



BENTON COUNTY FIRE PROTECTION DISTRICT NO. 4 REGULAR BOARD AGENDA

April 4, 2019
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 04/04/2019
- Approval of Regular Meeting Minutes dated 03/21/2019
- Approval and pay:
- **Expenditures:**

522 Fire Control	58,966.97
001 General Fund	58,966.97

522 Fire Control	1,567.95
110 EMS Fund	1,567.95

Total: \$60,534.92

RESOLUTIONS/MOTIONS

- Motion to approve Fire District Assistance Agreement
- Motion to approve Policies and Rules Cancellation

Policy	Title	Reason
06-03	Employee Discipline	Replaced by Policy 104
06-05	Resident Firefighter	Replaced by SOG 5000
06-06	Alcohol/Substance	Replaced by Policy #109
06-20	Physical Readiness	No longer valid/not how we do business
06-21	Traditional Helmet Program	No longer valid/not how we do business
Rule	Title	Reason
06-03	Complaints and Contacts	Replaced by SOG 1000
06-07	Incident Reports	Replaced by SOG 1001
06-11	Residents Duties and Rules	Replaced by SOG 5000

06-18	Smoking and Tobacco Use	On-duty rules covered in conduct and employee policies, off-duty rules are not enforceable.
06-19	Shift Exchange Trades	Replaced by Policy 131
06-20	Station Log Book	No longer valid/not how we do business
06-33	Red-tag Lockout	Replaced by SOG 1002

DISTRICT REPORTS

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

OPEN FORUM DISCUSSION

IMPORTANT DATES

- June 1 –WFCA Saturday Seminar, Chelan

CORRESPONDENCE

AMBULANCE SERVICE PROGRAM UPDATES

UNFINISHED BUSINESS

- Fire Department Community Assistance, Referrals and Education Services (FDCARES) program
- Station Design Team
- Apparatus Committee

NEW BUSINESS

AGENDA ITEMS FOR NEXT MEETING

EXECUTIVE SESSION

ADJOURNMENT:

Attested:

_____/_____/_____
SLITA BRADLEY, DISTRICT SECRETARY

 07/07/19
GREGG COUCH, COMMISSIONER

 04/04/19
WOODY RUSSELL, COMMISSIONER

 04/04/2019
AJ HILL, COMMISSIONER



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

March 21, 2019
2604 Bombing Range Rd.
West Richland WA. 99353

CALL MEETING TO ORDER

Commissioner Couch called the meeting to order at 1804 hrs.

PLEDGE OF ALLEGIANCE

Commissioner Hill led the pledge of allegiance.

ADDITION TO THE AGENDA

- No additions

THOSE PRESENT:

Commissioner AJ Hill
Commissioner Gregg Couch
Fire Chief William Whealan
District Secretary Slita Bradley
Captain Ray Newton

Lieutenant Aaron Meloy
FF Braydon Johnson
FF Cody Winters
FF Monte Elmore
City Liaison Fred Brink

FINANCIAL REVIEW

- Reviewed.

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 03/21/2019
- Approval of Regular Meeting Minutes dated 03/07/2019
- Approval and pay:
- **Expenditures:**

522 Fire Control	66,527.61
589 Payroll Clearing	22,635.77
591 Debt Service	509,829.28
<u>001 General Fund</u>	<u>598,992.66</u>

522 Fire Control	3,176.20
<u>110 EMS Fund</u>	<u>3,176.20</u>

- EFT

522 Fire Control	134,069.61
589 Payroll Clearing	-39,851.58
<u>001 General Fund</u>	<u>94,218.03</u>

- Key Bank Tax Deposit

522 Fire Control	2,913.56
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589 Payroll Clearing	17,167.18
001 General Fund	20,080.74

Grand Total: \$716,467.63

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

RESOLUTIONS/MOTIONS

- 2019-01: Transfer of Fund
 - District Secretary Bradley reported that the resolution has been created to follow up with the motion the board made at the last regular meeting.

Commissioner Hill made a motion to approve the resolution 2019-01: Transfer of Fund, seconded by Commissioner Couch and the motion carried.

DISTRICT REPORTS

- Union Report
 - No report
- Volunteer Report
 - FF Elmore reported that the written and physical testing were conducted last Sunday. Interviews are scheduled next week.
- City Liaison Report
 - City Liaison Brink reported that he attended the active shooter training. There were many participants from many jurisdictions. As an ex-FBI agent, he thought the training was well done.
 - Tri-Cities taskforce addressed drug crimes in the area. The crimes increased possibly because of the increase in population.
 - 224 road bid was awarded. More to follow.
- Commissioner's Report
 - Commissioner Hill reviewed the plans for the new administrative offices for the Richland School District, which will be in West Richland. The new administrative building will be by Libby Middle School. Also, he reported there will be approximately 600 more homes built near the future station 430 location.
- Fire Chief's Report
 - He attended the BCES Executive Board meeting. Land for 800-megahertz radio was discussed. They are still working with the Red Mountain land owner on the details.
 - He attended the Public Affairs conference call with Liz Loomis.
 - He participated in the BCFD4 Executive Staff meeting, and the minutes have been posted and forwarded along.
 - He facilitated the Active Shooter Incident Management (ASIM) Basic Train-the-Trainer (TtT). It was a great regional participation training. FF Winters reported that he attended as a student and found the training beneficial at the line level. Chief Whealan reported that the training surpassed his expectations. The board thanked Chief Whealan for facilitating the event.
- District Secretary's Report
 - District Secretary reported that she attended the West Richland Post Office dedication, and that Captain Benitz was the Grand Marshal for the event and she did an excellent job. They dedicated the West Richland Post Office name to Sergeant Schmeiman, a marine who lost his life in an accident in 2007. It was well attended.

City Liaison Brink also attended and gave the proclamation to the family of the fallen marine.

OPEN FORUM DISCUSSION

- No discussions.

IMPORTANT DATES

- June 1 –WFOA Saturday Seminar, Chelan

CORRESPONDENCE

- No correspondence

AMBULANCE SERVICE PROGRAM UPDATES

- No report

UNFINISHED BUSINESS

- Fire Department Community Assistance, Referrals and Education Services (FDCARES) program
 - No report.
- Station Design Team
 - Commissioner Couch had not received information from Paul Ash. He will follow up. Chief Whealan reported that Commissioner Russell was working on the station design with Architect King. Commissioner Couch reported that Consultant Barnes will keep working on the land consolidation.
- Apparatus Committee
 - Commissioner Hill reported that the committee met with vendors and got to see some of the demo trucks. The committee was waiting on the building costs to see how much money the District can spend to go forward with apparatus purchases.

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

EXECUTIVE SESSION

- No sessions.

ADJOURNMENT:

The meeting was adjourned at 1825 hrs.

Attested:

_____/_____/_____
SLITA BRADLEY, DISTRICT SECRETARY

 04/10/18

GREGG COUCH, COMMISSIONER


WOODY RUSSELL, COMMISSIONER


AJ HILL, COMMISSIONER

2019 BUDGET POSITION

BENTON 4 FIRE PROTECTION DISTRICT

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001 General Fund

01/01/2019 To: 12/31/2019

Revenues	Amt Budgeted	Revenues	Remaining	
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308 Beginning Balances

308 80 00 00 Beginning Balance	1,000,000.00	1,611,919.42	(611,919.42)	161.2%
308 Beginning Balances	1,000,000.00	1,611,919.42	(611,919.42)	161.2%

310 Taxes

311 10 00 01 Property Tax	2,432,971.00	57,114.77	2,375,856.23	2.3%
337 20 00 01 Leasehold Tax	27,500.00	9,544.72	17,955.28	34.7%
310 Taxes	2,460,471.00	66,659.49	2,393,811.51	2.7%

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	700.00	300.00	70.0%
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	700.00	27,500.00	2.5%

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	15,588.86	23,411.14	40.0%
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	15,588.86	25,711.14	37.7%

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	2,000.00	6,227.77	(4,227.77)	311.4%
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	22,000.00	13,194.39	8,805.61	60.0%
360 Investment Interest	24,000.00	19,422.16	4,577.84	80.9%

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%

2019 BUDGET POSITION

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BENTON 4 FIRE PROTECTION DISTRICT
MCAG #: 1040

01/01/2019 To: 12/31/2019

001 General Fund	Amt Budgeted	Revenues	Remaining	
Revenues				
380 Non Revenues	0.00	0.00	0.00	0.0%
380 Non Revenues				
390 Other Revenues	0.00	0.00	0.00	0.0%
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				
397 Interfund Transfers	0.00	0.00	0.00	0.0%
397 00 00 01 Transfer In	857,884.00	0.00	857,884.00	0.0%
397 00 00 10 Transfer In From 110	0.00	0.00	0.00	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	857,884.00	0.00	857,884.00	0.0%
397 Interfund Transfers				
	4,411,855.00	1,714,289.93	2,697,565.07	38.9%

Fund Revenues:

Expenditures	Amt Budgeted	Expenditures	Remaining	
522 Fire Control	5,000.00	740.00	4,260.00	14.8%
522 11 10 10 Salary - Comm 1 (Couch)	5,000.00	1,366.00	3,634.00	27.3%
522 11 10 20 Salary-Comm 2 (Russell)	5,000.00	868.00	4,132.00	17.4%
522 11 10 30 Salary-Comm 3 (Hill)	500.00	58.49	441.51	11.7%
522 11 20 10 Benefits - Comm 1 (Couch)	500.00	107.89	392.11	21.6%
522 11 20 20 Benefits - Comm 2 (Russell)	500.00	68.61	431.39	13.7%
522 11 20 30 Benefits - Comm 3 (Hill)	0.00	0.00	0.00	0.0%
522 11 31 00 Expendable Supplies- Legislative	1,100.00	0.00	1,100.00	0.0%
522 11 43 00 Travel-Mileage & Airfare	2,500.00	0.00	2,500.00	0.0%
522 11 43 30 Travel - Per Diem & Lodging	2,000.00	510.00	1,490.00	25.5%
522 11 43 31 Registration Fees	22,100.00	3,718.99	18,381.01	16.8%
011 Legislative	220,420.00	52,032.22	168,387.78	23.1%
522 12 10 10 Salary - Administration	6,500.00	0.00	6,500.00	0.0%
522 12 10 60 Overtime - Administrative	0.00	0.00	0.00	0.0%
522 12 10 70 Temporary Employees	6,000.00	1,500.00	4,500.00	25.0%
522 12 20 04 HRA Benefits	58,450.00	15,827.50	42,622.50	27.3%
522 12 20 10 Benefits - Administrative	1,800.00	0.00	1,800.00	0.0%
522 12 20 60 Benefits - OT Administration	0.00	0.00	0.00	0.0%
522 12 20 70 Benefits - Temporary Employees	6,000.00	2,730.00	3,270.00	45.5%
522 12 24 20 Volunteer Pension & Relief Fund	4,000.00	2,845.74	1,154.26	71.4%
522 12 29 20 Volunteer Recognition	3,500.00	0.00	3,500.00	0.0%
522 12 29 30 Volunteer Association	3,750.00	513.21	3,236.79	13.7%
522 12 31 00 Expendable Office Supplies	0.00	0.00	0.00	0.0%
522 12 31 10 Computer Software	2,000.00	0.00	2,000.00	0.0%
522 12 35 00 Office Tools & Equipment	12,000.00	1,628.84	10,371.16	13.6%
522 12 35 10 Office Computer Equipment	63,000.00	10,319.38	52,680.62	16.4%
522 12 41 00 Contract Services				

2019 BUDGET POSITION

BENTON 4 FIRE PROTECTION DISTRICT
MCAG #: 1040

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01/01/2019 To: 12/31/2019

001 General Fund

Expenditures	Amt Budgeted	Expenditures	Remaining	
522 Fire Control				
	2,000.00	0.00	2,000.00	0.0%
522 12 41 01 FAC Lease and Services	20,000.00	0.00	20,000.00	0.0%
522 12 41 02 Contract For Union Negotiation	14,852.00	12,173.54	2,678.46	82.0%
522 12 41 10 Financial Services Contract(BIAS)	10,000.00	150.00	9,850.00	1.5%
522 12 41 20 Professional Services	4,200.00	1,442.14	2,757.86	34.3%
522 12 42 00 Phone Service	10,000.00	2,503.43	7,496.57	25.0%
522 12 42 10 Cellular Phone Service	0.00	0.00	0.00	0.0%
522 12 42 20 Pagers Service	1,500.00	116.00	1,384.00	7.7%
522 12 42 40 Postage	0.00	0.00	0.00	0.0%
522 12 42 41 Postage For Warrants	1,500.00	132.00	1,368.00	8.8%
522 12 44 00 Advertising/Notices/Recruiting	3,400.00	756.70	2,643.30	22.3%
522 12 45 00 Equipment Lease/Maint	40,000.00	0.00	40,000.00	0.0%
522 12 46 00 District Insurance	0.00	0.00	0.00	0.0%
522 12 48 00 Repair & Maint. - Office Equip	500.00	0.00	500.00	0.0%
522 12 48 20 WebPage Maintenance	16,000.00	14,714.12	1,285.88	92.0%
522 12 49 00 Memberships/Dues	50.00	55.70	(5.70)	111.4%
522 12 49 10 Taxes And Irrigation Fees	6,000.00	0.00	6,000.00	0.0%
522 12 49 20 State Auditor				
	517,422.00	119,440.52	397,981.48	23.1%
012 Administrative				
	45,000.00	10,330.21	34,669.79	23.0%
522 13 41 00 Levy Publication Services	0.00	0.00	0.00	0.0%
522 13 48 20 Outside Services	5,000.00	0.00	5,000.00	0.0%
522 13 49 00 Commissioner Elections				
	50,000.00	10,330.21	39,669.79	20.7%
013 Election				
	24,000.00	8,293.00	15,707.00	34.6%
522 14 41 00 Legal Services				
	24,000.00	8,293.00	15,707.00	34.6%
014 Legal				
	0.00	0.00	0.00	0.0%
522 15 40 00 Advance Travel/Petty Cash				
	0.00	0.00	0.00	0.0%
015 Internal Acct				
	30,000.00	0.00	30,000.00	0.0%
522 20 10 10 Mobilization Wages	9,000.00	0.00	9,000.00	0.0%
522 20 20 10 Mobilization Benefits	63,000.00	4,472.00	58,528.00	7.1%
522 20 24 10 Physicals/Innoculation	10,000.00	1,753.37	8,246.63	17.5%
522 20 28 00 Uniforms (All Non-PPE)	500.00	0.00	500.00	0.0%
522 20 31 00 Expendable Incident Supplies	500.00	0.00	500.00	0.0%
522 20 35 00 Tools & Equipment	3,000.00	0.00	3,000.00	0.0%
522 20 35 20 Physical Eval Equipment	6,000.00	0.00	6,000.00	0.0%
522 20 41 00 Assessment Fees	2,000.00	0.00	2,000.00	0.0%
522 20 48 00 Uniform Maintenance				
	124,000.00	6,225.37	117,774.63	5.0%
020 Operations				
	1,200,676.00	304,109.31	896,566.69	25.3%
522 21 10 10 Salary - Firefighters	0.00	0.00	0.00	0.0%
522 21 10 20 Salary SAFER FF1	0.00	0.00	0.00	0.0%
522 21 10 30 Salary SAFER FF2	0.00	0.00	0.00	0.0%
522 21 10 40 Salary SAFER FF3	100,000.00	23,701.14	76,298.86	23.7%
522 21 10 71 Overtime - Firefighters	105,600.00	12,600.00	93,000.00	11.9%
522 21 10 80 Resident Reimbursement	66,000.00	8,760.50	57,239.50	13.3%
522 21 10 90 Volunteer Reimbursement	42,000.00	10,500.00	31,500.00	25.0%
522 21 20 04 HRA Benefits	362,716.77	98,254.44	264,462.33	27.1%
522 21 20 10 Benefits - Firefighters	0.00	0.00	0.00	0.0%
522 21 20 11 Benefits - Deferred Comp	0.00	0.00	0.00	0.0%
522 21 20 20 Benefits - SAFER FF1				

2019 BUDGET POSITION

BENTON 4 FIRE PROTECTION DISTRICT
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01/01/2019 To: 12/31/2019

001 General Fund

Expenditures	Amt Budgeted	Expenditures	Remaining	
522 Fire Control				
522 21 20 30 Benefits - SAFER FF2	0.00	0.00	0.00	0.0%
522 21 20 40 Benefits - SAFER FF3	0.00	0.00	0.00	0.0%
522 21 20 41 HRA SAFER FF1	0.00	0.00	0.00	0.0%
522 21 20 42 HRA SAFER FF2	0.00	0.00	0.00	0.0%
522 21 20 43 HRA SAFER FF3	0.00	0.00	0.00	0.0%
522 21 20 71 Benefits - Overtime FF	37,500.00	7,140.91	30,359.09	19.0%
522 21 20 80 Benefits - Resident Reimbursement	3,000.00	963.90	2,036.10	32.1%
522 21 20 90 Benefits - Volunteer	3,500.00	779.71	2,720.29	22.3%
522 21 28 20 PPE - Protective Clothing	50,000.00	5,230.33	44,769.67	10.5%
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	0.00	4,000.00	0.0%
522 21 35 10 Tools & Equipment - Suppression	5,000.00	243.97	4,756.03	4.9%
522 21 35 11 Hose Replacement	2,000.00	0.00	2,000.00	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	7,200.00	0.00	7,200.00	0.0%
522 21 41 00 Professional Services	11,000.00	0.00	11,000.00	0.0%
522 21 48 00 Equipment Repair & Maint	1,550.00	0.00	1,550.00	0.0%
522 21 48 10 Fire Extinguisher Maint	850.00	0.00	850.00	0.0%
522 21 48 80 SCBA Air Compressor	0.00	0.00	0.00	0.0%
522 21 48 90 SCBA Repair/Maintenance	1,000.00	91.65	908.35	9.2%
	2,010,692.77	472,375.86	1,538,316.91	23.5%
021 Suppression				
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	8,000.00	0.00	8,000.00	0.0%
522 24 41 00 Dispatch Services	63,366.00	15,841.50	47,524.50	25.0%
522 24 41 10 VHF Maintenance Fee	15,000.00	0.00	15,000.00	0.0%
522 24 48 00 Repair & Maintenance - Radios	1,000.00	162.74	837.26	16.3%
	88,366.00	16,004.24	72,361.76	18.1%
024 Communications				
522 30 31 00 Expendable Supplies-Prevention	2,500.00	0.00	2,500.00	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%
	3,650.00	0.00	3,650.00	0.0%
030 Public Information				
522 45 31 00 Expendable Supplies - Training	2,000.00	143.92	1,856.08	7.2%
522 45 31 10 Training Computer Software	8,700.00	0.00	8,700.00	0.0%
522 45 35 00 Tools & Equipment - Training	1,800.00	0.00	1,800.00	0.0%
522 45 35 10 Equipment- Wellness Program	0.00	0.00	0.00	0.0%
522 45 41 00 Professional Service	14,000.00	2,000.00	12,000.00	14.3%
522 45 43 00 Travel - Mileage & Air(Operations)	3,500.00	0.00	3,500.00	0.0%
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)	50.00	0.00	50.00	0.0%
522 45 43 03 Travel - Mileage&Air(EMS Officer)	6,500.00	870.00	5,630.00	13.4%
522 45 43 10 PerDiem & Lodging(Operations)	8,000.00	1,657.46	6,342.54	20.7%
522 45 43 11 PerDiem & Lodging(Admin)	6,800.00	231.53	6,568.47	3.4%
522 45 43 12 PerDiem & Lodging(Automotive)	600.00	0.00	600.00	0.0%
522 45 43 13 PerDiem & Lodging(EMS Officer)	8,000.00	1,434.72	6,565.28	17.9%
522 45 43 20 Registration Fees(Operations)	60,000.00	25,079.81	34,920.19	41.8%
522 45 43 21 Registration Fees(Admin)	3,500.00	170.00	3,330.00	4.9%
522 45 43 22 Registration Fees(Automotive)	600.00	0.00	600.00	0.0%

2019 BUDGET POSITION

BENTON 4 FIRE PROTECTION DISTRICT
MCAG #: 1040

Time: 16:24:34 Date: 04/03/2019
Page: 5

01/01/2019 To: 12/31/2019

001 General Fund

Expenditures

Amt Budgeted

Expenditures

Remaining

522 Fire Control

522 45 43 23	Registration Fees(EMS Officer)	6,500.00	2,275.00	4,225.00	35.0%
522 45 43 30	Tuition Reimbursement	5,000.00	0.00	5,000.00	0.0%
522 45 48 00	Repair And Maintenance	0.00	0.00	0.00	0.0%
		137,950.00	33,862.44	104,087.56	24.5%

045 Training

522 50 31 00	Expendable Supplies -Facilities	6,500.00	1,025.63	5,474.37	15.8%
522 50 35 00	Tools & Equipment - Facilities	5,000.00	1,906.58	3,093.42	38.1%
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	22,000.00	4,930.95	17,069.05	22.4%
522 50 47 20	Water/Sewer	10,000.00	1,683.48	8,316.52	16.8%
522 50 48 00	Repair & Maint. - Facilities	20,000.00	5,255.89	14,744.11	26.3%
		68,500.00	14,802.53	53,697.47	21.6%

050 Facilities

522 60 31 00	Expendable Supplies - Automotive	6,000.00	129.99	5,870.01	2.2%
522 60 32 00	Fuels	25,000.00	4,091.29	20,908.71	16.4%
522 60 35 00	Tools & Equipment - Automotive	1,750.00	580.27	1,169.73	33.2%
522 60 48 00	Repair & Maint. - Automotive	52,440.00	3,367.25	49,072.75	6.4%
		85,190.00	8,168.80	77,021.20	9.6%

060 Automotive

522 70 31 00	Expendable Supplies - EMS	25,000.00	9,687.18	15,312.82	38.7%
522 70 35 00	Small Tools & Minor Equip	4,000.00	445.71	3,554.29	11.1%
522 70 41 02	EMS Assessment Fee	1,500.00	986.11	513.89	65.7%
522 70 41 10	Contract Services - EMS	9,500.00	4,252.87	5,247.13	44.8%
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%
		40,000.00	15,371.87	24,628.13	38.4%

070 EMS

522 Fire Control

3,171,870.77	708,593.83	2,463,276.94	22.3%
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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				
		0.00	0.00	0.00	0.0%

588 Prior Period Adjustment

589 Payroll Clearing

589 90 00 00	Payroll Clearing	0.00	(139.95)	139.95	0.0%
589 90 00 01	Other Non-Expenditures - Suspense	0.00	0.00	0.00	0.0%
		0.00	(139.95)	139.95	0.0%

589 Payroll Clearing

591 Debt Service

591 22 71 02	Capital Lease Principal	79,252.05	492,586.87	(413,334.82)	621.5%
592 22 83 02	Capital Lease Interest	17,242.41	17,242.41	0.00	100.0%
		96,494.46	509,829.28	(413,334.82)	528.4%

591 Debt Service

2019 BUDGET POSITION

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001 General Fund

Expenditures

Amt Budgeted

Expenditures

Remaining

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	10,000.00	0.00	10,000.00	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		10,000.00	0.00	10,000.00	0.0%
594 Capital Expenditures		10,000.00	0.00	10,000.00	0.0%

597 Interfund Transfers

597 00 00 01	Transfers Out To 501	0.00	0.00	0.00	0.0%
597 00 01 04	Transfer Out	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	0.00	0.00	0.00	0.0%
597 00 01 61	Transfer Out To 601	0.00	0.00	0.00	0.0%
597 Interfund Transfers		0.00	0.00	0.00	0.0%

Fund Expenditures:

3,278,365.23 1,218,283.16 2,060,082.07 37.2%

Fund Excess/(Deficit):

1,133,489.77 496,006.77

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004 Health Reimbursement Fund

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances				
308 10 00 04 Beginning Balance	0.00	83.10	(83.10)	0.0%
308 Beginning Balances	0.00	83.10	(83.10)	0.0%
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	0.00	0.30	(0.30)	0.0%
360 Investment Interest	0.00	0.30	(0.30)	0.0%
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:	0.00	83.40	(83.40)	0.0%
Fund Excess/(Deficit):	0.00	83.40		

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007 Separation Fund	Amt Budgeted	Revenues	Remaining	
Revenues				
308 Beginning Balances	0.00	10,087.24	(10,087.24)	0.0%
308 80 00 07 Beginning Balance	0.00	10,087.24	(10,087.24)	0.0%
308 Beginning Balances				
360 Investment Interest	0.00	35.94	(35.94)	0.0%
361 11 00 07 Investment Interest	0.00	35.94	(35.94)	0.0%
360 Investment Interest				
397 Interfund Transfers	0.00	0.00	0.00	0.0%
397 00 00 07 Transfer In From 001	0.00	0.00	0.00	0.0%
397 Interfund Transfers				
	0.00	10,123.18	(10,123.18)	0.0%
Fund Revenues:				
	Amt Budgeted	Expenditures	Remaining	
Expenditures				
597 Interfund Transfers	0.00	0.00	0.00	0.0%
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	10,123.18		
Fund Excess/(Deficit):				

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		Amt Budgeted	Revenues	Remaining	
110 EMS Fund					
Revenues					
308 Beginning Balances		850,000.00	1,226,482.54	(376,482.54)	144.3%
308 10 00 11	Beginning Balance	850,000.00	1,226,482.54	(376,482.54)	144.3%
308 Beginning Balances					
310 Taxes		750,000.00	17,705.55	732,294.45	2.4%
311 10 00 10	Property Tax	750,000.00	17,705.55	732,294.45	2.4%
310 Taxes					
330 Intergovernmental Revenues		0.00	15,195.17	(15,195.17)	0.0%
332 93 40 10	GEMT	0.00	15,195.17	(15,195.17)	0.0%
330 Intergovernmental Revenues					
340 Charges For Services		200,000.00	44,725.44	155,274.56	22.4%
342 60 01 10	Ambulance Service	200,000.00	44,725.44	155,274.56	22.4%
340 Charges For Services					
360 Investment Interest		12,000.00	4,368.24	7,631.76	36.4%
361 11 00 11	Investment Interest	12,000.00	4,368.24	7,631.76	36.4%
360 Investment Interest					
		1,812,000.00	1,308,476.94	503,523.06	72.2%
Fund Revenues:					
Expenditures		Amt Budgeted	Expenditures	Remaining	
522 Fire Control		0.00	0.00	0.00	0.0%
522 20 50 01	Ambulance Transport - Richland	0.00	1,512.70	(1,512.70)	0.0%
522 70 35 10	Small Tools And Minor Equipment	18,000.00	4,639.45	13,360.55	25.8%
522 70 41 00	Ambulance Billing Service Fee	0.00	0.00	0.00	0.0%
522 70 41 01	IMAGE TREND	0.00	25.00	(25.00)	0.0%
522 70 41 20	Ambulance Over Payment	0.00	0.00	0.00	0.0%
522 70 49 00	Other Expenditures	18,000.00	6,177.15	11,822.85	34.6%
522 Fire Control					
588 Prior Period Adjustment		0.00	0.00	0.00	0.0%
588 10 00 10	PY Adjustments	0.00	0.00	0.00	0.0%
588 Prior Period Adjustment					
594 Capital Expenditures		0.00	0.00	0.00	0.0%
594 22 63 10	Capital Apparatus	0.00	0.00	0.00	0.0%
594 Capital Expenditures					

2019 BUDGET POSITION

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110 EMS Fund	Amt Budgeted	Expenditures	Remaining	
Expenditures				
597 Interfund Transfers				
597 00 01 10 Transfer Out To 001	857,884.00	0.00	857,884.00	0.0%
597 Interfund Transfers	857,884.00	0.00	857,884.00	0.0%
Fund Expenditures:	875,884.00	6,177.15	869,706.85	0.7%
Fund Excess/(Deficit):	936,116.00	1,302,299.79		

2019 BUDGET POSITION

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201 EMS Bond Fund		Amt Budgeted	Revenues	Remaining	
Revenues					
308 Beginning Balances					
308 10 00 21	Beginning Balance	16,422.16	16,422.16	0.00	100.0%
308 Beginning Balances		16,422.16	16,422.16	0.00	100.0%
310 Taxes					
311 10 00 21	Property Tax	0.00	148.55	(148.55)	0.0%
310 Taxes		0.00	148.55	(148.55)	0.0%
360 Investment Interest					
361 11 00 21	Investment Interest	0.00	58.58	(58.58)	0.0%
360 Investment Interest		0.00	58.58	(58.58)	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:		16,422.16	16,629.29	(207.13)	101.3%
Expenditures		Amt Budgeted	Expenditures	Remaining	
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%
Fund Excess/(Deficit):		16,422.16	16,629.29		

2019 BUDGET POSITION

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01/01/2019 To: 12/31/2019

202 Construction Bond Fund

Revenues	Amt Budgeted	Revenues	Remaining	
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308 Beginning Balances

308 10 00 22	Beginning Balance	0.00	0.00	0.00	0.0%
308	Beginning Balances	0.00	0.00	0.00	0.0%

310 Taxes

311 10 00 22	Property Tax	420,000.00	8,024.65	411,975.35	1.9%
311 11 02 02	Interest	0.00	0.00	0.00	0.0%
310	Taxes	420,000.00	8,024.65	411,975.35	1.9%

360 Investment Interest

361 11 00 22	Investment Interest	0.00	0.08	(0.08)	0.0%
360	Investment Interest	0.00	0.08	(0.08)	0.0%

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:

420,000.00 8,024.73 411,975.27 1.9%

Expenditures

Amt Budgeted Expenditures Remaining

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%

Fund Excess/(Deficit):

38,962.00 8,024.73

2019 BUDGET POSITION

BENTON 4 FIRE PROTECTION DISTRICT

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401 Construction Fund

01/01/2019 To: 12/31/2019

Revenues	Amt Budgeted	Revenues	Remaining
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308 Beginning Balances

308 10 00 41 Beginning Balance	7,629,850.00	7,585,638.31	44,211.69	99.4%
308 Beginning Balances	7,629,850.00	7,585,638.31	44,211.69	99.4%

360 Investment Interest

361 11 00 41 Investment Interest	1,000.00	25,726.90	(24,726.90)	2572.7%
360 Investment Interest	1,000.00	25,726.90	(24,726.90)	2572.7%

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:

7,630,850.00	7,611,365.21	19,484.79	99.7%
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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	10,508.26	792,539.74	1.3%
594 Capital Expenditures	803,048.00	10,508.26	792,539.74	1.3%

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:

803,048.00	10,508.26	792,539.74	1.3%
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Fund Excess/(Deficit):

6,827,802.00	7,600,856.95
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2019 BUDGET POSITION

BENTON 4 FIRE PROTECTION DISTRICT
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501 Equipment Fund

01/01/2019 To: 12/31/2019

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances				
308 80 00 51 Beginning Balance	443,081.60	443,081.60	0.00	100.0%
308 Beginning Balances	443,081.60	443,081.60	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	0.00	1,578.53	(1,578.53)	0.0%
360 Investment Interest	0.00	1,578.53	(1,578.53)	0.0%
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	0.00	0.00	0.00	0.0%
397 Interfund Transfers	0.00	0.00	0.00	0.0%
Fund Revenues:	443,081.60	444,660.13	(1,578.53)	100.4%
Expenditures	Amt Budgeted	Expenditures	Remaining	
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	0.00	0.00	0.0%
594 Capital Expenditures	0.00	0.00	0.00	0.0%

2019 BUDGET POSITION

BENTON 4 FIRE PROTECTION DISTRICT
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501 Equipment Fund

01/01/2019 To: 12/31/2019

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	0.00	0.00	0.0%
Fund Excess/(Deficit):	443,081.60	444,660.13		

2019 BUDGET POSITION

BENTON 4 FIRE PROTECTION DISTRICT

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601 Reserve Fund

01/01/2019 To: 12/31/2019

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances				
308 80 00 61 Beginning Balance	636,871.30	636,871.30	0.00	100.0%
308 Beginning Balances	636,871.30	636,871.30	0.00	100.0%
360 Investment Interest				
361 11 00 61 Investment Interest	0.00	2,268.93	(2,268.93)	0.0%
360 Investment Interest	0.00	2,268.93	(2,268.93)	0.0%
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	0.00	0.00	0.00	0.0%
397 Interfund Transfers	0.00	0.00	0.00	0.0%
Fund Revenues:	636,871.30	639,140.23	(2,268.93)	100.4%
Expenditures	Amt Budgeted	Expenditures	Remaining	
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%
Fund Excess/(Deficit):	636,871.30	639,140.23		

2019 BUDGET POSITION TOTALS

BENTON 4 FIRE PROTECTION DISTF

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Fund	Revenue Budgeted	Received		Expense Budgeted	Spent	
001 General Fund	4,411,855.00	1,714,289.93	38.9%	3,278,365.23	1,218,283.16	37%
004 Health Reimbursement Fund	0.00	83.40	0.0%	0.00	0.00	0%
007 Separation Fund	0.00	10,123.18	0.0%	0.00	0.00	0%
110 EMS Fund	1,812,000.00	1,308,476.94	72.2%	875,884.00	6,177.15	1%
201 EMS Bond Fund	16,422.16	16,629.29	101.3%	0.00	0.00	0%
202 Construction Bond Fund	420,000.00	8,024.73	1.9%	381,038.00	0.00	0%
401 Construction Fund	7,630,850.00	7,611,365.21	99.7%	803,048.00	10,508.26	1%
501 Equipment Fund	443,081.60	444,660.13	100.4%	0.00	0.00	0%
601 Reserve Fund	636,871.30	639,140.23	100.4%	0.00	0.00	0%
	15,371,080.06	11,752,793.04	76.5%	5,338,335.23	1,234,968.57	23.1%

WARRANT/CHECK REGISTER

BENTON 4 FIRE PROTECTION DISTRICT #4

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Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
367	04/12/2019	Claims	1	184926	AT&T MOBILITY	86.18	FIRSTNET
368	04/12/2019	Claims	1	184927	BE CREATIVE	150.00	GRANT RESEARCH FEE
369	04/12/2019	Claims	1	184928	C3 PATHWAYS	22,753.00	REGIONAL ACTIVE SHOOTER TRAINING
370	04/12/2019	Claims	1	184929	CALLBACK STAFFING	99.99	CREWSENSE
371	04/12/2019	Claims	1	184930	CHARTER COMMUNICATIONS	455.32	PHONE AND INTERNET
372	04/12/2019	Claims	1	184931	COLUMBIA BASIN COLLEGE	50.40	ALS OTEP(1)
373	04/12/2019	Claims	1	184932	CORWIN FORD	1,667.07	APP35 MAINT
374	04/12/2019	Payroll	1	184933	DEPARTMENT OF LABOR & INDUSTRIES	12,798.98	1ST Quarter 01/01/2019 - 03/31/2019
375	04/12/2019	Payroll	1	184934	EMPLOYMENT SECURITY DEPT (OASI)	3,190.68	1ST Quarter 01/01/2019 - 03/31/2019
376	04/12/2019	Claims	1	184935	FIRE 4 ADVANCED TRAVEL	1,407.48	PER DIEM- BORSCHOWA; PER DIEM - HARPER; PER DIEM- MONDS
377	04/12/2019	Claims	1	184936	FIRE 4 CHECKING ACCOUNT	4,092.63	POSTAGE NEWSLETTER; ELECTRICITY
378	04/12/2019	Claims	1	184937	HEALTH EDUCATION AND RESUSCITATION	20.00	BLS SKILLS AND CARD
379	04/12/2019	Claims	1	184938	LIFE ASSIST	1,257.67	MISC EMS SUPPLIES
380	04/12/2019	Claims	1	184939	LIZ LOOMIS PUBLIC AFFAIRS	3,004.46	COMMUNICATION GROUP
381	04/12/2019	Claims	1	184940	MCCURLEY INTEGRITY DEALERSHIP	54.14	OIL CHANGE APP41
382	04/12/2019	Claims	1	184941	MCGAVICK GRAVES ATTORNEY AT LAW	2,052.00	LEGAL SERVICES
383	04/12/2019	Claims	1	184942	OXARC	44.21	O2
384	04/12/2019	Claims	1	184943	PALADIN BACKGROUND	22.00	BACKGROUND(1)
385	04/12/2019	Claims	1	184944	PARSEC COMPUTER CORP	626.20	TECH SUPPORT
386	04/12/2019	Claims	1	184945	PROFESSIONAL MANAGEMENT COACHING	2,000.00	LEADERSHIP TRAINING QUARTERLY
387	04/12/2019	Claims	1	184946	RINGOLDE	309.10	BEANIES(19)
388	04/12/2019	Claims	1	184947	STERICYCLE	122.28	EMS WASTE PICKUP
389	04/12/2019	Claims	1	184948	US LINEN & UNIFORM	183.28	MATS SERVICE
390	04/12/2019	Claims	1	184949	VERIZON WIRELESS	737.53	CELL SERVICES
391	04/12/2019	Claims	1	184950	VOYAGER	1,227.32	FUEL
392	04/12/2019	Claims	1	184951	WEST RICHLAND, CITY OF	555.05	WATER/SEWER/GARBAGE; WATER/SEWER/GARBAGE
366	04/12/2019	Claims	110	89	SYSTEM DESIGN WEST	1,567.95	AMBULANCE BILLING FEE
522 Fire Control						58,966.97	
001 General Fund						58,966.97	
522 Fire Control						1,567.95	
110 EMS Fund						1,567.95	
						Claims:	44,545.26
						60,534.92 Payroll:	15,989.66

WARRANT/CHECK REGISTER

BENTON 4 FIRE PROTECTION DISTRICT #4

Time: 16:14:53 Date: 04/03/2019

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04/12/2019 To: 04/12/2019

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

Admin Staff _____ Secretary *[Signature]*
Commissioners *[Signature]*, *[Signature]*, *[Signature]*
Approval Date 04/04/2019

BENTON 4 FIRE PROTECTION DISTRICT #4
MCAG #: 1040

ACCOUNTS PAYABLE PAID

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Accts Pay #	Paid On	Year	Trans	Vendor ID	Vendor	Amount	Memo
9103	04/12/2019	2019	367	829	AT&T MOBILITY	86.18	FIRSTNET
	522 12 42 10				Cellular Phone Service 001 000 522 General Fund	86.18	FIRSTNET
	Invoice						
					04062019	86.18	FIRSTNET
9128	04/12/2019	2019	368	709	BE CREATIVE	150.00	GRANT RESEARCH FEE
	522 12 41 20				Professional Services 001 000 522 General Fund	150.00	GRANT RESEARCH FEE
	Invoice						
					126	150.00	GRANT RESEARCH FEE
9104	04/12/2019	2019	369	855	C3 PATHWAYS	22,753.00	REGIONAL ACTIVE SHOOTER TRAINING
	522 45 43 20				Registration Fees(Operations) 001 000 522 General Fund	22,753.00	REGIONAL ACTIVE SHOOTER TRAINING
	Invoice						
					INV250	22,753.00	REGIONAL ACTIVE SHOOTER TRAINING
9105	04/12/2019	2019	370	836	CALLBACK STAFFING	99.99	CREWSENSE
	522 12 41 00				Contract Services 001 000 522 General Fund	99.99	CREWSENSE
	Invoice						
					0012002	99.99	CREWSENSE
9106	04/12/2019	2019	371	481	CHARTER COMMUNICATIONS	455.32	PHONE AND INTERNET
	522 12 41 00				Contract Services 001 000 522 General Fund	120.00	INTERNET
	522 12 42 00				Phone Service 001 000 522 General Fund	335.32	PHONE
	Invoice						
					04172019	455.32	PHONE AND INTERNET
9107	04/12/2019	2019	372	70	COLUMBIA BASIN COLLEGE	50.40	ALS OTEP(1)
	522 45 43 20				Registration Fees(Operations) 001 000 522 General Fund	50.40	ALS OTEP(1)
	Invoice						
					29492	50.40	ALS OTEP(1)

ACCOUNTS PAYABLE PAID

BENTON 4 FIRE PROTECTION DISTRICT #4
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04/12/2019 To: 04/12/2019

Accts Pay #	Paid On	Year	Trans	Vendor ID	Vendor	Amount	Memo
9108	04/12/2019	2019	373	840	CORWIN FORD	1,667.07	APP35 MAINT
	522 60 48 00	Repair & Maint. - Automotive	001 000 522	General Fund		1,667.07	APP35 MAINT
Invoice							
	688396					1,667.07	APP35 MAINT
9109	04/12/2019	2019	376	123	FIRE 4 ADVANCED TRAVEL	1,068.48	PER DIEM- BORSCHOWA
	522 45 43 10	PerDiem & Lodging(Operation	001 000 522	General Fund		1,068.48	New Frontier
Invoice							
	2011					1,068.48	PER DIEM- BORSCHOWA
9110	04/12/2019	2019	376	123	FIRE 4 ADVANCED TRAVEL	187.00	PER DIEM - HARPER
	522 45 43 10	PerDiem & Lodging(Operation	001 000 522	General Fund		187.00	WFCA SYMPOSIUM
Invoice							
	2010					187.00	PER DIEM - HARPER
9130	04/12/2019	2019	376	123	FIRE 4 ADVANCED TRAVEL	152.00	PER DIEM- MONDS
	522 45 43 10	PerDiem & Lodging(Operation	001 000 522	General Fund		152.00	HAZMAT ON SCENE- MONDS
Invoice							
	2012					152.00	PER DIEM- MONDS
9111	04/12/2019	2019	377	704	FIRE 4 CHECKING ACCOUNT	1,314.21	POSTAGE NEWSLETTER
	522 13 41 00	Levy Publication Services	001 000 522	General Fund		1,314.21	POSTAGE NEWSLETTER
Invoice							
	1178					1,163.86	
	1177					150.35	
9112	04/12/2019	2019	377	704	FIRE 4 CHECKING ACCOUNT	2,778.42	ELECTRICITY
	522 50 47 10	Electricity	001 000 522	General Fund		1,858.34	STA420
	522 50 47 10	Electricity	001 000 522	General Fund		50.97	WELLHOUSE
	522 50 47 10	Electricity	001 000 522	General Fund		227.27	SHOP

ACCOUNTS PAYABLE PAID

BENTON 4 FIRE PROTECTION DISTRICT #4
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04/12/2019 To: 04/12/2019

Accts Pay #	Paid On	Year	Trans	Vendor ID	Vendor	Amount	Memo
522 50 47 10 Electricity					001 000 522 General Fund	20.39	COMMERCIAL
522 50 47 10 Electricity					001 000 522 General Fund	621.45	STA410
Invoice							
1176							2,778.42 ELECTRICITY
9113	04/12/2019	2019	378	818	HEALTH EDUCATION AND RESU	20.00	BLS SKILLS AND CARD
522 45 43 20 Registration Fees(Operations)					001 000 522 General Fund	20.00	BLS SKILLS AND CARD
Invoice							
03312019							20.00 BLS SKILLS AND CARD
9114	04/12/2019	2019	379	187	LIFE ASSIST	1,257.67	MISC EMS SUPPLIES
522 70 31 00 Expendable Supplies - EMS					001 000 522 General Fund	1,257.67	MISC EMS SUPPLIES
Invoice							
908320							71.07
909127							419.34
908691							158.86
908607							608.40
9115	04/12/2019	2019	380	189	LIZ LOOMIS PUBLIC AFFAIRS	3,004.46	COMMUNICATION GROUP
522 13 41 00 Levy Publication Services					001 000 522 General Fund	3,004.46	COMMUNICATION GROUP
Invoice							
B40319							3,004.46 COMMUNICATION GROUP
9116	04/12/2019	2019	381	194	MCCURLEY INTEGRITY DEALER	54.14	OIL CHANGE APP41
522 60 48 00 Repair & Maint. - Automotive					001 000 522 General Fund	54.14	OIL CHANGE APP41
Invoice							
493231							54.14 OIL CHANGE APP41
9129	04/12/2019	2019	382	779	MCGAVICK GRAVES ATTORNEY A	2,052.00	LEGAL SERVICES
522 14 41 00 Legal Services					001 000 522 General Fund	1,620.00	UNION NEGOTIATION
522 14 41 00 Legal Services					001 000 522 General Fund	432.00	LEGAL SERVICE

ACCOUNTS PAYABLE PAID

BENTON 4 FIRE PROTECTION DISTRICT #4
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04/12/2019 To: 04/12/2019

Accts	Pay #	Paid On	Year	Trans	Vendor ID	Vendor	Amount	Memo
						Invoice		
						03312019	2,052.00	LEGAL SERVICES
9117	04/12/2019	2019	383	242	OXARC		44.21	O2
	522	70	31	00	Expendable Supplies - EMS	001 000 522 General Fund	44.21	O2
						Invoice		
						30617626	44.21	O2
9118	04/12/2019	2019	384	824	PALADIN BACKGROUND		22.00	BACKGROUND(1)
	522	12	44	00	Advertising/Notices/Recruiting	001 000 522 General Fund	22.00	BACKGROUND(1)
						Invoice		
						1600	22.00	BACKGROUND(1)
9119	04/12/2019	2019	385	248	PARSEC COMPUTER CORP		626.20	TECH SUPPORT
	522	12	41	00	Contract Services	001 000 522 General Fund	626.20	TECH SUPPORT
						Invoice		
						63171	626.20	TECH SUPPORT
9120	04/12/2019	2019	386	806	PROFESSIONAL MANAGEMENT		2,000.00	LEADERSHIP TRAINING QUARTERLY
	522	45	41	00	Professional Service	001 000 522 General Fund	2,000.00	LEADERSHIP TRAINING QUARTERLY
						Invoice		
						0000256	2,000.00	LEADERSHIP TRAINING QUARTERLY
9121	04/12/2019	2019	387	833	RINGOLDE		309.10	BEANIES(19)
	522	20	28	00	Uniforms (All Non-PPE)	001 000 522 General Fund	309.10	BEANIES(19)
						Invoice		
						950	309.10	BEANIES(19)
9122	04/12/2019	2019	388	625	STERICYCLE		122.28	EMS WASTE PICKUP
	522	70	41	10	Contract Services - EMS	001 000 522 General Fund	122.28	EMS WASTE PICKUP

ACCOUNTS PAYABLE PAID

BENTON 4 FIRE PROTECTION DISTRICT #4
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04/12/2019 To: 04/12/2019

Accts Pay #	Paid On	Year	Trans	Vendor ID	Vendor	Amount	Memo
Invoice							
				3004653007		122.28	EMS WASTE PICKUP
9102	04/12/2019	2019	366	680	SYSTEM DESIGN WEST	1,567.95	AMBULANCE BILLING FEE
	522 70 41 00	Ambulance Billing Service Fee	110 000 522		EMS Fund	1,567.95	AMBULANCE BILLING FEE
Invoice							
				03282019		1,567.95	AMBULANCE BILLING FEE
9123	04/12/2019	2019	389	347	US LINEN & UNIFORM	183.28	MATS SERVICE
	522 50 48 00	Repair & Maint. - Facilities	001 000 522		General Fund	183.28	MATS SERVICE
Invoice							
				2320865		51.23	
				2328452		51.23	
				2324650		40.41	
				2322267		40.41	
9124	04/12/2019	2019	390	465	VERIZON WIRELESS	737.53	CELL SERVICES
	522 12 42 10	Cellular Phone Service	001 000 522		General Fund	737.53	CELL SERVICES
Invoice							
				9826284061		737.53	CELL SERVICES
9125	04/12/2019	2019	391	817	VOYAGER	1,227.32	FUEL
	522 60 32 00	Fuels	001 000 522		General Fund	1,227.32	FUEL
Invoice							
				869387969914		1,227.32	FUEL
9126	04/12/2019	2019	392	376	WEST RICHLAND, CITY OF	356.14	WATER/SEWER/GARBAGE
	522 50 47 20	Water/Sewer	001 000 522		General Fund	356.14	STA420
Invoice							
				04252019		356.14	WATER/SEWER/GARBAGE

BENTON 4 FIRE PROTECTION DISTRICT #4
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ACCOUNTS PAYABLE PAID

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Accs Pay #	Paid On	Year	Trans	Vendor ID	Vendor	Amount	Memo
9127	04/12/2019	2019	392	376	WEST RICHLAND, CITY OF	198.91	WATER/SEWER/GARBAGE
	522 50 47 20	Water/Sewer			001 000 522 General Fund	198.91	STA410

Invoice

04252019-1 198.91 WATER/SEWER/GARBAGE

Total: 44,545.26

Fund

001 General Fund 42,977.31
110 EMS Fund 1,567.95

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.



FIRE DISTRICT ASSISTANCE AGREEMENT

Agreement No. 93-098798

This Agreement is entered into by and between the State of Washington, Department of Natural Resources, hereinafter referred to as "DNR", and Benton County Fire District #4, hereinafter referred to as "District/Department" and collectively referred to as the "Parties".

Authority: This Agreement is entered into by DNR under the authority of RCW 76.04.015(6), by Fire Protection Districts, under the authority of RCW 52.12.031 and Fire Departments under the authority of RCW 35.21.010 in conformity with RCW 39.34, the Interlocal Cooperation Act.

In consideration of the terms, conditions and covenants contained herein, or attached and incorporated and made a part hereof, the Parties mutually agree as follows:

Purpose: This Agreement addresses the terms and conditions for: (1) all federal excess property sub-loaned by DNR to the District/Department under the Federal Property and Administrative Services Act of 1949, as amended (P.L. 94-519) and section 7 of the Cooperative Forestry Assistance Act of 1978 (P.L. 95-313), hereinafter referred to as the Federal Excess Personal Property program; and (2) the transfer of firefighting and emergency service property, facilitated by DNR, to the District/Department under the Rural Fire Department Equipment Priority Act, 10 USC 2576b, hereinafter referred to as the Firefighter Property program.

SECTION 1: FEDERAL EXCESS PERSONAL PROPERTY

1.01 Federal Excess Personal Property: Upon request from the District/Department, and subject to its compliance with the requirements imposed by law and this Agreement to administer, account for, use and dispose of Federal Excess Personal Property (FEPP) acquired under the Federal Property and Administrative Services Act, DNR will sub-loan eligible FEPP to the District/Department. Federal regulations are amended from time to time and District/Department agrees to comply with current and future regulations.

1.02 Property Acquisition: The District/Department is required to identify its needs by completing a request form provided by DNR. DNR will acquire eligible FEPP suitable for conversion into firefighting or fire prevention apparatus. FEPP will be sub-loaned to fire districts and departments "as is" with no disclosure or warranty of implied condition.

- (1) Ownership of all non-consumable FEPP shall remain the property of the U.S. Forest Service.

- (2) All FEPP must be used for firefighting and fire prevention activities. Personal use of FEPP for purposes not directly associated with normal responsibilities of the District/Department is prohibited.

1.03 Identification: DNR will identify all non-consumable FEPP with a program identification tag with an inventory tracking number.

1.04 Equipment Use, Refurbishment, and Maintenance Requirements:

- (1) The District/Department agrees to accept FEPP in "as is" condition, and to refurbish, equip, repair, and maintain it at no cost to DNR. FEPP must be put into service within one year of acceptance. The District/Department may receive an extension of the one-year time limit for good cause upon written request to DNR prior to the one-year anniversary date.
- (2) If FEPP is not put into service within one year and the District/Department does not receive written approval from DNR for an extension, DNR will notify the District/Department of an "in service" violation and reallocate or dispose of the item.
- ~~(3) All vehicles and trailers must be registered and licensed by the District/Department through the Washington Department of Licensing, and copies provided to DNR.~~
- (4) Prior to placing FEPP in service, the District/Department must remove all military or governmental exterior logos, insignias and identification numbers. FEPP must be painted when original paint is deteriorated or peeling. In addition, remove or paint over all military paint patterns for vehicles, trailers, and other equipment operated on public roads.
- (5) Cannibalization. Cannibalization is the practice of disassembling unserviceable FEPP to use serviceable parts on similar units. The removal of any parts other than minor items is cannibalization. It is permissible to strip components from one or more pieces of FEPP to create a usable apparatus subject to written approval of the USDA Forest Service through DNR. The process to strip and dispose of excess components must be completed within one year of written approval to cannibalize. The District/Department will notify DNR immediately after cannibalization is complete. DNR will dispose of remaining components through the USDA Forest Service and General Services Administration (GSA).
- (6) In case of loss, theft, damaged, destroyed, or vandalized property, the District/Department is required to notify DNR within 48 hours of occurrence. Upon notification, DNR will submit appropriate forms to the District/Department for documentation, and to the USDA Forest Service for appropriate action. If the property is insured, USDA Forest Service must receive a share of any insurance proceeds equal to their ownership share in the property. If gross negligence is involved, the District/Department may be required to pay fair market value for the FEPP or repair or replace the property at District/Department expense.

1.05 Property Disposal: The District/Department agrees to report, in a timely manner, all inoperable, cannibalized, not in use, or seldom used FEPP to DNR for reallocation or

disposal. DNR will conduct reallocation or disposal activities at the District/Department's facility. The District/Department agrees to facilitate all required activities and to obtain signed documents to complete the reallocation or disposal process.

- 1.06 Property Inventory/Audit:** Upon request by DNR, the District/Department agrees to make FEPP items available for the purpose of conducting a physical inventory and to facilitate a program review. The District/Department shall provide access to and the right to examine all records, books, papers, or documents relating to the FEPP to facilitate a State or Federal audit. The District/Department is required to maintain property records for a minimum of six (6) years and three (3) months after receipt of all non-consumable FEPP (i.e. registration, insurance, final disposal).

SECTION 2: FIREFIGHTER PROPERTY PROGRAM

- 2.01 Firefighter Property Program:** Upon request from the District/Department, and subject to District/Department compliance with the requirements imposed by law and this Agreement to administer, account for, use and dispose of Department of Defense (DOD) excess property, DNR will facilitate transfer of such property to the District/Department under the Firefighter Property (FFP) program, as authorized by 10 U.S.C. 2576b. Federal regulations are amended from time to time and District/Department agrees to comply with current and future regulations.

- 2.02 Property Acquisition:** The District/Department is required to identify its FFP needs by completing a request form provided by DNR. DNR will facilitate transfer of FFP suitable for use or conversion to use in support of the District/Department's firefighting and emergency services. FFP will be transferred "as is" with no disclosure or warranty as to implied condition.

2.03 Title and Ownership:

- (1) Conditional ownership and title (when title is applicable) to all non-consumable FFP will be transferred to the District/Department, with the exception of "controlled property" as defined in 2.05 below. The District/Department is responsible to register and transfer title to any vehicle or trailer obtained through the FFP program in the name of the District/Department in accordance with applicable state law, and provide copies to DNR. Full ownership and title will vest in the District/Department upon meeting the requirements in 2.04(1) below.
- (2) The sale or transfer of FFP property to non-FFP participants must be in compliance with U.S. Export Control Regulations, including the Export Administration Regulations (EAR) (15 CFR Parts 730-774) and the International Traffic in Arms Regulations (ITAR) (22 CFR Parts 120-130). District/Department must notify future purchasers or transferees, in writing, of this requirement.
- (3) FFP cannot be sold or transferred to non-U.S. citizens, and the sale or transfer of Demilitarization Q6 FFP requires Trade and Securities Commission approval.

2.04 Property Use:

- (1) All FFP shall be refurbished and put into service in support of the District/Department's firefighting or emergency services within one year of transfer, at no cost to DNR. In addition, all FFP must be retained and used in service for a minimum of one year after being put into service.
 - (2) If the District/Department does not meet the FFP program in service requirements, the District/Department agrees, at no cost to DNR, to return, transfer, or scrap the FFP as directed by DNR and in compliance with FFP program requirements. In addition, DNR may suspend the District/Department from future participation in the FFP program.
 - (3) District/Department will label all FFP with an inventory number provided by DNR. Inventory number must remain readable until in-service requirements are complete.
 - (4) Within one year after transfer, District/Department will provide proof in a form acceptable to DNR that FFP is in service.
 - (5) District/Department use of FFP must be for its intended purpose. Personal use is prohibited.
-
- (6) Cannibalization of FFP is prohibited.
 - (7) Prior to placing FFP in service, the District/Department must remove all military or governmental exterior logos, insignias and identification numbers. In addition, remove or paint over all military paint patterns for vehicles, trailers, and other equipment operated on public roads.

2.05 Controlled Property:

- (1) FFP identified by DOD as demilitarization B, C, D, E, F, G, and Sensitive Q3 (referred to as "controlled property") remains in the ownership of DOD, and will be tracked and inventoried in the USDA Forest Service Federal Excess Property Management Information system (FEPMIS) until final disposition. The District/Department is required to return controlled property to the nearest DOD Defense Logistics Agency (DLA) Disposition Services site. If a DLA site is not close, the District/Department may be allowed to demilitarize the FFP on site, through crushing, mutilation, cutting, and to make the item unusable for its original intended use. The USDA Forest Service and DNR will coordinate demilitarization activities through the Distribution Reutilization Policy Director at the Defense Logistics Agency. Costs required for the District/Department to return or demilitarize controlled property shall be the responsibility of the District/Department.
- (2) District/Department must request DNR approval prior to removing any parts or components from controlled property, and must return removed parts to the nearest DLA site at its own expense.
- (3) In case of lost, missing, stolen, or destroyed controlled property the District/Department is required to notify DNR within 48 hours of occurrence. Upon notification, DNR will submit appropriate forms to the District/Department for

documentation, and to the DOD through the USDA Forest Service for appropriate action. If the FFP is insured, DOD must receive any insurance proceeds.

- 2.06 Records:** The District/Department agrees to provide access to and the right to examine all FFP, records, books, papers or documents for all equipment transferred under the FFP program to the USDA Forest Service (including its Office of Inspector General), DNR, DOD (including its Office of Inspector General), the Comptroller General of the United States, or their authorized representatives. The District/Department is required to maintain property records for a minimum of six (6) years and three (3) months after receipt of all non-consumable FFP property (i.e. registration, insurance, final disposal).

SECTION 3: GENERAL

- 3.01 Program Information:** FEPP and FFP program information is available on the DNR website.
- 3.02 Hold Harmless:** To the extent permitted by federal law, District/Department shall indemnify and hold the U.S. Government harmless from any and all actions, claims, debts, demands, judgments, liabilities, costs, and attorney's fees arising out of, claimed on account of, or in any manner predicated upon loss of or damage to property, or injuries, illness or disabilities to or death of any person or legal or political entity including state, local and interstate bodies, in any manner caused by or contributed to by District/Department, its agents, servants, employees, or any person subject to its control while in, upon or about the sale site and/or the site on which the property is located, or while the property is in the possession of, used by, or subject to the control of District/Department, its agents, servants, or employees after the property has been removed from U.S. Government control. The U.S. Government assumes no liability for damages or injuries to any person(s), or property arising from the use of the excess DoD personal property.
- 3.03 Insurance:** The District/Department shall, at all times during the term of this Agreement at its sole cost and expense, buy and maintain insurance of the types and amounts listed below to cover damages or injuries to persons or property relating to the use of property obtained under this agreement. Failure to buy and maintain the required insurance may result in the termination of the Agreement at DNR's option. If the District/Department is self-insured, evidence of its status as self-insured will be provided to DNR, and if deemed acceptable by DNR, shall satisfy the insurance requirements specified by this Section.

Minimum Coverage Requirements: These limits may not be sufficient to cover all liability losses and related claim settlement expenses. Purchase of these minimum limits of coverage does not relieve the District/Department from liability for losses and settlement expenses greater than these amounts.

During the term of the Agreement, District/Department must purchase and maintain the insurance coverage and limits specified below:

- (1) **Commercial General Liability (CGL) Insurance or District/Department Equivalent.** District/Department must purchase and maintain CGL on an Insurance

Services Office (ISO) form CG 00 01 or equivalent form, covering liability arising from premises, operations, independent contractors, personal injury, products-completed operations, and liability assumed under an insured contract. Such insurance must be provided on an occurrence basis. If insurance is written on a "claims made" basis, the policy shall provide full coverage for prior acts or include a retroactive date that precedes the effective date of this Agreement. Insurance must include liability coverage with limits not less than those specified below:

<u>Description</u>	<u>Dollar Amount</u>
General Aggregate Limit (Other than products-completed operations)	\$2,000,000
Each Occurrence Limit	\$2,000,000

- (2) **Employer's liability ("Stop Gap") Insurance:** District/Department shall purchase and maintain employer's liability insurance and if necessary, commercial umbrella liability insurance with limits not less than \$1,000,000 each accident for bodily injury by accident or \$1,000,000 each employee for bodily injury by disease.
- (3) **Business Auto Policy (BAP) Insurance:** If activities pursuant to this Agreement involve the use of vehicles, ~~the District/Department must purchase and maintain a~~ BAP on an Insurance Services Office (ISO) form CA 00 01 or equivalent form with such insurance covering liability arising out of "Any Auto".

Such insurance must be provided on an occurrence basis. The BAP insurance must include liability coverage with limits not less than those specified below. The District/Department is responsible for any deductible.

<u>Description</u>	<u>Each Accident</u>
Bodily Injury and Property Damage	\$1,000,000

- (4) **Workers Compensation Insurance or Equivalent:** The District/Department shall comply with all state of Washington workers compensation statutes and regulations. Coverage shall be provided for all employees and volunteers of the District/Department and shall include bodily injury (including death) that arises out of or in connection with the performance of this Agreement

3.04 Non-Discrimination. During the performance of activities under this Agreement, District/Department shall comply with all federal, state and local non-discrimination laws, regulation and policies. In the event of non-compliance or refusal to comply with any non-discrimination law, regulation or policy, this Agreement may be rescinded, cancelled or terminated in whole or in part, and District/Department may be declared ineligible for further participation in FEPP and/or FFP.

3.05 Renegotiation and Modification: The terms and conditions of this Agreement may be renegotiated at the request of either Party. Any modification or amendment of this Agreement must be in writing and signed by duly authorized agents of the Parties.

3.06 Assignment and Delegation: This Agreement, or any right or interest therein, may not be assigned or otherwise transferred by either Party without the prior written consent of the other Party. Any attempted assignment shall be void unless made in strict conformity

with this section. Either Party may perform its duty through a delegate or agent, but shall not be thereby relieved of any duty to perform or any liability for breach.

- 3.07 Remedies:** Any remedy exercised by either Party shall not be deemed exclusive, and either Party may pursue any and all other remedies available to it under the law.
- 3.08 Non-Waiver:** Waiver by either Party of strict performance of any provision of this Agreement shall not act as a waiver of the right of the other Party to require future strict performance of the same provision or any other provision.
- 3.09 Interpretation and Venue:** This Agreement shall be construed and interpreted in accordance with the laws of the state of Washington. The venue of any action brought under this Agreement shall be in the Superior Court of Thurston County.
- 3.10 Severability:** If any provision of this Agreement is held to be invalid, such invalidity shall not effect the other provisions of this Agreement that can be given effect without the invalid provision(s), and to this end the provisions of this Agreement are declared to be severable.
- 3.11 Termination:** This Agreement may be terminated by either Party upon ninety (90) days written notice. Termination of this Agreement makes the District/Department ineligible to participate in FEPP or FFP, and District/Department agrees to dispose of all FEPP per 1.05 above and all FFP that has not met the requirements of 2.04(1) above per 2.04(2) above.
- 3.12 Compliance with Laws:** The District/Department shall comply with all applicable federal and state laws and regulations that govern each component of this Agreement.
- 3.13 Term of Agreement:** This Agreement shall be effective from the date of the last signature for a term of five years unless otherwise terminated in accordance with the terms of this Agreement.

This Agreement supersedes all previous agreements.

By signature below, the Agencies certify that the individuals listed in this document, as representatives of the Agencies, are authorized to act in their respective areas for matters related to this instrument.

IN WITNESS WHEREOF, the parties have executed this Agreement.

DISTRICT/DEPARTMENT

STATE OF WASHINGTON

DEPARTMENT OF NATURAL RESOURCES

Signature

Date

Signature

Date

Printed Name

Todd Welker

Title

Southeast Region Manager

DISTRICT/DEPARTMENT

Signature

Date

Printed Name

Title

DISTRICT/DEPARTMENT

Signature

Date

Printed Name

Title

DISTRICT/DEPARTMENT

Signature

Date

Printed Name

Title



Office of the Washington State Auditor

Center for Government Innovation

Best Practices for Change Orders

Purpose

Local government employees responsible for construction, architectural and engineering (A&E) contracts can refer to this guidance when considering establishing best practices for pricing and evaluating change orders, as well as establishing policies over change orders.

Disclaimer

This guidance is intended to help entities with change-order practices; however, it does not constitute legal advice. Local governments should seek legal advice when entering into contracts with other organizations or when questions or issues arise. Ultimately, management is responsible for compliance with federal, state and local laws, its grant agreements, as well as its own policies. This guidance does not consider requirements that might be imposed by federal or state grantors.

Instructions

Refer to this information when establishing policies or procedures over pricing or evaluation of change orders. If additional questions arise, consider contacting your legal counsel. For projects funded by the state Department of Transportation or other granting agencies, local governments should use these leading practices as permitted by the grantor's conditions (see Appendix C).

Why change orders pose a risk to local governments

Change orders typically respond to unforeseen conditions, imperfections in project design, owner-requested alterations, requests for additional work and other elements generally not anticipated when the original contracts were signed. Every change order represents a new negotiation for work to be performed because the need arises after the contract has been signed. As a result, they can drive up project costs appropriately but unexpectedly. When a contracting entity does not take control of the change-order process (such as defining the scope, negotiating cost, managing total contract time, and also ensuring timely issuance of change orders) they are at risk of increased costs associated with the change order.

Best practices on controlling change-order pricing

Governments should establish terms in the original contract for how change-order pricing will be handled. The contracting entity should:

- **Ensure its contracts establish the basis for reasonable and typical prices and rates for labor, materials, equipment and markups to be used in pricing change orders.**

The basis should be established for *all* types of change orders and cost categories. For more information, see **Appendix A** for the different types of change orders, and **Appendix B** for the benchmarks for typical change-order prices and rates. This information is crucial to understanding how the contract might provide guidance in advance for the pricing for the various types of change orders and costs.

For construction contracts, depending upon the change-order type, that might include:

1. ~~Establishing pricing for additional work based on the unit pricing in the original contract or to~~ similar recently bid work. For example, if an entity needs additional building space completed and the bid price in the contract was \$XX/foot; then all subsequent additional building space would also be priced at the same cost per foot. However, for some types of contracts, this might be the starting point of a negotiation rather than an established price due to the nature of the work being different in some way.
2. Pre-establishing change order prices or rates for labor, materials, equipment, and markups for overhead and profit. For examples, see **Appendix B** for the various benchmarks that might be used for these types of costs.

For A&E contracts, that can include establishing both labor-rate increases for multi-year contracts and markup rates for overhead and profit.

- **Contractually require contractors to submit detailed change-order proposals when the work to be performed will not be based on unit prices (such as cost per square foot).**

Such proposals should include detailed prices and rates for labor, materials, equipment and markups so that the proposal can be evaluated and compared to pre-established terms in the contract. This should be done regardless of whether the work is to be performed by the general contractor or associated subcontractors.

For example, if the labor is to be based on prevailing wage rates (plus payroll taxes), the local government will need the labor broken out in detail so that wage rates can be confirmed as agreeing to prevailing wage rates.

In other instances when costs for single items are high and there is sufficient lead time, additional support documents might be requested from the contractor such as multiple competitive quotes or other justification for the high costs.

Local governments might want to define and exempt change orders that are very small in nature, in which the cost attributable to this practice might exceed the benefits.

- **Specify the level of monitoring expected by A&E firms charged with overseeing change-order pricing (within the scope of work).**

If a local government has an A&E firm involved with its construction contracts, it will want to be sure the A&E firm is exercising the expected level of scrutiny over the change-order pricing. This is best done by establishing the expectations within the contract with the A&E firm in advance.

Best practices over managing and reviewing change-order costs

Once a project is under way, it is important to take steps to ensure that the prices paid for change-order work are appropriate and agree with pre-established rates, prices, and other contract terms. The contracting entity should:

- **Maintain written documentation (change orders) for all additional work or materials beyond the scope or sum of the original contract.**
- **Accept unit pricing for change orders only when it is appropriate.**

Because unit pricing lacks details about the types of costs included (materials, labor, markup), it can only be accepted when unit pricing was already contractually agreed upon. Otherwise, the change order would not contain sufficient detail for the different categories of cost to be evaluated. For example, if the rate for additional building space was \$100 a square foot in the original contract and the change order asks for \$200 a square foot, more detailed information about what makes up the cost will be needed to fully evaluate it.

- **Perform detailed reviews of contract change order costs proposed by contractors.**

This includes comparing change-order prices against the applicable unit bid prices (i.e., in the original bid), or to the schedules of units, rates or values¹, vendor invoices, price indices, or other sources that are pre-established by contract. Such reviews help ensure the additional charges are reasonable and conform to the contract conditions. It can be helpful to retain historical costs per unit for common changes as an additional tool to evaluate costs.

Another strongly recommended option is developing an independent cost estimate to evaluate the reasonableness of the firm's or contractor's proposal. Internal staff who perform such reviews should be guided by policies and procedures that describe how they should evaluate change-order pricing to ensure it agrees with pre-established pricing and rates. In addition, for very large change orders, it might be beneficial to have an independent party perform an evaluation and estimate to determine the reasonableness of the pricing.

- **Spot-check the oversight provided by A&E firms hired to perform construction management.**

Verification is important to ensure the local government is obtaining the service from the A&E firm it expected and is paying for. This is to ensure detailed pricing information is obtained and adequately evaluated.

Best practices for procurement policy development

The following are some areas that the government should address in its procurement policy as it relates to change orders:

- The process for requesting changes to a pre-existing contract
- The authority levels by position to review and approve change orders, and which changes must be brought to the executive level or governing body for approval
- Guidance for how internal staff should evaluate change-order pricing (for example, when an independent cost estimate might be needed)
- When it is appropriate to add work to a pre-existing contract versus when it might constitute a new project
- When it is appropriate to decrease contracts via a change order, because this can be viewed as negotiation with the lowest bidder in certain situations

References

These leading practices were initially developed during a past performance audit. To view the full performance audit report and its findings, as well as sources used in initially developing the best practices, see the audit report at portal.sao.wa.gov/ReportSearch/Home/ViewReportFile?arn=1007057&isFinding=false&sp=false

For assistance

This resource has been developed by the Center for Government Innovation of the Office of the Washington State Auditor. Please send any questions, comments or suggestions to Center@sao.wa.gov.

¹ During the drafting process of the original contract, it can be beneficial to draft the schedule of values in a way that provides sufficient detail for future change comparison.

Appendix A: Types of Change Orders

The types of construction contract change orders generally fall into the following categories, each of which treats pricing or negotiations differently:

- A *unit-priced change order* is for work the owner and contractor agree to price at the “unit of work” level, for example, a change order for building additional space at a certain cost per square foot. The unit price for change-order work usually is established by referring to the original contract bid or to other recent, similar work in which the price was competitively established. Unit priced change orders are priced in total and do not break out separate costs and pricing for labor, materials, equipment and markups. The amount of the change order is agreed to before the work is performed.
- A *time and materials or force account change order* consists of work that is ordered by the local government without prior agreement with the contractor. In these situations, the local government reimburses the contractor on a time-and-materials basis, plus markups for profit and overhead. This approach typically is used when work cannot be easily or accurately estimated, or under emergency conditions such as a broken sewer line. The amount of the change order is unknown until after the work is performed.
- *Regular change orders* are all other change orders. The total cost is negotiated between the local government and the contractor before work is performed. These negotiations often start with a contractor submitting a change order proposal itemizing the quantities and prices for labor, materials, equipment and markups. The government reviews the contractor’s proposal before the two parties arrive at a negotiated price. A best practice is for the government to develop its own estimate of the costs before reviewing the contractor’s proposal.

Appendix B: Benchmarks for Typical Change Order Prices, Rates

Establishing the basis for the prices and rates that will be paid for change-order work in the initial contract can help control the cost of change orders.

- *Unit prices* are used when appropriate for the circumstances and based on recent competition for similar work. For such work, using the unit prices from the original bid or from other recent bids (such as cost per square foot) as the basis to price change orders can be appropriate. For example, if work in the original bid was quoted at \$29 per square foot, but then additional square footage needs to be done, the pricing should not vary from these recent unit prices for similar work unless the government obtains itemized charges to support the extra cost.

Experts caution that using contract unit prices for change orders is not appropriate in cases where the type of work to be performed is not similar, the unit prices used are not current, the locations are very different, or the quantities involved vary too much.

- *Construction labor costs.* Because they are tied to market conditions, many government agencies tie construction labor costs to the prevailing wage rate plus the payroll taxes in effect at the time of the work. Others might base it on actual wages paid, which can be verified by obtaining certified payrolls and checked for reasonableness by comparing with prevailing wages. The actual labor rate paid must be consistent with non-change-order work or contract work. State law (RCW 39.12.020) requires *contractors* to pay no less than the prevailing wage on public works, but it does not obligate local governments to pay contractors for higher labor rates on change orders. However, depending upon the location and market conditions, contractors might have to compensate more than prevailing wages to attract and retain qualified workers.

For example, the *General Conditions for Washington State Facilities Construction* limits labor rates on change orders to those submitted on the Statement of Intent to Pay Prevailing Wages or higher amounts if justified and approved.

Alternatively, for force account change orders on contracts funded by the Department of Transportation, labor charges must agree to the labor rates contractors submitted at the start of the contract.

- *Increases in A&E firms' labor rates* can be tied to the original contract plus a predetermined escalation rate, such as the Consumer Price Index, the Producer Price Index for A&E services (Industry Code 5413), or other reasonable sources.
- *Materials prices* typically are limited to vendor quotes, the contractors' cost, or the original contract price. If actual costs are not available, standard industry pricing guidelines might be an option.
- *Equipment rental rates.* Most state transportation departments and numerous municipalities use the *Rental Rate Blue Book*. It is a common industry guide for determining reimbursement rates for heavy equipment use.

Appendix C: Similarities, Differences with WSDOT Practices

Similarities and differences between the state Department of Transportation's change order practices and the leading practices identified in this resource

Leading practice	Unit-priced change orders	Force account change orders	Regular change orders
Contractually establish the basis for pricing all change orders. Does Transportation require?	Yes	Yes	No
Contractually require contractors to submit detailed change orders (for non-unit priced work). Does Transportation require?	N/A	Yes	No*
Obtain written change orders for all additional work or materials beyond the scope or sum of the original contract. Does transportation require?	Required for new work that differs from the original contract. Required or allowed when additional quantities are needed to complete the work spelled out in the original contract. See section 1-04.6 of the <i>Standards Specification Manual</i> .	Yes	Yes

* The state Department of Transportation requires contractors to submit detailed change order cost estimates if there is a dispute as to the amount determined by the local government.