



BENTON COUNTY FIRE PROTECTION DISTRICT NO. 4 REGULAR BOARD AGENDA

April 1, 2020
2604 Bombing Range Rd.
West Richland WA. 99353

CALL MEETING TO ORDER

PLEDGE OF ALLEGIANCE

ADDITION TO THE AGENDA

THOSE PRESENT:

FINANCIAL REVIEW

CONSENT AGENDA:

(All matters listed within the Consent Agenda have been distributed to each member of the Board of Commission for reading and study, are considered to be routine, and will be considered or enacted by one motion of the Commission with no separate discussion. If separate discussion is desired, that item may be removed from the Consent Agenda and placed on the Regular Agenda by request.)

- Approval of the Agenda dated 04/01/2020
- Approval of Regular Meeting Minutes dated 03/19/2020
- Approval and pay:
- **Expenditures:**

522 Fire Control	24,422.98
<u>001 General Fund</u>	<u>24,422.98</u>

594 Capital Expenditures	9,219.34
<u>401 Construction Fund</u>	<u>9,219.34</u>

Total: \$33,642.32

RESOLUTIONS/MOTIONS

- Approval of the Bureau of Land Management Interlocal Agreement
- To temporary increase credit limits on the district credit cards during the outbreak

DISTRICT REPORTS

- Union Report
- Volunteer Report
- Logistics Report
- City Liaison Report
- Commissioner's Report
- Fire Chief's Report
- District Secretary's Report

OPEN FORUM DISCUSSION

IMPORTANT DATES

- April 4, 2020 Easter Egg stuffing, Station 410 at 1000 hrs. - CANCELLED

- April 11, 2020 Easter Egg Hunt, Sports Complex at 0800 hrs. - CANCELLED
- June 6, 2020 – WFCA Seminar Chelan
- October 22 - 24 – Washington Fire Commissioner Association Annual Conference, Spokane

CORRESPONDENCE

AMBULANCE SERVICE PROGRAM UPDATES

UNFINISHED BUSINESS

- Fire Department Community Assistance, Referrals and Education Services (FDCARES) program
- Station Design Team
- Apparatus Committee
- Volunteer Recruitment
- Bond Budget Report
- COVID19

NEW BUSINESS

AGENDA ITEMS FOR NEXT MEETING

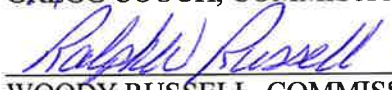
EXECUTIVE SESSION

ADJOURNMENT:

Attested:

 04/01/2020
SLITA BRADLEY, DISTRICT SECRETARY

 4/1/20
GREGG COUCH, COMMISSIONER

 4/1/20
WOODY RUSSELL, COMMISSIONER

_____/_____/_____
GARRETT GOODWIN, COMMISSIONER

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

March 5, 2020
2604 Bombing Range Rd.
West Richland WA. 99353

CALL MEETING TO ORDER

Commissioner Couch called the meeting to order at 1802 hrs.

PLEDGE OF ALLEGIANCE

Captain Benitz led the pledge of allegiance.

ADDITION TO THE AGENDA

- Temporarily moving meeting nights
- Discussion of storage facility
- Discussion of COVID-19

THOSE PRESENT:

Commissioner Gregg Couch
Commissioner Woody Russell
Commissioner Garret Goodwin
Acting Fire Chief Paul Carlyle
Councilman Fred Brink
Captain Bonnie Benitz
Captain Ray Newton

Captain Bob Shannon
Lieutenant Matt Borschowa
Paramedic Anthony Vining
Paramedic Grady Winn
Firefighter Sam Monds
Firefighter Jack Van Hoorelbeke
Logistics Member Jon Lucas

FINANCIAL REVIEW

- Reviewed with no questions

CONSENT AGENDA:

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- Approval of the Agenda dated 03/05/2020
- Approval of Regular Meeting Minutes dated 02/20/2020
- Approval and pay:
- **Expenditures:**

522 Fire Control	29,625.71
001 General Fund	29,625.71

594 Capital Expenditures	124,989.54
110 EMS Fund	124,989.54

594 Capital Expenditures	361,090.89
401 Construction Fund	361,090.89

Total: \$515,706.14

Commissioner Russell made a motion to approve the consent agenda, seconded by Commissioner Goodwin and the motion carried.

RESOLUTIONS/MOTIONS

- Approval of the Change Order

Commissioner Goodwin made a motion to approve the Change Order, seconded by Commissioner Russell, the motion carried.

- Approval of Policy 501 Volunteer Educational Scholarship

Commissioner Russell made a motion to approve Policy 501 Volunteer Educational Scholarship, seconded by Commissioner Goodwin, the motion carried.

- Approval of Resolution 2020-02 Equipment Surplus

Commissioner Russell made a motion to approve Resolution 2020-02 Equipment Surplus, seconded by Commissioner Goodwin, the motion carried.

DISTRICT REPORTS

- Union Report
 - 16th annual Fire Ops on March 19th and 20th. Councilman Brink will be attending as a guest of Benton County Fire District No. 4, Local 1052.
- Volunteer Report
 - No report
- Logistics Report
 - Easter Egg Hunt is coming up. Preparations are being made.
 - Have been purchasing items to continue to improve the Logistics group.
- City Liaison Report
 - Will be at Fire Ops during the next Commissioner meeting and will not be attendance. He will have a representative attend in his place.
 - Bridge work is on schedule
- Commissioner's Report
 - No report
- Fire Chief's Report
 - Whealan (presented by Acting Chief Carlyle)
 - Chief Whealan attended the Executive staff meeting, minutes are published on the server.
 - Executed the contract of the purchase of the new staff vehicle, the initial phase of the program should be completed tomorrow with trading in the excessed staff vehicle and completing paperwork.
 - Carlyle
 - Attended the Liz Loomis conference call on Wednesday. There are several upcoming news releases and publications. Identified a couple issues with our new website and will be following up with those.
 - The Quad County Chief's meeting was cancelled for today.
 - Attended the local Chief's meeting,
 1. Main topic of the meeting was the COVID19 situation. The region is working together to develop and push out factual and correct information as fast as we can, but the situation is changing on almost an hour by hour basis.

2. L&I announced today they would cover compensable hours for personnel who are quarantined by the CDC recommended guidelines and/or Health Department recommendation. There is some further clarification the chiefs are seeking regarding this matter as questions arise.
3. He recommended management have a general discussion with the Union for a plan if/when personnel are either quarantined by the CDC or Health Department or if they contract COVID19. Acting Chief Carlyle expressed concerns that due to his current status as a bargaining member while filling the role of acting chief, it may not be best that he addressed labor management issues. He asked the board for guidance on moving forward.
4. In reaction to the L&I determination, two agencies have already cancelled department sanctioned training and travel outside of the local area, due to complications with managing an employee that either gets quarantined due to a known exposure or starts developing symptoms and is outside of the local area. Other agencies have also expressed they are headed in the same direction and Emergency Management has also started down this path.
5. Chief Johnson has taken lead on contacting the BVFF and see what their plans are for our volunteer staff, and what that will look like. There should be more to follow on this.
 - Reached out to On Scene Medical to ensure they have a plan if we are forced to change the style/manufacture of our N95 masks and that they would be ready to implement department wide mask fitting.
 - With the emergency declaration in response to COVID19 there is a possibility the fire district can be reimbursed for some of the equipment or supplies in our readiness and response to COVID19 but that has not yet occurred. We have an internal plan to capture that data and reimbursable items.

- District Secretary's Report
 - No report

OPEN FORUM DISCUSSION

- No discussion

IMPORTANT DATES

- March 20, 2020 – Chamber Bucks Ball, Uptown Theater at 1800 hrs.
- March 28, 2020 Recruit Graduation, Sunset Gardens
- April 4, 2020 Easter Egg stuffing, Station 410 at 1000 hrs.
- April 11, 2020 Easter Egg Hunt, Sports Complex at 0800 hrs.
- June 6, 2020 – WFCA Seminar Chelan
- October 22 - 24 – Washington Fire Commissioner Association Annual Conference, Spokane

CORRESPONDENCE

- No correspondence.

AMBULANCE SERVICE PROGRAM UPDATES

- Acting Chief Carlyle commended staff. There has been excellent discussion regarding COVID-19. Staff is prepared in the event of an outbreak
- EMS Officers met and will have a coordinated effort to distribute information. They are working closely with the Department of Health.

- Things are updating rapidly. There will be a training video distributed to responders. It is expected to be delivered 3/6/2020
- Acting Chief Carlyle is available to help answer questions
- There are several resources available to help answer questions

UNFINISHED BUSINESS

- Fire Department Community Assistance, Referrals and Education Services (FDCARES) program
 - No report
- Station Design Team
 - No report
- Apparatus Committee
 - Commissioner Goodwin, Captain Newton and Firefighter Yaroch will go to Wisconsin with Hughes Fire Representative, Denney Waters April 13, 2020-April 17, 2020 for a pre-build meeting for the Type I apparatus.
 - Special meeting to discuss apparatus replacement scheduled for March 16, 2020 1800 hrs.
 - Captain Newton gave a presentation on apparatus replacement
- Volunteer Recruitment
 - Captain Shannon reported he will be setting up a date for interviews and testing. He has received several new applications. Backgrounds are going well with a faster turn-around.
 - Captain Shannon gave status of various applicants
- Bond Budget Report
 - Commissioner Russell distributed a paper with expenditures.
 - Costs are well-controlled and have been saving money.
- Levy Lid Lift
 - Had a conference call with Liz Loomis on Wednesday March 4, 2020 and discussed the draft Fire Levy Lid lift resolution.
 - Discussion of whether to go with 9% or 6% or CPI. It was recommended to go with 6% inflator.
 - The Resolution will be present at the March 19th meeting. There will be a presentation about the Levy Lid Lift. The board would like to see if there is any public concern at that meeting before voting on the resolution.

NEW BUSINESS

- Commissioner Goodwin will be attending EMT courses and will not be available for Thursday night meetings. He proposed moving the meetings to Wednesday, starting April 1, 2020 at 1700 and reevaluating on May 20, 2020 when course ends to determine if meeting nights should return to the Thursdays.
- Storage Facility
 - Acting Chief Carlyle reported there was contamination to building. Risk to personnel is very low but mitigation is needed for building.
 - Working with industrial hygienist who enlisted help of three other companies who are not available to do the cleanup.
 - NRC gave a contract proposal for cleanup. Can start as early as Monday, March 9, 2020.
 - Other option is to contract with Dade Moeller (Industrial Hygienist) as project manager and then would work to coordinate the cleanup project.
 - Acting Chief Carlyle contacted Enduris who will not make a final determination on claim until it is filed

- Dade Moeller gave a contract to provide services as needed
- Acting Chief Carlyle reported we potentially cannot get a different cleanup company due to other companies responding to COVID-19.
 - There was concern about delaying cleanup to find another company
- Commissioner Russell recommended moving forward with NRC. Commissioner Couch and Commissioner Goodwin agreed.

Commissioner Russell made a motion to enter into a contract with NRC for cleanup in the amount of \$32,602.28, also if needed to enter into a contract with Dade Moeller for an hourly rate not to exceed \$2000.00, Commissioner Goodwin seconded, the motion carried.

- COVID-19
 - There was discussion, considering the potential COVID-19 outbreak, personnel's involvement in outside training or outside community events may need to be limited.
 - Currently there are no reported cases of COVID-19 in Benton or Franklin Counties.
 - The decision was made to reevaluate the level of personnel involvement in outside training or events when more information is available or when there reported cases locally.

AGENDA ITEMS FOR NEXT MEETING

- Fire Department Community Assistance, Referrals and Education Services (FDCARES) program
- Station Design Team
- Apparatus Committee
- Volunteer Recruitment
- Bond Budget Report
- Levy Lid Lift
- COVID19
- Storage facility at Station 420

EXECUTIVE SESSION

At 1938 hrs., the board called an executive session per RCW 42.30.140 (g) for 22 minutes. At 2000 hrs. the meeting was resumed to a regular session with no further actions.

ADJOURNMENT:

The meeting was adjourned at 2001 hrs.

Attested:

_____/_____/_____
SLITA BRADLEY, DISTRICT SECRETARY

_____/_____/_____
GREGG COUCH, COMMISSIONER

_____/_____/_____
WOODY RUSSELL, COMMISSIONER

_____/_____/_____
GARRETT GOODWIN, COMMISSIONER



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

March 19, 2020
2604 Bombing Range Rd.
West Richland WA. 99353

CALL MEETING TO ORDER

Commissioner Couch called the meeting to order at 1800 hrs.

PLEDGE OF ALLEGIANCE

District Secretary Bradley led the pledge of allegiance.

ADDITION TO THE AGENDA

- Resolution 2020-04 surplus of Equipment

THOSE PRESENT:

Commissioner Gregg Couch
Commissioner Woody Russell
Acting Chief Paul Carlyle

District Secretary Slita Bradley
City Liaison Fred Brink

FINANCIAL REVIEW

- Reviewed with no questions.

CONSENT AGENDA:

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- Approval of the Agenda dated 03/19/2020
- Approval of Special Meeting Minutes dated 03/16/2020
- Approval of Regular Meeting Minutes dated 03/05/2020
- Approval and pay:
- **Expenditures:**

522 Fire Control	67,892.80
589 Payroll Clearing	24,574.53
<u>001 General Fund</u>	<u>92,467.33</u>

522 Fire Control	1,358.85
<u>110 EMS Fund</u>	<u>1,358.85</u>

594 Capital Expenditures	4,027.50
<u>401 Construction Fund</u>	<u>4,027.50</u>

594 Capital Expenditures	45,463.92
<u>501 Equipment Fund</u>	<u>45,463.92</u>

- **EFT**

522 Fire Control	143,626.21
589 Payroll Clearing	-44,408.79

001 General Fund	99,217.42
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- **Key Bank Tax Deposit**

522 Fire Control	3,015.58
589 Payroll Clearing	19,483.81
001 General Fund	22,499.39

Grand Total: \$265,034.41

Commissioner Russell made a motion to approve the consent agenda, seconded by Commissioner Couch and the motion carried.

PUBLIC HEARING

- Fire Levy Lid Lift
 - At 1802 hrs., the public hearing was open for public comments. At 1803 hrs., there is no public comment. At 1803 hrs., the public hearing was closed for public comments. The meeting was resumed to a regular session.

RESOLUTIONS/MOTIONS

- Approval of Resolution 2020-03: Multi-year Levy Lid Lift

Commissioner Russell made a motion to approve the Resolution 2020-03: Multi-year Levy Lid Lift, seconded by Commissioner Couch and the motion carried.

- Approval of regular meeting dates change
 - The regular meeting will be scheduled on first and third Wednesdays from 04/01/2020-05/20/2020. The board will reevaluate on the meeting dates on 05/20/2020.

Commissioner Couch made a motion to move the regular meetings to first and third Wednesdays from 04/01/2020-05/20/2020, seconded by Commissioner Russell and the motion carried.

- Resolution 2020-04 Equipment Surplus

Commissioner Couch made a motion to approve Resolution 2020-04: Equipment Surplus, seconded by Commissioner Russell and the motion carried.

DISTRICT REPORTS

- Union Report
 - No report.
- Volunteer Report
 - No report.
- Logistics Report
 - No report.
- City Liaison Report
 - City Liaison Brink reported that the city approved a proclamation declaring an emergency due to the outbreak of coronavirus disease 2019 (COVID-19). Municipal Services Facility will be closed to the general public. Mayor can make decisions on emergency operations and receiving state funding because of revenue slow down.
 - Meeting on April 21 will be a remote meeting.
 - Bombing range bridge should be completed by the end of April.
- Commissioner's Report
 - No report.

- Fire Chief's Report (Acting Chief Carlyle)
 - Assistance to Firefighters Grant for radio was submitted.
 - He attended numerous State and Health department meetings and conference calls.
 - He attended an Executive officers meeting and the minutes will be forwarded to the board soon.
 - Picked up a new ambulance from Braun. It will be in service soon.
 - He had a meeting with IT, Spectrum, and phone company. Only IT showed up. Possibly cancelling the phone contract.
- District Secretary's Report
 - Virtual meetings can be done if the COVID-19 situation is not improved. Individual commissioner will reply to District Secretary Bradley on the amount approved on a particular date. The county will accept an email approval during this time.

OPEN FORUM DISCUSSION

IMPORTANT DATES

- March 20, 2020 – Chamber Bucks Ball, Uptown Theater at 1800 hrs. - POSTPONED
- March 28, 2020 Recruit Graduation, Sunset Gardens - POSTPONED
- April 4, 2020 Easter Egg stuffing, Station 410 at 1000 hrs. - CANCELLED
- April 11, 2020 Easter Egg Hunt, Sports Complex at 0800 hrs. - CANCELLED
- June 6, 2020 – WFCFA Seminar Chelan
- October 22 - 24 – Washington Fire Commissioner Association Annual Conference, Spokane

CORRESPONDENCE

- WFCFA 2019 Annual Report

AMBULANCE SERVICE PROGRAM UPDATES

- New ambulance is here.

UNFINISHED BUSINESS

- Fire Department Community Assistance, Referrals and Education Services (FDCARES) program
 - The district had one patient and the patient is taken care of.
- Station Design Team
 - Commissioner Russell reported that they finished the concrete block on the structural side. Some supplies are on back-ordered. They should have worked on the administrative side sooner. Architect King also expressed concerns on how the project is going slower than expected.
- Apparatus Committee
 - Commissioner Couch reported that the special meeting was held to discuss the future plans of apparatus.
 - Acting Chief Carlyle reported that Pierce closed down their facility so no personnel will be having pre-building meeting on site. They will do the virtual meetings instead. The District should see refunds from Pierce since we prepaid for travel expenses.
- Volunteer Recruitment
 - There is one resident firefighter going through the background process.
- Bond Budget Report
 - Commissioner Russell reported on the remaining of the bond funds after building and apparatus expenditures.
- COVID19
 - On Scene Medical has a way to test for COVID-19.

- Temporary housing option was discussed in case exposed personnel prefer not to go home to their family. The cost of cleaning will be on the district.
- Tele-conference option for commissioners was discussed. Office worker will not be covered if it was secondary infection through L&I. Even though we can prove that the infection occurred in the workplace. District Secretary Bradley will be working from home during this time.
- Training is cancelled but there are online trainings available. The district will lift the standby requirements for volunteer firefighters.
- Acting Chief Carlyle is looking for a modification to the uniform.
- There is a possibility of reimbursement from FEMA by logging expenditures related to COVID-19. Supplies and personnel time may be reimbursed.
- Non-essential expenditures will be under temporary spending freeze.
- Public access to the district's buildings are prohibited to protect both citizens and our personnel.
- Storage facility at Station 420
 - The facility was cleaned and ready to be utilized. No harmful substances. The district will receive the invoice soon. We anticipate the invoice to come in lower than quoted.

NEW BUSINESS

- No new business

AGENDA ITEMS FOR NEXT MEETING

- Fire Department Community Assistance, Referrals and Education Services (FDCARES) program
- Station Design Team
- Apparatus Committee
- Volunteer Recruitment
- Bond Budget Report
- COVID19

EXECUTIVE SESSION

- No sessions.

ADJOURNMENT:

The meeting was adjourned at 1833 hrs.

Attested:

_____/_____/_____
SLITA BRADLEY, DISTRICT SECRETARY

_____/_____/_____
GREGG COUCH, COMMISSIONER

_____/_____/_____
WOODY RUSSELL, COMMISSIONER

_____/_____/_____
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BENTON COUNTY FIRE PROTECTION DISTRICT NO. 4 REGULAR BOARD MEETING MINUTES

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2604 Bombing Range Rd.
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PLEDGE OF ALLEGIANCE

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CORRESPONDENCE

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AGENDA ITEMS FOR NEXT MEETING

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- Station Design Team
- Apparatus Committee
- Volunteer Recruitment
- Bond Budget Report
- COVID19

EXECUTIVE SESSION

- No sessions.

ADJOURNMENT:

The meeting was adjourned at 1833 hrs.

Attested:

 04/01/2020
SLITA BRADLEY, DISTRICT SECRETARY

 4/1/20
GREGG COUCH, COMMISSIONER

 4/1/20
WOODY RUSSELL, COMMISSIONER

_____/_____/_____
GARRETT GOODWIN, COMMISSIONER

WARRANT/CHECK REGISTER

BENTON COUNTY FIRE PROTECTION DISTRICT

Time: 12:38:36 Date: 03/30/2020

MCAG #: 1040

04/10/2020 To: 04/10/2020

Page: 1

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
362	04/10/2020	Claims	1	185653	ABV	318.19	PEST CONTROL
363	04/10/2020	Claims	1	185654	AT&T MOBILITY	86.22	FIRSTNET
360	04/10/2020	Claims	401	5585	BAER TESTING	1,920.00	LAND TESTING
364	04/10/2020	Claims	1	185655	CASCADE FIRE - OREGON	905.57	BOOTS(3), CREDIT
365	04/10/2020	Claims	1	185656	CHARTER COMMUNICATIONS	664.24	PHONE AND INTERNET
366	04/10/2020	Claims	1	185657	DESIGN SPACE MODULAR BUILDINGS	415.97	POT RENTAL
367	04/10/2020	Claims	1	185658	FIRECONTROL SPRINKLER SYSTEM, INC	357.00	RESET STA420 FIRE SPRINKLER SYSTEM
368	04/10/2020	Claims	1	185659	FRONTIER	160.54	DEDICATED PHONE LINES
369	04/10/2020	Claims	1	185660	HOME DEPOT	135.57	FACILITY SUPPLIES
370	04/10/2020	Claims	1	185661	LIFE ASSIST	1,369.68	MISC EMS SUPPLIES
371	04/10/2020	Claims	1	185662	LIZ LOOMIS EASL, INC	4,507.64	COMMUNICATION SERVICE
372	04/10/2020	Claims	1	185663	LN CURTIS & SONS	952.87	ROPE RESCUE GEAR
373	04/10/2020	Claims	1	185664	MINUTEMAN PRESS	2,206.04	SPRING 20 NEWSLETTER
374	04/10/2020	Claims	1	185665	NEWEGG	6,526.80	COMPUTER PARTS
375	04/10/2020	Claims	1	185666	PACIFIC OFFICE AUTOMATION	512.16	PHONE SERVICE
376	04/10/2020	Claims	1	185667	PLATT ELECTRIC	732.04	EXTERIOR LED LIGHTS
377	04/10/2020	Claims	1	185668	STAPLES ADVANTAGE	181.90	FACILITY SUPPLIES
378	04/10/2020	Claims	1	185669	TELCO WIRING & REPAIR, INC	157.47	TROUBLE SHOOT STA420 EMERGENCY PHONE
379	04/10/2020	Claims	1	185670	VERIZON WIRELESS	977.85	CELL SERVICES
380	04/10/2020	Claims	1	185671	WESTERN STATE EQUIPMENT PASCO	2,265.42	STA420 GENERATOR MAINT
381	04/10/2020	Claims	1	185672	WITMER PUBLIC SAFETY GROUP	509.25	UNIFORM
361	04/10/2020	Claims	401	5586	ZBA Architecture	7,299.34	CONSTRUCTION ADMIN AND REPRODUCTION
382	04/10/2020	Claims	1	185673	ZOLL MEDICAL CORP GPO	480.56	MISC EMS SUPPLIES
522 Fire Control						24,422.98	
001 General Fund						24,422.98	
594 Capital Expenditures						9,219.34	
401 Construction Fund						9,219.34	
						Claims:	33,642.32
						33,642.32	

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 *Shirley Bradley*

Commissioners *Larry Lewis*, *Ralph Russell*, _____

Approval Date 04/01/2020

2020 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION E
MCAG #: 1040

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001 General Fund

01/01/2020 To: 12/31/2020

Revenues	Amt Budgeted	Revenues	Remaining	
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308 Beginning Balances

308 80 00 00	Beginning Balance	1,166,526.33	1,166,526.33	0.00	100.0%
308 Beginning Balances		1,166,526.33	1,166,526.33	0.00	100.0%

310 Taxes

311 10 00 01	Property Tax	2,799,350.00	85,403.82	2,713,946.18	3.1%
337 20 00 01	Leasehold Tax	30,000.00	12,397.60	17,602.40	41.3%
310 Taxes		2,829,350.00	97,801.42	2,731,548.58	3.5%

330 Intergovernmental Revenues

331 15 22 81	U.S. Fish & Wildlife Grant	0.00	0.00	0.00	0.0%
331 97 04 40	AFG GRANT	0.00	0.00	0.00	0.0%
331 97 08 34	SAFER Grant	0.00	0.00	0.00	0.0%
334 01 30 02	WSP-FF Training	1,000.00	0.00	1,000.00	0.0%
334 04 90 01	State Trauma Grant	1,200.00	0.00	1,200.00	0.0%
334 06 90 04	BVFF Physical Reimb.	1,000.00	0.00	1,000.00	0.0%
335 00 91 01	Energy NW Generation T	25,000.00	0.00	25,000.00	0.0%
337 97 04 40	AFG COST SHARE	0.00	0.00	0.00	0.0%
330 Intergovernmental Revenues		28,200.00	0.00	28,200.00	0.0%

340 Charges For Services

341 70 00 05	Resale/Supply Merchandise	0.00	0.00	0.00	0.0%
342 21 00 01	Fire Services, State	39,000.00	0.00	39,000.00	0.0%
342 21 00 02	Fire Services, Federal	0.00	0.00	0.00	0.0%
342 21 00 03	Fire Services, Schools	2,300.00	0.00	2,300.00	0.0%
342 21 00 04	Private Fire Service-Other	0.00	0.00	0.00	0.0%
342 21 00 09	Fire Services, W Rhld	0.00	0.00	0.00	0.0%
340 Charges For Services		41,300.00	0.00	41,300.00	0.0%

350 Fines & Forfeitures

359 90 00 01	Fines And Penalties	0.00	0.00	0.00	0.0%
350 Fines & Forfeitures		0.00	0.00	0.00	0.0%

360 Investment Interest

361 11 00 01	Investment Interest	8,000.00	2,283.17	5,716.83	28.5%
367 11 00 08	Contributions/Donation	0.00	0.00	0.00	0.0%
369 10 05 01	Sale Of Scrap & Junk	0.00	0.00	0.00	0.0%
369 40 00 02	Judgements And Settlements	0.00	0.00	0.00	0.0%
369 91 00 00	Other Miscellaneous Revenue	2,000.00	640.49	1,359.51	32.0%
360 Investment Interest		10,000.00	2,923.66	7,076.34	29.2%

380 Non Revenues

389 00 00 01	Suspense- To Be Reclassified	0.00	0.00	0.00	0.0%
389 50 68 04	Refund/Reimbursement	0.00	0.00	0.00	0.0%

2020 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION E
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001 General Fund

01/01/2020 To: 12/31/2020

Revenues	Amt Budgeted	Revenues	Remaining
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380 Non Revenues

380 Non Revenues	0.00	0.00	0.00	0.0%
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390 Other Revenues

395 10 00 02	Sale Of Fixed Assets	0.00	0.00	0.00	0.0%
395 20 00 01	Comp For Loss Of Assets	0.00	0.00	0.00	0.0%
390 Other Revenues		0.00	0.00	0.00	0.0%

397 Interfund Transfers

397 00 00 01	Transfer In	0.00	0.00	0.00	0.0%
397 00 00 10	Transfer In From 110	909,172.00	0.00	909,172.00	0.0%
397 00 01 06	Transfer In From 601	0.00	0.00	0.00	0.0%
397 00 01 07	Transfer In From 107	0.00	0.00	0.00	0.0%
397 00 02 01	Transfer In From 202	0.00	0.00	0.00	0.0%
397 00 05 01	Transfer In From 501	0.00	0.00	0.00	0.0%
397 Interfund Transfers		909,172.00	0.00	909,172.00	0.0%

Fund Revenues:

4,984,548.33	1,267,251.41	3,717,296.92	25.4%
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Expenditures	Amt Budgeted	Expenditures	Remaining
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522 Fire Control

522 11 10 10	Salary - Comm 1 (Couch)	6,500.00	2,432.00	4,068.00	37.4%
522 11 10 20	Salary-Comm 2 (Goodwin)	6,500.00	1,792.00	4,708.00	27.6%
522 11 10 30	Salary-Comm 3 (Russell)	6,500.00	1,664.00	4,836.00	25.6%
522 11 20 10	Benefits - Comm 1 (Couch)	625.00	186.06	438.94	29.8%
522 11 20 20	Benefits - Comm 2 (Goodwin)	625.00	137.08	487.92	21.9%
522 11 20 30	Benefits - Comm 3 (Russell)	625.00	127.28	497.72	20.4%
522 11 31 00	Expendable Supplies- Legislative	0.00	0.00	0.00	0.0%
522 11 43 00	Travel-Mileage & Airfare	1,100.00	86.40	1,013.60	7.9%
522 11 43 30	Travel - Per Diem & Lodging	2,500.00	105.00	2,395.00	4.2%
522 11 43 31	Registration Fees	2,000.00	65.00	1,935.00	3.3%
011 Legislative		26,975.00	6,594.82	20,380.18	24.4%
522 12 10 10	Salary - Administration	288,000.00	57,755.85	230,244.15	20.1%
522 12 10 60	Overtime - Administrative	6,500.00	267.85	6,232.15	4.1%
522 12 10 70	Temporary Employees	0.00	0.00	0.00	0.0%
522 12 20 04	HRA Benefits	6,000.00	1,500.00	4,500.00	25.0%
522 12 20 10	Benefits - Administrative	70,203.50	16,152.81	54,050.69	23.0%
522 12 20 60	Benefits - OT Administration	1,800.00	105.79	1,694.21	5.9%
522 12 20 70	Benefits - Temporary Employees	0.00	0.00	0.00	0.0%
522 12 24 20	Volunteer Pension & Relief Fund	6,000.00	2,850.00	3,150.00	47.5%
522 12 29 20	Volunteer Recognition	4,000.00	1,074.11	2,925.89	26.9%
522 12 29 30	Volunteer Association	3,500.00	3,499.00	1.00	100.0%
522 12 31 00	Expendable Office Supplies	3,750.00	298.51	3,451.49	8.0%
522 12 31 10	Computer Software	5,450.00	0.00	5,450.00	0.0%
522 12 35 00	Office Tools & Equipment	2,000.00	0.00	2,000.00	0.0%
522 12 35 10	Office Computer Equipment	14,000.00	7,447.36	6,552.64	53.2%
522 12 41 00	Contract Services	71,000.00	27,145.88	43,854.12	38.2%

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BENTON COUNTY FIRE PROTECTION E

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001 General Fund

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Expenditures	Amt Budgeted	Expenditures	Remaining	
522 Fire Control				
522 12 41 01 Portable Office Trailer 420	5,000.00	1,247.91	3,752.09	25.0%
522 12 41 02 Contract For Union Negotiation	0.00	0.00	0.00	0.0%
522 12 41 10 Financial Services Contract(BIAS)	15,300.00	12,599.00	2,701.00	82.3%
522 12 41 20 Professional Services	10,000.00	0.00	10,000.00	0.0%
522 12 42 00 Phone Service	8,000.00	2,649.81	5,350.19	33.1%
522 12 42 10 Cellular Phone Service	12,000.00	2,913.59	9,086.41	24.3%
522 12 42 40 Postage	1,500.00	193.47	1,306.53	12.9%
522 12 44 00 Advertising/Notices/Recruiting	1,500.00	198.00	1,302.00	13.2%
522 12 45 00 Equipment Lease/Maint	6,800.00	756.70	6,043.30	11.1%
522 12 46 00 District Insurance	50,000.00	613.00	49,387.00	1.2%
522 12 48 00 Repair & Maint. - Office Equip	0.00	0.00	0.00	0.0%
522 12 48 20 WebPage Maintenance	500.00	0.00	500.00	0.0%
522 12 49 00 Memberships/Dues	16,000.00	7,842.37	8,157.63	49.0%
522 12 49 10 Taxes And Irrigation Fees	100.00	70.97	29.03	71.0%
522 12 49 20 State Auditor	11,000.00	0.00	11,000.00	0.0%
012 Administrative	619,903.50	147,181.98	472,721.52	23.7%
522 13 41 00 Levy Publication Services	55,000.00	12,791.09	42,208.91	23.3%
522 13 48 20 Outside Services	0.00	0.00	0.00	0.0%
522 13 49 00 Commissioner Elections	5,000.00	4,264.62	735.38	85.3%
013 Election	60,000.00	17,055.71	42,944.29	28.4%
522 14 41 00 Legal Services	24,000.00	7,343.31	16,656.69	30.6%
014 Legal	24,000.00	7,343.31	16,656.69	30.6%
522 15 40 00 Advance Travel/Petty Cash	0.00	0.00	0.00	0.0%
015 Internal Acct	0.00	0.00	0.00	0.0%
522 20 10 10 Mobilization Wages	30,000.00	0.00	30,000.00	0.0%
522 20 20 10 Mobilization Benefits	9,000.00	0.00	9,000.00	0.0%
522 20 24 10 Physicals/Innocation	63,000.00	5,162.00	57,838.00	8.2%
522 20 28 00 Uniforms (All Non-PPE)	15,000.00	7,728.66	7,271.34	51.5%
522 20 31 00 Expendable Incident Supplies	500.00	0.00	500.00	0.0%
522 20 35 00 Tools & Equipment	2,500.00	0.00	2,500.00	0.0%
522 20 35 20 Physical Eval Equipment	0.00	0.00	0.00	0.0%
522 20 41 00 Assessment Fees	6,000.00	0.00	6,000.00	0.0%
522 20 48 00 Uniform Maintenance	1,000.00	27.69	972.31	2.8%
020 Operations	127,000.00	12,918.35	114,081.65	10.2%
522 21 10 10 Salary - Firefighters	1,284,709.80	312,933.52	971,776.28	24.4%
522 21 10 71 Overtime - Firefighters	110,000.00	36,669.61	73,330.39	33.3%
522 21 10 80 Resident Reimbursement	120,000.00	9,434.00	110,566.00	7.9%
522 21 10 90 Volunteer Reimbursement	66,000.00	12,125.00	53,875.00	18.4%
522 21 20 04 HRA Benefits	42,000.00	10,500.00	31,500.00	25.0%
522 21 20 10 Benefits - Firefighters	381,411.86	80,094.15	301,317.71	21.0%
522 21 20 71 Benefits - Overtime FF	40,000.00	9,349.78	30,650.22	23.4%
522 21 20 80 Benefits - Resident Reimbursement	4,500.00	721.69	3,778.31	16.0%
522 21 20 90 Benefits - Volunteer	4,000.00	1,036.05	2,963.95	25.9%
522 21 28 20 PPE - Protective Clothing	55,000.00	6,460.44	48,539.56	11.7%
522 21 31 00 Expendable Supplies - Suppression	3,600.00	0.00	3,600.00	0.0%
522 21 31 10 Supplies - Support Service	4,000.00	516.28	3,483.72	12.9%
522 21 35 10 Tools & Equipment -Suppression	5,000.00	3,458.03	1,541.97	69.2%

2020 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION I

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001 General Fund

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Expenditures	Amt Budgeted	Expenditures	Remaining	
522 Fire Control				
522 21 35 11 Hose Replacement	3,650.00	0.00	3,650.00	0.0%
522 21 35 12 Nozzle Replacement	3,500.00	0.00	3,500.00	0.0%
522 21 35 13 Tools - Support Service	5,000.00	0.00	5,000.00	0.0%
522 21 41 00 Professional Services	12,000.00	204.46	11,795.54	1.7%
522 21 48 00 Equipment Repair & Maint	1,550.00	0.00	1,550.00	0.0%
522 21 48 10 Fire Extinguisher Maint	1,250.00	0.00	1,250.00	0.0%
522 21 48 80 SCBA Air Compressor	1,000.00	451.67	548.33	45.2%
522 21 48 90 SCBA Repair/Maintenance	2,000.00	0.00	2,000.00	0.0%
021 Suppression	2,150,171.66	483,954.68	1,666,216.98	22.5%
522 24 31 00 Expendable Supplies - Radios	1,000.00	0.00	1,000.00	0.0%
522 24 35 00 Non-Expendable Supplies - Radios	20,000.00	0.00	20,000.00	0.0%
522 24 41 00 Dispatch Services	70,800.00	17,696.49	53,103.51	25.0%
522 24 41 10 VHF Maintenance Fee	15,000.00	11,776.17	3,223.83	78.5%
522 24 48 00 Repair & Maintenance - Radios	3,000.00	328.24	2,671.76	10.9%
024 Communications	109,800.00	29,800.90	79,999.10	27.1%
522 30 31 00 Expendable Supplies-Prevention	6,500.00	0.00	6,500.00	0.0%
522 30 31 10 Smoke Alarm Program	300.00	0.00	300.00	0.0%
522 30 35 00 Tools & Equipment - Prevention	750.00	0.00	750.00	0.0%
522 30 48 00 Repair & Maintenance - Prevention	0.00	0.00	0.00	0.0%
522 30 48 10 Newsletter/Education Flyers	100.00	0.00	100.00	0.0%
030 Public Information	7,650.00	0.00	7,650.00	0.0%
522 45 31 00 Expendable Supplies - Training	2,000.00	93.81	1,906.19	4.7%
522 45 31 10 Training Computer Software	8,700.00	3,746.98	4,953.02	43.1%
522 45 35 00 Tools & Equipment - Training	27,800.00	346.86	27,453.14	1.2%
522 45 35 10 Equipment- Wellness Program	0.00	0.00	0.00	0.0%
522 45 41 00 Professional Service	14,000.00	0.00	14,000.00	0.0%
522 45 43 00 Travel - Mileage & Air(Operations)	3,500.00	69.70	3,430.30	2.0%
522 45 43 01 Travel - Mileage&Air(Admin)	2,400.00	0.00	2,400.00	0.0%
522 45 43 02 Travel - Mileage&Air(Automotive)	0.00	0.00	0.00	0.0%
522 45 43 03 Travel - Mileage&Air(EMS Officer)	6,500.00	768.80	5,731.20	11.8%
522 45 43 10 PerDiem & Lodging(Operations)	8,000.00	730.99	7,269.01	9.1%
522 45 43 11 PerDiem & Lodging(Admin)	6,800.00	0.00	6,800.00	0.0%
522 45 43 12 PerDiem & Lodging(Automotive)	0.00	0.00	0.00	0.0%
522 45 43 13 PerDiem & Lodging(EMS Officer)	8,000.00	0.00	8,000.00	0.0%
522 45 43 20 Registration Fees(Operations)	32,000.00	3,273.60	28,726.40	10.2%
522 45 43 21 Registration Fees(Admin)	3,500.00	0.00	3,500.00	0.0%
522 45 43 22 Registration Fees(Automotive)	0.00	0.00	0.00	0.0%
522 45 43 23 Registration Fees(EMS Officer)	6,500.00	2,120.00	4,380.00	32.6%
522 45 43 30 Tuition Reimbursement	10,000.00	3,473.83	6,526.17	34.7%
522 45 48 00 Repair And Maintenance	0.00	0.00	0.00	0.0%
045 Training	139,700.00	14,624.57	125,075.43	10.5%
522 50 31 00 Expendable Supplies -Facilities	6,500.00	562.33	5,937.67	8.7%
522 50 35 00 Tools & Equipment - Facilities	5,000.00	2,562.44	2,437.56	51.2%
522 50 41 00 Professional Services	0.00	0.00	0.00	0.0%
522 50 45 00 Lease-Sta 410	5,000.00	0.00	5,000.00	0.0%
522 50 47 10 Electricity	28,000.00	13,554.59	14,445.41	48.4%
522 50 47 20 Water/Sewer	13,000.00	1,000.00	12,000.00	7.7%
522 50 48 00 Repair & Maint. - Facilities	20,000.00	20,873.23	(873.23)	104.4%

2020 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION E
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001 General Fund

01/01/2020 To: 12/31/2020

Expenditures	Amt Budgeted	Expenditures	Remaining	
522 Fire Control				
050 Facilities	77,500.00	38,552.59	38,947.41	49.7%
522 60 31 00 Expendable Supplies - Automotive	6,000.00	358.31	5,641.69	6.0%
522 60 32 00 Fuels	25,000.00	2,870.54	22,129.46	11.5%
522 60 35 00 Tools & Equipment - Automotive	1,750.00	0.00	1,750.00	0.0%
522 60 48 00 Repair & Maint. - Automotive	52,440.00	5,674.11	46,765.89	10.8%
060 Automotive	85,190.00	8,902.96	76,287.04	10.5%
522 70 31 00 Expendable Supplies - EMS	31,000.00	11,244.88	19,755.12	36.3%
522 70 35 00 Small Tools & Minor Equip	6,000.00	96.61	5,903.39	1.6%
522 70 41 02 EMS Assessment Fee	1,500.00	1,108.60	391.40	73.9%
522 70 41 10 Contract Services - EMS	9,500.00	803.25	8,696.75	8.5%
522 70 48 00 Small Tools- Repairs & Maintenance	0.00	0.00	0.00	0.0%
526 22 31 01 Expendable Supplies - ALS	0.00	0.00	0.00	0.0%
070 EMS	48,000.00	13,253.34	34,746.66	27.6%
522 Fire Control	3,475,890.16	780,183.21	2,695,706.95	22.4%
588 Prior Period Adjustment				
585 10 00 01 Other Decreases In Net Cash & Investments	0.00	0.00	0.00	0.0%
- Other Costs Allocations				
588 Prior Period Adjustment	0.00	0.00	0.00	0.0%
589 Payroll Clearing				
589 90 00 00 Payroll Clearing	0.00	(1,053.71)	1,053.71	0.0%
589 90 00 01 Other Non-Expenditures - Suspense	0.00	0.00	0.00	0.0%
589 Payroll Clearing	0.00	(1,053.71)	1,053.71	0.0%
591 Debt Service				
591 22 71 02 Capital Lease Principal	0.00	0.00	0.00	0.0%
592 22 83 02 Capital Lease Interest	0.00	0.00	0.00	0.0%
591 Debt Service	0.00	0.00	0.00	0.0%
594 Capital Expenditures				
594 22 63 01 Capital Equipment - AFG Portion	0.00	0.00	0.00	0.0%
594 22 63 02 Capital Equipment - District Matching Portion	0.00	0.00	0.00	0.0%
000	0.00	0.00	0.00	0.0%
594 22 62 00 Capital Building	0.00	0.00	0.00	0.0%
594 22 63 00 Capital Apparatus And Equipment	0.00	0.00	0.00	0.0%
594 22 64 01 Capital Communications	0.00	0.00	0.00	0.0%
022 Capital	0.00	0.00	0.00	0.0%

2020 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION I

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001 General Fund

01/01/2020 To: 12/31/2020

Expenditures	Amt Budgeted	Expenditures	Remaining	
594 Capital Expenditures				
594 Capital Expenditures	0.00	0.00	0.00	0.0%
597 Interfund Transfers				
597 00 00 01 Transfers Out To 501	75,000.00	0.00	75,000.00	0.0%
597 00 01 04 Transfer Out To 104	0.00	0.00	0.00	0.0%
597 00 01 05 Transfer Out	0.00	0.00	0.00	0.0%
597 00 01 07 Transfers-Out To 107	115,000.00	0.00	115,000.00	0.0%
597 00 01 61 Transfer Out To 601	207,000.00	0.00	207,000.00	0.0%
597 Interfund Transfers	397,000.00	0.00	397,000.00	0.0%
Fund Expenditures:	3,872,890.16	779,129.50	3,093,760.66	20.1%
Fund Excess/(Deficit):	1,111,658.17	488,121.91		

2020 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION L
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004 Health Reimbursement Fund

01/01/2020 To: 12/31/2020

Revenues	Amt Budgeted	Revenues	Remaining
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308 Beginning Balances

308 10 00 04 Beginning Balance	85.04	85.04	0.00	100.0%
308 Beginning Balances	85.04	85.04	0.00	100.0%

340 Charges For Services

349 17 00 01 Employee Benefit - HRA	0.00	0.00	0.00	0.0%
340 Charges For Services	0.00	0.00	0.00	0.0%

360 Investment Interest

361 11 00 04 Investment Interest	2.00	0.28	1.72	14.0%
360 Investment Interest	2.00	0.28	1.72	14.0%

380 Non Revenues

388 80 00 01 Prior Year(s) Corrections	0.00	0.00	0.00	0.0%
380 Non Revenues	0.00	0.00	0.00	0.0%

397 Interfund Transfers

397 00 01 04 Transfer In From 001	0.00	0.00	0.00	0.0%
397 00 01 05 Transfer In From 101	0.00	0.00	0.00	0.0%
397 Interfund Transfers	0.00	0.00	0.00	0.0%

Fund Revenues:	87.04	85.32	1.72	98.0%
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Fund Excess/(Deficit):	87.04	85.32
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2020 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION E
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007 Separation Fund

01/01/2020 To: 12/31/2020

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances				
308 80 00 07 Beginning Balance	61,063.39	61,063.39	0.00	100.0%
308 Beginning Balances	61,063.39	61,063.39	0.00	100.0%

360 Investment Interest

361 11 00 07 Investment Interest	500.00	199.06	300.94	39.8%
360 Investment Interest	500.00	199.06	300.94	39.8%

397 Interfund Transfers

397 00 00 07 Transfer In From 001	115,000.00	0.00	115,000.00	0.0%
397 Interfund Transfers	115,000.00	0.00	115,000.00	0.0%

Fund Revenues:	176,563.39	61,262.45	115,300.94	34.7%
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Expenditures	Amt Budgeted	Expenditures	Remaining	
597 Interfund Transfers				
597 00 00 07 Transfers-Out To 001	0.00	0.00	0.00	0.0%
597 Interfund Transfers	0.00	0.00	0.00	0.0%

Fund Expenditures:	0.00	0.00	0.00	0.0%
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Fund Excess/(Deficit):	176,563.39	61,262.45
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2020 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION E
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110 EMS Fund 01/01/2020 To: 12/31/2020

Revenues	Amt Budgeted	Revenues	Remaining
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308 Beginning Balances

308 10 00 11 Beginning Balance	1,730,209.54	1,730,209.54	0.00	100.0%
308 Beginning Balances	1,730,209.54	1,730,209.54	0.00	100.0%

310 Taxes

311 10 00 10 Property Tax	804,172.00	24,746.63	779,425.37	3.1%
310 Taxes	804,172.00	24,746.63	779,425.37	3.1%

330 Intergovernmental Revenues

332 93 40 10 GEMT	330,000.00	20,694.37	309,305.63	6.3%
330 Intergovernmental Revenues	330,000.00	20,694.37	309,305.63	6.3%

340 Charges For Services

342 60 01 10 Ambulance Service	200,000.00	53,119.69	146,880.31	26.6%
340 Charges For Services	200,000.00	53,119.69	146,880.31	26.6%

360 Investment Interest

361 11 00 11 Investment Interest	12,000.00	8,968.00	3,032.00	74.7%
360 Investment Interest	12,000.00	8,968.00	3,032.00	74.7%

Fund Revenues:

3,076,381.54	1,837,738.23	1,238,643.31	59.7%
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Expenditures	Amt Budgeted	Expenditures	Remaining
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522 Fire Control

522 70 35 10 Small Tools And Minor Equipment	10,000.00	108.60	9,891.40	1.1%
522 70 41 00 Ambulance Billing Service Fee	25,000.00	4,295.00	20,705.00	17.2%
522 70 41 01 IMAGE TREND	0.00	0.00	0.00	0.0%
522 70 41 20 Ambulance Over Payment	5,000.00	100.17	4,899.83	2.0%
522 70 49 00 Other Expenditures	105,000.00	0.00	105,000.00	0.0%
522 Fire Control	145,000.00	4,503.77	140,496.23	3.1%

588 Prior Period Adjustment

588 10 00 10 PY Adjustments	0.00	0.00	0.00	0.0%
588 Prior Period Adjustment	0.00	0.00	0.00	0.0%

594 Capital Expenditures

594 22 63 10 Capital Apparatus	206,000.00	124,989.54	81,010.46	60.7%
594 Capital Expenditures	206,000.00	124,989.54	81,010.46	60.7%

2020 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION L
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110 EMS Fund

01/01/2020 To: 12/31/2020

Expenditures	Amt Budgeted	Expenditures	Remaining	
597 Interfund Transfers				
597 00 01 10 Transfer Out To 001	909,172.00	0.00	909,172.00	0.0%
597 Interfund Transfers	909,172.00	0.00	909,172.00	0.0%
Fund Expenditures:	1,260,172.00	129,493.31	1,130,678.69	10.3%
Fund Excess/(Deficit):	1,816,209.54	1,708,244.92		

2020 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION E
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201 EMS Bond Fund

01/01/2020 To: 12/31/2020

Revenues	Amt Budgeted	Revenues	Remaining
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308 Beginning Balances

308 10 00 21 Beginning Balance	16,781.89	16,781.89	0.00	100.0%
308 Beginning Balances	16,781.89	16,781.89	0.00	100.0%

310 Taxes

311 10 00 21 Property Tax	0.00	46.07	(46.07)	0.0%
310 Taxes	0.00	46.07	(46.07)	0.0%

360 Investment Interest

361 11 00 21 Investment Interest	0.00	130.67	(130.67)	0.0%
360 Investment Interest	0.00	130.67	(130.67)	0.0%

380 Non Revenues

388 80 00 02 Prior Year(s) Corrections	0.00	0.00	0.00	0.0%
380 Non Revenues	0.00	0.00	0.00	0.0%

Fund Revenues:	16,781.89	16,958.63	(176.74)	101.1%
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Expenditures	Amt Budgeted	Expenditures	Remaining
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591 Debt Service

591 22 71 01 Bond Principal Payment	0.00	0.00	0.00	0.0%
592 22 83 01 Bond Interest Payment	0.00	0.00	0.00	0.0%
592 22 89 21 Debt Service Cost	0.00	0.00	0.00	0.0%
591 Debt Service	0.00	0.00	0.00	0.0%

Fund Expenditures:	0.00	0.00	0.00	0.0%
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Fund Excess/(Deficit):	16,781.89	16,958.63
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2020 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION L

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202 Construction Bond Fund

01/01/2020 To: 12/31/2020

Revenues	Amt Budgeted	Revenues	Remaining
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308 Beginning Balances

308 10 00 22 Beginning Balance	37,106.69	37,106.69	0.00	100.0%
308 Beginning Balances	37,106.69	37,106.69	0.00	100.0%

310 Taxes

311 10 00 22 Property Tax	420,000.00	13,159.84	406,840.16	3.1%
311 11 02 02 Interest	0.00	0.00	0.00	0.0%
310 Taxes	420,000.00	13,159.84	406,840.16	3.1%

360 Investment Interest

361 11 00 22 Investment Interest	1,200.00	57.63	1,142.37	4.8%
360 Investment Interest	1,200.00	57.63	1,142.37	4.8%

380 Non Revenues

388 80 00 03 Prior Year(s) Corrections	0.00	0.00	0.00	0.0%
380 Non Revenues	0.00	0.00	0.00	0.0%

Fund Revenues:

458,306.69	50,324.16	407,982.53	11.0%
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Expenditures

Amt Budgeted	Expenditures	Remaining
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591 Debt Service

591 22 71 00 Bond Principal Payment	100,000.00	0.00	100,000.00	0.0%
592 22 83 00 Bond Interest Payment	281,038.00	0.00	281,038.00	0.0%
591 Debt Service	381,038.00	0.00	381,038.00	0.0%

597 Interfund Transfers

597 00 00 21 Transfers-Out	0.00	0.00	0.00	0.0%
597 Interfund Transfers	0.00	0.00	0.00	0.0%

Fund Expenditures:

381,038.00	0.00	381,038.00	0.0%
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Fund Excess/(Deficit):

77,268.69	50,324.16
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2020 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION E
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401 Construction Fund

01/01/2020 To: 12/31/2020

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances				
308 10 00 41 Beginning Balance	6,892,721.99	6,892,721.99	0.00	100.0%
308 Beginning Balances	6,892,721.99	6,892,721.99	0.00	100.0%

360 Investment Interest

361 11 00 41 Investment Interest	140,000.00	22,458.79	117,541.21	16.0%
360 Investment Interest	140,000.00	22,458.79	117,541.21	16.0%

380 Non Revenues

388 80 00 04 Prior Year(s) Corrections	0.00	0.00	0.00	0.0%
380 Non Revenues	0.00	0.00	0.00	0.0%

390 Other Revenues

391 10 00 01 Bond Proceeds	0.00	0.00	0.00	0.0%
390 Other Revenues	0.00	0.00	0.00	0.0%

Fund Revenues:	7,032,721.99	6,915,180.78	117,541.21	98.3%
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Expenditures	Amt Budgeted	Expenditures	Remaining	
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591 Debt Service

592 22 89 00 Bond Fees	0.00	0.00	0.00	0.0%
591 Debt Service	0.00	0.00	0.00	0.0%

594 Capital Expenditures

594 22 62 01 Building Upgrade	803,048.00	608,136.13	194,911.87	75.7%
594 22 62 04 Capital Apparatus	207,000.00	1,161,934.20	(954,934.20)	561.3%
594 Capital Expenditures	1,010,048.00	1,770,070.33	(760,022.33)	175.2%

597 Interfund Transfers

597 00 01 01 Transfer Out	0.00	0.00	0.00	0.0%
597 Interfund Transfers	0.00	0.00	0.00	0.0%

Fund Expenditures:	1,010,048.00	1,770,070.33	(760,022.33)	175.2%
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Fund Excess/(Deficit):	6,022,673.99	5,145,110.45
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2020 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION L
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501 Equipment Fund 01/01/2020 To: 12/31/2020

Revenues	Amt Budgeted	Revenues	Remaining	
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308 Beginning Balances

308 80 00 51 Beginning Balance	452,647.93	452,647.93	0.00	100.0%
308 Beginning Balances	452,647.93	452,647.93	0.00	100.0%

310 Taxes

311 10 00 51 Property Tax	0.00	0.00	0.00	0.0%
310 Taxes	0.00	0.00	0.00	0.0%

360 Investment Interest

361 11 00 51 Investment Interest	7,000.00	1,478.19	5,521.81	21.1%
360 Investment Interest	7,000.00	1,478.19	5,521.81	21.1%

380 Non Revenues

388 80 00 05 Prior Year(s) Corrections	0.00	0.00	0.00	0.0%
380 Non Revenues	0.00	0.00	0.00	0.0%

390 Other Revenues

395 10 00 01 Sale Of Fixed Asset	0.00	0.00	0.00	0.0%
390 Other Revenues	0.00	0.00	0.00	0.0%

397 Interfund Transfers

397 00 00 05 Transfer In From 001	75,000.00	0.00	75,000.00	0.0%
397 Interfund Transfers	75,000.00	0.00	75,000.00	0.0%

Fund Revenues:

	534,647.93	454,126.12	80,521.81	84.9%
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Expenditures	Amt Budgeted	Expenditures	Remaining	
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522 Fire Control

522 50 35 51 Small Tools And Minor Equipment	0.00	0.00	0.00	0.0%
000	0.00	0.00	0.00	0.0%
522 21 35 80 SCBA BOTTLES	0.00	0.00	0.00	0.0%
021 Suppression	0.00	0.00	0.00	0.0%
522 Fire Control	0.00	0.00	0.00	0.0%

594 Capital Expenditures

594 22 63 51 Capital Apparatus	0.00	45,463.92	(45,463.92)	0.0%
594 Capital Expenditures	0.00	45,463.92	(45,463.92)	0.0%

2020 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION L
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501 Equipment Fund

01/01/2020 To: 12/31/2020

Expenditures	Amt Budgeted	Expenditures	Remaining	
597 Interfund Transfers				
597 00 05 01 Transfer Out To 101	0.00	0.00	0.00	0.0%
597 Interfund Transfers	0.00	0.00	0.00	0.0%
Fund Expenditures:	0.00	45,463.92	(45,463.92)	0.0%
Fund Excess/(Deficit):	534,647.93	408,662.20		

2020 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION E
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601 Reserve Fund

01/01/2020 To: 12/31/2020

Revenues	Amt Budgeted	Revenues	Remaining
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308 Beginning Balances

308 80 00 61 Beginning Balance	699,840.27	699,840.27	0.00	100.0%
308 Beginning Balances	699,840.27	699,840.27	0.00	100.0%

360 Investment Interest

361 11 00 61 Investment Interest	10,000.00	2,285.44	7,714.56	22.9%
360 Investment Interest	10,000.00	2,285.44	7,714.56	22.9%

380 Non Revenues

388 80 00 06 Prior Year(s) Corrections	0.00	0.00	0.00	0.0%
380 Non Revenues	0.00	0.00	0.00	0.0%

397 Interfund Transfers

397 00 01 61 Transfer In From 101	207,000.00	0.00	207,000.00	0.0%
397 Interfund Transfers	207,000.00	0.00	207,000.00	0.0%

Fund Revenues:

916,840.27	702,125.71	214,714.56	76.6%
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Expenditures

Amt Budgeted	Expenditures	Remaining
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597 Interfund Transfers

597 00 00 06 Transfer Out	0.00	0.00	0.00	0.0%
597 Interfund Transfers	0.00	0.00	0.00	0.0%

Fund Expenditures:

0.00	0.00	0.00	0.0%
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Fund Excess/(Deficit):

916,840.27	702,125.71
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2020 BUDGET POSITION TOTALS

BENTON COUNTY FIRE PROTECTIO
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Fund	Revenue Budgeted	Received		Expense Budgeted	Spent	
001 General Fund	4,984,548.33	1,267,251.41	25.4%	3,872,890.16	779,129.50	20%
004 Health Reimbursement Fund	87.04	85.32	98.0%	0.00	0.00	0%
007 Separation Fund	176,563.39	61,262.45	34.7%	0.00	0.00	0%
110 EMS Fund	3,076,381.54	1,837,738.23	59.7%	1,260,172.00	129,493.31	10%
201 EMS Bond Fund	16,781.89	16,958.63	101.1%	0.00	0.00	0%
202 Construction Bond Fund	458,306.69	50,324.16	11.0%	381,038.00	0.00	0%
401 Construction Fund	7,032,721.99	6,915,180.78	98.3%	1,010,048.00	1,770,070.33	175%
501 Equipment Fund	534,647.93	454,126.12	84.9%	0.00	45,463.92	0%
601 Reserve Fund	916,840.27	702,125.71	76.6%	0.00	0.00	0%
	17,196,879.07	11,305,052.81	65.7%	6,524,148.16	2,724,157.06	41.8%

ACCOUNTS PAYABLE PAID

BENTON COUNTY FIRE PROTECTION DISTRICT
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Accts Pay #	Paid On	Year	Trans	Vendor ID	Vendor	Amount	Memo
10055	04/10/2020	2020	362	724	ABV	318.19	PEST CONTROL
	522 50 48 00	Repair & Maint. - Facilities		001 000 522	General Fund	318.19	PEST CONTROL
Invoice							
	19296					156.38	
	19295					161.81	
10056	04/10/2020	2020	363	829	AT&T MOBILITY	86.22	FIRSTNET
	522 12 42 10	Cellular Phone Service		001 000 522	General Fund	86.22	FIRSTNET
Invoice							
	04062020					86.22	FIRSTNET
10057	04/10/2020	2020	360	887	BAER TESTING	1,920.00	LAND TESTING
	594 22 62 01	Building Upgrade		401 000 594	Construction Fund	1,920.00	LAND TESTING
Invoice							
	8381					1,920.00	LAND TESTING
10058	04/10/2020	2020	364	59	CASCADE FIRE - OREGON	905.57	BOOTS(3), CREDIT
	522 20 28 00	Uniforms (All Non-PPE)		001 000 522	General Fund	905.57	BOOTS(3), CREDIT
Invoice							
	105941					309.63	
	105930					309.63	
	104927					290.08	
	CREDIT					-3.77	
10059	04/10/2020	2020	365	481	CHARTER COMMUNICATIONS	664.24	PHONE AND INTERNET
	522 12 41 00	Contract Services		001 000 522	General Fund	250.00	INTERNET
	522 12 42 00	Phone Service		001 000 522	General Fund	414.24	PHONE
Invoice							
	03072020					664.24	PHONE AND INTERNET
10060	04/10/2020	2020	366	870	DESIGN SPACE MODULAR BUILDING	415.97	POT RENTAL

ACCOUNTS PAYABLE PAID

BENTON COUNTY FIRE PROTECTION DISTRICT

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Accts Pay #	Paid On	Year	Trans	Vendor ID	Vendor	Amount	Memo
<hr/>							
522 12 41 01	Portable Office Trailer	420	001 000 522	General Fund	415.97	POT RENTAL	
<hr/>							
Invoice							
1124964-IN						415.97	POT RENTAL
<hr/>							
10061 04/10/2020	2020	367	127	FIRECONTROL SPRINKLER SYST	357.00	RESET STA420 FIRE SPRINKLER SYSTEM	
522 50 48 00	Repair & Maint. - Facilities	001 000 522	General Fund	357.00	RESET STA420 FIRE SPRINKLER SYSTEM		
<hr/>							
Invoice							
20-021020						357.00	RESET STA420 FIRE SPRINKLER SYSTEM
<hr/>							
10062 04/10/2020	2020	368	357	FRONTIER	160.54	DEDICATED PHONE LINES	
522 12 42 00	Phone Service	001 000 522	General Fund	160.54	DEDICATED PHONE LINES		
<hr/>							
Invoice							
04032020						160.54	DEDICATED PHONE LINES
<hr/>							
10063 04/10/2020	2020	369	831	HOME DEPOT	135.57	FACILITY SUPPLIES	
522 50 31 00	Expendable Supplies -Facilities	001 000 522	General Fund	135.57	FACILITY SUPPLIES		
<hr/>							
Invoice							
2131305						135.57	FACILITY SUPPLIES
<hr/>							
10064 04/10/2020	2020	370	187	LIFE ASSIST	1,369.68	MISC EMS SUPPLIES	
522 70 31 00	Expendable Supplies - EMS	001 000 522	General Fund	1,369.68	MISC EMS SUPPLIES		
<hr/>							
Invoice							
984432						824.23	
983034						127.26	
981800						418.19	
<hr/>							
10065 04/10/2020	2020	371	189	LIZ LOOMIS EASL, INC	4,507.64	COMMUNICATION SERVICE	
522 13 41 00	Levy Publication Services	001 000 522	General Fund	4,507.64	COMMUNICATION SERVICE		
<hr/>							
Invoice							
B4-0220						4,507.64	COMMUNICATION SERVICE

ACCOUNTS PAYABLE PAID

BENTON COUNTY FIRE PROTECTION DISTRICT
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Accts Pay #	Paid On	Year	Trans	Vendor ID	Vendor	Amount	Memo
10066	04/10/2020	2020	372	182	LN CURTIS & SONS	952.87	ROPE RESCUE GEAR
	522 21 28 20	PPE - Protective Clothing			001 000 522 General Fund	952.87	ROPE RESCUE GEAR
Invoice							
	INV366378					882.17	
	INV364307					355.77	
	INV351408					169.42	
	CREDIT					-454.49	
10067	04/10/2020	2020	373	879	MINUTEMAN PRESS	2,206.04	SPRING 20 NEWSLETTER
	522 13 41 00	Levy Publication Services			001 000 522 General Fund	2,206.04	SPRING 20 NEWSLETTER
Invoice							
	530					2,206.04	SPRING 20 NEWSLETTER
10068	04/10/2020	2020	374	860	NEWEGG	6,526.80	COMPUTER PARTS
	522 12 35 10	Office Computer Equipment			001 000 522 General Fund	6,526.80	COMPUTER PARTS
Invoice							
	1302694739					232.38	
	1302687739					542.83	
	1302652517					179.10	
	1302652281					181.35	
	1302652280					1,665.47	
	1302651386					434.38	
	1302650866					97.73	
	1302686977					825.32	
	1302701374					347.50	
	1302702202					1,665.75	
	1302703600					179.10	
	1302702685					175.89	
10069	04/10/2020	2020	375	885	PACIFIC OFFICE AUTOMATION	512.16	PHONE SERVICE
	522 12 42 00	Phone Service			001 000 522 General Fund	512.16	PHONE SERVICE
Invoice							
	640128					512.16	PHONE SERVICE

ACCOUNTS PAYABLE PAID

BENTON COUNTY FIRE PROTECTION DISTRICT

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Accts Pay #	Paid On	Year	Trans	Vendor ID	Vendor	Amount	Memo
10070	04/10/2020	2020	376	255	PLATT ELECTRIC	732.04	EXTERIOR LED LIGHTS
522 50 35 00 Tools & Equipment - Facilities							EXTERIOR LED LIGHTS
Invoice							
0D66642							732.04 EXTERIOR LED LIGHTS
10071	04/10/2020	2020	377	322	STAPLES ADVANTAGE	181.90	FACILITY SUPPLIES
522 50 31 00 Expendable Supplies -Facilities							FACILITY SUPPLIES
Invoice							
8057952821							114.70
8057960188							67.20
10072	04/10/2020	2020	378	505	TELCO WIRING & REPAIR, INC	157.47	TROUBLE SHOOT STA420 EMERGENCY PHONE
522 50 48 00 Repair & Maint. - Facilities							TROUBLE SHOOT STA420 EMERGENCY PHONE
Invoice							
22787							157.47 TROUBLE SHOOT STA420 EMERGENCY PHONE
10073	04/10/2020	2020	379	465	VERIZON WIRELESS	977.85	CELL SERVICES
522 12 42 10 Cellular Phone Service							CELL SERVICES
Invoice							
03152020							977.85 CELL SERVICES
10074	04/10/2020	2020	380	814	WESTERN STATE EQUIPMENT P/	2,265.42	STA420 GENERATOR MAINT
522 50 48 00 Repair & Maint. - Facilities							STA420 GENERATOR MAINT
Invoice							
SC213337							1,698.44
SC215765							566.98
10075	04/10/2020	2020	381	737	WITMER PUBLIC SAFETY GROU	509.25	UNIFORM
522 20 28 00 Uniforms (All Non-PPE)							UNIFORM
Invoice							

ACCOUNTS PAYABLE PAID

BENTON COUNTY FIRE PROTECTION DISTRICT
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04/10/2020 To: 04/10/2020

Accts Pay #	Paid On	Year	Trans	Vendor ID	Vendor	Amount	Memo
				E1932272.02		145.98	
				E1937410		363.27	
10076	04/10/2020	2020	361	643	ZBA Architecture	7,299.34	CONSTRUCTION ADMIN AND REPRODUCTION
	594 22 62 01	Building Upgrade		401 000 594	Construction Fund	7,299.34	CONSTRUCTION ADMIN AND REPRODUCTION
Invoice							
				3488		7,299.34	CONSTRUCTION ADMIN AND REPRODUCTION
10077	04/10/2020	2020	382	396	ZOLL MEDICAL CORP GPO	480.56	MISC EMS SUPPLIES
	522 70 31 00	Expendable Supplies - EMS		001 000 522	General Fund	480.56	MISC EMS SUPPLIES
Invoice							
				3036024		480.56	MISC EMS SUPPLIES
Fund						Total:	33,642.32
				001 General Fund		24,422.98	
				401 Construction Fund		9,219.34	

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.

**RECIPROCAL FIRE PROTECTION AGREEMENT
BETWEEN THE
DEPARTMENT OF THE INTERIOR, BUREAU OF LAND MANAGEMENT
SPOKANE DISTRICT
AND THE
BENTON COUNTY FIRE PROTECTION DISTRICT #4**

This Agreement is made and entered into by and between the DOI Bureau of Land Management, Spokane District (hereinafter referred to as the BLM) and the Benton County Fire Protection District #4 (hereinafter referred to as the DEPARTMENT/DISTRICT) under the authority and provisions of the Reciprocal Fire Protection Act of May 27, 1955 (42 USC 1856a), and the Robert T. Stafford Disaster Relief and Emergency Assistance Act (P.L. 93-288).

I. PURPOSE

The purpose of this Agreement is to provide for joint participation, mutual aid, and cooperation in support of the suppression of wildland fires, other non-wildland fire incidents, and operations during Stafford Act disasters.

II. STATEMENT OF MUTUAL BENEFITS AND INTERESTS

The BLM has the responsibility for preparedness, prevention, protection, and suppression of wildland fires on BLM administered lands and on adjacent or intermingled Federal, State and private lands as identified through written Agreements, Memoranda of Understanding and Operating Plans.

The DEPARTMENT/DISTRICT has the responsibility for preparedness, prevention, protection, and suppression of wildland, structure and other non-wildland incidents within the established fire DEPARTMENT/DISTRICT. Additionally, the DEPARTMENT/DISTRICT maintains fire protection facilities in the vicinity of BLM property.

Therefore, it is mutually advantageous, and in the public interest, for the parties to coordinate their efforts in the prevention, detection, and suppression of wildfires.

It is also to the benefit of all federal, state and local agencies to coordinate assistance and operations during Stafford Act disasters under the National Response Plan (NRP). This documents the commitment of the parties to provide cooperation, resources, and support to the Secretary of Homeland Security in the implementation of the NRP, as appropriate and consistent with their own authorities and responsibilities.

III. GENERAL PROVISIONS

1. Refer to Appendix I for DEFINITIONS.
2. OPERATING PLANS. The parties agree that prior to implementation of this Agreement to jointly establish an Operating Plan that shall be attached to and become a part of this Agreement.

The Operating plan MUST include signatures from all parties, reimbursement rates, dispatching, initial attack, communications, aviation, and billing procedures. The Operating Plan may include a list of individuals and qualifications and any vehicles that will be covered under this Agreement and any other items identified in this Agreement as necessary for efficient implementation. All parties will meet prior to the initiation of fire season each year to review and update the Operating Plan as necessary.

3. TRAINING. Each party will inform the other of applicable cross training opportunities for personnel.
4. FIRE PROTECTION. As deemed appropriate, the parties will establish initial attack areas for lands of intermingled or adjoining protection responsibilities. Within such areas the SUPPORTING party, may take initial attack action in support of the PROTECTING party.
5. ASSISTANCE. Outside initial attack areas, when requested by the PROTECTING party, the SUPPORTING party when capable may assist with initial attack or other support on wildland fires. There may be situations when additional support personnel is necessary for mobilization for the SUPPORTING party and that need may be filled by personnel available to the DEPARTMENT/DISTRICT. When this situation arises, resources will be mobilized via the process outlined in the Operating Plan.
6. NOTIFICATIONS. Each party will promptly notify the PROTECTING party of fires burning on or threatening lands in their designated area of protection responsibility. When action is taken, the SUPPORTING party will notify the PROTECTING party in accordance with the Operating Plan as soon as possible of the equipment and personnel dispatched to the incident location.
7. COST SHARING. On multi-jurisdictional incidents and incidents which threaten or burn across direct protection boundaries, the parties will jointly establish a written cost share agreement which describe a fair and reasonable distribution of financial responsibilities.
8. COMMUNICATON SYSTEMS. The Parties agree to share the use of communication systems, radios and radio frequencies in the execution of this Agreement. Sharing of frequencies must be approved only by the authorized personnel for each party as identified in the Operating Plan.

9. DETERMINATION OF CAUSE AND PRESERVATION OF EVIDENCE. Parties will attempt to protect the fire's point of origin to include evidence pertaining to the cause of the fire.
10. BILLING PROCEDURES. The SUPPORTING party will bill the PROTECTING party for the reimbursable costs incurred to provide assistance to the PROTECTING party. Allowable reimbursable costs will be identified in the Operating Plan.

Reimbursable costs shall include costs from the point of mobilization, transportation, salary for actual hours worked (to include all hours regularly scheduled at their home agency for personnel assigned to an incident), benefits, overtime premiums, per diem, and travel to the point of demobilization of the member(s) deployed.

The costs of "backfilling" employees, as defined in Appendix I of this Agreement, into local home unit positions for personnel that have been mobilized to incidents is authorized and reimbursable.

The SUPPORTING party shall submit a bill within 120 days from the date of the incident. Bills will be identified by incident name, location, and incident number with adequate documentation supporting the billed costs. Adequate documentation include applicable resource orders, supply orders, cost share agreements, transaction statements (or equivalent), and emergency fire time reports.

The DEPARTMENT/DISTRICT shall send billings to the following address:

DOI-BLM Spokane District Fire
Attn: Fire Business
1103 N. Fancher Rd.
Spokane Valley, WA 99021

11. DUNS NUMBER (5/04): The DEPARTMENT/DISTRICT shall furnish their DUNS number upon execution of this instrument. The DUNS number may be obtained by contacting Dun and Bradstreet at 800-234-3867 or 866-794-1580. A DUNS number will be provided immediately by telephone at no charge.
12. ELECTRONIC FUNDS TRANSFER (EFT) (5/04): The DEPARTMENT/DISTRICT shall designate a financial institution or an authorized payment agent through which a Federal payment may be made in accordance with US Treasury Regulations, Money and Finance, at 31 CFR 208, which requires that federal payments are to be made by EFT to the maximum extent possible. A waiver may be requested, and payments received by check by certifying in writing that one of the following situations apply:
 1. The payment recipient does not have an account at a financial institution.
 2. EFT creates a financial hardship because direct deposit will cost the payment recipient more than receiving a check.

3. The payment recipient has a physical or mental disability, a geographic, language, or literacy barrier.

In order to receive EFT payments, the DEPARTMENT/DISTRICT shall register in the System for Award Management (SAM). You may register at www.sam.gov. Follow the instructions provided on the website. For assistance, contact the SAM Federal Service Desk at 866-606-8220 between Monday and Friday, 8 am to 8 pm ET.

13. NONDISCRIMINATION. The DEPARTMENT/DISTRICT shall comply with all Federal statutes related to nondiscrimination and all applicable requirements of all other Federal laws, Executive Orders, regulations, and policies. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d, 2000e-16), which prohibits discrimination on the basis of race, color, disability, or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; and Section 504 of the Rehabilitation Act of 1973 as amended (29 USC 794), which prohibits discrimination on the basis of disabilities. The nondiscrimination statement which follows shall be posted in primary and secondary recipient/cooperator offices, at the public service delivery contact point and included, in full, on all materials regarding such recipients'/cooperators' programs that are produced by the recipients/cooperators for public information, public education, or public distribution:

"In accordance with Federal law and U.S. Department of Interior policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. (Not all prohibited bases apply to all programs.) USDI is an equal opportunity provider and employer."

If the material is too small to permit the full statement to be included, the material will at minimum include the statement in print size no smaller than the text that ***"This institution is an equal opportunity provider."***

To file a complaint of discrimination, submit a written, signed, and dated complaint no later than 180 days from the date of the alleged discrimination to the Director, Office of Civil Rights, U.S. Department of the Interior, 1849 C Street NW, MS# 5230, Washington DC 20240. The complaint should include the name, address, zip code, and telephone number; the name and address of the alleged discriminatory official(s) and/or public entity; the nature of the complaint, the basis of the complaint (race, color, national origin, gender, age, sex and/or disability), and the date the alleged discrimination occurred.

14. Liabilities/Waivers. Each party waives all claims against every other party for compensation for any loss, damage, personal injury, or death occurring as a consequence of the performance of this agreement unless gross negligence on any part of any party is determined.

This provision shall not relieve any Party from responsibility for claims of third parties for losses for which the Party is otherwise legally liable.

15. PRINCIPAL CONTACTS. The principal contacts for this Agreement are:

BLM Contact
Jeff Dimke
Fire Management Officer
DOI-BLM Spokane District
1103 N. Fancher
Spokane, WA 99212
Phone: 509-536-1237
FAX: 509-536-1285
E-Mail: jdimke@blm.gov

Fire Department Contact
William Whealan
Fire Chief
Benton County FPD #4
2604 Bombing Range Rd. West
West Richland, WA 99353
Phone: 509-967-2945
FAX: 509-967-5222
E-Mail: sbradley@bcfd4.org

16. MODIFICATION. Modifications within the scope of the Agreement shall be made by mutual consent of the parties in writing, prior to any changes being performed. The BLM is not obligated to fund any changes not approved in advance.

17. COMMENCEMENT/EXPIRATION DATE. This instrument is executed as of the date of last signature and is effective through 1/31/2025 at which time it will expire unless extended.

Any party shall have the right to terminate this Agreement with 90-days advanced written notice to the other party.

18. AUTHORIZED REPRESENTATIVES. Signatories to this Agreement shall be authorized to act on behalf of their respective party..

IN WITNESS WHEREOF, the parties have executed this as of the 1st date written below.

Jeff Dimke, FMO
DOI-BLM Spokane District

DATE

William Whealan, Fire Chief
Benton County FPD #4

DATE

Appendix I DEFINITIONS

- **BACKFILL.** The additional costs (as outlined in the Operating Plan) to provide coverage for an individual that has been mobilized such as the overtime premium or out of class premium.
- **DIRECT COSTS.** Costs directly related to the suppression effort. These costs do not include dispatch or other administrative costs.
- **FIRE PREVENTION.** Activities directed at reducing the number of person-caused fires, including public education, law enforcement, dissemination of information, and the reduction of hazards.
- **FIRE PROTECTION.** The term fire protection includes personal services and equipment required for fire prevention, the protection of life and property from fire, firefighting, and emergency services, including basic medical support, basic and advanced life support, hazardous material containment and confinement, and special rescue events involving vehicular and water mishaps, and trench, building, and confined space extractions.
- **JURISDICTIONAL PARTY.** The party which has overall land and resource management and/or protection responsibility as provided by law.
- **PROTECTING PARTY.** The party responsible for providing direct fire protection in a given area pursuant to this Agreement.
- **RECIPROCAL FIRE PROTECTION.** Specific fire protection services furnished by one party to the other on a reimbursable basis pursuant to the Annual Operating Plan.
- **SUPPLEMENTAL FIRE DEPARTMENT RESOURCES.** Overhead tied to a local fire department who are mobilized primarily for response to incidents/wildland fires outside of their district or mutual aid zone.
- **SUPPORTING PARTY.** A party providing suppression assistance or other support and resources to the Protecting Party.
- **SUPPRESSION.** All work of confining and extinguishing a fire beginning with its discovery.

OPERATING PLAN
FOR THE
RECIPROCAL FIRE PROTECTION AGREEMENT (HWA20-0003)
BETWEEN THE
DEPARTMENT OF THE INTERIOR, BUREAU OF LAND MANAGEMENT
SPOKANE DISTRICT
AND THE
BENTON COUNTY FIRE PROTECTION DISTRICT #4

PREPARED AND APPROVED BY:

Jeff Dimke, FMO
DOI-BLM Spokane District

DATE

William Whealan, Fire Chief
Benton County FPD #4

DATE

This Local Operating Fire Plan between the identified agencies will become effective on the last date shown on the signature page between the BLM and individual DEPARTMENT/DISTRICTS. This Operating Plan is prepared pursuant to the Reciprocal Fire Protection Agreement.

This Operating Plan supersedes all Cooperative Local Operating Fire Plans executed previously.

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AUTHORITY

The Operating Plan, is made and entered into by and between the DOI Bureau of Land Management, Spokane District and the Fire Protection Districts under the signed Reciprocal Fire Protection Agreement entered into under the authority and provisions of the Reciprocal Fire Protection Act of May 27, 1955 (42 USC 1856a), and the Robert T. Stafford Disaster Relief and Emergency Assistance Act (P.L. 93-288).

PURPOSE

To meet the provisions set forth by the Reciprocal Fire Protection Agreements to meet annually, prior to the initiation of the fire season to prepare an Annual Operating Plan (AOP). This AOP will include protection area maps for all parties, current rates for use of DEPARTMENT/DISTRICTS equipment and personnel, lists of principal personnel, dispatching procedures, and any other items identified in the agreements as necessary for efficient implementation. This AOP shall become attached to and part of each Reciprocal Fire Protection Agreement.

INTERAGENCY COORDINATION

Dispatching

Fire dispatching for fires on lands protected by agencies will comply with the following:

1. Resources will be dispatched using the pre-identified response plans as outlined by their respective dispatch centers.
2. Dispatch centers should communicate to ensure prompt notifications are made to minimize response times by the jurisdictional agencies.
3. On incidents that contain multiple jurisdictions, a unified command may be established.
4. Agencies are responsible to provide information and assistance to each other in a timely manner, for proper completion of the fire reports.
5. In the event of an extended attack or when incident management teams are in command of an incident, dispatch functions for that incident will be conducted through the jurisdictional agency, unless the jurisdictional agency delegates otherwise.

Initial Attack

1. Each agency will retain initial attack responsibility for lands under their jurisdictional protection.
2. Each party agrees to issue a joint Delegation of Authority annually (see Appendix D. - Delegation of Authority Template). The delegation will authorize and set expectations that each agency's Incident Commanders will utilize during initial attack within mutually established areas. Within these mutually established initial attack areas (Appendix B) of

- intermingled or adjoining protection responsibilities the SUPPORTING party upon request and agreed, or voluntarily, will take initial attack action in support of the PROTECTING party.
3. The ordering agency shall be responsible for payment of all resources requested/hired through their dispatch center. In situations where a fire encompasses land under the protection or jurisdictional responsibility of more than one jurisdiction to the agreement, a cost share agreement (Appendix H) will be implemented before billing; see Cost Share below.
 4. For purpose of initial attack, the first IC on scene qualified at any level will assume the duties of initial attack IC. The initial attack IC will assume the duties and have responsibility for all suppression efforts on the incident up to his/her level of qualification until relieved by an IC qualified at a level commensurate with incident complexity.
 5. As an incident escalates and de-escalates, a continuing reassessment of complexity should be completed to validate the current command organization or identify the need for a different level of incident management in concurrence of the local jurisdictions (See Appendix E).
 6. An IC is expected to establish the appropriate organizational structure for each incident and manage the incident based on his/her qualifications, incident complexity, and span of control. If the incident complexity exceeds the qualifications of the current IC, the IC must continue to manage the incident within his/her capability and span of control until released.
 7. During initial attack, all agencies accept each other's standards. When an incident exceeds initial attack and jurisdiction has been established, the standards of the jurisdictional agency(s) prevail.
 8. Non-federally approved aircraft will not be dispatched to incidents known to be on USDA/USDI land other than as an independent action.
 9. Loaned equipment and supplies loaned to another Agency shall become the responsibility of that Agency, and shall be returned in the same condition as when received, reasonable wear and tear is expected. As determined by the loaning agency, the receiving Agency will repair or reimburse for damages in excess of reasonable wear and tear and will replace or reimburse for items lost, destroyed or expended.

BLM Jurisdiction

- On BLM jurisdiction during extended attack BLM requires cooperators and responders to adhere to PMS 310-1 qualifications (NIMS Wildland Fire Qualifications System Guide, www.nwccg.gov/publications).
- All fires that burn BLM land shall be investigated to determine cause, origin and, if possible, a responsible party. If the cause indicates human involvement a, qualified Wildland Fire Investigator (INVF) will need to be ordered and dispatched to the fire.
- Immediate notification of all fires either on or threatening BLM jurisdiction will be given to Dispatch.
- A finalized fire report is required and must be submitted to the jurisdictional agency within 7 days after the fire is declared controlled. These reports should be

submitted to the BLM on the standard fire report known as the Northwest Incident Organizer (See Appendix F).

DEPARTMENT/DISTRICT Jurisdiction

- On DEPARTMENT/DISTRICT jurisdiction the DEPARTMENT/DISTRICTS qualification standards will apply.
- Once a Mobilization Request has been approved, coordinate with the Deputy State Fire Marshal assigned to the incident and local fire chief to reduce the duplication of ordered resources.
- When the Mobilization Act is declared, local fire service resources will be dispatched through the Washington State Patrol Fire Protection Bureau.
- DEPARTMENT/DISTRICTS can request Federal wildland fire resources for suppression actions on DEPARTMENT/DISTRICT jurisdiction with approval from BLM Duty Officer.

Unprotected Lands

Unprotected lands are lands for which there is no agreement with an established Fire Protection Organization such as a Rural Fire Department (RFD), a Fire Protection District, a Municipal Fire Department, a county, the Washington Department of Natural Resources, or a Federal Fire Agency.

- Under Washington State RCW>Title 52>Chapter 52.12>Section 52.12.160 Firefighting services for unprotected lands (3) "In the absence of a written contractual agreement, a fire protection service agency may initiate firefighting services on unprotected land outside its fire protection jurisdiction in the following instances: (a) Service was specifically requested by a landowner or other fire service protection agency; (b) service could reasonably be believed to prevent the spread of a fire onto lands protected by the agency; or (c) service could reasonably be believed to substantially mitigate the risk of harm to life or property by preventing the spread of a fire onto other protected lands. "
- When wildland fires occur on unprotected lands and the fire threaten BLM resource values, there is discretion to engage in fire suppression activities to protect BLM resource values upon Agency Administrator approval; see Appendix L BLM Instruction Memorandum No. OR-2015-027.

Communications

In mutual aid situations, a common designated radio frequency identified in Appendix G should be used for incident communications. All incident resources should utilize and monitor this frequency for incident information, tactical use, and changes in weather conditions or other emergency situations. In some cases, because of equipment availability/capabilities, departments/agencies may have to use their own frequencies for tactical operations, allowing the "common frequency to be the link between departments. It is important that all

department/agencies change to a single frequency or establish a common communications link as soon as practical. Clear test should be used. Avoid personal identifies, such as names.

The agencies agree to enter into separate MOUs (Appendix M) that authorize radio frequency use for wildland fire operations and other emergency uses if requested.

BLM Handbook, H-1291-1 *Frequency Authorizations* provides the guidelines and standards for frequency, use, and authorizations.

- To use another Federal, State or local agency's frequency, States and Centers are required to obtain written authorization from the frequency owner by means of an MOU/MOA. A formal radio frequency authorization (RFA) (see Appendix M) must be submitted along with the agreement to the National Radio Communication Division (NRCN) Frequency Coordinator. If the supporting agency does not have its own agreement template, the interagency radio frequency use agreement should be used by the BLM. The agreement must be signed by the frequency controlling authority for all parties.
- Conversely, another agency wishing to use a BLM frequency must obtain written authorization from BLM (MOU/MOA) to do so and obtain authorization from the National Telecommunications Information Agency (Federal user) or the Federal Communications Commission (non-Federal user).
- Completed MOU agreements shall be forwarded to the supporting State or Center Radio Lead from preparation of an RFA request. A PDF copy of each executed agreement with an official State tracking number and the associated RFA template or information must be forwarded to the NRCN by the Frequency Liaison Manager or State Radio Lead.

Aviation Procedures

1. Non-federally approved aircraft will not be dispatched to incidents known to be on USDA/USDI land other than as an independent action.
2. Under the closest forces concept, non-federally approved aircraft may be dispatched to fires of unknown jurisdiction. When a non-federally approved aircraft dispatched to such a fire determines that the fire is on USDA/USDI protection and does not threaten other non-federally protected lands, the pilot or manager will immediately provide the coordinates and a fire report to the dispatch center so that appropriate USDA/USDI aviation assets may be dispatched. The non-federally approved aircraft will then leave the scene. Non-federally approved aircraft are not authorized to conduct initial attack on USDA/USDI lands unless there is an immediate threat to non-federally protected lands.
3. Air-to-air and air-to-ground frequencies with designated ground contacts must be established prior to aircraft being dispatched. The appropriate frequencies will be determined by the dispatch center.
4. Aerial resource support may be requested through the respective dispatch center. However, all ordered aircraft must be approved by the BLM Duty Officer or the BLM Fire Management Officer.

5. Aerial resources will be paid for by the requesting agency if prior approval has not been obtained.

Special Management Considerations

Federal Lands

No dozer use is allowed on BLM protected lands unless authorization is given by a BLM representative.

Authorization is hereby given for dozer use for protection of imminent threats to life and/or structures.

Chemicals used for wildland fire including foam, retardant, gel, or others will not be applied to waterways. Aerial application of chemicals will not be applied within 300 feet from any waterway.

Federal lands that encompass special management considerations require additional coordination with the assigned Resource Advisor (READ) and/or Duty Officer. These lands include Wilderness, Wilderness Study Areas (WSA), Areas of Critical Environmental Concern (ACEC), and Sage Grouse Habitat; see Appendix C for further guidance.

ASSISTANCE

There are situations when additional support personnel and equipment are necessary for regional/national mobilization and the need can be filled by resources available to the DEPARTMENT/DISTRICTS.

All parties will operate under the concepts defined in the U.S. Department of Homeland Security's (DHS) National Incident Management System (NIMS). In implementing these concepts, parties to this Agreement will be expected to follow the National Wildfire Coordinating Group's (NWCG) National Interagency Incident Management System (NIIMS) minimum standards defined in the Wildland Fire Qualifications Systems Guide (PMS-310-1).

Resource Augmentation

This effort is designed to make local resources, expertise and ability available for use by the BLM and their cooperators during anticipated increased fire activity (i.e. local severity or geographic planning levels 4 & 5). The intent is to be able to quickly and efficiently build small groups of resources that can be utilized across the region and nationally as needed. These groups will be variable in size, capability and purpose. These groups may be released once the need has been mitigated.

1. Resource Augmentation must have prior approval, by the hosting agency, before each dispatch.
2. All resources should have food and drinking water for 48 hours without re-supply.

3. Resources assigned by the DEPARTMENT/DISTRICTS need to be available for a 14 day assignment, exclusive of travel.
4. Overnight accommodations should consist of camping areas, unless otherwise approved.
5. All resources need to come with a minimum of one programmable radio.
6. All resources will comply with PMS 310-1 qualifications (NIMS Wildland Fire Qualifications System Guide, www.nwcg.gov/publications).

Incident Management Team Participation

This effort is designed to make DEPARTMENT/DISTRICT personnel available to participate on local Type 3, Northwest and National Incident Management Teams. There are three categories of Team members; Standing team member, Alternate pool member, and Trainees. Incident Management Team Participation within the DEPARTMENT/DISTRICT's jurisdiction is not considered reimbursable; unless the BLM is the jurisdictional agency.

1. All prospective team members must apply for team participation on an annual basis, or as required.
2. Must be qualified for the position using the PMS 310-1 qualifications.
3. Standing Team members are expected to be available for dispatch when their team is in the "up" rotation position.
4. Alternates are available for assignments on IMTs when opportunities arise.
5. Trainee Pool members are assigned by IMT ICs and section chiefs. These are normally positions of critical need for the short and long-term functioning of the IMTs. People serving in these positions are expected to complete assigned task books and training as their top priority.
6. All dispatches to All Hazard Incidents must be pre-approved by the BLM prior to mobilization. If approval is not obtained by the BLM, payment may not be authorized.
7. All Incident Management Team Participation must be agreed by the BLM prior to any mobilization and documented in Appendix N. This is to include at minimum individual names, qualifications, and team affiliations.

PRESCRIBED FIRE AND FUEL MANAGEMENT

The agencies agree to cooperate in the development and implementation of prescribed fire and fuels management programs, whose primary intent is to reduce fire hazards.

As requested and agreed the agencies may provide assistance to another agency for the purposes of performing prescribed fire or other fuels management work. If reimbursement is requested a separate funding document must be prepared prior to implementation.

AGENCY REVIEWS AND INVESTIGATIONS

Reviews and investigations are used by wildland fire and aviation managers to assess and improve the effectiveness and safety of organizational operations. Information (other than factual) derived from

safety reviews and accident investigations should only be used by agencies for accident prevention and safety purposes.

Many reviews and investigations involve cooperation between Federal, State, County, and Municipal Agencies. To comply with each agencies authorities, policies, and responsibilities, a multiagency review or investigation may be necessary. All parties agree to cooperate with either agency's needs to conduct reviews and/or investigations.

BLM Accidents that involve fire and aviation employees or equipment will be investigated according to the requirements stated in the "Interagency Standards for Fire and Fire Aviation Operations" (http://www.nifc.gov/policies/pol_ref_redbook.html), chapter 18. Additional information regarding reviews and investigations can also be located here.

BILLING PROCEDURES

Reimbursements by Protecting Agency

To seek reimbursement for services provided and identified as reimbursable the SUPPORTING party will bill the PROTECTING party. An itemized bill for reimbursable services will be submitted to the PROTECTING party within 120 days from the date of dispatch. Bills will be identified by incident name, location, incident number, resource order number(s), and will be supported by adequate documentation, including any applicable cost shares.

To seek reimbursement for services provided to All Hazard Incidents the DEPARTMENT/DISTRICT must have been pre-approved by the BLM prior to mobilization. If approval is not obtained by the BLM payment may not be authorized.

In situations where a fire encompasses land under the protection or jurisdictional responsibility of more than one jurisdiction to the agreement, a cost share agreement (Appendix H) will be implemented before billing; see Cost Share below.

When the Mobilization Act is declared, local fire service resources will be dispatched and paid through the Washington State Patrol Fire Protection Bureau.

Reimbursable DEPARTMENT/DISTRICT costs shall include costs from the point of mobilization, transportation, salary for actual hours worked (to include all hours regularly scheduled at their home agency for personnel assigned to an incident), benefits, overtime premiums, per diem, and travel to the point of demobilization of the member(s) deployed.

The cost of "backfilling" employees, as defined in the parent Agreement, into home unit positions for personnel that have been mobilized to incidents is authorized and reimbursable. All backfill hours will be documented on an OF-288; signed by both the backfilling employee and the home unit.

All supporting Agencies shall be subject to examination and audit for three years after final payment.

Personnel Rates – Career employees

Salaries for career DEPARTMENT/DISTRICT employees will be reimbursed at the established hourly rate in effect at the time of the dispatch for actual hours worked on the incident; as indicated on the OF-288.

Personnel Rates – Other than Career employees

Salaries for other than career DEPARTMENT/DISTRICT employees (Volunteer) will be reimbursed at the established hourly Personnel Rates in effect at the time of the dispatch for actual hours worked on the incident; as indicated on the OF-288.

Overtime compensation rate are paid based on a 7 day work week beginning on day one of mobilization. Compensation rates are paid at the overtime rate for all hours worked in excess of 8 hours per day for the first 5 days and for all hours worked during the remainder of the work week. The only exception is when an employee's initial mobilization (day one) is after 10:00 hours. Under these circumstances the employee will earn overtime starting at 18:00 hours regardless if they have worked in excess of 8 hours.

The hourly rates that will be utilized for other than Agency employees are those published in the current Wage & Equipment Rates for the Washington State Fire Service or a pre-existing contract/agreement between a Firefighter and the DEPARTMENT/DISTRICT.

All contract/agreements that establish a rate different than the Wage & Equipment Rate MUST be attached to this AOP and agreed to by the BLM prior to mobilization.

Equipment Rates

All DEPARTMENT/DISTRICT owned or hired equipment will be reimbursed at the established Equipment Rates in effect at the time of the dispatch; as published in the Wage & Equipment Rates for the Washington State Fire Service or a pre-existing contract/agreement between a vendor and the DEPARTMENT/DISTRICT. All contract/agreements that establish a rate different than the Wage & Equipment Rate MUST be attached to this AOP and agreed to by the BLM prior to mobilization.

The Command Vehicle equipment rate will be applied to all operational redcarded position who's primary daily function is on the fireline. This does not apply to Staging Area Manager, Air Operations Branch Director, or the positions that fall under their supervision.

Additionally any daily guarantee indicated in the Wage & Equipment Rates for the Washington State Fire Service are not considered as reimbursable.

In order for the DEPARTMENT/DISTRICT to be reimbursed for an equipment rate above the published base rate in the Wage & Equipment Rates for the Washington State Fire Service a printout of the published weekly fuel prices (found at: http://www.eia.gov/dnav/pet/pet_pri_gnd_a_epd2d_pte_dpgal_w.htm) must be submitted with the invoice.

Vehicle and equipment operated under the federal excess property system will only be reimbursed for maintenance and operating costs. Therefor the Command Vehicle equipment rate will be utilized. The mileage rate reimburses the DEPARTMENT/DISTRICT for fuel, wear and tear, and insurance costs.

Backfill

The costs of "backfilling" employees into local home unit positions for personnel that have been mobilized to incidents is authorized and reimbursable; reimbursement is calculated at 1/3 of the overtime rate of the mobilized individual. All backfill hours will be documented on an OF-288, indicated as backfill and for whom in the remarks section, and signed by both the backfilling employee and the home unit.

When backfilling personnel that have been mobilized to an incident the person backfilling should be within the same pay range. Only regularly scheduled hours are eligible for backfill consideration, if the employee is shown on annual leave during the mobilization backfill is not authorized. Additionally the cost of annual leave is not reimbursable.

The method used to determine authorized backfill costs will be 1/3 of the overtime rate of the individual backfilling. Why is backfill reimbursed at 1/3 of the overtime rate?

	Example	Firefighter "1"	Firefighter "2"
1	Firefighter "1" and "2" are paid at the same rate.	Regular time \$10.00 per hour. Overtime \$15.00 per hour.	Regular time \$10.00 per hour. Overtime \$15.00 per hour.
2	The Home Agency has FF "1" scheduled to work a 24-hour shift.	Budgeted \$240.00 to cover the personnel cost.	
3	When FF "1" is dispatched the Regular and Overtime personnel costs are paid by the incident.	The Home Agency retain the \$240.00 it has budgeted for personnel cost.	
4	The Home Agency decides to Backfill FF "1"'s 24-hour shift. FF "2" works the shift.		The overtime cost for this shift is \$360.00 (24x\$15.00)
5	The funds budgeted for FF "1"'s 24-hour shift, are now paid to FF "2"		\$360.00 Overtime Cost \$240.00 Budgeted Shift Cost -\$120.00 Difference
6	Backfill is 1/3 the cost of overtime.		\$240.00 Budgeted Shift Cost \$120.00 Backfill Pay (1/3)

			\$360.00 Total
7	Total Cost to the Home Agency for mobilizing FF "1" and backfilling with FF "2" is the amount budgeted for the 24-hour shift	All incident and overtime costs covered by the incident.	1/3 of the Backfill cost is reimbursed.

Per Diem

All resources under the control of the incident or incident agency will follow incident agency requirements when staying at incident base or other location. Individuals' are not automatically entitled to stay in a hotel/motel, eat meals at restaurants, or claim per diem. Individuals' who deviate from incident agency requirements will not be reimbursed for unauthorized expenses.

All reimbursements for incident travel will follow the established rates as determined by the General Service Administration (GSA) (<http://www.gsa.gov>). All expenses that exceed the maximum per diem rate, the employee should request approval for "actual expenses" from the incident or incident agency. Otherwise the meals and incidental expenses (M&IE) payment will be reduced to the maximum per diem amount allowed (lodging + M&IE).

The request for actual expenses should be in the form of a memorandum and should contain the following information.

- Traveler's name
- Location of hotel and maximum allowable lodging rate for that location
- Lodging rate of the applicable hotel
- Dates of travel
- Reason(s) lodging will exceed allowable rate: Examples may include, but are not limited to:
 - A large event such as a convention or conference was taking place at the lodging location and the hotels in the area were not offering the government rate.
 - The travel/lodging was unplanned and could not make prior arrangements.
- Signature from the incident or incident agency

For further guidance with incident travel refer to the Interagency Incident Business Management Handbook, PMS-902.

If the incident agency is unable to provide meals and lodging through an incident base camp, the following will occur and will be requested/documentated with a Supply Order Number from the incident agency:

- Lodging – Incident resources may be housed in motels/hotels. Incident personnel must follow their home unit policy for the use of agency issued charge card to obtain lodging. Employing agency travel policies apply. The incident agency should provide these facilities through a procurement method. Lodging expenses incurred during travel to and from an incident should be documented on the resource order form by the incident agency.
- Meals – The incident agency may provide meals through the use of designated restaurants under a procurement method, at no cost to the individual. If the meal selected by the individual exceeds the incident's established meal rate, the individual is responsible to pay the vendor directly for the difference. When meals are furnished by the incident agency, individuals' may not seek per diem for meal reimbursement. Meals may only be claimed if incident personnel are unable to consume the furnished meal(s) because of medical requirements or religious beliefs which must be justified and approved on a travel authorization and voucher.

When incident agency does not provide meals, individuals' should follow their agency policy for the use of a government issued charge card to obtain meals. Employing agency per diem rates must be followed.

- Rental Cars – Use of rental cars while assigned to an incident must be authorized by the incident agency or incident, and documented on a resource order.

Individuals' authorized to rent a car outside of incident agency procurement methods should use government-contacted rental car agencies. Additional insurance coverage is not necessary and is not a reimbursable expense.

- Privately-Owned Vehicle (POV) – Individuals' may be requested to use their POV for official business when such use is advantageous to the government. Use of POVs while assigned to an incident must be authorized by the incident agency or incident, and documented on a resource order.

The individual is reimbursed for use through a POV mileage rate published by the U.S. General Services Administration (GSA) (<http://www.gsa.gov>). The mileage rate reimburses the individual for fuel, wear and tear, and insurance costs. Damage to a POV is not covered and individuals claim damage through their private insurer.

- Incidental Expenditure Rate – The incidental expenditure rate for all emergency travel assignments, where meals and lodging are provided, is the approved General Service Administration (GSA) rate (<http://www.gsa.gov>).
- Transportation Arrangements – Individuals' assigned to emergency incidents will follow sending agency dispatch procedures for travel to the incident. Incident agency dispatch procedures will be followed for return travel from the incident. Dispatch offices will make travel arrangements and provide airline tickets or travel information to individuals'. Travel arrangements made outside of incident agency dispatch procedures may not be reimbursed without proper approvals and authorization. Commercial and/or contract transportation methods may be used.

Cost Share

Cost Share Agreements will be negotiated on-the-ground. A Cost Share Agreement is necessary when more than one jurisdictional responsibility for fire protection is affected by the placement of the fire. The agreement will not affix liability for fire cost payment by either agency based upon responsibility for the fire origin. The designated representatives of each Jurisdictional Agency on the fire are responsible for completing and signing the agreement; see Cost Share Agreement template in Appendix H.

On multi-jurisdictional incidents which threaten or burn across direct protection boundaries that involve Washington State Mobilization, the parties involved will jointly develop a written cost share agreement which describes a fair distribution of financial responsibilities.

On multi-jurisdictional incidents which threaten or burn across direct protection of boundaries that **do not** involve Washington State Mobilization, the parties involved jointly agree to use Percent of Acreage as the primary Cost Sharing method. This method involves each agency paying a percentage of the total cost based on the percent of total acres burned for each jurisdictional responsibility. Aerial resources will be paid for by the ordering agency if prior approval has not been obtained.

On multi-jurisdictional wildland incidents that involve unprotected lands which threaten or burn across direct protection of boundaries, the parties involved will jointly develop a written cost share agreement which describes a fair distribution of financial responsibilities, without taking ownership/jurisdictional responsibility of these lands.

Required Documentation

Payment may be withheld if proper documentation is not submitted and/or Northwest Incident Organizer has not been submitted.

All paperwork submitted MUST be originals and signed by proper personnel, as applicable.

1. Reciprocal Fire Protection Agreement Invoice Cover Sheet (see Appendix I).
2. Invoice – Showing an itemized breakdown of what is being billed with associated rates.
3. Firefighter Time Sheet(s), OF-288 (see Appendix J) – Both for mobilized and backfilling employees. Note: OF-288 for backfilling employees must be noted in the remarks section as “backfilling for XXXX individual”.
4. Emergency Equipment Use Invoice(s), OF-286 (see Appendix K) – For all equipment including mileage for vehicles.
5. Detailed records and original receipts of authorized per diem expense.
6. Resource orders and/or Dispatch logs for Initial Attack
7. Northwest Incident Organizer.

Annual Review

The Reciprocal Fire Protection Operating Plan will be reviewed annually by all signatory agencies. If there are no recommended changes to the Reciprocal Fire Protection Operating Plan, a letter to the file will document the review. If changes are recommended, appropriate revisions will be made and require signatures from all Agencies to be in effect; conversely updates to appendices do not require signatures from all Agencies. This AOP will be in effect concurrently with the Reciprocal Fire Protection Agreements.

Appendices

- A. Principle Contact Directory
- B. Initial Attack Areas
- C. BLM Special Management Considerations
- D. Delegation of Authority Template
- E. Wildland Fire Risk and Complexity Assessment
- F. Northwest Incident Organizer (BLM Fire Report)
- G. Radio Frequencies
- H. Cost Share Template
- I. Reciprocal Fire Protection Agreement Invoice Cover Sheet
- J. Emergency Firefighter Time Report OF-288
- K. Emergency Equipment Use Invoice OF-286
- L. OR-2015-027 – Unprotected Lands
- M. Interagency Radio Frequency use Agreements
- N. Incident Management Team Participation Roster