



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
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Michael Van Beek, Commissioner	Date	Fred Brink, Commissioner	Date
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ACCOUNTS PAYABLE

BENTON COUNTY FIRE PROTECTION DISTRICT #4

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

As Of: 12/30/2025

Page: 1

Accts

Pay #	Received	Date Due	Vendor	Amount	Memo
15652	12/29/2025	12/29/2025	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	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	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	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	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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Pay # Received Date Due

Vendor

Amount

Memo

15646	12/30/2025	12/30/2025	509	3545358	841.50	TEMP STAFFING SERVICES (37.5 HOURS)
				Total ELWOOD STAFFING SERVICES INC.	1,514.70	
15646	12/30/2025	12/30/2025	509	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
<hr/>						
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)
<hr/>						
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
<hr/>						
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
<hr/>						
Invoice						
0032479961				123.33		OXYGEN FOR EMS

ACCOUNTS PAYABLE

BENTON COUNTY FIRE PROTECTION DISTRICT #4

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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 - 1 001 000 522 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

ACCOUNTS PAYABLE

BENTON COUNTY FIRE PROTECTION DISTRICT #4

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

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Accts

Pay # Received Date Due

Vendor

Amount

Memo

		Invoice		
15657	12/29/2025	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		
15658	12/29/2025	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		
15659	12/29/2025	12/29/2025	12/29/2025	475
		US BANK		293.63 GAIOS VISA EXPENDITURE
522 26 31 10 Food		001 000 522 6841 - General I	293.63	FOOD FOR RACEWAY EVENT
		Invoice		
15660	12/29/2025	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		
15661	12/29/2025	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		
15662	12/29/2025	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

As Of: 12/30/2025

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Accts

Pay # Received Date Due

Vendor

Amount Memo

		Invoice		
15663	12/29/2025	12/29/2025	12/29/2025	437.82 REBMAN VISA EXPENDITURES
		US BANK		
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	12/30/2025	113.75 MAT SERVICE
		US LINEN & UNIFORM		
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	12/30/2025	64.85 MAT SERVICE
		US LINEN & UNIFORM		
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	12/30/2025	287.52 MAT SERVICE
		US LINEN & UNIFORM		
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	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
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			Invoice		
			6131145439	773.45	CELL PHONE SERVICE
15670	12/30/2025	12/30/2025	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
<hr/>					
			Invoice		
			IN003449115	525.02	SERVICE CALL FOR GENERATOR AT STA 420
<hr/>					
				Report Total:	46,174.69
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			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.

2026 Expenditures

ACCOUNTS PAYABLE

BENTON COUNTY FIRE PROTECTION DISTRICT #4

Time: 09:57:41 Date: 01/07/2026

As Of: 03/02/2026

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Accts

Pay #	Received	Date Due	Vendor	Amount	Memo
15615 01/16/2026	01/16/2026	1046	ARCBRIGHT	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	49	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

Time: 09:57:41 Date: 01/07/2026

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Accts

Pay # Received Date Due

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Amount

Memo

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	935	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	340	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	345	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	362	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	365	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

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Accts

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		Invoice	
15620	01/16/2026	300002087	3,302.00 2026 MEMBERSHIP DUES
	01/16/2026	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	
15651	01/16/2026	282	175.00 2026 ANNUAL MEMBERSHIP
	01/16/2026	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

2025 - 13th Month ACH

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

2026 - January

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

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

Page: 1

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

Source Codes 000 To: 999

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

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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 Reserve Fund reports a preliminary excess of approximately \$2.49 million

2025 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION DISTRICT

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110 6848 - EMS Fund	01/01/2025 To: 12/31/2025		
Revenues	Amt Budgeted	Revenues	Remaining
308 Beginning Balances	3,024,982.00	3,143,930.43	(118,948.43) 103.9%
310 Taxes	1,783,644.00	1,785,909.51	(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

BENTON COUNTY FIRE PROTECTION DISTRICT

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301 6844 - Construction Fund		01/01/2025 To: 12/31/2025		
Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	0.00	29.18	(29.18)	0.0%
360 Investment Interest	0.00	0.99	(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
308 Beginning Balances	2,410,862.00	2,413,855.39
360 Investment Interest	30,000.00	80,476.87
Fund Revenues:	2,440,862.00	2,494,332.26
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	9,734,021.00	7,313,427.30	75%
110 6848 - EMS Fund	5,906,126.00	6,114,169.95	4,205,630.00	4,202,857.87	100%
201 6842 - Sta 430 Bond Fund	673,214.00	703,888.32	504,000.00	504,350.00	100%
301 6844 - Construction Fund	0.00	30.17	0.00	0.00	0%
601 6846 - Reserve Fund	2,440,862.00	2,494,332.26	0.00	0.00	0%
	<hr/> 21,574,982.00	<hr/> 22,279,189.19	<hr/> 103.3%	<hr/> 14,443,651.00	<hr/> 12,020,635.17
					83.2%