



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

DECEMBER 18, 2025 – 5:00 PM  
2604 BOMBING RANGE RD, WEST RICHLAND, WASHINGTON 99353

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

### **FINANCIAL REVIEW**

- Budget Revenue and Expenditure Report

### **RESOLUTIONS/MOTIONS**

- Non-Union Affiliated Employee Manual
- Resolution No. 2025-13; Set 2026 Board Meeting Dates
- Resolution No. 2025-14; Budget Amendment

### **NEW BUSINESS**

- Elect 2026 Board Chairperson

## **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**

### **AGENDA ITEMS FOR THE NEXT MEETING**

### **EXECUTIVE SESSION**

### **ADJOURNMENT**



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

### Regular Board Meeting Minutes December 4, 2025

#### **CALL MEETING TO ORDER**

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

#### **PLEDGE OF ALLEGIANCE**

Firefighter Knox led the Pledge of Allegiance.

#### **ADDITIONS TO THE AGENDA**

The following items were added under Resolutions and Motions: Station 420 Entry Renovation Project, Surplus of Property; Resolution 2025-12, and Insurance Brokerage Services.

#### **THOSE PRESENT**

*Members present were:*

Chief Carlyle	Lieutenant Longie	Firefighter Knox
Finance Manager Paden-Lilly	Lieutenant Vining	Firefighter Orozco
Administrative Assistant Ewing	Firefighter Glatt	Firefighter Sell
Logistics Manager Rebman	Firefighter Hart	Firefighter Walton
Captain Putz		

#### **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 4, 2025.
- Minutes Approval: Approval of the meeting minutes dated November 20, 2025.
- Approval of Payments:
  - Claim Voucher numbers 1710 through 1728 for \$45,837.68 for the period ending December 12, 2025.

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

#### **FINANCIAL REVIEW**

The revenue and expenditure budget position report were reviewed.

## **RESOLUTIONS/MOTIONS**

### **Policy 301 – Handling and Storage of Pharmaceuticals**

The Board reviewed updates to Policy 301 regarding the handling and storage of pharmaceuticals.

**MOTION:** Commissioner Goodwin moved to approve Policy 301. Commissioner Van Beek seconded. Motion passed unanimously.

### **Lieutenant and Captain Job Descriptions**

The Board reviewed Job Descriptions for Lieutenant and Captain.

**MOTION:** Commissioner Goodwin moved to approve the Lieutenant and Captain Job Descriptions. Commissioner Van Beek seconded. Motion carried unanimously.

### **Ziply Fiber Agreement**

The Board reviewed an agreement with Ziply Fiber for installation at Stations 420 and 430 in 2026. The installation cost is \$13,500 plus taxes and fees, with monthly service charges of \$1,750 plus taxes and fees. Installation is expected several months after the agreement is signed.

**MOTION:** Commissioner Goodwin moved to approve the Ziply Fiber agreement as presented. Commissioner Van Beek seconded. Motion carried unanimously.

### **Station 420 Entry Renovation Project**

Following the November 6 award of the project to Sanna Group, LLC, it was determined the contractor did not fully understand the project scope. Logistics Manager Rebman requested that the Board rescind the award. He will revise the project scope and solicit new quotes.

**MOTION:** Commissioner Goodwin moved to rescind the award to Sanna Group, LLC. Commissioner Van Beek seconded. Motion carried unanimously.

### **Surplus of Property – Resolution 2025-12**

Consideration of Resolution 2025-12 to surplus Apparatus 13, a 1997 Ford F350 Type 6 Grass Truck.

**MOTION:** Commissioner Goodwin moved to approve Resolution 2025-12. Commissioner Van Beek seconded. Motion passed unanimously.

### **Insurance Brokerage Services**

The Board reviewed an agreement with Acrisure Insurance to serve as the District's designated broker for the Enduris insurance program. Services include application and renewal assistance, property valuation, schedule reviews, claims support, market monitoring, loss control services, education, pre-litigation support, and development of a 12-month service plan. The fee is 8 percent of the Enduris annual premium.

**MOTION:** Commissioner Goodwin moved to approve the Acrisure Agreement as presented. Commissioner Van Beek seconded. Motion carried unanimously.

### **NEW BUSINESS**

There was no new business.

### **UNFINISHED BUSINESS**

There was no unfinished business.

### **CORRESPONDENCE**

The District received thank-you notes from Hanford High School students for participating in their career day event.

### **DISTRICT REPORTS**

**Logistics** – Logistics Manager Rebman reported on multiple station projects.

**Commissioners** – Commissioner Goodwin reported that the Apparatus Committee discussed a Department of Ecology grant opportunity to assist with the purchase of a Type 1 electric fire apparatus. The Board plans to further evaluate grant conditions and potential risks.

**Chief** – Chief Carlyle provided the following report:

- Conditional offers have been issued to four career candidates. They are completing onboarding steps, with a planned start date of February 2, 2026.
- Station 410 land project is progressing through the survey review process and refinements are underway.
- At the LEPC meeting, Benton and Franklin Counties announced capacity issues with Code Red. Notifications were shifted to Washington State Emergency Management. An active incident at Priest Rapids Dam involved a spill of 240 gallons of mineral oil.
- Attended the monthly Liz Loomis meeting. December work plan was completed. A pre-meeting call addressed next year's ballot strategy. A draft timeline will be provided, with a recommendation to target the August ballot.
- He attended the SAT meeting and radio update. The microwave project is nearing completion. There will be no 800 MHz user fees in 2026.

**Finance Manager** – Finance Manager Paden-Lilly reported completion of the 2023–2024 State Auditor's Office audit. A Special Board Meeting for the Exit Conference is scheduled for December 9.

### **OPEN FORUM DISCUSSION**

There was no open forum discussion.

### **OPERATION PROGRAM UPDATES**

Chief Carlyle reported that the intern academy is progressing well. Preparations for the career academy are underway, with a scheduled start in February.

### **IMPORTANT DATES**

- December 6: Operation Candy Cane - Flat Top Park
- December 8: Christmas @ the Mountain – Tri-City Raceway
- December 9: Retirement Celebration for Mayor Brent Gerry – City Council Chambers

**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 5:25 p.m.

Attested:

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Billie Paden-Lilly, District Secretary      Date

Garrett Goodwin, Commissioner      Date

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Michael Van Beek, Commissioner      Date

Fred Brink, Commissioner      Date



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

### Special Board Meeting Minutes December 9, 2025

#### **CALL MEETING TO ORDER**

Commissioner Goodwin called the special meeting of the Board of Fire Commissioners of Benton County Fire District Protection District #4 to order at 9:30 a.m. at 8031 Keene Rd., West Richland, Washington. The board members present at this meeting were Commissioner Goodwin and Commissioner VanBeek. Commissioner Brink was excused.

#### **Staff Present:**

Fire Chief Carlyle, Finance Manager Paden-Lilly and Administrative Assistant Ewing.

#### **NEW BUSINESS**

##### **Exit Conference with the State Auditor's Office (2023-2024 Audit)**

The State Auditor's Office presented the results of the District's Accountability Audit for 2024 and Financial Statements Audit for 2023–2024. Ginny Waltman, SAO Audit Manager, and Debbie O'Leary, Assistant Audit Manager, were present virtually to review the audit conclusions. No new findings were issued. The District received a clean opinion on its financial statements under the BARS reporting model, and all prior audit findings have been fully corrected. The SAO noted significant improvements in internal controls, financial oversight, and policy compliance. The misappropriation case from prior years has been fully addressed, with corrective actions implemented and no additional liabilities identified. The next audit is scheduled for 2027.

#### **PUBLIC COMMENT**

There was no public comment.

#### **ADJOURNMENT**

With no further business to come before the Board the meeting was adjourned at 9:42 a.m.

Attested:

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Billie Paden-Lilly, District Secretary      Date      Garrett Goodwin, Commissioner      Date

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Michael Van Beek, Commissioner      Date      Fred Brink, Commissioner      Date

## ACCOUNTS PAYABLE

BENTON COUNTY FIRE PROTECTION DISTRICT #4

Time: 10:04:35 Date: 12/17/2025

As Of: 12/26/2025

Page: 1

Accts

Pay #	Received	Date Due	Vendor	Amount	Memo
<b>15589</b>	<b>12/26/2025</b>	<b>12/26/2025</b>	<b>ABV PESTS, WINDOWS &amp; MORE</b>	<b>554.37</b>	<b>PEST CONTROL</b>
522 50 41 00 Professional Services			001 000 522 6841 - General I	554.37	PEST CONTROL
			Invoice		
			35737	554.37	PEST CONTROL
<b>15574</b>	<b>12/22/2025</b>	<b>12/22/2025</b>	<b>AMAZON</b>	<b>1,145.30</b>	<b>ADMIN, FACILITY, APPARATUS, PUB ED SUPPLIES</b>
522 12 31 00 Expendable Office Supplies			001 000 522 6841 - General I	85.82	COPY PAPER
522 12 31 20 Non-Expendable Office			001 000 522 6841 - General I	76.08	STANDING DESK
522 30 31 00 Expendable Supplies-Preven			001 000 522 6841 - General I	206.04	PUB ED SUPPLIES
522 50 31 00 Expendable Supplies -Faciliti			001 000 522 6841 - General I	215.70	FACILITY SUPPLIES
522 50 35 00 Non-Expendable Supplies - I			001 000 522 6841 - General I	358.41	HVAC TEMP SENSORS; AIR HOSE FOR STA 430
522 60 35 00 Non-Expendable Supplies - ,			001 000 522 6841 - General I	203.25	SNOW PLOW PARTS
			Invoice		
			11Y9-QKX6-TW1G	65.21	REPLACEMENT AIR HOSE FOR STA 430
			1HK6-JFM4-9CYC	85.82	COPY PAPER
			1MYQ-FLTX-GMHV	293.20	HVAC TEMPERATURE SENSORS
			1Q61-TFQH-JKPH	59.12	HVAC AIR FILTERS
			1FXL-JDJH-DQ4C	206.04	PUB ED SUPPLIES
			1WMV-GRG4-DGNK	76.08	STANDING DESK
			1YNT-1YRN-1LCT	153.26	SNOW PLOW BLADE
			1XG6-R6TC-MXKK	78.61	FACILITY SUPPLIES
			1LK3-FNQ-R3DD	49.99	ATV SNOW PLOW SKID SHOES
			1HDD-1MDT-P9WG	77.97	DOOR SWEEP & BATTERIES
<b>15622</b>	<b>12/22/2025</b>	<b>12/22/2025</b>	<b>AMAZON</b>	<b>34.23</b>	<b>HEARING PROTECTION</b>
522 50 31 00 Expendable Supplies -Faciliti			001 000 522 6841 - General I	34.23	HEARING PROTECTION
			Invoice		
			11KY-N7PX-P9C7	34.23	HEARING PROTECTION
<b>15623</b>	<b>12/22/2025</b>	<b>12/22/2025</b>	<b>AMAZON</b>	<b>171.89</b>	<b>BOOKS FOR MEDICAL ERROR POLICY DEVELOPMENT &amp; NEAR MISS REPORTING PROGRAM</b>
522 45 31 00 Expendable Supplies - Trainii			001 000 522 6841 - General I	171.89	BOOKS FOR MEDICAL ERROR POLICY DEVELOPMENT & NEAR MISS REPORTING PROGRAM
			Invoice		

## ACCOUNTS PAYABLE

BENTON COUNTY FIRE PROTECTION DISTRICT #4

As Of: 12/26/2025

Time: 10:04:35 Date: 12/17/2025

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Accts

Pay # Received Date Due

Vendor

Amount

Memo

15590 12/26/2025	12/26/2025	1081	AP TRITON, LLC	<b>27,678.72 STANDARD OF COVERAGE - NOVEMBER</b>
522 12 41 00 Contract Services			001 000 522 6841 - General I	27,678.72 STANDARD OF COVERAGE - NOVEMBER
			Invoice	
			2025-391	27,678.72 STANDARD OF COVERAGE - NOVEMBER
15591 12/26/2025	12/26/2025	1018	CASCADE FIRE PROTECTION CO	<b>6,404.00 SPRINKLER SYSTEM REPAIRS</b>
522 50 41 00 Professional Services			001 000 522 6841 - General I	6,404.00 SPRINKLER SYSTEM REPAIRS
			Invoice	
			997384	2,354.00 STA 410 SPRINKLER SYSTEM REPAIRS
			997383	4,050.00 STA 420 SPRINKLER SYSTEM REPAIRS
15640 12/22/2025	12/22/2025	921	CASCADE NATURAL GAS	<b>202.07 GAS UTILITIES</b>
522 50 47 10 Utilities			001 000 522 6841 - General I	202.07 GAS UTILITIES
			Invoice	
			NOV 2025	202.07 GAS UTILITIES
15592 12/26/2025	12/26/2025	628	CI SUPPORT LLC	<b>41.77 SHRED SERVICE</b>
522 12 41 00 Contract Services			001 000 522 6841 - General I	41.77 SHRED SERVICE
			Invoice	
			0191138	41.77 SHRED SERVICE
15610 12/26/2025	12/26/2025	281	CITY OF RICHLAND	<b>10,324.25 DISPATCH SERVICE</b>
522 24 41 00 Dispatch Services			001 000 522 6841 - General I	10,324.25 DISPATCH SERVICE
			Invoice	
			57734	10,324.25 DISPATCH SERVICE
15594 12/26/2025	12/26/2025	1088	EDWARD HARTIN	<b>3,758.92 THINK LIKE AN IC WORKSHOP</b>
522 45 41 00 Professional Service			001 000 522 6841 - General I	3,758.92 THINK LIKE AN IC WORKSHOP
			Invoice	
			12/12/25	3,758.92 THINK LIKE AN IC WORKSHOP

## ACCOUNTS PAYABLE

BENTON COUNTY FIRE PROTECTION DISTRICT #4

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**15593 12/26/2025 12/26/2025 1090**

**ELWOOD STAFFING SERVICES INC.**

**1,178.10 TEMP STAFFING SERVICES**

522 12 41 00 Contract Services

001 000 522 6841 - General I

1,178.10 TEMP STAFFING SERVICES

Invoice

3544721

841.50 TEMP STAFFING SERVICES (37.5 HOURS)

3544438

336.60 TEMP STAFFING SERVICES (15 HOURS)

**15595 12/26/2025 12/26/2025 704**

**FIRE 4 CHECKING ACCOUNT**

**1,692.66 EMS REFUNDS; HRA CONTRIBUTION; SCANNER LEASE**

522 12 20 04 HRA Benefits

001 000 522 6841 - General I

1,250.00 HRA CONTRIBUTION - DRAYTON & REBMAN

522 70 41 20 Ambulance Over Payment

110 000 522 6848 - EMS Fun

114.83 EMS OVERPAYMENT REFUNDS

591 22 01 02 Lease Payments - Office Equ

001 000 591 6841 - General I

327.83 MONTHLY SCANNER LEASE PAYMENT

Invoice

CK #1348

10.03 EMS OVERPAYMENT REFUND

CK #1349

104.80 EMS OVERPAYMENT REFUND

CK #1350

1,250.00 HRA CONTRIBUTION - REBMAN & DRAYTON

CK #1351

327.83 SCANNER MONTHLY LEASE PAYMENT

**15596 12/26/2025 12/26/2025 702**

**FRONTLINE MEDICAL PLLC**

**6,005.00 ANNUAL PHYSICAL (4); NEW MEMBER PHYSICAL (1)**

522 20 24 10 Physicals/Innoculation

001 000 522 6841 - General I

6,005.00 ANNUAL PHYSICAL (4); NEW MEMBER PHYSICAL (1)

Invoice

3994

6,005.00 ANNUAL PHYSICAL (4); NEW MEMBER PHYSICAL (1)

**15624 12/22/2025 12/22/2025 1099**

**GALLAHER HEALTHINVEST, FLEXIBLE SPENDING ACCC**

**16,920.00 FLEXIBLE SPENDING ACCOUNT FUNDING**

522 12 20 04 HRA Benefits

001 000 522 6841 - General I

16,920.00 FSA FUNDING

Invoice

GALLAHER/12/15/2025

16,920.00 FSA FUNDING

**15597 12/26/2025 12/26/2025 137**

**GALLS**

**434.79 HAIX BOOTS**

522 20 28 00 Clothing, Commissary (Non-

001 000 522 6841 - General I

434.79 HAIX BOOTS

Invoice

033366745

434.79 HAIX BOOTS

## ACCOUNTS PAYABLE

BENTON COUNTY FIRE PROTECTION DISTRICT #4

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Amount

Memo

<b>15598</b>	<b>12/26/2025</b>	<b>12/26/2025</b>	<b>5509</b>	<b>HUGHES FIRE EQUIPMENT INC.</b>	<b>6,149.30</b>	<b>NFPA INSPECTIONS ON APP 48 &amp; 34; FULL CHASSIS SERVICE ON APP 34</b>	
522 60 48 00 Repair and Maintenance Ser			001 000 522 6841 - General I			6,149.30	NFPA INSPECTIONS ON APP 48 & 34; FULL CHASSIS SERVICE ON APP 34

Invoice

633754	3,905.69	FULL CHASSIS SERVICE ON #34
634012	445.13	NFPA INSPECTION ON #34
633755	1,798.48	NFPA INSPECTION ON #48

<b>15599</b>	<b>12/26/2025</b>	<b>12/26/2025</b>	<b>5876</b>	<b>ISOUTSOURCE</b>	<b>5,000.00</b>	<b>BLOCK SUPPORT</b>	
522 12 41 03 Contract Services - Compute			001 000 522 6841 - General I			5,000.00	BLOCK SUPPORT

Invoice

CW318827	5,000.00	BLOCK SUPPORT
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<b>15611</b>	<b>12/26/2025</b>	<b>12/26/2025</b>	<b>5861</b>	<b>LEAF</b>	<b>7,743.70</b>	<b>COPY MACHINES SEMI-ANNUAL LEASE</b>	
591 22 01 02 Lease Payments - Office Equ			001 000 591 6841 - General I			7,743.70	COPY MACHINES SEMI-ANNUAL LEASE

Invoice

19452263	7,743.70	COPY MACHINES SEMI-ANNUAL LEASE
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<b>15600</b>	<b>12/26/2025</b>	<b>12/26/2025</b>	<b>5187</b>	<b>LIFE ASSIST</b>	<b>404.06</b>	<b>PILLOW CASES; SAFETY LANCETS; SODIUM CHLORIDE; POSEY LIMB HOLDERS</b>	
522 70 31 00 Expendable Supplies - EMS			001 000 522 6841 - General I			404.06	PILLOW CASES; SAFETY LANCETS; SODIUM CHLORIDE; POSEY LIMB HOLDERS

Invoice

2029500	404.06	PILLOW CASES; SAFETY LANCETS; SODIUM CHLORIDE; POSEY LIMB HOLDE
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<b>15641</b>	<b>12/26/2025</b>	<b>12/26/2025</b>	<b>5187</b>	<b>LIFE ASSIST</b>	<b>200.05</b>	<b>ADHESIVE BANDAGES; STETHOSCOPES; THERMOSCAN PROBE COVERS</b>	
522 70 31 00 Expendable Supplies - EMS			001 000 522 6841 - General I			200.05	ADHESIVE BANDAGES; STETHOSCOPES; THERMOSCAN PROBE COVERS

Invoice

2033253	200.05	ADHESIVE BANDAGES; STETHOSCOPES; THERMOSCAN PROBE COVERS
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## ACCOUNTS PAYABLE

BENTON COUNTY FIRE PROTECTION DISTRICT #4

Time: 10:04:35 Date: 12/17/2025

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Accts

Pay #	Received	Date Due	Vendor	Amount	Memo
<b>15601</b>	<b>12/26/2025</b>	<b>12/26/2025</b>	<b>NEWEGG</b>	<b>923.67</b>	<b>5) BATTERY BACKUP UNITS</b>
522 12 31 20 Non-Expendable Office			001 000 522 6841 - General I	923.67	COMPUTER PARTS
			Invoice		
			1305887839	923.67	5) BATTERY BACKUP UNITS
<b>15643</b>	<b>12/26/2025</b>	<b>12/26/2025</b>	<b>NEWEGG</b>	<b>836.93</b>	<b>1TB INTERNAL HARD DRIVES; INTERNAL GAMING SSD STATE DRIVES; 3D NAND INTERNAL SOLID STATE DRIVE</b>
522 12 31 20 Non-Expendable Office			001 000 522 6841 - General I	836.93	COMPUTER PARTS
			Invoice		
			1305887402	836.93	1TB INTERNAL HARD DRIVES; INTERNAL GAMING SSD STATE DRIVES; 3D N.
<b>15602</b>	<b>12/26/2025</b>	<b>12/26/2025</b>	<b>OXARC</b>	<b>41.09</b>	<b>CYLINDER RENT</b>
522 70 31 00 Expendable Supplies - EMS			001 000 522 6841 - General I	41.09	CYLINDER RENT
			Invoice		
			0062189992	41.09	CYLINDER RENT
<b>15603</b>	<b>12/26/2025</b>	<b>12/26/2025</b>	<b>PACIFIC OFFICE AUTOMATION</b>	<b>1,326.15</b>	<b>PHONE SERVICE</b>
522 12 42 00 Phone Service			001 000 522 6841 - General I	1,326.15	PHONE SERVICE
			Invoice		
			870035	524.21	PHONE SERVICE
			884161	801.94	PHONE SERVICE
<b>15604</b>	<b>12/26/2025</b>	<b>12/26/2025</b>	<b>POWER PRODUCTS UNLIMITED, LLC</b>	<b>468.67</b>	<b>SPEAKERS FOR MICS</b>
522 24 35 00 Non-Expendable Supplies - I			001 000 522 6841 - General I	468.67	SPEAKERS FOR MICS
			Invoice		
			0567609-IN	468.67	SPEAKERS FOR MICS
<b>15606</b>	<b>12/26/2025</b>	<b>12/26/2025</b>	<b>SNURE LAW OFFICE</b>	<b>324.00</b>	<b>POLICY REVIEW; EMAIL REVIEW</b>
522 14 41 00 Professional Services			001 000 522 6841 - General I	324.00	POLICY REVIEW; EMAIL REVIEW
			Invoice		
			2025	324.00	POLICY REVIEW; EMAIL REVIEW

## ACCOUNTS PAYABLE

BENTON COUNTY FIRE PROTECTION DISTRICT #4

As Of: 12/26/2025

Time: 10:04:35 Date: 12/17/2025

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Accts

Pay # Received Date Due

Vendor

Amount Memo

**15605 12/26/202512/26/2025322**

**STAPLES ADVANTAGE**

**408.94 CLEANING SUPPLIES**

522 50 31 00 Expendable Supplies -Faciliti

001 000 522 6841 - General I

408.94 CLEANING SUPPLIES

Invoice

7007910023

408.94 CLEANING SUPPLIES

**15612 12/26/202512/26/2025324**

**STATE AUDITOR'S OFFICE**

**6,927.18 ACCOUNTABILITY AND FINANCIAL AUDIT  
2023-2024**

522 12 49 20 State Auditor

001 000 522 6841 - General I

6,927.18 ACCOUNTABILITY AND FINANCIAL AUDIT 2023-2024

Invoice

L172069

6,927.18 ACCOUNTABILITY AND FINANCIAL AUDIT 2023-2024

**15607 12/26/202512/26/2025680**

**SYSTEM DESIGN WEST**

**2,424.24 EMS BILLING FOR NOVEMBER**

522 70 41 00 Ambulance Billing Service Fe

110 000 522 6848 - EMS Fun

2,424.24 EMS BILLING FOR NOVEMBER

Invoice

20253537

2,424.24 EMS BILLING FOR NOVEMBER

**15608 12/26/202512/26/2025672**

**TIRE FACTORY**

**5,796.14 TIRES FOR APP 47**

522 60 48 00 Repair and Maintenance Ser

001 000 522 6841 - General I

5,796.14 TIRES FOR APP 47

Invoice

3055852

5,796.14 TIRES FOR APP 47

**15642 12/26/202512/26/2025672**

**TIRE FACTORY**

**103.27 BATTERY FOR ATV**

522 60 31 00 Expendable Supplies - Autor

001 000 522 6841 - General I

103.27 BATTERY FOR ATV

Invoice

3056222

103.27 BATTERY FOR ATV

**15613 12/26/202512/26/2025340**

**TRI-COUNTY FIRE ASSOCIATION**

**500.00 2025 ANNUAL DUES**

522 12 49 00 Memberships/Dues

001 000 522 6841 - General I

500.00 2025 ANNUAL DUES

Invoice

2025-005

500.00 2025 ANNUAL DUES

## ACCOUNTS PAYABLE

BENTON COUNTY FIRE PROTECTION DISTRICT #4

Time: 10:04:35 Date: 12/17/2025

As Of: 12/26/2025

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Accts

Pay #	Received	Date Due	Vendor	Amount	Memo
<b>15575</b>	<b>12/22/2025</b>	<b>12/22/2025</b>	<b>US BANK</b>	<b>8,157.94</b>	<b>BORSCHOWA VISA EXPENDITURES</b>
522 12 31 00 Expendable Office Supplies			001 000 522 6841 - General I	359.70	CASES FOR NEW TABLETS
522 12 31 10 Computer Software			001 000 522 6841 - General I	1,286.36	SOFTWARE SUBSCRIPTIONS
522 12 31 20 Non-Expendable Office			001 000 522 6841 - General I	6,260.68	REPLACEMENT LAPTOPS
522 12 41 03 Contract Services - Compute			001 000 522 6841 - General I	38.24	WEBSITE HOSTING SERVICES
522 45 31 00 Expendable Supplies - Trainin			001 000 522 6841 - General I	51.00	TRAINING SUPPLIES
522 45 43 20 Registration Fees			001 000 522 6841 - General I	161.96	DRONE ONLINE PILOT CLASS
<hr/>					
Invoice					
11/14/25 ZOOM				62.86	ZOOM SUBSCRIPTION
11/18/25 MSFT				984.81	OFFICE 365 SUBSCRIPTION
11/18/25 MSFT				37.49	OFFICE 365 SUBSCRIPTION
11/18/25 MSFT				100.00	OFFICE 365 SUBSCRIPTION
11/19/25 LENOVA				2,347.51	REPLACEMENT LAPTOP FOR CHIEF CARLYLE
11/24/25 WASABI				101.20	SERVER CLOUD BACKUP
11/24/25 PILOT				161.96	DRONE ONLINE PILOT CLASS
11/27/25 COSTCO				3,913.17	REPLACEMENT LAPTOPS
12/2/25 AMAZON				38.24	WEBSITE HOSTING SERVICES
12/1/25 HDEPOT				51.00	TAPE AND PLASTIC TOTE FOR TRAINING
12/5/25 SPURBAN				359.70	CASES FOR NEW TABLETS
<b>15576</b>	<b>12/22/2025</b>	<b>12/22/2025</b>	<b>US BANK</b>	<b>397.72</b>	<b>CARAWAY VISA EXPENDITURES</b>
522 26 31 10 Food			001 000 522 6841 - General I	397.72	FOOD FOR REHAB
<hr/>					
Invoice					
11/16/25 WMART				156.14	FOOD FOR REHAB
12/5/25 YOKES				241.58	FOOD FOR REHAB
<b>15577</b>	<b>12/22/2025</b>	<b>12/22/2025</b>	<b>US BANK</b>	<b>243.32</b>	<b>CARLYLE VISA EXPENDITURE</b>
522 45 43 10 Travel - PerDiem & Lodging			001 000 522 6841 - General I	243.32	LODGING FOR 2025 SEWA AAR & TRAINING
<hr/>					
Invoice					
11/20/25 TOWNE				243.32	LODGING FOR 2025 SEWA AAR & TRAINING
<b>15578</b>	<b>12/22/2025</b>	<b>12/22/2025</b>	<b>US BANK</b>	<b>260.00</b>	<b>DRAYTON VISA EXPENDITURE</b>
522 12 49 00 Memberships/Dues			001 000 522 6841 - General I	260.00	IAFC MEMBERSHIP
<hr/>					
Invoice					
12/1/25 IAFC				260.00	IAFC MEMBERSHIP

## ACCOUNTS PAYABLE

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<b>15579</b>	<b>12/22/2025</b>	<b>12/22/2025</b>	<b>US BANK</b>	<b>3,285.61</b>	<b>EWING VISA EXPENDITURES</b>
522 12 41 01	Contract Services - TV/Interr	001 000 522 6841 - General I		806.49	INTERNET & TV SERVICE
522 50 41 00	Professional Services	001 000 522 6841 - General I		341.53	FIRE SPRINKLER MONITORING/INSPECTIONS
522 50 47 10	Utilities	001 000 522 6841 - General I		1,817.93	ELECTRIC FOR STATIONS
522 70 41 05	Professional Services - EMS	001 000 522 6841 - General I		319.66	MEDICAL WASTE DISPOSAL
<b>Invoice</b>					
11/10/25	BRE		1,817.93		ELECTRIC FOR STATIONS
11/11/25	MOON		25.00		FIRE SPRINKLER INSPECTION
11/11/25	MOON		25.00		FIRE SPRINKLER INSPECTION
11/11/25	MOON		25.00		FIRE SPRINKLER INSPECTION
11/18/25	STERICYCLE		319.66		MEDICAL WASTE DISPOSAL
11/21/25	MOON		266.53		FIRE SPRINKLER MONITORING
12/1/25	SPECTRUM		806.49		INTERNET & TV
<b>15580</b>	<b>12/22/2025</b>	<b>12/22/2025</b>	<b>US BANK</b>	<b>3,473.00</b>	<b>BENTON CO FIRE DIST 4 VISA EXPENDITURES</b>
522 20 28 00	Clothing, Commissary (Non-	001 000 522 6841 - General I		1,593.65	BADGES
522 50 41 00	Professional Services	001 000 522 6841 - General I		342.41	TAMPER VALVE INSPECTION
522 50 47 10	Utilities	001 000 522 6841 - General I		1,536.94	WATER UTILITIES
<b>Invoice</b>					
11/13/25	WEST RICH		873.89		WATER UTILITIES - OCTOBER
12/5/25	WEST RICH		663.05		WATER UTILITIES - NOVEMBER
12/5/25	MOON		342.41		TAMPER VALVE INSPECTION
12/5/25	KROESENS		1,593.65		BADGES
<b>15581</b>	<b>12/22/2025</b>	<b>12/22/2025</b>	<b>US BANK</b>	<b>473.43</b>	<b>GAIDOS VISA EXPENDITURES</b>
522 26 31 10	Food	001 000 522 6841 - General I		347.09	PIO EVENTS - FOOD
522 30 31 00	Expendable Supplies-Preven	001 000 522 6841 - General I		126.34	OPERATION CANDY CANE SUPPLIES
<b>Invoice</b>					
11/19/25	YOKES		303.63		PIO SCHOOL BREAKFAST CONTEST
12/6/25	COSTCO		43.46		MEALS- OPERATION CANDY CANE
12/6/25	COSTCO		64.89		OPERATION CANDY CANE SUPPLIES
12/6/25	HDEPOT		61.45		OPERATION CANDY CANE SUPPLIES
<b>15582</b>	<b>12/22/2025</b>	<b>12/22/2025</b>	<b>US BANK</b>	<b>410.95</b>	<b>HARPER VISA EXPENDITURES</b>
522 45 43 00	Travel - Mileage & Air	001 000 522 6841 - General I		391.00	FLIGHT FOR 2026 FDSOA CONFERENCE
522 50 31 00	Expendable Supplies -Faciliti	001 000 522 6841 - General I		19.95	CLEANING SUPPLIES

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BENTON COUNTY FIRE PROTECTION DISTRICT #4

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		Invoice		
<b>15583</b>	<b>12/22/2025</b>	11/24/25 YOKES	19.95	CLEANING SUPPLIES
		12/2/25 ALASKA	391.00	FLIGHT FOR 2026 FDSOA CONFERENCE
				<b>3,606.90 NEWTON VISA EXPENDITURES</b>
522 21 35 10	Non-Expendable Supplies - I	001 000 522 6841 - General I	764.68	HANDLE, HOSE STRAPS, NOZZLE HOLDER
522 60 32 00	Fuels and Oils	001 000 522 6841 - General I	121.60	GREASE
594 22 63 00	Capital Apparatus And Equipment	001 000 594 6841 - General I	2,720.62	GRAPHICS FOR APP 58; FITTINGS FOR 52
		Invoice		
		11/10/25 JAIJEGS	121.60	GREASE FOR APP 52
		11/10/25 HDEPOT	65.21	SUPPLIES FOR APP 52
		11/11/25 HDEPOT	543.43	SUPPLIES FOR APP 52
		11/16/25 AMAZON	698.88	FLASHLIGHTS FOR APP 52
		11/13/25 MCMASTER	20.25	HANDLE
		12/2/25 SPFF	174.95	HOSE STRAP
		12/1/25 TUE	227.07	HOSE STRAP
		12/2/25 CASCADE	342.41	NOZZLE HOLDER
		12/2/25 BINDER	1,413.10	GRAPHICS ON APP 58
<b>15584</b>	<b>12/22/2025</b>			<b>344.55 OROZCO VISA EXPENDITURES</b>
522 50 31 00	Expendable Supplies - Facilities	001 000 522 6841 - General I	18.47	CAN OPENER
522 50 35 00	Non-Expendable Supplies - I	001 000 522 6841 - General I	326.08	VACUUM & WARRANTY
		Invoice		
		11/17/25 BEST	271.74	VACUUM FOR STA 420
		11/17/25 BEST	54.34	EXTENDED WARRANTY FOR VACUUM
		12/1/25 AMAZON	18.47	CAN OPENER FOR STA 420
<b>15585</b>	<b>12/22/2025</b>			<b>19.30 PADEN-LILLY VISA EXPENDITURE</b>
522 12 31 00	Expendable Office Supplies	001 000 522 6841 - General I	19.30	DESK CALENDAR
		Invoice		
		11/18/25 ERIN	19.30	DESK CALENDAR
<b>15586</b>	<b>12/22/2025</b>			<b>268.10 PREMEL VISA EXPENDITURE</b>
522 45 31 00	Expendable Supplies - Training	001 000 522 6841 - General I	268.10	SUPPLIES FOR APP 52
		Invoice		

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BENTON COUNTY FIRE PROTECTION DISTRICT #4

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Pay #	Received	Date Due	Vendor	Amount	Memo
		11/18/25	HDEPOT	268.10	TRAINING ACADEMY SUPPLIES
<b>15587</b>	<b>12/22/2025</b>	<b>12/22/2025</b>	<b>US BANK</b>	<b>630.89</b>	<b>REBMAN VISA EXPENDITURES</b>
522 21 35 10	Non-Expendable Supplies - I		001 000 522 6841 - General I	130.04	PARTS FOR SCBA
522 50 31 00	Expendable Supplies -Faciliti		001 000 522 6841 - General I	83.87	STA 410 WATER VALVE PARTS
522 50 35 00	Non-Expendable Supplies - I		001 000 522 6841 - General I	9.35	STA 410 MINI SPLIT PARTS
522 60 48 00	Repair and Maintenance Ser		001 000 522 6841 - General I	407.63	APP 41 WINDSHIELD REPLACEMENT
<hr/>					
Invoice					
	11/12/25	HDEPOT		41.16	STA 410 WATER VALVE PARTS
	11/13/25	HDEPOT		42.71	STA 410 WATER VALVE PARTS
	11/17/25	IRRIGATION		126.82	PARTS FOR SCBA FRESH AIR
	11/20/25	HDEPOT		3.22	STA 430 SCBA PARTS
	11/25/25	HDEPOT		7.59	STA 410 MINI SPLIT PARTS
	11/26/25	HDEPOT		1.76	STA 410 MINI SPLIT PARTS
	12/3/25	PRO		407.63	APP 41 WINDSHIELD REPLACEMENT
<b>15588</b>	<b>12/22/2025</b>	<b>12/22/2025</b>	<b>US BANK</b>	<b>707.88</b>	<b>ROGERS VISA EXPENDITURES</b>
522 26 31 10	Food		001 000 522 6841 - General I	11.12	NUTRITION FOR PANEL INTERVIEWS
522 45 31 00	Expendable Supplies - Traini		001 000 522 6841 - General I	521.76	HAZ MAT BOOKS
522 45 43 20	Registration Fees		001 000 522 6841 - General I	175.00	FAA TESTING
<hr/>					
Invoice					
	11/13/25	PSI		175.00	FAA PART 107 TESTING - WAKEMAN
	11/13/25	YOKES		11.12	NUTRITION FOR PANEL INTERVIEWS
	12/4/25	FIRE		521.76	HAZ MAT BOOKS
<b>15609</b>	<b>12/26/2025</b>	<b>12/26/2025</b>	<b>ZOLL MEDICAL CORP GPO</b>	<b>1,619.20</b>	<b>EMS SUPPLIES</b>
522 70 31 00	Expendable Supplies - EMS		001 000 522 6841 - General I	1,619.20	EMS SUPPLIES
<hr/>					
Invoice					
	4384056			1,619.20	EMS SUPPLIES
<hr/>					
Report Total:				140,022.25	
Fund					
001	6841 - General Fund			137,483.18	
110	6848 - EMS Fund			2,539.07	

## ACCOUNTS PAYABLE

BENTON COUNTY FIRE PROTECTION DISTRICT #4

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

# WARRANT/CHECK REGISTER

BENTON COUNTY FIRE PROTECTION DISTRICT #4

Time: 12:16:51 Date: 12/17/2025

12/26/2025 To: 12/26/2025

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Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
1822	12/26/2025	Claims	6841	2288	ABV PESTS, WINDOWS & MORE	554.37	PEST CONTROL
1823	12/26/2025	Claims	6841	2289	AP TRITON, LLC	27,678.72	STANDARD OF COVERAGE - NOVEMBER
1824	12/26/2025	Payroll	6841	2290	BENTON COUNTY 4 BENEVOLENT FUND	44.00	Pay Cycle(s) 12/26/2025 To 12/26/2025 - Benevolent Fund
1825	12/26/2025	Claims	6841	2291	CASCADE FIRE PROTECTION CO	6,404.00	SPRINKLER SYSTEM REPAIRS
1826	12/26/2025	Claims	6841	2292	CI SUPPORT LLC	41.77	SHRED SERVICE
1827	12/26/2025	Claims	6841	2293	CITY OF RICHLAND	10,324.25	DISPATCH SERVICE
1828	12/26/2025	Payroll	6841	2294	DIMARTINO	2,035.44	Pay Cycle(s) 12/26/2025 To 12/26/2025 - LT Disab- Life
1829	12/26/2025	Claims	6841	2295	EDWARD HARTIN	3,758.92	THINK LIKE AN IC WORKSHOP
1830	12/26/2025	Claims	6841	2296	ELWOOD STAFFING SERVICES INC.	1,178.10	TEMP STAFFING SERVICES
1831	12/26/2025	Claims	6841	2297	FRONTLINE MEDICAL PLLC	6,005.00	ANNUAL PHYSICAL (4); NEW MEMBER PHYSICAL (1)
1832	12/26/2025	Claims	6841	2298	GALLS	434.79	HAIX BOOTS
1833	12/26/2025	Payroll	6841	2299	HRA VEBA TRUST CONTRIBUTION	7,500.00	Pay Cycle(s) 12/26/2025 To 12/26/2025 - HRA VEBA - OPS; Pay Cycle(s) 12/26/2025 To 12/26/2025 - HRA VEBA - ADM
1834	12/26/2025	Claims	6841	2300	HUGHES FIRE EQUIPMENT INC.	6,149.30	NFPA INSPECTIONS ON APP 48 & 34; FULL CHASSIS SERVICE ON APP 34
1835	12/26/2025	Payroll	6841	2301	IAFF LOCAL 1052	4,456.75	Pay Cycle(s) 12/26/2025 To 12/26/2025 - Union Dues
1836	12/26/2025	Claims	6841	2302	ISOUTSOURCE	5,000.00	BLOCK SUPPORT
1837	12/26/2025	Claims	6841	2303	LEAF	7,743.70	COPY MACHINES SEMI-ANNUAL LEASE
1838	12/26/2025	Claims	6841	2304	LIFE ASSIST	604.11	PILLOW CASES; SAFETY LANCETS; SODIUM CHLORIDE; POSEY LIMB HOLDERS; ADHESIVE BANDAGES; STETHOSCOPES; THERMOSCAN PROBE COVERS
1839	12/26/2025	Claims	6841	2305	NEWEGG	1,760.60	5) BATTERY BACKUP UNITS; 1TB INTERNAL HARD DRIVES; INTERNAL GAMING SSD STATE DRIVES; 3D NAND INTERNAL SOLID STATE DRIVE
1840	12/26/2025	Claims	6841	2306	OXARC	41.09	CYLINDER RENT
1841	12/26/2025	Claims	6841	2307	PACIFIC OFFICE AUTOMATION	1,326.15	PHONE SERVICE
1842	12/26/2025	Claims	6841	2308	POWER PRODUCTS UNLIMITED, LLC	468.67	SPEAKERS FOR MICS
1843	12/26/2025	Claims	6841	2309	SNURE LAW OFFICE	324.00	POLICY REVIEW; EMAIL REVIEW
1844	12/26/2025	Claims	6841	2310	STAPLES ADVANTAGE	408.94	CLEANING SUPPLIES
1845	12/26/2025	Claims	6841	2311	STATE AUDITOR'S OFFICE	6,927.18	ACCOUNTABILITY AND FINANCIAL AUDIT 2023-2024
1846	12/26/2025	Claims	6841	2312	SYSTEM DESIGN WEST	2,424.24	EMS BILLING FOR NOVEMBER
1847	12/26/2025	Claims	6841	2313	TIRE FACTORY	5,899.41	TIRES FOR APP 47; BATTERY FOR ATV
1848	12/26/2025	Claims	6841	2314	TRI-COUNTY FIRE ASSOCIATION	500.00	2025 ANNUAL DUES
1849	12/26/2025	Payroll	6841	2315	TRUSTED PLANS SERVICE CORPORATION	43,365.78	Pay Cycle(s) 12/26/2025 To 12/26/2025 - Med/Dental Insurance
1850	12/26/2025	Payroll	6841	2316	C/O BENEFIT SOLUTIONS INC WSCFF MEDICAL EXPENSE REIMBURSEMENT	3,900.00	Pay Cycle(s) 12/26/2025 To 12/26/2025 - MERP

**WARRANT/CHECK REGISTER**

BENTON COUNTY FIRE PROTECTION DISTRICT #4

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Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
1851	12/26/2025	Claims	6841	2317	ZOLL MEDICAL CORP GPO	1,619.20	EMS SUPPLIES
		001	6841 - General Fund			156,454.24	
		110	6848 - EMS Fund			2,424.24	
						—————	Claims: 97,576.51
						158,878.48	Payroll: 61,301.97

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

Admin Staff \_\_\_\_\_ Secretary \_\_\_\_\_

Commissioners \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

Approval Date \_\_\_\_\_

# WARRANT/CHECK REGISTER

BENTON COUNTY FIRE PROTECTION DISTRICT #4

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Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
1764	12/26/2025	Payroll	6841	EFT	JOSHUA AMMANN	8,047.05	December Base Salary/Nov OT
1765	12/26/2025	Payroll	6841	EFT	BRADLEY E ANDREWS	7,491.22	December Base Salary/Nov OT
1766	12/26/2025	Payroll	6841	EFT	DANA M BORSCHOWA	46.17	December Base Salary/Nov OT
1767	12/26/2025	Payroll	6841	EFT	MATTHEW J BORSCHOWA	11,483.47	December Base Salary/Nov OT
1768	12/26/2025	Payroll	6841	EFT	FREDERICK T BRINK	1,594.81	December Base Salary/Nov OT
1769	12/26/2025	Payroll	6841	EFT	ED R CARAWAY	977.06	December Base Salary/Nov OT
1770	12/26/2025	Payroll	6841	EFT	PAUL E CARLYLE	9,306.98	December Base Salary/Nov OT
1771	12/26/2025	Payroll	6841	EFT	BRANDON J COATES	1,058.00	December Base Salary/Nov OT
1772	12/26/2025	Payroll	6841	EFT	BENJAMIN CURTIS COOK	757.27	December Base Salary/Nov OT
1773	12/26/2025	Payroll	6841	EFT	AMANDA K DERITIS	5,775.25	December Base Salary/Nov OT
1774	12/26/2025	Payroll	6841	EFT	DANIEL J DRAYTON	9,999.72	December Base Salary/Nov OT
1775	12/26/2025	Payroll	6841	EFT	MANUEL I ESTRELLA	7,621.68	December Base Salary/Nov OT
1776	12/26/2025	Payroll	6841	EFT	APRIL S EWING	5,193.05	December Base Salary/Nov OT
1777	12/26/2025	Payroll	6841	EFT	CODY R FLOWERS	5,990.12	December Base Salary/Nov OT
1778	12/26/2025	Payroll	6841	EFT	JACK WILLIAM FLUEGGE	757.27	December Base Salary/Nov OT
1779	12/26/2025	Payroll	6841	EFT	KEVIN G GAIDOS	6,193.63	December Base Salary/Nov OT
1780	12/26/2025	Payroll	6841	EFT	KAILEE M GARRISON-EHREDT	6,681.02	December Base Salary/Nov OT
1781	12/26/2025	Payroll	6841	EFT	JARON D GIBSON	4,853.83	December Base Salary/Nov OT
1782	12/26/2025	Payroll	6841	EFT	NICOLE A GLATT	203.17	December Base Salary/Nov OT
1783	12/26/2025	Payroll	6841	EFT	GARRETT S GOODWIN	1,000.15	December Base Salary/Nov OT
1784	12/26/2025	Payroll	6841	EFT	JACOB TA HANSEN	975.65	December Base Salary/Nov OT
1785	12/26/2025	Payroll	6841	EFT	THOMAS R HARPER	11,906.67	December Base Salary/Nov OT
1786	12/26/2025	Payroll	6841	EFT	KYLE C HART	5,850.83	December Base Salary/Nov OT
1787	12/26/2025	Payroll	6841	EFT	BEREN DRAKE HODGES	757.27	December Base Salary/Nov OT
1788	12/26/2025	Payroll	6841	EFT	NATANIA M JOHNSTON	19.40	December Base Salary/Nov OT
1789	12/26/2025	Payroll	6841	EFT	ABIGAIL E KNOX	1,075.53	December Base Salary/Nov OT
1790	12/26/2025	Payroll	6841	EFT	TIMOTHY LEE LENTZ	757.27	December Base Salary/Nov OT
1791	12/26/2025	Payroll	6841	EFT	JAMES A LONGIE	10,747.45	December Base Salary/Nov OT
1792	12/26/2025	Payroll	6841	EFT	ESTEBAN MADRIGAL	4,723.85	December Base Salary/Nov OT
1793	12/26/2025	Payroll	6841	EFT	RAYMOND J NEWTON	8,576.57	December Base Salary/Nov OT
1794	12/26/2025	Payroll	6841	EFT	WYATT M OROZCO	7,784.01	December Base Salary/Nov OT
1795	12/26/2025	Payroll	6841	EFT	CONNOR L OVERSON	1,179.91	December Base Salary/Nov OT
1796	12/26/2025	Payroll	6841	EFT	BILLIE J PADEN-LILLY	7,800.48	December Base Salary/Nov OT
1797	12/26/2025	Payroll	6841	EFT	RUSSELL A POSEGATE	1,034.32	December Base Salary/Nov OT
1798	12/26/2025	Payroll	6841	EFT	PERRY KENNETH DAVENPORT POTTEL	707.27	December Base Salary/Nov OT
1799	12/26/2025	Payroll	6841	EFT	GARRETT M PREMEL	9,398.07	December Base Salary/Nov OT
1800	12/26/2025	Payroll	6841	EFT	ALLEN L PUTZ	9,165.93	December Base Salary/Nov OT
1801	12/26/2025	Payroll	6841	EFT	SOTERIO K REBMAN	5,085.32	December Base Salary/Nov OT
1802	12/26/2025	Payroll	6841	EFT	KYLE M RICHE	5,890.21	December Base Salary/Nov OT
1803	12/26/2025	Payroll	6841	EFT	BONNIE M ROGERS	9,137.16	December Base Salary/Nov OT
1804	12/26/2025	Payroll	6841	EFT	MCKENZIE M SELL	1,040.94	December Base Salary/Nov OT
1805	12/26/2025	Payroll	6841	EFT	ROBERT C SHANNON	6,455.89	December Base Salary/Nov OT
1806	12/26/2025	Payroll	6841	EFT	BENJAMIN O SHEARER	184.70	December Base Salary/Nov OT
1807	12/26/2025	Payroll	6841	EFT	MICHAEL A VAN BEEK	590.49	December Base Salary/Nov OT
1808	12/26/2025	Payroll	6841	EFT	ARRIEL A VAN CLEEF	5,548.34	December Base Salary/Nov OT
1809	12/26/2025	Payroll	6841	EFT	ANTHONY G Vining	9,344.39	December Base Salary/Nov OT
1810	12/26/2025	Payroll	6841	EFT	BRIAN P WAKEMAN	6,871.31	December Base Salary/Nov OT
1811	12/26/2025	Payroll	6841	EFT	JACOB M WALTON	6,943.44	December Base Salary/Nov OT
1812	12/26/2025	Payroll	6841	EFT	CODY WINTERS	7,311.56	December Base Salary/Nov OT
1815	12/22/2025	Claims	6841	EFT	AMAZON	1,351.42	ADMIN, FACILITY, APPARATUS, PUB ED SUPPLIES; HEARING PROTECTION; BOOKS FOR MEDICAL ERROR POLICY DEVELOPMENT & NEAR MISS REPORTING PROGRAM
1816	12/22/2025	Claims	6841	EFT	CASCADE NATURAL GAS	202.07	GAS UTILITIES

# WARRANT/CHECK REGISTER

BENTON COUNTY FIRE PROTECTION DISTRICT #4

Time: 12:15:20 Date: 12/17/2025

12/22/2025 To: 12/26/2025

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Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
1817	12/22/2025	Claims	6841	EFT	FLEXIBLE SPENDING ACCOUNT GALLAGHER HEALTHINVEST	16,920.00	FLEXIBLE SPENDING ACCOUNT FUNDING
1818	12/22/2025	Claims	6841	EFT	US BANK	22,279.59	BORSCHOWA VISA EXPENDITURES; CARAWAY VISA EXPENDITURES; CARLYLE VISA EXPENDITURE; DRAYTON VISA EXPENDITURE; EWING VISA EXPENDITURES; BENTON CO FIRE DIST 4 VISA EXPENDITURES; GAIDOS VISA EXPENDITURES;;
1819	12/23/2025	Payroll	6841	EFT	EFTPS- IRS Payroll Taxes	50,791.51	941 Deposit for Pay Cycle(s) 12/26/2025 - 12/26/2025
1820	12/23/2025	Payroll	6841	EFT	WA PUB EMP & RETIRE SYS	68,421.77	Pay Cycle(s) 12/26/2025 To 12/26/2025 - LEOFF II - D097; Pay Cycle(s) 12/26/2025 To 12/26/2025 - DCP-899T76; Pay Cycle(s) 12/26/2025 To 12/26/2025 - PERS 3 - 4778; Pay Cycle(s) 12/26/2025 To 12/26/2025
1821	12/26/2025	Claims	6841	EFT	FIRE 4 CHECKING ACCOUNT	1,692.66	EMS REFUNDS; HRA CONTRIBUTION; SCANNER LEASE
			001 6841 - General Fund			403,439.34	
			110 6848 - EMS Fund			114.83	
							Claims: 42,445.74
							403,554.17 Payroll: 361,108.43

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

Admin Staff \_\_\_\_\_ Secretary \_\_\_\_\_

Commissioners \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

Approval Date \_\_\_\_\_

## 2025 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION DISTRICT

Time: 12:00:52 Date: 12/17/2025

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001 6841 - General Fund

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

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	3,197,281.00	3,505,100.09	(307,819.09)	109.6%
310 Taxes	4,697,094.00	4,782,211.87	(85,117.87)	101.8%
330 Intergovernmental Revenues	47,700.00	47,701.44	(1.44)	100.0%
340 Charges For Services	319,000.00	317,831.24	1,168.76	99.6%
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%
<b>Fund Revenues:</b>	<b>12,554,780.00</b>	<b>12,949,678.66</b>	<b>(394,898.66)</b>	<b>103.1%</b>
Expenditures	Amt Budgeted	Expenditures	Remaining	
011 Legislative	44,200.00	34,763.75	9,436.25	78.7%
012 Administrative	1,378,050.00	1,333,108.82	44,941.18	96.7%
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	3,942,667.69	769,532.31	83.7%
021 Suppression	137,650.00	97,375.22	40,274.78	70.7%
024 Communications	177,000.00	130,248.91	46,751.09	73.6%
026 Logistics (Support Services)	16,000.00	5,637.04	10,362.96	35.2%
030 Public Information	106,500.00	90,108.51	16,391.49	84.6%
045 Training	397,600.00	291,072.54	106,527.46	73.2%
050 Facilities	226,000.00	201,438.58	24,561.42	89.1%
060 Automotive	194,700.00	148,296.42	46,403.58	76.2%
070 Ambulance Transport Services	391,700.00	331,726.64	59,973.36	84.7%
522 Fire Control	7,832,100.00	6,639,226.11	1,192,873.89	84.8%
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	127,121.00	130,103.16	(2,982.16)	102.3%
594 Capital Expenditures	1,740,000.00	462,230.64	1,277,769.36	26.6%
<b>Fund Expenditures:</b>	<b>9,713,521.00</b>	<b>7,267,252.61</b>	<b>2,446,268.39</b>	<b>74.8%</b>
<b>Fund Excess/(Deficit):</b>	<b>2,841,259.00</b>	<b>5,682,426.05</b>		

The District is ending 2025 in a strong financial position. 102.8% of total revenue was received, exceeding budget projections, while 83.0% of total expenditures were spent, reflecting disciplined spending across all funds. Every fund closed the year with a positive balance, with revenues outpacing expenses and reserves fully intact.

**Note:** This report incorporates the *proposed 2025 budget amendments* currently under consideration. Additionally, the District will process two more 2025 expenditure periods in January, designated for *13th month entries*, which will finalize prior-year obligations and ensure proper year-end accounting.

### General Fund

- **Revenue:** 103.1% of budget received (\$12.95M)
- **Expenditures:** 75% of budget spent (\$7.27M)

The General Fund ended the year with a surplus of \$5.68 million. Most departments remained within budget. Administrative costs were at 96.7%, and Facilities and Debt Service slightly exceeded plan. Capital spending reached 26.6%, leaving over \$1.27 million available.

### EMS Fund

- **Revenue:** 102.2% of budget received (\$6.04M)
- **Expenditures:** 100% of budget spent (\$4.2M)

The EMS Fund concluded the year with a \$1.83 million surplus. Most of the expenditures were due to interfund transfers, while operations and debt service costs stayed within projections.

### Reserve Fund

- **Revenue:** 102.2% of budget received
- **Expenditures:** None

The Reserve Fund remains fully intact, with \$2.49 million in balance. Revenues slightly exceeded projections due to interest earnings, which came in at 268% above budget.

## 2025 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION DISTRICT

Time: 12:00:52 Date: 12/17/2025

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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	416,424.86	(3,924.86)	101.0%
340 Charges For Services	570,000.00	573,702.68	(3,702.68)	100.6%
360 Investment Interest	115,000.00	115,215.72	(215.72)	100.2%
<b>Fund Revenues:</b>	<b>5,906,126.00</b>	<b>6,035,183.20</b>	<b>(129,057.20)</b>	<b>102.2%</b>
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%
<b>Fund Expenditures:</b>	<b>4,205,630.00</b>	<b>4,202,857.87</b>	<b>2,772.13</b>	<b>99.9%</b>
<b>Fund Excess/(Deficit):</b>	<b>1,700,496.00</b>	<b>1,832,325.33</b>		

## 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%
<b>Fund Revenues:</b>	<b>673,214.00</b>	<b>703,888.32</b>	<b>(30,674.32)</b>	<b>104.6%</b>
Expenditures	Amt Budgeted	Expenditures	Remaining	
591 Debt Service	504,000.00	504,350.00	(350.00)	100.1%
<b>Fund Expenditures:</b>	<b>504,000.00</b>	<b>504,350.00</b>	<b>(350.00)</b>	<b>100.1%</b>
<b>Fund Excess/(Deficit):</b>	<b>169,214.00</b>	<b>199,538.32</b>		

## 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%
<b>Fund Revenues:</b>	<b>0.00</b>	<b>30.17</b>	<b>(30.17)</b>	<b>0.0%</b>
<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>30.17</b>		

## 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%
<b>Fund Revenues:</b>	<b>2,440,862.00</b>	<b>2,494,332.26</b>	<b>(53,470.26) 102.2%</b>
<b>Fund Excess/(Deficit):</b>	<b>2,440,862.00</b>	<b>2,494,332.26</b>	

## 2025 BUDGET POSITION TOTALS

BENTON COUNTY FIRE PROTECTION DIS

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Fund	Revenue Budgeted	Received	Expense Budgeted	Spent
001 6841 - General Fund	12,554,780.00	12,949,678.66	9,713,521.00	7,267,252.61
110 6848 - EMS Fund	5,906,126.00	6,035,183.20	4,205,630.00	4,202,857.87
201 6842 - Sta 430 Bond Fund	673,214.00	703,888.32	504,000.00	504,350.00
301 6844 - Construction Fund	0.00	30.17	0.00	0.00
601 6846 - Reserve Fund	2,440,862.00	2,494,332.26	0.00	0.00
	<hr/> 21,574,982.00	<hr/> 22,183,112.61	<hr/> 14,423,151.00	<hr/> 11,974,460.48
				83.0%



# Benton County Fire Protection District No. 4

## RESOLUTION NO. 2025-13

### ESTABLISHING THE DATE FOR REGULAR MEETINGS OF THE BOARD OF COMMISSIONERS OF BENTON COUNTY FIRE DISTRICT NO. 4

**WHEREAS**, RCW 42.30.070 requires that each fire protection district establish, by resolution the date for holding their regular meetings; and,

**WHEREAS**, the Commissioners would like to establish the date of their regularly scheduled meeting;

#### **NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:**

##### **SECTION 1.**

The Board of Commissioners of Benton County Fire District No. 4 shall adopt the following dates for the Regular Meetings of the Board in 2026, to be held at 5:00 pm at a meeting location to be determined:

Thursday, January 8, 2026	Thursday, May 7, 2026	Thursday, September 3, 2026
Thursday, January 22, 2026	Thursday, May 21, 2026	Thursday, September 17, 2026
Thursday, February 5, 2026	Thursday, June 4, 2026	Thursday, October 1, 2026
Thursday, February 19, 2026	Thursday, June 18, 2026	Thursday, October 15, 2026
Thursday, March 5, 2026	Thursday, July 2, 2026	Thursday, November 5, 2026
Thursday, March 19, 2026	Thursday, July 16, 2026	Thursday, November 19, 2026
Thursday, April 2, 2026	Thursday, August 6, 2026	Thursday, December 3, 2026
Thursday, April 16, 2026	Thursday, August 20, 2026	Thursday, December 17, 2026

##### **SECTION 2.**

In the event that more than two meetings of the Board are necessary in any month, the Board has the option of calling a special meeting in accordance with the Open Public Meetings Act.

**ADOPTED**, at the regular meeting of the Board of Fire Commissioners of Benton County Fire Protection District No.1 on this 18th day of December 2025, the following commissioners being present and voting;

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Chairperson

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Commissioner

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Commissioner

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District Secretary



# Benton County Fire Protection District No. 4

## RESOLUTION NO. 2025-14

### BUDGET AMENDMENT

**WHEREAS**, the Board of Fire Commissioners of Benton County Fire Protection District No. 4 has approved the 2025 Fire District Budget on November 7, 2024, and,

**WHEREAS**, Benton County Fire Protection District No. 4 has determined it necessary to amend the 2025 General Fund Budget as follows:

GENERAL FUND	From	To
<i>Revenue</i>		
334 01 30 02 – WSP – FF Training Reimbursement	\$0	\$7,000
334 06 09 04 – BVFF Physical Reimbursement	\$0	\$6,200
341 70 00 05 – Sales of Merchandise	\$4,000	\$34,000
342 21 00 01 – Fire Services, State	\$40,000	\$282,000
361 11 00 01 – General Fund Interest	\$50,000	\$115,000
369 91 00 01 – Refund/Reimbursement	\$0	\$7,000
397 10 00 01 – Insurance Recovery	\$0	\$75,020
397 00 00 12 – Transfer In from 6848	\$814,000	\$1,908,264
	<i>Total</i>	<i>\$908,000</i>
		<i>\$2,434,484</i>
<i>Expenditures</i>		
522 12 10 10 – Salary - Administration	\$534,263	\$631,000
522 12 20 04 – HRA Benefits	\$12,000	\$31,000
522 12 20 10 – Benefits - Administration	\$70,000	\$132,000
522 12 46 00 – District Insurance	\$125,000	\$145,000
522 20 10 30 – Mobilization Wages	\$30,000	\$125,000
522 20 20 30 – Mobilization Benefits	\$5,000	\$26,000
522 50 35 00 – Non-Expendable Supplies - Facilities	\$7,000	\$27,000
522 50 41 00 – Professional Services - Facilities	\$8,000	\$45,000
588 30 00 00 – Refunds of Revenue - GEMT	\$0	\$14,300
	<i>Total</i>	<i>\$791,263</i>
		<i>\$1,176,300</i>

**WHEREAS**, Benton County Fire Protection District No. 4 also finds it necessary to amend the 2025 EMS Fund Budget as follows:

EMS FUND	From	To
<i>Revenue</i>		
332 93 40 10 – GEMT	\$150,000	\$400,000
337 00 00 11 - EMSI	\$150,000	\$12,500
342 60 00 07 – Ambulance Service	\$470,000	\$570,000
361 11 00 11 – EMS Fund Interest	\$60,000	\$115,000
	<i>Total</i>	<i>\$830,000</i>
		<i>\$1,097,500</i>
<i>Expenditures</i>		
522 70 41 00 – Ambulance Billing Service Fee	\$50,000	\$63,000
597 00 01 06 – Transfer Out to 6841	\$814,000	\$1,908,264
	<i>Total</i>	<i>\$864,000</i>
		<i>\$1,971,264</i>

**NOW, THEREFORE BE IT RESOLVED**, by the Board of Fire Commissioners of Benton County Fire Protection District No. 4 that the 2025 Budgets are hereby amended as detailed above.

**ADOPTED**, at the regular meeting of the Board of Fire Commissioners of Benton County Fire Protection District No.4 on this 18th day of December 2025, the following commissioners being present and voting;

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Chairperson

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Commissioner

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Commissioner

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District Secretary