



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

MAY 7, 2026 – 5:00 PM
2604 BOMBING RANGE RD, WEST RICHLAND, WASHINGTON 99353

1. CALL MEETING TO ORDER

2. THOSE PRESENT AND PLEDGE OF ALLEGIANCE

3. 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 April 16, 2026
- Approval of 2026 Claim Voucher numbers 672 through 703 for \$227,623.15

6. FINANCIAL REVIEW

7. UNFINISHED BUSINESS

8. NEW BUSINESS

- Policy #215 – Lone Officer
- Policy #217 – Uniform and Clothing
- Resolution No. 2026-06; Rescinding Prior Policy-Adopting Resolutions
- Capital Facilities Plan

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

- District Open House – Station 420: May 9
- Tri-County Fire Commissioners Association Meeting - Station 420: May 16
- WFCFA Spring Seminar – Chelan: June 6
- Southeast Washington Fire Commissioners Association – Dayton: June 19

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
April 16, 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	Captain Newton	Firefighter Hodges
Deputy Chief Drayton	Captain Putz	Firefighter Madrigal
Finance Manager Paden-Lilly	Firefighter Andrews	Firefighter Posegate
Information Officer Shearer	Firefighter Coates	Firefighter Shannon
Captain Harper	Firefighter Garrison	Firefighter Wakeman

Guests present were:

David Fetto, City of West Richland Council Member

Commissioner Van Beek 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 April 2, 2026
- Approval of Payroll Voucher numbers 544 through 633 for \$563,732.54
- Approval of 2026 Claim Voucher numbers 593 through 632 for \$99,297.43

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

Long-Range Master Plan – AP Triton Presentation

AP Triton presented the District's Long-Range Master Plan, including the Community Risk Assessment and Standards of Cover. The presentation reviewed current conditions, response performance, and future recommendations. The key takeaway was that while the District is currently well-positioned, proactive planning will be necessary to maintain service levels and meet future growth demands.

FINANCIAL REVIEW

The revenue and expenditure budget position report were reviewed.

UNFINISHED BUSINESS

Level of Service – Policy #216 and Resolution 2026-02

The Board considered adopting a framework for evaluating system performance and establishing service objectives.

MOTION by Commissioner Brink to approve Policy #216 Level of Service and Resolution 2026-02 Establishing Level of Service Objectives and Performance Measures for Emergency Response and System Reliability. Commissioner Van Beek seconded the motion. The motion passed unanimously with all Commissioners in favor.

Levy Lid Lift Ballon Measure – Resolution No. 2026-05

The Board considered Resolution 2026-05, formalizing the previously approved action to place a multi-year levy lid lift on the primary election ballot.

MOTION by Commissioner Brink to approve Resolution No. 2026-05 – Providing for the Submission of Levy on the Primary Election. Commissioner Van Beek seconded the motion. The motion passed unanimously with all Commissioners in favor.

NEW BUSINESS

Resolution No. 2026-04 – Adopt Long Range Master Plan

The Board considered adopting the Community Risk Assessment, Standards of Cover, and Long-Range Master Plan.

MOTION by Commissioner Brink to approve Resolution 2026-04 – Adopting the Community Risk Assessment, Standards of Cover and Long-Range Master Plan. Commissioner Van Beek seconded the motion. The motion passed unanimously with all Commissioners in favor.

Creature Craft Quote

Staff presented a quote of \$23,500 plus tax for equipment to improve safety in low-head dam emergency situations.

MOTION by Commissioner Brink to approve the quote as presented. Commissioner Van Beek seconded the motion. The motion passed unanimously with all Commissioners in favor.

CORRESPONDENCE

There was no new correspondence.

DISTRICT REPORTS

Logistics – Logistics Manager Rebman provided a written update on ongoing projects throughout the District.

City Liaison – Council Member Fetto thanked District personnel for their support of the Easter event and noted plans to move it to the Bombing Range Sports Complex next year.

Operation Program – Chief Carlyle reported continued progress with the recruit academy.

Fire Chief – Chief Carlyle provided the following report:

- Participated in Battalion Chief interviews.
- Attended the all-hands staff meeting and presented information on the upcoming levy lid lift.
- Was unable to attend the Easter Egg Hunt; however, multiple reports indicated the event was very successful.
- Assisted Captain Borschowa with a Braun ambulance demo featuring their safety model, which includes interior design changes to improve provider and patient safety.

- Attended the CBDR board meeting; no notable updates.
- Completed an after-action review with AMR for the April 11–12 race event. While there were a few incidents, District response was not required. AMR identified several action items, which will be followed up on.
- Working with Liz Loomis on draft messaging related to the fire levy lid lift, expected to be released next week.

Deputy Chief – Deputy Chief Drayton provided the following report:

- Conducted the all-hands staff meeting to review accomplishments from the past six months and outline priorities for the next six months; attendance and engagement were strong.
- Aerial training is scheduled for next week at the Fire Training Center.
- With the level of service now adopted, the capital facilities plan will be presented for review at the next board meeting.
- Promotional testing is complete. Battalion Chiefs will begin their new roles on May 1, with additional promotions to follow as positions are filled at the captain and lieutenant levels.

IMPORTANT DATES

- District Open House: May 9
- Tri-County Fire Commissioners Association Meeting - Station 420: May 16
- WFCA Spring Seminar – Chelan: June 6
- Southeast Washington Fire Commissioners Association – Dayton: June 19

AGENDA ITEMS FOR THE NEXT MEETING

There were no agenda items 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 5:56 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

As Of: 05/15/2026

Time: 11:41:44 Date: 05/06/2026

Page: 1

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
15993	05/14/2026	05/14/2026	AMAZON - ACH	1,982.50	MAINTENANCE SUPPLIES; TOOL; DRINKING WATER FILL STATION; OFFICE CHAIR
522 12 31 20	Non-Expendable Office		001 000 522 6841 - General I	413.05	OFFICE CHAIR
522 50 31 00	Expendable Supplies -Faciliti		001 000 522 6841 - General I	212.89	FACILITY MAINTENANCE SUPPLIES
522 50 35 00	Non-Expendable Supplies - I		001 000 522 6841 - General I	1,216.35	WATER FILL STATION
522 50 48 10	Tools and Equipment		001 000 522 6841 - General I	140.21	AIR VELOCITY READER
Invoice					
	1F63-HJGD-L4JX		175.98	HVAC MAINTENANCE SUPPLIES	
	1RKD-M1YD-HM6T		36.91	HVAC FILTERS	
	1RKD-M1YD-HCN4		140.21	WIRELESS AIR VELOCITY READER	
	1DCW-M6WG-3GQX		1,216.35	WATER FILL STATION	
	1NPJ-1D63-QLW7		413.05	OFFICE CHAIR	
16026	05/14/2026	05/14/2026	AMAZON - ACH	174.35	SHARPIES; PENS; STICKY NOTES; CALCULATOR RIBBON
522 12 31 00	Expendable Office Supplies		001 000 522 6841 - General I	174.35	OFFICE SUPPLIES
Invoice					
	1PHF-X6H6-KJ9D		174.35	SHARPIES; PENS; STICKY NOTES; CALCULATOR RIBBON	
	Total AMAZON - ACH			2,156.85	
15994	05/14/2026	05/14/2026	AT&T MOBILITY - ACH	220.57	CELL PHONE SERVICE
522 12 42 10	Cellular Phone Service		001 000 522 6841 - General I	220.57	CELL PHONE SERVICE
Invoice					
	X04192026		220.57	CELL PHONE SERVICE	
15995	05/14/2026	05/14/2026	BENTON RURAL ELECTRIC - ACH	2,834.36	ELECTRIC FOR STATIONS
522 50 47 10	Utilities		001 000 522 6841 - General I	2,834.36	ELECTRIC FOR STATIONS
Invoice					
	4/30/2026		2,834.36	ELECTRIC FOR STATIONS	
16017	05/15/2026	05/15/2026	COMBAT READY FIRE TRAINING LLC	15,270.94	AERIAL POSITIONING TRAINING; ONLINE AERIAL POSITIONING TRAINING
522 45 41 00	Professional Service		001 000 522 6841 - General I	14,658.94	AERIAL POSITIONING 2-DAY TRAINING PROGRAM

ACCOUNTS PAYABLE

BENTON COUNTY FIRE PROTECTION DISTRICT #4

As Of: 05/15/2026

Time: 11:41:44 Date: 05/06/2026

Page: 2

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
522 45 43 20	Registration Fees		001 000 522 6841 - General I	612.00	ONLINE AERIAL POSITIONING TRAINING
			Invoice		
	1708		14,658.94		AERIAL POSITIONING 2-DAY HOT PROGRAM TRAINING
	1721		612.00		AERIAL POSITIONING ONLINE TRAINING
16002 05/15/2026	05/15/2026	840	CORWIN FORD	3,492.74	SERVICE #43
522 60 48 00	Repair and Maintenance Ser		001 000 522 6841 - General I	3,492.74	SERVICE #43
			Invoice		
	911431		3,492.74		SERVICE #43
16001 05/15/2026	05/15/2026	1111	CREATURE CRAFT	23,500.00	WATERWOG 2 RESCUE CRAFT
594 22 63 00	Capital Apparatus And Equip		001 000 594 6841 - General I	23,500.00	WATERWOG 2 RESCUE CRAFT
			Invoice		
	1155		23,500.00		WATERWOG 2 RESCUE CRAFT
16003 05/15/2026	05/15/2026	1090	ELWOOD STAFFING SERVICES INC.	2,818.58	TEMP STAFFING SERVICES
522 12 10 10	Salary - Administration		001 000 522 6841 - General I	2,818.58	TEMP STAFFING SERVICES
			Invoice		
	3616557		935.34		TEMP STAFFING SERVICES (37.25 HOURS)
	3616834		941.62		TEMP STAFFING SERVICES (37.5 HOURS)
	3617100		941.62		TEMP STAFFING SERVICES (37.5 HOURS)
16004 05/15/2026	05/15/2026	6474	EVERGREEN LAWN CARE, INC	385.89	SPRINKLER REPAIR AT STA 430
522 50 48 00	Repair & Maint. - Facilities		001 000 522 6841 - General I	385.89	SPRINKLER REPAIR AT STA 430
			Invoice		
	396971		385.89		SPRINKLER REPAIR AT STA 430
16005 05/15/2026	05/15/2026	702	FRONTLINE MEDICAL PLLC	1,083.00	ANNUL PHYSICAL (1)
522 20 24 10	Physicals/Innoculation		001 000 522 6841 - General I	1,083.00	ANNUL PHYSICAL (1)
			Invoice		
	4168		1,083.00		ANNUL PHYSICAL (1)
16006 05/15/2026	05/15/2026	137	GALLS	1,862.14	NOMEX PANTS; BOOTS

ACCOUNTS PAYABLE

BENTON COUNTY FIRE PROTECTION DISTRICT #4

As Of: 05/15/2026

Time: 11:41:44 Date: 05/06/2026

Page: 3

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
522 20 28 00	Clothing, Commissary (Non-	001 000 522 6841 - General I	1,862.14	NOMEX PANTS; BOOTS	
	Invoice				
	034758664	1,346.54	BOOTS (2); NOMEX UNIFORM PANTS (1)		
	034877637	515.60	NOMEX UNIFORM PANTS (2)		
16007 05/15/2026	05/15/2026	774	IMAGE TREND	2,409.72	ELITE RESCUE CAD INTEGRATION SUPPORT
522 12 41 04	Contract Services - Subscrip	001 000 522 6841 - General I	2,409.72	ELITE RESCUE CAD INTEGRATION SUPPORT	
	Invoice				
	PS-INV124493	2,409.72	ELITE RESCUE CAD INTEGRATION SUPPORT		
16008 05/15/2026	05/15/2026	1109	INSIGHT PUBLIC SECTOR INC	8,376.14	FIREWALLS AND RACK MOUNTS FOR STATIONS
522 12 31 20	Non-Expendable Office	001 000 522 6841 - General I	8,376.14	FIREWALLS AND RACK MOUNTS FOR STATIONS	
	Invoice				
	1101379992	409.48	RACK MOUNTS FOR FIREWALLS (3)		
	1101381664	7,966.66	FIREWALLS FOR STATIONS (3)		
15997 05/14/2026	05/14/2026	876	ISOUSOURCE - ACH	5,015.41	MONTHLY SUBSCRIPTIONS; BLOCK SUPPORT
522 12 41 03	Contract Services - Compute	001 000 522 6841 - General I	5,015.41	MONTHLY SUBSCRIPTIONS; BLOCK SUPPORT	
	Invoice				
	CW324523	5,000.00	BLOCK SUPPORT		
	CW323971	2,162.34	MONTHLY SUBSCRIPTIONS		
	CW322950	-2,146.93	ACH DUPLICATE 4-9-26		
16010 05/15/2026	05/15/2026	757	LIBERTY LAWN AND SAW	122.95	SERVICE LEAF BLOWER
522 60 48 00	Repair and Maintenance Ser	001 000 522 6841 - General I	122.95	SERVICE LEAF BLOWER	
	Invoice				
	58126	122.95	SERVICE LEAF BLOWER		
16011 05/15/2026	05/15/2026	187	LIFE ASSIST	5,574.06	EMS SUPPLIES
522 70 31 00	Expendable Supplies - EMS	001 000 522 6841 - General I	5,574.06	EMS SUPPLIES	
	Invoice				
	2111975	3,318.15	PHARMACEUTICALS, ELECTRODES, RESTRAINT BUCKLES, SHOULDER HARN		

ACCOUNTS PAYABLE

BENTON COUNTY FIRE PROTECTION DISTRICT #4

As Of: 05/15/2026

Time: 11:41:44 Date: 05/06/2026

Page: 4

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
			2105704	2,255.91	GLUCO TEST STRIPS, UNDERPADS, MEGAMOVER, GLUCOMETER, MAD DE
16023	05/15/2026	05/15/2026	189 LIZ LOOMIS EASL, INC	6,500.00	CONSULTING SERVICES - MARCH
522 30 41 01	Professional Services - Mark	001 000 522 6841 - General I		6,500.00	CONSULTING SERVICES - MARCH
		Invoice			
		B4-0526		6,500.00	CONSULTING SERVICES - MARCH
16009	05/15/2026	05/15/2026	182 LN CURTIS & SONS	3,235.21	PIERCING NOZZLE KIT FOR APP 52; HOSE STRAP; STRUCTURE GLOVES
522 21 28 20	PPE - Protective Clothing	001 000 522 6841 - General I		124.23	STRUCTURE GLOVES
522 21 35 10	Non-Expendable Supplies -	001 000 522 6841 - General I		461.70	HOST STRAP
594 22 63 00	Capital Apparatus And Equip	001 000 594 6841 - General I		2,649.28	PIERCING NOZZLE KIT FOR APP 52
		Invoice			
		INV1062938		2,649.28	PIERCING NOZZLE KIT FOR APP 52
		INV1060135		461.70	HOSE STRAP
		INV1063698		124.23	STRUCTURE GLOVES
16024	05/15/2026	05/15/2026	779 MCGAVICK GRAVES ATTORNEY AT LAW	5,224.50	GENERAL LABOR AND EMPLOYMENT MATTERS
522 14 41 00	Professional Services	001 000 522 6841 - General I		5,224.50	GENERAL LABOR AND EMPLOYMENT MATTERS
		Invoice			
		49986		1,053.00	GENERAL LABOR AND EMPLOYMENT MATTERS
		49987		4,171.50	GENERAL LABOR AND EMPLOYMENT MATTERS
16012	05/15/2026	05/15/2026	200 MES SERVICE COMPANY	11,959.13	KEY HOSE COMBAT SNIPER 1.75" X 50' DOUBLE JACKET (36)
522 21 35 11	Hose Replacement	001 000 522 6841 - General I		11,959.13	KEY HOSE COMBAT SNIPER 1.75" X 50' DOUBLE JACKET (36)
		Invoice			
		INV2494326		11,959.13	KEY HOSE COMBAT SNIPER 1.75" X 50' DOUBLE JACKET (36)
15996	05/14/2026	05/14/2026	925 MOON SECURITY - ACH	266.78	FIRE SYSTEM MONITORING
522 50 41 00	Professional Services	001 000 522 6841 - General I		266.78	FIRE SYSTEM MONITORING
		Invoice			
		8265564		266.78	FIRE SYSTEM MONITORING

ACCOUNTS PAYABLE

BENTON COUNTY FIRE PROTECTION DISTRICT #4

As Of: 05/15/2026

Time: 11:41:44 Date: 05/06/2026

Page: 5

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
16013 05/15/2026	05/15/2026	05/15/2026	242 OXARC	194.47	OXYGEN, ACETYLENE, NITROGEN; SAFETY GLASSES & GLOBAL GLOVES
522 70 31 00	Expendable Supplies - EMS	001 000 522	6841 - General I	194.47	OXYGEN, ACETYLENE, NITROGEN; SAFETY GLASSES & GLOBAL GLOVES
Invoice					
0032554891				83.94	OXYGEN, ACETYLENE, NITROGEN
0032563059				110.53	SAFETY GLASSES & GLOBAL GLOVES
16025 05/15/2026	05/15/2026	05/15/2026	242 OXARC	138.26	NITROUS OXIDE
522 70 31 00	Expendable Supplies - EMS	001 000 522	6841 - General I	138.26	NITROUS OXIDE
Invoice					
0032561352				138.26	NITROUS OXIDE
Total OXARC				332.73	
16018 05/15/2026	05/15/2026	05/15/2026	885 PACIFIC OFFICE AUTOMATION	802.52	PHONE SERVICE FOR STATIONS
522 12 42 00	Phone Service	001 000 522	6841 - General I	802.52	PHONE SERVICE FOR STATIONS
Invoice					
AR00320588				802.52	PHONE SERVICE FOR STATIONS
16014 05/15/2026	05/15/2026	05/15/2026	649 PNC	112,120.19	LADDER TRUCK LEASE (APP52)
591 22 70 02	Capital Lease Principal	001 000 591	6841 - General I	70,452.00	LADDER TRUCK LEASE (APP52)
592 22 83 02	Capital Lease Interest	001 000 591	6841 - General I	41,668.19	LADDER TRUCK LEASE (APP52)
Invoice					
2501236				112,120.19	LADDER TRUCK LEASE (APP52)
16015 05/15/2026	05/15/2026	05/15/2026	867 RAD TOWING	1,216.13	TOW TRAINING VEHICLES
522 45 41 00	Professional Service	001 000 522	6841 - General I	1,216.13	TOW TRAINING VEHICLES
Invoice					
103850-1				1,216.13	TOW TRAINING VEHICLES
16016 05/15/2026	05/15/2026	05/15/2026	765 RICHARDSON'S GARAGE DOORS	978.30	OVERHEAD DOOR REPAIR

ACCOUNTS PAYABLE

BENTON COUNTY FIRE PROTECTION DISTRICT #4

As Of: 05/15/2026

Time: 11:41:44 Date: 05/06/2026

Page: 6

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
522 50 48 00	Repair & Maint. - Facilities		001 000 522 6841 - General I	978.30	OVERHEAD DOOR REPAIR
	Invoice				
	40834		978.30	OVERHEAD DOOR REPAIR	
16019 05/15/2026	05/15/2026	305	SNURE LAW OFFICE	288.00	PROFESSIONAL SERVICES - LEVY LID LIFT AND POLICY REVIEW
522 14 41 00	Professional Services		001 000 522 6841 - General I	288.00	PROFESSIONAL SERVICES - LEVY LID LIFT AND POLICY REVIEW
	Invoice				
	5/1/2026		288.00	PROFESSIONAL SERVICES - LEVY LID LIFT AND POLICY REVIEW	
16027 05/15/2026	05/15/2026	322	STAPLES ADVANTAGE	660.30	FACILITY SUPPLIES
522 50 31 00	Expendable Supplies -Faciliti		001 000 522 6841 - General I	660.30	FACILITY SUPPLIES
	Invoice				
	6063126358		530.53	PAPER TOWEL; DISINFECT WIPES; TOILET CLEANER; LAUNDRY SOAP; DRYER	
	6063126359		129.77	TOILET PAPER	
15999 05/14/2026	05/14/2026	625	STERICYCLE - ACH	91.53	WASTE DISPOSAL
522 70 41 05	Professional Services - EMS		001 000 522 6841 - General I	91.53	WASTE DISPOSAL
	Invoice				
	8013999355		129.32	WASTE DISPOSAL	
	VISA		-37.79	ADJUSTMENT	
16020 05/15/2026	05/15/2026	110	TRI-CITY LUMBER	2,120.97	OSB FOR RECRUIT ACADEMY (150)
522 45 31 00	Expendable Supplies - Trainii		001 000 522 6841 - General I	2,120.97	OSB FOR RECRUIT ACADEMY (150)
	Invoice				
	2603-C66180		2,120.97	OSB FOR RECRUIT ACADEMY (150)	
16021 05/15/2026	05/15/2026	347	US LINEN & UNIFORM	443.85	MAT & SHOP TOWEL SERVICE
522 50 41 00	Professional Services		001 000 522 6841 - General I	443.85	MAT & SHOP TOWEL SERVICE
	Invoice				
	3670078		48.92	MAT & SHOP TOWEL SERVICE	

ACCOUNTS PAYABLE

BENTON COUNTY FIRE PROTECTION DISTRICT #4

As Of: 05/15/2026

Time: 11:41:44 Date: 05/06/2026
Page: 7

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
			3661513	54.77	MAT SERVICE
			3668301	54.77	MAT SERVICE
			3665027	123.05	MAT & SHOP TOWEL SERVICE
			3671815	64.50	MAT & SHOP TOWEL SERVICE
			3675173	48.92	MAT SERVICE
			3676942	48.92	MAT & SHOP TOWEL SERVICE
16000	05/14/2026	05/14/2026	465	974.32	CELL PHONE SERVICE
			522 12 42 10 Cellular Phone Service	001 000 522 6841 - General I	974.32 CELL PHONE SERVICE
			Invoice		
			6141206223	974.32	CELL PHONE SERVICE
16022	05/15/2026	05/15/2026	817	5,285.34	FUEL
			522 60 32 00 Fuels and Oils	001 000 522 6841 - General I	5,285.34 FUEL
			Invoice		
			8693879692618	5,285.34	FUEL
			Report Total:	227,623.15	
			Fund		
			001 6841 - General Fund	227,623.15	

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: 11:53:46 Date: 05/06/2026

05/01/2026 To: 05/14/2026

Page: 1

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
672	05/14/2026	Claims	6841	EFT	AMAZON - ACH	2,156.85	MAINTENANCE SUPPLIES; TOOL; DRINKING WATER FILL STATION; OFFICE CHAIR; SHARPIES; PENS; STICKY NOTES; CALCULATOR RIBBON
673	05/14/2026	Claims	6841	EFT	AT&T MOBILITY - ACH	220.57	CELL PHONE SERVICE
674	05/14/2026	Claims	6841	EFT	BENTON RURAL ELECTRIC - ACH	2,834.36	ELECTRIC FOR STATIONS
675	05/14/2026	Claims	6841	EFT	ISOUTSOURCE - ACH	5,015.41	MONTHLY SUBSCRIPTIONS; BLOCK SUPPORT
676	05/14/2026	Claims	6841	EFT	MOON SECURITY - ACH	266.78	FIRE SYSTEM MONITORING
677	05/14/2026	Claims	6841	EFT	STERICYCLE - ACH	91.53	WASTE DISPOSAL
678	05/14/2026	Claims	6841	EFT	VERIZON WIRELESS - ACH	974.32	CELL PHONE SERVICE
001 6841 - General Fund						11,559.82	
						<u>11,559.82</u>	Claims: 11,559.82
						11,559.82	

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

Admin Staff _____ Secretary _____

Commissioners _____, _____, _____

Approval Date _____

WARRANT/CHECK REGISTER

BENTON COUNTY FIRE PROTECTION DISTRICT #4

Time: 11:54:09 Date: 05/06/2026

05/15/2026 To: 05/15/2026

Page: 1

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
679	05/15/2026	Claims	6841	2524	COMBAT READY FIRE TRAINING LLC	15,270.94	AERIAL POSITIONING TRAINING; ONLINE AERIAL POSITIONING TRAINING
680	05/15/2026	Claims	6841	2525	CORWIN FORD	3,492.74	SERVICE #43
681	05/15/2026	Claims	6841	2526	CREATURE CRAFT	23,500.00	WATERWOG 2 RESCUE CRAFT
682	05/15/2026	Claims	6841	2527	ELWOOD STAFFING SERVICES INC.	2,818.58	TEMP STAFFING SERVICES
683	05/15/2026	Claims	6841	2528	EVERGREEN LAWN CARE, INC	385.89	SPRINKLER REPAIR AT STA 430
684	05/15/2026	Claims	6841	2529	FRONTLINE MEDICAL PLLC	1,083.00	ANNUL PHYSICAL (1)
685	05/15/2026	Claims	6841	2530	GALLS	1,862.14	NOMEX PANTS; BOOTS
686	05/15/2026	Claims	6841	2531	IMAGE TREND	2,409.72	ELITE RESCUE CAD INTEGRATION SUPPORT
687	05/15/2026	Claims	6841	2532	INSIGHT PUBLIC SECTOR INC	8,376.14	FIREWALLS AND RACK MOUNTS FOR STATIONS
688	05/15/2026	Claims	6841	2533	LIBERTY LAWN AND SAW	122.95	SERVICE LEAF BLOWER
689	05/15/2026	Claims	6841	2534	LIFE ASSIST	5,574.06	EMS SUPPLIES
690	05/15/2026	Claims	6841	2535	LIZ LOOMIS EASL, INC	6,500.00	CONSULTING SERVICES - MARCH
691	05/15/2026	Claims	6841	2536	LN CURTIS & SONS	3,235.21	PIERCING NOZZLE KIT FOR APP 52; HOSE STRAP; STRUCTURE GLOVES
692	05/15/2026	Claims	6841	2537	MCGAVICK GRAVES ATORNEY AT LAW	5,224.50	GENERAL LABOR AND EMPLOYMENT MATTERS
693	05/15/2026	Claims	6841	2538	MES SERVICE COMPANY	11,959.13	KEY HOSE COMBAT SNIPER 1.75" X 50' DOUBLE JACKET (36)
694	05/15/2026	Claims	6841	2539	OXARC	332.73	OXYGEN, ACETYLENE, NITROGEN; SAFETY GLASSES & GLOBAL GLOVES; NITROUS OXIDE
695	05/15/2026	Claims	6841	2540	PACIFIC OFFICE AUTOMATION	802.52	PHONE SERVICE FOR STATIONS
696	05/15/2026	Claims	6841	2541	PNC	112,120.19	LADDER TRUCK LEASE (APP52)
697	05/15/2026	Claims	6841	2542	RAD TOWING	1,216.13	TOW TRAINING VEHICLES
698	05/15/2026	Claims	6841	2543	RICHARDSON'S GARAGE DOORS	978.30	OVERHEAD DOOR REPAIR
699	05/15/2026	Claims	6841	2544	SNURE LAW OFFICE	288.00	PROFESSIONAL SERVICES - LEVY LID LIFT AND POLICY REVIEW
700	05/15/2026	Claims	6841	2545	STAPLES ADVANTAGE	660.30	FACILITY SUPPLIES
701	05/15/2026	Claims	6841	2546	TRI-CITY LUMBER	2,120.97	OSB FOR RECRUIT ACADEMY (150)
702	05/15/2026	Claims	6841	2547	US LINEN & UNIFORM	443.85	MAT & SHOP TOWEL SERVICE
703	05/15/2026	Claims	6841	2548	VOYAGER	5,285.34	FUEL
001 6841 - General Fund						216,063.33	
						216,063.33	Claims: 216,063.33

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: 14:48:19 Date: 05/06/2026

Page: 1

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	2,523,843.34	2,578,717.66	49.5%
330 Intergovernmental Revenues	36,500.00	38,018.24	(1,518.24)	104.2%
340 Charges For Services	47,000.00	32,521.36	14,478.64	69.2%
361 Miscellaneous Revenue	50,200.00	48,279.81	1,920.19	96.2%
380 Other Increases in Fund Resources	0.00	7,509.14	(7,509.14)	0.0%
390 Other Financing Sources	0.00	3,201.00	(3,201.00)	0.0%
397 Interfund Transfers	2,693,346.00	30.35	2,693,315.65	0.0%

Fund Revenues:	13,428,344.00	8,350,195.61	5,078,148.39	62.2%
-----------------------	----------------------	---------------------	---------------------	--------------

Expenditures	Amt Budgeted	Expenditures	Remaining	
011 Legislative	44,200.00	7,749.08	36,450.92	17.5%
012 Administrative	1,529,150.00	487,614.25	1,041,535.75	31.9%
013 Election	25,000.00	9,781.03	15,218.97	39.1%
014 Legal	30,500.00	18,325.00	12,175.00	60.1%
020 Operations	4,739,400.00	1,637,457.06	3,101,942.94	34.5%
021 Suppression	236,000.00	48,544.17	187,455.83	20.6%
024 Communications	187,750.00	44,408.66	143,341.34	23.7%
026 Logistics (Support Services)	21,000.00	2,986.10	18,013.90	14.2%
030 Public Information	130,000.00	33,711.25	96,288.75	25.9%
045 Training	425,900.00	130,204.47	295,695.53	30.6%
050 Facilities	264,200.00	105,228.53	158,971.47	39.8%
060 Automotive	176,000.00	49,168.59	126,831.41	27.9%
070 Ambulance Transport Services	512,000.00	138,543.03	373,456.97	27.1%
522 Fire Control	8,321,100.00	2,713,721.22	5,607,378.78	32.6%
589 Payroll Clearing	0.00	923.40	(923.40)	0.0%
591 Debt Service	173,745.00	113,431.51	60,313.49	65.3%
594 Capital Expenditures	2,426,500.00	373,297.87	2,053,202.13	15.4%
597 Interfund Transfers	440,000.00	0.00	440,000.00	0.0%

Fund Expenditures:	11,361,345.00	3,201,374.00	8,159,971.00	28.2%
---------------------------	----------------------	---------------------	---------------------	--------------

Fund Excess/(Deficit):	2,066,999.00	5,148,821.61
-------------------------------	---------------------	---------------------

Budget Summary – Through Mid-May 2026

General Fund (Fund 001)

- Received: \$8,350,196 (62.2%)
- Spent: \$3,201,374 (28.2%)

EMS Fund (Fund 110)

- Received: \$3,143,625 (71.1%)
- No expenditures recorded; the planned interfund transfer (\$2.69M) has not yet occurred.

Reserve Fund (Fund 601)

- Received: \$2,515,579 (84.0%)
- No expenditures recorded.

Key Observations

- Property tax collections increased significantly during April and early May, with major funds now near 50% of annual tax revenues collected.
- General Fund expenditures remain below one-third of budget, with operational and fire control costs continuing as the primary drivers of spending.
- Capital expenditures have reached approximately \$373K, reflecting continued early-year project and equipment activity.

2026 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION DISTRICT

Time: 14:48:19 Date: 05/06/2026

Page: 2

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	948,772.36	958,440.64	49.7%
330 Intergovernmental Revenues	375,000.00	33,624.83	341,375.17	9.0%
340 Charges For Services	500,000.00	259,774.93	240,225.07	52.0%
360 Investment Interest	60,000.00	16,295.78	43,704.22	27.2%
Fund Revenues:	4,420,555.00	3,143,625.30	1,276,929.70	71.1%
Expenditures	Amt Budgeted	Expenditures	Remaining	
597 Interfund Transfers	2,693,346.00	0.00	2,693,346.00	0.0%
Fund Expenditures:	2,693,346.00	0.00	2,693,346.00	0.0%
Fund Excess/(Deficit):	1,727,209.00	3,143,625.30		

2026 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION DISTRICT

Time: 14:48:19 Date: 05/06/2026

Page: 3

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	252,102.86	229,112.14	52.4%
360 Investment Interest	5,500.00	1,739.13	3,760.87	31.6%
Fund Revenues:	673,214.00	456,937.28	216,276.72	67.9%
Expenditures	Amt Budgeted	Expenditures	Remaining	
591 Debt Service	504,000.00	0.00	504,000.00	0.0%
Fund Expenditures:	504,000.00	0.00	504,000.00	0.0%
Fund Excess/(Deficit):	169,214.00	456,937.28		

2026 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION DISTRICT

Time: 14:48:19 Date: 05/06/2026

Page: 4

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%
360 Investment Interest	0.00	0.18	(0.18)	0.0%

Fund Revenues:	0.00	30.35	(30.35)	0.0%
-----------------------	-------------	--------------	----------------	-------------

Expenditures	Amt Budgeted	Expenditures	Remaining	
597 Interfund Transfers	0.00	30.35	(30.35)	0.0%

Fund Expenditures:	0.00	30.35	(30.35)	0.0%
---------------------------	-------------	--------------	----------------	-------------

Fund Excess/(Deficit):	0.00	0.00
-------------------------------	-------------	-------------

2026 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION DISTRICT

Time: 14:48:19 Date: 05/06/2026

Page: 5

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	21,247.20	480,752.80	4.2%
Fund Revenues:	2,994,970.00	2,515,579.46	479,390.54	84.0%
Fund Excess/(Deficit):	2,994,970.00	2,515,579.46		

2026 BUDGET POSITION TOTALS

BENTON COUNTY FIRE PROTECTION DIS

Time: 14:48:19 Date: 05/06/2026

Page: 6

Fund	Revenue Budgeted	Received		Expense Budgeted	Spent	
001 6841 - General Fund	13,428,344.00	8,350,195.61	62.2%	11,361,345.00	3,201,374.00	28%
110 6848 - EMS Fund	4,420,555.00	3,143,625.30	71.1%	2,693,346.00	0.00	0%
201 6842 - Sta 430 Bond Fund	673,214.00	456,937.28	67.9%	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	2,515,579.46	84.0%	0.00	0.00	0%
	<u>21,517,083.00</u>	<u>14,466,368.00</u>	<u>67.2%</u>	<u>14,558,691.00</u>	<u>3,201,404.35</u>	<u>22.0%</u>



BENTON COUNTY FIRE PROTECTION DISTRICT # 4

Policy #215

Lone Shift Officer Requirements

Page 1 of 4

1. Purpose

- 1.1. The purpose of this policy is to establish the requirements to allow a probationary officer to be the only officer working in the District.

2. Scope

- 2.1. This policy applies to Benton County Fire District #4 (BCFD4) employees that are covered by the Collective Bargaining Agreement (CBA) that have been recently promoted to officer.

3. Responsibilities

- 3.1. The probationary officer is tasked with showing proficiency with many of the systems and day-to-day procedures.
- 3.2. Shift officers ensure that the probationary officer is not the only promoted officer on shift until approved by the fire chief.
- 3.3. The fire chief or designee is responsible for approving probationary officers to be the lone shift officer.

4. Revision Summary

Revision Date	Description
12/2/2021	Initial issue

5. Definitions

- 5.1. Probationary officer – A promoted officer on probation.
- 5.2. Collective Bargaining Agreement – The current International Association of Firefighters Local 1052 Union contract between BCFD4 employees and the District.
- 5.3. Standard Operating Guidelines – A District approved guideline on how to perform a certain task.

6. Procedures

- 6.1. Probationary officer successfully demonstrates tasks on Attachment 1 to a captain or higher-ranking officer.
- 6.2. Approving captain or higher-ranking officer initials and dates the successfully completed task.
- 6.3. After Attachment 1 has been completed, the probationary officer meets with the fire chief or designee for final approval.

7. Conditions

- 7.1. The probationary officer shall demonstrate proficiency in specific aspects regarding the following:
 - 7.1.1. Time reporting system(s).
 - 7.1.2. Records management system(s).

Policy #215
Lone Shift Officer Requirements

Page 2 of 4

- 7.1.3. Training management system(s).
- 7.1.4. Dispatch notification system(s).
- 7.2. The probationary officer shall demonstrate an understanding of the following:
 - 7.2.1. CBA.
 - 7.2.2. Policies.
 - 7.2.3. SOG's.
- 7.3. Upon completion of the required tasks and approval of the fire chief, the probationary officer is eligible to be the only promoted officer on shift.
- 7.4. The probationary officer will have one (1) month to complete Attachment 1 before first evaluation, at any time the fire chief or designee may waive any or all portions of this process.
- 7.5. If terms of this policy are not met in all facets, the timeline can be extended a month at a time.

8. Program Goals

- 8.1. BCFD4 strives to train and equip their probationary officers to be successful in their newly promoted position.

9. Attachments

- 9.1. Attachment 1 – Requirement List.

Adopted by Commissioners.

Signed by Fire Chief:

Printed _____

Signed _____

Effective Date: 5/7/2026

Supersedes Date: 12/2/2021

Policy #215
Lone Shift Officer Requirements

Page 3 of 4

Policy 215 – Attachment 1

Initial and Date

Time Management System

- ☐ Print out and review a timecard. _____
- ☐ Start an emergent callback. _____
- ☐ Schedule a callback. _____
- ☐ Approve and enter a time-off (vacation and sick leave) request. _____
- ☐ Explain the process of the “Last Modified By” for an entry. _____

Records Management System

- ☐ Reviewing reports
 - ☐ Be final review for an EMS report. _____
 - ☐ Be final review for a fire report. _____
 - ☐ Send a message about a report to another user. _____
- ☐ Look up BCFD4 member demographics. _____
- ☐ Log into the tablet and set up the shift. _____
- ☐ Upload computer-aided dispatching (CAD) data and vital signs. _____
- ☐ Transfer the call to a different ambulance. _____
- ☐ Explain the continuous quality improvement (CQI) process. _____

Training Management System

- ☐ Identify the required training for the day/week/month. _____
- ☐ Record a class that you attended. _____
- ☐ Record a class that multiple people completed. _____
- ☐ Submit a course request. _____

Policy #215
Lone Shift Officer Requirements

Page 4 of 4

Dispatch Notification Systems (iSpy)

- ☐ Send a message. _____
- ☐ Look up a previous call. _____
- ☐ Show how to find a pre-fire plan. _____

I/NetViewer:

- ☐ ~~Look up a previous call.~~ _____
- ☐ ~~Check the current status of a vehicle.~~ _____

Mobile Data Terminal (MDT):

- ☐ Log in. _____
- ☐ Respond to a call utilizing the touch screen/interface. _____
- ☐ Lookup mileage from an EMS call. _____

Miscellaneous:

- ☐ Provide a brief explanation of each article in the CBA. _____
- ☐ Find a policy and an SOG. _____
- ☐ Review the process for reporting an injury or exposure. _____
- ☐ Review the process for reporting a vehicle accident or damage. _____

Fire Chief or Designee Approval

Date



BENTON COUNTY FIRE PROTECTION DISTRICT # 4

Policy #217

Uniform and Clothing Policy

Page 1 of 4

1. Purpose

1.1. The purpose of this policy is to ensure consistent and professional appearance among all personnel, while also supporting functionality, comfort, and safety during various work and training conditions.

2. Scope

2.1. Applies to all uniformed personnel.

3. Responsibilities

3.1. The Fire Chief or designee will appoint a uniform program manager who will:

3.1.1. Order, issue, and track all department-issued uniforms and equipment.

3.1.2. Maintain inventory control of issued and returned items.

3.1.3. Manage the uniform check-in and check-out process, including final return upon separation.

4. Revision Summary

Revision Date	Description
7/21/2025	New policy

5. Regulations

5.1. Personnel must report for duty in clean and neat uniforms and remain in uniform while on duty. Uniforms shall be free of excessive wear, fading, stains, or tears. Personnel are expected to have their shirts tucked in, and when wearing a uniform shirt, to have it be buttoned completely except at the collar.

5.2. Uniforms shall not be worn off-duty, except for travel to and from work, at approved events, or with permission from the Fire Chief or designee. Members are prohibited from wearing uniforms off duty in any manner that may reflect poorly on the district.

6. Procedures

6.1. Replacement Process

6.1.1. If an item becomes faded, torn, or at the end of its useful life, the employee shall present the item to the uniform program manager for repair or replacement.

6.2. Return of Issued Items

6.2.1. Upon separation, all department-issued clothing and gear must be returned. Items not returned or returned in unacceptable condition (beyond normal wear), will result in the cost being deducted from the final paycheck. This policy constitutes the employee's consent to such deduction.

7. Guidelines

Policy #217

Uniform and Clothing Policy

Page 2 of 4

7.1. Duty Uniform

7.1.1. The standard duty uniform worn during daily operations and emergency response includes:

- 7.1.1.1. Station Pants
- 7.1.1.2. Short or long-sleeve t-shirt
- 7.1.1.3. Work boots meeting NFPA and NWCG standards
- 7.1.1.4. Ball Cap (optional)

7.1.2. For public events such as commissioner meetings, public education, school visits, and inspections, members are expected to wear a uniform shirt (short or long sleeve) with a badge and appropriate collar insignia.

7.2. Outside Meetings and Training

7.2.1. Members representing the District at outside meetings and training should wear attire appropriate for the event (i.e., a BCFD4 polo).

7.3. Exercise Clothing

7.3.1. Members may wear appropriate exercise shorts or pants and t-shirts while exercising on duty. Personnel may not respond to calls in only their exercise clothing (may be worn under appropriate PPE).

7.4. Winter Clothing

7.4.1. During cold weather, special winter clothing (i.e., thermal base layer) may be worn. Winter clothing items must be appropriate for duty and may not interfere with the member's safety or the image of the District.

7.5. Station Footwear

7.5.1. To promote cleanliness and hygiene within living quarters, members should wear their issued station shoes inside the living areas of the fire stations. Station shoes should be clean and present a professional appearance. These shoes are to be worn within the station living areas only and not used in work areas (e.g., apparatus bays) or worn on emergency responses or during outside work or training.

7.6. Personal Preferences

7.6.1. Boots

7.6.1.1. Members who wish to purchase and wear different boots from what the District issues may do so, so long as they meet NFPA 1999 and 1977 standards. The uniform manager will coordinate this purchase.

7.6.2. Belts

7.6.2.1. Members who wish to purchase and wear a different belt from what the District issues may do so, so long as it is a minimum of 1.5" wide and Black.

7.7. Specialized Equipment or Clothing

7.7.1. Members requiring modified or specialized uniform items or equipment (for example SCBA prescription inserts or prescription safety glasses) to accommodate qualifying needs may submit a written request with relevant documentation to the fire chief

Policy #217
Uniform and Clothing Policy

Page 3 of 4

or designee. The request will be evaluated for reasonable accommodation. If approved, the employees' needs will be accommodated while maintaining operational standards and public professionalism.

7.7.2. Approved specialized items will be issued by the uniform program manager and tracked in the same manner as standard-issue gear.

8. Reference Documents

- 8.1. NFPA 1999
- 8.2. NFPA 1977
- 8.3. NFPA 1975

9. Addendums

- 9.1. Addendum A: Uniform Items Issued

Adopted by BCFD4 Commissioners on: _____

Signed by Fire Chief:

Printed _____

Signed _____

Effective Date: _____

Supersedes Date: N/A

Policy #217
Uniform and Clothing Policy

Page 4 of 4

Addendum A: Uniform Items Issued

Item	24-Hour Shift Personnel	Day Shift Personnel	Volunteer
Tri-compliant Uniform Pants	4	6	2
Belt	1	1	1
Class B Uniform Shirt, Short Sleeve, with Nametag	2	4	1
Class B Uniform Shirt, Long Sleeve, with Nametag	1	1	1
Badge	1	1	1
Short Sleeve T-Shirts with District Logo	6	6	2
Long Sleeve T-Shirts with District Logo	2	2	1
Ball Cap	1	1	1
Hardshell Outer Jacket	1	1	1
Softshell Jacket			
Sweatshirt with District Logo	2	2	1
Work Boots (NFPA 1999/1977 Compliant)	1	1	1
Workout Shorts with District Logo	1	1	1
Sweatpants with District Logo	1	1	1
Polo Shirt	2	2	1
Cold weather Beanie	1	1	1
Station Footwear	1	1	1



BENTON COUNTY FIRE DISTRICT #4

Community Focused Service

RESOLUTION NO. 2026-06

A RESOLUTION CLARIFYING THE METHOD OF POLICY ADOPTION AND RESCINDING PRIOR POLICY-ADOPTING RESOLUTIONS

WHEREAS, Benton County Fire District No. 4 (“District”) historically adopted policies by formal resolution of the Board of Fire Commissioners prior to approximately 2003; and

WHEREAS, beginning around 2003, the District transitioned to a practice of adopting and revising policies by motion of the Board of Fire Commissioners, with implementation and administration delegated to the Fire Chief; and

WHEREAS, over time, numerous policies originally adopted by resolution have been amended, replaced, or incorporated into the District’s current policy framework; and

WHEREAS, the continued existence of prior policy-adopting resolutions may create confusion regarding the District’s current policy approval process and the status of such resolutions; and

WHEREAS, the Board of Fire Commissioners desires to clarify its current policy adoption process and formally rescind prior resolutions used solely for the purpose of adopting policies;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF FIRE COMMISSIONERS OF BENTON COUNTY FIRE DISTRICT NO. 4 AS FOLLOWS:

1. Policy Adoption Method.

The Board hereby affirms that District policies shall be adopted, amended, or repealed by motion of the Board of Fire Commissioners, duly made and approved in an open public meeting, unless otherwise required by law.

2. Rescission of Prior Policy-Adopting Resolutions.

All prior resolutions adopted by the District for the sole purpose of approving or adopting policies, including those adopted between approximately 1989 and 2003, are hereby rescinded and declared no longer in effect as governing instruments.

3. Continuing Validity of Policies.

The rescission of such resolutions does not repeal or invalidate any existing District policy. All policies currently in effect shall remain valid unless and until they are amended or repealed by action of the Board of Fire Commissioners.



2604 Bombing Range Rd
West Richland, WA 99353



509-967-2945
Fax: 509-967-5222



 www.bcfld4.org
 BCFD4  @BCFD4Info

4. **Ratification of Current Practices.**

All policies adopted or amended by motion of the Board of Fire Commissioners since approximately 2003 are hereby ratified and confirmed as validly adopted.

5. **Administration of Policies.**

The Fire Chief is authorized to implement, maintain, and administer District policies, and to present proposed policy adoptions or revisions to the Board for approval.

6. **Effective Date.**

This Resolution shall take effect immediately upon its 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 7th day of May 2026, with the following commissioners present and voting:

Chairperson

Commissioner

Commissioner

District Secretary