



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

NOVEMBER 6, 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 November 6, 2025.
- Minutes:
 - Approve minutes of October 16, 2025, Regular Meeting.
- Claim Vouchers:
 - Approve Claim Voucher numbers 1530 through 1546 for \$51,788.99 for the period ending November 14, 2025.

PUBLIC HEARING ON REVENUE SOURCES

2026 BUDGET AND TAX LEVY

FINANCIAL REVIEW

- Budget Revenue and Expenditure Report

RESOLUTIONS/MOTIONS

- EMS Officer Job Description
- Training Officer Job Description
- Thermal Imaging Camera Quote

NEW BUSINESS

UNFINISHED BUSINESS

CORRESPONDENCE

DISTRICT REPORTS

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

OPEN FORUM DISCUSSION

OPERATION PROGRAM UPDATES

IMPORTANT DATES

- November 8: West Richland Veterans Day Parade
- November 15: Tri-County Commissioners Association Meeting – Benton #1
- Operation Candy Cane – December 6 – Flat Top Park

AGENDA ITEMS FOR THE NEXT MEETING

EXECUTIVE SESSION

ADJOURNMENT



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

Regular Board Meeting Minutes October 16, 2025

CALL MEETING TO ORDER

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

PLEDGE OF ALLEGIANCE

Chief Carlyle led the Pledge of Allegiance.

ADDITIONS TO THE AGENDA

Policy #142 – Electronic Fund Transfers was added under Resolutions/Motions.

THOSE PRESENT

Members present were:

Chief Carlyle	Captain Rogers	Firefighter Knox
Deputy Chief Drayton	Lieutenant Longie	Firefighter Madrigal
Finance Manager Paden-Lilly	Lieutenant Vining	Firefighter Riche
Administrative Assistant Ewing	Firefighter Ammann	Firefighter Sell
Office Assistant Sell	Firefighter Estrella	Firefighter Van Cleef
Logistics Manager Rebman	Firefighter Hart	Firefighter Winters
Captain Borschowa		

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 October 16, 2025.
- Minutes Approval: Approval of the meeting minutes dated September 17, 2025.
- Approval of Payments:
 - Claim Voucher numbers 1383 through 1400 for \$85,542.08 for the period ending October 10, 2025. *(Because the October 2 regular meeting was canceled, vouchers were audited, approved, and paid prior to this meeting under Resolution 2023-11).*
 - Payroll Voucher numbers 1426 through 1506 for \$422,098.77 for the period ending October 31, 2025.
 - Claim Voucher numbers 1473 through 1507 for \$122,492.13 for the period ending October 31, 2025.

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

BADGE PINNING CEREMONY

Chief Carlyle and Deputy Chief Drayton recognized Firefighters Madrigal, Riche, and Van Cleef for completing probation. Family members pinned badges; Deputy Chief Drayton presented helmets, and Chief Carlyle presented completion letters and challenge coins. The ceremony concluded with refreshments for guests.

FINANCIAL REVIEW

The revenue and expenditure budget position report were reviewed.

RESOLUTIONS/MOTIONS

Resolution No. 2025-06; Ending Fund Balance Targets

Consideration of Resolution 2025-06 to establish ending fund balance targets for the General Fund, Reserve Fund and EMS Fund.

MOTION: Commissioner Goodwin moved to approve Resolution 2025-06. Commissioner Van Beek seconded. Motion passed unanimously.

Policy #132: Financial Management

Consideration of updated Policy 132 about financial management.

MOTION: Commissioner Goodwin moved to approve Policy #132. Commissioner Van Beek seconded. Motion passed unanimously.

Resolution No. 2025-07; Ambulance Fee Schedule

Consideration of Resolution 2025-07 amending the fee schedule for ambulance transport services.

MOTION: Commissioner Goodwin moved to approve Resolution 2025-07. Commissioner Van Beek seconded. Motion passed unanimously.

Policy #300: EMS Provider Rules

Consideration of updated Policy 300 providing general rules for certified EMS providers delivering care as members of the District.

MOTION: Commissioner Goodwin moved to approve Policy #300. Commissioner Van Beek seconded. Motion passed unanimously.

Policy #302: Ambulance Billing

Consideration of updated Policy 302 regarding providing consistent billing practices for ambulance billing.

MOTION: Commissioner Goodwin moved to approve Policy #302. Commissioner Van Beek seconded. Motion passed unanimously.

Resolution No. 2025-08; Surplus of Property

Consideration of Resolution 2025-08 declares a clothes washer and dryer surplus due to age, condition or being beyond repair.

MOTION: Commissioner Goodwin moved to approve Resolution 2025-08. Commissioner Van Beek seconded. Motion passed unanimously.

L1052 Memorandum of Understanding (MOU) – Temporary Administrative Assistant Position

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

MOTION: Commissioner Goodwin moved to approve the MOU. Commissioner Brink seconded. Motion passed. As a member of IAFF Local 1052, Commissioner Van Beek did not participate in the consideration or approval.

Policy #142: Electronic Fund Transfers

Consideration of updated Policy 142 that updates controls and accounting procedures for electronic transfers, including payments to employees, agencies, and vendors.

MOTION: Commissioner Goodwin moved to approve Policy #142. Commissioner Van Beek seconded. Motion passed unanimously.

NEW BUSINESS**2026 Budget**

Chief Carlyle and Finance Manager Paden-Lilly presented the first draft of the 2026 Budget. The staff have incorporated all of the budget requests received and explored various ways to utilize available funds while maintaining a balanced budget for the future. The Commissioners expressed their agreement with the direction of the draft budget.

Intern Firefighter Applications

Consider approving intern firefighter applications for Benjamin Cook, Jack Fluegge, Beren Hodges, Timothy Lentz, Isaiah Murillo, Perry Pottle, and Isaac Robertshaw.

MOTION: Commissioner Goodwin moved to approve the new member applications as presented. Commissioner Van Beek seconded the motion, and the motion passed.

UNFINISHED BUSINESS**Station 410**

Chief Carlyle has been working with City of West Richland staff regarding this purchase and cleaning up the boundary lines and trespasses. A proposal was brought forward that would have the district purchase the property then the City purchase some property from us to help speed up the process of correcting all the issues. This would be clearly identified by

developing an Interlocal Agreement with the City prior to executing to ensure that the district receives the boundary line adjustments needed and clears up the trespasses and reimburses the district where appropriate.

CORRESPONDENCE

A plaque and framed photo of the new aerial truck was received from Pierce Manufacturing.

DISTRICT REPORTS

Logistics – Logistics Manager Rebman reported progress on the following projects:

- Cord drops, new washer and dryer, and mini-split HVAC unit installation at Station 410
- Drawing up paperwork for the enhanced security entry at station 420
- Bay doors at stations
- SCBA fresh air intakes at stations

City Liaison – Commissioner Brink noted that the Van Giesen Road project continues.

Commissioners - Commissioner Brink attended the Southeast Washington Fire Commissioners Association meeting in Dayton.

Chief – Chief Carlyle provided the following report:

- Completed draft budget process and provided to the Board via email.
- Met with the Liz Loomis group regarding the fall newsletter, which should go to print shortly.
- Served as an evaluator for the Battalion Chief test.
- Deployed to the Wildcat Fire assignment.

Deputy Chief – Deputy Chief Drayton provided the following report:

- Completed a 12-day IMT assignment at the Labor Mountain Fire.
- AP Triton will be onsite November 12–13 to finalize the Standard of Coverage plan.
- Intern Firefighter Academy begins October 27, led by Lieutenant Premel.
- Full-time firefighter hiring process continues; next round of interviews is starting.
- Battalion Chief testing is complete; five candidates tested and three are on the list.
- Held an all-staff meeting to review the year and discuss next year's plans. The meeting was well attended.
- One ambulance has gone to Braun to begin the remount project.

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

- The State Auditor will begin the 2023–2024 audit in November.
- Notices will be issued for special Board meetings on November 4 and November 6.

OPEN FORUM DISCUSSION

No topics were brought forward during the open forum discussion.

OPERATION PROGRAM UPDATES

Chief Carlyle recommended authorizing Captain Borschowa to approve individual change orders under \$10,000 for the ambulance remount project to maintain progress. Change orders must be minor, comply with Policy #144, and not increase the total project cost by more than 10%.

All changes will be documented, reported monthly to the Board, and presented for ratification at project completion. The Board agreed with this approach.

IMPORTANT DATES

- October 22-25: WFOA Conference – Tulalip, WA
- November 8: West Richland Veterans Day Parade
- November 15: Tri-County Commissioners Association Meeting – Benton #1
- Operation Candy Cane – December 6 – Flat Top Park

AGENDA ITEMS FOR THE NEXT MEETING

There were no new agenda items for next meeting.

EXECUTIVE SESSION

There was no executive session.

ADJOURNMENT

With no further business to come before the Board the meeting was adjourned at 6:08 p.m.

Attested:

Billie Paden-Lilly, District Secretary Date

Garrett Goodwin, Commissioner Date

Michael Van Beek, Commissioner Date

Fred Brink, Commissioner Date

ACCOUNTS PAYABLE

BENTON COUNTY FIRE PROTECTION DISTRICT #4

Time: 11:54:10 Date: 11/05/2025

11/14/2025 To: 11/14/2025

Page: 1

Accts

Pay #	Paid On	Year	Trans	Vendor ID	Vendor	Amount	Memo
15480	11/14/2025	2025	1530	1011	ACROSS THE STREET PRODUCTIONS,	1,540.00	BLUE CARD ONLINE TRAINING (HARPER, LONGIE, NEWTON, PUTZ)
	522 45 43 20				Registration Fees		
				001 000 522 6841	- General Fun	1,540.00	BLUE CARD ONLINE TRAINING (HARPER, LONGIE, NEWTON, PUTZ)
<hr/>							
				Invoice			
				28816		1,540.00	BLUE CARD ONLINE TRAINING (HARPER, LONGIE, NEWTON, PUTZ)
15467	11/14/2025	2025	1531	829	AT&T MOBILITY	209.47	CELL PHONE SERVICE
	522 12 42 10				Cellular Phone Service		
				001 000 522 6841	- General Fun	209.47	CELL PHONE SERVICE
<hr/>							
				Invoice			
				X10192025		209.47	CELL PHONE SERVICE
15479	11/14/2025	2025	1532	883	BRINK, FREDERICK T	413.96	LODGING - WFCA CONFERENCE
	522 11 43 30				Travel - Per Diem & Lodging		
				001 000 522 6841	- General Fun	413.96	LODGING - WFCA CONFERENCE
<hr/>							
				Invoice			
				TULALIP10/22		413.96	LODGING - WFCA CONFERENCE
15468	11/14/2025	2025	1533	90	DAY WIRELESS SYSTEMS	2,398.17	P25 MULTIBAND VOICE PAGER (3)
	522 24 35 00				Non-Expendable Supplies - Rad		
				001 000 522 6841	- General Fun	2,398.17	P25 MULTIBAND VOICE PAGER (3)
<hr/>							
				Invoice			
				INV890935		2,398.17	P25 MULTIBAND VOICE PAGER (3)
15469	11/14/2025	2025	1534	98	DEPARTMENT OF NATURAL RESOURC	516.15	NOMEX JEANS (4)
	522 21 28 20				PPE - Protective Clothing		
				001 000 522 6841	- General Fun	516.15	NOMEX JEANS (4)
<hr/>							
				Invoice			
				21143		516.15	NOMEX JEANS (4)
15481	11/14/2025	2025	1535	795	ELITE EXTRICATION	1,950.00	ANNUAL EXTRICATION AND EQUIPMENT SERVICE
	522 21 41 00				Professional Services		
				001 000 522 6841	- General Fun	1,950.00	ANNUAL EXTRICATION AND EQUIPMENT SERVICE
<hr/>							
				Invoice			
				1335		1,950.00	ANNUAL EXTRICATION AND EQUIPMENT SERVICE
15470	11/14/2025	2025	1536	1090	ELWOOD STAFFING SERVICES INC.	1,503.48	TEMP STAFFING SERVICES

ACCOUNTS PAYABLE

BENTON COUNTY FIRE PROTECTION DISTRICT #4

Time: 11:54:10 Date: 11/05/2025

11/14/2025 To: 11/14/2025

Page: 2

Accts

Pay #	Paid On	Year	Trans	Vendor ID	Vendor	Amount	Memo
522 12 41 00	Contract Services			001 000 522	6841 - General Fun	1,503.48	TEMP STAFFING SERVICES
					Invoice		
					3542860	673.20	TEMP STAFFING SERVICES
					3543176	830.28	TEMP STAFFING SERVICES
15471 11/14/20252025	1537	474			EVERGREEN LAWN CARE, INC	260.88	SPRINKLER BLOWOUT - FALL
522 50 41 00	Professional Services			001 000 522	6841 - General Fun	260.88	SPRINKLER BLOWOUT - FALL
					Invoice		
					390078	130.44	STA 420 SPRINKLER BLOWOUT - FALL
					390073	130.44	STA 430 SPRINKLER BLOWOUT - FALL
15482 11/14/20252025	1538	859			HEALTH CARE AUTHORITY	12,115.99	SFY 2022 GEMT FINAL SETTLEMENT
588 30 00 00	Refunds of Revenue - GEMT			001 000 588	6841 - General Fun	12,115.99	SFY 2022 GEMT FINAL SETTLEMENT
					Invoice		
					HCA-10/30/2025	12,115.99	SFY 2022 GEMT FINAL SETTLEMENT
15472 11/14/20252025	1539	509			HUGHES FIRE EQUIPMENT INC.	7,244.56	PUMP TESTING; FULL CHASSIS SERVICE; NFPA INSPECTION & REPAIR
522 60 48 00	Repair and Maintenance Service			001 000 522	6841 - General Fun	7,244.56	PUMP TESTING; FULL CHASSIS SERVICE; NFPA INSPECTION & REPAIR
					Invoice		
					631333	356.10	PUMP TESTING APP 39
					631414	2,232.71	FULL CHASSIS SERVICE ON APP 39
					631637	2,821.82	FULL CHASSIS SERVICE ON APP 15
					631629	1,833.93	PUMP TESTING & REPAIR ON APP 15
15483 11/14/20252025	1539	509			HUGHES FIRE EQUIPMENT INC.	1,833.93	NFPA INSPECTION AND REPAIRS - APP 15
522 60 48 00	Repair and Maintenance Service			001 000 522	6841 - General Fun	1,833.93	NFPA INSPECTION AND REPAIRS - APP 15
					Invoice		
					21615	1,833.93	NFPA INSPECTION AND REPAIRS - APP 15
15473 11/14/20252025	1540	876			ISOUTSOURCE	5,000.00	BLOCK SUPPORT
522 12 41 03	Contract Services - Computer			001 000 522	6841 - General Fun	5,000.00	BLOCK SUPPORT

ACCOUNTS PAYABLE

BENTON COUNTY FIRE PROTECTION DISTRICT #4

Time: 11:54:10 Date: 11/05/2025

11/14/2025 To: 11/14/2025

Page: 3

Accts

Pay #	Paid On	Year	Trans	Vendor ID	Vendor	Amount	Memo
				Invoice			
				CW316816		5,000.00	BLOCK SUPPORT
15484	11/14/2025	2025	1540	876	ISOUTSOURCE	2,153.29	IT MONITORING
				522 12 41 03 Contract Services - Computer	001 000 522 6841 - General Fun	2,153.29	IT MONITORING
				Invoice			
				CW316887		2,153.29	IT MONITORING
15474	11/14/2025	2025	1541	187	LIFE ASSIST	59.79	NOSE CLIP
				522 70 31 00 Expendable Supplies - EMS	001 000 522 6841 - General Fun	59.79	NOSE CLIP
				Invoice			
				1647735		59.79	NOSE CLIP
15485	11/14/2025	2025	1541	187	LIFE ASSIST	1,798.63	EMS SUPPLIES
				522 70 31 00 Expendable Supplies - EMS	001 000 522 6841 - General Fun	1,798.63	ALCOHOL PADS, MEDS, SUCTION, SYRINGE, NITRILE GLOVES, LANCETS, TEST STRIPS
				Invoice			
				2006939		1,798.63	ALCOHOL PADS, MEDS, SUCTION, SYRINGE, NITRILE GLOVES, LANCETS, TES
15486	11/14/2025	2025	1541	187	LIFE ASSIST	1,548.62	EMS SUPPLIES
				522 70 31 00 Expendable Supplies - EMS	001 000 522 6841 - General Fun	1,548.62	MEGAMOVER, SOLU-MEDROL, NOREPINEPHRINE, EXTENSION SET, NEBULIZER
				Invoice			
				2011077		1,548.62	MEGAMOVER, SOLU-MEDROL, NOREPINEPHRINE, EXTENSION SET, NEBULI
15487	11/14/2025	2025	1541	187	LIFE ASSIST	157.62	EMS SUPPLIES
				522 70 31 00 Expendable Supplies - EMS	001 000 522 6841 - General Fun	157.62	VENTLAB BACTERIAL/VIRAL FILTER
				Invoice			
				2008963		157.62	VENTLAB BACTERIAL/VIRAL FILTER
15488	11/14/2025	2025	1541	187	LIFE ASSIST	1,670.13	EMS SUPPLIES
				522 70 31 00 Expendable Supplies - EMS	001 000 522 6841 - General Fun	1,670.13	LITHIUM BATTERIES FOR AED, DEFIB ELECTRODES

ACCOUNTS PAYABLE

BENTON COUNTY FIRE PROTECTION DISTRICT #4

11/14/2025 To: 11/14/2025

Time: 11:54:10 Date: 11/05/2025
Page: 4

Accts						
Pay #	Paid On	Year	Trans	Vendor ID	Vendor	Amount Memo
Invoice						
				2009212	1,670.13	LITHIUM BATTERIES FOR AED, DEFIB ELECTRODES
15489	11/14/2025	2025	1542	672	TIRE FACTORY	5,835.69 TIRES - APP 39
				522 60 48 00 Repair and Maintenance Service	001 000 522 6841 - General Fun	5,835.69 TIRES - APP 39
Invoice						
				3054841	5,835.69	TIRES - APP 39
15475	11/14/2025	2025	1543	729	TOTAL ENERGY MANAGEMENT	1,080.75 HVAC MAINTENANCE - STA 430
				522 50 41 00 Professional Services	001 000 522 6841 - General Fun	1,080.75 HVAC MAINTENANCE - STA 430
Invoice						
				132255	1,080.75	HVAC MAINTENANCE - STA 430
15476	11/14/2025	2025	1544	465	VERIZON WIRELESS	1,192.43 CELL PHONE SERVICE
				522 12 42 10 Cellular Phone Service	001 000 522 6841 - General Fun	1,192.43 CELL PHONE SERVICE
Invoice						
				6126137544	1,192.43	CELL PHONE SERVICE
15477	11/14/2025	2025	1545	365	WA FIRE COMMISSIONERS ASSOC	890.00 2025 ANNUAL CONFERENCE - BRINK & VAN BEEK
				522 11 43 31 Registration Fees	001 000 522 6841 - General Fun	890.00 2025 ANNUAL CONFERENCE - BRINK & VAN BEEK
Invoice						
				200002394	890.00	2025 ANNUAL CONFERENCE - BRINK & VAN BEEK
15478	11/14/2025	2025	1546	814	WESTERN STATE EQUIPMENT PASCO	415.45 SERVICE CALL FOR STA 430 GENERATOR
				522 50 41 00 Professional Services	001 000 522 6841 - General Fun	415.45 SERVICE CALL FOR STA 430 GENERATOR
Invoice						
				IN003376703	415.45	SERVICE CALL FOR STA 430 GENERATOR
					Total:	51,788.99
Fund						
					001 6841 - General Fund	51,788.99

WARRANT/CHECK REGISTER

BENTON COUNTY FIRE PROTECTION DISTRICT #4

Time: 12:13:19 Date: 11/05/2025

11/14/2025 To: 11/14/2025

Page: 1

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
1530	11/14/2025	Claims	6841	2212	ACROSS THE STREET PRODUCTIONS, INC	1,540.00	BLUE CARD ONLINE TRAINING (HARPER, LONGIE, NEWTON, PUTZ)
1531	11/14/2025	Claims	6841	2213	AT&T MOBILITY	209.47	CELL PHONE SERVICE
1532	11/14/2025	Claims	6841	2214	FREDERICK T BRINK	413.96	LODGING - WFCA CONFERENCE
1533	11/14/2025	Claims	6841	2215	DAY WIRELESS SYSTEMS	2,398.17	P25 MULTIBAND VOICE PAGER (3)
1534	11/14/2025	Claims	6841	2216	DEPARTMENT OF NATURAL RESOURCES	516.15	NOMEX JEANS (4)
1535	11/14/2025	Claims	6841	2217	ELITE EXTRICATION	1,950.00	ANNUAL EXTRICATION AND EQUIPMENT SERVICE
1536	11/14/2025	Claims	6841	2218	ELWOOD STAFFING SERVICES INC.	1,503.48	TEMP STAFFING SERVICES
1537	11/14/2025	Claims	6841	2219	EVERGREEN LAWN CARE, INC	260.88	SPRINKLER BLOWOUT - FALL
1538	11/14/2025	Claims	6841	2220	HEALTH CARE AUTHORITY	12,115.99	SFY 2022 GEMT FINAL SETTLEMENT
1539	11/14/2025	Claims	6841	2221	HUGHES FIRE EQUIPMENT INC.	9,078.49	PUMP TESTING; FULL CHASSIS SERVICE; NFPA INSPECTION & REPAIR; NFPA INSPECTION AND REPAIRS - APP 15
1540	11/14/2025	Claims	6841	2222	ISOUTSOURCE	7,153.29	BLOCK SUPPORT; IT MONITORING
1541	11/14/2025	Claims	6841	2223	LIFE ASSIST	5,234.79	NOSE CLIP; EMS SUPPLIES; EMS SUPPLIES; EMS SUPPLIES; EMS SUPPLIES
1542	11/14/2025	Claims	6841	2224	TIRE FACTORY	5,835.69	TIRES - APP 39
1543	11/14/2025	Claims	6841	2225	TOTAL ENERGY MANAGEMENT	1,080.75	HVAC MAINTENANCE - STA 430
1544	11/14/2025	Claims	6841	2226	VERIZON WIRELESS	1,192.43	CELL PHONE SERVICE
1545	11/14/2025	Claims	6841	2227	WA FIRE COMMISSIONERS ASSOC	890.00	2025 ANNUAL CONFERENCE - BRINK & VAN BEEK
1546	11/14/2025	Claims	6841	2228	WESTERN STATE EQUIPMENT PASCO	415.45	SERVICE CALL FOR STA 430 GENERATOR

001 6841 - General Fund

51,788.99

Claims: 51,788.99

51,788.99

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

Admin Staff _____ Secretary _____

Commissioners _____, _____, _____

Approval Date _____

Benton County Fire District #4

Public Hearing on Revenue Sources – Fiscal Year 2026

Date: November 6, 2025

This document outlines Benton County Fire District #4's projected revenues and expenditures for the 2026 fiscal year. It summarizes how the District maintains financial stability while meeting operational needs.

1. Property Tax Revenues

The District's primary funding comes from property tax levies for Fire and EMS services. Both are proposed to increase by 6% for 2026.

Fire Levy (Regular)

- 2025 levy base: \$4,785,435
- Authorized increase: 6%
- 2026 highest lawful levy: \$5,163,406
- Refunded amount: \$13,275
- Total authorized levy: **\$5,176,680**
- Regular levy rate: \$1.31 per \$1,000 of assessed value

EMS Levy

- 2025 levy base: \$1,661,168
- Authorized increase: 6%
- 2026 highest lawful levy: \$1,797,535
- Refunded amount: \$4,951
- Levy Correction 2022: \$156,830
- Total authorized levy: **\$1,959,317**
- Regular levy rate: \$0.50 per \$1,000 of assessed value

Combined Property Tax Revenue (Fire + EMS): \$7,136,000 projected for 2026

2. Other Revenue Sources

Source	2026 Budget	Notes
Taxes (Leasehold & Energy)	\$60,000	Leasehold Excise Tax, Energy NW Generation Tax
Intergovernmental Revenues	\$6,500	State Grants (FF Training, Trauma, BVFF)
Charges for Services	\$47,000	Sales, Fire Service State/Fed, Schools
Interest & Miscellaneous	\$50,200	Interest, Insurance, Rentals, Donations
Interfund Transfer	\$2,693,346	From EMS Fund

Total 2026 General Fund Revenues: \$13,428,344 *(Including taxes and beginning balances)*

3. Expenditure Overview

The 2026 budget supports operations, staffing, capital projects, and debt service:

Category	2026 Budget	% of Total	Includes
Salaries	\$5,048,000	44.1%	Wages for all staff and volunteers
Benefits	\$1,390,700	12.2%	Insurance, retirement, payroll taxes
Supplies	\$489,500	4.3%	Expendable/non-expendable, small tools, and minor equipment
Services	\$1,209,300	10.6%	Utilities, dispatch, contract/professional services, and insurance
Capital Outlays	\$2,266,500	19.8%	Land, facilities, equipment replacement
Debt Services	\$173,745	1.5%	Lease principal and interest
Interfund Transfers	\$440,000	3.8%	Operating reserve fund

Total 2026 General Fund Expenditures: \$11,435,345

4. Fund Balances and Financial Stability

Fund	2026 Beginning	Projected Ending	Purpose
General Fund (6841)	\$5,510,853	\$2,049,768	Four-month reserve target for operating continuity
EMS Fund (6848)	\$1,578,342	\$1,728,056	Meets 30% average revenue target
Reserve Fund (6846)	\$2,492,970	\$2,992,970	Fully meets six-month stability reserve target
Bond Fund (6842)	\$200,812	\$205,962	Dedicated to debt service and repayment obligations

5. Summary

For 2026, Benton County Fire District #4 anticipates steady revenue growth that supports staffing, facility improvements, and equipment replacement. The proposed 6% levy increase and strategic reserve funding help maintain operations without exceeding statutory limits.

Ordinance / Resolution No. 2025-09
RCW 84.55.120

WHEREAS the Board of Commimssioners of Benton County Fire District #4 has met and considered
(Governing body of the taxing district) (Name of the taxing district)
its budget for the calendar year 2026; and

WHEREAS the districts actual levy amount from the previous year was \$ 4,785,435; and
(Previous year's levy amount)

WHEREAS the population of this district is ☒ more than or ☐ less than 10,000; and now, therefore,
(Check one)

BE IT RESOLVED by the governing body of the taxing district that an increase in the regular property tax levy
is hereby authorized for the levy to be collected in the 2026 tax year.
(Year of collection)

The dollar amount of the increase over the actual levy amount from the previous year shall be \$ 287,126
which is a percentage increase of 6 % from the previous year. This increase is exclusive of
(Percentage increase)
additional revenue resulting from new construction, improvements to property, newly constructed wind turbines,
solar, biomass, and geothermal facilities, any increase in the value of state assessed property, increment value, any
annexations that have occurred and refunds made.

Adopted this 6th day of November, 2025.

Michael Van Beek, Commissioner

Billie Paden-Lilly, District Secretary

Garrett Goodwin, Commissioner

Fred Brink, Commissioner

If additional signatures are necessary, please attach additional page.

This form or its equivalent must be submitted to your county assessor prior to their calculation of the property tax levies. A certified budget/levy request, separate from this form is to be filed with the County Legislative Authority no later than November 30th. As required by RCW 84.52.020, that filing certifies the total amount to be levied by the regular property tax levy. The Department of Revenue provides the "Levy Certification" form (REV 64 0100) for this purpose. The form can be found at: <http://dor.wa.gov/docs/forms/PropTx/Forms/LevyCertf.doc>.

To ask about the availability of this publication in an alternate format, please call 1-800-647-7706. Teletype (TTY) users may use the Washington Relay Service by calling 711. For tax assistance, call (360) 534-1400.



Ordinance / Resolution No. 2025-10
RCW 84.55.120

WHEREAS the Board of Commimssioners of Benton County Fire District #4 has met and considered
(Governing body of the taxing district) (Name of the taxing district)
 its budget for the calendar year 2026; and

WHEREAS the districts actual levy amount from the previous year was \$ 1,799,258; and
(Previous year's levy amount)

WHEREAS the population of this district is ☒ more than or ☐ less than 10,000; and now, therefore,
(Check one)

BE IT RESOLVED by the governing body of the taxing district that an increase in the regular property tax levy is hereby authorized for the levy to be collected in the 2026 tax year.
(Year of collection)

The dollar amount of the increase over the actual levy amount from the previous year shall be \$ 107,956
 which is a percentage increase of 6 % from the previous year. This increase is exclusive of
(Percentage increase)

additional revenue resulting from new construction, improvements to property, newly constructed wind turbines, solar, biomass, and geothermal facilities, any increase in the value of state assessed property, increment value, any annexations that have occurred and refunds made.

Adopted this 6th day of November, 2025.

 Michael Van Beek, Commissioner

 Billie Paden-Lilly, District Secretary

 Garrett Goodwin, Commissioner

 Fred Brink, Commissioner

If additional signatures are necessary, please attach additional page.

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Form 64 0100

Levy Certification

Submit this document, or something similar, to the **county legislative authority on or before November 30** of the year preceding the year in which the levy amounts are to be collected.

Courtesy copy may be provided to the county assessor.

This form is not designed for the certification of levies under RCW 84.52.070.

In accordance with RCW 84.52.020, I **BILLIE PADEN-LILLY** (Name),
FINANCE MGR/DISTRICT SECRETARY (Title), for **BENTON COUNTY FIRE DISTRICT #4** (District name),
do hereby certify to the **BENTON** (Name of county) County legislative authority
that the **BOARD OF FIRE COMMISSIONERS** (Commissioners, Council, Board, etc.) of said district requests
that the following levy amounts be collected in **2026** (Year of collection) as provided in the district's
budget, which was adopted following a public hearing held on **11/6/2026** (Date of public hearing).

Regular levies

Levy	General levy	Other levy* <input type="text"/>
Total certified levy request amount , which includes the amounts below.	\$ 5,200,000.00	
Administrative refund amount	\$ 13,274.62	
Non-voted bond debt amount		
Other* <input type="text"/>		

Excess levies

Levy	General (n/a for school districts)	Bond	Enrichment (school districts only)	Cap. project	Other levy* <input type="text"/>
Total certified levy request amount , which includes the amounts below.		\$ 519,000.00			
Administrative refund amount		\$ 2,818.72			
Other* <input type="text"/>					

*Examples of other levy types may include EMS, school district transportation, or construction levies.
Examples of other amounts may include levy error correction or adjudicated refund amount. Please include a description when using the "other" options.

Signature: _____ **Date:** _____

To request this document in an alternate format, please complete the form dor.wa.gov/AccessibilityRequest or call 360-705-6705. Teletype (TTY) users please dial 711.

Form 64 0100

Levy Certification

Submit this document, or something similar, to the **county legislative authority on or before November 30** of the year preceding the year in which the levy amounts are to be collected.

Courtesy copy may be provided to the county assessor.

This form is not designed for the certification of levies under RCW 84.52.070.

In accordance with RCW 84.52.020, I **BILLIE PADEN-LILLY** (Name),
FINANCE MGR/DISTRICT SECRETARY (Title), for **BENTON COUNTY FIRE DISTRICT #4** (District name),
do hereby certify to the **BENTON** (Name of county) County legislative authority
that the **BOARD OF FIRE COMMISSIONERS** (Commissioners, Council, Board, etc.) of said district requests
that the following levy amounts be collected in **2026** (Year of collection) as provided in the district's
budget, which was adopted following a public hearing held on **11/6/2026** (Date of public hearing).

Regular levies

Levy	General levy	Other levy* EMS
Total certified levy request amount , which includes the amounts below.		\$ 2,150,000.00
Administrative refund amount		\$ 4,951.45
Non-voted bond debt amount		
Other*		

Excess levies

Levy	General (n/a for school districts)	Bond	Enrichment (school districts only)	Cap. project	Other levy*
Total certified levy request amount , which includes the amounts below.					
Administrative refund amount					
Other*					

*Examples of other levy types may include EMS, school district transportation, or construction levies.
Examples of other amounts may include levy error correction or adjudicated refund amount. Please include a description when using the "other" options.

Signature: _____ **Date:** _____

To request this document in an alternate format, please complete the form dor.wa.gov/AccessibilityRequest or call 360-705-6705. Teletype (TTY) users please dial 711.

Note: The changes from the 9/29/2025 version to the 11/4/2025 version are highlighted in yellow. In addition to these highlighted updates, several salary figures have been adjusted to reflect more detailed and accurate calculations based on current staffing and benefit cost projections.

Benton County Fire District #4
2026 Budget Worksheet



The 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–Oct 2025 Actuals: Spending or revenue collected through October 31, 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. 11/3/2025

6841-General Fund		2026	2025		
Account	Title	Budget	Yr End Est	Jan-Oct	Budget
REVENUE					
Beginning Balances					
308 91 00 00	Beginning Balance	5,482,652	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	5,498,737	3,505,100	3,505,100	3,197,281
Taxes					
311 10 00 01	Property Tax	5,072,561	4,785,435	2,717,014	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	2,779,157	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	36,000	35,462	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	324,000	298,308	47,000
Miscellaneous Revenues					
361 11 00 01	General Fund Interest	50,000	98,269	81,891	50,000
362 53 00 00	Rental of Facility	200	250	250	200
367 11 00 08	Contributions/Donation	0	250	250	0
369 91 00 01	Refund/Reimbursement	0	5,000	4,990	0
	Miscellaneous Revenues	50,200	103,769	87,381	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)	2,306,846	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	2,693,346	4,096,505	2,188,241	3,002,241
	Total General Fund Revenue	13,428,344	12,967,555	8,947,233	11,028,316
	Less Carryover	5,498,737	3,505,100	3,505,100	3,197,281
	2025 General Fund Revenue	7,929,607	9,462,455	5,442,133	7,831,035

Account	Title	Budget	Yr End Est	Jan-Oct	Budget
EXPENDITURES					
Legislative					
522 11 10 10	Salary - Comm 1 (Van Beek)	10,000	4,637	3,864	10,000
522 11 10 20	Salary-Comm 2 (Goodwin)	10,000	7,535	6,279	10,000
522 11 10 30	Salary-Comm 3 (Brink)	10,000	11,592	9,660	10,000
522 11 20 10	Benefits - Comm 1 (Van Beek)	1,000	366	305	1,000
522 11 20 20	Benefits - Comm 2 (Goodwin)	1,000	612	510	1,000
522 11 20 30	Benefits - Comm 3 (Brink)	1,000	956	797	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	31,898	25,056	44,200
Administrative					
522 12 10 10	Salary - Administration (4)	663,000	635,000	525,591	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	10,164	12,000
522 12 20 10	Benefits - Administrative	172,500	123,000	107,163	70,000
522 12 20 60	Benefits - OT Administration	1,000	300	0	1,000
522 12 31 00	Expendable Office Supplies	6,000	5,824	4,480	3,750
522 12 31 10	Computer Software (Moved to 522.12.41)	0	51,046	39,266	45,000
522 12 31 20	Non-Expendable Office	35,000	100,000	84,967	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	44,269	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	7,311	5,624	12,000
	Ziplay Fiber @ 420 & 430 \$34,500				
522 12 41 03	Contract Services - Computer	157,350	123,535	95,027	108,500
	ISOOutsource \$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)	76,000	0	0	0
	Adobe \$2500 ESO-ERS \$1245 Fire Engineering \$4000 Ispy \$750				
	Jotform \$18,000 0365 - \$12800 Quickbooks \$350 Springbrook \$16,000				
	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	11,753	9,041	17,000
	POA VoIP \$834*12				
522 12 42 10	Cellular Phone Service	14,000	13,319	10,245	13,000
	AT&T & Verizon				
522 12 42 40	Postage	1,000	355	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	5,605	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	1,529,150	1,378,164	1,079,397	1,180,313

Account	Title	Budget	Yr End Est	Jan-Oct	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	25,000	17,548	40,000
	Legal	30,500	25,500	17,548	40,500
Operations					
522 20 10 01	Volunteer Reimbursement	30,000	25,922	21,602	40,000
522 20 10 02	Resident Reimbursement	105,000	97,273	81,061	100,000
522 20 10 20	Firefighters, Career (27) (3 B/C, 3 CPT, 3 LT, 18 FF)	3,200,000	2,377,325	1,981,104	3,065,000
522 20 10 23	Firefighters, Career OT	310,000	320,194	266,829	294,000
522 20 10 30	Mobilization Wages	30,000	115,000	112,892	30,000
522 20 20 01	Benefits - Volunteer	3,000	2,238	1,865	6,000
522 20 20 02	Benefits - Resident	10,000	7,441	6,201	2,500
522 20 20 04	HRA Benefits - Moved to Admin	0	76,231	63,526	78,000
522 20 20 20	Career FF Benefits	850,000	680,769	567,307	784,000
522 20 20 23	Career FF OT Benefits	80,000	77,723	64,769	76,500
522 20 20 30	Mobilization Benefits	5,000	25,000	22,913	5,000
522 20 24 10	Physicals/Innoculation	45,000	38,676	29,751	55,000
522 20 24 20	Volunteer Pension & Relief Fund	3,000	1,700	1,650	6,600
522 20 28 00	Clothing, Commissary (Non-PPE)	40,000	29,398	22,614	36,000
	Badges, Bugles, Patches, Uniform Attire, ID Cards				
522 20 29 20	Member Recognition	7,500	3,700	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	756	582	500
	Maps, Marking Tape				
522 20 35 00	Non Expendable Equipment	2,500	8,000	7,512	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	4,739,400	3,897,429	3,265,380	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	4,653	3,878	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	1,642	1,263	1,550
522 21 48 10	Fire Extinguisher Maint	0	0	0	1,600
522 21 48 80	SCBA Equipment	65,000	2,000	152	12,500
	10 MSA 45min bottles \$15500 5 MSA G1 \$40000 3JG1TIC Control Mod \$7500				
522 21 48 90	SCBA Repair/Maint	5,000	5,000	4,191	5,000
522 21 49 10	Reimbursable Fire Suppression	5,000	815	815	5,000
	Suppression	236,000	175,410	87,085	137,650

Account	Title	Budget	Yr End Est	Jan-Oct	Budget
Communications					
522 24 31 00	Expendable Supplies - Radios/Pagers	15,000	5,000	1,208	15,000
522 24 35 00	Non-Expendable Supplies - Radios/Pagers	15,000	5,000	1,773	15,000
522 24 41 00	Dispatch Services	135,750	125,000	103,243	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	187,750	157,000	106,224	177,000
Logistics (Support Services)					
522 26 31 00	Expendable Supplies	3,000	1,000	0	3,000
522 26 31 10	Food	6,000	4,564	3,803	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	9,564	4,332	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	83,525	64,250	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	104,275	72,202	106,500
Training					
522 45 10 10	Salary - Training Captain	150,000	137,478	114,565	146,000
522 45 10 71	Overtime - Training Captain	25,000	17,244	14,370	25,000
522 45 20 10	Benefits - Training Captain	40,000	38,491	32,076	30,000
522 45 20 71	Benefits - OT Training Captain	5,000	4,376	3,646	5,000
522 45 31 00	Expendable Supplies - Training	12,000	4,568	3,807	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	9,752	7,502	13,600
	Ops \$3500 Admin \$2400 EMS Officer \$6500 Safety \$1200				
522 45 43 10	Travel - PerDiem & Lodging	28,300	21,455	16,504	28,300
	Ops \$11000 Admin \$6800 EMS Officer \$8000 Safety \$2500				
522 45 43 20	Registration Fees	40,000	34,058	26,198	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	1,500	534	15,000
522 45 43 99	Article 32 MED EMS Training	16,500	2,000	0	33,000
	Training	425,900	306,322	235,676	397,600

Account	Title	Budget	Yr End Est	Jan-Oct	Budget
Facilities					
522 26 10 10	Salary - Fac/Log Manager	79,000	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	11,978	9,214	11,000
522 50 35 00	Non-Expendable Supplies - Facilities	15,000	24,675	18,981	7,000
522 50 41 00	Professional Services	25,000	35,933	27,641	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	37,854	29,119	38,000
	Electricity/Water/Sewer/Natural Gas				
522 50 48 00	Repair & Maint. - Facilities	50,000	100,000	78,961	100,000
	Extinguisher Service HVAC Service Exhaust System Overhead Doors				
522 50 48 10	Tools and Equipment	5,000	0	0	0
	Facilities	264,200	215,209	168,683	169,000
Automotive					
522 60 31 00	Expendable Supplies - Automotive	8,000	7,320	5,631	6,000
	Batteries, Tires, Fittings, Seals, Valves				
522 60 32 00	Fuels and Oils	60,000	47,680	36,677	64,200
522 60 35 00	Non-Expendable Supplies - Automotive	8,000	769	591	8,500
522 60 48 00	Repair and Maintenance Services - Auto 3rd Party	100,000	55,000	42,268	116,000
	M1422-Low Profile AC Unit w/ Install \$8000				
		176,000	110,769	85,168	194,700
Ambulance Transport Services					
522 70 10 10	Salary - EMS Captain	160,000	142,916	119,097	160,000
522 70 10 71	Overtime - EMS Captain	45,000	27,694	23,079	35,000
522 70 20 10	Benefits - EMS Captain	41,000	35,758	29,799	40,000
522 70 20 71	Benefits - OT EMS Captain	9,000	6,381	5,317	7,500
522 70 31 00	Expendable Supplies - EMS	80,000	76,706	59,004	78,500
522 70 35 00	Small Tools & Minor Equip	70,000	30,151	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	36,678	28,214	50,000
	SDW Monthly Billing 32,000 GEMT Reporting (PCG) \$35000				
522 70 41 02	EMS Assessment Fee	20,000	5,100	3,923	10,000
	EMS Assess/MPD Asst Fees				
	Dr. Hodges Contract \$12000				
522 70 41 05	Professional Services - EMS	2,000	2,522	1,940	2,000
	Stericycle \$2000				
522 70 41 20	Ambulance Over Payment/Collection Fees	2,000	1,595	1,330	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
	Ambulance Transport Services	512,000	383,501	309,235	443,200
Prior Period Adjustment					
588 30 00 00	Refunds of Revenue - GEMT	0	12,116	0	0
	Prior Period Adjustment	0	12,116	0	0

Account	Title	Budget	Yr End Est	Jan-Oct	Budget
Debt Repayment					
591 22 01 02	Lease Payments - Office Equipment	20,000	19,000	9,584	15,000
	Abadan/Leaf - 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	41,625	41,625
592 22 83 02	Capital Lease Interest (App 52)	41,668	45,644	45,644	45,644
	Debt Repayment	173,745	172,746	163,330	168,746
Capital Expenditures					
594 22 61 00	Capital Land	700,000	0	0	0
	Purchase Sta 410 Land - \$700K				
594 22 62 00	Capital Building	590,000	75,000	55,386	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	1,136,500	420,000	394,520	960,000
	App 44 Remount \$264K Ambulance Chassis \$100K Ventilators \$22,500				
	Radio Project - \$500K				
	Order Type 1 Eng - 5 Year Lease Program \$250K (Payment 1)				
	Capital Expenditures	2,426,500	495,000	449,906	1,740,000
Interfund Transfers					
597 00 01 05	Transfer Out to 6846 (6 Mo Exp Per Resolution Revenue Target)	440,000	0	0	0
	2026 Total General Fund Expenditures	11,361,345	7,484,904	6,072,037	9,421,609
	2026 Total General Fund Revenue	13,428,344	12,967,555	8,947,233	11,028,316
	Carryover into 2027	2,066,998	5,482,652	2,875,197	1,606,707

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

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

11/3/2025

6848 - EMS Fund

Account	Title	2026 Budget	Yr End Est	2025 Jan-Oct	Budget
REVENUE					
Beginning Balances					
308 31 00 11	Beginning Balance	1,578,342	3,143,930	3,143,930	3,024,982
	Beginning Balances	1,578,342	3,143,930	3,143,930	3,024,982
Taxes					
311 10 00 11	Property Tax	1,907,213	1,799,258	1,050,155	1,783,644
	Taxes	1,907,213	1,799,258	1,050,155	1,783,644
Intergovernmental Revenues					
332 93 40 10	GEMT - 2024 Settlement \$374,822.27	375,000	30,000	22,557	150,000
337 00 00 11	EMSI	0	12,500	12,500	150,000
	Intergovernmental Revenues	375,000	42,500	35,057	300,000
Charges for Goods and Services					
342 60 00 07	Ambulance Service	500,000	594,691	495,576	470,000
	Charges for Goods and Services	500,000	594,691	495,576	470,000
Miscellaneous Revenues					
361 11 00 11	EMS Fund Interest	60,000	94,468	78,723	60,000
	Miscellaneous Revenues	60,000	94,468	78,723	60,000
	Total EMS Fund Revenue	4,420,556	5,674,847	4,803,441	5,638,626
	Less Carryover	1,578,342	3,143,930	3,143,930	3,024,982
	2026 EMS Fund Revenue	2,842,213	2,530,917	1,659,511	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)	2,306,846	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
		2,693,346	4,096,505	2,188,241	3,002,241
	2026 Total EMS Fund Expenditures	2,693,346	4,096,505	2,188,241	3,002,241
	2026 Total EMS Fund Revenue	4,420,556	5,674,847	4,803,441	5,638,626
	Carryover into 2027	1,727,210	1,578,342	2,615,200	2,636,385

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

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

11/3/2025

6846 - Reserve Fund

		2026		2025	
Account	Title	Budget	Yr End Est	Jan-Oct	Budget
REVENUE					
Beginning Balances					
308 91 0061	Beginning Balance	2,492,970	2,413,855	2,413,855	2,410,862
	Beginning Balances	2,492,970	2,413,855	2,413,855	2,410,862
Miscellaneous Revenues					
361 11 00 11	Reserve Fund Interest	62,000	79,115	65,929	30,000
	Miscellaneous Revenues	62,000	79,115	65,929	30,000
Interfund Transfer					
361 11 00 11	Interfund Transfer - From 6811 (Per Resolution Revenue Target)	440,000	0	0	0
	Interfund Transfer	440,000			
	Total Reserve Fund Revenue	2,994,970	2,492,970	2,479,784	2,440,862
	Less Carryover	2,492,970	2,413,855	2,413,855	2,410,862
	2026 Reserve Fund Revenue	502,000	79,115	65,929	30,000
EXPENDITURES					
Interfund Transfers					
597 00 01 05	Transfer Out	0	0	0	0
		0	0	0	0
	2026 Total Reserve Fund Expenditures	0	0	0	0
	2026 Total Reserve Fund Revenue	2,994,970	2,492,970	2,479,784	2,440,862
	Carryover into 2027	2,994,970	2,492,970	2,479,784	2,440,862

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

Benton County Fire District #4
2026 Budget Worksheet

11/3/2025

6842 - Bond Fund

Account	Title	2026 Budget	Yr End Est	2025 Jan-Oct	Budget
REVENUE					
Beginning Balances					
308 31 00 21	Beginning Balance	200,812	191,476	191,476	186,499
	Beginning Balances	200,812	191,476	191,476	186,499
Taxes					
311 10 00 21	Property Tax	519,000	504,000	285,146	481,215
	Taxes	519,000	504,000	285,146	481,215
Miscellaneous Revenues					
361 11 00 21	Bond Fund Interest	5,500	9,686	8,072	5,500
	Miscellaneous Revenues	5,500	9,686	8,072	5,500
	Total Bond Fund Revenue	725,312	705,162	484,694	673,214
	Less Carryover	200,812	191,476	191,476	186,499
	2026 Bond Fund Revenue	524,500	513,686	293,218	486,715
EXPENDITURES					
Debt Service					
591 22 70 01	Bond Principal Payment	275,000	250,000	0	250,000
592 22 83 01	Bond Interest Payment	244,000	254,000	127,000	254,000
592 22 89 21	Debt Service Cost	350	350	350	0
	Debt Service	519,350	504,350	127,350	504,000
	2026 Total Bond Fund Expenditures	519,350	504,350	127,350	504,000
	2026 Total Bond Fund Revenue	725,312	705,162	484,694	673,214
	Carryover into 2027	205,962	200,812	357,344	169,214

2025 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION DISTRICT

Time: 12:21:14 Date: 11/05/2025

Page: 1

001 6841 - General Fund

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

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	3,197,281.00	3,505,100.09	(307,819.09)	109.6%
310 Taxes	4,697,094.00	2,745,480.98	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	297,807.82	(250,807.82)	633.6%
361 Miscellaneous Revenue	50,200.00	82,891.12	(32,691.12)	165.1%
380 Other Increases in Fund Resources	0.00	4,989.91	(4,989.91)	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	8,947,233.22	2,081,082.78	81.1%
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Expenditures	Amt Budgeted	Expenditures	Remaining	
011 Legislative	44,200.00	26,360.03	17,839.97	59.6%
012 Administrative	1,180,313.00	1,089,455.17	90,857.83	92.3%
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	3,265,380.33	1,330,819.67	71.0%
021 Suppression	137,650.00	89,550.77	48,099.23	65.1%
024 Communications	177,000.00	108,621.71	68,378.29	61.4%
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	237,216.47	160,383.53	59.7%
050 Facilities	169,000.00	170,440.13	(1,440.13)	100.9%
060 Automotive	194,700.00	100,081.85	94,618.15	51.4%
070 Ambulance Transport Services	391,700.00	284,926.32	106,773.68	72.7%

522 Fire Control	7,461,363.00	5,468,930.93	1,992,432.07	73.3%
588 Prior Period Adjustment	0.00	12,115.99	(12,115.99)	0.0%
589 Payroll Clearing	0.00	23,891.25	(23,891.25)	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	6,076,547.72	3,251,936.28	65.1%
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Fund Excess/(Deficit):	1,699,832.00	2,870,685.50
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The District's overall financial condition remains strong as the year winds down. As of mid-November, 84.6% of total budgeted revenue has been received, and 65.5% of budgeted expenditures have been spent. This leaves substantial room for final-quarter activity, with all major funds operating within expectations

General Fund

- **Revenue:** 81.1% received
- **Expenditures:** 65% spent

Revenue remains ahead of spending, and most expense areas are under control. Capital expenditures are at 25.9%, with over \$1.29 million in available capital budget. While administrative costs are high at 92.3% and facilities slightly over budget, the General Fund maintains a strong year-to-date surplus of \$2.87 million

EMS Fund

- **Revenue:** 85.6% received
- **Expenditures:** 73% spent

The EMS Fund continues to perform well. Most spending is through interfund transfers (72.9%). Core services and debt service are within budget, with over \$830,000 still available for use this year

Reserve Fund

- **Revenue:** 101.6% received
- **Expenditures:** 0% spent

The Reserve Fund is fully intact. Interest earnings exceeded expectations, contributing to a slight surplus above budgeted revenue

2025 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION DISTRICT

Time: 12:21:14 Date: 11/05/2025

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	35,056.57	264,943.43	11.7%
340 Charges For Services	470,000.00	509,311.23	(39,311.23)	108.4%
360 Investment Interest	60,000.00	85,567.89	(25,567.89)	142.6%
Fund Revenues:	5,638,626.00	4,824,020.78	814,605.22	85.6%
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	2,564,611.48		

2025 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION DISTRICT

Time: 12:21:14 Date: 11/05/2025

Page: 3

201 6842 - Sta 430 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	8,071.73	(2,571.73)	146.8%
Fund Revenues:	673,214.00	484,694.03	188,519.97	72.0%
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	357,344.03		

2025 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION DISTRICT

Time: 12:21:14 Date: 11/05/2025

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	0.81	(0.81)	0.0%
Fund Revenues:	0.00	29.99	(29.99)	0.0%
Fund Excess/(Deficit):	0.00	29.99		

2025 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION DISTRICT

Time: 12:21:14 Date: 11/05/2025

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	65,929.04	(35,929.04)	219.8%
Fund Revenues:	2,440,862.00	2,479,784.43	(38,922.43)	101.6%
Fund Excess/(Deficit):	2,440,862.00	2,479,784.43		

2025 BUDGET POSITION TOTALS

BENTON COUNTY FIRE PROTECTION DIS

Time: 12:21:14 Date: 11/05/2025

Page: 6

Fund	Revenue Budgeted	Received		Expense Budgeted	Spent	
001 6841 - General Fund	11,028,316.00	8,947,233.22	81.1%	9,328,484.00	6,076,547.72	65%
110 6848 - EMS Fund	5,638,626.00	4,824,020.78	85.6%	3,098,366.00	2,259,409.30	73%
201 6842 - Sta 430 Bond Fund	673,214.00	484,694.03	72.0%	504,000.00	127,350.00	25%
301 6844 - Construction Fund	0.00	29.99	0.0%	0.00	0.00	0%
601 6846 - Reserve Fund	2,440,862.00	2,479,784.43	101.6%	0.00	0.00	0%
	<u>19,781,018.00</u>	<u>16,735,762.45</u>	<u>84.6%</u>	<u>12,930,850.00</u>	<u>8,463,307.02</u>	<u>65.5%</u>



BENTON COUNTY FIRE PROTECTION DISTRICT #4

EMS Officer

EMS Officer Job Description

Page 1 of 6

Date: 11/1/2025

Reports to: Deputy Chief

FLSA Status: Non-Exempt

Union Status: Union represented

Supervises: Paramedics, EMTs, and First Responders

1. Position Objectives

1.1 Under the general supervision of the Fire Chief or designee, plans, organizes, and coordinates technical the delivery and administration work relating to of the District's Emergency Medical Service (EMS) program, delivery ensuring compliance with federal, state, and local laws and standards.

1.2 The EMS Officer performs supervisory duties within the department, including direct and indirect supervision and coordination of activities of Paramedics, Emergency Medical Technicians (EMTs) and First Responders. Provides coordination between the Medical Program Director (MPD), Benton County EMS Coordinator, Paramedics, EMTs, and first responders of the department in areas of training, continuing education, EMS quality assurance, reports and certification requirements.

1.3 Develops and assesses budgetary needs of the District and performs related work as assigned.

The position level (Captain or Battalion Chief) is determined based on the incumbent's scope of authority, organizational needs, and successful completion of the applicable promotional process.

- When filled at the Captain level, the role emphasizes program management, training coordination, and field-level supervision.
- When filled at the Battalion Chief level, the role assumes district-wide administrative and strategic oversight of the EMS program, including policy development, budget leadership, and interagency coordination.

2. Essential Job Functions

2.1 Duties listed are representative, but not all inclusive of the types of tasks and functions performed by positions of this class of work. Percentage of time and rank of importance of duties are not listed since both will vary by position and work location.

2.1 Core Duties (Both position levels):

2.1.1 Ensures District compliance with Federal, State, County, and other laws and ordinances as they related to EMS.

2.1.2 Works with the MPD to develop, maintain, and update treatment protocols.

2.1.3 Provides training and instruction on updated EMS protocols.

2.1.4 Obtains, modifies, and develops, and delivers training materials which emphasize the latest developments, and present principles of medical service

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delivery, coordinating medical training programs with the District's Training Officer.

2.1.5 Oversees quality assurance and improvement programs ensuring excellent patient care is being delivered in the pre-hospital setting.

2.1.6 Serves as or assists the District's Health Insurance Portability and Accountability Act (HIPAA) privacy officer.

2.1.7 Serves as or assists the District's infection control officer.

2.1.8 Ensures compliance with ambulance service licensing requirements, including documentation, renewal applications, and operational readiness standards.

2.1.32.1.9 Serve as liaison with the District's ambulance billing service.

2.1.42.1.10 Serves as District representative to Mid-Columbia EMS and Trauma Council and South Central Regional Council.

2.1.52.1.11 Coordinates equipment evaluation, specifications, and repairs.

2.1.62.1.12 Develops and delivers public presentations on EMS delivery, procedures, and methods.

2.1.72.1.13 Assist with the development of and maintains the EMS division program budget, provides budget oversight, to include maintaining a balanced budget.

2.1.82.1.14 Meets with community hospitals and facility managers as a district liaison addressing emerging EMS issues.

2.1.92.1.15 Fills Incident Command System (ICS) positions commensurate with training, experience and incident needs.

2.1.102.1.16 Assists Emergency Medical Service (EMS) personnel with recording patient information, movement of patients, and advanced First Aid skills.

2.1.112.1.17 Performs special operations work in accordance with individual training and certification levels (Examples include hazardous materials, rope rescue, confined space rescue and water/shoreline rescue responses).

2.1.122.1.18 Initiates action for member-related problems, as appropriate, so that the situation is identified and the actions taken are within established district practices.

2.1.132.1.19 Evaluates and documents the performance of assigned district personnel; compiles and maintains records, including performance appraisals and reviews.

2.1.142.1.20 Performs other duties as assigned.

2.1.21 Performs EMS work as a Washington State Emergency Medical Technician (EMT) or Advanced EMT (AEMT) per state and local protocols, lifts patients to backboard, moves patients on stretcher, gathers patient information, assists with patient care and transport of Advanced Life Support (ALS) patients, provides patient care and transport of Basic Life Support (BLS) patients, triages and treats patients suffering illness or trauma and transport them to the appropriate medical facility.

2.1.22 Respond to emergency scenes, hospital facilities, and administrative meetings with regional and state EMS agencies.

2.1.23 Subject to 24-hour shifts, 24-hour on-call and mandatory overtime as required.

2.1.24 Performs the functions of firefighter and/or Lieutenant as required.

2.1.25 Support District personnel with career path development, education, and training needs.

2.1.26 Reviews and approves or denies EMS training requests.

2.1.152.1.27 Arranges for courses and programs in accordance with qualifications, Individual Performance Plans and Levels of Service. Responsible for timely notification of employee's course registration confirmation.

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Additional Responsibilities (Battalion Chief Level):

2.1.28 Participates in long-range or comprehensive EMS planning projects; plans and carries out approved programs.

2.1.29 Reviews, evaluates, develops, and implements district-wide EMS programs, policies, procedures, and strategic goals.

2.1.30 Prepares and submits annual EMS program budget. Responsible for the development and completion of projects in assigned budget areas. Monitors expenditures within assigned areas.

2.1.31 Develops, reviews, and implements capital replacement planning for EMS program.

2.1.32 Participate as a member of the management team and assist with strategic planning.

2.1.33 Oversee large-scale EMS projects, grants, and system-wide improvements.

2.1.34 Serves as the District's administrative lead for ambulance service licensing and compliance, ensuring adherence to Washington State DOH requirements and representing the District during audits, renewals, and inspections.

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3. Knowledge, Skills and Abilities

~~3.1 Identify specific and realistic knowledge, skills and abilities necessary to competently perform this job.~~
The following knowledge, skills, and abilities are required to competently perform the duties of this position..

3.2 Knowledge of:

3.2.1 Applicable Federal, State, and local laws, rules, codes and regulations related to assigned activities and directly pertaining to emergency services delivery and operation.

3.2.13.2.2 Washington Administrative Codes relating to EMS (WAC 246-976).

3.2.23.2.3 Benton/Franklin counties Mass Casualty Incident plan and Pre-Hospital Patient Care Guidelines.

3.2.33.2.4 Modern office practices, methods, procedures and techniques.

3.2.43.2.5 Record-keeping principles, procedures and techniques.

3.2.53.2.6 Health and safety laws, regulations and policies applicable to assigned tasks.

3.2.63.2.7 Education and training related to industry standards, state requirements, and career development.

3.2.73.2.8 Administration and management as it relates to the organizational structure and operation of the fire district, business and management principles involved in strategic planning, resource allocation, leadership technique, production methods, and coordination of people and resources.

~~3.2.83.2.9~~ Transportation as it relates to traffic flow, street layouts, response routes, transportation industry hazards, and emergency response.

~~3.2.93.2.10~~ Mentoring, coaching, counseling, and progressive discipline principles and practices.

~~3.2.103.2.11~~ Program development assessment, and planning and implementation.

3.3 Skills and Abilities

- 3.3.1 Learn, read, interpret, apply and explain rules, regulations, policies and procedures.
- 3.3.2 Follow oral and written instructions.
- 3.3.3 Understand and work within scope of authority.
- 3.3.4 Comply with safety standards and regulations.
- 3.3.5 Apply safety standards and regulations at the district level so that required reports are completed, in-service training is conducted, and member responsibilities are conveyed.
- 3.3.6 Demonstrate situational awareness, think critically, and monitor operations in emergency and non-emergency settings.
- 3.3.7 Demonstrate service orientation by ensuring customer needs are the primary focus of actions taken.
- 3.3.8 Demonstrate complex problem solving under pressure, use sound judgment and decision making, and deductive reasoning.
- 3.3.9 React to complex and changing work environments in a timely manner.
- 3.3.10 Troubleshoot, operate and maintain assigned equipment to perform specific tasks.
- 3.3.11 Be an active learner, understand the implications of new information for both current and future problem-solving and decision-making.
- 3.3.12 Manage personnel resources through motivation, and development and assist district members with career development.
- 3.3.13 Utilize employee performance management processes to resolve issues at the lowest possible level, assist employees in career development, and address problems in a timely and effective manner.
- 3.3.14 Keep ~~up to date~~up to date with technical and adaptive aspects of the job based on local, state and industry changes, apply new knowledge and ongoing experience to improve district operations and services.
- 3.3.15 Maintain certifications applicable to the position.
- 3.3.16 Communicate effectively both orally and in writing; comprehend and use English effectively including producing all forms of communications in a clear, concise and understandable manner to intended audiences.
- 3.3.17 Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; work independently with little or no direction, set priorities and meet deadlines.
- 3.3.18 Operate a variety of modern office equipment and personal computers in a computing based computing environment, using standard or customized software application programs appropriate to assigned tasks.
- 3.3.19 Use tact, initiative, prudence and independent judgment within general policy and procedural guidelines.

- 3.3.20 Establish, maintain and foster positive and effective working relationships with those contacted in the course of work; develop and maintain key relationships in and out of the district, network with other fire officers and stakeholders, locally and regionally.
- 3.3.21 Provide continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality customer service.
- 3.3.22 Develop and assist in training of a variety of personnel within the fire service.
- ~~3.3.23 Have knowledge of modern EMS procedures and protocols~~

4. Education and Experience Requirements

4.1 Benton County Fire District 4 Employee with three (3) years of experience and presently at top step Fire Fighter or higher rank at time of test.

~~4.1.1 If hiring externally, credit may be given for past experience with BCFD4 or another fire agency, but proof of time and type of experience will be required. Applicants may receive credit for comparable service and EMS administrative experience at a recognized fire or emergency services agency, subject to verification.~~

~~4.1 Benton County Fire District 4 Employee presently at top step Fire Fighter or higher rank at time of test.~~

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

~~4.2 Personnel under current discipline at the written reprimand level or higher will not be eligible for testing unless agreed upon by the Fire Chief.~~

~~4.3 Personnel serving their probationary time at a current rank will not serve in an "acting" role higher than their current rank.~~

5. Licenses, Certifications and Other Requirements

5.1 Required Licenses and Certifications

~~5.1.1 Valid Washington State driver's license and the ability to be insured by the District's insurance providers(s) to operate District apparatus.~~

~~5.1.2 Valid Washington State Emergency Vehicle Accident Prevention (EVIP) certification.~~

~~Qualified driver of district ambulances.~~

~~5.1.1—Valid Washington State Emergency Medical Technician (EMT), Advanced EMT (AEMT), or Paramedic Certification.~~

~~5.1.3 ICS 100, 200, 700, 800~~

~~5.1.4 ICS-300 Intermediate Incident Command Systems for Expanding Incidents within one (1) year of promotion based on the schedule of availability for this class.~~

~~5.1.2—~~

~~5.1.35.1.5 IFSAC Instructor I.~~

~~5.1.45.1.6 IFSAC Fire Officer I.~~

~~5.1.55.1.7 National Fire Academy Incident Safety Officer within one (1) year of promotion based on the schedule of availability for this class.~~

~~5.1.65.1.8 NWCG Firefighter F1.~~

~~5.1.71.1.1 Qualified driver of district ambulances.~~

~~5.1.8 ICS 300 Intermediate Incident Command Systems for Expanding Incidents within one (1) year of promotion based on the schedule of availability for this class.~~

5.1.9 Washington State EMS evaluator within one (1) year of promotion based on the schedule of availability for this class. ~~upon availability of the class.~~

5.1.10 NAAC Certified Ambulance Compliance Officer within one (1) year of promotion based on the schedule of availability for this class.

5.1.11 NAAC Certified Ambulance Privacy Officer within one (1) year of promotion based on the schedule of availability for this class.

5.1.12 IFSAC Instructor II within one (1) year of promotion based on the schedule of availability for this class.

~~5.1.95.1.13~~ American Heart Association BLS, ACLS, PALS instructor within three (3) years of promotion based on ability to affiliate with a training center.

5.2 Desired Licenses and Certifications

5.2.1 Personnel will be awarded points for each desired license or certification to be applied to their final score at promotional exams.

~~College degree, regardless of area of study, but prefer fire science or emergency services field. The college degree can be either an associate's (5 points) or bachelor's (10 points) degree or higher.~~

~~5.2.1.1 College bachelor's degree or higher, regardless of area, but prefer fire science or emergency services field.~~

~~5.2.1.25.2.1.1~~ IFSAC Fire Instructor II (23 points).

~~5.2.1.35.2.1.2~~ IFSAC Fire Officer II (23 points).

~~5.2.1.45.2.1.3~~ NAAC Certified Ambulance Compliance Officer (3 points).

~~5.2.1.55.2.1.4~~ NAAC Certified Ambulance Privacy Officer (3 points).

~~5.2.1.65.2.1.5~~ NFA Management of Emergency Medical Services (52 points).

~~5.2.1.75.2.1.6~~ NFA Advance Leadership Issues in Emergency Medical Services (23 points).

~~5.2.1.85.2.1.8~~ American Heart Association BLS, ACLS, PALS instructor (31 point for each).

~~5.2.1.95.2.1.7~~ Completion of basic Public Information Officer (PIO).

~~5.2.1.105.2.1.10~~ Open All Hazards Incident Commander Type 5 (Local) Task book (3 points).

6. Competencies

6.1 Supervisory

6.1.1 Foster Teamwork: Builds effective teams committed to organizational goals. Fosters collaboration among team members and among teams. ~~Uses~~Use teams to address relevant issues.

6.1.2 Prioritize Work and Commitments: Develops short- and long-range plans that are appropriately comprehensive, realistic, and effective in meeting goals. Focuses on the most important tasks first and directs others to focus on those

tasks. ~~Integrates~~Integrate planning efforts across work units to ensure the most critical work gets done first.

- 6.1.3 Drive for Team Results: Demonstrates and fosters a sense of urgency and strong commitment to achieving goals. Encourages other's drive for strategic goals. Persists despite obstacles and opposition. Pursues aggressive goals and works hard to achieve them. Owns the outcomes produced by the team.

- 6.1.4 Manage Employee Performance: Guides employees to achieve the highest levels of performance. Sets clear and compelling expectations for performance. Provides frequent and specific feedback to help employees meet or exceed expectations. Maintains effective records related to employee performance. Delivers specific, timely, and meaningful performance reviews.

- ~~6.1.46.1.5~~ Ensure adherence to all regulatory standards governing EMS operations, ambulance service licensing, and data privacy.

6.2 Foundational

- 6.2.1 Use Technical/Functional Expertise: Displays an appropriate depth of knowledge and skills as required for the position and commensurate with the time in class. ~~Uses~~Use technology as appropriate for the position. Seeks additional knowledge and information to continually enhance knowledge in areas of specialty.
- 6.2.2 Be Accountable for Performance: Actively shows responsibility, reliability, and trustworthiness. Ensures work and information are complete and accurate. Admits mistakes and looks for ways to improve. Models self as dependable and reliable. Follows up with others to ensure agreements and commitments have been fulfilled. Values the importance of team and organizational success. Independently takes action to influence events, to improve own or organizational performance and to promote the goals of the organization.
- 6.2.3 Provide Excellent Customer Service: Anticipates, assesses, and responds effectively to the needs of diverse customers, both internal and external, providing consistently excellent service that is timely, accurate, courteous, and respectful.
- 6.2.4 Communicate Effectively: Uses verbal and written skills effectively to ensure that information is successfully shared throughout the organization. Relates well to a range of people. Shows sensitivity to the needs of others. Demonstrates ability to build rapport and facilitates mutual understanding.
- 6.2.5 Work Safely: Knowledge and application of relevant safety requirements that apply to the specific work being done. Recognizes and mitigates safety hazards on the job. Observes rules and regulations to comply with personal and workplace safety standards. Works to create a hazard-free, accident-free environment.

7. Working Conditions and Selection Guidelines

7.1 Working Conditions

- 7.1.1 The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of the job. The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

7.1.2 Environment:

- 7.1.2.1 Work on or around moving machinery or equipment or in the vicinity of vehicles in motion (e.g. chain saws, fire and EMS apparatus, hydraulic tools, vent fans), including exposure to vibration when operating equipment.
- 7.1.2.2 Frequently exposed to noise levels over 90 dba when operating equipment and working at emergency incidents.
- 7.1.2.3 Radiation hazards may be encountered (isotopes in hospitals, laboratories) and in rare occasions exposure to radiation.
- 7.1.2.4 Potential exposure to respiratory irritants, sensitizers, dust, noxious odors, toxic substances and smoke.
- 7.1.2.5 Exposure to infectious agents (such as Hepatitis, MRSA, HIV, AIDS).
- 7.1.2.6 Often exposed to high stress environments including life and death situations, acutely injured people, emotionally charged environments, competing daily priorities, with frequent interruptions.
- 7.1.2.7 Work may be performed in buildings and on ~~job-sites~~jobsites that are unfamiliar and in various stages of construction.

7.1.3 Physical Demands:

- 7.1.3.1 Operate a motorized vehicle, which may include inclement weather conditions.
- 7.1.3.2 Lift, carry, push and pull materials and move equipment weighing up to 50 pounds using proper lifting techniques.
- 7.1.3.3 Move heavy objects and people, which may include obese patients who weigh in excess of 350 and up to 900 pounds, with the ~~assistance~~assistance of others using appropriate lifting techniques and equipment.
- 7.1.3.4 Bend, stoop, squat, crawl, walk, use manual dexterity, fine manipulation skills and forceful reaching and grasping.
- 7.1.3.5 Ability to crouch, kneel, crawl, sit, climb stairs, run, twist, reach at chest height, above shoulder height, or below waist height, and use foot dexterity/control.
- 7.1.3.6 Walk through construction sites at all stages of ~~completion, and~~completion and negotiate uneven terrain.
- 7.1.3.7 Ability to hear and speak to communicate in person, before a group, and over the telephone.
- 7.1.3.8 Corrected vision to read print and a computer screen.

7.2 Selection Guidelines

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

Adopted by BCFD4 Commissioners on: _____

Signed by Fire Chief:

Printed name of Fire Chief: _____

Signature of Fire Chief: _____

Effective Date: _____

Supersedes Date: _____



**BENTON COUNTY FIRE PROTECTION
DISTRICT # 4**
Training Officer Job Description

Training Officer

Page 1 of 8

Date: 11/1/2025 Reports to: Deputy Chief

FLSA Status: Non-Exempt

Union Status: Union represented

Supervises: XXXXXXXX

1. Position Objectives

- 1.1 ~~Under the general supervision of the Fire Chief or designee, d~~Directs, plans, organizes, evaluates and coordinates the training programs of the District. In addition, the Training Officer performs skilled emergency and non-emergency tasks ~~in the area of~~ fire prevention, fire suppression, hazardous materials, emergency preparedness, and emergency medical services for the protection of life and property for municipalities, airports and private industry.
- 1.2 Additionally, the Training Officer is a front-line supervisor and could be responsible for an assigned crew and facility using communication and organizational skills to coordinate, supervise, manage and train others to accomplish goals.
- 1.3 The Training Officer is responsible to provide direction to subordinate employees in the delegation of education and training assignments.
- 1.4 The Training Officer is responsible to provide direction and input to the shift supervisors to ensure timely completion of training goals and requirements.

The position level (Captain or Battalion Chief) is determined based on the incumbent's scope of authority, organizational needs, and successful completion of the applicable administrative promotional process.

- When filled at the Captain level, the role emphasizes program management, training coordination, and field-level supervision.
- When filled at the Battalion Chief level, the role assumes district-wide administrative and strategic oversight of the training program, including policy development, budget leadership, and interagency coordination.

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2. Essential Job Functions

- 2.1 Duties listed are representative of the types of tasks and functions performed by positions of this class of work. Percentage of time and rank of importance of duties are not listed since both will vary by position and work location.
 - 2.1.1 -Ability to perform all essential job functions and responsibilities of a Fire Captain (as listed in the Fire Captain job description).
 - 2.1.2 Ensures District compliance with Federal, State, County, and other laws, regulations, and standards as related to training.
 - 2.1.3 Reviews, evaluates, develops, and implements programs, policies, and procedures for the training program.
 - 2.1.4 Maintains personnel training records.
 - 2.1.5 Assist with the development of the training program budget, provides budget oversight, to include maintaining a balanced budget.

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- ~~2.1.1 Directs interior structural firefighting activities, extends hose lines, raises and climbs ladders, uses extinguishing agents, performs rescue operations, ventilates structures of toxic smoke and gases, performs salvage operations on the structural contents, body recovery, and serves as Rapid Intervention group supervisor or team leader.~~
- ~~2.1.2 Assesses nature and extent of fire, conditions of building, dangers to adjacent buildings, and water supply status to determine crew or company requirements. Develops an initial action plan, so that resources are deployed to control the emergency.~~
- ~~2.1.3 Performs exterior structural firefighting activities, initial command and control operations and defensive fire operations.~~
- ~~2.1.4 Fills Incident Command System (ICS) positions commensurate with training, experience and incident needs.~~
- ~~2.1.5 Performs wildland firefighting activities commensurate with National Wildfire Coordinating Group (NWCG) training and agency certification.~~
- ~~2.1.6 Assists Emergency Medical Service (EMS) personnel with recording patient information, non technical movement of patients, and advanced First Aid skills.~~
- ~~2.1.7 Completes accurate and timely patient care reports (if applicable to certification), incident reports, memos and maintenance/repair requests.~~
- ~~2.1.8 Drives and operates various classes of vehicles used by the district, operates Mobile Data Terminals (MDTs) as a passenger, troubleshoot and adapt to equipment failures and unexpected events at emergency scenes.~~
- ~~2.1.9 Performs non-emergency activities including, but not limited to, drills, training, building inspections and participates in fire prevention programs, public education and public relations activities.~~
- ~~2.1.10 Performs special operations work in accordance with individual training and certification levels (Examples include hazardous materials, rope rescue, confined space rescue and water/shoreline rescue responses).~~
- ~~2.1.11 Manages projects and on-going programs, as well as delegates project tasks to crew members and prepares associated budget requests.~~
- ~~2.1.12 Assigns tasks or responsibilities to crew members under emergency or non-emergency settings.~~
- ~~2.1.13 Directs crew members during training evolutions so that the evolution is performed in accordance with safety plans, efficiently, and as directed.~~
- ~~2.1.14 Initiates action for member related problems, as appropriate, so that the situation is identified and the actions taken are within established district practices.~~
- ~~2.1.15 Evaluates and documents the performance of assigned firefighting personnel; compiles and maintains records, including performance appraisals and reviews.~~
- ~~2.1.16 Executes routine crew level administrative functions, given forms and record management systems, so that the reports and logs are complete and files are maintained in accordance with practices, policies and procedures.~~
- ~~2.1.17 Subject to 24 hour shifts (modified Detroit schedule), 24-hour on call and mandatory overtime as required.~~
- ~~2.1.18~~ 2.1.6 Personnel assigned to day shift positions will work an agreed upon schedule between management and the individual, with occasional emergency call-back, 24-hour shift work, and mandatory overtime as required. The agreed upon schedule will meet collective bargaining agreement requirements and Fair Labor Standards Act (FLSA) requirements.
- ~~2.1.19~~ 2.1.7 Performs functions of Fire Fighter or Lieutenant as required.
- ~~2.1.20~~ 2.1.8 Performs other duties as assigned.
- ~~2.1.21~~ 2.1.9 Supports department personnel with career path development, education and training needs.
- ~~2.1.22 Works with the Emergency Medical Services (EMS) Program Officer to evaluate training requests against annual employee goals and the needs of the department.~~

Commented [DD1]: These are all covered by 2.1.1 - they all exist in the fire captain job description.

~~2.1.23 Assists with budgeting for Facilities and Expert Services for the Training Program, in collaboration with District project and program managers.~~

~~2.1.242.1.10 Coordinates and a~~Assists with recruiting, hiring and promotional testing processes.

~~2.1.252.1.11~~ Coordinates the maintenance, repairs and replacement for facilities and equipment in the Training Program.

~~2.1.262.1.12~~ Instructs personnel in the methods, principles, practices and techniques of fire suppression, fire prevention and the administration of first aid to ensure that proper safety and rescue procedures are followed and that personnel are continually ready to provide the best possible level of fire service.

~~2.1.272.1.13~~ Obtains, modifies and develops training materials which emphasize the latest developments and present principles of fire service delivery.

~~2.1.14~~ Coordinates training programs with District personnel to avoid scheduling conflicts.

~~2.1.282.1.15 Oversees the District's learning management system and incident qualification system~~

~~2.1.292.1.16~~ Coordinates and oversees implementation of the apprenticeship training program, when established.

~~2.1.302.1.17~~ Coordinates the personnel evaluation system, reviews evaluations and provides input on employee progress in aspects of fire service training.

~~2.1.312.1.18~~ Evaluates personnel on progress in training programs.

~~2.1.322.1.19~~ Tests personnel on fire suppression and prevention knowledge.

~~2.1.332.1.20~~ The Training Officer shall be involved with and carry out the following:

~~2.1.33.42.1.20.1~~ the daily functions of training within the department.

~~2.1.33.22.1.20.2~~ the planning and delivery of firefighter recruit training program.

~~2.1.33.32.1.20.3~~ in-house trainer for selected training programs.

~~2.1.33.42.1.20.4~~ prepares and updates lesson plans and evaluations.

~~2.1.33.52.1.20.5~~ prepares other instructional materials and training as necessary.

~~2.1.33.62.1.20.6~~ the planning and delivery of designated training as determined by the District.

~~2.1.33.72.1.20.7~~ provides input into the short, medium, and long term planning of department training and makes recommendations into the budgeting process.

~~2.1.33.82.1.20.8~~ oversees audio-visual equipment, teaching aids, training equipment/grounds and demonstration devices generally employed in training programs.

~~2.1.342.1.21~~ Evaluates and promotes consistency and effectiveness of training practices throughout the department.

~~2.1.22 Reviews and approves or denies training requests.~~

~~2.1.352.1.23~~ Arranges for courses and programs in accordance with qualifications, Individual Performance Plans and Levels of Service. Responsible for timely notification of employee's course registration confirmation.

~~2.1.362.1.24~~ Serves as the District liaison with external training agencies, including but not limited to Columbia Basin College, Tri-Tech, Tri-County Wildland Coordinating Group.

~~2.1.372.1.25~~ Evaluates operations and programs locally and in the Fire Industry to make training changes or provide recommendations to the Fire Chief or designee on any changes deemed necessary to improve overall program effectiveness.

~~2.1.382.1.26~~ Prepares and maintains accurate reports, records, and correspondence along with summaries of the training activities.

2.2 May serve as the Fire District representative on local, regional and/or provincial training organizations as approved by the Fire District. Provide input to training organizations for any developed curriculum based on a review relative to BCFD4 priorities

2.3 EMT/AEMT OPTION:

- 2.3.1 Performs EMS work as a Washington State Emergency Medical Technician (EMT) or Advanced EMT (AEMT) per state and local protocols, lifts patients to backboard, moves patients on stretcher, gathers patient information, assists with patient care and transport of Advanced Life Support (ALS) patients, provides patient care and transport of Basic Life Support (BLS) patients, triages and treats patients suffering illness or trauma and transport them to the appropriate medical facility.

2.4 PARAMEDIC OPTION:

- 2.4.1 Performs EMS work as a Washington State Paramedic per state and local protocols, lifts patients to backboard, moves patients on stretcher, gathers patient information.
- 2.4.2 Coordinates the patient care activities of other EMS crew members as lead paramedic on various EMS calls and provides patient care, triages and treats patients suffering illness or trauma and transports them to the appropriate medical facility.
- 2.4.3 Performs functions of Training Officer/EMT.

Additional Responsibilities (Battalion Chief Level):

- 1.1.1 Participates in long-range or comprehensive planning projects; plans and carries out approved programs within the training division.
- 1.1.2 Reviews, evaluates, develops, and implements district-wide training initiatives, policies, procedures, and strategic goals.
- 1.1.3 Prepares and submits annual training program budget. Responsible for the development and completion of projects in assigned budget areas. Monitors expenditures within assigned areas.
- 1.1.4 Develops, reviews, and implements capital replacement planning for training equipment.
- 1.1.5 Participate as a member of the management team and assist with strategic planning.
- 1.1.6 Oversee large-scale projects, grants, and system-wide improvements.
- 1.1.7 Develops and maintains the District's training and procedural manuals.

4.2. Knowledge, Skills and Abilities

~~4.1~~ The following knowledge, skills, and abilities are required to competently perform the duties of this position. Identify specific and realistic knowledge, skills and abilities necessary to competently perform this job.

~~4.2.1~~ Knowledge of:

- ~~4.2.1.1~~ Applicable Federal, State, and local laws, rules, codes and regulations related to assigned activities and directly pertaining to emergency services delivery and operation.
- ~~4.2.2.1.2~~ Regulation and policy - specifically WAC 296-305, WSRB training elements, relevant NFPA standards, and other pertinent industry and safety standards.
- ~~4.2.3.1.3~~ Benton/Franklin counties Mass Casualty Incident plan and Pre-Hospital BLS Patient Care Guidelines.
- ~~4.2.4.1.4~~ Modern office practices, methods, procedures and techniques.
- ~~4.2.5.1.5~~ Record-keeping principles, procedures and techniques.
- ~~4.2.6.1.6~~ Health and safety laws, regulations and policies applicable to assigned tasks.
- ~~4.2.7.1.7~~ Education and training related to industry standards, state requirements, and career development.
- ~~4.2.8.1.8~~ Mechanical systems and reasoning, machines and tools, including their designs, uses, repair, and maintenance.
- ~~4.2.9.1.9~~ Building construction relating to fire behavior and operational safety.
- ~~4.2.10.1.10~~ Administration and management as it relates to the organizational structure and operation of the fire district, business and management principles involved in strategic planning, resource allocation, leadership technique, production methods, and coordination of people and resources.

- 1.2.142.1.11 Transportation as it relates to traffic flow, street layouts, response routes, transportation industry hazards, and emergency response.
- 1.2.142.1.12 Geography relating to wildland fire behavior, hazardous materials exposures, and distribution of community infrastructure and resources.
- 1.2.132.1.13 Mentoring, coaching, counseling, and progressive discipline principles and practices.
- 1.2.142.1.14 Program assessment and planning.

1.3.2.2 Skills and Abilities

- 1.3.12.2.1 Learn, read, interpret, apply and explain rules, regulations, policies and procedures.
- 1.3.22.2.2 Follow oral and written instructions.
- 1.3.32.2.3 Observe legal and defensive driving practices.
- 1.3.42.2.4 Understand and work within scope of authority.
- 1.3.52.2.5 Comply with safety standards and regulations.
- 1.3.62.2.6 Apply safety standards and regulations at the station level so that required reports are completed, in-service training is conducted, and member responsibilities are conveyed.
- 1.3.72.2.7 Demonstrate situational awareness, think critically, and monitor operations and crew needs in emergency and non-emergency settings.
- 1.3.82.2.8 Demonstrate service orientation by ensuring customer needs are the primary focus of actions taken.
- 1.3.92.2.9 Demonstrate complex problem solving under pressure, use sound judgment and decision making, and deductive reasoning.
- 1.3.102.2.10 Analyze situation accurately and adopt an effective course of action.
- 1.3.112.2.11 React to complex and changing work environments in a timely manner.
- 1.3.122.2.12 Troubleshoot, operate and maintain assigned equipment to perform specific tasks.
- 1.3.132.2.13 Be an active learner, understand the implications of new information for both current and future problem-solving and decision-making.
- 1.3.142.2.14 Manage personnel resources through motivation, and development, and assist district members with career development.
- 1.3.152.2.15 Use judgment and decision making by considering the relative cost and benefit of potential actions and choosing the most appropriate one.
- 1.3.162.2.16 Utilize employee performance management processes to resolve issues at the lowest possible level, assist employees in career development, and address problems in a timely and effective manner.
- 1.3.172.2.17 Keep up-to-date with technical and adaptive aspects of the job based on local, state and industry changes, apply new knowledge and ongoing experience to improve district operations and services.
- 1.3.182.2.18 Maintain certifications applicable to the position.
- 1.3.192.2.19 Communicate effectively both orally and in writing; comprehend and use English effectively including producing communications in a clear, concise and understandable manner to intended audiences.
- 1.3.202.2.20 Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; work independently with little or no direction, set priorities and meet deadlines.
- 1.3.212.2.21 Operate a variety of modern office equipment and personal computers in a computing based computing environment, using standard or customized software application programs appropriate to assigned tasks.
- 1.3.222.2.22 Use tact, initiative, prudence and independent judgment within general policy and procedural guidelines.
- 1.3.232.2.23 Establish, maintain and foster positive and effective working relationships with those contacted in the course of work; develop and maintain key relationships in and out of the district, network with other fire officers and stakeholders, locally and regionally.

- 1.3.242.2.24 Provide continuous effort to improve operations and work cooperatively and jointly to provide quality training programs.
- 1.3.252.2.25 Plan and implement training programs.
- 1.3.262.2.26 Knowledge of instructional techniques used in this field, audio-visual aids, practical lecturing experience, and on-the-job training experience, including the use of a wide variety of audio, visual and media equipment.
- 1.3.272.2.27 Maintain records, prepare written reports and communicate such information clearly and professionally.
- 1.3.282.2.28 Have the ability to plan, organize, and deliver training courses at different levels on a variety of fire rescue equipment and circumstances.
- 1.3.292.2.29 Plan and organize a wide variety of activities and projects while supervising others.
- 1.3.302.2.30 Lead and motivate personnel, supervise, evaluate fire department programs and assist in the achievement of department goals and objectives.
- 1.3.312.2.31 Apply fire service principles, practices and procedures to solve difficult problems and issues.
- 1.3.322.2.32 Handle fire equipment, apparatus, large and small tools and lift objects weighing up to 50 lbs.
- 1.3.332.2.33 Make sound leadership and management decisions while working under pressure
- 1.3.342.2.34 Prepare and analyze statistical information, interpret laws and ordinances, analyze data and develop comprehensive policies and proposals.
- 1.3.352.2.35 Research, analyze, evaluate and make recommendations on programs, methods and procedures.
- 1.3.362.2.36 Provide advice and counsel, prepare clear, complete, accurate and logical written and oral reports, prepare documents, make presentations and resolve conflicts
- 1.3.372.2.37 Maintain effective working relationships with fire department management, both volunteer and career members, labor organizations and the public in a culturally diverse community.
- 1.3.382.2.38 Quickly adapt to new technologies and methods.

2.3. Education and Experience Requirements

3.1. Benton County Fire District 4 Employee with three (3) years of experience and presently at top step Fire Fighter or higher rank at time of test.

~~If hiring externally applicants may receive credit for comparable service and EMS administrative experience at a recognized fire or emergency services agency, subject to verification. credit may be given for past experience with BCFD4 or another fire agency, but proof of time and type of experience will be required. Benton County Fire District 4 Employee presently at top step Fire Fighter or higher rank at time of test.~~

3.1.1

~~2.5 If hiring externally credit may be given for past experience with BCFD4 or another fire agency, but proof of time and type of experience will be required.~~

~~2.6 Personnel under current discipline at the written reprimand level or higher will not be eligible for testing unless agreed upon by the Fire Chief.~~

~~2.7 Personnel serving their probationary time at a current rank will not serve in an "acting" role higher than their current rank.~~

~~2.8~~

3.4. Licenses, Certifications and Other Requirements

3.4.1 Required Licenses and Certifications

3.1.14.1.1 Valid Washington State driver's license and the ability to be insured by the District's insurance providers(s) to operate District apparatus.

3.1.24.1.2 Certified to wear a respirator at Self-Contained Breathing Apparatus (SCBA) level.

3.1.34.1.3 IFSAC Instructor I.

3.1.44.1.4 IFSAC Fire Officer I.

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- 3.1.54.1.5 National Fire Academy Incident Safety Officer within one (1) year of promotion based on the schedule of availability for this class.
- 3.1.64.1.6 Washington State Hazardous Materials On-Scene Incident Commander within one (1) year of promotion based on the schedule of availability for this class.
- 3.1.74.1.7 NWCG Firefighter I.
- 3.1.84.1.8 Valid Washington State Emergency Medical Technician (EMT), Advanced EMT (AEMT), or Paramedic Certification.
- 3.1.94.1.9 ~~Qualified driver of all district apparatus, as outlined by the Fire Chief or designee. If the need arises to offer the position to individuals outside of our organization they will need to be qualified on the apparatus by the end of their probationary period. The Fire Chief or designee, on a case by case basis, has the right to waive this qualification due to issues that may arise, such as units that are scheduled to be replaced or that may be out of service for long periods of time.~~ ICS 100, 200, 700, 800
- 3.1.104.1.10 ICS-300 within one (1) year of promotion based on the schedule of availability for this class. ~~Intermediate Incident Command.~~
- 3.1.114.1.11 IFSAC Evaluator within one (1) year of promotion based on the schedule of availability for this class.
- 3.1.12 IFSAC Test Proctor within one (1) year of promotion based on the schedule of availability for this class. ~~within six (6) months of assignment/promotion to training officer position.~~
- 4.1.12 Washington State Certified Emergency Vehicle Incident Prevention (EVIP) Instructor (i.e. has taken the state EVIP train the trainer class) within one (1) year of promotion based on the schedule of availability for this class.
- 3.1.134.1.13 IFSAC Fire Instructor II within one (1) year of promotion based on the schedule of availability for this class.

3.2.4.2 Desired Licenses, Certifications and Other Requirements

- 4.2.1 ~~Personnel will be awarded points for each desired license or certification to be applied to their final score at promotional exams.~~
- 3.2.1 ~~10 years of progressive command experience.~~
- ~~College degree, regardless of area of study, but prefer fire science or emergency services field. The college degree can be either an associate's (5 points) or bachelor's (10 points) degree or higher.~~
- 3.2.2 ~~College bachelor's degree or higher, regardless of area, but prefer fire science or emergency services field.~~
- 3.2.34.2.2 IFSAC Fire Instructor II (32 points).
- 3.2.44.2.3 IFSAC Fire Officer II- (23 points) certification.
- 3.2.5 ~~IFSAC Senior Evaluator (7 points).~~
- 3.2.64.2.4 National Fire Academy Training Program Management class attendance (32 points).
- 3.2.7 ~~American Heart Association BLS, ACLS, PALS instructor (1 point for each). American Heart Association Instructor (First Aid and Cardio Pulmonary Resuscitation) (3 points).~~
- 3.2.84.2.5 ~~Open All Hazards Incident Commander Type 45 (Local) Task book (32 points).~~
- ~~Open NWCG Engine Boss (ENGB) task book (3 points).~~
- 4.2.6 ICS 300 (13 points).
- 4.2.7 IFSAC Evaluator (32 points).
- 4.2.8 IFSAC Test Proctor (32 points).
- 3.2.94.2.9 EVIP Instructor (32 points).

4.5 Competencies

4.1.5.1 Supervisory

- 4.1.1.5.1.1 Foster Teamwork: Builds effective teams committed to organizational goals. Fosters collaboration among team members and among teams. Uses teams to address relevant issues.

- 4.1.25.1.2 Prioritize Work and Commitments: Develops short- and long-range plans that are appropriately comprehensive, realistic, and effective in meeting goals. Focuses on the most important tasks first and directs others to focus on those tasks. Integrates planning efforts across work units to ensure the most critical work gets done first.
- 4.1.35.1.3 Drive for Team Results: Demonstrates and fosters a sense of urgency and strong commitment to achieving goals. Encourages other's drive for strategic goals. Persists despite obstacles and opposition. Pursues aggressive goals and works hard to achieve them. Owns the outcomes produced by the team.
- 4.1.45.1.4 Manage Employee Performance: Guides employees to achieve the highest levels of performance. Sets clear and compelling expectations for performance. Provides frequent and specific feedback to help employees meet or exceed expectations. Maintains effective records related to employee performance. Delivers specific, timely, and meaningful performance reviews.

4.2.5.2 Foundational

- 4.2.15.2.1 Use Technical/Functional Expertise: Displays an appropriate depth of knowledge and skills as required for the position and commensurate with the time in class. Uses technology as appropriate for the position. Seeks additional knowledge and information to continually enhance knowledge in areas of specialty.
- 4.2.25.2.2 Be Accountable for Performance: Actively shows responsibility, reliability, and trustworthiness. Ensures work and information are complete and accurate. Admits mistakes and looks for ways to improve. Models self as dependable and reliable. Follows up with others to ensure agreements and commitments have been fulfilled. Values the importance of team and organizational success. Independently takes action to influence events, to improve own or organizational performance and to promote the goals of the organization.
- 4.2.35.2.3 Provide Excellent Customer Service: Anticipates, assesses, and responds effectively to the needs of diverse customers, both internal and external, providing consistently excellent service that is timely, accurate, courteous, and respectful.
- 4.2.45.2.4 Communicate Effectively: Uses verbal and written skills effectively to ensure that information is successfully shared throughout the organization. Relates well to a range of people. Shows sensitivity to the needs of others. Demonstrates ability to build rapport and facilitates mutual understanding.
- 4.2.55.2.5 Work Safely: Knowledge and application of relevant safety requirements that apply to the specific work being done. Recognizes and mitigates safety hazards on the job. Observes rules and regulations to comply with personal and workplace safety standards. Works to create a hazard-free, accident-free environment.

5.6. Working Conditions and Selection Guidelines

5.1.6.1 Working Conditions

- 5.1.16.1.1 The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of the job. The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- 5.1.26.1.2 Environment:
 - 5.1.2.16.1.2.1 Typically, work time is spent outside a building and exposed to extreme weather conditions.
 - 5.1.2.26.1.2.2 Perform work from aerial ladders, roofs, or other elevations over 12 feet from the ground.
 - 5.1.2.36.1.2.3 Perform work in confined spaces or cramped body positions (e.g. attics, cars, under houses, closets, and in total darkness.)

~~5.1.2.46.1.2.4~~ Work on or around moving machinery or equipment or in the vicinity of vehicles in motion (e.g. chain saws, fire and EMS apparatus, hydraulic tools, vent fans), including exposure to vibration when operating equipment.

~~5.1.2.56.1.2.5~~ Frequently exposed to noise levels over 90 dba when operating equipment and working at emergency incidents.

~~5.1.2.66.1.2.6~~ Exposed to the possibility of burn injuries caused by heat, fire, chemicals or electricity.

~~5.1.2.76.1.2.7~~ Radiation hazards may be encountered (isotopes in hospitals, laboratories) and in rare occasions exposure to non-ionizing radiation.

~~5.1.2.86.1.2.8~~ Potential exposure to respiratory irritants, sensitizers, dust, noxious odors, toxic substances and smoke.

~~5.1.2.96.1.2.9~~ Occasional contact with un-insulated or unshielded electrical equipment.

~~5.1.2.106.1.2.10~~ Exposure to infectious agents (such as Hepatitis, MRSA, HIV, AIDS).

~~5.1.2.116.1.2.11~~ Often exposed to high stress environments including life and death situations, acutely injured people, emotionally charged environments, competing daily priorities, with frequent interruptions.

~~5.1.2.126.1.2.12~~ Work may be performed in buildings and on job-sites that are unfamiliar and in various stages of construction.

~~5.1.36.1.3~~ Physical Demands:

~~5.1.3.16.1.3.1~~ Operate a motorized vehicle, which may include inclement weather conditions.

~~5.1.3.26.1.3.2~~ Lift, carry, push and pull materials and move equipment weighing up to 50 pounds using proper lifting techniques.

~~5.1.3.36.1.3.3~~ Move heavy objects and people, which may include morbidly obese patients who weigh in excess of 350 and up to 900 pounds, with the assistance others using appropriate lifting techniques and equipment.

~~5.1.3.46.1.3.4~~ Bend, stoop, squat, crawl, walk, use manual dexterity, fine manipulation skills and forceful reaching and grasping.

~~5.1.3.56.1.3.5~~ Ability to crouch, kneel, crawl, sit, climb stairs, run, twist, reach at chest height, above shoulder height, or below waist height, and use foot dexterity/control.

~~5.1.3.66.1.3.6~~ Wear and work in Personal Protective Equipment (PPE) required for the job including: Self-Contained Breathing Apparatus (SCBA), helmets, safety shoes, glasses and hearing protection, heat resistant clothing (bunker gear), and other special protective clothing (wildland, Tyvek, etc.).

~~5.1.3.76.1.3.7~~ Walk through construction sites at various stages of completion, and negotiate uneven terrain.

~~5.1.3.86.1.3.8~~ Ability to hear and speak to communicate in person, before a group, and over the telephone.

~~5.1.3.96.1.3.9~~ Corrected vision to read print and a computer screen.

~~5.26.2~~ Selection Guidelines

~~5.2.16.2.1~~ The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

~~5.2.26.2.2~~ The job classification description does not constitute an employment agreement between Benton County Fire District 4 and employee and is subject to change by the District as the needs of the District and requirements of the job change.



Quote

Bill To:		Ship To:		Date	11/04/2025
BENTON CO FIRE DIST #4 2604 BOMBING RANGE ROAD WEST RICHLAND, WA 99353-8729		BENTON CO FIRE DIST #4 2604 BOMBING RANGE ROAD WEST RICHLAND, WA 99353		Customer No.	10051
				Quote No.	QUO37038
Sales Rep					
Nathan Hamm					
Expires		Attention	Delivery	FOB	
12/04/2025		Dan Drayton			

[illegible]

Subtotal	24,787.75
Tax Total - 8.7%	2,156.53
Total	\$26,944.28