



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

June 17, 2020  
Conference Call Line

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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 06/17/2020
- Approval of Regular Meeting Minutes dated 06/03/2020
- Approval and pay:
- **Expenditures:**

522 Fire Control	72,959.06
589 Payroll Clearing	26,113.06
<u>001 General Fund</u>	<u>99,072.12</u>

522 Fire Control	33,448.50
<u>110 EMS Fund</u>	<u>33,448.50</u>

- **EFT**

522 Fire Control	155,801.59
589 Payroll Clearing	-48,174.67
<u>001 General Fund</u>	<u>107,626.92</u>

- **Key Bank Tax Deposit**

522 Fire Control	3,404.66
589 Payroll Clearing	22,006.79
<u>001 General Fund</u>	<u>25,411.45</u>

**Grand Total:                      \$ 265,558.99**

### RESOLUTIONS/MOTIONS

- Next Commissioner Meeting platform/location
- Approval of job descriptions
- Approval of Tahoe Light Package

### **DISTRICT REPORTS**

- Union Report
- Volunteer Report
- Logistics Report
- City Liaison Report
- Commissioner's Report
  - Lid lift on General Elections
- Fire Chief's Report
- District Secretary's Report

### **OPEN FORUM DISCUSSION**

### **IMPORTANT DATES**

- October 22 - 24 – Washington Fire Commissioner Association Annual Conference, Spokane

### **CORRESPONDENCE**

### **AMBULANCE SERVICE PROGRAM UPDATES**

### **UNFINISHED BUSINESS**

- Fire Department Community Assistance, Referrals and Education Services (FDCARES) program
- Station Design Team
- Apparatus Committee
- Volunteer Recruitment
- Bond Budget Report
- COVID19
- Station 410 Lease

### **NEW BUSINESS**

### **AGENDA ITEMS FOR NEXT MEETING**

### **EXECUTIVE SESSION**

### **ADJOURNMENT:**

Attested:

 06/17/2020  
SLITA BRADLEY, DISTRICT SECRETARY

 6/17/20  
GREGG COUCH, COMMISSIONER

 6/17/20  
WOODY RUSSELL, COMMISSIONER

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GARRETT GOODWIN, COMMISSIONER



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

June 03, 2020  
Conference Call Line

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### CALL MEETING TO ORDER

Commissioner Couch called the meeting to order at 1700 hrs.

### PLEDGE OF ALLEGIANCE

- None

### ADDITION TO THE AGENDA

- Job Descriptions

### THOSE PRESENT:

Commissioner Gregg Couch  
Commissioner Woody Russell  
Commissioner Garrett Goodwin  
Acting Chief Paul Carlyle  
Chief William Whealan  
District Secretary Slita Bradley

Lieutenant Matthew Borschowa  
Firefighter Sam Monds  
City Liaison Fred Brink  
Captain Bob Shannon  
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 06/03/2020
- Approval of Regular Meeting Minutes dated 05/20/2020
- Approval and pay:
- **Expenditures:**

522 Fire Control	21,163.35
<u>001 General Fund</u>	<u>21,163.35</u>
594 Capital Expenditures	436,577.53
<u>401 Construction Fund</u>	<u>436,577.53</u>

**Total: \$ 457,740.88**

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

### RESOLUTIONS/MOTIONS

- Next Commissioner Meeting platform/location
  - Chief Carlyle reported that per Governor Inslee's order, the ban is set to expire after midnight on 06/17/2020. He suggested the next meeting on 06/17/2020 be a virtual meeting.

## **DISTRICT REPORTS**

- Union Report
  - Lieutenant Borschowa reported that the union held the meeting virtually. They congratulated the district on the new deputy chief position.
- Volunteer Report
  - Captain Shannon reported that the district experienced more calls. There are more volunteers showing up to respond. He is working on hiring more volunteers. Volunteer recruiting is moving forward.
- Logistics Report
  - No report.
- City Liaison Report
  - City Liaison Brink reported that the city held a brief virtual meeting. They revised the six-year transportation program. Expansion of SR 224, Keene road adjustments, and more. They are prioritizing plans moving forward. The next meeting is scheduled on 06/16/2020. Commissioner Couch thanked Brink for his collaboration on fireworks concerns.
- Commissioner's Report
  - Commissioner Goodwin reported that he would like to assign the website leader. Some information is old and need to be updated. Chief Carlyle reported that Josh Harrison is updating the website on fire levy lid lift and station 430 but training information is outdated. Commissioner Goodwin reported that he noticed the training information was from 2018 and needs to be updated as soon as we can. Chief Whealan suggested that all updates should come through Chief Carlyle or District Secretary Bradley so they can forward the information to Logistics member Harrison.
  - Commissioner Couch reported that he was working with the union on the job descriptions and everything is going well. Communication meeting is scheduled for tomorrow.
  - Fireworks mitigation recommendation – Commissioner Couch was about to send the letter to the council members, but he thought it may be best for the letter to come from the board. Commissioner Russell and Goodwin suggested that Liz Loomis should be the point of contact in drafting the letter. Commissioner Couch will discuss the request with Liz Loomis tomorrow.
- Fire Chief's Report (Acting Chief Carlyle)
  - SAFER Grant was submitted last week. The announcement is expected to be around August time frame.
  - He attended the Tri-County Chiefs meeting discussing wildland season and COVID19. Discussion was mostly around the upcoming wildland season and what responses may look like.
  - He attended the emergency meeting to discuss the protests with area chiefs.
  - He reached out to West Richland Police Department regarding the recent protests and the damage that was experienced in Kennewick last Sunday.
  - He attended a phone conference with Liz Loomis about upcoming meeting on Thursday and future news releases.
  - He worked with Local 1052 and the IAFF 7<sup>th</sup> District Vice President regarding L&I employee coverage for fire fighters and COVID19. He will report on the progress at future meetings.
  - He attended several Benton Franklin Health District meetings about COVID19. There is now a strike team imbedded in the health department.
  - He thanked Councilman Brink for the invited to a zoom meeting next week to discuss the upcoming fire levy lid lift.

- District Secretary's Report
  - She reported that the Washington State received the signed contract on the FEMA COVID19 public assistance. The district was assigned a program manager.

### **OPEN FORUM DISCUSSION**

- No discussions.

### **IMPORTANT DATES**

- October 22 - 24 – Washington Fire Commissioner Association Annual Conference, Spokane

### **CORRESPONDENCE**

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### **AMBULANCE SERVICE PROGRAM UPDATES**

- Chief Carlyle reported that things are going well. GEMT reimbursement funds will be released soon. There will be some adjustments on the reimbursement, but he does not expect it to be very much.
- CBC reschedule paramedic class from June 2020 to January 2021.

### **UNFINISHED BUSINESS**

- Fire Department Community Assistance, Referrals and Education Services (FDCARES) program
  - One enrollee currently. COVID19 slows the program down a little bit.
- Station Design Team
  - Commissioner Russell reported that the contractors are working on HVAC, piping, windows, concrete on the bay. Still on the timeframe for November completion.
- Apparatus Committee
  - Commissioner Goodwin reported that E1431 was sold and will be heading to Arizona. New Type 1s are being built and more updates in September.
- Volunteer Recruitment
  - Captain Shannon reported that there are two volunteers starting right now and a couple more people in the process of becoming volunteers. Hen stated that there is limited seats in the academy and the limited budget to purchase PPE for new volunteers. Ten to twelve new volunteers this year is appropriate.
- Bond Budget Report
  - Commissioner Russell reported that there are 3 invoices included for this week expenditures. Everything is on point.
- COVID19
  - The number of infected is increasing and we are expecting higher numbers as there are more holidays and get together.
  - CDC representatives are coming to Benton/Franklin counties. There will be more recommendations on the procedures. The way our number is going up, expect something to change.
  - Regionally, public safety COVID19 cases are going down.
  - Commissioner Couch reported that he is a part of the paramedic oversight board member. They had a meeting discussing COVID19 and PPE.
- Station 410 Lease
  - Chief Whealan reported that because of COVID19, DNR will not send any estimators to come out. There have been 4 trespassers. If we agree to deal with trespassers, they are considering selling the land for cheaper price. Chief Whealan reported that there is an option to build a new station on the 2-and-a-half-acre land we have.

### **NEW BUSINESS**

- Job descriptions
  - Commissioner Couch was asking for inputs from the board since we are promoting personnel in September and the job descriptions have to be in place soon. Chief Carlyle will forward a clean version of the job descriptions for reviews.

### **AGENDA ITEMS FOR NEXT MEETING**

- Fire Department Community Assistance, Referrals and Education Services (FDCARES) program
- Station Design Team
- Apparatus Committee
- Volunteer Recruitment
- Bond Budget Report
- COVID19
- Station 410 Lease
- Approval of job descriptions


### **EXECUTIVE SESSION**

- No sessions.


### **ADJOURNMENT:**

The meeting was adjourned at 1748 hrs.

Attested:

 06/17/2020  
SLITA BRADLEY, DISTRICT SECRETARY

 6/17/20  
GREGG COUCH, COMMISSIONER

 6/17/20  
WOODY RUSSELL, COMMISSIONER

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GARRETT GOODWIN, COMMISSIONER



**Lieutenant Job Description**

**1. Position Objectives**

- 1.1 Under the general supervision of the Fire Captain or designee, performs skilled emergency and non-emergency tasks in the area of fire prevention, fire suppression, hazardous materials, emergency preparedness, and emergency medical services for the protection of life and property for municipalities, airports and private industry; may serve as the Acting Captain in his/her absence.
- 1.2 Lieutenants are front-line supervisors who are responsible for and accountable for their assigned crew, project or station each shift using communication and organizational skills to coordinate, supervise, manage, and train others to accomplish goals.

**2. Essential Job Functions**

- 2.1 Duties listed are representative, but not all inclusive, of the types of tasks and functions performed by positions of this class of work. Percentage of time and rank of importance of duties are not listed since both will vary by position and work location.
  - 2.1.1 Performs interior structural firefighting activities, extends hose lines, raises and climbs ladders, uses extinguishing agents, performs rescue operations, ventilates structures of toxic smoke and gases, performs salvage operations on the structural contents, body recovery, and Rapid Intervention activities.
  - 2.1.2 Assesses nature and extent of fire, conditions of building, dangers to adjacent buildings, and water supply status to determine crew or company requirements. Develops an initial action plan, so that resources are deployed to control the emergency.
  - 2.1.3 Performs exterior structural firefighting activities, initial command and control operations and defensive fire operations.
  - 2.1.4 Performs wildland firefighting activities commensurate with National Wildfire Coordinating Group (NWCG) training and agency certification.
  - 2.1.5 Fills Incident Command Structure (ICS) positions commensurate with training, experience and incident needs.
  - 2.1.6 Assists Emergency Medical Service (EMS) personnel with recording patient information, non-technical movement of patients, and advanced First Aid skills.
  - 2.1.7 Completes accurate and timely patient care reports, incident reports, memos and maintenance/repair requests.
  - 2.1.8 Drives and operates emergency services apparatus to and from alarms, operates and monitors fire pumps used in suppression activities, secures water supply, monitors crew safety, monitors and tracks equipment location and use to ensure intact inventories after each emergency response.
  - 2.1.9 Drives and operates all classes of vehicles used by the district, operates Mobile Data Terminals (MDTs) as a passenger, troubleshoots and adapts to equipment failures and unexpected events at emergency scenes.

- 2.1.10 Performs non-emergency activities including, but not limited to, drills, training and building inspections, and participates in fire prevention programs, public education and public relations activities.
- 2.1.11 Performs minor maintenance on apparatus, stations and equipment, manages district projects and programs.
- 2.1.12 Performs special operations work in accordance with individual training and certification levels (examples include hazardous materials, rope rescue, confined space rescue and water/shoreline rescue responses).
- 2.1.13 Manages projects and, in some cases, on-going programs, as well as delegates project tasks to crew members and prepares written associated budget requests.
- 2.1.14 Assigns tasks or responsibilities to crew members under emergency or non-emergency settings.
- 2.1.15 Directs crew members during training evolutions, so that the evolution is performed in accordance with safety plans, with efficiency, and as directed.
- 2.1.16 Evaluates and documents the performance of assigned firefighting personnel; compiles and maintains records, including performance appraisals and reviews. Recommends or takes action for member-related problems, as appropriate, so that the situation is identified and the actions taken are within established district practices.
- 2.1.17 Executes routine crew-level administrative functions, given forms and record-management systems, so that the reports and logs are complete and files are maintained in accordance with practices, policies and procedures.
- 2.1.18 Subject to 24 hour shifts, emergency call in and mandatory overtime as required.
- 2.1.19 Personnel assigned to day shift positions will work an agreed upon schedule between management and the individual, emergency call in, 24 hour shift work, and mandatory overtime as required. The agreed upon schedule will meet collective bargaining agreement requirements and Fair Labor Standards Act (FLSA) requirements.
- 2.1.20 Performs all functions of a Fire Fighter.
- 2.1.21 Performs other duties as assigned.
- 2.1.22 Performs EMS work as a Washington State Emergency Medical Technician (EMT) or Advanced EMT (AEMT) per state and local protocols, lifts patients to backboard, moves patients on stretcher, gathers patient information, provides and/or assists with patient care and transport of Advanced Life Support (ALS) patients, provides patient care and transport of Basic Life Support (BLS) patients, triages and treats patients suffering illness or trauma and transports them to the appropriate medical facility.

## 2.2 PARAMEDIC OPTION:

- 2.2.1 Performs EMS work as a Washington State Paramedic per state and local protocols, lifts patients to backboard, moves patients on stretcher, gathers patient information, provides or assists with patient care and transport of Advanced Life Support (ALS) patients, provides patient care and transport of



Basic Life Support (BLS) patients, triages and treats patients suffering illness or trauma and transports them to the appropriate medical facility.

- 2.2.2 Coordinates the patient care activities of other EMS crew members as lead paramedic on various EMS calls and provides patient care, triages and treats patients suffering illness or trauma and transports them to the appropriate medical facility.

- 2.2.3 Performs all functions of Lieutenant

### **3. Knowledge, Skills and Abilities**

- 3.1 Identify specific and realistic knowledge, skills and abilities necessary to competently perform this job.

- 3.2 Knowledge of:

- 3.2.1 Applicable Federal, State, and local laws, rules, codes and regulations related to assigned activities and directly pertaining to emergency services delivery and operation.
- 3.2.2 Benton/Franklin counties Mass Casualty Incident plan and Pre-Hospital Patient Care Guidelines.
- 3.2.3 Modern office practices, methods, procedures and techniques.
- 3.2.4 Record-keeping principles, procedures and techniques.
- 3.2.5 Health and safety laws, regulations and policies applicable to assigned tasks.
- 3.2.6 Education and training related to industry standards, state requirements, and career development.
- 3.2.7 Mechanical systems and reasoning, machines and tools, including their designs, uses, repair, and maintenance.
- 3.2.8 Building construction relating to fire behavior and operational safety.
- 3.2.9 Administration and management as it relates to the organizational structure and operation of the fire district, business and management principles involved in strategic planning, resource allocation, leadership technique, production methods, and coordination of people and resources.
- 3.2.10 Transportation as it relates to traffic flow, street layouts, response routes, transportation industry hazards, and emergency response.
- 3.2.11 Geography relating to wildland fire behavior, hazardous materials exposures, and distribution of community infrastructure and resources.
- 3.2.12 Mentoring, coaching, counseling, and progressive discipline principles and practices.
- 3.2.13 Program development, assessment, planning and implementation.

- 3.3 Skills and Abilities

- 3.3.1 Ability to read and write at a minimum high school level.
- 3.3.2 Learn, read, interpret, apply and explain rules, regulations, policies and procedures.
- 3.3.3 Follow oral and written instructions.
- 3.3.4 Observe legal and defensive driving practices.
- 3.3.5 Understand and work within scope of authority.

- 3.3.6 Apply safety standards and regulations at the unit level, so that required reports are completed, in-service training is conducted, and member responsibilities are conveyed.
- 3.3.7 Demonstrate situational awareness, think critically, and monitor operations and crew needs in emergency and non-emergency settings.
- 3.3.8 Demonstrate complex problem solving under pressure, use sound judgment in decision making and deductive reasoning.
- 3.3.9 Demonstrate service orientation, by ensuring customer needs are the primary focus of actions taken.
- 3.3.10 Follow health and safety regulations.
- 3.3.11 Analyze situation accurately and adopt an effective course of action.
- 3.3.12 React to complex and changing work environments in a timely manner.
- 3.3.13 Troubleshoot, operate and maintain assigned equipment to perform specific tasks.
- 3.3.14 Be an active learner, understand the implications of new information for both current and future problem-solving and decision-making.
- 3.3.15 Manage personnel resources through motivation, development.
- 3.3.16 Use judgment and decision making by considering the relative cost and benefit of potential actions and choosing the most appropriate one.
- 3.3.17 Utilize employee performance management processes to resolve issues at the lowest possible level, assist employees in career development, and address problems in a timely and effective manner.
- 3.3.18 Keep up-to-date with technical and adaptive aspects of the job based on local, state and industry changes, apply new knowledge and ongoing experience to improve district operations and services.
- 3.3.19 Carry his/her fair share of the daily work load, be pro-active and take corrective action on issues before being asked, and when appropriate.
- 3.3.20 Communicate effectively both orally and in writing; comprehend and use English effectively including producing all forms of communications in a clear, concise and understandable manner to intended audiences.
- 3.3.21 Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; work independently with little or no direction, set priorities and meet deadlines.
- 3.3.22 Operate a variety of modern office equipment and personal computers in a computing environment, using standard or customized software application programs appropriate to assigned tasks.
- 3.3.23 Use tact, initiative, prudence and independent judgment within general policy and procedural guidelines.
- 3.3.24 Establish, maintain and foster positive and effective working relationships with those contacted in the course of work.
- 3.3.25 Provide continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality customer service.
- 3.3.26 Assist, develop, and deliver training to a variety of fire service personnel.

#### **4. Education and Experience Requirements**

- 4.1 Three (3) years of experience with Benton County Fire District 4, and presently at top step Fire Fighter. Credit may be given for past experience with BCFD4 or another fire agency, but proof of time and type of experience will be required.
- 4.2 Personnel under current discipline at the written reprimand level or higher will not be eligible for testing unless agreed upon by the Fire Chief.
- 4.3 Personnel serving their probationary time at a current rank will not serve in an "acting" role higher than their current rank.

#### **5. Licenses, Certifications and Other Requirements**

##### **5.1 Required Licenses and Certifications**

- 5.1.1 Valid Washington State driver's license.
- 5.1.2 Certified to wear a respirator at Self-Contained Breathing Apparatus (SCBA) level.
- 5.1.3 IFSAC Fire Fighter II.
- 5.1.4 National Fire Academy Incident Safety Officer.
- 5.1.5 Washington State Hazardous Materials On-Scene Incident Commander.
- 5.1.6 Valid Washington State Emergency Medical Technician (EMT), Advanced EMT (AEMT), or Paramedic Certification.
- 5.1.7 NWCG Fire Fighter I.
- 5.1.8 Qualified driver of all district apparatus, as outlined by the Fire Chief or designee. If the need arises to offer the position to individuals outside of our organization, they will need to be qualified on the apparatus by the end of their probationary period. The Fire Chief or designee, on a case by case basis, has the right to waive this qualification due to issues that may arise, such as units that are scheduled to be replaced or that may be out of service for long periods of time.
- 5.1.9 ICS 100, 200, 700, 800.

##### **5.2 Desired Licenses and Certifications**

- 5.2.1 College degree, regardless of area of study, but prefer fire science or emergency services field. The college degree can be either an associate's or bachelor's degree or higher.
- 5.2.2 IFSAC Fire Officer I.
- 5.2.3 IFSAC Fire Instructor I.
- 5.2.4 IFSAC Fire Inspector I.
- 5.2.5 ICS-300 Intermediate Incident Command Systems.
- 5.2.6 Open All Hazards Incident Commander Type 4 (Local) Task Book.
- 5.2.7 Open NWCG Engine Boss (ENGB) Task Book.
- 5.2.8 Attend an on campus National Fire Academy class/program.
- 5.2.9 Completed Tri-County Fire Agencies All Hazards Incident Commander Type 5 Task Book.
- 5.2.10 Open NWCG Incident Commander Type 5 Task Book.

## 6. Competencies

### 6.1 Supervisory

- 6.1.1 Foster Teamwork: Builds effective teams committed to organizational goals. Fosters collaboration among team members and among teams. Uses teams to address relevant issues.
- 6.1.2 Prioritize Work and Commitments: Develops short- and long-range plans that are appropriately comprehensive, realistic, and effective in meeting goals. Focuses on the most important tasks first and directs others to focus on those tasks. Integrates planning efforts across work units to ensure the most critical work gets done first.
- 6.1.3 Drive for Team Results: Demonstrates and fosters a sense of urgency and strong commitment to achieving goals. Encourages others drive for strategic goals. Persists despite obstacles and opposition. Pursues aggressive goals and works hard to achieve them. Owns the outcomes produced by the team.
- 6.1.4 Manage Employee Performance: Guides employees to achieve the highest levels of performance. Sets clear and compelling expectations for performance. Provides frequent and specific feedback to help employees meet or exceed expectations. Maintains effective records related to employee performance. Delivers specific, timely, and meaningful performance reviews.

### 6.2 Foundational

- 6.2.1 Use Technical/Functional Expertise: Displays an appropriate depth of knowledge and skills as required for the position and commensurate with the time in class. Uses technology as appropriate for the position. Seeks additional knowledge and information to continually enhance knowledge in areas of specialty.
- 6.2.2 Be Accountable for Performance: Actively shows responsibility, reliability, and trustworthiness. Ensures work and information are complete and accurate. Admits mistakes and looks for ways to improve. Models self as dependable and reliable. Follows up with others to ensure agreements and commitments have been fulfilled. Values the importance of team and organizational success. Independently takes action to influence events, to improve own or organizational performance and to promote the goals of the organization.
- 6.2.3 Provide Excellent Customer Service: Anticipates, assesses, and responds effectively to the needs of diverse customers, both internal and external, providing consistently excellent service that is timely, accurate, courteous, and respectful.
- 6.2.4 Communicate Effectively: Uses verbal and written skills effectively to ensure that information is successfully shared throughout the organization. Relates well to a range of people. Shows sensitivity to the needs of others. Demonstrates ability to build rapport and facilitates mutual understanding.
- 6.2.5 Work Safely: Knowledge and application of relevant safety requirements that apply to the specific work being done. Recognizes and mitigates safety hazards on the job. Observes rules and regulations to comply with personal and

workplace safety standards. Works to create a hazard-free, accident-free environment.

## **7. Working Conditions and Selection Guidelines**

### **7.1 Working Conditions**

7.1.1 The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of the job. The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **7.1.2 Environment:**

- 7.1.2.1 Typically, work time is spent outside a building and exposed to extreme weather conditions.
- 7.1.2.2 Perform work from aerial ladders, roofs, or other elevations over 12 feet from the ground.
- 7.1.2.3 Perform work in confined spaces or cramped body positions (e.g. attics, cars, under houses, closets, and in total darkness.)
- 7.1.2.4 Work on or around moving machinery or equipment or in the vicinity of vehicles in motion (e.g. chain saws, fire and EMS apparatus, hydraulic tools, vent fans), including exposure to vibration when operating equipment.
- 7.1.2.5 Frequently exposed to noise levels over 90 dba when operating equipment and working at emergency incidents.
- 7.1.2.6 Exposed to the possibility of burn injuries caused by heat, fire, chemicals or electricity.
- 7.1.2.7 Radiation hazards may be encountered (isotopes in hospitals, laboratories) and in rare occasions exposure to radiation.
- 7.1.2.8 Potential exposure to respiratory irritants, sensitizers, dust, noxious odors, toxic substances and smoke.
- 7.1.2.9 Occasional contact with un-insulated or unshielded electrical equipment.
- 7.1.2.10 Exposure to infectious agents (such as Hepatitis, MRSA, HIV, AIDS).
- 7.1.2.11 Often exposed to high stress environments including life and death situations, acutely injured people, emotionally charged environments, competing daily priorities, with frequent interruptions.
- 7.1.2.12 Work may be performed in buildings and on job-sites that are unfamiliar and in various stages of construction

#### **7.1.3 Physical Demands:**

- 7.1.3.1 Operate a motorized vehicle, which may include during inclement weather conditions.
- 7.1.3.2 Lift, carry, push and pull materials and move equipment weighing up to 50 pounds using proper lifting techniques.
- 7.1.3.3 Move heavy objects and people, which may include morbidly obese patients who weigh in excess of 350 and up to 900 pounds, with the assistance of others using appropriate lifting techniques and equipment.

- 7.1.3.4 Bend, stoop, squat, crawl, walk, use manual dexterity, fine manipulation skills and forceful reaching and grasping.
- 7.1.3.5 Ability to crouch, kneel, crawl, sit, climb stairs, run, twist, reach at chest height, above shoulder height, or below waist height, and use foot dexterity/control.
- 7.1.3.6 Wear and work in Personal Protective Equipment (PPE) required for the job including: Self-Contained Breathing Apparatus (SCBA), helmets, safety shoes, glasses and hearing protection, heat resistant clothing (bunker gear), and other special protective clothing (wildland, Tyvek, etc.).
- 7.1.3.7 Walk through construction sites at all stages of completion, and negotiate uneven terrain.
- 7.1.3.8 Ability to hear and speak well enough to communicate in person, before a group, and over the telephone.
- 7.1.3.9 Corrected vision to read print and a computer screen.

## 7.2 Selection Guidelines

- 7.2.1 The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.
- 7.2.2 The job classification description does not constitute an employment agreement between Benton County Fire District 4 and employee and is subject to change by the District as the needs of the District and requirements of the job change.
- 7.2.3 To be considered for the position of Lieutenant, candidate must have a passing grade of 70% on each portion of the examination process. Failure to achieve 70% on any portion of the examination process will immediately disqualify a potential candidate.

**Adopted by BCFD4 Commissioners**

**Signed by Fire Chief:**

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

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

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

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



**Captain Job Description**

**1. Position Objectives**

- 1.1 Under the general supervision of the Fire Chief or designee, performs skilled emergency and non-emergency tasks in the area of fire prevention, fire suppression, hazardous materials, emergency preparedness, and emergency medical services for the protection of life and property for municipalities, airports and private industry. May serve as the Acting Chief in his/her absence.
- 1.2 Captains are front-line supervisors who are responsible for and accountable for their assigned crew, project and station each shift using communication and organizational skills to coordinate, supervise, manage and train others to accomplish goals.

**2. Essential Job Functions**

- 2.1 Duties listed are representative, but not all inclusive, of the types of tasks and functions performed by positions of this class of work. Percentage of time and rank of importance of duties are not listed since both will vary by position and work location.
  - 2.1.1 Directs interior structural firefighting activities, extends hose lines, raises and climbs ladders, uses extinguishing agents, performs rescue operations, ventilates structures of toxic smoke and gases, performs salvage operations on the structural contents, body recovery, and serves as Rapid Intervention group supervisor or team leader.
  - 2.1.2 Assesses nature and extent of fire, conditions of building, dangers to adjacent buildings, and water supply status to determine crew or company requirements. Develops an initial action plan, so that resources are deployed to control the emergency.
  - 2.1.3 Performs exterior structural firefighting activities, initial command and control operations and defensive fire operations.
  - 2.1.4 Fills Incident Command System (ICS) positions commensurate with training, experience and incident needs.
  - 2.1.5 Performs wildland firefighting activities commensurate with National Wildfire Coordinating Group (NWCG) training and agency certification.
  - 2.1.6 Assists Emergency Medical Service (EMS) personnel with recording patient information, non-technical movement of patients, and advanced First Aid skills.
  - 2.1.7 Completes accurate and timely patient care reports, incident reports, memos and maintenance/repair requests.
  - 2.1.8 Drives and operates all classes of vehicles used by the district, operates Mobile Data Terminals (MDTs) as a passenger, troubleshoots and adapts to equipment failures and unexpected events at emergency scenes.
  - 2.1.9 Performs non-emergency activities including, but not limited to, drills, training, building inspections and participates in fire prevention programs, public education and public relations activities.
  - 2.1.10 Performs special operations work in accordance with individual training and certification levels (examples include hazardous materials, rope rescue, confined space rescue and water/shoreline rescue responses).
  - 2.1.11 Manages projects and on-going programs, as well as delegates project tasks to crew members and prepares associated written budget requests.

- 2.1.12 Assigns tasks or responsibilities to crew members under emergency or non-emergency settings.
- 2.1.13 Directs crew members during training evolutions, so that the evolution is performed in accordance with safety plans, efficiently, and as directed.
- 2.1.14 Initiates action for member-related problems, as appropriate, so that the situation is identified and the actions taken are within established district practices.
- 2.1.15 Evaluates and documents the performance of assigned firefighting personnel; compiles and maintains records, including performance appraisals and reviews.
- 2.1.16 Executes routine crew-level administrative functions, given forms and record-management systems, so that the reports and logs are complete and files are maintained in accordance with practices, policies and procedures.
- 2.1.17 Subject to 24 hour shifts, emergency call in, and mandatory overtime as required.
- 2.1.18 Personnel assigned to day shift positions will work an agreed upon schedule between management and the individual, emergency call in, 24 hour shift work, and mandatory overtime as required. The agreed upon schedule will meet collective bargaining agreement requirements and Fair Labor Standards Act (FLSA) requirements.
- 2.1.19 Performs all functions of Fire Fighter or Lieutenant as required.
- 2.1.20 Performs other duties as assigned.
- 2.1.21 Performs EMS work as a Washington State Emergency Medical Technician (EMT) or Advanced EMT (AEMT) per state and local protocols, lifts patients to backboard, moves patients on stretcher, gathers patient information, assists with patient care and transport of Advanced Life Support (ALS) patients, provides patient care and transport of Basic Life Support (BLS) patients, triages and treats patients suffering illness or trauma and transports them to the appropriate medical facility.

## 2.2 PARAMEDIC OPTION:

- 2.2.1 Performs EMS work as a Washington State Paramedic per state and local protocols, lifts patients to backboard, moves patients on stretcher, gathers patient information provides or assists with patient care and transport of Advanced Life Support (ALS) patients, provides patient care and transport of Basic Life Support (BLS) patients, triages and treats patients suffering illness or trauma and transports them to the appropriate medical facility.
- 2.2.2 Coordinates the patient care activities of other EMS crew members as lead paramedic on various EMS calls and provides patient care, triages and treats patients suffering illness or trauma and transports them to the appropriate medical facility.
- 2.2.3 Performs all functions of Captain.



### **3. Knowledge, Skills and Abilities**

3.1 Identify specific and realistic knowledge, skills and abilities necessary to competently perform this job.

3.2 Knowledge of:

- 3.2.1 Applicable Federal, State, and local laws, rules, codes and regulations related to assigned activities and directly pertaining to emergency services delivery and operation.
- 3.2.2 Benton/Franklin counties Mass Casualty Incident plan and Pre-Hospital Patient Care Guidelines.
- 3.2.3 Modern office practices, methods, procedures and techniques.
- 3.2.4 Record-keeping principles, procedures and techniques.
- 3.2.5 Health and safety laws, regulations and policies applicable to assigned tasks.
- 3.2.6 Education and training related to industry standards, state requirements, and career development.
- 3.2.7 Mechanical systems and reasoning, machines and tools, including their designs, uses, repair, and maintenance.
- 3.2.8 Building construction relating to fire behavior and operational safety.
- 3.2.9 Administration and management as it relates to the organizational structure and operation of the fire district, business and management principles involved in strategic planning, resource allocation, leadership technique, production methods, and coordination of people and resources.
- 3.2.10 Transportation as it relates to traffic flow, street layouts, response routes, transportation industry hazards, and emergency response.
- 3.2.11 Geography relating to wildland fire behavior, hazardous materials exposures, and distribution of community infrastructure and resources.
- 3.2.12 Mentoring, coaching, counseling, and progressive discipline principles and practices.
- 3.2.13 Program development assessment, and planning and implementation.

3.3 Skills and Abilities

- 3.3.1 Learn, read, interpret, apply and explain rules, regulations, policies and procedures.
- 3.3.2 Follow oral and written instructions.
- 3.3.3 Observe legal and defensive driving practices.
- 3.3.4 Understand and work within scope of authority.
- 3.3.5 Comply with safety standards and regulations.
- 3.3.6 Apply safety standards and regulations at the station level, so that required reports are completed, in-service training is conducted, and member responsibilities are conveyed.
- 3.3.7 Demonstrate situational awareness, think critically, and monitor operations and crew needs in emergency and non-emergency settings.
- 3.3.8 Demonstrate service orientation, by ensuring customer needs are the primary focus of actions taken.
- 3.3.9 Demonstrate complex problem solving under pressure, use sound judgment and decision making, and deductive reasoning.
- 3.3.10 Analyze situation accurately and adopt an effective course of action.

- 3.3.11 React to complex and changing work environments in a timely manner.
- 3.3.12 Troubleshoot, operate and maintain assigned equipment to perform specific tasks.
- 3.3.13 Be an active learner, understand the implications of new information for both current and future problem-solving and decision-making.
- 3.3.14 Manage personnel resources through motivation and development, and assist district members with career development.
- 3.3.15 Use judgment and decision making by considering the relative cost and benefit of potential actions and choosing the most appropriate one.
- 3.3.16 Utilize employee performance management processes to resolve issues at the lowest possible level, assist employees in career development, and address problems in a timely and effective manner.
- 3.3.17 Keep up-to-date with technical and adaptive aspects of the job based on local, state and industry changes, apply new knowledge and ongoing experience to improve district operations and services.
- 3.3.18 Carry his/her fair share of the daily work load; ensure workload equity among crew members, be pro-active and take corrective action on issues before being asked, and when appropriate.
- 3.3.19 Maintain certifications applicable to the position.
- 3.3.20 Communicate effectively both orally and in writing; comprehend and use English effectively including producing all forms of communications in a clear, concise and understandable manner to intended audiences.
- 3.3.21 Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; work independently with little or no direction, set priorities and meet deadlines.
- 3.3.22 Operate a variety of modern office equipment and personal computers in a computing based environment, using standard or customized software application programs appropriate to assigned tasks.
- 3.3.23 Use tact, initiative, prudence and independent judgment within general policy and procedural guidelines.
- 3.3.24 Establish, maintain and foster positive and effective working relationships with those contacted in the course of work; develop and maintain key relationships in and out of the district, network with other fire officers and stakeholders, locally and regionally.
- 3.3.25 Provide continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality customer service.
- 3.3.26 Develop and assist in training of a variety of personnel within the fire service.

#### **4. Education and Experience Requirements**

- 4.1 Two (2) years of experience as a Benton County Fire District 4 Fire Lieutenant. Credit may be given for past experience with BCFD4 or another agency equivalent to Lieutenant or higher, but proof of time and type of experience will be required.
- 4.2 Personnel under current discipline at the written reprimand level or higher will not be eligible for testing unless agreed upon by the Fire Chief.

- 4.3 Personnel serving their probationary time at a current rank will not serve in an “acting” role higher than their current rank.

## **5. Licenses, Certifications and Other Requirements**

### **5.1 Required Licenses and Certifications**

- 5.1.1 Valid Washington State driver's license.
- 5.1.2 Certified to wear a respirator at Self-Contained Breathing Apparatus (SCBA) level.
- 5.1.3 IFSAC Instructor I.
- 5.1.4 IFSAC Fire Officer I.
- 5.1.5 National Fire Academy Incident Safety Officer.
- 5.1.6 Washington State Hazardous Materials On-Scene Incident Commander.
- 5.1.7 NWCG FF I.
- 5.1.8 Valid Washington State Emergency Medical Technician (EMT), Advanced EMT (AEMT), or Paramedic Certification.
- 5.1.9 Qualified driver of all district apparatus, as outlined by the Fire Chief or designee. If the need arises to offer the position to individuals outside of our organization they will need to be qualified on the apparatus by the end of their probationary period. The Fire Chief or designee, on a case by case basis, has the right to waive this qualification due to issues that may arise, such as units that are scheduled to be replaced or that may be out of service for long periods of time.
- 5.1.10 ICS-300 Intermediate Incident Command Systems.

### **5.2 Desired Licenses and Certifications**

- 5.2.1 College bachelor's degree or higher, regardless of area of study, but prefer fire science or emergency services field.
- 5.2.2 IFSAC Fire Instructor II.
- 5.2.3 IFSAC Fire Inspector II.
- 5.2.4 IFSAC Fire Officer II.
- 5.2.5 Attend an on campus National Fire Academy class/program.
- 5.2.6 Completed Tri-County Fire Agencies Incident Commander Type 4 Task Book.
- 5.2.7 College associate degree is strongly preferred, but credit towards an associate degree may be given based on prior experience and supervisory positions that have been held.
- 5.2.8 Open NWCG Incident Commander Type 5 Task Book.
- 5.2.9 Open NWCG Engine Boss (ENGB) Task Book.
- 5.2.10 ICS-400 Advanced Incident Command.

## **6. Competencies**

### **6.1 Supervisory**

- 6.1.1 Foster Teamwork: Builds effective teams committed to organizational goals. Fosters collaboration among team members and among teams. Uses teams to address relevant issues.

- 6.1.2 **Prioritize Work and Commitments:** Develops short- and long-range plans that are appropriately comprehensive, realistic, and effective in meeting goals. Focuses on the most important tasks first and directs others to focus on those tasks. Integrates planning efforts across work units to ensure the most critical work gets done first.
  - 6.1.3 **Drive for Team Results:** Demonstrates and fosters a sense of urgency and strong commitment to achieving goals. Encourages others drive for strategic goals. Persists despite obstacles and opposition. Pursues aggressive goals and works hard to achieve them. Owns the outcomes produced by the team.
  - 6.1.4 **Manage Employee Performance:** Guides employees to achieve the highest levels of performance. Sets clear and compelling expectations for performance. Provides frequent and specific feedback to help employees meet or exceed expectations. Maintains effective records related to employee performance. Delivers specific, timely, and meaningful performance reviews.
- 6.2 **Foundational**
- 6.2.1 **Use Technical/Functional Expertise:** Displays an appropriate depth of knowledge and skills as required for the position and commensurate with the time in class. Uses technology as appropriate for the position. Seeks additional knowledge and information to continually enhance knowledge in areas of specialty.
  - 6.2.2 **Be Accountable for Performance:** Actively shows responsibility, reliability, and trustworthiness. Ensures work and information are complete and accurate. Admits mistakes and looks for ways to improve. Models self as dependable and reliable. Follows up with others to ensure agreements and commitments have been fulfilled. Values the importance of team and organizational success. Independently takes action to influence events, to improve own or organizational performance and to promote the goals of the organization.
  - 6.2.3 **Provide Excellent Customer Service:** Anticipates, assesses, and responds effectively to the needs of diverse customers, both internal and external, providing consistently excellent service that is timely, accurate, courteous, and respectful.
  - 6.2.4 **Communicate Effectively:** Uses verbal and written skills effectively to ensure that information is successfully shared throughout the organization. Relates well to a range of people. Shows sensitivity to the needs of others. Demonstrates ability to build rapport and facilitates mutual understanding.
  - 6.2.5 **Work Safely:** Knowledge and application of relevant safety requirements that apply to the specific work being done. Recognizes and mitigates safety hazards on the job. Observes rules and regulations to comply with personal and workplace safety standards. Works to create a hazard-free, accident-free environment.

## **7. Working Conditions and Selection Guidelines**

### **7.1 Working Conditions**

- 7.1.1 The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of the job.

The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

7.1.2 Environment:

- 7.1.2.1 Typically, work time is spent outside a building and exposed to extreme weather conditions.
- 7.1.2.2 Perform work from aerial ladders, roofs, or other elevations over 12 feet from the ground.
- 7.1.2.3 Perform work in confined spaces or cramped body positions (e.g. attics, cars, under houses, closets, and in total darkness.)
- 7.1.2.4 Work on or around moving machinery or equipment or in the vicinity of vehicles in motion (e.g. chain saws, fire and EMS apparatus, hydraulic tools, vent fans), including exposure to vibration when operating equipment.
- 7.1.2.5 Frequently exposed to noise levels over 90 dba when operating equipment and working at emergency incidents.
- 7.1.2.6 Exposed to the possibility of burn injuries caused by heat, fire, chemicals or electricity.
- 7.1.2.7 Radiation hazards may be encountered (isotopes in hospitals, laboratories) and in rare occasions exposure to radiation.
- 7.1.2.8 Potential exposure to respiratory irritants, sensitizers, dust, noxious odors, toxic substances and smoke.
- 7.1.2.9 Occasional contact with un-insulated or unshielded electrical equipment.
- 7.1.2.10 Exposure to infectious agents (such as Hepatitis, MRSA, HIV, AIDS).
- 7.1.2.11 Often exposed to high stress environments including life and death situations, acutely injured people, emotionally charged environments, competing daily priorities, with frequent interruptions.
- 7.1.2.12 Work may be performed in buildings and on job-sites that are unfamiliar and in various stages of construction.

7.1.3 Physical Demands:

- 7.1.3.1 Operate a motorized vehicle, which may include during inclement weather conditions.
- 7.1.3.2 Lift, carry, push and pull materials and move equipment weighing up to 50 pounds using proper lifting techniques.
- 7.1.3.3 Move heavy objects and people, which may include obese patients who weigh in excess of 350 and up to 900 pounds, with the assistance others using appropriate lifting techniques and equipment.
- 7.1.3.4 Bend, stoop, squat, crawl, walk, use manual dexterity, fine manipulation skills and forceful reaching and grasping.
- 7.1.3.5 Ability to crouch, kneel, crawl, sit, climb stairs, run, twist, reach at chest height, above shoulder height, or below waist height, and use foot dexterity/control.

- 7.1.3.6 Wear and work in Personal Protective Equipment (PPE) required for the job including: Self-Contained Breathing Apparatus (SCBA), helmets, safety shoes, glasses and hearing protection, heat resistant clothing (bunker gear), and other special protective clothing (wildland, Tyvek, etc.).
- 7.1.3.7 Walk through construction sites at all stages of completion, and negotiate uneven terrain.
- 7.1.3.8 Ability to hear and speak well enough to communicate in person, before a group, and over the telephone.
- 7.1.3.9 Corrected vision to read print and a computer screen.

## 7.2 Selection Guidelines

- 7.2.1 The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.
- 7.2.2 The job classification description does not constitute an employment agreement between Benton County Fire District 4 and employee and is subject to change by the District as the needs of the District and requirements of the job change.
- 7.2.3 To be considered for the position of Captain, candidate must have a passing grade of 70% on each portion of the examination process. Failure to achieve 70% on any portion of the examination process will immediately disqualify a potential candidate.

**Adopted by BCFD4 Commissioners**

**Signed by Fire Chief:**

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

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

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

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



## **BENTON COUNTY FIRE PROTECTION DISTRICT # 4**

### **Training Officer Job Description**

Training Officer

*Page 1 of 8*

#### **1. Position Objectives**

- 1.1 Under the general supervision of the Fire Chief or designee, directs, plans, organizes, evaluates and coordinates the training programs of the District. In addition, the Training Officer performs skilled emergency and non-emergency tasks in the area of fire prevention, fire suppression, hazardous materials, emergency preparedness, and emergency medical services for the protection of life and property for municipalities, airports and private industry.
- 1.2 Additionally, the Training Officer is a front-line supervisor and could be responsible for an assigned crew and facility using communication and organizational skills to coordinate, supervise, manage and train others to accomplish goals.
- 1.3 The Training Officer is responsible to provide direction to subordinate employees in the delegation of education and training assignments.
- 1.4 The Training Officer is responsible to provide direction and input to the shift supervisors to ensure timely completion of training goals and requirements.

#### **2. Essential Job Functions**

- 2.1 Duties listed are representative of the types of tasks and functions performed by positions of this class of work. Percentage of time and rank of importance of duties are not listed since both will vary by position and work location.
  - 2.1.1 Directs interior structural firefighting activities, extends hose lines, raises and climbs ladders, uses extinguishing agents, performs rescue operations, ventilates structures of toxic smoke and gases, performs salvage operations on the structural contents, body recovery, and serves as Rapid Intervention group supervisor or team leader.
  - 2.1.2 Assesses nature and extent of fire, conditions of building, dangers to adjacent buildings, and water supply status to determine crew or company requirements. Develops an initial action plan, so that resources are deployed to control the emergency.
  - 2.1.3 Performs exterior structural firefighting activities, initial command and control operations and defensive fire operations.
  - 2.1.4 Fills Incident Command System (ICS) positions commensurate with training, experience and incident needs.
  - 2.1.5 Performs wildland firefighting activities commensurate with National Wildfire Coordinating Group (NWCG) training and agency certification.
  - 2.1.6 Assists Emergency Medical Service (EMS) personnel with recording patient information, non-technical movement of patients, and advanced First Aid skills.
  - 2.1.7 Completes accurate and timely patient care reports (if applicable to certification), incident reports, memos and maintenance/repair requests.
  - 2.1.8 Drives and operates various classes of vehicles used by the district, operates Mobile Data Terminals (MDTs) as a passenger, troubleshoot and adapt to equipment failures and unexpected events at emergency scenes.
  - 2.1.9 Performs non-emergency activities including, but not limited to, drills, training, building inspections and participates in fire prevention programs, public education and public relations activities.
  - 2.1.10 Performs special operations work in accordance with individual training and certification levels (Examples include hazardous materials, rope rescue, confined space rescue and water/shoreline rescue responses).

- 2.1.11 Manages projects and on-going programs, as well as delegates project tasks to crew members and prepares associated budget requests.
- 2.1.12 Assigns tasks or responsibilities to crew members under emergency or non-emergency settings.
- 2.1.13 Directs crew members during training evolutions so that the evolution is performed in accordance with safety plans, efficiently, and as directed.
- 2.1.14 Initiates action for member-related problems, as appropriate, so that the situation is identified and the actions taken are within established district practices.
- 2.1.15 Evaluates and documents the performance of assigned firefighting personnel; compiles and maintains records, including performance appraisals and reviews.
- 2.1.16 Executes routine crew-level administrative functions, given forms and record-management systems, so that the reports and logs are complete and files are maintained in accordance with practices, policies and procedures.
- 2.1.17 Subject to 24 hour shifts (modified Detroit schedule), 24-hour on call and mandatory overtime as required.
- 2.1.18 Personnel assigned to day shift positions will work an agreed upon schedule between management and the individual, with occasional emergency call-back, 24-hour shift work, and mandatory overtime as required. The agreed upon schedule will meet collective bargaining agreement requirements and Fair Labor Standards Act (FLSA) requirements.
- 2.1.19 Performs functions of Fire Fighter or Lieutenant as required.
- 2.1.20 Performs other duties as assigned.
- 2.1.21 Supports department personnel with career path development, education and training needs.
- 2.1.22 Works with the Emergency Medical Services (EMS) Program Officer to evaluate training requests against annual employee goals and the needs of the department.
- 2.1.23 Assists with budgeting for Facilities and Expert Services for the Training Program, in collaboration with District project and program managers.
- 2.1.24 Coordinates and assists with recruiting, hiring and promotional testing processes.
- 2.1.25 Coordinates the maintenance, repairs and replacement for facilities and equipment in the Training Program.
- 2.1.26 Instructs personnel in the methods, principles, practices and techniques of fire suppression, fire prevention and the administration of first aid to ensure that proper safety and rescue procedures are followed and that personnel are continually ready to provide the best possible level of fire service.
- 2.1.27 Obtains, modifies and develops training materials which emphasize the latest developments and present principles of fire service delivery.
- 2.1.28 Coordinates training programs with District personnel to avoid scheduling conflicts.
- 2.1.29 Coordinates and oversees implementation of the apprenticeship training program, when established.
- 2.1.30 Coordinates the personnel evaluation system, reviews evaluations and provides input on employee progress in aspects of fire service training.
- 2.1.31 Evaluates personnel on progress in training programs.
- 2.1.32 Tests personnel on fire suppression and prevention knowledge.
- 2.1.33 The Training Officer shall be involved with and carry out the following:
  - 2.1.33.1 the daily functions of training within the department.
  - 2.1.33.2 the planning and delivery of firefighter recruit training program.
  - 2.1.33.3 in-house trainer for selected training programs.
  - 2.1.33.4 prepares and updates lesson plans and evaluations.
  - 2.1.33.5 prepares other instructional materials and training as necessary.
  - 2.1.33.6 the planning and delivery of designated training as determined by the District.
  - 2.1.33.7 provides input into the short, medium, and long term planning of department training and makes recommendations into the budgeting process.



- 2.1.33.8 oversees audio-visual equipment, teaching aids, training equipment/grounds and demonstration devices generally employed in training programs.
- 2.1.34 Evaluates and promotes consistency and effectiveness of training practices throughout the department.
- 2.1.35 Arranges for courses and programs in accordance with qualifications, Individual Performance Plans and Levels of Service. Responsible for timely notification of employee's course registration confirmation.
- 2.1.36 Serves as the District liaison with external training agencies.
- 2.1.37 Evaluates operations and programs locally and in the Fire Industry to make training changes or provide recommendations to the Fire Chief or designee on any changes deemed necessary to improve overall program effectiveness.
- 2.1.38 Prepares and maintains accurate reports, records, and correspondence along with summaries of the training activities.
- 2.2 May serve as the Fire District representative on local, regional and/or provincial training organizations as approved by the Fire District. Provide input to training organizations for any developed curriculum based on a review relative to BCFD4 priorities
- 2.3 EMT/AEMT OPTION:
  - 2.3.1 Performs EMS work as a Washington State Emergency Medical Technician (EMT) or Advanced EMT (AEMT) per state and local protocols, lifts patients to backboard, moves patients on stretcher, gathers patient information, assists with patient care and transport of Advanced Life Support (ALS) patients, provides patient care and transport of Basic Life Support (BLS) patients, triages and treats patients suffering illness or trauma and transport them to the appropriate medical facility.
- 2.4 PARAMEDIC OPTION:
  - 2.4.1 Performs EMS work as a Washington State Paramedic per state and local protocols, lifts patients to backboard, moves patients on stretcher, gathers patient information.
  - 2.4.2 Coordinates the patient care activities of other EMS crew members as lead paramedic on various EMS calls and provides patient care, triages and treats patients suffering illness or trauma and transports them to the appropriate medical facility.
  - 2.4.3 Performs functions of Training Officer/EMT.

### **3. Knowledge, Skills and Abilities**

- 3.1 Identify specific and realistic knowledge, skills and abilities necessary to competently perform this job.
- 3.2 Knowledge of:
  - 3.2.1 Applicable Federal, State, and local laws, rules, codes and regulations related to assigned activities and directly pertaining to emergency services delivery and operation.
  - 3.2.2 Regulation and policy - specifically WAC 296-305, WSRB training elements, relevant NFPA standards, and other pertinent industry and safety standards.
  - 3.2.3 Benton/Franklin counties Mass Casualty Incident plan and Pre-Hospital BLS Patient Care Guidelines.
  - 3.2.4 Modern office practices, methods, procedures and techniques.
  - 3.2.5 Record-keeping principles, procedures and techniques.
  - 3.2.6 Health and safety laws, regulations and policies applicable to assigned tasks.
  - 3.2.7 Education and training related to industry standards, state requirements, and career development.
  - 3.2.8 Mechanical systems and reasoning, machines and tools, including their designs, uses, repair, and maintenance.
  - 3.2.9 Building construction relating to fire behavior and operational safety.

- 3.2.10 Administration and management as it relates to the organizational structure and operation of the fire district, business and management principles involved in strategic planning, resource allocation, leadership technique, production methods, and coordination of people and resources.
- 3.2.11 Transportation as it relates to traffic flow, street layouts, response routes, transportation industry hazards, and emergency response.
- 3.2.12 Geography relating to wildland fire behavior, hazardous materials exposures, and distribution of community infrastructure and resources.
- 3.2.13 Mentoring, coaching, counseling, and progressive discipline principles and practices.
- 3.2.14 Program assessment and planning.

### 3.3 Skills and Abilities

- 3.3.1 Learn, read, interpret, apply and explain rules, regulations, policies and procedures.
- 3.3.2 Follow oral and written instructions.
- 3.3.3 Observe legal and defensive driving practices.
- 3.3.4 Understand and work within scope of authority.
- 3.3.5 Comply with safety standards and regulations.
- 3.3.6 Apply safety standards and regulations at the station level so that required reports are completed, in-service training is conducted, and member responsibilities are conveyed.
- 3.3.7 Demonstrate situational awareness, think critically, and monitor operations and crew needs in emergency and non-emergency settings.
- 3.3.8 Demonstrate service orientation by ensuring customer needs are the primary focus of actions taken.
- 3.3.9 Demonstrate complex problem solving under pressure, use sound judgment and decision making, and deductive reasoning.
- 3.3.10 Analyze situation accurately and adopt an effective course of action.
- 3.3.11 React to complex and changing work environments in a timely manner.
- 3.3.12 Troubleshoot, operate and maintain assigned equipment to perform specific tasks.
- 3.3.13 Be an active learner, understand the implications of new information for both current and future problem-solving and decision-making.
- 3.3.14 Manage personnel resources through motivation, and development, and assist district members with career development.
- 3.3.15 Use judgment and decision making by considering the relative cost and benefit of potential actions and choosing the most appropriate one.
- 3.3.16 Utilize employee performance management processes to resolve issues at the lowest possible level, assist employees in career development, and address problems in a timely and effective manner.
- 3.3.17 Keep up-to-date with technical and adaptive aspects of the job based on local, state and industry changes, apply new knowledge and ongoing experience to improve district operations and services.
- 3.3.18 Maintain certifications applicable to the position.
- 3.3.19 Communicate effectively both orally and in writing; comprehend and use English effectively including producing communications in a clear, concise and understandable manner to intended audiences.
- 3.3.20 Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; work independently with little or no direction, set priorities and meet deadlines.
- 3.3.21 Operate a variety of modern office equipment and personal computers in a computing based computing environment, using standard or customized software application programs appropriate to assigned tasks.
- 3.3.22 Use tact, initiative, prudence and independent judgment within general policy and procedural guidelines.

- 3.3.23 Establish, maintain and foster positive and effective working relationships with those contacted in the course of work; develop and maintain key relationships in and out of the district, network with other fire officers and stakeholders, locally and regionally.
- 3.3.24 Provide continuous effort to improve operations and work cooperatively and jointly to provide quality training programs.
- 3.3.25 Plan and implement training programs.
- 3.3.26 Knowledge of instructional techniques used in this field, audio-visual aids, practical lecturing experience, and on-the-job training experience, including the use of a wide variety of audio, visual and media equipment.
- 3.3.27 Maintain records, prepare written reports and communicate such information clearly and professionally.
- 3.3.28 Have the ability to plan, organize, and deliver training courses at different levels on a variety of fire rescue equipment and circumstances.
- 3.3.29 Plan and organize a wide variety of activities and projects while supervising others.
- 3.3.30 Lead and motivate personnel, supervise, evaluate fire department programs and assist in the achievement of department goals and objectives.
- 3.3.31 Apply fire service principles, practices and procedures to solve difficult problems and issues.
- 3.3.32 Handle fire equipment, apparatus, large and small tools and lift objects weighing up to 50 lbs.
- 3.3.33 Make sound leadership and management decisions while working under pressure
- 3.3.34 Prepare and analyze statistical information, interpret laws and ordinances, analyze data and develop comprehensive policies and proposals.
- 3.3.35 Research, analyze, evaluate and make recommendations on programs, methods and procedures.
- 3.3.36 Provide advice and counsel, prepare clear, complete, accurate and logical written and oral reports, prepare documents, make presentations and resolve conflicts
- 3.3.37 Maintain effective working relationships with fire department management, both volunteer and career members, labor organizations and the public in a culturally diverse community.
- 3.3.38 Quickly adapt to new technologies and methods.

#### **4. Education and Experience Requirements**

- 4.1 Benton County Fire District 4 Fire Captain. Credit may be given for past experience with another agency, but proof of time and type of experience will be required.
- 4.2 Personnel under current discipline at the written reprimand or higher will not be eligible for testing unless agreed upon by the Fire Chief or designee.

#### **5. Licenses, Certifications and Other Requirements**

##### **5.1 Required Licenses and Certifications**

- 5.1.1 Valid Washington State driver's license.
- 5.1.2 Certified to wear a respirator at Self-Contained Breathing Apparatus (SCBA) level.
- 5.1.3 IFSAC Instructor I.
- 5.1.4 IFSAC Fire Officer I.
- 5.1.5 National Fire Academy Incident Safety Officer.
- 5.1.6 Washington State Hazardous Materials On-Scene Incident Commander.
- 5.1.7 NWCG FF I.
- 5.1.8 Valid Washington State Emergency Medical Technician (EMT), Advanced EMT (AEMT), or Paramedic Certification.
- 5.1.9 Qualified driver of all district apparatus, as outlined by the Fire Chief or designee. If the need arises to offer the position to individuals outside of our organization they will need to be qualified on the apparatus by the end of their probationary period. The Fire Chief or designee, on a case by case basis, has the right to waive this qualification due to issues that may arise,

such as units that are scheduled to be replaced or that may be out of service for long periods of time.

5.1.10 ICS-300 Intermediate Incident Command Systems for Expanding Incidents.

5.1.11 IFSAC Evaluator.

5.1.12 IFSAC Test Proctor within six (6) months of assignment/promotion to training officer position.

5.1.13 Washington State Certified Emergency Vehicle Incident Prevention (EVIP) Instructor (i.e. has taken the state EVIP train the trainer class).

## 5.2 Desired Licenses, Certifications and Other Requirements

5.2.1 10 years of progressive command experience.

5.2.2 College bachelor's degree or higher, regardless of area, but prefer fire science or emergency services field.

5.2.3 IFSAC Fire Instructor II.

5.2.4 IFSAC Fire Officer II certification.

5.2.5 IFSAC Senior Evaluator.

5.2.6 National Fire Academy Training Program Management class attendance.

5.2.7 American Heart Association Instructor (First Aid and Cardio Pulmonary Resuscitation).

5.2.8 Open All Hazards Incident Commander Type 5 (Local) Task book.

5.2.9 Open NWCG Engine Boss (ENGB) task book.

## 6. Competencies

### 6.1 Supervisory

6.1.1 Foster Teamwork: Builds effective teams committed to organizational goals. Fosters collaboration among team members and among teams. Uses teams to address relevant issues.

6.1.2 Prioritize Work and Commitments: Develops short- and long-range plans that are appropriately comprehensive, realistic, and effective in meeting goals. Focuses on the most important tasks first and directs others to focus on those tasks. Integrates planning efforts across work units to ensure the most critical work gets done first.

6.1.3 Drive for Team Results: Demonstrates and fosters a sense of urgency and strong commitment to achieving goals. Encourages other's drive for strategic goals. Persists despite obstacles and opposition. Pursues aggressive goals and works hard to achieve them. Owns the outcomes produced by the team.

6.1.4 Manage Employee Performance: Guides employees to achieve the highest levels of performance. Sets clear and compelling expectations for performance. Provides frequent and specific feedback to help employees meet or exceed expectations. Maintains effective records related to employee performance. Delivers specific, timely, and meaningful performance reviews.

### 6.2 Foundational

6.2.1 Use Technical/Functional Expertise: Displays an appropriate depth of knowledge and skills as required for the position and commensurate with the time in class. Uses technology as appropriate for the position. Seeks additional knowledge and information to continually enhance knowledge in areas of specialty.

6.2.2 Be Accountable for Performance: Actively shows responsibility, reliability, and trustworthiness. Ensures work and information are complete and accurate. Admits mistakes and looks for ways to improve. Models self as dependable and reliable. Follows up with others to ensure agreements and commitments have been fulfilled. Values the importance of team and organizational success. Independently takes action to influence events, to improve own or organizational performance and to promote the goals of the organization.

- 6.2.3 Provide Excellent Customer Service: Anticipates, assesses, and responds effectively to the needs of diverse customers, both internal and external, providing consistently excellent service that is timely, accurate, courteous, and respectful.
- 6.2.4 Communicate Effectively: Uses verbal and written skills effectively to ensure that information is successfully shared throughout the organization. Relates well to a range of people. Shows sensitivity to the needs of others. Demonstrates ability to build rapport and facilitates mutual understanding.
- 6.2.5 Work Safely: Knowledge and application of relevant safety requirements that apply to the specific work being done. Recognizes and mitigates safety hazards on the job. Observes rules and regulations to comply with personal and workplace safety standards. Works to create a hazard-free, accident-free environment.

## **7. Working Conditions and Selection Guidelines**

### **7.1 Working Conditions**

- 7.1.1 The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of the job. The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- 7.1.2 Environment:
  - 7.1.2.1 Typically, work time is spent outside a building and exposed to extreme weather conditions.
  - 7.1.2.2 Perform work from aerial ladders, roofs, or other elevations over 12 feet from the ground.
  - 7.1.2.3 Perform work in confined spaces or cramped body positions (e.g. attics, cars, under houses, closets, and in total darkness.)
  - 7.1.2.4 Work on or around moving machinery or equipment or in the vicinity of vehicles in motion (e.g. chain saws, fire and EMS apparatus, hydraulic tools, vent fans), including exposure to vibration when operating equipment.
  - 7.1.2.5 Frequently exposed to noise levels over 90 dba when operating equipment and working at emergency incidents.
  - 7.1.2.6 Exposed to the possibility of burn injuries caused by heat, fire, chemicals or electricity.
  - 7.1.2.7 Radiation hazards may be encountered (isotopes in hospitals, laboratories) and in rare occasions exposure to non-ionizing radiation.
  - 7.1.2.8 Potential exposure to respiratory irritants, sensitizers, dust, noxious odors, toxic substances and smoke.
  - 7.1.2.9 Occasional contact with un-insulated or unshielded electrical equipment.
  - 7.1.2.10 Exposure to infectious agents (such as Hepatitis, MRSA, HIV, AIDS).
  - 7.1.2.11 Often exposed to high stress environments including life and death situations, acutely injured people, emotionally charged environments, competing daily priorities, with frequent interruptions.
  - 7.1.2.12 Work may be performed in buildings and on job-sites that are unfamiliar and in various stages of construction.
- 7.1.3 Physical Demands:
  - 7.1.3.1 Operate a motorized vehicle, which may include inclement weather conditions.
  - 7.1.3.2 Lift, carry, push and pull materials and move equipment weighing up to 50 pounds using proper lifting techniques.
  - 7.1.3.3 Move heavy objects and people, which may include morbidly obese patients who weigh in excess of 350 and up to 900 pounds, with the assistance others using appropriate lifting techniques and equipment.

- 7.1.3.4 Bend, stoop, squat, crawl, walk, use manual dexterity, fine manipulation skills and forceful reaching and grasping.
- 7.1.3.5 Ability to crouch, kneel, crawl, sit, climb stairs, run, twist, reach at chest height, above shoulder height, or below waist height, and use foot dexterity/control.
- 7.1.3.6 Wear and work in Personal Protective Equipment (PPE) required for the job including: Self-Contained Breathing Apparatus (SCBA), helmets, safety shoes, glasses and hearing protection, heat resistant clothing (bunker gear), and other special protective clothing (wildland, Tyvek, etc.).
- 7.1.3.7 Walk through construction sites at various stages of completion, and negotiate uneven terrain.
- 7.1.3.8 Ability to hear and speak to communicate in person, before a group, and over the telephone.
- 7.1.3.9 Corrected vision to read print and a computer screen.

## 7.2 Selection Guidelines

- 7.2.1 The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.
- 7.2.2 The job classification description does not constitute an employment agreement between Benton County Fire District 4 and employee and is subject to change by the District as the needs of the District and requirements of the job change.

**Adopted by BCFD4 Commissioners**

**Signed by Fire Chief:**

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

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

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

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



**EMS Officer Job Description**

**Page 1 of 6**

**1. Position Objectives**

- 1.1 Under the general supervision of the Fire Chief or designee, plans, organizes, and coordinates technical work relating to Emergency Medical Service (EMS) delivery. The EMS Officer performs supervisory duties within the department, including direct and indirect supervision and coordination of activities of Paramedics, Emergency Medical Technicians (EMTs) and First Responders. Provides coordination between the Medical Program Director (MPD), Benton County EMS Coordinator, Paramedics, EMTs, and first responders of the department in areas of training, continuing education, EMS quality assurance, reports and certification requirements. Develops and assesses budgetary needs of the District and performs related work as assigned.

**2. Essential Job Functions**

- 2.1 Duties listed are representative, but not all inclusive of the types of tasks and functions performed by positions of this class of work.
  - 2.1.1 Works with the MPD to develop, maintain, and update treatment protocols. Provides training and instruction on updated EMS protocols.
  - 2.1.2 Obtains, modifies, and develops training materials which emphasize the latest developments, and present principles of medical service delivery, coordinating medical training programs with the District's Training Officer.
  - 2.1.3 Serves as or assists the Districts Health Insurance Portability and Accountability Act (HIPAA) privacy officer.
  - 2.1.4 Serves as District representative to Mid-Columbia EMS and Trauma Council and South Central Regional Council.
  - 2.1.5 Coordinates equipment evaluation, specifications, and repairs.
  - 2.1.6 Develops and delivers public presentations on EMS delivery, procedures, and methods.
  - 2.1.7 Develops and maintains EMS division budget, provides budget oversight, to include maintaining a balanced budget.
  - 2.1.8 Meets with community hospitals and facility managers as a district liaison addressing emerging EMS issues.
  - 2.1.9 Fills Incident Command System (ICS) positions commensurate with training, experience and incident needs.
  - 2.1.10 Assists Emergency Medical Service (EMS) personnel with recording patient information, movement of patients, and advanced First Aid skills.
  - 2.1.11 Performs special operations work in accordance with individual training and certification levels (Examples include hazardous materials, rope rescue, confined space rescue and water/shoreline rescue responses).
  - 2.1.12 Initiates action for member-related problems, as appropriate, so that the situation is identified and the actions taken are within established district practices.
  - 2.1.13 Evaluates and documents the performance of assigned district personnel; compiles and maintains records, including performance appraisals and reviews.

- 2.1.14 Performs other duties as assigned.
- 2.1.15 Performs EMS work as a Washington State Emergency Medical Technician (EMT) or Advanced EMT (AEMT) per state and local protocols, lifts patients to backboard, moves patients on stretcher, gathers patient information, assists with patient care and transport of Advanced Life Support (ALS) patients, provides patient care and transport of Basic Life Support (BLS) patients, triages and treats patients suffering illness or trauma and transport them to the appropriate medical facility.

### **3. Knowledge, Skills and Abilities**

3.1 Identify specific and realistic knowledge, skills and abilities necessary to competently perform this job.

3.2 Knowledge of:

- 3.2.1 Applicable Federal, State, and local laws, rules, codes and regulations related to assigned activities and directly pertaining to emergency services delivery and operation.
- 3.2.2 Benton/Franklin counties Mass Casualty Incident plan and Pre-Hospital Patient Care Guidelines.
- 3.2.3 Modern office practices, methods, procedures and techniques.
- 3.2.4 Record-keeping principles, procedures and techniques.
- 3.2.5 Health and safety laws, regulations and policies applicable to assigned tasks.
- 3.2.6 Education and training related to industry standards, state requirements, and career development.
- 3.2.7 Administration and management as it relates to the organizational structure and operation of the fire district, business and management principles involved in strategic planning, resource allocation, leadership technique, production methods, and coordination of people and resources.
- 3.2.8 Transportation as it relates to traffic flow, street layouts, response routes, transportation industry hazards, and emergency response.
- 3.2.9 Mentoring, coaching, counseling, and progressive discipline principles and practices.
- 3.2.10 Program development assessment, and planning and implementation.

3.3 Skills and Abilities

- 3.3.1 Learn, read, interpret, apply and explain rules, regulations, policies and procedures.
- 3.3.2 Follow oral and written instructions.
- 3.3.3 Understand and work within scope of authority.
- 3.3.4 Comply with safety standards and regulations.
- 3.3.5 Apply safety standards and regulations at the district level so that required reports are completed, in-service training is conducted, and member responsibilities are conveyed.
- 3.3.6 Demonstrate situational awareness, think critically, and monitor operations in emergency and non-emergency settings.
- 3.3.7 Demonstrate service orientation by ensuring customer needs are the primary focus of actions taken.



- 3.3.8 Demonstrate complex problem solving under pressure, use sound judgment and decision making, and deductive reasoning.
- 3.3.9 React to complex and changing work environments in a timely manner.
- 3.3.10 Troubleshoot, operate and maintain assigned equipment to perform specific tasks.
- 3.3.11 Be an active learner, understand the implications of new information for both current and future problem-solving and decision-making.
- 3.3.12 Manage personnel resources through motivation, and development and assist district members with career development.
- 3.3.13 Utilize employee performance management processes to resolve issues at the lowest possible level, assist employees in career development, and address problems in a timely and effective manner.
- 3.3.14 Keep up-to-date with technical and adaptive aspects of the job based on local, state and industry changes, apply new knowledge and ongoing experience to improve district operations and services.
- 3.3.15 Maintain certifications applicable to the position.
- 3.3.16 Communicate effectively both orally and in writing; comprehend and use English effectively including producing all forms of communications in a clear, concise and understandable manner to intended audiences.
- 3.3.17 Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; work independently with little or no direction, set priorities and meet deadlines.
- 3.3.18 Operate a variety of modern office equipment and personal computers in a computing based computing environment, using standard or customized software application programs appropriate to assigned tasks.
- 3.3.19 Use tact, initiative, prudence and independent judgment within general policy and procedural guidelines.
- 3.3.20 Establish, maintain and foster positive and effective working relationships with those contacted in the course of work; develop and maintain key relationships in and out of the district, network with other fire officers and stakeholders, locally and regionally.
- 3.3.21 Provide continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality customer service.
- 3.3.22 Develop and assist in training of a variety of personnel within the fire service.
- 3.3.23 Have knowledge of modern EMS procedures and protocols

#### **4. Education and Experience Requirements**

- 4.1 BCFD4 employee, presently at top step firefighter or higher rank and with a minimum of five years of current service. Credit may be given for past experience with BCFD4 or another agency, but proof of time and type of experience will be required.

#### **5. Licenses, Certifications and Other Requirements**

- 5.1 Required Licenses and Certifications
  - 5.1.1 Valid Washington State driver's license.
  - 5.1.2 IFSAC Instructor I.

- 5.1.3 IFSAC Fire Officer I.
- 5.1.4 National Fire Academy Incident Safety Officer.
- 5.1.5 NWCG FF1.
- 5.1.6 Valid Washington State Emergency Medical Technician (EMT), Advanced EMT (AEMT), or Paramedic Certification.
- 5.1.7 Qualified driver of district ambulances.
- 5.1.8 ICS-300 Intermediate Incident Command Systems for Expanding Incidents.
- 5.1.9 Washington State EMS evaluator, upon availability of the class.

## 5.2 Desired Licenses and Certifications

- 5.2.1 College bachelor's degree or higher, regardless of area, but prefer fire science or emergency services field.
- 5.2.2 IFSAC Fire Instructor II.
- 5.2.3 IFSAC Fire Officer II.
- 5.2.4 NAAC Certified Ambulance Compliance Officer.
- 5.2.5 NAAC Certified Privacy Officer.
- 5.2.6 NFA Management of Emergency Medical Services.
- 5.2.7 NFA Advance Leadership Issues in Emergency Medical Services.
- 5.2.8 American Heart Association BLS, ACLS, PALS instructor.
- 5.2.9 Completion of basic Public Information Officer (PIO).
- 5.2.10 Open All Hazards Incident Commander Type 5 (Local) Task book.

## 6. Competencies

### 6.1 Supervisory

- 6.1.1 Foster Teamwork: Builds effective teams committed to organizational goals. Fosters collaboration among team members and among teams. Uses teams to address relevant issues.
- 6.1.2 Prioritize Work and Commitments: Develops short- and long-range plans that are appropriately comprehensive, realistic, and effective in meeting goals. Focuses on the most important tasks first and directs others to focus on those tasks. Integrates planning efforts across work units to ensure the most critical work gets done first.
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  - 7.1.2.1 Work on or around moving machinery or equipment or in the vicinity of vehicles in motion (e.g. chain saws, fire and EMS apparatus, hydraulic tools, vent fans), including exposure to vibration when operating equipment.
  - 7.1.2.2 Frequently exposed to noise levels over 90 dba when operating equipment and working at emergency incidents.
  - 7.1.2.3 Radiation hazards may be encountered (isotopes in hospitals, laboratories) and in rare occasions exposure to radiation.
  - 7.1.2.4 Potential exposure to respiratory irritants, sensitizers, dust, noxious odors, toxic substances and smoke.
  - 7.1.2.5 Exposure to infectious agents (such as Hepatitis, MRSA, HIV, AIDS).

- 7.1.2.6 Often exposed to high stress environments including life and death situations, acutely injured people, emotionally charged environments, competing daily priorities, with frequent interruptions.
- 7.1.2.7 Work may be performed in buildings and on job-sites that are unfamiliar and in various stages of construction.

**7.1.3 Physical Demands:**

- 7.1.3.1 Operate a motorized vehicle, which may include inclement weather conditions.
- 7.1.3.2 Lift, carry, push and pull materials and move equipment weighing up to 50 pounds using proper lifting techniques.
- 7.1.3.3 Move heavy objects and people, which may include obese patients who weigh in excess of 350 and up to 900 pounds, with the assistance others using appropriate lifting techniques and equipment.
- 7.1.3.4 Bend, stoop, squat, crawl, walk, use manual dexterity, fine manipulation skills and forceful reaching and grasping.
- 7.1.3.5 Ability to crouch, kneel, crawl, sit, climb stairs, run, twist, reach at chest height, above shoulder height, or below waist height, and use foot dexterity/control.
- 7.1.3.6 Walk through construction sites at all stages of completion, and negotiate uneven terrain.
- 7.1.3.7 Ability to hear and speak to communicate in person, before a group, and over the telephone.
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**Adopted by BCFD4 Commissioners**

**Signed by Fire Chief:**

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

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

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

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

Quantity	Description	unit price	line total	vendor
1	M4CT15B mounts	\$ 46.80	\$ 46.80	kdbco
2	M4RC	\$ 122.20	\$ 244.40	kdbco
2	TCRHD5 Tracer Lights red/white	\$ 663.20	\$ 1,326.40	kdbco
2	TCRB45, tracer mounting bracket for 2020 Utility	\$ 32.10	\$ 64.20	kdbco
6	Whelen ION Series Universal Super-LED Light	\$ 90.00	\$ 540.00	kdbco
1	Whelen LINSV2 Vehicle Specific Mounting Kit	\$ 16.90	\$ 16.90	kdbco
2	Whelen LINSV2 V-Series 2-IN-1 Surface Mount Light	\$ 147.00	\$ 294.00	kdbco
1	Whelen Headlight/Taillight Flasher for Chevy Tahoe SSFPOS16	\$ 69.55	\$ 69.55	kdbco
1	Havis console C-As-840-11	\$ 156.84	\$ 156.84	kdbCO
1	Whelen CenCom Carbide Amplifier Control Module	\$ 875.00	\$ 875.00	kbco
30	may be reduce if we purchase new control module Labor	\$ 120.00	\$ 3,600.00	Hughes Fire
	shop supply		\$ 200.00	
	Sub Total		\$ 7,434.09	
	Tax 8.6%		\$ 714.98	
	Total		\$ 8,149.07	

— New

**DAY**  
WIRELESS SYSTEMS  
2608 W Sylvester  
Pasco, WA 99301  
509-547-8502  
plund@daywireless.com

## Quote

Quote # BCFD4-2020-1  
Date: 5/14/2020  
Expiration Date: 8/12/2020

To: Benton County Fire District #4  
2604 Bombing Range Road  
West Richland, WA 99353

Captain Ray Newton  
509-967-2945  
rnewton@bcfd4.org

Day Wireless Contact		Project Name		Payment Terms	
Patrick Lund		Benton County Fire District 4		Net 30	
Parts & Materials					
QTY	Description	Price	Extended Price		
1	WHELEN EDGE LIGHTBAR MOUNTING BRACKETS FOR 2020 TAHOE	\$79.00	\$79.00		
1	M4 FOG LIGHT MOUNTING BRACKETS FOR 15-20 TAHOE (PAIR)	\$57.60	\$57.60		
2	M4 LED LIGHthead, RED WITH CLEAR LENS	\$150.40	\$300.80		
2	TRACER 5 LAMP DUO WARNING LIGHT	\$736.88	\$1,473.76		
2	TRACER MOUNTING BRACKETS FOR 2020 TAHOE	\$44.31	\$88.62		
6	ION LED LIGHthead, RED	\$88.00	\$528.00		
2	LINSV COMBINATION LED LIGHthead, RED	\$196.00	\$392.00		
1	LINSV UNDER MIRROR MOUNTING BRACKETS	\$26.00	\$26.00		
1	HEADLAMP FLASHER - TAHOE	\$85.60	\$85.60		
1	REAR FLASHER	\$45.00	\$45.00		
1	CENCOM CARBIDE SIREN AND LIGHT CONTROLLER	\$1,024.54	\$1,024.54		
1	HAVIS 8-INCH ANGLED CONSOLE - INCLUDES CONSOLE, MOUNTING BRACKETS, DUAL USB + DC PORTS	\$340.85	\$340.85		
2	MAGNETIC MIC CLIP	\$50.00	\$100.00		
1	ANTENNA INSTALLATION KIT - COAX + CONNECTOR + VHF 1/4-WAVE ANTENNA	\$36.02	\$36.02		
1	FUSE PANEL KIT	\$377.50	\$377.50		
1	INSTALLATION ASSEMBLY KIT	\$100.00	\$100.00		
<b>Equipment Total:</b>			<b>\$5,055.29</b>		
Labor					
Description of Work					Total
INSTALLATION SERVICES					\$3,000.00
<b>Labor Total:</b>					<b>\$3,000.00</b>
Other Expenses					
Description					Total
EQUIPMENT SHIPPING					\$110.00
<b>Other Total:</b>					<b>\$110.00</b>
<b>Estimated Taxes:</b>					<b>\$702.21</b>
<b>Grand Total:</b>					<b>\$8,867.50</b>
Notes					
Installation of lighting and siren in customer's 2020 Tahoe. Customer to provide radio, Whelen Edge light bar, and siren.					
Quotation for goods and services named.					
To Accept this quotation, sign here and return:					Date:
Thank you for your Business					

**Benton Co FPD #4**  
**2020 Chevrolet Tahoe Upfit**

**\*\*\*Confidential and Proprietary\*\*\***

<b>Qty</b>	<b>Description</b>	<b>Unit Price</b>	<b>Extended</b>
2	Whelen TCRHD5 Tracer Series - Duo	\$820.94	\$1,641.88
5	Whelen TCRLRC Duo Light Module	Included	
2	Whelen TCRB45 Running Board Mounts - 2020 Tahoe	\$33.88	\$67.76
1	Whelen CCSRNT5 CenCom Carbide Siren Amp and Controller - Includes:	\$994.40	\$994.40
1	Whelen CANCTL6 Slide & Rotary Knob Controller 2/ Push Buttons	Included	
1	Whelen CC5K2 CANPort OBDII Connection	Included	
1	Whelen SA315P Speaker	\$177.44	\$177.44
1	Whelen SAK1 Universal Speaker Mounting Bracket	Included	
2	Whelen M4DWR M4 Linear Warning & Driving - Red/White	\$165.18	\$330.36
1	Whelen M4CT15B Mounts for M4's - Pair	\$50.82	\$50.82
6	Whelen IONR - Includes Mounting Brackets	\$85.41	\$512.46
2	Whelen LINSV2R Under Mirror Light w/ Puddle	\$130.96	\$261.92
1	Whelen LSVBKT45 Brackets for LINSV2R Lights - Pair	\$18.35	\$18.35
1	Whelen SSFPOS16 Headlight/Taillight Flasher	\$75.53	\$75.53
Lighting and Siren Total			<b>\$4,130.92</b>
1	Havis C-AS-840-11 8" Angled Console	\$173.02	\$173.02
2	MMSU-1 Magnetic Mic Mount Kit, Single	\$38.76	\$77.52
Mounting Equipment Total			<b>\$250.54</b>
1	Install Labor	\$4,250.00	\$4,250.00
1	Misc. Screws, Wire, Loom, Fuse Panels, Relays, Barrier Strips etc.	\$425.00	\$425.00
Misc. Labor and Extra Supplies			<b>\$4,675.00</b>
<b>Grand Total, Not incl. Sales Tax</b>			<b>\$9,056.46</b>

Quote for labor to install above equipment into 2020 Chevrolet Tahoe. Price assumes install of equipment to be completed at Spectrum Shop in Yakima or Moses Lake. Customer is responsible to shuttle vehicle to and from either Spectrum Facility.

Prices and equipment will change for 2021 Chevrolet Tahoe. Price good for 30 days following 6/4/2020.





The above price is an estimate based on the information available to us at this time. Due to the varying use, custom nature of emergency apparatus, and situations which we encounter while performing the repair, additional parts and / or labor may be required to complete the repairs.

Thank You For Your Business

# WARRANT/CHECK REGISTER

BENTON COUNTY FIRE PROTECTION DISTRICT

Time: 15:48:14 Date: 06/15/2020

MCAG #: 1040

06/26/2020 To: 06/26/2020

Page: 1

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
701	06/26/2020	Payroll	1	185795	AFLAC	180.28	Pay Cycle(s) 06/26/2020 To 06/26/2020 - AFLAC
702	06/26/2020	Claims	1	185796	BE CREATIVE	1,050.00	GRANT WRITER FEES
703	06/26/2020	Payroll	1	185797	BENTON COUNTY 4 BENEVOLENT FUND	43.00	Pay Cycle(s) 06/26/2020 To 06/26/2020 - Benevolent Fund
704	06/26/2020	Claims	1	185798	BPAS	4,000.00	HRA
705	06/26/2020	Claims	1	185799	CASCADE FIRE - YAKIMA	1,109.21	CASE OF FUSES, LIFT CYLCINDER APP15
706	06/26/2020	Claims	1	185800	CI SHRED	37.87	DOCUMENT STORAGE
707	06/26/2020	Claims	1	185801	CI SHRED	32.40	SHREDDING SERVICE
708	06/26/2020	Claims	1	185802	CITY OF RICHLAND	5,898.83	DISPATCH SERVICES
709	06/26/2020	Claims	1	185803	CITY OF WEST RICHLAND	1,000.00	PREPAID WATER GARBAGE STA420
710	06/26/2020	Claims	1	185804	CITY OF WEST RICHLAND	100.00	PREPAID WATER STA430
711	06/26/2020	Payroll	1	185805	DIMARTINO	963.55	Pay Cycle(s) 06/26/2020 To 06/26/2020 - LT Disab- Life
712	06/26/2020	Claims	1	185806	HUGHES FIRE EQUIPMENT INC.	4,862.00	APP MAINT
713	06/26/2020	Payroll	1	185807	IAFF LOCAL 1052	1,714.02	Pay Cycle(s) 06/26/2020 To 06/26/2020 - Union Dues
714	06/26/2020	Claims	1	185808	LIFE ASSIST	2,206.73	MISC EMS SUPPLIES
715	06/26/2020	Claims	1	185809	LN CURTIS & SONS	528.96	MISC PURCHASE; BOOSTER HOSE
716	06/26/2020	Claims	1	185810	MCGAVICK GRAVES ATTORNEY AT LAW	1,347.50	LEGAL SERVICE
717	06/26/2020	Claims	1	185811	NEWEGG	652.41	COMPUTER PARTS
718	06/26/2020	Claims	1	185812	O'REILLY AUTO PARTS	95.45	APP SUPPLIES
719	06/26/2020	Claims	1	185813	ON SCENE MEDICAL	4,814.00	PHYSICALS
720	06/26/2020	Claims	1	185814	OVERHEAD DOOR	150.68	STA420 OVERHEAD DOOR REPAIR
721	06/26/2020	Claims	1	185815	SNURE LAW OFFICE	200.00	LEGAL SERVICES
722	06/26/2020	Claims	1	185816	STAPLES ADVANTAGE	91.22	FACILITY SUPPLIES
723	06/26/2020	Claims	1	185817	STERICYCLE	324.59	EMS WASTE PICKUP
724	06/26/2020	Claims	1	185818	TIRE FACTORY	683.20	APP 34 MAINT
725	06/26/2020	Payroll	1	185819	TRUSTEED PLANS SERVICE CORPORATION	25,230.64	Pay Cycle(s) 06/26/2020 To 06/26/2020 - Medical Insurance; Pay Cycle(s) 06/26/2020 To 06/26/2020 - Dental Insurance
726	06/26/2020	Claims	1	185820	US BANK	3,123.35	VISA- BORSCHOWA; VISA-CARAWAY; VISA- NEWTON; VISA- SHANNON; VISA-BRADLEY
727	06/26/2020	Payroll	1	185821	WA PUB EMP & RETIRE SYS	29,731.22	Pay Cycle(s) 06/26/2020 To 06/26/2020 - LEOFF II; Pay Cycle(s) 06/26/2020 To 06/26/2020 - Deferred Comp; Pay Cycle(s) 06/26/2020 To 06/26/2020 - PERS 3
728	06/26/2020	Claims	1	185822	WEST RICHLAND RENTALS	70.96	PROPANE
729	06/26/2020	Claims	1	185823	WESTERN STATE EQUIPMENT PASCO	1,269.35	PUMPHOUSE AND STA410 GENERATOR MAINT
730	06/26/2020	Claims	1	185824	WONDERLIC	271.50	ANNUAL SYSTEM ACCESS FEE
731	06/26/2020	Payroll	1	185825	C/O BENEFIT SOLUTIONS INC WSCFF MEDICAL EXPENSE REIMBURSEMENT	6,510.00	Pay Cycle(s) 06/26/2020 To 06/26/2020 - MERP
732	06/26/2020	Claims	1	185826	YOKE'S FOODS	14.94	REHAB SUPPLIES
733	06/26/2020	Claims	1	185827	ZOLL MEDICAL CORP GPO	13.68	MISC EMS SUPPLIES
669	06/26/2020	Payroll	1	1039193	REX J GREEN	196.48	May pay FLSA 04/06-05/03
680	06/26/2020	Payroll	1	1039194	JOSEPH W MEHLIN	277.05	May pay FLSA 04/06-05/03

# WARRANT/CHECK REGISTER

BENTON COUNTY FIRE PROTECTION DISTRICT

Time: 15:48:14 Date: 06/15/2020

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Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
688	06/26/2020	Payroll	1	1039195	JONATHAN SCHWARDER	277.05	May pay FLSA 04/06-05/03
699	06/26/2020	Claims	110	125	FIRE 4 CHECKING ACCOUNT	1,565.76	AMBULANCE REFUND
700	06/26/2020	Claims	110	126	SYSTEM DESIGN WEST	31,882.74	EMS BILLING FEE (MAY); FY19 COST REPORT SERVICES
						72,959.06	
						26,113.06	
						99,072.12	
						33,448.50	
						33,448.50	
						Claims:	67,397.33
						132,520.62 Payroll:	65,123.29

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 06/17/2020

# WARRANT/CHECK REGISTER

BENTON COUNTY FIRE PROTECTION DISTRICT

Time: 15:49:21 Date: 06/15/2020

MCAG #: 1040

06/26/2020 To: 06/26/2020

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Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
653	06/26/2020	Payroll	1	EFT	TESS I ALEXANDER	96.97	May pay FLSA 04/06-05/03
654	06/26/2020	Payroll	1	EFT	EASTON G BATES	498.69	May pay FLSA 04/06-05/03
655	06/26/2020	Payroll	1	EFT	BONNIE M BENITZ	7,461.62	May pay FLSA 04/06-05/03
656	06/26/2020	Payroll	1	EFT	MATTHEW J BORSCHOWA	6,821.98	May pay FLSA 04/06-05/03
657	06/26/2020	Payroll	1	EFT	SLITA T BRADLEY	4,485.99	May pay FLSA 04/06-05/03
658	06/26/2020	Payroll	1	EFT	FREDERICK T BRINK	227.05	May pay FLSA 04/06-05/03
659	06/26/2020	Payroll	1	EFT	ED R CARAWAY	49.87	May pay FLSA 04/06-05/03
660	06/26/2020	Payroll	1	EFT	PAUL E CARLYLE	6,206.58	May pay FLSA 04/06-05/03
661	06/26/2020	Payroll	1	EFT	JOHN THOMAS CLARY	277.05	May pay FLSA 04/06-05/03
662	06/26/2020	Payroll	1	EFT	GREGG COUCH	589.42	May pay FLSA 04/06-05/03
663	06/26/2020	Payroll	1	EFT	KAREN M DAVIS	49.87	May pay FLSA 04/06-05/03
664	06/26/2020	Payroll	1	EFT	MONTE R ELMORE	129.98	May pay FLSA 04/06-05/03
665	06/26/2020	Payroll	1	EFT	MARTIN FITZHUGH	47.10	May pay FLSA 04/06-05/03
666	06/26/2020	Payroll	1	EFT	KEVIN G GAIDOS	4,994.58	May pay FLSA 04/06-05/03
667	06/26/2020	Payroll	1	EFT	GARRETT S GOODWIN	664.92	May pay FLSA 04/06-05/03
668	06/26/2020	Payroll	1	EFT	AMIE GREEN	30.25	May pay FLSA 04/06-05/03
670	06/26/2020	Payroll	1	EFT	DAVID K HAMBRIGHT	147.76	May pay FLSA 04/06-05/03
671	06/26/2020	Payroll	1	EFT	GARRETT L HAMLIN	41.56	May pay FLSA 04/06-05/03
672	06/26/2020	Payroll	1	EFT	THOMAS R HARPER	4,651.12	May pay FLSA 04/06-05/03
673	06/26/2020	Payroll	1	EFT	JOSHUA J HARRISON	27.70	May pay FLSA 04/06-05/03
674	06/26/2020	Payroll	1	EFT	SKYLAR J HIGLEY	692.62	May pay FLSA 04/06-05/03
675	06/26/2020	Payroll	1	EFT	KYLE J JAGELSKI	272.05	May pay FLSA 04/06-05/03
676	06/26/2020	Payroll	1	EFT	BRAYDON JAMES JOHNSON	813.59	May pay FLSA 04/06-05/03
677	06/26/2020	Payroll	1	EFT	PATRICIA KIRKHAM	554.10	May pay FLSA 04/06-05/03
678	06/26/2020	Payroll	1	EFT	JAMES A LONGIE	5,411.43	May pay FLSA 04/06-05/03
679	06/26/2020	Payroll	1	EFT	JONATHAN LUCAS	11.62	May pay FLSA 04/06-05/03
681	06/26/2020	Payroll	1	EFT	AARON J MELOY	5,180.09	May pay FLSA 04/06-05/03
682	06/26/2020	Payroll	1	EFT	SAMUAL S MONDS	798.71	May pay FLSA 04/06-05/03
683	06/26/2020	Payroll	1	EFT	RAYMOND J NEWTON	7,354.03	May pay FLSA 04/06-05/03
684	06/26/2020	Payroll	1	EFT	GARRETT M PREMEL	4,612.06	May pay FLSA 04/06-05/03
685	06/26/2020	Payroll	1	EFT	ALLEN LEE PUTZ	7,843.32	May pay FLSA 04/06-05/03
686	06/26/2020	Payroll	1	EFT	KYLE M RICHE	914.47	May pay FLSA 04/06-05/03
687	06/26/2020	Payroll	1	EFT	RALPH WOODY RUSSELL	351.62	May pay FLSA 04/06-05/03
689	06/26/2020	Payroll	1	EFT	JEAN J SEIBERT	27.70	May pay FLSA 04/06-05/03
690	06/26/2020	Payroll	1	EFT	ROBERT C SHANNON	6,960.47	May pay FLSA 04/06-05/03
691	06/26/2020	Payroll	1	EFT	ALANDRA E SWORDS	152.38	May pay FLSA 04/06-05/03
692	06/26/2020	Payroll	1	EFT	ELIJAH C THOMPSON	846.93	May pay FLSA 04/06-05/03
693	06/26/2020	Payroll	1	EFT	JACK L VAN HOORELBEKE	649.29	May pay FLSA 04/06-05/03
694	06/26/2020	Payroll	1	EFT	ANTHONY G VINING	7,199.09	May pay FLSA 04/06-05/03
695	06/26/2020	Payroll	1	EFT	WILLIAM H WHEALAN JR	7,643.18	May pay FLSA 04/06-05/03
696	06/26/2020	Payroll	1	EFT	GRADY D WINN	5,029.85	May pay FLSA 04/06-05/03
697	06/26/2020	Payroll	1	EFT	CODY WINTERS	6,808.26	May pay FLSA 04/06-05/03

522 Fire Control

155,801.59

589 Payroll Clearing

-48,174.67

001 General Fund

107,626.92

107,626.92 Payroll:

107,626.92

# WARRANT/CHECK REGISTER

BENTON COUNTY FIRE PROTECTION DISTRICT

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

Admin Staff \_\_\_\_\_ Secretary 

Commissioners , , \_\_\_\_\_

Approval Date 06/17/2020

# WARRANT/CHECK REGISTER

BENTON COUNTY FIRE PROTECTION DISTRICT

Time: 15:49:55 Date: 06/15/2020

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06/25/2020 To: 06/25/2020

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Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
698	06/25/2020	Payroll	1	185794	EFTPS- IRS Payroll Taxes	25,411.45	941 Deposit for Pay Cycle(s) 06/26/2020 - 06/26/2020
			522 Fire Control			3,404.66	
			589 Payroll Clearing			22,006.79	
		001 General Fund				25,411.45	
						25,411.45 Payroll:	25,411.45

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 06/17/2020

## 2020 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION I  
MCAG #: 1040

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001 General Fund 01/01/2020 To: 12/31/2020

Revenues	Amt Budgeted	Revenues	Remaining	
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### 308 Beginning Balances

308 80 00 00 Beginning Balance	1,566,526.33	1,566,526.33	0.00	100.0%
308 Beginning Balances	1,566,526.33	1,566,526.33	0.00	100.0%

### 310 Taxes

311 10 00 01 Property Tax	2,799,350.00	1,402,738.88	1,396,611.12	50.1%
337 20 00 01 Leasehold Tax	30,000.00	12,397.60	17,602.40	41.3%
310 Taxes	2,829,350.00	1,415,136.48	1,414,213.52	50.0%

### 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	1,260.00	(60.00)	105.0%
334 06 90 04 BVFF Physical Reimb.	1,000.00	0.00	1,000.00	0.0%
335 00 91 01 Energy NW Generation T	25,000.00	0.00	25,000.00	0.0%
337 97 04 40 AFG COST SHARE	0.00	0.00	0.00	0.0%
330 Intergovernmental Revenues	28,200.00	1,260.00	26,940.00	4.5%

### 340 Charges For Services

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

### 350 Fines & Forfeitures

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

### 360 Investment Interest

361 11 00 01 Investment Interest	8,000.00	4,266.21	3,733.79	53.3%
367 11 00 08 Contributions/Donation	0.00	0.00	0.00	0.0%
369 10 05 01 Sale Of Scrap & Junk	0.00	0.00	0.00	0.0%
369 40 00 02 Judgements And Settlements	0.00	0.00	0.00	0.0%
369 91 00 00 Other Miscellaneous Revenue	2,000.00	1,081.46	918.54	54.1%
360 Investment Interest	10,000.00	5,347.67	4,652.33	53.5%

### 380 Non Revenues

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



# 2020 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION I  
MCAG #: 1040

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## 001 General Fund

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

Revenues	Amt Budgeted	Revenues	Remaining
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### 380 Non Revenues

380 Non Revenues	0.00	0.00	0.00	0.0%
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### 390 Other Revenues

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

### 397 Interfund Transfers

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

<b>Fund Revenues:</b>	<b>5,384,548.33</b>	<b>2,988,270.48</b>	<b>2,396,277.85</b>	<b>55.5%</b>
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Expenditures	Amt Budgeted	Expenditures	Remaining
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### 522 Fire Control

522 11 10 10 Salary - Comm 1 (Couch)	6,500.00	6,272.00	228.00	96.5%
522 11 10 20 Salary-Comm 2 (Goodwin)	6,500.00	3,200.00	3,300.00	49.2%
522 11 10 30 Salary-Comm 3 (Russell)	6,500.00	3,200.00	3,300.00	49.2%
522 11 20 10 Benefits - Comm 1 (Couch)	625.00	493.86	131.14	79.0%
522 11 20 20 Benefits - Comm 2 (Goodwin)	625.00	244.80	380.20	39.2%
522 11 20 30 Benefits - Comm 3 (Russell)	625.00	248.76	376.24	39.8%
522 11 31 00 Expendable Supplies- Legislative	0.00	0.00	0.00	0.0%
522 11 43 00 Travel-Mileage & Airfare	1,100.00	86.40	1,013.60	7.9%
522 11 43 30 Travel - Per Diem & Lodging	2,500.00	105.00	2,395.00	4.2%
522 11 43 31 Registration Fees	2,000.00	65.00	1,935.00	3.3%

011 Legislative	26,975.00	13,915.82	13,059.18	51.6%
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522 12 10 10 Salary - Administration	288,000.00	115,511.70	172,488.30	40.1%
522 12 10 60 Overtime - Administrative	6,500.00	2,102.62	4,397.38	32.3%
522 12 10 70 Temporary Employees	0.00	300.00	(300.00)	0.0%
522 12 20 04 HRA Benefits	6,000.00	3,000.00	3,000.00	50.0%
522 12 20 10 Benefits - Administrative	70,203.50	32,458.49	37,745.01	46.2%
522 12 20 60 Benefits - OT Administration	1,800.00	818.80	981.20	45.5%
522 12 20 70 Benefits - Temporary Employees	0.00	0.00	0.00	0.0%
522 12 24 20 Volunteer Pension & Relief Fund	6,000.00	2,850.00	3,150.00	47.5%
522 12 29 20 Volunteer Recognition	4,000.00	1,074.11	2,925.89	26.9%
522 12 29 30 Volunteer Association	3,500.00	3,499.00	1.00	100.0%
522 12 31 00 Expendable Office Supplies	3,750.00	1,924.57	1,825.43	51.3%
522 12 31 10 Computer Software	5,450.00	815.05	4,634.95	15.0%
522 12 35 00 Office Tools & Equipment	2,000.00	1,296.67	703.33	64.8%
522 12 35 10 Office Computer Equipment	14,000.00	9,131.47	4,868.53	65.2%
522 12 41 00 Contract Services	71,000.00	47,527.94	23,472.06	66.9%

# 2020 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION I  
MCAG #: 1040

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001 General Fund		01/01/2020 To: 12/31/2020			
Expenditures		Amt Budgeted	Expenditures	Remaining	
<b>522 Fire Control</b>					
522 12 41 01	Portable Office Trailer 420	5,000.00	2,079.85	2,920.15	41.6%
522 12 41 02	Contract For Union Negotiation	0.00	0.00	0.00	0.0%
522 12 41 10	Financial Services Contract(BIAS)	15,300.00	12,599.00	2,701.00	82.3%
522 12 41 20	Professional Services	10,000.00	4,100.00	5,900.00	41.0%
522 12 42 00	Phone Service	8,000.00	3,943.21	4,056.79	49.3%
522 12 42 10	Cellular Phone Service	12,000.00	4,718.24	7,281.76	39.3%
522 12 42 40	Postage	1,500.00	323.82	1,176.18	21.6%
522 12 44 00	Advertising/Notices/Recruiting	1,500.00	609.50	890.50	40.6%
522 12 45 00	Equipment Lease/Maint	6,800.00	1,513.40	5,286.60	22.3%
522 12 46 00	District Insurance	50,000.00	852.00	49,148.00	1.7%
522 12 48 00	Repair & Maint. - Office Equip	0.00	0.00	0.00	0.0%
522 12 48 20	WebPage Maintenance	500.00	0.00	500.00	0.0%
522 12 49 00	Memberships/Dues	16,000.00	7,842.37	8,157.63	49.0%
522 12 49 10	Taxes And Irrigation Fees	100.00	70.97	29.03	71.0%
522 12 49 20	State Auditor	11,000.00	0.00	11,000.00	0.0%
<b>012 Administrative</b>		<b>619,903.50</b>	<b>260,962.78</b>	<b>358,940.72</b>	<b>42.1%</b>
522 13 41 00	Levy Publication Services	55,000.00	26,291.09	28,708.91	47.8%
522 13 48 20	Outside Services	0.00	0.00	0.00	0.0%
522 13 49 00	Commissioner Elections	5,000.00	4,264.62	735.38	85.3%
<b>013 Election</b>		<b>60,000.00</b>	<b>30,555.71</b>	<b>29,444.29</b>	<b>50.9%</b>
522 14 41 00	Legal Services	24,000.00	16,205.81	7,794.19	67.5%
<b>014 Legal</b>		<b>24,000.00</b>	<b>16,205.81</b>	<b>7,794.19</b>	<b>67.5%</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	1,636.76	28,363.24	5.5%
522 20 20 10	Mobilization Benefits	9,000.00	301.26	8,698.74	3.3%
522 20 24 10	Physicals/Innoculation	63,000.00	26,842.25	36,157.75	42.6%
522 20 28 00	Uniforms (All Non-PPE)	15,000.00	18,462.18	(3,462.18)	123.1%
522 20 31 00	Expendable Incident Supplies	500.00	0.00	500.00	0.0%
522 20 35 00	Tools & Equipment	2,500.00	0.00	2,500.00	0.0%
522 20 35 20	Physical Eval Equipment	0.00	0.00	0.00	0.0%
522 20 41 00	Assessment Fees	6,000.00	0.00	6,000.00	0.0%
522 20 48 00	Uniform Maintenance	1,000.00	179.73	820.27	18.0%
<b>020 Operations</b>		<b>127,000.00</b>	<b>47,422.18</b>	<b>79,577.82</b>	<b>37.3%</b>
522 21 10 10	Salary - Firefighters	1,284,709.80	617,986.01	666,723.79	48.1%
522 21 10 71	Overtime - Firefighters	110,000.00	96,798.51	13,201.49	88.0%
522 21 10 80	Resident Reimbursement	120,000.00	17,300.00	102,700.00	14.4%
522 21 10 90	Volunteer Reimbursement	66,000.00	31,501.00	34,499.00	47.7%
522 21 20 04	HRA Benefits	42,000.00	21,000.00	21,000.00	50.0%
522 21 20 10	Benefits - Firefighters	381,411.86	177,847.12	203,564.74	46.6%
522 21 20 71	Benefits - Overtime FF	40,000.00	24,182.41	15,817.59	60.5%
522 21 20 80	Benefits - Resident Reimbursement	4,500.00	1,323.45	3,176.55	29.4%
522 21 20 90	Benefits - Volunteer	4,000.00	2,529.52	1,470.48	63.2%
522 21 28 20	PPE - Protective Clothing	55,000.00	8,714.80	46,285.20	15.8%
522 21 31 00	Expendable Supplies - Suppression	3,600.00	3,026.79	573.21	84.1%
522 21 31 10	Supplies - Support Service	4,000.00	796.11	3,203.89	19.9%
522 21 35 10	Tools & Equipment -Suppression	5,000.00	3,498.53	1,501.47	70.0%

# 2020 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION L  
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## 001 General Fund

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

Expenditures		Amt Budgeted	Expenditures	Remaining	
<b>522 Fire Control</b>					
522 21 35 11	Hose Replacement	3,650.00	419.20	3,230.80	11.5%
522 21 35 12	Nozzle Replacement	3,500.00	0.00	3,500.00	0.0%
522 21 35 13	Tools - Support Service	5,000.00	0.00	5,000.00	0.0%
522 21 41 00	Professional Services	12,000.00	2,051.74	9,948.26	17.1%
522 21 48 00	Equipment Repair & Maint	1,550.00	133.35	1,416.65	8.6%
522 21 48 10	Fire Extinguisher Maint	1,250.00	0.00	1,250.00	0.0%
522 21 48 80	SCBA Air Compressor	1,000.00	451.67	548.33	45.2%
522 21 48 90	SCBA Repair/Maintenance	2,000.00	50.86	1,949.14	2.5%
<b>021 Suppression</b>		<b>2,150,171.66</b>	<b>1,009,611.07</b>	<b>1,140,560.59</b>	<b>47.0%</b>
522 24 31 00	Expendable Supplies - Radios	1,000.00	0.00	1,000.00	0.0%
522 24 35 00	Non-Expendable Supplies - Radios	20,000.00	0.00	20,000.00	0.0%
522 24 41 00	Dispatch Services	70,800.00	35,392.98	35,407.02	50.0%
522 24 41 10	VHF Maintenance Fee	15,000.00	11,776.17	3,223.83	78.5%
522 24 48 00	Repair & Maintenance - Radios	3,000.00	527.01	2,472.99	17.6%
<b>024 Communications</b>		<b>109,800.00</b>	<b>47,696.16</b>	<b>62,103.84</b>	<b>43.4%</b>
522 30 31 00	Expendable Supplies-Prevention	6,500.00	23.00	6,477.00	0.4%
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%
<b>030 Public Information</b>		<b>7,650.00</b>	<b>23.00</b>	<b>7,627.00</b>	<b>0.3%</b>
522 45 31 00	Expendable Supplies - Training	2,000.00	93.81	1,906.19	4.7%
522 45 31 10	Training Computer Software	8,700.00	3,746.98	4,953.02	43.1%
522 45 35 00	Tools & Equipment - Training	27,800.00	346.86	27,453.14	1.2%
522 45 35 10	Equipment- Wellness Program	0.00	0.00	0.00	0.0%
522 45 41 00	Professional Service	14,000.00	0.00	14,000.00	0.0%
522 45 43 00	Travel - Mileage & Air(Operations)	3,500.00	69.70	3,430.30	2.0%
522 45 43 01	Travel - Mileage&Air(Admin)	2,400.00	0.00	2,400.00	0.0%
522 45 43 02	Travel - Mileage&Air(Automotive)	0.00	0.00	0.00	0.0%
522 45 43 03	Travel - Mileage&Air(EMS Officer)	6,500.00	768.80	5,731.20	11.8%
522 45 43 10	PerDiem & Lodging(Operations)	8,000.00	3,784.91	4,215.09	47.3%
522 45 43 11	PerDiem & Lodging(Admin)	6,800.00	0.00	6,800.00	0.0%
522 45 43 12	PerDiem & Lodging(Automotive)	0.00	0.00	0.00	0.0%
522 45 43 13	PerDiem & Lodging(EMS Officer)	8,000.00	0.00	8,000.00	0.0%
522 45 43 20	Registration Fees(Operations)	32,000.00	3,690.90	28,309.10	11.5%
522 45 43 21	Registration Fees(Admin)	3,500.00	0.00	3,500.00	0.0%
522 45 43 22	Registration Fees(Automotive)	0.00	0.00	0.00	0.0%
522 45 43 23	Registration Fees(EMS Officer)	6,500.00	2,120.00	4,380.00	32.6%
522 45 43 30	Tuition Reimbursement	10,000.00	3,473.83	6,526.17	34.7%
522 45 48 00	Repair And Maintenance	0.00	0.00	0.00	0.0%
<b>045 Training</b>		<b>139,700.00</b>	<b>18,095.79</b>	<b>121,604.21</b>	<b>13.0%</b>
522 50 31 00	Expendable Supplies -Facilities	6,500.00	1,706.66	4,793.34	26.3%
522 50 35 00	Tools & Equipment - Facilities	5,000.00	4,020.43	979.57	80.4%
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	28,000.00	15,584.65	12,415.35	55.7%
522 50 47 20	Water/Sewer	13,000.00	2,100.00	10,900.00	16.2%
522 50 48 00	Repair & Maint. - Facilities	20,000.00	61,425.35	(41,425.35)	307.1%

## 2020 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION C  
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001 General Fund					01/01/2020 To: 12/31/2020
Expenditures		Amt Budgeted	Expenditures	Remaining	
<b>522 Fire Control</b>					
050 Facilities		77,500.00	89,604.72	(12,104.72)	115.6%
522 60 31 00	Expendable Supplies - Automotive	6,000.00	1,070.40	4,929.60	17.8%
522 60 32 00	Fuels	25,000.00	5,071.96	19,928.04	20.3%
522 60 35 00	Tools & Equipment - Automotive	1,750.00	305.47	1,444.53	17.5%
522 60 48 00	Repair & Maint. - Automotive	52,440.00	18,672.66	33,767.34	35.6%
060 Automotive		85,190.00	25,120.49	60,069.51	29.5%
522 70 31 00	Expendable Supplies - EMS	31,000.00	25,591.51	5,408.49	82.6%
522 70 35 00	Small Tools & Minor Equip	6,000.00	300.97	5,699.03	5.0%
522 70 41 02	EMS Assessment Fee	1,500.00	1,108.60	391.40	73.9%
522 70 41 10	Contract Services - EMS	9,500.00	3,402.27	6,097.73	35.8%
522 70 48 00	Small Tools- Repairs & Maintenance	0.00	0.00	0.00	0.0%
526 22 31 01	Expendable Supplies - ALS	0.00	0.00	0.00	0.0%
070 EMS		48,000.00	30,403.35	17,596.65	63.3%
522 Fire Control		3,475,890.16	1,589,616.88	1,886,273.28	45.7%
<b>588 Prior Period Adjustment</b>					
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%
<b>589 Payroll Clearing</b>					
589 90 00 00	Payroll Clearing	0.00	(391.78)	391.78	0.0%
589 90 00 01	Other Non-Expenditures - Suspense	0.00	0.00	0.00	0.0%
589 Payroll Clearing		0.00	(391.78)	391.78	0.0%
<b>591 Debt Service</b>					
591 22 71 02	Capital Lease Principal	0.00	0.00	0.00	0.0%
592 22 83 02	Capital Lease Interest	0.00	0.00	0.00	0.0%
591 Debt Service		0.00	0.00	0.00	0.0%
<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	0.00	0.00	0.00	0.0%
594 22 63 00	Capital Apparatus And Equipment	0.00	0.00	0.00	0.0%
594 22 64 01	Capital Communications	0.00	0.00	0.00	0.0%
022 Capital		0.00	0.00	0.00	0.0%

## 2020 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION E  
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001 General Fund

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

Expenditures	Amt Budgeted	Expenditures	Remaining	
<b>594 Capital Expenditures</b>				
594 Capital Expenditures	0.00	0.00	0.00	0.0%
<b>597 Interfund Transfers</b>				
597 00 00 01 Transfers Out To 501	75,000.00	0.00	75,000.00	0.0%
597 00 01 04 Transfer Out To 104	0.00	0.00	0.00	0.0%
597 00 01 05 Transfer Out	0.00	0.00	0.00	0.0%
597 00 01 07 Transfers-Out To 107	115,000.00	0.00	115,000.00	0.0%
597 00 01 61 Transfer Out To 601	207,000.00	0.00	207,000.00	0.0%
597 Interfund Transfers	397,000.00	0.00	397,000.00	0.0%
<b>Fund Expenditures:</b>	<b>3,872,890.16</b>	<b>1,589,225.10</b>	<b>2,283,665.06</b>	<b>41.0%</b>
<b>Fund Excess/(Deficit):</b>	<b>1,511,658.17</b>	<b>1,399,045.38</b>		

## 2020 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION L  
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### 004 Health Reimbursement Fund

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

Revenues	Amt Budgeted	Revenues	Remaining	
<b>308 Beginning Balances</b>				
308 10 00 04    Beginning Balance	85.04	84.75	0.29	99.7%
308 Beginning Balances	85.04	84.75	0.29	99.7%
<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	2.00	0.41	1.59	20.5%
360 Investment Interest	2.00	0.41	1.59	20.5%
<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>87.04</b>	<b>85.16</b>	<b>1.88</b>	<b>97.8%</b>
<b>Fund Excess/(Deficit):</b>	<b>87.04</b>	<b>85.16</b>		

## 2020 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION I  
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### 007 Separation Fund

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

Revenues	Amt Budgeted	Revenues	Remaining
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### 308 Beginning Balances

308 80 00 07	Beginning Balance	61,063.39	60,958.32	105.07	99.8%
308	Beginning Balances	61,063.39	60,958.32	105.07	99.8%

### 360 Investment Interest

361 11 00 07	Investment Interest	500.00	290.61	209.39	58.1%
360	Investment Interest	500.00	290.61	209.39	58.1%

### 397 Interfund Transfers

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

<b>Fund Revenues:</b>	<b>176,563.39</b>	<b>61,248.93</b>	<b>115,314.46</b>	<b>34.7%</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%
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>
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<b>Fund Excess/(Deficit):</b>	<b>176,563.39</b>	<b>61,248.93</b>
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## 2020 BUDGET POSITION

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

Revenues	Amt Budgeted	Revenues	Remaining	
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### 308 Beginning Balances

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

### 310 Taxes

311 10 00 10 Property Tax	804,172.00	403,280.11	400,891.89	50.1%
310 Taxes	804,172.00	403,280.11	400,891.89	50.1%

### 330 Intergovernmental Revenues

332 93 40 10 GEMT	330,000.00	32,419.95	297,580.05	9.8%
330 Intergovernmental Revenues	330,000.00	32,419.95	297,580.05	9.8%

### 340 Charges For Services

342 60 01 10 Ambulance Service	200,000.00	89,085.00	110,915.00	44.5%
340 Charges For Services	200,000.00	89,085.00	110,915.00	44.5%

### 360 Investment Interest

361 11 00 11 Investment Interest	12,000.00	11,650.73	349.27	97.1%
360 Investment Interest	12,000.00	11,650.73	349.27	97.1%

<b>Fund Revenues:</b>	<b>3,076,381.54</b>	<b>2,266,645.33</b>	<b>809,736.21</b>	<b>73.7%</b>
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Expenditures	Amt Budgeted	Expenditures	Remaining	
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### 522 Fire Control

522 70 35 10 Small Tools And Minor Equipment	10,000.00	108.60	9,891.40	1.1%
522 70 41 00 Ambulance Billing Service Fee	25,000.00	9,428.74	15,571.26	37.7%
522 70 41 01 IMAGE TREND	0.00	0.00	0.00	0.0%
522 70 41 20 Ambulance Over Payment	5,000.00	1,665.93	3,334.07	33.3%
522 70 49 00 Other Expenditures	35,000.00	30,000.00	5,000.00	85.7%
522 Fire Control	75,000.00	41,203.27	33,796.73	54.9%

### 588 Prior Period Adjustment

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

### 594 Capital Expenditures

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



## 2020 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION E  
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110 EMS Fund			01/01/2020 To: 12/31/2020	
Expenditures	Amt Budgeted	Expenditures	Remaining	
597 Interfund Transfers				
597 00 01 10      Transfer Out To 001	909,172.00	0.00	909,172.00	0.0%
597 Interfund Transfers	909,172.00	0.00	909,172.00	0.0%
Fund Expenditures:	1,190,172.00	166,192.81	1,023,979.19	14.0%
Fund Excess/(Deficit):	1,886,209.54	2,100,452.52		

## 2020 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION I  
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201 EMS Bond Fund

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

Revenues		Amt Budgeted	Revenues	Remaining	
<b>308 Beginning Balances</b>					
308 10 00 21	Beginning Balance	16,781.89	16,781.89	0.00	100.0%
	<b>308 Beginning Balances</b>	<b>16,781.89</b>	<b>16,781.89</b>	<b>0.00</b>	<b>100.0%</b>
<b>310 Taxes</b>					
311 10 00 21	Property Tax	0.00	46.07	(46.07)	0.0%
	<b>310 Taxes</b>	<b>0.00</b>	<b>46.07</b>	<b>(46.07)</b>	<b>0.0%</b>
<b>360 Investment Interest</b>					
361 11 00 21	Investment Interest	0.00	155.92	(155.92)	0.0%
	<b>360 Investment Interest</b>	<b>0.00</b>	<b>155.92</b>	<b>(155.92)</b>	<b>0.0%</b>
<b>380 Non Revenues</b>					
388 80 00 02	Prior Year(s) Corrections	0.00	0.00	0.00	0.0%
	<b>380 Non Revenues</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Fund Revenues:</b>		<b>16,781.89</b>	<b>16,983.88</b>	<b>(201.99)</b>	<b>101.2%</b>
Expenditures		Amt Budgeted	Expenditures	Remaining	
<b>591 Debt Service</b>					
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%
	<b>591 Debt Service</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<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>16,781.89</b>	<b>16,983.88</b>		

## 2020 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION I  
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### 202 Construction Bond Fund

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

Revenues	Amt Budgeted	Revenues	Remaining	
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### 308 Beginning Balances

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

### 310 Taxes

311 10 00 22 Property Tax	420,000.00	224,428.85	195,571.15	53.4%
311 11 02 02 Interest	0.00	0.00	0.00	0.0%
310 Taxes	420,000.00	224,428.85	195,571.15	53.4%

### 360 Investment Interest

361 11 00 22 Investment Interest	1,200.00	118.10	1,081.90	9.8%
360 Investment Interest	1,200.00	118.10	1,081.90	9.8%

### 380 Non Revenues

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

<b>Fund Revenues:</b>	<b>458,306.69</b>	<b>261,653.64</b>	<b>196,653.05</b>	<b>57.1%</b>
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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%

<b>Fund Expenditures:</b>	<b>381,038.00</b>	<b>0.00</b>	<b>381,038.00</b>	<b>0.0%</b>
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<b>Fund Excess/(Deficit):</b>	<b>77,268.69</b>	<b>261,653.64</b>	
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## 2020 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION I  
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401 Construction Fund			01/01/2020 To: 12/31/2020	
Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances				
308 10 00 41      Beginning Balance	6,892,721.99	6,892,721.99	0.00	100.0%
308 Beginning Balances	6,892,721.99	6,892,721.99	0.00	100.0%
360 Investment Interest				
361 11 00 41      Investment Interest	140,000.00	30,866.37	109,133.63	22.0%
360 Investment Interest	140,000.00	30,866.37	109,133.63	22.0%
380 Non Revenues				
388 80 00 04      Prior Year(s) Corrections	0.00	0.00	0.00	0.0%
380 Non Revenues	0.00	0.00	0.00	0.0%
390 Other Revenues				
391 10 00 01      Bond Proceeds	0.00	0.00	0.00	0.0%
390 Other Revenues	0.00	0.00	0.00	0.0%
Fund Revenues:		7,032,721.99	6,923,588.36	109,133.63    98.4%
Expenditures	Amt Budgeted	Expenditures	Remaining	
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	3,000,000.00	1,771,315.69	1,228,684.31	59.0%
594 22 62 04      Capital Apparatus	1,162,000.00	1,161,934.20	65.80	100.0%
594 Capital Expenditures	4,162,000.00	2,933,249.89	1,228,750.11	70.5%
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:		4,162,000.00	2,933,249.89	1,228,750.11    70.5%
Fund Excess/(Deficit):		2,870,721.99	3,990,338.47	

## 2020 BUDGET POSITION

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

Revenues	Amt Budgeted	Revenues	Remaining	
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### 308 Beginning Balances

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

### 310 Taxes

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

### 360 Investment Interest

361 11 00 51    Investment Interest	7,000.00	2,158.03	4,841.97	30.8%
360 Investment Interest	7,000.00	2,158.03	4,841.97	30.8%

### 380 Non Revenues

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

### 390 Other Revenues

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

### 397 Interfund Transfers

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

<b>Fund Revenues:</b>	<b>534,647.93</b>	<b>454,805.96</b>	<b>79,841.97</b>	<b>85.1%</b>
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Expenditures	Amt Budgeted	Expenditures	Remaining	
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### 522 Fire Control

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

### 594 Capital Expenditures

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

## 2020 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION C  
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501 Equipment Fund

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

Expenditures	Amt Budgeted	Expenditures	Remaining	
597 Interfund Transfers				
597 00 05 01     Transfer Out To 101	0.00	0.00	0.00	0.0%
597 Interfund Transfers	0.00	0.00	0.00	0.0%
<b>Fund Expenditures:</b>	<b>0.00</b>	<b>45,463.92</b>	<b>(45,463.92)</b>	<b>0.0%</b>
<b>Fund Excess/(Deficit):</b>	<b>534,647.93</b>	<b>409,342.04</b>		

## 2020 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION L  
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601 Reserve Fund		01/01/2020 To: 12/31/2020			
Revenues	Amt Budgeted	Revenues	Remaining		
<b>308 Beginning Balances</b>					
308 80 00 61 Beginning Balance	699,840.27	699,840.27	0.00	100.0%	
308 Beginning Balances	699,840.27	699,840.27	0.00	100.0%	
<b>360 Investment Interest</b>					
361 11 00 61 Investment Interest	10,000.00	3,336.54	6,663.46	33.4%	
360 Investment Interest	10,000.00	3,336.54	6,663.46	33.4%	
<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	207,000.00	0.00	207,000.00	0.0%	
397 Interfund Transfers	207,000.00	0.00	207,000.00	0.0%	
<b>Fund Revenues:</b>	<b>916,840.27</b>	<b>703,176.81</b>	<b>213,663.46</b>	<b>76.7%</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>916,840.27</b>	<b>703,176.81</b>			

## 2020 BUDGET POSITION TOTALS

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Fund	Revenue Budgeted	Received		Expense Budgeted	Spent	
001 General Fund	5,384,548.33	2,988,270.48	55.5%	3,872,890.16	1,589,225.10	41%
004 Health Reimbursement Fund	87.04	85.16	97.8%	0.00	0.00	0%
007 Separation Fund	176,563.39	61,248.93	34.7%	0.00	0.00	0%
110 EMS Fund	3,076,381.54	2,266,645.33	73.7%	1,190,172.00	166,192.81	14%
201 EMS Bond Fund	16,781.89	16,983.88	101.2%	0.00	0.00	0%
202 Construction Bond Fund	458,306.69	261,653.64	57.1%	381,038.00	0.00	0%
401 Construction Fund	7,032,721.99	6,923,588.36	98.4%	4,162,000.00	2,933,249.89	70%
501 Equipment Fund	534,647.93	454,805.96	85.1%	0.00	45,463.92	0%
601 Reserve Fund	916,840.27	703,176.81	76.7%	0.00	0.00	0%
	17,596,879.07	13,676,458.55	77.7%	9,606,100.16	4,734,131.72	49.3%



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Accts Pay #	Paid On	Year	Trans	Vendor ID	Vendor	Amount	Memo
10226	06/26/2020	2020	702	709	BE CREATIVE	1,050.00	GRANT WRITER FEES
	522 12 41 20	Professional Services			001 000 522 General Fund	1,050.00	GRANT WRITER FEES
Invoice							
				134		1,050.00	GRANT WRITER FEES
10227	06/26/2020	2020	704	690	BPAS	4,000.00	HRA
	522 12 20 04	HRA Benefits			001 000 522 General Fund	500.00	HRA
	522 21 20 04	HRA Benefits			001 000 522 General Fund	3,500.00	HRA
Invoice							
				JUN20		4,000.00	HRA
10228	06/26/2020	2020	705	60	CASCADE FIRE - YAKIMA	1,109.21	CASE OF FUSES, LIFT CYLCINDER APP15
	522 21 31 00	Expendable Supplies - Suppres			001 000 522 General Fund	137.92	CASE OF FUSES
	522 60 48 00	Repair & Maint. - Automotive			001 000 522 General Fund	971.29	LIFT CYLCINDER APP15
Invoice							
				1168956		137.92	
				116327		971.29	
10229	06/26/2020	2020	706	628	CI SHRED	37.87	DOCUMENT STORAGE
	522 12 41 00	Contract Services			001 000 522 General Fund	37.87	DOCUMENT STORAGE
Invoice							
				100781		37.87	DOCUMENT STORAGE
10230	06/26/2020	2020	707	628	CI SHRED	32.40	SHREDDING SERVICE
	522 12 41 00	Contract Services			001 000 522 General Fund	32.40	SHREDDING SERVICE
Invoice							
				101372		32.40	SHREDDING SERVICE
10231	06/26/2020	2020	708	281	CITY OF RICHLAND	5,898.83	DISPATCH SERVICES
	522 24 41 00	Dispatch Services			001 000 522 General Fund	5,898.83	DISPATCH SERVICES

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Invoice							
				42046		5,898.83	DISPATCH SERVICES
10232	06/26/2020	2020	709	376	CITY OF WEST RICHLAND	1,000.00	PREPAID WATER GARBAGE STA420
	522 50 47 20	Water/Sewer			001 000 522 General Fund	1,000.00	DISPATCH SERVICES
Invoice							
				062520		1,000.00	DISPATCH SERVICES
10233	06/26/2020	2020	710	376	CITY OF WEST RICHLAND	100.00	PREPAID WATER STA430
	522 50 47 20	Water/Sewer			001 000 522 General Fund	100.00	PREPAID WATER STA430
Invoice							
				062520		100.00	PREPAID WATER STA430
10234	06/26/2020	2020	699	704	FIRE 4 CHECKING ACCOUNT	1,565.76	AMBULANCE REFUND
	522 70 41 20	Ambulance Over Payment			110 000 522 EMS Fund	1,565.76	AMBULANCE REFUND
Invoice							
				1232		179.81	
				1231		572.10	
				1229		763.85	
				1230		50.00	
10265	06/26/2020	2020	712	509	HUGHES FIRE EQUIPMENT INC.	4,862.00	APP MAINT
	522 21 41 00	Professional Services			001 000 522 General Fund	1,847.28	ANNUAL PUMP TEST
	522 60 48 00	Repair & Maint. - Automotive			001 000 522 General Fund	3,014.72	DOT INSPECTION AND MAINT
Invoice							
				551049		615.76	APP16
				551046		615.76	APP34
				551047		615.76	APP 39
				551307		296.93	APP13
				551043		899.70	APP34
				551048		136.84	APP 1
				551044		925.92	APP 39
				551045		755.33	APP 34

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Accts Pay #	Paid On	Year	Trans	Vendor ID	Vendor	Amount	Memo
10235	06/26/2020	2020	714	187	LIFE ASSIST	2,206.73	MISC EMS SUPPLIES
	522	70	31	00	Expendable Supplies - EMS		
					001 000 522 General Fund	2,206.73	MISC EMS SUPPLIES
Invoice							
					1006694	117.29	
					1007475	53.43	
					1005731	446.40	
					1004536	160.29	
					1006555	278.66	
					1006502	1,150.66	
10236	06/26/2020	2020	715	182	LN CURTIS & SONS	109.76	MISC PURCHASE
	522	21	28	20	PPE - Protective Clothing		
					001 000 522 General Fund	58.90	HANGING LETTER PATCH
	522	21	48	90	SCBA Repair/Maintenance		
					001 000 522 General Fund	50.86	FACESHEILD, RETAINER
Invoice							
					INV3888806	58.90	
					INV393519	50.86	
10252	06/26/2020	2020	715	182	LN CURTIS & SONS	419.20	BOOSTER HOSE
	522	21	35	11	Hose Replacement		
					001 000 522 General Fund	419.20	BOOSTER HOSE
Invoice							
					567676	419.20	BOOSTER HOSE
10237	06/26/2020	2020	716	779	MCGAVICK GRAVES ATORNEY A	1,347.50	LEGAL SERVICE
	522	14	41	00	Legal Services		
					001 000 522 General Fund	1,347.50	LEGAL SERVICE
Invoice							
					05312020	1,347.50	LEGAL SERVICE
10238	06/26/2020	2020	717	860	NEWEGG	652.41	COMPUTER PARTS
	522	12	35	10	Office Computer Equipment		
					001 000 522 General Fund	652.41	COMPUTER PARTS
Invoice							
					1302792965	205.05	
					1302779488	45.55	

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Accts Pay #	Paid On	Year	Trans	Vendor ID	Vendor	Amount	Memo
<hr/>							
				1302803024		401.81	
10239	06/26/2020	2020	718	535	O'REILLY AUTO PARTS	95.45	APP SUPPLIES
<hr/>							
	522 60 31 00	Expendable Supplies - Automo	001 000 522	General Fund		95.45	APP SUPPLIES
<hr/>							
Invoice							
<hr/>							
				3707-141202		95.45	APP SUPPLIES
10264	06/26/2020	2020	719	702	ON SCENE MEDICAL	4,814.00	PHYSICALS
<hr/>							
	522 20 24 10	Physicals/Innoculation	001 000 522	General Fund		4,814.00	PHYSICALS
<hr/>							
Invoice							
<hr/>							
				1443		4,814.00	PHYSICALS
10240	06/26/2020	2020	720	841	OVERHEAD DOOR	150.68	STA420 OVERHEAD DOOR REPAIR
<hr/>							
	522 50 48 00	Repair & Maint. - Facilities	001 000 522	General Fund		150.68	STA420 OVERHEAD DOOR REPAIR
<hr/>							
Invoice							
<hr/>							
				22024		150.68	STA420 OVERHEAD DOOR REPAIR
10241	06/26/2020	2020	721	305	SNURE LAW OFFICE	200.00	LEGAL SERVICES
<hr/>							
	522 14 41 00	Legal Services	001 000 522	General Fund		200.00	LEGAL SERVICES
<hr/>							
Invoice							
<hr/>							
				06012020		200.00	LEGAL SERVICES
10242	06/26/2020	2020	722	322	STAPLES ADVANTAGE	91.22	FACILITY SUPPLIES
<hr/>							
	522 50 31 00	Expendable Supplies -Facilities	001 000 522	General Fund		91.22	FACILITY SUPPLIES
<hr/>							
Invoice							
<hr/>							
				8058605602		91.22	FACILITY SUPPLIES
10243	06/26/2020	2020	723	625	STERICYCLE	324.59	EMS WASTE PICKUP
<hr/>							
	522 70 41 10	Contract Services - EMS	001 000 522	General Fund		324.59	EMS WASTE PICKUP
<hr/>							
Invoice							

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Accts Pay #	Paid On	Year	Trans	Vendor ID	Vendor	Amount	Memo
				3005127089		324.59	EMS WASTE PICKUP
10244	06/26/2020	2020	700	680	SYSTEM DESIGN WEST	1,882.74	EMS BILLING FEE (MAY)
	522 70 41 00	Ambulance Billing Service Fee	110 000 522	EMS Fund		1,882.74	EMS BILLING FEE (MAY)
Invoice							
				20201098		1,882.74	EMS BILLING FEE (MAY)
10245	06/26/2020	2020	700	680	SYSTEM DESIGN WEST	30,000.00	FY19 COST REPORT SERVICES
	522 70 49 00	Other Expenditures	110 000 522	EMS Fund		30,000.00	FY19 COST REPORT SERVICES
Invoice							
				GEMT19002		30,000.00	FY19 COST REPORT SERVICES
10246	06/26/2020	2020	724	672	TIRE FACTORY	683.20	APP 34 MAINT
	522 60 48 00	Repair & Maint. - Automotive	001 000 522	General Fund		683.20	APP 34 MAINT
Invoice							
				03-144481		683.20	APP 34 MAINT
10266	06/26/2020	2020	726	475	US BANK	809.01	VISA- BORSCHOWA
	522 12 35 10	Office Computer Equipment	001 000 522	General Fund		83.26	ZIP TIES AND BATTERIES
	522 12 35 10	Office Computer Equipment	001 000 522	General Fund		187.37	MAGNETIC
	522 12 41 00	Contract Services	001 000 522	General Fund		510.42	FIREWALL RENEWAL
	522 12 41 00	Contract Services	001 000 522	General Fund		27.96	BACKUP
Invoice							
				BORS		809.01	4485594555563475
10267	06/26/2020	2020	726	475	US BANK	264.89	VISA- CARAWAY
	522 21 31 10	Supplies - Support Service	001 000 522	General Fund		246.98	REHAB SUPPLIES FIRE 05/17/20
	522 21 31 10	Supplies - Support Service	001 000 522	General Fund		17.91	REHAB SUPPLIES
Invoice							
				CARAI		264.89	4485594555563475
10268	06/26/2020	2020	726	475	US BANK	88.91	VISA- NEWTON

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Accts	Pay #	Paid On	Year	Trans	Vendor ID	Vendor	Amount	Memo
Invoice								
	522 21 35 10	Tools & Equipment -Suppression	001 000 522	General Fund			40.50	HEAVY DUTY BRACKET
	522 60 31 00	Expendable Supplies - Automo	001 000 522	General Fund			48.41	FILTER APP34
NEWT								
	88.91	4485594555563475						
<b>10269</b>	<b>06/26/2020</b>	<b>2020</b>	<b>726</b>	<b>475</b>	<b>US BANK</b>		<b>1,236.38</b>	<b>VISA- SHANNON</b>
	522 50 31 00	Expendable Supplies -Facilities	001 000 522	General Fund			14.05	CAR WAX WASH
	522 50 35 00	Tools & Equipment - Facilities	001 000 522	General Fund			1,194.58	DISHWASHER STA420
	522 50 35 00	Tools & Equipment - Facilities	001 000 522	General Fund			27.75	FACILITY SUPPLIES
Invoice								
	1,236.38	4485594555563475						
<b>10270</b>	<b>06/26/2020</b>	<b>2020</b>	<b>726</b>	<b>475</b>	<b>US BANK</b>		<b>724.16</b>	<b>VISA- BRADLEY</b>
	522 12 31 00	Expendable Office Supplies	001 000 522	General Fund			1.29	OFFICE SUPPLIES
	522 12 31 00	Expendable Office Supplies	001 000 522	General Fund			152.00	PAPER
	522 12 41 00	Contract Services	001 000 522	General Fund			564.72	OFFICE365
	522 12 42 40	Postage	001 000 522	General Fund			6.15	POSTAGE
Invoice								
	724.16	4485594555563475						
<b>10247</b>	<b>06/26/2020</b>	<b>2020</b>	<b>728</b>	<b>375</b>	<b>WEST RICHLAND RENTALS</b>		<b>70.96</b>	<b>PROPANE</b>
	522 50 31 00	Expendable Supplies -Facilities	001 000 522	General Fund			70.96	PROPANE
Invoice								
	70.96	4485594555563475						
<b>10248</b>	<b>06/26/2020</b>	<b>2020</b>	<b>729</b>	<b>814</b>	<b>WESTERN STATE EQUIPMENT P/</b>		<b>1,269.35</b>	<b>PUMPHOUSE AND STA410 GENERATOR MAINT</b>
	522 50 48 00	Repair & Maint. - Facilities	001 000 522	General Fund			1,269.35	PUMPHOUSE AND STA410 GENERATOR MAINT
Invoice								
	1,269.35	4485594555563475						
<b>10249</b>	<b>06/26/2020</b>	<b>2020</b>	<b>730</b>	<b>387</b>	<b>WONDERLIC</b>		<b>271.50</b>	<b>ANNUAL SYSTEM ACCESS FEE</b>
	637.67	IN001239102						
	631.68	IN001239103						

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522 12 44 00	Advertising/Notices/Recruiting	001 000 522	General Fund			271.50	ANNUAL SYSTEM ACCESS FEE
Invoice							
6513867						271.50	ANNUAL SYSTEM ACCESS FEE
10250 06/26/2020	2020	732	394	YOKE'S FOODS		14.94	REHAB SUPPLIES
522 21 31 10	Supplies - Support Service	001 000 522	General Fund			14.94	REHAB SUPPLIES
Invoice							
66294						14.94	REHAB SUPPLIES
10251 06/26/2020	2020	733	396	ZOLL MEDICAL CORP GPO		13.68	MISC EMS SUPPLIES
522 70 31 00	Expendable Supplies - EMS	001 000 522	General Fund			13.68	MISC EMS SUPPLIES
Invoice							
3075319						13.68	MISC EMS SUPPLIES
Fund						Total:	67,397.33
001 General Fund							33,948.83
110 EMS Fund							33,448.50

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.