



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

MAY 15, 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 15, 2025.
- Minutes:
 - Approve minutes of May 1, 2025, Regular Meeting.
- Payroll Vouchers:
 - Approve Payroll Voucher numbers 644 through 726 for \$372,396.15 for the period ending May 30, 2025.
- Claim Vouchers:
 - Approve Claim Voucher numbers 693 through 728 for \$80,200.61 for the period ending May 30, 2025.

FINANCIAL REVIEW

- Budget Revenue and Expenditure Report

RESOLUTIONS/MOTIONS

- Battalion Chief Job Description
- Policy 101 – Time Reporting

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

- 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

EXECUTIVE SESSION

ADJOURNMENT



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

Regular Board Meeting Minutes May 1, 2025

CALL MEETING TO ORDER

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

PLEDGE OF ALLEGIANCE

Firefighter Knox led the pledge of allegiance.

ADDITIONS TO THE AGENDA

There were no additions to the agenda.

THOSE PRESENT

Members present were:

Deputy Chief Drayton
Finance Manager Paden-Lilly
Captain Rogers
Lieutenant Premel
Firefighter Hall

Firefighter Hart
Firefighter Knox
Firefighter Orozco
Firefighter Riche
Firefighter Sells

Firefighter Vining
Firefighter Walton
Firefighter Winters

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 May 1, 2025.
- **Minutes Approval:** Approval of the meeting minutes dated April 17, 2025.
- **Approval of Payments:**
 - *Claim Voucher numbers 604 through 621 for \$43,527.58 for the period ending May 9, 2025.*

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

FINANCIAL REVIEW

The revenue and expenditure budget position report were reviewed.

RESOLUTIONS/MOTIONS

Station 410 Remodel Quote – Swift Response Restoration

Consider approving the attached quote from Swift Response Restoration to complete the necessary upgrades to make Station 410 suitable for full-time crew occupancy. This work is essential to support the planned staffing of the station, which remains on schedule to begin in early June.

MOTION: Commissioner Goodwin moved to approve the Swift Response Restoration quote in the amount of \$36,856.21. Commissioner Van Beek seconded. Motion passed unanimously.

NEW BUSINESS

District Insurance

Discussion was tabled until the next meeting.

UNFINISHED BUSINESS

There was no unfinished business.

CORRESPONDENCE

No new correspondence was reported.

DISTRICT REPORTS

Union – Firefighter Vining reported that labor negotiations are progressing well.

City Liaison – Commissioner Brink provided the following report:

- Despite a \$16 billion state deficit, the City of West Richland will receive funding for Van Giesen Street repairs. Construction bids will open soon and awards for improvements are expected in June.
- Fuel tax increase of \$0.06 per gallon is scheduled for July.
- He sat in on the West Richland Police Chief interviews; three candidates were interviewed, and the mayor will make a decision soon.

Commissioners –

- Commissioner Brink: Labor negotiations have progressed, with agreement reached on approximately half of the articles.
- Commissioner Van Beek: Attended the Snure Webinar on April 25, found it informative and relevant.

Deputy Chief – Deputy Chief Drayton provided the following report:

- The Acting Officer Program has launched; candidates will receive task books.
- Data collection for the Standard of Coverage project is underway (4–8 week process).
- Achieved certification as a Firefighter I in Washington; passed Hazmat Operations test; studying for paramedic protocol.
- Actively working to update policies and automate functions in the Crew Sense time system.
- May will be very busy with training to include Command training, Rope and water rescue training (led by Lt. Putz), KME driver training and Active shooter training

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

- She attended a workshop to prepare for the annual audit report, due May 30.
- Job posting for Logistics/Facilities position will be published on Friday.
- Administrative Assistant Ewing is attending the MRSC Finance Bootcamp in Moses Lake this week.
- The draft budget review for the first four months is complete and will be reviewed with the Chiefs before being presented to the Board at the next meeting.

OPEN FORUM DISCUSSION

No topics were brought forward during the open forum discussion.

OPERATION PROGRAM UPDATES

No updates were provided.

IMPORTANT DATES

- May 9: Snure Webinar – Employment Compensation
- May 10: Tri-County Commissioners Association Meeting – West Benton Fire & Rescue
- 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 5:15 p.m.

Attested:

 
Billie Paden-Lilly, District Secretary Date

 
Garrett Goodwin, Commissioner Date


Michael Van Beek (May 16, 2025 14:36 PDT)
Michael Van Beek, Commissioner Date


Fred Brink (May 17, 2025 09:25 PDT)
Fred Brink, Commissioner Date



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

**Regular Board Meeting Minutes
May 1, 2025**

CALL MEETING TO ORDER

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Firefighter Sells

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Firefighter Walton
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BENTON COUNTY FIRE PROTECTION DISTRICT #4

ACCOUNTS PAYABLE

Time: 10:02:47 Date: 05/14/2025
Page: 1

As Of: 07/14/2025

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
14990	05/30/2025	05/30/2025	724 ABV PESTS, WINDOWS & MORE	554.37	MAINTENANCE PEST & RODENT CONTROL AT STATIONS 410; 420; 430A
522	50 41 00	Professional Services	001 000 522 6841 - General I	554.37	MAINTENANCE PEST & RODENT CONTROL AT STATIONS 410; 420; 430A
Invoice					
33381			554.37		MAINTENANCE PEST & RODENT CONTROL AT STATIONS 410; 420; 430A
14991	05/30/2025	05/30/2025	15 AMAZON	122.26	SCREEN KLEEN PADS; CELL PHONE MDT CHARGERS
522	12 31 00	Expendable Office Supplies	001 000 522 6841 - General I	122.26	SCREEN KLEEN PADS; CELL PHONE MDT CHARGERS
Invoice					
1MJQ-CN7Y-C7MK			13.76		NOTEBOOK SCREENKLEEN PADS (2) BOX OF 24
1MG9-NT43-LVM1			108.50		CELL PHONE MDT CHARGERS (10)
15017	05/30/2025	05/30/2025	1081 AP TRITON, LLC	1,628.16	MASTER PLAN CRA/SOC - APRIL PROJECT COMPLETION 2%
522	12 41 00	Contract Services	001 000 522 6841 - General I	1,628.16	MASTER PLAN CRA/SOC - APRIL PROJECT COMPLETION 2%
Invoice					
2025-161			1,628.16		MASTER PLAN CRA/SOC - APRIL PROJECT COMPLETION 2%
14992	05/30/2025	05/30/2025	542 BENTON RURAL ELECTRIC	2,450.67	ELECTRIC
522	50 47 10	Utilities	001 000 522 6841 - General I	2,450.67	ELECTRIC
Invoice					
4/30/25 #89			2,450.67		ELECTRIC
14994	05/30/2025	05/30/2025	628 CI SUPPORT LLC	17.82	SHRED SERVICE
522	12 41 00	Contract Services	001 000 522 6841 - General I	17.82	SHRED SERVICE
Invoice					
0181929			17.82		SHRED SERVICE
15007	05/30/2025	05/30/2025	281 CITY OF RICHLAND	10,324.25	DISPATCH SERVICES
522	24 41 00	Dispatch Services	001 000 522 6841 - General I	10,324.25	DISPATCH SERVICES

ACCOUNTS PAYABLE

BENTON COUNTY FIRE PROTECTION DISTRICT #4

Time: 10:02:47 Date: 05/14/2025
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As Of: 07/14/2025

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
15014 05/30/202505/30/2025376					
			CITY OF WEST RICHLAND		
522 50 47 10 Utilities			001 000 522 6841 - General I	10,324.25	DISPATCH SERVICES
				356.66	WATER SERVICE
				356.66	WATER SERVICE
14993 05/30/202505/30/2025840					
			CORWIN FORD		
522 60 48 00 Repair and Maintenance Ser			001 000 522 6841 - General I	356.66	WATER SERVICE
				493.62	OIL CHANGE (3)
				493.62	OIL CHANGE (3)
14995 05/30/202505/30/2025474					
			EVERGREEN LAWN CARE, INC		
522 50 41 00 Professional Services			001 000 522 6841 - General I	2,125.09	STATION 420 WEED ABATEMENT
				2,125.09	STATION 420 WEED ABATEMENT
14996 05/30/202505/30/2025123					
			FIRE 4 ADVANCED TRAVEL		
522 45 43 00 Travel - Mileage & Air			001 000 522 6841 - General I	995.94	MEALS AND MILEAGE - EWING FINANCIAL BOOT CAMP; GARRISON WEST COAST LEADERSHIP; BRINK AWC LABOR RELATIONS
522 45 43 10 Travel - PerDiem & Lodging			001 000 522 6841 - General I	429.94	MILEAGE - SPOKANE; YAKIMA; MOSES LAKE
				566.00	MEALS
14997 05/30/202505/30/2025774					
			IMAGE TREND		
522 70 41 10 Contract Services - EMS			001 000 522 6841 - General I	2,339.53	ELITE RESCUE CAD ANNUAL SUBSCRIPTION
				2,339.53	ELITE RESCUE CAD ANNUAL SUBSCRIPTION

BENTON COUNTY FIRE PROTECTION DISTRICT #4

ACCOUNTS PAYABLE

Time: 10:02:47 Date: 05/14/2025
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As Of: 07/14/2025

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
Invoice					
PS-INV115411			2,339.53	ELITE RESCUE CAD ANNUAL SUBSCRIPTION	
14999 05/30/202505/30/2025757	LIBERTY LAWN AND SAW		71.43	CHAINSAW PARTS AND LABOR	
522 21 48 00	Repair and Maintenance Servi	001 000 522 6841 - General I	71.43	CHAINSAW PARTS AND LABOR	
Invoice					
50257			71.43	CHAINSAW PARTS AND LABOR	
15001 05/30/202505/30/2025187	LIFE ASSIST		3,278.65	EMS SUPPLIES	
522 70 31 00	Expendable Supplies - EMS	001 000 522 6841 - General I	3,278.65	EMS SUPPLIES	
Invoice					
1597192			2,861.47	IGEL (3); IODINE PADS (200); ADHESIVE BANDAGE (200); AQUABILITI 10ML (4	
1594181			417.18	METRISSET ADD-ON BURETTE SET (1); DILTIAZEM 100MG/VIAL (10); BAXTER	
15019 05/30/202505/30/2025187	LIFE ASSIST		459.23	EMS SUPPLIES	
522 70 31 00	Expendable Supplies - EMS	001 000 522 6841 - General I	459.23	EMS SUPPLIES	
Invoice					
1599100			459.23	ENDOTRACHEAL/STYLETT (5); NALOXONE 2MG/2ML SYRINGE (10); DRUG LI	
15000 05/30/202505/30/2025189	LIZ LOOMIS EASL, INC		6,250.00	CONSULTING SERVICES - APRIL 2025	
522 30 41 01	Professional Services - Mark	001 000 522 6841 - General I	6,250.00	CONSULTING SERVICES - APRIL 2025	
Invoice					
B4-0525			6,250.00	CONSULTING SERVICES - APRIL 2025	
14998 05/30/202505/30/2025182	LN CURTIS & SONS		1,340.77	660C METRO CAIRNS CUSTOM HELMET (1); PROTECH STRUCTURE GLOVES (10)	
522 21 28 20	PPE - Protective Clothing	001 000 522 6841 - General I	1,340.77	660C METRO CAIRNS CUSTOM HELMET (1); PROTECH STRUCTURE GLOVES (10)	
Invoice					
INV941002			882.95	PROTECH STRUCTURE GLOVES (10)	
INV941656			457.82	660C METRO CAIRNS CUSTOM HELMET (1)	
15002 05/30/202505/30/2025779	MCGAVICK GRAVES ATTORNEY AT LAW		1,596.00	LEGAL SERVICES	

BENTON COUNTY FIRE PROTECTION DISTRICT #4

ACCOUNTS PAYABLE

Time: 10:02:47 Date: 05/14/2025
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As Of: 07/14/2025

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
522 14 41 00	Professional Services		001 000 522 6841 - General I	1,596.00	LEGAL SERVICES
Invoice					
45393				684.00	GENERAL LABOR AND EMPLOYMENT MATTERS
45394				912.00	2025 CBA NEGOTIATIONS
15018 05/30/202505/30/2025432			NAPA AUTOMOTIVE PARTS INC, JT AUTOMOTIVE	120.06	AIR FILTERS (8); COOLANT
522 60 31 00	Expendable Supplies - Autor		001 000 522 6841 - General I	104.31	AIR FILTERS (8)
522 60 32 00	Fuels and Oils		001 000 522 6841 - General I	15.75	COOLANT
Invoice					
584143				120.06	AIR FILTERS (8); COOLANT
15003 05/30/202505/30/2025242			OXARC	268.13	CYLINDER RENT AND OXYGEN
522 70 31 00	Expendable Supplies - EMS		001 000 522 6841 - General I	268.13	CYLINDER RENT AND OXYGEN
Invoice					
0062018677				38.15	CYLINDER RENT
0032311145				114.99	OXYGEN FOR EMS (2)
0032312070				114.99	OXYGEN FOR EMS (2)
15005 05/30/202505/30/2025885			PACIFIC OFFICE AUTOMATION	745.14	PHONE SERVICES
522 12 42 00	Phone Service		001 000 522 6841 - General I	745.14	PHONE SERVICES
Invoice					
255419				745.14	PHONE SERVICES
15006 05/30/202505/30/2025824			PALADIN BACKGROUND	48.00	BACKGROUND CHECKS (2)
522 20 31 00	Expendable Incident Supplie		001 000 522 6841 - General I	48.00	BACKGROUND CHECKS (2)
Invoice					
6550				48.00	BACKGROUND CHECKS (2)
15004 05/30/202505/30/20251083			PULSEPOINT FOUNDATION	1,087.00	PULSEPOINT RESPOND TIER 1 ANNUAL SUBSCRIPTION
522 70 41 10	Contract Services - EMS		001 000 522 6841 - General I	1,087.00	PULSEPOINT RESPOND TIER 1 ANNUAL SUBSCRIPTION

BENTON COUNTY FIRE PROTECTION DISTRICT #4

ACCOUNTS PAYABLE

Time: 10:02:47 Date: 05/14/2025
Page: 5

As Of: 07/14/2025

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
Invoice					
13009				1,087.00	PULSEPOINT RESPOND TIER 1 ANNUAL SUBSCRIPTION
15008 05/30/202505/30/2025305			SNURE LAW OFFICE	396.00	PROFESSIONAL SERVICES - PUBLIC RECORDS REQUEST
522 12 41 00	Contract Services		001 000 522 6841 - General I	396.00	PROFESSIONAL SERVICES - PUBLIC RECORDS REQUEST
Invoice					
APRIL 25				396.00	PROFESSIONAL SERVICES - PUBLIC RECORDS REQUEST
15009 05/30/202505/30/20251078			SWIFT RESPONSE RESTORATION LLC	17,503.70	STATION 410 REMODEL - 50% DOWN PAYMENT
594 22 62 00	Capital Building		001 000 594 6841 - General I	18,428.11	STATION 410 REMODEL - 50% DOWN PAYMENT
594 22 62 00	Capital Building		001 000 594 6841 - General I	-924.41	5% RETAINAGE
Invoice					
1092				18,428.11	STATION 410 REMODEL - 50% DOWN PAYMENT
1092				-924.41	5% RETAINAGE
15010 05/30/202505/30/2025680			SYSTEM DESIGN WEST	1,872.84	EMS BILLING FOR APRIL 2025
522 70 41 00	Ambulance Billing Service Fe		110 000 522 6848 - EMS Fun	1,872.84	EMS BILLING FOR APRIL 2025
Invoice					
20250992				1,872.84	EMS BILLING FOR APRIL 2025
15011 05/30/202505/30/2025729			TOTAL ENERGY MANAGEMENT	2,921.05	HVAC MAINTENANCE; REPLACE CONDENSER MOTOR AT STATION 420
522 50 48 00	Repair & Maint. - Facilities		001 000 522 6841 - General I	2,921.05	HVAC MAINTENANCE; REPLACE CONDENSER MOTOR AT STATION 420
Invoice					
133508				845.69	REPLACE CONDENSER MOTOR &HP-3 CPMTACTPR AT STATION 420
132254				986.18	STATION 430 HVAC MAINTENANCE
130117				769.06	STATION 420 HVAC MAINTENANCE
130113				320.12	STATION 410 HVAC MAINTENANCE
14982 05/30/202505/30/2025475			US BANK	532.11	BENTON CO FIRE DIST 4 VISA EXPENDITURES

BENTON COUNTY FIRE PROTECTION DISTRICT #4

As Of: 07/14/2025

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
	522 45 43 00	Travel - Mileage & Air	001 000 522 6841 - General I	532.11	WAKEMAN - FLIGHT TO MARYLAND FOR ASIM TRAINING
			Invoice		
	4/25/25	TRAVEL	10.51	WAKEMAN - FLIGHT BOOKING FEE FOR ASIM TRAINING	
	4/25/25	ALASKA	521.60	WAKEMAN - FLIGHT TO MARYLAND FOR ASIM TRAINING	
			US BANK		
	14983 05/30/202505/30/2025475			5,054.24	BORSCHOWA VISA EXPENDITURES
	522 12 31 00	Expendable Office Supplies	001 000 522 6841 - General I	299.40	CELL PHONE HOLDERS FOR APPARATUS
	522 12 31 10	Computer Software	001 000 522 6841 - General I	22.13	WEB SERVICES
	522 12 31 20	Non-Expendable Office	001 000 522 6841 - General I	4,017.58	MEETING OWL
	522 30 31 00	Expendable Supplies-Preven	001 000 522 6841 - General I	665.24	CHALLENGE COINS
	522 60 31 00	Expendable Supplies - Autor	001 000 522 6841 - General I	49.89	REPLACEMENT LIGHT BULBS FOR AMBULANCE
			Invoice		
	4/25/25	OWL	4,017.58	OWL BAR; EXPANSION MIC; WHITEBOARD; MEETING OWL	
	4/28/25	HDEPOT	49.89	REPLACEMENT LIGHT BULBS FOR AMB	
	5/2/25	AA COINS	665.24	CHALLENGE COINS FOR EMS WEEK (100)	
	5/5/25	AMAZON	22.13	WEB SERVICES	
	5/8/25	IOTTIE	299.40	CELL PHONE HOLDERS FOR APPARATUS (12)	
			US BANK		
	14984 05/30/202505/30/2025475			601.59	CARAWAY VISA EXPENDITURES
	522 26 31 10	Food	001 000 522 6841 - General I	601.59	FOOD FOR REHAB
			Invoice		
	4/29/25	WMART	206.26	FOOD FOR REHAB	
	5/2/25	WMART	228.33	FOOD FOR REHAB - ERC FIRE	
	5/7/25	FIREHOUSE	167.00	FOOD FOR REHAB - WATER RESCUE	
			US BANK		
	14985 05/30/202505/30/2025475			95.00	DRAYTON VISA EXPENDITURE
	522 21 28 20	PPE - Protective Clothing	001 000 522 6841 - General I	95.00	CHIN STRAP
			Invoice		
	5/2/25	BLACKSMOKE	95.00	CHIN STRAP	
			US BANK		
	14986 05/30/202505/30/2025475			1,144.00	EWING VISA EXPENDITURES
	522 45 43 10	Travel - PerDiem & Lodging	001 000 522 6841 - General I	1,144.00	LODGING FOR WAKEMAN AND EWING
			Invoice		

BENTON COUNTY FIRE PROTECTION DISTRICT #4

ACCOUNTS PAYABLE

Time: 10:02:47 Date: 05/14/2025
Page: 8

As Of: 07/14/2025

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
522 60 32 00	Fuels and Oils		001 000 522 6841 - General I	2,695.47	FUEL
Invoice					
8693879692518				2,695.47	FUEL
15015 05/30/202505/30/2025394			YOKE'S FOODS	49.98	CAKE AND SUPPLIES FOR PROMOTION PINNING
522 20 29 20	Member Recognition		001 000 522 6841 - General I	49.98	CAKE AND SUPPLIES FOR PROMOTION PINNING
Invoice					
04-2633105				49.98	CAKE AND SUPPLIES FOR PROMOTION PINNING
15016 05/30/202505/30/2025396			ZOLL MEDICAL CORP GPO	56.14	CARRY CASE SHOULDER STRAP - X SERIES (5)
522 70 31 00	Expendable Supplies - EMS		001 000 522 6841 - General I	56.14	CARRY CASE SHOULDER STRAP - X SERIES (5)
Invoice					
4196722				56.14	CARRY CASE SHOULDER STRAP - X SERIES (5)
Fund				Report Total:	80,200.61
001 6841 - General Fund					78,327.77
110 6848 - EMS Fund					1,872.84

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: 10:11:12 Date: 05/14/2025

05/30/2025 To: 05/30/2025

Page: 1

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
694	05/30/2025	Claims	6841	1925	ABV PESTS, WINDOWS & MORE	554.37	MAINTENANCE PEST & RODENT CONTROL AT STATIONS 410; 420; 430A
695	05/30/2025	Claims	6841	1926	AMAZON	122.26	SCREEN KLEEN PADS; CELL PHONE MDT CHARGERS
696	05/30/2025	Claims	6841	1927	AP TRITON, LLC	1,628.16	MASTER PLAN CRA/SOC - APRIL PROJECT COMPLETION 2%
697	05/30/2025	Payroll	6841	1928	BENTON COUNTY 4 BENEVOLENT FUND	67.00	Pay Cycle(s) 05/30/2025 To 05/30/2025 - Benevolent Fund
698	05/30/2025	Claims	6841	1929	BENTON RURAL ELECTRIC	2,450.67	ELECTRIC
699	05/30/2025	Payroll	6841	1930	BPAS	7,250.00	Pay Cycle(s) 05/30/2025 To 05/30/2025 - HRA VEBA - OPS; Pay Cycle(s) 05/30/2025 To 05/30/2025 - HRA VEBA - ADM
700	05/30/2025	Claims	6841	1931	CI SUPPORT LLC	17.82	SHRED SERVICE
701	05/30/2025	Claims	6841	1932	CITY OF RICHLAND	10,324.25	DISPATCH SERVICES
702	05/30/2025	Claims	6841	1933	CITY OF WEST RICHLAND	356.66	WATER SERVICE
703	05/30/2025	Claims	6841	1934	CORWIN FORD	493.62	OIL CHANGE (3)
704	05/30/2025	Payroll	6841	1935	DIMARTINO	1,983.73	Pay Cycle(s) 05/30/2025 To 05/30/2025 - LT Disab- Life
705	05/30/2025	Claims	6841	1936	EVERGREEN LAWN CARE, INC	2,125.09	STATION 420 WEED ABATEMENT
706	05/30/2025	Payroll	6841	1937	IAFF LOCAL 1052	4,456.75	Pay Cycle(s) 05/30/2025 To 05/30/2025 - Union Dues
707	05/30/2025	Claims	6841	1938	IMAGE TREND	2,339.53	ELITE RESCUE CAD ANNUAL SUBSCRIPTION
708	05/30/2025	Claims	6841	1939	LIBERTY LAWN AND SAW	71.43	CHAINSAW PARTS AND LABOR
709	05/30/2025	Claims	6841	1940	LIFE ASSIST	3,737.88	EMS SUPPLIES; EMS SUPPLIES
710	05/30/2025	Claims	6841	1941	LIZ LOOMIS EASL, INC	6,250.00	CONSULTING SERVICES - APRIL 2025
711	05/30/2025	Claims	6841	1942	LN CURTIS & SONS	1,340.77	660C METRO CAIRNS CUSTOM HELMET (1); PROTECH STRUCTURE GLOVES (10)
712	05/30/2025	Claims	6841	1943	MCGAVICK GRAVES ATTORNEY AT LAW	1,596.00	LEGAL SERVICES
713	05/30/2025	Claims	6841	1944	JT AUTOMOTIVE NAPA AUTOMOTIVE PARTS INC	120.06	AIR FILTERS (8); COOLANT
714	05/30/2025	Claims	6841	1945	OXARC	268.13	CYLINDER RENT AND OXYGEN
715	05/30/2025	Claims	6841	1946	PACIFIC OFFICE AUTOMATION	745.14	PHONE SERVICES
716	05/30/2025	Claims	6841	1947	PALADIN BACKGROUND	48.00	BACKGROUND CHECKS (2)
717	05/30/2025	Claims	6841	1948	PULSEPOINT FOUNDATION	1,087.00	PULSEPOINT RESPOND TIER 1 ANNUAL SUBSCRIPTION
718	05/30/2025	Claims	6841	1949	SNURE LAW OFFICE	396.00	PROFESSIONAL SERVICES - PUBLIC RECORDS REQUEST
719	05/30/2025	Claims	6841	1950	SWIFT RESPONSE RESTORATION LLC	17,503.70	STATION 410 REMODEL - 50% DOWN PAYMENT
720	05/30/2025	Claims	6841	1951	SYSTEM DESIGN WEST	1,872.84	EMS BILLING FOR APRIL 2025
721	05/30/2025	Claims	6841	1952	TOTAL ENERGY MANAGEMENT	2,921.05	HVAC MAINTENANCE; REPLACE CONDENSER MOTOR AT STATION 420
722	05/30/2025	Payroll	6841	1953	TRUSTEED PLANS SERVICE CORPORATION	42,250.36	Pay Cycle(s) 05/30/2025 To 05/30/2025 - Med/Dental Insurance

WARRANT/CHECK REGISTER

BENTON COUNTY FIRE PROTECTION DISTRICT #4

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Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
723	05/30/2025	Claims	6841	1954	US BANK	17,519.60	BENTON CO FIRE DIST 4 VISA EXPENDITURES; BORSCHOWA VISA EXPENDITURES; CARAWAY VISA EXPENDITURES; DRAYTON VISA EXPENDITURE; EWING VISA EXPENDITURES; NEWTON VISA EXPENDITURES; OROZCO VISA EXPENDITURE; P
724	05/30/2025	Claims	6841	1955	US LINEN & UNIFORM	513.05	MAT SERVICE
725	05/30/2025	Claims	6841	1956	VOYAGER	2,695.47	FUEL
726	05/30/2025	Payroll	6841	1957	C/O BENEFIT SOLUTIONS INC WSCFF MEDICAL EXPENSE REIMBURSEMENT	3,900.00	Pay Cycle(s) 05/30/2025 To 05/30/2025 - MERP
727	05/30/2025	Claims	6841	1958	YOKE'S FOODS	49.98	CAKE AND SUPPLIES FOR PROMOTION PINNING
728	05/30/2025	Claims	6841	1959	ZOLL MEDICAL CORP GPO	56.14	CARRY CASE SHOULDER STRAP - X SERIES (5)
001 6841 - General Fund						137,239.67	
110 6848 - EMS Fund						1,872.84	
						139,112.51	Claims: 79,204.67 Payroll: 59,907.84

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

Admin Staff  Secretary 

Commissioners , , 

Approval Date 5/15/2026

WARRANT/CHECK REGISTER

BENTON COUNTY FIRE PROTECTION DISTRICT #4

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Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
644	05/30/2025	Payroll	6841	EFT	BRADLEY E ANDREWS	6,224.73	May Base Salary/Apr OT
645	05/30/2025	Payroll	6841	EFT	CORAL L BEARS	997.38	May Base Salary/Apr OT
646	05/30/2025	Payroll	6841	EFT	CHERYL A BOOTH	3,277.79	May Base Salary/Apr OT
647	05/30/2025	Payroll	6841	EFT	DANA M BORSCHOWA	207.79	May Base Salary/Apr OT
648	05/30/2025	Payroll	6841	EFT	MATTHEW J BORSCHOWA	8,752.21	May Base Salary/Apr OT
649	05/30/2025	Payroll	6841	EFT	FREDERICK T BRINK	947.24	May Base Salary/Apr OT
650	05/30/2025	Payroll	6841	EFT	ED R CARAWAY	84.97	May Base Salary/Apr OT
651	05/30/2025	Payroll	6841	EFT	PAUL E CARLYLE	9,001.74	May Base Salary/Apr OT
652	05/30/2025	Payroll	6841	EFT	BRANDON J COATES	745.07	May Base Salary/Apr OT
653	05/30/2025	Payroll	6841	EFT	KAREN M DAVIS	42.48	May Base Salary/Apr OT
654	05/30/2025	Payroll	6841	EFT	AMANDA K DERITIS	6,362.35	May Base Salary/Apr OT
655	05/30/2025	Payroll	6841	EFT	DANIEL J DRAYTON	9,744.64	May Base Salary/Apr OT
656	05/30/2025	Payroll	6841	EFT	MANUEL I ESTRELLA	6,628.34	May Base Salary/Apr OT
657	05/30/2025	Payroll	6841	EFT	APRIL S EWING	5,039.47	May Base Salary/Apr OT
658	05/30/2025	Payroll	6841	EFT	CODY R FLOWERS	5,170.60	May Base Salary/Apr OT
659	05/30/2025	Payroll	6841	EFT	KEVIN G GAIDOS	6,738.38	May Base Salary/Apr OT
660	05/30/2025	Payroll	6841	EFT	KAILEE M GARRISON-EHREDT	6,090.05	May Base Salary/Apr OT
661	05/30/2025	Payroll	6841	EFT	JARON D GIBSON	4,628.54	May Base Salary/Apr OT
662	05/30/2025	Payroll	6841	EFT	GARRETT S GOODWIN	290.38	May Base Salary/Apr OT
663	05/30/2025	Payroll	6841	EFT	REX J GREEN	60.72	May Base Salary/Apr OT
664	05/30/2025	Payroll	6841	EFT	DAWSEN O HALL	989.07	May Base Salary/Apr OT
665	05/30/2025	Payroll	6841	EFT	JACOB TA HANSEN	1,041.53	May Base Salary/Apr OT
666	05/30/2025	Payroll	6841	EFT	THOMAS R HARPER	7,424.60	May Base Salary/Apr OT
667	05/30/2025	Payroll	6841	EFT	KYLE C HART	5,658.68	May Base Salary/Apr OT
668	05/30/2025	Payroll	6841	EFT	NATANIA M JOHNSTON	19.40	May Base Salary/Apr OT
669	05/30/2025	Payroll	6841	EFT	ABIGAIL E KNOX	925.65	May Base Salary/Apr OT
670	05/30/2025	Payroll	6841	EFT	JAMES A LONGIE	6,209.55	May Base Salary/Apr OT
671	05/30/2025	Payroll	6841	EFT	ESTEBAN MADRIGAL	4,000.42	May Base Salary/Apr OT
672	05/30/2025	Payroll	6841	EFT	RAYMOND J NEWTON	9,662.87	May Base Salary/Apr OT
673	05/30/2025	Payroll	6841	EFT	WYATT M OROZCO	6,207.92	May Base Salary/Apr OT
674	05/30/2025	Payroll	6841	EFT	CONNOR L OVERSON	950.28	May Base Salary/Apr OT
675	05/30/2025	Payroll	6841	EFT	BILLIE J PADEN-LILLY	7,584.61	May Base Salary/Apr OT
676	05/30/2025	Payroll	6841	EFT	RUSSELL A POSEGATE	886.56	May Base Salary/Apr OT
677	05/30/2025	Payroll	6841	EFT	GARRETT M PREMEL	8,321.46	May Base Salary/Apr OT
678	05/30/2025	Payroll	6841	EFT	ALLEN L PUTZ	7,532.64	May Base Salary/Apr OT
679	05/30/2025	Payroll	6841	EFT	KYLE M RICHE	4,190.24	May Base Salary/Apr OT
680	05/30/2025	Payroll	6841	EFT	BONNIE M ROGERS	8,363.33	May Base Salary/Apr OT
681	05/30/2025	Payroll	6841	EFT	MCKENZIE M SELL	1,025.06	May Base Salary/Apr OT
682	05/30/2025	Payroll	6841	EFT	ROBERT C SHANNON	7,233.62	May Base Salary/Apr OT
683	05/30/2025	Payroll	6841	EFT	MICHAEL A VAN BEEK	295.25	May Base Salary/Apr OT
684	05/30/2025	Payroll	6841	EFT	ARRIEL A VAN CLEEF	4,423.08	May Base Salary/Apr OT
685	05/30/2025	Payroll	6841	EFT	DOMINIC P VIGGIANO	16.94	May Base Salary/Apr OT
686	05/30/2025	Payroll	6841	EFT	ANTHONY G VINING	7,279.24	May Base Salary/Apr OT
687	05/30/2025	Payroll	6841	EFT	BRIAN P WAKEMAN	5,818.26	May Base Salary/Apr OT
688	05/30/2025	Payroll	6841	EFT	JACOB M WALTON	5,081.00	May Base Salary/Apr OT
689	05/30/2025	Payroll	6841	EFT	CODY WINTERS	5,571.12	May Base Salary/Apr OT
690	05/30/2025	Payroll	6841	EFT	JOSHUA AMMANN	6,212.10	May Base Salary/Apr OT
691	05/29/2025	Payroll	6841	EFT	EFTPS- IRS Payroll Taxes	44,705.40	941 Deposit for Pay Cycle(s) 05/30/2025 - 05/30/2025
692	05/29/2025	Payroll	6841	EFT	WA PUB EMP & RETIRE SYS	63,823.56	Pay Cycle(s) 05/30/2025 To 05/30/2025 - LEOFF II - D097; Pay Cycle(s) 05/30/2025 To 05/30/2025 - DCP-899T76; Pay Cycle(s) 05/30/2025 To 05/30/2025 - PERS 3 - 4778; Pay Cycle(s) 05/30/2025 To 05/30/2025

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BENTON COUNTY FIRE PROTECTION DISTRICT #4

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Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
693	05/30/2025	Claims	6841	EFT	FIRE 4 ADVANCED TRAVEL	995.94	MEALS AND MILEAGE - EWING FINANCIAL BOOT CAMP; GARRISON WEST COAST LEADERSHIP; BRINK AWC LABOR RELATIONS
001 6841 - General Fund						313,484.25	
						Claims:	995.94
						313,484.25 Payroll:	312,488.31

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 Poladen Kelly

Commissioners David Decker, Fred Brink (May 17, 2025 09:25 PDT), Michael Van Beek (May 16, 2025 14:36 PDT)

Approval Date 5/15/2025

2025 BUDGET POSITION TOTALS

BENTON COUNTY FIRE PROTECTION DIS

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Fund	Revenue Budgeted	Received		Expense Budgeted	Spent	
001 6841 - General Fund	11,028,316.00	6,228,315.37	56.5%	9,328,484.00	2,797,035.61	30%
110 6848 - EMS Fund	5,638,626.00	4,276,512.59	75.8%	3,098,366.00	15,753.16	1%
201 6842 - Bond Fund	673,214.00	443,486.30	65.9%	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%
	<u>19,781,018.00</u>	<u>13,386,818.30</u>	<u>67.7%</u>	<u>12,930,850.00</u>	<u>2,813,030.76</u>	<u>21.8%</u>

Summary

The district is in a strong financial position mid-year, with over two-thirds of projected revenue already received and only about a fifth of expenditures incurred. Revenues are coming in steadily, and most of the budget is still untouched. There's lots of room to move forward on projects and spending plans through the rest of the year.

General Fund (6841)

- **Revenue:** \$6.23 million received out of \$11.03 million budgeted (56.5%).
- **Expenditures:** \$2.8 million spent of \$9.33 million budgeted (30%).
- **Fund Surplus:** \$3.43 million year-to-date

EMS Fund (6848)

- **Revenue:** \$4.28 million received out of \$5.64 million (75.8%)
- **Expenditures:** Only \$15.7K spent out of \$3.1 million budgeted (0.5%)
- **Fund Surplus:** \$4.26 million

Reserve Fund (6846)

- **Fund Surplus:** \$2.44 million

2025 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION DISTRICT

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001 6841 - General Fund

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

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	3,197,281.00	3,505,100.09	(307,819.09)	109.6%
310 Taxes	4,697,094.00	2,391,210.11	2,305,883.89	50.9%
330 Intergovernmental Revenues	34,500.00	41,953.35	(7,453.35)	121.6%
340 Charges For Services	47,000.00	205,390.91	(158,390.91)	437.0%
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	6,228,315.37	4,800,000.63	56.5%
Expenditures	Amt Budgeted	Expenditures	Remaining	
011 Legislative	44,200.00	12,553.60	31,646.40	28.4%
012 Administrative	1,180,313.00	477,159.14	703,153.86	40.4%
013 Election	10,000.00	2,816.54	7,183.46	28.2%
014 Legal	40,500.00	6,082.50	34,417.50	15.0%
020 Operations	4,596,200.00	1,464,197.94	3,132,002.06	31.9%
021 Suppression	137,650.00	50,553.40	87,096.60	36.7%
024 Communications	177,000.00	52,224.94	124,775.06	29.5%
026 Logistics (Support Services)	16,000.00	1,330.19	14,669.81	8.3%
030 Public Information	106,500.00	39,623.44	66,876.56	37.2%
045 Training	397,600.00	126,225.82	271,374.18	31.7%
050 Facilities	169,000.00	98,957.41	70,042.59	58.6%
060 Automotive	194,700.00	41,638.80	153,061.20	21.4%
070 Ambulance Transport Services	391,700.00	146,929.99	244,770.01	37.5%
522 Fire Control	7,461,363.00	2,520,293.71	4,941,069.29	33.8%
589 Payroll Clearing	0.00	(7,587.86)	7,587.86	0.0%
591 Debt Service	127,121.00	112,507.03	14,613.97	88.5%
594 Capital Expenditures	1,740,000.00	171,822.73	1,568,177.27	9.9%
Fund Expenditures:	9,328,484.00	2,797,035.61	6,531,448.39	30.0%
Fund Excess/(Deficit):	1,699,832.00	3,431,279.76		

2025 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION DISTRICT

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110 6848 - EMS Fund

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

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	3,024,982.00	3,143,930.43	(118,948.43)	103.9%
310 Taxes	1,783,644.00	890,493.36	893,150.64	49.9%
330 Intergovernmental Revenues	300,000.00	12,500.00	287,500.00	4.2%
340 Charges For Services	470,000.00	196,801.70	273,198.30	41.9%
360 Investment Interest	60,000.00	32,787.10	27,212.90	54.6%
Fund Revenues:	5,638,626.00	4,276,512.59	1,362,113.41	75.8%
Expenditures	Amt Budgeted	Expenditures	Remaining	
522 Fire Control	54,500.00	15,753.16	38,746.84	28.9%
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	15,753.16	3,082,612.84	0.5%
Fund Excess/(Deficit):	2,540,260.00	4,260,759.43		

2025 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION DISTRICT

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201 6842 - Bond Fund

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

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	186,499.00	191,476.24	(4,977.24)	102.7%
310 Taxes	481,215.00	249,944.84	231,270.16	51.9%
360 Investment Interest	5,500.00	2,065.22	3,434.78	37.5%
Fund Revenues:	673,214.00	443,486.30	229,727.70	65.9%
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	443,486.30		

2025 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION DISTRIK

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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)		

2025 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION DISTRICT

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601 6846 - Reserve Fund

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

Revenues	Amt Budgeted	Revenues	Remaining
308 Beginning Balances	2,410,862.00	2,413,855.39	(2,993.39) 100.1%
360 Investment Interest	30,000.00	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	



BENTON COUNTY FIRE PROTECTION DISTRICT #4

Battalion Chief

Battalion Chief Job Description

Date: 05/01/2025

Reports to: Deputy Chief

FLSA Status: Non-Exempt

Union Status: Union represented

Supervises: Line Officers, as well as lower ranking employees through the chain of command.

1. Position Objectives

- 1.1 Under the general supervision of the Deputy Chief, performs skilled emergency and non-emergency tasks in fire prevention, fire suppression, hazardous materials, emergency preparedness, and emergency medical services for the protection of life and property for municipalities, airports and private industry; may serve as the Acting Deputy Chief in his/her absence.
- 1.2 Recommends and administers District policies and procedures. Provides highly responsible and complex administrative support to the Fire Chief and his/her designee(s). Coordinates assigned activities with the other departments and outside agencies.
- 1.3 Works with subordinate leaders to ensure District compliance with operations and safety procedures and standards. Stays abreast of new trends and innovations in the field of fire services, fire preventions, delivery of emergency medical services.

2. Essential Job Functions

- 2.1 Duties listed are representative, but not all inclusive, of the types of tasks and functions performed by positions of this class of work. Percentage of time and rank of importance of duties are not listed since both will vary by position and work location.
 - 2.1.1 Performs interior structural firefighting activities, extends hose lines, raises and climbs ladders, uses extinguishing agents, performs rescue operations, ventilates structures of toxic smoke and gases, performs salvage operations on the structural contents, body recovery, and Rapid Intervention activities.
 - 2.1.2 Assesses nature and extent of fire, conditions of building, dangers to adjacent buildings, and water supply status to determine crew or company requirements. Develops an initial action plan, so that resources are deployed to control the emergency.

- 2.1.3 Performs exterior structural firefighting activities, initial command and control operations and defensive fire operations.
- 2.1.4 Performs wildland firefighting activities commensurate with National Wildfire Coordinating Group (NWCG) training and agency certification.
- 2.1.5 Fills Incident Command Structure (ICS) positions commensurate with training, experience, and incident needs.
- 2.1.6 Assists Emergency Medical Service (EMS) personnel with recording patient information, non-technical movement of patients, and advanced First Aid skills.
- 2.1.7 Completes accurate and timely patient care reports, incident reports, memos, and maintenance/repair requests.
- 2.1.8 Drives and operates emergency services apparatus to and from alarms, operates, and monitors fire pumps used in suppression activities, secures water supply, monitors crew safety, monitors and tracks equipment location and use to ensure intact inventories after each emergency response.
- 2.1.9 Drives and operates all classes of vehicles used by the District, operates Mobile Data Terminals (MDTs) as a passenger, troubleshoots and adapts to equipment failures and unexpected events at emergency scenes.
- 2.1.10 Performs non-emergency activities including, but not limited to, drills, training and building inspections, and participates in fire prevention programs, public education, and public relations activities.
- 2.1.11 Performs minor maintenance on apparatus, stations, and equipment, manages District projects and programs.
- 2.1.12 Performs special operations work in accordance with individual training and certification levels (examples include hazardous materials, rope rescue, confined space rescue and water/shoreline rescue responses).
- 2.1.13 Manages projects and, in some cases, on-going programs, as well as delegates project tasks to crew members and prepares written associated budget requests.
- 2.1.14 Assigns tasks or responsibilities to crew members under emergency or non-emergency settings.
- 2.1.15 Directs crew members during training evolutions, so that the evolution is performed in accordance with safety plans, with efficiency, and as directed.
- 2.1.16 Evaluates and documents the performance of assigned firefighting personnel; compiles and maintains records, including performance appraisals and reviews. Recommends or takes action for member-related problems, as appropriate, so that the situation is identified, and the actions taken are within established District practices.
- 2.1.17 Executes routine crew-level administrative functions, given forms and record-management systems, so that the reports and logs are complete, and files are maintained in accordance with practices, policies, and procedures.
- 2.1.18 This position may be assigned to a day shift schedule or a 24-hour schedule and shall be subject to emergency call in and mandatory overtime as required. The schedule will meet collective bargaining agreement requirements and Fair Labor Standards Act (FLSA) requirements.
- 2.1.19 Performs all functions of a Fire Fighter, Lieutenant, and Captain.
- 2.1.20 Performs other duties as assigned.

- 2.1.21 Performs EMS work as a Washington State Emergency Medical Technician (EMT), Advanced EMT (AEMT), or Paramedic per state and local protocols, lifts patients to backboard, moves patients on stretcher, gathers patient information, provides and/or assists with patient care and transport of Advanced Life Support (ALS) patients, provides patient care and transport of Basic Life Support (BLS) patients, triages and treats patients suffering illness or trauma and transports them to the appropriate medical facility.
- 2.1.22 Provides positive leadership and development to subordinate District personnel to foster a qualified and capable staff.

3. Knowledge, Skills and Abilities

3.1 Knowledge of:

- 3.1.1 Applicable Federal, State, and local laws, rules, codes and regulations related to assigned activities and directly pertaining to emergency services delivery and operation.
- 3.1.2 Benton/Franklin counties Mass Casualty Incident plan and Pre-Hospital Patient Care Guidelines.
- 3.1.3 Modern office practices, methods, procedures and techniques.
- 3.1.4 Record-keeping principles, procedures and techniques.
- 3.1.5 Health and safety laws, regulations and policies applicable to assigned tasks.
- 3.1.6 Education and training related to industry standards, state requirements, and career development.
- 3.1.7 Mechanical systems and reasoning, machines and tools, including their designs, uses, repair, and maintenance.
- 3.1.8 Building construction relating to fire behavior and operational safety.
- 3.1.9 Administration and management as it relates to the organizational structure and operation of the District, public sector business and management principles involved in strategic planning, resource allocation, leadership technique, production methods, and coordination of people and resources.
- 3.1.10 Transportation as it relates to traffic flow, street layouts, response routes, transportation industry hazards, and emergency response.
- 3.1.11 Geography relating to wildland fire behavior, hazardous materials exposures, and distribution of community infrastructure and resources.
- 3.1.12 Mentoring, coaching, counseling, and progressive discipline principles and practices.
- 3.1.13 Program development, assessment, planning and implementation.

3.2 Skills and Abilities

- 3.2.1 Learn, read, interpret, apply, and explain rules, regulations, policies, and procedures.
- 3.2.2 Follow oral and written instructions.
- 3.2.3 Understand and work within scope of authority.
- 3.2.4 Comply with safety standards and regulations.
- 3.2.5 Apply safety standards and regulations at the District level so that required reports are completed, in-service training is conducted, and member responsibilities are conveyed.

- 3.2.6 Demonstrate situational awareness, think critically, and monitor operations in in emergency and non-emergency settings.
- 3.2.7 Demonstrate service orientation by ensuring customer needs are the primary focus of actions taken.
- 3.2.8 Demonstrate complex problem solving capability under pressure, use sound judgment in decision making and deductive reasoning.
- 3.2.9 React to complex and changing work environments in a timely manner.
- 3.2.10 Troubleshoot, operate, and maintain assigned equipment to perform specific tasks.
- 3.2.11 Be an active learner, understand the implications of new information for both current and future problem-solving and decision-making.
- 3.2.12 Manage personnel resources through motivation, and development and assist District members with career development. This includes the ability to plan, organize, schedule, assign, and review the work of others; as well as the ability to lead by example and to create an environment that promotes positive motivations, teamwork, and safety.
- 3.2.13 Keep up-to-date with technical and adaptive aspects of the job based on local, state, federal and industry changes, apply new knowledge and ongoing experience to improve District operations and services.
- 3.2.14 Communicate effectively both orally and in writing; comprehend and use English effectively including producing all forms of communications in a clear, concise and understandable manner to intended audiences.
- 3.2.15 Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; work independently with little to no direction, set priorities and meet deadlines.
- 3.2.16 Operate a variety of modern office equipment and personal computers in a computing based computing environment, using stand or customized software application program appropriate to assigned tasks.
- 3.2.17 Establish, maintain and foster positive and effective working relationships with those contracted in the course of work, develop and maintain key relationships in and out of the District, network with other fire officers and stakeholders, locally and regionally.
- 3.2.18 Provide continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality customer service.
- 3.2.19 Develop and assist in training of a variety of personnel within the fire service.
- 3.2.20 Ability to relate effectively to other people beyond giving and receiving instructions. This includes the ability to: (a) get along with others in the workplace without exhibiting behavior extremes: (b) perform work activities requiring negotiating, instructing, supervising, persuading, and speaking with others in an appropriate/professional manner; and (c) responding professionally to criticism from a supervisor or others.
- 3.2.21 The ability to be physically present in the workplace is an essential job function.
- 3.2.22 Must be able to meet established deadlines while multitasking.
- 3.2.23 Computer skills: Experience using, and a general understanding of, computers for a variety of tasks. Should have competency in Microsoft applications

including Work, Excel, PowerPoint, Outlook, and other comparable applications.

4. Education and Experience Requirements

4.1 Except as provided below, a Benton County Fire District 4 employee with a minimum of five (5) years of experience and with a minimum of three (3) years of experience as a promoted officer. The five (5) years and (3) years of experience, respectively, can run consecutively or concurrently.

4.1.1 If hiring externally, credit may be given for past experience with BCFD4 or another fire agency, but proof of time and type of experience will be required.

5. Licenses, Certifications and Other Requirements

5.1 Required Licenses and Certifications

- 5.1.1 Valid Washington State driver's license and the ability to be insured by the District's insurance provider(s) to operate all of the District's apparatus.
- 5.1.2 Certified to wear a respirator at Self-Contained Breathing Apparatus (SCBA) level.
- 5.1.3 Valid Washington State Emergency Medical Technician (EMT), Advanced EMT (AEMT), or Paramedic Certification.
- 5.1.4 NWCG Fire Fighter I.
- 5.1.5 ICS 100, 200, 700, 800.
- 5.1.6 IFSAC Instructor I.
- 5.1.7 IFSAC Fire Officer I.
- 5.1.8 IFSAC Fire Officer II within one (1) year of promotion based on the schedule of availability for this class.
- 5.1.9 ICS-300 within one (1) year of promotion based on the schedule of availability for this class.
- 5.1.10 National Fire Academy Incident Safety Officer within one (1) year of promotion based on the schedule of availability for this class.
- 5.1.11 Washington State Hazardous Materials On-Scene Incident Commander within one (1) year of promotion based on the schedule of availability for this class.
- 5.1.12 IS-29 Public Information Officer Awareness within one (1) year of promotion based on the schedule of availability for this class.
- 5.1.13 Valid Washington State Emergency Vehicle Accident Prevention (EVIP) certification.

5.2 Desired Licenses and Certifications

- 5.2.1 Personnel will be awarded points for each desired license or certification to be applied to their final score at time of promotional exams.
 - 5.2.1.1 IFSAC Fire Officer II (2 points).
 - 5.2.1.2 ICS-300 Advanced Incident Command (2 points).
 - 5.2.1.3 NFA ISO (2 points).
 - 5.2.1.4 WA HazMat On-Scene Incident Commander (2 points).
 - 5.2.1.5 IS-29 Public Information Officer Awareness (1 point).

6. Competencies

6.1 Supervisory

- 6.1.1 Foster Teamwork: Builds effective teams committed to organizational goals. Fosters collaboration among team members and among teams. Uses teams to address relevant issues.
- 6.1.2 Prioritize Work and Commitments: Develops short- and long-range plans that are appropriately comprehensive, realistic, and effective in meeting goals. Focuses on the most important tasks first and directs others to focus on those tasks. Integrates planning efforts across work units to ensure the most critical work gets done first.
- 6.1.3 Drive for Team Results: Demonstrates and fosters a sense of urgency and strong commitment to achieving goals. Encourages others to drive for strategic goals. Persists despite obstacles and opposition. Pursues aggressive goals and works hard to achieve them. Owns the outcomes produced by the team.
- 6.1.4 Manage Employee Performance: Guides employees to achieve the highest levels of performance. Sets clear and compelling expectations for performance. Provides frequent and specific feedback to help employees meet or exceed expectations. Maintains effective records related to employee performance. Delivers specific, timely, and meaningful performance reviews.
- 6.1.5 Maintains discipline and enforces District policies, procedures, and guidelines; works together with all personnel to ensure a prudent and safe working environment.
- 6.1.6 Must be able to exercise a high degree of competent and independent decision making in emergency and non-emergency situations that may have a direct impact upon the operation of the District and of life safety.
- 6.1.7 Participates in the overall guidance of operational and administrative functions for the District as designated by the Fire Chief or Deputy Chief.
- 6.1.8 Acts in a professional, positive, and (as needs dictate) confidential manner at all times.

6.2 Foundational

- 6.2.1 Use Technical/Functional Expertise: Displays an appropriate depth of knowledge and skills as required for the position and commensurate with the time in class. Uses technology as appropriate for the position. Seeks additional knowledge and information to continually enhance knowledge in areas of specialty.
- 6.2.2 Be Accountable for Performance: Actively shows responsibility, reliability, and trustworthiness. Ensures work and information are complete and accurate. Admits mistakes and looks for ways to improve. Models self as dependable and reliable. Follows up with others to ensure agreements and commitments have been fulfilled. Values the importance of team and organizational success. Independently takes action to influence events, to improve own or organizational performance and to promote the goals of the organization.
- 6.2.3 Provide Excellent Customer Service: Anticipates, assesses, and responds effectively to the needs of diverse customers, both internal and external, providing consistently excellent service that is timely, accurate, courteous, and respectful.

- 6.2.4 **Communicate Effectively:** Uses verbal and written skills effectively to ensure that information is successfully shared throughout the organization. Relates well to a range of people. Shows sensitivity to the needs of others. Demonstrates ability to build rapport and facilitates mutual understanding.
- 6.2.5 **Work Safely:** Knowledge and application of relevant safety requirements that apply to the specific work being done. Recognizes and mitigates safety hazards on the job. Observes rules and regulations to comply with personal and workplace safety standards. Works to create a hazard-free, accident-free environment.
- 6.2.6 Must have working knowledge of all District operational apparatus, operational equipment, and administrative equipment (including, without limitation, office equipment).

7. Working Conditions and Selection Guidelines

7.1 Working Conditions

- 7.1.1 The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of the job. The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. Must be able to perform the essential functions of this position in all of the working conditions described herein, either with or without a reasonable accommodation.
- 7.1.2 **Environment:**
 - 7.1.2.1 Work on or around moving machinery or equipment or in the vicinity of vehicles in motion (e.g. chain saws, fire and EMS apparatus, hydraulic tools, vent fans), including exposure to vibration when operating equipment.
 - 7.1.2.2 Frequently exposed to noise levels over 90 dba when operating equipment and working at emergency incidents.
 - 7.1.2.3 Radiation hazards may be encountered (isotopes in hospitals, laboratories) and in rare occasions exposure to radiation.
 - 7.1.2.4 Potential exposure to respiratory irritants, sensitizers, dust, noxious, odors, toxic substance, and smoke.
 - 7.1.2.5 Exposure to infectious agents (such as hepatitis, MRSA, HIV, AIDS).
 - 7.1.2.6 Often exposed to high stress environments including life and death situations, acutely injured people, emotionally charged environments, competing daily priorities, with frequent interruptions.
 - 7.1.2.7 Work may be performed in buildings and on jobsites that are unfamiliar and in various stages of construction.
 - 7.1.2.8 This position may be exposed to all manner of environmental conditions, both indoor and outdoor, including inclement weather, extreme temperatures, and contaminated atmospheres. Other conditions include routine work in an office environment (working with electronic equipment, computers, a variety of software packages, etc.) and in a classroom environment with sustained sitting and standing for prolonged periods of time.

7.1.3 Physical Demands:

- 7.1.3.1 Operate a motorized vehicle, which may include during inclement weather conditions.
- 7.1.3.2 Lift, carry, push and pull materials and move equipment weighing up to 50 pounds using proper lifting techniques.
- 7.1.3.3 Move heavy objects and people, which may include morbidly obese patients who weigh in excess of 350 and up to 900 pounds, with the assistance of others using appropriate lifting techniques and equipment.
- 7.1.3.4 Bend, stoop, squat, crawl, walk, use manual dexterity, fine manipulation skills and forceful reaching and grasping.
- 7.1.3.5 Ability to crouch, kneel, crawl, sit, climb stairs, run, twist, reach at chest height, above shoulder height, or below waist height, and use foot dexterity/control.
- 7.1.3.6 Wear and work in Personal Protective Equipment (PPE) required for the job including: Self-Contained Breathing Apparatus (SCBA), helmets, safety shoes, glasses and hearing protection, heat resistant clothing (bunker gear), and other special protective clothing (wildland, Tyvek, etc.).
- 7.1.3.7 Walk through construction sites at all stages of completion and negotiate uneven terrain.
- 7.1.3.8 Ability to hear and speak well enough to communicate in person, before a group, and over the telephone.
- 7.1.3.9 Corrected vision to read print and a computer screen.
- 7.1.3.10 Ability to work effectively for extended periods of time in emergency situations.

7.2 Selection Guidelines

- 7.2.1 The duties listed above are intended only as illustrations of the various types of work that may be performed and do not constitute an exclusive list. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The District reserves its right to assign other duties to this position as it deems necessary for its effective operation.
- 7.2.2 The job classification description does not constitute an employment agreement between Benton County Fire District 4 and the employee and is subject to change by the District as the needs of the District and requirements of the job change.

Adopted by BCFD4 Commissioners on the following date: _____

Signed by Fire Chief:

Printed Name of Fire Chief: Paul Carlyle

Signature of Fire Chief: _____

Effective Date: _____



BENTON COUNTY FIRE PROTECTION DISTRICT # 4

Policy #101

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Time Reporting

1. Purpose

- 1.1. The purpose of this policy is to define the process for tracking and recording hours worked for District personnel, rules for submittal of time records, and procedures to correct errors related to time records.

2. Scope

- 2.1. This policy applies to all District personnel who use the records management system (RMS) for time records.
- 2.2. For volunteer personnel, the term shift officer can mean any District officer designated for timecard reviews.

3. Responsibility

- 3.1. All employees shall understand that adherence to this policy is mandatory to facilitate an accurate account of time worked for the District that includes but not limited to, actual hours worked, overtime, vacation, sick/personal time, compensatory (comp) time, trade time, and Kelly Days.
 - 3.1.1. Employees are responsible ~~to ensure~~for ensuring the accuracy of their timecard.
- 3.2. The District is responsible ~~to provide~~for providing initial training to all employees in the use of the RMS for time reporting purposes. Initial training shall be documented in the ~~employees~~employees' training record.

4. Revision Summary

Revision Date	Description
<u>4/7/25</u>	<u>Updated references to supervisors and who to turn timecards into. Removed Attachment 1 & 2.</u>
7/18/19	Updates Appendix A to reflect new codes, removed requirement for use of Attachment 1 and Attachment 2 due to changing to paperless system.
4/4/19	Added codes to Appendix A to support persons in acting positions.
3/28/19	Updated Attachment 2, Overtime Reporting Form to allow choice of OT pay or Comp Time.
2/21/19	Incorporating changes to support CrewSense® as the RMS, updated forms, and removed references to use a Leave's List and the Public Calendar to document work activity codes.

5. Definitions

- 5.1. Employee – Any full-time, temporary, or volunteer individual needing to record hours worked or a benefit taken for monetary compensation.

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Time Reporting

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- 5.2. ~~Shift Officer~~Supervisor – Any person designated by rank, title, or test as responsible for daily station activities or the supervision of personnel.
- 5.3. Activity Code – A pre-determined or selectable code in the RMS that categorizes the hours worked or benefit given to the employee by the District.
- 5.4. Audit – An internal or external review of all material pertaining to timecards and benefits to ensure accuracy.
- 5.5. Benefit – Compensation provided to the employee that is granted by the employment contract or collective bargaining agreement. A benefit can include but is not limited to vacation, comp time, overtime, upgrade pay, Kelly Day, or holiday pay.

6. Procedures

6.1. Documenting Timecard Entries

- 6.1.1. Timecard entries shall be made using the appropriate section of the RMS adopted by the District.
- 6.1.2. Daily activities and staffing are typically built in the RMS prior to the actual day worked.
- 6.1.3. Changes from normal work hours are recorded in the RMS on the day it occurs or as soon as reasonably practical. Shift officers ensure that the activity code chosen is appropriate for the time worked.
- 6.1.4. Overtime is documented and approved using the RMS.
- 6.1.5. Employees are responsible for informing supervision of RMS and timecard changes.
- 6.1.6. ~~Shift officers~~Supervisors are responsible for ensuring changes are made to the RMS and timecards for their shift.
- 6.1.7. The list of activity codes used in the RMS for documenting hours of work incurred to the District or benefit given to the employee are listed in Appendix A.

6.2. Submitting Monthly Timecard Documentation for Review

- 6.2.1. A timecard is printed from the RMS at the beginning of each month for the prior month.
- 6.2.2. The employee ensures that the timecard is accurate.
- 6.2.3. The employee submits the timecard to the shift officer for review.

6.3. Reviewing Monthly Timecards

- 6.3.1. ~~The shift officer is~~Supervisors are responsible for collecting the monthly timecard and verifying accuracy.
- 6.3.2. If an error is found, the ~~shift officers~~supervisor investigates and corrects the error with the employee.
- 6.3.3. When the timecard is verified accurate, the timecard is signed by the employee and supervisor and following is submitted to: ~~the District administrative assistant:~~
 - ~~Timecard signed by employee and shift officer~~Operations Staff -> Deputy Chief

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- Administrative Staff -> Fire Chief

6.4. Identifying and Correcting Errors

6.4.1. If a timecard error is found by administration staff, the person finding the error shall notify the affected employee and the supervisor outlining the nature of the error and potential corrections.

- If the error is valid, the officer will make the necessary changes to the RMS and re-submit the timecard in accordance with Section 6.3.

6.4.2. If a timecard error is found after submittal to payroll, an employee shall submit an appeal via email to the Fire Chief or his/her designee.

- The appeal is written explaining the error, how it occurred, and provides documentation to aid in identifying and fixing the error.

6.4.3. After submittal of the appeal, the Fire Chief or designee works with administrative staff to investigate the error and make changes, as appropriate.

- For underpayment issues, Revised Code of Washington 4.16.040 will be used as the reference for correcting the error.
- For overpayment issues, Revised Code of Washington 49.48.200 will be used as the reference for correcting the error.

6.4.4. Employees who identify an overpayment situation are responsible to notify supervision immediately. Failure to do so may result in immediate discipline, up to and including termination.

6.5. Keeping Records

6.5.1. Administration staff have the responsibility of maintaining and storing signed timecards and associated documentation in a systematic method.

6.5.2. Signed timecards, ~~Time Off Request Forms (if submitted), Overtime Reporting Forms (if submitted), and the approved Leaves List (if in use)~~ are retained according to the Washington State Archives recommendations.

6.5.3. An audit may be requested of timecards by personnel other than administration staff or the Fire Chief. A letter requesting the audit and the reasons validating why an audit needs to occur will be submitted to the Fire Chief or his/her designee. The Fire Chief can decline or approve an audit of timecards and will designate the personnel to perform the audit. At no time can an audit be performed without approval of the Fire Chief. Records must be requested following the District's public records request policy.

7. References

- 7.1. Revised Code of Washington 4.16.040
- 7.2. Revised Code of Washington 49.48.200

8. Appendices and Attachments

- 8.1. Appendix A – Time Reporting Activity Codes
- ~~8.2. Attachment 1 – Time Off Request Form~~

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| ~~8.3. Attachment 2 – Overtime Reporting Form~~

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Time Reporting

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Adopted by BCFD4 Commissioners

Signed by Fire Chief:

Printed _____

Signed _____

Effective Date: _____

Supersedes Date: _____ 04/04/1907/18/19 _____

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Appendix A – Time Reporting Activity Codes

This appendix lists the approved activity codes used in the electronic RMS for documenting hours of work incurred to the District or benefit given to the employee. This list may be modified on an as needed basis without full policy review and revision based on the needs of the District.

Work Codes	Time-Off/Benefit Codes
ACTC – Acting Captain	BRVM – Bereavement Leave
ACTCH – Acting Chief	COMOFF – Commissioner Off
ACTCHO – Acting Chief Overtime	COMP- – Comp Hours Used
ACTCO – Acting Captain Overtime	DISA – Disability
ACTL – Acting Lieutenant	EDUC – Education Leave/Reimbursement (1052)
ACTLO – Acting Lieutenant Overtime	FMLA – Family Medical Leave
ADMIN – Administrative Duty	HOLA – Holiday Admin
COMMTG – Commissioner Meeting	HOLU – Holiday Union
COMP+ – Comp Hours Earned	JURY – Jury Duty
EVENT – ARCHIVE Event	KELLY – Kelly Day
MOBOT – MOB Overtime Hours	L&I – L&I Injury
MOBOTA – MOB Overtime Hours Acting	LWOP – Leave Without Pay
MOBREG – MOB Regular Hours	LWOPF – Leave Without Pay FMLA
MOBRGA – MOB Regular Hours Acting	PTO – Personal Time Off
OT – Overtime Hours Earned	SCHOOL – School
REG – Regular Hours	SICK – Sick Leave
STNBY – ARCHIVE BVFF Stand By	TRDO – Trade Shift Off
STNBYH – ARCHIVE BVFF Stand By Home	TRN – Training Regular Hours Off
STNBYI – ARCHIVE Incident Stand By	TRNA – Training Acting Hours Off
TRDW – Trade Shift Worked	ADMIN – Administrative Duty
UBLV – Union Business Leave	PTO-I – Personal Time Off (Intern)
VAC – Vacation hours used	UBLV – Union Business Leave
VOLACT – Volunteer Activity	VAC – Vacation
VOLPTS – Administrative Volunteer Points	
VTRNG – ARCHIVE Volunteer Training	
TRDWU – Trade Shift Worked Upgrade	

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<u>MCOMP+ — MOB Comp Hours Earned</u>	
<u>LD — Light Duty</u>	
<u>MWTRNG — Minimum Wage Training</u>	

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~~Policy #101—Time Reporting, Attachment 1
Time-Off Request Form~~

Employee Name: _____

Reason	Start Date	Start Time	Stop Date	Stop Time
<input type="checkbox"/> —Comp Time				
<input type="checkbox"/> —Kelly Day				
<input type="checkbox"/> —Personal				
<input type="checkbox"/> —Sick				
<input type="checkbox"/> —Vacation				
<input type="checkbox"/> —Other (explain below)				

Explanation: _____

Employee Signature _____ Date

Administrative use _____

☐—Approved

☐—Denied/Reason

☐—RMS Updated

Supervisor Signature _____ Date

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Time Reporting

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~~Policy #101 – Time Reporting, Attachment 2~~
~~Overtime Reporting Form~~

Employee Name: _____

Overtime Accrued

Start Date	Start Time	Stop Date	Stop Time	Activity
-				-

Total overtime hours worked: _____

Overtime: ☐ _____ Comp Time: ☐ _____ (select one)

Employee Signature _____ Date

Administrative use _____

☐ RMS updated

Supervisor Signature _____ Date










5-15 Board Documents

Final Audit Report

2025-05-17

Created:	2025-05-16
By:	BILLIE PADEN-LILLY (bpaden@bcfd4.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAncoR-B5jDd_PuR-9e8LPzGIEklx4LOC

"5-15 Board Documents" History

-  Document created by BILLIE PADEN-LILLY (bpaden@bcfd4.org)
2025-05-16 - 5:38:16 PM GMT
-  Document emailed to Fred Brink (fbrink@bcfd4.org) for signature
2025-05-16 - 5:38:20 PM GMT
-  Document emailed to Michael VanBeek (mvanbeek@bcfd4.org) for signature
2025-05-16 - 5:38:20 PM GMT
-  Email viewed by Michael VanBeek (mvanbeek@bcfd4.org)
2025-05-16 - 9:34:35 PM GMT
-  Signer Michael VanBeek (mvanbeek@bcfd4.org) entered name at signing as Michael Van Beek
2025-05-16 - 9:36:21 PM GMT
-  Document e-signed by Michael Van Beek (mvanbeek@bcfd4.org)
Signature Date: 2025-05-16 - 9:36:23 PM GMT - Time Source: server
-  Email viewed by Fred Brink (fbrink@bcfd4.org)
2025-05-17 - 4:24:23 PM GMT
-  Document e-signed by Fred Brink (fbrink@bcfd4.org)
Signature Date: 2025-05-17 - 4:25:49 PM GMT - Time Source: server
-  Agreement completed.
2025-05-17 - 4:25:49 PM GMT