



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

AUGUST 7, 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 August 7, 2025.
- Minutes:
 - Approve minutes of July 17, 2025, Regular Meeting.
- Claim Vouchers:
 - Approve Claim Voucher numbers 1099 through 1126 for \$338,974.46 for the period ending August 15, 2025.

FINANCIAL REVIEW

- Budget Revenue and Expenditure Report

RESOLUTIONS/MOTIONS

- SCBA Compressor Quote

NEW BUSINESS

- Temporary Employment

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

- August 9: Tri-County Commissioners Association Meeting – Franklin #3
- September 19: SE WA Fire Commissioners Association Meeting – Dayton, WA
- November 15: Tri-County Commissioners Association Meeting – Benton #1

AGENDA ITEMS FOR THE NEXT MEETING

EXECUTIVE SESSION

ADJOURNMENT



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

**Regular Board Meeting Minutes
July 17, 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

Firefighter Van Cleef led the pledge of allegiance.

ADDITIONS TO THE AGENDA

There were no additions to the agenda.

THOSE PRESENT

Members present were:

Chief Carlyle	Lieutenant Premel	Firefighter Hart
Finance Manager Paden-Lilly	Firefighter Estrella	Firefighter Overson
Administrative Assistant Ewing	Firefighter Flowers	Firefighter Van Cleef
Captain Newton	Firefighter Green	
Lieutenant Longie	Firefighter Hansen	

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 July 17, 2025.
- **Minutes Approval:** Approval of the meeting minutes dated June 19, 2025.
- **Approval of Payments:**
 - *Payroll Voucher numbers 902 through 915 for \$1,922.95 for the period ending July 11, 2025, and numbers 964 through 1063 for \$462,277.21 for the period ending July 25, 2025.*
 - *Claim Voucher numbers 916 through 934 for \$51,817.19 for the period ending July 11, 2025, and numbers 1032 through 1062 for \$84,223.35 for the period ending July 25, 2025.*

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

FINANCIAL REVIEW

The revenue and expenditure budget position report were reviewed.

RESOLUTIONS/MOTIONS

Fileserver Purchase

The Board considered the following:

- Dell Quote No. 3000191529624.1 in the amount of \$26,825.80 (including tax) for the purchase of two new file servers.
- ISOsource Quote in the amount of \$11,841.34 (including tax) for installation and configuration services.

Motion: Commissioner Goodwin moved to approve the quotes as submitted. Commissioner Brink seconded. The motion passed unanimously.

Job Description – Facilities and Logistics Manager

Chief Carlyle presented a proposed job description for a newly established full-time position: Facilities and Logistics Manager.

Motion: Commissioner Goodwin moved to approve the job description. Commissioner Brink seconded. The motion passed unanimously.

Policy #202 - Staffing

The Board reviewed proposed updates to Policy #202 - Staffing.

MOTION: Commissioner Goodwin moved to approve Policy #202 - Staffing. Commissioner Brink seconded the motion. Motion passed unanimously.

L1052 Memorandum of Understanding (MOU) – Facilities and Logistics Manager

The Board reviewed a Memorandum of Understanding (MOU) with IAFF Local 1052 regarding the new Facilities and Logistics Manager position. The MOU clarifies the scope of responsibilities and affirms that the creation of the position does not constitute a reduction in bargaining unit work.

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

NEW BUSINESS

There was no new business.

UNFINISHED BUSINESS

There was no unfinished business.

CORRESPONDENCE

There was no new correspondence.

DISTRICT REPORTS

Union – Lieutenant Longie reported that collective bargaining negotiations are progressing well and are nearing completion.

Logistics – Chief Carlyle stated that initial interviews for the Facilities and Logistics Manager position have concluded. He will interview the top candidate on July 28.

City Liaison – Commissioner Brink provided the following report:

- The SR224-Van Giesen construction has started.
- At a recent City Council meeting, members began discussions on restricting the use and duration of personal fireworks. The Council expressed openness to potential regulatory changes.

Chief – Chief Carlyle provided the following report:

- Attended the West Richland Chamber Board meeting and the following luncheon.
- Met with WHA Insurance to explore the possibility of them serving as our brokerage and acting as a liaison with our current provider, Enduris Insurance.
- Significant time was spent preparing for the Fourth of July holiday.
 - Special thanks to the staff who worked, helped cover shifts, and responded on July 4th. It was an extremely busy night.
 - Multiple significant fires occurred, and call volume was very high.
 - At times, no BCFD4 apparatus were available to respond, and mutual aid agencies stepped in. This included a delayed ambulance response to a medical call.
 - One firefighter was transported for evaluation; they have returned to duty. Others experienced minor injuries such as sprains, strains, and bruises.
 - There were no apparatus accidents, but some mechanical failures did occur.
 - Following the holiday, numerous community members reached out to express opposition to fireworks and inquired about the City's stance. Complaints about how City staff interacted with residents were also received and forwarded to the appropriate contacts at the City.
 - Two public records requests were received, one of which is extensive and spans a seven-year period. Legal guidance from Snure is being sought.
 - No official summary of fire incidents has been released due to the ongoing public records requests and concerns over previous misuse of data. This information is only being shared in-person when appropriate.
 - He has been invited to speak at the West Richland City Council Meeting in September, pending scheduling availability.
 - The department conducted follow-up site visits with residents, including a post-fire survey on 38th Avenue, led by PIO Ben Shearer and the Chief.
 - A major challenge this year involved residents blocking streets for parties and fireworks. In some cases, individuals impeded emergency vehicle access.
- Collaborating with Liz Loomis and PIO Shearer to share water safety messaging. This follows an unusually high number of responses to incidents on the Yakima River.

Finance Manager – Finance Manager Paden-Lilly reported that she plans to attend a Budgeting and Fiscal Management Workshop presented by the Association of Washington Cities in Wenatchee on August 6-7.

OPEN FORUM DISCUSSION

No topics were brought forward during the open forum discussion.

OPERATION PROGRAM UPDATES

There were no operation program updates

IMPORTANT DATES

- **August 5:** National Night Out – Bombing Range Sports Complex - West Richland
- **August 9:** Tri-County Commissioners Association Meeting – Franklin #3
- **September 19:** SE WA Fire Commissioners Association Meeting – Dayton, WA
- **November 15:** Tri-County Commissioners Association Meeting – Benton #1

AGENDA ITEMS FOR THE NEXT MEETING

There were no new agenda items to add to the next meeting agenda.

EXECUTIVE SESSION

There was no executive session.

ADJOURNMENT

With no further business to come before the Board the meeting was adjourned at 5:18 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

As Of: 08/15/2025

Time: 20:03:55 Date: 08/05/2025

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Accts Pay #	Received	Date Due	Vendor	Amount	Memo
15228	05/15/2025	08/15/2025	ABV PESTS, WINDOWS & MORE	554.37	PEST & RODENT CONTROL
522 50 41 00	Professional Services		001 000 522 6841 - General I	554.37	PEST & RODENT CONTROL
	Invoice				
	34132			554.37	PEST & RODENT CONTROL
15229	08/15/2025	08/15/2025	ACROSS THE STREET PRODUCTIONS, INC	1,155.00	BLUE CARD ONLINE TRAINING - PREMEL; WINTERS; OROZCO
522 45 43 20	Registration Fees		001 000 522 6841 - General I	1,155.00	BLUE CARD ONLINE TRAINING - PREMEL; WINTERS; OROZCO
	Invoice				
	28272			1,155.00	BLUE CARD ONLINE TRAINING - PREMEL; WINTERS; OROZCO
15230	08/15/2025	08/15/2025	AMAZON	591.06	TRAINING SUPPLIES; COMPUTER SUPPLIES; OFFICE SUPPLIES; FACILITY SUPPLIES
522 12 31 00	Expendable Office Supplies		001 000 522 6841 - General I	312.78	KEYBOARDS (2); BINDERS, DIVIDERS
522 12 31 20	Non-Expendable Office		001 000 522 6841 - General I	60.53	OWL COMPUTER PARTS
522 50 31 00	Expendable Supplies -Faciliti		001 000 522 6841 - General I	46.56	DOOR BELL & CUTTING BOARDS
522 50 35 00	Non-Expendable Supplies - I		001 000 522 6841 - General I	171.19	VACUUM FOR STA 420 ADMIN OFFICES
	Invoice				
	13WR-X7HH-LDWX			19.50	DOORBELL FOR STA 410
	1VKV-4F4F-7JQ3			457.74	KEYBOARDS (2); 3 RING BINDERS (10); VACUUM
	1FYY-FHJN-VT7D			60.53	USB C ADAPTER
	1RWK-W3RV-DGRC			27.06	CUTTING BOARDS
	1WHM-TP4X-RRQM			26.23	3 RING BINDERS (28)
15231	08/15/2025	08/15/2025	AT&T MOBILITY	209.40	CELL PHONE SERVICE
522 12 42 10	Cellular Phone Service		001 000 522 6841 - General I	209.40	CELL PHONE SERVICE
	Invoice				
	X07192025			209.40	CELL PHONE SERVICE
15232	08/15/2025	08/15/2025	BUD CLARY CHEVROLET INC	125,297.40	CHEVY TAHOE (APP 57 & APP 58) PER CARS CONTRACT #28423
594 22 63 00	Capital Apparatus And Equip		001 000 594 6841 - General I	125,297.40	CHEVY TAHOE (APP 57 & APP 58) PER CARS CONTRACT #28423

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Accts Pay #	Received	Date Due	Vendor	Amount	Memo
Invoice					
			10600	62,648.70	CHEVY TAHOE (APP 57) PER CARS CONTRACT #28423
			10599	62,648.70	CHEVY TAHOE (APP 58) PER CARS CONTRACT #28423
15233	08/15/2025	08/15/2025	CASCADE NATURAL GAS	130.80	GAS UTILITIES
522 50 47 10	Utilities		001 000 522 6841 - General I	130.80	GAS UTILITIES
Invoice					
			7/18/25 STA 430	130.80	GAS UTILITIES
15235	08/15/2025	08/15/2025	DEPARTMENT OF NATURAL RESOURCES	5,990.65	PPE & SUPPRESSION SUPPLIES
522 21 28 20	PPE - Protective Clothing		001 000 522 6841 - General I	5,216.79	HELMET SHROUD NECK; SAFETY GLASSES; GLOVES; RADIO CHEST PACKS; NOMEX SHIRTS
522 21 31 00	Expendable Supplies - Suppr		001 000 522 6841 - General I	773.86	LIGHTSTICKS; HEADLAMP FLASHLIGHTS; INCIDENT RESPONSE GUIDES
Invoice					
			18025526	3,384.54	PPE & SUPPRESSION SUPPLIES
			18025255	2,606.11	PPE & SUPPRESSION SUPPLIES
15234	08/15/2025	08/15/2025	DEPT OF ENTERPRISE SERVICES	1,953.60	EMPLOYEE ASSISTANCE PROG 7/1/25-6/30/27
522 12 41 00	Contract Services		001 000 522 6841 - General I	1,953.60	EMPLOYEE ASSISTANCE PROG 7/1/25-6/30/27
Invoice					
			71150557	1,953.60	EMPLOYEE ASSISTANCE PROG 7/1/25-6/30/27
15236	08/15/2025	08/15/2025	ENDURIS	137,518.00	ANNUAL INSURANCE PREMIUM 9-1-25 THROUGH 8-31-2026
522 12 46 00	District Insurance		001 000 522 6841 - General I	137,518.00	ANNUAL INSURANCE PREMIUM 9-1-25 THROUGH 8-31-2026
Invoice					
			R26-535-1	136,960.00	ANNUAL INSURANCE PREMIUM 9-1-25 THROUGH 8-31-2026
			R26-535-2	558.00	ANNUAL INSURANCE ADDITION - APP 57 & APP 58
15237	08/15/2025	08/15/2025	EVERGREEN LAWN CARE, INC	416.65	SUMMER LAWN CARE AT STATION 420 & 430
522 50 41 00	Professional Services		001 000 522 6841 - General I	416.65	SUMMER LAWN CARE AT STATION 420 & 430

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			Invoice		
			385137	112.29	SUMMER LAWN CARE AT STATION 420
			385949	304.36	SUMMER LAWN CARE AT STATION 430
15238	08/15/2025	08/15/2025	FRONTLINE MEDICAL PLLC	5,440.00	ANNUAL PHYSICALS (5)
	522 20 24 10		Physicals/Innoculation		
			001 000 522 6841 - General I	5,440.00	ANNUAL PHYSICALS (5)
			Invoice		
			3891	5,440.00	ANNUAL PHYSICALS (5)
15239	08/15/2025	08/15/2025	GALLS	412.72	HAIX BOOTS (1)
	522 20 28 00		Clothing, Commissary (Non-		
			001 000 522 6841 - General I	412.72	HAIX BOOTS (1)
			Invoice		
			032029724	412.72	HAIX BOOTS (1)
15269	08/15/2025	08/15/2025	GALLS	412.73	HAIX BOOTS (1)
	522 21 28 20		PPE - Protective Clothing		
			001 000 522 6841 - General I	412.73	HAIX BOOTS (1)
			Invoice		
			032006711	412.73	HAIX BOOTS (1)
15240	08/15/2025	08/15/2025	HUGHES FIRE EQUIPMENT INC.	1,038.28	REPAIR 47- BATTERY FAILED AND LEAKING ACID; REPLACED BATTERIES
	522 60 48 00		Repair and Maintenance Ser		
			001 000 522 6841 - General I	1,038.28	REPAIR 47- BATTERY FAILED AND LEAKING ACID; REPLACED BATTERIES
			Invoice		
			626623	1,038.28	REPAIR 47- BATTERY FAILED AND LEAKING ACID; REPLACED BATTERIES
15241	08/15/2025	08/15/2025	ISOUTSOURCE	21,422.05	SERVER UPGRADE; SOFTWARE SUBSCRIPTIONS & LICENSES; BLOCK SUPPORT
	522 12 31 10		Computer Software		
			001 000 522 6841 - General I	5,022.05	SOFTWARE SUBCRIPTIONS & LICENSES
	522 12 41 03		Contract Services - Comput		
			001 000 522 6841 - General I	16,400.00	BLOCK SUPPORT; SERVER UPGRADE SUPPORT
			Invoice		
			CW313332	5,022.05	SOFTWARE SUBSCRIPTIONS & LICENSES
			CW313288	5,000.00	BLOCK SUPPORT

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Accts Pay #	Received	Date Due	Vendor	Amount	Memo
			CW313261	11,400.00	SERVER UPGRADE SUPPORT
15253	08/15/2025	08/15/2025	LIBERTY LAWN AND SAW	292.35	SAW REPAIR
522 21 41 00	Professional Services		001 000 522 6841 - General I	292.35	SAW REPAIR
			Invoice		
			53135	292.35	SAW REPAIR
15242	08/15/2025	08/15/2025	LIFE ASSIST	5,956.83	EMS SUPPLIES
522 70 31 00	Expendable Supplies - EMS		001 000 522 6841 - General I	5,956.83	EMS SUPPLIES
			Invoice		
			1620356	2,612.25	OTD STRAP SETS; SAFETY NEEDLES; RAINBOW SENSOR; TRACTION DEVICE
			1623227	158.28	SANI CLOTH BLEACH WIPES
			1623146	2,071.91	EXAM GLOVES; IV CATHETERS; EMESIS BAG; SODIUM CHLORIDE; MEGAMO
			1623111	922.86	HIGH PRESSURE EXTENSION SET; IV SET
			1625156	191.53	ALCOHOL PREP PADS; TRANSPARENT TAPE; BP CUFF
15243	08/15/2025	08/15/2025	LN CURTIS & SONS	1,166.52	PARTICULATE BLOCKING FACE MASK W/NECK GAITER (15); PASSPORT INSERT (IO141)
522 21 28 20	PPE - Protective Clothing		001 000 522 6841 - General I	1,166.52	PARTICULATE BLOCKING FACE MASK W/NECK GAITER (15); PASSPORT INSERT (IO141)
			Invoice		
			INV974269	1,133.64	PARTICULATE BLOCKING FACE MASK W/NECK GAITER (15)
			INV968731	32.88	PASSPORT INSERT (IO141)
15244	08/15/2025	08/15/2025	MCGAVICK GRAVES ATTORNEY AT LAW	3,116.00	GENERAL LABOR AND EMPLOYMENT PROFESSIONAL SERVICES
522 14 41 00	Professional Services		001 000 522 6841 - General I	3,116.00	GENERAL LABOR AND EMPLOYMENT PROFESSIONAL SERVICES
			Invoice		
			46653	3,116.00	GENERAL LABOR AND EMPLOYMENT PROFESSIONAL SERVICES
15245	08/15/2025	08/15/2025	PACIFIC OFFICE AUTOMATION	745.14	PHONE SERVICES
522 12 42 00	Phone Service		001 000 522 6841 - General I	745.14	PHONE SERVICES
			Invoice		

ACCOUNTS PAYABLE

BENTON COUNTY FIRE PROTECTION DISTRICT #4

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Accts Pay #	Received	Date Due	Vendor	Amount	Memo
			466922	745.14	PHONE SERVICES
15246	08/15/2025	08/15/2025	SEA WESTERN	1,515.17	HAIX BOOTS (3)
522 21 28 20			PPE - Protective Clothing	001 000 522 6841 - General I	1,515.17 HAIX BOOTS (3)
			Invoice		
			INV44803	1,515.17	HAIX BOOTS (3)
15247	08/15/2025	08/15/2025	SNURE LAW OFFICE	630.00	POLICY REVIEW; GENERAL EMPLOYMENT QUESTIONS
522 14 41 00			Professional Services	001 000 522 6841 - General I	630.00 POLICY REVIEW; GENERAL EMPLOYMENT QUESTIONS
			Invoice		
			7/2025	630.00	POLICY REVIEW; GENERAL EMPLOYMENT QUESTIONS
15248	08/15/2025	08/15/2025	STAPLES ADVANTAGE	388.71	COPY PAPER; BLENDER; BATHROOM CADDY FOR STATIONS
522 12 31 00			Expendable Office Supplies	001 000 522 6841 - General I	223.40 COPY PAPER
522 50 35 00			Non-Expendable Supplies - I	001 000 522 6841 - General I	165.31 BATHROOM CADDY FOR STATIONS & BLENDER
			Invoice		
			6038121715	223.40	COPY PAPER (4) BOXES
			6037712026	56.94	BATHROOM CADDY FOR STATIONS
			6037967474	108.37	NINJA BLENDER FOR STATION
15249	08/15/2025	08/15/2025	STERICYCLE	100.74	HAZARDOUS DRUG & WASTE DISPOSAL
522 70 41 05			Professional Services - EMS	001 000 522 6841 - General I	100.74 HAZARDOUS DRUG & WASTE DISPOSAL
			Invoice		
			8011425420	34.99	HAZARDOUS DRUG DISPOSAL
			8011509889	65.75	HAZARDOUS MEDICAL WASTE
15254	08/15/2025	08/15/2025	US BANK	423.66	BENTON CO FIRE DIST #4 VISA EXPENDITURE
522 45 43 10			Travel - PerDiem & Lodging	001 000 522 6841 - General I	423.66 LODGING FOR SHEARER - COMMUNITY RISK REDUCTION
			Invoice		
			8/4/25 AC HOTEL	423.66	LODGING FOR SHEARER - COMMUNITY RISK REDUCTION

ACCOUNTS PAYABLE

BENTON COUNTY FIRE PROTECTION DISTRICT #4

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Accts Pay #	Received	Date Due	Vendor	Amount	Memo
15256 08/15/202508/15/2025475			US BANK	4,093.76	BORSCHOWA VISA EXPENDITURES
522 12 31 00	Expendable Office Supplies		001 000 522 6841 - General I	142.24	LAPTOP BATTERY & CHARGER; POWER STRIP
522 12 31 10	Computer Software		001 000 522 6841 - General I	1,233.76	SOFTWARE SUBSCRIPTIONS
522 20 28 00	Clothing, Commissary (Non-		001 000 522 6841 - General I	108.69	UNIFORM BOOTS
522 45 43 00	Travel - Mileage & Air		001 000 522 6841 - General I	691.00	FLIGHT TO EMS WORLD EXPO
522 60 32 00	Fuels and Oils		001 000 522 6841 - General I	65.28	FUEL
594 22 63 00	Capital Apparatus And Equip		001 000 594 6841 - General I	1,852.79	REGISTRATION & FITTINGS FOR APP 57 & 58

Invoice

7/16/25 ALASKA	691.00	FLIGHT TO EMS WORLD EXPO
7/17/25 HDEPOT	21.37	POWER STRIP
7/118/25 MSFT	984.81	O365 SUBSCRIPTIONS (38)
7/18/25 MSFT	100.00	O365 SUBSCRIPTIONS (4)
7/24/25 WASABI	102.32	CLOUD SERVER BACKUP
7/23/25 WADOL	127.21	LICENSING FOR APP 57 & 58
7/29/25 MAVERIK	65.28	FUEL
7/30/25 REAL	277.19	FLOOR MATS FOR APP 57 & 58
8/1/25 HEY	108.69	UNIFORM BOOTS
8/1/25 AMAZON	30.32	WEBSITE BACKUP
8/4/25 LENOVO	120.87	LAPTOP BATTERY & CHARGER
7/30/25 ULINE	1,222.41	APP 57 & 58 FITTINGS
7/25/25 MSFT	16.31	VISIO SUBSCRIPTION
7/31/25 IMS	225.98	ITAC BOARDS FOR APP 57 & 58

15257 08/15/202508/15/2025475			US BANK	70.82	CARAWAY VISA EXPENDITURES
522 26 31 10	Food		001 000 522 6841 - General I	70.82	GATORADE FOR REHAB

Invoice

7/28/25 PIT	-35.40	CREDIT FOR OVER CHARGE OF ICE
7/31/25 WMART	106.22	GATORADE FOR REHAB

15258 08/15/202508/15/2025475			US BANK	130.51	CARLYLE VISA EXPENDITURE
522 20 28 00	Clothing, Commissary (Non-		001 000 522 6841 - General I	130.51	UNIFORM BOOTS

Invoice

7/24/25 RANCH	130.51	UNIFORM BOOTS
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15259 08/15/202508/15/2025475			US BANK	1,639.87	DRAYTON VISA EXPENDITURES
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ACCOUNTS PAYABLE

BENTON COUNTY FIRE PROTECTION DISTRICT #4

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Accts Pay #	Received	Date Due	Vendor	Amount	Memo
522 45 43 00	Travel - Mileage & Air		001 000 522 6841 - General I	702.35	PARKING, BAGGAGE FEE, CAR RENTAL FOR FIREMANSHIP CONFERENCE
522 45 43 10	Travel - PerDiem & Lodging		001 000 522 6841 - General I	885.78	LODGING FOR FIREMANSHIP CONFERENCE
522 60 32 00	Fuels and Oils		001 000 522 6841 - General I	51.74	FUEL FOR RENTAL CAR - FIREMANSHIP CONFERENCE

Invoice

7/21/25 CHIZW	885.78	LODGING FOR FIREMANSHIP CONFERENCE - DRAYTON
7/21/25 BP	51.74	FUEL FOR RENTAL CAR - FIREMANSHIP CONFERENCE
7/21/25 SPOKANE	80.00	AIRPORT PARKING - FIREMANSHIP CONFERENCE
7/21/25 AMERICAN	35.00	CHECKED BAG FEE - FIREMANSHIP CONFERENCE
7/21/25 BUDGET	587.35	CAR RENTAL FOR FIREMANSHIP CONFERENCE

15260 08/15/202508/15/2025475

US BANK

3,317.39 EWING VISA EXPENDITURES

522 12 41 00	Contract Services	001 000 522 6841 - General I	806.49	INTERNET SERVICES
522 50 47 10	Utilities	001 000 522 6841 - General I	2,510.90	ELECTRIC, WATER & IRRIGATION UTILITIES

Invoice

7/23/25 BRE	2,043.47	ELECTRIC FOR STATIONS
7/24/25 WEST	467.43	WATER & IRRIGATION
7/24/25 SPECTRUM	806.49	INTERNET SERVICES

15261 08/15/202508/15/2025475

US BANK

231.54 GAIDOS VISA EXPENDITURE

522 26 31 10	Food	001 000 522 6841 - General I	231.54	FOOD FOR PUBLIC RELATIONS EVENT
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Invoice

7/23/25 YOKES	231.54	FOOD FOR PUBLIC RELATIONS EVENT
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15262 08/15/202508/15/2025475

US BANK

56.48 HARPER VISA EXPENDITURE

522 21 31 00	Expendable Supplies - Suppl	001 000 522 6841 - General I	56.48	TARPS
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Invoice

7/27/25 HARBOR	56.48	TARPS
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15263 08/15/202508/15/2025475

US BANK

409.25 LONGIE VISA EXPENDITURES

522 26 31 10	Food	001 000 522 6841 - General I	90.78	FOOD FOR REHAB
522 50 35 00	Non-Expendable Supplies - I	001 000 522 6841 - General I	318.47	SILVERWARE & LADDER FOR STA 410

Invoice

7/28/25 FIREHOUSE	90.78	FOOD FOR REHAB
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ACCOUNTS PAYABLE

BENTON COUNTY FIRE PROTECTION DISTRICT #4

As Of: 08/15/2025

Time: 20:03:55 Date: 08/05/2025

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Accts Pay #	Received	Date Due	Vendor	Amount	Memo
			7/28/25 COSTCO	57.60	SILVERWARE FOR STA 410
			7/29/25 COSTCO	260.87	LADDER FOR STA 410
15264 08/15/202508/15/2025475			US BANK	282.92	NEWTON VISA EXPENDITURES
522 21 31 00	Expendable Supplies - Suppr		001 000 522 6841 - General I	191.16	TARPS
522 60 31 00	Expendable Supplies - Autor		001 000 522 6841 - General I	91.76	AUTOMOTIVE SUPPLIES
Invoice					
			7/17/25 TARPS	191.16	TARPS
			7/31/25 HDEPOT	91.76	AUTOMOTIVE SUPPLIES
15265 08/15/202508/15/2025475			US BANK	1,128.94	OROZCO VISA EXPENDITURES
522 45 43 00	Travel - Mileage & Air		001 000 522 6841 - General I	230.51	UBER AT FIREMANSHIP CONFERENCE - OROZCO & WALTON
522 45 43 10	Travel - PerDiem & Lodging		001 000 522 6841 - General I	898.43	LODGING & LUNCH - FIREMANSHIP CONFERENCE
Invoice					
			7/16/25 TST	36.32	LUNCH AT FIREMANSHIP CONFERENCE - OROZCO & WALTON
			7/17/25 TAQUERIA	57.73	LUNCH AT FIREMANSHIP CONFERENCE - OROZCO, WALTON, DRAYTON
			7/18/25 UBER	32.96	UBER TO FIREMANSHIP TRAINING GROUND - OROZCO & WALTON
			7/18/25 UBER	5.00	TIP FOR UBER RIDE
			7/18/25 UBER	33.92	UBER TO HOTEL FROM FIREMANSHIP TRAINING - OROZCO & WALTON
			7/18/25 JAKE	45.14	LUNCH AT FIREMANSHIP CONFERENCE - OROZCO, WALTON, DRAYTON
			7/21/25 CHIZW	759.24	LODGING FOR OROZCO & WALTON - FIREMANSHIP CONFERENCE
			7/21/25 UBER	43.99	UBER TO FIREMANSHIP TRAINING GROUND - OROZCO & WALTON
			7/21/25 UBER	10.00	TIP FOR UBER RIDE
			7/21/25 UBER	104.64	UBER TO AIRPORT - FIREMANSHIP
15266 08/15/202508/15/2025475			US BANK	540.00	PADEN-LILLY VISA EXPENDITURES
522 12 31 10	Computer Software		001 000 522 6841 - General I	110.00	NATURAL READER SOFTWARE
522 12 49 00	Memberships/Dues		001 000 522 6841 - General I	130.00	COSTCO MEMBERSHIP
522 45 43 20	Registration Fees		001 000 522 6841 - General I	300.00	BUDGETING & FISCAL MGMT WORKSHOP
Invoice					
			7/21/25 AWC	300.00	BUDGETING & FISCAL MGMT WORKSHOP
			7/16/25 NATURAL	110.00	NATURAL READER SOFTWARE (PHONE SYSTEM)
			8/4/25 COSTCO	130.00	COSTCO ANNUAL MEMBERSHIP
15267 08/15/202508/15/2025475			US BANK	119.12	ROGERS VISA EXPENDITURES
522 12 31 00	Expendable Office Supplies		001 000 522 6841 - General I	10.75	CARD STOCK FOR RUN CARDS

ACCOUNTS PAYABLE

BENTON COUNTY FIRE PROTECTION DISTRICT #4

Time: 20:03:55 Date: 08/05/2025

As Of: 08/15/2025

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Accts Pay #	Received	Date Due	Vendor	Amount	Memo
522 26 31 10	Food		001 000 522 6841 - General I	33.14	REHAB FOR TRAINING
522 45 31 00	Expendable Supplies - Traini		001 000 522 6841 - General I	47.01	FF1 WORKBOOK
522 50 31 00	Expendable Supplies -Faciliti		001 000 522 6841 - General I	28.22	SAND PAPER

Invoice

8/4/25	YOKES	33.14	REHAB SUPPLIES FOR TRAINING
7/23/25	TARGET	10.75	CARD STOCK FOR UN CARDS
7/23/25	FIRE	47.01	FF1 WORKBOOK
7/24/25	HDEPOT	28.22	SAND PAPER

15268 08/15/202508/15/2025475 US BANK 1,877.55 SHANNON VISA EXPENDITURE

522 12 31 10	Computer Software		001 000 522 6841 - General I	1,877.55	ANNUAL ADOBE SUBSCRIPTION
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Invoice

8/1/25	ADOBE	1,877.55	ANNUAL ADOBE SUBSCRIPTION
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15250 08/15/202508/15/2025347 US LINEN & UNIFORM 396.25 MAT SERVICE

522 50 41 00	Professional Services		001 000 522 6841 - General I	396.25	MAT SERVICE
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Invoice

3539391-00		64.85	MAT SERVICE
3530782-00		51.95	MAT SERVICE
3537644-00		51.95	MAT SERVICE
3534320-00		113.75	MAT SERVICE
3541208-00		113.75	MAT SERVICE

15252 08/15/202508/15/2025465 VERIZON WIRELESS 2,159.88 CELL PHONE SERVICE & EQUIPMENT

522 12 42 10	Cellular Phone Service		001 000 522 6841 - General I	2,159.88	CELL PHONE SERVICE & EQUIPMENT
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Invoice

6118662837		2,159.88	CELL PHONE SERVICE & EQUIPMENT
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15251 08/15/202508/15/2025817 VOYAGER 5,642.35 FUEL

522 60 32 00	Fuels and Oils		001 000 522 6841 - General I	5,642.35	FUEL
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Invoice

8693879692531		5,642.35	FUEL
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Report Total: 338,974.46

ACCOUNTS PAYABLE

As Of: 08/15/2025

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
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Fund	
001 6841 - General Fund	338,974.46

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: 20:35:57 Date: 08/05/2025

08/15/2025 To: 08/15/2025

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Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
1099	08/15/2025	Claims	6841	2065	ABV PESTS, WINDOWS & MORE	554.37	PEST & RODENT CONTROL
1100	08/15/2025	Claims	6841	2066	ACROSS THE STREET PRODUCTIONS, INC	1,155.00	BLUE CARD ONLINE TRAINING - PREMEL; WINTERS; OROZCO
1101	08/15/2025	Claims	6841	2067	AMAZON	591.06	TRAINING SUPPLIES; COMPUTER SUPPLIES; OFFICE SUPPLIES; FACILITY SUPPLIES
1102	08/15/2025	Claims	6841	2068	AT&T MOBILITY	209.40	CELL PHONE SERVICE
1103	08/15/2025	Claims	6841	2069	BUD CLARY CHEVROLET INC	125,297.40	CHEVY TAHOE (APP 57 & APP 58) PER CARS CONTRACT #28423
1104	08/15/2025	Claims	6841	2070	CASCADE NATURAL GAS	130.80	GAS UTILITIES
1105	08/15/2025	Claims	6841	2071	DEPARTMENT OF NATURAL RESOURCES	5,990.65	PPE & SUPPRESSION SUPPLIES
1106	08/15/2025	Claims	6841	2072	DEPT OF ENTERPRISE SERVICES	1,953.60	EMPLOYEE ASSISTANCE PROG 7/1/25-6/30/27
1107	08/15/2025	Claims	6841	2073	ENDURIS	137,518.00	ANNUAL INSURANCE PREMIUM 9-1-25 THROUGH 8-31-2026
1108	08/15/2025	Claims	6841	2074	EVERGREEN LAWN CARE, INC	416.65	SUMMER LAWN CARE AT STATION 420 & 430
1109	08/15/2025	Claims	6841	2075	FRONTLINE MEDICAL PLLC	5,440.00	ANNUAL PHYSICALS (5)
1110	08/15/2025	Claims	6841	2076	GALLS	825.45	HAIX BOOTS (1); HAIX BOOTS (1)
1111	08/15/2025	Claims	6841	2077	HUGHES FIRE EQUIPMENT INC.	1,038.28	REPAIR 47- BATTERY FAILED AND LEAKING ACID; REPLACED BATTERIES
1112	08/15/2025	Claims	6841	2078	ISOUTSOURCE		SERVER UPGRADE; SOFTWARE SUBSCRIPTIONS & LICENSES; BLOCK SUPPORT; BLOCK SUPPORT - Voided
1126	08/15/2025	Claims	6841	2092	ISOUTSOURCE	21,422.05	SERVER UPGRADE; SOFTWARE SUBSCRIPTIONS & LICENSES; BLOCK SUPPORT
1113	08/15/2025	Claims	6841	2079	LIBERTY LAWN AND SAW	292.35	SAW REPAIR
1114	08/15/2025	Claims	6841	2080	LIFE ASSIST	5,956.83	EMS SUPPLIES
1115	08/15/2025	Claims	6841	2081	LN CURTIS & SONS	1,166.52	PARTICULATE BLOCKING FACE MASK W/NECK GAITER (15); PASSPORT INSERT (IO141)
1116	08/15/2025	Claims	6841	2082	MCGAVICK GRAVES ATTORNEY AT LAW	3,116.00	GENERAL LABOR AND EMPLOYMENT PROFESSIONAL SERVICES
1117	08/15/2025	Claims	6841	2083	PACIFIC OFFICE AUTOMATION	745.14	PHONE SERVICES
1118	08/15/2025	Claims	6841	2084	SEA WESTERN	1,515.17	HAIX BOOTS (3)
1119	08/15/2025	Claims	6841	2085	SNURE LAW OFFICE	630.00	POLICY REVIEW; GENERAL EMPLOYMENT QUESTIONS
1120	08/15/2025	Claims	6841	2086	STAPLES ADVANTAGE	388.71	COPY PAPER; BLENDER; BATHROOM CADDY FOR STATIONS
1121	08/15/2025	Claims	6841	2087	STERICYCLE	100.74	HAZARDOUS DRUG & WASTE DISPOSAL
1122	08/15/2025	Claims	6841	2088	US BANK	14,321.81	BENTON CO FIRE DIST #4 VISA EXPENDITURE; BORSCHOWA VISA EXPENDITURES; CARAWAY VISA EXPENDITURES; CARLYLE VISA EXPENDITURE; DRAYTON VISA EXPENDITURES; EWING VISA EXPENDITURES; GAIDOS VISA EXPENDITURE;;
1123	08/15/2025	Claims	6841	2089	US LINEN & UNIFORM	396.25	MAT SERVICE
1124	08/15/2025	Claims	6841	2090	VERIZON WIRELESS	2,159.88	CELL PHONE SERVICE & EQUIPMENT

WARRANT/CHECK REGISTER

BENTON COUNTY FIRE PROTECTION DISTRICT #4

Time: 20:35:57 Date: 08/05/2025

08/15/2025 To: 08/15/2025

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Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
1125	08/15/2025	Claims	6841	2091	VOYAGER	5,642.35	FUEL
001 6841 - General Fund						338,974.46	
						<u>338,974.46</u>	Claims: 338,974.46
						338,974.46	

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 _____

2025 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION DISTRICT

Time: 20:13:02 Date: 08/05/2025

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	2,645,268.77	2,051,825.23	56.3%
330 Intergovernmental Revenues	34,500.00	40,654.44	(6,154.44)	117.8%
340 Charges For Services	47,000.00	272,736.88	(225,736.88)	580.3%
361 Miscellaneous Revenue	50,200.00	53,762.38	(3,562.38)	107.1%
380 Other Increases in Fund Resources	0.00	3,451.70	(3,451.70)	0.0%
390 Other Financing Sources	0.00	75,020.86	(75,020.86)	0.0%
397 Interfund Transfers	3,002,241.00	0.00	3,002,241.00	0.0%
Fund Revenues:	11,028,316.00	6,595,995.12	4,432,320.88	59.8%
Expenditures	Amt Budgeted	Expenditures	Remaining	
011 Legislative	44,200.00	18,668.24	25,531.76	42.2%
012 Administrative	1,180,313.00	858,209.41	322,103.59	72.7%
013 Election	10,000.00	2,816.54	7,183.46	28.2%
014 Legal	40,500.00	15,489.50	25,010.50	38.2%
020 Operations	4,596,200.00	2,182,874.36	2,413,325.64	47.5%
021 Suppression	137,650.00	65,107.41	72,542.59	47.3%
024 Communications	177,000.00	73,444.56	103,555.44	41.5%
026 Logistics (Support Services)	16,000.00	3,389.75	12,610.25	21.2%
030 Public Information	106,500.00	53,452.09	53,047.91	50.2%
045 Training	397,600.00	176,119.39	221,480.61	44.3%
050 Facilities	169,000.00	136,577.94	32,422.06	80.8%
060 Automotive	194,700.00	63,451.37	131,248.63	32.6%
070 Ambulance Transport Services	391,700.00	206,355.73	185,344.27	52.7%
522 Fire Control	7,461,363.00	3,855,956.29	3,605,406.71	51.7%
589 Payroll Clearing	0.00	23,056.10	(23,056.10)	0.0%
591 Debt Service	127,121.00	121,032.87	6,088.13	95.2%
594 Capital Expenditures	1,740,000.00	320,816.84	1,419,183.16	18.4%
Fund Expenditures:	9,328,484.00	4,320,862.10	5,007,621.90	46.3%
Fund Excess/(Deficit):	1,699,832.00	2,275,133.02		

The District continues to be in a healthy financial position. As of early August, 71.2% of total revenues have been received, and 34.6% of expenditures have been incurred across all funds. This keeps the District well within budget and provides solid flexibility heading into the final stretch of the year.

General Fund: Revenues are at 59.8%, and expenditures are at 46%. Most spending categories remain under budget, though administrative costs are approaching 73%. Capital spending remains low, at just 18.4%.

EMS Fund: The fund has received over 80% of its revenue but has only spent 1% of its budget, leaving almost all funds available for future operational or transfer needs.

The District remains in a strong position to meet all operating and capital priorities through year-end.

2025 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION DISTRICT

Time: 20:13:02 Date: 08/05/2025

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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	991,554.82	792,089.18	55.6%
330 Intergovernmental Revenues	300,000.00	12,500.00	287,500.00	4.2%
340 Charges For Services	470,000.00	345,679.69	124,320.31	73.5%
360 Investment Interest	60,000.00	55,653.63	4,346.37	92.8%
Fund Revenues:	5,638,626.00	4,549,318.57	1,089,307.43	80.7%
Expenditures	Amt Budgeted	Expenditures	Remaining	
522 Fire Control	54,500.00	21,099.27	33,400.73	38.7%
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	21,099.27	3,077,266.73	0.7%
Fund Excess/(Deficit):	2,540,260.00	4,528,219.30		

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	275,126.66	206,088.34	57.2%
360 Investment Interest	5,500.00	5,144.66	355.34	93.5%
Fund Revenues:	673,214.00	471,747.56	201,466.44	70.1%
Expenditures	Amt Budgeted	Expenditures	Remaining	
591 Debt Service	504,000.00	127,000.00	377,000.00	25.2%
Fund Expenditures:	504,000.00	127,000.00	377,000.00	25.2%
Fund Excess/(Deficit):	169,214.00	344,747.56		

2025 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION DISTRICT

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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	0.57	(0.57)	0.0%
Fund Revenues:	0.00	29.75	(29.75)	0.0%
Fund Excess/(Deficit):	0.00	29.75		

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	45,255.55	(15,255.55) 150.9%
Fund Revenues:	2,440,862.00	2,459,110.94	(18,248.94) 100.7%
Fund Excess/(Deficit):	2,440,862.00	2,459,110.94	

2025 BUDGET POSITION TOTALS

BENTON COUNTY FIRE PROTECTION DIS

Time: 20:13:02 Date: 08/05/2025

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Fund	Revenue Budgeted	Received		Expense Budgeted	Spent	
001 6841 - General Fund	11,028,316.00	6,595,995.12	59.8%	9,328,484.00	4,320,862.10	46%
110 6848 - EMS Fund	5,638,626.00	4,549,318.57	80.7%	3,098,366.00	21,099.27	1%
201 6842 - Bond Fund	673,214.00	471,747.56	70.1%	504,000.00	127,000.00	25%
301 6844 - Construction Fund	0.00	29.75	0.0%	0.00	0.00	0%
601 6846 - Reserve Fund	2,440,862.00	2,459,110.94	100.7%	0.00	0.00	0%
	<u>19,781,018.00</u>	<u>14,076,201.94</u>	<u>71.2%</u>	<u>12,930,850.00</u>	<u>4,468,961.37</u>	<u>34.6%</u>

Ph: 206-622-2875
 TF: 800-426-6633
 Fax: 253-236-2997
nwsales@lncurtis.com
 UEI#: DDLSADSWN7U7



Northwest Division
 6507 South 208th Street
 Kent, WA 98032
www.LNCurtis.com

Quotation

CUSTOMER:	SHIP TO:	QUOTATION NO.	ISSUED DATE	EXPIRATION DATE
Benton County Fire District 4 WA 2604 Bombing Range Rd West Richland WA 99353-7717	Benton County Fire District 4 2604 Bombing Range Rd West Richland WA 99353-7717	346844	06/02/2025	07/02/2025
		SALESPERSON	CUSTOMER SERVICE REP	
		Jonathan Goettling jgoettling@lncurtis.com 509-496-0286	Heather Dodge hdodge@lncurtis.com 206-596-7910	

REQUISITION NO.	REQUESTING PARTY	CUSTOMER NO.	TERMS	OFFER CLASS
	Ray Newton	C32955	Net 30	FR
F.O.B.	SHIP VIA	DELIVERY REQ. BY		
FTSP	Standard Shipping			

NOTES & DISCLAIMERS

Thank you for this opportunity to quote. We are pleased to offer requested items below. If you have any questions, need additional information, or would like to place an order, please contact your Customer Service Rep as noted above.

Safety Warning Notice: Products offered, sold, or invoiced herewith may have an applicable Safety Data Sheet (SDS) as prepared by the manufacturer of the product. The SDS is provided with the product. In addition, manufacturer's safety and/or warning notices, instructions and information relating to the proper use and care of the product is provided with the product. All applicable SDS, safety and/or warning notices, instructions and other information provided with the product should be thoroughly read, reviewed, and understood prior to handling, distributing, using, reselling, or servicing any and all products provided by Curtis. Materials utilized to clean, repair, maintain and/or service your owned equipment, as well as Curtis owned equipment, may contain per-and polyfluoroalkyl substances (PFAS) to meet national standards or original equipment manufacturer specifications. For other important product notices and warnings, or to request an SDS, product specifications, manufacturer's safety notices, instructions and/or warning notices, please contact Curtis or visit <https://www.lncurtis.com/product-notices-warnings>

LN	QTY	UNIT	PART NUMBER	DESCRIPTION	PL	UNIT PRICE	TOTAL PRICE
1	1	EA	ARCTIC COMPRESSOR CUSTOM	* As Below: C-E4-10-A6-E3C E4-10A6E3 WITH CO MONITOR, 4 STAGE, 6000 PS, 10 HP, 14 CFM , 3 PHASE ELECTRIC MOTOR, SOUND SUPPRESSING CABINET. INCLUDES FILTER SYSTEM TO PROCESS 24,000 CU FT., MAGNETIC STARTER, AUTO DRAIN SYSTEM, GAUGE PANEL, HIGH PRESSURE SWITCH AND ELECTRONIC CO MONITOR		\$33,377.66	\$33,377.66
2	1	EA	ARCTIC COMPRESSOR CUSTOM	* As Below: C-FS2PA55 DBL FILL PNEU CASCADE 5500 PSI DOUBLE POSITION FILL STATION Pneumatic Auto-Cascade		\$15,948.17	\$15,948.17

Ph: 206-622-2875
 TF: 800-426-6633
 Fax: 253-236-2997
nwsales@lncurtis.com
 UEI#: DDLSADSWN7U7

CURTIS

TOOLS FOR HEROES

Northwest Division
 6507 South 208th Street
 Kent, WA 98032
www.LNCurtis.com

LN	QTY	UNIT	PART NUMBER	DESCRIPTION	PL	UNIT PRICE	TOTAL PRICE
3	4	EA	ARCTIC COMPRESSOR CUSTOM	* As Below: A-I1350 CGA-702 N&N W/JIC Elbow		\$66.43	\$265.72
4	1	EA	ARCTIC COMPRESSOR CUSTOM	* As Below: C-CLAMPS1-4 Unistrut & Clamps 1/per 4 Cyl		\$237.57	\$237.57
5	2	EA	ARCTIC COMPRESSOR CUSTOM	* As Below: A-H1000-0120 Hose 120"(10ft)7000 PSI w/ends		\$125.33	\$250.66
6	4	EA	ARCTIC COMPRESSOR CUSTOM	* As Below: A-H1000-0072 Hose 72" (6FT) 7000 PSI w/ends		\$83.81	\$335.24
7	1	EA	ARCTIC COMPRESSOR CUSTOM	* As Below: A-F1121-NH SCBA Fill Assembly- No Hose		\$216.43	\$216.43
8	1	EA	ARCTIC COMPRESSOR CUSTOM	* As Below: F-03560 JIC Cap		\$1.92	\$1.92

Small Business
 CAGE Code: 5E720
 SIC Code: 5099
 Federal Tax ID: 94-1214350
 UEI #DDLSADSWN7U7

This pricing generally remains firm until 07/02/2025. Pricing is subject to change if product is affected by the implementation of a tariff. Contact us for updated pricing after this date.

Due to market volatility, global supply chain pressures, and supply shortages, we recommend contacting your local L.N. Curtis and sons office prior to placing your order to confirm pricing and availability. This excludes our GSA Contract and other Fixed Price Contracts which are governed by contract-specific prices, terms, and conditions.

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nwsales@lncurtis.com
UEI#: DDLSADSWN7U7

CURTIS

TOOLS FOR HEROES

Northwest Division
6507 South 208th Street
Kent, WA 98032
www.LNCurtis.com

Subtotal	\$50,633.37
Estimated Tax Total	\$4,549.00
Transportation	\$1,654.00
Total	\$56,836.37

[View Terms of Sale and Return Policy](#)



Elwood Professional • Elwood Tradesmen
Skill Staff™

PROPOSAL FOR SERVICES

BC

Thank you for your interest in Elwood Staffing. I am pleased to provide the following proposal for your consideration. We know there is no shortage of choices when identifying a potential staffing partner, so we'd like to make your decision a bit easier by sharing why partnering with Elwood Staffing is a different and better experience:

- Our combination of in-person recruiting supported by virtual capabilities delivers the right talent with speed and precision.
- Our Service Promise consistently delivers a world-class experience that results in faster placements and greater retention.
- Our online workforce ordering and tracking tool provides transparency and drives results.
- Our automated timekeeping solutions increase efficiency and offer greater control and accountability.
- Our screening processes provide peace of mind, reduce exposure, and protect staffing investments.

The pricing reflected below shall remain open for your consideration for 90 days:

Description	Rate
Clerical – Admin	32.00%

Elwood Staffing payment terms are net 45 days from the date of the applicable weekly invoice. At the completion of 520 hours on assignment through Elwood Staffing (the "Minimum Conversion Hours"), you may directly hire the applicable Elwood Staffing assigned associate without an additional fee, or you may continue their assignment as a temporary associate.

The *Terms & Conditions of Service* pursuant to which Elwood Staffing agrees to provide staffing services are enclosed. If you have any questions or concerns about the *Terms & Conditions of Service*, please do not hesitate to contact me.

I am confident that Elwood Staffing will add value to your organization's hiring and staffing programs and will serve as a dependable and strategic partner to provide you with the best talent in the marketplace. Thank you for the opportunity to demonstrate to you that Elwood Staffing is the home of **the better people, people.®**

Elwood Representative

Client – Accepted by

Signature of Elwood representative Pablo Gonzalez

Signature of Client: _____

Printed Name of Elwood rep: Pablo Gonzalez

Printed Name of Client: _____

Title of Elwood rep: Business Development Manager

Title of Client: _____

Elwood rep Phone #: 5099429440

Elwood rep Email: pablo.gonzalez@elwoodstaffing.com



Elwood Professional • Elwood Tradesmen
Skill Staff™

TERMS & CONDITIONS OF SERVICE

1. **Placement of Associates.** Client shall specify to Elwood Staffing the number of temporary associates ("Associates") needed, the skills required of the Associates and the essential job functions required by Client for each position. Elwood Staffing shall assign Associates to perform the work specified by Client and under Client's supervision and direction at the location(s) and rate(s) agreed upon by the parties.
2. **Elwood Staffing's Responsibilities.** As the common law employer of Associates, Elwood Staffing will:
 - a. Recruit, screen, interview, and hire Associates;
 - b. Assign Associates according to Client's requirements;
 - c. Pay Associates wages and provide them benefits that Elwood Staffing offers to them as its employees;
 - d. Timely pay, withhold, and transmit required payroll taxes and fulfill its obligations as the employer of Associates for unemployment compensation;
 - e. Provide workers' compensation benefits and coverage;
 - f. Administer unemployment and workers' compensation claims involving Associates;
 - g. Maintain Associate personnel and payroll records;
 - h. Comply with all provisions of the Patient Protection and Affordable Care Act (ACA) and its regulations applicable to Associates;
 - i. Verify the identity and work authorization of each Associate to work in the United States and retain documentation pursuant to and in the manner required by applicable law; and
 - j. If requested by Client, conduct drug screening and post-offer criminal background checks in accordance with Client's criteria, which Client shall warrant are position-related and based on legitimate business need.
3. **Client's Responsibilities.** Client will:
 - a. Be responsible for the environment in which Associates work, supervising the day-to-day performance and details of their work and work product;
 - b. Be responsible for its business operations, products, services, and intellectual property;
 - c. Provide operational instruction, on-site training, and ongoing supervision to Associates in the same manner as Client's employees or as required by applicable law;
 - d. Properly, directly, and exclusively supervise, control, and safeguard its premises, processes, property, and systems;
 - e. Provide Associates with a safe work site and appropriate information, training and safety equipment, including any personal protective equipment, as necessary for Associates to safely perform their work and as required by applicable safety and health standards;
 - f. Not allow Associates to work at heights over six feet on an unsecured ladder, over twelve feet on a secured ladder, scaffold or platform, or over twenty-five feet on a scissor or manlift without the prior written consent of Elwood Staffing and ensure appropriate fall protection systems are used and provided to Associates for any work at a height over four feet;
 - g. Timely notify Elwood Staffing of an accident or injury in the workplace involving an Associate, communicate following any accident or injury regarding existing workplace hazards and the need for any additional protective measures for Associates, allow Elwood Staffing's qualified representative to conduct an onsite investigation for any injury or accident involving an Associate, record all Associate injuries on Client's OSHA logs, and report all serious or fatal injuries to OSHA as required by law;
 - h. Not move Associates to a different work site or materially change their assignment or job duties to a position requiring additional screening or significantly different skills (e.g., assembler to forklift operator) without prior written approval of Elwood Staffing;
 - i. Use a timekeeping system that accurately records in and out time (including breaks) and complies with applicable federal and state laws, and timely approve hours worked by Associates;
 - j. Be responsible for any determinations to entrust Associates with unattended premises, cash, checks, keys, credit cards, merchandise, confidential or trade secret information, negotiable instruments or other valuables, or to request or permit Associates to operate cars, trucks or other motor vehicles;
 - k. Be responsible for any equipment or accessories owned or leased by Client and entrusted to Associate to perform Associate's job responsibilities; and
 - l. If Associates will be operating powered industrial trucks (e.g., forklifts), heavy equipment (e.g., lattice, tower, or boom cranes), or similar motorized vehicles ("Equipment"):
 - i. Not request or permit over-the-road operation or transportation of hazardous materials;
 - ii. Maintain and inspect the Equipment and obtain any required permits or licenses;
 - iii. Be responsible for all powered industrial truck certification and training of Associates; and
 - iv. Insure against, be responsible for, and defend, indemnify, and hold Elwood Staffing harmless from all claims, demands, liabilities, costs and expenses (including reasonable attorneys' fees) arising from or related to the use of the Equipment by Associates while on assignment (including acts or omissions of Associates), including but not limited to claims for property damage, bodily injury or death of any person, except for injuries or death of Associates, which are covered by Elwood Staffing's workers' compensation insurance.
4. **Billing.** Elwood Staffing will invoice Client on a weekly basis for all hours worked by Associates at the agreed hourly bill rate(s). Pricing is based on the volume, line of business, lengths and types of assignments, and use of standard electronic timekeeping and payment method systems, as represented by Client. To the extent these assumptions change, or in the event of wage and related tax, benefit or other cost increases resulting from statutory changes or new legal or agency guidance/determinations (e.g., increases in minimum wage, payroll taxes workers' compensation or unemployment insurance, and application of mandated government benefits), Elwood Staffing may modify pricing upon written notice to Client. Elwood Staffing shall invoice, and Client agrees to pay at the regular bill rate the cost of any paid leave or time off mandated by applicable federal, state or local law as those hours are paid to eligible Associates on assignment to Client. All charges are subject to state, county, and local sales tax where applicable and based upon where the work is performed. In the event Client requests Elwood Staffing to engage in any additional screening or provide additional services or support not expressly set forth herein, Client agrees that any expense associated therewith, if any, shall be invoiced to and paid by Client, pursuant to the payment terms set forth herein. Additional screening, services and support may include, but is not limited to, additional pre-employment screening or testing, bonuses, vacation pay, gifts, incentives, events or raffles and service pay.
5. **Timekeeping.** Invoices will be supported by records from the timekeeping system specified by Client. Client shall not underreport or otherwise manipulate, or cause to be manipulated, hours worked by Associates, including through improper rounding practices or permitting off-the-clock work.

Client shall be responsible for reviewing and approving (by signature or electronically) no later than the end of the day each Monday for the prior week's work unless otherwise agreed in writing a record of time worked, including any break times, by Associates. Client's approval of the hours submitted for Associates shall certify that the documented hours are correct and authorizes Elwood Staffing to bill Client for those hours. In the event Client is unavailable to timely approve time, Client shall appoint another representative or agent to approve time.

6. **Overtime.** Associates shall be presumed to be nonexempt from laws requiring premium pay for overtime, holiday work or weekend work, unless Client specifies to Elwood Staffing otherwise at the time it specifies the type of Associate(s) needed and provides Elwood Staffing a detailed job description to confirm the exempt nature of the position.
7. **Prevailing Wages.** Client agrees to inform Elwood Staffing in advance and in writing if the work to be performed by any Associate falls under a state or federal wage determination or order requiring the payment of prevailing wages. If Client fails to notify Elwood Staffing of an assignment's prevailing wage status as provided in this Paragraph, Client agrees to pay any charges associated with the conversion of the affected Associate's pay rates to the appropriate prevailing wage rates and associated fringe benefits, including any fines or penalties assessed by any governmental agency.
8. **Payment Terms.** Client agrees to payment terms of due net 14 days and agrees late charges will accrue and be owed on unpaid balances after 14 days from the date of the invoice at the rate of 1.5% per month. There will be a 3.5% additional service charge on all payments made with a credit card. If a portion of any invoice is disputed, Client shall pay the undisputed portion. If invoices are placed for collection, Client agrees to pay all collections costs, including attorney fees, court costs, and late charges.
9. **Conversion of Associates.** Client acknowledges that Elwood Staffing has invested substantial resources in recruiting, screening, training, and retaining a temporary workforce. Client agrees that if Client uses the services of any Associate as Client's employee, as an independent contractor or indirectly through any other person, staffing firm or other third party prior to that particular Associate's completion of the Minimum Conversion Hours listed in the proposal letter or within 180 days after the Associate's completion of an assignment for Client, Client must notify Elwood Staffing and either: (a) continue the Associate's assignment from Elwood Staffing until such time as that individual completes the Minimum Conversion Hours through Elwood Staffing; or (b) pay Elwood Staffing a conversion fee in an amount derived from the following conversion formula: (Minimum Conversion Hours) – (number of hours Associate has already worked for Client) x (1/2 of Associate's hourly wage). If no Minimum Conversion Hours are stated in the proposal letter, the default Minimum Conversion Hours are 720 hours.
10. **Insurance.** Elwood Staffing represents and warrants to Client that Elwood Staffing carries and shall carry insurance to cover Elwood Staffing's operations with the following type of insurance or other coverage: (a) Workers' Compensation for coverage of Associates in an amount not less than required by applicable law; (b) Employers' Liability; (c) Commercial General Liability; and (d) Umbrella Liability. Elwood Staffing agrees to provide Client with certificates of this insurance coverage, upon request.
11. **Compliance with Laws.** Each party shall, at its own expense, comply with all applicable laws, orders, and regulations of federal, state and municipal authorities, including but not limited to applicable state and federal employment laws, including, but not limited to Title VII of the Civil Rights Act, The Americans with Disabilities Act, the Age Discrimination in Employment Act, the Fair Labor Standards Act, the National Labor Relations Act, and the Immigration Reform and Control Act. Each party agrees it shall not tolerate or engage in human trafficking or forced labor of any kind and shall cooperate with the other party to comply with all laws, including engaging in the interactive process related to exploration of reasonable accommodations for Associates when required by applicable laws.
12. **Confidentiality.** Both parties may receive information that is proprietary or confidential to the other party or its affiliated companies and their clients or employees. Both parties agree to hold such information in strict confidence and not disclose such information to third parties or use such information for any purpose whatsoever other than performing under these terms and conditions of service or as required by law. No knowledge, possession or use of Client's confidential information will be imputed to Elwood Staffing as a result of any Associate access to such information. Client agrees to use reasonable care, including putting in place adequate file and data security measures, to maintain the confidentiality and security of any Associate medical or personal information in its possession.
13. **Indemnification.** To the extent permitted by law, each party (the "Indemnifying Party") will defend, indemnify and hold the other party and its parent, subsidiaries, directors, officers, agents, representatives, and employees ("Indemnified Party") harmless from all claims, losses and liabilities (including reasonable attorney fees) to the extent caused by the Indemnifying Party's (a) violation of law, (b) material breach of these terms and conditions, including but not limited to the obligations listed in Paragraphs 3 and 4; or (c) negligence, gross negligence or willful misconduct in carrying out the duties and responsibilities set forth in these terms and conditions. **Neither party shall be liable for or be required to indemnify the other party for any incidental, consequential, exemplary, special, punitive, or lost profit damages that arise in connection with these Terms and Conditions of Service, regardless of how characterized, even if such party has been advised of the possibility of such damages.**
14. **Independent Contractor.** Nothing in these terms and conditions of service makes either party agents, partners or joint venturers of the other.
15. **Force Majeure.** Neither party will be responsible for failure or delay in performance if the failure or delay is due to labor disputes, strikes, fire, riot, war, terrorism, acts of God, or any other causes beyond the control of the nonperforming party.
16. **Governing Law and Venue.** These terms and conditions of service shall be interpreted according to the laws of the State of Indiana without regard to conflicts of law principles. In the event of a dispute, the parties agree that jurisdiction for any action brought pursuant to or in connection with these terms and conditions of service shall lie exclusively in the state or federal courts over Bartholomew County, Indiana.
17. **Miscellaneous.** These terms and conditions of service supersede all prior agreements and understandings, whether written or verbal between the parties with respect to the content contained herein and may not be amended or modified except in writing signed by each of the parties' authorized representatives. These terms and conditions of service may not be assigned by either party without the other party's prior written consent. These terms and conditions of service shall be binding upon the parties hereto, their heirs, personal representatives, successors, transferees, agents and assigns. If any these terms and conditions of service are deemed to be invalid, all remaining provisions shall continue in full force and effect.