



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

SEPTEMBER 17, 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 September 17, 2025.
- Minutes:
 - Approve minutes of September 4, 2025, Regular Meeting.
- Payroll Vouchers:
 - Approve Payroll Voucher numbers 1267 through 1342 for \$431,169.87 for the period ending September 26, 2025.
- Claim Vouchers:
 - Approve Claim Voucher numbers 1314 through 1343 for \$34,624.24
 - for the period ending September 26, 2025.

FINANCIAL REVIEW

- Budget Revenue and Expenditure Report

RESOLUTIONS/MOTIONS

- Hughes Fire Equipment Change Order

NEW BUSINESS

UNFINISHED BUSINESS

- Fire Chief Contract

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

- September 19: SE WA Fire Commissioners Association Meeting – Dayton, WA
- ~~October 4: District Open House – Fire Prevention Month~~
- October 22-25: WFCFA Conference – Tulalip, 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 September 4, 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:

Chief Carlyle (virtual)	Captain Rogers	Firefighter Riche
Finance Manager Paden-Lilly	Lieutenant Longie	Firefighter Sell
Facilities & Logistics Mgr Rebman	Firefighter Gaidos	Firefighter Winters
Administrative Assistant Ewing	Firefighter Knox	
Captain Putz	Firefighter Orozco	

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 September 4, 2025.
- **Minutes Approval:** Approval of the meeting minutes dated August 21, 2025.
- **Approval of Payments:**
 - *Claim Voucher numbers 1248 through 1266 for \$90,399.68 for the period ending August 29, 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

No new resolutions or motions were introduced.

NEW BUSINESS

No new business was presented.

UNFINISHED BUSINESS

Fire Chief Contract

Fire Chief Carlyle's current employment contract expires on September 30, 2025. The Board will review the employee manual to determine whether the Chief's contract should align with it or remain unchanged. The contract will be discussed further in executive session, with no action to follow.

CORRESPONDENCE

An email was received from City of West Richland Mayor Brent Gerry, sharing a note from a citizen expressing appreciation for responders' excellent work during the recent fire near Collins Road.

DISTRICT REPORTS

Logistics – Facilities and Logistics Manager Rebman reported the following:

- Repaired the air compressor at Station 410.
- Investigating issues with bay doors at Stations 410 and 420.
- The alarm system at Station 410 was repaired, which had loose connections.

City Liaison – Commissioner Brink reported:

- Chief Carlyle presented at the most recent City Council meeting regarding July 4th and fireworks. The discussion was lively, with 36 citizens in attendance. The Council will review the information and address potential ordinance issues.
- The contractor leading the Van Giesen Road project remains on strike, with no clear timeline for when work will resume.

Commissioners – Commissioner Goodwin reported that the aerial truck is scheduled for delivery this Thursday. It will go to the Hughes representative to address any outstanding issues before the District takes delivery.

Chief – Chief Carlyle provided the following report:

- Attended the final inspection of the aerial build at Pierce in Wisconsin.
- Participated in the Administrative Staff Meeting.
- Delivered a presentation to the West Richland City Council on BCFD4's 4th of July response.
- Attended the monthly planning meeting with Liz Loomis and began development of the November newsletter.

Finance Manager – Finance Manager Paden-Lilly reported that 2026 budget planning is underway. Forty-five budget request submissions have been received for line-item updates and new program needs. All requests will be incorporated into the draft budget, and review with the Chiefs will begin soon.

OPEN FORUM DISCUSSION

No topics were brought forward during the open forum discussion.

OPERATION PROGRAM UPDATES

Captain Rogers reported that the firefighter job posting closed with over 150 qualified applicants.

IMPORTANT DATES

- **September 19:** SE WA Fire Commissioners Association Meeting – Dayton, WA
- **October 4:** District Open House – Fire Prevention Month
- **October 22-25:** WFCFA Conference – Tulalip, WA
- **November 15:** Tri-County Commissioners Association Meeting – Benton #1

AGENDA ITEMS FOR THE NEXT MEETING

- Fire Chief Contract

EXECUTIVE SESSION

Commissioner Brink called a 10-minute executive session at 5:08 p.m. per RCW 42.30.110(1)(g) to discuss the performance of a public employee. The meeting was called back to order at 5:18 p.m.

ADJOURNMENT

With no further business to come before the Board the meeting was adjourned at 5:20 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: 09/26/2025

Time: 13:24:06 Date: 09/15/2025

Page: 1

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
15343	09/26/2025	09/26/2025	AMAZON	247.71	COPY PAPER; FILE ORGANIZER; LAPTOP BAG; FUSE KIT; LIFTMASTER SWITCH
522 12 31 00	Expendable Office Supplies		001 000 522 6841 - General I	214.67	COPY PAPER, FILE ORGANIZER, LAPTOP BAG
522 50 31 00	Expendable Supplies -Faciliti		001 000 522 6841 - General I	33.04	FUSE KIT AND LIFTMASTER SWITCHES
Invoice					
1KKH-4R6C-7P1N			9.59	WALL MOUNTED FILE ORGANIZER	
149W-3DTN-9TT7			43.45	BOX OF COPY PAPER (1)	
1WD6-4FLQ-3X6V			130.35	BOX OF COPY PAPER (3)	
1JKY-K773-N64G			31.28	LAPTOP BAG FOR REBMAN	
1MP1-XX1D-91GT			5.86	MINI FUSE KIT FOR FACILITIES	
1J1L-XWYK-49KG			27.18	LIFTMASTER LIMIT SWITCH (2)	
15342	09/26/2025	09/26/2025	AP TRITON, LLC	1,628.16	STANDARDS OF COVERAGE - AUGUST COMPLETION
522 12 41 00	Contract Services		001 000 522 6841 - General I	1,628.16	STANDARDS OF COVERAGE - AUGUST COMPLETION
Invoice					
2025-297			1,628.16	STANDARDS OF COVERAGE - AUGUST COMPLETION	
15344	09/26/2025	09/26/2025	CASCADE NATURAL GAS	113.09	GAS UTILITIES
522 50 47 10	Utilities		001 000 522 6841 - General I	113.09	GAS UTILITIES
Invoice					
8/15/2025			113.09	GAS UTILITIES	
15346	09/26/2025	09/26/2025	CI SUPPORT LLC	101.37	SHRED SERVICE
522 12 41 00	Contract Services		001 000 522 6841 - General I	101.37	SHRED SERVICE
Invoice					
0187214			101.37	SHRED SERVICE	
15358	09/26/2025	09/26/2025	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
Invoice					
57124			10,324.25	DISPATCH SERVICES	
15345	09/26/2025	09/26/2025	CORWIN FORD	167.94	LUBE OIL FILTER CHANGE FOR #42

ACCOUNTS PAYABLE

BENTON COUNTY FIRE PROTECTION DISTRICT #4

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Accts Pay #	Received	Date Due	Vendor	Amount	Memo
522 60 48 00	Repair and Maintenance Ser		001 000 522 6841 - General I	167.94	LUBE OIL FILTER CHANGE FOR #42
	Invoice				
	889819			167.94	LUBE OIL FILTER CHANGE FOR #42
15347 09/26/2025	09/26/2025	09/26/2025	1087 DFND TECHNOLOGIES INC	1,585.83	UNIFORM SHIRTS (28)
522 20 28 00	Clothing, Commissary (Non-		001 000 522 6841 - General I	1,585.83	UNIFORM SHIRTS (28)
	Invoice				
	28758			1,585.83	UNIFORM SHIRTS (28)
15348 09/26/2025	09/26/2025	09/26/2025	1090 ELWOOD STAFFING SERVICES INC.	807.84	TEMP STAFFING SERVICES (36 HOURS)
522 12 41 00	Contract Services		001 000 522 6841 - General I	807.84	TEMP STAFFING SERVICES (36 HOURS)
	Invoice				
	3474960			448.80	TEMP STAFFING SERVICES (20 HOURS)
	3475287			359.04	TEMP STAFFING SERVICES (16 HOURS)
15349 09/26/2025	09/26/2025	09/26/2025	5474 EVERGREEN LAWN CARE, INC	112.29	LAWN CARE LATE SUMMER - STA 420
522 50 41 00	Professional Services		001 000 522 6841 - General I	112.29	LAWN CARE LATE SUMMER - STA 420
	Invoice				
	387778			112.29	LAWN CARE LATE SUMMER - STA 420
15351 09/26/2025	09/26/2025	09/26/2025	704 FIRE 4 CHECKING ACCOUNT	339.85	REFUND FOR EMS OVERPAYMENT; SCANNER LEASE
522 70 41 20	Ambulance Over Payment		110 000 522 6848 - EMS Fun	12.02	REFUND FOR EMS OVERPAYMENT
591 22 01 02	Lease Payments - Office Equ		001 000 591 6841 - General I	327.83	SCANNER LEASE
	Invoice				
	CK #1341			327.83	SCANNER LEASE
	CK #1342			12.02	REFUND FOR EMS OVERPAYMENT
15350 09/26/2025	09/26/2025	09/26/2025	702 FRONTLINE MEDICAL PLLC	2,426.00	ANNUAL PHYSICALS (2); HEP B TITER (1)
522 20 24 10	Physicals/Innoculation		001 000 522 6841 - General I	2,426.00	ANNUAL PHYSICALS (2); HEP B TITER (1)
	Invoice				
	3946			2,426.00	

ACCOUNTS PAYABLE

BENTON COUNTY FIRE PROTECTION DISTRICT #4

As Of: 09/26/2025

Time: 13:24:06 Date: 09/15/2025

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Accts Pay #	Received	Date Due	Vendor	Amount	Memo
15352	09/26/2025	09/26/2025	361 GRAINGER	16.61	STA 430 AIR COMPRESSOR PARTS
522 50 31 00	Expendable Supplies -Faciliti		001 000 522 6841 - General I	16.61	STA 430 AIR COMPRESSOR PARTS
Invoice					
	9630662642			16.61	STA 430 AIR COMPRESSOR PARTS
15353	09/26/2025	09/26/2025	509 HUGHES FIRE EQUIPMENT INC.	1,647.77	REPLACE BATTERY CHARGER IN #30; FENDER REPAIR FOR #30; HEADSET POWER WIRE REPAIR FOR #47
522 60 48 00	Repair and Maintenance Ser		001 000 522 6841 - General I	1,647.77	REPLACE BATTERY CHARGER IN #30; FENDER REPAIR FOR #30; HEADSET POWER WIRE REPAIR FOR #47
Invoice					
	629151		1,380.69		REPLACE BATTERY CHARGER IN #30
	629153		89.03		FENDER REPAIR IN #30
	629154		178.05		REPAIR HEADSET POWER WIRE FOR #47
15354	09/26/2025	09/26/2025	757 LIBERTY LAWN AND SAW	442.86	CHAIN FOR SAWS; 2 STROKE FUEL
522 21 31 00	Expendable Supplies - Suppl		001 000 522 6841 - General I	345.06	CHAIN FOR SAWS
522 60 32 00	Fuels and Oils		001 000 522 6841 - General I	97.80	2 STROKE FUEL
Invoice					
	53686		345.06		CHAIN FOR SAWS
	54322		97.80		2 STROKE FUEL
15356	09/26/2025	09/26/2025	187 LIFE ASSIST	2,982.83	EMS SUPPLIES
522 70 31 00	Expendable Supplies - EMS		001 000 522 6841 - General I	2,982.83	EMS SUPPLIES
Invoice					
	1633380		509.75		EPINEPHRINE 1:1000 1MG/1ML VIAL (25)
	1633405		1,704.79		SUPRAGLOTTIC AIRWAY; SANI CLOTH WIPES; ADENOSINE; GLUCAGON; ON
	1635616		768.29		GAUZE BANDAGE; BIOHAZARD BAGS; MEGAMOVER; LITHIUM COIN 3 VOLT
15355	09/26/2025	09/26/2025	182 LN CURTIS & SONS	2,116.39	BOOSTER REEL HOSE (6)
522 21 35 11	Hose Replacement		001 000 522 6841 - General I	2,116.39	BOOSTER REEL HOSE (6)
Invoice					
	INV983848		2,116.39		BOOSTER REEL HOSE (6)

ACCOUNTS PAYABLE

BENTON COUNTY FIRE PROTECTION DISTRICT #4

As Of: 09/26/2025

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Accts Pay #	Received	Date Due	Vendor	Amount	Memo
15357	09/26/2025	09/26/2025	242 OXARC	42.39	CYLINDER RENTAL
522 70 31 00	Expendable Supplies - EMS		001 000 522 6841 - General I	42.39	CYLINDER RENTAL
Invoice					
			0062116873	42.39	CYLINDER RENTAL
15359	09/26/2025	09/26/2025	306 SNURE SEMINARS	150.00	2025 SNURE SEMINARS LAWS UPDATE REGISTRATION
522 11 43 31	Registration Fees		001 000 522 6841 - General I	100.00	COMMISSIONER BRINK AND VAN BEEK 2025 SNURE SEMINARS LAWS UPDATE REGISTRATION
522 45 43 20	Registration Fees		001 000 522 6841 - General I	50.00	PADEN-LILLY 2025 SNURE SEMINARS LAWS UPDATE REGISTRATION
Invoice					
			20251022-BENTON4	150.00	2025 SNURE SEMINARS LAWS UPDATE REGISTRATION
15360	09/26/2025	09/26/2025	322 STAPLES ADVANTAGE	142.81	TOILET BOWL CLEANER; DISINFECTING WIPES
522 50 31 00	Expendable Supplies -Faciliti		001 000 522 6841 - General I	142.81	TOILET BOWL CLEANER; DISINFECTING WIPES
Invoice					
			6042234022	142.81	TOILET BOWL CLEANER; DISINFECTING WIPES
15361	09/26/2025	09/26/2025	680 SYSTEM DESIGN WEST	2,551.90	EMS BILLING FOR AUGUST 2025
522 70 41 00	Ambulance Billing Service Fe		110 000 522 6848 - EMS Fun	2,551.90	EMS BILLING FOR AUGUST 2025
Invoice					
			20252765	2,551.90	EMS BILLING FOR AUGUST 2025
15362	09/26/2025	09/26/2025	475 US BANK	908.00	BORSCHOWA VISA EXPENDITURES
522 12 31 10	Computer Software		001 000 522 6841 - General I	20.00	O365 SUBSCRIPTION
522 70 41 05	Professional Services - EMS		001 000 522 6841 - General I	888.00	DEA APPLICATION
Invoice					
			8/19/25 MSFT	20.00	O365 SUBSCRIPTION
			9/4/25 DEA	888.00	DEA APPLICATION
15363	09/26/2025	09/26/2025	475 US BANK	195.03	DRAYTON VISA EXPENDITURES

ACCOUNTS PAYABLE

BENTON COUNTY FIRE PROTECTION DISTRICT #4

As Of: 09/26/2025

Time: 13:24:06 Date: 09/15/2025

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Accts Pay #	Received	Date Due	Vendor	Amount	Memo
522 12 31 00	Expendable Office Supplies		001 000 522 6841 - General I	5.26	PRINT TRAINING DOCUMENTS
522 45 43 10	Travel - PerDiem & Lodging		001 000 522 6841 - General I	189.77	MEALS & LODGING FOR NORTH BEND TRAINING
Invoice					
	9/8/25 THAI		19.86	LUNCH - NORTH BEND TRAINING	
	9/5/25 PANCAKE		22.00	BREAKFAST - NORTH BEND TRAINING	
	9/8/25 SUMMIT		147.91	LODGING - NORTH BEND TRAINING	
	9/5/25 UPS		2.15	PRINT TRAINING DOCUMENTS	
	9/5/25 UPS		3.11	PRINT TRAINING DOCUMENTS	
15364	09/26/2025	09/26/2025	475 US BANK	105.39	BUSINESS CARDS
522 12 31 00	Expendable Office Supplies		001 000 522 6841 - General I	105.39	BUSINESS CARDS
Invoice					
	9/5/25 VISTA		105.39	BUSINESS CARDS	
15365	09/26/2025	09/26/2025	475 US BANK	13.09	FUSE KIT FOR FACILITIES
522 50 31 00	Expendable Supplies -Faciliti		001 000 522 6841 - General I	13.09	FUSE KIT FOR FACILITIES
Invoice					
	9/8/25 VICS		13.09	FUSE KIT FOR FACILITIES	
15366	09/26/2025	09/26/2025	475 US BANK	2,695.52	WALTON VISA EXPENDITURES
522 20 28 00	Clothing, Commissary (Non-		001 000 522 6841 - General I	2,695.52	STATION SHOES
Invoice					
	9/5/25 HEY DUDE		1,021.69	STATION SHOES (12)	
	9/5/25 HEY DUDE		521.72	STATION SHOES (6)	
	9/8/25 HEY DUDE		456.50	STATION SHOES (6)	
	9/5/25 HEY DUDE		1,043.43	STATION SHOES (12)	
	9/8/25 HEY DUDE		-260.86	CREDIT FOR OUT OF STOCK	
	9/8/25 HEY DUDE		-86.96	CREDIT FOR OUT OF STOCK	
	Total US BANK			3,917.03	
15367	09/26/2025	09/26/2025	347 US LINEN & UNIFORM	238.66	MAT SERVICE
522 50 41 00	Professional Services		001 000 522 6841 - General I	238.66	MAT SERVICE
Invoice					

ACCOUNTS PAYABLE

BENTON COUNTY FIRE PROTECTION DISTRICT #4

As Of: 09/26/2025

Time: 13:24:06 Date: 09/15/2025

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Accts Pay #	Received	Date Due	Vendor	Amount	Memo
			3560043	64.85	MAT SERVICE
			3553156	64.85	MAT SERVICE
			3544511	51.95	MAT SERVICE
			3551401	51.95	MAT SERVICE
			3554958	113.75	MAT SERVICE
			3395754-00	-108.69	CREDIT FOR DUPLICATE INVOICE
15369	09/26/2025	09/26/2025	369 WA STATE PATROL	215.00	TESTING - DRAYTON
522 45 43 20	Registration Fees		001 000 522 6841 - General I	215.00	TESTING - DRAYTON
			Invoice		
			FT260039	215.00	TESTING - DRAYTON
15368	09/26/2025	09/26/2025	396 ZOLL MEDICAL CORP GPO	2,305.66	123 LITHIUM BATTERIES; AED PLUS PS SERIES W/AED CVR (1)
522 70 31 00	Expendable Supplies - EMS		001 000 522 6841 - General I	81.53	123 LITHIUM BATTERIES
522 70 35 00	Small Tools & Minor Equip		001 000 522 6841 - General I	2,224.13	AED PLUS PS SERIES W/AED CVR (1)
			Invoice		
			4312503	81.53	123 LITHIUM BATTERIES
			4316547	2,224.13	AED PLUS PS SERIES W/AED CVR (1)
			Report Total:	34,624.24	
			Fund		
			001 6841 - General Fund	32,060.32	
			110 6848 - EMS Fund	2,563.92	

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: 12:08:41 Date: 09/16/2025

09/26/2025 To: 09/26/2025

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Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
1315	09/26/2025	Claims	6841	2137	AMAZON	247.71	COPY PAPER; FILE ORGANIZER; LAPTOP BAG; FUSE KIT; LIFTMASTER SWITCH
1316	09/26/2025	Claims	6841	2138	AP TRITON, LLC	1,628.16	STANDARDS OF COVERAGE - AUGUST COMPLETION
1317	09/26/2025	Payroll	6841	2139	BENTON COUNTY 4 BENEVOLENT FUND	67.00	Pay Cycle(s) 09/26/2025 To 09/26/2025 - Benevolent Fund
1318	09/26/2025	Payroll	6841	2140	BPAS	7,500.00	Pay Cycle(s) 09/26/2025 To 09/26/2025 - HRA VEBA - OPS; Pay Cycle(s) 09/26/2025 To 09/26/2025 - HRA VEBA - ADM
1319	09/26/2025	Claims	6841	2141	CASCADE NATURAL GAS	113.09	GAS UTILITIES
1320	09/26/2025	Claims	6841	2142	CI SUPPORT LLC	101.37	SHRED SERVICE
1321	09/26/2025	Claims	6841	2143	CITY OF RICHLAND	10,324.25	DISPATCH SERVICES
1322	09/26/2025	Claims	6841	2144	CORWIN FORD	167.94	LUBE OIL FILTER CHANGE FOR #42
1323	09/26/2025	Claims	6841	2145	DFND TECHNOLOGIES INC	1,585.83	UNIFORM SHIRTS (28)
1324	09/26/2025	Payroll	6841	2146	DIMARTINO	1,983.73	Pay Cycle(s) 09/26/2025 To 09/26/2025 - LT Disab- Life
1325	09/26/2025	Claims	6841	2147	ELWOOD STAFFING SERVICES INC.	807.84	TEMP STAFFING SERVICES (36 HOURS)
1326	09/26/2025	Claims	6841	2148	EVERGREEN LAWN CARE, INC	112.29	LAWN CARE LATE SUMMER - STA 420
1327	09/26/2025	Claims	6841	2149	FRONTLINE MEDICAL PLLC	2,426.00	ANNUAL PHYSICALS (2); HEP B TITER (1)
1328	09/26/2025	Claims	6841	2150	GRAINGER	16.61	STA 430 AIR COMPRESSOR PARTS
1329	09/26/2025	Claims	6841	2151	HUGHES FIRE EQUIPMENT INC.	1,647.77	REPLACE BATTERY CHARGER IN #30; FENDER REPAIR FOR #30; HEADSET POWER WIRE REPAIR FOR #47
1330	09/26/2025	Payroll	6841	2152	IAFF LOCAL 1052	4,456.75	Pay Cycle(s) 09/26/2025 To 09/26/2025 - Union Dues
1331	09/26/2025	Claims	6841	2153	LIBERTY LAWN AND SAW	442.86	CHAIN FOR SAWS; 2 STROKE FUEL
1332	09/26/2025	Claims	6841	2154	LIFE ASSIST	2,982.83	EMS SUPPLIES
1333	09/26/2025	Claims	6841	2155	LN CURTIS & SONS	2,116.39	BOOSTER REEL HOSE (6)
1334	09/26/2025	Claims	6841	2156	OXARC	42.39	CYLINDER RENTAL
1335	09/26/2025	Claims	6841	2157	SNURE SEMINARS	150.00	2025 SNURE SEMINARS LAWS UPDATE REGISTRATION
1336	09/26/2025	Claims	6841	2158	STAPLES ADVANTAGE	142.81	TOILET BOWL CLEANER; DISINFECTING WIPES
1337	09/26/2025	Claims	6841	2159	SYSTEM DESIGN WEST	2,551.90	EMS BILLING FOR AUGUST 2025
1338	09/26/2025	Payroll	6841	2160	TRUSTEED PLANS SERVICE CORPORATION	44,103.63	Pay Cycle(s) 09/26/2025 To 09/26/2025 - Med/Dental Insurance
1339	09/26/2025	Claims	6841	2161	US BANK	3,917.03	BORSCHOWA VISA EXPENDITURES; DRAYTON VISA EXPENDITURES; BUSINESS CARDS; FUSE KIT FOR FACILITIES; WALTON VISA EXPENDITURES
1340	09/26/2025	Claims	6841	2162	US LINEN & UNIFORM	238.66	MAT SERVICE
1341	09/26/2025	Claims	6841	2163	WA STATE PATROL	215.00	TESTING - DRAYTON
1342	09/26/2025	Payroll	6841	2164	C/O BENEFIT SOLUTIONS INC WSCFF MEDICAL EXPENSE REIMBURSEMENT	3,900.00	Pay Cycle(s) 09/26/2025 To 09/26/2025 - MERP
1343	09/26/2025	Claims	6841	2165	ZOLL MEDICAL CORP GPO	2,305.66	123 LITHIUM BATTERIES; AED PLUS PS SERIES W/AED CVR (1)

WARRANT/CHECK REGISTER

BENTON COUNTY FIRE PROTECTION DISTRICT #4

Time: 12:08:41 Date: 09/16/2025

09/26/2025 To: 09/26/2025

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Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
		001	6841 - General Fund			93,743.60	
		110	6848 - EMS Fund			2,551.90	
						<hr/>	Claims: 34,284.39
						96,295.50	Payroll: 62,011.11

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 _____

WARRANT/CHECK REGISTER

BENTON COUNTY FIRE PROTECTION DISTRICT #4

Time: 12:09:14 Date: 09/16/2025

09/25/2025 To: 09/26/2025

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Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
1267	09/26/2025	Payroll	6841	EFT	JOSHUA AMMANN	9,921.74	September Base Salary/ Aug OT
1268	09/26/2025	Payroll	6841	EFT	BRADLEY E ANDREWS	7,144.73	September Base Salary/ Aug OT
1269	09/26/2025	Payroll	6841	EFT	CORAL L BEARS	997.38	September Base Salary/ Aug OT
1270	09/26/2025	Payroll	6841	EFT	DANA M BORSCHOWA	115.44	September Base Salary/ Aug OT
1271	09/26/2025	Payroll	6841	EFT	MATTHEW J BORSCHOWA	10,507.44	September Base Salary/ Aug OT
1272	09/26/2025	Payroll	6841	EFT	FREDERICK T BRINK	914.06	September Base Salary/ Aug OT
1273	09/26/2025	Payroll	6841	EFT	ED R CARAWAY	1,146.99	September Base Salary/ Aug OT
1274	09/26/2025	Payroll	6841	EFT	PAUL E CARLYLE	9,371.59	September Base Salary/ Aug OT
1275	09/26/2025	Payroll	6841	EFT	BRANDON J COATES	1,074.47	September Base Salary/ Aug OT
1276	09/26/2025	Payroll	6841	EFT	KAREN M DAVIS	42.48	September Base Salary/ Aug OT
1277	09/26/2025	Payroll	6841	EFT	AMANDA K DERITIS	5,828.08	September Base Salary/ Aug OT
1278	09/26/2025	Payroll	6841	EFT	DANIEL J DRAYTON	9,992.36	September Base Salary/ Aug OT
1279	09/26/2025	Payroll	6841	EFT	MANUEL I ESTRELLA	11,495.33	September Base Salary/ Aug OT
1280	09/26/2025	Payroll	6841	EFT	APRIL S EWING	5,189.21	September Base Salary/ Aug OT
1281	09/26/2025	Payroll	6841	EFT	CODY R FLOWERS	5,838.01	September Base Salary/ Aug OT
1282	09/26/2025	Payroll	6841	EFT	KEVIN G GAIDOS	6,228.84	September Base Salary/ Aug OT
1283	09/26/2025	Payroll	6841	EFT	KAILEE M GARRISON-EHREDT	7,784.75	September Base Salary/ Aug OT
1284	09/26/2025	Payroll	6841	EFT	JARON D GIBSON	4,810.36	September Base Salary/ Aug OT
1285	09/26/2025	Payroll	6841	EFT	GARRETT S GOODWIN	1,130.75	September Base Salary/ Aug OT
1286	09/26/2025	Payroll	6841	EFT	REX J GREEN	39.48	September Base Salary/ Aug OT
1287	09/26/2025	Payroll	6841	EFT	DAWSEN O HALL	465.44	September Base Salary/ Aug OT
1288	09/26/2025	Payroll	6841	EFT	JACOB TA HANSEN	1,074.47	September Base Salary/ Aug OT
1289	09/26/2025	Payroll	6841	EFT	THOMAS R HARPER	11,146.25	September Base Salary/ Aug OT
1290	09/26/2025	Payroll	6841	EFT	KYLE C HART	7,643.22	September Base Salary/ Aug OT
1291	09/26/2025	Payroll	6841	EFT	ABIGAIL E KNOX	868.00	September Base Salary/ Aug OT
1292	09/26/2025	Payroll	6841	EFT	JAMES A LONGIE	9,409.32	September Base Salary/ Aug OT
1293	09/26/2025	Payroll	6841	EFT	ESTEBAN MADRIGAL	5,088.14	September Base Salary/ Aug OT
1294	09/26/2025	Payroll	6841	EFT	RAYMOND J NEWTON	10,961.75	September Base Salary/ Aug OT
1295	09/26/2025	Payroll	6841	EFT	WYATT M OROZCO	6,235.82	September Base Salary/ Aug OT
1296	09/26/2025	Payroll	6841	EFT	CONNOR L OVERSON	1,162.61	September Base Salary/ Aug OT
1297	09/26/2025	Payroll	6841	EFT	BILLIE J PADEN-LILLY	7,857.33	September Base Salary/ Aug OT
1298	09/26/2025	Payroll	6841	EFT	RUSSELL A POSEGATE	1,244.96	September Base Salary/ Aug OT
1299	09/26/2025	Payroll	6841	EFT	GARRETT M PREMEL	10,094.05	September Base Salary/ Aug OT
1300	09/26/2025	Payroll	6841	EFT	ALLEN L PUTZ	11,727.58	September Base Salary/ Aug OT
1301	09/26/2025	Payroll	6841	EFT	SOTERIO K REBMAN	4,792.26	September Base Salary/ Aug OT
1302	09/26/2025	Payroll	6841	EFT	KYLE M RICHE	4,359.22	September Base Salary/ Aug OT
1303	09/26/2025	Payroll	6841	EFT	BONNIE M ROGERS	9,456.39	September Base Salary/ Aug OT
1304	09/26/2025	Payroll	6841	EFT	MCKENZIE M SELL	1,056.35	September Base Salary/ Aug OT
1305	09/26/2025	Payroll	6841	EFT	ROBERT C SHANNON	5,785.99	September Base Salary/ Aug OT
1306	09/26/2025	Payroll	6841	EFT	BENJAMIN O SHEARER	184.70	September Base Salary/ Aug OT
1307	09/26/2025	Payroll	6841	EFT	MICHAEL A VAN BEEK	442.87	September Base Salary/ Aug OT
1308	09/26/2025	Payroll	6841	EFT	ARRIEL A VAN CLEEF	5,728.34	September Base Salary/ Aug OT
1309	09/26/2025	Payroll	6841	EFT	DOMINIC P VIGGIANO	183.17	September Base Salary/ Aug OT
1310	09/26/2025	Payroll	6841	EFT	ANTHONY G VINING	12,238.38	September Base Salary/ Aug OT
1311	09/26/2025	Payroll	6841	EFT	BRIAN P WAKEMAN	6,113.54	September Base Salary/ Aug OT
1312	09/26/2025	Payroll	6841	EFT	JACOB M WALTON	5,202.83	September Base Salary/ Aug OT
1313	09/26/2025	Payroll	6841	EFT	CODY WINTERS	7,116.99	September Base Salary/ Aug OT
1314	09/26/2025	Claims	6841	EFT	FIRE 4 CHECKING ACCOUNT	339.85	REFUND FOR EMS OVERPAYMENT; SCANNER LEASE
1344	09/25/2025	Payroll	6841	EFT	EFTPS- IRS Payroll Taxes	51,263.52	941 Deposit for Pay Cycle(s) 09/26/2025 - 09/26/2025

WARRANT/CHECK REGISTER

BENTON COUNTY FIRE PROTECTION DISTRICT #4

Time: 12:09:14 Date: 09/16/2025

09/25/2025 To: 09/26/2025

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Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
1345	09/25/2025	Payroll	6841	EFT	WA PUB EMP & RETIRE SYS	70,681.78	Pay Cycle(s) 09/26/2025 To 09/26/2025 - LEOFF II - D097; Pay Cycle(s) 09/26/2025 To 09/26/2025 - DCP-899T76; Pay Cycle(s) 09/26/2025 To 09/26/2025 - PERS 3 - 4778; Pay Cycle(s) 09/26/2025 To 09/26/202
001 6841 - General Fund						369,486.59	
110 6848 - EMS Fund						12.02	
						<u>369,498.61</u>	Claims: 339.85 Payroll: 369,158.76

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: 12:24:32 Date: 09/16/2025

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001 6841 - General Fund

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

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	3,197,281.00	3,505,100.09	(307,819.09)	109.6%
310 Taxes	4,697,094.00	2,684,124.15	2,012,969.85	57.1%
330 Intergovernmental Revenues	34,500.00	47,701.44	(13,201.44)	138.3%
340 Charges For Services	47,000.00	297,615.58	(250,615.58)	633.2%
361 Miscellaneous Revenue	50,200.00	71,444.03	(21,244.03)	142.3%
380 Other Increases in Fund Resources	0.00	4,123.60	(4,123.60)	0.0%
390 Other Financing Sources	0.00	75,020.86	(75,020.86)	0.0%
397 Interfund Transfers	3,002,241.00	2,188,241.00	814,000.00	72.9%
Fund Revenues:	11,028,316.00	8,873,370.75	2,154,945.25	80.5%
Expenditures	Amt Budgeted	Expenditures	Remaining	
011 Legislative	44,200.00	22,927.83	21,272.17	51.9%
012 Administrative	1,180,313.00	1,003,515.53	176,797.47	85.0%
013 Election	10,000.00	2,816.54	7,183.46	28.2%
014 Legal	40,500.00	16,819.50	23,680.50	41.5%
020 Operations	4,596,200.00	2,879,200.12	1,716,999.88	62.6%
021 Suppression	137,650.00	86,290.57	51,359.43	62.7%
024 Communications	177,000.00	95,225.58	81,774.42	53.8%
026 Logistics (Support Services)	16,000.00	3,672.17	12,327.83	23.0%
030 Public Information	106,500.00	65,952.09	40,547.91	61.9%
045 Training	397,600.00	214,464.67	183,135.33	53.9%
050 Facilities	169,000.00	143,149.58	25,850.42	84.7%
060 Automotive	194,700.00	71,607.79	123,092.21	36.8%
070 Ambulance Transport Services	391,700.00	253,417.12	138,282.88	64.7%
522 Fire Control	7,461,363.00	4,859,059.09	2,602,303.91	65.1%
589 Payroll Clearing	0.00	20,141.95	(20,141.95)	0.0%
591 Debt Service	127,121.00	121,375.97	5,745.03	95.5%
594 Capital Expenditures	1,740,000.00	377,538.53	1,362,461.47	21.7%
Fund Expenditures:	9,328,484.00	5,378,115.54	3,950,368.46	57.7%
Fund Excess/(Deficit):	1,699,832.00	3,495,255.21		

The District's financial position remains strong heading into the final quarter of the year. As of the latest report, 83.6% of all budgeted revenue has been received, while 59.7% of the total expense budget has been spent. This keeps the District comfortably within budget and well-positioned to meet end-of-year priorities.

General Fund

- **Revenue:** 80.5% received
- **Expenditures:** 58% spent
- The General Fund continues to track steadily. Most program areas remain under budget. Administrative costs are 85%, and capital spending is still relatively low at 21.7%. A healthy surplus of over \$3.49 million remains at this stage.

EMS Fund

- **Revenue:** 83.7% received
- **Expenditures:** 71% spent
- The majority of EMS Fund spending is tied to interfund transfers (nearly 73% complete), while operational and debt service costs remain minimal. The fund retains over \$880,000 in available budget.

Reserve Fund

- The Reserve Fund remains untouched, with revenue slightly exceeding budget expectations and the full balance preserved for future use.

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	1,027,251.43	756,392.57	57.6%
330 Intergovernmental Revenues	300,000.00	24,170.40	275,829.60	8.1%
340 Charges For Services	470,000.00	445,511.45	24,488.55	94.8%
360 Investment Interest	60,000.00	78,723.40	(18,723.40)	131.2%
Fund Revenues:	5,638,626.00	4,719,587.11	919,038.89	83.7%
Expenditures	Amt Budgeted	Expenditures	Remaining	
522 Fire Control	54,500.00	26,614.63	27,885.37	48.8%
591 Debt Service	41,625.00	0.00	41,625.00	0.0%
597 Interfund Transfers	3,002,241.00	2,188,241.00	814,000.00	72.9%
Fund Expenditures:	3,098,366.00	2,214,855.63	883,510.37	71.5%
Fund Excess/(Deficit):	2,540,260.00	2,504,731.48		

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	278,925.52	202,289.48	58.0%
360 Investment Interest	5,500.00	7,092.53	(1,592.53)	129.0%
Fund Revenues:	673,214.00	477,494.29	195,719.71	70.9%
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	350,494.29		

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	0.73	(0.73)	0.0%
Fund Revenues:	0.00	29.91	(29.91)	0.0%
Fund Excess/(Deficit):	0.00	29.91		

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	59,075.56	(29,075.56)	196.9%
Fund Revenues:	2,440,862.00	2,472,930.95	(32,068.95)	101.3%
Fund Excess/(Deficit):	2,440,862.00	2,472,930.95		

2025 BUDGET POSITION TOTALS

BENTON COUNTY FIRE PROTECTION DIS

Time: 12:24:32 Date: 09/16/2025

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Fund	Revenue Budgeted	Received		Expense Budgeted	Spent	
001 6841 - General Fund	11,028,316.00	8,873,370.75	80.5%	9,328,484.00	5,378,115.54	58%
110 6848 - EMS Fund	5,638,626.00	4,719,587.11	83.7%	3,098,366.00	2,214,855.63	71%
201 6842 - Bond Fund	673,214.00	477,494.29	70.9%	504,000.00	127,000.00	25%
301 6844 - Construction Fund	0.00	29.91	0.0%	0.00	0.00	0%
601 6846 - Reserve Fund	2,440,862.00	2,472,930.95	101.3%	0.00	0.00	0%
	<u>19,781,018.00</u>	<u>16,543,413.01</u>	<u>83.6%</u>	<u>12,930,850.00</u>	<u>7,719,971.17</u>	<u>59.7%</u>



CUSTOMER: Benton County Fire #4

JOB #: 41022

TOTAL CHANGES MADE TO ORDER PER UNIT	6,066.44
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Sales tax, if applicable, not included in above amount

Changes Authorized by:

Date:

Change Order Summary

On August 7, 2025, the Board approved a change order in the amount of \$4,800.

The following change order items remain pending approval:

- \$540.00 – Replace push button air horn
- \$1,000.00 – Add scene light controls
- (\$302.78) – Adjustment for 28' two-section ladder
- (\$854.00) – Adjustment for pump primer
- \$883.22 – Adjustment for crosslay hose

The total net amount remaining for approval is \$1,266.44.