
- **June 20:** SE WA Fire Commissioners Association Meeting – Dayton, WA
- **September 19:** SE WA Fire Commissioners Association Meeting – Dayton, WA





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

**Regular Board Meeting Minutes  
March 20, 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**

Deputy Chief Drayton led the pledge of allegiance.

**ADDITIONS TO THE AGENDA**

Station 420 was added under Unfinished Business.

**THOSE PRESENT**

Members present were:

Deputy Chief Drayton	Firefighter Hall	Firefighter Vining
Finance Manager Paden-Lilly	Firefighter Hart	Firefighter Walton
Administrative Assistant Ewing	Firefighter Garrison	Firefighter Winters
Captain Rogers	Firefighter Knox	
Lieutenant Premel	Firefighter Riche	

**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 20, 2025.
- **Minutes Approval:** Approval of the meeting minutes dated March 6, 2025.
- **Approval of Payments:**
  - Payroll Voucher numbers 354 through 432 for \$360,500.96 for the period ending March 28, 2025.
  - Claim Voucher numbers 408 through 434 for \$66,472.19 for the period ending March 28, 2025.

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



### **BADGE PINNING CEREMONY**

Deputy Chief Drayton welcomed attendees and recognized Lieutenant Premel for successfully completing his probationary period. Lieutenant Premel's wife joined him to pin his badge, surrounded by family. Deputy Chief Drayton presented Lieutenant Premel with his probationary completion letter and challenge coin. The ceremony concluded with refreshments for guests.

### **FINANCIAL REVIEW**

The revenue and expenditure budget position report were reviewed.

### **RESOLUTIONS/MOTIONS**

No new resolutions or motions were presented.

### **NEW BUSINESS**

There was no new business.

### **UNFINISHED BUSINESS**

#### **Station 410 – Right of Way**

This item remains under Unfinished Business pending further information.

#### **Station 420**

Deputy Chief Drayton reported positive progress on the plumbing project at Station 420. Damage was minimal, limited to two cabinets and a few planks of flooring. Drywall work is nearly complete, with cabinet installation scheduled for the weekend. Crews are expected to return to the station early next week.

### **CORRESPONDENCE**

No new correspondence was reported.

### **DISTRICT REPORTS**

**Union** – Firefighter Vining reported on the recent labor-management meeting and noted that communication remains strong between union members and administration.

**Commissioners** – Commissioner Goodwin reported that the new Type 5 grass truck has arrived and is at Station 430. The aerial truck delivery remains on schedule.

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

- The first Coffee with the Chiefs event was held with low attendance; alternative community outreach ideas are being considered.
- Data collection for the Standard of Coverage continues.
- Work is underway to update the staffing policy, with an invitation to Commissioner Van Beek to join the workgroup.
- The Station 410 staffing plan is progressing, thanks to Lieutenant Longie and Firefighter Orozco for assisting with station updates. Crewsense will receive an update, with plans to staff the station by June or sooner.
- The first command training session was held with Captain Rogers, focusing on standard response actions for incidents involving strip malls and apartment complexes.

- Discussions are ongoing with the union regarding the Acting Officer Program, with a proposal presented and another meeting scheduled next week.
- The ladder truck delivery remains anticipated for June or July, with training plans underway.

**Finance Manager** – Finance Manager Paden-Lilly provided the following report:

- She, along with Administrative Assistant Ewing and Deputy Chief Drayton, attended the Benton County Assessor's annual Taxing District Levy Workshop.
- She and Chief Carlyle have started reviewing and updating the 2012 Board resolution concerning the Fire Chief's administrative authority and delegation of that authority. The revised resolution will reference current Policy 144 (Procurement) and will be presented to the Board soon.

### **OPEN FORUM DISCUSSION**

No topics were brought forward during the open forum discussion.

### **OPERATION PROGRAM UPDATES**

Captain Rogers reported that Lieutenant Premel collaborated with the West Richland Fire Marshal to provide an excellent fire inspection training presentation.

### **IMPORTANT DATES**

- **March 21:** Southeast Washington Fire Commissioners Association Meeting – Dayton
- **April 12:** Easter Egg Stuffing – Station 430
- **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 5:18 p.m.

Attested:

 4/10/2025  
 Billie Paden-Lilly, District Secretary Date

 4/13/25  
 Garrett Goodwin, Commissioner Date

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 Michael Van Beek, Commissioner Date

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 Fred Brink, Commissioner Date

# ACCOUNTS PAYABLE

BENTON COUNTY FIRE PROTECTION DISTRICT #4

Time: 11:59:16 Date: 04/02/2025  
Page: 1

As Of: 04/11/2025

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
<b>14872 04/11/202504/11/202515</b>					
			<b>AMAZON</b>	<b>207.93</b>	<b>410 KITCHEN SUPPLIES, 420 FACILITY SUPPLIES</b>
522 50 31 00	Expendable Supplies -Faciliti		001 000 522 6841 - General I	51.07	420 FACILITY SUPPLIES
522 50 35 00	Non-Expendable Supplies - I		001 000 522 6841 - General I	156.86	410 KITCHEN SUPPLIES
Invoice					
			1JVD-M6T1-9MHR	156.86	410 KITCHEN SUPPLIES
			1C67-FXJY-JQYD	51.07	420 FACILITY SUPPLIES
<b>14883 04/11/202504/11/202515</b>					
			<b>AMAZON</b>	<b>387.01</b>	<b>3 HOLE PUNCH, WASTEBASKETS (2)</b>
522 12 31 20	Non-Expendable Office		001 000 522 6841 - General I	387.01	3 HOLE PUNCH, 2 WASTEBASKETS
Invoice					
			1R9G-TV9W-C4PR	387.01	3 HOLE PUNCH, WASTEBASKETS (2)
Total AMAZON				594.94	
<b>14873 04/11/202504/11/2025829</b>					
			<b>AT&amp;T MOBILITY</b>	<b>209.41</b>	<b>CELL PHONE SERVICE</b>
522 12 42 10	Cellular Phone Service		001 000 522 6841 - General I	209.41	CELL PHONE SERVICE
Invoice					
			X03192025	209.41	CELL PHONE SERVICE
<b>14884 04/11/202504/11/202542</b>					
			<b>BENTON RURAL ELECTRIC</b>	<b>2,959.86</b>	<b>ELECTRICITY</b>
522 50 47 10	Utilities		001 000 522 6841 - General I	1,133.29	STA 420 - 172850825
522 50 47 10	Utilities		001 000 522 6841 - General I	64.73	WELL - 34400
522 50 47 10	Utilities		001 000 522 6841 - General I	164.94	SHOP - 602700
522 50 47 10	Utilities		001 000 522 6841 - General I	969.21	STA 430 - 892000
522 50 47 10	Utilities		001 000 522 6841 - General I	627.69	STA 410 - 31760125
Invoice					
			03312025	2,959.86	ELECTRICITY
<b>14898 04/11/202504/11/202551</b>					
			<b>BRASHEAR ELECTRIC</b>	<b>1,712.03</b>	<b>CONDENSATION PUMP/DISPOSAL POWER WIRING AT STA 410</b>
522 50 48 00	Repair & Maint. - Facilities		001 000 522 6841 - General I	1,712.03	CONDENSATION PUMP/DISPOSAL POWER
Invoice					
			42770	1,712.03	CONDENSATION PUMP/DISPOSAL POWER WIRING AT STA 410



# ACCOUNTS PAYABLE

BENTON COUNTY FIRE PROTECTION DISTRICT #4

Time: 11:59:16 Date: 04/02/2025  
Page: 2

As Of: 04/11/2025

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
<b>14874 04/11/202504/11/2025443</b>					
			<b>BRAUN NORTHWEST INC</b>	<b>649.48</b>	<b>AMBULANCE DOOR HANDLE, PLACARD &amp; HOLDER</b>
522 60 35 00	Non-Expendable Supplies -		001 000 522 6841 - General I	374.12	PLACARD & HOLDER
522 60 48 00	Repair and Maintenance Ser		001 000 522 6841 - General I	275.36	AMBULANCE DOOR HANDLE
<b>14875 04/11/202504/11/20255921</b>					
			<b>CASCADE NATURAL GAS</b>	<b>341.29</b>	<b>NATURAL GAS</b>
522 50 47 10	Utilities		001 000 522 6841 - General I	341.29	NATURAL GAS
<b>14876 04/11/202504/11/20255623</b>					
			<b>CDW GOVERNMENT</b>	<b>6,152.58</b>	<b>NETWORKING INFRASTRUCTURE UPGRADE</b>
522 12 31 20	Non-Expendable Office		001 000 522 6841 - General I	6,152.58	NETWORKING INFRASTRUCTURE UPGRADE
<b>14877 04/11/202504/11/20255481</b>					
			<b>CHARTER COMMUNICATIONS</b>	<b>805.92</b>	<b>TV/INTERNET</b>
522 12 41 01	Contract Services - TV/Interr		001 000 522 6841 - General I	805.92	TV/INTERNET
<b>14895 04/11/202504/11/2025376</b>					
			<b>CITY OF WEST RICHLAND</b>	<b>72.93</b>	<b>STA430 WATER &amp; SEWER - ACCT 01-08561</b>
522 50 47 10	Utilities		001 000 522 6841 - General I	72.93	STA430 WATER & SEWER
<b>14878 04/11/202504/11/20255474</b>					
			<b>EVERGREEN LAWN CARE, INC</b>	<b>1,092.65</b>	<b>420 LAWN CARE, 430 WEED ABATEMENT</b>
			03212025	72.93	STA430 WATER & SEWER - ACCT 01-08561

# ACCOUNTS PAYABLE

BENTON COUNTY FIRE PROTECTION DISTRICT #4

Time: 11:59:16 Date: 04/02/2025  
Page: 3

As Of: 04/11/2025

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
522 50 48 00	Repair & Maint. - Facilities	001 000 522 6841 - General I		1,092.65	420 LAWN CARE, 430 WEED ABATEMENT
Invoice					
377726				114.35	420 LAWN CARE
377769				978.30	430 WEED ABATEMENT
<b>14879 04/11/202504/11/2025702</b>			<b>FRONTLINE MEDICAL PLLC</b>	<b>2,989.00</b>	<b>PHYSICAL</b>
522 20 24 10	Physicals/Innoculation	001 000 522 6841 - General I		2,989.00	PHYSICAL
Invoice					
3788				2,989.00	PHYSICAL
<b>14880 04/11/202504/11/2025831</b>			<b>HOME DEPOT</b>	<b>34.21</b>	<b>DOOR HANDLE</b>
522 50 48 00	Repair & Maint. - Facilities	001 000 522 6841 - General I		34.21	DOOR HANDLE
Invoice					
3970152				34.21	DOOR HANDLE
<b>14881 04/11/202504/11/2025876</b>			<b>ISOUSOURCE</b>	<b>7,007.91</b>	<b>MONTHLY COMPUTER MONITORING, COMPUTER BLOCK SUPPORT</b>
522 12 41 03	Contract Services - Compute	001 000 522 6841 - General I		7,007.91	MONTHLY COMPUTER MONITORING & BLOCK SUPPORT
Invoice					
CW307999				2,007.91	MONTHLY COMPUTER MONITORING
CW307956				5,000.00	COMPUTER BLOCK SUPPORT
<b>14882 04/11/202504/11/2025187</b>			<b>LIFE ASSIST</b>	<b>1,870.56</b>	<b>EMS SUPPLIES</b>
522 70 31 00	Expendable Supplies - EMS	001 000 522 6841 - General I		1,870.56	EMS SUPPLIES
Invoice					
1583873				156.88	EMS SUPPLIES
1582979				935.64	EMS SUPPLIES
1584344				778.04	EMS SUPPLIES
<b>14885 04/11/202504/11/2025182</b>			<b>LN CURTIS &amp; SONS</b>	<b>2,047.68</b>	<b>FLOW METER, GLOVES (4)</b>
522 21 28 20	PPE - Protective Clothing	001 000 522 6841 - General I		361.19	GLOVES (4)
522 21 35 10	Non-Expendable Supplies - :	001 000 522 6841 - General I		1,686.49	FLOW METER

# ACCOUNTS PAYABLE

BENTON COUNTY FIRE PROTECTION DISTRICT #4

Time: 11:59:16 Date: 04/02/2025  
Page: 4

As Of: 04/11/2025

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
<b>14889 04/11/202504/11/2025779</b>					
522 14 41 00 Professional Services			<b>MCGAVICK GRAVES ATTORNEY AT LAW</b>	<b>2,546.00</b>	<b>EMPLOYMENT MATTERS</b>
			001 000 522 6841 - General I	2,546.00	EMPLOYMENT MATTERS
<b>14886 04/11/202504/11/2025242</b>					
522 70 31 00 Expendable Supplies - EMS			<b>OXARC</b>	<b>82.05</b>	<b>NITROUS BOTTLES REFILL</b>
			001 000 522 6841 - General I	82.05	NITROUS BOTTLES REFILL
<b>14887 04/11/202504/11/2025885</b>					
522 12 42 00 Phone Service			<b>PACIFIC OFFICE AUTOMATION</b>	<b>745.14</b>	<b>PHONE SERVICE - 3/30-4/30/25</b>
			001 000 522 6841 - General I	745.14	PHONE SERVICE - 3/30-4/30/25
<b>14888 04/11/202504/11/2025293</b>					
522 20 28 00 Clothing, Commissary (Non-			<b>SEA WESTERN</b>	<b>2,369.92</b>	<b>DUTY PANTS &amp; HEMMING</b>
			001 000 522 6841 - General I	2,369.92	DUTY PANTS & HEMMING
<b>14890 04/11/202504/11/2025322</b>					
522 50 31 00 Expendable Supplies -Faciliti			<b>STAPLES ADVANTAGE</b>	<b>773.32</b>	<b>STATION SUPPLIES</b>
			001 000 522 6841 - General I	773.32	STATION SUPPLIES
<b>14891 04/11/202504/11/2025625</b>					
			<b>STERICYCLE</b>	<b>34.99</b>	<b>EMS WASTE DISPOSAL</b>



# ACCOUNTS PAYABLE

BENTON COUNTY FIRE PROTECTION DISTRICT #4

Time: 11:59:16 Date: 04/02/2025  
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As Of: 04/11/2025

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
522 70 41 10	Contract Services - EMS	001 000 522 6841 - General I		34.99	EMS WASTE DISPOSAL
Invoice					
8010257161				34.99	EMS WASTE DISPOSAL
<b>14896 04/11/202504/11/20251078</b>	<b>SWIFT RESPONSE RESTORATION LLC</b>			<b>7,058.18</b>	<b>STA 420 SEWER LINE BREAK REPAIR</b>
522 50 48 00	Repair & Maint. - Facilities	001 000 522 6841 - General I		7,058.18	STA 420 SEWER LINE BREAK REPAIR
Invoice					
1071				7,058.18	STA 420 SEWER LINE BREAK REPAIR
<b>14892 04/11/202504/11/2025672</b>	<b>TIRE FACTORY</b>			<b>3,818.19</b>	<b>4 TIRES, STEERING REPAIR, TIRE DISPOSAL (46)</b>
522 60 31 00	Expendable Supplies - Autor	001 000 522 6841 - General I		797.29	TIRE DISPOSAL (46)
522 60 48 00	Repair and Maintenance Ser	001 000 522 6841 - General I		3,020.90	STEERING R EPAIRS, 4 NEW TIRES
Invoice					
3046994				960.22	4 TIRES
3047133				2,060.68	STEERING REPAIRS
3047102				797.29	TIRE DISPOSAL (46)
<b>14863 04/11/202504/11/2025475</b>	<b>US BANK</b>			<b>3,484.75</b>	<b>BORSCHOWA VISA EXPENDITURES</b>
522 12 31 10	Computer Software	001 000 522 6841 - General I		1,928.89	MICROSOFT O365, ZOOM SUBSCRIPTION
522 12 41 03	Contract Services - Compute	001 000 522 6841 - General I		31.40	DATA BACKUP SERVICES
522 45 43 00	Travel - Mileage & Air	001 000 522 6841 - General I		57.85	UBER FROM AND TO AIRPORT FOR ABC 360 CONFERENCE
522 45 43 10	Travel - PerDiem & Lodging	001 000 522 6841 - General I		824.28	LODGING - ABC 360 CONFERENCE
522 70 31 00	Expendable Supplies - EMS	001 000 522 6841 - General I		642.33	EMS SUPPLIES
Invoice					
3/24/25	WASABI			31.40	DATA BACKUP SERVICES
3/18/25	UBER			7.00	TIP - UBER TO ABC 360 CONFERENCE FROM AIRPORT
3/18/25	UBER			21.34	UBER TO ABC 360 CONFERENCE FROM AIRPORT
3/22/25	PARIS			824.28	LODGING - ABC 360 CONFERENCE
3/22/25	UBER			7.00	TIP - UBER TO AIRPORT FROM ABC 360 CONFERENCE
3/22/25	UBER			22.51	UBER TO AIRPORT FROM ABC 360 CONFERENCE
3/17/25	MSFT			959.83	MICROSOFT O365 (37)
3/18/25	MSFT			100.00	MICROSOFT O365 (4)
3/10/25	HDEPOT			19.54	EMS SUPPLIES
3/11/25	MINUTEMAN			622.79	PRINTED PROTOCOL BOOKS FOR EMS
03/26/25	ZOOM			869.06	ZOOM SUBSCRIPTION

# ACCOUNTS PAYABLE

BENTON COUNTY FIRE PROTECTION DISTRICT #4

Time: 11:59:16 Date: 04/02/2025  
Page: 6

As Of: 04/11/2025

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
<b>14864 04/11/202504/11/2025475</b>					
	522 12 31 10 Computer Software		<b>US BANK</b>	<b>386.96</b>	<b>DRAYTON VISA EXPENDITURES</b>
	522 50 35 00 Non-Expendable Supplies - I			99.99	OTTER.AI PRO SUBSCRIPTION
				286.97	VACUUM FOR STA 410
<b>14865 04/11/202504/11/2025475</b>					
			<b>US BANK</b>	<b>1,177.76</b>	<b>EWING VISA EXPENDITURES</b>
	522 12 42 40 Postage			10.10	POSTAGE
	522 45 43 00 Travel - Mileage & Air			864.39	FLIGHTS & TRAVEL INSURANCE FOR FIREMANSHIP CONFERENCE - DRAYTON, OROZCO, WALTON
	522 50 35 00 Non-Expendable Supplies - I			303.27	MICROWAVE FOR STA 420
<b>14866 04/11/202504/11/2025475</b>					
			<b>US BANK</b>	<b>1,538.04</b>	<b>LONGIE VISA EXPENDITURES</b>
	522 50 35 00 Non-Expendable Supplies - I			1,538.04	KITCHEN SUPPLIES FOR STATIONS
<b>14867 04/11/202504/11/2025475</b>					
			<b>US BANK</b>	<b>449.89</b>	<b>NEWTON VISA EXPENDITURES</b>
	522 21 28 20 PPE - Protective Clothing			233.32	SHIPPING TO REPAIR DRY SUITS
	522 60 31 00 Expendable Supplies - Autor			112.35	FUEL CANS AND GLUE

# ACCOUNTS PAYABLE

BENTON COUNTY FIRE PROTECTION DISTRICT #4

Time: 11:59:16 Date: 04/02/2025  
Page: 7

As Of: 04/11/2025

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
522 60 32 00	Fuels and Oils		001 000 522 6841 - General I	104.22	MIXED FUEL
Invoice					
3/18/25	UPS		233.32		SHIPPING TO REPAIR DRY SUITS
3/30/25	HDEPOT		216.57		MIXED FUEL; GLUE; FUEL CANS
<b>14868 04/11/202504/11/2025475</b>	<b>US BANK</b>		<b>369.58</b>		<b>OROZCO VISA EXPENDITURES</b>
522 50 35 00	Non-Expendable Supplies - I		001 000 522 6841 - General I	369.58	ICE MACHINE FOR STA 410
Invoice					
3/20/25	HDEPOT		369.58		ICE MACHINE FOR STA 410
<b>14869 04/11/202504/11/2025475</b>	<b>US BANK</b>		<b>1,689.03</b>		<b>PADEN-LILLY VISA EXPENDITURES</b>
522 12 31 10	Computer Software		001 000 522 6841 - General I	1,630.50	CHAT GPT SOFTWARE
522 26 31 10	Food		001 000 522 6841 - General I	58.53	REFRESHMENTS FOR PINNING CEREMONY
Invoice					
3/18/25	OPENAI		1,630.50		CHAT GPT ANNUAL SUBSCRIPTION
3/21/25	YOKES		58.53		REFRESHMENTS FOR PINNING CEREMONY
<b>14870 04/11/202504/11/2025475</b>	<b>US BANK</b>		<b>425.00</b>		<b>SHANNON VISA EXPENDITURES</b>
522 45 43 20	Registration Fees		001 000 522 6841 - General I	425.00	IFSAC INSTRUCTOR 2 REGISTRATION
Invoice					
3/17/25	WSU		425.00		IFSAC INSTRUCTOR 2 REGISTRATION
<b>14871 04/11/202504/11/2025475</b>	<b>US BANK</b>		<b>597.85</b>		<b>ROGERS VISA EXPENDITURES</b>
522 45 31 00	Expendable Supplies - Trainii		001 000 522 6841 - General I	597.85	TRAINING BOOKS
Invoice					
3/24/25	FIRE		478.28		PUMPING AND AERIAL APPARATUS BOOKS
3/31/25	CLARION		119.57		NONTRADITIONAL TRUCK COMPANY TRAINING BOOKS
Total US BANK				10,118.86	
<b>14893 04/11/202504/11/2025347</b>	<b>US LINEN &amp; UNIFORM</b>		<b>461.10</b>		<b>MAT SERVICE</b>
522 50 41 00	Professional Services		001 000 522 6841 - General I	461.10	MAT SERVICE



## BENTON COUNTY FIRE PROTECTION DISTRICT #4

As Of: 04/11/2025

Report Total: 60,178.42

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: 13:08:08 Date: 04/02/2025

04/11/2025 To: 04/11/2025

Page: 1

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
453	04/11/2025	Claims	6841	1845	AMAZON	594.94	410 KITCHEN SUPPLIES, 420 FACILITY SUPPLIES; 3 HOLE PUNCH, WASTEBASKETS (2)
454	04/11/2025	Claims	6841	1846	AT&T MOBILITY	209.41	CELL PHONE SERVICE
455	04/11/2025	Claims	6841	1847	BENTON RURAL ELECTRIC	2,959.86	ELECTRICITY
456	04/11/2025	Claims	6841	1848	BRASHEAR ELECTRIC	1,712.03	CONDENSATION PUMP/DISPOSAL POWER WIRING AT STA 410
457	04/11/2025	Claims	6841	1849	BRAUN NORTHWEST INC	649.48	AMBULANCE DOOR HANDLE, PLACARD & HOLDER
458	04/11/2025	Claims	6841	1850	CASCADE NATURAL GAS	341.29	NATURAL GAS
459	04/11/2025	Claims	6841	1851	CDW GOVERNMENT	6,152.58	NETWORKING INFRASTRUCTURE UPGRADE
460	04/11/2025	Claims	6841	1852	CHARTER COMMUNICATIONS	805.92	TV/INTERNET
461	04/11/2025	Claims	6841	1853	CITY OF WEST RICHLAND	72.93	STA430 WATER & SEWER - ACCT 01-08561
462	04/11/2025	Claims	6841	1854	EVERGREEN LAWN CARE, INC	1,092.65	420 LAWN CARE, 430 WEED ABATEMENT
463	04/11/2025	Claims	6841	1855	FRONTLINE MEDICAL PLLC	2,989.00	PHYSICAL
464	04/11/2025	Claims	6841	1856	HOME DEPOT	34.21	DOOR HANDLE
465	04/11/2025	Claims	6841	1857	ISOUTSOURCE	7,007.91	MONTHLY COMPUTER MONITORING, COMPUTER BLOCK SUPPORT
466	04/11/2025	Claims	6841	1858	LIFE ASSIST	1,870.56	EMS SUPPLIES
467	04/11/2025	Claims	6841	1859	LN CURTIS & SONS	2,047.68	FLOW METER, GLOVES (4)
468	04/11/2025	Claims	6841	1860	MCGAVICK GRAVES ATTORNEY AT LAW	2,546.00	EMPLOYMENT MATTERS
469	04/11/2025	Claims	6841	1861	OXARC	82.05	NITROUS BOTTLES REFILL
470	04/11/2025	Claims	6841	1862	PACIFIC OFFICE AUTOMATION	745.14	PHONE SERVICE - 3/30-4/30/25
471	04/11/2025	Claims	6841	1863	SEA WESTERN	2,369.92	DUTY PANTS & HEMMING
472	04/11/2025	Claims	6841	1864	STAPLES ADVANTAGE	773.32	STATION SUPPLIES
473	04/11/2025	Claims	6841	1865	STERICYCLE	34.99	EMS WASTE DISPOSAL
474	04/11/2025	Claims	6841	1866	SWIFT RESPONSE RESTORATION LLC	7,058.18	STA 420 SEWER LINE BREAK REPAIR
475	04/11/2025	Claims	6841	1867	TIRE FACTORY	3,818.19	4 TIRES, STEERING REPAIR, TIRE DISPOSAL (46)
476	04/11/2025	Claims	6841	1868	US BANK	10,118.86	BORSCHOWA VISA EXPENDITURES; DRAYTON VISA EXPENDITURES; EWING VISA EXPENDITURES; LONGIE VISA EXPENDITURES; NEWTON VISA EXPENDITURES; OROZCO VISA EXPENDITURES; PADEN-LILLY VISA EXPENDITURES; SHANNON VI
477	04/11/2025	Claims	6841	1869	US LINEN & UNIFORM	461.10	MAT SERVICE
478	04/11/2025	Claims	6841	1870	VERIZON WIRELESS	934.75	CELL SERVICE
479	04/11/2025	Claims	6841	1871	VOYAGER	2,695.47	FUEL

001 6841 - General Fund

60,178.42

Claims: 60,178.42  
60,178.42

# WARRANT/CHECK REGISTER

BENTON COUNTY FIRE PROTECTION DISTRICT #4

Time: 13:08:08 Date: 04/02/2025

04/11/2025 To: 04/11/2025

Page: 2

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
-------	------	------	--------	-------	----------	--------	------

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 *Rav Cif* Secretary *Bladen Kelly*

Commissioners *[Signature]*, \_\_\_\_\_

Approval Date *4/8/2025*



# WARRANT/CHECK REGISTER

BENTON COUNTY FIRE PROTECTION DISTRICT #4

Time: 13:08:45 Date: 04/02/2025

04/10/2025 To: 04/10/2025

Page: 1

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
452	04/10/2025	Claims	6841	1844	HUGHES FIRE EQUIPMENT INC.	136,839.20	TYPE 5 ENGINE; TYPE 5 ENGINE - CHANGE ORDER
001 6841 - General Fund						136,839.20	
						<u>136,839.20</u>	Claims: 136,839.20
						136,839.20	

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 Paul Cole Secretary Bradley L. L. L.

Commissioners David D. D.

Approval Date 4/3/2025

## 2025 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION DISTRICT

Time: 13:14:10 Date: 04/02/2025

Page: 1

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	944.84	(944.84)	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>3,815,740.61</b>	<b>7,212,575.39</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	312,398.93	867,914.07	26.5%
013 Election	10,000.00	2,816.54	7,183.46	28.2%
014 Legal	40,500.00	4,486.50	36,013.50	11.1%
020 Operations	4,596,200.00	930,303.69	3,665,896.31	20.2%
021 Suppression	137,650.00	44,659.38	92,990.62	32.4%
024 Communications	177,000.00	31,321.44	145,678.56	17.7%
026 Logistics (Support Services)	16,000.00	197.32	15,802.68	1.2%
030 Public Information	106,500.00	19,827.41	86,672.59	18.6%
045 Training	397,600.00	83,647.28	313,952.72	21.0%
050 Facilities	169,000.00	71,875.56	97,124.44	42.5%
060 Automotive	194,700.00	20,762.41	173,937.59	10.7%
070 Ambulance Transport Services	391,700.00	66,509.60	325,190.40	17.0%
522 Fire Control	7,461,363.00	1,595,975.12	5,865,387.88	21.4%
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	153,014.63	1,586,985.37	8.8%
<b>Fund Expenditures:</b>	<b>9,328,484.00</b>	<b>1,743,932.34</b>	<b>7,584,551.66</b>	<b>18.7%</b>
<b>Fund Excess/(Deficit):</b>	<b>1,699,832.00</b>	<b>2,071,808.27</b>		

## 2025 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION DISTRICT

Time: 13:14:10 Date: 04/02/2025

Page: 2

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	146,067.45	323,932.55	31.1%
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>3,391,510.02</b>	<b>2,247,115.98</b>	<b>60.1%</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>3,380,612.08</b>		



## 2025 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION DISTRICT

Time: 13:14:10 Date: 04/02/2025

Page: 3

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

Time: 13:14:10 Date: 04/02/2025

Page: 4

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 DISTRICT

Time: 13:14:10 Date: 04/02/2025

Page: 5

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 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: 13:14:10 Date: 04/02/2025

Page: 6

Fund	Revenue Budgeted	Received		Expense Budgeted	Spent	
001 6841 - General Fund	11,028,316.00	3,815,740.61	34.6%	9,328,484.00	1,743,932.34	19%
110 6848 - EMS Fund	5,638,626.00	3,391,510.02	60.1%	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%
	19,781,018.00	9,851,221.91	49.8%	12,930,850.00	1,754,830.28	13.6%



### CUSTOMER CHANGE ORDER FORM

CUSTOMER: Benton County Fire District 4 Type 5 Brush Truck

JOB #: 3K-01

Item	Date	Description	Option #	Deduct	Add	Info	STF
1	3/19/25	Change rear valves from SS ball to Akron 2.5" (3 total) (credit 3 2.5 SS ball valves at \$198.27ea)			2,338.90		
2	3/19/25	SS plumbing & labor to adjust and add Akron valves			800.00		
3	3/19/25	Add step to rear of truck, add work light in rear compartment			560.04		
4	3/19/25	Step and light labor			936.00		
5							
6							
7							
8							
9							
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18							
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21							
22							
23							
24							
25							
26							
27							
28							
29							
30							
		CHANGES PER UNIT		0.00	\$4,634.94		

**TOTAL CHANGES MADE TO ORDER PER UNIT**

**4,634.94**

Sales tax, if applicable, not included in above amount

Changes Authorized by:

Date:

\_\_\_\_\_

\_\_\_\_\_



CUSTOMER NO.  
21615

BENTON COUNTY #4  
2604 BOMBING RANGE RD  
WEST RICHLAND, WA 99353

BENTON COUNTY #4  
2604 BOMBING RANGE RD  
WEST RICHLAND, WA 99353

PAGE 8

FAX:

DATE		SHIP VIA		F.O.B.		TERMS		ORDER TYPE			
03/19/24		GROUND				NET 30 DAYS					
PURCHASE ORDER NUMBER			ORDER DATE		SALESPERSON		ORDERED BY		REVISION #		
			03/19/24		NLD				251112		
QUANTITY			ITEM NUMBER		DESCRIPTION		UNIT PRICE		AMOUNT		
REQUIRED	SHIPPED	B/O									
1			TSP-118-407-1	1/2"X3/4"X1/16"X4'	ANG ALUM		15.09		15.09		
3			TSP-663-102	GLOSS BLACK PAINT			14.00		42.00		
3			TSP-663-209	DUPLI-COLOR PRIMER GREEN			27.63		82.89		
1			HDM-SUBLET	SUBLET PARTS AND LABOR			0.00		0.00		
8			ARG-A1913	1.630 ID ROUND SPRING GUA			15.73		125.84		
1			FER-FNW260AK	2 SS 1000# THRD 2PC FP BV LL			370.32		370.32		
1			CL1-117692	LABEL 1TL40			48.00		48.00		
				FREIGHT \$20.00							
				PROCESS AND HANDLING \$29.14							
2			ARG-STBC263	2 5/8 SS TBOLT CLAMP			14.35		28.70		
1			NPS-7301067	ALARM (LOBBY)			52.90		52.90		
1			NPS-82-2106	SWITCH			6.52		6.52		
1			TSP-230-214-1	M14-1.5X1M METRIC THREAD ROD			58.23		58.23		
1			DAR-4200701	EXHAUST SYSTEM ACC RAIN CAP			68.00		68.00		
				FREIGHT \$21.70							
									-----		
									117,176.04		
Product Total		Discount		Freight		Taxable Amount		Tax		Misc. Amt.	
117,176.04				4,076.05		121,252.09		10,548.93		131,801.02	
Terms and Conditions: Interest will be charged at the rate of 1 1/2% per month, or 18% annually on any unpaid balance. Customer agrees to pay reasonable attorney's fee and all other costs of collection after default. All orders received "As Ordered" and returned are subject to a 20% restocking fee. No returns are allowed without prior written approval from Hughes Fire Equipment. All shortages and discrepancies must be reported to Hughes Fire Equipment within 10 days of receipt of shipment. No cash refunds will be given.											





Hughes Fire Equipment, Inc.  
DBA Hughes Heavy Equipment  
910 Shelley Street  
Springfield, OR 97477  
(541) 747-0072

**Invoice**  
**251112**

CUSTOMER NO.  
21615

**BILL TO:**

BENTON COUNTY #4  
2604 BOMBING RANGE RD  
WEST RICHLAND, WA 99353

**SHIP TO:**

BENTON COUNTY #4  
2604 BOMBING RANGE RD  
WEST RICHLAND, WA 99353

PHONE: 509/967-2945

PAGE 7

FAX:

DATE		SHIP VIA		F.O.B.		TERMS		ORDER TYPE			
03/19/24		GROUND				NET 30 DAYS					
PURCHASE ORDER NUMBER			ORDER DATE		SALESPERSON		ORDERED BY		REVISION #		
			03/19/24		NLD				251112		
QUANTITY			ITEM NUMBER		DESCRIPTION		UNIT PRICE		AMOUNT		
REQUIRED	SHIPPED	B/O									
9			ARG-STBC263		2 5/8 SS TBOLT CLAMP		14.35		129.15		
12			ARG-STBC150		1 1/2 SS TBOLT CLAMP		13.88		166.56		
3			ARG-MPT-SS-16-16		1" HOSE BARB X 1" MPT SS		38.81		116.43		
1			ARG-MPT-SS-24-24		1 1/2 HOSE BARB X 1 1/2 M SS		101.59		101.59		
1			ARG-304SSTE150		304SS TEE 1-1/2"		41.90		41.90		
2			ARG-MPT-SS-16-12		1" HOSE BARB X 3/4 MPT SS		47.80		95.60		
1			ARG-304SSPL150		304SS PLUG 1-1/2"		15.46		15.46		
1			ARG-304SSPL100		304SS PLUG 1"		10.62		10.62		
1			SMK-9139		WELD ONLY PIPE SPOOLS		364.07		364.07		
1			SMK-9143		PIPE FITTING LIST		648.61		648.61		
1			SMK-9144		PIPE WELD SPOOLS 2		5,266.72		5,266.72		
3			GRA-36Y047		SPRING CHECK VALVE 3 IN		31.93		95.79		
3			GRA-1VGT3		NIPPLE RED BRASS 3/4		6.75		20.25		
					FREIGHT \$15.40						
1			GRA-11G267		MALE CONNECTOR 3/8 X 1/2		11.46		11.46		
1			GRA-417Y78		POWER ADAPTE, PORTABLE 15A		14.37		14.37		
1			GRA-804AR5		RUBBER EDGING 1/4" 25FT		66.67		66.67		
1			GRA-804AK8		RUBBER EDGING 1/2" 25FT		119.03		119.03		
1			GRA-22UF49		FENDER WASHERS 3/8"		52.12		52.12		
					FREIGHT IS \$16.80						
6			GRA-38YR80		CLAMPS		13.27		79.62		
1			GRA-22NY45		LIGHT		7.44		7.44		
					FREIGHT \$16.10						
1			ARG-UNB-12-10		BARBED UNION 3/4X5/8		8.51		8.51		
1			ARG-304SS90S075		304SS 90 STREET ELBOW 3/4		16.61		16.61		
4			ARG-FRONTIER100		1" ID 200PSI RED AIR/WAT HOSE		4.51		18.04		
1			TSP-634-602		1/2"X7" CONVOLUT TUBING		4.48		4.48		
Product Total		Discount		Freight		Taxable Amount		Tax		Misc. Amt.	
										ORDER TOTAL	

Terms and Conditions: Interest will be charged at the rate of 1 1/2% per month, or 18% annually on any unpaid balance. Customer agrees to pay reasonable attorney's fee and all other costs of collection after default. All orders received "As Ordered" and returned are subject to a 20% restocking fee. No returns are allowed without prior written approval from Hughes Fire Equipment. All shortages and discrepancies must be reported to Hughes Fire Equipment within 10 days of receipt of shipment. No cash refunds will be given.



Hughes Fire Equipment, Inc.  
DBA Hughes Heavy Equipment  
910 Shelley Street  
Springfield, OR 97477  
(541) 747-0072

**Invoice**  
**251112**

CUSTOMER NO.  
21615

**BILL TO:**

BENTON COUNTY #4  
2604 BOMBING RANGE RD  
WEST RICHLAND, WA 99353

**SHIP TO:**

BENTON COUNTY #4  
2604 BOMBING RANGE RD  
WEST RICHLAND, WA 99353

PHONE: 509/967-2945

PAGE 6

**FAX:**

DATE		SHIP VIA		F.O.B.	TERMS	ORDER TYPE	
03/19/24		GROUND			NET 30 DAYS		
PURCHASE ORDER NUMBER		ORDER DATE	SALESPERSON		ORDERED BY	REVISION #	
		03/19/24	NLD			251112	
QUANTITY			ITEM NUMBER	DESCRIPTION	UNIT PRICE	AMOUNT	
REQUIRED	SHIPPED	B/O					
1			SMK-9051	FITTINGS/4X4X1/4 TS SS	302.89	302.89	
1			GRA-60XN64	FLEX COUPLING DUCTILE IRON 3"	80.19	80.19	
1			GRA-1LUA5	TEE, 304 SS 1.5" PIPE FNPT	56.95	56.95	
2			GRA-60VJ42	HEX NIPPLE, 304 SS 1.5" CLA 50	46.19	92.38	
2			GRA-4MVT9	STRAP CLAMP, 2 3/8" OD	19.75	39.50	
2			GRA-4MVR8	STRAP CLAMP, 1 7/8" OD	11.61	23.22	
6			GRA-4MVN2	STRAP CLAMP, 1 5/16" OD	7.63	45.78	
2			GRA-1LTN2	HEX HEAD PLUG, 304 SS, 1.5"	17.40	34.80	
1			GRA-1XBC7	NIPPLE, 1.5", THRD BOTH END, 5.5"	23.69	23.69	
1			HDM-SUBLET	SUBLET PARTS AND LABOR	776.12	776.12	
1			FER-PFXMMHFFN	PFXMMHFFN	8.61	8.61	
4			FER-DS44NJCL	DS44NJCL	12.75	51.00	
2			FER-DS44NGCL	DS44NGCL	7.57	15.14	
1			FER-IS4CTUJ	IS4CTUJ	62.90	62.90	
2			FER-IS4CTBJG	IS4CTBJG	18.12	36.24	
1			CL1-104961	MAIN DRAIN 6 PORT	194.00	194.00	
				FREIGHT \$15.00			
1			GRA-60XN63	FLEX COUP DUCT IRON, 2.5"	74.59	74.59	
1			GRA-20XP85	BARB HOSE FITTING ID 3/8" GHT	14.80	14.80	
1			GRA-20XR08	GARD HOSE ADAPT 3/4"X3/8" GHTX	20.80	20.80	
1			GRA-6AFH4	BARB HOSE FITTING ID 3/8" NPT	4.44	4.44	
2			GRA-6AFL6	BARB HOSE FITTING ID 3/8" NPT	5.63	11.26	
2			GRA-6AFH6	BARB HOSE FITTING ID 3/8" NPT	4.40	8.80	
1			GRA-20K883	MANUAL 2-WAY BALL VALVE NPT	27.97	27.97	
1			GRA-4DRD4	NIPPLE, RED BRASS 3/4X1 1/2"	8.21	8.21	
1			GRA-1VFY7	HEX BUSHING, RED BRASS, 1X3/8"	12.61	12.61	
2			GRA-1LTV7	90 STREET ELBOW, 304 SS 3/4"	16.09	32.18	
Product Total		Discount	Freight	Taxable Amount	Tax	Misc. Amt.	ORDER TOTAL

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Hughes Fire Equipment, Inc.  
DBA Hughes Heavy Equipment  
910 Shelley Street  
Springfield, OR 97477  
(541) 747-0072

Invoice  
251112

CUSTOMER NO.  
21615

**BILL TO:**

BENTON COUNTY #4  
2604 BOMBING RANGE RD  
WEST RICHLAND, WA 99353

**SHIP TO:**

BENTON COUNTY #4  
2604 BOMBING RANGE RD  
WEST RICHLAND, WA 99353

PHONE: 509/967-2945

PAGE 5

FAX:

DATE		SHIP VIA		F.O.B.		TERMS		ORDER TYPE			
03/19/24		GROUND				NET 30 DAYS					
PURCHASE ORDER NUMBER			ORDER DATE		SALESPERSON		ORDERED BY		REVISION #		
			03/19/24		NLD				251112		
QUANTITY			ITEM NUMBER		DESCRIPTION		UNIT PRICE		AMOUNT		
REQUIRED	SHIPPED	B/O									
2			HAN-99-17.0020		40AMP MANUAL RESET CIR BREAKER		46.20		92.40		
5			TSP-361-110		MILWAUKEE 48-00-5163 3 5/8"		3.87		19.35		
2			TSP-158-021		LARSON LD 5/16" X 2 1/2" X 5"		4.46		8.92		
2			PRC-1882693		"BLOCK, TERMINAL 1-1/2X3/8 STUD		17.20		34.40		
							Freight \$41.34				
1			NPS-87-8014		WIRE		34.91		34.91		
1			NPS-87-8002		WIRE		28.58		28.58		
1			NPS-89-4002		WIRE		52.07		52.07		
1			NPS-87-2010		WIRE		30.70		30.70		
1			NPS-87-2012		PRIMARY WIRE 20 GAUGE		30.13		30.13		
1			NPS-83-8013		TUBING		10.64		10.64		
1			WHE-C399SP		SCANPORT KIT		185.00		185.00		
2			NPS-EL-12L-2		FLASHER-ELECTRO MECH		31.26		62.52		
1			DAR-2603033		GAGE 2.5" 30-300 LED RED		119.00		119.00		
							FREIGHT \$20.46				
2			SOS-EMPR20013-W		MPOWER 6X1 HPS 10 DEGREE KIT		287.28		574.56		
							FREIGHT \$45.41				
4			SOS-EMPS2SMS4D		MPOWER 4" SCREW MNT SAE 12		154.35		617.40		
1			SOS-RTL-EMPLR00006		MPOWER HPS 3-MOD LIGHTBAR		877.79		877.79		
10			SOS-PMPSABZ01B		BEZEL KIT-MPOWER 4" BLACK		13.86		138.60		
6			SOS-EMPS2SMS2R		MPOWER 4" SCREW MNT SAE 6		131.67		790.02		
30			TSP-674-352		1/4" DOT NYLON AIR BRAKE TUBE		0.58		17.40		
1			@NS-		HOSE PARTS - ARG		804.67		804.67		
1			SMK-59921		ALUM VALVE COVER BOX		276.06		276.06		
1			SMK-9056		VICTAULIC PIPING		1,451.61		1,451.61		
1			SMK-8975		BUSH TRUCK METAL PACKAGE		210.13		210.13		
1			SMK-9089		SS PIPING PARTS		1,188.89		1,188.89		
Product Total		Discount		Freight		Taxable Amount		Tax		Misc. Amt.	
										ORDER TOTAL	

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PAGE 4

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DATE		SHIP VIA		F.O.B.		TERMS		ORDER TYPE		
03/19/24		GROUND				NET 30 DAYS				
PURCHASE ORDER NUMBER			ORDER DATE		SALESPERSON		ORDERED BY		REVISION #	
			03/19/24		NLD				251112	
QUANTITY			ITEM NUMBER		DESCRIPTION		UNIT PRICE		AMOUNT	
REQUIRED	SHIPPED	B/O								
1			MCM-4452K316	316 SS	THREADED PIPE FITTING		18.59		18.59	
2			MCM-9157K901	STAND-WALL	304/304L SS PIPE NI		71.40		142.80	
1			MCM-43645K121	THIN-WALL	BUTT-WELD UNTHREAD		179.26		179.26	
2			MCM-1741K17	THICK-WALL	BUTT-WELD UNTHREAD		303.37		606.74	
2			MCM-9157K99	STAND-WALL	304/304L		42.93		85.86	
25			NPS-82-5714-FT	CABLE,	BATTERY, 4GA		4.63		115.75	
1			PRC-63-4004	RELAY, SPST	200A 12V WATERPROOF		109.64		109.64	
					freight is \$15.17					
1			@NS-	FLUSH MOUNT	LED BOLT		96.04		96.04	
1			@NS-	ELECTRICAL	PARTS		213.53		213.53	
					freight \$26.79					
1			@NS-	ELECTRICAL	PARTS		403.59		403.59	
5			PRC-64-2695	SWITCH, DOOR	DPST NC MOM		8.64		43.20	
5			PRC-63-3053-0001	LIGHT, MAO	MAO, LED		24.16		120.80	
					FREIGHT \$22.89					
10			PRC-2771746	CLIP, LIGHT,	MAO MAO, STRIP, LED		0.59		5.90	
30			TSP-628-160	2/0 AWG .600"	STARTER CABLE RD		8.08		242.40	
10			TSP-632-336	#12 SOLID	CONTACT SOCKET 12-14		1.56		15.60	
10			TSP-632-229	DEUTSCH #12	CONT PIN 12-14		2.18		21.80	
1			KDB-C399K7-OB2	CANPORT	INSTALL KIT		62.00		62.00	
					Freight \$20.81					
1			BSS-5029	FUSE	BLOCK		48.80		48.80	
1			BSS-5045	ST BLADE	ATO/ATC 4 CIR COMP		27.72		27.72	
1			BSS-7149	CIRCUIT	BREAKER		99.25		99.25	
2			MCM-5361K574	BARBED	HOSE FITTING 303 SS STR		228.11		456.22	
5			PRC-64-2696	CONNECTOR,	POLLAK DOOR SWITCH		15.29		76.45	
					Freight \$15.17					
Product Total		Discount	Freight	Taxable Amount		Tax	Misc. Amt.	ORDER TOTAL		

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DATE		SHIP VIA		F.O.B.		TERMS		ORDER TYPE					
03/19/24		GROUND				NET 30 DAYS							
PURCHASE ORDER NUMBER			ORDER DATE		SALESPERSON		ORDERED BY		REVISION #				
			03/19/24		NLD				251112				
QUANTITY			ITEM NUMBER		DESCRIPTION		UNIT PRICE		AMOUNT				
REQUIRED	SHIPPED	B/O											
					freight \$289.09								
					S/N 3283397								
1			PPP-RHID224177T	RHINO	DOM EXTREME SIDESTEPS		601.72		601.72				
1			DAR-2BELG2024	2BE	LARGE 2024 PUMP		9,314.78		9,314.78				
					FREIGHT \$330.00								
1			UNI-501-0400-000	400GAL	POLY TANK		10,230.64		10,230.64				
					FREIGHT \$1361.00								
1			AKB-34621103	FM2NPT	X 1.5NH,12V,125nz		7,651.77		7,651.77				
					freight \$161.29								
1			PLP-PP-2023-FSD-FS	FULL	SIZE CENTER CONSOLE 23-24		937.50		937.50				
					FREIGHT \$173.42								
1			PLP-PP-12VUSBCVM	DUAL	USB TYPE C CHARGER		36.43		36.43				
1			HPI-9061-1095-BK62	8'X9'	DP FLATBED,TRM CRNR,HOSE		30,313.24		30,313.24				
1			HPI-550-08-007-BK62	FORD/GM	CHASSIS CAB HITCH		675.65		675.65				
					freight \$1170.00								
2			AKB-86158016	BODY S/A	1.5 12V P-B&D		1,332.56		2,665.12				
					FREIGHT \$69.72								
4			AKB-104979	1.5	BALL FLANGE FEM NPT THREAD		36.27		145.08				
1			TRI-01.008.0	ADAPTER,	2.5"FNH X 1.5"MNH		50.00		50.00				
					FREIGHT \$36.37								
1			TRI-01.005.0	CAP	1.5" NH		34.09		34.09				
1			TRI-01.007.0	2.5"	PLUG		61.59		61.59				
1			PRC-63-4004	RELAY,	SPST 200A 12V WATERPROOF		109.64		109.64				
					Freight \$15.16								
1			MCM-4452K631	316 SS	THREADED PIPE FITTING		151.70		151.70				
4			MCM-4452K518	316 SS	THREADED PIPE FITTING		40.93		163.72				
Product Total		Discount		Freight		Taxable Amount		Tax		Misc. Amt.		ORDER TOTAL	

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DATE		SHIP VIA	F.O.B.	TERMS	ORDER TYPE
03/19/24		GROUND		NET 30 DAYS	
PURCHASE ORDER NUMBER		ORDER DATE	SALESPERSON	ORDERED BY	REVISION #
		03/19/24	NLD		251112
QUANTITY	ITEM NUMBER	DESCRIPTION	UNIT PRICE	AMOUNT	
REQUIRED	SHIPPED	B/O			
		AND DELIVERED UNIT.			
1		MIS-SS SHOP SUPPLY	200.00	200.00	
1		KUS-091-55-15-120 Super Auto Eject, 15 Amp, 120V freight \$23.54	361.60	361.60	
1		WHE-C399 CENCOM CORE WCX CONTROL CENTER FREIGHT \$40.18	1,185.43	1,185.43	
1		WHE-SA315P SA315P SPEAKER, BLACK PLASTIC	324.70	324.70	
1		WHE-CCTL6 WECANX KNOB/SLIDE CNTRL HEAD	396.86	396.86	
1		WHE-SAK61D MOUNTING KIT	43.71	43.71	
1		@NS- 15 AMP IOTA CHARGER	221.73	221.73	
1		@NS- 18-7891 OIL DRAIN	118.07	118.07	
2		CD3-MICROPAK-R LOW PROFILE SINGLE COLOR (RED) FREIGHT \$18.34	93.76	187.52	
2		CL1-ITL-40M WTR LEVEL DISPLAY KIT, MULTI freight \$27.18	868.40	1,736.80	
1		CL1-610-00049 MINI DISPLAY	250.64	250.64	
1		BME-VP-PC-32 SCOTTY FOAM PUMP KIT freight \$35.17	718.68	718.68	
1		PPP-KCL100 KC SLIMLITE LED 6" SPOT BEAM	379.99	379.99	
1		PPP-RIG104113 E-SERIES PRO 4 INCH FLOOD	235.27	235.27	
2		MCM-B0995K49 FLAT SPRAY NOZZLE, BRASS, 3/4 FREIGHT \$12.55	51.40	102.80	
1		BUC-CONVERSIONPARTS SINGLE WHEEL CONVERSION PARTS	2,038.40	2,038.40	
1		LAB, C001 SERVICE LABOR	19,534.82	19,534.82	
1		HAN-54 HANNAY HOSE REEL S/N 3283396	2,360.00	2,360.00	
1		HAN-54 HANNAY HOSE REEL	2,360.00	2,360.00	
Product Total		Discount	Freight	Taxable Amount	Tax
					Misc. Amt.
					ORDER TOTAL

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DATE		SHIP VIA		F.O.B.		TERMS		ORDER TYPE			
03/19/24		GROUND				NET 30 DAYS					
PURCHASE ORDER NUMBER			ORDER DATE		SALESPERSON		ORDERED BY		REVISION #		
			03/19/24		NLD				251112		
QUANTITY		ITEM NUMBER		DESCRIPTION		UNIT PRICE		AMOUNT			
REQUIRED	SHIPPED	B/O									
HOURS	19		MODEL#: MIS+OTHER		VIN#: 1FD0X5HN1PED43479						
MILES	589		SERIAL#: D43479		PUMP#:						
UNIT#			NAME: Unspecified Make/Model		TRANS#:						
YEAR:	2023		DATE SOLD:								
COMMENTS #1: TYPE 5 BRUSH TRUCK BUILD CONDITION #1: BUILD TYPR PER CUSTOMER SPECS CORRECTION #1: CUSTOMER SUPPLIED CHASSIS WITH LIFT WHEELS AND TIRES. ORDERD ALL PARTS, WHEN FLATBED ARRIVED BROUGHT UNIT INTO SHOP AND BEGAN REMOVING INTERIOR OF CAB. SET CENTER CONSOLE IN CAB. INSTALLED BED, TANK REELS, LIGHTS, HARNESSSES, MADE PLUMBING FOR UNDERSIDE OF TRUCK AND INSTALLED, MOUNTED MONITOR AND REMOVED BUMPER TO SEND OUT TO POWERDER COATING, DESIGNED AND MADE PUMP MANIFOLD, MOUNTED PUMP, AND MANIFOLD AND SECURED PLUMBING HAD TO CHANGE TANK TO PUMP, INLET AND DISCHARGE VALVES TO AKRON INSTEAD OF BALL DUE TO CLEARANCE ISSUES (CHANGE ORDER), MADE PUMP PANEL AND PUMP PANEL DISTRIBUTION AND INSTALLED, MADE UNDER BODY MOUNT FOR GROUND SWEEP VALVES AND SECURED, MADE AND INSTALLED TANK STRAPS, PROGRAMMED LIGHTS AND CORE SYSTEM, CALIBRATED TANK LEVEL SENSORS, LEAK TESTED PUMP AND PLUMBING, INSTALLED COMPRTMNT LIGHTS AND INSTALLED DOOR OPEN LIGHTS IN DOORS. MADE COVER FOR COMPARTMENT DISTRIBUTION PANEL. RAN HOSE FOR MONITOR AND MADE MOUNTS TO SECURE HOSE. SECURED ALL WIRING AND TESTED OPERATION OF LIGHTS, PUMP, AND CHASSIS. INSTALLED RADIATOR, TRANSMISSION, AND TRANSFER CASE SKID PLATES, PREPPED TRUCK FOR FINAL INSPECTION. WASHED											
Product Total		Discount		Freight		Taxable Amount		Tax		Misc. Amt.	
										ORDER TOTAL	

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# Benton County Fire Protection District No. 4

## RESOLUTION NO. 2025-04

A resolution of the Board of Fire Commissioners of Benton County Fire Protection District No. 4 adopting an updated Master Policy Directive regarding the administrative authority of the Fire Chief, incorporating the requirements of Policy #144 (Procurement), authorizing delegation of such authority, and repealing all prior resolutions addressing the same subject.

**WHEREAS**, the Board of Fire Commissioners of Benton County Fire Protection District No. 4 has historically delegated administrative authority to the Fire Chief to ensure the effective and efficient management of the District; and


**WHEREAS**, the Board of Commissioners has determined it necessary to revise and clarify this authority to align with current procurement policies as established in Policy #144; and

**WHEREAS**, the Board further recognizes that, for continuity of operations and effective emergency management, it is necessary to authorize the Fire Chief to delegate their authority under this resolution to qualified personnel during periods of absence or incapacity, as outlined in Exhibit B;

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Fire Commissioners of Benton County Fire Protection District No. 4 as follows:

1. The Master Policy Directive on the administrative authority of the Fire Chief, as set forth in Exhibit A attached hereto and incorporated herein by reference, is hereby adopted.
2. The Fire Chief is hereby authorized to delegate their administrative authority, as established by this resolution and detailed in Exhibit A, in accordance with the provisions of Exhibit B (Fire Chief Temporary Delegation of Authority).
3. All prior resolutions related to this subject matter are hereby repealed.

**ADOPTED**, by the Board of Commissioners of Benton County Fire Protection District No. 4, Benton County, Washington, at a regular public meeting on the 3rd day of April 2025, with the following commissioners present and voting:

  
Chairperson

  
Commissioner

  
Commissioner

  
District Secretary

**EXHIBIT "A"**  
**BENTON COUNTY FIRE PROTECTION DISTRICT NO. 4**  
**COMMISSIONERS POLICY DIRECTIVE ON ADMINISTRATIVE AUTHORITY OF FIRE CHIEF**

**I. PUBLIC WORK CONTRACT AWARDS**

- The Fire Chief or designee is authorized to award public work contracts in accordance with the procedures and thresholds established in Policy #144.
- All contract awards shall be reported to the Board.

**II. CHANGE ORDERS**

- The Fire Chief may approve individual change orders up to limits established in Policy #144. Any change order exceeding cumulative thresholds specified in Policy #144 requires Board approval.

**III. PERFORMANCE OF WORK BY DISTRICT EMPLOYEES**

- Projects carried out by District personnel shall follow the authorization and approval processes outlined in Policy #144.

**IV. CONTRACTS FOR ACQUISITION OF MATERIALS, EQUIPMENT, AND SERVICES**

- The Fire Chief or designee may procure materials, equipment, and services in accordance with Policy #144, following applicable thresholds, quote requirements, and bid procedures.

**V. EMERGENCY EXPENDITURES**

- The Fire Chief or designee may approve emergency expenditures as permitted under Policy #144, with notification to the Board in accordance with that policy.

**VI. EMPLOYEE DEVELOPMENT**

- The Fire Chief is authorized to develop training programs, approve attendance at conferences, and purchase related materials within the approved budget.

**VII. PERSONNEL MANAGEMENT**

- The Fire Chief has full authority to supervise, discipline, suspend, reprimand, hire, promote, and demote paid and volunteer personnel. In addition, the Fire Chief shall have the authority to terminate the employment of paid personnel (and the ability to do so for volunteer personnel) after providing verbal notice of said action to the Chairperson of the Board of Commissioners.

**VIII. INSURANCE**

- The Fire Chief is authorized to negotiate insurance policies with the District's broker, with final approval by the Board.

**IX. FACILITY USE**

- The Fire Chief is authorized to approve public use of District facilities in accordance with the District's Facilities Policy and to execute related agreements.

This directive aligns with Benton County Fire Protection District No. 4 Policy #144 (Procurement Policy), adopted August 15, 2024, and any future amendments thereto.



**EXHIBIT "B"**  
**FIRE CHIEF TEMPORARY DELEGATION OF AUTHORITY**

I hereby delegate the duties and administrative authority of the Fire Chief to: [ NAME ]. If [ NAME ] is unavailable, the duty officer or the on-shift captain shall be contacted.

[ NAME ] is granted full responsibility and authority to manage the Fire District during my absence under the following terms and conditions, in alignment with Resolution 2025-04 and Policy #144:

**Department Priorities:**

- Take immediate action to address threats to public or fire district personnel safety, consulting the Fire Commissioner Chair as needed.
- Notify appropriate authorities regarding extraordinary internal or external events.

**Incident Management:**

- Ensure adequate staffing and equipment for incident response.
- Implement the Tri-County Mutual Aid Plan and participate in State Fire Mobilization, Unified Command, and Area Command if necessary.

**Finance and Procurement:**

- Follow Policy #144 for all purchasing and contracting activities.
- Approve routine and emergency expenditures in accordance with Policy #144.
- Report major purchases and contract awards in compliance with Policy #144.

**Documentation:**

- Maintain records of all actions beyond normal duties.

**Media Relations:**

- Coordinate media releases with the District's Marketing Firm or Public Information Officer.

**Other Assignments:**

- Manage complaints and discipline per policies and labor agreements.
- Support staff and ensure smooth operations.
- Ensure compliance with District policies and procedures.

**Period of Delegation:**

- From [DATE], [TIME] to [DATE], [TIME], with possible extension.

This delegation follows Resolution 2025-04 and Exhibit A and may not be sub-delegated.

**Acknowledged and agreed:**

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

Contact No.: \_\_\_\_\_

**Approved by:**

Fire Chief: \_\_\_\_\_

Date: \_\_\_\_\_

**RESOLUTION NO. 2012-13  
BENTON COUNTY FIRE PROTECTION DISTRICT NO. 4**

A resolution of the Board of Fire Commissioners of Benton County Fire Protection District No. 4 adopting a master policy directive on the administration authority of the Fire Chief; repealing all prior resolutions dealing with the same subject matter.

**WHEREAS**, The Board of Fire Commissioners of Benton County Fire Protection District No. 4 has in the past adopted policy directives delegating administrative authority to the Fire Chief for the purpose of expeditious administration of the District; and

**WHEREAS**, The Board of Commissioners has from time to time found it necessary to amend and revise such directive due to changes in law and/or operations of the District; and

**WHEREAS**, the Board of Fire Commissioners now wishes to provide an updated master policy directive on administrative authority of the Fire Chief and to repeal all prior resolutions dealing with the same subject matter;

**NOW, THEREFORE, BE IT RESOLVED BY THE Board of Fire Commissioners as follows:**

The master policy directive of the Board of Fire Commissioners of Benton County Fire Protection District No. 4 as set forth in Exhibit "A" attached to the Resolution and by this reference incorporated herein, is adopted for the purpose of establishing the administrative authority of the Fire Chief.


ADOPTED BY THE BOARD OF FIRE COMMISSIONERS of Benton County Fire Protection District No. 4 this 12th day of December , 2012, and duly authenticated in open session by the signatures of the Commissioners voting in favor thereof.

 12/12/12  
\_\_\_\_\_  
COMMISSIONER

 12/12/12  
\_\_\_\_\_  
COMMISSIONER

\_\_\_\_\_  
COMMISSIONER

ATTEST:

  
\_\_\_\_\_  
SECRETARY



# EXHIBIT A

**BENTON COUNTY FIRE PROTECTION  
DISTRICT NO. 4  
COMMISSIONERS POLICY DIRECTIVE ON ADMINISTRATIVE  
AUTHORITY OF FIRE CHIEF**

The following policy is adopted by the Board of Fire Commissioners of Benton County Fire Protection District No. 4 for the purpose of establishing administrative authority of the Fire Chief. The Fire Chief may delegate to appropriate personnel such of his administrative authority herein established as, in his discretion, is necessary and advisable in the efficient exercise of such authority. The phrase "Normal Fire District Operations," as used herein, means the regular day-to-day business of the District in responding to medical emergencies, the suppression of fires and the education of the public; the implementing of construction work and alterations and improvements to the District's real estate and physical facilities and necessary planning incidental thereto; the performance of routine maintenance and repairs with respect to the District's equipment and physical properties; the conduct of financial and legal matters as they relate to the District's day-to-day operation; and the performance of necessary incidental services in connection with the business herein specified including without limitation administrative, clerical and professional work.

**I. POLICY GOVERNING CONTRACTS FOR PERFORMANCE OF PUBLIC WORK**

**(A) Public Work Contract Awards:**

The Fire Chief or designee shall have the responsibility for the following all required statutory procedures in connection with all contracts which require performance of public work as defined by RCW 39.04 (except when the work is to be accomplished by day labor only). The Fire Chief or designee is authorized to carry out without prior referral to the Board of Fire Commissioners all procedures required by applicable statutes preliminary to the acts required to be performed by the Board of Fire Commissioners at open meeting, and, in all cases where all of the following conditions are met may, without prior approval of the Board of Fire Commissioners, execute on its behalf contracts involving the performance of work where:

- (1) The total estimated contract price does not exceed \$7,500.00. Provided, any contract price exceeding \$7500.00 shall be reported to the Commission.
- (2) The Fire Chief's or designee's award of such contract on behalf of the Board of Fire Commissioners conforms, as nearly as practicable, to the requirements of RCW 53.08.120 and RCW 39.04.155 (Small Works Roster).

**(B) CHANGE ORDERS**

In instances where contracts for the performance of work have been awarded and under which the work progress, and individual changes in plans and/or specifications are necessitated in order to properly accomplish the work, the Fire Chief or designee is authorized, without prior

approval of the Board of Fire Commissioners, to execute on its behalf individual change orders to the contract if the following condition is met:

The estimated cost of the individual changes in plans and/or specifications will not exceed \$5,000.00 or 5% of the contract price, whichever is less; provided, however, that when an individual change order issued under any contract shall cause the total cash amount of change orders to that contract to exceed a sum equal to 10% of the original contract amount, such change order shall not be issued without prior approval of the Board of Fire Commissioners, and no future change orders to said contract may be issued without Commission approval. Provided further, that all change orders approved by the Fire Chief or designee shall be reported to the Commission.

## **II. POLICY GOVERNING PERFORMANCE OF WORK BY DISTRICT EMPLOYEES**

The Fire Chief or designee shall be responsible for the obtaining of prior Commission approval for work projects which are to be carried out by Fire District personnel when the total estimated costs of day labor exceeds \$7,500.00. Prior approval by the Board of Fire Commissioners shall not be required where the work project is for the purpose of carrying out work that can be performed without hiring additional personnel.

## **III. POLICY GOVERNING CONTRACTS FOR ACQUISITION OF MATERIALS, EQUIPMENT AND SERVICES**

The Fire Chief or designee shall have the authority to purchase subject to required statutory procedures, where applicable, utilities, material, equipment and services: Provided, however, that where utilities, materials, equipment and services are acquired on the open market, or are necessary in normal maintenance and operations of the District, no prior approval shall be required by shall be approved as part of normal monthly expenses. Fire Chief or designee may, without prior approval of the Board of Fire Commissioners, execute on its behalf contracts for the acquisition of utilities, materials, equipment and services where all of the following conditions have been met:

(A) The total contract or purchase order price does not exceed \$7,500.00.

## **IV. MISCELLANEOUS EXPENDITURE AUTHORITY**

The Fire Chief or designee shall have the authority to incur expenses for Normal Fire District Operations, and to enter into contracts on behalf of the District, necessary for the proper operation and maintenance of the District as budgeted, provided that unbudgeted contracts over \$7,500.00 for non-emergency related items and services must be authorized by the Board of Fire Commissioners. The Fire Chief or designee shall have the authority to incur expenses for



emergency medical response and fire suppression purposes in situations where there is no time for prior approval in a sum not to exceed \$25,000.00 per incident. The Duty Officer, Chief, or designee shall inform the Board of Commissioners as soon as possible of any Expenditure over \$2,500.00 per incident.

#### **V. POLICY ESTABLISHING SYSTEMS OF EMPLOYEE IMPROVEMENT**

The Fire Chief or designee shall establish systems of employee education, training and development within the funds designated in the budget for such activities. Such programs shall promote the policy of the Board of Fire Commissioners to increase the skills and productiveness of all District employees. Such program may include general and specific training and education aimed at improving the employee's ability to perform duties at the District. Programs designed for entry level employees shall be included. Attendance at seminars, conferences and meetings as well as subscriptions and purchase of training material, guides and other data shall be contributory to such objectives.

#### **VI. POLICY REGARDING DISTRICT PERSONNEL**

The Fire Chief or designee shall be responsible for hiring, supervision, discipline and termination of District personnel. He or she shall have the authority to assign work, and termination of both paid and volunteer firefighters, including officers. Said authority shall include the right to recommend appointment of district officers, subject to approval of the Board of Fire Commissioners, if the position is not established in the budget. The Fire Chief or designee is authorized to approve travel by District employees (excluding Commissioners) and to administer the leave policies of the District.

#### **VII. POLICY AS TO THE INSURANCE**

The Fire Chief or designee shall be authorized to work with the District's designated insurance broker to negotiate appropriate policies of insurance to cover District property, liability, employee coverage's, and other areas appropriately included within a comprehensive insurance program. Before any insurance contract is entered, it shall first be submitted to the Board of Fire Commissioners for its approval or rejection.

#### **VIII. POLICY GOVERNING USE OF REAL PROPERTY**

The use of a portion of a fire station by individuals or groups is established by the Facilities Policy. The Fire Chief or designee is authorized to allow use of such facilities in a manner consistent with the policy, and execute agreements relating thereto.



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

APRIL 17, 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 April 17, 2025.
- Minutes:
  - Approve minutes of April 3, 2025, Regular Meeting.
- Payroll Vouchers:
  - Approve Payroll Voucher numbers 498 through 579 for \$373,994.82 for the period ending April 25, 2025.
- Claim Vouchers:
  - Approve Claim Voucher numbers 544 through 580 for \$188,081.32 for the period ending April 25, 2025.

### **BADGE PINNING CEREMONY**

### **FINANCIAL REVIEW**

- Budget Revenue and Expenditure Report

### **RESOLUTIONS/MOTIONS**

### **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**

- **April 19:** Community Easter Egg Hunt – Flat Top Park
- **April 25:** Snure Webinar – Employment Relationships
- **May 9:** Snure Webinar – Employment Compensation
- **June 20:** SE WA Fire Commissioners Association Meeting – Dayton, WA
- **September 19:** SE WA Fire Commissioners Association Meeting – Dayton, WA

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

### **EXECUTIVE SESSION**

### **ADJOURNMENT**