



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

OCTOBER 16, 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 October 16, 2025.
- Minutes:
 - Approve minutes of September 17, 2025, Regular Meeting.
- Claim Vouchers:
 - Approve Claim Voucher numbers 1383 through 1400 for \$85,542.08 for the period ending October 10, 2025. (*Vouchers were audited, approved, and paid prior to this meeting under the authority of Resolution No. 2023-11*).
 - Approve Payroll Voucher numbers 1426 through 1506 for \$422,098.77 for the period ending October 31, 2025.
 - Approve Claim Voucher numbers 1473 through 1507 for \$122,492.13 for the period ending October 31, 2025.

BADGE PINNING CEREMONY

Recognition of Firefighters Madrigal, Riche, and Van Cleef for successful completion of their one-year probationary period.

FINANCIAL REVIEW

- Budget Revenue and Expenditure Report

RESOLUTIONS/MOTIONS

- Resolution No. 2025-06; Ending Fund Balance Targets
- Policy #132 – Financial Management
- Resolution No. 2025-07; Ambulance Fee Schedule
- Policy #300 – EMS Provider Rules
- Policy #302 – Ambulance Billing
- 2025-08; Surplus of Property
- Local 1052 MOU – Temporary Administrative Assistant Position

NEW BUSINESS

- 2026 Budget
- Intern Firefighter Applications

UNFINISHED BUSINESS

- Station 410

CORRESPONDENCE**DISTRICT REPORTS**

- | | |
|-----------------------|--------------------------|
| • Union Report | • Commissioner(s) Report |
| • Volunteer Report | • Fire Chief Report |
| • Logistics Report | • Deputy Chief Report |
| • City Liaison Report | • Finance Manager Report |

OPEN FORUM DISCUSSION**OPERATION PROGRAM UPDATES****IMPORTANT DATES**

- October 22-25: WFCB 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 17, 2025

CALL MEETING TO ORDER

Commissioner Goodwin 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 (virtual) and Commissioner Goodwin. Commissioner Van Beek was excused.

PLEDGE OF ALLEGIANCE

Captain Rogers led the pledge of allegiance.

ADDITIONS TO THE AGENDA

Local 1052 CBA 2026-2028 was added under New Business.

THOSE PRESENT

Members present were:

Chief Carlyle	Captain Rogers
Deputy Chief Drayton	Firefighter Orozco
Finance Manager Paden-Lilly	Firefighter Sell
Captain Harper	

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 17, 2025.
- Minutes Approval: Approval of the meeting minutes dated September 4, 2025.
- Approval of Payments:
 - *Payroll Voucher numbers 1267 through 1342 for \$431,169.87 for the period ending September 26, 2025.*
 - *Claim Voucher numbers 1314 through 1343 for \$34,624.24 for the period ending September 26, 2025.*

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

FINANCIAL REVIEW

The revenue and expenditure budget position report were reviewed.

RESOLUTIONS/MOTIONS

Hughes Fire Equipment Change Order

The Board considered the final change order for the ladder truck build in the amount of \$1,266.44 plus shipping and taxes.

MOTION: Commissioner Brink moved to approve the Hughes Fire Equipment Change Order in the amount of \$1,266.44 plus shipping and taxes. Commissioner Goodwin seconded. Motion passed unanimously.

NEW BUSINESS

Local 1052 CBA 2026-2028

The updated Collective Bargaining Agreement, previously reviewed and approved by union members, will be discussed further in executive session with possible action to follow.

UNFINISHED BUSINESS

Fire Chief Contract

Fire Chief Carlyle's current contract expires September 30, 2025. The matter will be discussed in executive session with possible action to follow.

CORRESPONDENCE

There was no new correspondence.

DISTRICT REPORTS

Union – Captain Harper reported that two union members are in Colorado attending the National Firefighter's Memorial ceremony.

Logistics – Chief Carlyle reported Facilities and Logistics Manager Rebman is attending the Mechanics Conference in Wenatchee.

City Liaison – Commissioner Brink noted upcoming road closures due to the Iron Man competition. Work on the Van Giesen Road project will resume as the strike has ended.

Commissioners - Commissioner Brink plans to attend the Southeast Washington Fire Commissioners Association meeting in Dayton on Friday.

Chief – Chief Carlyle provided the following report:

- Attended the CBDR board meeting, where it was reported that rates will increase by 5% in 2026.
- Working with Captain Borschowa regarding the District's EMS license. While the license has been successfully renewed, a recent opinion letter issued by the Washington State Attorney General has created regional impacts. The District has engaged Snure to provide legal assistance on this matter. Chief Harris is representing the region at the Washington State Fire Chiefs, and I have a scheduled meeting with Dr. Hodges tomorrow to address related concerns.
- Reported an increase in individuals coming to Station 420 with various personal concerns, which has raised safety considerations for administrative staff. This matter will be addressed at the upcoming administrative staff meeting, and plans are being developed to enhance security measures, including modifications to the station doors.

- Attended the memorial service for former volunteer Nick Stultz, who passed away at home on September 10. Mr. Stultz served as both a resident and volunteer with the District for 12 years. Flowers were sent to the service on behalf of the District.

Deputy Chief – Deputy Chief Drayton provided the following report:

- Intern testing is progressing under the coordination of Firefighter Ammann. The District anticipates selecting four interns and will conduct an in-house academy, led by Lieutenant Premel, beginning at the end of October.
- Battalion Chief testing is scheduled for Monday.
- Provided three media interviews this week regarding Station 410 response time statistics since its reopening in June.
- Standard of Coverage consultants are scheduled for an onsite visit on November 12 and 13.
- Successfully completed IFSAC testing for Instructor I certification.
- Collaborating with Captains Newton and Rogers on development of the training plan for the new ladder truck.
- Participated in a two-day Basic Levy Workshop with the Department of Revenue, alongside Finance Manager Paden-Lilly and Administrative Assistant Ewing.
- The ambulance is scheduled for a remount project at Braun beginning the week of October 7. The project is expected to take approximately 90 days.

OPEN FORUM DISCUSSION

No topics were brought forward during the open forum discussion.

OPERATION PROGRAM UPDATES

Captain Rogers reported that 8 candidates are scheduled to interview on September 24 for career positions. Project remains on track.

IMPORTANT DATES

- September 19: SE WA Fire Commissioners Association Meeting – Dayton, WA
- October 22-25: WFCA Conference – Tulalip, WA
- November 15: Tri-County Commissioners Association Meeting – Benton #1
- District Open House rescheduled to May 2026 due to conflicts

AGENDA ITEMS FOR THE NEXT MEETING

There were no new agenda items for next meeting.

EXECUTIVE SESSION

Commissioner Goodwin called a 10-minute executive session at 5:16 p.m. per RCW 42.30.110(1)(g) to discuss the performance of a public employee and per RCW 42.30.140(4) to discuss collective bargaining matters. The meeting was called back to order at 5:26 p.m.

Action Taken:

- **Local 1052 CBA 2026–2028:** Motion by Commissioner Brink to approve the final agreement as tentatively agreed upon by labor and management. Seconded by Commissioner Goodwin. Motion passed.

Commissioner Van Beek was absent from the meeting. As a member of IAFF Local 1052, Commissioner Van Beek did not participate in the consideration or approval of the collective bargaining agreement.

- **Fire Chief Contract:** Motion by Commissioner Brink to approve Chief Carlyle's employment contract effective October 1, 2025, through September 30, 2030. Seconded by Commissioner Goodwin. Motion passed.

ADJOURNMENT

With no further business to come before the Board the meeting was adjourned at 5:28 p.m.

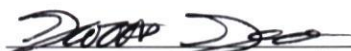
Attested:



Billie Paden-Lilly, District Secretary

10/16/25

Date



Garrett Goodwin, Commissioner

10-16-25

Date



Michael Van Beek, Commissioner

10/16/25

Date



Fred Brink, Commissioner

10-16-25

Date

ACCOUNTS PAYABLE

BENTON COUNTY FIRE PROTECTION DISTRICT #4

As Of: 10/10/2025

Time: 14:24:01 Date: 10/01/2025

Page: 1

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
15387	10/10/2025	10/10/2025	724 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					
	34720			554.37	PEST & RODENT CONTROL
15386	10/10/2025	10/10/2025	15 AMAZON	1,598.48	FACILITY SUPPLIES; CLEANING SUPPLIES; TRAINING BOOKS; STORAGE BINS; UNIFORM PANTS; SOAP DISPENSER KEY; STA 420 SCBA FAN INTAKE PARTS
	522 20 28 00	Clothing, Commissary (Non-	001 000 522 6841 - General I	173.82	UNIFORM PANTS
	522 21 48 90	SCBA Repair/Maint	001 000 522 6841 - General I	35.21	SCBA FAN INTAKE PARTS
	522 45 31 00	Expendable Supplies - Traini	001 000 522 6841 - General I	206.54	TRAINING BOOKS
	522 50 31 00	Expendable Supplies -Faciliti	001 000 522 6841 - General I	243.11	CLEANING SUPPLIES
	522 50 35 00	Non-Expendable Supplies - I	001 000 522 6841 - General I	939.80	FURNITURE FOR STA 410
Invoice					
	1HKY-KTDY-HYDV		907.20	SHOWER BENCH; PIZZA CUTTER; STEP LADDER; SHOWER HEADS W/SPRAY	
	1CGM-TQHX-J3GN		227.95	BROOM; CLEANING TOWELS; PUSH BROOMS; DUST PAN FOR STA 410	
	1FT6-CFWT-F36L		206.54	TRUCK COMPANY OPERATIONS TRAINING BOOKS	
	1YLM-HLLM-9TWC		32.60	STORAGE BINS FOR BEDDING	
	1DFL-V6JG-7YTJ		173.82	UNIFORM PANTS FOR REBMAN (2)	
	1LVF-741C-9PVY		15.16	SOAP DISPENSER KEY	
	19WC-PQ6P-6XR3		35.21	STA 420 SCBA FAN INTAKE PARTS	
15385	10/10/2025	10/10/2025	829 AT&T MOBILITY	209.39	CELL PHONE SERVICE
	522 12 42 10	Cellular Phone Service	001 000 522 6841 - General I	209.39	CELL PHONE SERVICE
Invoice					
	X09192025		209.39	CELL PHONE SERVICE	
15388	10/10/2025	10/10/2025	921 CASCADE NATURAL GAS	132.44	GAS UTILITIES
	522 50 47 10	Utilities	001 000 522 6841 - General I	132.44	GAS UTILITIES
Invoice					
	9/1/25		132.44	GAS UTILITIES	
15389	10/10/2025	10/10/2025	596 DEPARTMENT OF LABOR & INDUSTRIES	270.40	ANNUAL BOILER PRESSURE VESSEL INSPECTIONS AT ALL STATIONS

ACCOUNTS PAYABLE

BENTON COUNTY FIRE PROTECTION DISTRICT #4

As Of: 10/10/2025

Time: 14:24:01 Date: 10/01/2025

Page: 2

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
522 50 41 00 Professional Services			001 000 522 6841 - General I	270.40	ANNUAL BOILER PRESSURE VESSEL INSPECTIONS AT ALL STATIONS
<hr/>					
			Invoice		
			392817	270.40	ANNUAL BOILER PRESSURE VESSEL INSPECTIONS AT ALL STATIONS
15392 10/10/202510/10/2025361			GRAINGER	596.57	AIR COMPRESSOR PARTS; DEF
522 21 48 90 SCBA Repair/Maint			001 000 522 6841 - General I	553.18	SCBA AIR COMPRESSOR PARTS
522 60 32 00 Fuels and Oils			001 000 522 6841 - General I	43.39	DEF
<hr/>					
			Invoice		
			9650364467	178.46	STA 410 SCBA COMPRESSOR PARTS
			9651930019	43.39	DEF
			9651739147	16.98	STA 430 AIR COMPRESSOR PARTS
			9657667805	357.74	STA 420 SCBA FAN INTAKE PARTS
15393 10/10/202510/10/2025509			HUGHES FIRE EQUIPMENT INC.	7,104.32	REPAIR RIGHT REAR JUMPSEAT IN #48; INSTALL MAGNETS ON #47;INSTALL TRIM PANELS, NOZZLE HOLDERS, & INSTALL RADIO IN #53; ANNUAL PUMP TESTING
522 60 48 00 Repair and Maintenance Ser			001 000 522 6841 - General I	7,104.32	PUMP TESTING; INSTALL FITTINGS ON #53; REPAIR JUMPSEAT IN #48; INSTALL MAGNETS ON #47
<hr/>					
			Invoice		
			629594	712.20	REPLACE RIGHT REAR JUMPSEAT IN #48
			630063	2,207.94	INSTALL MAGNETS ON TRUCK FOR STATION EXHAUST SYSTEM ON #47
			629596	2,937.83	INSTALL TRIM PANELS ON BEDSIDES; NEW RADIO; NOZZLE HOLDERS, DRIF
			630304	1,246.35	ANNUAL PUMP TESTING ON (6) TRUCKS
15394 10/10/202510/10/2025876			ISOUTSOURCE	6,363.63	CREDIT FOR HARDWARE BOP PROJECT; BLOCK SUPPORT; MONTHLY SOFTWARE
522 12 31 10 Computer Software			001 000 522 6841 - General I	4,546.43	MONTHLY COMPUTER SOFTWARE
522 12 41 03 Contract Services - Compute			001 000 522 6841 - General I	1,817.20	CREDIT FOR HARDWARE BOP PROJECT; BLOCK SUPPORT
<hr/>					
			Invoice		
			CW314537	2,166.50	MONTHLY SOFTWARE
			CW312510	-8,182.80	CREDIT FOR HARDWARE BOP PROJECT
			CW314915	5,000.00	BLOCK SUPPORT
			CW315500	5,000.00	BLOCK SUPPORT

ACCOUNTS PAYABLE

BENTON COUNTY FIRE PROTECTION DISTRICT #4

As Of: 10/10/2025

Time: 14:24:01 Date: 10/01/2025

Page: 3

Accts

Pay #	Received	Date Due	Vendor	Amount	Memo
			CW315726	2,379.93	MONTHLY SOFTWARE
15395	10/10/2025	10/10/2025	LIFE ASSIST	3,633.01	EMS SUPPLIES
	522 70 31 00		Expendable Supplies - EMS	001 000 522 6841 - General I	3,633.01 EMS SUPPLIES
			Invoice		
			1639884	172.60	NEEDLE DECOMPRESSION; BANDAGES; TOURNIQUET
			1642214	1,637.42	DISINFECTANT; UNDERPAD; ABSORBENT MAT EKG PAPER; 3M RED DOT ELE
			1637964	1,822.99	ALCOHOL PREP PADS; AQUABILITY; IV CATHS; HIGH PRESSURE EXTENSION
15396	10/10/2025	10/10/2025	LN CURTIS & SONS	7,458.49	ROPE RESCUE EQUIPMENT
	522 20 35 00		Non Expendable Equipment	001 000 522 6841 - General I	7,458.49 ROPE RESCUE EQUIPMENT
			Invoice		
			INV990639	6,970.58	ANCHOR STRAPS; ROPE; ANCHOR PLATES; RESCUE PULLEY; WEBBING; CAR
			INV995394	487.91	PRUSIK SEWN LOOP - GRE LONG AND RED SHORT
15397	10/10/2025	10/10/2025	STAPLES ADVANTAGE	426.50	CLEANING SUPPLIES
	522 50 31 00		Expendable Supplies -Faciliti	001 000 522 6841 - General I	426.50 CLEANING SUPPLIES
			Invoice		
			7006900191	426.50	CLEANING SUPPLIES
15398	10/10/2025	10/10/2025	TOTAL ENERGY MANAGEMENT	769.06	HVAC MAINTENANCE - STA 420
	522 50 41 00		Professional Services	001 000 522 6841 - General I	769.06 HVAC MAINTENANCE - STA 420
			Invoice		
			130118	769.06	HVAC MAINTENANCE - STA 420
15399	10/10/2025	10/10/2025	ULINE	2,451.02	CORD REELS FOR STA 410
	522 50 35 00		Non-Expendable Supplies - I	001 000 522 6841 - General I	2,451.02 HEAVY DUTY 45' SINGLE OUTLET RETRACTABLE CORD REELS FOR STA 410
			Invoice		
			198383358	320.24	HEAVY DUTY 45' SINGLE OUTLET RETRACTABLE CORD REEL (1)
			198443980	2,130.78	HEAVY DUTY 45' SINGLE OUTLET RETRACTABLE CORD REEL (7)
15400	10/10/2025	10/10/2025	US BANK OF WASHINGTON	350.00	BOND SERVICE FEE

ACCOUNTS PAYABLE

BENTON COUNTY FIRE PROTECTION DISTRICT #4

As Of: 10/10/2025

Time: 14:24:01 Date: 10/01/2025

Page: 4

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
592 22 89 21			Debt Service Cost	201 000 591 6842 - Bond Fur	350.00 BOND SERVICE FEE

Invoice

7837358 350.00 BOND SERVICE FEE

15404 10/10/2025 10/10/2025 475

US BANK

2,378.75 BORSCHOWA VISA EXPENDITURES

522 12 31 00 Expendable Office Supplies	001 000 522 6841 - General I	108.69	IPAD CASE FOR E1411 MDT
522 12 31 10 Computer Software	001 000 522 6841 - General I	1,225.18	O365 SUBSCRIPTIONS & CLOUD BACKUP
522 12 31 20 Non-Expendable Office	001 000 522 6841 - General I	79.74	MOUNT PARTS FOR IPAD MDT FOR E1411
522 45 43 00 Travel - Mileage & Air	001 000 522 6841 - General I	329.66	FLIGHT TO ALASKA EMS SYMPOSIUM
522 45 43 10 Travel - PerDiem & Lodging	001 000 522 6841 - General I	285.48	EMS WORLD EXPO LODGING
522 45 43 20 Registration Fees	001 000 522 6841 - General I	350.00	REGISTRATION - 2025 ALASKA EMS SYMPOSIUM

Invoice

9/15/25 SOUTHERN	350.00	2025 ALASKA EMS SYMPOSIUM REGISTRATION
9/16/25 DELTA	329.66	FLIGHT TO ALASKA EMS SYMPOSIUM
9/18/25 MSFT	16.31	O365 SUBSCRIPTION
9/18/25 MSFT	984.81	O365 SUBSCRIPTIONS
9/18/25 MSFT	100.00	O365 SUBSCRIPTIONS
9/20/25 JWMARRIOTT	285.48	LODGING - EMS WORLD EXPO 2025
9/24/25 WASABI	124.06	SERVER CLOUD BACKUP STORAGE
9/25/25 SPQUAD	43.40	MOUNT PARTS FOR IPAD MDT FOR E1411
9/25/25 RAM	36.34	MOUNT PARTS FOR IPAD MDT FOR E1411
9/25/25 OTTER	108.69	IPAD CASE FOR E1411 MDT

15405 10/10/2025 10/10/2025 475

US BANK

121.43 DRAYTON VISA EXPENDITURES

522 12 31 00 Expendable Office Supplies	001 000 522 6841 - General I	25.37	OFFICE SUPPLIES
522 26 31 10 Food	001 000 522 6841 - General I	52.60	NUTRITION DURING BC TESTING
522 60 32 00 Fuels and Oils	001 000 522 6841 - General I	43.46	PROPANE EXCHANGE

Invoice

9/18/25 YOKES	43.46	PROPANE EXCHANGE
9/18/25 COSTCO	52.60	NUTRITION DURING BC TESTING
9/19/25 TARGET	25.37	PENS & LEGAL PADS

15406 10/10/2025 10/10/2025 475

US BANK

475.91 ESTRELLA VISA EXENDITURES

522 24 35 00 Non-Expendable Supplies - I	001 000 522 6841 - General I	475.91	VEHICLE CHARGERS, MOUNTING BRACKETS, FASTENERS, DASH MOUNTING BRACKET FOR E1413 & E1451
--	------------------------------	--------	---

ACCOUNTS PAYABLE

BENTON COUNTY FIRE PROTECTION DISTRICT #4

As Of: 10/10/2025

Time: 14:24:01 Date: 10/01/2025

Page: 5

Accts

Pay #	Received	Date Due	Vendor	Amount	Memo
<hr/>					
			Invoice		
			9/26/25 POWER	475.91	VEHICLE CHARGERS, MOUNTING BRACKETS, FASTENERS, DASH MOUNTING
15407	10/10/2025	10/10/2025	475	9.89	EWING VISA EXPENDITURES
			522 12 41 00 Contract Services	001 000 522 6841 - General I	280.00 EMPLOYMENT ADVERTISEMENT
			522 12 49 00 Memberships/Dues	001 000 522 6841 - General I	750.00 WEST RICHLAND CHAMBER MEMBERSHIP
			522 26 31 10 Food	001 000 522 6841 - General I	424.74 LUNCH FOR BC TESTING
			522 50 41 00 Professional Services	001 000 522 6841 - General I	462.19 FIRE SUPPRESSION SYSTEM MONITORING
			522 50 47 10 Utilities	001 000 522 6841 - General I	3,181.96 UTILITIES
<hr/>					
			Invoice		
			9/12/25 WR	908.35	WATER FOR FACILITIES
			9/12/25 REA	2,273.61	ELECTRIC FOR FACILITIES
			9/14/25 ALARM	195.66	FIRE SUPPRESSION SYSTEM MONITORING
			9/22/25 CHAMBER	750.00	WEST RICHLAND CHAMBER MEMBERSHIP
			9/22/25 DAILY	280.00	EMPLOYMENT ADVERTISEMENT
			9/23/25 PANERA	424.74	LUNCH FOR BC TESTING
			9/24/25 ALARM	266.53	FIRE SUPPRESSION SYSTEM MONITORING
15408	10/10/2025	10/10/2025	475	21.73	HARPER VISA EXPENDITURE
			522 60 32 00 Fuels and Oils	001 000 522 6841 - General I	21.73 DEF FOR APP #47
<hr/>					
			Invoice		
			9/17/25 SHELL	21.73	DEF FOR APP #47
15409	10/10/2025	10/10/2025	475	75.53	LONGIE VISA EXPENDITURES
			522 26 31 10 Food	001 000 522 6841 - General I	75.53 LUNCH FOR CAREER NEW HIRE INTERVIEWS
<hr/>					
			Invoice		
			9/24/25 MISS	75.53	LUNCH FOR CAREER NEW HIRE INTERVIEWS
15410	10/10/2025	10/10/2025	475	527.74	NEWTON VISA EXPENDITURES
			522 21 31 00 Expendable Supplies - Suppr	001 000 522 6841 - General I	59.00 TIC TETHER
			522 45 31 00 Expendable Supplies - Trainii	001 000 522 6841 - General I	270.50 WOOD FOR DOOR PROP
			522 60 31 00 Expendable Supplies - Autor	001 000 522 6841 - General I	198.24 CUP HOLDERS FOR #52
<hr/>					
			Invoice		
			9/11/25 SEEK	59.00	TIC TETHER
			9/15/25 BESTOP	53.05	CUP HOLDER FOR #52

ACCOUNTS PAYABLE

BENTON COUNTY FIRE PROTECTION DISTRICT #4

As Of: 10/10/2025

Time: 14:24:01 Date: 10/01/2025

Page: 6

Accts

Pay #	Received	Date Due	Vendor	Amount	Memo
			9/26/25 BESTOP	145.19	CUP HOLDER FOR #52
			9/27/25 HDEPOT	270.50	WOOD FOR PROP TRAINING
15411	10/10/2025	10/10/2025	475 US BANK	1,186.19	REBMAN VISA EXPENDITURES
			522 21 48 90 SCBA Repair/Maint		72.76 STA 420 SCBA FAN INTAKE PARTS
			522 45 43 10 Travel - PerDiem & Lodging		640.31 MECHANICS CONFERENCE - PER DIEM & LODGING
			522 50 31 00 Expendable Supplies -Faciliti		241.96 FACILITY SUPPLIES
			522 60 32 00 Fuels and Oils		231.16 FUEL AND DEF
			Invoice		
			9/10/25 HDEPOT	111.27	WATER SOFTENER PELLETS
			9/10/25 HDEPOT	28.66	CLEANING SUPPLIES
			9/17/25 MCGLINNS	21.76	DINNER - MECHANICS CONFERENCE
			9/15/25 SHELL	120.15	FUEL
			9/16/25 BOBS	25.02	DINNER - MECHANICS CONFERENCE
			9/18/25 ELPORTON	21.10	DINNER - MECHANICS CONFERENCE
			9/19/25 RAIL	27.67	DINNER - MECHANICS CONFERENCE
			9/19/25 HILTON	544.76	LODGING - MECHANICS CONFERENCE
			9/23/25 WILCO	111.01	DEF
			9/24/25 HDEPOT	-46.56	CREDIT FOR OUT OF STOCK CONDUIT STRAPS
			9/24/25 HDEPOT	72.76	STA 420 SCBA FAN INTAKE PARTS
			9/24/25 HDEPOT	46.56	CONDUIT STRAPS
			9/25/25 HDEPOT	102.03	STA 420 AIR FILTERS AND HDMI CABLE
15412	10/10/2025	10/10/2025	475 US BANK	191.96	ROGERS VISA EXPENDITURE
			522 45 31 00 Expendable Supplies - Trainii		191.96 30 FIRES YOU MUST KNOW BOOK (4)
			Invoice		
			9/18/25 AMAZON	191.96	30 FIRES YOU MUST KNOW BOOK (4)
15401	10/10/2025	10/10/2025	347 US LINEN & UNIFORM	396.25	MAT SERVICE
			522 50 41 00 Professional Services		396.25 MAT SERVICE
			Invoice		
			3566979	64.85	MAT SERVICE
			3558274	51.95	MAT SERVICE
			3565224	51.95	MAT SERVICE
			3561835	113.75	MAT SERVICE
			3568806	113.75	MAT SERVICE
15402	10/10/2025	10/10/2025	465 VERIZON WIRELESS	888.54	CELL PHONE SERVICE

ACCOUNTS PAYABLE

BENTON COUNTY FIRE PROTECTION DISTRICT #4

As Of: 10/10/2025

Time: 14:24:01 Date: 10/01/2025

Page: 7

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
522 12 42 10	Cellular Phone Service		001 000 522 6841 - General I	888.54	CELL PHONE SERVICE
<hr/>					
	Invoice				
	6123650809		888.54	CELL PHONE SERVICE	
<hr/>					
15403 10/10/2025	10/10/2025	396	ZOLL MEDICAL CORP GPO	42,261.48	XSERIES ANNUAL LEASE, CODE DATA LEASE, & SERVICE PLAN (4); LIFE BAND 3 PACK; PEDI PADZ ELECTRODES
522 70 31 00	Expendable Supplies - EMS		001 000 522 6841 - General I	636.29	EMS SUPPLIES
591 22 70 10	Lease Payments - Equipmen		110 000 591 6848 - EMS Fun	41,625.19	XSERIES ANNUAL LEASE, CODE DATA LEASE, & SERVICE PLAN (4)
<hr/>					
	Invoice				
	91000835		41,625.19	XSERIES ANNUAL LEASE, CODE DATA LEASE, & SERVICE PLAN (4)	
	4325979		532.75	LIFE BAND 3 PACK	
	4327777		103.54	PEDI PADZ ELECTRODES	
<hr/>					
	Report Total:			85,542.08	
	Fund				
	001 6841 - General Fund		43,566.89		
	110 6848 - EMS Fund		41,625.19		
	201 6842 - Bond Fund		350.00		

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.

ACCOUNTS PAYABLE

BENTON COUNTY FIRE PROTECTION DISTRICT #4

As Of: 10/31/2025

Time: 13:58:55 Date: 10/15/2025

Page: 1

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
15413	10/24/2025	10/24/2025	AMAZON	300.68	AIR SANITIZERS; BINDERS; USB HUB 4 PORTS FOR LAPTOP
522 12 31 00	Expendable Office Supplies		001 000 522 6841 - General I	60.22	OFFICE SUPPLIES
522 50 31 00	Expendable Supplies -Faciliti		001 000 522 6841 - General I	240.46	AIR SANITIZERS
<hr/>					
			Invoice		
			1J4R-HF3C-W9K4	35.46	BINDERS FOR GIS MAPPING
			1HXP-M6DV-94V4	24.76	USB HUB 4 PORTS FOR LAPTOP (2)
			1CL6-1N79-Y6GK	240.46	UV-C AIR SANITIZER AND DEODORIZER (6)
15431	10/24/2025	10/24/2025	AMAZON	154.37	MEGA FLOW VACUUM RATED VALVE CORE REMOVAL TOOLS
522 50 35 00	Non-Expendable Supplies - I		001 000 522 6841 - General I	154.37	MEGA FLOW VACUUM RATED VALVE CORE REMOVAL TOOLS
<hr/>					
			Invoice		
			13P4-39M3-HMMF	154.37	MEGA FLOW VACUUM RATED VALVE CORE REMOVAL TOOLS
15414	10/24/2025	10/24/2025	CASCADE NATURAL GAS	132.44	GAS UTILITIES
522 50 47 10	Utilities		001 000 522 6841 - General I	132.44	GAS UTILITIES
<hr/>					
			Invoice		
			10/13/2025	132.44	GAS UTILITIES
15424	10/31/2025	10/31/2025	CI SUPPORT LLC	89.68	SHRED SERVICE
522 12 41 00	Contract Services		001 000 522 6841 - General I	89.68	SHRED SERVICE
<hr/>					
			Invoice		
			0188509	89.68	SHRED SERVICE
15438	10/31/2025	10/31/2025	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
<hr/>					
			Invoice		
			57270	10,324.25	DISPATCH SERVICES
15427	10/31/2025	10/31/2025	ELWOOD STAFFING SERVICES INC.	830.28	TEMP STAFFING SERVICES
522 12 41 00	Contract Services		001 000 522 6841 - General I	830.28	TEMP STAFFING SERVICES

ACCOUNTS PAYABLE

BENTON COUNTY FIRE PROTECTION DISTRICT #4

As Of: 10/31/2025

Time: 13:58:55 Date: 10/15/2025

Page: 2

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
			Invoice		
			3541964	359.04	TEMP STAFFING SERVICES - WEEK ENDING 9/28/25
			3475586	448.80	TEMP STAFFING SERVICES - WEEK ENDING 9/14/25
			3542177	22.44	TEMP STAFFING SERVICES - WEEK ENDING 10/5/25
15425	10/31/2025	10/31/2025	474	EVERGREEN LAWN CARE, INC	112.29 SHRUB BED WEED - FALL AT STA 420
522 50 41 00	Professional Services	001 000 522 6841 - General I		112.29	SHRUB BED WEED - FALL AT STA 420
			Invoice		
			390066	112.29	SHRUB BED WEED - FALL AT STA 420
15446	10/31/2025	10/31/2025	474	EVERGREEN LAWN CARE, INC	978.30 STA 430 SHRUB BED WEED - FALL
522 50 41 00	Professional Services	001 000 522 6841 - General I		978.30	STA 430 SHRUB BED WEED - FALL
			Invoice		
			390145	978.30	STA 430 SHRUB BED WEED - FALL
15390	10/31/2025	10/31/2025	123	FIRE 4 ADVANCED TRAVEL	231.00 PER DIEM - PNW FIRE CONFERENCE FOR ROGERS
522 45 43 10	Travel - PerDiem & Lodging	001 000 522 6841 - General I		231.00	PER DIEM - PNW FIRE CONFERENCE FOR ROGERS
			Invoice		
			CK #1035	231.00	PER DIEM - PNW FIRE CONFERENCE FOR ROGERS
15391	10/31/2025	10/31/2025	704	FIRE 4 CHECKING ACCOUNT	774.53 MILEAGE FOR OROZCO - PNW FIRE CONFERENCE; EMS OVERPAYMENT; SCANNER LEASE PAYMENT
522 45 43 00	Travel - Mileage & Air	001 000 522 6841 - General I		364.70	MILEAGE FOR OROZCO - PNW FIRE CONFERENCE
522 70 41 20	Ambulance Over Payment	110 000 522 6848 - EMS Fun		82.00	EMS OVERPAYMENT BC42500364
591 22 01 02	Lease Payments - Office Equi	001 000 591 6841 - General I		327.83	SCANNER LEASE
			Invoice		
			CK #1343	327.83	SCANNER LEASE PAYMENT
			CK #1344	82.00	EMS OVERPAYMENT - BC42500364
			CK #1345	364.70	MILEAGE FOR OROZCO - PNW FIRE CONFERENCE
15448	10/31/2025	10/31/2025	509	HUGHES FIRE EQUIPMENT INC.	72,062.43 CHANGE ORDERS 1; 2; 3 FOR 2025 PIERCE ENFORCER 75' AERIAL - APP 52
594 22 63 00	Capital Apparatus And Equip	001 000 594 6841 - General I		72,062.43	CHANGE ORDERS 1; 2; 3 FOR 2025 PIERCE ENFORCER 75' AERIAL - APP 52

ACCOUNTS PAYABLE

BENTON COUNTY FIRE PROTECTION DISTRICT #4

As Of: 10/31/2025

Time: 13:58:55 Date: 10/15/2025

Page: 3

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
<hr/>					
			Invoice		
			238475-D	72,062.43	CHANGE ORDERS 1; 2; 3 FOR 2025 PIERCE ENFORCER 75' AERIAL - APP 52
15428	10/31/2025	10/31/2025	JARLSSKALD PROFESSIONAL SRV	637.50	2025 3RD QUARTER JULY - SEPT ALS PROVIDERS (17); NON-ALS PROVIDERS (17)
	522 70 41 02		EMS Assessment Fee	001 000 522 6841 - General I	637.50 2025 3RD QUARTER JULY - SEPT ALS PROVIDERS (17); NON-ALS PROVIDERS (17)
<hr/>					
			Invoice		
			2025-BCFD4-Q3	637.50	2025 3RD QUARTER JULY - SEPT ALS PROVIDERS (17); NON-ALS PROVIDERS (17)
15430	10/31/2025	10/31/2025	LIBERTY LAWN AND SAW	73.90	CHAINSAW REPAIR
	522 21 48 00		Repair and Maintenace Servi	001 000 522 6841 - General I	73.90 CHAINSAW REPAIR
<hr/>					
			Invoice		
			55498	73.90	CHAINSAW REPAIR
15432	10/31/2025	10/31/2025	LIFE ASSIST	1,497.18	EMS SUPPLIES
	522 70 31 00		Expendable Supplies - EMS	001 000 522 6841 - General I	1,497.18 EMS SUPPLIES
<hr/>					
			Invoice		
			1646463	798.35	NITRILE GLOVES; ETCO2 W/02; MEGAMOVERS
			1644690	555.09	EXTRICATION COLLARS; SODIUM CHLORIDE
			1644368	143.74	TOWELETES; HOT PACKS; EYEWEAR; SAM SPLINTS
15429	10/31/2025	10/31/2025	LIZ LOOMIS EASL, INC	6,250.00	CONSULTING SERVICES - SEPTEMBER 2025
	522 30 41 01		Professional Services - Marki	001 000 522 6841 - General I	6,250.00 CONSULTING SERVICES - SEPTEMBER 2025
<hr/>					
			Invoice		
			B4-1025	6,250.00	CONSULTING SERVICES - SEPTEMBER 2025
15433	10/31/2025	10/31/2025	MCGAVICK GRAVES ATORNEY AT LAW	152.00	GENERAL LABOR AND EMPLOYMENT MATTERS
	522 14 41 00		Professional Services	001 000 522 6841 - General I	152.00 GENERAL LABOR AND EMPLOYMENT MATTERS
<hr/>					
			Invoice		
			47502	152.00	GENERAL LABOR AND EMPLOYMENT MATTERS

ACCOUNTS PAYABLE

BENTON COUNTY FIRE PROTECTION DISTRICT #4

As Of: 10/31/2025

Time: 13:58:55 Date: 10/15/2025

Page: 4

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
15434	10/31/2025	10/31/2025	242 OXARC	41.09	CYLINDER RENTAL
	522 70 31 00 Expendable Supplies - EMS		001 000 522 6841 - General I	41.09	CYLINDER RENTAL
	Invoice				
	0062141283			41.09	CYLINDER RENTAL
15435	10/31/2025	10/31/2025	885 PACIFIC OFFICE AUTOMATION	801.94	VOIP PHONE SERVICE
	522 12 42 00 Phone Service		001 000 522 6841 - General I	801.94	VOIP PHONE SERVICE
	Invoice				
	744441			801.94	VOIP PHONE SERVICE
15436	10/31/2025	10/31/2025	824 PALADIN BACKGROUND	120.00	BACKGROUND CHECKS (5)
	522 20 31 00 Expendable Incident Supplie		001 000 522 6841 - General I	120.00	BACKGROUND CHECKS (5)
	Invoice				
	6994			120.00	BACKGROUND CHECKS (5)
15437	10/31/2025	10/31/2025	833 RINGOLDE	1,212.50	UNIFORM JACKETS; UNIFORM SHIRTS
	522 20 28 00 Clothing, Commissary (Non-		001 000 522 6841 - General I	1,212.50	UNIFORM JACKETS; UNIFORM SHIRTS
	Invoice				
	9395			750.74	UNIFORM SHIRTS
	9416			461.76	UNIFORM JACKETS
15440	10/31/2025	10/31/2025	305 SNURE LAW OFFICE	576.00	EMS POLICY REVIEW; REVIEW & REVISE ILA; ALS LICENSING ISSUE
	522 14 41 00 Professional Services		001 000 522 6841 - General I	576.00	EMS POLICY REVIEW; REVIEW & REVISE ILA; ALS LICENSING ISSUE
	Invoice				
	10/1/25			576.00	EMS POLICY REVIEW; REVIEW & REVISE ILA; ALS LICENSING ISSUE
15439	10/31/2025	10/31/2025	967 STEELE'S GARAGE DOOR REPAIR LLC	10,522.12	LIFTMASTER OPENERS & SENSING EDGE (4) AT STA 410; OVERHEAD DOOR REPLACEMENT SECTIONS (2)
	522 50 48 00 Repair & Maint. - Facilities		001 000 522 6841 - General I	10,522.12	LIFTMASTER OPENERS & SENSING EDGE (4) AT STA 410; OVERHEAD DOOR REPLACEMENT SECTIONS (2)

ACCOUNTS PAYABLE

BENTON COUNTY FIRE PROTECTION DISTRICT #4

As Of: 10/31/2025

Time: 13:58:55 Date: 10/15/2025

Page: 5

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
			Invoice		
			139147-2	7,506.31	LIFTMASTER OPENERS & SENSING EDGE (4) AT STA 410
			139147-2 RETAIN	-353.57	5% RETAINAGE FOR REPLACING OPENERS & SENSING EDGE AT STA 410
			EMERGENCYREPAIR-1	3,546.72	REPLACE OVERHEAD DOOR SECTIONS (2)
			EMERGNCYREPR1-RETAIN	-177.34	5% RETAINAGE FOR REPLACING OVERHEAD DOOR SECTIONS
15441	10/31/2025	10/31/2025	680 SYSTEM DESIGN WEST	2,846.48	EMS BILLING - SEPTEMBER
	522 70 41 00 Ambulance Billing Service Fe		110 000 522 6848 - EMS Fun	2,846.48	EMS BILLING - SEPTEMBER
			Invoice		
			20253049	2,846.48	EMS BILLING - SEPTEMBER
15442	10/31/2025	10/31/2025	672 TIRE FACTORY	1,490.56	BATTERIES FOR APP 45 & APP 44
	522 60 31 00 Expendable Supplies - Autor		001 000 522 6841 - General I	1,490.56	BATTERIES FOR APP 45 & APP 44
			Invoice		
			3053923	962.80	BATTERIES FOR APP 45
			3053902	527.76	BATTERIES FOR APP 44
15444	10/31/2025	10/31/2025	349 ULINE	207.90	SOAP DISPENSERS (3); ANTIBACTERIAL REFILL (4)
	522 50 31 00 Expendable Supplies -Faciliti		001 000 522 6841 - General I	207.90	SOAP DISPENSERS (3); ANTIBACTERIAL REFILL (4)
			Invoice		
			198556673	207.90	SOAP DISPENSERS (3); ANTIBACTERIAL REFILL (4)
15415	10/24/2025	10/24/2025	475 US BANK	234.20	BORSCHOWA VISA EXPENDITURES
	522 12 31 10 Computer Software		001 000 522 6841 - General I	34.47	WEBSITE SERVICES
	594 22 63 00 Capital Apparatus And Equip		001 000 594 6841 - General I	199.73	BINS FOR APP 58 REMOUNT
			Invoice		
			10/3/25 AMAZON	34.47	WEBSITE SERVICES
			10/8/25 ULINE	199.73	BINS FOR APP 58 REMOUNT
15416	10/24/2025	10/24/2025	475 US BANK	197.80	ESTRELLA VISA EXPENDITURE
	522 24 35 00 Non-Expendable Supplies - I		001 000 522 6841 - General I	197.80	ANTENNAS
			Invoice		
			10/1/25 49ER	197.80	ANTENNAS

ACCOUNTS PAYABLE

BENTON COUNTY FIRE PROTECTION DISTRICT #4

As Of: 10/31/2025

Time: 13:58:55 Date: 10/15/2025

Page: 6

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
15417	10/24/2025	10/24/2025	475 US BANK	161.96	HARPER VISA EXPENDITURE
522 45 43 20	Registration Fees		001 000 522 6841 - General I	161.96	INITIAL DRONE TRAINING - ANDREWS
<hr/>					
Invoice					
<hr/>					
	10/2/25 PILOT			161.96	INITIAL DRONE TRAINING - ANDREWS
15418	10/24/2025	10/24/2025	475 US BANK	68.83	OROZCO VISA EXPENDITURES
522 45 43 00	Travel - Mileage & Air		001 000 522 6841 - General I	19.70	FERRY - PNW CONFERENCE
522 45 43 10	Travel - PerDiem & Lodging		001 000 522 6841 - General I	49.13	DINNER - PNW CONFERENCE
<hr/>					
Invoice					
<hr/>					
	10/7/25 CLEARWATER			19.56	DINNER - PNW CONFERENCE
	10/7/25 TAQUERIA			29.57	DINNER - PNW CONFERENCE
	10/7/25 WSFERRIES			19.70	FERRY - PNW CONFERENCE
15419	10/24/2025	10/24/2025	475 US BANK	277.20	PADEN-LILLY VISA EXPENDITURE
522 12 31 00	Expendable Office Supplies		001 000 522 6841 - General I	277.20	BCFD4 PENS
<hr/>					
Invoice					
<hr/>					
	10/7/25 PENSXPRESS			277.20	BCFD4 PENS
15420	10/24/2025	10/24/2025	475 US BANK	3,225.33	REBMAN VISA EXPENDITURES
522 20 28 00	Clothing, Commissary (Non-		001 000 522 6841 - General I	184.95	WORK BOOTS
522 50 31 00	Expendable Supplies -Faciliti		001 000 522 6841 - General I	108.85	FASTENERS FOR STA 410 CORD DROPS; BATTERIES FOR OVERHEAD DOOR REMOTES; FLY TRAPS & SWATTERS FOR STA 420
522 50 35 00	Non-Expendable Supplies - I		001 000 522 6841 - General I	1,602.24	WASHER & DRYER FOR STA 410
522 50 35 00	Non-Expendable Supplies - I		001 000 522 6841 - General I	1,224.23	TOOLS
594 22 62 00	Capital Building		001 000 594 6841 - General I	105.06	PERMIT FOR STA 410 MINI SPLIT INSTALL
<hr/>					
Invoice					
<hr/>					
	10/1/25 HDEPOT			32.89	FLY TRAPS & SWATERS FOR STA 420
	10/1/25 HARBOR			81.49	HOLE SAW; 15PC & 21PC HEX DRILL BIT SETS
	10/1/25 HDEPOT			1,602.24	WASHER & DRYER FOR STA 410
	10/2/25 RANCH			184.95	STATION WORK BOOTS
	10/2/25 RANCH			26.95	FASTENERS FOR STA 410 CORD DROPS
	10/3/25 LOWES			176.40	TAPE MEASURE & CART
	10/3/25 HDEPOT			29.51	FASTENERS FOR STA 410 CORD DROPS
	10/6/25 HDEPOT			966.34	MILWAUKEE M18 FUEL BRUSHLESS COMBO 5-TOOL KIT W/OSCILLATING M

ACCOUNTS PAYABLE

BENTON COUNTY FIRE PROTECTION DISTRICT #4

As Of: 10/31/2025

Time: 13:58:55 Date: 10/15/2025

Page: 7

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
			10/6/25 CWR	3.06	SERVICE FEE FOR STA 410 MINI SPLIT PERMIT
			10/6/25 CWR	102.00	PERMIT FOR STA 410 MINI SPLIT
			10/6/25 YOKES	19.50	BATTERIES FOR STA 410 OVERHEAD DOOR REMOTES
15421	10/24/2025	10/24/2025	475 US BANK	921.98	ROGERS VISA EXPENDITURES
	522 26 31 10		Food	001 000 522 6841 - General I	106.98 REFRESHMENTS & LUNCH FOR CAREER CANDIDATE INTERVIEW PANEL
	522 45 43 20		Registration Fees	001 000 522 6841 - General I	815.00 RESCUE TASK FORCE INSTRUCTOR CERTIFICATION
			Invoice		
			10/2/25 BRICK	75.00	LUNCH FOR CAREER CANDIDATE INTERVIEW PANEL
			10/3/25 YOKES	31.98	REFRESHMENTS FOR CAREER CANDIDATE INTERVIEW PANEL
			10/3/25 SQ	815.00	RESCUE TASK FORCE INSTRUCTOR CERTIFICATION
15422	10/24/2025	10/24/2025	475 US BANK	65.22	WALTON VISA EXPENDITURE
	522 20 28 00		Clothing, Commissary (Non-	001 000 522 6841 - General I	65.22 STATION SHOES
			Invoice		
			10/6/25 HEYDUDE	65.22	STATION SHOES
15423	10/24/2025	10/24/2025	475 US BANK	161.96	LONGIE VISA EXPENDITURE
	522 45 43 20		Registration Fees	001 000 522 6841 - General I	161.96 INITIAL DRONE TRAINING
			Invoice		
			10/2/25 PILOT	161.96	INITIAL DRONE TRAINING
15443	10/31/2025	10/31/2025	347 US LINEN & UNIFORM	181.21	MAT SERVICE
	522 50 41 00		Professional Services	001 000 522 6841 - General I	181.21 MAT SERVICE
			Invoice		
			3573910	67.46	MAT SERVICE
			3575690	113.75	MAT SERVICE
15447	10/31/2025	10/31/2025	817 VOYAGER	4,427.02	FUEL
	522 60 32 00		Fuels and Oils	001 000 522 6841 - General I	4,427.02 FUEL
			Invoice		
			8693879692540	4,427.02	FUEL

ACCOUNTS PAYABLE

BENTON COUNTY FIRE PROTECTION DISTRICT #4

As Of: 10/31/2025

Time: 13:58:55 Date: 10/15/2025

Page: 8

Accts

Pay #	Received	Date Due	Vendor	Amount	Memo
15445	10/31/2025	10/31/2025	473 YAKIMA CO DEPT OF EMS	150.00	WASHINGTON STATE EMS EVALUATOR COURSE - DERITIS; LONGIE; WAKEMAN
	522 45 43 20	Registration Fees	001 000 522 6841 - General I	150.00	WASHINGTON STATE EMS EVALUATOR COURSE - DERITIS; LONGIE; WAKEMAN
Invoice					
2025-0017				150.00	WASHINGTON STATE EMS EVALUATOR COURSE - DERITIS; LONGIE; WAKEM
Report Total:				122,492.13	
Fund					
001 6841 - General Fund				119,563.65	
110 6848 - EMS Fund				2,928.48	

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: 15:05:48 Date: 10/15/2025

10/30/2025 To: 10/31/2025

Page: 1

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
1480	10/31/2025	Payroll	6841	2184	BENTON COUNTY 4 BENEVOLENT FUND	67.00	Pay Cycle(s) 10/01/2025 To 10/31/2025 - Benevolent Fund
1481	10/31/2025	Claims	6841	2185	CI SUPPORT LLC	89.68	SHRED SERVICE
1482	10/31/2025	Claims	6841	2186	CITY OF RICHLAND	10,324.25	DISPATCH SERVICES
1483	10/31/2025	Payroll	6841	2187	DIMARTINO	2,035.44	Pay Cycle(s) 10/01/2025 To 10/31/2025 - LT Disab- Life
1484	10/31/2025	Claims	6841	2188	ELWOOD STAFFING SERVICES INC.	830.28	TEMP STAFFING SERVICES
1485	10/31/2025	Claims	6841	2189	EVERGREEN LAWN CARE, INC	1,090.59	SHRUB BED WEED - FALL AT STA 420; STA 430 SHRUB BED WEED - FALL
1486	10/31/2025	Payroll	6841	2190	HRA VEBA TRUST CONTRIBUTION	7,500.00	Pay Cycle(s) 10/01/2025 To 10/31/2025 - HRA VEBA - OPS; Pay Cycle(s) 10/01/2025 To 10/31/2025 - HRA VEBA - ADM
1487	10/31/2025	Claims	6841	2191	HUGHES FIRE EQUIPMENT INC.	72,062.43	CHANGE ORDERS 1; 2; 3 FOR 2025 PIERCE ENFORCER 75' AERIAL - APP 52
1488	10/31/2025	Payroll	6841	2192	IAFF LOCAL 1052	4,456.75	Pay Cycle(s) 10/01/2025 To 10/31/2025 - Union Dues
1489	10/31/2025	Claims	6841	2193	JARLSSKALD PROFESSIONAL SRV	637.50	2025 3RD QUARTER JULY - SEPT ALS PROVIDERS (17); NON-ALS PROVIDERS (17)
1490	10/31/2025	Claims	6841	2194	LIBERTY LAWN AND SAW	73.90	CHAINSAW REPAIR
1491	10/31/2025	Claims	6841	2195	LIFE ASSIST	1,497.18	EMS SUPPLIES
1492	10/31/2025	Claims	6841	2196	LIZ LOOMIS EASL, INC	6,250.00	CONSULTING SERVICES - SEPTEMBER 2025
1493	10/31/2025	Claims	6841	2197	MCGAVICK GRAVES ATORNEY AT LAW	152.00	GENERAL LABOR AND EMPLOYMENT MATTERS
1494	10/31/2025	Claims	6841	2198	OXARC	41.09	CYLINDER RENTAL
1495	10/31/2025	Claims	6841	2199	PACIFIC OFFICE AUTOMATION	801.94	VOIP PHONE SERVICE
1496	10/31/2025	Claims	6841	2200	PALADIN BACKGROUND	120.00	BACKGROUND CHECKS (5)
1497	10/31/2025	Claims	6841	2201	RINGOLDE	1,212.50	UNIFORM JACKETS; UNIFORM SHIRTS
1498	10/31/2025	Claims	6841	2202	SNURE LAW OFFICE	576.00	EMS POLICY REVIEW; REVIEW & REVISE ILA; ALS LICENSING ISSUE
1499	10/31/2025	Claims	6841	2203	STEELE'S GARAGE DOOR REPAIR LLC	10,522.12	LIFTMASTER OPENERS & SENSING EDGE (4) AT STA 410; OVERHEAD DOOR REPLACEMENT SECTIONS (2)
1500	10/31/2025	Claims	6841	2204	SYSTEM DESIGN WEST	2,846.48	EMS BILLING - SEPTEMBER
1501	10/31/2025	Claims	6841	2205	TIRE FACTORY	1,490.56	BATTERIES FOR APP 45 & APP 44
1502	10/31/2025	Payroll	6841	2206	TRUSTEED PLANS SERVICE CORPORATION	44,103.63	Pay Cycle(s) 10/01/2025 To 10/31/2025 - Med/Dental Insurance
1503	10/31/2025	Claims	6841	2207	ULINE	207.90	SOAP DISPENSERS (3); ANTIBACTERIAL REFILL (4)
1504	10/31/2025	Claims	6841	2208	US LINEN & UNIFORM	181.21	MAT SERVICE
1505	10/31/2025	Claims	6841	2209	VOYAGER	4,427.02	FUEL
1506	10/31/2025	Payroll	6841	2210	C/O BENEFIT SOLUTIONS INC WSCFF MEDICAL EXPENSE REIMBURSEMENT	3,900.00	Pay Cycle(s) 10/01/2025 To 10/31/2025 - MERP

WARRANT/CHECK REGISTER

BENTON COUNTY FIRE PROTECTION DISTRICT #4

Time: 15:05:48 Date: 10/15/2025

10/30/2025 To: 10/31/2025

Page: 2

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
1507	10/31/2025	Claims	6841	2211	YAKIMA CO DEPT OF EMS	150.00	WASHINGTON STATE EMS EVALUATOR COURSE - DERITIS; LONGIE; WAKEMAN
001 6841 - General Fund						174,800.97	
110 6848 - EMS Fund						2,846.48	
						177,647.45	Claims: 115,584.63 Payroll: 62,062.82

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

Admin Staff _____ Secretary Patricia Kelly

Commissioners [Signature] [Signature]

Approval Date 10/16/2025

WARRANT/CHECK REGISTER

BENTON COUNTY FIRE PROTECTION DISTRICT #4

Time: 15:06:47 Date: 10/15/2025

10/30/2025 To: 10/31/2025

Page: 1

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
1426	10/31/2025	Payroll	6841	EFT	JOSHUA AMMANN	8,117.69	October Base Salary/ Sept OT
1427	10/31/2025	Payroll	6841	EFT	BRADLEY E ANDREWS	7,252.85	October Base Salary/ Sept OT
1428	10/31/2025	Payroll	6841	EFT	CORAL L BEARS	905.03	October Base Salary/ Sept OT
1429	10/31/2025	Payroll	6841	EFT	DANA M BORSCHOWA	69.26	October Base Salary/ Sept OT
1430	10/31/2025	Payroll	6841	EFT	MATTHEW J BORSCHOWA	10,611.00	October Base Salary/ Sept OT
1431	10/31/2025	Payroll	6841	EFT	FREDERICK T BRINK	1,022.07	October Base Salary/ Sept OT
1432	10/31/2025	Payroll	6841	EFT	ED R CARAWAY	615.98	October Base Salary/ Sept OT
1433	10/31/2025	Payroll	6841	EFT	PAUL E CARLYLE	13,452.52	October Base Salary/ Sept OT
1434	10/31/2025	Payroll	6841	EFT	BRANDON J COATES	843.89	October Base Salary/ Sept OT
1435	10/31/2025	Payroll	6841	EFT	KAREN M DAVIS	21.24	October Base Salary/ Sept OT
1436	10/31/2025	Payroll	6841	EFT	AMANDA K DERITIS	5,775.25	October Base Salary/ Sept OT
1437	10/31/2025	Payroll	6841	EFT	DANIEL J DRAYTON	14,103.81	October Base Salary/ Sept OT
1438	10/31/2025	Payroll	6841	EFT	MANUEL I ESTRELLA	9,424.66	October Base Salary/ Sept OT
1439	10/31/2025	Payroll	6841	EFT	APRIL S EWING	5,193.05	October Base Salary/ Sept OT
1440	10/31/2025	Payroll	6841	EFT	CODY R FLOWERS	5,774.76	October Base Salary/ Sept OT
1441	10/31/2025	Payroll	6841	EFT	KEVIN G GAIDOS	6,193.63	October Base Salary/ Sept OT
1442	10/31/2025	Payroll	6841	EFT	KAILEE M GARRISON-EHREDT	6,128.51	October Base Salary/ Sept OT
1443	10/31/2025	Payroll	6841	EFT	JARON D GIBSON	4,837.42	October Base Salary/ Sept OT
1444	10/31/2025	Payroll	6841	EFT	GARRETT S GOODWIN	703.28	October Base Salary/ Sept OT
1445	10/31/2025	Payroll	6841	EFT	REX J GREEN	18.24	October Base Salary/ Sept OT
1446	10/31/2025	Payroll	6841	EFT	JACOB TA HANSEN	1,041.53	October Base Salary/ Sept OT
1447	10/31/2025	Payroll	6841	EFT	THOMAS R HARPER	11,024.39	October Base Salary/ Sept OT
1448	10/31/2025	Payroll	6841	EFT	KYLE C HART	6,689.71	October Base Salary/ Sept OT
1449	10/31/2025	Payroll	6841	EFT	NATANIA M JOHNSTON	19.40	October Base Salary/ Sept OT
1450	10/31/2025	Payroll	6841	EFT	ABIGAIL E KNOX	833.41	October Base Salary/ Sept OT
1451	10/31/2025	Payroll	6841	EFT	JAMES A LONGIE	13,224.48	October Base Salary/ Sept OT
1452	10/31/2025	Payroll	6841	EFT	ESTEBAN MADRIGAL	5,353.30	October Base Salary/ Sept OT
1453	10/31/2025	Payroll	6841	EFT	RAYMOND J NEWTON	7,894.57	October Base Salary/ Sept OT
1454	10/31/2025	Payroll	6841	EFT	WYATT M OROZCO	6,523.55	October Base Salary/ Sept OT
1455	10/31/2025	Payroll	6841	EFT	CONNOR L OVERSON	1,214.49	October Base Salary/ Sept OT
1456	10/31/2025	Payroll	6841	EFT	BILLIE J PADEN-LILLY	7,765.37	October Base Salary/ Sept OT
1457	10/31/2025	Payroll	6841	EFT	RUSSELL A POSEGATE	775.74	October Base Salary/ Sept OT
1458	10/31/2025	Payroll	6841	EFT	GARRETT M PREMEL	8,129.35	October Base Salary/ Sept OT
1459	10/31/2025	Payroll	6841	EFT	ALLEN L PUTZ	8,300.44	October Base Salary/ Sept OT
1460	10/31/2025	Payroll	6841	EFT	SOTERIO K REBMAN	5,085.32	October Base Salary/ Sept OT
1461	10/31/2025	Payroll	6841	EFT	KYLE M RICHE	6,177.51	October Base Salary/ Sept OT
1462	10/31/2025	Payroll	6841	EFT	BONNIE M ROGERS	8,755.71	October Base Salary/ Sept OT
1463	10/31/2025	Payroll	6841	EFT	MCKENZIE M SELL	1,090.94	October Base Salary/ Sept OT
1464	10/31/2025	Payroll	6841	EFT	ROBERT C SHANNON	5,605.74	October Base Salary/ Sept OT
1465	10/31/2025	Payroll	6841	EFT	BENJAMIN O SHEARER	184.70	October Base Salary/ Sept OT
1466	10/31/2025	Payroll	6841	EFT	MICHAEL A VAN BEEK	295.25	October Base Salary/ Sept OT
1467	10/31/2025	Payroll	6841	EFT	ARRIEL A VAN CLEEF	4,877.24	October Base Salary/ Sept OT
1468	10/31/2025	Payroll	6841	EFT	DOMINIC P VIGGIANO	109.29	October Base Salary/ Sept OT
1469	10/31/2025	Payroll	6841	EFT	ANTHONY G VINING	7,638.58	October Base Salary/ Sept OT
1470	10/31/2025	Payroll	6841	EFT	BRIAN P WAKEMAN	6,534.29	October Base Salary/ Sept OT
1471	10/31/2025	Payroll	6841	EFT	JACOB M WALTON	5,164.27	October Base Salary/ Sept OT
1472	10/31/2025	Payroll	6841	EFT	CODY WINTERS	8,589.20	October Base Salary/ Sept OT
1476	10/30/2025	Payroll	6841	EFT	EFTPS- IRS Payroll Taxes	51,512.94	941 Deposit for Pay Cycle(s) 10/01/2025 - 10/31/2025
1477	10/30/2025	Payroll	6841	EFT	WA PUB EMP & RETIRE SYS	68,561.10	Pay Cycle(s) 12/01/2025 To 12/31/2025 - LEOFF II - D097; Pay Cycle(s) 12/01/2025 To 12/31/2025 - DCP-899T76; Pay Cycle(s) 12/01/2025 To 12/31/2025 - PERS 3 - 4778; Pay Cycle(s) 12/01/2025 To 12/31/202

WARRANT/CHECK REGISTER

BENTON COUNTY FIRE PROTECTION DISTRICT #4

Time: 15:06:47 Date: 10/15/2025

10/30/2025 To: 10/31/2025

Page: 2

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
1478	10/31/2025	Claims	6841	EFT	FIRE 4 ADVANCED TRAVEL	231.00	PER DIEM - PNW FIRE CONFERENCE FOR ROGERS
1479	10/31/2025	Claims	6841	EFT	FIRE 4 CHECKING ACCOUNT	774.53	MILEAGE FOR OROZCO - PNW FIRE CONFERENCE; EMS OVERPAYMENT; SCANNER LEASE PAYMENT
001 6841 - General Fund						360,959.48	
110 6848 - EMS Fund						82.00	
						<hr/>	
						Claims:	1,005.53
						361,041.48 Payroll:	360,035.95

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

Admin Staff _____ Secretary Poladen Lilling

Commissioners [Signature] [Signature] [Signature]

Approval Date 10/16/2025

WARRANT/CHECK REGISTER

BENTON COUNTY FIRE PROTECTION DISTRICT #4

Time: 15:06:28 Date: 10/15/2025

10/24/2025 To: 10/24/2025

Page: 1

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
1473	10/24/2025	Claims	6841	EFT	AMAZON	455.05	AIR SANITIZERS; BINDERS; USB HUB 4 PORTS FOR LAPTOP; MEGA FLOW VACUUM RATED VALVE CORE REMOVAL TOOLS
1474	10/24/2025	Claims	6841	EFT	CASCADE NATURAL GAS	132.44	GAS UTILITIES
1475	10/24/2025	Claims	6841	EFT	US BANK	5,314.48	BORSCHOWA VISA EXPENDITURES; ESTRELLA VISA EXPENDITURE; HARPER VISA EXPENDITURE; OROZCO VISA EXPENDITURES; PADEN-LILLY VISA EXPENDITURE; REBMAN VISA EXPENDITURES; ROGERS VISA EXPENDITURES; WALTON VISA
001 6841 - General Fund						5,901.97	
						5,901.97	Claims: 5,901.97

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 Paden Lilly

Commissioners [Signature] [Signature] [Signature]

Approval Date 10/16/2025

2025 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION DISTRICT

Time: 15:13:09 Date: 10/15/2025

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	2,745,480.98	1,951,613.02	58.5%
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	71,494.03	(21,294.03)	142.4%
380 Other Increases in Fund Resources	0.00	4,739.91	(4,739.91)	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	8,935,393.89	2,092,922.11	81.0%
Expenditures	Amt Budgeted	Expenditures	Remaining	
011 Legislative	44,200.00	25,007.62	19,192.38	56.6%
012 Administrative	1,180,313.00	1,076,499.14	103,813.86	91.2%
013 Election	10,000.00	2,816.54	7,183.46	28.2%
014 Legal	40,500.00	17,547.50	22,952.50	43.3%
020 Operations	4,596,200.00	3,216,436.98	1,379,763.02	70.0%
021 Suppression	137,650.00	87,084.62	50,565.38	63.3%
024 Communications	177,000.00	106,223.54	70,776.46	60.0%
026 Logistics (Support Services)	16,000.00	4,332.02	11,667.98	27.1%
030 Public Information	106,500.00	72,202.09	34,297.91	67.8%
045 Training	397,600.00	233,949.11	163,650.89	58.8%
050 Facilities	169,000.00	168,683.05	316.95	99.8%
060 Automotive	194,700.00	85,167.67	109,532.33	43.7%
070 Ambulance Transport Services	391,700.00	277,570.59	114,129.41	70.9%
522 Fire Control	7,461,363.00	5,373,520.47	2,087,842.53	72.0%
589 Payroll Clearing	0.00	18,776.00	(18,776.00)	0.0%
591 Debt Service	127,121.00	121,703.80	5,417.20	95.7%
594 Capital Expenditures	1,740,000.00	449,905.75	1,290,094.25	25.9%
Fund Expenditures:	9,328,484.00	5,963,906.02	3,364,577.98	63.9%
Fund Excess/(Deficit):	1,699,832.00	2,971,487.87		

The District remains in a strong and stable financial position. 84.2% of total budgeted revenue has been received, while 64.6% of total expenditures have been incurred across all funds. This provides ample flexibility to complete operational and capital projects through year-end.

General Fund

- **Revenue:** 81.0% received
- **Expenditures:** 64% spent

The General Fund remains healthy. While administrative costs are at 91% and facilities spending is nearly complete at 99.8%, most categories remain within budget. Capital spending is at 25.9%, with over \$1.29 million still available. The fund shows a year-to-date surplus of nearly \$3 million.

EMS Fund

- **Revenue:** 84.5% received
- **Expenditures:** 73% spent

Most EMS Fund expenditures are driven by interfund transfers (72.9% complete). Operational and debt service expenses are minimal. The fund retains more than \$830,000 in available budget capacity.

Reserve Fund

- **Revenue:** 101.3% received
- **Expenditures:** None

The Reserve Fund remains untouched. Revenues have slightly exceeded the budget due to interest earnings, preserving the entire balance for future use.

2025 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION DISTRICT

Time: 15:13:09 Date: 10/15/2025

Page: 2

110 6848 - EMS Fund

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

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	3,024,982.00	3,143,930.43	(118,948.43)	103.9%
310 Taxes	1,783,644.00	1,050,154.66	733,489.34	58.9%
330 Intergovernmental Revenues	300,000.00	30,636.00	269,364.00	10.2%
340 Charges For Services	470,000.00	458,783.71	11,216.29	97.6%
360 Investment Interest	60,000.00	78,723.40	(18,723.40)	131.2%
Fund Revenues:	5,638,626.00	4,762,228.20	876,397.80	84.5%
Expenditures	Amt Budgeted	Expenditures	Remaining	
522 Fire Control	54,500.00	29,543.11	24,956.89	54.2%
591 Debt Service	41,625.00	41,625.19	(0.19)	100.0%
597 Interfund Transfers	3,002,241.00	2,188,241.00	814,000.00	72.9%
Fund Expenditures:	3,098,366.00	2,259,409.30	838,956.70	72.9%
Fund Excess/(Deficit):	2,540,260.00	2,502,818.90		

2025 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION DISTRICT

Time: 15:13:09 Date: 10/15/2025

Page: 3

201 6842 - Bond Fund

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

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	186,499.00	191,476.24	(4,977.24)	102.7%
310 Taxes	481,215.00	285,146.06	196,068.94	59.3%
360 Investment Interest	5,500.00	7,092.53	(1,592.53)	129.0%
Fund Revenues:	673,214.00	483,714.83	189,499.17	71.9%
Expenditures	Amt Budgeted	Expenditures	Remaining	
591 Debt Service	504,000.00	127,350.00	376,650.00	25.3%
Fund Expenditures:	504,000.00	127,350.00	376,650.00	25.3%
Fund Excess/(Deficit):	169,214.00	356,364.83		

2025 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION DISTRICT

Time: 15:13:09 Date: 10/15/2025

Page: 4

301 6844 - Construction Fund			01/01/2025 To: 12/31/2025		
Revenues	Amt Budgeted	Revenues	Remaining		
308 Beginning Balances	0.00	29.18	(29.18)	0.0%	
360 Investment Interest	0.00	0.73	(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

Time: 15:13:09 Date: 10/15/2025
Page: 5

601 6846 - Reserve Fund		01/01/2025 To: 12/31/2025	
Revenues	Amt Budgeted	Revenues	Remaining
308 Beginning Balances	2,410,862.00	2,413,855.39	(2,993.39) 100.1%
360 Investment Interest	30,000.00	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: 15:13:09 Date: 10/15/2025

Page: 6

Fund	Revenue Budgeted	Received		Expense Budgeted	Spent	
001 6841 - General Fund	11,028,316.00	8,935,393.89	81.0%	9,328,484.00	5,963,906.02	64%
110 6848 - EMS Fund	5,638,626.00	4,762,228.20	84.5%	3,098,366.00	2,259,409.30	73%
201 6842 - Bond Fund	673,214.00	483,714.83	71.9%	504,000.00	127,350.00	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%
	19,781,018.00	16,654,297.78	84.2%	12,930,850.00	8,350,665.32	64.6%



Benton County Fire Protection District No. 4

RESOLUTION NO. 2025-06

A RESOLUTION ESTABLISHING ENDING FUND BALANCE TARGETS FOR THE GENERAL FUND, RESERVE FUND, AND EMS FUND

WHEREAS, the Board of Fire Commissioners of Benton County Fire District #4 recognizes the importance of maintaining adequate fund balances to ensure financial stability, safeguard operational continuity, and provide for future capital and emergency needs; and

WHEREAS, sound financial management practices require that the District establish clear targets for ending fund balances to guide budget development and fiscal planning; and

WHEREAS, the Board of Commissioners finds that the establishment of a separate checking account is necessary to meet operational needs while complying with fraud prevention expectations and maintaining strong internal controls.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of Benton County Fire District #4 as follows:

Section 1. General Fund (Fund 6841)

The District shall maintain an ending fund balance in the General Fund equal to four (4) months of average monthly expenditures, calculated using the actual expenditures from the prior three fiscal years.

Section 2. Reserve Fund (Fund 6846)

The District shall maintain a Reserve Fund balance equal to six (6) months of the General Fund's average monthly expenditures, calculated on a rolling three-year basis. The Reserve Fund is established to provide for major capital purchases, cover emergency or contingency expenses, support cash flow needs, and ensure the stability of District operations.

Section 3. EMS Fund (Fund 6848)

The District shall maintain an ending fund balance in the EMS Fund equal to thirty percent (30%) of the average of the past three (3) years' total actual revenue of the EMS Fund, ensuring adequate liquidity for operational needs and program stability.

Section 4. Implementation and Review

District staff shall calculate and present the required ending fund balance targets annually during the budget development process. The Board of Fire Commissioners may review and revise these targets as necessary to respond to changes in financial conditions, operational needs, or best practices.

ADOPTED by the Board of Commissioners of Benton County Fire Protection District No. 4, Benton County, Washington, at a regular public meeting held on the 16th day of October 2025, with the following commissioners present and voting:



Chairperson



Commissioner



District Secretary



Commissioner



BENTON COUNTY FIRE PROTECTION DISTRICT # 4

Policy #132

Financial Management

Page 1 of 4

1. Purpose

1.1. The financial integrity of Benton County Fire Protection District No. 4 (the "District") is essential to maintaining public trust and ensuring the District's ability to provide high-quality fire protection and emergency services. Pursuant to Title 52 RCW, the Board of Commissioners is vested with the authority to adopt budgets, manage District funds, and ensure compliance with state law.

2. Scope

2.1. This policy provides clear direction for financial management, codifies fiscal practices, and incorporates fund balance targets established by resolution to promote accountability, stability, and sustainability.

3. Governance and Authority

- Board of Commissioners: Under RCW 52.16 and RCW 52.14, the Board has sole authority to adopt budgets, levy taxes, contract indebtedness, and manage District resources.
- Fire Chief: Serves as chief executive and budget officer, preparing the annual operating budget for Board review and implementation.
- Financial Manager: Administers day-to-day financial operations, maintains compliance with the Budgeting, Accounting and Reporting System (BARS) prescribed by the Washington State Auditor, and ensures adherence to this policy.
- Other Staff: Officers, supervisors, administrative and operational staff shall manage resources within approved budgets and follow internal financial controls.

4. Revision Summary

Revision Date	Description
6/3/2025	Update to align with current goals and procedures.
10/2/2025	Revised to provide clearer roles, simplified financial goals and policies, reserve amounts tied to Board resolutions, and an overall stronger focus on accountability, sustainability, and transparency.

5. Policy

5.1. Financial Goals

The District shall:

- 5.1.1. Ensure the financial integrity and sustainability of operations.
- 5.1.2. Manage assets prudently to provide long-term stability.
- 5.1.3. Maintain openness and transparency, ensuring accountability to the public.
- 5.1.4. Provide decision-makers with accurate, timely financial information.
- 5.1.5. Maintain fund balances and reserves consistent with Board-adopted policy and resolution.

Policy # 132
Financial Management

Page 2 of 4

5.2. Budget Policies

- 5.2.1. The District will adopt a balanced annual operating budget in accordance with RCW 52.16.030.
- 5.2.2. Budgets shall be prepared on a cash basis using the BARS manual.
- 5.2.3. Current expenditures shall not exceed current revenues, except as permitted by planned reserve usage.
- 5.2.4. The Fire Chief will submit a proposed budget to the Board for review. The Board shall hold at least one public hearing on the proposed budget, after proper notice, and adopt the budget by resolution. The approved budget must be submitted to the County no later than November 30.
- 5.2.5. Budget control is maintained at the departmental level. Transfers between departments require Fire Chief approval; amendments require Board approval. Interfund transfers shall require Board approval in accordance with applicable RCW provisions.

5.3. Revenue Policies

- 5.3.1. The District shall maintain a stable and diversified revenue base.
- 5.3.2. Property tax levies shall be imposed in compliance with RCW 52.16 and RCW 84.55.
- 5.3.3. Fees for services, contracts, and reimbursements shall be charged at actual or market cost.
- 5.3.4. Grants may be pursued when aligned with District priorities, but ongoing operations will not rely on unstable grant funding.

5.4. Expenditure Policies

- 5.4.1. Expenditures must support priority services and maintain service levels.
- 5.4.2. The District shall not use long-term debt to finance ongoing operations.
- 5.4.3. Corrective actions, including expenditure reductions or hiring freezes, may be implemented if deficits are projected.

5.5. Reserve and Fund Balance Policies

- 5.5.1. The District shall maintain fund balances and reserves in accordance with targets established by Board resolution. These targets are designed to promote financial stability, ensure operational continuity, and provide adequate liquidity for emergencies, contingencies, and future capital needs. District staff will calculate and present fund balance levels annually during the budget development process to demonstrate compliance with the Board's adopted resolution.
- 5.5.2. If balances fall below target levels, the Fire Chief shall present a corrective action plan to the Board for approval, and the Board shall adopt measures to restore balances within a reasonable timeframe.

5.6. Capital Asset Management

- 5.6.1. Maintain capital assets at a level that protects investments and minimizes future costs.

Policy # 132
Financial Management

Page 3 of 4

- 5.6.2. Capitalization threshold: \$5,000 per item with a useful life of more than one year.
- 5.6.3. All capital assets shall be tagged and insured.
- 5.6.4. Annual physical inventory shall verify asset condition and existence.

5.7. Debt Management

The District may issue debt for capital projects with Board approval.

- 5.7.1. Unlimited Tax General Obligation Bonds (UTGO): Voter-approved; capital purposes only; paid by excess tax levies.
- 5.7.2. Limited Tax General Obligation Bonds (LTGO): Non-voted; within statutory limits; backed by General Fund reserves.
- 5.7.3. Special Assessment Bonds / Local Improvement District Bonds (LIDs): Paid by benefiting property owners; not backed by General Fund.
- 5.7.4. Short-Term Debt: Permitted for interim financing; inter-fund loans preferred if feasible.
- 5.7.5. Leases: Permitted for capital acquisitions in accordance with RCW and other applicable statutes.
- 5.7.6. LOCAL Program: Financing contract through the State Treasurer for pooled equipment and capital purchases.

5.8. Investment and Cash Management

- 5.8.1. District funds shall be deposited with the County Treasurer per RCW 52.16.020.
- 5.8.2. Investments shall comply with the RCW for investing Public Funds, with safety as the top priority, followed by liquidity and then yield.
- 5.8.3. The District may participate in the Benton County Treasurer's Investment Pool.
- 5.8.4. Monthly investment reports will be presented to the Board.

5.9. Financial Reporting and Accountability

- 5.9.1. Financial operations shall comply with the State Auditor's Office BARS manual and RCW Title 43 requirements.
- 5.9.2. Monthly and year-end financial reports shall be prepared for the Board and public.
- 5.9.3. Annual Financial Reports will be submitted to the State Auditor within 150 days after fiscal year end.
- 5.9.4. The Washington State Auditor's Office shall conduct financial and performance audits unless otherwise directed.

5.10. Ethical Standards

- 5.10.1. All employees and members shall comply with RCW 42.52 (Ethics in Public Service) and avoid conflicts of interest.
- 5.10.2. Transparency and public accountability will guide all financial practices.

Policy # 132
Financial Management

Page 4 of 4

Adopted by BCFD4 Commissioners

Signed by Fire Chief:

Printed _____

Signed _____

Effective Date: _____

Supersedes Date: _____



Benton County Fire Protection District No. 4

RESOLUTION NO. 2025-07

A RESOLUTION AMENDING THE FEE SCHEDULE FOR AMBULANCE TRANSPORT SERVICES

WHEREAS, Benton County Fire Protection District No. 4 is authorized under RCW 52.12.131 to establish and collect reasonable charges for emergency medical and ambulance transport services provided to the public; and

WHEREAS, the Board of Commissioners has determined that it is necessary to adjust ambulance transport fees to reflect current service costs;

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

Section I. Ambulance Transport Rates

All patients shall be charged the following fees, without distinction based on residency:

Level of Service	Non-Emergent	Emergent
Basic Life Support	\$1,050.00	\$1,050.00
Advanced Life Support 1	\$1,050.00	\$1,050.00
Advanced Life Support 2		\$1,050.00

Mileage Fee: The mileage fee shall be \$20.00 per mile, calculated from the point of patient pickup to the destination.

Section 2. Effective Date

This resolution shall take effect on January 1, 2026, and the modified rates shall apply to all services provided on or after that date.

Section 3. Repealer

Resolution No. 2024-08 and any inconsistent provisions are hereby repealed.

Section 4. Severability

If any section of this resolution is held invalid, the remaining provisions shall remain in effect.

ADOPTED, by the Board of Commissioners of Benton County Fire Protection District No. 4, Benton County, Washington, at a regular open public meeting of such Board on the 16th day of October 2025, the following commissioners being present and voting:



Chairperson



Commissioner



Commissioner



District Secretary



BENTON COUNTY FIRE PROTECTION DISTRICT # 4

Policy #300

Certified EMS Provider Rules

Page 1 of 1

1. Purpose

- 1.1. To provide general rules for certified EMS providers delivering patient care as members of Benton County Fire District #4.

2. Scope

- 2.1. These rules shall apply to EMS providers responding as members of Benton County Fire District #4.

3. Responsibility

- 3.1. It shall be the responsibility of each member to:

- 3.1.1. Assure they have a current and valid Washington State EMS certification.
- 3.1.2. Assure any additional certifications required by the state of Washington, by the County Medical Program Director (MPD), or by Benton County Fire District #4 are current.
- 3.1.3. Provide the district with current copies of all applicable certifications.
- 3.1.4. Know and follow county protocols as promulgated by the County MPD and/or the state of Washington.
- 3.1.5. Know and follow the county MCI guidelines.
- 3.1.6. Know and follow County Operating Procedures, Patient Care Guidelines, and South Central EMS Patient Care Procedures.
- 3.1.7. Know and follow all DEA rules as they apply to the district's use, storage and disposal of Schedule II and III drugs.
- 3.1.8. Work only within your scope of practice and training.
- 3.1.9. Ensure that others working with you remain within their scope of practice and training to the best of your knowledge.
- 3.1.10. Provide complete EMS reports for all patients you examine and/or treat.
- 3.1.11. While on scene, recognize the member with the highest EMS certification as:
 - In charge of overall patient care.
 - Shall determine the appropriate level of care.
 - May transfer care accordingly.

Adopted by BCFD4 Commissioners

Signed by Fire Chief:

Printed _____

Signed _____

Effective Date: _____

Supersedes Date: _____



**BENTON COUNTY FIRE PROTECTION
DISTRICT # 4**

Policy #302

Ambulance Billing

Page 1 of 5

1. Purpose

1.1. Provide consistent billing practices for Benton County Fire Protection District #4 (BCFD4) Ambulance services.

2. Scope

2.1. It shall be the policy of BCFD4 to provide a method of billing practices administered by the Board of Fire Commissioners and delegated to the District Fire Chief and/or District Secretary for ambulance service.

3. Responsibility

3.1. BCFD4 will utilize Ambulance Transport Service rates as adopted by a Resolution enacted by the Fire Commissioners.

3.1.1. BCFD4 will bill all BCFD4 residents at the same rates inside or outside of the Fire District.

3.1.2. BCFD4 may charge different rates as adopted by resolution to any patient transported by BCFD4 who is not a BCFD4 resident.

3.2. BCFD4 will post these rates as required by the Office of the Insurance Commissioner for Washington State. All ambulance service bills will be turned over to BCFD4's billing service for collection, as appropriate.

4. Revision Summary

Revision Date	Description
10/2/2025	Adds compliance with new WA state laws on balance billing and medical debt, strengthens the charity care process with clearer guidelines and bilingual forms, and introduces write-offs for small balances. It also updates standby service billing to align with statewide standards and adds a structured process for non-emergency transports.

5. Billing Process

5.1. When an ambulance service is provided, the EMS Officer or designee will send a report to the billing service providing the documentation gained that may be needed for billing services, which may include but not limited to the following: proper transportation information sheet, run sheet, hospital face sheet, insurance information, assignment of benefits form.

5.2. BCFD4 and its agents will comply with the Washington State Balance Billing Protection Act.

5.3. BCFD4 and its agents will comply with WA SB5480 and not report medical debt to credit agencies.

5.4. BCFD4 and its agents will collect all data needed to bill the patient or insurance company. BCFD4 will comply with the following procedure:

**Policy # 302
Ambulance Billing**

Page 2 of 5

If the patient has insurance coverage:

- a. If a signature was obtained at the time of service proceed to step (b). If no signature was obtained, a signature form and return request will be mailed to the individual. Once the signature is received proceed to step (b).
- b. If a claim is deemed to be billable to an insurance carrier, it will be billed within 30 days of receipt of necessary transport information. Secondary insurance will be billed as covered.
- c. After receipt of insurance payments or denial, the patient is sent the first notice that their remaining balance is due within 21 days.
- d. Second patient billing will be sent within 30 days after first notice, stating the "bill is now past due and the balance is due immediately".
- e. A final notice letter will be sent to the patient at least 30 days prior to assigning the bill to a collection agency stating that the delinquent account may be assigned to a collection agency for collection if the account isn't settled nor is a payment plan made with billing service.
- f. Delinquent accounts will then be sent to *contracted collection agency* for Pre-collection process no sooner than 120 days after first notice (c).

Exception: If BCFD4 has accepted assignment of payment received from Medicare or Medicaid, the balance of account between the charge amount and the allowed amount will be written off, due to acceptance of assignment.

If the patient has no insurance coverage:

- a. The first patient bill will be sent to the patient stating amount of balance due.
- b. Second patient bill will be sent within 30 days of first notice, stating "bill is now past due and the balance is due immediately".
- c. A pre-collect letter will be sent to the responsible party at least 30 days prior to assigning the bill to a collection agency stating that the delinquent account may be assigned to a collection agency for collection if the account isn't settled nor payment plan is not made with billing service.
- d. Delinquent accounts will then be sent to *contracted collection agency* for Pre-collection process no sooner than 120 days after first notice (c).

6. Financial Hardship

6.1. BCFD4 will address all cases of financial hardship on an individual basis. The only basic requirement of a patient with financial hardship is that they contact our contracted billing agency and work cooperatively with us before their bill is sent to an outside collection agency. The Fire Commissioners, as adopted by a Resolution, will empower the Fire Chief or his/her designee to exercise the **Financial Hardship** section of **Policy #302** to write off or make adjustments to ambulance bills utilizing the criteria outlined below.

6.1.1. Any patient or representative who contacts our contracted billing agency with a declaration of financial hardship will be offered a payment plan to meet their individual needs.

**Policy # 302
Ambulance Billing**

Page 3 of 5

6.1.2. Any patient who states they are unable to meet the terms of a payment plan or cannot pay any amount of the bill may request their bill to be written off. Upon request, the contracted billing agency will supply the patient with a charity application form to gather information for review.

6.1.3. All such requests and determination of financial hardship are considered on an individual case-by-case basis. BCFD4 and/or contracted billing agency may request documentation of financial hardship in the form of paystubs, tax return, or a letter from a third party such as a social worker. Once all documentation is provided to BCFD4 a determination will be made within 30 days.

6.1.4. The guideline used to determine the waiver of fees is based on 150% of the Federal Poverty Level as established annually by the U.S. Department of Health and Human Services.

6.1.5. The patient or representative completing and submitting the request for hardship along with supporting documentation may qualify for a write-off, up to 100% of the bill by the Fire Chief or his/her designee. Once the charity application has been reviewed and BCFD4 has made a decision, the contracted billing agency will notify the patient or representative of the decision (denied, partial write-off, full write-off) along with making payment arrangements on any remaining balance.

6.2. Small Balance:

6.2.1. BCFD4 will write off small balance accounts as uncollected in the following circumstances. This is due to the cost of processing the account is higher than the amount received.

- Account balance has is less than 5(five) dollars.
- Account balances under 20(twenty) dollars and delinquent will be waived and not sent to collections.

7. Ambulance Stand-by Services

7.1. BCFD4 will conduct stand-by services to local business and non-profit organizations such as school athletic events and community programs which occur in BCFD4 boundaries with Fire Chief or his/her designee approval and staffing allowances.

7.1.1. Stand-by services will also be provided outside of BCFD4's boundaries on a case-by-case basis and will be coordinated through the Fire/Emergency Services organization where the event is held.

7.2. BCFD4 will utilize the Washington State Association of Fire Chiefs' current recommended rate schedule for standby services provided within or outside BCFD4 for equipment. Staff providing standby services will be billed at total cost compensation. The stand-by will be conducted by a minimum number of personnel at appropriately trained levels for the type of event/standby. The Fire Chief or his/her designee is granted authority by the Board of Commissioners to provide this service for no fee if any of the following criteria are met:

7.2.1. Any non-profit event that promotes youth education, drug abuse resistance education, an organization that works with at-risk youth or fosters an atmosphere for youths to remain off the streets and out of trouble.

**Policy # 302
Ambulance Billing**

Page 4 of 5

7.2.2. Any non-profit event that promotes fire safety and education for youth or adults.

7.2.3. Not-for-profit organizations that raise funds or awareness for disease or medical conditions.

7.3. All stand-by calls that require a patient transport to a medical facility will be deemed billable to the patient. In the event the patient has no insurance, and if previously agreed upon, the event organizer will receive the bill.

8. Non-Emergency Transport (aka Interfacility Transports)

8.1. BCFD4 does not routinely do non-emergency transport.

8.2. If a facility is requesting BCFD4 for non-emergency transport the following criteria should be met.

8.2.1. It must be for a citizen of BCFD4.

8.2.2. The patient must also have extenuating circumstances where waiting for another ambulance provider is not practical.

8.2.3. The patient is returning to an address that is within the boundaries of BCFD4.

8.2.4. The on-duty officer deems it appropriate, and the transport will not significantly impact operational readiness of crews.

8.3. The non-emergency transport process outlined below should be followed. If any doubts or questions reach out to the EMS Officer or the on-duty supervisor.

8.3.1. A call will be created with dispatch, and the usual procedures will be followed.

8.3.2. A signed and completed Physicians Certification Statement for Non-Emergency Ambulance Services with a face sheet is needed prior to transportation.

8.3.3. A valid patient or authorized signature must be obtained prior to transport.

8.3.4. A complete medical screening will be completed.

8.3.5. A patient care report will be completed at the conclusion of the call.

8.3.6. This report will be submitted to the billing department and follow the normal billing process outlined above.

9. Addendum

9.1. Addendum A – Charity Request Form

9.2. Addendum B – Charity Request Form (Spanish)

9.3. Addendum C – Waiver Authorization Form

**Policy # 302
Ambulance Billing**

Page 5 of 5

Adopted by BCFD4 Commissioners

Signed by Fire Chief:

Printed _____

Signed _____

Effective Date: _____

Supersedes Date: _____



Benton County Fire Protection District No. 4

RESOLUTION NO. 2025-08

SURPLUS OF PROPERTY

WHEREAS, the Board of Fire Commissioners of Benton County Fire Protection District No. 4 has determined that the following items are no longer needed for District operations:

Clothes Washer

Make: Frigidaire

Model: FAFW3577KW1

Serial: 4C02106456

Clothes Dryer

Make: Frigidaire

Model: FASE7021NWO

Serial: 4D22508475

WHEREAS, these items have been deemed surplus due to age, condition, and/or being beyond repair;

NOW, THEREFORE, BE IT RESOLVED by the Board of Fire Commissioners of Benton County Fire Protection District No. 4 that the above-listed property is hereby declared surplus and authorized for disposal through public sale or other lawful means.

ADOPTED, by the Board of Commissioners of Benton County Fire Protection District No. 4, Benton County, Washington, at a regular public meeting on the 16th day of October 2025, with the following commissioners present and voting:

A handwritten signature in black ink, appearing to be "D. Smith", written over a horizontal line.

Chairperson

A handwritten signature in black ink, appearing to be "M. C.", written over a horizontal line.

Commissioner

A handwritten signature in black ink, appearing to be "D. Smith", written over a horizontal line.

Commissioner

A handwritten signature in blue ink, appearing to be "B. Padon-Lilly", written over a horizontal line.

District Secretary



BENTON COUNTY FIRE PROTECTION DISTRICT # 4

Policy #142

Electronic Fund Transfers

Page 1 of 3

1. Purpose

1.1. The purpose of this policy is to describe the control and accounting procedures under which any funds under the control of Benton County Fire District #4 (BCFD4) are allowed to be moved by electronic transfer, including payments to employees, agencies, and vendors.

2. Scope

- 2.1. This policy applies to personnel moving BCFD4 funds via electronic transfer.
- 2.2. Electronic fund transfers (EFTs) include payments for payroll, payroll taxes, benefits, reimbursements, and vendor disbursements made through authorized financial institutions.

3. Responsibilities

- 3.1. The finance manager is responsible for management of District cash balances and the general oversight of electronic funds transfers (EFTs).
- 3.2. The Fire Chief and Finance Manager will ensure adequate internal controls are maintained over all EFT accounts, consistent with state law, Board resolutions, and auditor recommendations.

4. Revision Summary

Revision Date	Description
06/06/2024	Initial issue
11/4/2025	Expanded to include vendor ACH/EFT payments and Key Bank account authorization per Resolution 2025-05.

5. Definitions

- 5.1. **Electronic Funds Transfer (EFT):** The exchange or transfer of money electronically from one account to another, either within the same enterprise or between enterprises.
- 5.2. **ACH Transfer:** A method of electronic funds transfer processed through the Automated Clearing House (ACH). This includes both *ACH credit* (District-initiated payments) and *ACH debit* (vendor-initiated collections) transactions.
- 5.3. **Wire Transfer:** A method of electronic transfer from one bank account to another, typically for large or time-sensitive transactions.
- 5.4. **Vendor Payment Account:** The checking account established at Key Bank under the District's EIN for electronic vendor payments, as authorized by Resolution 2025-05.

6. Conditions

- 6.1. To promote the security of District funds in the electronic funds transfer environment, the following procedures will be adhered to:
- 6.1.1. All EFT processes, including vendor payments, will follow the same internal controls and authorization procedures governing other disbursements.

Policy #142
Electronic Fund Transfers

Page 2 of 3

- 6.1.2. EFT transactions will not be made without authorization from designated individuals.
- 6.1.3. Authorized signers for all EFT accounts shall be those approved by Board resolution.
- 6.1.4. EFT payments must be initiated through secure, password-protected computer systems with dual control where feasible.
- 6.1.5. Banking mechanisms must have appropriate fraud controls such as positive pay, ACH filters/blocks, and dual approval requirements.
- 6.1.6. Monthly reconciliations of all EFT accounts will be completed by the Finance Manager and reviewed by the Fire Chief.

7. Guidelines

- 7.1. The District may make an EFT for the following purposes:
 - 7.1.1. Employee payroll.
 - 7.1.2. Federal and State payroll taxes.
 - 7.1.3. Employee pension or retirement contributions.
 - 7.1.4. Imprest bank reimbursements.
 - 7.1.5. Vendor payments via ACH, EFT, or wire transfer, consistent with Resolution 2025-05.
- 7.2. All vendor EFTs will be processed through the authorized vendor payment account at Key Bank.
- 7.3. Wire transfers will be coordinated with the Benton County Treasurer's Office when applicable.
- 7.4. All EFT activity will be reported monthly to the Board of Commissioners.

8. Procedure

- 8.1. Employee Direct Deposit Setup
 - 8.1.1. District personnel must complete a Direct Deposit Authorization Form and submit it to the administrative office in person or via secure means.
 - 8.1.2. The form must include a voided check or an official bank letter verifying the employee's routing and account numbers.
 - 8.1.3. The Finance Manager or designee will verify authenticity of all supporting documents. Suspicious or altered documentation will be reviewed and confirmed directly with the financial institution before setup.
 - 8.1.4. Once verified, direct deposit information will be entered into the payroll system by authorized staff. Access to employee banking information will be restricted to essential personnel only.
 - 8.1.5. Any changes to an employee's direct deposit account require completion of a new authorization form and documentation. Changes will not take effect until verification is complete.

Policy #142
Electronic Fund Transfers

Page 3 of 3

8.2. Vendor ACH and EFT Activity

8.2.1. Vendor ACH debit payments may be authorized where vendors offer secure online ACH payment portals.

8.2.2. The District will maintain internal controls by monitoring active debit authorizations, verifying monthly activity, and setting transaction limits in coordination with Key Bank.

8.2.3. Any new or unusual vendor debit activity must be reviewed by the Finance Manager and, if necessary, reported to the Fire Chief.

8.3. Recordkeeping

8.3.1. All EFT-related documentation, including authorizations, confirmations, and reconciliations, shall be maintained in accordance with state retention schedules.

9. Addendums

9.1. Direct Deposit Authorization Forms. Direct deposit authorization forms and related records will be maintained securely in compliance with records retention laws and confidentiality standards.

9.2. Reference: Resolution 2025-05 – Establishment of Vendor Payment Account at Key Bank.

Adopted by BCFD4 Commissioners

Signed by Fire Chief:

Printed: Paul Carlyle

Signed: _____

Effective Date: 10/16/2025

Supersedes Date: 6/6/2024

Memorandum of Understanding

Benton County Fire District #4

and

IAFF Local 1052

Regarding the Temporary Administrative Assistant Position

This Memorandum of Understanding (MOU) is entered into by and between Benton County Fire District #4 (hereinafter referred to as "the District") and IAFF Local 1052 (hereinafter referred to as "the Union").

PURPOSE

The purpose of this MOU is to clarify the intent and scope of a temporary Administrative Assistant position within the District. This position is intended to provide administrative support to the District's program managers, such as the Training Officer and Medical Officer.

BACKGROUND

The District has identified administrative gaps that, if unaddressed, may hinder the timely completion of projects and result in additional costs. Additionally, the program managers currently manage significant clerical and data-entry tasks that detract from the ability to focus on core duties.

SCOPE OF DUTIES

The Temporary Administrative Assistant's duties may include, but are not limited to:

- Data entry.
- Migration of records.
- General administrative support to Program Managers, including file organization, scheduling assistance, and related clerical tasks.

AFFIRMATION OF BARGAINING UNIT WORK

The District affirms that:

- The Administrative Assistant role is administrative in nature and will not supplant or diminish bargaining unit work.

- The role will not result in the displacement or reduction of union-represented personnel.
- The position exists solely to support the District's program managers administrative workload.

COLLABORATION AND COMMUNICATION

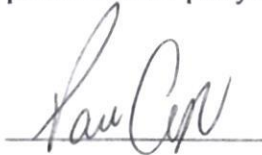
The District and the Union agree to maintain open lines of communication regarding the implementation and impact of this position. Any concerns regarding potential encroachment on bargaining unit work will be addressed collaboratively and in good faith.

PROGRAM ASSISTANCE

The temporary Administrative Assistant will be overseen by the Deputy Fire Chief. The Deputy Fire Chief will determine the needs of the various programs and assign the temporary Administrative Assistant to that program manager. The program manager will then assign work to the temporary Administrative Assistant in collaboration with the Deputy Fire Chief.

DURATION AND MODIFICATION

This MOU shall remain in effect unless modified by mutual written agreement of both parties. Either party may request to reopen this MOU with 30 days' written notice.



Fire Chief Paul Carlyle
Benton County Fire District #4
Date: 10/14/2025

Shop Steward Thomas Harper
IAFF Local 1052
Date: _____

Benton County Fire District #4 2026 Budget Worksheet

DRAFT

This worksheet shows the proposed 2026 budget alongside the status of the current year.

Left of the black bar

- **Proposed 2026 Budget:** This column shows the requested funding levels for the upcoming year.
- **Blue-shaded rows:** These are new budget items requested by employees.

Right of the black bar

- **2025 Adopted Budget:** The original budget approved for the current year.
- **Jan-Sep 2025 Actuals:** Spending or revenue collected through September 30, 2025.
- **2025 Year-end Estimate:** Projected totals through the end of 2025, based on actuals and anticipated activity.

This format allows for easy comparison between the proposed 2026 amounts and the District's 2025 budget performance.

9/29/2025

6841-General Fund

Account	Title	2026 Budget	Yr End Est	2025 Jan-Sep	Budget
REVENUE					
Beginning Balances					
308 91 00 00	Beginning Balance	5,539,632	3,489,015	3,489,015	3,180,211
308 91 00 01	Beginning Balance - Cash/Imprest	16,085	16,085	16,085	17,070
	Beginning Balances	5,555,717	3,505,100	3,505,100	3,197,281
Taxes					
311 10 00 01	Property Tax	5,072,561	4,785,435	2,655,988	4,667,094
337 20 00 01	Leasehold Excise Tax	30,000	30,000	28,467	30,000
332 81 10 01	Energy NW Generation Tax	30,000	33,700	33,676	34,000
	Taxes	5,132,561	4,849,135	2,718,132	4,731,094
Intergovernmental Revenues					
334 01 30 02	WSP-FF Training Reimbursement	6,000	7,047	7,047	0
334 04 90 01	State Trauma Grant	500	778	778	500
334 06 90 04	BVFF Physical Reimbursement	0	6,200	6,200	0
	Intergovernmental Revenues	6,500	14,025	14,025	500
Charges for Goods and Services					
341 70 00 05	Sales of Merchandise	4,000	35,000	34,770	4,000
342 21 00 01	Fire Services, State	40,000	285,000	262,846	40,000
342 21 00 02	Fire Services, Federal	0	0	0	0
342 21 00 03	Fire Services, Schools	3,000	3,000	0	3,000
342 21 00 04	Fire Services, Private	0	0	0	0
342 21 00 09	Fire Services, W Rhld	0	0	0	0
	Charges for Goods and Services	47,000	323,000	297,616	47,000
Miscellaneous Revenues					
361 11 00 01	General Fund Interest	50,000	94,725	71,044	50,000
362 53 00 00	Rental of Facility	200	250	200	200
367 11 00 08	Contributions/Donation	0	250	250	0
369 91 00 01	Refund/Reimbursement	0	4,800	4,740	0
	Miscellaneous Revenues	50,200	100,025	76,234	50,200
Other Financing Sources					
398 10 00 01	Insurance Recovery	0	75,021	75,021	0
	Other Financing Sources	0	75,021	75,021	0
Interfund Transfers					
397 00 00 10	Transfer In From 6848 (Resolution Target)	2,033,838	1,908,264	0	0
397 00 00 11	Transfer in From 6848 (Tax Levy Proceeds & Amb Serv)	0	2,188,241	2,188,241	2,188,241
397 00 00 12	Transfer in from 6848 (Amb Remount New Amb)	386,500	0	0	814,000
	Interfund Transfers	2,420,338	4,096,505	2,188,241	3,002,241
	Total General Fund Revenue	13,212,316	12,962,811	8,874,368	11,028,316
	Less Carryover	5,555,717	3,505,100	3,505,100	3,197,281
	2025 General Fund Revenue	7,656,599	9,457,711	5,369,268	7,831,035

Account	Title	Budget	Yr End Est	Jan-Sep	Budget
EXPENDITURES					
Legislative					
522 11 10 10	Salary - Comm 1 (Van Beek)	10,000	4,723	3,542	10,000
522 11 10 20	Salary-Comm 2 (Goodwin)	10,000	7,299	5,474	10,000
522 11 10 30	Salary-Comm 3 (Brink)	10,000	11,807	8,855	10,000
522 11 20 10	Benefits - Comm 1 (Van Beek)	1,000	369	277	1,000
522 11 20 20	Benefits - Comm 2 (Goodwin)	1,000	569	427	1,000
522 11 20 30	Benefits - Comm 3 (Brink)	1,000	949	712	1,000
522 11 31 00	Expendable Supplies- Legislative	200	200	0	200
522 11 43 00	Travel-Registrations, Per Diem, Lodging & Mileage	11,000	6,000	3,641	11,000
	Legislative	44,200	31,916	22,928	44,200
Administrative					
522 12 10 10	Salary - Administration (4)	655,000	635,000	476,823	534,263
	P/T Adm for DC/TO/MO \$65,000				
522 12 10 60	Overtime - Administrative	5,000	1,500	0	5,000
522 12 20 04	HRA/FSA Benefits (All FTE 34)	105,000	12,000	8,914	12,000
522 12 20 10	Benefits - Administrative	170,500	123,000	93,324	70,000
522 12 20 60	Benefits - OT Administration	1,000	300	0	1,000
522 12 31 00	Expendable Office Supplies	6,000	5,790	4,008	3,750
522 12 31 10	Computer Software (Moved to 522.12.41)	0	48,332	33,460	45,000
522 12 31 20	Non-Expendable Office	35,000	100,000	84,888	105,000
	Printers/Rtrs/Fax/Office Furn/PCs/Laptops/Tablets				
	Firewalls - All Sta \$15,000 Surface Pro Tablets (6) \$6,000				
522 12 41 00	Contract Services	43,500	125,000	43,069	98,000
	Chaplain \$8000 CBDR \$1733 Archbright HR \$5600 Paladin \$300		AP Triton: Std of Coverage /Cap Fac Plan 90K		
	CI Shred \$200 EAP \$2000 Nexus Study Impact Fees \$25K				
522 12 41 01	Contract Services - TV/Internet	46,500	8,124	5,624	12,000
	Zipty Fiber @ 420 & 430 \$34,500				
522 12 41 03	Contract Services - Computer	157,350	134,637	93,210	108,500
	ISOsource \$120,00 \$500 Webpage (Amazon Web Service & GoDaddy)				
	ArchiveSocial \$5000 HIPAA Compliant Software \$850				
	Darkhorse Analytics \$31,000				
522 12 41 04	Contract Services - Subscription Based (SBITA)	58,000	0	0	0
	Adobe \$2500 ESO-ERS \$1245 Fire Engineering \$4000 Ispy \$750				
	Joform \$1828 0365 - \$12800 Quickbooks \$350 Springbrook \$14,000				
	Vector Crew Sense \$6100 Cloud Backup \$2500 Zoom \$1000 OpenAI - \$1631				
	Image Trend \$8000 Natural Reader \$110 Vimeo EMS Subscription \$120				
522 12 42 00	Phone Service - Admin & Sta	12,000	11,901	8,239	17,000
	POA VoIP \$834*12				
522 12 42 10	Cellular Phone Service	14,000	13,213	9,147	13,000
	AT&T & Verizon				
522 12 42 40	Postage	1,000	394	296	1,500
522 12 46 00	District Insurance - Enduris & Brokerage Fees	160,000	137,520	137,518	125,000
522 12 48 00	Repair & Maint. - Office Equip	1,000	1,000	0	1,000
522 12 49 00	Memberships/Dues	8,000	9,400	4,855	8,000
	WFC \$2500 TCFA \$50 WR Chamber \$750 TCFA \$500 IAFC \$300				
	WFCA \$3200 MRSC \$150 SEWCA \$100 Costco \$130				
	AWC \$500				
522 12 49 10	Subscriptions	2,000	0	0	0
	NTN \$500 Pulsepoint \$1100 Amazon Business \$200				
522 12 49 10	Taxes And Irrigation Fees	300	300	139	300
522 12 49 20	State Auditor (2023-2024 Audit in 2025)	20,000	20,000	0	20,000
	Administrative	1,501,150	1,387,410	1,003,516	1,180,313

Account	Title	Budget	Yr End Est	Jan-Sep	Budget
Election					
522 13 48 20	Outside Services	0		0	0
522 13 49 00	Election Assessments	25,000	10,000	2,817	10,000
	Election	25,000	10,000	2,817	10,000
Legal					
522 14 40 00	Advertising - Legal Ads	500	500	0	500
522 14 41 00	Professional Services	30,000	24,295	16,820	40,000
	Legal	30,500	24,795	16,820	40,500
Operations					
522 20 10 01	Volunteer Reimbursement	30,000	26,871	20,153	40,000
522 20 10 02	Resident Reimbursement	105,000	97,987	73,490	100,000
522 20 10 20	Firefighters, Career (27) (3 B/C, 3 CPT, 3 LT, 18 FF)	3,421,000	2,378,651	1,783,988	3,065,000
522 20 10 23	Firefighters, Career OT	300,000	311,834	233,875	294,000
522 20 10 30	Mobilization Wages	30,000	100,000	89,477	30,000
522 20 20 01	Benefits - Volunteer	3,000	2,295	1,721	6,000
522 20 20 02	Benefits - Resident	10,000	7,496	5,622	2,500
522 20 20 04	HRA Benefits - Moved to Admin	0	76,368	57,276	78,000
522 20 20 20	Career FF Benefits	900,000	640,563	480,422	784,000
522 20 20 23	Career FF OT Benefits	70,000	66,473	49,854	76,500
522 20 20 30	Mobilization Benefits	5,000	25,000	17,225	5,000
522 20 24 10	Physicals/Innoculation	45,000	42,974	29,751	55,000
522 20 24 20	Volunteer Pension & Relief Fund	3,000	2,200	1,650	6,600
522 20 28 00	Clothing, Commissary (Non-PPE)	40,000	30,301	20,977	36,000
	Badges, Bugles, Patches, Uniform Attire, ID Cards				
522 20 29 20	Member Recognition	7,500	4,000	3,508	4,000
	EMS Week Appreciation Items - \$3000				
522 20 29 30	Volunteer Association	4,000	3,476	3,476	3,500
522 20 31 00	Expendable Incident Supplies	1,000	667	462	500
	Maps, Marking Tape				
522 20 35 00	Non Expendable Equipment	2,500	1,250	54	2,500
	Cones, GPS Units, Gas Monitors				
522 20 48 00	Tools and Equipment	1,000	500	114	1,000
522 20 49 05	Fitness Club Memberships	12,400	6,105	6,105	6,100
	Operations	4,990,400	3,825,008	2,879,200	4,596,200
Suppression					
522 21 28 20	PPE - Protective Clothing	85,000	70,000	60,984	70,000
	Turnouts, Helmets, Boots, Jackets				
	Ballistic Vests & Inserts \$15,000				
522 21 31 00	Expendable Supplies - Suppression	6,000	5,091	3,819	1,200
522 21 35 10	Non-Expendable Supplies - Suppression	6,000	49,000	5,001	6,000
522 21 35 11	Hose Replacement	25,000	20,000	2,670	12,500
522 21 35 12	Nozzle Replacement	24,000	10,300	790	10,300
522 21 41 00	Professional Services	13,000	12,000	7,341	12,000
	PPE Cleaning/Repairs				
	Hose/Ladder Testing \$8000 Jaws Service \$2000 Pump Tests \$2600				
522 21 48 00	Repair and Maintenance Service (Saw Repairs)	2,000	1,718	1,189	1,550
522 21 48 10	Fire Extinguisher Maint	1,600	1,600	0	1,600
522 21 48 80	SCBA Equipment	56,000	12,500	152	12,500
	10 MSA 45min bottles \$15500 5 MSA G1 \$40000				
522 21 48 90	SCBA Repair/Maint	5,000	5,000	3,529	5,000
522 21 49 10	Reimbursable Fire Suppression	5,000	815	815	5,000
	Suppression	228,600	188,024	86,291	137,650

Account	Title	Budget	Yr End Est	Jan-Sep	Budget
Communications					
522 24 31 00	Expendable Supplies - Radios/Pagers	15,000	15,000	1,208	15,000
522 24 35 00	Non-Expendable Supplies - Radios/Pagers	15,000	15,000	1,100	15,000
522 24 41 00	Dispatch Services	130,000	125,000	92,918	125,000
522 24 41 10	VHF/800Meg Maintenance Fee	17,000	17,000	0	17,000
522 24 48 00	Repair & Maintenance - Radios/Pagers	5,000	5,000	0	5,000
	Communications	182,000	177,000	95,226	177,000
Logistics (Support Services)					
522 26 31 00	Expendable Supplies	3,000	1,500	0	3,000
522 26 31 10	Food	6,000	4,541	3,144	6,000
522 26 35 00	Non-Expendable Equipment	1,000	1,000	529	1,000
522 26 35 10	Small Tools/Minor Equipment	5,000	0	0	0
522 26 48 00	Outside Services R&M	6,000	3,000	0	6,000
	Logistics	21,000	10,041	3,672	16,000
Public Information					
522 30 31 00	Expendable Supplies-Prevention	10,000	5,000	741	10,000
	Smoke Alarm Program Comm Outreach Risk Reduction				
522 30 35 00	Non-Expendable - Prevention	10,000	750	0	1,500
522 30 41 01	Professional Services - Marketing	85,000	83,778	58,000	75,000
	Marketing (LLPA) \$76,000 Video \$4000				
522 30 48 10	Advertising - Levy Lid Lift 2026	25,000	15,000	7,211	20,000
	Newsletter/Education Flyers, Translation				
	Public Information	130,000	104,528	65,952	106,500
Training					
522 45 10 10	Salary - Training Captain	150,000	137,598	103,199	146,000
522 45 10 71	Overtime - Training Captain	25,000	18,379	13,784	25,000
522 45 20 10	Benefits - Training Captain	40,000	36,906	27,680	30,000
522 45 20 71	Benefits - OT Training Captain	5,000	4,297	3,223	5,000
522 45 31 00	Expendable Supplies - Training	12,000	4,184	3,138	10,000
522 45 31 10	Training Computer Software (moved to Admin)	0	15,200	15,194	10,500
522 45 35 00	Non-Expendable Supplies - Tools & Equipment - Training	20,000	4,000	0	8,000
	Recruit Laptops, Props, Smoke Machine \$15000				
522 45 41 00	Professional Service	42,000	16,200	1,280	16,200
	Outside Instructors Ladder Implementation & Leadership/Skills Develop \$25000				
	Rope Rescue Training \$17,000				
522 45 41 10	Contract Services	20,000	0	0	0
	TCRA Students - \$20,000				
522 45 43 00	Travel - Mileage & Air	13,600	9,652	6,682	13,600
	Ops \$3500 Admin \$2400 EMS Officer \$6500 Safety \$1200				
522 45 43 10	Travel - PerDiem & Lodging	28,300	21,943	15,191	28,300
	Ops \$11000 Admin \$6800 EMS Officer \$8000 Safety \$2500				
522 45 43 20	Registration Fees	40,000	35,475	24,560	45,000
	Ops \$30000 Admin \$5000 EMS Officer \$13,000 Safety \$2000				
522 45 43 30	Tuition Reimbursement	6,000	0	0	12,000
522 45 43 98	Career Tuition	7,500	5,000	534	15,000
522 45 43 99	Article 32 MED EMS Training	16,500	2,000	0	33,000
	Training	425,900	310,835	214,465	397,600

Account	Title	Budget	Yr End Est	Jan-Sep	Budget
Facilities					
522 26 10 10	Salary - Fac/Log Manager	77,000	0	0	0
522 26 10 60	Overtime - Fac/Log Manager	5,000	0	0	0
522 26 20 10	Benefits - Fac/Log Manager	24,000	0	0	0
522 26 20 60	Benefits OT - Fac/Log Manager	1,200	0	0	0
522 50 31 00	Expendable Supplies -Facilities	12,000	10,327	7,745	11,000
522 50 35 00	Non-Expendable Supplies - Facilities	15,000	16,812	12,609	7,000
522 50 41 00	Professional Services	25,000	31,889	23,917	8,000
	Lawn/Weed/Pest Mat Service Moon Sec Backflow		0	0	0
522 50 45 00	Lease-Sta 410	5,000	4,768	4,768	5,000
522 50 47 10	Utilities	43,000	37,082	25,672	38,000
	Electricity/Water/Sewer/Natural Gas				
522 50 48 00	Repair & Maint. - Facilities	50,000	100,000	68,438	100,000
	Extinguisher Service HVAC Service Exhaust System Overhead Doors				
522 50 48 10	Tools and Equipment	5,000	0	0	0
	Facilities	262,200	200,879	143,150	169,000
Automotive					
522 60 31 00	Expendable Supplies - Automotive	8,000	5,694	3,942	6,000
	Batteries, Tires, Fittings, Seals, Valves				
522 60 32 00	Fuels and Oils	60,000	46,093	31,910	64,200
522 60 35 00	Non-Expendable Supplies - Automotive	8,000	854	591	8,500
522 60 48 00	Repair and Maintenance Services - Auto 3rd Party	100,000	50,793	35,164	116,000
	M1422-Low Profile AC Unit w/ Install \$8000				
		176,000	103,433	71,608	194,700
Ambulance Transport Services					
522 70 10 10	Salary - EMS Captain	155,000	143,075	107,307	160,000
522 70 10 71	Overtime - EMS Captain	35,000	27,349	20,511	35,000
522 70 20 10	Benefits - EMS Captain	40,000	33,811	25,358	40,000
522 70 20 71	Benefits - OT EMS Captain	7,500	5,715	4,286	7,500
522 70 31 00	Expendable Supplies - EMS	80,000	76,840	53,197	78,500
522 70 35 00	Small Tools & Minor Equip	70,000	30,924	23,193	42,200
	IV Pumps x 4 16,000 Blood Warmers x4 \$24,000 SimMan ALS \$30,000				
522 70 41 00	Ambulance Billing Service Fee	67,000	36,641	25,367	50,000
	SDW Monthly Billing 32,000 GEMT Reporting (PCG) \$35000				
522 70 41 02	EMS Assessment Fee	20,000	4,746	3,285	10,000
	EMS Assess/MPD Asst Fees				
	Dr. Hodges Contract \$12000				
522 70 41 05	Professional Services - EMS	2,000	2,802	1,940	2,000
	Stericycle \$2000				
522 70 41 20	Ambulance Over Payment/Collection Fees	2,000	1,663	1,248	1,000
522 70 41 10	Contract Services - EMS	10,000	15,000	14,340	11,000
	HIPAA Audit \$1500 Zoll Warranty \$5600				
	EMTB Inhouse Class \$1500				
522 70 48 00	Equipment - Repairs & Maintenance	6,000	3,000	0	6,000
	Automotive	494,500	381,566	280,032	443,200

Account	Title	Budget	Yr End Est	Jan-Sep	Budget
Payroll Clearing					
589 90 00 00	Payroll Clearing	0	0	0	0
	Payroll Clearing	0	0	0	0
Debt Repayment					
591 22 01 02	Lease Payments - Office Equipment	20,000	19,000	9,256	15,000
	Abadan - 3 Copiers \$1256/mo (2024-2028)				
	POA - Scanner Lease \$370/mo (2025-2027)				
591 22 70 02	Capital Lease Principal	70,452	66,477	66,477	66,477
	PNC Finance - App 52 (2024-2033)				
591 22 70 10	Lease Payments - Zoll AED	41,625	41,625	0	41,625
592 22 83 02	Capital Lease Interest	41,668	45,644	45,644	45,644
	Debt Repayment	173,745	172,746	121,377	168,746
Capital Expenditures					
594 22 61 00	Capital Land	400,000	0	0	0
	Purchase Sta 410 Land - \$400K				
594 22 62 00	Capital Building	590,000	75,000	55,281	780,000
Sta 410	Window Replacement \$5K				
Sta 420	Parking Lot Resurface \$40K Kitchen Ext Concrete Patio \$25K				
	Exterior Bldg Paint \$25K Decon Rm Cabinets \$2K Window Replacement \$30K				
	Training Space A&E Drawings \$60K (Phase I Project Estimate \$750K in 20??)				
	Secure Entry/Reception Modifications and Facility Locks \$125K				
Sta 430	Mini Split HVAC Upstairs \$10K				
All Sta	Apparatus Bay Exhaust System Upgrade \$230K Saunas \$38K				
594 22 63 00	Capital Apparatus and Equipment	636,500	420,000	322,257	960,000
	App 44 Remount \$264K Ambulance Chassis \$100K Ventilators \$22,500				
	Order Type 1 Eng - 5 Year Lease Program \$250K (Payment 1)				
	Capital Expenditures	1,626,500	495,000	377,539	1,740,000
Interfund Transfers					
597 00 01 05	Transfer Out to 6846 (6 Mo Exp Per Resolution Revenue Target)	442,180	0	0	0
	2025 Total General Fund Expenditures	10,753,875	7,423,180	5,384,589	9,421,609
	2025 Total General Fund Revenue	13,212,316	12,962,811	8,874,368	11,028,316
	Carryover into 2027	2,458,440	5,539,632	3,489,779	1,606,707

Resolution - Budgetary Goals: 4 Month Carryover = \$2,022,269

General Fund Summary

The District will remain in a strong financial position going into 2027. Even after funding all requested items and transferring \$442,180 into reserves to meet the budgetary goal, the projected General Fund carryover is expected to be \$436,171 above the required target.

The Chief Officers and Finance Manager consider this position fiscally responsible given the uncertainty of the November 2026 levy lid lift. We anticipate next year's levy rate will be about \$1.31, and without passage of the levy lid lift, the District would be restricted to a 1% increase over the 2026 levy amount rather than the 6% increase the lid lift guarantees. This limitation could be restrictive for future operations, but the projected carryover provides stability to help manage that risk.

It is also important to note that the 2025 carryover into 2026 is higher than our budgetary goal because several capital projects have been delayed and will roll over into 2026.

**Benton County Fire District #4
2026 Budget Worksheet**

9/29/2025

6848 - EMS Fund

Account	Title	2026 Budget	Yr End Est	2025 Jan-Sep	Budget
REVENUE					
Beginning Balances					
308 31 00 11	Beginning Balance	1,605,334	3,143,930	3,143,930	3,024,982
	Beginning Balances	1,605,334	3,143,930	3,143,930	3,024,982
Taxes					
311 10 00 11	Property Tax	1,907,213	1,799,258	1,027,251	1,783,644
	Taxes	1,907,213	1,799,258	1,027,251	1,783,644
Intergovernmental Revenues					
332 93 40 10	GEMT	75,000	50,000	18,136	150,000
337 00 00 11	EMSI	0	12,500	12,500	150,000
	Intergovernmental Revenues	75,000	62,500	30,636	300,000
Charges for Goods and Services					
342 60 00 07	Ambulance Service	500,000	591,187	443,390	470,000
	Charges for Goods and Services	500,000	591,187	443,390	470,000
Miscellaneous Revenues					
361 11 00 11	EMS Fund Interest	60,000	104,965	78,723	60,000
	Miscellaneous Revenues	60,000	104,965	78,723	60,000
	Total EMS Fund Revenue	4,147,548	5,701,839	4,723,931	5,638,626
	Less Carryover	1,605,334	3,143,930	3,143,930	3,024,982
	2026 EMS Fund Revenue	2,542,213	2,557,909	1,580,001	2,613,644
EXPENDITURES					
EMS Fund					
522 70 35 10	Small Tools And Minor Equipment	0	0	0	0
522 70 41 00	Ambulance Billing Service Fee	0	0	0	0
522 70 41 20	Ambulance Over Payment	0	0	0	0
522 70 48 10	Equipment Repairs & Maintenance	0	0	0	0
		0	0	0	0
Debt Service					
591 22 70 10	Lease Payments - Equipment	0	0	0	0
			0	0	0
Interfund Transfers					
597 00 01 04	Tx Out From 6841 (Per Resolution 30% Revenue Target)	2,033,838	2,188,241	2,188,241	2,188,241
597 00 01 06	Tx Out from 6841 (Amb Remt \$264K Amb Chassis \$100K Ventilators \$22500)	386,500	1,908,264	0	814,000
		2,420,338	4,096,505	2,188,241	3,002,241
	2026 Total EMS Fund Expenditures	2,420,338	4,096,505	2,188,241	3,002,241
	2026 Total EMS Fund Revenue	4,147,548	5,701,839	4,723,931	5,638,626
	Carryover into 2027	1,727,210	1,605,334	2,535,690	2,636,385

Resolution - Budgetary Goals: 30% of 3 Yr Revenues = \$1,727,210

EMS Fund Summary

Beginning in 2026, the District will no longer make direct expenditures from the EMS Fund. To provide consistency and transparency, all EMS-related expenditures will now be processed through the General Fund.

The EMS Fund will continue to serve as the repository for EMS tax levy revenues, GEMT revenues, and ambulance service revenues. Each year, the Fund will account for any capital purchases needed to support the program (such as ambulances, ventilators, stretchers, and related equipment). The amounts needed for these purchases will be transferred to the General Fund, along with any remaining revenues, so that the EMS Fund's ending balance is maintained at the budgetary goal of 30% of the three-year average of EMS revenues.

**Benton County Fire District #4
2026 Budget Worksheet**

9/29/2025

6846 - Reserve Fund

Account	Title	2026 Budget	Yr End Est	2025 Jan-Sep	Budget
REVENUE					
Beginning Balances					
308 91 0061	Beginning Balance	2,492,622	2,413,855	2,413,855	2,410,862
	Beginning Balances	2,492,622	2,413,855	2,413,855	2,410,862
Miscellaneous Revenues					
361 11 00 11	Reserve Fund Interest	60,000	78,767	59,076	30,000
	Miscellaneous Revenues	60,000	78,767	59,076	30,000
Interfund Transfer					
361 11 00 11	Interfund Transfer - From 6811 (Per Resolution Revenue Target)	442,180	0	0	0
	Miscellaneous Revenues	442,180			
	Total EMS Fund Revenue	2,994,802	2,492,622	2,472,931	2,440,862
	Less Carryover	2,492,622	2,413,855	2,413,855	2,410,862
	2026 EMS Fund Revenue	502,180	78,767	59,076	30,000
EXPENDITURES					
Interfund Transfers					
597 00 01 05	Transfer Out	0	0	0	0
		0	0	0	0
	2026 Total EMS Fund Expenditures	0	0	0	0
	2026 Total EMS Fund Revenue	2,994,802	2,492,622	2,472,931	2,440,862
	Carryover into 2027	2,994,802	2,492,622	2,472,931	2,440,862

Resolution - Budgetary Goals: 6 Month Carryover = \$2,994,802

Reserve Fund Summary

The District will continue to maintain the Reserve Fund at a healthy level consistent with its budgetary goal of six months of expenditures, based on a three-year average. To ensure this standard is met in 2026, a transfer of \$442,180 from the General Fund will be made. With this action, the Reserve Fund will remain adequately funded to support the District's long-term financial stability.



Pierce Financing Options



Andrew Siebers

Budgetary **Pierce**
Pumper



Benton County
Fire Department



Budgetary Lease Purchase with Prepayment Discounts



Budgetary Numbers:		Date	5 Year Lease Purchase
Pierce Apparatus:	(1) Pumper	September 2025	Order/Lease Start
Estimated Delivery:	Per Contract	September 2026	\$212,727.18
Cost:	\$1,000,000.00	September 2027	\$212,727.18
Washington Sales Tax @ 9%:	\$90,000.00	September 2028	\$212,727.18
Washington Motor Vehicle Tax:	\$4,000.00	September 2029	\$212,727.18
Total Cost without Discounts:	\$1,094,000.00	September 2030	\$212,727.18
Cost:	\$1,000,000.00	Rate	4.13%
Budgetary Chassis Discount:	\$17,500.00	Total Payments	\$1,063,635.90
Budgetary Prepayment Discount:	\$120,000.00	Effective Rate	-0.93%
Cost with Discounts:	\$862,500.00	<p>* Rate as of August 26, 2025 and is fixed at closing.</p> <p>* Effective rate is the rate based on the price of the apparatus excluding prepayment discounts. It's what the rate needs to fall to at the time of delivery to obtain the lease payment available today with the 100% prepayment discount.</p>	
Washington Sales Tax @ 9%:	\$77,625.00		
Washington Motor Vehicle Tax:	\$3,450.00		
Amount Financed:	\$943,575.00		
Total Savings:	\$150,425.00		



FINANCIAL SOLUTIONS



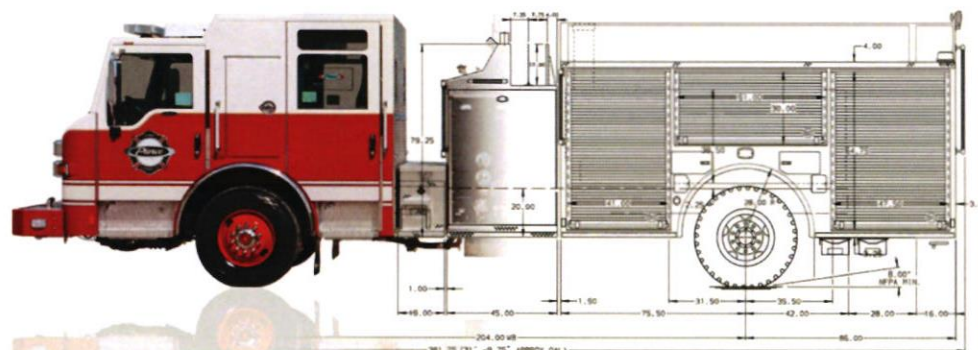
All kinds of plans for all kinds of departments

🔥 The same logic behind our custom chassis applies to our financial services: Tailor the product to the department, not the other way around.

🔥 Through the Pierce Financial Solutions program, PNC Bank provides the industry's most extensive line of lease plans for fleet replacement. With industry-leading tax-exempt rates, zero documentation fees, flexible payment plans and quick approvals that can bypass voter referendums, we make it easy to get behind the wheel of your new Pierce.

🔥 Pierce and PNC Bank partner to provide a tax-exempt municipal leasing program that has financed > \$1.5 Billion in Pierce Apparatus!

Customized Financing



For a One-of-a-Kind Customized Apparatus.

The Pierce Program Advantage



- ✦ Financing from PNC Bank (4th largest bank-owned leasing company in U.S.)
- ✦ Flexible payment structures to meet your budget requirements
- ✦ Deferred payment option to simplify budgeting
- ✦ Industry's most extensive lines of lease plans for fleet replacement
- ✦ Prepay program to lower payments and eliminate interest rate risk
- ✦ 100% Financing with no documentation fees
- ✦ Highly Competitive tax-exempt interest rates
- ✦ Dedicated Account Executive to assist you through the entire financing process





Finance Program Options

Lease Purchase Plan

With a lease purchase plan, you can purchase the apparatus gradually over time. This allows you to use available capital for operations or other needs. At the end of the lease, you can purchase the apparatus for just \$1. Terms for this plan range from 2 to 15 years (10 years for apparatus with commercial chassis).



Choose a lease purchase if:

You prefer ownership of the apparatus and need to spread capital costs over time.

Turn-In Lease Plan

The turn-in lease plan contains a "balloon payment" for the estimated resale value of the apparatus at the end of the lease. A department has two options at lease term:

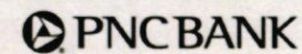
1. Purchase the apparatus by paying off or refinancing the "balloon payment."
2. Return the apparatus to Pierce and lease a new Pierce apparatus (Pierce pays off the balloon payment).

Terms for this plan range from 2 to 10 years of use. This lease contains mileage and apparatus condition provisions, with 10,000 and 15,000 annual mileage options available.



Choose a turn-in lease if:

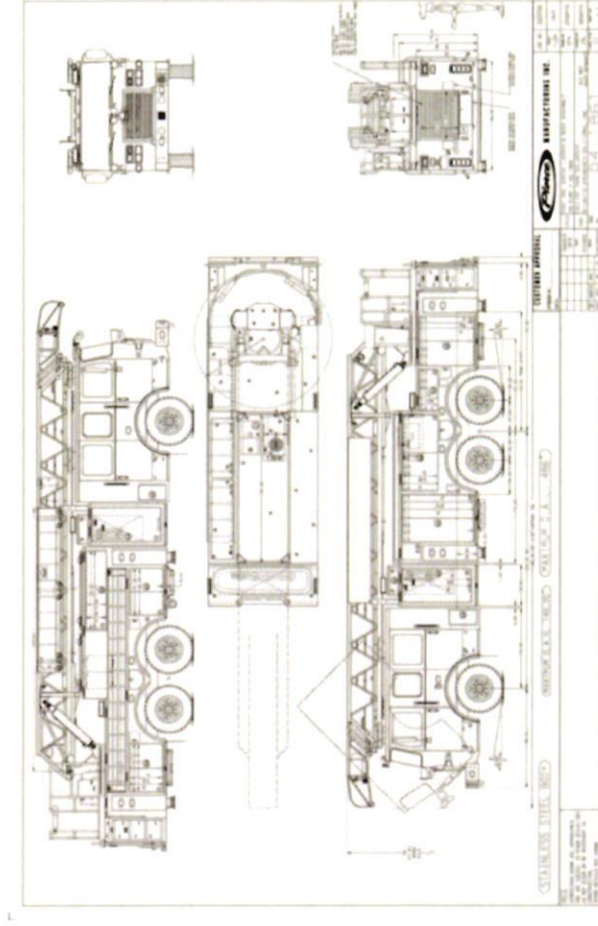
You want to pay for the use of the apparatus over the lease term and need a flexible, cost-effective fleet management program.



Lease Start Options

🔥 Benton County Fire can start the financing at any time from the date of order to the date of delivery

🔥 Benton County Fire will receive all remaining Pierce prepay discounts from the financing start date to the date of delivery.



Making Lease Payments Prior To Delivery

Lease payments made prior to delivery have two layers of protection:

1. Pierce Performance Bond

Ensures that the customer will receive the apparatus in accordance with the terms of the contract agreement. Guarantees one year warranty will be performed.

2. PNC “Four Party Agreement” in lease contract

If Pierce fails to deliver Equipment, then Pierce shall pay to Lessee the Lessee’s payments and the amount owed to PNC (the lease is refunded).





Program Contacts



Tom Whitmer
Director, Customer Finance
twhitmer@piercemfg.com
920.267.1256



Matthew Titel
Manager, Customer Finance
mtitel@piercemfg.com
920.810.9343



Kim Simon
Vice President – Account Executive
kim.simon@pnc.com
614.670.3994

