



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

MAY 1, 2025 – 5:00 PM

2604 BOMBING RANGE RD, WEST RICHLAND, WASHINGTON 99353

CALL MEETING TO ORDER

PLEDGE OF ALLEGIANCE

ADDITION TO THE AGENDA

THOSE PRESENT

PUBLIC COMMENTS

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

CONSENT AGENDA

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

- Agenda:
 - Approve agenda of May 1, 2025.
- Minutes:
 - Approve minutes of April 17, 2025, Regular Meeting.
- Claim Vouchers:
 - Approve Claim Voucher numbers 604 through 621 for \$43,527.58 for the period ending May 9, 2025.

FINANCIAL REVIEW

- Budget Revenue and Expenditure Report

RESOLUTIONS/MOTIONS

- Station 410 Remodel Quote – Swift Response Restoration

NEW BUSINESS

- District Insurance

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**

- May 9: Snure Webinar – Employment Compensation
- June 7: WFCOA Spring Seminar – Chelan, WA
- 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**



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

Regular Board Meeting Minutes April 3, 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 and Commissioner Goodwin. Commissioner Van Beek was excused.

PLEDGE OF ALLEGIANCE

Captain Rogers led the pledge of allegiance.

ADDITIONS TO THE AGENDA

Amended Fire Chief's Contract was added under New Business.

THOSE PRESENT

Members present were:

Chief Carlyle	Captain Rogers	Firefighter Gaidos
Deputy Chief Drayton	Lieutenant Putz	Firefighter Garrison
Administrative Assistant Ewing	Firefighter Bears	Firefighter Gibson
Captain Harper	Firefighter Estrella	Firefighter Hansen
Captain Newton	Firefighter Flowers	Firefighter Van Cleef

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 April 17, 2025.
- **Minutes Approval:** Approval of the meeting minutes dated April 3, 2025.
- **Approval of Payments:**
 - *Payroll Voucher numbers 498 through 579 for \$373,994.82 for the period ending April 25, 2025.*
 - *Claim Voucher numbers 544 through 580 for \$188,081.32 for the period ending April 25, 2025.*

MOTION: Commissioner Goodwin moved to approve the Consent Agenda. Commissioner Brink seconded. Motion passed unanimously.

BADGE PINNING CEREMONY

Chief Carlyle and Deputy Chief Drayton welcomed attendees and recognized Firefighter Gibson for successfully completing his probationary period. Firefighter Gibson's Fiancé joined him to pin his badge, surrounded by his parents. Deputy Chief Drayton presented Firefighter Gibson 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

There was no unfinished business.

CORRESPONDENCE

No new correspondence was reported.

DISTRICT REPORTS

Union – Captain Harper reported that the Labor negotiations are in progress.

Commissioners

- Commissioner Brink reported that he attended the labor negotiations meeting on April 14th and met with the Chiefs on Monday. There is another negotiation meeting tomorrow.
- Commissioner Goodwin reported that he spoke with the Pierce representative and was informed that the ladder truck is scheduled to be completed by August 12th.

Chief – Chief Carlyle provided the following report:

- The final draft of the Logistics Job Description is complete and has been forwarded to the review committee for final approval. The job posting will be ready soon.
- Attended a meeting with Community Developer Eric Mendenhall regarding long-range planning.
- Completed two videos intended for upcoming community outreach efforts.
- Participated in the EROC training session.
- Assisted with Easter Egg stuffing event.
- Participated in the initial labor negotiations meeting.
- Attended the kickoff meeting for the Standards of Coverage project, which is being led by Chief Drayton

Deputy Chief – Deputy Chief Drayton provided the following report:

- The rollout for the Acting Officer Program is underway, with six candidates currently participating.
- Continues working on updating departmental policies.
- Attended the Teams kickoff meeting with AP Triton, joined by Chief Carlyle, Captain Rogers, Captain Borschowa, and Administrative Assistant Ewing. The meeting focused

on the process for the Standard of Coverage project. The first four weeks will involve compiling necessary data to help identify future needs effectively.

- Participated in EROC training.
- Successfully passed his FF1 practical test.

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 7:** WFCA Spring Seminar – Chelan, WA
- **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

- District Insurance

EXECUTIVE SESSION

There was no executive session.

ADJOURNMENT

With no further business to come before the Board the meeting was adjourned at 5:11 p.m.

Attested:


Billie Paden-Lilly, District Secretary

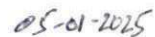

Date


Garrett Goodwin, Commissioner Date


Michael Van Beek, Commissioner


Date


Fred Brink, Commissioner Date



ACCOUNTS PAYABLE

BENTON COUNTY FIRE PROTECTION DISTRICT #4

Time: 13:14:24 Date: 04/30/2025
Page: 1

As Of: 05/09/2025

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
14965 05/09/202505/09/202515			AMAZON	150.81	FACILITIES SUPPLIES, SUNSHADE
522 50 31 00	Expendable Supplies -Faciliti		001 000 522 6841 - General I	85.60	BATTERIES, GARBAGE LINERS, MIXING BOWLS
522 60 31 00	Expendable Supplies - Autor		001 000 522 6841 - General I	65.21	CUSTOM FIT SUNSHADE
Invoice					
	13MH-6TLQ-R1W6			65.21	CUSTOM FIT SUNSHADE
	1PRD-PG19-VCWT			56.26	FACILITIES SUPPLIES
	1NRF-9T1Y-39K1			29.34	FACILITIES SUPPLIES
14964 05/09/202505/09/20251081			AP TRITON, LLC	8,140.80	MASTER PLAN/COMMUNITY RISK ASSESSMENT/STANDARDS OF COVER PROJ, INITIAL10% INSTALLMENT
522 12 41 00	Contract Services		001 000 522 6841 - General I	8,140.80	10% INITIAL INSTALLMENT, MASTER PLAN/CRA/SOC
Invoice					
	2025-131			8,140.80	MASTER PLAN/COMMUNITY RISK ASSESSMENT/STANDARDS OF COVER PF
14966 05/09/202505/09/2025829			AT&T MOBILITY	209.41	CELLULAR
522 12 42 10	Cellular Phone Service		001 000 522 6841 - General I	209.41	CELLULAR
Invoice					
	04192025			209.41	CELLULAR
14967 05/09/202505/09/2025921			CASCADE NATURAL GAS	192.49	NATURAL GAS
522 50 47 10	Utilities		001 000 522 6841 - General I	192.49	NATURAL GAS
Invoice					
	04162025			192.49	NATURAL GAS
14968 05/09/202505/09/2025481			CHARTER COMMUNICATIONS	805.92	TV/INTERNET
522 12 41 01	Contract Services - TV/Interr		001 000 522 6841 - General I	805.92	TV/INTERNET
Invoice					
	239004001041425			805.92	TV/INTERNET
14969 05/09/202505/09/2025474			EVERGREEN LAWN CARE, INC	2,547.18	LAWN CARE, WEED ABATEMENT
522 50 41 00	Professional Services		001 000 522 6841 - General I	2,547.18	LAWN CARE, WEED ABATEMENT

ACCOUNTS PAYABLE

BENTON COUNTY FIRE PROTECTION DISTRICT #4

Time: 13:14:24 Date: 04/30/2025
Page: 2

As Of: 05/09/2025

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
Invoice					
378174			410 WEED ABATEMENT	918.52	
378173			PUMP HOUSE WEED ABATEMENT	1,516.37	
378840			420 LAWN CARE	112.29	
14970 05/09/202505/09/2025509					
HUGHES FIRE EQUIPMENT INC.				4,653.70	APP16 SERVICE, APP47 REPAIRS, APP53 SHOP SUPPLIES
522 60 48 00 Repair and Maintenance Ser			001 000 522 6841 - General I	4,411.71	REPAIRS & SERVICE
594 22 62 04 Capital Apparatus			301 000 594 6844 - Construc	241.99	SHOP SUPPLIES
Invoice					
622470			APP53 SHOP SUPPLIES	241.99	
622276			APP47 REPAIRS	1,232.06	
621562			APP16 SERVICE	3,179.65	
14971 05/09/202505/09/2025876					
ISOUTSOURCE				2,013.34	COMPUTER MONITORING
522 12 41 03 Contract Services - Compute			001 000 522 6841 - General I	2,013.34	COMPUTER MONITORING
Invoice					
CW309159			COMPUTER MONITORING	2,013.34	
14975 05/09/202505/09/2025876					
ISOUTSOURCE				5,000.00	IT BLOCK SUPPORT
522 12 41 03 Contract Services - Compute			001 000 522 6841 - General I	5,000.00	IT BLOCK SUPPORT
Invoice					
CW309518			IT BLOCK SUPPORT	5,000.00	
14972 05/09/202505/09/2025187					
LIFE ASSIST				3,129.42	EMS SUPPLIES, EPI KIT CASES
522 70 31 00 Expendable Supplies - EMS			001 000 522 6841 - General I	2,734.97	EMS SUPPLIES
522 70 35 00 Small Tools & Minor Equip			001 000 522 6841 - General I	394.45	EPI KIT CASES
Invoice					
1590865			EPI KIT CASES	394.45	
1589850			PORTABLE TRNS UNIT, MEDS, SALINE, ELECTRODES, EXAM GLOVES, TEST STR	2,527.37	
1592223			ENDOTRACHEAL TUBES, BANDAGES, MEDS, LANCETS, TRMA SHEARS, STER	207.60	
14981 05/09/202505/09/2025879					
MINUTEMAN PRESS KENNEWICK				6,581.98	SUMMER NEWSLETTER PRINTING/POSTAGE
522 30 48 10 Advertising			001 000 522 6841 - General I	6,581.98	SUMMER NEWSLETTER PRINTING/POSTAGE

ACCOUNTS PAYABLE

BENTON COUNTY FIRE PROTECTION DISTRICT #4

Time: 13:14:24 Date: 04/30/2025
Page: 3

As Of: 05/09/2025

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
14973 05/09/202505/09/2025925					
			MOON SECURITY	266.53	BASIC FIRE MONITORING/DMP FIRE CELL
522 50 41 00	Professional Services	001 000 522 6841 - General I		266.53	BASIC FIRE MONITORING/DMP FIRE CELL
14974 05/09/202505/09/2025826					
			NRS	1,616.45	ROPE BAGS, DRY SUIT, HELMETS, SAFETY WHISTLES
			Invoice	266.53	BASIC FIRE MONITORING/DMP FIRE CELL
6338490					
522 21 28 20	PPE - Protective Clothing	001 000 522 6841 - General I		1,364.63	DRY SUIT, HELMETS
522 21 31 00	Expendable Supplies - Suppr	001 000 522 6841 - General I		251.82	ROPE BAGS, WHISTLES
14980 05/09/202505/09/2025885					
			PACIFIC OFFICE AUTOMATION	386.84	STA420 SCANNER LEASE
591 22 01 02	Lease Payments - Office Equ	001 000 591 6841 - General I		386.84	STA420 SCANNER LEASE
14976 05/09/202505/09/2025322					
			STAPLES ADVANTAGE	174.75	STATION CLEANING SUPPLIES
522 50 31 00	Expendable Supplies -Faciliti	001 000 522 6841 - General I		174.75	STATION CLEANING SUPPLIES
14977 05/09/202505/09/2025625					
			STERICYCLE	34.99	EMS WASTE DISPOSAL
522 70 41 10	Contract Services - EMS	001 000 522 6841 - General I		34.99	EMS WASTE DISPOSAL
14953 05/09/202505/09/2025475					
			US BANK	10.10	BENTON CO FIRE DIST 4 VISA EXPENDITURES
522 12 42 40	Postage	001 000 522 6841 - General I		10.10	POSTAGE

ACCOUNTS PAYABLE

BENTON COUNTY FIRE PROTECTION DISTRICT #4

Time: 13:14:24 Date: 04/30/2025
Page: 4

As Of: 05/09/2025

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
14954 05/09/202505/09/2025475					
			US BANK		
			Invoice		
			4/15/25 USPS	10.10	POSTAGE
2,951.14 BORSCHOWA VISA EXPENDITURES					
522 12 31 00	Expendable Office Supplies		001 000 522 6841 - General I	183.28	CELL PHONE HOLDER; CELL PHONE CASES
522 12 31 10	Computer Software		001 000 522 6841 - General I	1,241.93	O365; WEBSITE; BACKUP
522 45 43 20	Registration Fees		001 000 522 6841 - General I	1,415.00	ABC REGISTRATION
522 70 31 00	Expendable Supplies - EMS		001 000 522 6841 - General I	110.93	EMS TRAINING SUPPLIES
14955 05/09/202505/09/2025475					
			US BANK		
			Invoice		
			4/14/25 OFFICE	110.93	BINDERS (5); DIVIDERS (6); FOLDERS (20) FOR EMS TRAINING
			4/15/25 PWWMINC	1,415.00	ABC 360 ONLINE CONFERENCE REGISTRATION
			4/17/25 IOTTIE	42.08	PHONE HOLDER FOR APPARATUS
			4/18/25 OTTER	141.20	CELL PHONE CASE (2)
			4/18/25 MSFT	959.83	O365 SUBSCRIPTION (37)
			4/18/25 MSFT	100.00	O365 SUBSCRIPTION (4)
			4/19/25 GODADDY	99.99	WEBSITE RENEWAL
			4/24/25 WASABI	82.11	SERVER BACKUP
21.71 CARLYLE VISA EXPENDITURE					
522 12 31 00	Expendable Office Supplies		001 000 522 6841 - General I	21.71	BATTERIES
14956 05/09/202505/09/2025475					
			US BANK		
			Invoice		
			4/16/25 WALMART	21.71	AA BATTERIES (24)
179.95 DRAYTON VISA EXPENDITURES					
522 12 31 00	Expendable Office Supplies		001 000 522 6841 - General I	179.95	DRUG FREE POLICY
14957 05/09/202505/09/2025475					
			US BANK		
			Invoice		
			4/14/25 US DRUG	179.95	DRUG FREE WORKPLACE POLICY MANUAL & COMPLIANCE MANUAL
12.11 HARPER VISA EXPENDITURES					
522 50 31 00	Expendable Supplies -Faciliti		001 000 522 6841 - General I	12.11	AFF WASHING MACHINE CLEANER (5)
14958 05/09/202505/09/2025475					
			US BANK		
			Invoice		
			4/9/25 WMART	12.11	AFF WASHING MACHINE CLEANER (5)
402.98 LONGIE VISA EXPENDITURES					

ACCOUNTS PAYABLE

BENTON COUNTY FIRE PROTECTION DISTRICT #4

Time: 13:14:24 Date: 04/30/2025
Page: 5

As Of: 05/09/2025

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
522 50 31 00	Expendable Supplies -Faciliti		001 000 522 6841 - General I	402.98	FLAGS
Invoice					
			4/14/25 FLAG	402.98	AMERICAN FLAGS (6)
14959 05/09/202505/09/2025475	US BANK			1,594.24	NEWTON VISA EXPENDITURES
522 21 31 00	Expendable Supplies - Suppr		001 000 522 6841 - General I	65.20	FIRE EXTINGUISHERS
522 26 31 10	Food		001 000 522 6841 - General I	157.91	FOOD FOR PIO EVENT
522 30 31 00	Expendable Supplies-Preven		001 000 522 6841 - General I	48.81	PIO SUPPLIES
522 45 31 00	Expendable Supplies - Trainii		001 000 522 6841 - General I	14.80	WOOD FOR TRAINING PROP
522 50 31 00	Expendable Supplies -Faciliti		001 000 522 6841 - General I	3.12	SNAPS FOR FLAG
594 22 63 00	Capital Apparatus And Equip		001 000 594 6841 - General I	1,304.40	GRAPHICS ON #53
Invoice					
4/12/25	DOMINOS		62.96	FOOD FOR PIO EVENT	
4/12/25	KRISPY		94.95	FOOD FOR PIO EVENT	
4/17/25	IN BINDER		1,304.40	GRAPHICS APPLIED TO #53	
4/17/25	COSTCO		65.20	FIRE EXTINGUISHERS (2)	
4/21/25	HDEPOT		66.73	SNAP FOR FLAG; WOOD FOR PROP; STAKES FOR EASTER EGG HUNT	
14960 05/09/202505/09/2025475	US BANK			246.55	PADEN-LILLY EXPENDITURES
522 20 31 00	Expendable Incident Supplie		001 000 522 6841 - General I	200.00	ID CARDS
522 26 31 10	Food		001 000 522 6841 - General I	46.55	WORKING LUNCH - NEGOTIATIONS
Invoice					
4/14/25	FIREHOUSE		46.55	WORKING LUNCH - NEGOTIATIONS	
4/23/25	INSTCARD		100.00	ID CARDS	
4/24/25	INSTCARD		100.00	ID CARDS	
14961 05/09/202505/09/2025475	US BANK			516.46	ROGERS VISA EXPENDITURES
522 26 31 10	Food		001 000 522 6841 - General I	260.75	ADOBE SUBSCRIPTION
522 45 31 00	Expendable Supplies - Trainii		001 000 522 6841 - General I	255.71	FF2 BOOKS
Invoice					
4/8/25	ADOBE		260.75	ADOBE SOFTWARE SUBSCRIPTION	
4/16/25	FIRE		255.71	FF2 BOOKS (4)	
14962 05/09/202505/09/2025475	US BANK			141.25	SHANNON VISA EXPENDITURES
522 45 43 10	Travel - PerDiem & Lodging		001 000 522 6841 - General I	141.25	LODGING FOR IFSAC TESTING

ACCOUNTS PAYABLE

BENTON COUNTY FIRE PROTECTION DISTRICT #4

Time: 13:14:24 Date: 04/30/2025
Page: 6

As Of: 05/09/2025

Accts Pay #	Received	Date Due	Vendor	Invoice	Amount	Memo
14963 05/09/202505/09/2025475						
522 24 31 00	Expendable Supplies - Radio		US BANK	4/14/25 EDGEWICK	141.25	LODGING - IFSAC TESTING
					77.90	ESTRELLA VISA EXPENDITURES
					77.90	WHIP ANTENNA KNG (1)
14978 05/09/202505/09/2025465						
522 12 42 10	Cellular Phone Service		VERIZON WIRELESS	4/14/25 49ER	77.90	WHIP ANTENNA KNG (1)
					763.58	CELL SERVICE
					763.58	CELL SERVICE
14979 05/09/202505/09/2025365						
522 11 43 31	Registration Fees		WA FIRE COMMISSIONERS ASSOC	6111136688	763.58	CELL SERVICE
					705.00	SPRING SEMINAR REGISTRATION FOR COMMISSIONERS
					705.00	SPRING SEMINAR REGISTRATION FOR COMMISSIONERS
Report Total:						
					43,527.58	
Fund						
001	6841 - General Fund				43,285.59	
301	6844 - Construction Fund				241.99	

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.

2025 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION DISTRICT

Time: 13:17:50 Date: 04/30/2025

Page: 4

301 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	0.30	(0.30)	0.0%
Fund Revenues:	0.00	29.48	(29.48)	0.0%
Expenditures	Amt Budgeted	Expenditures	Remaining	
594 Capital Expenditures	0.00	241.99	(241.99)	0.0%
Fund Expenditures:	0.00	241.99	(241.99)	0.0%
Fund Excess/(Deficit):	0.00	(212.51)		

WARRANT/CHECK REGISTER

BENTON COUNTY FIRE PROTECTION DISTRICT #4

Time: 13:16:10 Date: 04/30/2025

05/09/2025 To: 05/09/2025

Page: 1

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
604	05/09/2025	Claims	6841	1907	AMAZON	150.81	FACILITIES SUPPLIES, SUNSHADE
605	05/09/2025	Claims	6841	1908	AP TRITON, LLC	8,140.80	MASTER PLAN/COMMUNITY RISK ASSESSMENT/STANDARDS OF COVER PROJ, INITIAL10% INSTALLMENT
606	05/09/2025	Claims	6841	1909	AT&T MOBILITY	209.41	CELLULAR
607	05/09/2025	Claims	6841	1910	CASCADE NATURAL GAS	192.49	NATURAL GAS
608	05/09/2025	Claims	6841	1911	CHARTER COMMUNICATIONS	805.92	TV/INTERNET
609	05/09/2025	Claims	6841	1912	EVERGREEN LAWN CARE, INC	2,547.18	LAWN CARE, WEED ABATEMENT
610	05/09/2025	Claims	6841	1913	HUGHES FIRE EQUIPMENT INC.	4,653.70	APP16 SERVICE, APP47 REPAIRS, APP53 SHOP SUPPLIES
611	05/09/2025	Claims	6841	1914	ISOUTSOURCE	7,013.34	COMPUTER MONITORING; IT BLOCK SUPPORT
612	05/09/2025	Claims	6841	1915	LIFE ASSIST	3,129.42	EMS SUPPLIES, EPI KIT CASES
613	05/09/2025	Claims	6841	1916	MINUTEMAN PRESS KENNEWICK	6,581.98	SUMMER NEWSLETTER PRINTING/POSTAGE
614	05/09/2025	Claims	6841	1917	MOON SECURITY	266.53	BASIC FIRE MONITORING/DMP FIRE CELL
615	05/09/2025	Claims	6841	1918	NRS	1,616.45	ROPE BAGS, DRYSUIT, HELMETS, SAFETY WHISTLES
616	05/09/2025	Claims	6841	1919	PACIFIC OFFICE AUTOMATION	386.84	STA420 SCANNER LEASE
617	05/09/2025	Claims	6841	1920	STAPLES ADVANTAGE	174.75	STATION CLEANING SUPPLIES
618	05/09/2025	Claims	6841	1921	STERICYCLE	34.99	EMS WASTE DISPOSAL
619	05/09/2025	Claims	6841	1922	US BANK	6,154.39	BENTON CO FIRE DIST 4 VISA EXPENDITURES; BORSCHOWA VISA EXPENDITURES; CARLYLE VISA EXPENDITURE; DRAYTON VISA EXPENDITURES; HARPER VISA EXPENDITURES; LONGIE VISA EXPENDITURES; NEWTON VISA EXPENDITURES;
620	05/09/2025	Claims	6841	1923	VERIZON WIRELESS	763.58	CELL SERVICE
621	05/09/2025	Claims	6841	1924	WA FIRE COMMISSIONERS ASSOC	705.00	SPRING SEMINAR REGISTRATION FOR COMMISSIONERS
001 6841 - General Fund						43,285.59	
301 6844 - Construction Fund						241.99	
						<u>43,527.58</u>	Claims: 43,527.58

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 Patricia Giller

Commissioners [Signature] [Signature] [Signature]

Approval Date 5/1/2025

2025 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION DISTRICT

Time: 13:17:50 Date: 04/30/2025

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	400,037.96	4,297,056.04	8.5%
330 Intergovernmental Revenues	34,500.00	41,953.35	(7,453.35)	121.6%
340 Charges For Services	47,000.00	191,008.90	(144,008.90)	406.4%
361 Miscellaneous Revenue	50,200.00	34,144.66	16,055.34	68.0%
380 Other Increases in Fund Resources	0.00	1,516.25	(1,516.25)	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%
Fund Revenues:	11,028,316.00	4,222,761.21	6,805,554.79	38.3%
Expenditures	Amt Budgeted	Expenditures	Remaining	
011 Legislative	44,200.00	10,993.76	33,206.24	24.9%
012 Administrative	1,180,313.00	405,936.13	774,376.87	34.4%
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	1,220,790.08	3,375,409.92	26.6%
021 Suppression	137,650.00	49,046.20	88,603.80	35.6%
024 Communications	177,000.00	41,900.69	135,099.31	23.7%
026 Logistics (Support Services)	16,000.00	728.60	15,271.40	4.6%
030 Public Information	106,500.00	32,708.20	73,791.80	30.7%
045 Training	397,600.00	108,337.22	289,262.78	27.2%
050 Facilities	169,000.00	90,036.52	78,963.48	53.3%
060 Automotive	194,700.00	38,176.29	156,523.71	19.6%
070 Ambulance Transport Services	391,700.00	79,851.48	311,848.52	20.4%
522 Fire Control	7,461,363.00	2,085,808.21	5,375,554.79	28.0%
589 Payroll Clearing	0.00	(6,322.58)	6,322.58	0.0%
591 Debt Service	127,121.00	112,507.03	14,613.97	88.5%
594 Capital Expenditures	1,740,000.00	154,319.03	1,585,680.97	8.9%
Fund Expenditures:	9,328,484.00	2,346,311.69	6,982,172.31	25.2%
Fund Excess/(Deficit):	1,699,832.00	1,876,449.52		

BUDGET POSITION SUMMARY

As of the end of April, the District has received \$10.41 million (52.6%) of the \$19.78 million in total budgeted revenue, while only \$2.36 million (18.3%) of the \$12.93 million in budgeted expenditures have been spent.

General Fund (Fund 001)

- Revenues: \$4.22 million received (38.3% of budgeted)
- Expenditures: \$2.35 million spent (25.2% of budgeted)

Notable shortfall: Property tax revenue received to date is only 8.5% of the budgeted \$4.7 million. Once the April financial reports are received from the County, the District is expected to receive an additional \$2 million in tax revenue, which will significantly improve the General Fund's revenue standing.

EMS Fund (Fund 110)

- Revenues: \$3.52 million received (62.4% of budgeted)
- Expenditures: Only \$13,880 spent (0.4% of budgeted)

Bond Fund (Fund 201)

- Revenues: \$233,066 received (34.6%)
- Expenditures: None recorded yet for the \$504,000 debt service

Construction and Reserve Funds

- Minimal or no revenue/expenditure activity
- Reserve Fund has met its full revenue target (\$2.4 million)

2025 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION DISTRICT

Time: 13:17:50 Date: 04/30/2025

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	142,898.41	1,640,745.59	8.0%
330 Intergovernmental Revenues	300,000.00	12,500.00	287,500.00	4.2%
340 Charges For Services	470,000.00	184,705.67	285,294.33	39.3%
360 Investment Interest	60,000.00	32,787.10	27,212.90	54.6%
Fund Revenues:	5,638,626.00	3,516,821.61	2,121,804.39	62.4%
Expenditures	Amt Budgeted	Expenditures	Remaining	
522 Fire Control	54,500.00	13,880.32	40,619.68	25.5%
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%
Fund Expenditures:	3,098,366.00	13,880.32	3,084,485.68	0.4%
Fund Excess/(Deficit):	2,540,260.00	3,502,941.29		

2025 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION DISTRICT

Time: 13:17:50 Date: 04/30/2025

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	39,524.76	441,690.24	8.2%
360 Investment Interest	5,500.00	2,065.22	3,434.78	37.5%
Fund Revenues:	673,214.00	233,066.22	440,147.78	34.6%
Expenditures	Amt Budgeted	Expenditures	Remaining	
591 Debt Service	504,000.00	0.00	504,000.00	0.0%
Fund Expenditures:	504,000.00	0.00	504,000.00	0.0%
Fund Excess/(Deficit):	169,214.00	233,066.22		

2025 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION DISTRICT

Time: 13:17:50 Date: 04/30/2025

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	24,619.17	5,380.83	82.1%
Fund Revenues:	2,440,862.00	2,438,474.56	2,387.44	99.9%
Fund Excess/(Deficit):	2,440,862.00	2,438,474.56		

2025 BUDGET POSITION TOTALS

BENTON COUNTY FIRE PROTECTION DIS

Time: 13:17:50 Date: 04/30/2025

Page: 6

Fund	Revenue Budgeted	Received		Expense Budgeted	Spent	
001 6841 - General Fund	11,028,316.00	4,222,761.21	38.3%	9,328,484.00	2,346,311.69	25%
110 6848 - EMS Fund	5,638,626.00	3,516,821.61	62.4%	3,098,366.00	13,880.32	0%
201 6842 - Bond Fund	673,214.00	233,066.22	34.6%	504,000.00	0.00	0%
301 6844 - Construction Fund	0.00	29.48	0.0%	0.00	241.99	0%
601 6846 - Reserve Fund	2,440,862.00	2,438,474.56	99.9%	0.00	0.00	0%
	19,781,018.00	10,411,153.08	52.6%	12,930,850.00	2,360,434.00	18.3%

Swift Response Restoration LLC

1913 W 9th Ave
Kennewick, WA 99336
(509) 378-1768
info@swiftresponserestoration.com



Estimate

ADDRESS

Benton County Fire Protection District #4 Harrington Rd.
1400 N Harrington Rd.
Richland, WA 99352

ESTIMATE

1079

DATE

04/18/2025

ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
Summary	Remodel at Harrington Rd. (Perform, manage, and coordinate. Public works prevailing wage project.) Remove Countertops: 3 bedrooms 2 bathrooms 1 office Install new Quartz Level 1 3CM countertops: 3 bedrooms with extended width. 2 bathrooms with backsplash 1 office Electrician: Add electrical outlet for icemaker Plumber: Detach bathroom sinks, supply lines, "p" trap. Reinstall new undermounted sinks and seal. Woodwork: Trim out icemaker in kitchen. Drywall: Install in hall- Hang, tape, mud, float, sand, match texture. Paint prep: tape and plastic Paint: 2 coats inside all living area, walls and ceiling. Approx 3000 SF each coat Flooring: VCT- All living areas. "Stripping wax" Cleaning of the floor, stripping the wax off, and re-coating with up to 4 coats of hard high gloss wax. Vinyl sheeting located in bathrooms. Clean and degrease. Bay: Remove and replace all 4 garage door seals. Remove and replace insulation on west wall. R-21 unfaced fiberglass batt 23 o/c Air infiltration- Seal holes and openings in metal siding. Seal and reinsulate one wall section on east wall where previous ice maker was located. Waste Disposal		0.00	0.00

Contents: Fire Station will be responsible for removing all contents on floor (furniture, beds, storage drawers, refrigerators, ovens, dishwasher, tables, etc.) and walls (paper, posters, signs, thumb tacks, etc.)
The built in cabinets and ice maker can be left alone.

Services	1	33,906.36	33,906.36T
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I have been provided with, received, and gone over the estimate. The listed work above will be performed and I agree to pay said amount when due.

SUBTOTAL	33,906.36
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TAX	2,949.85
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TOTAL	\$36,856.21
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Name _____

Signature _____

Date _____

Accepted By

Accepted Date