



BENTON COUNTY FIRE PROTECTION DISTRICT NO. 4 REGULAR BOARD AGENDA

June 17, 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 06/17/2021
- Approval of Regular Meeting Minutes dated 06/03/2021
- Approval and pay:
- **Expenditures:**

522 Fire Control	68,969.86
589 Payroll Clearing	5,866.29
<u>001 General Fund</u>	<u>74,836.15</u>

522 Fire Control	1,847.35
<u>110 EMS Fund</u>	<u>1,847.35</u>

594 Capital Expenditures	13,112.82
<u>401 Construction Fund</u>	<u>13,112.82</u>

- **EFT**

522 Fire Control	128,232.11
<u>001 General Fund</u>	<u>128,232.11</u>

- **Key Bank and DRS**

522 Fire Control	13,954.97
589 Payroll Clearing	52,859.18
<u>001 General Fund</u>	<u>66,814.15</u>

Grand Total \$ 284,842.58

RESOLUTIONS/MOTIONS

- Approval of the Intragency between the district and WA State Department of Natural Resources
- Approval of the Intragency between the district and WA State Department of Enterprise Services Employee Assistance Program
- Approval of Commissioner Brink's compensation of \$757.01

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

- 08/03/2021: National Night Out
- 08/14/2021: Tri-County Commissioners Meeting, tentatively at BCFD2
- 09/11/2021: Harvest Festival
- 09/30/2021: Hogs and Dogs
- 09/30/2021: Cool Dessert Night
- 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
- Cyber Attack

NEW BUSINESS

AGENDA ITEMS FOR NEXT MEETING

EXECUTIVE SESSION

ADJOURNMENT:

Attested:



06/17/2021

SLITA BRADLEY, DISTRICT SECRETARY



FRED BRINK, COMMISSIONER



WOODY RUSSELL, COMMISSIONER

_____/_____/_____
GARRETT GOODWIN, COMMISSIONER



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

June 3 2021
Zoom Meeting

CALL MEETING TO ORDER

Commissioner Russell called the meeting to order at 1802 hrs.

ADDITION TO THE AGENDA

- Cyber Attack under new business

THOSE PRESENT:

Commissioner Garrett Goodwin
Commissioner Woody Russell
Commissioner Fred Brink
Fire Chief Paul Carlyle
District Secretary Slita Bradley

City Liaison David Fetto
Captain Bonnie Rogers
Logistics Ed Caraway
Logistics Karen Davis
Firefighter Monte Elmore

FINANCIAL REVIEW

CONSENT AGENDA:

(All matters listed within the Consent Agenda have been distributed to each member of the Board of Commission for reading and study, are considered to be routine, and will be considered or enacted by one motion of the Commission with no separate discussion. If separate discussion is desired, that item may be removed from the Consent Agenda and placed on the Regular Agenda by request.)

- Approval of the Agenda dated 06/03/2021
- Approval of Regular Meeting Minutes dated 05/20/2021
- Approval and pay:
- **Expenditures:**

522 Fire Control	25,605.71
001 General Fund	25,605.71

594 Capital Expenditures	1,678.96
401 Construction Fund	1,678.96

Total \$ 27,284.67

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

RESOLUTIONS/MOTIONS

- No resolutions or motion

DISTRICT REPORTS

- Union Report
 - No report
- Volunteer Report
 - No report
- Logistics Report

- Logistics Caraway reported that they are getting ready for wildland season. One new volunteer will be starting soon.
- City Liaison Report
 - No report
- Commissioner's Report
 - Commissioner Brink reported that he attended emergency management and the weather service representative reported that we will see a higher wildland fire possibility and early start of the wildland season.
- Fire Chief's Report
 - He thanked everyone who covered and assisted in his absence for annual leave.
 - He attended the Washington State Fire Chiefs conference. The classes were held virtually for all five days.
 - He responded to the Residential Structure Fire on Schumacher. Currently no update this is still an active investigation by Benton County Sheriff's Office. We are submitting invoices to the prosecuting attorney's office for restitution.
 - He attended the Liz Loomis meeting. Worked on the communications plan for the month of June. Emphasis will be on wildland fires and the upcoming 4th of July.
 - He met with Steve Gomez who will be a new employment background investigator.
 - He spent the last few days assisting Borschowa with our response to the cyber-attack.
- District Secretary's Report
 - No report.

OPEN FORUM DISCUSSION

- No discussions

IMPORTANT DATES

- 08/03/2021: National Night Out
- 08/14/2021: Tri-County Commissioners Meeting, tentatively at BCFD2
- 09/11/2021: Harvest Festival
- 09/30/2021: Hogs and Dogs
- 09/30/2021: Cool Dessert Night
- 11/13/2021: Tri-County Commissioners Meeting

CORRESPONDENCE

- Thank you note

AMBULANCE SERVICE PROGRAM UPDATES

- No report.

UNFINISHED BUSINESS

- Fire Department Community Assistance, Referrals and Education Services (FDCARES) program
 - No updates.
- Station Design Team
 - Commissioner Russell reported that G2 is working on closing out the projects. Chief Carlyle reported that the form was rejected by L&I for the release of the retainage. The district will resubmit the form.
- Apparatus Committee
 - Commissioner Goodwin reported that Day Wireless looking at radios installation for the duty chief's truck. The canopy we ordered did not fit so the new one is on the

way. Waiting on the hoses for the new engines. Extrication tools are ready to be put on the truck.

- Volunteer Recruitment
 - No updates
- Bond Budget Report
 - No report
- COVID19
 - No personnel out for COVID related illnesses or quarantine.
 - The vaccine site at the fairgrounds is closed. There will be mobile and pop-up vaccine clinics. This Saturday, there will be one in West Richland at the Islamic center.
- Station 410 Lease
 - No updates.

NEW BUSINESS

- Cyber Attack
 - The district server was compromised along with 4-5 computers. Chief Carlyle, Captain Borschowa, and Finance Officer Bradley have been working with the insurance company, the Benson firm, and their partners to perform IT services and forensic investigations. The district is one of a few who elected to have cyber attack insurance coverage.

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
- Cyber Attack

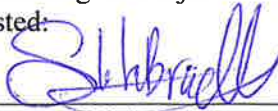
EXECUTIVE SESSION

At 1835 hrs., the board called an executive session per RCW 42.30.110 (g) to evaluate the performance of public employee (s) for 10 minutes. At 1845 hrs., the meeting was resumed to a normal session with no actions to follow.

ADJOURNMENT:

The meeting was adjourned at 1849 hrs.

Attested:

 06/17/2021
SLITA BRADLEY, DISTRICT SECRETARY

 06/17/21
FRED BRINK, COMMISSIONER

 06/17/2021
WOODY RUSSELL, COMMISSIONER

_____/_____
GARRETT GOODWIN, COMMISSIONER

WARRANT/CHECK REGISTER

BENTON COUNTY FIRE PROTECTION DISTRICT #4

Time: 16:58:55 Date: 06/15/2021

06/25/2021 To: 06/25/2021

Page: 1

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
737	06/25/2021	Payroll	1	186461	AFLAC	53.79	Pay Cycle(s) 06/25/2021 To 06/25/2021 - AFLAC
738	06/25/2021	Payroll	1	186462	BENTON COUNTY 4 BENEVOLENT FUND	31.00	Pay Cycle(s) 06/25/2021 To 06/25/2021 - Benevolent Fund
739	06/25/2021	Claims	1	186463	BENTON RURAL ELECTRIC	2,520.40	ELECTRICITY
740	06/25/2021	Claims	1	186464	BPAS	4,750.00	HRA
741	06/25/2021	Claims	1	186465	CHARTER COMMUNICATIONS	525.73	INTERNET
742	06/25/2021	Claims	1	186466	CI SHRED	39.45	DOCUMENT STORAGE
743	06/25/2021	Claims	1	186467	CITY OF RICHLAND	6,182.50	DISPATCH SERVICE
744	06/25/2021	Claims	1	186468	CITY OF WEST RICHLAND	948.83	WATER STA430
745	06/25/2021	Payroll	1	186469	DIMARTINO	1,056.42	Pay Cycle(s) 06/25/2021 To 06/25/2021 - LT Disab- Life
746	06/25/2021	Claims	1	186470	GALLS	215.21	BADGES(2)
747	06/25/2021	Claims	1	186471	HUGHES FIRE EQUIPMENT INC.	298.82	APP MAINT
748	06/25/2021	Payroll	1	186472	IAFF LOCAL 1052	2,353.31	Pay Cycle(s) 06/25/2021 To 06/25/2021 - Union Dues
749	06/25/2021	Claims	1	186473	ISOUTSORCE	10,000.00	BLOCK SUPPORT
750	06/25/2021	Claims	1	186474	LIFE ASSIST	2,512.83	MISC EMS SUPPLIES
751	06/25/2021	Claims	1	186475	LIZ LOOMIS EASL, INC	4,000.00	COMMUNICATION SERVICE
752	06/25/2021	Claims	1	186476	NEWEGG	3,789.39	FIRE WALL, MONITORS, COMPUTER PARTS
753	06/25/2021	Claims	1	186477	STERICYCLE	119.33	EMS WASTE PICKUP
754	06/25/2021	Claims	1	186478	TIRE FACTORY	15.18	FLAT REPAIR APP13
755	06/25/2021	Payroll	1	186479	TRUSTEED PLANS SERVICE CORPORATION	29,080.95	Pay Cycle(s) 06/25/2021 To 06/25/2021 - Medical Insurance; Pay Cycle(s) 06/25/2021 To 06/25/2021 - Dental Insurance
756	06/25/2021	Claims	1	186480	US BANK COPIER LEASE	203.10	STA430 PRINTER LEASE
757	06/25/2021	Claims	1	186481	US BANK	3,457.38	REHAB SUPPLIES; BOWLS(8); DIVIDERS, REGISTRATION FEES; VISA- BRADLEY; VISA- NEWTON; VISA- BORSCHOWA
758	06/25/2021	Payroll	1	186482	C/O BENEFIT SOLUTIONS INC WSCFF MEDICAL EXPENSE REIMBURSEMEN	2,520.00	Pay Cycle(s) 06/25/2021 To 06/25/2021 - MERP
759	06/25/2021	Claims	1	186483	YOKE'S FOODS	32.55	LAUNDRY DETERGENT
706	06/25/2021	Payroll	1	1039254		129.98	May pay FLSA 04-05/02
690	06/25/2021	Claims	110	140	SYSTEM DESIGN WEST	1,847.35	EMS BILLING (MAY)
687	06/25/2021	Claims	401	5657	HUGHES FIRE EQUIPMENT INC.	3,620.57	RADIO INSTALL FOR NEW ENGINES
688	06/25/2021	Claims	401	5658	LN CURTIS & SONS	7,212.93	APP EQUIPMENT
689	06/25/2021	Claims	401	5659	US BANK	2,279.32	STA30 APP; STA430 EQUIP
						68,969.86	
						5,866.29	
001 General Fund						74,836.15	
522 Fire Control						1,847.35	
110 EMS Fund						1,847.35	
594 Capital Expenditures						13,112.82	
401 Construction Fund						13,112.82	
						Claims:	54,570.87
						Payroll:	35,225.45

WARRANT/CHECK REGISTER

BENTON COUNTY FIRE PROTECTION DISTRICT #4

Time: 16:58:55 Date: 06/15/2021

06/25/2021 To: 06/25/2021

Page: 2

Trans Date Type Acct # War # Claimant Amount Memo

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

Admin Staff _____ Secretary 

Commissioners  

Approval Date 06/17/2021

TransDate	TransCheckAmount	vName
6/25/2021	\$ 4,512.26	AMMANN, JOSHUA
6/25/2021	\$ 4,264.35	ANDREWS, BRADLEY E
6/25/2021	\$ 8,108.52	BENITZ, BONNIE M
6/25/2021	\$ 10,697.45	BORSCHOWA, MATTHEW J
6/25/2021	\$ 5,028.65	BRADLEY, SLITA T
6/25/2021	\$ 315.84	CARAWAY, ED R
6/25/2021	\$ 7,192.06	CARLYLE, PAUL E
6/25/2021	\$ 277.05	CLARY, JOHN THOMAS
6/25/2021	\$ 83.11	DAVIS, KAREN M
6/25/2021	\$ 146.61	ELMORE, MONTE R
6/25/2021	\$ 6,160.34	ESTRELLA, MANUEL I
6/25/2021	\$ 5,359.59	GAIDOS, KEVIN G
6/25/2021	\$ 775.74	GONZALES, LEO G
6/25/2021	\$ 506.08	GOODWIN, GARRETT S
6/25/2021	\$ 59.10	HAMBRIGHT, DAVID K
6/25/2021	\$ 55.41	HAMLIN, GARRETT L
6/25/2021	\$ 8,014.30	HARPER, THOMAS R
6/25/2021	\$ 41.56	HARRISON, JOSHUA J
6/25/2021	\$ 858.85	HART, KYLE C
6/25/2021	\$ 845.00	HIGLEY, SKYLAR J
6/25/2021	\$ 308.99	JAGELSKI, KYLE J
6/25/2021	\$ 443.28	JOHNSON, BRAYDON JAMES
6/25/2021	\$ 554.10	KIRKHAM, PATRICIA
6/25/2021	\$ 6,632.37	LONGIE, JAMES A
6/25/2021	\$ 5,797.88	MELOY, AARON J
6/25/2021	\$ 7,031.30	NEWTON, RAYMOND J
6/25/2021	\$ 5,079.61	PREMEL, GARRETT M
6/25/2021	\$ 8,863.03	PUTZ, ALLEN LEE
6/25/2021	\$ 44.32	RICHE, KYLE M
6/25/2021	\$ 233.42	RUSSELL, RALPH WOODY
6/25/2021	\$ 13.85	SEIBERT, JEAN J
6/25/2021	\$ 7,743.94	SHANNON, ROBERT C
6/25/2021	\$ 29.56	SMITH, CAROLINE
6/25/2021	\$ 13.85	SULLIVAN, SHEILA S
6/25/2021	\$ 180.08	SWORDS, ALANDRA E
6/25/2021	\$ 13.85	THOMPSON, ELIJAH C
6/25/2021	\$ 29.56	TRAPPETT, GARRETT W
6/25/2021	\$ 586.32	VAN HOORELBEKE, JACK L
6/25/2021	\$ 6,965.46	VINING, ANTHONY G
6/25/2021	\$ 3,108.24	WAKEMAN, BRIAN P
6/25/2021	\$ 5,133.77	WALTON, JACOB M
6/25/2021	\$ 6,123.46	WINTERS, CODY
	\$ 128,232.11	
6/25/2021	\$ 757.01	BRINK, FREDERICK T

WARRANT/CHECK REGISTER

BENTON COUNTY FIRE PROTECTION DISTRICT #4

Time: 16:58:36 Date: 06/15/2021

06/25/2021 To: 06/25/2021

Page: 1

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
691	06/25/2021	Payroll	1	EFT		4,512.26	May pay FLSA 04-05/02
692	06/25/2021	Payroll	1	EFT		4,264.35	May pay FLSA 04-05/02
693	06/25/2021	Payroll	1	EFT		8,108.52	May pay FLSA 04-05/02
694	06/25/2021	Payroll	1	EFT		10,697.45	May pay FLSA 04-05/02
695	06/25/2021	Payroll	1	EFT		5,028.65	May pay FLSA 04-05/02
696	06/25/2021	Payroll	1	EFT		757.01	May pay FLSA 04-05/02
697	06/25/2021	Payroll	1	EFT		315.84	May pay FLSA 04-05/02
698	06/25/2021	Payroll	1	EFT		7,192.06	May pay FLSA 04-05/02
699	06/25/2021	Payroll	1	EFT		277.05	May pay FLSA 04-05/02
700	06/25/2021	Payroll	1	EFT		83.11	May pay FLSA 04-05/02
701	06/25/2021	Payroll	1	EFT		146.61	May pay FLSA 04-05/02
702	06/25/2021	Payroll	1	EFT		6,160.34	May pay FLSA 04-05/02
703	06/25/2021	Payroll	1	EFT		5,359.59	May pay FLSA 04-05/02
704	06/25/2021	Payroll	1	EFT		775.74	May pay FLSA 04-05/02
705	06/25/2021	Payroll	1	EFT		506.08	May pay FLSA 04-05/02
707	06/25/2021	Payroll	1	EFT		59.10	May pay FLSA 04-05/02
708	06/25/2021	Payroll	1	EFT		55.41	May pay FLSA 04-05/02
709	06/25/2021	Payroll	1	EFT		8,014.30	May pay FLSA 04-05/02
710	06/25/2021	Payroll	1	EFT		41.56	May pay FLSA 04-05/02
711	06/25/2021	Payroll	1	EFT		858.85	May pay FLSA 04-05/02
712	06/25/2021	Payroll	1	EFT		845.00	May pay FLSA 04-05/02
713	06/25/2021	Payroll	1	EFT		308.99	May pay FLSA 04-05/02
714	06/25/2021	Payroll	1	EFT		443.28	May pay FLSA 04-05/02
715	06/25/2021	Payroll	1	EFT		554.10	May pay FLSA 04-05/02
716	06/25/2021	Payroll	1	EFT		6,632.37	May pay FLSA 04-05/02
717	06/25/2021	Payroll	1	EFT		5,797.88	May pay FLSA 04-05/02
718	06/25/2021	Payroll	1	EFT		7,031.30	May pay FLSA 04-05/02
719	06/25/2021	Payroll	1	EFT		5,079.61	May pay FLSA 04-05/02
720	06/25/2021	Payroll	1	EFT		8,863.03	May pay FLSA 04-05/02
721	06/25/2021	Payroll	1	EFT		44.32	May pay FLSA 04-05/02
722	06/25/2021	Payroll	1	EFT		233.42	May pay FLSA 04-05/02
723	06/25/2021	Payroll	1	EFT		13.85	May pay FLSA 04-05/02
724	06/25/2021	Payroll	1	EFT		7,743.94	May pay FLSA 04-05/02
725	06/25/2021	Payroll	1	EFT		29.56	May pay FLSA 04-05/02
726	06/25/2021	Payroll	1	EFT		13.85	May pay FLSA 04-05/02
727	06/25/2021	Payroll	1	EFT		180.08	May pay FLSA 04-05/02
728	06/25/2021	Payroll	1	EFT		13.85	May pay FLSA 04-05/02
729	06/25/2021	Payroll	1	EFT		29.56	May pay FLSA 04-05/02
730	06/25/2021	Payroll	1	EFT		586.32	May pay FLSA 04-05/02
731	06/25/2021	Payroll	1	EFT		6,965.46	May pay FLSA 04-05/02
732	06/25/2021	Payroll	1	EFT		3,108.24	May pay FLSA 04-05/02
733	06/25/2021	Payroll	1	EFT		5,133.77	May pay FLSA 04-05/02
734	06/25/2021	Payroll	1	EFT		6,123.46	May pay FLSA 04-05/02

522 Fire Control	187,768.54
589 Payroll Clearing	-58,779.42
001 General Fund	128,989.12

128,989.12 Payroll: 128,989.12

WARRANT/CHECK REGISTER

BENTON COUNTY FIRE PROTECTION DISTRICT #4

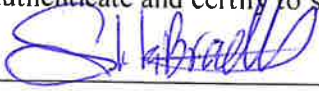
Time: 16:58:36 Date: 06/15/2021

06/25/2021 To: 06/25/2021

Page: 2

Trans Date Type Acct # War # Claimant Amount Memo

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

Admin Staff _____ Secretary 

Commissioners  

Approval Date 06/17/2021

WARRANT/CHECK REGISTER

BENTON COUNTY FIRE PROTECTION DISTRICT #4

Time: 16:57:56 Date: 06/15/2021

06/24/2021 To: 06/24/2021

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Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
735	06/24/2021	Payroll	1	186459	EFTPS- IRS Payroll Taxes	31,676.69	941 Deposit for Pay Cycle(s) 06/25/2021 - 06/25/2021
736	06/24/2021	Payroll	1	186460	WA PUB EMP & RETIRE SYS	35,137.46	Pay Cycle(s) 06/25/2021 To 06/25/2021 - LEOFF II; Pay Cycle(s) 06/25/2021 To 06/25/2021 - Deferred Comp; Pay Cycle(s) 06/25/2021 To 06/25/2021 - PERS 3
						522 Fire Control	13,954.97
						589 Payroll Clearing	52,859.18
						001 General Fund	66,814.15
						66,814.15 Payroll:	66,814.15

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

Admin Staff _____ Secretary 

Commissioners , 

Approval Date 06/17/2021

2021 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION DISTRICT

Time: 17:20:56 Date: 06/15/2021

Page: 1

001 General Fund		01/01/2021 To: 12/31/2021			
Revenues	Amt Budgeted	Revenues	Remaining		
308 Beginning Balances					
308 91 00 00	Beginning Balance	1,530,418.10	1,530,418.10	0.00	100.0%
308 Beginning Balances		1,530,418.10	1,530,418.10	0.00	100.0%
310 Taxes					
311 10 00 01	Property Tax	3,307,003.00	1,678,197.73	1,628,805.27	50.7%
337 20 00 01	Leasehold Tax	30,000.00	18,459.58	11,540.42	61.5%
310 Taxes		3,337,003.00	1,696,657.31	1,640,345.69	50.8%
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%
330 Intergovernmental Revenues		35,200.00	0.00	35,200.00	0.0%
340 Charges For Services					
341 70 00 05	Resale/Supply Merchandise	0.00	0.00	0.00	0.0%
342 21 00 01	Fire Services, State	39,000.00	18,526.50	20,473.50	47.5%
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	18,526.50	22,773.50	44.9%
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	5,690.47	2,309.53	71.1%
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	1,607.69	392.31	80.4%
360 Investment Interest		10,000.00	7,298.16	2,701.84	73.0%
380 Non Revenues					
389 00 00 01	Suspense- To Be Reclassified	0.00	0.00	0.00	0.0%

2021 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION DISTRICT

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

Revenues	Amt Budgeted	Revenues	Remaining	
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380 Non Revenues

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%

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	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	3,252,900.07	2,657,442.03	55.0%
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Expenditures

	Amt Budgeted	Expenditures	Remaining	
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522 Fire Control

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	2,560.00	3,940.00	39.4%
522 11 10 20 Salary-Comm 2 (Goodwin)	6,500.00	2,688.00	3,812.00	41.4%
522 11 10 30 Salary-Comm 3 (Russell)	6,500.00	2,560.00	3,940.00	39.4%
522 11 20 10 Benefits - Comm 1 (Brink)	625.00	200.12	424.88	32.0%
522 11 20 20 Benefits - Comm 2 (Goodwin)	625.00	205.59	419.41	32.9%
522 11 20 30 Benefits - Comm 3 (Russell)	625.00	203.12	421.88	32.5%
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	210.00	1,790.00	10.5%
011 Legislative	26,975.00	8,626.83	18,348.17	32.0%
522 12 10 10 Salary - Administration	442,852.00	152,076.49	290,775.51	34.3%
522 12 10 60 Overtime - Administrative	10,000.00	1,951.43	8,048.57	19.5%
522 12 10 70 Temporary Employees	0.00	0.00	0.00	0.0%
522 12 20 04 HRA Benefits	9,000.00	3,500.00	5,500.00	38.9%
522 12 20 10 Benefits - Administrative	89,486.00	34,770.89	54,715.11	38.9%
522 12 20 60 Benefits - OT Administration	2,000.00	729.08	1,270.92	36.5%
522 12 20 70 Benefits - Temporary Employees	0.00	0.00	0.00	0.0%
522 12 24 20 Volunteer Pension & Relief Fund	6,000.00	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	587.15	3,162.85	15.7%

2021 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION DISTRICT

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

Expenditures	Amt Budgeted	Expenditures	Remaining	
522 Fire Control				
522 12 31 10 Computer Software	3,000.00	216.12	2,783.88	7.2%
522 12 35 00 Office Tools & Equipment	2,000.00	162.89	1,837.11	8.1%
522 12 35 10 Office Computer Equipment	31,000.00	18,927.90	12,072.10	61.1%
522 12 41 00 Contract Services	82,000.00	58,955.80	23,044.20	71.9%
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	3,377.10	8,622.90	28.1%
522 12 42 10 Cellular Phone Service	13,000.00	5,324.15	7,675.85	41.0%
522 12 42 40 Postage	1,500.00	268.20	1,231.80	17.9%
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	1,320.62	8,879.38	12.9%
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	216.07	283.93	43.2%
522 12 49 00 Memberships/Dues	16,000.00	7,462.00	8,538.00	46.6%
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%
012 Administrative	846,388.00	328,146.21	518,241.79	38.8%
522 13 41 00 Levy Publication Services	55,000.00	28,181.03	26,818.97	51.2%
522 13 48 20 Outside Services	0.00	0.00	0.00	0.0%
522 13 49 00 Commissioner Elections	5,000.00	1,651.94	3,348.06	33.0%
013 Election	60,000.00	29,832.97	30,167.03	49.7%
522 14 41 00 Legal Services	12,000.00	1,443.75	10,556.25	12.0%
014 Legal	12,000.00	1,443.75	10,556.25	12.0%
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	7,221.83	22,778.17	24.1%
522 20 20 10 Mobilization Benefits	9,000.00	1,752.41	7,247.59	19.5%
522 20 24 10 Physicals/Innoculation	63,000.00	8,027.00	54,973.00	12.7%
522 20 28 00 Uniforms (All Non-PPE)	25,000.00	6,818.02	18,181.98	27.3%
522 20 31 00 Expendable Incident Supplies	500.00	0.00	500.00	0.0%
522 20 35 00 Tools & Equipment	2,500.00	13,120.71	(10,620.71)	524.8%
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	146.61	853.39	14.7%
020 Operations	137,000.00	37,086.58	99,913.42	27.1%
522 21 10 10 Salary - Firefighters	1,558,000.00	713,733.01	844,266.99	45.8%
522 21 10 71 Overtime - Firefighters	120,000.00	181,214.11	(61,214.11)	151.0%
522 21 10 80 Resident Reimbursement	120,000.00	3,560.00	116,440.00	3.0%
522 21 10 90 Volunteer Reimbursement	66,000.00	47,264.00	18,736.00	71.6%
522 21 20 04 HRA Benefits	51,000.00	24,250.00	26,750.00	47.5%
522 21 20 10 Benefits - Firefighters	476,000.00	188,593.88	287,406.12	39.6%
522 21 20 71 Benefits - Overtime FF	50,000.00	45,054.15	4,945.85	90.1%
522 21 20 80 Benefits - Resident Reimbursement	4,500.00	272.28	4,227.72	6.1%
522 21 20 90 Benefits - Volunteer	4,000.00	3,680.37	319.63	92.0%

2021 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION DISTRICT

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001 General Fund

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Expenditures	Amt Budgeted	Expenditures	Remaining	
522 Fire Control				
522 21 28 20 PPE - Protective Clothing	62,000.00	31,444.65	30,555.35	50.7%
522 21 31 00 Expendable Supplies - Suppression	3,600.00	401.13	3,198.87	11.1%
522 21 31 10 Supplies - Support Service	4,000.00	758.57	3,241.43	19.0%
522 21 35 10 Tools & Equipment -Suppression	7,750.00	4,658.21	3,091.79	60.1%
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	62.40	4,937.60	1.2%
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	180.80	1,819.20	9.0%
021 Suppression	2,567,400.00	1,245,253.74	1,322,146.26	48.5%
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	37,095.00	37,405.00	49.8%
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%
024 Communications	118,100.00	56,233.68	61,866.32	47.6%
522 30 31 00 Expendable Supplies-Prevention	6,500.00	549.17	5,950.83	8.4%
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%
030 Public Information	8,350.00	549.17	7,800.83	6.6%
522 45 31 00 Expendable Supplies - Training	2,000.00	2,295.64	(295.64)	114.8%
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	575.00	13,425.00	4.1%
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	754.40	1,645.60	31.4%
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	(326.41)	6,826.41	5.0%
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	20,084.30	11,915.70	62.8%
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	2,089.21	4,410.79	32.1%
522 45 43 30 Tuition Reimbursement	10,000.00	1,175.00	8,825.00	11.8%
522 45 48 00 Repair And Maintenance	0.00	0.00	0.00	0.0%
045 Training	139,700.00	33,071.89	106,628.11	23.7%
522 50 31 00 Expendable Supplies -Facilities	7,500.00	1,502.34	5,997.66	20.0%
522 50 35 00 Tools & Equipment - Facilities	6,000.00	2,117.90	3,882.10	35.3%
522 50 41 00 Professional Services	0.00	0.00	0.00	0.0%

2021 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION DISTRICT

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001 General Fund

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

Expenditures	Amt Budgeted	Expenditures	Remaining	
522 Fire Control				
522 50 45 00 Lease-Sta 410	5,000.00	4,767.63	232.37	95.4%
522 50 47 10 Electricity	38,000.00	13,674.86	24,325.14	36.0%
522 50 47 20 Water/Sewer/Natural Gas	20,000.00	4,677.74	15,322.26	23.4%
522 50 48 00 Repair & Maint. - Facilities	23,000.00	11,611.20	11,388.80	50.5%
050 Facilities	99,500.00	38,351.67	61,148.33	38.5%
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	6,848.12	18,151.88	27.4%
522 60 35 00 Tools & Equipment - Automotive	1,750.00	311.23	1,438.77	17.8%
522 60 48 00 Repair & Maint. - Automotive	65,000.00	22,625.79	42,374.21	34.8%
060 Automotive	97,750.00	30,168.87	67,581.13	30.9%
522 70 31 00 Expendable Supplies - EMS	31,000.00	20,320.13	10,679.87	65.5%
522 70 35 00 Small Tools & Minor Equip	11,000.00	5,978.50	5,021.50	54.4%
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	7,306.19	2,193.81	76.9%
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%
070 EMS	53,000.00	36,616.71	16,383.29	69.1%
522 Fire Control	4,182,163.00	1,845,382.07	2,336,780.93	44.1%
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%
588 Prior Period Adjustment	0.00	0.00	0.00	0.0%
589 Payroll Clearing				
589 90 00 00 Payroll Clearing	0.00	(161.64)	161.64	0.0%
589 90 00 01 Other Non-Expenditures - Suspense	0.00	0.00	0.00	0.0%
589 Payroll Clearing	0.00	(161.64)	161.64	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%

2021 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION DISTRICT

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001 General Fund

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

Expenditures	Amt Budgeted	Expenditures	Remaining	
594 Capital Expenditures				
022 Capital	0.00	0.00	0.00	0.0%
594 Capital Expenditures	0.00	0.00	0.00	0.0%
597 Interfund Transfers				
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%
Fund Expenditures:	4,279,924.00	1,845,220.43	2,434,703.57	43.1%
Fund Excess/(Deficit):	1,630,418.10	1,407,679.64		

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	
308 Beginning Balances				
308 91 00 04 Beginning Balance	86.13	86.13	0.00	100.0%
308 Beginning Balances	86.13	86.13	0.00	100.0%
340 Charges For Services				
349 17 00 01 Employee Benefit - HRA	0.00	0.00	0.00	0.0%
340 Charges For Services	0.00	0.00	0.00	0.0%
360 Investment Interest				
361 11 00 04 Investment Interest	2.00	0.32	1.68	16.0%
360 Investment Interest	2.00	0.32	1.68	16.0%
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:	88.13	86.45	1.68	98.1%
Fund Excess/(Deficit):	88.13	86.45		

2021 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION DISTRICT

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007 Separation Fund 01/01/2021 To: 12/31/2021

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances				
308 51 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%
360 Investment Interest				
361 11 00 07 Investment Interest	500.00	648.77	(148.77)	129.8%
360 Investment Interest	500.00	648.77	(148.77)	129.8%
397 Interfund Transfers				
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%
Fund Revenues:	193,260.59	178,409.36	14,851.23	92.3%
Expenditures				
	Amt Budgeted	Expenditures	Remaining	
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%
Fund Excess/(Deficit):	193,260.59	178,409.36		

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	
308 Beginning Balances				
308 91 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%
380 Non Revenues				
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%
Fund Revenues:	0.00	13,500.00	(13,500.00)	0.0%
Fund Excess/(Deficit):	0.00	13,500.00		

2021 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION DISTRICT

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

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances				
308 31 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	425,001.93	379,170.07	52.8%
310 Taxes	804,172.00	425,001.93	379,170.07	52.8%
330 Intergovernmental Revenues				
332 93 40 10 GEMT	330,000.00	66,936.87	263,063.13	20.3%
330 Intergovernmental Revenues	330,000.00	66,936.87	263,063.13	20.3%
340 Charges For Services				
342 60 01 10 Ambulance Service	200,000.00	81,285.46	118,714.54	40.6%
340 Charges For Services	200,000.00	81,285.46	118,714.54	40.6%
360 Investment Interest				
361 11 00 11 Investment Interest	25,000.00	7,886.56	17,113.44	31.5%
360 Investment Interest	25,000.00	7,886.56	17,113.44	31.5%
Fund Revenues:	3,491,076.71	2,713,015.53	778,061.18	77.7%
Expenditures	Amt Budgeted	Expenditures	Remaining	
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	9,646.35	14,353.65	40.2%
522 70 41 01 IMAGE TREND	0.00	0.00	0.00	0.0%
522 70 41 20 Ambulance Over Payment	5,000.00	4,599.98	400.02	92.0%
522 70 49 00 Other Expenditures	0.00	0.00	0.00	0.0%
522 Fire Control	29,000.00	14,246.33	14,753.67	49.1%
588 Prior Period Adjustment				
588 10 00 10 PY Adjustments	0.00	0.00	0.00	0.0%
588 Prior Period Adjustment	0.00	0.00	0.00	0.0%
594 Capital Expenditures				
594 22 63 10 Capital Apparatus	0.00	0.00	0.00	0.0%
594 Capital Expenditures	0.00	0.00	0.00	0.0%
597 Interfund Transfers				
597 00 01 10 Transfer Out To 001	956,421.00	0.00	956,421.00	0.0%

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				
<hr/>				
597 Interfund Transfers	956,421.00	0.00	956,421.00	0.0%
<hr/>				
Fund Expenditures:	985,421.00	14,246.33	971,174.67	1.4%
<hr/>				
Fund Excess/(Deficit):	2,505,655.71	2,698,769.20		

2021 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION DISTRICT

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

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances				
308 31 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%
310 Taxes				
311 10 00 21 Property Tax	0.00	35,743.54	(35,743.54)	0.0%
310 Taxes	0.00	35,743.54	(35,743.54)	0.0%
360 Investment Interest				
361 11 00 21 Investment Interest	0.00	64.09	(64.09)	0.0%
360 Investment Interest	0.00	64.09	(64.09)	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:	17,560.16	53,367.79	(35,807.63)	303.9%
Expenditures				
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%
Fund Excess/(Deficit):	17,560.16	53,367.79		

2021 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION DISTRICT

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202 Construction Bond Fund

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

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances				
308 31 00 22 Beginning Balance	84,396.84	84,396.84	0.00	100.0%
308 Beginning Balances	84,396.84	84,396.84	0.00	100.0%
310 Taxes				
311 10 00 22 Property Tax	470,000.00	201,976.74	268,023.26	43.0%
311 11 02 02 Interest	0.00	0.00	0.00	0.0%
310 Taxes	470,000.00	201,976.74	268,023.26	43.0%
360 Investment Interest				
361 11 00 22 Investment Interest	1,200.00	309.37	890.63	25.8%
360 Investment Interest	1,200.00	309.37	890.63	25.8%
380 Non Revenues				
388 80 00 03 Prior Year(s) Corrections	0.00	0.00	0.00	0.0%
380 Non Revenues	0.00	0.00	0.00	0.0%
Fund Revenues:	555,596.84	286,682.95	268,913.89	51.6%
Expenditures	Amt Budgeted	Expenditures	Remaining	
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	138,400.00	138,400.00	50.0%
592 22 89 22 Interest And Other Debt Service Costs - Other Debt Service Costs	0.00	0.00	0.00	0.0%
591 Debt Service	421,800.00	138,400.00	283,400.00	32.8%
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:	421,800.00	138,400.00	283,400.00	32.8%
Fund Excess/(Deficit):	133,796.84	148,282.95		

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	
308 Beginning Balances				
308 31 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%
360 Investment Interest				
361 11 00 41 Investment Interest	1,000.00	3,936.20	(2,936.20)	393.6%
360 Investment Interest	1,000.00	3,936.20	(2,936.20)	393.6%
380 Non Revenues				
388 80 00 04 Prior Year(s) Corrections	0.00	0.00	0.00	0.0%
380 Non Revenues	0.00	0.00	0.00	0.0%
390 Other Revenues				
391 10 00 01 Bond Proceeds	0.00	0.00	0.00	0.0%
390 Other Revenues	0.00	0.00	0.00	0.0%
Fund Revenues:	1,011,573.43	1,014,509.63	(2,936.20)	100.3%
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	900,000.00	96,653.44	803,346.56	10.7%
594 22 62 04 Capital Apparatus	0.00	167,973.45	(167,973.45)	0.0%
594 Capital Expenditures	900,000.00	264,626.89	635,373.11	29.4%
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:	900,000.00	264,626.89	635,373.11	29.4%
Fund Excess/(Deficit):	111,573.43	749,882.74		

2021 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION DISTRICT

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501 Equipment Fund		01/01/2021 To: 12/31/2021			
Revenues	Amt Budgeted	Revenues	Remaining		
308 Beginning Balances					
308 51 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	1,870.01	5,129.99	26.7%
	360 Investment Interest	7,000.00	1,870.01	5,129.99	26.7%
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	7,000.00	0.00	7,000.00	0.0%
	397 Interfund Transfers	7,000.00	0.00	7,000.00	0.0%
Fund Revenues:		526,880.10	514,750.11	12,129.99	97.7%
Expenditures		Amt Budgeted	Expenditures	Remaining	
522 Fire Control					
522 50 35 51	Small Tools And Minor Equipment	0.00	0.00	0.00	0.0%
	000	0.00	0.00	0.00	0.0%
522 21 35 80	SCBA BOTTLES	0.00	0.00	0.00	0.0%
	021 Suppression	0.00	0.00	0.00	0.0%
	522 Fire Control	0.00	0.00	0.00	0.0%
594 Capital Expenditures					
594 22 63 51	Capital Apparatus	0.00	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	
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	10,714.47	(10,714.47)	0.0%
Fund Excess/(Deficit):	526,880.10	504,035.64		

2021 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION DISTRICT

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601 Reserve Fund		01/01/2021 To: 12/31/2021			
Revenues	Amt Budgeted	Revenues	Remaining		
308 Beginning Balances					
308 91 00 61	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	10,000.00	3,356.46	6,643.54	33.6%	
360 Investment Interest	10,000.00	3,356.46	6,643.54	33.6%	
380 Non Revenues					
388 80 00 06	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	75,761.00	0.00	75,761.00	0.0%	
397 Interfund Transfers	75,761.00	0.00	75,761.00	0.0%	
Fund Revenues:		1,005,427.95	923,023.41	82,404.54	91.8%
Expenditures		Amt Budgeted	Expenditures	Remaining	
597 Interfund Transfers					
597 00 00 06	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):		1,005,427.95	923,023.41		

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	3,252,900.07	55.0%	4,279,924.00	1,845,220.43	43%
004 Health Reimbursement Fund	88.13	86.45	98.1%	0.00	0.00	0%
007 Separation Fund	193,260.59	178,409.36	92.3%	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	2,713,015.53	77.7%	985,421.00	14,246.33	1%
201 EMS Bond Fund	17,560.16	53,367.79	303.9%	0.00	0.00	0%
202 Construction Bond Fund	555,596.84	286,682.95	51.6%	421,800.00	138,400.00	33%
401 Construction Fund	1,011,573.43	1,014,509.63	100.3%	900,000.00	264,626.89	29%
501 Equipment Fund	526,880.10	514,750.11	97.7%	0.00	10,714.47	0%
601 Reserve Fund	1,005,427.95	923,023.41	91.8%	0.00	0.00	0%
	12,711,806.01	8,950,245.30	70.4%	6,587,145.00	2,273,208.12	34.5%

ACCOUNTS PAYABLE PAID

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BENTON COUNTY FIRE PROTECTION DISTRICT #4

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Accts Pay #	Paid On	Year	Trans	Vendor ID	Vendor	Amount	Memo	
11122	06/25/2021	2021	739	42	BENTON RURAL ELECTRIC	2,520.40	ELECTRICITY	
	522 50 47 10	Electricity			001 000 522 General Fund	502.07	STA420	
	522 50 47 10	Electricity			001 000 522 General Fund	39.21	WELLHOUSE	
	522 50 47 10	Electricity			001 000 522 General Fund	128.60	SHOP	
	522 50 47 10	Electricity			001 000 522 General Fund	503.78	STA430	
	522 50 47 10	Electricity			001 000 522 General Fund	346.74	STA410	
	522 50 47 10	Electricity			001 000 522 General Fund	1,000.00	CREDIT	
<hr/>								
					Invoice			
					05312021	2,520.40	ELECTRICITY	
11123	06/25/2021	2021	740	690	BPAS	4,750.00	HRA	
	522 12 20 04	HRA Benefits			001 000 522 General Fund	500.00	HRA	
	522 21 20 04	HRA Benefits			001 000 522 General Fund	4,250.00	HRA	
<hr/>								
					Invoice			
					JUN21	4,750.00	HRA	
11124	06/25/2021	2021	741	481	CHARTER COMMUNICATIONS	525.73	INTERNET	
	522 12 41 00	Contract Services			001 000 522 General Fund	525.73	INTERNET	
<hr/>								
					Invoice			
					06012021	525.73	INTERNET	
11125	06/25/2021	2021	742	628	CI SHRED	39.45	DOCUMENT STORAGE	
	522 12 41 00	Contract Services			001 000 522 General Fund	39.45	DOCUMENT STORAGE	
<hr/>								
					Invoice			
					0117756	39.45	DOCUMENT STORAGE	
11126	06/25/2021	2021	743	281	CITY OF RICHLAND	6,182.50	DISPATCH SERVICE	
	522 24 41 00	Dispatch Services			001 000 522 General Fund	6,182.50	DISPATCH SERVICE	
<hr/>								
					Invoice			
					44917	6,182.50	DISPATCH SERVICE	
11127	06/25/2021	2021	744	376	CITY OF WEST RICHLAND	948.83	WATER STA430	

ACCOUNTS PAYABLE PAID

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BENTON COUNTY FIRE PROTECTION DISTRICT #4

06/25/2021 To: 06/25/2021

Accts Pay #	Paid On	Year	Trans	Vendor ID	Vendor	Amount	Memo
522 50 47 20	Water/Sewer/Natural Gas	001 000 522	General Fund			948.83	WATER STA430
Invoice							
	06252021					948.83	WATER STA430
11128 06/25/2021	2021	746	137	GALLS		215.21	BADGES(2)
522 20 28 00	Uniforms (All Non-PPE)	001 000 522	General Fund			215.21	BADGES(2)
Invoice							
	018551613					215.21	BADGES(2)
11129 06/25/2021	2021	747	509	HUGHES FIRE EQUIPMENT INC.		298.82	APP MAINT
522 60 48 00	Repair & Maint. - Automotive	001 000 522	General Fund			298.82	APP MAINT
Invoice							
	563930					298.82	APP15
11130 06/25/2021	2021	687	509	HUGHES FIRE EQUIPMENT INC.		3,620.57	RADIO INSTALL FOR NEW ENGINES
594 22 62 04	Capital Apparatus	401 000 594	Construction Fund			3,620.57	RADIO INSTALL FOR NEW ENGINES
Invoice							
	564582					2,205.08	APP47
	564583					1,415.49	APP48
11131 06/25/2021	2021	749	876	ISOUSOURCE		10,000.00	BLOCK SUPPORT
522 12 41 00	Contract Services	001 000 522	General Fund			10,000.00	BLOCK SUPPORT
Invoice							
	CW252895					10,000.00	BLOCK SUPPORT
11132 06/25/2021	2021	750	187	LIFE ASSIST		2,512.83	MISC EMS SUPPLIES
522 70 31 00	Expendable Supplies - EMS	001 000 522	General Fund			2,512.83	MISC EMS SUPPLIES
Invoice							
	1107477					2,512.83	MISC EMS SUPPLIES
11133 06/25/2021	2021	751	189	LIZ LOOMIS EASL, INC		4,000.00	COMMUNICATION SERVICE
522 13 41 00	Levy Publication Services	001 000 522	General Fund			4,000.00	COMMUNICATION SERVICE

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BENTON COUNTY FIRE PROTECTION DISTRICT #4
06/25/2021 To: 06/25/2021

Accts Pay #	Paid On	Year	Trans	Vendor ID	Vendor	Amount	Memo																															
<table style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2">Invoice</td> <td style="text-align: right;">4,000.00</td> <td colspan="5">COMMUNICATION SERVICE</td> </tr> <tr> <td colspan="2">B4-0621</td> <td></td> <td colspan="5"></td> </tr> </table>							Invoice		4,000.00	COMMUNICATION SERVICE					B4-0621																							
Invoice		4,000.00	COMMUNICATION SERVICE																																			
B4-0621																																						
11134	06/25/2021	2021	688	182	LN CURTIS & SONS	7,212.93	APP EQUIPMENT																															
594 22 62 04 Capital Apparatus			401 000 594 Construction Fund			7,212.93	APP EQUIPMENT																															
<table style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2">Invoice</td> <td style="text-align: right;">7,212.93</td> <td colspan="5">APP EQUIPMENT</td> </tr> <tr> <td colspan="2">INV490001</td> <td></td> <td colspan="5"></td> </tr> </table>							Invoice		7,212.93	APP EQUIPMENT					INV490001																							
Invoice		7,212.93	APP EQUIPMENT																																			
INV490001																																						
11135	06/25/2021	2021	752	860	NEWEGG	3,789.39	FIRE WALL, MONITORS, COMPUTER PARTS																															
522 12 35 10 Office Computer Equipment			001 000 522 General Fund			3,789.39	FIRE WALL, MONITORS, COMPUTER PARTS																															
<table style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2">Invoice</td> <td style="text-align: right;">1,145.27</td> <td colspan="5"></td> </tr> <tr> <td colspan="2">1303333434</td> <td style="text-align: right;">678.64</td> <td colspan="5"></td> </tr> <tr> <td colspan="2">1303331017</td> <td style="text-align: right;">1,965.48</td> <td colspan="5"></td> </tr> <tr> <td colspan="2">1303330517</td> <td></td> <td colspan="5"></td> </tr> </table>							Invoice		1,145.27						1303333434		678.64						1303331017		1,965.48						1303330517							
Invoice		1,145.27																																				
1303333434		678.64																																				
1303331017		1,965.48																																				
1303330517																																						
11136	06/25/2021	2021	753	625	STERICYCLE	119.33	EMS WASTE PICKUP																															
522 70 41 10 Contract Services - EMS			001 000 522 General Fund			119.33	EMS WASTE PICKUP																															
<table style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2">Invoice</td> <td style="text-align: right;">119.33</td> <td colspan="5">EMS WASTE PICKUP</td> </tr> <tr> <td colspan="2">3005578321</td> <td></td> <td colspan="5"></td> </tr> </table>							Invoice		119.33	EMS WASTE PICKUP					3005578321																							
Invoice		119.33	EMS WASTE PICKUP																																			
3005578321																																						
11137	06/25/2021	2021	690	680	SYSTEM DESIGN WEST	1,847.35	EMS BILLING (MAY)																															
522 70 41 00 Ambulance Billing Service Fee			110 000 522 EMS Fund			1,847.35	EMS BILLING (MAY)																															
<table style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2">Invoice</td> <td style="text-align: right;">1,847.35</td> <td colspan="5">EMS BILLING (MAY)</td> </tr> <tr> <td colspan="2">2021128</td> <td></td> <td colspan="5"></td> </tr> </table>							Invoice		1,847.35	EMS BILLING (MAY)					2021128																							
Invoice		1,847.35	EMS BILLING (MAY)																																			
2021128																																						
11138	06/25/2021	2021	754	672	TIRE FACTORY	15.18	FLAT REPAIR APP13																															
522 60 48 00 Repair & Maint. - Automotive			001 000 522 General Fund			15.18	FLAT REPAIR APP13																															
<table style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2">Invoice</td> <td style="text-align: right;">15.18</td> <td colspan="5">FLAT REPAIR APP13</td> </tr> <tr> <td colspan="2">3005564</td> <td></td> <td colspan="5"></td> </tr> </table>							Invoice		15.18	FLAT REPAIR APP13					3005564																							
Invoice		15.18	FLAT REPAIR APP13																																			
3005564																																						
11141	06/25/2021	2021	757	475	US BANK	112.55	REHAB SUPPLIES																															
522 21 31 10 Supplies - Support Service			001 000 522 General Fund			112.55	REHAB SUPPLIES																															

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BENTON COUNTY FIRE PROTECTION DISTRICT #4

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Accts Pay #	Paid On	Year	Trans	Vendor ID	Vendor	Amount	Memo
<i>Invoice</i>							
	CARA1					112.55	4485594555563475
11142	06/25/2021	2021	757	475	US BANK	17.38	BOWLS(8)
	522 50 31 00	Expendable Supplies - Facilities	001 000 522	General Fund		17.38	BOWLS(8)
<i>Invoice</i>							
	HARP1					17.38	4485594555563475
11143	06/25/2021	2021	757	475	US BANK	292.22	DIVIDERS, REGISTRATION FEES
	522 45 31 00	Expendable Supplies - Training	001 000 522	General Fund		4.22	DIVIDERS
	522 45 43 20	Registration Fees(Operations)	001 000 522	General Fund		288.00	ACLS AND PALS
<i>Invoice</i>							
	BEN11					292.22	4485594555563475
11144	06/25/2021	2021	757	475	US BANK	626.53	VISA - BRADLEY
	522 12 31 00	Expendable Office Supplies	001 000 522	General Fund		6.51	SUPPLIES
	522 12 31 10	Computer Software	001 000 522	General Fund		216.12	WINDOWS 10
	522 12 48 20	WebPage Maintenance	001 000 522	General Fund		4.39	WEBSITE
	522 12 48 20	WebPage Maintenance	001 000 522	General Fund		4.53	WEBSITE
	522 20 28 00	Uniforms (All Non-PPE)	001 000 522	General Fund		295.48	UNIFORM
	522 20 35 00	Tools & Equipment	001 000 522	General Fund		21.71	SAFETY GOGGLES
	522 45 43 20	Registration Fees(Operations)	001 000 522	General Fund		10.00	FOOD HANDLERS CARD
	522 50 35 00	Tools & Equipment - Facilities	001 000 522	General Fund		67.79	FLAGS
<i>Invoice</i>							
	BRAD1					626.53	4485594555563475
11145	06/25/2021	2021	757	475	US BANK	1,632.64	VISA - NEWTON
	522 21 31 00	Expendable Supplies - Suppress	001 000 522	General Fund		58.39	SCREWS
	522 60 35 00	Tools & Equipment - Automotiv	001 000 522	General Fund		311.23	AIR HOSE REEL
	522 60 48 00	Repair & Maint. - Automotive	001 000 522	General Fund		1,263.02	AC UNIT MAINT APP 45
<i>Invoice</i>							
	NEW1					1,632.64	4485594555563475
11146	06/25/2021	2021	689	475	US BANK	304.05	STA30 APP

ACCOUNTS PAYABLE PAID

BENTON COUNTY FIRE PROTECTION DISTRICT #4

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Accts Pay #	Paid On	Year	Trans	Vendor ID	Vendor	Amount	Memo
594 22 62 04	Capital Apparatus	401 000 594	Construction Fund	304.05	HIDPE BOrdrrit stickers		
Invoice							
NEW1						304.05	4485594555563475
11147 06/25/2021	2021	757	475	US BANK	VISA- BORSCHOWA	776.06	
522 12 41 00	Contract Services	001 000 522	General Fund	621.19	OFFICE365		
522 12 41 00	Contract Services	001 000 522	General Fund	26.32	SERVER BACKUP		
522 12 41 00	Contract Services	001 000 522	General Fund	86.88	POFFICE365		
522 30 31 00	Expendable Supplies-Preventior	001 000 522	General Fund	41.67	EMS WEEK BBQ		
Invoice							
BORS1						776.06	4485594555563475
11148 06/25/2021	2021	689	475	US BANK	STA430 EQUIP	1,975.27	
594 22 62 01	Building Upgrade	401 000 594	Construction Fund	1,975.27	STA430 EQUIP		
Invoice							
BORS1						1,975.27	4485594555563475
11139 06/25/2021	2021	756	931	US BANK COPIER LEASE	203.10 STA430 PRINTER LEASE	203.10	
522 12 45 00	Equipment Lease/Maint	001 000 522	General Fund	203.10	STA430 PRINTER LEASE		
Invoice							
443166863						203.10	STA430 PRINTER LEASE
11140 06/25/2021	2021	759	394	YOKE'S FOODS	32.55 LAUNDRY DETERGENT	32.55	
522 50 31 00	Expendable Supplies -Facilities	001 000 522	General Fund	32.55	LAUNDRY DETERGENT		
Invoice							
66264						32.55	LAUNDRY DETERGENT
Total:						54,570.87	
Fund							
						39,610.70	001 General Fund
						1,847.35	110 EMS Fund
						13,112.82	401 Construction Fund

ACCOUNTS PAYABLE PAID

BENTON COUNTY FIRE PROTECTION DISTRICT #4

Time: 17:21:37 Date: 06/15/2021
Page: 6

06/25/2021 To: 06/25/2021

Accts	Pay #	Paid On	Year	Trans	Vendor ID	Vendor	Amount	Memo
-------	-------	---------	------	-------	-----------	--------	--------	------

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



INTERAGENCY AGREEMENT
DEPARTMENT OF NATURAL RESOURCES (DNR) and
BENTON COUNTY FIRE DISTRICT 4
NO. 93-102387

PI: 221, 222, 223, 224
Funding Source: State

This Agreement is made and entered into between the Washington State Department of Natural Resources, hereinafter referred to as DNR, and the below named District/Regional Fire Authority/Department hereinafter referred to as BCFD 4.

DNR and BCFD 4 enter into this agreement under Chapter 39.34, Interlocal Cooperation Act.

Benton County Fire District 4
2604 Bombing Range Rd
West Richland WA 99353
Phone: 509-967-2496
FAX: 509-967-5222
Email: pcarlyle@bcfd4.org

IT IS MUTUALLY AGREED THAT:

1.0 Purpose. The limited purpose of this Agreement is for BCFD 4 to provide employees, referred to as single resources, equipment, material and/or services in support of wildfire or other emergency response and to establish DNR's payment and reimbursement procedures to BCFD 4 for providing such single resources, equipment material and/or services. Dispatches under this agreement are limited to the State of Washington, unless the single resource is rostered on a Pacific Northwest Incident Management Team (IMT) type 1, 2 or 3.

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2.0 Scope of Work. BCFD 4 shall furnish the necessary personnel, equipment, material and/or services and otherwise do all things necessary for or incidental to perform work set forth in the Attachment A – Scope of Work.

3.0 Period of Performance. The period of performance of this Agreement shall begin on June 30, 2021, and end on December 31, 2025, unless terminated sooner as provided herein.

4.0 Billing Procedures. BCFD 4 shall submit invoices within sixty (60) days of the last date of demobilization. Payment for approved goods and/or services will be made by check, warrant or account transfer within 30 days of receipt of the invoice and required documentation. Upon expiration of the Agreement, invoices shall be paid, if received within 30 days after the expiration date. However, invoices for all work done within a fiscal year must be submitted within 30 days after the end of DNR's fiscal year, which is June 30th.

Each invoice submitted to DNR shall include information needed by DNR to determine the actual expenditures to be reimbursed and exact nature of all approved expenditures for services provided. Invoices & billing packages shall be prepared according to the requirements outlined in Attachment A.

5.0 Records Maintenance. BCFD 4 shall maintain books, records, documents and other evidence, to sufficiently document all direct and indirect costs incurred by BCFD 4 in providing the services. These records shall be available for inspection, review, or audit by personnel of the DNR, other personnel authorized by the DNR, the Office of the State Auditor, and federal officials as authorized by law. BCFD 4 shall keep all books, records, documents, and other material relevant to this Agreement for ten years after agreement expiration. The Office of the State Auditor, federal auditors, and any persons authorized by the parties shall have full access to and the right to examine any of these materials during this period.

Records and other documents in any medium furnished by one party to this agreement to the other party, will remain the property of the furnishing party, unless otherwise agreed. The receiving party will not disclose this material to any third parties without first notifying the furnishing party and giving it a reasonable opportunity to respond. Each party will use reasonable security procedures and protections to assure that records and documents provided by the other party are not erroneously disclosed to third parties.

6.0 Rights to Data. Unless otherwise agreed, data originating from this Agreement shall be 'works for hire' as defined by Title 17 U.S.C., Section 101 and shall be owned equally by DNR and BCFD 4. Data shall include, but not be limited to, reports, documents, pamphlets, advertisements, books, magazines, surveys, studies, computer programs, films, tapes, and/or sound reproductions. Ownership includes the right to use, copyright, patent, register and the ability to transfer these rights.

7.0 Independent Capacity. The employees or agents of each party who are engaged in performing this Agreement shall continue to be employees or agents of that party and shall not be considered for any purpose to be employees or agents of the other party.

8.0 Amendments. This Agreement may be amended by mutual agreement of the parties. Amendments shall be in writing and signed by personnel authorized to bind each of the parties.

9.0 Termination for Convenience. Either party may terminate this Agreement upon 30 calendar days' prior written notice to the other party. If this Agreement is terminated, the parties shall be liable only for performance rendered or costs incurred in accordance with the terms of this Agreement prior to the effective date of termination.

10.0 Termination for Cause. If for any cause either party does not fulfill in a timely and proper manner its obligations under this Agreement, or if either party violates any of the terms and conditions, the aggrieved party will give the other party written notice of the failure or violation. The aggrieved party will give the other party 15 working days to correct the violation or failure. If the failure or violation is not corrected within 15 days, the aggrieved party may immediately terminate this Agreement by notifying the other party in writing.

11.0 Disputes. If a dispute arises, each party will make a good faith effort to resolve issues at the lowest possible level in their respective agencies. If they cannot resolve an issue, they will elevate the issue within their respective chains of command to resolve it.

In the event that a dispute arises under this Agreement, it shall be determined by a Dispute Board in the following manner: Each party to this Agreement shall appoint one member to the Dispute Board. The members so appointed shall jointly appoint an additional member to the Dispute Board. The Dispute Board shall evaluate the facts, Agreement terms, applicable statutes and rules, and make a determination of the dispute. The determination of the Dispute Board shall be final and binding on both parties. The cost of resolution will be borne as allocated by the Dispute Board. Alternatively, the parties may pursue a third party dispute resolution as the parties mutually agree to in writing.

12.0 Governance. This contract is entered into by the authority granted by the laws of the State of Washington and any applicable federal laws. The provisions of this agreement shall be construed to conform to those laws.

If there is an inconsistency in the terms of this Agreement, or between its terms and any applicable statute or rule, the inconsistency shall be resolved by giving precedence in the following order:

- (1) Applicable federal statutes and rules;
- (2) State of Washington statutes and regulations
- (3) Scope of Work; and
- (4) Any other provisions of the agreement, including materials incorporated by reference.

13.0 Assignment. The work to be provided under this Agreement and any claim arising from this Agreement cannot be assigned or delegated in whole or in part by either party, without the express prior written consent of the other party. Neither party shall unreasonably withhold consent.

14.0 Waiver. A party that fails to exercise its rights under this agreement is not precluded from subsequently exercising its rights. A party's rights may only be waived through a written amendment to this agreement.

15.0 Severability. The provisions of this agreement are severable. If any provision of this Agreement or any provision of any document incorporated by reference should be held invalid, the other provisions of this Agreement without the invalid provision remain valid.

16.0 Responsibilities of the Parties/Indemnification. To the fullest extent permitted by law, BCFD 4 shall indemnify, defend (with counsel acceptable to DNR), and hold harmless DNR, its officials, agents, and employees, from and against all claims arising out of or resulting from the performance of the Agreement. "Claim" as used in this Agreement means any financial loss, claim, suit, action, damage, or expense, including but not limited to attorneys' fees, attributable for bodily injury, sickness, disease or death, or injury to or destruction of tangible property including loss of use resulting therefrom. BCFD 4's obligation to indemnify, defend, and hold harmless includes any claim by BCFD 4's employees, representatives, any subcontractor or its employees, or any third party.

However, BCFD 4 shall not indemnify, defend, or hold harmless DNR, its officials, agents, and employees for claims caused by or resulting from the sole negligence of DNR, its officials, agents, and employees and in the event of concurrent negligence by (1) BCFD 4, its agents, employees, representatives, any subcontractor or its employees, or any third party and (2) DNR, its officials, agents, and employees, then BCFD 4's obligation to indemnify, defend, and hold harmless DNR, its officials, agents, and employees shall be valid and enforceable only to the extent of BCFD 4, its agents, employees, representatives, any subcontractor or its employees, or any third party's share of any concurrent negligence.

BCFD 4 waives its immunity under Title 51 RCW to the extent it is required to indemnify, defend and hold harmless DNR and its officials, agents or employees.

17.0 Insurance. Before using any of said rights granted herein and its own expense, BCFD 4 shall purchase and maintain, [optional: or require its agent(s)/subcontractor to purchase and maintain,] the insurance described below for the entire duration of this Agreement. Failure to purchase and maintain the required insurance may result in the termination of the Agreement at DNR's option.

All insurance provided in compliance with this Agreement shall be primary as to any other insurance or self-insurance programs afforded to, or maintained by, the State of Washington, Department of Natural Resources.

BCFD 4 shall provide DNR with certificates of insurance, executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements specified in this Agreement before using any of said rights granted herein. The description section of the certificate shall contain the Contract Number and the name of the DNR Project Manager. BCFD 4 shall also provide renewal certificates as appropriate during the term of this Agreement.

BCFD 4 shall include all subcontractors and agents as insured under all required insurance policies or shall provide separate certificates of insurance for each subcontractor or agent. Failure of BCFD 4 to have its subcontractors and agents comply with the insurance requirements contained herein does not limit BCFD 4's liability or responsibility.

INSURANCE TYPES & LIMITS: The limits of insurance, which may be increased by State, as deemed necessary, shall not be less than as follows:

Agreement No. [Enter agreement number](#)

Commercial General Liability (CGL) Insurance: BCFD 4 shall purchase and maintain commercial general liability insurance with a limit of not less than \$1,000,000 per each occurrence. If such CGL insurance contains aggregate limits, the general aggregate limits shall be at least twice the "each occurrence" limit, and the products-completed operations aggregate limit shall be at least twice the "each occurrence" limit. All insurance must cover liability arising out of premises, operations, independent contractors, products completed operations, personal injury and advertising injury, and liability assumed under an insured contract (including the tort liability of another party assumed in a business contract) and contain separation of insured (cross-liability) condition.

Employer's liability ("Stop Gap") Insurance: BCFD 4 shall purchase and maintain employer's liability insurance and if necessary, commercial umbrella liability insurance with limits not less than \$1,000,000 each accident for bodily injury by accident and \$1,000,000 each employee for bodily injury by disease.

Business Auto Policy (BAP) Insurance: BCFD 4 shall purchase and maintain business auto insurance and if necessary, commercial umbrella liability insurance with a limit of not less than \$1,000,000 per accident, with such insurance covering liability arising out of "Any Auto". The policy shall be endorsed to provide contractual liability coverage and cover a "covered pollution cost or expense." BCFD 4 waives all rights of subrogation against State for the recovery of damages to the extent they are covered by business auto liability or commercial umbrella liability insurance.

Industrial Insurance (Workers Compensation): BCFD 4 shall comply with Title 51 RCW by maintaining workers compensation insurance for its employees. BCFD 4 waives all rights of subrogation against State for recovery of damages to the extent they are covered by Industrial Insurance, employer's liability, general liability, excess, or umbrella insurance. BCFD 4 waives its Title 51 RCW immunity to the extent it is required by its indemnity obligation under this Agreement.

ADDITIONAL PROVISIONS:

Additional Insured: DNR, its officials, agents, and employees shall be named as additional insured by endorsement on all general liability, excess, and umbrella insurance policies.

Cancellation: DNR shall be provided written notice before cancellation or non-renewal of any insurance referred to therein, in accord with the following specifications.

1. Insurers subject to Chapter 48.18 RCW (Admitted and Regulated by the Insurance Commissioner): The insurer shall give the State 45 days advance notice of cancellation or nonrenewal. If cancellation is due to non-payment of premium, the State shall be given 10 days advance notice of cancellation.
2. Insurers subject to Chapter 48.15 RCW (Surplus Lines): The State shall be given 20 days advance notice of cancellation. If cancellation is due to non-payment of premium, the State shall be given 10 days advance notice of cancellation.

Insurance Carrier Rating: All insurance shall be issued by companies admitted to do business in the State of Washington and have a rating of A-, Class VII, or better. Any exception must be
Agreement No. Enter agreement number

reviewed and approved by the DNR Risk Manager or the DNR Contracts Manager, in the Risk Manager's absence. If an insurer is not admitted to do business in the State of Washington, all insurance policies and procedures for issuing the insurance policies must comply with Chapters 48.15 RCW and 284-15 WAC.

Self-Insurance: If BCFD 4 is self-insured, evidence of its status as a self-insured entity shall be provided to State. The evidence should demonstrate that BCFD 4's self-insurance meets all of the required insurance coverage of this Agreement to the satisfaction of State including the description of the funding mechanism and its financial condition. If the funding mechanism or financial condition of the self-insurance program of BCFD 4 is inadequate, then State may require the purchase of additional commercial insurance to comply with this Agreement.

Waiver: BCFD 4 waives all rights of subrogation against State for recovery of damages to the extent these damages are covered by general liability, excess, or umbrella insurance maintained pursuant to this Agreement.

18.0 Complete Agreement in Writing. This Agreement contains all the terms and conditions agreed upon by the parties. No other understanding, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind any of the parties.

19.0 Contract Management.

District Contract Manager Information	DNR Contract Manager Information
Paul Carlyle Benton County Fire Protection District #4 2604 Bombing Range West Richland, WA 99353 <i>Phone</i> : 509-967-2945 <i>Fax</i> : 509-967-5222 <i>Email address</i> : pcarlyle@bcfd4.org	Debbie Robinson Department of Natural Resources 713 Bowers Rd Ellensburg WA 98926 <i>Phone</i> : 509-925-0966 <i>Fax</i> : 509-925-8522 <i>Email address</i> : debbie.robinson@dnr.wa.gov
District Project Manager Information	DNR Project Manager Information
Slita Bradley Benton County Fire Protection District #4 2604 Bombing Range Road West Richland, WA 99353 <i>Phone</i> : 509-967-2945 <i>Fax</i> : 509-967-5222 <i>Email address</i> : SBradley@bcfd4.org	Wyatt Leighton Department of Natural Resources 713 Bowers Rd Ellensburg WA 98926 <i>Phone</i> : 509-925-0959 <i>Fax</i> : 509-925-8522 <i>Email address</i> : wyatt.leighton@dnr.wa.gov

Commented [GM(1): GUIDANCE]
 Agency Contract Manager is responsible for the Administrative functions of the contract.

Commented [GM(2): GUIDANCE]
 Agency Project Manager is responsible for deliverables and ensuring vendor performance

By signature below, the Parties certify that the individuals listed in this document, as representatives of the Parties, are authorized to act in their respective areas for matters related to this instrument.

Agreement No. Enter agreement number

This Agreement is intended to supersede the previously executed IAA agreement No. ****. This agreement is not intended to supersede any existing Forestland Response Agreement (FLRA).

Commented [GM(3): This IAA agreement is not intended to supersede any existing IAA agreement. This IAA agreement is not intended to supersede any existing Forestland Response Agreement (FLRA).

IN WITNESS WHEREOF, the Parties have executed this Agreement.

BENTON COUNTY FIRE DISTRICT 4

STATE OF WASHINGTON
DEPARTMENT OF NATURAL
RESOURCES (DNR)

Signature _____ Date _____
Paul Carlyle
Name
Fire Chief
Title

2604 Bombing Range Road
West Richland, WA 99353
Address
509-967-2945
Telephone

Signature _____ Date _____
Todd Welker
Name
Southeast Region Manager
Title

713 Bowers Rd
Ellensburg WA 98926
Address
509-925-0954
Telephone

ATTACHMENT A

SCOPE OF WORK

This agreement is to allow BCFD 4 to provide personnel and support to DNR for wildfire or emergency response within the State of Washington and to define DNR's procedure to pay and reimburse BCFD 4. This includes IMT members and wildland resources (personnel, equipment, services and supplies available, or potentially available, for assignment to incidents) Personnel and equipment are described by kind and type, e.g., ground, water, air, etc., and may be used in tactical, support or overhead capacities at an incident. This agreement will not be an avenue for dispatches to fires outside of the State of Washington with the exception of rostered Type 1, 2 and 3 IMT members.

If a District/Department has a Forest land Response Agreement (FLRA) it will take precedence over this agreement for dispatches to wildfire incidents, and this agreement will only be used for dispatching of IMT members to non-wildfire incidents.

This agreement extends to all District/Department members as defined below:

- Washington Fire Service (WFS) personnel that are full-time and part-time paid employees, and personnel under contract/agreement with the District/Department will be paid by the District/Department. DNR will reimburse District/Department costs as outlined in this agreement. Personnel covered under this section are regularly paid by WFS for performed work and are compensated the same for work including if assigned to an incident covered by this agreement "Full and Part Time Personnel."
- Members dispatched by DNR from WFS that have contracts for the sole purpose of responding to wildfire or non-wildfire incidents outside of the WFS jurisdictional boundaries are paid by WFS and reimbursed in accordance with the Washington State Wage & Equipment Rate Guide "Temporary Personnel."
- Members of WFS who are volunteers will need to be hired by DNR via the DNR casual hire process and paid directly by DNR. This may be completed pre-season, and shall be completed prior to the first dispatch. The local DNR Region office will handle the casual hire process.

District/Department agrees that/to:

- 1) All personnel dispatched will have a valid Incident Qualification Card (red card) stating current qualifications; and will adhere to qualifications and standards described in PMS 310-1;
- 2) Provide a copy of the Master IQS Record for each participating employee (needed to update status in Interagency Resource Ordering Capability (IROC));
- 3) Provide local DNR Dispatch with status of each employee who is listed as a rostered IMT member or other appropriate resource every Monday by 1200 hours. Dispatch will then update their status in IROC for that week (0800 Tuesday to 0800 Tuesday).
- 4) All personnel and equipment dispatched will be paid by the District/Department; (except volunteers will follow payment procedures outlined in their individual agreement and be paid directly by DNR);
- 5) All Equipment and Personnel dispatched under this agreement will arrive at each incident with a copy of their current agreement.
- 6) Invoice for personnel, equipment, & travel cost billed to DNR shall be submitted within sixty (60) days and will include the following:
 - a. DNR Personnel Reimbursement Request Worksheet

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- b. Original Emergency Fire Time Report (OF-288); hourly wage rate including salaries & benefit (regular and OT) for personnel hours on the OF-288.
 - c. Original Shift Ticket (OF-297) documenting mileage to/from incident as well as daily mileage incurred on the incident signed by incident supervisor.
 - d. Original Emergency Equipment Use Invoice (OF-286) signed by finance section on the incident.
 - e. Copy of district/department shift schedule
 - f. Earning statements showing hourly wage for each employee and a copy of appropriate employment contract.
 - g. Receipts or Copy of Employee travel reimbursement for travel expenses.
 - h. Copy of Resource Order.
- 7) Volunteers shall submit original copies of payment documents directly to the DNR region office for payment.
- 8) For fire line or off-road use, only utilize District/Department owned vehicles or procured rental vehicles. If District/Department owned vehicles are available, they shall be used prior to procuring a rental vehicle.
- a. Rental vehicles for off-road use must be procured using the National Emergency Rental Vehicle BPA.
 - b. Off-road rental vehicles procured from alternative sources other than the agreement listed above are not compensable.
 - c. Rental vehicle authorization must be documented on the resource order. Please speak with your local DNR Region for more specific information.
 - d. In order to provide appropriate tracking for all rental vehicles, rentals ordered for overhead shall be ordered using the resource's O#. They do not require their separate resource order number.
 - e. The use of the National Emergency rental vehicle BPA is specific to off-road use. Rental vehicles used for non-fire line positions must be approved on the resource order, and shall be rented through alternative sources other than the National Emergency Rental Vehicle BPA.

DNR agrees that/to:

- 1) Dispatch resources on preseason IMT rosters, and alternate pool list.
- 2) Reimburse the District/Department within 30 days of receipt of complete & accurate invoice and required documentation.
- 3) Reimburse the District/Department for Temporary Personnel under contract or agreement with the District/Department, as defined above, per the Interagency Wildfire Resource Wage Rates in the Washington State Wage & Equipment Rate Guide.
- 4) Reimburse the District/Department for Full and Part Time Personnel (as defined above) to the resource provider at the resource provider's actual total cost. This will include backfill cost for the Full-time Personnel as outlined in the State Mobilization Plan.
 - a. DNR will reimburse District/Department of all regular scheduled hours for the personnel assigned to the incident.
 - b. The DNR will not pay for muster time, wildland premium pay, portal to portal, or other unspecified pay provisions.
 - c. Sleeping Periods, Meal Breaks, Time required for vehicle/equipment maintenance, Crew Change Time, Out of Service Time are considered non-compensable.

- 5) Reimburse Fire Service District/Department for approved travel expenses. The following guidelines apply:
- a. Per-diem is authorized for resources while traveling to an incident for meals that they are in travel status for the entire DNR designated meal period, and will be based on where the resource stops to sleep.
 - i. Breakfast: 7AM-8AM
 - ii. Lunch: 12PM-1PM
 - iii. Dinner: 6PM-7PM
 - b. Once arriving at an incident all resources shall stay and eat in camp. Resources may not seek reimbursement for meals or lodging unless services are not provided by the incident.
 - c. Approval for per diem shall be documented on the resource order card, or through written approval including justification, from the Incident Commander.
 - d. Reimbursement for approved per-diem for incidents in Washington will be paid in accordance with Washington State Office of Financial Management (OFM) rates. Receipts are not required.
 - e. Reimbursement for approved per-diem for incidents outside Washington, will be paid using the U.S. General Service Administration (GSA) daily per diem rates, applying the following breakdown: 25% for Breakfast, 30% for Lunch, 45% for Dinner, applied to daily totals including meals & incidental rates. Receipts are not required.
 - f. Local resources who return home each night, and do not remain in camp overnight will not be entitled to per diem.
 - g. Hotels will only be reimbursed at actual expenses including daily rate and applicable taxes, not to exceed the government rates established in (GSA). All hotel reimbursements require an itemized receipt, and must be approved with a resource order or written approval from the Incident Commander. Booking fees associated with online travel agents are non-compensable.
 - h. Alternate accommodations may be utilized at the expense of the user. The cost for alternative accommodations is not reimbursable.
 - i. For travel home if sack lunches are provided, per diem claims will not be reimbursed.
 - j. Travel time to and from the incident will be paid according to the DNR pay provisions in the Washington State Wage & Equipment Rate Guide.
 - k. Travel time and cost associated with picking up and dropping off rental vehicles will be paid according to the DNR pay provision in the Washington State Wage & Equipment Rate Guide.
- 6) Reimburse the District/Department for all approved supply expenses approved at the incident. The following guidelines apply
- a. All supply expenses, with the exception of rental car fuel, require a resource order from the incident in order to be reimbursable.
 - b. Itemized receipts must be included for all supply purchases in order to be eligible for reimbursement.
- 7) To pay all volunteers directly, unless otherwise requested in writing by the Chief. Volunteers will be paid for hours worked at the rates in the Washington State Wage & Equipment Rate Guide.
- 8) Reimburse District/Department for Equipment Cost at the rates published in the Washington State Wage & Equipment Rate Guide.
- a. All equipment will be paid at the wet rate
 - b. All equipment will be paid based on the resource order

- c. All equipment will be paid according to the DNR provisions in the Washington State Wage & Equipment Rate Guide.

WASHINGTON STATE DEPARTMENT OF ENTERPRISE SERVICES Contracts and Procurement Division Employee Assistance Program P.O. Box 41411 Olympia, WA 98504-1411	INTERAGENCY AGREEMENT	
	IAA No.:	K7077
BENTON COUNTY FIRE DISTRICT 4 2604 Bombing Range Rd West Richland, WA 99353	Effective Date:	July 1, 2021

INTERAGENCY AGREEMENT
BETWEEN
BENTON COUNTY FIRE DISTRICT 4
AND
WASHINGTON STATE DEPARTMENT OF ENTERPRISE SERVICES
EMPLOYEE ASSISTANCE PROGRAM

Pursuant to RCW Chap. 39.34 and RCW 41.06.080, this Interagency Agreement (“Agreement”) is made and entered into by and between the State of Washington acting by and through the Employee Assistance Program (“EAP”) of the Department of Enterprise Services (“Enterprise Services”), a Washington State governmental agency and Benton County Fire District 4 (“Client Organization”), a Washington State institution and is dated and effective as of **July 1, 2021**.

RECITALS

- A. The Washington State Legislature has authorized Enterprise Services to administer the Washington State Employee Assistance Program. See RCW 41.04.720.
- B. Enterprise Services, through its Employee Assistance Program, has dedicated professional team members and resources, including contracted resources, to provide a robust employee assistance program on an enterprise basis, which leverages state resources in a cost-effective and efficient manner.
- C. Client Organization desires to contract with Enterprise Services for employee assistance services through its Employee Assistance Program.
- D. The purpose of this Agreement is to establish the terms and conditions pursuant to which Enterprise Services will provide the requisite employee assistance services to Client Organization such that both Client Organization and Enterprise Services can help deliver cost-effective, efficient solutions for Washingtonians.

AGREEMENT

NOW THEREFORE, in consideration of the mutual covenants and agreements set forth herein, the parties agree as follows:

PURPOSE: The purpose of the Agreement is to allow the Enterprise Services Employee Assistance Program (EAP) to provide employee assistance services to Client Organization’s employees as described

in Section 1.0, *Scope of Services*, in return for financial compensation.

1. SCOPE OF SERVICES.

1.1 Client Organization Employees

The following Client Organization employees are covered by this Agreement:

- 50 = Total number of covered employees, which consists of:
 - 7 FT Exempt/Administrative
 - 17 FT Firefighters
 - 26 Volunteer Staff

The following Client Organization employees are **not** covered by this Agreement:

- None

1.2 EAP Counseling Services

1.2.1 EAP shall provide EAP Counseling services to management-referred or self-referred employees, and their adult household family members. For a Counseling case, the client is assigned an EAP provider who conducts an EAP Assessment in person, through virtual communication/telehealth, or by telephone over 1-3 sessions, which may include problem assessment, short-term problem-solving, support and guidance, development of an action plan, referrals, resources, and follow-up services as necessary. Each time a new problem arises and a client uses EAP Counseling services, a new Counseling case is created.

1.2.2 EAP will inform Client Organization management of employee compliance with formal supervisory and/or formal human resources referrals in accordance with RCW 41.04.730 and the EAP confidentiality policy. Formal referrals are those referrals in which EAP has been notified in advance by the supervisor or human resources professional that the employee has been referred for job performance problems. Self-referrals are confidential as outlined in the EAP confidentiality policy.

1.3 24/7 Telephone Support Services

EAP provides access to telephonic EAP support and crisis counseling services 24 hours/day, 7 days/week. The services are provided by EAP staff, or if staff are not immediately available, through an after-hours clinical answering service that can be reached through EAP's primary phone line.

1.4 Organizational Services

EAP shall provide the following Services: Management Consultation, Educational and Promotional Services, and Critical Incident Response.

1.4.1 Management Consultation

EAP offers management consultation services to Client Organization's supervisors, managers, leaders, and human resource professionals to assist in the development of management skills or to assist with how to handle a particular situation with an employee or within the organization.

1.4.2 Educational and Promotional Services

EAP offers educational and promotional services to Client Organization, which may include Presentations, Trainings, or tabling at Health/Wellness/Benefits Fairs, delivered as follows:

i **Webinars Offered to the Public:**

Client Organization's employees may participate in any presentations and trainings offered by EAP via webinar, subject to space available.

ii **Group Educational and Promotional Services:**

a. EAP offers various group educational and promotional services, including presentations on EAP's current list of offerings and participation in health/benefit fairs. Group educational and promotional services could be provided virtually or on-site.

As noted below, based on the number of covered employees, this Agreement includes a number of group hours that Client Organization may use toward scheduling virtual and on-site group educational/promotional services, at mutually agreed upon dates and times and at no additional charge except as provided below. A "group hour" is defined as one EAP provider delivering either one hour of presentation time or two hours of tabling time at a health/benefit fair. Group hours are to be used in 0.5 hour increments. Group hours are prorated for Agreements that are shorter than 24 months:

- up to 249 employees: group hours not included in rate,
- 250 to 499 employees: 2 group hours per biennium,
- 500 to 999 employees: 4 group hours per biennium,
- 1,000 to 2,999 employees: 6 group hours per biennium,
- 3,000 to 4,999 employees: 10 group hours per biennium,
- 5,000 or more employees: 16 group hours per biennium.

b. Requests for Group Educational/Promotional Services: In the event that Client Organization requests group educational and promotional services within EAP's scope and expertise, EAP may offer group educational and promotional services on an as-available basis and at EAP's discretion. At Client Organization's request, EAP will provide an estimate that includes the time needed and total cost to provide the requested services, including preparation, delivery of services and post-service delivery tasks. The hourly rate for additional EAP group educational and promotional services is \$130 per hour plus full travel costs in accordance with published Office of

Financial Management travel and per diem rates.

1.4.3 Critical Incident Response Services

A critical incident is a sudden, unexpected event that significantly interferes with normal workplace functioning and is beyond the norm of what usually happens in that workplace, such as: traumatic death of an employee, violent event or threat of violent event at the workplace, serious workplace accident, natural disaster, or substantial layoff/downsizing.

These services are provided on an “as available” basis. In the unlikely event that EAP is unable to provide rapid and appropriate response, EAP will decline the request and provide a listing of independent, trained and qualified providers to Client Organization. It is the Client Organization’s responsibility to negotiate services and payment to those providers.

1.4.4 Services Outside of Scope

Services outside of EAP’s scope include but are not limited to: mediation, team building, organization development (OD), fitness for duty exams, and employee evaluations by a substance abuse professional (SAP). As appropriate, EAP will provide assessment, consultation and referral services.

1.5 Work/Life Resources

1.5.1 Legal/Financial Benefit: 24/7 access to legal and financial consultants via toll-free phone to provide resources for issues including but not limited to separation, debt, or adoption needs, with the exception of those involving disputes or actions between an employee/dependent and their employer or EAP or for business issues. These services can be accessed by covered employees and their adult family household members.

- i. The Legal Benefit allows participants to
 1. Speak with a legal consultant who gathers information regarding the client’s legal concern and determines which legal benefit best suits the client’s needs: telephonic advice or local attorney referral.
 2. Receive telephonic advice from a general practice attorney, or referral to a local attorney with the appropriate expertise for a free half-hour consultation. If additional assistance is required, in most cases the local attorney will offer a discount to their hourly fees. Beyond the initial 30-minute free consultation, negotiation of fees, number and duration of contacts shall be a matter between the Participant and the attorney.
- ii. The Financial Benefit allows participants to access a program of comprehensive financial support services including:

1. Access to financial counseling services, including an appointment for a detailed telephonic consultation.
2. There is no limit to the length of the consultation or restrictions on repeated use of the service.

1.5.2 Employee Support Website: Online access to a wide range of resources regarding work and life topics for employees and their families, which includes:

- Access to work-life content including information and resources to address emotional wellbeing, health and wellness, and workplace issues, as well as child care, elder care, adoption, education, legal, and financial needs. Content type including articles, resource links, financial calculators, searchable databases, audio and video files, and ready-to-use/DIY legal forms.
- A diverse library of webinars and eLearning options, with a new online seminar added every month.

1.6 EAP Access by Client Organization:

All EAP services may be accessed by Client Organization or its employees by calling the Statewide Toll Free EAP office at 877-313-4455 or 360-407-9490. Client Organization can refer either through the supervisory process or through employee self-referral. Employee assistance services are also offered to adult household family members of the above covered employees.

Human resource managers and officers, managers, and supervisors may refer employees to EAP for assistance for job performance and job related behavioral problems or to fulfill an employee's request for assistance. Additionally, employees may come to EAP voluntarily or self-refer for assistance.

1.7 Program Promotion:

EAP furnishes unlimited promotional materials in print-ready digital format as requested, such as posters, brochures, Supervisor's Guide, online newsletter subscriptions, and specialized topical booklets. Printed brochures may be requested from the Enterprise Services Printing and Imaging Department and purchased at cost by Client Organization. Client Organization will disseminate the materials to employees and promote the use of EAP. Client Organization may request EAP to attend health fairs and benefits fairs as available and in accordance with available group hours as listed in section 1.4.2.

2. PERIOD OF PERFORMANCE.

Subject to its other provisions, the period of performance of this Agreement shall commence on **July 1, 2021** and be completed on **June 30, 2023** unless terminated sooner as provided in this Agreement, or extended through a properly executed amendment.

3. COMPENSATION.

Compensation for the services provided in accordance with this Agreement has been established under the terms of RCW 39.34.130. Payment for satisfactory performance of the work shall not exceed this amount unless the parties mutually agree in writing to a higher amount prior to the commencement of any work which will cause the maximum payment to be exceeded.

Compensation for service(s) shall be based on the following rates:

- 3.1 Client Organization shall pay EAP the sum of **\$1,776** [50 employees x \$1.48 per employee per month (PEPM) x 24 months] for the performance of all things necessary for or incidental to the work as set forth in Section 1.0, *Scope of Services*, of this Agreement.
- 3.2 Enterprise Services shall submit an invoice to the Client Organization in the amount of **\$1,776** on July 1, 2021 as stated in Section 1 above. Client Organization shall make payment by check, warrant or account transfer within 30 days of receipt of the invoice. Costs for additional services and associated travel costs in accordance with Section 1.4.2 above will be billed by Enterprise Services per occurrence, if any.

4. FUNDING CONTINGENCY.

In the event funding from state, federal, or other sources is withdrawn, reduced, or limited to the Client Organization in any way after the effective date of this Agreement and prior to completion of the work in this Agreement, Client Organization may:

- a. Terminate this Agreement with ten (10) days advance notice. If this Agreement is terminated, the Client Organization shall be liable only for performance rendered or costs incurred by the Agency, on a prorated basis, in accordance with the terms of this Agreement prior to the effective date of termination. Agency shall refund any prorated unused prepaid amount.
- b. Renegotiate the terms of the Agreement under those new funding limitations and conditions,
- c. After a review of project expenditures and deliverable status, extend the end date of this Agreement and postpone deliverables or portions of deliverables, or
- d. Pursue such other alternative as the parties mutually agree to writing.

5. AGREEMENT MANAGEMENT.

The parties hereby designate the following agreement administrators as the respective single points of contact for purposes of this Agreement, each of whom shall be the principal contact for business activities under this Agreement. The parties may change administrators by written notice as set forth below. Any notices required or desired shall be in writing and sent by U.S. mail, postage prepaid, or sent via email, and shall be sent to the respective addressee at the respective address or email address set forth below or to such other address or email address as the parties may specify in writing:

Enterprise Services

Attn: Randee Gibbons
EAP Customer Experience Manager
Employee Assistance Program
Washington Dept. of Enterprise Services
PO Box 41476
Olympia, WA 98504-1476
Tel: 360.407.9493
Email: randee.gibbons@des.wa.gov

Client Organization

Attn: Paul Carlyle
Fire Chief
Benton County Fire District 4
2604 Bombing Range Rd.
West Richland, WA, 99353
Tel: (509) 967-2945
Email: PCarlyle@bcfd4.org

Notices shall be deemed effective upon the earlier of receipt, if mailed, or, if emailed, upon transmission to the designated email address of said addressee.

The Client Organization representative shall be responsible for working with EAP, approving billings and expenses submitted by EAP, and accepting any reports from EAP.

The EAP representative shall be the contact person for all communications regarding the conduct of work under this Agreement.

6. INDEPENDENT CAPACITY.

The employees or agents of each party who are engaged in the performance of this Agreement shall continue to be employees or agents of that party and shall not be considered for any purpose to be employees or agents of the other party.

7. TERMINATION FOR CAUSE.

If for any cause either party does not fulfill in a timely and proper manner its obligations under this Agreement, or if either party violates any of these terms and conditions, the aggrieved party will give the other party written notice of such failure or violation. The responsible party will be given the opportunity to correct the violation or failure within 15 working days. If the failure or violation is not corrected, this Agreement may be terminated immediately by written notice of the aggrieved party to the other.

8. WAIVER.

A failure by either party to exercise its rights under this Agreement shall not preclude that party from subsequent exercise of such rights and shall not constitute a waiver of any other rights under this Agreement. Waiver of any default or breach shall not be deemed to be a waiver of any subsequent default or breach. Any waiver shall not be construed to be a modification of the terms of this Agreement unless stated to be such in writing and signed by personnel authorized to bind each of the parties.

9. SEVERABILITY.

If any term or condition of this Agreement is held invalid, such invalidity shall not affect the validity of the other terms or conditions of this Agreement.

10. RECORDS RETENTION.

- a. **AGREEMENT AVAILABILITY.** Prior to its entry into force, this Agreement shall be posted on the parties' websites or other electronically retrievable public source as required by RCW 39.34.040.
- b. **RECORDS RETENTION.** Each party shall each maintain records and other evidence that sufficiently and properly reflect all direct and indirect costs expended by either party in the performance and payment of the services described herein. These records shall be subject to inspection, review, or audit by personnel of both parties, other personnel duly authorized by either party, the Office of the State Auditor, and officials authorized by law. Such records shall be retained for a period of six (6) years following expiration or termination of this Agreement or final payment for any service placed against this Agreement, whichever is later; *Provided*, however, that if any litigation, claim, or audit is commenced prior to the expiration of this period, such period shall extend until all such litigation, claims, or audits have been resolved.

- c. PUBLIC INFORMATION. This Agreement and all related records are subject to public disclosure as required by Washington's Public Records Act, RCW chapter 42.56. Neither party shall release any record that would, in the judgment of the party, be subject to an exemption from disclosure under the Public Records Act, without first providing notice to the other party within ten (10) business days of the receipt of the request. The parties will discuss appropriate actions to be taken, including release of the requested information, seeking a protective order, or other action prior to the release of records. Should one party choose to seek a protective order, it shall do so at its sole expense.

11. RESPONSIBILITY OF THE PARTIES.

Each party to this Agreement assumes responsibility for claims and/or damages to persons and/or property resulting from any act or omission on the part of itself, its employees, or its agents. Neither party assumes any responsibility to the other party for any third party claims.

12. DISPUTE RESOLUTION.

The parties shall use their best, good faith efforts cooperatively and collaboratively to resolve any dispute that may arise in connection with this Agreement as efficiently as practicable, and at the lowest possible level with authority to resolve such dispute. The parties shall make a good faith effort to continue without delay to carry out their respective responsibilities under this Agreement while attempting to resolve any such dispute. If, however, a dispute persists and cannot be resolved, it may be escalated within each organization. In such situation, upon notice by either party, each party, within five (5) business days shall reduce its description of the dispute to writing and deliver it to the other party. The receiving party then shall have three (3) business days to review and respond in writing. In the event that the parties cannot then agree on a resolution of the dispute, the parties shall schedule a conference between the respective senior managers of each organization to attempt to resolve the dispute. In the event the parties cannot agree on a mutual resolution within fifteen (15) business days, the parties shall abide by the Governor's dispute resolution process (RCW 43.17.330), if applicable, or collectively shall appoint a third party to evaluate and resolve the dispute and such dispute resolution shall be final and binding on the parties hereto.

13. TERMINATION FOR CONVENIENCE.

Except as otherwise provided in this Agreement, either party may terminate this Agreement upon thirty (30) calendar days prior written notification. Upon such termination, the parties shall be liable only for performance rendered or costs incurred in accordance with the terms of this Agreement prior to the effective date of such termination.

14. SITE SECURITY.

While on Enterprise Services/EAP premises, the Client Organization, its agents, employees, or Subcontractors shall comply with the Enterprise Services/EAP security policies and regulations.

15. GENERAL PROVISIONS.

- a. COMPLIANCE WITH LAW. The Parties shall comply with all applicable law.
- b. INTEGRATED AGREEMENT. This Agreement constitutes the entire agreement and understanding of the parties with respect to the subject matter and supersedes all prior

negotiations, representations, and understandings between them. There are no representations or understandings of any kind not set forth herein.

- c. **AMENDMENT OR MODIFICATION.** Except as set forth herein, this Agreement may not be amended or modified except in writing and signed by a duly authorized representative of each party hereto.
- d. **AUTHORITY.** Each party to this Agreement, and each individual signing on behalf of each party, hereby represents and warrants to the other that it has full power and authority to enter into this Agreement and that its execution, delivery, and performance of this Agreement has been fully authorized and approved, and that no further approvals or consents are required to bind such party.
- e. **NO AGENCY.** The parties agree that no agency, partnership, or joint venture of any kind shall be or is intended to be created by or under this Agreement. Neither party is an agent of the other party nor authorized to obligate it.
- f. **GOVERNING LAW.** The validity, construction, performance, and enforcement of this Agreement shall be governed by and construed in accordance with the laws of the State of Washington, without regard to its choice of law rules.
- g. **JURISDICTION & VENUE.** In the event that any action is brought to enforce any provision of this Agreement, the parties agree to submit to exclusive in personam jurisdiction in Thurston County Superior Court for the State of Washington and agree that in any such action venue shall lie exclusively at Olympia, Washington.
- h. **EXHIBITS.** All exhibits referred to herein are deemed to be incorporated in this Agreement in their entirety.
- i. **CAPTIONS & HEADINGS.** The captions and headings in this Agreement are for convenience only and are not intended to, and shall not be construed to, limit, enlarge, or affect the scope or intent of this Agreement nor the meaning of any provisions hereof.
- j. **ELECTRONIC SIGNATURES.** A signed copy of this Agreement or any other ancillary agreement transmitted by facsimile, email, or other means of electronic transmission shall be deemed to have the same legal effect as delivery of an original executed copy of this Agreement or such other ancillary agreement for all purposes.

- k. COUNTERPARTS. This Agreement may be executed in any number of counterparts, each of which shall be deemed an original and all of which counterparts together shall constitute the same instrument which may be sufficiently evidenced by one counterpart. Execution of this Agreement at different times and places by the parties shall not affect the validity thereof so long as all the parties hereto execute a counterpart of this Agreement.

16. ALL WRITINGS CONTAINED HEREIN.

This Agreement contains all the terms and conditions agreed upon by the parties. No other understanding, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind any of the parties hereto.

EXECUTED AND EFFECTIVE as of the day and date first above written.

**BENTON COUNTY FIRE DISTRICT 4
A WASHINGTON STATE INSTITUTION**

By: Paul Carlyle
Title: Fire Chief

**STATE OF WASHINGTON
DEPARTMENT OF ENTERPRISE SERVICES**

By: Randee Gibbons
Title: EAP Customer Experience Manager

Signature: _____

Signature: _____

Date: _____

Date: _____