



BENTON COUNTY FIRE PROTECTION DISTRICT NO. 4 REGULAR BOARD AGENDA

July 2, 2020
Conference Call Line

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 07/02/2020
- Approval of Regular Meeting Minutes dated 06/17/2020
- Approval and pay:
- **Expenditures:**

522 Fire Control	39,121.46
589 Payroll Clearing	602.64
<u>001 General Fund</u>	<u>39,724.10</u>

594 Capital Expenditures	524,971.45
<u>401 Construction Fund</u>	<u>524,971.45</u>

Total \$ 564,695.55

RESOLUTIONS/MOTIONS

- Resolution 2020-05 Equipment Surplus
- Approval of the Change Order #3
- Approval of Job Descriptions

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:

 07/02/2020
SLITA BRADLEY, DISTRICT SECRETARY

 7/2/20
GREGG COUCH, COMMISSIONER

 7/2/20
WOODY RUSSELL, COMMISSIONER

_____/_____
GARRETT GOODWIN, COMMISSIONER



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

June 17, 2020
Conference Call Line

CALL MEETING TO ORDER

Commissioner called the meeting to order at 1700 hrs.

PLEDGE OF ALLEGIANCE

- No pledge of allegiance.

ADDITION TO THE AGENDA

- Approval of SOG 2020 Emergency Power Generator Inspection and Operation

THOSE PRESENT:

Commissioner Garrett Goodwin
Commissioner Woody Russell
Commissioner Gregg Couch
Fire Chief William Whealan
Acting Chief Paul Carlyle
District Secretary Slita Bradley
Captain Bonnie Benitz
City Liaison Fred Brink

Captain Ray Newton
Firefighter Cody Winters
Firefighter Braydon Johnson
Firefighter Jonathan
Firefighter Allen Putz
Firefighter Eli Thompson
Firefighter Easton Bates
Logistics Ed Caraway

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 06/17/2020
- 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
001 General Fund	99,072.12

522 Fire Control	33,448.50
110 EMS Fund	33,448.50

- **EFT**

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

- **Key Bank Tax Deposit**

522 Fire Control	3,404.66
589 Payroll Clearing	22,006.79

Grand Total: \$ 265,558.99

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

RESOLUTIONS/MOTIONS

- Next Commissioner Meeting platform/location
 - Next meeting remains virtual. Second meeting location will be decided at the first meeting. The meetings will now move to 1st and 3rd Thursdays at 1800 hrs.
- Approval of job descriptions
 - Commissioner Russell asked if the intent was to promote from within only and no opportunity for other people from the outside to apply. Commissioner Couch reported that that was not the intent. If no one from the inside qualifies, then the position is opened to the outside candidates. Commissioner Russell commented that there is no need to slow down the approval of the job descriptions. The changes can be addressed in a memorandum of understanding. Commissioner Couch stated that if the updates job descriptions do not interfere with the hiring timeline, the board can approve them in July. Captain Benitz reported that it should not interfere with the timeline.
- Approval of Tahoe Light Package
 - Acting Chief Carlyle reported that there are 4 quotes for the light package. He recommended moving forward with the cheapest option. The district will buy the parts and hired Hughes to install the lights. The total package is \$8,149.07 expended from 501 Equipment Fund

Commissioner Goodwin made a motion to move forward with the quote from EEC and have Hughes install the lights, seconded by Commissioner Russell and the motion carried.

- Approval of SOG 2020 Emergency Power Generator Inspection and Operation
 - Commissioner Goodwin would like to see the form attached with the SOG. Acting Chief Carlyle reported that the reason why the forms are not attached is because station 430 may have a new procedure. He tried to avoid coming back to the board to just update the form in the appendix.

Commissioner Goodwin made a motion to approve SOG 2020 Emergency Power Generator Inspection and Operation, seconded by Commissioner Russell and the motion carried.

DISTRICT REPORTS

- Union Report
 - No report
- Volunteer Report
 - No report
- Logistics Report
 - No report
- City Liaison Report
 - City Liaison Brink reported that National Night Out is postponed until October 6 but the date can be modified if need be. Julie Richardson will leave the city clerk position on July 24. Stephanie Haug will be the new city clerk.
 - New police facility – the project is moving forward. No groundbreaking date set yet.
 - Chief Whealan thanked City Liaison Brink for volunteering with the district.
- Commissioner's Report

- Lid lift on General Elections – Commissioner Couch reported that the topic came up at the last communication meeting. This is a backup plan in case the primary election was unsuccessful. Commissioner Couch recommended that the district has the resolution ready by next meeting. District Secretary Bradley will reach out to Liz Loomis to see if we need public comments first or not.
- Fire Chief's Report (Acting Chief Carlyle)
 - Attended the Liz Loomis meeting. Had several follow ups and correspondences since that meeting, including 4th of July discussion.
 - With the assistance of District Secretary Bradley, we completed three videos that Liz Loomis requested.
 - Attended quad County Chief's meeting. City of Pullman announced they are not allowing participation in State Mobilizations or IMT assignments, due to the City budgetary constraints at this time.
 - Presented the BCFD4 updates at the Richland Rotary club. Thanks to Councilmember Brink for the invitation.
 - Attended several webinars regarding EMS delivery and COVID19.
 - Participated in shooting a joint video with the other local fire chiefs about the upcoming 4th of July celebration and encouraging citizens to celebrate safely.
 - Drill via Zoom meeting has been working out great.
- District Secretary's Report
 - No report.

OPEN FORUM DISCUSSION

- No discussions.

IMPORTANT DATES

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

CORRESPONDENCE

- No correspondence.

AMBULANCE SERVICE PROGRAM UPDATES

- Received a notification that the district has been turned down for the second wave of the Health and Human Services Relief Fund. No explanation as to why, other than the district didn't qualify. The first round is what provided us approximately \$11,000 that had to be used specifically for PPE and EMS supplies.
- Ambulance billing has been going well.

UNFINISHED BUSINESS

- Fire Department Community Assistance, Referrals and Education Services (FDCARES) program
 - No updates.
- Station Design Team
 - Commissioner Russell reported that the project is moving forward. They are installing windows right now. Electrical is going in. Completion date is expected to be mid-October.
- Apparatus Committee
 - Commissioner Goodwin reported that no new information right now. Everything is still on schedule.
- Volunteer Recruitment
 - No report
- Bond Budget Report

- Commissioner Russell reported that there are several change orders but most of them do not cost the district extra costs. The 4% of the contingency fund will be spent towards the change order. G2 Construction and ZBA Architecture have been doing a great job of containing the costs. Chief Whealan reported that the district could praise them at the grand opening ceremony.
- COVID19
 - Numbers of positive cases are increasing, and we are seeing the highest increases in positive cases. Hospitals are all reporting an increase in COVID patients. Many hospitals reported that a bed is available in their ICUs. Out of town transfers seem to be increasing.
 - People can be wearing out on the social distancing and wearing of masks but with the increasing numbers it's more important than ever to follow best practices.
 - The district has one career member out on quarantine protocol due to a suspected social contact.
- Station 410 Lease
 - No updates

NEW BUSINESS

- Commissioner Couch reported that the district will not take a strong stand on the 4th of July fireworks at this time. Liz Loomis created the unified message that the crew can provide to the public. Chief Carlyle asked City Liaison Brink to see if the firework stands will be selling fireworks since they are not an essential business. City Liaison Brink will provide the information to Chief Carlyle tomorrow.

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 session

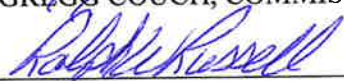
ADJOURNMENT:

The meeting was adjourned at 1804 hrs.

Attested:

 07/02/2020
SLITA BRADLEY, DISTRICT SECRETARY

 7/2/20
GREGG COUCH, COMMISSIONER

 7/2/20
WOODY RUSSELL, COMMISSIONER

_____/_____/_____
GARRETT GOODWIN, COMMISSIONER

WARRANT/CHECK REGISTER

BENTON COUNTY FIRE PROTECTION DISTRICT

Time: 13:46:57 Date: 07/01/2020

MCAG #: 1040

07/10/2020 To: 07/10/2020

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Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
776	07/10/2020	Claims	1	185828	AT&T MOBILITY	86.08	FIRST NET
777	07/10/2020	Claims	1	185829	BC FIRE DIST #4 FF ASSOCIATION	1,176.00	CANDY REIMBURSEMENT
778	07/10/2020	Claims	1	185830	BOUND TREE MEDICAL	84.40	MISC EMS SUPPLIES
779	07/10/2020	Claims	1	185831	CASCADE FIRE - OREGON	299.74	BOOTS(1)
780	07/10/2020	Claims	1	185832	CHARTER COMMUNICATIONS	594.40	PHONE AND INTERNET
781	07/10/2020	Claims	1	185833	CHARTER COMMUNICATIONS	38.73	TV SERVICE
782	07/10/2020	Payroll	1	185834	DEPARTMENT OF LABOR & INDUSTRIES	16,453.11	2ND Quarter 04/01/2020 - 06/30/2020
783	07/10/2020	Claims	1	185835	DESIGN SPACE MODULAR BUILDINGS	415.97	POT RENTAL
784	07/10/2020	Payroll	1	185836	EMPLOYMENT SECURITY DEPT (OASI)	1,395.49	2nd Quarter 04/01/2020 - 06/30/2020
785	07/10/2020	Payroll	1	185837	EMPLOYMENT SECURITY-PFML	1,100.00	Pay Cycle(s) 04/01/2020 To 06/30/2020 - PFML
786	07/10/2020	Claims	1	185838	FIRE 4 CHECKING ACCOUNT	2,681.44	MAIL NEWSLETTER; POSTAGE FACT CARDS
787	07/10/2020	Claims	1	185839	ISOUTSORCE	5,000.00	BLOCK SUPPORT
788	07/10/2020	Claims	1	185840	KENT D BRUCE CO	1,059.36	CHARGING UNIT APP 43
789	07/10/2020	Claims	1	185841	LIFE ASSIST	2,949.97	MISC EMS SUPPLIES
790	07/10/2020	Claims	1	185842	NEWEGG	482.18	SYNLOGY NETWORK STORAGE
791	07/10/2020	Claims	1	185843	OXARC	45.33	O2
792	07/10/2020	Claims	1	185844	PACIFIC OFFICE AUTOMATION	512.16	PHONE SERVICE
793	07/10/2020	Claims	1	185845	PALADIN BACKGROUND	22.00	BACKGROUND
794	07/10/2020	Claims	1	185846	STERICYCLE	129.33	EMS WASTE PICKUP
795	07/10/2020	Claims	1	185847	US BANK	560.91	VISA- CARAWAY; VISA-MELOY
796	07/10/2020	Claims	1	185848	US LINEN & UNIFORM	383.12	MATS SERVICE
797	07/10/2020	Claims	1	185849	VERIZON WIRELESS	1,683.72	CELL SERVICE
798	07/10/2020	Claims	1	185850	WITMER PUBLIC SAFETY GROUP	2,570.66	UNIFORM
774	07/10/2020	Claims	401	5593	G2 COMMERCIAL CONSTRUCTION	521,175.95	STATION 430
775	07/10/2020	Claims	401	5594	ZBA Architecture	3,795.50	CONSTRUCTION ADMINISTRATION
522 Fire Control						39,121.46	
589 Payroll Clearing						602.64	
001 General Fund						39,724.10	
594 Capital Expenditures						524,971.45	
401 Construction Fund						524,971.45	
						Claims:	545,746.95
						Payroll:	18,948.60

WARRANT/CHECK REGISTER

BENTON COUNTY FIRE PROTECTION DISTRICT

Time: 13:46:57 Date: 07/01/2020

MCAG #: 1040

07/10/2020 To: 07/10/2020

Page: 2

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 07/02/2020

2020 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION I
MCAG #: 1040

Time: 14:08:28 Date: 07/01/2020

Page: 1

001 General Fund

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

Revenues	Amt Budgeted	Revenues	Remaining	
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	1,504,873.64	1,294,476.36	53.8%
337 20 00 01 Leasehold Tax	30,000.00	12,397.60	17,602.40	41.3%
310 Taxes	2,829,350.00	1,517,271.24	1,312,078.76	53.6%
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	6,133.56	1,866.44	76.7%
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	1,252.93	747.07	62.6%
360 Investment Interest	10,000.00	7,386.49	2,613.51	73.9%
380 Non Revenues				
389 00 00 01 Suspense- To Be Reclassified	0.00	0.00	0.00	0.0%
389 50 68 04 Refund/Reimbursement	0.00	0.00	0.00	0.0%

2020 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION E
MCAG #: 1040

Time: 14:08:28 Date: 07/01/2020

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001 General Fund

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

Revenues	Amt Budgeted	Revenues	Remaining
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380 Non Revenues

380 Non Revenues	0.00	0.00	0.00	0.0%
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390 Other Revenues

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

397 Interfund Transfers

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

Fund Revenues:

5,384,548.33	3,092,444.06	2,292,104.27	57.4%
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Expenditures

Amt Budgeted	Expenditures	Remaining
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522 Fire Control

522 11 10 10 Salary - Comm 1 (Couch)	6,500.00	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	506.79	118.21	81.1%
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	255.63	369.37	40.9%
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	13,935.62	13,039.38	51.7%
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	32,700.15	37,503.35	46.6%
522 12 20 60 Benefits - OT Administration	1,800.00	831.92	968.08	46.2%
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	9,613.65	4,386.35	68.7%
522 12 41 00 Contract Services	71,000.00	53,477.83	17,522.17	75.3%

2020 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION E
MCAG #: 1040

Time: 14:08:28 Date: 07/01/2020

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001 General Fund

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

Expenditures		Amt Budgeted	Expenditures	Remaining	
522 Fire Control					
522 12 41 01	Portable Office Trailer 420	5,000.00	2,495.82	2,504.18	49.9%
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	4,138.61	3,861.39	51.7%
522 12 42 10	Cellular Phone Service	12,000.00	6,488.04	5,511.96	54.1%
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	631.50	868.50	42.1%
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	8,385.37	7,614.63	52.4%
522 12 49 10	Taxes And Irrigation Fees	100.00	70.97	29.03	71.0%
522 12 49 20	State Auditor	11,000.00	0.00	11,000.00	0.0%
012 Administrative		619,903.50	270,595.80	349,307.70	43.7%
522 13 41 00	Levy Publication Services	55,000.00	28,972.53	26,027.47	52.7%
522 13 48 20	Outside Services	0.00	0.00	0.00	0.0%
522 13 49 00	Commissioner Elections	5,000.00	4,264.62	735.38	85.3%
013 Election		60,000.00	33,237.15	26,762.85	55.4%
522 14 41 00	Legal Services	24,000.00	16,205.81	7,794.19	67.5%
014 Legal		24,000.00	16,205.81	7,794.19	67.5%
522 15 40 00	Advance Travel/Petty Cash	0.00	0.00	0.00	0.0%
015 Internal Acct		0.00	0.00	0.00	0.0%
522 20 10 10	Mobilization Wages	30,000.00	1,636.76	28,363.24	5.5%
522 20 20 10	Mobilization Benefits	9,000.00	356.49	8,643.51	4.0%
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	21,332.58	(6,332.58)	142.2%
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%
020 Operations		127,000.00	50,347.81	76,652.19	39.6%
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	193,320.71	188,091.15	50.7%
522 21 20 71	Benefits - Overtime FF	40,000.00	26,724.97	13,275.03	66.8%
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	814.02	3,185.98	20.4%
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 E
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001 General Fund

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

Expenditures	Amt Budgeted	Expenditures	Remaining	
522 Fire Control				
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%
021 Suppression	2,150,171.66	1,027,645.13	1,122,526.53	47.8%
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%
024 Communications	109,800.00	47,696.16	62,103.84	43.4%
522 30 31 00 Expendable Supplies-Prevention	6,500.00	1,199.00	5,301.00	18.4%
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%
030 Public Information	7,650.00	1,199.00	6,451.00	15.7%
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%
045 Training	139,700.00	18,095.79	121,604.21	13.0%
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	61,808.47	(41,808.47)	309.0%

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BENTON COUNTY FIRE PROTECTION E
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001 General Fund

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Expenditures	Amt Budgeted	Expenditures	Remaining	
522 Fire Control				
050 Facilities	77,500.00	89,987.84	(12,487.84)	116.1%
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	19,732.02	32,707.98	37.6%
060 Automotive	85,190.00	26,179.85	59,010.15	30.7%
522 70 31 00 Expendable Supplies - EMS	31,000.00	28,671.21	2,328.79	92.5%
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	3,531.60	5,968.40	37.2%
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	33,612.38	14,387.62	70.0%
522 Fire Control	3,475,890.16	1,628,738.34	1,847,151.82	46.9%
588 Prior Period Adjustment				
585 10 00 01 Other Decreases In Net Cash & Investments	0.00	0.00	0.00	0.0%
- Other Costs Allocations				
588 Prior Period Adjustment	0.00	0.00	0.00	0.0%
589 Payroll Clearing				
589 90 00 00 Payroll Clearing	0.00	210.86	(210.86)	0.0%
589 90 00 01 Other Non-Expenditures - Suspense	0.00	0.00	0.00	0.0%
589 Payroll Clearing	0.00	210.86	(210.86)	0.0%
591 Debt Service				
591 22 71 02 Capital Lease Principal	0.00	0.00	0.00	0.0%
592 22 83 02 Capital Lease Interest	0.00	0.00	0.00	0.0%
591 Debt Service	0.00	0.00	0.00	0.0%
594 Capital Expenditures				
594 22 63 01 Capital Equipment - AFG Portion	0.00	0.00	0.00	0.0%
594 22 63 02 Capital Equipment - District Matching Portion	0.00	0.00	0.00	0.0%
000	0.00	0.00	0.00	0.0%
594 22 62 00 Capital Building	0.00	0.00	0.00	0.0%
594 22 63 00 Capital Apparatus And Equipment	0.00	0.00	0.00	0.0%
594 22 64 01 Capital Communications	0.00	0.00	0.00	0.0%
022 Capital	0.00	0.00	0.00	0.0%

2020 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION L
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001 General Fund

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

Expenditures	Amt Budgeted	Expenditures	Remaining	
594 Capital Expenditures				
594 Capital Expenditures	0.00	0.00	0.00	0.0%
597 Interfund Transfers				
597 00 00 01 Transfers Out To 501	75,000.00	0.00	75,000.00	0.0%
597 00 01 04 Transfer Out To 104	0.00	0.00	0.00	0.0%
597 00 01 05 Transfer Out	0.00	0.00	0.00	0.0%
597 00 01 07 Transfers-Out To 107	115,000.00	0.00	115,000.00	0.0%
597 00 01 61 Transfer Out To 601	207,000.00	0.00	207,000.00	0.0%
597 Interfund Transfers	397,000.00	0.00	397,000.00	0.0%
Fund Expenditures:	3,872,890.16	1,628,949.20	2,243,940.96	42.1%
Fund Excess/(Deficit):	1,511,658.17	1,463,494.86		

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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	
308 Beginning Balances				
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%
340 Charges For Services				
349 17 00 01 Employee Benefit - HRA	0.00	0.00	0.00	0.0%
340 Charges For Services	0.00	0.00	0.00	0.0%
360 Investment Interest				
361 11 00 04 Investment Interest	2.00	0.52	1.48	26.0%
360 Investment Interest	2.00	0.52	1.48	26.0%
380 Non Revenues				
388 80 00 01 Prior Year(s) Corrections	0.00	0.00	0.00	0.0%
380 Non Revenues	0.00	0.00	0.00	0.0%
397 Interfund Transfers				
397 00 01 04 Transfer In From 001	0.00	0.00	0.00	0.0%
397 00 01 05 Transfer In From 101	0.00	0.00	0.00	0.0%
397 Interfund Transfers	0.00	0.00	0.00	0.0%
Fund Revenues:	87.04	85.27	1.77	98.0%
Fund Excess/(Deficit):	87.04	85.27		

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BENTON COUNTY FIRE PROTECTION E
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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	372.66	127.34	74.5%
360 Investment Interest	500.00	372.66	127.34	74.5%

397 Interfund Transfers

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

Fund Revenues:	176,563.39	61,330.98	115,232.41	34.7%
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Expenditures	Amt Budgeted	Expenditures	Remaining
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597 Interfund Transfers

597 00 00 07 Transfers-Out To 001	0.00	0.00	0.00	0.0%
597 Interfund Transfers	0.00	0.00	0.00	0.0%

Fund Expenditures:	0.00	0.00	0.00	0.0%
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Fund Excess/(Deficit):	176,563.39	61,330.98
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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	432,709.51	371,462.49	53.8%
310 Taxes	804,172.00	432,709.51	371,462.49	53.8%

330 Intergovernmental Revenues

332 93 40 10 GEMT	330,000.00	42,253.00	287,747.00	12.8%
330 Intergovernmental Revenues	330,000.00	42,253.00	287,747.00	12.8%

340 Charges For Services

342 60 01 10 Ambulance Service	200,000.00	119,744.21	80,255.79	59.9%
340 Charges For Services	200,000.00	119,744.21	80,255.79	59.9%

360 Investment Interest

361 11 00 11 Investment Interest	12,000.00	14,250.81	(2,250.81)	118.8%
360 Investment Interest	12,000.00	14,250.81	(2,250.81)	118.8%

Fund Revenues:	3,076,381.54	2,339,167.07	737,214.47	76.0%
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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	2,172,974.26			

2020 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION L

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201 EMS Bond Fund 01/01/2020 To: 12/31/2020

Revenues	Amt Budgeted	Revenues	Remaining
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308 Beginning Balances

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

310 Taxes

311 10 00 21 Property Tax	0.00	63.49	(63.49)	0.0%
310 Taxes	0.00	63.49	(63.49)	0.0%

360 Investment Interest

361 11 00 21 Investment Interest	0.00	178.57	(178.57)	0.0%
360 Investment Interest	0.00	178.57	(178.57)	0.0%

380 Non Revenues

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

Fund Revenues:	16,781.89	17,023.95	(242.06)	101.4%
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Expenditures	Amt Budgeted	Expenditures	Remaining
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591 Debt Service

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

Fund Expenditures:	0.00	0.00	0.00	0.0%
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Fund Excess/(Deficit):	16,781.89	17,023.95
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2020 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION C
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202 Construction Bond Fund

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

Revenues	Amt Budgeted	Revenues	Remaining	
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	240,565.56	179,434.44	57.3%
311 11 02 02 Interest	0.00	0.00	0.00	0.0%
310 Taxes	420,000.00	240,565.56	179,434.44	57.3%
360 Investment Interest				
361 11 00 22 Investment Interest	1,200.00	304.16	895.84	25.3%
360 Investment Interest	1,200.00	304.16	895.84	25.3%
380 Non Revenues				
388 80 00 03 Prior Year(s) Corrections	0.00	0.00	0.00	0.0%
380 Non Revenues	0.00	0.00	0.00	0.0%
Fund Revenues:	458,306.69	277,976.41	180,330.28	60.7%
Expenditures	Amt Budgeted	Expenditures	Remaining	
591 Debt Service				
591 22 71 00 Bond Principal Payment	100,000.00	0.00	100,000.00	0.0%
592 22 83 00 Bond Interest Payment	281,038.00	0.00	281,038.00	0.0%
591 Debt Service	381,038.00	0.00	381,038.00	0.0%
597 Interfund Transfers				
597 00 00 21 Transfers-Out	0.00	0.00	0.00	0.0%
597 Interfund Transfers	0.00	0.00	0.00	0.0%
Fund Expenditures:	381,038.00	0.00	381,038.00	0.0%
Fund Excess/(Deficit):	77,268.69	277,976.41		

2020 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION E
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401 Construction Fund

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

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances				
308 10 00 41 Beginning Balance	6,892,721.99	6,892,721.99	0.00	100.0%
308 Beginning Balances	6,892,721.99	6,892,721.99	0.00	100.0%
360 Investment Interest				
361 11 00 41 Investment Interest	140,000.00	37,668.96	102,331.04	26.9%
360 Investment Interest	140,000.00	37,668.96	102,331.04	26.9%
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	6,930,390.95	102,331.04	98.5%
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	2,296,287.14	703,712.86	76.5%
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	3,458,221.34	703,778.66	83.1%
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	3,458,221.34	703,778.66	83.1%
Fund Excess/(Deficit):	2,870,721.99	3,472,169.61		

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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	2,706.48	4,293.52	38.7%
	360 Investment Interest	7,000.00	2,706.48	4,293.52	38.7%

380 Non Revenues

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

390 Other Revenues

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

397 Interfund Transfers

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

Fund Revenues:

534,647.93 455,354.41 79,293.52 85.2%

Expenditures	Amt Budgeted	Expenditures	Remaining	
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522 Fire Control

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

594 Capital Expenditures

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

2020 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION L
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501 Equipment Fund

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

Expenditures	Amt Budgeted	Expenditures	Remaining	
597 Interfund Transfers				
597 00 05 01 Transfer Out To 101	0.00	0.00	0.00	0.0%
597 Interfund Transfers	0.00	0.00	0.00	0.0%
Fund Expenditures:	0.00	45,463.92	(45,463.92)	0.0%
Fund Excess/(Deficit):	534,647.93	409,890.49		

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	
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308 Beginning Balances

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

360 Investment Interest

361 11 00 61 Investment Interest	10,000.00	3,678.56	6,321.44	36.8%
360 Investment Interest	10,000.00	3,678.56	6,321.44	36.8%

380 Non Revenues

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

397 Interfund Transfers

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

Fund Revenues:	916,840.27	703,518.83	213,321.44	76.7%
-----------------------	-------------------	-------------------	-------------------	--------------

Expenditures	Amt Budgeted	Expenditures	Remaining	
--------------	--------------	--------------	-----------	--

597 Interfund Transfers

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

Fund Expenditures:	0.00	0.00	0.00	0.0%
---------------------------	-------------	-------------	-------------	-------------

Fund Excess/(Deficit):	916,840.27	703,518.83	
-------------------------------	-------------------	-------------------	--

2020 BUDGET POSITION TOTALS

BENTON COUNTY FIRE PROTECTIO
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Fund	Revenue Budgeted	Received		Expense Budgeted	Spent	
001 General Fund	5,384,548.33	3,092,444.06	57.4%	3,872,890.16	1,628,949.20	42%
004 Health Reimbursement Fund	87.04	85.27	98.0%	0.00	0.00	0%
007 Separation Fund	176,563.39	61,330.98	34.7%	0.00	0.00	0%
110 EMS Fund	3,076,381.54	2,339,167.07	76.0%	1,190,172.00	166,192.81	14%
201 EMS Bond Fund	16,781.89	17,023.95	101.4%	0.00	0.00	0%
202 Construction Bond Fund	458,306.69	277,976.41	60.7%	381,038.00	0.00	0%
401 Construction Fund	7,032,721.99	6,930,390.95	98.5%	4,162,000.00	3,458,221.34	83%
501 Equipment Fund	534,647.93	455,354.41	85.2%	0.00	45,463.92	0%
601 Reserve Fund	916,840.27	703,518.83	76.7%	0.00	0.00	0%
	<u>17,596,879.07</u>	<u>13,877,291.93</u>	<u>78.9%</u>	<u>9,606,100.16</u>	<u>5,298,827.27</u>	<u>55.2%</u>

ACCOUNTS PAYABLE PAID

BENTON COUNTY FIRE PROTECTION DISTRICT

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Accts

Pay #	Paid On	Year	Trans	Vendor ID	Vendor	Amount	Memo
10274	07/10/2020	2020	776	829	AT&T MOBILITY	86.08	FIRST NET
	522 12 42 10	Cellular Phone Service		001 000 522	General Fund	86.08	FIRST NET
Invoice							
	06112020					86.08	FIRST NET
10275	07/10/2020	2020	777	36	BC FIRE DIST #4 FF ASSOCIATION	1,176.00	CANDY REIMBURSEMENT
	522 30 31 00	Expendable Supplies-Preventic		001 000 522	General Fund	1,176.00	CANDY REIMBURSEMENT
Invoice							
	1					1,176.00	CANDY REIMBURSEMENT
10276	07/10/2020	2020	778	50	BOUND TREE MEDICAL	84.40	MISC EMS SUPPLIES
	522 70 31 00	Expendable Supplies - EMS		001 000 522	General Fund	84.40	MISC EMS SUPPLIES
Invoice							
	83661358					84.40	MISC EMS SUPPLIES
10277	07/10/2020	2020	779	59	CASCADE FIRE - OREGON	299.74	BOOTS(1)
	522 20 28 00	Uniforms (All Non-PPE)		001 000 522	General Fund	299.74	BOOTS(1)
Invoice							
	108289					299.74	BOOTS(1)
10278	07/10/2020	2020	780	481	CHARTER COMMUNICATIONS	594.40	PHONE AND INTERNET
	522 12 41 00	Contract Services		001 000 522	General Fund	399.00	INTERNET
	522 12 42 00	Phone Service		001 000 522	General Fund	195.40	PHONE
Invoice							
	06072020					594.40	PHONE AND INTERNET
10279	07/10/2020	2020	781	481	CHARTER COMMUNICATIONS	38.73	TV SERVICE
	522 12 41 00	Contract Services		001 000 522	General Fund	38.73	TV SERVICE
Invoice							
	06142020					38.73	TV SERVICE

ACCOUNTS PAYABLE PAID

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BENTON COUNTY FIRE PROTECTION DISTRICT
MCAG #: 1040

07/10/2020 To: 07/10/2020

Accts Pay #	Paid On	Year	Trans	Vendor ID	Vendor	Amount	Memo
10280	07/10/2020	2020	783	870	DESIGN SPACE MODULAR BUILDING	415.97	POT RENTAL
	522	12	41	01	Portable Office Trailer 420		
				001	000 522 General Fund	415.97	POT RENTAL
Invoice							
				1138376-IN		415.97	POT RENTAL
10281	07/10/2020	2020	786	704	FIRE 4 CHECKING ACCOUNT	1,340.72	MAIL NEWSLETTER
	522	13	41	00	Levy Publication Services		
				001	000 522 General Fund	1,340.72	MAIL NEWSLETTER
Invoice							
				1233		155.38	
				1234		1,185.34	
10293	07/10/2020	2020	786	704	FIRE 4 CHECKING ACCOUNT	1,340.72	POSTAGE FACT CARDS
	522	13	41	00	Levy Publication Services		
				001	000 522 General Fund	1,340.72	POSTAGE FACT CARDS
Invoice							
				1235		155.38	
				1236		1,185.34	
10294	07/10/2020	2020	774	881	G2 COMMERCIAL CONSTRUCTION	521,175.95	STATION 430
	594	22	62	01	Building Upgrade		
				401	000 594 Construction Fund	521,175.95	STATION 430
Invoice							
				1305		521,175.95	STATION 430
10295	07/10/2020	2020	787	876	ISOUTSOURCE	5,000.00	BLOCK SUPPORT
	522	12	41	00	Contract Services		
				001	000 522 General Fund	5,000.00	BLOCK SUPPORT
Invoice							
				CW240750		5,000.00	BLOCK SUPPORT
10282	07/10/2020	2020	788	902	KENT D BRUCE CO	1,059.36	CHARGING UNIT APP 43
	522	60	48	00	Repair & Maint. - Automotive		
				001	000 522 General Fund	1,059.36	CHARGING UNIT APP 43

ACCOUNTS PAYABLE PAID

BENTON COUNTY FIRE PROTECTION DISTRICT

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Accts

Pay #	Paid On	Year	Trans	Vendor ID	Vendor	Amount	Memo
				Invoice			
				6752		1,059.36	CHARGING UNIT APP 43
10283	07/10/2020	2020	789	187	LIFE ASSIST	2,949.97	MISC EMS SUPPLIES
	522 70 31 00	Expendable Supplies - EMS		001 000 522	General Fund	2,949.97	MISC EMS SUPPLIES
				Invoice			
				1010253		333.59	
				101184		1,107.33	
				1010163		922.61	
				1010020		117.29	
				1010011		351.86	
				1010314		117.29	
10284	07/10/2020	2020	790	860	NEWEGG	482.18	SYNLOGY NETWORK STORAGE
	522 12 35 10	Office Computer Equipment		001 000 522	General Fund	482.18	SYNLOGY NETWORK STORAGE
				Invoice			
				1302770084		482.18	SYNLOGY NETWORK STORAGE
10285	07/10/2020	2020	791	242	OXARC	45.33	O2
	522 70 31 00	Expendable Supplies - EMS		001 000 522	General Fund	45.33	O2
				Invoice			
				30991047		45.33	O2
10286	07/10/2020	2020	792	885	PACIFIC OFFICE AUTOMATION	512.16	PHONE SERVICE
	522 12 41 00	Contract Services		001 000 522	General Fund	512.16	PHONE SERVICE
				Invoice			
				790555		512.16	PHONE SERVICE
10287	07/10/2020	2020	793	824	PALADIN BACKGROUND	22.00	BACKGROUND
	522 12 44 00	Advertising/Notices/Recruiting		001 000 522	General Fund	22.00	BACKGROUND
				Invoice			
				2230		22.00	BACKGROUND

ACCOUNTS PAYABLE PAID

BENTON COUNTY FIRE PROTECTION DISTRICT

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Accts Pay #	Paid On	Year	Trans	Vendor ID	Vendor	Amount	Memo
10288	07/10/2020	2020	794	625	STERICYCLE	129.33	EMS WASTE PICKUP
	522 70 41 10	Contract Services - EMS		001 000 522	General Fund	129.33	EMS WASTE PICKUP
Invoice							
				3005146118		129.33	EMS WASTE PICKUP
10296	07/10/2020	2020	795	475	US BANK	17.91	VISA- CARAWAY
	522 21 31 10	Supplies - Support Service		001 000 522	General Fund	17.91	SUPPLIES
Invoice							
				CARA1		17.91	4485594555563475
10297	07/10/2020	2020	795	475	US BANK	543.00	VISA- MELOY
	522 12 49 00	Memberships/Dues		001 000 522	General Fund	543.00	ISPY FIRE
Invoice							
				MELO1		543.00	4485594555563475
10289	07/10/2020	2020	796	347	US LINEN & UNIFORM	383.12	MATS SERVICE
	522 50 48 00	Repair & Maint. - Facilities		001 000 522	General Fund	383.12	MATS SERVICE
Invoice							
				2554831		53.57	
				2561270		53.57	
				2568349		53.57	
				2575351		53.57	
				2551497		42.21	
				2564806		42.21	
				2558043		42.21	
				2571846		42.21	
10290	07/10/2020	2020	797	465	VERIZON WIRELESS	1,683.72	CELL SERVICE
	522 12 42 10	Cellular Phone Service		001 000 522	General Fund	1,683.72	CELL SERVICE
Invoice							
				972017108		1,683.72	

ACCOUNTS PAYABLE PAID

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BENTON COUNTY FIRE PROTECTION DISTRICT
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07/10/2020 To: 07/10/2020

Accts Pay #	Paid On	Year	Trans	Vendor ID	Vendor	Amount	Memo
10291	07/10/2020	2020	798	737	WITMER PUBLIC SAFETY GROU	2,570.66	UNIFORM
	522	20	28	00	Uniforms (All Non-PPE)	2,570.66	UNIFORM
					001 000 522 General Fund		
					Invoice		
					E1969403	891.95	
					E1932404.001	1,678.71	
10292	07/10/2020	2020	775	643	ZBA Architecture	3,795.50	CONSTRUCTION ADMINISTRATION
	594	22	62	01	Building Upgrade	3,795.50	CONSTRUCTION ADMINISTRATION
					401 000 594 Construction Fund		
					Invoice		
					3510	3,795.50	CONSTRUCTION ADMINISTRATION
					Fund		
					001 General Fund	20,775.50	
					401 Construction Fund	524,971.45	
					Total:	545,746.95	

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



Benton County Fire Protection District No. 4

RESOLUTION NO. 2020-05

EQUIPMENT SURPLUS

WHEREAS, the Benton County Fire Protection District No.4 Commissioners have declared that the equipment on the Appendix A is no longer needed by the District;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Fire Commissioners of Benton County Fire Protection District No.4, hereby excess the listed items.

ADOPTED at the regular meeting of the Board of Fire Commissioners of Benton County Fire Protection District No.4 on this 2nd day of July 2020 the following Commissioners being present and voting.

Chairperson

Commissioner

Commissioner

Attest:

District Secretary

Appendix A

Serial Number	BCFD4 Number	Make	Model	Item Description
136WMA5013	400196	Minitor	V	Pager
136WNP3274	400229	Minitor	V	Pager
1-6WMA5012	400202	Minitor	V	Pager
136W-Q----	N/A	Minitor	V	Pager
136W-S-23-	400177	Minitor	V	Pager
136WJQB384	400332	Minitor	V	Pager
136WLS7242	400178	Minitor	V	Pager
136WFJ8903	400315	Minitor	V	Pager
N/A	400238	Minitor	V	Pager
N/A	400305	Minitor	V	Pager
N/A	400228	Minitor	V	Pager
N/A	N/A	Minitor	V	Pager
136WMB----	400199	Minitor	V	Pager
136WFU9405	400312	Minitor	V	Pager
-----P3282	400239	Minitor	V	Pager
136W--2196	400244	Minitor	V	Pager
N/A	400251	Minitor	V	Pager

Serial Number	BCFD4 Number	Make	Model	Item Description
2MD1480H6S	400211	HP	Pavilion P7-1180T	Tower
2MD1450HFT	400212	HP	Pavilion P7-1180T	Tower
2MD1450HFS	400213	HP	Pavilion P7-1180T	Tower
00258-61706-12309-AAOEM	402010	HP	Pavilion 17	Tower
81W0MC1	400084	Dell	Latitude D820	Laptop
3V8ZP91	400170	Dell	Precision 380	Laptop
R8-6G3BW 10/06	400164	Lenovo	ThinkPad T410	Laptop
JQ05Ms1	402046	Dell	D03M	Laptop

AIA Document G701™ – 2017

Change Order

PROJECT: <i>(Name and address)</i> Benton County Fire District #4 Term Contract West Richland, WA	CONTRACT INFORMATION: Contract For: General Construction Date: October 25, 2019	CHANGE ORDER INFORMATION: Change Order Number: 003 Date: June 17, 2020
OWNER: <i>(Name and address)</i> Benton County Fire Protection District #4 2604 Bombing Range Road West Richland, WA 99353	ARCHITECT: <i>(Name and address)</i> ZBA Architecture, P.S. 421 West Riverside Ave., Suite 860 Spokane, WA 99201-0409	CONTRACTOR: <i>(Name and address)</i> G2 Commercial Construction, Inc. 7117 W. Hood Place, Suite 110 Kennewick, WA 99336

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)


COP#6 - Dual fuel generators \$5,134.00
 COP#8 - Propane pipe for generators \$25,478.00
 COP#9 - Delete GWB mezzanine ceilings (\$3,800.00)
 COP#10 - Charred wood substitutions (\$5,000.00)

Total: \$21,812.00

The original Contract Sum was	\$ 4,706,000.00
The net change by previously authorized Change Orders	\$ -5,564.00
The Contract Sum prior to this Change Order was	\$ 4,700,436.00
The Contract Sum will be increased by this Change Order in the amount of	\$ 21,812.00
The new Contract Sum including this Change Order will be	\$ 4,722,248.00
The Contract Time will be increased by Zero (0) days.	
The new date of Substantial Completion will be unchanged.	

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

ZBA Architecture, P.S.	G2 Commercial Construction, Inc.	Benton County Fire Protection District #4
ARCHITECT <i>(Firm name)</i>	CONTRACTOR <i>(Firm name)</i>	OWNER <i>(Firm name)</i>
		
SIGNATURE	SIGNATURE	SIGNATURE
Mark S. King, Principal	Tyler Hatcher, Project Manager	
PRINTED NAME AND TITLE	PRINTED NAME AND TITLE	PRINTED NAME AND TITLE
6/30/2020	6-1-2020	
DATE	DATE	DATE

CHANGE ORDER PROPOSAL

PROJECT:

Benton County Fire District #4 Station #430
8031 Keene Road
West Richland, WA 99353

COP NUMBER: 06**PROPOSAL DATE:** 04/16/2020**CONTRACT DATE:** October 25, 2019

Architect's Project Number: 1814

CONTRACTOR:

G2 Commercial Construction, Inc.
7117 W Hood Place, Suite 110
Kennewick, WA 99336

OWNER:

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

ARCHITECT:

ZBA Architecture, P.S.
421 West Riverside Ave, Suite 860
Spokane, WA 99201

Proposed Change(s): Upgrade submitted and approved generators to dual fuel to run primarily on Natural Gas with Propane backup.
No additional concrete or piping included.

Contract Price Change:

The Contract Sum will be **increased** by this Change Order Proposal in the amount of:
Contract Time (working days) increase by this Change Order Proposal:

Amounts **exclude** Sales Tax**(\$5,134.00)****0 Days**

NOT VALID UNTIL SIGNED BY ALL PARTIES BELOW

G2 Commercial Construction, Inc.**CONTRACTOR**Benton County Fire District #4**OWNER**ZBA Architecture, P.S.**ARCHITECT**04/16/2020**BY (Signature)/(Date)**

Tyler Hatcher, Project Manager

BY (Signature) /(Date)

William H. Whealan Jr, Fire Chief

BY (Signature) /(Date)

Mark King, Project Architect

CHANGE ORDER PROPOSAL

PROJECT:

Benton County Fire District #4 Station #430
8031 Keene Road
West Richland, WA 99353

COP NUMBER: 08**PROPOSAL DATE:** 06/05/2020**CONTRACT DATE:** October 25, 2019

Architect's Project Number: 1814

CONTRACTOR:

G2 Commercial Construction, Inc.
7117 W Hood Place, Suite 110
Kennewick, WA 99336

OWNER:

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

ARCHITECT:

ZBA Architecture, P.S.
421 West Riverside Ave, Suite 860
Spokane, WA 99201

Proposed Change(s): Install 3" and 4" underground propane gas piping per updated AC101 (attached). Increase size of generator enclosures and change man door gates to have cedar pickets in metal frame for better airflow.

Contract Price Change:

The Contract Sum will be *increased* by this Change Order Proposal in the amount of:
Contract Time (working days) increase by this Change Order Proposal:

Amounts *exclude* Sales Tax**\$25,478.00****0 Days**

NOT VALID UNTIL SIGNED BY ALL PARTIES BELOW

G2 Commercial Construction, Inc.**CONTRACTOR** 06/05/2020**BY (Signature)/(Date)**

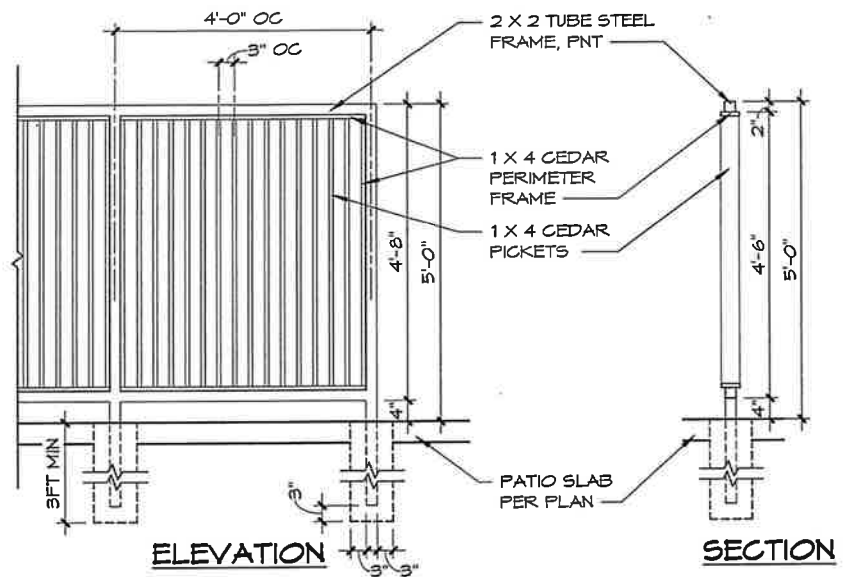
Tyler Hatcher, Project Manager

Benton County Fire District #4**OWNER****BY (Signature)/(Date)**

William H. Whealan Jr, Fire Chief

ZBA Architecture, P.S.**ARCHITECT****BY (Signature)/(Date)**

Mark King, Project Architect

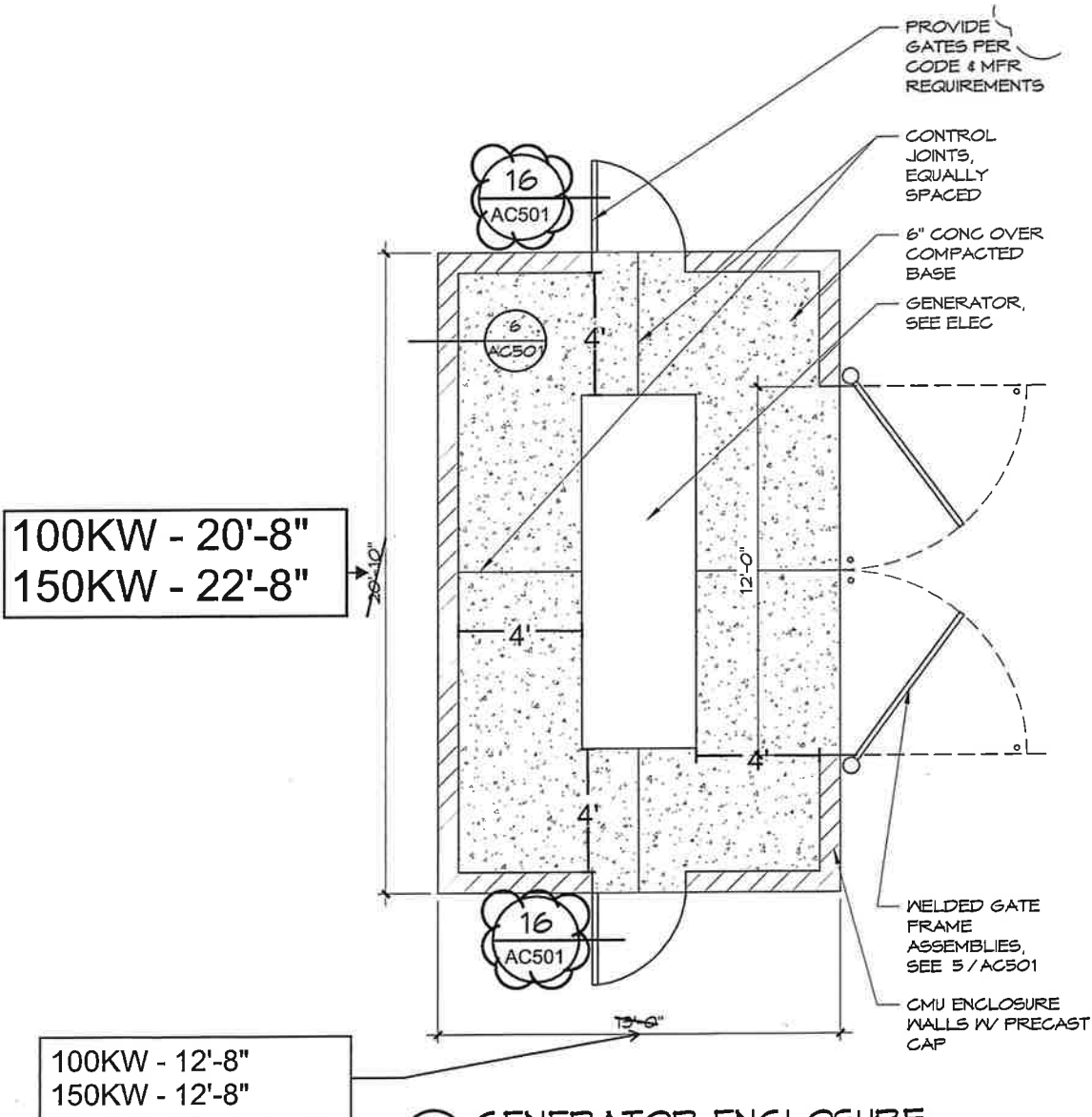


ELEVATION

SECTION

16 PATIO FENCE
1/2" = 1'-0"

SW015



15 GENERATOR ENCLOSURE
1/4" = 1'-0"

G2 Construction 7117 W. Hood Place, Ste. 110 Kennewick, WA 99336 Office: 509.783.8900 Fax: 509.783.8901				
Job Name	BCFD #4 Station #430	Prepared By	Tyler Hatcher	
Project ID #		Date	6/5/2020	
COP #	8	Description	Propane piping and generator enclosures	
Description				Totals
Craft Labor				
	Wage Rate	Hours		
Carpenter	\$ 52.35		\$	-
General Laborer	\$ 41.04		\$	-
Clean-Up Laborer	\$ 41.04		\$	-
Superintendent	\$ 55.00	6	\$	330.00
Project Management	\$ 60.00	6	\$	360.00
			Subtotal Basic Labor	\$ 690.00
Social Security	6.20%		\$	42.78
Medicare	1.45%		\$	10.01
FUTA	0.60%		\$	4.14
SUTA	2.96%		\$	20.42
G2 Fringes			\$	57.83
L&I (Excavation NOC)	\$1.4074	0.00	\$	-
L&I (Sewer Const/Septic Tank Inst)	\$1.2941	0.00	\$	-
L&I (Concr Found/Flatwork-Wood Bldg)	\$1.6302	0.00	\$	-
L&I (Roof Const or Repair-All Types)	\$3.8390	0.00	\$	-
L&I (Wood Frame Bldg Const)	\$3.1188	0.00	\$	-
L&I (Insulation/Sound Proofing Inst)	\$1.6902	0.00	\$	-
L&I (Interior Finish Carpentry)	\$1.2571	0.00	\$	-
L&I (Bldg Repair/Carpentry NOC)	\$1.9340	0.00	\$	-
L&I (Bldg/Concrete Const NOC)	\$1.6145	6.00	\$	9.69
L&I (Building Const - Sheet Metal)	\$1.7002	0.00	\$	-
L&I (Painting-Int Bldg Incl Wallp)	\$0.7503	0.00	\$	-
L&I (Project Manager)	\$0.2271	6.00	\$	1.36
			Subtotal Taxes & Fringes	\$ 146.23
			Total Labor Costs	\$ 836.23
Material Costs				
	Amount			
Enclosures - Additional Concrete/CMU/Rebar	500.00		\$	500.00
Cedar Fence Pickets for Man Gates	100.00		\$	100.00
Material			\$	-
Material			\$	-
Material			\$	-
			Total Material Costs	\$ 600.00
Equipment Costs				
Excavator			\$	-
Bobcat			\$	-
Scissor Lift			\$	-
Dump Truck			\$	-
Misc. Equip.			\$	-
Rented Equip.			\$	-
			Total Equipment Costs	\$ 43.09
Small Tools		3%	\$	71.81
Jobsite Consumables		5%	\$	-
			Total Contractor Cost	\$ 1,551.13
Subcontractor Costs				
Columbia River Plumbing & Excavation	19,939.00		\$	19,939.00
			\$	-
			\$	-
			\$	-
			\$	-
			Total Subcontractor Cost	\$ 19,939.00
			Total Cost	\$ 21,490.13
OH & Profit				
OH & Profit on Contractor Costs	15%	1,551.13	\$	232.67
OH & Profit on Subcontractor Costs	15%	19,939.00	\$	2,990.85
			Total Profit	\$ 3,223.52
Liability Insurance				
Payroll	\$66.054/\$1,000 of basic labor of:	\$ 690.00	\$	45.58
Subcontractor	\$4.28/\$1,000 of subcontractor cost of:	\$ 19,939.00	\$	85.34
General Liability	1% of Total Contractor Cost + Total Sub Cost + OverHead + Profit		\$	247.14
			Total Liability Insurance	\$ 378.06
B&O Taxes			\$	123.29
			Total For Entire Job	\$ 25,215.00
Bond Premium			\$	262.86
			Total COP	\$ 25,477.86
Sales Tax	8.60%		\$	2,191.10
Total COP with Sales Tax			\$	27,668.96

Columbia River Plumbing & Exc. Change Order Proposal		
CO #2 Buried Gas Line Sheet AC101	Contractor: G2 Construction	Date: 06-02-20
Contract No.:	Contract Title: Fire Station #430 Fire District #4	
Requestor Name: Tanner Lindstrom	Phone: 509-492-6774	
<input type="checkbox"/> Contractor requested proposed Change	<input checked="" type="checkbox"/> Owner Requested Proposed Change	
Reason for change/Benefits: This change order proposal includes all labor, materials and equipment to complete all work as outlined below. Excavation, Backfill, Piping Materials, Labor and Equipment to provide 3" & 4" MDPE Gas Piping for Future Propane Tank to the Generators.		
BASELINE CHANGE		
Impact to Price: Cost		
Price(Cost) Change: \$ 19,939.00		Schedule Change: 5 Days

_____ OR _____
 Contractor Project Manager Owner/Architect

Change Order/Modification No:	Notice to Proceed:	Not-To-Exceed Value:
--------------------------------------	---------------------------	-----------------------------

Columbia River Plumbing

LUMP SUM PRICE PROPOSAL

CO #2 Buried Gas Line Sheet AC101

Project: Fire Station #430 Fire District #4

Contractor: G2 Construction

Bonding Required? ☐ YES

☒ NO

Base Bid

USE ATTACHMENTS AS NECESSARY

1 PROJECT MANAGEMENT/ENGINEERING

Classification	Total Hours	Cost/hr	Total
Project Manager		\$ 85.00	#VALUE!
			\$ -
			\$ -
		Total	\$ -

2 CRAFT LABOR (Columbia River Plumbing)

Position	M/Hours	Cost/hr	Total
Plumber #1	40	\$ 113.84	4553.6
Plumber #2	40	\$ 113.84	\$ 4,553.60
Excavator Operator	20	\$ 78.13	\$ 1,562.60
Laborer #1	20	\$ 71.73	\$ 1,434.60
		Total	\$ 12,104.40

3 Material

Description	Quantity	Unit Price	Total
See quote Material	Quoted		\$ 3,821.83
	0	\$ -	\$ -
			\$ -
			\$ -
			\$ -
		\$ -	\$ -
		Total	\$ 3,821.83

4 LOWER - TIER SUB/SUPPLIERS (If none so state)

	Quote	
		\$ -
		\$ -
		\$ -
		\$ -
	Total	\$ -

5 OTHER COSTS (Describe. If none so state)

	Quantity	Unit Price	Total
Excavator	20	\$ 110.00	\$ 2,200.00
	0	\$ -	\$ -
	0	\$ -	\$ -
		Total	\$ 2,200.00

PROPOSAL RECAP & OVERHEAD

A PROJECT MANAGEMENT/ENGINEERING (Item 1 Above)		\$ -	
Overhead @	5.00%	0	
Profit/Fee @	5.00%	0	
		Total	\$ -
B CRAFT LABOR (Item 2 Above)		\$ 12,104.40	
Overhead @	5.00%	\$ 605.22	
Profit/Fee @	5.00%	\$ 605.22	
		Total	\$ 13,314.84

C MATERIAL (Item 3 Above)		\$	3,821.83
Overhead @	5.00%	\$	191.09
Profit/Fee @	5.00%	\$	191.09
		Total	\$ 4,204.01
D LOWER-TIER SUBCONTRACTORS (Item 5 Above)		\$	-
Overhead @	5.00%	\$	-
Profit/Fee @	0.00%	\$	-
		Total	\$ -
E OTHER COSTS (Item 6 Above)		\$	2,200.00
Overhead @	5.00%	\$	110.00
Profit/Fee @	5.00%	\$	110.00
		Total	\$ 2,420.00
F SUBTOTAL			
Items "A" Through "E"		Subtotal	\$ 19,938.85
G CONTINGENCY			
	Rate	Amount	
Self Perform	0%	#REF!	
Subcontractors	0%	\$ -	
H ITEMS F & G			
		Amount	
		\$	19,938.85
I		TOTAL PROPOSED COST	\$ 19,939
CONTRACTOR AUTHORIZED REPRESENTATIVE			
Tanner Lindstrom		6/2/2020	
Signature		Date	



FERGUSON #3005
1130 WEST WASHINGTON
PASCO, WA 99301

Phone: 509-545-2111
Fax: 509-545-4779

Deliver To:
From: Cameron White
Comments:

Page 1 of 2

18:23:41 MAY 29 2020

FERGUSON ENTERPRISES #3007

Price Quotation
Phone: 509-545-2111
Fax: 509-545-4779

Bid No: B175483
Bid Date: 05/28/20
Quoted By: CGW

Cust Phone: 509-492-6774
Terms: NET 10TH PROX

Customer: TANNER LINDSTROM
COLUMBIA RIVER PLBG & MECH
PO BOX 903
RICHLAND, WA 99352

Ship To: TANNER LINDSTROM
COLUMBIA RIVER PLBG & MECH
PO BOX 903
RICHLAND, WA 99352

Cust PO#: GAS PIPE

Job Name: FIRE STATION #430

Item	Description	Quantity	Net Price	UM	Total
	MDPE GAS PIPE				
PEI115MP40	4X40 IPS DR11.5 MDPE GAS PIPE	120	587.828	C	705.39
PEI115MM40	3X40 IPS DR11.5 MDPE GAS PIPE	135	357.748	C	482.96
MPEI11B9M	3 MDPE IPS DR11 90	3	19.094	EA	57.28
MPEI11B9P	4 MDPE IPS DR11 90	1	27.428	EA	27.43
MPEI11BCAPM	3 MDPE IPS DR11 BF CAP	2	9.786	EA	19.57
MPEI11BCAPP	4 MDPE IPS DR11 BF CAP	2	16.596	EA	33.19
C6381010	4 MPT X IPS DR11.5 RSR STUB ELL	1	566.280	EA	566.28
C6381011	3 MPT X IPS DR11.5 RSR STUB ELL	1	401.710	EA	401.71
	COMPONENTS F/ 4X3 TEE				
MPEI11BTP	4 MDPE IPS DR11 TEE	1	31.392	EA	31.39
MPEI11BRCPM	4X3 MDPE IPS DR11 RED	1	16.633	EA	16.63
	FOB WASHOUGAL, WA				
	SUBTOTAL				2341.83
	WELDED STEEL				
GBRPEA53BP	4 BLK BE A63B S40 ERW SRL PIPE	126	661.600	G	833.49
GBRPEA53BM	3 BLK BE A63B S40 ERW SRL PIPE	147	464.274	G	682.48
GW9P	4 CS STD WLD LR 90 ELL	3	9.098	EA	27.29
GW9P	4 CS STD WLD LR 90 ELL	4	9.098	EA	36.39
GWGAPM	3 CS STD WLD CAP	2	3.056	EA	6.11
GWGAPP	4 CS STD WLD CAP	2	4.467	EA	8.93
GWTRPM	4X4X3 CS STD WLD TEE	4	46.309	EA	185.24
	SUBTOTAL				1682.69
	THREADED STEEL				
GBRPTCA53P	4 BLK T&C A63A S40 PIPE	126	824.915	G	1039.39
GBRPTCA53M	3 BLK T&C A63A S40 PIPE	147	580.160	G	852.84
IB9M	3 BLK MI 150# 90 ELL	3	29.980	EA	89.94
IB9P	4 BLK MI 150# 90 ELL	4	63.767	EA	255.07
IBCAPM	3 BLK MI 150# CAP	2	46.720	EA	93.44
IBCAPP	4 BLK MI 150# CAP	2	26.089	EA	52.18
IBTP	4 BLK MI 150# TEE	4	96.600	EA	386.40
IBBPM	4X3 BLK MI BUSH	4	47.723	EA	190.89
RSPWF210	2X100 10 MIL PIPE WRAP TAPE	4	3.392	EA	13.57
	SUBTOTAL				2249.26

RENTAL TOOLS

HOW ARE WE DOING? WE WANT YOUR FEEDBACK!

Scan the QR code or use the link below to
complete a survey about your bids:

<https://survey.medallia.com/?bidsorder&fc=3005&on=195255>



FERGUSON ENTERPRISES #3007
Price Quotation

Fax: 509-545-4779

18:23:41 MAY 29 2020

Reference No: B175483

Item	Description	Quantity	Net Price	UM	Total
.MC0014WFEE	NO DATALOG MACHINE: MCELROY 4 FUSION MACH WEEKLY FEE	1	350.000	EA	350.00
	#14 PITBULL MACHINE				
.MC0028TW	DATALOG MACHINE: MCELROY 28 FUSION MACH TRACSTAR WK	1	880.000	EA	880.00
.DLWFEE	DL2001 DATA LOGGER RNTL FEE WK	1	600.000	EA	600.00
	-----				\$3,821.83
	RENTAL RATES BASED ON WEEKLY RENTAL PRICE				
Net Total:					\$8004.78
Tax:					\$0.00
Freight:					\$0.00
Total:					\$8004.78

Quoted prices are based upon receipt of the total quantity for immediate shipment (48 hours). SHIPMENTS BEYOND 48 HOURS SHALL BE AT THE PRICE IN EFFECT AT TIME OF SHIPMENT UNLESS NOTED OTHERWISE. QUOTES FOR PRODUCTS SHIPPED FOR RESALE ARE NOT FIRM UNLESS NOTED OTHERWISE.

CONTACT YOUR SALES REPRESENTATIVE IMMEDIATELY FOR ASSISTANCE WITH DBE/MBE/WBE/SMALL BUSINESS REQUIREMENTS.

Seller not responsible for delays, lack of product or increase of pricing due to causes beyond our control, and/or based upon Local, State and Federal laws governing type of products that can be sold or put into commerce. This Quote is offered contingent upon the Buyer's acceptance of Seller's terms and conditions, which are incorporated by reference and found either following this document, or on the web at <https://www.ferguson.com/content/website-info/terms-of-sale>
Govt Buyers: All items are open market unless noted otherwise.

LEAD LAW WARNING: It is illegal to install products that are not "lead free" in accordance with US Federal or other applicable law in potable water systems anticipated for human consumption. Products with "NP" in the description are NOT lead free and can only be installed in non-potable applications. Buyer is solely responsible for product selection.


HOW ARE WE DOING? WE WANT YOUR FEEDBACK!

Scan the QR code or use the link below to
complete a survey about your bids:

<https://survey.medallia.com/?bidsorder&fc=3005&on=195255>

Benton County 10-2019	Truck driver	Operator	Laborer
Base Labor Rate (#1)	48.06	47.56	41.58
401K (#1)	2.22	2.22	2.22
Medical/Dental (#1)	1.87	1.87	1.87
Vacation (#1)	1.51	1.51	1.51
Training (#1)	.84	.84	.84
Contractor Liability (page 39 h. section 1)	1.50	1.50	1.50
Annual Bonus (#1)	1.60	1.60	1.60
Workers Comp/L&I (#2)	8.44	8.44	8.44
State Unemployment (#3)	.08	.08	.08
Medicare (#3)	1.02	1.02	1.02
FICA (#3)	.01	.01	.01
Social Security (#3)	6.37	6.37	6.37
Total	73.52	73.02	67.04
Safety (#5) 2%	1.47	1.46	1.34
Small tools 5%	3.68	3.65	3.35
GRAND TOTAL LABOR BURDEN	\$78.67	78.13	71.73

Benton County 10-2019	Journeyman	Apprentice	Laborer
Base Labor Rate (#1)	80.93	47.56	41.58
401K (#1)	2.22	2.22	2.22
Medical/Dental (#1)	1.87	1.87	1.87
Vacation (#1)	1.51	1.51	1.51
Training (#1)	.84	.84	.84
Contractor Liability (page 39 h. section 1)	1.50	1.50	1.50
Annual Bonus (#1)	1.60	1.60	1.60
Workers Comp/L&I (#2)	8.44	8.44	8.44
State Unemployment (#3)	.08	.08	.08
Medicare (#3)	1.02	1.02	1.02
FICA (#3)	.01	.01	.01
Social Security (#3)	6.37	6.37	6.37
Total	106.39	73.02	67.04
Safety (#5) 2%	2.13	1.46	1.34
Small tools 5%	5.32	3.65	3.35
GRAND TOTAL LABOR BURDEN	\$113.84	78.13	71.73

CHANGE ORDER PROPOSAL

PROJECT:

Benton County Fire District #4 Station #430
8031 Keene Road
West Richland, WA 99353

COP NUMBER: 09**PROPOSAL DATE:** 06/05/2020**CONTRACT DATE:** October 25, 2019

Architect's Project Number: 1814

CONTRACTOR:

G2 Commercial Construction, Inc.
7117 W Hood Place, Suite 110
Kennewick, WA 99336

OWNER:

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

ARCHITECT:

ZBA Architecture, P.S.
421 West Riverside Ave, Suite 860
Spokane, WA 99201

Proposed Change(s): Do not install GWB on underside of roof joists in the Mezzanines (Server 201, Storage 204, Mechanical 205, and Storage 206), see attached A112.

Total Credit

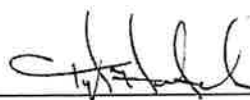
(\$3,800.00)

Contract Price Change:Amounts *exclude* Sales Tax

The Contract Sum will be *decreased* by this Change Order Proposal in the amount of:
Contract Time (working days) increase by this Change Order Proposal:

(\$3,800.00)

0 Days

NOT VALID UNTIL SIGNED BY ALL PARTIES BELOWG2 Commercial Construction, Inc.**CONTRACTOR**Benton County Fire District #4**OWNER**ZBA Architecture, P.S.**ARCHITECT**

06/05/2020

BY (Signature)/(Date)

Tyler Hatcher, Project Manager

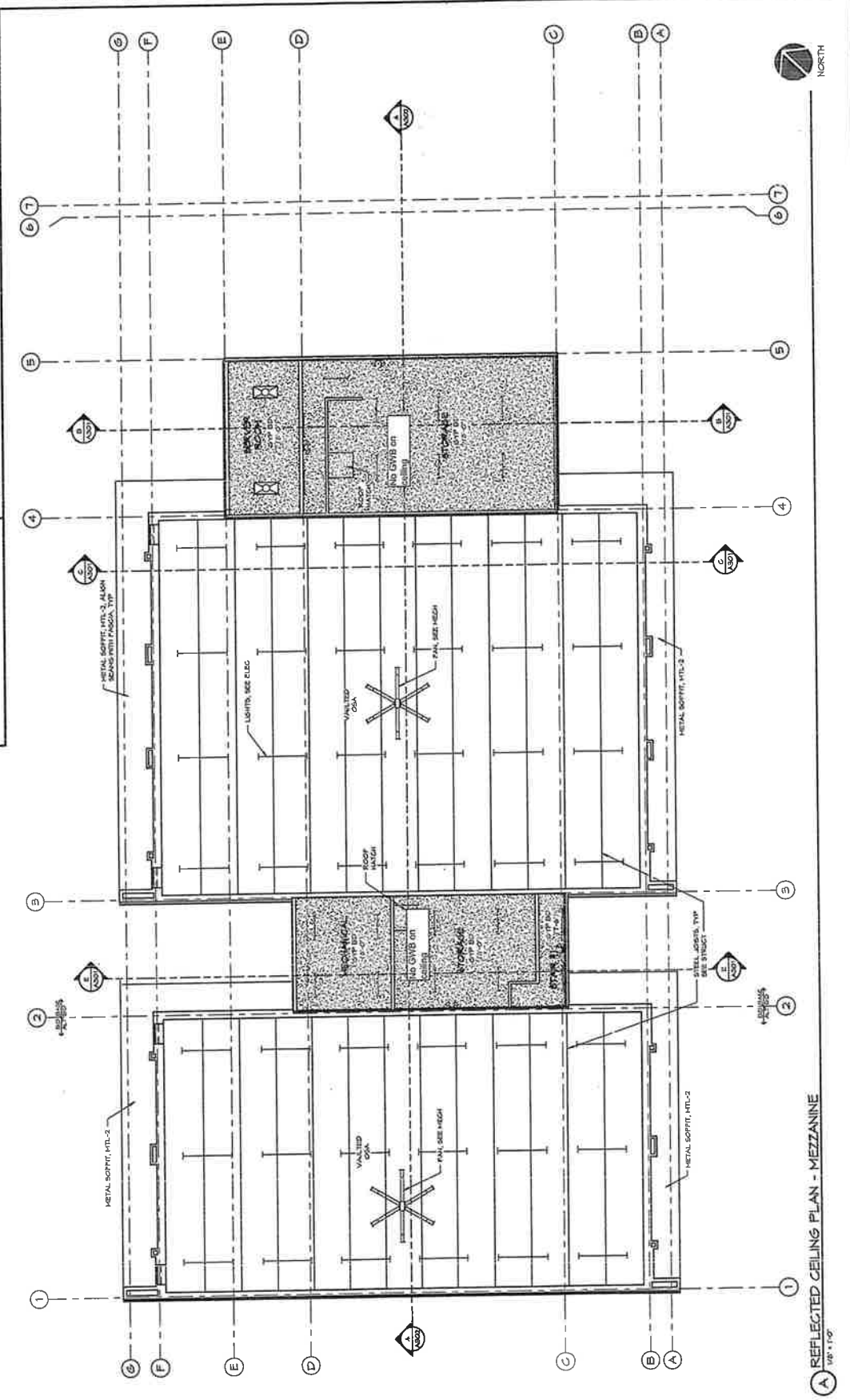
BY (Signature) /(Date)

William H. Whealan Jr, Fire Chief

BY (Signature) /(Date)

Mark King, Project Architect

CEILING NOTES	CEILING LEGEND
1. SEE ELECTRICAL DRAWINGS FOR FUTURE TYPE AND HANDPAINTER PLANS FOR CEILING AND SWITCHING 2. SEE MECHANICAL PLANS FOR HVAC LAYOUTS 3. SEE MECHANICAL PLANS FOR HVAC LAYOUTS 4. COORDINATE SPRINKLER SYSTEMS WITH LIGHTING AND 5. SEE INTERIOR SCHEDULES FOR CEILING FINISHES	RECESSED CAN RECESSED CAN, DISCREET PENDANT 2'x4' SURFACE MOUNT 3'x3' SURFACE MOUNT UTILITY STRIP SURFACE MOUNTED LINEAR TRACK LIGHT 6'x6' OPEN TO STRUCTURE ABOVE - NO FANT 6'x6' 8'x8' - 6'x6' 8'x8' BOARDS 2'x4' ACT - ACROSS-TAIL CEILING TILE 6'x6' ACT - ACROSS-TAIL CEILING TILE 6'x6' ACT - ACROSS-TAIL CEILING TILE 6'x6' ACT - ACROSS-TAIL CEILING TILE



REFLECTED CEILING PLAN - MEZZANINE
 1/8" = 1'-0"

CHANGE ORDER PROPOSAL

PROJECT:

Benton County Fire District #4 Station #430
8031 Keene Road
West Richland, WA 99353

COP NUMBER: 10**PROPOSAL DATE:** 06/05/2020**CONTRACT DATE:** October 25, 2019

Architect's Project Number: 1814

CONTRACTOR:

G2 Commercial Construction, Inc.
7117 W Hood Place, Suite 110
Kennewick, WA 99336

OWNER:

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

ARCHITECT:

ZBA Architecture, P.S.
421 West Riverside Ave, Suite 860
Spokane, WA 99201

Proposed Change(s): Provide and install Thermory Ignite Charred Wood in lieu of reSAWN Timber Co Charred Wood for exterior CC-1. See attached submittal, have physical sample for review.

Total Credit

(\$5,000.00)

Contract Price Change:Amounts *exclude* Sales Tax

The Contract Sum will be *decreased* by this Change Order Proposal in the amount of:
Contract Time (working days) increase by this Change Order Proposal:

(\$5,000.00)

0 Days

NOT VALID UNTIL SIGNED BY ALL PARTIES BELOW

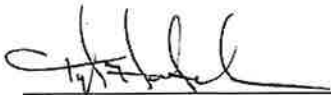
G2 Commercial Construction, Inc.

CONTRACTOR

Benton County Fire District #4

OWNER

ZBA Architecture, P.S.

ARCHITECT

06/05/2020

BY (Signature)/(Date)

Tyler Hatcher, Project Manager

BY (Signature)/(Date)

William H. Whealan Jr, Fire Chief

BY (Signature)/(Date)

Mark King, Project Architect

**Charred Wood Siding
CC-1 Exterior & CC-2 Interior**

**by
G2 Construction**

For

Benton County Fire District 4 – Station 430



This submittal has been reviewed, and in the opinion of G2 Construction is in compliance with the drawings and specifications.

☐ - Approved
☒ - Approved with Changes Noted

This review is for general conformance with the design, specifications, and contract documents. Markings or comments do not relieve the subcontractor from compliance with the project plans and specifications. The subcontractor remains responsible for details and accuracy, for confirming and correlating all quantities and dimensions, for selecting fabrication processes, for techniques of assembly and for performing his work in a safe manner.

Signature:  Date: 06/02/2020

CC-1



何休王

by  **THERMORY.**
Excellence in Wood

ANCIENT TRADITION, MODERN PERFORMANCE.



Ignite By Thermory Is Setting The Cladding World On Fire.

Hundreds of years ago, Japanese woodworkers discovered that they could prolong the life of wood by charring the exposed surface. This process, called shou sugi ban, created enviable, stunning results that are still highly in demand today.

Traditional shou sugi ban is beautiful, but using it can be problematic. Most shou sugi ban leaves only the charred surface resistant to rot. Ignite provides the look of shou sugi ban, with durability all the way to the core. And unlike charred wood, Ignite has no messy residue.

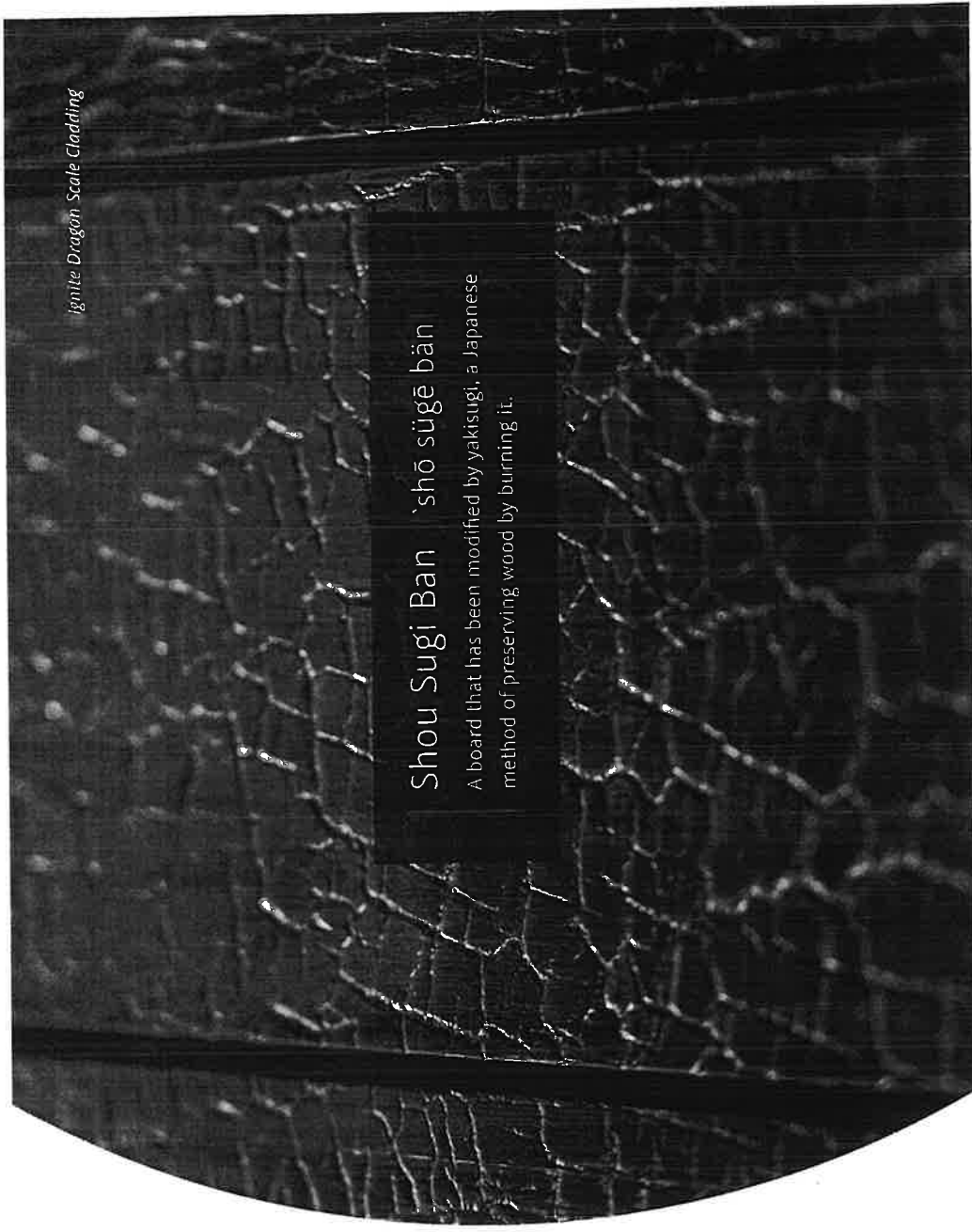
Ignite by Thermory offers the shockingly realistic look of charred wood, without the flames.



Ignite Dragon Scale Cladding

Shou Sugi Ban `shō sūgē bān

A board that has been modified by yakisugi, a Japanese method of preserving wood by burning it.



Ignite Brushed Cladding



IGNITE by THERMORY mimics the traditional look of shou sugi ban with the added benefits of thermal modification.

- ▶ Stained, brushed and embossed to recreate the texture of charred wood without the mess and residue
- ▶ Thermally modified spruce for 25+ years of rot resistance
- ▶ High level of dimensional stability
- ▶ Consistent appearance from batch to batch
- ▶ Highly controlled process ensures reliable results every time



ROT RESISTANCE
25+ years of rot resistance



STABILITY
Reduced absorbency



TERMITE
No bugs allowed



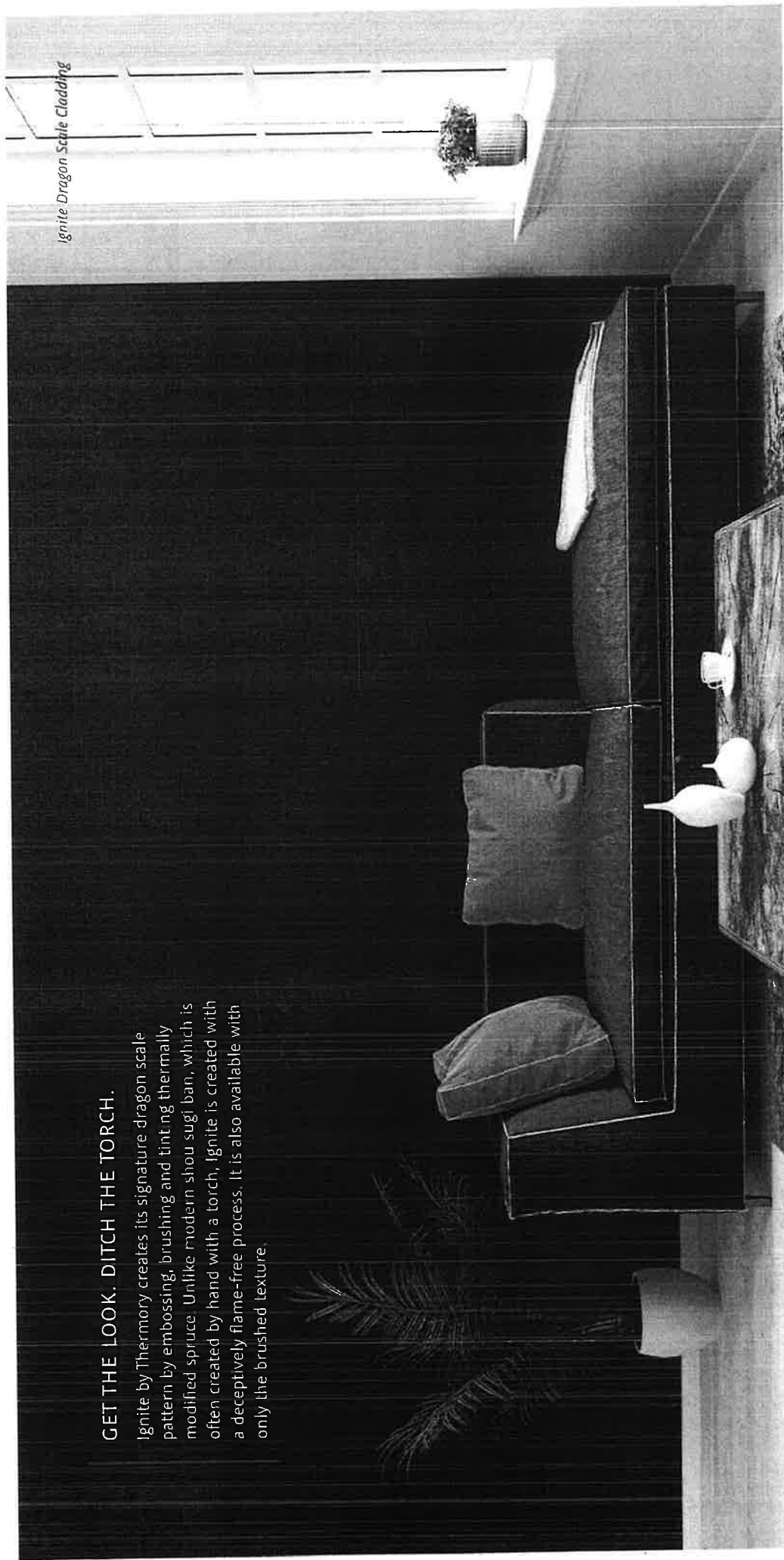
SUSTAINABLE
Responsibly harvested and chemical-free

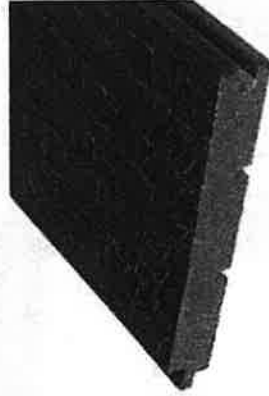


THERMALLY MODIFIED
Naturally enhanced using only heat & steam

GET THE LOOK. DITCH THE TORCH.
Ignite by Thermory creates its signature dragon scale pattern by embossing, brushing and tinting thermally modified spruce. Unlike modern shou sugi ban, which is often created by hand with a torch, Ignite is created with a deceptively flame-free process. It is also available with only the brushed texture.

Ignite Dragon Scale Cladding





1 X 6 CLADDING – GROOVED C20 (JEM)

APPLICATION: CLADDING

USE: EXTERIOR, INTERIOR

SPECIES: SPRUCE

THICKNESS: .79

WIDTH: 5.5

COVERAGE: 5.2

INSTALL METHOD: 60MM FG SCREW

TEXTURE: EMBOSSED DRAGON SCALE

FINISH: STAINED



1 X 6 CLADDING – GROOVED C20 (JEM)

APPLICATION: CLADDING

USE: EXTERIOR, INTERIOR

SPECIES: SPRUCE

THICKNESS: .79

WIDTH: 5.5

COVERAGE: 5.2

INSTALL METHOD: 60MM FG SCREW

TEXTURE: BRUSHED

FINISH: STAINED

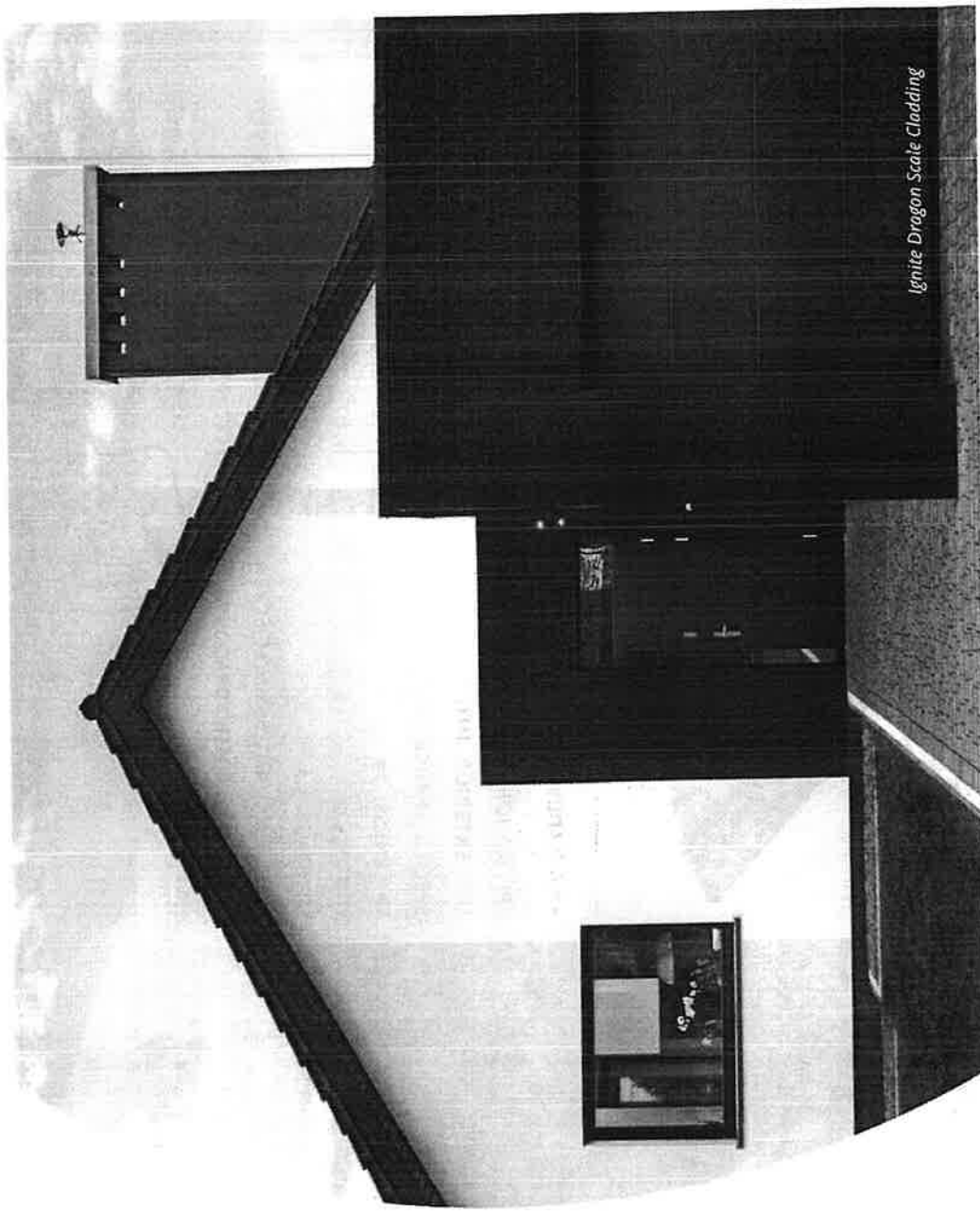




Enhancing environments through functional design.

REAL WOOD PRODUCTS WITH BEAUTY AND
STABILITY TO THE CORE.

Thermory is the union of science and design. Decking, cladding and porch flooring with unequalled longevity and lasting natural beauty. When you don't want to settle, you want Thermory.



HAVE QUESTIONS? Give us a call.



THERMORY
Excellence in Wood

ThermoryUSA.com

BUFFALO

support@thermoryusa.com

P: 585.250.4074 • F: 847.256.0509

56 Harvester Avenue, Suite 1-201

Batavia, NY 14020

CHICAGO

support@thermoryusa.com

1213 Wilmette Avenue, Unit #208

Wilmette, IL 60091

DENVER

support@thermoryusa.com

P: 720.759.7268 • F: 847.256.0509

537 W. Highlands Ranch Pkwy, Unit #114

Highlands Ranch, CO 80129

**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 Benton County Fire District 4 Employee presently at top step Fire Fighter or higher rank at time of test.
 - 4.1.1 If hiring externally 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 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: _____



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 Benton County Fire District 4 Employee presently at top step Fire Fighter or higher rank at time of test.
 - 4.1.1 If hiring externally 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: _____

**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 District's 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 Benton County Fire District 4 Employee presently at top step Fire Fighter or higher rank at time of test.
 - 4.1.1 If hiring externally 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 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.
- 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 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.
- 7.1.3.8 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: _____



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 Employee presently at top step Fire Fighter or higher rank at time of test.
 - 4.1.1 If hiring externally 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 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.
 - 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: _____