



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

MARCH 19, 2026 – 5:00 PM  
2604 BOMBING RANGE RD, WEST RICHLAND, WASHINGTON 99353

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**1. CALL MEETING TO ORDER**

**2. THOSE PRESENT AND PLEDGE OF ALLEGIANCE**

**3. ADDITIONS TO THE AGENDA**

**4. 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.

**5. 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 March 5, 2026
- Approval of 2026 Payroll Voucher numbers 353 through 435 for \$426,057.27
- Approval of 2026 Claim Voucher numbers 404 through 436 for \$92,484.09

**6. FINANCIAL REVIEW**

**7. UNFINISHED BUSINESS**

**8. NEW BUSINESS**

- Professional Service Agreement – Dr. Kevin Hodges
- Policy 210 – Portable Radio and Radio Equipment
- Level of Service

**9. CORRESPONDENCE**

**10. DISTRICT REPORTS**

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

**11. OPEN FORUM DISCUSSION**

**12. IMPORTANT DATES**

- Community Easter Egg Hunt: April 4
- District Open House: May 9
- Tri-County Fire Commissioners Association Meeting - Station 420: May 16
- WFCFA Spring Seminar – Chelan: June 6

**13. AGENDA ITEMS FOR THE NEXT MEETING**

**14. EXECUTIVE SESSION**

**15. ADJOURNMENT**



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

**Regular Board Meeting Minutes  
March 5, 2026**

**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, Commissioner Goodwin and Commissioner Van Beek.

**THOSE PRESENT AND PLEDGE OF ALLEGIANCE**

*Members present were:*

Fire Chief Carlyle  
Deputy Chief Drayton  
Finance Manager Paden-Lilly  
Logistics Manager Rebman  
Firefighter Wakeman

*Guests present were:*

David Fetto, City of West Richland Council Member

Commissioner Brink led the Pledge of Allegiance.

**ADDITIONS TO THE AGENDA**

There were no additions to agenda.

**PUBLIC COMMENT**

There was no public comment.

**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 February 19, 2025
- Approval of 2026 Payroll Voucher numbers 269 through 331 for \$5,959.34
- Approval of 2026 Claim Voucher numbers 332 through 351 for \$143,251.45

**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.

**UNFINISHED BUSINESS**

There was no unfinished business.

**NEW BUSINESS**

## **Ballot Measure Timeline**

The Board reviewed a proposed ballot measure timeline prepared by the District's marketing firm in the event the Board elects to pursue a levy lid lift for the District's regular fire levy.

Staff reported that the District's current levy rate has compressed to \$1.31 per \$1,000 of assessed value, compared to the \$1.50 rate authorized by voters in 2021. Under the current voter-approved levy lid lift, the District may increase the levy by up to 6% annually for six years, not to exceed \$1.50 per \$1,000 of assessed value.

Staff also presented a ten-year historical tax levy worksheet comparing projected revenue under the statutory 1% annual levy increase limit and a scenario restoring the levy to \$1.50 per \$1,000 of assessed value.

Board members discussed levy capacity and the District's practice of reviewing the potential need for levy lid lifts for both the fire levy and EMS levy every two years as part of the District's financial planning process.

Following discussion, the Board indicated interest in remaining on schedule for a potential levy lid lift and requested that the ballot measure timeline be brought back for further discussion at the April 2 regular Board meeting before making any decisions regarding next steps.

## **CORRESPONDENCE**

There was no new correspondence.

## **DISTRICT REPORTS**

**Volunteers** – Chief Carlyle reported that Firefighter Rex Green submitted a letter of retirement following 35 years of service as a volunteer firefighter.

**Logistics** – Logistics Manager Rebman provided updates on ongoing projects throughout the District.

**City Liaison** – Council Member Fetto reported that the Van Giesen Road project is continuing. He also met with Firefighter Gaidos, who is assisting with coordination of the City's Easter Egg Hunt. Several Tri-Tech students will be participating.

**Operation Program** – Chief Carlyle reported information provided by Captains Borschowa and Rogers:

- First aid training is being provided to a Trail Life troop tonight at Station 430.
- Four interns were accepted to a DOH trial Hybrid-EMTB Program.
- The in-house EMT-IV course is progressing and includes participation from several outside agencies.
- The ALS upgrade license is scheduled to be on the Steering Committee's agenda for March 18.
- The recruit academy continues to progress well, wrapping up week five. The recruits received positive feedback from company officers and instructors. They will be participating in ride time at the station this Friday.

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

- Completed filming an informational video, which is now available on the District website and social media platforms.
- Attended the administrative staff meeting.
- Attended the Executive Officers Meeting where Dave Luxenberg presented a two-hour lecture on employment and labor laws for officers and acting officers.
- Attended the BCES Board meeting, the regional radio project continues to move forward, with radios scheduled to be installed in District units mid-month.
- Participated in a meeting with the Washington State Insurance Commissioner's office. A third-party consultant has been hired to review and recommend changes to the current WSRB system following multiple petitions from the Washington State Fire Chiefs. The goal is to improve the rating system, transparency, and create achievable standards.

- Attended the monthly Liz Loomis outreach meeting and established goals for the month.

**Deputy Chief** – Deputy Chief Drayton provided the following report:

- Received the technical review of the Standards of Coverage and distributed it to staff for review. District comments have been submitted to AP Triton for finalization.
- Using information from the Standards of Coverage to support development of the District’s Capital Facilities Plan. He will work with Finance Manager Paden-Lilly to incorporate historical tax levy data and align the plan with the long-range master plan. The goal is to outline projected funding sources for the next six years and identify priorities should funding fall short, particularly for capital purchases over the next 6–30 years.
- Battalion Chief promotional testing is scheduled for March 30.
- Participated in a demonstration of the First Due records management system, which the region may consider adopting.
- Continues development of the District’s six-year staffing plan.
- Continuing work on the Horn Rapids Dam response plan. He and Captains Putz and Borschowa are scheduling a vendor demonstration of Creature Craft, a specialized three-dimensional raft designed for safe dam response operations.

**IMPORTANT DATES**

- Annual Awards Banquet: March 13
- Community Easter Egg Hunt: April 4
- District Open House: May 9
- Tri-County Fire Commissioners Association Meeting - Station 420: May 16
- WFCFA Spring Seminar – Chelan: June 6

**AGENDA ITEMS FOR THE NEXT MEETING**

There were no agenda items added for the next meeting.

**EXECUTIVE SESSION**

There was no executive session.

**ADJOURNMENT**

With no further business to come before the Board the meeting was adjourned at 5:27 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: 14:34:13 Date: 03/18/2026  
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As Of: 03/27/2026

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
<b>15857</b>	<b>03/25/2026</b>	<b>03/25/2026</b>	<b>AMAZON</b>	<b>1,233.82</b>	<b>TRAINING, FACILITY, BANQUET AND OFFICE SUPPLIES; TOOLS</b>
522 12 31 00	Expendable Office Supplies		001 000 522 6841 - General I	80.18	AIR DUSTER, WIRELESS MOUSE, MARKERS
522 20 29 20	Member Recognition		001 000 522 6841 - General I	319.10	BANQUET SUPPLIES
522 20 31 00	Expendable Incident Supplie		001 000 522 6841 - General I	38.68	BATTERIES FOR SMOKE DETECTORS
522 45 31 00	Expendable Supplies - Trainii		001 000 522 6841 - General I	224.53	TRAINING BOOKS
522 50 31 00	Expendable Supplies -Faciliti		001 000 522 6841 - General I	160.35	BATTERIES, DOOR STOPPERS, SHEETS, PEG BOARD
522 50 48 10	Tools and Equipment		001 000 522 6841 - General I	393.60	PRESSURE SWITCH TESTER
522 60 31 00	Expendable Supplies - Autor		001 000 522 6841 - General I	17.38	KEYLESS COMPARTMENT LOCKS FOR AMBULANCES
Invoice					
				93.01	PROBATIONARY LT BOOKS
				39.12	TRAINING BOOKS - TURN THE SHIP AROUND
				437.07	PRESSURE SWITCH TESTER & COMPRESSED AIR
				319.10	BANQUET DECORATIONS
				92.40	TRAINING BOOKS - HOW US NAVY SEALS LEAD AND WIN
				17.38	KEYLESS COMPARTMENT LOCKS FOR AMBULANCES
				38.68	BATTERIES FOR SMOKE DETECTORS
				12.82	WET ERASE MARKERS
				88.74	SHEETS & PEGBOARD
				38.30	DOOR STOPPERS FOR FACILITIES
				33.31	BATTERIES FOR FACILITIES
				23.89	WIRELESS MOUSE - DRAYTON
<b>15858</b>	<b>03/25/2026</b>	<b>03/25/2026</b>	<b>AMAZON</b>	<b>34.78</b>	<b>MOTOROLA UNIVERSAL HOLSTER</b>
522 24 31 00	Expendable Supplies - Radio		001 000 522 6841 - General I	34.78	MOTOROLA UNIVERSAL HOLSTER
Invoice					
				34.78	MOTOROLA UNIVERSAL HOLSTER
<b>15859</b>	<b>03/25/2026</b>	<b>03/25/2026</b>	<b>AMAZON</b>	<b>19.42</b>	<b>VELCRO FOR PPE</b>
522 21 28 20	PPE - Protective Clothing		001 000 522 6841 - General I	19.42	VELCRO FOR PPE
Invoice					
				19.42	VELCRO FOR PPE
Total AMAZON				1,288.02	
<b>15860</b>	<b>03/27/2026</b>	<b>03/27/2026</b>	<b>AP TRITON, LLC</b>	<b>12,211.20</b>	<b>MASTER PLAN/CRA/SOC FEBRUARY PROJECT COMPLETION</b>

## ACCOUNTS PAYABLE

BENTON COUNTY FIRE PROTECTION DISTRICT #4

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Accts Pay #	Received	Date Due	Vendor	Amount	Memo
522 12 41 00	Contract Services		001 000 522 6841 - General I	12,211.20	MASTER PLAN/CRA/SOC FEBRUARY PROJECT COMPLETION
			Invoice		
			2026-066	12,211.20	MASTER PLAN/CRA/SOC FEBRUARY PROJECT COMPLETION
<b>15861 03/27/202603/27/2026891</b>			<b>ATOMIC PLUMBING</b>	<b>945.69</b>	<b>REPLACE TOILET FLANGE &amp; INSTALL TOILET AT STA 420</b>
522 50 48 00	Repair & Maint. - Facilities		001 000 522 6841 - General I	945.69	REPLACE TOILET FLANGE & INSTALL TOILET AT STA 420
			Invoice		
			000938	945.69	REPLACE TOILET FLANGE & INSTALL TOILET AT STA 420
<b>15862 03/27/202603/27/2026628</b>			<b>CI SUPPORT LLC</b>	<b>41.77</b>	<b>SHRED SERVICE</b>
522 12 41 00	Contract Services		001 000 522 6841 - General I	41.77	SHRED SERVICE
			Invoice		
			0195100	41.77	SHRED SERVICE
<b>15873 03/27/202603/27/2026281</b>			<b>CITY OF RICHLAND</b>	<b>10,968.58</b>	<b>DISPATCH SERVICE</b>
522 24 41 00	Dispatch Services		001 000 522 6841 - General I	10,968.58	DISPATCH SERVICE
			Invoice		
			58368	10,968.58	DISPATCH SERVICE
<b>15866 03/27/202603/27/20261088</b>			<b>EDWARD HARTIN</b>	<b>720.00</b>	<b>SIMULATIONS FOR BC TEST</b>
522 45 41 00	Professional Service		001 000 522 6841 - General I	720.00	SIMULATIONS FOR BC TEST
			Invoice		
			3/7/2026	720.00	SIMULATIONS FOR BC TEST
<b>15863 03/27/202603/27/20261090</b>			<b>ELWOOD STAFFING SERVICES INC.</b>	<b>1,305.15</b>	<b>TEMP EMPLOYMENT SERVICES</b>
522 12 10 10	Salary - Administration		001 000 522 6841 - General I	1,305.15	TEMP EMPLOYMENT SERVICES
			Invoice		
			3615046	693.00	TEMP EMPLOYMENT SERVICES (30) HRS
			3603803	612.15	TEMP EMPLOYMENT SERVICES (26.50) HRS

## ACCOUNTS PAYABLE

BENTON COUNTY FIRE PROTECTION DISTRICT #4

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Accts Pay #	Received	Date Due	Vendor	Amount	Memo
<hr/>					
<b>15864</b>	<b>03/27/2026</b>	<b>03/27/2026</b>	<b>03/27/2026</b>	<b>477.83</b>	<b>SCANNER LEASE; BANQUET ENTERTAINMENT</b>
	522 20 29 20		Member Recognition	150.00	BANQUET ENTERTAINMENT
	591 22 01 02		Lease Payments - Office Equ	327.83	SCANNER LEASE
<hr/>					
			Invoice		
			CK #1357	327.83	SCANNER LEASE PAYMENT
			CK #1358	150.00	BANQUET ENTERTAINMENT
<hr/>					
<b>15865</b>	<b>03/27/2026</b>	<b>03/27/2026</b>	<b>03/27/2026</b>	<b>704.03</b>	<b>UNIFORM PANTS &amp; BELTS</b>
	522 20 28 00		Clothing, Commissary (Non-	704.03	UNIFORM PANTS & BELTS
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			Invoice		
			034329015	202.80	UNIFORM BELTS
			034303269	247.80	UNIFORM PANTS
			034359435	253.43	UNIFORM PANTS
<hr/>					
<b>15867</b>	<b>03/27/2026</b>	<b>03/27/2026</b>	<b>03/27/2026</b>	<b>18,520.00</b>	<b>BLOCK SUPPORT; PREPAID FIREWALL UPGRADE PROJECT</b>
	522 12 31 20		Non-Expendable Office	13,520.00	PREPAID FIREWALL UPGRADE PROJECT
	522 12 41 03		Contract Services - Comput	5,000.00	BLOCK SUPPORT
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			Invoice		
			CW322721	5,000.00	BLOCK SUPPORT
			CW322706	13,520.00	PREPAID SERVER UPGRADE PROJECT
<hr/>					
<b>15868</b>	<b>03/27/2026</b>	<b>03/27/2026</b>	<b>03/27/2026</b>	<b>2,659.16</b>	<b>SAWS FOR APP 52</b>
	594 22 63 00		Capital Apparatus And Equip	2,659.16	SAWS FOR APP 52
<hr/>					
			Invoice		
			57128	2,659.16	SAWS FOR APP 52
<hr/>					
<b>15869</b>	<b>03/27/2026</b>	<b>03/27/2026</b>	<b>03/27/2026</b>	<b>3,410.63</b>	<b>EMS SUPPLIES; NARCOTICS</b>
	522 70 31 00		Expendable Supplies - EMS	2,910.88	EMS SUPPLIES & NARCOTICS
	522 70 35 00		Small Tools & Minor Equip	499.75	MEDICATION STORAGE POUCHES FOR AMBULANCES
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			Invoice		
			2076082	499.75	MEDICATION STORAGE POUCHES FOR AMBULANCES

## ACCOUNTS PAYABLE

BENTON COUNTY FIRE PROTECTION DISTRICT #4

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Accts Pay #	Received	Date Due	Vendor	Amount	Memo
			2084736	837.12	GLUCOMETERS & TEST STRIPS; ALLERGY CAPLETS
			2082368	206.00	FENTANYL 100MCG/2ML VIALS
			2080318	1,412.01	GAUZE BANDAGE; MEGAMOVERS; LITHIUM COIN 3V BATTERIES; IV SETS; LA
			2080874	455.75	FENTANYL 100 MCG/2ML VIALS; MORPHINE 4MG/1ML VIALS
<b>15870</b>	<b>03/27/2026</b>	<b>03/27/2026</b>	<b>LN CURTIS &amp; SONS</b>	<b>1,834.86</b>	<b>SCBA COMPRESSOR MAINTENANCE</b>
522 21 48 90	SCBA Repair/Maint		001 000 522 6841 - General I	1,834.86	SCBA COMPRESSOR MAINTENANCE
			Invoice		
			INV1047141	167.40	SCBA COMPRESSOR MAINTENANCE
			INV1047175	1,667.46	SCBA COMPRESSOR MAINTENANCE
<b>15881</b>	<b>03/27/2026</b>	<b>03/27/2026</b>	<b>NEWEGG</b>	<b>228.24</b>	<b>KEYBOARDS (3)</b>
522 12 31 00	Expendable Office Supplies		001 000 522 6841 - General I	228.24	KEYBOARDS (3)
			Invoice		
			1306009847	228.24	KEYBOARDS (3)
<b>15883</b>	<b>03/27/2026</b>	<b>03/27/2026</b>	<b>NEWEGG</b>	<b>40.21</b>	<b>WIRELESS MOUSE</b>
522 12 31 00	Expendable Office Supplies		001 000 522 6841 - General I	40.21	WIRELESS MOUSE
			Invoice		
			1306009912	40.21	WIRELESS MOUSE
			Total NEWEGG	268.45	
<b>15871</b>	<b>03/27/2026</b>	<b>03/27/2026</b>	<b>OVERHEAD DOOR</b>	<b>633.45</b>	<b>STA 420 BAY DOOR CABLE REPLACEMENT</b>
522 50 48 00	Repair & Maint. - Facilities		001 000 522 6841 - General I	633.45	STA 420 BAY DOOR CABLE REPLACEMENT
			Invoice		
			35799	633.45	STA 420 BAY DOOR CABLE REPLACEMENT
<b>15872</b>	<b>03/27/2026</b>	<b>03/27/2026</b>	<b>OXARC</b>	<b>213.11</b>	<b>OXYGEN; CYLINDER RENTAL</b>
522 70 31 00	Expendable Supplies - EMS		001 000 522 6841 - General I	213.11	OXYGEN; CYLINDER RENTAL
			Invoice		
			0032525233	88.72	OXYGEN
			0062247928	124.39	CYLINDER RENTAL

## ACCOUNTS PAYABLE

BENTON COUNTY FIRE PROTECTION DISTRICT #4

Time: 14:34:13 Date: 03/18/2026  
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Accts Pay #	Received	Date Due	Vendor	Amount	Memo
<b>15882</b>	<b>03/27/2026</b>	<b>03/27/2026</b>	<b>PULSEPOINT FOUNDATION</b>	<b>1,087.00</b>	<b>ANNUAL SUBSCRIPTION RENEWAL</b>
522 12 49 10	Taxes And Irrigation Fees		001 000 522 6841 - General I	1,087.00	ANNUAL SUBSCRIPTION RENEWAL
	Invoice				
	13279			1,087.00	ANNUAL SUBSCRIPTION RENEWAL
<b>15874</b>	<b>03/27/2026</b>	<b>03/27/2026</b>	<b>SBRK FINANCE HOLDINGS, INC</b>	<b>1,000.00</b>	<b>ANNUAL REPORT PROGRAM TRAINING REGISTRATION</b>
522 45 43 20	Registration Fees		001 000 522 6841 - General I	1,000.00	ANNUAL REPORT PROGRAM TRAINING REGISTRATION
	Invoice				
	Q-50469-1			1,000.00	ANNUAL REPORT PROGRAM TRAINING REGISTRATION
<b>15875</b>	<b>03/27/2026</b>	<b>03/27/2026</b>	<b>SNURE LAW OFFICE</b>	<b>720.00</b>	<b>LEGAL RESEARCH, ADVISORY SERVICES FOR POTENTIAL LID LIFT</b>
522 14 41 00	Professional Services		001 000 522 6841 - General I	720.00	LEGAL RESEARCH, ADVISORY SERVICES FOR POTENTIAL LID LIFT
	Invoice				
	2/25/2026			720.00	LEGAL RESEARCH, ADVISORY SERVICES FOR POTENTIAL LID LIFT
<b>15876</b>	<b>03/27/2026</b>	<b>03/27/2026</b>	<b>SYSTEM DESIGN WEST</b>	<b>2,792.04</b>	<b>EMS BILLING - FEBRUARY 2026</b>
522 70 41 01	Ambulance Billing Service Fe		001 000 522 6841 - General I	2,792.04	EMS BILLING - FEBRUARY 2026
	Invoice				
	20260564			2,792.04	EMS BILLING - FEBRUARY 2026
<b>15877</b>	<b>03/27/2026</b>	<b>03/27/2026</b>	<b>ULINE</b>	<b>439.59</b>	<b>EMS SAFETY GLASSES</b>
522 70 31 00	Expendable Supplies - EMS		001 000 522 6841 - General I	439.59	EMS SAFETY GLASSES
	Invoice				
	204462342			439.59	EMS SAFETY GLASSES
<b>15845</b>	<b>03/25/2026</b>	<b>03/25/2026</b>	<b>US BANK</b>	<b>1,934.47</b>	<b>BORSCHOWA VISA EXPENDITURES</b>
522 12 41 03	Contract Services - Compute		001 000 522 6841 - General I	40.49	WEB SERVICE
522 12 41 04	Contract Services - Subscrip		001 000 522 6841 - General I	100.00	O365 MONTHLY SUBSCRIPTION

## ACCOUNTS PAYABLE

BENTON COUNTY FIRE PROTECTION DISTRICT #4

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Accts Pay #	Received	Date Due	Vendor	Amount	Memo
522 12 41 04	Contract Services - Subscrip		001 000 522 6841 - General I	32.61	VIZIO MONTHLY SUBSCRIPTION
522 12 41 04	Contract Services - Subscrip		001 000 522 6841 - General I	1,104.19	O365 MONTHLY SUBSCRIPTION
522 12 41 04	Contract Services - Subscrip		001 000 522 6841 - General I	51.74	SERVER CLOUD BACKUP
522 12 41 04	Contract Services - Subscrip		001 000 522 6841 - General I	260.75	ADOBE SUBSCRIPTION
522 12 42 40	Postage		001 000 522 6841 - General I	2.17	POSTAGE
522 12 42 40	Postage		001 000 522 6841 - General I	1.90	POSTAGE
522 12 42 40	Postage		001 000 522 6841 - General I	1.90	POSTAGE
522 20 29 20	Member Recognition		001 000 522 6841 - General I	10.87	DESIGN FEE FOR EMS WEEK APPRECIATION CUPS
522 45 31 00	Expendable Supplies - Trainii		001 000 522 6841 - General I	32.33	BATTERIES FOR TRAINING AEDS
522 70 31 00	Expendable Supplies - EMS		001 000 522 6841 - General I	290.74	SAFETY GLASSES FOR EMS
594 22 63 00	Capital Apparatus And Equip		001 000 594 6841 - General I	4.78	MOUNTING HARDWARE FOR APP 59
<hr/>					
			Invoice		
			MARCH 9, 2026	1,934.47	BORSCHOWA VISA EXPENDITURES
<b>15846</b>	<b>03/25/2026</b>	<b>03/25/2026</b>	<b>US BANK</b>	<b>317.42</b>	<b>CARAWAY VISA EXPENDITURE</b>
522 26 31 10	Food		001 000 522 6841 - General I	317.42	FOOD FOR REHAB
<hr/>					
			Invoice		
			MARCH 9, 2026	317.42	CARAWAY VISA EXPENDITURE
<b>15847</b>	<b>03/25/2026</b>	<b>03/25/2026</b>	<b>US BANK</b>	<b>1,123.15</b>	<b>DRAYTON VISA EXPENDITURES</b>
522 21 28 20	PPE - Protective Clothing		001 000 522 6841 - General I	89.18	WILDLAND PACK ADDITIONS
522 45 31 00	Expendable Supplies - Trainii		001 000 522 6841 - General I	84.12	SUPPLIES FOR TIC TRAINING
522 45 31 00	Expendable Supplies - Trainii		001 000 522 6841 - General I	362.00	COMMAND BOARD FOR TRAINING
522 45 31 00	Expendable Supplies - Trainii		001 000 522 6841 - General I	65.00	COMMAND BOARD SUPPLIES FOR TRAINING
522 60 32 00	Fuels and Oils		001 000 522 6841 - General I	55.92	FUEL FOR APP 57
522 60 32 00	Fuels and Oils		001 000 522 6841 - General I	71.74	FUEL FOR APP 57
522 60 32 00	Fuels and Oils		001 000 522 6841 - General I	72.43	FUEL FOR APP 57
594 22 63 00	Capital Apparatus And Equip		001 000 594 6841 - General I	322.76	DISABLE CHILD LOCK ON REAR DOORS OF APP 57
<hr/>					
			Invoice		
			MARCH 9, 2026	1,123.15	DRAYTON VISA EXPENDITURES
<b>15848</b>	<b>03/25/2026</b>	<b>03/25/2026</b>	<b>US BANK</b>	<b>49.97</b>	<b>ESTRELLA VISA EXPENDITURES</b>
522 50 31 00	Expendable Supplies -Faciliti		001 000 522 6841 - General I	35.85	CLEANING SUPPLIES
522 60 32 00	Fuels and Oils		001 000 522 6841 - General I	14.12	OIL FOR APP 52
<hr/>					
			Invoice		

## ACCOUNTS PAYABLE

BENTON COUNTY FIRE PROTECTION DISTRICT #4

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Accts Pay #	Received	Date Due	Vendor	Amount	Memo
			MARCH 9, 2026	49.97	ESTRELLA VISA EXPENDITURES
<b>15849</b>	<b>03/25/2026</b>	<b>03/25/2026</b>	<b>US BANK</b>	<b>6,513.57</b>	<b>EWING VISA EXPENDITURES</b>
522 12 41 01			Contract Services - TV/Interr	863.33	INTERNET FOR STATIONS
522 20 29 20			Member Recognition	100.99	BANQUET DECORATIONS
522 45 43 10			Travel - PerDiem & Lodging	83.82	DINNER FOR EWING & PADEN-LILLY DURING SPRINGBROOK CONFERENCE
522 45 43 10			Travel - PerDiem & Lodging	68.82	DINNER FOR EWING & PADEN-LILLY - SPRINGBROOK CONFERENCE
522 45 43 10			Travel - PerDiem & Lodging	298.02	LODGING FOR EWING - SPRINGBROOK CONFERENCE
522 45 43 10			Travel - PerDiem & Lodging	40.94	LUNCH FOR EWING & PADEN-LILLY - SPRINGBROOK CONFERENCE
522 45 43 20			Registration Fees	180.00	PUBLIC RECORDS TRAINING REGISTRATION
522 50 47 10			Utilities	4,877.65	UTILITIES FOR STATIONS
			Invoice		
			MARCH 9, 2026	6,513.57	EWING VISA EXPENDITURES
<b>15850</b>	<b>03/25/2026</b>	<b>03/25/2026</b>	<b>US BANK</b>	<b>4,913.14</b>	<b>BENTON CO FIRE DIST 4 VISA EXPENDITURES</b>
522 20 29 20			Member Recognition	884.76	AWARDS FOR BANQUET
522 45 43 10			Travel - PerDiem & Lodging	466.94	LODGING FOR INSIGHT FIRE TRAINING INSTRUCTOR
522 50 41 00			Professional Services	266.53	FIRE MONITORING - FEBRUARY
522 50 41 00			Professional Services	266.54	FIRE MONITORING (MARCH)
522 50 47 10			Utilities	1,269.44	FILL NEW PROPANE TANKS FOR GENERATORS
522 50 47 10			Utilities	999.44	FILL NEW PROPANE TANKS AT FACILITIES FOR GENERATORS
522 50 47 10			Utilities	130.72	ELECTRIC - STA 410
522 50 47 10			Utilities	241.55	ELECTRIC - STA 420
522 50 47 10			Utilities	283.68	ELECTRIC - STA 430
522 70 41 05			Professional Services - EMS	103.54	EMS WASTE DISPOSAL
			Invoice		
			MARCH 9, 2026	4,913.14	BENTON CO FIRE DIST 4 VISA EXPENDITURES
<b>15851</b>	<b>03/25/2026</b>	<b>03/25/2026</b>	<b>US BANK</b>	<b>360.50</b>	<b>GARRISON VISA EXPENDITURE</b>
522 45 43 99			Article 32 MED EMS Training	360.50	REGISTRATION - GATHERING OF EAGLES CONFERENCE 2026

# ACCOUNTS PAYABLE

BENTON COUNTY FIRE PROTECTION DISTRICT #4

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Accts Pay #	Received	Date Due	Vendor	Amount	Memo
Invoice					
			MARCH 9, 2026	360.50	GARRISON VISA EXPENDITURE
<b>15852</b>	<b>03/25/2026</b>	<b>03/25/2026</b>	<b>US BANK</b>	<b>27.53</b>	<b>HARPER VISA EXPENDITURE</b>
522 50 31 00	Expendable Supplies -Faciliti		001 000 522 6841 - General I	27.53	DISHWASHING SOAP
Invoice					
			MARCH 9, 2026	27.53	HARPER VISA EXPENDITURE
<b>15853</b>	<b>03/25/2026</b>	<b>03/25/2026</b>	<b>US BANK</b>	<b>393.40</b>	<b>OROZCO VISA EXPENDITURES</b>
522 45 31 00	Expendable Supplies - Trainii		001 000 522 6841 - General I	19.00	OSB FOR TRAINING
522 50 31 00	Expendable Supplies -Faciliti		001 000 522 6841 - General I	213.70	BED BAGS FOR STATIONS
522 50 31 00	Expendable Supplies -Faciliti		001 000 522 6841 - General I	224.98	TOWELS & BED BAGS FOR STATIONS
522 50 31 00	Expendable Supplies -Faciliti		001 000 522 6841 - General I	-64.28	CREDIT FOR RETURNED BED BAGS
Invoice					
			MARCH 9, 2026	393.40	OROZCO VISA EXPENDITURES
<b>15854</b>	<b>03/25/2026</b>	<b>03/25/2026</b>	<b>US BANK</b>	<b>3,001.91</b>	<b>PADEN-LILLY VISA EXPENDITURES</b>
522 12 41 04	Contract Services - Subscrip		001 000 522 6841 - General I	1,291.36	JOTFORM GOLD PLAN ANNUAL FEE
522 30 41 01	Professional Services - Mark		001 000 522 6841 - General I	1,361.25	VIDEO CONTENT
522 45 43 10	Travel - PerDiem & Lodging		001 000 522 6841 - General I	330.76	LODGING FOR SPRINGBROOK CONFERENCE
522 60 31 00	Expendable Supplies - Autor		001 000 522 6841 - General I	18.54	REPORT OF SALE FOR APP 33
Invoice					
			MARCH 9, 2026	3,001.91	PADEN-LILLY VISA EXPENDITURES
<b>15855</b>	<b>03/25/2026</b>	<b>03/25/2026</b>	<b>US BANK</b>	<b>4,075.82</b>	<b>REBMAN VISA EXPENDITURES</b>
522 21 48 90	SCBA Repair/Maint		001 000 522 6841 - General I	10.28	SCBA MAINTENANCE SUPPLIES
522 45 43 10	Travel - PerDiem & Lodging		001 000 522 6841 - General I	211.50	LODGING - WFC FACILITY MAINT TRAINING
522 45 43 20	Registration Fees		001 000 522 6841 - General I	420.68	FIRE MECHANICS TRAINING REGISTRATION
522 45 43 20	Registration Fees		001 000 522 6841 - General I	152.25	DRONE TRAINING - REBMAN
522 45 43 20	Registration Fees		001 000 522 6841 - General I	152.25	DRONE TRAINING - FLOWERS
522 50 31 00	Expendable Supplies -Faciliti		001 000 522 6841 - General I	21.73	DISHWASHER SOAP FOR STA 420
522 50 31 00	Expendable Supplies -Faciliti		001 000 522 6841 - General I	161.96	WATER SOFTENER PELLETS
522 50 31 00	Expendable Supplies -Faciliti		001 000 522 6841 - General I	88.00	PLUNGER & TOILET AUGER
522 50 35 00	Non-Expendable Supplies - I		001 000 522 6841 - General I	11.38	SHEET METAL FOR HVAC DUCT REPAIR
522 50 35 00	Non-Expendable Supplies - I		001 000 522 6841 - General I	440.65	STA 430 RANGE HOOD FAN REPLACEMENT

## ACCOUNTS PAYABLE

BENTON COUNTY FIRE PROTECTION DISTRICT #4

Time: 14:34:13 Date: 03/18/2026  
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Accts Pay #	Received	Date Due	Vendor	Amount	Memo
522 50 48 10	Tools and Equipment		001 000 522 6841 - General I	54.40	DRILL BITS
522 60 31 00	Expendable Supplies - Autor		001 000 522 6841 - General I	5.40	WINDSHIELD WASH
522 60 32 00	Fuels and Oils		001 000 522 6841 - General I	312.66	FUEL FOR SMALL TOOLS/EQUIPMENT
522 60 35 00	Non-Expendable Supplies -		001 000 522 6841 - General I	2,032.68	TOOLBOX FOR APP 41
<hr/>					
Invoice					
<hr/>					
			MARCH 9, 2026	4,075.82	REBMAN VISA EXPENDITURES
<b>15856 03/25/202603/25/2026475</b>		<b>US BANK</b>		<b>1,200.87</b>	<b>ROGERS VISA EXPENDITURES</b>
522 21 28 20	PPE - Protective Clothing		001 000 522 6841 - General I	791.56	MASK NAME DECALS FOR MSA MASKS
522 24 31 00	Expendable Supplies - Radio		001 000 522 6841 - General I	213.00	RADIO STRAPS FOR RECRUITS
522 45 31 00	Expendable Supplies - Trainii		001 000 522 6841 - General I	90.98	FF II BOOKS
522 45 31 00	Expendable Supplies - Trainii		001 000 522 6841 - General I	81.40	CARDIOLOGY TRAINING BOOKS
522 60 31 00	Expendable Supplies - Autor		001 000 522 6841 - General I	23.93	WINDSHIELD WIPERS FOR APP 46
<hr/>					
Invoice					
<hr/>					
			MARCH 9, 2026	1,200.87	ROGERS VISA EXPENDITURES
Total US BANK				<hr/>	
				23,911.75	
<b>15878 03/27/202603/27/2026347</b>		<b>US LINEN &amp; UNIFORM</b>		<b>122.45</b>	<b>MAT SERVICE</b>
522 50 41 00	Professional Services		001 000 522 6841 - General I	122.45	MAT SERVICE
<hr/>					
Invoice					
<hr/>					
			3647839	54.77	MAT SERVICE
			3649625	67.68	MAT SERVICE
<b>15879 03/27/202603/27/2026362</b>		<b>WA FIRE CHIEFS</b>		<b>665.63</b>	<b>WFC CONFERENCE AND EXPO 2026 REGISTRATION - CHIEF CARLYLE</b>
522 45 43 20	Registration Fees		001 000 522 6841 - General I	665.63	WFC CONFERENCE AND EXPO 2026 REGISTRATION - CHIEF CARLYLE
<hr/>					
Invoice					
<hr/>					
			ER-2026-425	665.63	WFC CONFERENCE AND EXPO 2026 REGISTRATION - CHIEF CARLYLE
<b>15880 03/27/202603/27/2026396</b>		<b>ZOLL MEDICAL CORP GPO</b>		<b>5,543.70</b>	<b>AUTO PULSE 3YR MAINTENANCE PLAN (3)</b>
522 70 41 10	Contract Services - EMS		001 000 522 6841 - General I	5,543.70	AUTO PULSE 3YR MAINTENANCE PLAN (3)



# WARRANT/CHECK REGISTER

BENTON COUNTY FIRE PROTECTION DISTRICT #4

Time: 14:51:08 Date: 03/18/2026

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Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
410	03/27/2026	Claims	6841	2454	AP TRITON, LLC	12,211.20	MASTER PLAN/CRA/SOC FEBRUARY PROJECT COMPLETION
411	03/27/2026	Claims	6841	2455	ATOMIC PLUMBING	945.69	REPLACE TOILET FLANGE & INSTALL TOILET AT STA 420
412	03/27/2026	Payroll	6841	2456	BENTON COUNTY 4 BENEVOLENT FUND	54.00	Pay Cycle(s) 03/27/2026 To 03/27/2026 - Benevolent Fund
413	03/27/2026	Claims	6841	2457	CI SUPPORT LLC	41.77	SHRED SERVICE
414	03/27/2026	Claims	6841	2458	CITY OF RICHLAND	10,968.58	DISPATCH SERVICE
415	03/27/2026	Payroll	6841	2459	DIMARTINO	2,351.94	Pay Cycle(s) 03/27/2026 To 03/27/2026 - LT Disab- Life
416	03/27/2026	Claims	6841	2460	EDWARD HARTIN	720.00	SIMULATIONS FOR BC TEST
417	03/27/2026	Claims	6841	2461	ELWOOD STAFFING SERVICES INC.	1,305.15	TEMP EMPLOYMENT SERVICES
418	03/27/2026	Claims	6841	2462	GALLS	704.03	UNIFORM PANTS & BELTS
419	03/27/2026	Payroll	6841	2463	IAFF LOCAL 1052	4,854.02	Pay Cycle(s) 03/27/2026 To 03/27/2026 - Union Dues
420	03/27/2026	Claims	6841	2464	ISOUTSOURCE	18,520.00	BLOCK SUPPORT; PREPAID FIREWALL UPGRADE PROJECT
421	03/27/2026	Claims	6841	2465	LIBERTY LAWN AND SAW	2,659.16	SAWS FOR APP 52
422	03/27/2026	Claims	6841	2466	LIFE ASSIST	3,410.63	EMS SUPPLIES; NARCOTICS
423	03/27/2026	Claims	6841	2467	LN CURTIS & SONS	1,834.86	SCBA COMPRESSOR MAINTENANCE
424	03/27/2026	Claims	6841	2468	NEWEGG	268.45	KEYBOARDS (3); WIRELESS MOUSE
425	03/27/2026	Claims	6841	2469	OVERHEAD DOOR	633.45	STA 420 BAY DOOR CABLE REPLACEMENT
426	03/27/2026	Claims	6841	2470	OXARC	213.11	OXYGEN; CYLINDER RENTAL
427	03/27/2026	Claims	6841	2471	PULSEPOINT FOUNDATION	1,087.00	ANNUAL SUBSCRIPTION RENEWAL
428	03/27/2026	Claims	6841	2472	SBRK FINANCE HOLDINGS, INC	1,000.00	ANNUAL REPORT PROGRAM TRAINING REGISTRATION
429	03/27/2026	Claims	6841	2473	SNURE LAW OFFICE	720.00	LEGAL RESEARCH, ADVISORY SERVICES FOR POTENTIAL LID LIFT
430	03/27/2026	Claims	6841	2474	SYSTEM DESIGN WEST	2,792.04	EMS BILLING - FEBRUARY 2026
431	03/27/2026	Payroll	6841	2475	TRUSTEED PLANS SERVICE CORPORATION	52,716.86	Pay Cycle(s) 03/27/2026 To 03/27/2026 - Med/Dental Insurance
432	03/27/2026	Claims	6841	2476	ULINE	439.59	EMS SAFETY GLASSES
433	03/27/2026	Claims	6841	2477	US LINEN & UNIFORM	122.45	MAT SERVICE
434	03/27/2026	Claims	6841	2478	WA FIRE CHIEFS	665.63	WFC CONFERENCE AND EXPO 2026 REGISTRATION - CHIEF CARLYLE
435	03/27/2026	Payroll	6841	2479	C/O BENEFIT SOLUTIONS INC WSCFF MEDICAL EXPENSE REIMBURSEMEN	5,225.00	Pay Cycle(s) 03/27/2026 To 03/27/2026 - MERP
436	03/27/2026	Claims	6841	2480	ZOLL MEDICAL CORP GPO	5,543.70	AUTO PULSE 3YR MAINTENANCE PLAN (3)
001 6841 - General Fund						132,008.31	
						132,008.31	Claims: 66,806.49 Payroll: 65,201.82

**WARRANT/CHECK REGISTER**

BENTON COUNTY FIRE PROTECTION DISTRICT #4

Time: 14:51:08 Date: 03/18/2026

03/25/2026 To: 03/27/2026

Page: 2

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
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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.

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

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

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

# WARRANT/CHECK REGISTER

BENTON COUNTY FIRE PROTECTION DISTRICT #4

Time: 14:49:58 Date: 03/18/2026

03/25/2026 To: 03/27/2026

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Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
353	03/27/2026	Payroll	6841	EFT	CALEB S ALLEN	5,618.10	March Base Salary/Feb OT
354	03/27/2026	Payroll	6841	EFT	JOSHUA AMMANN	7,619.94	March Base Salary/Feb OT
355	03/27/2026	Payroll	6841	EFT	BRADLEY E ANDREWS	7,541.86	March Base Salary/Feb OT
356	03/27/2026	Payroll	6841	EFT	DANA M BORSCHOWA	69.26	March Base Salary/Feb OT
357	03/27/2026	Payroll	6841	EFT	MATTHEW J BORSCHOWA	11,094.62	March Base Salary/Feb OT
358	03/27/2026	Payroll	6841	EFT	FREDERICK T BRINK	295.01	March Base Salary/Feb OT
359	03/27/2026	Payroll	6841	EFT	ED R CARAWAY	892.10	March Base Salary/Feb OT
360	03/27/2026	Payroll	6841	EFT	PAUL E CARLYLE	9,431.65	March Base Salary/Feb OT
361	03/27/2026	Payroll	6841	EFT	BRANDON J COATES	1,156.99	March Base Salary/Feb OT
362	03/27/2026	Payroll	6841	EFT	BENJAMIN CURTIS COOK	978.91	March Base Salary/Feb OT
363	03/27/2026	Payroll	6841	EFT	KAREN M DAVIS	42.48	March Base Salary/Feb OT
364	03/27/2026	Payroll	6841	EFT	AMANDA K DERITIS	6,974.56	March Base Salary/Feb OT
365	03/27/2026	Payroll	6841	EFT	DANIEL J DRAYTON	10,836.64	March Base Salary/Feb OT
366	03/27/2026	Payroll	6841	EFT	MANUEL I ESTRELLA	9,544.69	March Base Salary/Feb OT
367	03/27/2026	Payroll	6841	EFT	APRIL S EWING	5,215.19	March Base Salary/Feb OT
368	03/27/2026	Payroll	6841	EFT	CODY R FLOWERS	6,272.14	March Base Salary/Feb OT
369	03/27/2026	Payroll	6841	EFT	JACK WILLIAM FLUEGGE	1,200.55	March Base Salary/Feb OT
370	03/27/2026	Payroll	6841	EFT	KEVIN G GAIDOS	5,775.19	March Base Salary/Feb OT
371	03/27/2026	Payroll	6841	EFT	KAILEE M GARRISON-EHREDT	8,562.04	March Base Salary/Feb OT
372	03/27/2026	Payroll	6841	EFT	JARON D GIBSON	7,065.87	March Base Salary/Feb OT
373	03/27/2026	Payroll	6841	EFT	NICOLE A GLATT	77.57	March Base Salary/Feb OT
374	03/27/2026	Payroll	6841	EFT	GARRETT S GOODWIN	711.25	March Base Salary/Feb OT
375	03/27/2026	Payroll	6841	EFT	JACOB TA HANSEN	5,417.27	March Base Salary/Feb OT
376	03/27/2026	Payroll	6841	EFT	THOMAS R HARPER	10,831.47	March Base Salary/Feb OT
377	03/27/2026	Payroll	6841	EFT	KYLE C HART	6,599.46	March Base Salary/Feb OT
378	03/27/2026	Payroll	6841	EFT	BEREN DRAKE HODGES	1,335.71	March Base Salary/Feb OT
379	03/27/2026	Payroll	6841	EFT	NATANIA M JOHNSTON	4,397.70	March Base Salary/Feb OT
380	03/27/2026	Payroll	6841	EFT	ABIGAIL E KNOX	1,037.81	March Base Salary/Feb OT
381	03/27/2026	Payroll	6841	EFT	TIMOTHY LEE LENTZ	978.91	March Base Salary/Feb OT
382	03/27/2026	Payroll	6841	EFT	JAMES A LONGIE	6,703.56	March Base Salary/Feb OT
383	03/27/2026	Payroll	6841	EFT	ESTEBAN MADRIGAL	5,224.43	March Base Salary/Feb OT
384	03/27/2026	Payroll	6841	EFT	RAYMOND J NEWTON	10,435.79	March Base Salary/Feb OT
385	03/27/2026	Payroll	6841	EFT	WYATT M OROZCO	8,047.68	March Base Salary/Feb OT
386	03/27/2026	Payroll	6841	EFT	CONNOR L OVERSON	4,475.39	March Base Salary/Feb OT
387	03/27/2026	Payroll	6841	EFT	BILLIE J PADEN-LILLY	8,120.80	March Base Salary/Feb OT
388	03/27/2026	Payroll	6841	EFT	RUSSELL A POSEGATE	698.17	March Base Salary/Feb OT
389	03/27/2026	Payroll	6841	EFT	PERRY KENNETH DAVENPORT POTTLE	757.27	March Base Salary/Feb OT
390	03/27/2026	Payroll	6841	EFT	GARRETT M PREMEL	10,222.86	March Base Salary/Feb OT
391	03/27/2026	Payroll	6841	EFT	ALLEN L PUTZ	11,641.41	March Base Salary/Feb OT
392	03/27/2026	Payroll	6841	EFT	SOTERIO K REBMAN	5,322.67	March Base Salary/Feb OT
393	03/27/2026	Payroll	6841	EFT	KYLE M RICHE	5,432.31	March Base Salary/Feb OT
394	03/27/2026	Payroll	6841	EFT	BONNIE M ROGERS	10,857.54	March Base Salary/Feb OT
395	03/27/2026	Payroll	6841	EFT	MCKENZIE M SELL	845.71	March Base Salary/Feb OT
396	03/27/2026	Payroll	6841	EFT	ROBERT C SHANNON	6,444.20	March Base Salary/Feb OT
397	03/27/2026	Payroll	6841	EFT	BENJAMIN O SHEARER	159.70	March Base Salary/Feb OT
398	03/27/2026	Payroll	6841	EFT	MICHAEL A VAN BEEK	147.39	March Base Salary/Feb OT
399	03/27/2026	Payroll	6841	EFT	ARRIEL A VAN CLEEF	5,719.41	March Base Salary/Feb OT
400	03/27/2026	Payroll	6841	EFT	ANTHONY G VINING	8,077.84	March Base Salary/Feb OT
401	03/27/2026	Payroll	6841	EFT	BRIAN P WAKEMAN	6,810.32	March Base Salary/Feb OT
402	03/27/2026	Payroll	6841	EFT	JACOB M WALTON	6,452.27	March Base Salary/Feb OT
403	03/27/2026	Payroll	6841	EFT	CODY WINTERS	7,050.63	March Base Salary/Feb OT
404	03/25/2026	Claims	6841	EFT	AMAZON	1,288.02	TRAINING, FACILITY, BANQUET AND OFFICE SUPPLIES; TOOLS; MOTOROLA UNIVERSAL HOLSTER; VELCRO FOR PPE

**WARRANT/CHECK REGISTER**

BENTON COUNTY FIRE PROTECTION DISTRICT #4

Time: 14:49:58 Date: 03/18/2026

03/25/2026 To: 03/27/2026

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Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
405	03/25/2026	Payroll	6841	EFT	HRA VEBA TRUST CONTRIBUTION	10,110.00	Pay Cycle(s) 03/27/2026 To 03/27/2026 - Dependent Care FSA; Pay Cycle(s) 03/27/2026 To 03/27/2026 - HRA VEBA - OPS; Pay Cycle(s) 03/27/2026 To 03/27/2026 - HRA VEBA - ADM; Pay Cycle(s) 03/27/2026 To 0
406	03/25/2026	Claims	6841	EFT	US BANK	23,911.75	BORSCHOWA VISA EXPENDITURES; CARAWAY VISA EXPENDITURE; DRAYTON VISA EXPENDITURES; ESTRELLA VISA EXPENDITURES; EWING VISA EXPENDITURES; BENTON CO FIRE DIST 4 VISA EXPENDITURES; GARRISON VISA EXPENDITUR
407	03/25/2026	Payroll	6841	EFT	WA STATE SUPPORT REGISTRY	1,183.93	Pay Cycle(s) 03/27/2026 To 03/27/2026 - Child Support- WA
408	03/26/2026	Payroll	6841	EFT	WA PUB EMP & RETIRE SYS	82,339.23	Pay Cycle(s) 03/27/2026 To 03/27/2026 - LEOFF II - D097; Pay Cycle(s) 03/27/2026 To 03/27/2026 - DCP-899T76; Pay Cycle(s) 03/27/2026 To 03/27/2026 - PERS 3 - 4778; Pay Cycle(s) 03/27/2026 To 03/27/202
409	03/27/2026	Claims	6841	EFT	FIRE 4 CHECKING ACCOUNT	477.83	SCANNER LEASE; BANQUET ENTERTAINMENT
001 6841 - General Fund						386,533.05	
						<u>386,533.05</u>	Claims: 25,677.60 Payroll: 360,855.45

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 \_\_\_\_\_

## 2026 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION DISTRICT

Time: 15:18:53 Date: 03/18/2026

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001 6841 - General Fund 01/01/2026 To: 12/31/2026

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	5,498,737.00	5,696,792.37	(198,055.37)	103.6%
310 Taxes	5,102,561.00	151,297.82	4,951,263.18	3.0%
330 Intergovernmental Revenues	36,500.00	0.00	36,500.00	0.0%
340 Charges For Services	47,000.00	6,685.21	40,314.79	14.2%
361 Miscellaneous Revenue	50,200.00	35,821.04	14,378.96	71.4%
380 Other Increases in Fund Resources	0.00	2,748.84	(2,748.84)	0.0%
390 Other Financing Sources	0.00	0.00	0.00	0.0%
397 Interfund Transfers	2,693,346.00	30.35	2,693,315.65	0.0%
<b>Fund Revenues:</b>	<b>13,428,344.00</b>	<b>5,893,375.63</b>	<b>7,534,968.37</b>	<b>43.9%</b>
Expenditures	Amt Budgeted	Expenditures	Remaining	
011 Legislative	44,200.00	6,270.92	37,929.08	14.2%
012 Administrative	1,529,150.00	367,808.20	1,161,341.80	24.1%
013 Election	25,000.00	9,781.03	15,218.97	39.1%
014 Legal	30,500.00	8,773.50	21,726.50	28.8%
020 Operations	4,739,400.00	1,183,056.54	3,556,343.46	25.0%
021 Suppression	236,000.00	27,538.67	208,461.33	11.7%
024 Communications	187,750.00	33,208.03	154,541.97	17.7%
026 Logistics (Support Services)	21,000.00	1,906.22	19,093.78	9.1%
030 Public Information	130,000.00	20,711.25	109,288.75	15.9%
045 Training	425,900.00	87,355.27	338,544.73	20.5%
050 Facilities	264,200.00	63,692.18	200,507.82	24.1%
060 Automotive	176,000.00	29,664.13	146,335.87	16.9%
070 Ambulance Transport Services	512,000.00	97,656.66	414,343.34	19.1%
522 Fire Control	8,321,100.00	1,937,422.60	6,383,677.40	23.3%
589 Payroll Clearing	0.00	(52,906.00)	52,906.00	0.0%
591 Debt Service	173,745.00	983.49	172,761.51	0.6%
594 Capital Expenditures	2,426,500.00	327,897.11	2,098,602.89	13.5%
597 Interfund Transfers	440,000.00	0.00	440,000.00	0.0%
<b>Fund Expenditures:</b>	<b>11,361,345.00</b>	<b>2,213,397.20</b>	<b>9,147,947.80</b>	<b>19.5%</b>
<b>Fund Excess/(Deficit):</b>	<b>2,066,999.00</b>	<b>3,679,978.43</b>		

### Budget Summary – Through March 2026

#### General Fund (Fund 001)

- Received: \$5,893,376 (43.9%)
- Spent: \$2,213,397 (19.5%)

#### EMS Fund (Fund 110)

- Received: \$2,123,562 (48.0%)
- No expenditures recorded yet.

#### Reserve Fund (Fund 601)

- Received: \$2,509,015 (83.8%)
- No expenditures recorded.

#### Key Observations

- Beginning fund balances exceeded projections, continuing to drive strong early-year revenue percentages.
- Property tax revenue has started to materialize in March, though still under 5% collected across funds.
- Expenditures are increasing at a steady pace, particularly in the General Fund's operations and fire control categories.
- Capital spending has progressed to approximately \$328K, indicating early-year project activity.

## 2026 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION DISTRICT

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110 6848 - EMS Fund 01/01/2026 To: 12/31/2026

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	1,578,342.00	1,885,157.40	(306,815.40)	119.4%
310 Taxes	1,907,213.00	56,914.10	1,850,298.90	3.0%
330 Intergovernmental Revenues	375,000.00	16,475.18	358,524.82	4.4%
340 Charges For Services	500,000.00	154,022.80	345,977.20	30.8%
360 Investment Interest	60,000.00	10,992.38	49,007.62	18.3%
<b>Fund Revenues:</b>	<b>4,420,555.00</b>	<b>2,123,561.86</b>	<b>2,296,993.14</b>	<b>48.0%</b>
Expenditures	Amt Budgeted	Expenditures	Remaining	
597 Interfund Transfers	2,693,346.00	0.00	2,693,346.00	0.0%
<b>Fund Expenditures:</b>	<b>2,693,346.00</b>	<b>0.00</b>	<b>2,693,346.00</b>	<b>0.0%</b>
<b>Fund Excess/(Deficit):</b>	<b>1,727,209.00</b>	<b>2,123,561.86</b>		

## 2026 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION DISTRICT

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201 6842 - Sta 430 Bond Fund 01/01/2026 To: 12/31/2026

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	186,499.00	203,095.29	(16,596.29)	108.9%
310 Taxes	481,215.00	15,028.64	466,186.36	3.1%
360 Investment Interest	5,500.00	1,192.77	4,307.23	21.7%
<b>Fund Revenues:</b>	<b>673,214.00</b>	<b>219,316.70</b>	<b>453,897.30</b>	<b>32.6%</b>
Expenditures	Amt Budgeted	Expenditures	Remaining	
591 Debt Service	504,000.00	0.00	504,000.00	0.0%
<b>Fund Expenditures:</b>	<b>504,000.00</b>	<b>0.00</b>	<b>504,000.00</b>	<b>0.0%</b>
<b>Fund Excess/(Deficit):</b>	<b>169,214.00</b>	<b>219,316.70</b>		

## 2026 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION DISTRICT

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301 6844 - Construction Fund 01/01/2026 To: 12/31/2026

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	0.00	30.17	(30.17)	0.0%
310 Taxes	0.00	0.00	0.00	0.0%
360 Investment Interest	0.00	0.18	(0.18)	0.0%
<b>Fund Revenues:</b>	<b>0.00</b>	<b>30.35</b>	<b>(30.35)</b>	<b>0.0%</b>
Expenditures	Amt Budgeted	Expenditures	Remaining	
591 Debt Service	0.00	0.00	0.00	0.0%
594 Capital Expenditures	0.00	0.00	0.00	0.0%
597 Interfund Transfers	0.00	30.35	(30.35)	0.0%
<b>Fund Expenditures:</b>	<b>0.00</b>	<b>30.35</b>	<b>(30.35)</b>	<b>0.0%</b>
<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>0.00</b>		

## 2026 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION DISTRICT

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601 6846 - Reserve Fund 01/01/2026 To: 12/31/2026

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	2,492,970.00	2,494,332.26	(1,362.26)	100.1%
360 Investment Interest	502,000.00	14,682.64	487,317.36	2.9%
<b>Fund Revenues:</b>	<b>2,994,970.00</b>	<b>2,509,014.90</b>	<b>485,955.10</b>	<b>83.8%</b>
Expenditures	Amt Budgeted	Expenditures	Remaining	
597 Interfund Transfers	0.00	0.00	0.00	0.0%
<b>Fund Expenditures:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Fund Excess/(Deficit):</b>	<b>2,994,970.00</b>	<b>2,509,014.90</b>		

## 2026 BUDGET POSITION TOTALS

BENTON COUNTY FIRE PROTECTION DIS

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Fund	Revenue Budgeted	Received		Expense Budgeted	Spent	
001 6841 - General Fund	13,428,344.00	5,893,375.63	43.9%	11,361,345.00	2,213,397.20	19%
110 6848 - EMS Fund	4,420,555.00	2,123,561.86	48.0%	2,693,346.00	0.00	0%
201 6842 - Sta 430 Bond Fund	673,214.00	219,316.70	32.6%	504,000.00	0.00	0%
301 6844 - Construction Fund	0.00	30.35	0.0%	0.00	30.35	0%
601 6846 - Reserve Fund	2,994,970.00	2,509,014.90	83.8%	0.00	0.00	0%
	<u>21,517,083.00</u>	<u>10,745,299.44</u>	<u>49.9%</u>	<u>14,558,691.00</u>	<u>2,213,427.55</u>	<u>15.2%</u>

## **PROFESSIONAL SERVICES AGREEMENT**

### **BENTON COUNTY FIRE DISTRICT #4**

This Professional Services Agreement (“Agreement”) is entered into between Benton County Fire District #4 (“District” or “BCFD#4”) and Kevin Hodges, MD, dba Jarlsskald Professional Services (“Contractor”).

#### **I. PURPOSE**

Contractor agrees to provide EMS consulting and educational services to BCFD#4 as requested by the District. The following service agreements are all in addition to MPD duties as defined by the Washington State DOH and are not intended to replace or duplicate those basic services as already provided by Dr. Hodges in his role as county EMS Medical Program Director (MPD).

#### **II. TERM**

This Agreement shall commence April 1, 2026, and continue through March 31, 2027.

This Agreement does not automatically renew. Any renewal must be agreed to in writing by both parties no later than 60 days prior to expiration.

#### **III. TERMINATION OF AGREEMENT**

Either party may terminate this Agreement at any time, with or without cause, upon 30 days written notice.

#### **IV. SERVICES PROVIDED**

The Contractor will provide the following services for BCFD#4:

- Selected charts for physician-level chart review with individual provider feedback on care and documentation.
- Bi-monthly (every other month) lecture for BCFD#4 EMS providers on EMS medical topics.
  - This will typically include a lecture with time for questions.
  - With advanced notice, educational topics and delivery may be changed as requested by BCFD#4.
- Q&A on EMS medical topics pertinent to transporting providers.
- Access to Dr. Hodges for timely questions regarding prehospital medical care, special projects, and other consulting that requires his specialized knowledge set. This will not exceed 4 hours in any quarter.

##### **A. Optional or Additional Services:**

Any additional services provided, such as special requests for individual topics or targeted aspects of EMS care will be agreed in writing, in advance, by both parties and then billed to BCFD#4 at \$200/hour.

#### **V. REPORTING**

The Contractor and BCFD#4 Fire Chief, or designee shall meet once per calendar quarter. At this meeting the Contractor will provide a verbal quarterly update to BCFD#4 administration detailing work performed and recommendations for future areas of focus. This is also an opportunity for

feedback from BCFD#4 and requests for any specific topics or efforts. Meetings will be arranged in person, when able, but may be limited by schedule. If for any reason the parties are unable to meet in a calendar quarter, the Contractor will provide a written update to BCFD#4.

## **VI. SUBCONTRACTING**

The Contractor uses highly qualified EMS certified professionals (e.g. Paramedics, AEMTs, and EMTs) appropriate to the task and target audience. All time billed will be performed by Dr. Kevin Hodges himself, or by a trained and certified professional EMS provider appointed by Dr. Hodges, unless otherwise specified or approved in advance by BCFD#4 Fire Chief or designee. Examples of subcontractors may include subject experts such as legal analysts, cardiologists, gynecologists, and trauma surgeons. Further subcontractor examples may include project specialists for research design and data analysis, as recommended based on project needs.

## **VII. FEE FOR SERVICES**

- A. Base Compensation
  - a. The base contract amount is \$12,000 annually.
  - b. Payment shall be made in four equal quarterly installments of \$3,000.
- B. Invoicing Requirement
  - a. Contractor shall submit detailed invoices on a quarterly basis with payment due 45 days after receipt of the invoice.
  - b. Any additional work provided per the “optional or additional services” clause will be billed separately to BCFD#4 with payment due 45 days after receipt of the invoice.
  - c. BCFD#4 will submit payment to:

Jarlsskald Professional Services  
7228 Ricky Rd  
Pasco, WA, 99301-6715

## **VIII. INDEPENDENT CONTRACTOR STATUS**

Contractor is an independent contractor and not an employee of the District. Contractor is responsible for all taxes, insurance, and regulatory compliance.

## **IX. INDEMNIFICATION**

Contractor agrees to indemnify, defend, and hold harmless BCFD#4, its officers, employees, and agents from claims arising out of Contractor’s negligence, misconduct, or breach of this Agreement.

Contractor shall maintain professional liability insurance and provide proof of coverage upon request.

## **X. INSURANCE.**

1. Insurance Term. The Contractor shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Contractor, its agents, representatives, or employees.

2. No Limitation. The Contractor's maintenance of insurance as required by the Agreement shall not be construed to limit the liability of the Contractor to the coverage provided by such insurance or otherwise limit the District's recourse to any remedy available at law or in equity.
3. Minimum Scope of Insurance. The Contractor shall obtain insurance of the types and coverage described below:
  - 3.1. Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be at least as broad as Insurance Services Office (ISO) Form CA 00 01.
  - 3.2. Commercial General Liability insurance shall be at least as broad as ISO occurrence Form CG 00 01 and shall cover liability arising from premises, operations, stop-gap independent contractors and personal injury and advertising injury. District shall be named as an additional insured under the Contractor's Commercial General Liability insurance policy with respect to the work performed for District using an additional insured endorsement at least as broad as ISO endorsement Form CG 20 26.
  - 3.3. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.
  - 3.4. Professional Liability insurance appropriate to the Contractor's profession.
4. Minimum Amounts of Insurance. The Contractor shall maintain the following insurance limits:
  - 4.1. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.
  - 4.2. Commercial General Liability insurance shall be written with limits of no less than \$1,000,000 each occurrence, \$1,000,000 general aggregate.
  - 4.3. Professional Liability insurance shall be written with limits of no less than \$1,000,000 per claim and \$1,000,000 policy aggregate limit.
5. Other Insurance Provisions. The Contractor's Automobile Liability and Commercial General Liability insurance policies are to contain, or be endorsed to contain, that they shall be primary insurance as respect District. Any insurance, self-insurance, or self-insured pool coverage maintained by District shall be excess of the Contractor's insurance and shall not contribute with it.
6. Acceptability of Insurers. Insurance is to be placed with insurers with a current A.M. Best rating of not less than A:VII.
7. Verification of Coverage. The Contractor shall furnish District with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Agreement before commencement of the work.
8. Notice of Cancellation. The Contractor shall provide District with written notice of any policy cancellation within two business days of their receipt of such notice.
9. Failure to Maintain Insurance. Failure on the part of the Contractor to maintain the insurance as required shall constitute a material breach of contract, upon which District may, after giving five business days' notice to the Contractor to correct the breach, immediately terminate the

Agreement or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with any sums so expended to be repaid to District on demand, or at the sole discretion of District, offset against funds due the Contractor from District.

10. District Full Availability of Contractor Limits. If the Contractor maintains higher insurance limits than the minimums shown above, District shall be insured for the full available limits of Commercial General and Excess or Umbrella liability maintained by the Contractor, irrespective of whether such limits maintained by the Contractor are greater than those required by this Agreement or whether any certificate of insurance furnished to District evidences limits of liability lower than those maintained by the Contractor.

**XI. DISPUTE RESOLUTION**

The parties will first attempt good faith resolution of disputes through direct discussion.

If unresolved, disputes shall be submitted to mediation prior to arbitration. Arbitration, if necessary, shall occur in Benton County, Washington.

Each party shall bear its own legal costs unless otherwise determined by the arbitrator.

**XII. CONFIDENTIALITY.**

The Contractor shall comply with all applicable federal and state privacy laws, including HIPAA and Chapter 70.02 RCW (Washington Health Care Information Act).

**XIII. ENTIRE AGREEMENT**

This Agreement represents the entire understanding between the parties and may only be amended in writing signed by both parties.

DATED this \_\_\_\_ day of \_\_\_\_\_, 2026.

X

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Kevin E. Hodges  
Owner, Jarlsskald Professional Services

X

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Paul Carlyle  
Fire Chief, Benton County Fire District #4



**1. Purpose**

1.1. Provide a uniform approach to the use, care, and operation of radios and radio equipment to maximize firefighter safety and communications reliability.

**2. Scope**

2.1. This policy applies to all operational and support personnel whose duties require the use of the radio system.

**3. Responsibilities**

3.1. All personnel are responsible for understanding the capabilities and limitations of portable radios and how to care for them.

3.2. All personnel are responsible for being familiar with the care and use of pagers and their accessories.

3.3. Personnel are responsible for reporting damaged radios or straps and removing damaged equipment from service.

3.4. The Radio Program Manager or designee shall issue, maintain, and track all portable radios, mobile radios, pagers, and accessories.

3.5. Personnel must receive approval from the Deputy Chief or designee for any personal radio straps.

**4. Revision Summary**

<b>Revision Date</b>	<b>Description</b>
01/26/2026	Full rewrite and updated to new format

**5. Definitions**

5.1. Talkgroup: a virtual communication channel within a trunked radio system that allows a specific group of radios to communicate with each other

5.2. IDLH: an atmosphere that is immediately dangerous to life and health, could cause irreversible or serious health effects, or could impair a person's ability to escape from a dangerous environment.

**6. Procedures.**

6.1. Personnel shall perform an operational check of their radios, accessories, and pagers at the start of their shift and ensure they are maintained in working condition and the battery charged throughout their shift.

6.2. Personnel shall report broken, damaged, or missing radios and accessories using the BCFD#4 Damaged Equipment Report on the online form platform.

6.3. Personnel shall properly don, adjust, and maintain their assigned radio strap prior to usage in an IDLH.

**POLICY #210**  
**Portable Radio and Radio Equipment**

Page 2 of 3

- 6.4. Personnel shall not use of the turnout coat radio pocket as the primary method of carrying a portable radio in an IDLH environment.
- 6.5. When operating in an IDLH, the radio strap and radio shall be worn as follows (see addendum A for photos):
  - 6.5.1. Don radio strap with radio prior to donning turnout coat.
  - 6.5.2. The radio strap shall be positioned so the radio hangs below the coat's bottom edge.
  - 6.5.3. The antenna shall be oriented away from the body and remain as vertical as practical during standing and crawling positions.
  - 6.5.4. The remote speaker mic shall be routed under the turnout coat with the microphone accessible at chest or lapel level.
- 6.6. Personnel shall verify radio functionality, correct talk group selection, and volume prior to entry into an IDLH environment.
- 6.7. For incidents that do not require entry into an IDLH, (wildland fires, EMS, MVA, etc.) radios may be worn in the radio strap, chest harness, belt clip, or as directed by an officer.
- 6.8. After an exposure, portable radios and their accessories should be cleaned with a damp wipe and dried with a towel, (*never* submerge in water).
- 6.9. To preserve system capacity and ensure reliable communication, personnel shall not monitor or scan any talkgroup(s) for incidents they are not assigned to.

**7. Reference Documents**

- 7.1. Portable Radio Placement in the IDLH. Fairfax County Fire & Rescue Department. January, 2013. Retrieved from: <https://www.pa.gov/content/dam/copapwp-pagov/en/osfc/documents/portable%20radio%20placement%20idlh.pdf>

**8. Addendums**

- 8.1. Photos on how to properly don your radio strap and radio

**POLICY #210**  
**Portable Radio and Radio Equipment**

**Proper Donning of the Radio Strap**



Figure 1 – Don strap either over or below suspenders.



Figure 2 – Don coat, un-clip the RSM and place it to the side, clip all four buckles.



Figure 3 – Affix the entire length of the vertical coat flap. (The RSM shall not be fed through the vertical flap)



Figure 4 – Option 1, let the RSM hang and then affix the collar flap.



Figure 5 – Option 2 – Clip the RSM to the lapel and then affix the collar flap. Option 3 would be to clip the RSM to a Mic Keeper.

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Adopted by BCFD4 Commissioners on: \_\_\_\_\_

Signed by Fire Chief on: \_\_\_\_\_

Printed \_\_\_\_\_

Signed \_\_\_\_\_

Effective Date: \_\_\_\_\_

Supersedes Date: 10/10/2006



# Benton County Fire Protection District No. 4

## RESOLUTION NO. 2026-02

### A RESOLUTION ESTABLISHING LEVEL OF SERVICE OBJECTIVES AND PERFORMANCE MEASURES FOR EMERGENCY RESPONSE AND SYSTEM RELIABILITY

**WHEREAS**, Benton County Fire District No. 4 (the “District or BCFD4”) is responsible for providing fire suppression, emergency medical services, rescue, and related emergency services to the community; and

**WHEREAS**, the District has completed a comprehensive Long-Range Master Plan, Community Risk Assessment (CRA), and Standards of Cover (SOC) analysis to evaluate current service delivery, community risk, and system performance; and

**WHEREAS**, the analysis identified the need to establish clearly defined, measurable Level of Service (LOS) objectives to guide policy decisions, resource allocation, and long-term capital planning; and

**WHEREAS**, nationally recognized standards, including NFPA 1710 and NFPA 1720, provide guidance for response performance and deployment objectives; and

**WHEREAS**, the District acknowledges that current performance data, staffing levels, and operational constraints may limit immediate achievement of these objectives, and that these standards are intended to guide continuous improvement over time;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Fire Commissioners of Benton County Fire District No. 4 hereby adopts the following Level of Service objectives and performance measures:

#### SECTION 1. PURPOSE

The purpose of this resolution is to:

- Establish measurable Level of Service objectives, not guarantees of service.
- Provide a framework for evaluating system performance, identifying service gaps and system deficiencies.
- Support data-driven decisions related to staffing, deployment, and capital facilities planning.
- Enhance transparency and accountability to the community.

#### SECTION 2. GAP STATEMENT

Current system performance may not consistently meet these level of service objectives. Limitations in staffing, deployment, and data collection contribute to these gaps. These standards are used to identify deficiencies and guide future planning and operational improvements.

### **SECTION 3. SERVICE AREA DEFINITIONS**

For the purposes of this resolution:

- Suburban Areas are the portions of the District characterized by higher population density, improved access, and concentrated incident demand, generally including the City of West Richland and similar developed areas.
- Rural Areas are the portions of the District characterized by lower population density, greater travel distances, and dispersed development, generally including areas outside the City of West Richland.

These classifications are applied operationally by the District and are generally consistent with NFPA 1720 guidance.

### **SECTION 4. RESPONSE TIME OBJECTIVES**

#### **Turnout Time**

Turnout time is the time from the receipt of the dispatch via radio or station tones to the time a unit is enroute to the incident. BCFD4's turnout time objective is 90 seconds, 90% of the time.

#### **Fire Suppression (First Arriving Unit)**

The prompt arrival of the first engine company at a working fire is critical to confining fires to the room of origin. The first arriving engine shall be capable of sizing up the incident, initiating command, and stretching an initial attack line. BCFD4's response time objective, from the receipt of the 911 call to the arrival of the first engine company, is as follows:

- **Suburban:** 10 minutes 90% of the time
- **Rural:** 14 minutes 90% of the time

#### **Emergency Medical Services (First Arriving Unit)**

BCFD4's objective is to initiate care on emergency medical incidents as quickly as possible to prevent further harm to patients. The first crew shall be capable of establishing scene safety, initiating patient care and triage, applying bleeding control measures, and performing cardiopulmonary resuscitation. BCFD4's response time objective, from the receipt of the 911 call to the arrival of the first arriving EMS-capable unit, is as follows:

- **Suburban:** 8 minutes 90% of the time
- **Rural:** 12 minutes 90% of the time

### **SECTION 5. EFFECTIVE RESPONSE FORCE (FIRE SUPPRESSION)**

#### **Working Fire Definition**

A "working fire" is defined as an incident requiring sustained fire suppression operations, including but not limited to:

- Visible or confirmed fire conditions.
- Reports of occupants trapped or at risk.

- The deployment of multiple companies and at least one hose line for fire attack.

### **Effective Response Force Objective**

BCFD4's objective is to confine structure fires as quickly as possible to reduce the loss of life and property. Achieving this objective is dependent on the timely arrival of an effective firefighting force. An effective firefighting force shall consist of 14 personnel capable of: establishing command, providing an uninterrupted water supply, advancing an attack line and back-up line for fire attack, searching for and rescuing at-risk victims, and complying with the RCW requirement of two-in/two-out, rapid intervention team, and an incident safety officer. These operations shall be done in accordance with the District's standard operating procedures. BCFD4's response time objective, from the receipt of the 911 call to the arrival of an effective firefighting force on a working fire in a moderate risk structure (single family home) is as follows:

- **Suburban:** 15 minutes 90% of the time
- **Rural:** 20 minutes 90% of the time

The Effective Response Force may be assembled through a combination of District resources and automatic or mutual aid partners.

## **SECTION 6. EFFECTIVE RESPONSE FORCE (HIGH-ACUITY EMS RESPONSE)**

### **Definition**

High-acuity EMS incidents include calls requiring immediate advanced life support (ALS) intervention or multiple personnel, including but not limited to:

- Cardiac arrest
- Respiratory failure or airway compromise
- Unconscious or unresponsive patients
- Major trauma
- Other life-threatening medical emergencies as determined by dispatch protocols or responding personnel.

### **Effective Response Force Objective**

BCFD4's objective is to provide advanced life support treatment on high-acuity EMS incidents as quickly as possible to prevent further harm to patients. Achieving this objective is dependent on the timely arrival of an effective response force. An effective response force shall consist of six (6) personnel, including a minimum of two (2) ALS personnel, capable of performing simultaneous ALS and BLS interventions, scene management, and transport preparation. BCFD4's response time objective, from the receipt of the 911 call to the arrival of an effective response force on a high-acuity EMS response is as follows:

- **Suburban:** 10 minutes 90% of the time
- **Rural:** 14 minutes 90% of the time

## **SECTION 7. STATION RELIABILITY**

### **Definition**

Station reliability is defined as the percentage of time a first-due response unit is available for dispatch within its assigned service area. Station reliability will be evaluated using Unit Hour Utilization (UHU) as an indicator of availability. UHU will be calculated by comparing the total amount of time in a given period with the total amount of time units from that station are committed to incidents. Station reliability may be impacted by concurrent incidents and cross-staffing practices.

### **Performance Objective**

BCFD4's objective is to maintain station reliability of 85 percent or more. This corresponds approximately to a Unit Hour Utilization of 15 percent or less.

## **SECTION 8. PERFORMANCE MEASUREMENT**

The District shall:

- Utilize available data systems to measure performance.
- Evaluate performance at the 90th percentile, where applicable.
- Improve data collection and analytical capabilities over time.

Performance shall be evaluated using total response time, including:

- Call processing (dispatch) time
- Turnout time
- Travel time

Where such data is available and reliable.

## **SECTION 9. CURRENT SYSTEM LIMITATIONS**

The District acknowledges that not all performance measures are currently tracked at the desired level of precision. These limitations will be addressed through phased improvements in data entry, collection, and analysis.

## **SECTION 10. PERFORMANCE REPORTING**

The District shall report performance relative to these objectives:

- At least annually to the Board of Fire Commissioners and the public through a published annual report compliant with RCW 52.33.040.
- With additional periodic updates as data systems and reporting capabilities improve.

## **SECTION 11. EFFECTIVE DATE**

This resolution shall take effect immediately upon adoption.

**ADOPTED**, by the Board of Commissioners of Benton County Fire Protection District No. 4, Benton County, Washington, at a regular public meeting on the 19th day of March 2026, with the following commissioners present and voting:

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
District Secretary