



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

March 18, 2021  
Zoom Meeting

## CALL MEETING TO ORDER

## 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 03/18/2021
- Approval of Regular Meeting Minutes dated 03/04/2021
- Approval and pay:
- **Expenditures:**

522 Fire Control	77,383.51
589 Payroll Clearing	5,679.49
<u>001 General Fund</u>	<u>83,063.00</u>

594 Capital Expenditures	5,992.63
<u>401 Construction Fund</u>	<u>5,992.63</u>

- EFT

522 Fire Control	187,361.32
589 Payroll Clearing	-57,217.78
<u>001 General Fund</u>	<u>130,143.54</u>

- KeyBank and DRS

522 Fire Control	13,691.25
589 Payroll Clearing	51,471.69
<u>001 General Fund</u>	<u>65,162.94</u>

**Grand Total    \$ 284,362.11**

## RESOLUTIONS/MOTIONS

- Policy 135 Scheduled Leave

## DISTRICT REPORTS

- Union Report
- Volunteer Report
- Logistics Report

- City Liaison Report
- Commissioner’s Report
- Fire Chief’s Report
- District Secretary’s Report

**OPEN FORUM DISCUSSION**

**IMPORTANT DATES**

- 05/08/2021: Tri-County Commissioners Meeting
- 08/14/2021: Tri-County Commissioners Meeting
- 11/13/2021: Tri-County Commissioners Meeting

**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
- Recruiting updates

**NEW BUSINESS**

**AGENDA ITEMS FOR NEXT MEETING**

**EXECUTIVE SESSION**

**ADJOURNMENT:**

Attested:

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
SLITA BRADLEY, DISTRICT SECRETARY

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
FRED BRINK, COMMISSIONER

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
WOODY RUSSELL, COMMISSIONER

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
GARRETT GOODWIN, COMMISSIONER

## WARRANT/CHECK REGISTER

BENTON COUNTY FIRE PROTECTION DISTRICT #4

Time: 15:52:20 Date: 03/17/2021

03/26/2021 To: 03/26/2021

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Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
264	03/26/2021	Claims	1	186276	ADVANCE MARKING SYSTEMS	60.80	PASSPORT TAGS(8); PASSPORT TAGS(4)
265	03/26/2021	Payroll	1	186277	AFLAC	180.28	Pay Cycle(s) 03/26/2021 To 03/26/2021 - AFLAC
266	03/26/2021	Payroll	1	186278	BENTON COUNTY 4 BENEVOLENT FUND	44.00	Pay Cycle(s) 03/26/2021 To 03/26/2021 - Benevolent Fund
267	03/26/2021	Claims	1	186279	BENTON COUNTY TREASURER	55.73	2021 ASSESSMENTS
268	03/26/2021	Claims	1	186280	BENTON RURAL ELECTRIC	3,397.56	ELECTRICITY
269	03/26/2021	Claims	1	186281	BLUE ROOM	75.00	SANITIZER UNIT
270	03/26/2021	Claims	1	186282	BPAS	4,750.00	HRA
271	03/26/2021	Claims	1	186283	CHARTER COMMUNICATIONS	596.12	INTERNET SERVICE
272	03/26/2021	Claims	1	186284	CI SHRED	94.77	DOCUMENT STORAGE
273	03/26/2021	Claims	1	186285	CITY OF RICHLAND	6,182.50	DISPATCH SERVICE
274	03/26/2021	Claims	1	186286	COLUMBIA BASIN DIVE RESCUE	1,500.00	2021 AGENCY SUPPORT
275	03/26/2021	Payroll	1	186287	DIMARTINO	1,091.89	Pay Cycle(s) 03/26/2021 To 03/26/2021 - LT Disab- Life
276	03/26/2021	Payroll	1	186288	IAFF LOCAL 1052	2,214.88	Pay Cycle(s) 03/26/2021 To 03/26/2021 - Union Dues
277	03/26/2021	Claims	1	186289	LIFE ASSIST	322.07	MISC EMS SUPPLIES
278	03/26/2021	Claims	1	186290	OXARC	46.51	O2
279	03/26/2021	Claims	1	186291	PACIFIC OFFICE AUTOMATION	550.37	PHONE SERVICE
280	03/26/2021	Claims	1	186292	SNURE LAW OFFICE	200.00	LEGAL SERVICE
281	03/26/2021	Payroll	1	186293	TRUSTEED PLANS SERVICE CORPORATION	33,783.21	Pay Cycle(s) 03/26/2021 To 03/26/2021 - Medical Insurance; Pay Cycle(s) 03/26/2021 To 03/26/2021 - Dental Insurance
282	03/26/2021	Claims	1	186294	US BANK	2,513.03	VISA- NEWTON; VISA- JAGELSKI; VISA- BENITZ; VISA- CARAWAY; VISA- BORSCHOWA
283	03/26/2021	Claims	1	186295	VERIZON WIRELESS	896.06	CELL SERVICE
284	03/26/2021	Payroll	1	186296	C/O BENEFIT SOLUTIONS INC WSCFF MEDICAL EXPENSE REIMBURSEMEN	2,380.00	Pay Cycle(s) 03/26/2021 To 03/26/2021 - MERP
285	03/26/2021	Claims	1	186297	YOKE'S FOODS	26.11	REHAB SUPPLIES
286	03/26/2021	Claims	1	186298	SPRINGBROOK	21,345.99	2021 ACCOUNTING SOFTWARE SUBSCRIPTIONS; 2021 SUPPORT PLUS
229	03/26/2021	Payroll	1	1039250	REX J GREEN	146.61	Feb Pay FLSA 01/11-02/07
242	03/26/2021	Payroll	1	1039251	AARON MASSEY	609.51	Feb Pay FLSA 01/11-02/07
210	03/26/2021	Claims	401	5635	BKK ENTERPRISE	547.50	TIME CLOCK STA430
211	03/26/2021	Claims	401	5636	US BANK	5,445.13	VISA- NEWTON; VISA- LONGIE; VISA- BORSCHOWA
						77,383.51	
						5,679.49	
						<b>83,063.00</b>	
						5,992.63	
						<b>5,992.63</b>	
						Claims:	48,605.25
						89,055.63 Payroll:	40,450.38

**WARRANT/CHECK REGISTER**

BENTON COUNTY FIRE PROTECTION DISTRICT #4

Time: 15:52:20 Date: 03/17/2021

03/26/2021 To: 03/26/2021

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 \_\_\_\_\_

# WARRANT/CHECK REGISTER

BENTON COUNTY FIRE PROTECTION DISTRICT #4

Time: 15:21:28 Date: 03/17/2021

03/26/2021 To: 03/26/2021

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Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
212	03/26/2021	Payroll	1	EFT	JOSHUA AMMANN	4,747.03	Feb Pay FLSA 01/11-02/07
213	03/26/2021	Payroll	1	EFT	BRADLEY E ANDREWS	55.41	Feb Pay FLSA 01/11-02/07
214	03/26/2021	Payroll	1	EFT	EASTON G BATES	678.77	Feb Pay FLSA 01/11-02/07
215	03/26/2021	Payroll	1	EFT	BONNIE M BENITZ	7,889.84	Feb Pay FLSA 01/11-02/07
216	03/26/2021	Payroll	1	EFT	MATTHEW J BORSCHOWA	8,349.76	Feb Pay FLSA 01/11-02/07
217	03/26/2021	Payroll	1	EFT	SLITA T BRADLEY	5,236.90	Feb Pay FLSA 01/11-02/07
218	03/26/2021	Payroll	1	EFT	FREDERICK T BRINK	651.61	Feb Pay FLSA 01/11-02/07
219	03/26/2021	Payroll	1	EFT	ED R CARAWAY	781.28	Feb Pay FLSA 01/11-02/07
220	03/26/2021	Payroll	1	EFT	PAUL E CARLYLE	7,192.06	Feb Pay FLSA 01/11-02/07
221	03/26/2021	Payroll	1	EFT	JOHN THOMAS CLARY	277.05	Feb Pay FLSA 01/11-02/07
222	03/26/2021	Payroll	1	EFT	KAREN M DAVIS	99.73	Feb Pay FLSA 01/11-02/07
223	03/26/2021	Payroll	1	EFT	MONTE R ELMORE	129.98	Feb Pay FLSA 01/11-02/07
224	03/26/2021	Payroll	1	EFT	MANUEL I ESTRELLA	4,782.29	Feb Pay FLSA 01/11-02/07
225	03/26/2021	Payroll	1	EFT	KEVIN G GAIDOS	5,267.71	Feb Pay FLSA 01/11-02/07
226	03/26/2021	Payroll	1	EFT	LEO G GONZALES	692.62	Feb Pay FLSA 01/11-02/07
227	03/26/2021	Payroll	1	EFT	GARRETT S GOODWIN	401.01	Feb Pay FLSA 01/11-02/07
228	03/26/2021	Payroll	1	EFT	AMIE GREEN	46.87	Feb Pay FLSA 01/11-02/07
230	03/26/2021	Payroll	1	EFT	DAVID K HAMBRIGHT	73.88	Feb Pay FLSA 01/11-02/07
231	03/26/2021	Payroll	1	EFT	GARRETT L HAMLIN	13.85	Feb Pay FLSA 01/11-02/07
232	03/26/2021	Payroll	1	EFT	THOMAS R HARPER	6,556.20	Feb Pay FLSA 01/11-02/07
233	03/26/2021	Payroll	1	EFT	JOSHUA J HARRISON	55.41	Feb Pay FLSA 01/11-02/07
234	03/26/2021	Payroll	1	EFT	KYLE C HART	720.33	Feb Pay FLSA 01/11-02/07
235	03/26/2021	Payroll	1	EFT	SKYLAR J HIGLEY	664.92	Feb Pay FLSA 01/11-02/07
236	03/26/2021	Payroll	1	EFT	KYLE J JAGELSKI	272.05	Feb Pay FLSA 01/11-02/07
237	03/26/2021	Payroll	1	EFT	BRAYDON JAMES JOHNSON	727.55	Feb Pay FLSA 01/11-02/07
238	03/26/2021	Payroll	1	EFT	NATANIA M JOHNSTON	398.96	Feb Pay FLSA 01/11-02/07
239	03/26/2021	Payroll	1	EFT	PATRICIA KIRKHAM	554.10	Feb Pay FLSA 01/11-02/07
240	03/26/2021	Payroll	1	EFT	JAMES A LONGIE	7,052.07	Feb Pay FLSA 01/11-02/07
241	03/26/2021	Payroll	1	EFT	JONATHAN LUCAS	11.62	Feb Pay FLSA 01/11-02/07
243	03/26/2021	Payroll	1	EFT	MATTHEW H MCCLENDON	13.85	Feb Pay FLSA 01/11-02/07
244	03/26/2021	Payroll	1	EFT	AARON J MELOY	5,797.37	Feb Pay FLSA 01/11-02/07
245	03/26/2021	Payroll	1	EFT	RAYMOND J NEWTON	6,693.37	Feb Pay FLSA 01/11-02/07
246	03/26/2021	Payroll	1	EFT	GARRETT M PREMEL	5,024.92	Feb Pay FLSA 01/11-02/07
247	03/26/2021	Payroll	1	EFT	ALLEN LEE PUTZ	7,889.39	Feb Pay FLSA 01/11-02/07
248	03/26/2021	Payroll	1	EFT	RALPH WOODY RUSSELL	351.62	Feb Pay FLSA 01/11-02/07
249	03/26/2021	Payroll	1	EFT	JEAN J SEIBERT	13.85	Feb Pay FLSA 01/11-02/07
250	03/26/2021	Payroll	1	EFT	ROBERT C SHANNON	7,822.52	Feb Pay FLSA 01/11-02/07
251	03/26/2021	Payroll	1	EFT	CAROLINE SMITH	14.78	Feb Pay FLSA 01/11-02/07
252	03/26/2021	Payroll	1	EFT	SHEILA S SULLIVAN	27.70	Feb Pay FLSA 01/11-02/07
253	03/26/2021	Payroll	1	EFT	ALANDRA E SWORDS	83.11	Feb Pay FLSA 01/11-02/07
254	03/26/2021	Payroll	1	EFT	ELIJAH C THOMPSON	13.85	Feb Pay FLSA 01/11-02/07
255	03/26/2021	Payroll	1	EFT	GARRETT W TRAPPETT	413.72	Feb Pay FLSA 01/11-02/07
256	03/26/2021	Payroll	1	EFT	JACK L VAN HOORELBEKE	704.90	Feb Pay FLSA 01/11-02/07
257	03/26/2021	Payroll	1	EFT	ANTHONY G VINING	6,106.96	Feb Pay FLSA 01/11-02/07
258	03/26/2021	Payroll	1	EFT	JACOB M WALTON	4,451.67	Feb Pay FLSA 01/11-02/07
259	03/26/2021	Payroll	1	EFT	WILLIAM H WHEALAN JR	2,074.87	Feb Pay FLSA 01/11-02/07
260	03/26/2021	Payroll	1	EFT	GRADY D WINN	11,914.77	Feb Pay FLSA 01/11-02/07
261	03/26/2021	Payroll	1	EFT	CODY WINTERS	6,349.46	Feb Pay FLSA 01/11-02/07

522 Fire Control	187,361.32
589 Payroll Clearing	-57,217.78
001 General Fund	130,143.54

130,143.54 Payroll: 130,143.54

**WARRANT/CHECK REGISTER**

BENTON COUNTY FIRE PROTECTION DISTRICT #4

Time: 15:21:28 Date: 03/17/2021

03/26/2021 To: 03/26/2021

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 \_\_\_\_\_

**WARRANT/CHECK REGISTER**

BENTON COUNTY FIRE PROTECTION DISTRICT #4

Time: 15:20:59 Date: 03/17/2021

03/25/2021 To: 03/25/2021

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Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
262	03/25/2021	Payroll	1	186274	EFTPS- IRS Payroll Taxes	29,905.38	941 Deposit for Pay Cycle(s) 03/26/2021 - 03/26/2021
263	03/25/2021	Payroll	1	186275	WA PUB EMP & RETIRE SYS	35,257.56	Pay Cycle(s) 03/26/2021 To 03/26/2021 - LEOFF II; Pay Cycle(s) 03/26/2021 To 03/26/2021 - Deferred Comp; Pay Cycle(s) 03/26/2021 To 03/26/2021 - PERS 3
						522 Fire Control	13,691.25
						589 Payroll Clearing	51,471.69
						001 General Fund	65,162.94
						65,162.94 Payroll:	65,162.94

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 \_\_\_\_\_

## 2021 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION DISTRIK

Time: 16:16:15 Date: 03/17/2021

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001 General Fund 01/01/2021 To: 12/31/2021

Revenues	Amt Budgeted	Revenues	Remaining	
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### 308 Beginning Balances

308 80 00 00	Beginning Balance	1,530,418.10	1,530,418.10	0.00	100.0%
<b>308 Beginning Balances</b>		<b>1,530,418.10</b>	<b>1,530,418.10</b>	<b>0.00</b>	<b>100.0%</b>

### 310 Taxes

311 10 00 01	Property Tax	3,307,003.00	4,443.04	3,302,559.96	0.1%
337 20 00 01	Leasehold Tax	30,000.00	0.00	30,000.00	0.0%
<b>310 Taxes</b>		<b>3,337,003.00</b>	<b>4,443.04</b>	<b>3,332,559.96</b>	<b>0.1%</b>

### 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%
333 97 00 01	Federal Indirect Grant From Department Of Homeland Security	0.00	0.00	0.00	0.0%
334 01 30 02	WSP-FF Training	1,000.00	0.00	1,000.00	0.0%
334 04 90 01	State Trauma Grant	1,200.00	0.00	1,200.00	0.0%
334 06 90 04	BVFF Physical Reimb.	1,000.00	0.00	1,000.00	0.0%
335 00 91 01	Energy NW Generation T	32,000.00	0.00	32,000.00	0.0%
337 97 04 40	AFG COST SHARE	0.00	0.00	0.00	0.0%
<b>330 Intergovernmental Revenues</b>		<b>35,200.00</b>	<b>0.00</b>	<b>35,200.00</b>	<b>0.0%</b>

### 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%
<b>340 Charges For Services</b>		<b>41,300.00</b>	<b>0.00</b>	<b>41,300.00</b>	<b>0.0%</b>

### 350 Fines & Forfeitures

359 90 00 01	Fines And Penalties	0.00	0.00	0.00	0.0%
<b>350 Fines &amp; Forfeitures</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>

### 360 Investment Interest

361 11 00 01	Investment Interest	8,000.00	0.00	8,000.00	0.0%
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	0.00	2,000.00	0.0%
<b>360 Investment Interest</b>		<b>10,000.00</b>	<b>0.00</b>	<b>10,000.00</b>	<b>0.0%</b>

### 380 Non Revenues

389 00 00 01	Suspense- To Be Reclassified	0.00	0.00	0.00	0.0%
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## 2021 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION DISTRICT

Time: 16:16:15 Date: 03/17/2021

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001 General Fund 01/01/2021 To: 12/31/2021

Revenues	Amt Budgeted	Revenues	Remaining	
<b>380 Non Revenues</b>				
389 50 68 04 Refund/Reimbursement	0.00	0.00	0.00	0.0%
380 Non Revenues	0.00	0.00	0.00	0.0%
<b>390 Other Revenues</b>				
395 10 00 02 Sale Of Fixed Assets	0.00	0.00	0.00	0.0%
395 20 00 01 Comp For Loss Of Assets	0.00	0.00	0.00	0.0%
390 Other Revenues	0.00	0.00	0.00	0.0%
<b>397 Interfund Transfers</b>				
397 00 00 01 Transfer In	0.00	0.00	0.00	0.0%
397 00 00 10 Transfer In From 110	956,421.00	0.00	956,421.00	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	956,421.00	0.00	956,421.00	0.0%

**Fund Revenues:** **5,910,342.10**    **1,534,861.14**    **4,375,480.96**    **26.0%**

Expenditures	Amt Budgeted	Expenditures	Remaining	
<b>522 Fire Control</b>				
522 45 43 99 Article 32 MED EMS Training	16,000.00	0.00	16,000.00	0.0%
000	16,000.00	0.00	16,000.00	0.0%
522 11 10 10 Salary - Comm 1 (Brink)	6,500.00	1,152.00	5,348.00	17.7%
522 11 10 20 Salary-Comm 2 (Goodwin)	6,500.00	1,536.00	4,964.00	23.6%
522 11 10 30 Salary-Comm 3 (Russell)	6,500.00	1,792.00	4,708.00	27.6%
522 11 20 10 Benefits - Comm 1 (Brink)	625.00	88.12	536.88	14.1%
522 11 20 20 Benefits - Comm 2 (Goodwin)	625.00	117.48	507.52	18.8%
522 11 20 30 Benefits - Comm 3 (Russell)	625.00	137.10	487.90	21.9%
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	0.00	1,100.00	0.0%
522 11 43 30 Travel - Per Diem & Lodging	2,500.00	0.00	2,500.00	0.0%
522 11 43 31 Registration Fees	2,000.00	0.00	2,000.00	0.0%
011 Legislative	26,975.00	4,822.70	22,152.30	17.9%
522 12 10 10 Salary - Administration	442,852.00	90,716.47	352,135.53	20.5%
522 12 10 60 Overtime - Administrative	10,000.00	1,466.82	8,533.18	14.7%
522 12 10 70 Temporary Employees	0.00	0.00	0.00	0.0%
522 12 20 04 HRA Benefits	9,000.00	2,000.00	7,000.00	22.2%
522 12 20 10 Benefits - Administrative	89,486.00	20,444.27	69,041.73	22.8%
522 12 20 60 Benefits - OT Administration	2,000.00	544.74	1,455.26	27.2%
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	3,420.00	2,580.00	57.0%
522 12 29 20 Volunteer Recognition	4,000.00	0.00	4,000.00	0.0%
522 12 29 30 Volunteer Association	3,500.00	3,500.00	0.00	100.0%
522 12 31 00 Expendable Office Supplies	3,750.00	247.43	3,502.57	6.6%

## 2021 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION DISTRICT

Time: 16:16:15 Date: 03/17/2021

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01/01/2021 To: 12/31/2021

Expenditures	Amt Budgeted	Expenditures	Remaining	
<b>522 Fire Control</b>				
522 12 31 10 Computer Software	3,000.00	0.00	3,000.00	0.0%
522 12 35 00 Office Tools & Equipment	2,000.00	0.00	2,000.00	0.0%
522 12 35 10 Office Computer Equipment	31,000.00	0.00	31,000.00	0.0%
522 12 41 00 Contract Services	82,000.00	23,536.67	58,463.33	28.7%
522 12 41 01 Portable Office Trailer 420	0.00	0.00	0.00	0.0%
522 12 41 02 Contract For Union Negotiation	0.00	0.00	0.00	0.0%
522 12 41 10 Financial Services Contract(BIAS)	20,000.00	21,345.99	(1,345.99)	106.7%
522 12 41 20 Professional Services	10,000.00	0.00	10,000.00	0.0%
522 12 42 00 Phone Service	12,000.00	1,651.11	10,348.89	13.8%
522 12 42 10 Cellular Phone Service	13,000.00	2,011.63	10,988.37	15.5%
522 12 42 40 Postage	1,500.00	193.80	1,306.20	12.9%
522 12 44 00 Advertising/Notices/Recruiting	1,500.00	148.00	1,352.00	9.9%
522 12 45 00 Equipment Lease/Maint	10,200.00	1,117.52	9,082.48	11.0%
522 12 46 00 District Insurance	62,000.00	8,021.00	53,979.00	12.9%
522 12 48 00 Repair & Maint. - Office Equip	0.00	0.00	0.00	0.0%
522 12 48 20 WebPage Maintenance	500.00	202.64	297.36	40.5%
522 12 49 00 Memberships/Dues	16,000.00	6,919.00	9,081.00	43.2%
522 12 49 10 Taxes And Irrigation Fees	100.00	55.73	44.27	55.7%
522 12 49 20 State Auditor	11,000.00	1,809.60	9,190.40	16.5%
<b>012 Administrative</b>	<b>846,388.00</b>	<b>189,352.42</b>	<b>657,035.58</b>	<b>22.4%</b>
522 13 41 00 Levy Publication Services	55,000.00	7,500.00	47,500.00	13.6%
522 13 48 20 Outside Services	0.00	0.00	0.00	0.0%
522 13 49 00 Commissioner Elections	5,000.00	0.00	5,000.00	0.0%
<b>013 Election</b>	<b>60,000.00</b>	<b>7,500.00</b>	<b>52,500.00</b>	<b>12.5%</b>
522 14 41 00 Legal Services	12,000.00	200.00	11,800.00	1.7%
<b>014 Legal</b>	<b>12,000.00</b>	<b>200.00</b>	<b>11,800.00</b>	<b>1.7%</b>
522 15 40 00 Advance Travel/Petty Cash	0.00	0.00	0.00	0.0%
<b>015 Internal Acct</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
522 20 10 10 Mobilization Wages	30,000.00	3,860.81	26,139.19	12.9%
522 20 20 10 Mobilization Benefits	9,000.00	771.57	8,228.43	8.6%
522 20 24 10 Physicals/Innoculation	63,000.00	482.00	62,518.00	0.8%
522 20 28 00 Uniforms (All Non-PPE)	25,000.00	0.00	25,000.00	0.0%
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	65.16	934.84	6.5%
<b>020 Operations</b>	<b>137,000.00</b>	<b>5,179.54</b>	<b>131,820.46</b>	<b>3.8%</b>
522 21 10 10 Salary - Firefighters	1,558,000.00	346,906.73	1,211,093.27	22.3%
522 21 10 71 Overtime - Firefighters	120,000.00	98,577.91	21,422.09	82.1%
522 21 10 80 Resident Reimbursement	120,000.00	1,932.00	118,068.00	1.6%
522 21 10 90 Volunteer Reimbursement	66,000.00	26,042.00	39,958.00	39.5%
522 21 20 04 HRA Benefits	51,000.00	11,750.00	39,250.00	23.0%
522 21 20 10 Benefits - Firefighters	476,000.00	90,778.04	385,221.96	19.1%
522 21 20 71 Benefits - Overtime FF	50,000.00	21,748.14	28,251.86	43.5%
522 21 20 80 Benefits - Resident Reimbursement	4,500.00	147.77	4,352.23	3.3%
522 21 20 90 Benefits - Volunteer	4,000.00	2,014.58	1,985.42	50.4%

## 2021 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION DISTRICT

Time: 16:16:15 Date: 03/17/2021

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001 General Fund

01/01/2021 To: 12/31/2021

Expenditures	Amt Budgeted	Expenditures	Remaining	
<b>522 Fire Control</b>				
522 21 28 20 PPE - Protective Clothing	62,000.00	40.00	61,960.00	0.1%
522 21 31 00 Expendable Supplies - Suppression	3,600.00	188.80	3,411.20	5.2%
522 21 31 10 Supplies - Support Service	4,000.00	383.46	3,616.54	9.6%
522 21 35 10 Tools & Equipment -Suppression	7,750.00	4,386.63	3,363.37	56.6%
522 21 35 11 Hose Replacement	8,700.00	0.00	8,700.00	0.0%
522 21 35 12 Nozzle Replacement	8,700.00	0.00	8,700.00	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	126.18	11,873.82	1.1%
522 21 48 00 Equipment Repair & Maint	1,550.00	0.00	1,550.00	0.0%
522 21 48 10 Fire Extinguisher Maint	1,600.00	0.00	1,600.00	0.0%
522 21 48 80 SCBA Air Compressor	1,000.00	0.00	1,000.00	0.0%
522 21 48 90 SCBA Repair/Maintenance	2,000.00	0.00	2,000.00	0.0%
<b>021 Suppression</b>	<b>2,567,400.00</b>	<b>605,022.24</b>	<b>1,962,377.76</b>	<b>23.6%</b>
522 24 31 00 Expendable Supplies - Radios	500.00	0.00	500.00	0.0%
522 24 35 00 Non-Expendable Supplies - Radios	25,000.00	18,916.54	6,083.46	75.7%
522 24 41 00 Dispatch Services	74,500.00	18,547.50	55,952.50	24.9%
522 24 41 10 VHF Maintenance Fee	15,100.00	0.00	15,100.00	0.0%
522 24 48 00 Repair & Maintenance - Radios	3,000.00	222.14	2,777.86	7.4%
<b>024 Communications</b>	<b>118,100.00</b>	<b>37,686.18</b>	<b>80,413.82</b>	<b>31.9%</b>
522 30 31 00 Expendable Supplies-Prevention	6,500.00	0.00	6,500.00	0.0%
522 30 31 10 Smoke Alarm Program	1,000.00	0.00	1,000.00	0.0%
522 30 35 00 Tools & Equipment - Prevention	750.00	0.00	750.00	0.0%
522 30 48 00 Repair & Maintenance - Prevention	0.00	0.00	0.00	0.0%
522 30 48 10 Newsletter/Education Flyers	100.00	0.00	100.00	0.0%
<b>030 Public Information</b>	<b>8,350.00</b>	<b>0.00</b>	<b>8,350.00</b>	<b>0.0%</b>
522 45 31 00 Expendable Supplies - Training	2,000.00	94.44	1,905.56	4.7%
522 45 31 10 Training Computer Software	8,700.00	5,932.43	2,767.57	68.2%
522 45 35 00 Tools & Equipment - Training	27,800.00	492.32	27,307.68	1.8%
522 45 35 10 Equipment- Wellness Program	0.00	0.00	0.00	0.0%
522 45 41 00 Professional Service	14,000.00	75.00	13,925.00	0.5%
522 45 43 00 Travel - Mileage & Air(Operations)	3,500.00	0.00	3,500.00	0.0%
522 45 43 01 Travel - Mileage&Air(Admin)	2,400.00	0.00	2,400.00	0.0%
522 45 43 02 Travel - Mileage&Air(Automotive)	0.00	0.00	0.00	0.0%
522 45 43 03 Travel - Mileage&Air(EMS Officer)	6,500.00	0.00	6,500.00	0.0%
522 45 43 10 PerDiem & Lodging(Operations)	8,000.00	0.00	8,000.00	0.0%
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	794.90	31,205.10	2.5%
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	2,079.00	4,421.00	32.0%
522 45 43 30 Tuition Reimbursement	10,000.00	0.00	10,000.00	0.0%
522 45 48 00 Repair And Maintenance	0.00	0.00	0.00	0.0%
<b>045 Training</b>	<b>139,700.00</b>	<b>9,468.09</b>	<b>130,231.91</b>	<b>6.8%</b>
522 50 31 00 Expendable Supplies -Facilities	7,500.00	479.67	7,020.33	6.4%
522 50 35 00 Tools & Equipment - Facilities	6,000.00	462.59	5,537.41	7.7%
522 50 41 00 Professional Services	0.00	0.00	0.00	0.0%

## 2021 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION DISTRIK

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001 General Fund 01/01/2021 To: 12/31/2021

Expenditures	Amt Budgeted	Expenditures	Remaining	
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**522 Fire Control**

522 50 45 00	Lease-Sta 410	5,000.00	0.00	5,000.00	0.0%
522 50 47 10	Electricity	38,000.00	6,417.47	31,582.53	16.9%
522 50 47 20	Water/Sewer/Natural Gas	20,000.00	2,211.48	17,788.52	11.1%
522 50 48 00	Repair & Maint. - Facilities	23,000.00	3,107.36	19,892.64	13.5%

<b>050 Facilities</b>		<b>99,500.00</b>	<b>12,678.57</b>	<b>86,821.43</b>	<b>12.7%</b>
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522 60 31 00	Expendable Supplies - Automotive	6,000.00	383.73	5,616.27	6.4%
522 60 32 00	Fuels	25,000.00	106.34	24,893.66	0.4%
522 60 35 00	Tools & Equipment - Automotive	1,750.00	0.00	1,750.00	0.0%
522 60 48 00	Repair & Maint. - Automotive	65,000.00	15,319.28	49,680.72	23.6%

<b>060 Automotive</b>		<b>97,750.00</b>	<b>15,809.35</b>	<b>81,940.65</b>	<b>16.2%</b>
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522 70 31 00	Expendable Supplies - EMS	31,000.00	4,707.84	26,292.16	15.2%
522 70 35 00	Small Tools & Minor Equip	11,000.00	770.78	10,229.22	7.0%
522 70 41 02	EMS Assessment Fee	1,500.00	1,187.68	312.32	79.2%
522 70 41 10	Contract Services - EMS	9,500.00	4,291.73	5,208.27	45.2%
522 70 48 00	Small Tools- Repairs & Maintenance	0.00	1,824.21	(1,824.21)	0.0%
526 22 31 01	Expendable Supplies - ALS	0.00	0.00	0.00	0.0%

<b>070 EMS</b>		<b>53,000.00</b>	<b>12,782.24</b>	<b>40,217.76</b>	<b>24.1%</b>
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<b>522 Fire Control</b>		<b>4,182,163.00</b>	<b>900,501.33</b>	<b>3,281,661.67</b>	<b>21.5%</b>
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**588 Prior Period Adjustment**

585 10 00 01	Other Decreases In Net Cash & Investments - Other Costs Allocations	0.00	0.00	0.00	0.0%
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<b>588 Prior Period Adjustment</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
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**589 Payroll Clearing**

589 90 00 00	Payroll Clearing	0.00	(240.48)	240.48	0.0%
589 90 00 01	Other Non-Expenditures - Suspense	0.00	0.00	0.00	0.0%

<b>589 Payroll Clearing</b>		<b>0.00</b>	<b>(240.48)</b>	<b>240.48</b>	<b>0.0%</b>
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**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%

<b>591 Debt Service</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
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**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%

<b>000</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
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594 22 62 00	Captial 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%

## 2021 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION DISTRIK

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001 General Fund

01/01/2021 To: 12/31/2021

Expenditures	Amt Budgeted	Expenditures	Remaining	
<b>594 Capital Expenditures</b>				
022 Capital	0.00	0.00	0.00	0.0%
594 Capital Expenditures	0.00	0.00	0.00	0.0%
<b>597 Interfund Transfers</b>				
597 00 00 01 Transfers Out To 501	7,000.00	0.00	7,000.00	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	15,000.00	0.00	15,000.00	0.0%
597 00 01 61 Transfer Out To 601	75,761.00	0.00	75,761.00	0.0%
597 Interfund Transfers	97,761.00	0.00	97,761.00	0.0%
<b>Fund Expenditures:</b>	<b>4,279,924.00</b>	<b>900,260.85</b>	<b>3,379,663.15</b>	<b>21.0%</b>
<b>Fund Excess/(Deficit):</b>	<b>1,630,418.10</b>	<b>634,600.29</b>		

## 2021 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION DISTRICT

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004 Health Reimbursement Fund

01/01/2021 To: 12/31/2021

Revenues	Amt Budgeted	Revenues	Remaining	
<b>308 Beginning Balances</b>				
308 10 00 04    Beginning Balance	86.13	86.13	0.00	100.0%
308 Beginning Balances	86.13	86.13	0.00	100.0%
<b>340 Charges For Services</b>				
349 17 00 01    Employee Benefit - HRA	0.00	0.00	0.00	0.0%
340 Charges For Services	0.00	0.00	0.00	0.0%
<b>360 Investment Interest</b>				
361 11 00 04    Investment Interest	2.00	0.00	2.00	0.0%
360 Investment Interest	2.00	0.00	2.00	0.0%
<b>380 Non Revenues</b>				
388 80 00 01    Prior Year(s) Corrections	0.00	0.00	0.00	0.0%
380 Non Revenues	0.00	0.00	0.00	0.0%
<b>397 Interfund Transfers</b>				
397 00 01 04    Transfer In From 001	0.00	0.00	0.00	0.0%
397 00 01 05    Transfer In From 101	0.00	0.00	0.00	0.0%
397 Interfund Transfers	0.00	0.00	0.00	0.0%
<b>Fund Revenues:</b>	<b>88.13</b>	<b>86.13</b>	<b>2.00</b>	<b>97.7%</b>
<b>Fund Excess/(Deficit):</b>	<b>88.13</b>	<b>86.13</b>		

## 2021 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION DISTRIK

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007 Separation Fund		01/01/2021 To: 12/31/2021			
Revenues	Amt Budgeted	Revenues	Remaining		
<b>308 Beginning Balances</b>					
308 80 00 07	Beginning Balance	177,760.59	177,760.59	0.00	100.0%
308 Beginning Balances		177,760.59	177,760.59	0.00	100.0%
<b>360 Investment Interest</b>					
361 11 00 07	Investment Interest	500.00	0.00	500.00	0.0%
360 Investment Interest		500.00	0.00	500.00	0.0%
<b>397 Interfund Transfers</b>					
397 00 00 07	Transfer In From 001	15,000.00	0.00	15,000.00	0.0%
397 Interfund Transfers		15,000.00	0.00	15,000.00	0.0%
<b>Fund Revenues:</b>		<b>193,260.59</b>	<b>177,760.59</b>	<b>15,500.00</b>	<b>92.0%</b>
Expenditures	Amt Budgeted	Expenditures	Remaining		
<b>597 Interfund Transfers</b>					
597 00 00 07	Transfers-Out To 001	0.00	0.00	0.00	0.0%
597 Interfund Transfers		0.00	0.00	0.00	0.0%
<b>Fund Expenditures:</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Fund Excess/(Deficit):</b>		<b>193,260.59</b>	<b>177,760.59</b>		

## 2021 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION DISTRICT

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099 Imprest Fund

01/01/2021 To: 12/31/2021

Revenues	Amt Budgeted	Revenues	Remaining	
<b>308 Beginning Balances</b>				
308 80 00 99    Beginning Balance	0.00	13,500.00	(13,500.00)	0.0%
308 Beginning Balances	0.00	13,500.00	(13,500.00)	0.0%
<b>380 Non Revenues</b>				
388 10 00 99    Prior Period Adjustments	0.00	0.00	0.00	0.0%
380 Non Revenues	0.00	0.00	0.00	0.0%
<b>Fund Revenues:</b>	<b>0.00</b>	<b>13,500.00</b>	<b>(13,500.00)</b>	<b>0.0%</b>
<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>13,500.00</b>		



## 2021 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION DISTRICT

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110 EMS Fund 01/01/2021 To: 12/31/2021

Revenues	Amt Budgeted	Revenues	Remaining	
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308 Beginning Balances

308 10 00 11	Beginning Balance	2,131,904.71	2,131,904.71	0.00	100.0%
308 Beginning Balances		2,131,904.71	2,131,904.71	0.00	100.0%

310 Taxes

311 10 00 11	Property Tax	804,172.00	1,285.75	802,886.25	0.2%
310 Taxes		804,172.00	1,285.75	802,886.25	0.2%

330 Intergovernmental Revenues

332 93 40 10	GEMT	330,000.00	0.00	330,000.00	0.0%
330 Intergovernmental Revenues		330,000.00	0.00	330,000.00	0.0%

340 Charges For Services

342 60 01 10	Ambulance Service	200,000.00	0.00	200,000.00	0.0%
340 Charges For Services		200,000.00	0.00	200,000.00	0.0%

360 Investment Interest

361 11 00 11	Investment Interest	25,000.00	0.00	25,000.00	0.0%
360 Investment Interest		25,000.00	0.00	25,000.00	0.0%

**Fund Revenues:**

	<b>3,491,076.71</b>	<b>2,133,190.46</b>	<b>1,357,886.25</b>	<b>61.1%</b>
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Expenditures

	Amt Budgeted	Expenditures	Remaining	
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522 Fire Control

522 70 35 10	Small Tools And Minor Equipment	0.00	0.00	0.00	0.0%
522 70 41 00	Ambulance Billing Service Fee	24,000.00	3,435.00	20,565.00	14.3%
522 70 41 01	IMAGE TREND	0.00	0.00	0.00	0.0%
522 70 41 20	Ambulance Over Payment	5,000.00	563.72	4,436.28	11.3%
522 70 49 00	Other Expenditures	0.00	0.00	0.00	0.0%
522 Fire Control		29,000.00	3,998.72	25,001.28	13.8%

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	0.00	206,000.00	0.0%
594 Capital Expenditures		206,000.00	0.00	206,000.00	0.0%

597 Interfund Transfers

597 00 01 10	Transfer Out To 001	956,421.00	0.00	956,421.00	0.0%
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## 2021 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION DISTRIK

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110 EMS Fund

01/01/2021 To: 12/31/2021

Expenditures	Amt Budgeted	Expenditures	Remaining	
<hr/>				
597 Interfund Transfers				
597 Interfund Transfers	956,421.00	0.00	956,421.00	0.0%
<b>Fund Expenditures:</b>	<b>1,191,421.00</b>	<b>3,998.72</b>	<b>1,187,422.28</b>	<b>0.3%</b>
<b>Fund Excess/(Deficit):</b>	<b>2,299,655.71</b>	<b>2,129,191.74</b>		

## 2021 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION DISTRIK

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201 EMS Bond Fund 01/01/2021 To: 12/31/2021

Revenues	Amt Budgeted	Revenues	Remaining	
<b>308 Beginning Balances</b>				
308 10 00 21    Beginning Balance	17,560.16	17,560.16	0.00	100.0%
308 Beginning Balances	17,560.16	17,560.16	0.00	100.0%
<b>310 Taxes</b>				
311 10 00 21    Property Tax	0.00	0.00	0.00	0.0%
310 Taxes	0.00	0.00	0.00	0.0%
<b>360 Investment Interest</b>				
361 11 00 21    Investment Interest	0.00	0.00	0.00	0.0%
360 Investment Interest	0.00	0.00	0.00	0.0%
<b>380 Non Revenues</b>				
388 80 00 02    Prior Year(s) Corrections	0.00	0.00	0.00	0.0%
380 Non Revenues	0.00	0.00	0.00	0.0%
<b>Fund Revenues:</b>	<b>17,560.16</b>	<b>17,560.16</b>	<b>0.00</b>	<b>100.0%</b>
Expenditures	Amt Budgeted	Expenditures	Remaining	
<b>591 Debt Service</b>				
591 22 71 01    Bond Principal Payment	0.00	0.00	0.00	0.0%
592 22 83 01    Bond Interest Payment	0.00	0.00	0.00	0.0%
592 22 89 21    Debt Service Cost	0.00	0.00	0.00	0.0%
591 Debt Service	0.00	0.00	0.00	0.0%
<b>Fund Expenditures:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Fund Excess/(Deficit):</b>	<b>17,560.16</b>	<b>17,560.16</b>		

## 2021 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION DISTRICT

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202 Construction Bond Fund 01/01/2021 To: 12/31/2021

	Amt Budgeted	Revenues	Remaining	
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**308 Beginning Balances**

308 10 00 22 Beginning Balance	84,396.84	84,396.84	0.00	100.0%
<b>308 Beginning Balances</b>	<b>84,396.84</b>	<b>84,396.84</b>	<b>0.00</b>	<b>100.0%</b>

**310 Taxes**

311 10 00 22 Property Tax	470,000.00	691.73	469,308.27	0.1%
311 11 02 02 Interest	0.00	0.00	0.00	0.0%
<b>310 Taxes</b>	<b>470,000.00</b>	<b>691.73</b>	<b>469,308.27</b>	<b>0.1%</b>

**360 Investment Interest**

361 11 00 22 Investment Interest	1,200.00	0.00	1,200.00	0.0%
<b>360 Investment Interest</b>	<b>1,200.00</b>	<b>0.00</b>	<b>1,200.00</b>	<b>0.0%</b>

**380 Non Revenues**

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

<b>Fund Revenues:</b>	<b>555,596.84</b>	<b>85,088.57</b>	<b>470,508.27</b>	<b>15.3%</b>
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	Amt Budgeted	Expenditures	Remaining	
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**591 Debt Service**

591 22 71 00 Bond Principal Payment	145,000.00	0.00	145,000.00	0.0%
592 22 83 00 Bond Interest Payment	276,800.00	0.00	276,800.00	0.0%
592 22 89 22 Interest And Other Debt Service Costs - Other Debt Service Costs	0.00	0.00	0.00	0.0%
<b>591 Debt Service</b>	<b>421,800.00</b>	<b>0.00</b>	<b>421,800.00</b>	<b>0.0%</b>

**597 Interfund Transfers**

597 00 00 21 Transfers-Out	0.00	0.00	0.00	0.0%
<b>597 Interfund Transfers</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>

<b>Fund Expenditures:</b>	<b>421,800.00</b>	<b>0.00</b>	<b>421,800.00</b>	<b>0.0%</b>
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<b>Fund Excess/(Deficit):</b>	<b>133,796.84</b>	<b>85,088.57</b>		
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## 2021 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION DISTRICT

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401 Construction Fund 01/01/2021 To: 12/31/2021

Revenues	Amt Budgeted	Revenues	Remaining	
<b>308 Beginning Balances</b>				
308 10 00 41    Beginning Balance	1,010,573.43	1,010,573.43	0.00	100.0%
308 Beginning Balances	1,010,573.43	1,010,573.43	0.00	100.0%
<b>360 Investment Interest</b>				
361 11 00 41    Investment Interest	1,000.00	0.00	1,000.00	0.0%
360 Investment Interest	1,000.00	0.00	1,000.00	0.0%
<b>380 Non Revenues</b>				
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%
<b>390 Other Revenues</b>				
391 10 00 01    Bond Proceeds	0.00	0.00	0.00	0.0%
390 Other Revenues	0.00	0.00	0.00	0.0%
<b>Fund Revenues:</b>	<b>1,011,573.43</b>	<b>1,010,573.43</b>	<b>1,000.00</b>	<b>99.9%</b>
<b>Expenditures</b>				
	Amt Budgeted	Expenditures	Remaining	
<b>591 Debt Service</b>				
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%
<b>594 Capital Expenditures</b>				
594 22 62 01    Building Upgrade	900,000.00	42,759.62	857,240.38	4.8%
594 22 62 04    Capital Apparatus	0.00	0.00	0.00	0.0%
594 Capital Expenditures	900,000.00	42,759.62	857,240.38	4.8%
<b>597 Interfund Transfers</b>				
597 00 01 01    Transfer Out	0.00	0.00	0.00	0.0%
597 Interfund Transfers	0.00	0.00	0.00	0.0%
<b>Fund Expenditures:</b>	<b>900,000.00</b>	<b>42,759.62</b>	<b>857,240.38</b>	<b>4.8%</b>
<b>Fund Excess/(Deficit):</b>	<b>111,573.43</b>	<b>967,813.81</b>		

## 2021 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION DISTRIK

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501 Equipment Fund 01/01/2021 To: 12/31/2021

	Amt Budgeted	Revenues	Remaining	
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**308 Beginning Balances**

308 80 00 51 Beginning Balance	512,880.10	512,880.10	0.00	100.0%
308 Beginning Balances	512,880.10	512,880.10	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	0.00	7,000.00	0.0%
360 Investment Interest	7,000.00	0.00	7,000.00	0.0%

**380 Non Revenues**

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

**390 Other Revenues**

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

**397 Interfund Transfers**

397 00 00 05 Transfer In From 001	7,000.00	0.00	7,000.00	0.0%
397 Interfund Transfers	7,000.00	0.00	7,000.00	0.0%

<b>Fund Revenues:</b>	<b>526,880.10</b>	<b>512,880.10</b>	<b>14,000.00</b>	<b>97.3%</b>
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	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	10,714.47	(10,714.47)	0.0%
594 Capital Expenditures	0.00	10,714.47	(10,714.47)	0.0%

**597 Interfund Transfers**

## 2021 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION DISTRICT

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501 Equipment Fund

01/01/2021 To: 12/31/2021

Expenditures	Amt Budgeted	Expenditures	Remaining	
<hr/>				
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%
<hr/>				
<b>Fund Expenditures:</b>	<b>0.00</b>	<b>10,714.47</b>	<b>(10,714.47)</b>	<b>0.0%</b>
<hr/>				
<b>Fund Excess/(Deficit):</b>	<b>526,880.10</b>	<b>502,165.63</b>		

## 2021 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION DISTRIK

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601 Reserve Fund 01/01/2021 To: 12/31/2021

	Amt Budgeted	Revenues	Remaining	
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**308 Beginning Balances**

308 80 00 61 Beginning Balance	919,666.95	919,666.95	0.00	100.0%
308 Beginning Balances	919,666.95	919,666.95	0.00	100.0%

**360 Investment Interest**

361 11 00 61 Investment Interest	10,000.00	0.00	10,000.00	0.0%
360 Investment Interest	10,000.00	0.00	10,000.00	0.0%

**380 Non Revenues**

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

**397 Interfund Transfers**

397 00 01 61 Transfer In From 101	75,761.00	0.00	75,761.00	0.0%
397 Interfund Transfers	75,761.00	0.00	75,761.00	0.0%

<b>Fund Revenues:</b>	<b>1,005,427.95</b>	<b>919,666.95</b>	<b>85,761.00</b>	<b>91.5%</b>
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	Amt Budgeted	Expenditures	Remaining	
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**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%

<b>Fund Expenditures:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
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<b>Fund Excess/(Deficit):</b>	<b>1,005,427.95</b>	<b>919,666.95</b>		
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## 2021 BUDGET POSITION TOTALS

BENTON COUNTY FIRE PROTECTION DIS

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Fund	Revenue Budgeted	Received		Expense Budgeted	Spent	
001 General Fund	5,910,342.10	1,534,861.14	26.0%	4,279,924.00	900,260.85	21%
004 Health Reimbursement Fund	88.13	86.13	97.7%	0.00	0.00	0%
007 Separation Fund	193,260.59	177,760.59	92.0%	0.00	0.00	0%
099 Imprest Fund	0.00	13,500.00	0.0%	0.00	0.00	0%
110 EMS Fund	3,491,076.71	2,133,190.46	61.1%	1,191,421.00	3,998.72	0%
201 EMS Bond Fund	17,560.16	17,560.16	100.0%	0.00	0.00	0%
202 Construction Bond Fund	555,596.84	85,088.57	15.3%	421,800.00	0.00	0%
401 Construction Fund	1,011,573.43	1,010,573.43	99.9%	900,000.00	42,759.62	5%
501 Equipment Fund	526,880.10	512,880.10	97.3%	0.00	10,714.47	0%
601 Reserve Fund	1,005,427.95	919,666.95	91.5%	0.00	0.00	0%
	<u>12,711,806.01</u>	<u>6,405,167.53</u>	50.4%	<u>6,793,145.00</u>	<u>957,733.66</u>	14.1%

# ACCOUNTS PAYABLE PAID

BENTON COUNTY FIRE PROTECTION DISTRICT #4

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Accts Pay #	Paid On	Year	Trans	Vendor ID	Vendor	Amount	Memo
<b>10872</b>	<b>03/26/2021</b>	<b>2021</b>	<b>264</b>	<b>8</b>	<b>ADVANCE MARKING SYSTEMS</b>	<b>42.34</b>	<b>PASSPORT TAGS(8)</b>
	522 21 31 00	Expendable Supplies - Suppress	001 000 522	General Fund		42.34	PASSPORT TAGS(8)
Invoice							
	I-671695-1					42.34	PASSPORT TAGS(8)
<b>10873</b>	<b>03/26/2021</b>	<b>2021</b>	<b>264</b>	<b>8</b>	<b>ADVANCE MARKING SYSTEMS</b>	<b>18.46</b>	<b>PASSPORT TAGS(4)</b>
	522 21 31 00	Expendable Supplies - Suppress	001 000 522	General Fund		18.46	PASSPORT TAGS(4)
Invoice							
	I-671696-1					18.46	PASSPORT TAGS(4)
<b>10874</b>	<b>03/26/2021</b>	<b>2021</b>	<b>267</b>	<b>414</b>	<b>BENTON COUNTY TREASURER</b>	<b>55.73</b>	<b>2021 ASSESSMENTS</b>
	522 12 49 10	Taxes And Irrigation Fees	001 000 522	General Fund		55.73	2021 ASSESSMENTS
Invoice							
	2021					55.73	2021 ASSESSMENTS
<b>10875</b>	<b>03/26/2021</b>	<b>2021</b>	<b>268</b>	<b>42</b>	<b>BENTON RURAL ELECTRIC</b>	<b>3,397.56</b>	<b>ELECTRICITY</b>
	522 50 47 10	Electricity	001 000 522	General Fund		608.39	STA410
	522 50 47 10	Electricity	001 000 522	General Fund		831.93	STA430
	522 50 47 10	Electricity	001 000 522	General Fund		178.77	SHOP
	522 50 47 10	Electricity	001 000 522	General Fund		48.57	WELLHOUSE
	522 50 47 10	Electricity	001 000 522	General Fund		1,729.90	STA420
Invoice							
	02282021					3,397.56	ELECTRICITY
<b>10876</b>	<b>03/26/2021</b>	<b>2021</b>	<b>210</b>	<b>932</b>	<b>BKK ENTERPRISE</b>	<b>547.50</b>	<b>TIME CLOCK STA430</b>
	594 22 62 01	Building Upgrade	401 000 594	Construction Fund		547.50	TIME CLOCK STA430
Invoice							
	2001					547.50	TIME CLOCK STA430
<b>10877</b>	<b>03/26/2021</b>	<b>2021</b>	<b>269</b>	<b>933</b>	<b>BLUE ROOM</b>	<b>75.00</b>	<b>SANITIZER UNIT</b>
	522 45 41 00	Professional Service	001 000 522	General Fund		75.00	SANITIZER UNIT

# ACCOUNTS PAYABLE PAID

BENTON COUNTY FIRE PROTECTION DISTRICT #4

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Accts Pay #	Paid On	Year	Trans	Vendor ID	Vendor	Amount	Memo
					Invoice		
				3843473		75.00	SANITIZER UNIT
<b>10878</b>	<b>03/26/2021</b>	<b>2021</b>	<b>270</b>	<b>690</b>	<b>BPAS</b>	<b>4,750.00</b>	<b>HRA</b>
522 12 20 04	HRA Benefits			001 000 522	General Fund	500.00	HRA
522 21 20 04	HRA Benefits			001 000 522	General Fund	4,250.00	HRA
					Invoice		
				MAR21		4,750.00	HRA
<b>10880</b>	<b>03/26/2021</b>	<b>2021</b>	<b>271</b>	<b>481</b>	<b>CHARTER COMMUNICATIONS</b>	<b>596.12</b>	<b>INTERNET SERVICE</b>
522 12 41 00	Contract Services			001 000 522	General Fund	596.12	INTERNET SERVICE
					Invoice		
				03072021		596.12	INTERNET SERVICE
<b>10896</b>	<b>03/26/2021</b>	<b>2021</b>	<b>272</b>	<b>628</b>	<b>CI SHRED</b>	<b>94.77</b>	<b>DOCUMENT STORAGE</b>
522 12 41 00	Contract Services			001 000 522	General Fund	94.77	DOCUMENT STORAGE
					Invoice		
				0110485		39.46	
				0111883		55.31	
<b>10879</b>	<b>03/26/2021</b>	<b>2021</b>	<b>273</b>	<b>281</b>	<b>CITY OF RICHLAND</b>	<b>6,182.50</b>	<b>DISPATCH SERVICE</b>
522 24 41 00	Dispatch Services			001 000 522	General Fund	6,182.50	DISPATCH SERVICE
					Invoice		
				44201		6,182.50	DISPATCH SERVICE
<b>10881</b>	<b>03/26/2021</b>	<b>2021</b>	<b>274</b>	<b>71</b>	<b>COLUMBIA BASIN DIVE RESCUE</b>	<b>1,500.00</b>	<b>2021 AGENCY SUPPORT</b>
522 12 49 00	Memberships/Dues			001 000 522	General Fund	1,500.00	2021 AGENCY SUPPORT
					Invoice		
				2021-010		1,500.00	2021 AGENCY SUPPORT
<b>10882</b>	<b>03/26/2021</b>	<b>2021</b>	<b>277</b>	<b>187</b>	<b>LIFE ASSIST</b>	<b>322.07</b>	<b>MISC EMS SUPPLIES</b>
522 70 31 00	Expendable Supplies - EMS			001 000 522	General Fund	322.07	MISC EMS SUPPLIES

# ACCOUNTS PAYABLE PAID

BENTON COUNTY FIRE PROTECTION DISTRICT #4

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Accts Pay #	Paid On	Year	Trans	Vendor ID	Vendor	Amount	Memo
<b>Invoice</b>							
	1081972					214.77	
	1081330					107.30	
<b>10883</b>	<b>03/26/2021</b>	<b>2021</b>	<b>278</b>	<b>242</b>	<b>OXARC</b>	<b>46.51</b>	<b>O2</b>
	522 70 31 00				Expendable Supplies - EMS 001 000 522 General Fund	46.51	O2
<b>Invoice</b>							
	31197117					46.51	O2
<b>10884</b>	<b>03/26/2021</b>	<b>2021</b>	<b>279</b>	<b>885</b>	<b>PACIFIC OFFICE AUTOMATION</b>	<b>550.37</b>	<b>PHONE SERVICE</b>
	522 12 42 00				Phone Service 001 000 522 General Fund	550.37	PHONE SERVICE
<b>Invoice</b>							
	295017					550.37	PHONE SERVICE
<b>10885</b>	<b>03/26/2021</b>	<b>2021</b>	<b>280</b>	<b>305</b>	<b>SNURE LAW OFFICE</b>	<b>200.00</b>	<b>LEGAL SERVICE</b>
	522 14 41 00				Legal Services 001 000 522 General Fund	200.00	LEGAL SERVICE
<b>Invoice</b>							
	03012021					200.00	LEGAL SERVICE
<b>10908</b>	<b>03/26/2021</b>	<b>2021</b>	<b>286</b>	<b>935</b>	<b>SPRINGBROOK</b>	<b>11,345.99</b>	<b>2021 ACCOUNTING SOFTWARE SUBSCRIPTIONS</b>
	522 12 41 10				Financial Services Contract(BIAS 001 000 522 General Fund	11,345.99	2021 ACCOUNTING SOFTWARE SUBSCRIPTIONS
<b>Invoice</b>							
	INV-B000274					11,345.99	2021 ACCOUNTING SOFTWARE SUBSCRIPTIONS
<b>10909</b>	<b>03/26/2021</b>	<b>2021</b>	<b>286</b>	<b>935</b>	<b>SPRINGBROOK</b>	<b>10,000.00</b>	<b>2021 SUPPORT PLUS</b>
	522 12 41 10				Financial Services Contract(BIAS 001 000 522 General Fund	10,000.00	2021 SUPPORT PLUS
<b>Invoice</b>							
	INV-B000369					10,000.00	2021 SUPPORT PLUS
<b>10888</b>	<b>03/26/2021</b>	<b>2021</b>	<b>211</b>	<b>475</b>	<b>US BANK</b>	<b>705.05</b>	<b>VISA- NEWTON</b>
	594 22 62 01				Building Upgrade 401 000 594 Construction Fund	705.05	MOUNTS AND HAND TOOLS FOR ENGINE

# ACCOUNTS PAYABLE PAID

BENTON COUNTY FIRE PROTECTION DISTRICT #4

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Accts Pay #	Paid On	Year	Trans	Vendor ID	Vendor	Amount	Memo
<b>Invoice</b>							
				NEWT1		705.05	4485594555563475
<b>10889</b>	<b>03/26/2021</b>	<b>2021</b>	<b>282</b>	<b>475</b>	<b>US BANK</b>	<b>999.69</b>	<b>VISA- NEWTON</b>
	522 21 28 20	PPE - Protective Clothing		001 000 522	General Fund	40.00	UNIT SHIELD
	522 21 31 00	Expendable Supplies - Suppress		001 000 522	General Fund	128.00	HELMET SHIELDS
	522 21 41 00	Professional Services		001 000 522	General Fund	126.18	LICENSING FOR ENGINES
	522 50 35 00	Tools & Equipment - Facilities		001 000 522	General Fund	430.04	ANOVA SOUS AND CONTAIR
	522 60 31 00	Expendable Supplies - Automot		001 000 522	General Fund	275.47	APP SUPPLIES
<b>Invoice</b>							
				NEWT1		999.69	4485594555563475
<b>10890</b>	<b>03/26/2021</b>	<b>2021</b>	<b>282</b>	<b>475</b>	<b>US BANK</b>	<b>9.74</b>	<b>VISA- JAGELSKI</b>
	522 70 35 00	Small Tools & Minor Equip		001 000 522	General Fund	9.74	RATCHET STRAP
<b>Invoice</b>							
				JAGE1		9.74	4485594555563475
<b>10891</b>	<b>03/26/2021</b>	<b>2021</b>	<b>282</b>	<b>475</b>	<b>US BANK</b>	<b>594.44</b>	<b>VISA- BENITZ</b>
	522 45 31 00	Expendable Supplies - Training		001 000 522	General Fund	94.44	SCREWS
	522 45 43 20	Registration Fees(Operations)		001 000 522	General Fund	500.00	DRONE OP COURSE(2)
<b>Invoice</b>							
				BENI1		594.44	4485594555563475
<b>10892</b>	<b>03/26/2021</b>	<b>2021</b>	<b>282</b>	<b>475</b>	<b>US BANK</b>	<b>190.47</b>	<b>VISA- CARAWAY</b>
	522 21 31 10	Supplies - Support Service		001 000 522	General Fund	190.47	REHAB SUPPLIES
<b>Invoice</b>							
				CARA1		190.47	4485594555563475
<b>10893</b>	<b>03/26/2021</b>	<b>2021</b>	<b>211</b>	<b>475</b>	<b>US BANK</b>	<b>2,817.99</b>	<b>VISA- LONGIE</b>
	594 22 62 01	Building Upgrade		401 000 594	Construction Fund	2,027.34	STA430 SHELVING AND KITCHEN SUPPLIES
	594 22 62 01	Building Upgrade		401 000 594	Construction Fund	790.65	STA430 KITCHEN SUPPLIES
<b>Invoice</b>							
				LONG1		2,817.99	4485594555563475

# ACCOUNTS PAYABLE PAID

BENTON COUNTY FIRE PROTECTION DISTRICT #4

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03/26/2021 To: 03/26/2021

Accts Pay #	Paid On	Year	Trans	Vendor ID	Vendor	Amount	Memo
<b>10894 03/26/2021</b>	<b>2021</b>	<b>282</b>	<b>475</b>	<b>US BANK</b>	<b>718.69 VISA- BORSCHOWA</b>		
522 12 41 00	Contract Services			001 000 522	General Fund	688.74	Office365
522 12 41 00	Contract Services			001 000 522	General Fund	26.11	Serer backup
522 12 48 20	WebPage Maintenance			001 000 522	General Fund	3.84	Webpage maint
<hr/>							
							Invoice
							BORS1
							718.69
							4485594555563475
<b>10895 03/26/2021</b>	<b>2021</b>	<b>211</b>	<b>475</b>	<b>US BANK</b>	<b>1,922.09 VISA- BORSCHOWA</b>		
594 22 62 01	Building Upgrade			401 000 594	Construction Fund	1,922.09	TVS AND WALL MOUNTS (6)
<hr/>							
							Invoice
							BORS1
							1,922.09
							4485594555563475
<b>10886 03/26/2021</b>	<b>2021</b>	<b>283</b>	<b>465</b>	<b>VERIZON WIRELESS</b>	<b>896.06 CELL SERVICE</b>		
522 12 42 10	Cellular Phone Service			001 000 522	General Fund	896.06	CELL SERVICE
<hr/>							
							Invoice
							02152021
							896.06
							CELL SERVICE
<b>10887 03/26/2021</b>	<b>2021</b>	<b>285</b>	<b>394</b>	<b>YOKE'S FOODS</b>	<b>26.11 REHAB SUPPLIES</b>		
522 21 31 10	Supplies - Support Service			001 000 522	General Fund	26.11	REHAB SUPPLIES
<hr/>							
							Invoice
							95612
							66024
							11.25
							14.86
							Total:
							48,605.25
<hr/>							
							Fund
							001 General Fund
							42,612.62
							401 Construction Fund
							5,992.63

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



**BENTON COUNTY FIRE PROTECTION  
DISTRICT # 4**

**Scheduled Leave**

**1. Purpose**

1.1. The purpose of this policy to establish the conditions, guidelines, and procedures associated with scheduled leave and shift trades.

**2. Scope**

2.1. This policy applies to Benton County Fire District #4 (BCFD4) employees that are covered by the Collective Bargaining Agreement.

**3. Responsibilities**

3.1. Shift officers have the following responsibilities:

3.1.1. Scheduling the meeting for employees to select annual leave.

3.1.2. Recording scheduled leave and shift trades in the records management system (RMS).

3.1.3. Approving or disapproving leave requests and shift trades for direct reports.

3.2. The fire chief has the following responsibilities:

3.2.1. Approving or disapproving the maximum number of active shift trades that exceed the maximum number allowed based on the best interest of the District.

3.2.2. Approving or disapproving the maximum number of personnel on scheduled leave.

**4. Revision Summary**

<b>Revision Date</b>	<b>Description</b>
TBD	Initial issue, combines Policy 105, 130, and 131 into a single policy; revises shift trades to: add 48-hour shift language, allows trade scheduling over a longer period, increases amount of time that employees can use to work trades, limits the number of active shift trades, and removes the use of shift trade form due to the addition of the RMS; removes rank from trade conditions, remove references to captain or acting captain and uses shift officer.

**5. Definitions**

5.1. Administrative Leave – Temporary leave from a job assignment, with pay and benefits intact for special circumstances.

5.2. Compensatory (Comp) Time – Time-off earned in lieu of overtime pay.

5.3. Floating Holiday – A paid time-off benefit offered to provide flexibility to staff.

5.4. Kelly Day – A 24-hour period that an employee does not report to a regularly scheduled day of work to reduce total hours worked for that Fair Labor and Standards Act (FLSA) pay period.

## **Policy #135 Scheduled Leave**

5.5. FLSA Overtime (FLSA OT): Overtime that a firefighter is entitled for hours worked in excess of a threshold set by the Department of Labor. For example, in a 28-day work period, firefighters would be entitled to FLSA overtime only for hours worked over 212 hours during that 28-day period.

5.6. Scheduled Leave – Leave taken by employees where they have informed management the reasons for the leave in advance. A scheduled leave is taken by employees for various reasons and is generally planned before-hand and for which they have got an approval.

5.6.1. Scheduled leave may include any of the following: administrative leave, Kelly Day, vacation, personal leave, comp time, union business leave, sick leave, floating holiday or others leaves described in the CBA or other policies.

5.6.2. Sick leave is less likely to be pre-planned and approved in advance.

5.7. Shift Trade – A voluntary arrangement between two (2) employees who have agreed to work for one another. A shift trade of four (4) hours or less are not recognized by the District and will not be approved under any circumstance.

5.7.1. An active shift trade is when one (1) or both the employees involved has not taken the time-off or worked the hours of the agreement.

5.7.2. An open shift trade is when one (1) employee “owes” another employee time to be worked. These types of shift trades are not allowed. At the time of submitting a trade request, all dates by both employees must be finalized.

5.8. Vacation – An accrued benefit of paid time-off granted to any eligible employee.

5.9. Union Business Leave – Time-off authorized to perform bargaining unit business.

5.10. Shift Officer – The shift officer is the officer-in-charge of a shift or pre-determined period as determined by rank, title, seniority, or as directed by the fire chief. For example, a captain working an overtime shift may not be the shift officer if the officer role is already filled by a current member(s) of the shift.

5.11. Seniority – Seniority is based on the initial hire date of the employee with the District, regardless of rank. For example, an employee hired 05/2015 has greater seniority than an employee hired 06/2015, regardless of previous experience or rank.

5.12. Sick Leave – An accrued benefit of paid time-off granted to an eligible employee intended for health-related matters.

### **6. Conditions**

6.1. Scheduled Leave

6.1.1. Scheduled leave should be taken in such a manner that minimizes operational and financial impact to the District, except sick leave.

6.1.2. A maximum of two (2) shift personnel shall be permitted to schedule time-off at the same time. The fire chief or their designee has discretion to allow additional personnel time-off on a case-by-case basis.

6.1.3. Sick leave may be scheduled for known upcoming appointments scheduled on regular working days. Attempts should be made to schedule on an off day when possible.

6.2. Kelly Day



## **Policy #135 Scheduled Leave**

6.2.1. The total amount of Kelly Days is reflected in the Collective Bargaining Agreement between BCFD4 and Local 1052.

6.2.2. A minimum of one Kelly Day shall be scheduled during each FLSA cycle that results in the greatest amount of FLSA OT. For example, in a 28-day cycle that would result in 28 hours of FLSA OT, a Kelly Day shall be scheduled.

### **6.3. Shift Trade**

6.3.1. The District permits shift trades between two (2) employees provided the trade does not interfere with the operation of the District.

6.3.2. Shift trades between more than two (2) employees are not permitted.

6.3.3. Shift trades are a private agreement between two (2) qualified employees and are on a strictly voluntary basis. It shall constitute a violation of this policy for one (1) employee to pressure or coerce another employee into engaging in a shift trade.

6.3.4. Shift trades should not result in any increased cost to the District at the time of scheduling (excluding acting pay).

6.3.5. Shift trades shall NOT have any significant impact on the workload of the District's administration (including, without limitation, resolving disagreements between individual employees relating to shift trades).

6.3.6. Employees are limited to no more than three (3) consecutive shift trades off unless approval is obtained from the fire chief or their designee.

6.3.7. Open shift trades are NOT allowed. All shift trade requests shall have both employees agree to a time and date for hours worked.

6.3.8. Shift trades are worked within sixty (60) days of each other and may be scheduled up to one (1) year in advance.

## **7. Guidelines**

7.1. The first, second, and third annual leave picks are based on seniority and are a consecutive block of time using any combination of available vacation Days, Kelly Days, and floating holiday. Each member of the shift is allowed a first annual leave pick before any second annual leave pick is allowed, continuing through all three (3) rounds of picks.

7.2. When all annual leave picks are completed, any remaining Kelly Days may be scheduled in order of seniority, in one (1) final pick.

7.3. New employees are granted a pro-rated number of Kelly Days upon hire. The Kelly Days are based on the remaining FLSA periods for the year and will be chosen within two (2) weeks of the employee start date.

7.4. A minimum of one (1) full shift off is considered an annual leave pick.

7.5. Once entered in the RMS and approved, annual leave picks are not subject to cancellation by the District except for emergencies as defined as extreme civil emergency conditions, including but not limited to riots, civil disorders, floods, or other similar catastrophes or at the option of the employee.

7.6. Vacation requests are scheduled on a first come basis as staffing permits.

## **Policy #135 Scheduled Leave**

7.7. Vacation requests submitted less than twenty-four (24) hours prior to the time-off requested shall be approved unless it creates overtime.

7.8. Leave requests for shift officers are approved by another officer or the fire chief.

### **8. Procedures**

#### 8.1. Selecting Annual Leave

8.1.1. The shift officer schedules the annual leave selection meeting.

8.1.1.1. The meeting shall be held prior to December 1st.

8.1.2. The shift officer provides each shift member a copy of the FLSA and shift calendars for the following year a minimum of two (2) weeks prior to the scheduled leave meeting. A minimum of two (2) weeks written notice shall be provided to their shift personnel notifying them of the upcoming leave selection meeting.

8.1.3. Annual vacation picks are completed in order of seniority.

8.1.4. Personnel unable to attend the meeting shall provide their leave picks to the shift officer or an alternate person before the date of the meeting.

8.1.5. When all picks are complete, the shift officer enters the leaves in the RMS.

8.2. Day time personnel will have their picks submitted to the fire chief or their designee prior to December 1st.

#### 8.3. Requesting Shift Trades

8.3.1. Requesting employee initiates a shift trade using the RMS.

8.3.2. Accepting employee accepts or declines the shift trade using the RMS.

8.3.3. The shift officer of each employee approves the shift trade using the RMS.

8.3.4. Requests for shift trades must be completed and properly submitted to the officer no less than seventy-two (72) hours in advance for approval. The District shall have the right to deny any request for a shift trade if determined appropriate in its discretion and shift officer shall provide a written explanation as to why.

### **9. Shift Trade Repayment**

9.1. If an employee obligated to work a shift trade leaves employment with the District prior to working the shift, then the District may deduct from the leaving employee's accrued vacation leave balance the hours scheduled to be worked, up to and including any overtime needed to cover the hours worked.

9.2. Employees shall NOT enter into, accept, or agree to any shift trade where either the employee requesting the trade or the employee accepting the trade agree to a private trade of monetary funds, assets, or other means of compensation outside of the District.

9.2.1. The District will not violate any law or assume any risk/liability. If the District is placed in a position regarding violating any law or assuming any risk/liability the responsibility to fill the trade or make the District whole will ultimately belong to the employee scheduled to work that shift.

9.3. If an employee obligated to work a shift trade fails to work the scheduled hours, the employee may be restricted from further trades for a period of up to one (1) year.

**Policy #135  
Scheduled Leave**

**10. Effect of Transfers and Promotions on Annual Leave Picks**

10.1. Transfers and promotions made by the District do not impact annual leave picks other than adjusting actual dates based on assignment to another shift.

10.2. Transfers requested by an employee may require rescheduling into open time periods.

**Adopted by BCFD4 Commissioners**

**Signed by fire chief:**

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

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

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

**Supersedes Date:**       N/A