



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

JANUARY 8, 2026 – 5:00 PM
2604 BOMBING RANGE RD, WEST RICHLAND, WASHINGTON 99353

1. CALL MEETING TO ORDER

2. THOSE PRESENT AND PLEDGE OF ALLEGIANCE

3. OATH OF OFFICE AND SEATING OF NEWLY ELECTED COMMISSIONER

4. ADDITIONS TO THE AGENDA

5. PUBLIC COMMENTS

Public comments are limited to three (3) minutes per speaker per topic. Comments may be provided orally at the meeting or submitted in writing prior to the meeting.

6. CONSENT AGENDA

All items listed below are considered routine and may be approved by one motion. Any Board member may request an item be removed for separate discussion.

- Approval of Agenda for this meeting
- Approval of Minutes from December 18, 2025
- Approval of 2025 Claim Voucher numbers 1880 through 1892 for \$46,174.69
- Approval of 2026 Claim Voucher numbers 4 through 17 for \$44,281.35

7. FINANCIAL REVIEW

8. UNFINISHED BUSINESS

- Department of Ecology Grant

9. NEW BUSINESS

10. CORRESPONDENCE

11. DISTRICT REPORTS

- | | | |
|--------------|---------------------|-------------------|
| • Union | • City Liaison | • Fire Chief |
| • Volunteers | • Commissioners | • Deputy Chief |
| • Logistics | • Operation Program | • Finance Manager |

12. OPEN FORUM DISCUSSION

13. IMPORTANT DATES

14. AGENDA ITEMS FOR THE NEXT MEETING

15. EXECUTIVE SESSION

16. ADJOURNMENT



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

Regular Board Meeting Minutes December 18, 2025

CALL MEETING TO ORDER

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

PLEDGE OF ALLEGIANCE

Deputy Chief Drayton led the Pledge of Allegiance.

ADDITIONS TO THE AGENDA

There were no additions to agenda.

THOSE PRESENT

Members present were:

Chief Carlyle	Lieutenant Vining	Firefighter Madrigal
Deputy Chief Drayton	Firefighter Andrews	Firefighter Posegate
Finance Manager Paden-Lilly	Firefighter Estrella	Firefighter Shannon
Administrative Assistant Ewing	Firefighter Garrison	Firefighter Wakeman
Logistics Manager Rebman		

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 December 18, 2025.
- Minutes Approval: Approval of the meeting minutes of Regular Meeting held on December 4, 2025, and Special Meeting held on December 9, 2025.
- Approval of Payments:
 - Payroll Voucher numbers 1764 through 1850 for \$422,410.40 for the period ending December 26, 2025.
 - Claim Voucher numbers 1815 through 1851 for \$140,022.25 for the period ending December 26, 2025.

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

FINANCIAL REVIEW

The revenue and expenditure budget position report were reviewed.

RESOLUTIONS/MOTIONS

Non-Union Affiliated Employee Manual

Consideration was given to approving updates to the Non-Union Affiliated Employee Handbook.

MOTION by Commissioner Brink to approve the updated Non-Union Affiliated Employee Handbook as submitted and authorize staff to submit the document to the District's HR contractor for final legal updates. Commissioner Van Beek seconded. The motion passed unanimously.

Resolution 2025-13; Set 2026 Board Meeting Dates

Consideration was given to approving a resolution setting the regular meeting dates for the Board of Commissioners in 2026.

MOTION by Commissioner Brink to approve Resolution 2025-13. Commissioner Van Beek seconded the motion and the motion passed unanimously.

Resolution 2025-14; Budget Amendment

Consideration was given to approving a resolution authorizing a budget amendment to the General and EMS Funds.

MOTION by Commissioner Brink to approve Resolution 2025-14. Commissioner Van Beek seconded the motion and the motion passed unanimously.

NEW BUSINESS

Elect 2026 Board Chairperson

Commissioner Goodwin was selected to serve as Chairperson for 2026.

UNFINISHED BUSINESS

There was no unfinished business.

CORRESPONDENCE

There was no new correspondence.

DISTRICT REPORTS

Logistics – Logistics Manager Rebman reported on the Station 410 roof repair, the transition to a new propane provider, and his involvement supporting the sandbag filling station during flood preparation efforts.

Chief – Chief Carlyle provided the following report:

- Conditional offers have been extended to four career candidates who are completing pre-employment steps, with an expected onboarding date of February 2, 2026.

- One candidate withdrew from the process. To meet the February 9, 2026, staffing timeline, recruitment from within is underway to expedite hiring.
- A significant flooding event occurred the previous week. Station 410 served as a local sandbag filling site. Appreciation was expressed to Soterio for maintaining operations at the site.
 - River levels continue to be monitored, with flooding expected Saturday and projections indicating minor flood stage.
- Attendance at the Washington State Auditor exit conference was reported. Following a clean audit, a media notification was issued.
- Attendance at the Columbia Basin Dive Rescue board meeting was reported. There were no deployments during the flooding event.

Deputy Chief – Deputy Chief Drayton provided the following report:

- Continues work with the Regional Chiefs Group on developing a sustainable fee structure for the Tri-County Academy.
- Participation in flood response planning, including crew guidance and the purchase of a sled rescue boat to improve patient access during flood conditions.
- Progressing on promotional processes, with testing scheduled for the first week of February.

OPEN FORUM DISCUSSION

No topics were brought forward during the open forum discussion.

OPERATION PROGRAM UPDATES

- The intern academy continues to progress well.

IMPORTANT DATES

- Intern Academy Graduation - January 21
- District Open House - May

AGENDA ITEMS FOR THE NEXT MEETING

No items were identified.

EXECUTIVE SESSION

There was no executive session.

ADJOURNMENT

With no further business to come before the Board the meeting was adjourned at 5:15 p.m.

Attested:

Billie Paden-Lilly, District Secretary Date

Garrett Goodwin, Commissioner Date

Michael Van Beek, Commissioner Date

Fred Brink, Commissioner Date

ACCOUNTS PAYABLE

BENTON COUNTY FIRE PROTECTION DISTRICT #4

Time: 09:54:49 Date: 01/07/2026

As Of: 12/30/2025

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Accts Pay #	Received	Date Due	Vendor	Amount	Memo	
15652	12/29/2025	12/29/2025	15	AMAZON	372.97	ATV PARTS; HOT KNIFE CUTTING TOOL; OVERHEAD DOOR OPENER ANTENNA; LEAD TEST KIT; DIGITAL CLAMP MULTIMETER
	522 20 35 00	Non Expendable Equipment	001 000 522	6841 - General I	97.82	HOT KNIFE CUTTING TOOL
	522 50 31 00	Expendable Supplies -Faciliti	001 000 522	6841 - General I	48.97	LEAD TEST KIT
	522 50 35 00	Non-Expendable Supplies - I	001 000 522	6841 - General I	205.97	OVERHEAD DOOR OPENER ANTENNA; DIGITAL CLAMP MULTIMETER
	522 60 31 00	Expendable Supplies - Autor	001 000 522	6841 - General I	20.21	ATV PARTS
Invoice						
	1VGK-JXXX-K7DK			79.34	ATV PARTS	
	1XQM-WTGW-QJCH			97.82	HOT KNIFE CUTTING TOOL	
	1F1M-JWJ7-H7VK			195.81	AIR & OIL FILTER & SPARK PLUGS FOR ATV; OVERHEAD DOOR OPENER AN	
15665	12/30/2025	12/30/2025	5828	AMERIGAS	455.71	PROPANE TANK RELOCATION AND SERVICE DISPATCH FEE - STA 410
	522 50 41 00	Professional Services	001 000 522	6841 - General I	455.71	PROPANE TANK RELOCATION AND SERVICE DISPATCH FEE - STA 410
Invoice						
	3184682252			455.71	PROPANE TANK RELOCATION AND SERVICE DISPATCH FEE - STA 410	
15664	12/30/2025	12/30/2025	5829	AT&T MOBILITY	212.29	CELL PHONE SERVICE
	522 12 42 10	Cellular Phone Service	001 000 522	6841 - General I	212.29	CELL PHONE SERVICE
Invoice						
	X12192025			212.29	CELL PHONE SERVICE	
15645	12/30/2025	12/30/2025	1090	ELWOOD STAFFING SERVICES INC.	673.20	TEMP STAFFING SERVICES (30 HRS)
	522 12 41 00	Contract Services	001 000 522	6841 - General I	673.20	TEMP STAFFING SERVICES (30 HRS)
Invoice						
	3545051			673.20	TEMP STAFFING SERVICES (30 HRS)	
15666	12/30/2025	12/30/2025	1090	ELWOOD STAFFING SERVICES INC.	841.50	TEMP STAFFING SERVICES (37.5 HOURS)
	522 12 41 00	Contract Services	001 000 522	6841 - General I	841.50	TEMP STAFFING SERVICES (37.5 HOURS)
Invoice						

ACCOUNTS PAYABLE

BENTON COUNTY FIRE PROTECTION DISTRICT #4

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Accts Pay #	Received	Date Due	Vendor	Amount	Memo
			3545358	841.50	TEMP STAFFING SERVICES (37.5 HOURS)
			Total ELWOOD STAFFING SERVICES INC.	1,514.70	
15646	12/30/2025	12/30/2025	5509 HUGHES FIRE EQUIPMENT INC.	979.28	SWAP WHEELS & TIRES ON #45; PUMP TESTING ON #15
	522 60 48 00		Repair and Maintenance Ser	001 000 522 6841 - General I	979.28 SWAP WHEELS & TIRES ON #45; PUMP TESTING ON #15
			Invoice		
			630747	623.18	SWAP WHEELS & TIRES ON #45
			631636	356.10	PUMP TESTING ON #15
15647	12/30/2025	12/30/2025	187 LIFE ASSIST	338.75	ATROPINE 1MG (BX 25)
	522 70 31 00		Expendable Supplies - EMS	001 000 522 6841 - General I	338.75 ATROPINE 1MG (BX 25)
			Invoice		
			2035553	338.75	ATROPINE 1MG (BX 25)
15674	12/30/2025	12/30/2025	187 LIFE ASSIST	2,110.03	SANI CLOTH WIPES; TRANEXAMIC ACID; LIDOCAINE; NITRILE GLOVES; SAFETY LANCETS; GLUCO TEST STRIPS; TEGADERM; CANNULA; SAFETY IV CATH; HIGH PRESSURE EXT SET
	522 70 31 00		Expendable Supplies - EMS	001 000 522 6841 - General I	2,110.03 SANI CLOTH WIPES; TRANEXAMIC ACID; LIDOCAINE; NITRILE GLOVES; SAFETY LANCETS; GLUCO TEST STRIPS; TEGADERM; CANNULA; SAFETY IV CATH; HIGH PRESSURE EXT SET
			Invoice		
			2039316	2,110.03	SANI CLOTH WIPES; TRANEXAMIC ACID; LIDOCAINE; NITRILE GLOVES; SAFE
			Total LIFE ASSIST	2,448.78	
15667	12/30/2025	12/30/2025	242 OXARC	123.33	OXYGEN FOR EMS
	522 70 31 00		Expendable Supplies - EMS	001 000 522 6841 - General I	123.33 OXYGEN FOR EMS
			Invoice		
			0032479961	123.33	OXYGEN FOR EMS

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BENTON COUNTY FIRE PROTECTION DISTRICT #4

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Accts Pay #	Received	Date Due	Vendor	Amount	Memo
15644 12/30/202512/30/2025293			SEA WESTERN	22,852.39	THERMAL IMAGING CAMERAS WITH CHARGERS (5)
522 21 35 10 Non-Expendable Supplies -			001 000 522 6841 - General I	22,852.39	THERMAL IMAGING CAMERAS WITH CHARGERS (5)
			Invoice		
			INV49122	22,852.39	THERMAL IMAGING CAMERAS WITH CHARGERS (5)
15671 12/30/202512/30/2025625			STERICYCLE	65.75	MEDICAL WASTE DISPOSAL
522 70 41 05 Professional Services - EMS			001 000 522 6841 - General I	65.75	MEDICAL WASTE DISPOSAL
			Invoice		
			8012864825	65.75	MEDICAL WASTE DISPOSAL
15653 12/29/202512/29/2025475			US BANK	1,117.42	BORSCHOWA VISA EXPENDITURES
522 12 31 10 Computer Software			001 000 522 6841 - General I	1,117.42	OFFICE 365
			Invoice		
			12/18/25 MSFT	32.60	OFFICE 365
			12/18/25 MSFT	100.00	OFFICE 365
			12/18/25 MSFT	984.82	OFFICE 365
15654 12/29/202512/29/2025475			US BANK	479.79	CARAWAY VISA EXPENDITURE
522 26 31 10 Food			001 000 522 6841 - General I	479.79	FOOD FOR REHAB
			Invoice		
			12/12/25 WM	479.79	FOOD FOR REHAB
15655 12/29/202512/29/2025475			US BANK	4,085.67	DRAYTON VISA EXPENDITURES
522 20 35 00 Non Expendable Equipment			001 000 522 6841 - General I	4,085.67	SLED BOAT WITH ACCESSORIES FOR WATER RESCUE
			Invoice		
			12/15/25 NWRS	3,146.87	SLED BOAT FOR WATER RESCUE
			12/18/25 NWRS	938.80	ACCESSORIES FOR RESCUE SLED
15656 12/29/202512/29/2025475			US BANK	345.60	ESTRELLA VISA EXPENDITURES
522 45 43 00 Travel - Mileage & Air			001 000 522 6841 - General I	345.60	FLIGHT FOR 2026 HEALTH & SAFETY CONFERENCE

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Accts Pay #	Received	Date Due	Vendor	Amount	Memo
			Invoice		
			12/10/25 AA	321.97	FLIGHT FOR 2026 HEALTH & SAFETY CONFERENCE
			12/10/25 ALLIANZ	23.63	INSURANCE FOR FLIGHT
15657	12/29/2025	12/29/2025	475 US BANK	2,067.07	EWING VISA EXPENDITURE
522 50 47 10	Utilities	001 000 522 6841 - General I		2,067.07	ELECTRIC FOR STATIONS
			Invoice		
			12/8/25 BREA	2,067.07	ELECTRIC FOR STATIONS
15658	12/29/2025	12/29/2025	475 US BANK	5,700.00	BENTON CO FIRE DIST 4 VISA EXPENDITURE
522 24 35 00	Non-Expendable Supplies - I	001 000 522 6841 - General I		5,700.00	RADIO STRAPS FOR NEW MOTOROLA RADIOS
			Invoice		
			12/18/25 IBOX	5,700.00	RADIO STRAPS FOR NEW MOTOROLA RADIOS
15659	12/29/2025	12/29/2025	475 US BANK	293.63	GAIDOS VISA EXPENDITURE
522 26 31 10	Food	001 000 522 6841 - General I		293.63	FOOD FOR RACEWAY EVENT
			Invoice		
			12/8/25 FIREHOUSE	293.63	FOOD FOR RACEWAY EVENT
15660	12/29/2025	12/29/2025	475 US BANK	388.86	NEWTON VISA EXPENDITURE
594 22 63 00	Capital Apparatus And Equip	001 000 594 6841 - General I		388.86	BADAXX FOR #52A
			Invoice		
			12/19/25 BADAXX	388.86	BADAXX FOR #52A
15661	12/29/2025	12/29/2025	475 US BANK	442.98	PADEN-LILLY VISA EXPENDITURE
522 12 31 10	Computer Software	001 000 522 6841 - General I		442.98	CHAT GPT ADDITIONAL USERS (5)
			Invoice		
			12/9/25 CHATGPT	442.98	CHAT GPT ADDITIONAL USERS (5)
15662	12/29/2025	12/29/2025	475 US BANK	26.06	PREMEL VISA EXPENDITURE
522 60 32 00	Fuels and Oils	001 000 522 6841 - General I		26.06	BAR OIL FOR CHAINSAWS

ACCOUNTS PAYABLE

BENTON COUNTY FIRE PROTECTION DISTRICT #4

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Accts	Received	Date Due	Vendor	Amount	Memo
			Invoice		
			12/9/25 LIBERTY	26.06	BAR OIL FOR CHAINSAWS
15663	12/29/2025	12/29/2025	475 US BANK	437.82	REBMAN VISA EXPENDITURES
522 50 31 00			Expendable Supplies -Faciliti	001 000 522 6841 - General I	42.30 FACILITY SUPPLIES
522 60 31 00			Expendable Supplies - Autor	001 000 522 6841 - General I	395.52 ATV PARTS
			Invoice		
			12/15/25 VICS	26.46	BATTERY TERMINALS FOR #33
			12/15/25 WM	369.06	BATTERIES FOR #33
			12/15/25 HDEPOT	28.11	WORK GLOVES FOR FACILITY WORK
			12/18/25 WM	14.19	PLUNGER & TOILET PARTS
			Total US BANK	15,384.90	
15648	12/30/2025	12/30/2025	347 US LINEN & UNIFORM	113.75	MAT SERVICE
522 50 41 00			Professional Services	001 000 522 6841 - General I	113.75 MAT SERVICE
			Invoice		
			3603379	113.75	MAT SERVICE
15668	12/30/2025	12/30/2025	347 US LINEN & UNIFORM	64.85	MAT SERVICE
522 50 41 00			Professional Services	001 000 522 6841 - General I	64.85 MAT SERVICE
			Invoice		
			3615488	64.85	MAT SERVICE
15673	12/30/2025	12/30/2025	347 US LINEN & UNIFORM	287.52	MAT SERVICE
522 50 41 00			Professional Services	001 000 522 6841 - General I	287.52 MAT SERVICE
			Invoice		
			3608569	69.87	MAT SERVICE
			3606772	51.95	MAT SERVICE
			3613739	51.95	MAT SERVICE
			3610381	113.75	MAT SERVICE
			Total US LINEN & UNIFORM	466.12	

ACCOUNTS PAYABLE

BENTON COUNTY FIRE PROTECTION DISTRICT #4

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Accts					
Pay #	Received	Date Due	Vendor	Amount	Memo
15669	12/30/2025	12/30/2025	465 VERIZON WIRELESS	773.45	CELL PHONE SERVICE
522	12	42	10 Cellular Phone Service	001 000 522 6841 - General I	773.45 CELL PHONE SERVICE
Invoice					
6131145439				773.45	CELL PHONE SERVICE
15670	12/30/2025	12/30/2025	5814 WESTERN STATE EQUIPMENT PASCO	525.02	SERVICE CALL FOR GENERATOR AT STA 420
522	50	41	00 Professional Services	001 000 522 6841 - General I	525.02 SERVICE CALL FOR GENERATOR AT STA 420
Invoice					
IN003449115				525.02	SERVICE CALL FOR GENERATOR AT STA 420
Fund					
001 6841 - General Fund				46,174.69	

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

ACCOUNTS PAYABLE

BENTON COUNTY FIRE PROTECTION DISTRICT #4

As Of: 03/02/2026

Time: 09:57:41 Date: 01/07/2026
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Accts	Pay #	Received	Date Due	Vendor	Amount	Memo
	15615	01/16/2026	01/16/2026	1046	ARCHBRIGHT	4,920.00 2026 ANNUAL MEMBERSHIP
		522 12 41 00	Contract Services	001 000 522 6841 - General I	4,920.00	2026 ANNUAL MEMBERSHIP
			Invoice			
			2026-BCFD4	4,920.00		2026 ANNUAL MEMBERSHIP
	15616	01/16/2026	01/16/2026	649	BOARD FOR VOLUNTEER FIREFIGHTERS	2,060.00 2026 ANNUAL DISABILITY & PENSION REMITTANCE
		522 20 24 20	Volunteer Pension & Relief F	001 000 522 6841 - General I	2,060.00	2026 ANNUAL DISABILITY & PENSION REMITTANCE
			Invoice			
			2026-01	2,850.00		2026 ANNUAL DISABILITY & PENSION REMITTANCE
			2026-01 CREDIT	-790.00		CREDIT
	15649	01/16/2026	01/16/2026	1060	CIVICPLUS	5,018.97 SOCIAL MEDIA ARCHIVE - 2026
		522 12 41 03	Contract Services - Compute	001 000 522 6841 - General I	5,018.97	SOCIAL MEDIA ARCHIVE - 2026
			Invoice			
			357875	5,018.97		SOCIAL MEDIA ARCHIVE - 2026
	15618	01/16/2026	01/16/2026	848	ENTEGRATION INC	1,766.38 HIPAA SECURE AUDIT
		522 12 41 00	Contract Services	001 000 522 6841 - General I	1,766.38	HIPAA SECURE AUDIT
			Invoice			
			051799	1,766.38		HIPAA SECURE AUDIT
	15617	01/16/2026	01/16/2026	964	ESO	1,245.62 2026 ER HISTORICAL ACCESS/MAINT/INVENT MODULE
		522 12 41 00	Contract Services	001 000 522 6841 - General I	1,245.62	2026 ER HISTORICAL ACCESS/MAINT/INVENT MODULE
			Invoice			
			ESO-183861	1,245.62		2026 ER HISTORICAL ACCESS/MAINT/INVENT MODULE
	15650	01/16/2026	01/16/2026	774	IMAGE TREND	550.79 ELITE RESCUE VISUAL ANNUAL FEE
				000 000 000	550.79	ELITE RESCUE VISUAL ANNUAL FEE
			Invoice			

ACCOUNTS PAYABLE

BENTON COUNTY FIRE PROTECTION DISTRICT #4

As Of: 03/02/2026

Time: 09:57:41 Date: 01/07/2026
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Accts Pay #	Received	Date Due	Vendor	Amount	Memo
			PS-INV121203	550.79	ELITE RESCUE VISUAL ANNUAL FEE
15672	01/16/2026	01/16/2026	885 PACIFIC OFFICE AUTOMATION	801.94	PHONE SERVICE
522 12 42 00	Phone Service		001 000 522 6841 - General I	801.94	PHONE SERVICE
			Invoice		
			951303	801.94	PHONE SERVICE
15619	01/16/2026	01/16/2026	6935 SBRK FINANCE HOLDINGS, INC	15,077.82	FINANCIAL ESSENTIALS, USER SUBSCRIPTION
522 12 41 00	Contract Services		001 000 522 6841 - General I	15,077.82	FINANCIAL ESSENTIALS, USER SUBSCRIPTION
			Invoice		
			INV-B002265	15,077.82	FINANCIAL ESSENTIALS, USER SUBSCRIPTION
15614	01/16/2026	01/16/2026	6340 TRI-COUNTY FIRE ASSOCIATION	500.00	2026 ANNUAL DUES
522 12 49 00	Memberships/Dues		001 000 522 6841 - General I	500.00	2026 ANNUAL DUES
			Invoice		
			2026-005	500.00	2026 ANNUAL DUES
15675	01/16/2026	01/16/2026	6345 TRUSTEED PLANS SERVICE CORPORATION	5,725.11	2026 HEALTH INSURANCE PREMIUM ADDITION
522 12 20 10	Benefits - Administrative		001 000 522 6841 - General I	757.92	ADMIN
522 20 20 20	Career FF Benefits		001 000 522 6841 - General I	4,117.31	FIREFIGHTERS
522 45 20 10	Benefits - Training Captain		001 000 522 6841 - General I	299.01	TRAINING
522 50 20 10	Benefits - Fac/Log Manager		001 000 522 6841 - General I	251.86	LOGISTICS
522 70 20 10	Benefits - EMS Captain		001 000 522 6841 - General I	299.01	EMS
			Invoice		
			1/1/2026	5,725.11	2026 HEALTH INSURANCE PREMIUM ADDITION
15621	01/16/2026	01/16/2026	6362 WA FIRE CHIEFS	2,387.72	2026 ANNUAL MEMBERSHIP
522 12 49 00	Memberships/Dues		001 000 522 6841 - General I	2,387.72	2026 ANNUAL MEMBERSHIP
			Invoice		
			MR-2025-0095	2,387.72	2026 ANNUAL MEMBERSHIP
15625	01/16/2026	01/16/2026	6365 WA FIRE COMMISSIONERS ASSOC	3,302.00	2026 MEMBERSHIP DUES
522 12 49 00	Memberships/Dues		001 000 522 6841 - General I	3,302.00	2026 MEMBERSHIP DUES

ACCOUNTS PAYABLE

BENTON COUNTY FIRE PROTECTION DISTRICT #4

As Of: 03/02/2026

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Accts	Pay #	Received	Date Due	Vendor	Amount	Memo
				Invoice		
				300002087	3,302.00	2026 MEMBERSHIP DUES
15620	01/16/2026	01/16/2026	368	WA STATE FIREFIGHTERS ASSOC	175.00	2026 ANNUAL MEMBERSHIP
		522 12 49 00 Memberships/Dues		001 000 522 6841 - General I	175.00	2026 ANNUAL MEMBERSHIP
				Invoice		
				282	175.00	2026 ANNUAL MEMBERSHIP
15651	01/16/2026	01/16/2026	373	WEST RICHLAND CHAMBER OF COMMERCE	750.00	ANNUAL MEMBERSHIP
		522 12 49 00 Memberships/Dues		001 000 522 6841 - General I	750.00	ANNUAL MEMBERSHIP
				Invoice		
				11349	750.00	ANNUAL MEMBERSHIP
				Report Total:	44,281.35	
				Fund		
				000	550.79	
				001 6841 - General Fund	43,730.56	

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

WARRANT/CHECK REGISTER

BENTON COUNTY FIRE PROTECTION DISTRICT #4

Time: 10:43:09 Date: 01/07/2026

12/29/2025 To: 12/29/2025

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Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
1880	12/29/2025	Claims	6841	EFT	AMAZON	372.97	ATV PARTS; HOT KNIFE CUTTING TOOL; OVERHEAD DOOR OPENER ANTENNA; LEAD TEST KIT; DIGITAL CLAMP MULTIMETER
1881	12/29/2025	Claims	6841	EFT	US BANK	15,384.90	BORSCHOWA VISA EXPENDITURES; CARAWAY VISA EXPENDITURE; DRAYTON VISA EXPENDITURES; ESTRELLA VISA EXPENDITURES; EWING VISA EXPENDITURE; BENTON CO FIRE DIST 4 VISA EXPENDITURE; GAIDOS VISA EXPENDITURE; N
001 6841 - General Fund						15,757.87	
						15,757.87	Claims: 15,757.87

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

Admin Staff _____ Secretary _____

Commissioners _____, _____, _____

Approval Date _____

WARRANT/CHECK REGISTER

BENTON COUNTY FIRE PROTECTION DISTRICT #4

Time: 10:43:34 Date: 01/07/2026

12/30/2025 To: 12/30/2025

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Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
1882	12/30/2025	Claims	6841	2318	AMERIGAS	455.71	PROPANE TANK RELOCATION AND SERVICE DISPATCH FEE - STA 410
1883	12/30/2025	Claims	6841	2319	AT&T MOBILITY	212.29	CELL PHONE SERVICE
1884	12/30/2025	Claims	6841	2320	ELWOOD STAFFING SERVICES INC.	1,514.70	TEMP STAFFING SERVICES (30 HRS); TEMP STAFFING SERVICES (37.5 HOURS)
1885	12/30/2025	Claims	6841	2321	HUGHES FIRE EQUIPMENT INC.	979.28	SWAP WHEELS & TIRES ON #45; PUMP TESTING ON #15
1886	12/30/2025	Claims	6841	2322	LIFE ASSIST	2,448.78	ATROPINE 1MG (BX 25); SANI CLOTH WIPES; TRANEXAMIC ACID; LIDOCAINE; NITRILE GLOVES; SAFETY LANCETS; GLUCO TEST STRIPS; TEGADERM; CANNULA; SAFETY IV CATH; HIGH PRESSURE EXT SET
1887	12/30/2025	Claims	6841	2323	OXARC	123.33	OXYGEN FOR EMS
1888	12/30/2025	Claims	6841	2324	SEA WESTERN	22,852.39	THERMAL IMAGING CAMERAS WITH CHARGERS (5)
1889	12/30/2025	Claims	6841	2325	STERICYCLE	65.75	MEDICAL WASTE DISPOSAL
1890	12/30/2025	Claims	6841	2326	US LINEN & UNIFORM	466.12	MAT SERVICE; MAT SERVICE; MAT SERVICE
1891	12/30/2025	Claims	6841	2327	VERIZON WIRELESS	773.45	CELL PHONE SERVICE
1892	12/30/2025	Claims	6841	2328	WESTERN STATE EQUIPMENT PASCO	525.02	SERVICE CALL FOR GENERATOR AT STA 420

001 6841 - General Fund

30,416.82

Claims:

30,416.82

30,416.82

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

Admin Staff _____ Secretary _____

Commissioners _____, _____, _____

Approval Date _____

WARRANT/CHECK REGISTER

BENTON COUNTY FIRE PROTECTION DISTRICT #4

Time: 10:02:54 Date: 01/07/2026

01/16/2026 To: 01/16/2026

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Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
4	01/16/2026	Claims	6841	2329	ARCHBRIGHT	4,920.00	2026 ANNUAL MEMBERSHIP
5	01/16/2026	Claims	6841	2330	BOARD FOR VOLUNTEER FIREFIGHTERS	2,060.00	2026 ANNUAL DISABILITY & PENSION REMITTANCE
6	01/16/2026	Claims	6841	2331	CIVICPLUS	5,018.97	SOCIAL MEDIA ARCHIVE - 2026
7	01/16/2026	Claims	6841	2332	ENTEGRATION INC	1,766.38	HIPAA SECURE AUDIT
8	01/16/2026	Claims	6841	2333	ESO	1,245.62	2026 ER HISTORICAL ACCESS/MAINT/INVENT MODULE
9	01/16/2026	Claims	6841	2334	IMAGE TREND	550.79	ELITE RESCUE VISUAL ANNUAL FEE
10	01/16/2026	Claims	6841	2335	PACIFIC OFFICE AUTOMATION	801.94	PHONE SERVICE
11	01/16/2026	Claims	6841	2336	SBRK FINANCE HOLDINGS, INC	15,077.82	FINANCIAL ESSENTIALS, USER SUBSCRIPTION
12	01/16/2026	Claims	6841	2337	TRI-COUNTY FIRE ASSOCIATION	500.00	2026 ANNUAL DUES
13	01/16/2026	Claims	6841	2338	TRUSTEED PLANS SERVICE CORPORATION	5,725.11	2026 HEALTH INSURANCE PREMIUM ADDITION
14	01/16/2026	Claims	6841	2339	WA FIRE CHIEFS	2,387.72	2026 ANNUAL MEMBERSHIP
15	01/16/2026	Claims	6841	2340	WA FIRE COMMISSIONERS ASSOC	3,302.00	2026 MEMBERSHIP DUES
16	01/16/2026	Claims	6841	2341	WA STATE FIREFIGHTERS ASSOC	175.00	2026 ANNUAL MEMBERSHIP
17	01/16/2026	Claims	6841	2342	WEST RICHLAND CHAMBER OF COMMERCE	750.00	ANNUAL MEMBERSHIP

001 6841 - General Fund

44,281.35

Claims:

44,281.35

44,281.35

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

Admin Staff _____ Secretary _____

Commissioners _____, _____, _____

Approval Date _____

2025 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION DISTRICT

Time: 10:16:39 Date: 01/07/2026

Source Codes 000 To: 999

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001 6841 - General Fund

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

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	3,197,281.00	3,505,100.09	(307,819.09)	109.6%
310 Taxes	4,697,094.00	4,787,998.13	(90,904.13)	101.9%
330 Intergovernmental Revenues	47,700.00	47,701.44	(1.44)	100.0%
340 Charges For Services	319,000.00	329,134.81	(10,134.81)	103.2%
361 Miscellaneous Revenue	115,200.00	118,146.37	(2,946.37)	102.6%
380 Other Increases in Fund Resources	7,000.00	7,161.79	(161.79)	102.3%
390 Other Financing Sources	75,000.00	75,020.86	(20.86)	100.0%
397 Interfund Transfers	4,096,505.00	4,096,505.00	0.00	100.0%
Fund Revenues:	12,554,780.00	12,966,768.49	(411,988.49)	103.3%
Expenditures	Amt Budgeted	Expenditures	Remaining	
011 Legislative	44,200.00	34,763.75	9,436.25	78.7%
012 Administrative	1,385,550.00	1,337,169.66	48,380.34	96.5%
013 Election	10,000.00	2,816.54	7,183.46	28.2%
014 Legal	40,500.00	29,965.45	10,534.55	74.0%
020 Operations	4,712,200.00	3,946,851.18	765,348.82	83.8%
021 Suppression	137,650.00	120,227.61	17,422.39	87.3%
024 Communications	177,000.00	135,948.91	41,051.09	76.8%
026 Logistics (Support Services)	16,000.00	6,410.46	9,589.54	40.1%
030 Public Information	106,500.00	90,108.51	16,391.49	84.6%
045 Training	410,600.00	291,418.14	119,181.86	71.0%
050 Facilities	226,000.00	205,249.74	20,750.26	90.8%
060 Automotive	194,700.00	149,717.49	44,982.51	76.9%
070 Ambulance Transport Services	391,700.00	334,364.50	57,335.50	85.4%
522 Fire Control	7,852,600.00	6,685,011.94	1,167,588.06	85.1%
588 Prior Period Adjustment	14,300.00	14,294.86	5.14	100.0%
589 Payroll Clearing	0.00	21,397.84	(21,397.84)	0.0%
591 Debt Service	130,121.00	130,103.16	17.84	100.0%
594 Capital Expenditures	1,737,000.00	462,619.50	1,274,380.50	26.6%
Fund Expenditures:	9,734,021.00	7,313,427.30	2,420,593.70	75.1%
Fund Excess/(Deficit):	2,820,759.00	5,653,341.19		

2025 Budget Position Summary

As of January 7, 2026, the District remains in a strong financial position across all funds. Revenues for 2025 are above budget, while expenditures are well below appropriations in several areas. This report reflects year-end activity but is not yet final. One additional small set of vouchers related to 13th-month expenditures will be brought forward at the next meeting. December tax and interest revenues are also still expected to be received.

General Fund

- Revenues total \$12.97 million, exceeding budget by approximately \$412,000, driven primarily by higher-than-expected tax collections, service charges, and miscellaneous revenue.
- Expenditures total \$7.31 million, or 75 percent of the adopted budget, with notable underspending in operations, training, and capital expenditures.
- The General Fund shows a preliminary excess of approximately \$5.65 million before final vouchers and revenue postings

EMS Fund

- Revenues total \$6.11 million, supported by strong charges for services and GEMT revenues.
- Expenditures are essentially on budget at \$4.20 million, reflecting planned interfund transfers and debt service.
- The EMS Fund reports a preliminary excess of approximately \$1.91 million

Reserve Fund

- The Reserve Fund earned significantly more interest than budgeted.
- The Revenue Fund reports a preliminary excess of approximately \$2.49 million

2025 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION DISTRICT

Time: 10:16:39 Date: 01/07/2026

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110 6848 - EMS Fund

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

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	3,024,982.00	3,143,930.43	(118,948.43)	103.9%
310 Taxes	1,783,644.00	1,785,909.51	(2,265.51)	100.1%
330 Intergovernmental Revenues	412,500.00	423,205.66	(10,705.66)	102.6%
340 Charges For Services	570,000.00	645,908.63	(75,908.63)	113.3%
360 Investment Interest	115,000.00	115,215.72	(215.72)	100.2%
Fund Revenues:	5,906,126.00	6,114,169.95	(208,043.95)	103.5%
Expenditures	Amt Budgeted	Expenditures	Remaining	
522 Fire Control	67,500.00	64,727.68	2,772.32	95.9%
591 Debt Service	41,625.00	41,625.19	(0.19)	100.0%
597 Interfund Transfers	4,096,505.00	4,096,505.00	0.00	100.0%
Fund Expenditures:	4,205,630.00	4,202,857.87	2,772.13	99.9%
Fund Excess/(Deficit):	1,700,496.00	1,911,312.08		

2025 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION DISTRICT

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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	501,508.34	(20,293.34) 104.2%
360 Investment Interest	5,500.00	10,903.74	(5,403.74) 198.2%
Fund Revenues:	673,214.00	703,888.32	(30,674.32) 104.6%
Expenditures	Amt Budgeted	Expenditures	Remaining
591 Debt Service	504,000.00	504,350.00	(350.00) 100.1%
Fund Expenditures:	504,000.00	504,350.00	(350.00) 100.1%
Fund Excess/(Deficit):	169,214.00	199,538.32	

2025 BUDGET POSITION

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	0.99	(0.99)	0.0%
Fund Revenues:	0.00	30.17	(30.17)	0.0%
Fund Excess/(Deficit):	0.00	30.17		

2025 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION DISTRICT

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601 6846 - Reserve Fund

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

Revenues	Amt Budgeted	Revenues	Remaining
308 Beginning Balances	2,410,862.00	2,413,855.39	(2,993.39) 100.1%
360 Investment Interest	30,000.00	80,476.87	(50,476.87) 268.3%
Fund Revenues:	2,440,862.00	2,494,332.26	(53,470.26) 102.2%
Fund Excess/(Deficit):	2,440,862.00	2,494,332.26	

2025 BUDGET POSITION TOTALS

BENTON COUNTY FIRE PROTECTION DIS

Time: 10:16:39 Date: 01/07/2026

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Fund	Revenue Budgeted	Received		Expense Budgeted	Spent	
001 6841 - General Fund	12,554,780.00	12,966,768.49	103.3%	9,734,021.00	7,313,427.30	75%
110 6848 - EMS Fund	5,906,126.00	6,114,169.95	103.5%	4,205,630.00	4,202,857.87	100%
201 6842 - Sta 430 Bond Fund	673,214.00	703,888.32	104.6%	504,000.00	504,350.00	100%
301 6844 - Construction Fund	0.00	30.17	0.0%	0.00	0.00	0%
601 6846 - Reserve Fund	2,440,862.00	2,494,332.26	102.2%	0.00	0.00	0%
	<u>21,574,982.00</u>	<u>22,279,189.19</u>	<u>103.3%</u>	<u>14,443,651.00</u>	<u>12,020,635.17</u>	<u>83.2%</u>