



BENTON COUNTY FIRE PROTECTION DISTRICT NO. 4 REGULAR BOARD AGENDA

May 02, 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 05/02/2019
- Approval of Regular Meeting Minutes dated 04/18/2019
- Approval and pay:
- **Expenditures:**

522 Fire Control	17,871.93
<u>001 General Fund</u>	<u>17,871.93</u>

522 Fire Control	1,474.30
<u>110 EMS Fund</u>	<u>1,474.30</u>

594 Capital Expenditures	3,976.25
<u>401 Construction Fund</u>	<u>3,976.25</u>

Total: \$23,322.48

RESOLUTIONS/MOTIONS

- Approval of Policy 500, Volunteer Firefighter Minimum Performance Standards
- Approval of Policy 502, Volunteer Stipend
- Approval of SOG 5005, Volunteer Point Definitions and Determinations
- Approval of Policy 113, Employee Conduct
- Achieve Policy 06-01 Policy of Conduct (Covered by Policy 113)
- Achieve Policy 11-04 Employee Conduct (Covered by Policy 113)

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 –WFOA 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:

 05/02/2019
SLITA BRADLEY, DISTRICT SECRETARY

 05/02/19
GREGG COUCH, COMMISSIONER

 5/02/19
WOODY RUSSELL, COMMISSIONER

 5/27/5/2/2019
AJ HILL, COMMISSIONER



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

April 18, 2019
2604 Bombing Range Rd.
West Richland WA. 99353

CALL MEETING TO ORDER

Commissioner Couch called the meeting to order at 1806 hrs.

PLEDGE OF ALLEGIANCE

Chief Whealan led the pledge of allegiance.

ADDITION TO THE AGENDA

- No additions.

THOSE PRESENT:

Commissioner Gregg Couch
Commissioner Woody Russell
Commissioner AJ Hill
Fire Chief William Whealan
District Secretary Slita Bradley
City Liaison Fred Brink

Lieutenant Matthew Borschowa
FF Garrett Premel
FF Sam Monds
FF Grady Winn
FF Anthony Vining
Captain Bonnie Benitz

FINANCIAL REVIEW

- Reviewed with no questions.

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 04/18/2019
- Approval of Regular Meeting Minutes dated 04/04/2019
- Approval and pay:
- **Expenditures:**

522 Fire Control	77,265.48
589 Payroll Clearing	22,551.66
<u>001 General Fund</u>	<u>99,817.14</u>

522 Fire Control	33.60
<u>110 EMS Fund</u>	<u>33.60</u>

594 Capital Expenditures	1,532.50
<u>401 Construction Fund</u>	<u>1,532.50</u>

- **EFT**

522 Fire Control	129,158.73
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589 Payroll Clearing	-39,451.86
<u>001 General Fund</u>	<u>89,706.87</u>

- **Key Bank Tax Deposit**

522 Fire Control	2,747.54
589 Payroll Clearing	16,852.54
<u>001 General Fund</u>	<u>19,600.08</u>

Grand Total: \$210,690.19

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

RESOLUTIONS/MOTIONS

- No resolutions or motions.

DISTRICT REPORTS

- Union Report
 - Lieutenant Borschowa reported that there are events coming up, Golf Tournament and outreach program but he did not have further information.
- Volunteer Report
 - No report.
- City Liaison Report
 - City Liaison Brink reported about upcoming road construction in our area. Grosscup and 62nd road closure. Bombing Range and Van Geisen road closure in the Fall for 6 months, and the detour will be 38th and Mount Adams View. Sidewalk damage on Keene road with minor traffic interference. There will be crossing improvements by the schools and sports complex. Chief Whealan reported that he was contacted by the contractors wanting to leave some equipment for the Grosscup road construction project and that we would help them with their equipment storage needs.
 - City Liaison Brink reported the Police Bond ballot is due on April 23rd.
- Commissioner's Report
 - Commissioner Hill reported that he reviewed the plans for the new school administrative offices.
 - Commissioner Hill reported that he attended the Easter Egg Stuffing. The District did not get a lot of volunteers on the Easter Egg Stuffing but expected attendees on next Saturday for the hunt.
- Fire Chief's Report
 - He had a meeting with Mark King of ZBA Architecture to discuss new Station #430 design.
 - He met with BCFD4 Logistics Team and highlighted the path forward for them and the expectations for the Team. He assigned two new Team Leads, Jonathan Lucas and Ed Caraway during the meeting. They will be trained and will be recruiting more logistics members up to 20 members.
 - He assisted with Easter Eggs stuffing at Station #410. He appreciated Manager Sheldon from Yoke's who helped stuff eggs and brought the pizzas to volunteers that was donated by Domino's Pizza.
 - Captain Carlyle and he presented and overview of BCFD4's Fire Department Community Assistance Referral and Education Services (FDCARES) program to the Greater Columbia Accountable Community of Health (GCACH). It was well attended.

- He attended the area chiefs meeting and discussed ISpy, which is a new response app that the area is looking at regionally. It is a similar program to Active911. Lieutenant Meloy is our regional representative on the program. He will evaluate the features and pricing to see if it is feasible for us.
- Captain Newton worked with Washington Survey and Ratings Bureau (WSRB) and completed the necessary steps for the District to receive a Tender Credit rating, which will become effective approximately June 1. Tender Credits could lower insurance rates for home owners that live further than five miles up to seven miles from a fire station, but the home owners will need to check with their insurance companies.
- District Secretary's Report
 - No report.

OPEN FORUM DISCUSSION

- No discussions.

IMPORTANT DATES

- April 20 – Easter Egg Hunt
- June 1 –WFOA Saturday Seminar, Chelan

CORRESPONDENCE

- No correspondence.

AMBULANCE SERVICE PROGRAM UPDATES

- No update.

UNFINISHED BUSINESS

- Fire Department Community Assistance, Referrals and Education Services (FDCARES) program
 - Reported under Chief's report.
- Station Design Team
 - Commissioner Russell reported that the team met with ZBA Architecture. Lieutenant Longie did a great job addressing our concerns. The design is similar to the draft previously drawn. Tri-fold garage doors are priced around \$40,000 and would be \$120,000 for three. Radiant floor heat will be about \$100,000 and has to be powered by propane since there's no natural gas in the area yet. The garage doors and radiant floor heating will be bid as options. The new drawing should be ready sometime next week. The team is meeting every Tuesday to finish up the design process for the station. ZBA Architecture and the District agreed that they will use the civil engineer recommended by Architect King. Ground breaking is expected to be held on August 6. August 7, 2020 is the expected project completion date.
 - Commissioner Couch had a conversation with Consultant Barnes, and they had concerns with the engineer coming from another area than West Richland.
 - The discussions about paving easements, water and sewer lines were had. The estimate is about \$105,000 for the asphalt paving. Commissioner Couch said the City staff has been very supportive of the project and worked well with us. City Liaison Brink reported that their new senior planner can be of help because she is familiar with the codes.

Commissioner Hill made a motion to allow Commissioner Couch to move forward with the proposal up to \$115,000 to complete the asphalt paving needed for the new station, seconded by Commissioner Russell and the motion carried.

- Apparatus Committee
 - No report.

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 1834 hrs.

Attested:

 05/02/2019
SLITA BRADLEY, DISTRICT SECRETARY

 05/02/19
GREGG COUCH, COMMISSIONER

 05/02/19
WOODY RUSSELL, COMMISSIONER

 5/2/2019
AJ HILL, COMMISSIONER

2019 BUDGET POSITION

BENTON 4 FIRE PROTECTION DISTRICT

Time: 16:17:11 Date: 05/01/2019

MCAG #: 1040

Page: 1

001 General Fund

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

Revenues		Amt Budgeted	Revenues	Remaining	
308 Beginning Balances					
308 80 00 00	Beginning Balance	1,611,919.42	1,611,919.42	0.00	100.0%
	308 Beginning Balances	1,611,919.42	1,611,919.42	0.00	100.0%
310 Taxes					
311 10 00 01	Property Tax	2,432,971.00	173,590.05	2,259,380.95	7.1%
337 20 00 01	Leasehold Tax	27,500.00	9,544.72	17,955.28	34.7%
	310 Taxes	2,460,471.00	183,134.77	2,277,336.23	7.4%
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	1,266.00	(66.00)	105.5%
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	1,966.00	26,234.00	7.0%
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	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	8,712.39	(6,712.39)	435.6%
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	15,430.93	6,569.07	70.1%
	360 Investment Interest	24,000.00	24,143.32	(143.32)	100.6%
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

BENTON 4 FIRE PROTECTION DISTRICT

Time: 16:17:11 Date: 05/01/2019

MCAG #: 1040

Page: 2

001 General Fund

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

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	857,884.00	0.00	857,884.00	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		857,884.00	0.00	857,884.00	0.0%

Fund Revenues:

5,023,774.42	1,836,752.37	3,187,022.05	36.6%
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Expenditures

Amt Budgeted	Expenditures	Remaining
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522 Fire Control

522 11 10 10	Salary - Comm 1 (Couch)	5,000.00	1,124.00	3,876.00	22.5%
522 11 10 20	Salary-Comm 2 (Russell)	5,000.00	1,750.00	3,250.00	35.0%
522 11 10 30	Salary-Comm 3 (Hill)	5,000.00	1,252.00	3,748.00	25.0%
522 11 20 10	Benefits - Comm 1 (Couch)	500.00	87.87	412.13	17.6%
522 11 20 20	Benefits - Comm 2 (Russell)	500.00	137.27	362.73	27.5%
522 11 20 30	Benefits - Comm 3 (Hill)	500.00	97.99	402.01	19.6%
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	0.00	1,100.00	0.0%
522 11 43 30	Travel - Per Diem & Lodging	2,500.00	0.00	2,500.00	0.0%
522 11 43 31	Registration Fees	2,000.00	510.00	1,490.00	25.5%
011 Legislative		22,100.00	4,959.13	17,140.87	22.4%
522 12 10 10	Salary - Administration	220,420.00	69,411.88	151,008.12	31.5%
522 12 10 60	Overtime - Administrative	6,500.00	0.00	6,500.00	0.0%
522 12 10 70	Temporary Employees	0.00	0.00	0.00	0.0%
522 12 20 04	HRA Benefits	6,000.00	2,000.00	4,000.00	33.3%
522 12 20 10	Benefits - Administrative	58,450.00	20,904.79	37,545.21	35.8%
522 12 20 60	Benefits - OT Administration	1,800.00	0.00	1,800.00	0.0%
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	2,730.00	3,270.00	45.5%
522 12 29 20	Volunteer Recognition	4,000.00	2,845.74	1,154.26	71.1%
522 12 29 30	Volunteer Association	3,500.00	3,499.35	0.65	100.0%
522 12 31 00	Expendable Office Supplies	3,750.00	523.98	3,226.02	14.0%
522 12 31 10	Computer Software	0.00	0.00	0.00	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	12,000.00	1,757.96	10,242.04	14.6%
522 12 41 00	Contract Services	63,000.00	11,967.38	51,032.62	19.0%

2019 BUDGET POSITION

BENTON 4 FIRE PROTECTION DISTRICT

Time: 16:17:11 Date: 05/01/2019

MCAG #: 1040

Page: 3

001 General Fund

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

Expenditures	Amt Budgeted	Expenditures	Remaining	
522 Fire Control				
522 12 41 01 FAC Lease and Services	2,000.00	0.00	2,000.00	0.0%
522 12 41 02 Contract For Union Negotiation	20,000.00	0.00	20,000.00	0.0%
522 12 41 10 Financial Services Contract(BIAS)	14,852.00	12,173.54	2,678.46	82.0%
522 12 41 20 Professional Services	10,000.00	150.00	9,850.00	1.5%
522 12 42 00 Phone Service	4,200.00	1,928.24	2,271.76	45.9%
522 12 42 10 Cellular Phone Service	10,000.00	3,315.51	6,684.49	33.2%
522 12 42 20 Pagers Service	0.00	0.00	0.00	0.0%
522 12 42 40 Postage	1,500.00	122.80	1,377.20	8.2%
522 12 42 41 Postage For Warrants	0.00	0.00	0.00	0.0%
522 12 44 00 Advertising/Notices/Recruiting	1,500.00	286.00	1,214.00	19.1%
522 12 45 00 Equipment Lease/Maint	3,400.00	756.70	2,643.30	22.3%
522 12 46 00 District Insurance	40,000.00	0.00	40,000.00	0.0%
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	14,814.12	1,185.88	92.6%
522 12 49 10 Taxes And Irrigation Fees	50.00	55.70	(5.70)	111.4%
522 12 49 20 State Auditor	6,000.00	0.00	6,000.00	0.0%
012 Administrative	517,422.00	149,243.69	368,178.31	28.8%
522 13 41 00 Levy Publication Services	45,000.00	13,335.56	31,664.44	29.6%
522 13 48 20 Outside Services	0.00	0.00	0.00	0.0%
522 13 49 00 Commissioner Elections	5,000.00	0.00	5,000.00	0.0%
013 Election	50,000.00	13,335.56	36,664.44	26.7%
522 14 41 00 Legal Services	24,000.00	8,293.00	15,707.00	34.6%
014 Legal	24,000.00	8,293.00	15,707.00	34.6%
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/Innoculation	63,000.00	14,301.00	48,699.00	22.7%
522 20 28 00 Uniforms (All Non-PPE)	10,000.00	5,194.71	4,805.29	51.9%
522 20 31 00 Expendable Incident Supplies	500.00	153.25	346.75	30.7%
522 20 35 00 Tools & Equipment	500.00	0.00	500.00	0.0%
522 20 35 20 Physical Eval Equipment	3,000.00	0.00	3,000.00	0.0%
522 20 41 00 Assessment Fees	6,000.00	0.00	6,000.00	0.0%
522 20 48 00 Uniform Maintenance	2,000.00	0.00	2,000.00	0.0%
020 Operations	124,000.00	19,648.96	104,351.04	15.8%
522 21 10 10 Salary - Firefighters	1,200,676.00	401,275.53	799,400.47	33.4%
522 21 10 71 Overtime - Firefighters	100,000.00	31,207.99	68,792.01	31.2%
522 21 10 80 Resident Reimbursement	105,600.00	16,100.00	89,500.00	15.2%
522 21 10 90 Volunteer Reimbursement	66,000.00	11,874.00	54,126.00	18.0%
522 21 20 04 HRA Benefits	42,000.00	14,000.00	28,000.00	33.3%
522 21 20 10 Benefits - Firefighters	362,716.77	124,749.18	237,967.59	34.4%
522 21 20 71 Benefits - Overtime FF	37,500.00	9,066.20	28,433.80	24.2%
522 21 20 80 Benefits - Resident Reimbursement	3,000.00	1,231.65	1,768.35	41.1%
522 21 20 90 Benefits - Volunteer	3,500.00	1,015.81	2,484.19	29.0%
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	122.77	3,477.23	3.4%

2019 BUDGET POSITION

BENTON 4 FIRE PROTECTION DISTRICT

Time: 16:17:11 Date: 05/01/2019

MCAG #: 1040

Page: 4

001 General Fund

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

Expenditures	Amt Budgeted	Expenditures	Remaining	
522 Fire Control				
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%
021 Suppression	2,010,692.77	616,209.08	1,394,483.69	30.6%
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	5,668.26	2,331.74	70.9%
522 24 41 00 Dispatch Services	63,366.00	21,122.00	42,244.00	33.3%
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%
024 Communications	88,366.00	26,953.00	61,413.00	30.5%
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%
030 Public Information	3,650.00	0.00	3,650.00	0.0%
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	305.17	1,494.83	17.0%
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	174.40	3,325.60	5.0%
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	960.00	5,540.00	14.8%
522 45 43 10 PerDiem & Lodging(Operations)	8,000.00	2,857.39	5,142.61	35.7%
522 45 43 11 PerDiem & Lodging(Admin)	6,800.00	532.33	6,267.67	7.8%
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	1,854.22	6,145.78	23.2%
522 45 43 20 Registration Fees(Operations)	60,000.00	26,643.26	33,356.74	44.4%
522 45 43 21 Registration Fees(Admin)	3,500.00	670.00	2,830.00	19.1%
522 45 43 22 Registration Fees(Automotive)	600.00	0.00	600.00	0.0%
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	1,100.00	3,900.00	22.0%
522 45 48 00 Repair And Maintenance	0.00	0.00	0.00	0.0%
045 Training	137,950.00	39,515.69	98,434.31	28.6%
522 50 31 00 Expendable Supplies -Facilities	6,500.00	1,039.56	5,460.44	16.0%
522 50 35 00 Tools & Equipment - Facilities	5,000.00	6,605.31	(1,605.31)	132.1%
522 50 41 00 Professional Services	0.00	0.00	0.00	0.0%
522 50 45 00 Lease-Sta 410	5,000.00	4,767.63	232.37	95.4%
522 50 47 10 Electricity	22,000.00	7,601.16	14,398.84	34.6%

2019 BUDGET POSITION

BENTON 4 FIRE PROTECTION DISTRICT
MCAG #: 1040

Time: 16:17:11 Date: 05/01/2019

Page: 5

001 General Fund

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

Expenditures	Amt Budgeted	Expenditures	Remaining	
522 Fire Control				
522 50 47 20 Water/Sewer	10,000.00	1,724.99	8,275.01	17.2%
522 50 48 00 Repair & Maint. - Facilities	20,000.00	5,490.38	14,509.62	27.5%
050 Facilities	68,500.00	27,229.03	41,270.97	39.8%
522 60 31 00 Expendable Supplies - Automotive	6,000.00	152.64	5,847.36	2.5%
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	4,886.00	47,554.00	9.3%
060 Automotive	85,190.00	9,710.20	75,479.80	11.4%
522 70 31 00 Expendable Supplies - EMS	25,000.00	14,539.89	10,460.11	58.2%
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	4,568.46	4,931.54	48.1%
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	40,000.00	20,540.17	19,459.83	51.4%
522 Fire Control	3,171,870.77	935,637.51	2,236,233.26	29.5%
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	(187.61)	187.61	0.0%
589 90 00 01 Other Non-Expenditures - Suspense	0.00	0.00	0.00	0.0%
589 Payroll Clearing	0.00	(187.61)	187.61	0.0%
591 Debt Service				
591 22 71 02 Capital Lease Principal	492,587.00	492,586.87	0.13	100.0%
592 22 83 02 Capital Lease Interest	17,242.41	17,242.41	0.00	100.0%
591 Debt Service	509,829.41	509,829.28	0.13	100.0%
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	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%

2019 BUDGET POSITION

BENTON 4 FIRE PROTECTION DISTRICT

Time: 16:17:11 Date: 05/01/2019

MCAG #: 1040

Page: 6

001 General Fund

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

Expenditures	Amt Budgeted	Expenditures	Remaining	
594 Capital Expenditures				
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	50,000.00	0.00	50,000.00	0.0%
597 00 01 61 Transfer Out To 601	48,584.00	0.00	48,584.00	0.0%
597 Interfund Transfers	98,584.00	0.00	98,584.00	0.0%
Fund Expenditures:	3,790,284.18	1,445,279.18	2,345,005.00	38.1%
Fund Excess/(Deficit):	1,233,490.24	391,473.19		

2019 BUDGET POSITION

BENTON 4 FIRE PROTECTION DISTRICT
MCAG #: 1040

Time: 16:17:11 Date: 05/01/2019

Page: 7

004 Health Reimbursement Fund

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

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances				
308 10 00 04 Beginning Balance	83.10	83.10	0.00	100.0%
308 Beginning Balances	83.10	83.10	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	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:	83.10	83.40	(0.30)	100.4%
Fund Excess/(Deficit):	83.10	83.40		

2019 BUDGET POSITION

BENTON 4 FIRE PROTECTION DISTRICT

Time: 16:17:11 Date: 05/01/2019

MCAG #: 1040

Page: 8

007 Separation Fund

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

Revenues	Amt Budgeted	Revenues	Remaining
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308 Beginning Balances

308 80 00 07 Beginning Balance	10,087.24	10,087.24	0.00 100.0%
308 Beginning Balances	10,087.24	10,087.24	0.00 100.0%

360 Investment Interest

361 11 00 07 Investment Interest	0.00	53.50	(53.50) 0.0%
360 Investment Interest	0.00	53.50	(53.50) 0.0%

397 Interfund Transfers

397 00 00 07 Transfer In From 001	50,000.00	0.00	50,000.00 0.0%
397 Interfund Transfers	50,000.00	0.00	50,000.00 0.0%

Fund Revenues:	60,087.24	10,140.74	49,946.50 16.9%
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Expenditures	Amt Budgeted	Expenditures	Remaining
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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):	60,087.24	10,140.74
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2019 BUDGET POSITION

BENTON 4 FIRE PROTECTION DISTRICT

MCAG #: 1040

Time: 16:17:11 Date: 05/01/2019

Page: 9

110 EMS Fund 01/01/2019 To: 12/31/2019

Revenues	Amt Budgeted	Revenues	Remaining
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308 Beginning Balances

308 10 00 11 Beginning Balance	1,226,482.54	1,226,482.54	0.00	100.0%
308 Beginning Balances	1,226,482.54	1,226,482.54	0.00	100.0%

310 Taxes

311 10 00 10 Property Tax	750,000.00	53,782.31	696,217.69	7.2%
310 Taxes	750,000.00	53,782.31	696,217.69	7.2%

330 Intergovernmental Revenues

332 93 40 10 GEMT	0.00	26,794.44	(26,794.44)	0.0%
330 Intergovernmental Revenues	0.00	26,794.44	(26,794.44)	0.0%

340 Charges For Services

342 60 01 10 Ambulance Service	200,000.00	75,742.31	124,257.69	37.9%
340 Charges For Services	200,000.00	75,742.31	124,257.69	37.9%

360 Investment Interest

361 11 00 11 Investment Interest	12,000.00	6,562.67	5,437.33	54.7%
360 Investment Interest	12,000.00	6,562.67	5,437.33	54.7%

Fund Revenues:	2,188,482.54	1,389,364.27	799,118.27	63.5%
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Expenditures	Amt Budgeted	Expenditures	Remaining
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522 Fire Control

522 20 50 01 Ambulance Transport - Richland	0.00	0.00	0.00	0.0%
522 70 35 10 Small Tools And Minor Equipment	0.00	1,512.70	(1,512.70)	0.0%
522 70 41 00 Ambulance Billing Service Fee	18,000.00	6,113.75	11,886.25	34.0%
522 70 41 01 IMAGE TREND	0.00	0.00	0.00	0.0%
522 70 41 20 Ambulance Over Payment	0.00	58.60	(58.60)	0.0%
522 70 49 00 Other Expenditures	0.00	0.00	0.00	0.0%
522 Fire Control	18,000.00	7,685.05	10,314.95	42.7%

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	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

Time: 16:17:11 Date: 05/01/2019

MCAG #: 1040

Page: 10

110 EMS Fund

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

Expenditures	Amt Budgeted	Expenditures	Remaining	
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	7,685.05	868,198.95	0.9%
Fund Excess/(Deficit):	1,312,598.54	1,381,679.22		

2019 BUDGET POSITION

BENTON 4 FIRE PROTECTION DISTRICT

Time: 16:17:11 Date: 05/01/2019

MCAG #: 1040

Page: 11

201 EMS Bond Fund

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

Revenues	Amt Budgeted	Revenues	Remaining
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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	187.40	(187.40) 0.0%
310 Taxes	0.00	187.40	(187.40) 0.0%

360 Investment Interest

361 11 00 21 Investment Interest	0.00	87.18	(87.18) 0.0%
360 Investment Interest	0.00	87.18	(87.18) 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	16,696.74	(274.58) 101.7%
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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):

16,422.16	16,696.74
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2019 BUDGET POSITION

BENTON 4 FIRE PROTECTION DISTRICT
MCAG #: 1040

Time: 16:17:11 Date: 05/01/2019

Page: 12

202 Construction Bond Fund 01/01/2019 To: 12/31/2019

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	2.50	(2.50)	0.0%
360 Investment Interest	0.00	2.50	(2.50)	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	8,027.15	411,972.85	1.9%
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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):	38,962.00	8,027.15
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2019 BUDGET POSITION

BENTON 4 FIRE PROTECTION DISTRICT

Time: 16:17:11 Date: 05/01/2019

MCAG #: 1040

Page: 13

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	38,810.84	(37,810.84) 3881.1%
360 Investment Interest	1,000.00	38,810.84	(37,810.84) 3881.1%

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	7,624,449.15	6,400.85 99.9%
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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	16,017.01	787,030.99 2.0%
594 Capital Expenditures	803,048.00	16,017.01	787,030.99 2.0%

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	16,017.01	787,030.99 2.0%
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Fund Excess/(Deficit):

6,827,802.00	7,608,432.14
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2019 BUDGET POSITION

BENTON 4 FIRE PROTECTION DISTRICT
MCAG #: 1040

Time: 16:17:11 Date: 05/01/2019

Page: 14

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	2,343.90	(2,343.90)	0.0%
360 Investment Interest	0.00	2,343.90	(2,343.90)	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	445,425.50	(2,343.90)	100.5%
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

Time: 16:17:11 Date: 05/01/2019

MCAG #: 1040

Page: 15

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	445,425.50		

2019 BUDGET POSITION

BENTON 4 FIRE PROTECTION DISTRICT

Time: 16:17:11 Date: 05/01/2019

MCAG #: 1040

Page: 16

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	3,369.04	(3,369.04)	0.0%
360 Investment Interest	0.00	3,369.04	(3,369.04)	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	48,584.00	0.00	48,584.00	0.0%
397 Interfund Transfers	48,584.00	0.00	48,584.00	0.0%
Fund Revenues:	685,455.30	640,240.34	45,214.96	93.4%
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):	685,455.30	640,240.34		

2019 BUDGET POSITION TOTALS

BENTON 4 FIRE PROTECTION DISTR

Time: 16:17:11 Date: 05/01/2019

MCAG #: 1040

Page: 17

Fund	Revenue Budgeted	Received		Expense Budgeted	Spent	
001 General Fund	5,023,774.42	1,836,752.37	36.6%	3,790,284.18	1,445,279.18	38%
004 Health Reimbursement Fund	83.10	83.40	100.4%	0.00	0.00	0%
007 Separation Fund	60,087.24	10,140.74	16.9%	0.00	0.00	0%
110 EMS Fund	2,188,482.54	1,389,364.27	63.5%	875,884.00	7,685.05	1%
201 EMS Bond Fund	16,422.16	16,696.74	101.7%	0.00	0.00	0%
202 Construction Bond Fund	420,000.00	8,027.15	1.9%	381,038.00	0.00	0%
401 Construction Fund	7,630,850.00	7,624,449.15	99.9%	803,048.00	16,017.01	2%
501 Equipment Fund	443,081.60	445,425.50	100.5%	0.00	0.00	0%
601 Reserve Fund	685,455.30	640,240.34	93.4%	0.00	0.00	0%
	16,468,236.36	11,971,179.66	72.7%	5,850,254.18	1,468,981.24	25.1%

WARRANT/CHECK REGISTER

BENTON 4 FIRE PROTECTION DISTRICT #4

Time: 16:22:16 Date: 05/01/2019

MCAG #: 1040

05/10/2019 To: 05/10/2019

Page:

1

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
507	05/10/2019	Claims	1	184989	BOUND TREE MEDICAL	161.45	MISC EMS SUPPLIES
508	05/10/2019	Claims	1	184990	BRADLEY, SLITA	1,100.00	TUITION REIMBURSEMENT
509	05/10/2019	Claims	1	184991	BRUTZMAN	1,533.11	STA410 KITCHEN TABLE
510	05/10/2019	Claims	1	184992	CASCADE MEDICAL	360.00	PLS REGISTRATION- GAIDOS (BALANCE OWED)
511	05/10/2019	Claims	1	184993	CHARTER COMMUNICATIONS	454.48	PHONE AND INTERNET SERVICE
512	05/10/2019	Claims	1	184994	COLUMBIA BASIN COLLEGE	82.50	ALS OTEP(1)
513	05/10/2019	Claims	1	184995	CREWSENSE	99.99	PROSUPPORT
514	05/10/2019	Claims	1	184996	EMERGENCY REPORTING SYSTEMS	243.26	MAINT AND INVENTORY MODULES
515	05/10/2019	Claims	1	184997	FIRE 4 ADVANCED TRAVEL	481.40	PER DIEM- WINTERS; PER DIEM- PUTZ; PER DIEM- KIRKHAM
516	05/10/2019	Claims	1	184998	HAWORTH	2,895.28	KITCHEN CHAIRS(12)
517	05/10/2019	Claims	1	184999	LIFE ASSIST	1,655.93	MISC EMS SUPPLIES
518	05/10/2019	Claims	1	185000	LIZ LOOMIS PUBLIC AFFAIRS	3,005.35	COMMUNICATION SUPPORT
519	05/10/2019	Claims	1	185001	LN CURTIS & SONS	122.77	LIGHT BULBS
520	05/10/2019	Claims	1	185002	ON SCENE MEDICAL	3,778.00	PHYSICALS(4)
521	05/10/2019	Claims	1	185003	PALADIN BACKGROUND	154.00	BACKGROUNDS(7)
522	05/10/2019	Claims	1	185004	STAPLES ADVANTAGE	70.31	FLOOR CLEANER(6)
523	05/10/2019	Claims	1	185005	STERICYCLE	184.13	EMS WASTE PICKUP
524	05/10/2019	Claims	1	185006	US LINEN & UNIFORM	186.03	MATS SERVICE
525	05/10/2019	Claims	1	185007	VERIZON WIRELESS	803.94	CELL SERVICES
526	05/10/2019	Claims	1	185008	WA FIRE CHIEFS	500.00	WFC CONFERENCE- WHEALAN
505	05/10/2019	Claims	110	91	SYSTEM DESIGN WEST	1,474.30	EMS BILLING FEE
506	05/10/2019	Claims	401	5551	ZBA Architecture	3,976.25	ARCHITECT FEE
522 Fire Control						17,871.93	
001 General Fund						17,871.93	
522 Fire Control						1,474.30	
110 EMS Fund						1,474.30	
594 Capital Expenditures						3,976.25	
401 Construction Fund						3,976.25	
						Claims:	23,322.48
						23,322.48	

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

Admin Staff

Secretary

Commissioners

Approval Date

05/02/2019

ACCOUNTS PAYABLE PAID

BENTON 4 FIRE PROTECTION DISTRICT #4
MCAG #: 1040

Time: 16:26:19 Date: 05/01/2019 Page: 1

Accts Pay #	Paid On	Year	Trans	Vendor ID	Vendor	Amount	Memo
9180	05/10/2019	2019	507	50	BOUND TREE MEDICAL	161.45	MISC EMS SUPPLIES
	522 70 31 00	Expendable Supplies - EMS		001 000 522	General Fund	161.45	MISC EMS SUPPLIES
Invoice							
	83174569					79.61	
	83186889					81.84	
9181	05/10/2019	2019	508	496	BRADLEY, SLITA	1,100.00	TUITION REIMBURSEMENT
	522 45 43 30	Tuition Reimbursement		001 000 522	General Fund	1,100.00	TUITION REIMBURSEMENT
Invoice							
	WINTER19					1,100.00	TUITION REIMBURSEMENT
9197	05/10/2019	2019	509	659	BRUTZMAN	1,533.11	STA410 KITCHEN TABLE
	522 50 35 00	Tools & Equipment - Facilities		001 000 522	General Fund	1,533.11	STA410 KITCHEN TABLE
Invoice							
	0000808710					1,533.11	STA410 KITCHEN TABLE
9182	05/10/2019	2019	510	681	CASCADE MEDICAL	360.00	PLS REGISTRATION- GAIDOS (BALANCE OWED)
	522 45 43 20	Registration Fees(Operations)		001 000 522	General Fund	360.00	PLS REGISTRATION- GAIDOS (BALANCE OWED)
Invoice							
	091044					360.00	PLS REGISTRATION- GAIDOS (BALANCE OWED)
9183	05/10/2019	2019	511	481	CHARTER COMMUNICATIONS	454.48	PHONE AND INTERNET SERVICE
	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	334.48	PHONE
Invoice							
	05182019					454.48	PHONE AND INTERNET SERVICE
9200	05/10/2019	2019	512	70	COLUMBIA BASIN COLLEGE	82.50	ALS OTEP(1)
	522 45 43 20	Registration Fees(Operations)		001 000 522	General Fund	82.50	ALS OTEP(1)
Invoice							

ACCOUNTS PAYABLE PAID

BENTON 4 FIRE PROTECTION DISTRICT #4
MCAG #: 1040

Time: 16:26:19 Date: 05/01/2019
Page: 2

05/10/2019 To: 05/10/2019

Accts Pay #	Paid On	Year	Trans	Vendor ID	Vendor	Amount	Memo
				29623		82.50	ALS OTEP(1)
9198	05/10/2019	2019	513	836	CREWSENSE	99.99	PROSUPPORT
	522 12 41 00	Contract Services		001 000 522	General Fund	99.99	PROSUPPORT
Invoice							
				0012359		99.99	PROSUPPORT
9184	05/10/2019	2019	514	111	EMERGENCY REPORTING SYSTI	243.26	MAINT AND INVENTORY MODULES
	522 12 41 00	Contract Services		001 000 522	General Fund	243.26	MAINT AND INVENTORY MODULES
Invoice							
				2019-3169		243.26	MAINT AND INVENTORY MODULES
9185	05/10/2019	2019	515	123	FIRE 4 ADVANCED TRAVEL	142.40	PER DIEM- WINTERS
	522 45 43 00	Travel - Mileage & Air(Operati		001 000 522	General Fund	42.40	INCIDENT SAFETY OFFICER - WINTERS
	522 45 43 10	PerDiem & Lodging(Operation		001 000 522	General Fund	100.00	INCIDENT SAFETY OFFICER- WINTERS
Invoice							
				2014		142.40	PER DIEM- WINTERS
9186	05/10/2019	2019	515	123	FIRE 4 ADVANCED TRAVEL	142.40	PER DIEM- PUTZ
	522 45 43 00	Travel - Mileage & Air(Operati		001 000 522	General Fund	42.40	INCIDENT SAFETY OFFICER -PUTZ
	522 45 43 10	PerDiem & Lodging(Operation		001 000 522	General Fund	100.00	INCIDENT SAFETY OFFICER -PUTZ
Invoice							
				2015		142.40	
9187	05/10/2019	2019	515	123	FIRE 4 ADVANCED TRAVEL	196.60	PER DIEM- KIRKHAM
	522 45 43 00	Travel - Mileage & Air(Operati		001 000 522	General Fund	89.60	INFECTIOUS DISEASE- KIRKHAM
	522 45 43 10	PerDiem & Lodging(Operation		001 000 522	General Fund	107.00	INFECTIOUS DISEASE- KIRKHAM
Invoice							
				2013		196.60	
9201	05/10/2019	2019	516	858	HAWORTH	2,895.28	KITCHEN CHAIRS(12)

ACCOUNTS PAYABLE PAID

BENTON 4 FIRE PROTECTION DISTRICT #4
MCAG #: 1040

Time: 16:26:19 Date: 05/01/2019 Page: 3

Accts	Pay #	Paid On	Year	Trans	Vendor ID	Vendor	Amount	Memo
		522 50 35 00	Tools & Equipment - Facilities	001 000 522 General Fund		KITCHEN CHAIRS(12)	2,895.28	
					Invoice			
					3001181136		2,895.28	KITCHEN CHAIRS(12)
9188	05/10/2019	2019	517	187	LIFE ASSIST		1,655.93	MISC EMS SUPPLIES
		522 70 31 00	Expendable Supplies - EMS	001 000 522 General Fund		MISC EMS SUPPLIES	1,655.93	
					Invoice			
					913813		37.24	
					915887		4.08	
					914732		942.49	
					912831		70.18	
					912808		601.94	
9199	05/10/2019	2019	518	189	LIZ LOOMIS PUBLIC AFFAIRS		3,005.35	COMMUNICATION SUPPORT
		522 13 41 00	Levy Publication Services	001 000 522 General Fund		COMMUNICATION SUPPORT	3,005.35	
					Invoice			
					BC4		3,005.35	COMMUNICATION SUPPORT
9189	05/10/2019	2019	519	182	LN CURTIS & SONS		122.77	LIGHT BULBS
		522 21 31 00	Expendable Supplies - Suppres	001 000 522 General Fund		LIGHT BULBS	122.77	
					Invoice			
					INV255230		122.77	LIGHT BULBS
9190	05/10/2019	2019	520	702	ON SCENE MEDICAL		3,778.00	PHYSICALS(4)
		522 20 24 10	Physicals/Innoculation	001 000 522 General Fund		PHYSICALS(4)	3,778.00	
					Invoice			
					1233		3,778.00	PHYSICALS(4)
9203	05/10/2019	2019	521	824	PALADIN BACKGROUND		154.00	BACKGROUNDS(7)
		522 12 44 00	Advertising/Notices/Recruiting	001 000 522 General Fund		BACKGROUNDS(7)	154.00	
					Invoice			

ACCOUNTS PAYABLE PAID

BENTON 4 FIRE PROTECTION DISTRICT #4
MCAG #: 1040

Time: 16:26:19 Date: 05/01/2019
Page: 4

05/10/2019 To: 05/10/2019

Accts Pay #	Paid On	Year	Trans	Vendor ID	Vendor	Amount	Memo
				1644		154.00	BACKGROUNDS(7)
9202	05/10/2019	2019	522	322	STAPLES ADVANTAGE	70.31	FLOOR CLEANER(6)
	522 50 31 00	Expendable Supplies -Facilities	001 000 522	General Fund		70.31	FLOOR CLEANER(6)
Invoice							
				8054181417		70.31	FLOOR CLEANER(6)
9191	05/10/2019	2019	523	625	STERICYCLE	184.13	EMS WASTE PICKUP
	522 70 41 10	Contract Services - EMS	001 000 522	General Fund		184.13	EMS WASTE PICKUP
Invoice							
				3004658141		184.13	EMS WASTE PICKUP
9192	05/10/2019	2019	505	680	SYSTEM DESIGN WEST	1,474.30	EMS BILLING FEE
	522 70 41 00	Ambulance Billing Service Fee	110 000 522	EMS Fund		1,474.30	EMS BILLING FEE
Invoice							
				05222019		1,474.30	EMS BILLING FEE
9193	05/10/2019	2019	524	347	US LINEN & UNIFORM	186.03	MATS SERVICE
	522 50 48 00	Repair & Maint. - Facilities	001 000 522	General Fund		186.03	MATS SERVICE
Invoice							
				2336052		51.23	
				2343674		53.98	
				2339834		40.41	
				2347465		40.41	
9194	05/10/2019	2019	525	465	VERIZON WIRELESS	803.94	CELL SERVICES
	522 12 42 10	Cellular Phone Service	001 000 522	General Fund		803.94	CELL SERVICES
Invoice							
				9828277072		803.94	CELL SERVICES
9195	05/10/2019	2019	526	362	WA FIRE CHIEFS	500.00	WFC CONFERENCE- WHEALAN

ACCOUNTS PAYABLE PAID

BENTON 4 FIRE PROTECTION DISTRICT #4
MCAG #: 1040

Time: 16:26:19 Date: 05/01/2019
Page: 5

05/10/2019 To: 05/10/2019

Accts Pay #	Paid On	Year	Trans	Vendor ID	Vendor	Amount	Memo
522 45 43 21	Registration Fees(Admin)	001 000 522	General Fund	500.00	WFC CONFERENCE- WHEALAN		
Invoice							
13196					500.00	WFC CONFERENCE- WHEALAN	
9196	05/10/2019	2019	643	ZBA Architecture	3,976.25	ARCHITECT FEE	
594 22 62 01	Building Upgrade	401 000 594	Construction Fund	3,976.25	ARCHITECT FEE		

Invoice	
2930	3,976.25 ARCHITECT FEE
Total: 23,322.48	

Fund	
001 General Fund	17,871.93
110 EMS Fund	1,474.30
401 Construction Fund	3,976.25

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.



BENTON COUNTY FIRE PROTECTION DISTRICT # 4

Policy #500

Volunteer Firefighter Minimum Performance Standards

Page 1 of 3

1. Purpose

- 1.1. The purpose of this policy is to set the minimum performance standards for Benton County Fire District 4 (BCFD4) volunteer employees covered by the Board for Volunteer Firefighters and Reserve Officers (BVFF) system.

2. Scope

- 2.1. This policy applies to BCFD4 volunteers covered by BVFF.

3. Responsibilities

- 3.1. Volunteers ensure the following:
 - 3.1.1. Time is accurately recorded in the District records management system (RMS).
 - 3.1.2. Minimum requirements to remain in good standing are understood and maintained.
- 3.2. Officers or Team Leads approve recorded hours in the RMS.
- 3.3. The Assistant Chief of Volunteers or any person designated by the Fire Chief monitors and addresses the minimum performance standard for affected personnel.

4. Revision Summary

Revision Date	Description
TBD	Replaces SOG 5003, Volunteer Firefighter Minimum Performance Standards

5. Minimum Performance Standards

To be in "good standing" a volunteer must meet the criteria during a calendar year (reference BVFF WAC 491-03-030) listed for the position filled.

- 5.1. All personnel shall complete 100% of assigned training in BCFD4 training program.
- 5.2. All Operations personnel will be notified annually of the number of calls expected. This number will change annually and will be posted on the notice board in all stations. This number will be calculated off projected call volumes.
- 5.3. Volunteer 1 (member of BCFD4 prior to January 1, 2019)
 - 5.3.1. Attend 50% of drills and/ or make up training equivalent to total drill hours.
 - 5.3.2. Record 12 hours cumulative standby monthly.
- 5.4. Volunteer 2 (member joined on or after January 1, 2019 and lives within 5 miles of a BCFD4 station)
 - 5.4.1. Attend 50% of drills and/ or make up training equivalent to total drill hours.
 - 5.4.2. Record 12 hours cumulative standby monthly.
 - 5.4.2.1. Standby time must be completed in minimum of six-hour increments.

Policy #500
Volunteer Firefighter Minimum Performance Standards

Page 2 of 3

5.5. Volunteer 3 (member joined after January 1, 2019 and lives greater than 5 miles from a BCFD4 station)

5.5.1. Attend 50% of drills and/ or make up training equivalent to total drill hours.

5.5.2. Record 24 hours cumulative standby monthly.

5.5.2.1. Standby time must be completed in minimum of six-hour increments.

5.6. Logistics Personnel

5.6.1. Participate in three (3) hours of standby quarterly.

5.6.2. Participate in 50% of community events annually.

5.6.3. Participate in 25% of support activities, including but not limited to live fire training, recruit school, and District drill events annually.

5.7. Exemption from Minimum Performance Standard

5.7.1. Leave of Absence

5.7.1.1. A leave of absence may be granted for up to 12 weeks by the Fire Chief for personal reasons.

5.7.1.2. A letter of intent for leave of absence must be submitted.

5.7.1.3. Personnel shall turn in all gear and District owned items during a leave of absence.

5.7.1.4. Personnel on a leave of absence will not accrue BVFF eligibility

5.8. Failure to Meet Minimum Performance Standard

5.8.1. If a volunteer does not meet the minimum performance standards for any quarter (not including those spent on sick leave or leave of absence), the volunteer is placed on administrative probation.

5.8.2. To be removed from probation, the following items must be completed:

5.8.2.1. Complete all training that was out of compliance based on the quarterly schedule; and

5.8.2.2. Complete minimum quarterly standby hours for next performance quarter.

5.8.3. Failure to complete the probationary items by the end of the next quarter may lead one or more of the following:

5.8.3.1. Disciplinary actions, up to and including termination.

5.8.3.2. Removal from service.

Policy #500
Volunteer Firefighter Minimum Performance Standards

Page 3 of 3

6. Reference Documents

6.1. WAC 491-03, *Membership and Participation Requirements*; for BVFF

Adopted by BCFD4 Commissioners

Signed by Fire Chief:

Printed _____

Signed _____

Effective Date: _____

Supersedes Date: _____



BENTON COUNTY FIRE PROTECTION DISTRICT # 4

Policy #502

Volunteer Stipend

Page 1 of 5

1. Purpose

- 1.1. The purpose of this policy is to establish the stipend reimbursement for volunteer members of Benton County Fire Protection District #4 (BCFD4).
- 1.2. The stipend reimbursement system includes a predetermined (base) amount for each point earned and provides an additional stipend amount to volunteers meeting established criteria.
- 1.3. This stipend pay system is designed to comply with the Fair Labor Standards Act (FLSA) requirements for volunteer stipends. Documentation guidelines are to ensure volunteers earn the correct amount of stipend reimbursement and are properly credited hours with Washington State Board for Volunteer Firefighters and Reserve Officers (BVFF).

2. Scope

- 2.1. This guide applies to BCFD4 volunteer personnel who receive a stipend for their services to the District and the Officers and Team Leads who verify their activities.

3. Responsibilities

- 3.1. Volunteers (firefighters, emergency medical, and logistics personnel) ensure stipend reimbursement calculations match the actual time spent performing BCFD4 functions.
- 3.2. Shift Officers Team Leads or Incident Commanders are responsible for entering or approving the Incident Standby events in BCFD4's approved reporting software at the time the Incident Standby is completed.
- 3.3. Shift Officers or Officer in Charge is responsible for entering or approving Event related hours and points into BCFD4's approved reporting software.
- 3.4. Shift Officers are responsible for approving and/or entering Standby and Standby from Home hours in BCFD4's reporting software for monthly point calculations.
- 3.5. Shift Officers are responsible for approving and/or entering Volunteer Shift Incentive hours in BCFD4's reporting software.
- 3.6. The Training Officer or Volunteer Training Officer will approve training classes and enter or approve points into BCFD4's approved reporting software.
- 3.7. The Administrative Assistant is responsible for gathering and reporting information with associated points and hours from the BCFD4 reporting software for each month.
- 3.8. Volunteers are responsible for their individual point cards and submission of those in accordance with Section 6.

4. Revision Summary

<u>Date</u>	<u>Description</u>
TBD	Revision of language and grammar, updated into new SOP/SOG template, addition of references to new policies and SOGs, addition of new definitions.

Policy #502

Volunteer Stipend

Page 2 of 5

5. Definitions

5.1. BVFF – A governor appointed board that supplies forms, certifies retirement eligibility, and authorizes payments from the Volunteer Firefighter's and Reserve Officer's Relief and Pension fund. The BVFF board and BCFD4 set minimum service requirements for volunteer eligibility. Current minimum standards will be established and documented in a separate guide.

5.2. Standby – Standby is prearranged and approved standby time not including shifts assigned through Volunteer Shift Incentive. Standby includes station standby and from home standby and is recorded to the nearest quarter of an hour.

5.3. Volunteer Shift Incentive – Volunteer Shift Incentive is a prearranged shift which a volunteer agrees to take assignment to a station and assume all duties as assigned by the Shift Officer during that shift. Volunteer Shift Incentive time will not stack with Standby, Incidents, Incident Standbys, Training, or Events.

5.4. Volunteer – A person who freely takes part in an enterprise or undertakes a task without the expectation of hourly wages or salary.

5.5. Conditional Volunteer – A student from a high school technical education program who has signed an agreement to complete a work-based learning program with BCFD4.

5.6. Shift Staffing – On-duty volunteer located at a district station or at home with a district vehicle available to respond to incidents or other calls for service with on-duty shift.

5.7. Incident Standby will start from the first incident requiring backfill; that incident will be listed as the Incident number for all recorded incident standbys by volunteer personnel.

5.8. Incident Standby – Incident standby is an undetermined amount of time at the station because of an incident.

5.9. Incident – Any call for service through the 911 phone system or a call for service generated by the Shift Officer is determined to be an "Incident". A volunteer must be assigned to an apparatus using the BCFD4 incident reporting software to receive credit for an incident.

5.10. Training – Training is any situation that involves educational requirements, skills demonstrations, or attendance in schools/classes approved by the Training Officer or Volunteer Training Officer.

5.11. Event – An event is any public relations situation where BCFD4 is providing a public service and is approved by the Shift Officer or Chief.

6. Documentation Guidelines

6.1. Point-cards

6.1.1. Point-cards are required to be completed by the volunteer and validated by Shift Officers or Team Leads for every point claimed. Points not validated on the point-card may not be reimbursed accordingly.

6.1.2. Point-cards must be submitted to the Volunteer Assistant Chief, or designee, by the 2nd of each calendar month. If the 2nd is a weekend or a holiday, then the point-card must be submitted on the next business day.

6.1.3. Point-cards not submitted by the deadline may not be included in the monthly stipend reimbursement cycle.

6.1.4. Each Volunteer has the responsibility to ensure his or her point-card is accurate prior to submittal.

Policy #502

Volunteer Stipend

Page 3 of 5

6.1.5. For point-card documentation, CrewSense time recording, and training time recording, refer to Policy 101, Time Reporting.

7. Base Stipend Amount Determination

7.1. For each point earned by a volunteer, the base amount identified (if requirements are met) in Appendix A will be added to the monthly stipend reimbursement. Points are determined based on time served and/or the incident/event type according to the guidelines detailed in policy. The following comprises the stipend amount to reimburse volunteers for cost associated with their service.

7.1.1. Transportation - Automobile expenses are incurred in travel to and from the stations for On Call shift, emergency responses, drills, educational meetings, standbys, and BCFD4 events. A mileage reimbursement rate based on the Federal Per-Diem rate assumes an average one-way distance of 2.5 miles from the volunteer's residence to their respective station.

7.1.2. Clothing - BCFD4 provides outer protective clothing and other related personal safety equipment for emergency responses. This clothing includes but is not limited to shirts, pants, boots etc. Clothing supplied by the volunteer is subject to damage from wear and tear, fire, smoke, staining, and soiling. A clothing allowance is included in the stipend reimbursement to replace or repair damaged personal clothing worn by the volunteers.

7.1.3. Laundry – After use of personal clothing by a volunteer, it must be laundered. A portion of the stipend reimbursement is to reimburse volunteers for the required washing of personal clothing.

7.1.4. Uniforms – BCFD4 supplies volunteers with a uniform shirt, shoulder patch, t-shirt, name tag, pants, boots, winter jacket, etc. A portion of the stipend is to reimburse the volunteer for cleaning and maintenance of this uniform.

7.1.5. Meals – Volunteers are subject to emergency responses, resulting in interrupted or frequently missed meals. During these emergency responses and during additional training, volunteers often purchase meals commercially. These are meals that the volunteer would not normally purchase. A portion of the stipend is to reimburse volunteers for the additional costs of commercially purchased meals.

7.1.6. Home Utilities – Upon returning home from an incident or event, the volunteer incurs additional home utility expenses for showers, heating, lighting, and water usage. The volunteer also incurs expenses when reviewing training material and studying for certifications while at home. A portion of the stipend is to reimburse the volunteer for additional home utility expenses.

7.2. For volunteer point determinations and definitions, refer to SOG 5005, Volunteer Point Determinations and Definitions.

7.3. Volunteer Shift Incentive

7.3.1. Volunteer Shift Incentive implementation guidelines, documentation requirements, and eligibility standards will be in accordance with SOG 5004, Volunteer Shift Incentive.

7.4. An additional stipend amount identified in "Appendix A", is added to the monthly stipend reimbursement provided the volunteer meets the following attendance requirements, which are above and beyond the minimum BVFF attendance requirements. Volunteers on probation will not be eligible for the additional stipend.

Policy #502 Volunteer Stipend

Page 4 of 5

7.4.1. The volunteer has been credited with five incident responses in the month. Incident standby points will also count toward this total.

7.4.2. The volunteer has earned a total of 15 points in the month (including the five points stated in 7.4.1).

7.4.3. Residents and interns are not eligible to receive the additional stipend as outlined above.

7.5. Maximum allowable stipend

7.5.1. In accordance with FLSA Nominal Fee Guidelines, volunteers (which includes residents and interns) are limited to monthly stipends of no more than 20% of the total cost of a 1st year Firefighter as defined in the Collective Bargaining Agreement (CBA) between BCFD4 and Local 1052. (I.E. a 2018 1st year Firefighter costs \$6,671.94 per month, 20% is \$1,334.38 and is the maximum allowable stipend amount for volunteers).

7.5.2. Volunteers who earn the maximum monthly stipend will be informed by BCFD4's Administrative Assistant. Any surplus will not be held over or added to another stipend.

8. Guidelines and Paperwork Submittal

8.1. All required paperwork submissions will be in accordance with Policy 101, Time Reporting.

Adopted by BCFD4 Commissioners

Signed by Fire Chief:

Printed _____

Signed _____

Effective Date: _____

Supersedes Date: _____

Policy #502
Volunteer Stipend

Page 5 of 5

Appendix A – Volunteer Additional Stipend

Volunteers meeting the requirements defined in Section 7.4 shall receive an additional stipend amount as spelled out in the table below. It will be the responsibility of the Volunteer Training Officer, Assistant Chief of Volunteers, and the Administrative Assistant to maintain the volunteer roster with the appropriate identifiers for all personnel so that amounts can be paid out correctly.

Volunteers will fall into one of the following identifiers based on qualifications, only one amount may be awarded each month. Only one qualification is needed to fall into an identifier.

Identifier	Qualifications	Amount
A	IFSAC Firefighter 1 NWCG Firefighter 2 Logistics Member	\$25.00
B	Team Lead - Logistics EMT – Basic (Certified in Benton/Franklin) NWCG Firefighter 1 IFSAC Firefighter 2 Fleet Driver	\$50.00
C	Team Lead - Operations NWCG Engine Boss (ENGB) AEMT (Certified in Benton/Franklin) IFSAC Fire Officer 1 Technical Rescue Certification	\$75.00
D	EMT – Paramedic NWCG Strike Team Leader (STEN, STL) IFSAC Fire Officer 2 Administrative Officer	\$100.00



BENTON COUNTY FIRE PROTECTION DISTRICT # 4

SOG #5005

Volunteer Point Definitions and Determinations

Page 1 of 4

1. Purpose

- 1.1. The purpose of this guide is to provide definitions of various work types and determinations of point values within those work types for reimbursement to volunteers during their time with Benton County Fire District #4 (BCFD4).
- 1.2. The volunteer point definitions and determinations system provides the basis for volunteer reimbursement as outlined in Policy #502, Volunteer Stipend.

2. Scope

- 2.1. This guide applies to volunteer personnel of BCFD4 when recording hours worked or activities attended.

3. Responsibility

- 3.1. Volunteers are responsible for individual point-cards, ensuring points are documented correctly on paper forms, and recorded in the approved BCFD4 records management system (RMS).
- 3.2. Team Leads, the Volunteer Training Officer, Assistant Chief of Volunteers, and the Assistant Chief of Logistics are responsible for reviewing assigned personnel's point-cards and reports for accuracy within these definitions and determinations.
- 3.3. Officers approving time on paper forms and in the BCFD4 RMS are responsible for ensuring accuracy within these definitions and determinations.

4. Revision History

Date	Description
TBD	Initial issue

5. Definitions

- 5.1. BVFF – A governor appointed board that supplies forms, certifies retirement eligibility, and authorizes payments from the Volunteer Firefighter's and Reserve Officer's Relief and Pension fund. The BVFF board and BCFD4 set minimum service requirements for volunteer eligibility. Current minimum standards will be established and documented in a separate guide.
- 5.2. Standby – Standby is prearranged and approved standby time not including shifts assigned through Volunteer Shift Incentive. Standby includes station standby and from home standby and is recorded to the nearest quarter of an hour.
- 5.3. Volunteer Shift Incentive – Volunteer Shift Incentive is a prearranged shift which a volunteer agrees to take assignment to a station and assume all duties as assigned by the Shift Officer during that shift. Volunteer Shift Incentive time will not stack with Standby, Incidents, Incident Standbys, Training, or Events.
- 5.4. Volunteer – A person who freely takes part in an enterprise or undertakes a task without the expectation of hourly wages or salary.

SOG #5005
Volunteer Point Definitions and Determinations

Page 2 of 4

5.5. Conditional Volunteer – A student from a high school technical education program who has signed an agreement to complete a work-based learning program with BCFD4.

5.6. Shift Staffing – On-duty volunteer located at a district station or at home with a district vehicle available to respond to incidents or other calls for service with on-duty shift.

5.7. Incident Standby will start from the first incident requiring backfill; that incident will be listed as the Incident number for all recorded incident standbys by volunteer personnel.

5.8. Incident Standby – Incident standby is an undetermined amount of time at the station because of an incident.

5.9. Incident – Any call for service through the 911 phone system or a call for service generated by the Shift Officer is determined to be an "Incident". A volunteer must be assigned to an apparatus using the BCFD4 incident reporting software to receive credit for an incident.

5.10. Training – Training is any situation that involves educational requirements, skills demonstrations, or attendance in schools/classes approved by the Training Officer or Volunteer Training Officer.

5.11. Event – An event is any public relations situation where BCFD4 is providing a public service and is approved by the Shift Officer or Chief.

6. Point Determinations

6.1. Incidents – 1 point for 0-4 hours, 5 points for 4-8 hours and 10 points for 8 hours or more.

6.1.1. Incidents are recorded in BCFD4's approved reporting software and a report will be run monthly from this software to match volunteer's point cards.

6.2. Incident Standbys – 1 point for 0-4 hours, 5 points for 4-8 hours and 10 points for 8 hours or more.

6.2.1. Incident standbys are recorded from the first Call requiring a callback (4ALL) and continues until released by an officer.

6.3. Events – 1 point for 0-4 hours, 2 points for 4 hours or more.

6.3.1. Events are any meetings, public relations events, errands run on behalf of the district, or media interviews. Actions recorded under this work code still require personnel to represent BCFD4, but not manning a station or apparatus for emergency calls.

6.4. Training – 1 point for 0-4 hours, 2 points for 4 hours or more.

6.5. Standby – 1 point for every 4 accumulative hours.

6.6. Standby from home – 1 point for every 4 accumulative hours.

6.7. Volunteer Meeting – This is a work code to record administrative time for BCFD4's Administrative Volunteer Officers, this is included in a pre-determined and agreed upon stipend and is not cumulative towards any additional stipend reimbursement.

7. Guidelines

7.1. Resident and Intern Firefighters record off-duty time in accordance with the volunteer standards.

7.1.1. In the case of a Resident or Intern Firefighter coming off shift, any time spent after shift change will be recorded within these definitions and determinations.

SOG #5005
Volunteer Point Definitions and Determinations

Page 3 of 4

8. Reference Documents

8.1. See "Appendix A" for spreadsheet of Volunteer Work Types and Sub Work Types for use in current BCFD4 time recording software (CrewSense, year 2019)

Signed by Fire Chief:

Printed _____

Signed _____

Effective Date: _____

Supersedes Date: _____

Appendix A – Volunteer Work Types and Sub Work Types

Crew Sense Work Types for Volunteers		
Work Type	Work Sub-Type(S)	Points Earned
EVENT [EVENT]	Event 1-4 Hours	1
EVENT [EVENT]	Event 4+ Hours	2
Volunteer Training [VTRNG]	Training 0-4 Hours	1
Volunteer Training [VTRNG]	Training 4+ Hours	2
Incident Stand By [STNBYI]	Stand By 1 Point 0-4 Hours	1
Incident Stand By [STNBYI]	Stand By 5 Points 4-8 Hours	5
Incident Stand By [STNBYI]	Stand By 10 Points 8+ Hours	10
BVFF Stand By [STNBY]	N/A	1 point for 4 hours
BVFF Stand By Home [STNBYH]	N/A	1 point for 4 hours



BENTON COUNTY FIRE PROTECTION DISTRICT # 4

Policy #113

Member Conduct

Page 1 of 3

1. Purpose

The purpose of this policy is to outline the expectations for members behavior toward coworkers, the District, and the public. The District is committed to maintaining an outstanding reputation for professionalism and integrity – and this policy serves to further that goal.

Please note that the District considers a consistently positive, cooperative, self-motivated, courteous, and professional attitude to be an essential function of every position. While different positions within the District may have different primary areas of responsibility, everyone needs to work as a team, and the District expects all members to help get the job done.

2. Scope

2.1. This policy applies to all members affiliated with BCFD4 while representing the District, regardless of employment agreement or rank, while representing the District.

3. Responsibility

3.1. It is the responsibility of all members of BCFD4 to adhere to this policy and make it part of all interactions that may reflect on the District.

4. Revision Summary

Revision Date	Description
TBD	Initial issue, combines and replaces Policy 06-01 and 11-04.

5. Members Expectations

Members are expected to, and note that the following is not an all-inclusive list of some unacceptable behaviors that would constitute a breach of this policy:

- 5.1. Report to work as scheduled and seek approval from their supervisors in advance for any changes to the established work schedule, including the use of leave and late or early arrivals and departures.
- 5.2. Perform assigned duties and responsibilities with the trust of the public in mind.
- 5.3. Devote full effort to job responsibilities during work hours.
- 5.4. Maintain the qualifications, certification, licensure, and/or training requirements identified for their positions.
- 5.5. Demonstrate respect for the District and toward all its members regardless of rank or position.
- 5.6. Use District equipment, time, and resources judiciously and as authorized.
- 5.7. Support efforts that ensure a safe and healthy work environment.

- 5.8. Utilize leave and related members benefits in the manner for which they were intended.
- 5.9. Resolve work-related issues and disputes in a professional manner and through established processes.
- 5.10. Meet or exceed established job performance expectations.
- 5.11. Make work-related decisions and/or take actions that are in the best interest of the District.
- 5.12. Follow District policies, rules, procedures and guides.
- 5.13. Report circumstances or concerns that may affect satisfactory work performance to management, including any inappropriate (fraudulent, illegal, unethical) activities of other members.
- 5.14. Conduct themselves at all times in a manner that supports the mission of the District and the performance of their duties.

6. Unacceptable Activities

All members are required to conduct themselves in a professional and courteous manner. In addition, members shall be honest in their words and their deeds. Breaches of expected behavior or unsatisfactory work performance will result in disciplinary action, up to and including termination of employment. The following is a non-exclusive list of some unacceptable behaviors that would constitute a breach of this policy:

- 6.1. Insubordination.
- 6.2. Engaging in any activity that creates a conflict of interest with the District.
- 6.3. Using a position with the District for personal gain or influence.
- 6.4. Fighting.
- 6.5. Stealing.
- 6.6. Using any substance which impairs the ability to safely and effectively perform job duties.
- 6.7. Engaging in sexual activity while on duty.
- 6.8. Engaging in discrimination or harassment in any form based on race, color, religion, gender, sexual orientation, national origin, or any other protected classification.
- 6.9. Working in a manner that obstructs or hinders others from completing their assigned job duties and tasks.
- 6.10. Acting in a manner that jeopardizes the safety of yourself or others.
- 6.11. Misusing, destroying, or damaging property that is not within normal District operations.
- 6.12. Releasing confidential information without proper authority.
- 6.13. Engaging in disrespectful or rude conduct.
- 6.14. Failing to follow the District's rules and policies.
- 6.15. Making maliciously false statements.

- 6.16. Sub-standard work performance.
- 6.17. Wearing inappropriate attire in the workplace.
- 6.18. Engaging in any form of dishonesty.
- 6.19. Engaging in criminal or unethical behavior.

7. Tobacco Usage

- 7.1. Tobacco products are not allowed to be used in any BCFD4 facilities or vehicles.

8. Policy Violations

- 8.1. Violations of this policy will result in disciplinary action, up to and including termination of employment. Any member who becomes aware of a potential violation of this policy is required to immediately report such information to his/her supervisor (or another District Officer if the members supervisor is unavailable).

Adopted by BCFD4 Commissioners

Signed by Fire Chief:

Printed _____

Signed _____

Effective Date: _____

Supersedes Date: _____