



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

June 06, 2019  
2604 Bombing Range Rd.  
West Richland WA. 99353

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### 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 06/06/2019
- Approval of Regular Meeting Minutes dated 05/16/2019
- Approval and pay:
- **Expenditures:**

522 Fire Control	34,484.51
001 General Fund	34,484.51
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522 Fire Control	1,792.36
110 EMS Fund	1,792.36
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**Total: \$36,276.87**

### RESOLUTIONS/MOTIONS

- Approval of Policy 136: Anti-Harassment and Anti-Discrimination
- Approval of Policy 137: Equal Employment Opportunity
- Approval of the Central Washington and Mid-Columbia River National Wildlife Refuge Complex Memorandum of Understanding

### 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**

**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:

 06/06/2019  
SLITA BRADLEY, DISTRICT SECRETARY

 6/6/19  
GREGG COUCH, COMMISSIONER

 6/6/2019  
WOODY RUSSELL, COMMISSIONER

 6, 6, 2019  
AJ HILL, COMMISSIONER



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

May 16, 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**

District Secretary Bradley led the pledge of allegiance.

### **ADDITION TO THE AGENDA**

- No additions

### **THOSE PRESENT:**

Commissioner Gregg Couch  
Commissioner AJ Hill  
Commissioner Woody Russell (via-  
teleconference)  
Fire Chief William Whealan  
District Secretary Slita Bradley

Captain Ray Newton  
Lieutenant Tom Harper  
Lieutenant James Longie  
FF Braydon Johnson  
City Liaison Fred Brink

### **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 05/16/2019
- Approval of Regular Meeting Minutes dated 05/02/2019
- Approval and pay:
- **Expenditures:**

522 Fire Control	56,383.88
589 Payroll Clearing	22,462.13
<u>001 General Fund</u>	<u>78,846.01</u>
522 Fire Control	101,518.92
594 Capital Expenditures	46,328.76
<u>110 EMS Fund</u>	<u>147,847.68</u>
594 Capital Expenditures	125.00
<u>401 Construction Fund</u>	<u>125.00</u>

- **EFT**

522 Fire Control	126,546.39
589 Payroll Clearing	-38,944.54
<u>001 General Fund</u>	<u>87,601.85</u>

- **Key Bank Tax Deposit**

522 Fire Control	2,729.92
589 Payroll Clearing	16,435.39
<u>001 General Fund</u>	<u>19,165.31</u>

**Grand Total:                   \$333,585.85**

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

### **RESOLUTIONS/MOTIONS**

- Diversity and Inclusion grant
  - Chief Whealan reported that the District was selected to be the recipient of the grant.

Commissioner Hill made a motion for Chief Whealan to sign the Memorandum of Understanding (MOU) and move forward with the grant, seconded by Commissioner Russell and the motion carried.

### **DISTRICT REPORTS**

- Union Report
  - No report
- Volunteer Report
  - No report
- City Liaison Report
  - City Liaison Brink reported that Grosscup paving is underway and ahead of the schedule. The Bombing Range and Van Geisen bridge repair is scheduled in the Fall (October-November).
  - There will be a public hearing on the 5-year transportation plan. The main plans are to extend Paradise Way, repair the bridge on 38<sup>th</sup>, Bombing Range and Keene roundabout, and pavement on numerous streets. Meeting will be open for public comment.
- Commissioner's Report
  - Commissioner Hill attended Tri-County Commissioners with Commissioner Couch. Scholarship is available for District's members. Chief Eastman gave dozer accident presentation. He also had a probationary meeting with one of the newly promoted BCFD4 officers.
- Fire Chief's Report
  - He had a training session with James Rowan.
  - He had a phone consultation with ZBA Architecture.
  - He had a meeting with City of West Richland staff and the fire marshal to discuss the upcoming firework stand inspections. Chief Whealan reported that the City of West Richland (CoWR) Fire Marshal, Todd Blevins, I will contact him and Captain Newton to schedule inspections. Lieutenant Longie reported that he forwarded our inspection forms to the fire marshal.
  - He had a meeting with ZBA discussing Station 430 design updates.
  - He had a meeting with City of West Richland Technical Review Committee for Station 430. They discussed the steps to move forward and documentation filing requirements. Traffic impact fee was also discussed. The plan was 2-3 weeks behind the schedule. Roscoe Slade of the CoWR made a deal with Ed's Disposal on their

contract not to charge the District a garbage disposal fee which was about \$300 per month, so we will not be billed in the future.

- District Secretary's Report
  - No report

#### **OPEN FORUM DISCUSSION**

- No discussion

#### **IMPORTANT DATES**

- May 18 – Kidz Dig Rigz, 1100-1500 hrs. at Columbia park
- June 1 –WFOA Saturday Seminar, Chelan

#### **CORRESPONDENCE**

- No correspondence

#### **AMBULANCE SERVICE PROGRAM UPDATES**

- District Secretary Bradley reported that the District will cover the IGT portion (~\$100,000) that had to be submitted within 30 days. After GEMT participating agencies pay their IGT portions, the State will bill the insurance companies. We hope to see the reimbursement of ~\$300,000 to come back to the District soon.

#### **UNFINISHED BUSINESS**

- Fire Department Community Assistance, Referrals and Education Services (FDCARES) program
  - No report
- Station Design Team
  - Commissioner Couch reported that the team met today and made changes to the design. Lieutenant Longie reported that the team is happy with the design. He recommended the plan be forwarded to the crew for review. Commissioner Hill reminded the District to be aware of any change orders which can be costly. Chief Whealan will work with Architect King to see if they can expedite the plan review process since the District does not want to start construction in the winter. City of West Richland is very busy and some of their staff are new which affects the plan review timeline.
- Apparatus Committee
  - Captain Newton reported that he looked in the inventory and found lots of equipment that can be used to equip the new apparatus.

#### **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 session.

#### **ADJOURNMENT:**

The meeting was adjourned at 1828 hrs.

Attested:

Slita Bradley 06, 06, 2019  
SLITA BRADLEY, DISTRICT SECRETARY

Greg Couch 06/06/19  
GREGG COUCH, COMMISSIONER

Woody Russell 6/6/2019  
WOODY RUSSELL, COMMISSIONER

AJ Hill 6, 6, 2019  
AJ HILL, COMMISSIONER

# 2019 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION I

Time: 15:26:32 Date: 06/05/2019

MCAG #: 1040

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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	1,611,919.42	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	1,270,278.30	1,162,692.70	52.2%
337 20 00 01	Leasehold Tax	27,500.00	32,626.01	(5,126.01)	118.6%
	310 Taxes	2,460,471.00	1,302,904.31	1,157,566.69	53.0%

## 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	11,017.06	(9,017.06)	550.9%
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	19,495.71	2,504.29	88.6%
	360 Investment Interest	24,000.00	30,512.77	(6,512.77)	127.1%

## 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%
	380 Non Revenues	0.00	0.00	0.00	0.0%



# 2019 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION I

Time: 15:26:32 Date: 06/05/2019

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## 001 General Fund

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

Revenues	Amt Budgeted	Revenues	Remaining	
<b>390 Other Revenues</b>				
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%
<b>390 Other Revenues</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>

## 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%
<b>397 Interfund Transfers</b>	<b>857,884.00</b>	<b>0.00</b>	<b>857,884.00</b>	<b>0.0%</b>

<b>Fund Revenues:</b>	<b>5,023,774.42</b>	<b>2,962,891.36</b>	<b>2,060,883.06</b>	<b>59.0%</b>
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<b>Expenditures</b>	<b>Amt Budgeted</b>	<b>Expenditures</b>	<b>Remaining</b>	
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## 522 Fire Control

522 11 10 10 Salary - Comm 1 (Couch)	5,000.00	1,380.00	3,620.00	27.6%
522 11 10 20 Salary-Comm 2 (Russell)	5,000.00	2,134.00	2,866.00	42.7%
522 11 10 30 Salary-Comm 3 (Hill)	5,000.00	1,508.00	3,492.00	30.2%
522 11 20 10 Benefits - Comm 1 (Couch)	500.00	107.45	392.55	21.5%
522 11 20 20 Benefits - Comm 2 (Russell)	500.00	166.65	333.35	33.3%
522 11 20 30 Benefits - Comm 3 (Hill)	500.00	117.57	382.43	23.5%
522 11 31 00 Expendable Supplies- Lcgislative	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%
<b>011 Legislative</b>	<b>22,100.00</b>	<b>5,923.67</b>	<b>16,176.33</b>	<b>26.8%</b>
522 12 10 10 Salary - Administration	220,420.00	86,791.54	133,628.46	39.4%
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	2,500.00	3,500.00	41.7%
522 12 20 10 Benefits - Administrative	58,450.00	25,957.08	32,492.92	44.4%
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	853.59	2,896.41	22.8%
522 12 31 10 Computer Software	0.00	0.00	0.00	0.0%
522 12 35 00 Office Tools & Equipment	2,000.00	53.20	1,946.80	2.7%
522 12 35 10 Office Computer Equipment	12,000.00	6,142.99	5,857.01	51.2%
522 12 41 00 Contract Services	63,000.00	13,823.02	49,176.98	21.9%
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	2,402.90	1,797.10	57.2%
522 12 42 10 Cellular Phone Service	10,000.00	4,145.79	5,854.21	41.5%
522 12 42 20 Pagers Service	0.00	0.00	0.00	0.0%



# 2019 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION I  
MCAG #: 1040

Time: 15:26:32 Date: 06/05/2019

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001 General Fund

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

Expenditures	Amt Budgeted	Expenditures	Remaining	
<b>522 Fire Control</b>				
522 12 42 40 Postage	1,500.00	260.38	1,239.62	17.4%
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	308.00	1,192.00	20.5%
522 12 45 00 Equipment Lease/Maint	3,400.00	1,513.40	1,886.60	44.5%
522 12 46 00 District Insurance	40,000.00	50.00	39,950.00	0.1%
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	14,974.12	1,025.88	93.6%
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%
<b>012 Administrative</b>	<b>517,422.00</b>	<b>181,230.34</b>	<b>336,191.66</b>	<b>35.0%</b>
522 13 41 00 Levy Publication Services	45,000.00	17,036.91	27,963.09	37.9%
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%
<b>013 Election</b>	<b>50,000.00</b>	<b>17,036.91</b>	<b>32,963.09</b>	<b>34.1%</b>
522 14 41 00 Legal Services	24,000.00	9,319.00	14,681.00	38.8%
<b>014 Legal</b>	<b>24,000.00</b>	<b>9,319.00</b>	<b>14,681.00</b>	<b>38.8%</b>
522 15 40 00 Advance Travel/Petty Cash	0.00	0.00	0.00	0.0%
<b>015 Internal Acct</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
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	18,501.00	44,499.00	29.4%
522 20 28 00 Uniforms (All Non-PPE)	10,000.00	7,312.10	2,687.90	73.1%
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%
<b>020 Operations</b>	<b>124,000.00</b>	<b>25,966.35</b>	<b>98,033.65</b>	<b>20.9%</b>
522 21 10 10 Salary - Firefighters	1,200,676.00	498,452.31	702,223.69	41.5%
522 21 10 71 Overtime - Firefighters	100,000.00	36,255.44	63,744.56	36.3%
522 21 10 80 Resident Reimbursement	105,600.00	19,960.00	85,640.00	18.9%
522 21 10 90 Volunteer Reimbursement	66,000.00	15,097.00	50,903.00	22.9%
522 21 20 04 HRA Benefits	42,000.00	17,500.00	24,500.00	41.7%
522 21 20 10 Benefits - Firefighters	362,716.77	151,697.50	211,019.27	41.8%
522 21 20 71 Benefits - Overtime FF	37,500.00	10,369.40	27,130.60	27.7%
522 21 20 80 Benefits - Resident Reimbursement	3,000.00	1,526.95	1,473.05	50.9%
522 21 20 90 Benefits - Volunteer	3,500.00	1,261.87	2,238.13	36.1%
522 21 28 20 PPE - Protective Clothing	50,000.00	11,040.16	38,959.84	22.1%
522 21 31 00 Expendable Supplies - Suppression	3,600.00	122.77	3,477.23	3.4%
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%

# 2019 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION I  
MCAG #: 1040

Time: 15:26:32 Date: 06/05/2019

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001 General Fund

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

Expenditures		Amt Budgeted	Expenditures	Remaining	
<b>522 Fire Control</b>					
522 21 48 90	SCBA Repair/Maintenance	1,000.00	91.65	908.35	9.2%
021	Suppression	2,010,692.77	763,619.02	1,247,073.75	38.0%
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	26,402.50	36,963.50	41.7%
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	32,233.50	56,132.50	36.5%
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	6,223.90	2,476.10	71.5%
522 45 35 00	Tools & Equipment - Training	1,800.00	335.28	1,464.72	18.6%
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	83.52	2,316.48	3.5%
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	3,583.63	4,416.37	44.8%
522 45 43 11	PerDiem & Lodging(Admin)	6,800.00	592.33	6,207.67	8.7%
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	2,169.06	5,830.94	27.1%
522 45 43 20	Registration Fees(Operations)	60,000.00	27,371.00	32,629.00	45.6%
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	2,425.00	4,075.00	37.3%
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	47,832.04	90,117.96	34.7%
522 50 31 00	Expendable Supplies -Facilities	6,500.00	1,657.05	4,842.95	25.5%
522 50 35 00	Tools & Equipment - Facilities	5,000.00	8,133.84	(3,133.84)	162.7%
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	8,881.20	13,118.80	40.4%
522 50 47 20	Water/Sewer	10,000.00	2,736.55	7,263.45	27.4%
522 50 48 00	Repair & Maint. - Facilities	20,000.00	7,321.65	12,678.35	36.6%
050	Facilities	68,500.00	33,497.92	35,002.08	48.9%
522 60 31 00	Expendable Supplies - Automotive	6,000.00	526.69	5,473.31	8.8%
522 60 32 00	Fuels	25,000.00	8,116.06	16,883.94	32.5%
522 60 35 00	Tools & Equipment - Automotive	1,750.00	1,607.12	142.88	91.8%
522 60 48 00	Repair & Maint. - Automotive	52,440.00	6,009.16	46,430.84	11.5%
060	Automotive	85,190.00	16,259.03	68,930.97	19.1%
522 70 31 00	Expendable Supplies - EMS	25,000.00	16,864.15	8,135.85	67.5%



# 2019 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION I

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001 General Fund

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

Expenditures	Amt Budgeted	Expenditures	Remaining	
<b>522 Fire Control</b>				
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	22,864.43	17,135.57	57.2%
522 Fire Control	3,171,870.77	1,155,782.21	2,016,088.56	36.4%
<b>588 Prior Period Adjustment</b>				
585 10 00 01 Other Decreases In Net Cash & Investments - Other Costs Allocations	0.00	0.00	0.00	0.0%
588 Prior Period Adjustment	0.00	0.00	0.00	0.0%
<b>589 Payroll Clearing</b>				
589 90 00 00 Payroll Clearing	0.00	(234.63)	234.63	0.0%
589 90 00 01 Other Non-Expenditures - Suspense	0.00	0.00	0.00	0.0%
589 Payroll Clearing	0.00	(234.63)	234.63	0.0%
<b>591 Debt Service</b>				
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%
<b>594 Capital Expenditures</b>				
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%
<b>597 Interfund Transfers</b>				
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	50,000.00	0.00	100.0%
597 00 01 61 Transfer Out To 601	48,584.00	48,584.00	0.00	100.0%
597 Interfund Transfers	98,584.00	98,584.00	0.00	100.0%

# 2019 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION I  
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001 General Fund

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

Expenditures	Amt Budgeted	Expenditures	Remaining	
<b>Fund Expenditures:</b>	<b>3,790,284.18</b>	<b>1,763,960.86</b>	<b>2,026,323.32</b>	<b>46.5%</b>
<b>Fund Excess/(Deficit):</b>	<b>1,233,490.24</b>	<b>1,198,930.50</b>		

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004 Health Reimbursement Fund

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

Revenues	Amt Budgeted	Revenues	Remaining	
<b>308 Beginning Balances</b>				
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%
<b>340 Charges For Services</b>				
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%
<b>360 Investment Interest</b>				
361 11 00 04 Investment Interest	0.00	0.45	(0.45)	0.0%
360 Investment Interest	0.00	0.45	(0.45)	0.0%
<b>380 Non Revenues</b>				
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%
<b>397 Interfund Transfers</b>				
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%
<b>Fund Revenues:</b>	<b>83.10</b>	<b>83.55</b>	<b>(0.45)</b>	<b>100.5%</b>
<b>Fund Excess/(Deficit):</b>	<b>83.10</b>	<b>83.55</b>		

# 2019 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION I

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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%
<b>308 Beginning Balances</b>	<b>10,087.24</b>	<b>10,087.24</b>	<b>0.00 100.0%</b>

360 Investment Interest

361 11 00 07 Investment Interest	0.00	72.09	(72.09) 0.0%
<b>360 Investment Interest</b>	<b>0.00</b>	<b>72.09</b>	<b>(72.09) 0.0%</b>

397 Interfund Transfers

397 00 00 07 Transfer In From 001	50,000.00	50,000.00	0.00 100.0%
<b>397 Interfund Transfers</b>	<b>50,000.00</b>	<b>50,000.00</b>	<b>0.00 100.0%</b>

<b>Fund Revenues:</b>	<b>60,087.24</b>	<b>60,159.33</b>	<b>(72.09) 100.1%</b>
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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%
<b>597 Interfund Transfers</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00 0.0%</b>

<b>Fund Expenditures:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00 0.0%</b>
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<b>Fund Excess/(Deficit):</b>	<b>60,087.24</b>	<b>60,159.33</b>
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# 2019 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION I  
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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	393,226.41	356,773.59	52.4%
310 Taxes	750,000.00	393,226.41	356,773.59	52.4%

## 330 Intergovernmental Revenues

332 93 40 10 GEMT	0.00	39,477.97	(39,477.97)	0.0%
330 Intergovernmental Revenues	0.00	39,477.97	(39,477.97)	0.0%

## 340 Charges For Services

342 60 01 10 Ambulance Service	200,000.00	112,839.84	87,160.16	56.4%
340 Charges For Services	200,000.00	112,839.84	87,160.16	56.4%

## 360 Investment Interest

361 11 00 11 Investment Interest	12,000.00	9,031.80	2,968.20	75.3%
360 Investment Interest	12,000.00	9,031.80	2,968.20	75.3%

<b>Fund Revenues:</b>	<b>2,188,482.54</b>	<b>1,781,058.56</b>	<b>407,423.98</b>	<b>81.4%</b>
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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	1,887.11	(1,887.11)	0.0%
522 70 41 00 Ambulance Billing Service Fee	18,000.00	7,531.70	10,468.30	41.8%
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	101,518.92	(101,518.92)	0.0%
522 Fire Control	18,000.00	110,996.33	(92,996.33)	616.6%

## 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	46,328.76	(46,328.76)	0.0%
594 Capital Expenditures	0.00	46,328.76	(46,328.76)	0.0%

## 597 Interfund Transfers

597 00 01 10 Transfer Out To 001	857,884.00	0.00	857,884.00	0.0%
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# 2019 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION I

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110 EMS Fund

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

Expenditures	Amt Budgeted	Expenditures	Remaining	
597 Interfund Transfers				
597 Interfund Transfers	857,884.00	0.00	857,884.00	0.0%
<b>Fund Expenditures:</b>	<b>875,884.00</b>	<b>157,325.09</b>	<b>718,558.91</b>	<b>18.0%</b>
<b>Fund Excess/(Deficit):</b>	<b>1,312,598.54</b>	<b>1,623,733.47</b>		

# 2019 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION I

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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	270.27	(270.27)	0.0%
310 Taxes	0.00	270.27	(270.27)	0.0%

## 360 Investment Interest

361 11 00 21 Investment Interest	0.00	117.73	(117.73)	0.0%
360 Investment Interest	0.00	117.73	(117.73)	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%

<b>Fund Revenues:</b>	<b>16,422.16</b>	<b>16,810.16</b>	<b>(388.00)</b>	<b>102.4%</b>
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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%

<b>Fund Expenditures:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
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<b>Fund Excess/(Deficit):</b>	<b>16,422.16</b>	<b>16,810.16</b>
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# 2019 BUDGET POSITION

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## 202 Construction Bond Fund

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

Revenues	Amt Budgeted	Revenues	Remaining	
<b>308 Beginning Balances</b>				
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%
<b>310 Taxes</b>				
311 10 00 22 Property Tax	420,000.00	209,157.32	210,842.68	49.8%
311 11 02 02 Interest	0.00	0.00	0.00	0.0%
310 Taxes	420,000.00	209,157.32	210,842.68	49.8%
<b>360 Investment Interest</b>				
361 11 00 22 Investment Interest	0.00	36.63	(36.63)	0.0%
360 Investment Interest	0.00	36.63	(36.63)	0.0%
<b>380 Non Revenues</b>				
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%
<b>Fund Revenues:</b>	<b>420,000.00</b>	<b>209,193.95</b>	<b>210,806.05</b>	<b>49.8%</b>
Expenditures	Amt Budgeted	Expenditures	Remaining	
<b>591 Debt Service</b>				
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%
<b>597 Interfund Transfers</b>				
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%
<b>Fund Expenditures:</b>	<b>381,038.00</b>	<b>0.00</b>	<b>381,038.00</b>	<b>0.0%</b>
<b>Fund Excess/(Deficit):</b>	<b>38,962.00</b>	<b>209,193.95</b>		



# 2019 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION I  
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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	52,765.74	(51,765.74)	5276.6%
360 Investment Interest	1,000.00	52,765.74	(51,765.74)	5276.6%

## 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%

<b>Fund Revenues:</b>	<b>7,630,850.00</b>	<b>7,638,404.05</b>	<b>(7,554.05)</b>	<b>100.1%</b>
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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	16,142.01	786,905.99	2.0%
594 Capital Expenditures	803,048.00	16,142.01	786,905.99	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%

<b>Fund Expenditures:</b>	<b>803,048.00</b>	<b>16,142.01</b>	<b>786,905.99</b>	<b>2.0%</b>
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<b>Fund Excess/(Deficit):</b>	<b>6,827,802.00</b>	<b>7,622,262.04</b>
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# 2019 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION I

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## 501 Equipment Fund

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

Revenues	Amt Budgeted	Revenues	Remaining	
<b>308 Beginning Balances</b>				
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%
<b>310 Taxes</b>				
311 10 00 51 Property Tax	0.00	0.00	0.00	0.0%
310 Taxes	0.00	0.00	0.00	0.0%
<b>360 Investment Interest</b>				
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%
<b>380 Non Revenues</b>				
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%
<b>390 Other Revenues</b>				
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%
<b>397 Interfund Transfers</b>				
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%
<b>Fund Revenues:</b>	<b>443,081.60</b>	<b>445,425.50</b>	<b>(2,343.90)</b>	<b>100.5%</b>
Expenditures	Amt Budgeted	Expenditures	Remaining	
<b>522 Fire Control</b>				
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%
<b>594 Capital Expenditures</b>				
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%
<b>597 Interfund Transfers</b>				
597 00 05 01 Transfer Out To 101	0.00	0.00	0.00	0.0%



# 2019 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION I

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501 Equipment Fund

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

Expenditures	Amt Budgeted	Expenditures	Remaining
597 Interfund Transfers			
597 Interfund Transfers	0.00	0.00	0.00 0.0%
<b>Fund Expenditures:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00 0.0%</b>
<b>Fund Excess/(Deficit):</b>	<b>443,081.60</b>	<b>445,425.50</b>	

# 2019 BUDGET POSITION

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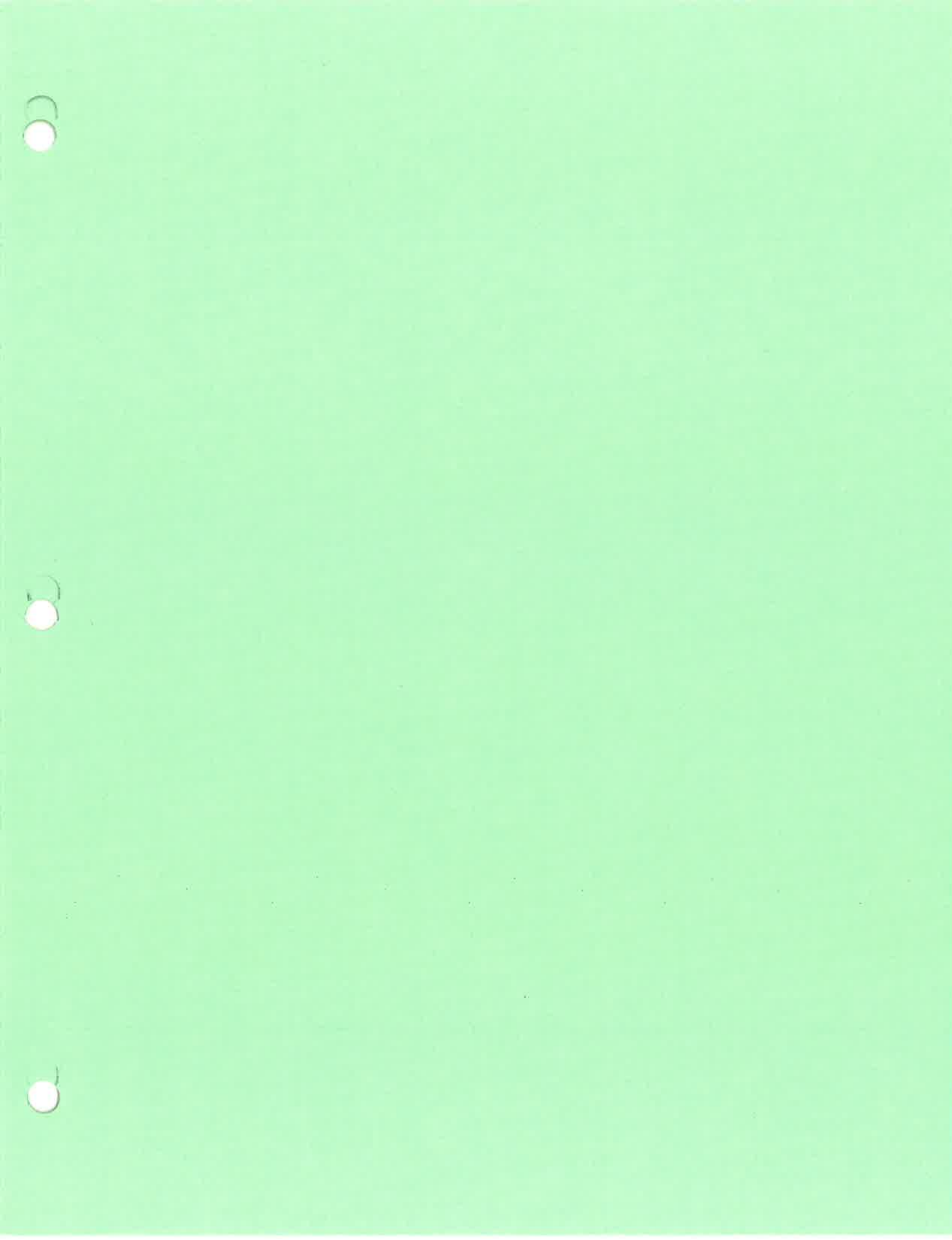
601 Reserve Fund

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

Revenues	Amt Budgeted	Revenues	Remaining	
<b>308 Beginning Balances</b>				
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%
<b>360 Investment Interest</b>				
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%
<b>380 Non Revenues</b>				
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%
<b>397 Interfund Transfers</b>				
397 00 01 61 Transfer In From 101	48,584.00	48,584.00	0.00	100.0%
397 Interfund Transfers	48,584.00	48,584.00	0.00	100.0%
<b>Fund Revenues:</b>	<b>685,455.30</b>	<b>688,824.34</b>	<b>(3,369.04)</b>	<b>100.5%</b>
Expenditures	Amt Budgeted	Expenditures	Remaining	
<b>597 Interfund Transfers</b>				
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%
<b>Fund Expenditures:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Fund Excess/(Deficit):</b>	<b>685,455.30</b>	<b>688,824.34</b>		

**2019 BUDGET POSITION TOTALS****BENTON COUNTY FIRE PROTECTIC**  
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<b>Fund</b>	<b>Revenue Budgeted</b>	<b>Received</b>		<b>Expense Budgeted</b>	<b>Spent</b>	
001 General Fund	5,023,774.42	2,962,891.36	59.0%	3,790,284.18	1,763,960.86	47%
004 Health Reimbursement Fund	83.10	83.55	100.5%	0.00	0.00	0%
007 Separation Fund	60,087.24	60,159.33	100.1%	0.00	0.00	0%
110 EMS Fund	2,188,482.54	1,781,058.56	81.4%	875,884.00	157,325.09	18%
201 EMS Bond Fund	16,422.16	16,810.16	102.4%	0.00	0.00	0%
202 Construction Bond Fund	420,000.00	209,193.95	49.8%	381,038.00	0.00	0%
401 Construction Fund	7,630,850.00	7,638,404.05	100.1%	803,048.00	16,142.01	2%
501 Equipment Fund	443,081.60	445,425.50	100.5%	0.00	0.00	0%
601 Reserve Fund	685,455.30	688,824.34	100.5%	0.00	0.00	0%
	<b>16,468,236.36</b>	<b>13,802,850.80</b>	<b>83.8%</b>	<b>5,850,254.18</b>	<b>1,937,427.96</b>	<b>33.1%</b>



# WARRANT/CHECK REGISTER

BENTON COUNTY FIRE PROTECTION DISTRICT

Time: 15:25:58 Date: 06/05/2019

MCAG #: 1040

06/14/2019 To: 06/14/2019

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Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
648	06/14/2019	Claims	1	185041	ABSOLUTE POWER	580.00	REPAIR SHORELINE FOR E1412 AND ADD A CORD REEL
649	06/14/2019	Claims	1	185042	AT&T MOBILITY	86.14	FIRSTNET
650	06/14/2019	Claims	1	185043	CASCADE FIRE - OREGON	1,526.88	UNIFORM
651	06/14/2019	Claims	1	185044	CHARTER COMMUNICATIONS	478.17	PHONE AND INTERNET; TV SERVICE
652	06/14/2019	Claims	1	185045	CI SHRED	15.75	SHREDDING SERVICE
653	06/14/2019	Claims	1	185046	COLUMBIA BASIN COLLEGE	57.30	ALS OTEP
654	06/14/2019	Claims	1	185047	DEPARTMENT OF NATURAL RESOURCES	2,268.52	WILDLAND GEAR
655	06/14/2019	Claims	1	185048	ESPRIT GRAPHIC	3,401.35	SPRING 19 NEWSLETTER
656	06/14/2019	Claims	1	185049	FIRE 4 ADVANCED TRAVEL	143.52	PER DIEM- BRADLEY
657	06/14/2019	Claims	1	185050	FIRE 4 CHECKING ACCOUNT	80.00	NOTARY BOND; NOTARY APPLICATION
658	06/14/2019	Claims	1	185051	FIRE 4 PETTY CASH	75.64	LAMINATOR; FIREFIGHTER MARRIAGE CLASS
659	06/14/2019	Claims	1	185052	FIRECONTROL SPRINKLER SYSTEM, INC	919.84	ANNUAL FIRE SPRINKLER INSPECTION
660	06/14/2019	Claims	1	185053	FRONTIER	140.18	DEDICATED PHONE LINE
661	06/14/2019	Claims	1	185054	ANDREW J HILL	169.61	PROMOTIONAL BANNER AND FUEL TO WFCA CONF
662	06/14/2019	Claims	1	185055	LIBERTY LAWN CARE	864.30	LAWN MOWER AND WEED WACKER
663	06/14/2019	Claims	1	185056	LIFE ASSIST	1,116.99	MISC EMS SUPPLIES; Misc Ems Supplies
664	06/14/2019	Claims	1	185057	LN CURTIS & SONS	3,541.31	ROPE RESCUE GEAR
665	06/14/2019	Claims	1	185058	NEWEGG	2,186.28	COMPUTER PARTS
666	06/14/2019	Claims	1	185059	ON SCENE MEDICAL	4,200.00	PHYSICAL EVAL
667	06/14/2019	Claims	1	185060	PARSEC COMPUTER CORP	602.20	COMPUTER SUPPORT
668	06/14/2019	Claims	1	185061	RINGOLDE	486.80	T SHIRTS(25) JOB SHIRT
669	06/14/2019	Claims	1	185062	STAPLES ADVANTAGE	401.43	FACILITY SUPPLIES
670	06/14/2019	Claims	1	185063	TARGET SOLUTIONS	6,223.90	TARGET SOPULUTIONS; TARGET SOPULUTIONS
671	06/14/2019	Claims	1	185064	TIRE FACTORY	1,123.16	TIRE CHANGE APP 15,16,37,29
672	06/14/2019	Claims	1	185065	UPS	47.67	FRIEGHT
673	06/14/2019	Claims	1	185066	US LINEN & UNIFORM	234.51	MATS SERVICE
674	06/14/2019	Claims	1	185067	VERIZON WIRELESS	744.14	CELL SERVICE
675	06/14/2019	Claims	1	185068	VOYAGER	2,368.98	FUEL
676	06/14/2019	Claims	1	185069	WEST RICHLAND, CITY OF	399.94	WATER SEWER
646	06/14/2019	Claims	110	94	STRYKER	374.41	BOLSTER MATTRESS
647	06/14/2019	Claims	110	95	SYSTEM DESIGN WEST	1,417.95	EMS BILLING FEE

522 Fire Control

34,484.51

001 General Fund

34,484.51

522 Fire Control

1,792.36

110 EMS Fund

1,792.36

Claims: 36,276.87  
36,276.87

# WARRANT/CHECK REGISTER

BENTON COUNTY FIRE PROTECTION DISTRICT

Time: 15:25:58 Date: 06/05/2019

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06/14/2019 To: 06/14/2019

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Trans Date

Type

Acct #

War #

Claimant

Amount Memo

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

06/06/2019



## ACCOUNTS PAYABLE PAID

BENTON COUNTY FIRE PROTECTION DISTRICT

MCAG #: 1040

06/14/2019 To: 06/14/2019

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Accts Pay #	Paid On	Year	Trans	Vendor ID	Vendor	Amount	Memo
9249	06/14/2019	2019	648	790	ABSOLUTE POWER	580.00	REPAIR SHORELINE FOR E1412 AND ADD A CORD REEL
	522 50 48 00	Repair & Maint. -	Facilities	001 000 522	General Fund	580.00	REPAIR SHORELINE FOR E1412 AND ADD A CORD
Invoice							
	6760-3185	580.00 REPAIR SHORELINE FOR E1412 AND ADD A CORD REEL					
9250	06/14/2019	2019	649	829	AT&T MOBILITY	86.14	FIRSTNET
	522 12 42 10	Cellular Phone Service		001 000 522	General Fund	86.14	FIRSTNET
Invoice							
	06062019	86.14 FIRSTNET					
9251	06/14/2019	2019	650	59	CASCADE FIRE - OREGON	1,526.88	UNIFORM
	522 20 28 00	Uniforms (All Non-PPE)		001 000 522	General Fund	1,526.88	FIRSTNET
Invoice							
	098419	120.51					
	099246	1,406.37					
9252	06/14/2019	2019	651	481	CHARTER COMMUNICATIONS	454.48	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	334.48	PHONE
Invoice							
	06132019	454.48 PHONE AND INTERNET					
9253	06/14/2019	2019	651	481	CHARTER COMMUNICATIONS	23.69	TV SERVICE
	522 12 41 00	Contract Services		001 000 522	General Fund	23.69	TV SERVICE
Invoice							
	05142019	23.69 TV SERVICE					
9254	06/14/2019	2019	652	628	CISHRED	15.75	SHREDDING SERVICE
	522 12 41 00	Contract Services		001 000 522	General Fund	15.75	SHREDDING SERVICE
Invoice							

# ACCOUNTS PAYABLE PAID

BENTON COUNTY FIRE PROTECTION DISTRICT

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Accts Pay #	Paid On	Year	Trans	Vendor ID	Vendor	Amount	Memo
				081655		15.75	SHREDDING SERVICE
9255	06/14/2019	2019	653	70	COLUMBIA BASIN COLLEGE	57.30	ALS OTEP
	522 45 43 20	Registration Fees(Operations)	001 000 522	General Fund		57.30	ALS OTEP
Invoice							
				29680		57.30	ALS OTEP
9256	06/14/2019	2019	654	98	DEPARTMENT OF NATURAL RES	2,268.52	WILDLAND GEAR
	522 21 28 20	PPE - Protective Clothing	001 000 522	General Fund		2,268.52	WILDLAND GEAR
Invoice							
				18017378		2,268.52	WILDLAND GEAR
9257	06/14/2019	2019	655	712	ESPRIT GRAPHIC	3,401.35	SPRING 19 NEWSLETTER
	522 13 41 00	Levy Publication Services	001 000 522	General Fund		3,401.35	SPRING 19 NEWSLETTER
Invoice							
				36996		3,401.35	SPRING 19 NEWSLETTER
9260	06/14/2019	2019	656	123	FIRE 4 ADVANCED TRAVEL	143.52	PER DIEM- BRADLEY
	522 45 43 01	Travel - Mileage&Air(Admin)	001 000 522	General Fund		83.52	MILEAGE- NOTARY
	522 45 43 11	PerDiem & Lodging(Admin)	001 000 522	General Fund		60.00	MEAL NOTARY
Invoice							
				2017		143.52	PER DIEM- BRADLEY
9261	06/14/2019	2019	657	704	FIRE 4 CHECKING ACCOUNT	50.00	NOTARY BOND
	522 12 46 00	District Insurance	001 000 522	General Fund		50.00	NOTARY BOND
Invoice							
				1186		50.00	NOTARY BOND
9262	06/14/2019	2019	657	704	FIRE 4 CHECKING ACCOUNT	30.00	NOTARY APPLICATION
	522 12 31 00	Expendable Office Supplies	001 000 522	General Fund		30.00	NOTARY APPLICATION

# ACCOUNTS PAYABLE PAID

BENTON COUNTY FIRE PROTECTION DISTRICT  
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Accts Pay #	Paid On	Year	Trans	Vendor ID	Vendor	Amount	Memo
				Invoice			
				1187		30.00	NOTARY APPLICATION
9263	06/14/2019	2019	658	124	FIRE 4 PETTY CASH	53.20	LAMINATOR
				522 12 35 00	Office Tools & Equipment 001 000 522 General Fund	53.20	LAMINATOR
				Invoice			
				05202019		53.20	LAMINATOR
9264	06/14/2019	2019	658	124	FIRE 4 PETTY CASH	22.44	FIREFIGHTER MARRIAGE CLASS
				522 45 43 20	Registration Fees(Operations) 001 000 522 General Fund	22.44	FIREFIGHTER MARRIAGE CLASS
				Invoice			
				05112019		22.44	FIREFIGHTER MARRIAGE CLASS
9258	06/14/2019	2019	659	127	FIRECONTROL SPRINKLER SYS7	919.84	ANNUAL FIRE SPRINKLER INSPECTION
				522 50 48 00	Repair & Maint. - Facilities 001 000 522 General Fund	919.84	ANNUAL FIRE SPRINKLER INSPECTION
				Invoice			
				19-042319		919.84	ANNUAL FIRE SPRINKLER INSPECTION
9259	06/14/2019	2019	660	357	FRONTIER	140.18	DEDICATED PHONE LINE
				522 12 42 00	Phone Service 001 000 522 General Fund	140.18	DEDICATED PHONE LINE
				Invoice			
				06032019		140.18	DEDICATED PHONE LINE
9265	06/14/2019	2019	661	157	HILL, ANDREW J	169.61	PROMOTIONAL BANNER AND FUEL TO WFCA CONF
				522 12 31 00	Expendable Office Supplies 001 000 522 General Fund	102.61	PROMOTIONAL BANNER
				522 60 32 00	Fuels 001 000 522 General Fund	67.00	FUEL TO WFCA CONF
				Invoice			
				0531		169.61	PROMOTIONAL BANNER AND FUEL TO WFCA CONF
9266	06/14/2019	2019	662	757	LIBERTY LAWN CARE	864.30	LAWN MOWER AND WEED WACKER
				522 50 35 00	Tools & Equipment - Facilities 001 000 522 General Fund	864.30	LAWN MOWER AND WEED WACKER





# ACCOUNTS PAYABLE PAID

BENTON COUNTY FIRE PROTECTION DISTRICT  
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Accts Pay #	Paid On	Year	Trans	Vendor ID	Vendor	Amount	Memo
<b>Invoice</b>							
				1243		4,200.00	PHYSICAL EVAL
<b>9272</b>	<b>06/14/2019</b>	<b>2019</b>	<b>667</b>	<b>248</b>	<b>PARSEC COMPUTER CORP</b>	<b>602.20</b>	<b>COMPUTER SUPPORT</b>
	522 12 41 00	Contract Services			001 000 522 General Fund	602.20	COMPUTER SUPPORT
<b>Invoice</b>							
				63878		602.20	COMPUTER SUPPORT
<b>9273</b>	<b>06/14/2019</b>	<b>2019</b>	<b>668</b>	<b>833</b>	<b>RINGOLDE</b>	<b>486.80</b>	<b>T SHIRTS(25) JOB SHIRT</b>
	522 20 28 00	Uniforms (All Non-PPE)			001 000 522 General Fund	486.80	T SHIRTS(25) JOB SHIRT
<b>Invoice</b>							
				1135		407.25	
				1169		79.55	
<b>9274</b>	<b>06/14/2019</b>	<b>2019</b>	<b>669</b>	<b>322</b>	<b>STAPLES ADVANTAGE</b>	<b>401.43</b>	<b>FACILITY SUPPLIES</b>
	522 50 31 00	Expendable Supplies -Facilities			001 000 522 General Fund	401.43	FACILITY SUPPLIES
<b>Invoice</b>							
				VARIOUS		401.43	FACILITY SUPPLIES
<b>9275</b>	<b>06/14/2019</b>	<b>2019</b>	<b>646</b>	<b>442</b>	<b>STRYKER</b>	<b>374.41</b>	<b>BOLSTER MATTRESS</b>
	522 70 35 10	Small Tools And Minor Equipn			110 000 522 EMS Fund	374.41	BOLSTER MATTRESS
<b>Invoice</b>							
				3666315M		374.41	BOLSTER MATTRESS
<b>9276</b>	<b>06/14/2019</b>	<b>2019</b>	<b>647</b>	<b>680</b>	<b>SYSTEM DESIGN WEST</b>	<b>1,417.95</b>	<b>EMS BILLING FEE</b>
	522 70 41 00	Ambulance Billing Service Fee			110 000 522 EMS Fund	1,417.95	EMS BILLING FEE
<b>Invoice</b>							
				05152019		1,417.95	EMS BILLING FEE
<b>9277</b>	<b>06/14/2019</b>	<b>2019</b>	<b>670</b>	<b>776</b>	<b>TARGET SOLUTIONS</b>	<b>564.85</b>	<b>TARGET SOPULUTIONS</b>
	522 45 31 10	Training Computer Software			001 000 522 General Fund	564.85	TARGET SOPULUTIONS

# ACCOUNTS PAYABLE PAID

BENTON COUNTY FIRE PROTECTION DISTRICT  
MCAG #: 1040

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06/14/2019 To: 06/14/2019

Accts Pay #	Paid On	Year	Trans	Vendor ID	Vendor	Amount	Memo
<b>Invoice</b>							
				21460		564.85	TARGET SOPULUTIONS
<b>9278</b>	<b>06/14/2019</b>	<b>2019</b>	<b>670</b>	<b>776</b>	<b>TARGET SOLUTIONS</b>	<b>5,659.05</b>	<b>TARGET SOPULUTIONS</b>
	522 45 31 10	Training Computer Software		001 000 522	General Fund	5,659.05	TARGET SOPULUTIONS
<b>Invoice</b>							
				28578		5,659.05	TARGET SOPULUTIONS
<b>9279</b>	<b>06/14/2019</b>	<b>2019</b>	<b>671</b>	<b>672</b>	<b>TIRE FACTORY</b>	<b>1,123.16</b>	<b>TIRE CHANGE APP 15,16,37,29</b>
	522 60 48 00	Repair & Maint. - Automotive		001 000 522	General Fund	1,123.16	TIRE CHANGE APP 15,16,37,29
<b>Invoice</b>							
				03-135580		280.79	
				03-135582		280.79	
				03-135579		280.79	
				03-135569		280.79	
<b>9280</b>	<b>06/14/2019</b>	<b>2019</b>	<b>672</b>	<b>350</b>	<b>UPS</b>	<b>47.67</b>	<b>FRIEGHT</b>
	522 12 42 40	Postage		001 000 522	General Fund	47.67	FRIEGHT
<b>Invoice</b>							
				00009423YF219		47.67	FRIEGHT
<b>9282</b>	<b>06/14/2019</b>	<b>2019</b>	<b>673</b>	<b>347</b>	<b>US LINEN &amp; UNIFORM</b>	<b>234.51</b>	<b>MATS SERVICE</b>
	522 50 48 00	Repair & Maint. - Facilities		001 000 522	General Fund	234.51	MATS SERVICE
<b>Invoice</b>							
				2351270		51.23	
				2358954		51.23	
				2366530		51.23	
				2355088		40.41	
				2362712		40.41	
<b>9281</b>	<b>06/14/2019</b>	<b>2019</b>	<b>674</b>	<b>465</b>	<b>VERIZON WIRELESS</b>	<b>744.14</b>	<b>CELL SERVICE</b>
	522 12 42 10	Cellular Phone Service		001 000 522	General Fund	744.14	CELL SERVICE



# ACCOUNTS PAYABLE PAID

BENTON COUNTY FIRE PROTECTION DISTRICT  
MCAG #: 1040

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Accts Pay #	Paid On	Year	Trans	Vendor ID	Vendor	Amount	Memo
Invoice							
				9830255649		744.14	CELL SERVICE
9283	06/14/2019	2019	675	817	VOYAGER	2,368.98	FUEL
	522 60 32 00	Fuels			001 000 522 General Fund	2,368.98	FUEL
Invoice							
				869387969922		2,368.98	FUEL
9284	06/14/2019	2019	676	376	WEST RICHLAND, CITY OF	399.94	WATER SEWER
	522 50 47 20	Water/Sewer			001 000 522 General Fund	399.94	WATER SEWER
Invoice							
				062519-410		87.83	
				062519-430		44.54	
				062519-420		267.57	
Fund						Total:	36,276.87
001 General Fund						34,484.51	
110 EMS Fund						1,792.36	

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 #136**

**Anti-Harassment and Anti-Discrimination**

**Page 1 of 3**

**1. Purpose**

1.1. The purpose of this policy is to provide a work environment free from harassment and discrimination.

**2. Scope**

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

**3. Responsibilities**

3.1. All personnel are expected to treat their co-workers, members, and others with whom they come into contact while representing the District with respect and dignity.

**4. Revision Summary**

Revision Date	Description
6/6/19	Initial Issue

**5. Definitions**

5.1. Harassment, according to the U.S. Equal Employment Opportunity Commission, is a form of employment discrimination that violates Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, (ADEA), and the Americans with Disabilities Act of 1990, (ADA).

5.1.1. Harassment is unwelcome conduct that is based on race, color, religion, sex (including pregnancy), national origin, age (40 or older), disability or genetic information. Harassment becomes unlawful where 1) enduring the offensive conduct becomes a condition of continued employment, or 2) the conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive. Anti-discrimination laws also prohibit harassment against individuals in retaliation for filing a discrimination charge, testifying, or participating in any way in an investigation, proceeding, or lawsuit under these laws; or opposing employment practices that they reasonably believe discriminate against individuals, in violation of these laws.

5.2. Discrimination refers to the treatment or consideration of, or making a distinction in favor of or against, a person or thing based on the group, class, or category to which that person or thing belongs rather than on individual merit.

**6. Regulations**

6.1. The District prohibits all forms of harassment and discrimination (either on or off-duty), by or against any employee, member, vendor, independent contractor or other individual, whether due to gender, sexual orientation (including gender identity and gender expression), genetic information, pregnancy, marital status, family status, military or veteran status, race, color, national origin, citizenship status, religion, age, disability, or any other reason protected by federal, state, or local law.

**Policy #136**  
**Anti-Harassment and Anti-Discrimination**

Page 3 of 3

**7. Guidelines**

**7.1. Reporting Harassment or Discrimination**

7.1.1. Personnel who believe that they have been subjected to harassment or discrimination should:

7.1.1.1. If comfortable doing so, tell the person to stop.

7.1.1.2. Notify their supervisor or the Fire Chief (if the Fire Chief is the subject of the complaint, then the employee must report the matter to the Chairperson of the District's Board of Commissioners).

7.1.2. Personnel shall report any harassment or discrimination directed at another person.

7.1.3. Supervisors who are informed or otherwise made aware of harassment or discrimination in the workplace must immediately notify the Fire Chief.

**8. Reports of Harassment or Discrimination**

8.1. All complaints will fully be kept confidential to the extent possible. This means they will be disclosed only as the District deems necessary to investigate and respond to the complaint, to management, and as may be required by law.

8.2. Violations of this policy may result in disciplinary action, up to and including immediate termination of employment. Corrective action will depend upon the circumstances, including the gravity of the offense and take whatever action necessary to prevent an offense from being repeated.

8.3. The District will not permit retaliation against anyone who makes a good faith complaint or who cooperates in good faith in an investigation.

8.4. The person who initiated the complaint will be informed of the findings of the investigation and, to the extent possible, any remedial steps taken at the end of the matter.

**Adopted by BCFD4 Commissioners**

**Signed by Fire Chief:**

**Printed** \_\_\_\_\_

**Signed** \_\_\_\_\_

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

**Supersedes Date:** \_\_\_\_\_



**BENTON COUNTY FIRE PROTECTION  
DISTRICT # 4**

**Policy #137**

**Equal Employment Opportunity**

**Page 1 of 2**

**1. Purpose**

1.1. The purpose of this policy is to provide equal employment opportunities and a positive working environment to all employees and applicants for employment in compensation or other terms, conditions, and privileges of employment or hiring.

**2. Scope**

2.1. The policy applies to all associated members and applicants to all terms, conditions, and privileges of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

**3. Responsibilities**

3.1. None

**4. Revision Summary**

Revision Date	Description
6/6/19	Initial Issue

**5. Regulations**

5.1. The District prohibits unlawful discrimination and harassment because of a person's race, religion, color, gender, pregnancy, age, marital status, family status, military or veteran status, national origin, citizenship status, mental or physical disability, sexual orientation (including gender identity and gender expression), genetic information, or any other category protected by law.

5.2. The District prohibits unlawful discrimination and harassment against employees and applicants based upon their association with a person who is member of a protected class.

**6. Procedures**

6.1. Employees or applicants who believe that he/she needs a reasonable accommodation because of a physical or mental disability, or religious belief to perform the essential functions of their job or to complete the application process should contact the Fire Chief or his/her designee.

6.1.1. The employee or applicant should advise, in writing, the basis for their accommodation request, the nature of their work limitations, and any suggested reasonable accommodations.

6.1.2. The District will discuss the matter with the employee/applicant and determine what, if any, reasonable accommodations are appropriate, and whether a suggested accommodation imposes an undue hardship upon the District's operations.

# **MEMORANDUM OF UNDERSTANDING**

**BETWEEN  
THE UNITED STATES FISH AND WILDLIFE SERVICE  
AND  
SOUTHEAST WASHINGTON FIRE DISTRICTS  
FOR  
CENTRAL WASHINGTON NATIONAL WILDLIFE REFUGE COMPLEX  
AND  
MID-COLUMBIA RIVER NATIONAL WILDLIFE REFUGE COMPLEX**

This Memorandum of Understanding (MOU) is made and entered into and between the U.S. Fish and Wildlife Service Central Washington National Wildlife Refuge Complex; Columbia National Wildlife Refuge, Saddle Mountain National Wildlife Refuge, Hanford reach National Monument, Toppenish National Wildlife Refuge, Conboy National Wildlife Refuge, and the Mid-Columbia River National Wildlife Refuge Complex; McNary National Wildlife Refuge, Umatilla National Wildlife Refuge, Cold Springs National Wildlife Refuge and McKay National Wildlife Refuge, herein referred to as SERVICE and Southeast Washington Fire Districts; Benton Fire Districts 1,2,4,6, West Benton County Fire District 3, City of Richland, City of Kennewick, City of Pasco, Franklin Fire Districts 3,4, Walla Walla Fire Districts 5,6, Adams County Fire District 5 and Grant County Fire Districts 4,8,10,11, herein referred to as FIRE DISTRICTS and is effective upon signature by all parties and will remain in effect for five (5) years unless terminated by one or more of the parties.

## **I. AUTHORITIES**

The Service has entered into this MOU under the following authorities;

- Reciprocal Fire Protection Act of May 27<sup>th</sup>, 1955 (69 Stat. 66, 42 U.S.C 1856a-d)
- Robert T. Stafford Disaster Relief and Emergency Assistance Act, (Public Law 93-288, as amended, 42 U.S.C. 5121-5207)
- Federal Fire Prevention and Control Act of October 29, 1974 et seq. (88 Stat. 1535; 15 U.S.C. 2201)
- Fish and Wildlife Coordination Act, 16 U.S.C. Sections 661-666c,

## **II. PURPOSE**

The purpose of this agreement is to coordinate and provide cooperative fire protection between the SERVICE and FIRE DISTRICTS, in order to more efficiently and effectively suppress wildland fires from damaging natural resource values managed by the SERVICE. This MOU is consistent with the existing Master Cooperative Fire Protection Agreement (FWS agreement #: FF01R030000-14-0001), for Washington, agreement#:IAA14-267, whereas the Master Agreement has documented the commitment of Agencies to improve efficiency by facilitating the coordination and exchange of personnel, equipment, supplies, services, and funds among the Agencies as too will this Agreement. Furthermore, this Agreement describes the working relationship, financial arrangements, and joint activities between the SERVICE and FIRE DISTRICTS not otherwise specified under the terms of the Master Cooperative Fire Protection Agreement. Nothing herein shall be considered as obligating either party to expend or as involving either party in any contract or other obligation other than reimbursement for wildland fire suppression beyond reciprocal period identified in this document.



### III. RECITALS

Whereas, both parties have wildland fire protection responsibilities upon lands of their respective jurisdiction and limited fire protection resources;

Whereas, the SERVICE is the jurisdictional agency responsible for fire management on SERVICE lands;

Whereas, the SERVICE has limited specialized equipment and qualified personnel required to manage wildland fires;

Whereas, Southeast Washington Fire Districts can provide wildland fire initial attack capability to support and supplement the SERVICE's and other fire protection cooperator's resources;

Whereas, Southeast Washington Fire Districts can provide equipment and overhead for wildland fire suppression activities within their FIRE DISTRICT jurisdiction; and

Whereas, if initial attack suppression actions on SERVICE lands are unsuccessful and the fire will not be contained within the first burning period, dispatching and continued incident support services will be transferred solely to Central Washington Interagency Communication Center (CWICC). CWICC will provide extended attack support.

Therefore, for the mutual consideration herein stated, the parties herby enter into this MOU.

### IV. STATEMENT OF MUTUAL BENEFITS AND INTERESTS

#### The Service shall:

- A. Reimbursement to Southeast Washington Fire Districts for Direct Costs for resource ordered wildland fire suppression **beyond the reciprocal period of 12 hours including:** Overhead Costs, equipment use cost and logistical support for wildland fire suppression that occur on SERVICE lands. Reimbursement rates are based on the **Washington State Fire Resource Mobilization plan or actual costs rendered**, 42 U.S. Code, 1856e – Reimbursement of fire funds.
- B. Reimburse Southeast Washington Fire Districts under the provisions within this MOU no less frequently than every 30 days. Reimbursement shall be at the rates provided under the current rate schedule. Reimbursement for costs not specified in in the **Washington State Fire Resource Mobilization Plan** must be pre-approved by appropriate SERVICE fire management staff prior to submission for reimbursement.
- C. Annually provide Southeast Washington Fire Districts with an updated principal contact list.

#### Southeast Washington Fire Districts shall:

- A. Reimburse the SERVICE for direct costs for resource ordered for wildland fire **suppression beyond the reciprocal period of 12 hours including;** overhead costs, equipment use cost and logistical support for wildland fire suppression that occur on Service lands. Reimbursement rates are based on actuals, which come from the General Service Administration (GSA) and established equipment rates.
- B. Conduct reciprocal initial attack (initial wildland fire suppression, wildland fire control and mop-up) **as requested** on wildland fires occurring on Service lands within the FIRE DISTRICTS responding jurisdiction.
- C. Provide fire management resources to support SERVICE managed lands as conditions permit. Assistance will only be provided when CWICC determines, in its sole discretion that the resources are available and can be committed without jeopardizing the FIRE DISTRICTS ability to protect its own jurisdiction.

- D. Follow all wildland fire suppression tactics addressed in the SERVICE'S Wildland Fire Management Plan specific to the location of the fire.
- E. Report wildland fires promptly to the Principal Contacts (**Error! Reference source not found.**) for the SERVICE upon discovering or receiving reports of wildland fire on SERVICE lands.
- F. Forward the necessary wildland fire data report to the responsible SERVICE representative identified in the Principal Contact list (**Error! Reference source not found.**) when FIRE DISTRICTS suppresses wildland fires burning wholly or in part on SERVICE lands.
- G. Dispatch only personnel who meet or exceed the minimum training requirements of the FIRE DISTRICTS when responding pursuant to this MOU.

**Both the SERVICE and Southeast Washington Fire Districts shall:**

- A. Annually provide principal contact information prior to the initiation of fire season. The information will include protection area maps for any new lands acquired by the SERVICE, names and numbers for principle contacts (**Error! Reference source not found.**) and the updated **Washington State Fire Resource Mobilization Plan** hourly reimbursement rate table.
- B. 42 U.S. Code, 1856a – Authority to enter into reciprocal agreement; waiver of claims; reimbursement; ratification of prior agreements. Each agency head charged with the duty of providing fire protection for any property of the United States is authorized to enter into a reciprocal agreement, with any fire organization maintaining fire protection facilities in the vicinity of such property, for mutual aid in furnishing fire protection for such property and for other property for which such organization normally provides fire protection. Each such agreement shall include a waiver by each party of all claims against every other party for compensation for any loss, damage, personal injury, or death occurring in consequence of the performance of such agreement. Any such agreement may provide for the reimbursement of any party for all or any part of the cost incurred by such party in furnishing fire protection for or on behalf of any other party.
- C. Parties to this MOU will comply with the U.S. Fish and Wildlife Service Fire Management Policies. Policies includes, but not limited to; implementing fire management plans, promoting human safety as well as reducing hazardous conditions, conserving wildlife and its habitat, minimizing air quality impacts and meeting other desirable goals.
- D. Agree that the officer-in-charge who arrives first at a wildfire burning on or near lands of both parties will act as Incident Commander (IC). When representatives of both parties have arrived at a fire, the officers-in-charge for each party will mutually agree to designate an IC, provided that nothing shall prevent a party to whom a request is made from refusing to respond when the sole determination of that party's commanding officer is that responding to the incident would create an unreasonable risk of danger to that party's employees, equipment or a third party.
- E. Shall be responsible for the training, equipment and welfare of personnel they dispatch, including the treatment of any personal injuries, which may result during any fire or in route to or from any fire as provided by the laws and regulations under which each party operates.
- F. Recognize that the other's training standards are reasonable, prudent, and acceptable for wildland fire response as well as fire support on lands under the jurisdiction of the parties to this MOU.

- G. Each party is responsible for operating, servicing, repairing and replacing their own equipment, except as agreed upon in writing by both parties in advance.
- H. Regardless of an incident's location, employees of the responding FIRE DISTRICTS and the SERVICE will be subject only to the laws, regulations and rules governing their respective employers. No employee shall be entitled to compensation and/or benefits under this MOU except as specifically provided for under the terms of his or her employment with respective employer.

## **V. GENERAL PROVISIONS**

- A. Neither party shall be required to incur expenses under the terms of this MOU, except as necessary to effectively implement this MOU. Additional expenditures and/or rates for resource ordered equipment and/or personnel not specified in the Washington State Fire Services Resource Mobilization Plan shall be subject to reimbursement as agreed by the parties hereto and approved by appropriate Service fire management staff prior to submission for payment.
- B. Reimbursement will begin at the time ordered resources (on a resource order) exceed the reciprocal period when responding to a Service wildland fire and end when resources return to their respective fire station.
- C. Only costs for direct wildland fire suppression will be reimbursed by the SERVICE. These costs include salary and overtime for wildland fire resources directly involved with wildland fire suppression and the logistical support (Fuel, meals, etc.) for these fire fighters. Reimbursement for "back-fill" of the FIRE DISTRICTS resources in Stations is not appropriate, unless pre-approved in writing by Service officials. Back-fill is defined as the overtime premium needed to replace the supporting agency's regularly scheduled personnel assigned to the incident above and beyond their base 8 hours.
- D. Parties shall provide upon request any maps, documents, instructions and law enforcement reports that either party considers necessary to conduct work associated with this MOU.
- E. Aircraft and Pilots. All aircraft and pilots used to transport SERVICE personnel or that are directly controlled by the SERVICE shall be certified by qualified SERVICE or United States Department of Interior National Business Center-Aviation Management inspector prior to SERVICE work.
- F. Both parties shall comply with all Federal statutes relating to nondiscrimination and all applicable requirements of other Federal laws, executive orders, regulations and policies, including but not limited to;
  - i. Title VI of the Civil Rights Act of 1964 (USC 2000d) which prohibits discrimination on the basis of race, color, handicap or national origin;
  - ii. Title IX of the Education amendments of 1972, as amended (USC 1681-1683) which prohibits the discrimination based on sex.
- G. Either Party shall have the right to obtain access to examine all documents related to this MOU. Reasonable notice must be given to the other party through their authorized representatives.
- H. Cost Sharing. On multi-jurisdictional incidents, incidents that threaten, or incidents that burn across direct protection boundaries, the parties will jointly develop a written cost share agreement that describes a fair distribution of financial responsibilities. The parties agree that all reasonable and necessary costs incurred to meet the protection responsibilities within each party's direct protection area will be the responsibility of that party.

- I. Modification of this MOU shall be made by mutual consent of both parties through the issuance of a written modification that is signed and dated by both parties prior to any changes being performed or taking effect.
- J. Either party may terminate this MOU by providing 60 days written notice to the other.
- K. Unless terminated by written notice, this MOU shall remain in effect for five years from the date of the last signature.
- L. Legal Authority. The parties certify that person executing this MOU on behalf of its respective entity has the legal authority to enter into this MOU.

## **VI. REIMBURSEMENT AUTHORITY**

### **15 U.S. § 2210 - Reimbursement for costs of firefighting on Federal property**

#### **(a) Filing of claims**

Each FIRE SERVICE that engages in the fighting of a fire on property, which is under the jurisdiction of the United States, may file a claim with the Administrator for the amount of direct expenses and direct losses incurred by such FIRE SERVICE as a result of fighting such fire. The claim shall include such supporting information as the Administrator may prescribe.

**(b) Determination** Upon receipt of a claim filed under subsection (a) of this section, the Administrator shall determine— **(1)** what payments, if any, to the fire service or its parent jurisdiction, including taxes or payments in lieu of taxes, the United States has made for the support of fire services on the property in question; **(2)** the extent to which the fire service incurred additional firefighting costs, over and above its normal operating costs, in connection with the fire which is the subject of the claim; and **(3)** the amount, if any, of the additional costs referred to in paragraph (2) of this subsection which were not adequately covered by the payments referred to in paragraph (1) of this subsection.

**(c) Payment** The Administrator of FEMA shall forward the claim and a copy of the Administrator's determination under subsection (b)(3) of this section to the Secretary of the Treasury. The Secretary of the Treasury shall, upon receipt of the claim and determination, pay such fire service or its parent jurisdiction, from any moneys in the Treasury not otherwise appropriated but subject to reimbursement (from any appropriations which may be available or which may be made available for the purpose) by the Federal department or agency under whose jurisdiction the fire occurred, a sum no greater than the amount determined with respect to the claim under subsection (b)(3) of this section.

**(d) Adjudication** In the case of a dispute arising in connection with a claim under this section, the United States Court of Federal Claims shall have jurisdiction to adjudicate the claim and enter judgment accordingly.

## **VII. REIMBURSEMENT PACKAGE REQUIREMENTS**

- A. The Supporting Party will bill the Protecting Party for actual costs incurred for assistance provided and identified as reimbursable. Reimbursable costs include all costs associated with the direct fire operations and incident support ordered by or for the incident (except as otherwise described in reciprocal initial attack and independent action situations or cost share agreements). All billing packages will include documentation showing the order was processed through and tracked by the Protecting agency. Bills for reimbursement must include resource orders for all resources. For reimbursement under the terms of this agreement all resource orders beyond initial attack must be mobilized and processed by an interagency dispatch center.
- B. All resource ordered personnel must include a detailed account of individual personnel start and end time for the wildland fire, signed by the employee and Time Unit Leader. The OF-288 form (Emergency Firefighter Time Report) is the desired format.



- C. Provide all fire equipment use reports (shift tickets), signed by the Incident Commander, and an equipment invoice. The OF-286 form (Emergency Equipment Use Invoice) is the desired format.
- D. Miscellaneous logistical support reimbursement requests must include a resource order (or equivalent) to ensure that items were used in support of the wildland fire.
- E. On fires where costs are incurred pursuant to the terms of this agreement, the Supporting Party shall submit a bill or estimate for reimbursement as soon as possible, but no later than 120 days after the fire is declared out. Payment shall be made to the Supporting Party within 90 days after receipt of the billing invoice.
- F. Reimbursement inquires contact:  
U.S. Fish and Wildlife Service, Administrative Officer  
64 Maple Street  
Burbank, WA 99323  
(509) 546-8306

#### **VIII. FIRE SUPPRESSION INVOICE REQUIREMENTS:**

- List jurisdictional unit on each invoice/bill
- Cooperator name, address, phone number, and agency financial contact
- DUNS Number
- Invoice or bill number
- Agreement number
- Incident name and number
- Resource Order Number
- Dates of the incident covered by the billing,
- Summary and detailed cost data for the amount being billed. Details should include standard resource type designation, number of personnel, and hours worked. Use incident generated cost information or standard generated cost reports generated by the Agency to support the billing whenever possible.

Summary cost data may include, but not be limited to, a list of personnel expenses including base, overtime and travel and a listing by vendor name and amount spent for supplies and services procured.

**Electronic Funds Transfer (EFT):** States shall designate a financial institution or an authorized payment agent through which a federal payment may be made in accordance with U.S. Treasury Regulations, Money, and Finance at 31 CFR 208, which requires that federal payments are to be made by EFT to the maximum extent possible.

In order to receive EFT payments, the District shall register in the System for Award Management (SAM) at [www.sam.gov](http://www.sam.gov) and follow the instructions on line to register as a new entity.

**Third Party Cost Recovery:** Procedures for determining a cost recovery process will be in the Statewide Operating Plan. Investigation process is determined locally. The USFWS needs to investigate the cause of all fires that cross onto Refuge land. Further, the *Interagency Standards for Fire and Fire Aviation Operations* states, "For all human-caused fires where responsibility and negligence can be determined, actions must be taken to recover the cost of suppression activities, land rehabilitation, and damages to the resources and improvements." The parties will undertake efforts both to protect the point of origin and to facilitate the effective investigation for cost recovery efforts.

#### **IX. DEFINITION OF TERMS**

- A. Principal Contacts. A list of appropriate contacts for TBD and the SERVICE.

- B. Direct Costs. Costs directly related to the suppression effort. These costs do not include dispatch or other administrative costs.
- C. Duty Officer. The Service employs a fire management staff person that serves as the “Duty Officer”. The Service Duty Officer is the primary point for coordination with local units for payment and reimbursement issues during incidents and they are not the Incident Commander.
- D. Jurisdictional Agency. Agency, which has overall land and resource management and/or protection responsibility as provided by Federal or State law.
- E. Overhead Costs. Costs not directly chargeable to suppression efforts, but which are part of the overall cost of operation.
- F. Suppression Work. All work of confining and extinguishing a fire beginning with its discovery.
- G. Reimbursable Work. Providing monetary compensation at the **Washington State Fire Resource Mobilization Plan** hourly reimbursement rate table, as updated annually for the use of any fire engines, fire support vehicles or equipment and wages for qualified wildland fire personnel and support staff responding to wildfires on Service lands.
- H. Reciprocal Fire Assistance. Support response to the protecting party to provide assistance without charge for the **first 12 hours**.
- I. Appropriate Charges. Comprises all charges related to direct costs, overhead costs, and suppression work.
- J. Multijurisdictional Incident. An incident requiring action from multiple agencies that each have jurisdiction to manage certain aspects of an incident. In ICS, these incidents will be managed under Unified Command.
- K. Unified Command. An application of ICS used when there is more than one agency with incident jurisdiction or when incidents cross political jurisdictions. Agencies work together through the designated members of the Unified Command to establish their designated Incident Commanders at a single ICP and to establish a common set of objectives and strategies and a single Incident Action Plan.

