



BENTON COUNTY FIRE PROTECTION DISTRICT NO. 4 REGULAR BOARD AGENDA

December 2, 2021
Zoom Meeting

CALL MEETING TO ORDER

ADDITION TO THE AGENDA

THOSE PRESENT:

OATH OF OFFICE FOR NEWLY ELECTED OFFICIAL

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 12/02/2021
- Approval of Regular Meeting Minutes dated 11/18/2021
- Approval and pay:
- **Expenditures:**

522 Fire Control	20,275.12
<u>001 General Fund</u>	<u>20,275.12</u>

522 Fire Control	1,809.90
<u>110 EMS Fund</u>	<u>1,809.90</u>

594 Capital Expenditures	150.95
<u>401 Construction Fund</u>	<u>150.95</u>

Total \$22,235.97

RESOLUTIONS/MOTIONS

- Board vacancy appointment
 - If appointment is made, administer oath of office
- Chairperson appointment
- Vice chairperson appointment
- Approval of Policy 120 Fire Department Funerals
- Approval of Policy 123 Personal Tools and Equipment
- Approval of Policy 114 Employee Relations
- Approval of Policy 119 Photographs and Electronic Images
- Approval of Policy 122 Firearms
- Approval of Policy 204 NIMS
- Approval of Policy 215 Lone Shift Officer

PROBATIONARY CONFIRMATION

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

- 12/11/2021: Operation Candy Cane, Flat Top Park 1600-2000 hrs.

CORRESPONDENCE

AMBULANCE SERVICE PROGRAM UPDATES

UNFINISHED BUSINESS

- Fire Department Community Assistance, Referrals and Education Services (FDCARES) program
- Station Design Team
- Apparatus Committee
- Volunteer Recruitment
- COVID19
- EMS Levy

NEW BUSINESS

AGENDA ITEMS FOR NEXT MEETING

EXECUTIVE SESSION


ADJOURNMENT:

Attested:

 12/02/21
SLITA BRADLEY, DISTRICT SECRETARY

 12/02/21
MICHAEL VAN BEEK, COMMISSIONER

 12/02/2021
GARRETT GOODWIN, COMMISSIONER

 12/2/21
, COMMISSIONER



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

November 18, 2021
Zoom Meeting

CALL MEETING TO ORDER

Commissioner Russell called the meeting to order at 1800 hrs.

ADDITION TO THE AGENDA

- No additions

THOSE PRESENT:

Commissioner Woody Russell
Commissioner Garrett Goodwin
Commissioner Fred Brink
Fire Chief Paul Carlyle
District Secretary Slita Bradley
Lieutenant Allen Putz
Lieutenant Harper

Captain Aaron Meloy
Firefighter Jacob Walton
City Liaison David Fetto
Michael Van Beek
Logistics Ed Caraway
Logistics Karen Davis

FINANCIAL REVIEW

- Reviewed with no questions.

CONSENT AGENDA:

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

- Approval of the Agenda dated 11/18/2021
- Approval of Regular Meeting Minutes dated 11/04/2021
- Approval and pay:
- **Expenditures:**

522 Fire Control	85,515.00
589 Payroll Clearing	5,883.31
<u>001 General Fund</u>	<u>91,398.31</u>

522 Fire Control	1,876.74
<u>110 EMS Fund</u>	<u>1,876.74</u>

594 Capital Expenditures	968.69
<u>401 Construction Fund</u>	<u>968.69</u>

- EFT

522 Fire Control	137,187.77
<u>001 General Fund</u>	<u>137,187.77</u>

- KeyBank and DRS

522 Fire Control	16,215.00
589 Payroll Clearing	2,767.96

Grand Total \$310,414.47

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

RESOLUTIONS/MOTIONS

- Approval of Commissioner Brink's compensation of \$967.07

Commissioner Goodwin made a motion to approve Commissioner Brink's compensation of \$967.07, seconded by Commissioner Russell and the motion carried.

DISTRICT REPORTS

- Union Report
 - Lieutenant Harper thanked Commissioner Russell for everything he has done for the department.
- Volunteer Report
 - No report.
- Logistics Report
 - Logistics are getting ready to support the live fire this Saturday in Walla Walla.
- City Liaison Report
 - No report
- Commissioner's Report
 - Commissioner Russell reported that he attended the tri county commissioner meeting. It was a great meeting
- Fire Chief's Report
 - He attended the Veteran's Day parade. Thank you, FF Elmore, for organizing the event. Great turn out by BCFD4 personnel. Richland Fire and BCFD#1 also attended the event.
 - He attended the West Richland Chamber Retreat. AJ Hill will be the Chamber of Commerce President starting next year. May Hays who has been the Chamber Director for 20 years is retiring next year. They will be working on how to fill her spot.
 - He attended the TYLER CAD system demo. This is a potential system that BCES/SECOMM is looking towards moving to as an upgrade from the current CAD system.
 - He attended the labor management meeting.
 - Next Commissioner meeting will need to be a hybrid meeting. Newly elected Fire Commissioner will be sworn into the position. We will have a vacant board position due to Commissioner Russell's retirement. An individual maybe sworn in if the board chooses to do so at the 12/02/2021. We will also have multiple individuals completing probation and we will celebrate this milestone.
- District Secretary's Report
 - District Secretary Bradley submitted the revenue sources and budget to the County Commissioners and Assessor's office.
 - She attended the grand opening of the county new building and had a chance to discuss the funds consolidation with the accounting manager there. More to follow.

OPEN FORUM DISCUSSION

- No discussions

IMPORTANT DATES

- 11/20/2021: Final Hands on for Recruits
- 12/11/2021: Operation Candy Cane, Flat Top Park

CORRESPONDENCE

- Thank you note

AMBULANCE SERVICE PROGRAM UPDATES

- Finished up the GEMT cots report for FY2021, Took a little bit longer than the years pats due to the building and aging of the apparatus

UNFINISHED BUSINESS

- Fire Department Community Assistance, Referrals and Education Services (FDCARES) program
 - No new referral
- Station Design Team
 - November walk through. Architect King will reach out to G2 Construction. We have not heard from them. Chief will follow up with him. The warrantee is valid until January 2022.
 - With Commissioner Russell's departure we will not have a commissioner for this project. Since the project is winding down, Chief Carlyle recommended that building committee can handle the rest of the project and no appointment is needed. The board agreed with Chief's recommendation.
- Apparatus Committee
 - No updates.
- Volunteer Recruitment
 - Live fire this Saturday. There will be more recruiting for volunteers soon.
- COVID19
 - No volunteer or career staff out for COVID or COVID related quarantine protocols.
 - Regionally the daily positive COVID rate are declining.
 - Governor Inslee spoke today at his press conference and indicated the mask mandate was not slated to go away anytime soon.
 - No more information about the Federal requirement for vaccine mandate for entities that participate in Medicare/Medicaid billing.
- EMS Levy
 - Newsletters are getting ready to drop. In the newsletter we are discussion the possibility of re-running the EMS levy and expressed that we will be eliciting citizen feedback in the upcoming months.

NEW BUSINESS

- No new business.

AGENDA ITEMS FOR NEXT MEETING

- Fire Department Community Assistance, Referrals and Education Services (FDCARES) program
- Station Design Team
- Apparatus Committee
- Volunteer Recruitment
- COVID19
- EMS Levy
- Board Chair Selection

EXECUTIVE SESSION

- At 1830 hrs., the board called an executive session for 10 minutes to discuss the performance of a public employee per RCW 42.30.110 (g). At 1840 hrs., the meeting was resumed to a normal session with no actions to follow.

ADJOURNMENT:


The meeting was adjourned at 1845 hrs.

Attested:

 12/02/21
SLITA BRADLEY, DISTRICT SECRETARY

 12/02/21
MICHAEL VAN BEEK, COMMISSIONER

 12/02/21
GARRETT GOODWIN, COMMISSIONER

 12/2/21
, COMMISSIONER

WARRANT/CHECK REGISTER

BENTON COUNTY FIRE PROTECTION DISTRICT #4

Time: 16:14:01 Date: 12/01/2021

12/10/2021 To: 12/10/2021

Page: 1

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
1630	12/10/2021	Claims	1	186783	AT&T MOBILITY	45.13	FirstNET
1631	12/10/2021	Claims	1	186784	BATTERIES PLUS	117.16	BATTERIES
1632	12/10/2021	Claims	1	186785	CHARTER COMMUNICATIONS	42.22	TV SERVICE
1633	12/10/2021	Claims	1	186786	DEPT OF REVENUE	141.90	USED TAXES
1634	12/10/2021	Claims	1	186787	FIRE 4 CHECKING ACCOUNT	1,699.49	MAILED NEWSLETTER
1635	12/10/2021	Claims	1	186788	HOME DEPOT	518.57	SUPPLIES; TOOLS/EQUIP; MAINT; SUPPLIES
1636	12/10/2021	Claims	1	186789	ISOUTSORCE	5,000.00	BLOCK SUPPORT
1637	12/10/2021	Claims	1	186790	LIFE ASSIST	745.29	EMS SUPLIES
1638	12/10/2021	Claims	1	186791	LIZ LOOMIS EASL, INC	4,000.00	COMMUNICATION
1639	12/10/2021	Claims	1	186792	LN CURTIS & SONS	987.17	BOOSTER HOSE
1640	12/10/2021	Claims	1	186793	NEWEGG	369.02	BATTERIES (20)
1641	12/10/2021	Claims	1	186794	PACIFIC OFFICE AUTOMATION	128.39	PHONE SERVICE
1642	12/10/2021	Claims	1	186795	RINGOLDE	673.59	UNIFORM
1643	12/10/2021	Claims	1	186796	SEW FABULOUS	32.58	UNIFORM MAINT
1644	12/10/2021	Claims	1	186797	STERICYCLE	120.00	EMS WASTE DISPOSAL
1646	12/10/2021	Claims	1	186799	TIRE FACTORY	932.23	APP 33 MAINTENANCE
1647	12/10/2021	Claims	1	186800	US BANK	304.95	VISA-BENITZ
1648	12/10/2021	Claims	1	186801	US LINEN & UNIFORM	327.84	MATS SERVICE
1649	12/10/2021	Claims	1	186802	VERIZON WIRELESS	876.89	CELL SERVICES
1650	12/10/2021	Claims	1	186803	VOYAGER	3,000.00	FUEL
1651	12/10/2021	Claims	1	186804	ZIPLY FIBER	354.60	DEDICATED PHONE LINES
1645	12/10/2021	Claims	110	186798	THOMAS EMS	1,668.00	NARCOTIC CASE
1629	12/10/2021	Claims	401	5687	HOME DEPOT	150.95	SUPPLIES
						20,275.12	
522 Fire Control						20,275.12	
001 General Fund						1,809.90	
522 Fire Control						1,809.90	
110 EMS Fund						150.95	
594 Capital Expenditures						150.95	
401 Construction Fund						22,235.97	
						Claims:	22,235.97
						22,235.97	

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 12/02/21

2021 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION DISTRICT

Time: 16:24:29 Date: 12/01/2021

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	3,121,693.75	185,309.25	94.4%
337 20 00 01 Leasehold Tax	30,000.00	37,372.82	(7,372.82)	124.6%
310 Taxes	3,337,003.00	3,159,066.57	177,936.43	94.7%
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	2,148.07	(2,148.07)	0.0%
334 01 30 02 WSP-FF Training	1,000.00	0.00	1,000.00	0.0%
334 04 90 01 State Trauma Grant	1,200.00	1,260.00	(60.00)	105.0%
334 06 90 04 BVFF Physical Reimb.	1,000.00	0.00	1,000.00	0.0%
335 00 91 01 Energy NW Generation T	32,000.00	37,765.41	(5,765.41)	118.0%
337 97 04 40 AFG COST SHARE	0.00	0.00	0.00	0.0%
330 Intergovernmental Revenues	35,200.00	41,173.48	(5,973.48)	117.0%
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	35,793.66	3,206.34	91.8%
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	35,793.66	5,506.34	86.7%
350 Fines & Forfeitures				
359 90 00 01 Fines And Penalties	0.00	0.00	0.00	0.0%
350 Fines & Forfeitures	0.00	0.00	0.00	0.0%
360 Investment Interest				
361 11 00 01 Investment Interest	8,000.00	15,437.79	(7,437.79)	193.0%
367 11 00 08 Contributions/Donation	0.00	15,200.00	(15,200.00)	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	9,842.66	(7,842.66)	492.1%
360 Investment Interest	10,000.00	40,480.45	(30,480.45)	404.8%
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 DISTRIK

Time: 16:24:29 Date: 12/01/2021

Page: 2

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

Revenues	Amt Budgeted	Revenues	Remaining	
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	4,806,932.26	1,103,409.84	81.3%

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

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	5,248.00	1,252.00	80.7%
522 11 10 20 Salary-Comm 2 (Goodwin)	6,500.00	4,096.00	2,404.00	63.0%
522 11 10 30 Salary-Comm 3 (Russell)	6,500.00	3,840.00	2,660.00	59.1%
522 11 20 10 Benefits - Comm 1 (Brink)	625.00	414.70	210.30	66.4%
522 11 20 20 Benefits - Comm 2 (Goodwin)	625.00	313.29	311.71	50.1%
522 11 20 30 Benefits - Comm 3 (Russell)	625.00	306.09	318.91	49.0%
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	22.29	1,077.71	2.0%
522 11 43 30 Travel - Per Diem & Lodging	2,500.00	567.30	1,932.70	22.7%
522 11 43 31 Registration Fees	2,000.00	1,320.00	680.00	66.0%
011 Legislative	26,975.00	16,127.67	10,847.33	59.8%
522 12 10 10 Salary - Administration	442,852.00	256,074.66	186,777.34	57.8%
522 12 10 60 Overtime - Administrative	10,000.00	4,166.79	5,833.21	41.7%
522 12 10 70 Temporary Employees	0.00	0.00	0.00	0.0%
522 12 20 04 HRA Benefits	9,000.00	6,000.00	3,000.00	66.7%
522 12 20 10 Benefits - Administrative	89,486.00	55,345.11	34,140.89	61.8%
522 12 20 60 Benefits - OT Administration	2,000.00	1,362.35	637.65	68.1%
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	4,860.00	1,140.00	81.0%
522 12 29 20 Volunteer Recognition	4,000.00	2,459.41	1,540.59	61.5%
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	1,003.69	2,746.31	26.8%

2021 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION DISTRICT

Time: 16:24:29 Date: 12/01/2021

Page: 3

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	8,378.76	(5,378.76)	279.3%
522 12 35 00	Office Tools & Equipment	2,000.00	541.12	1,458.88	27.1%
522 12 35 10	Office Computer Equipment	31,000.00	28,042.24	2,957.76	90.5%
522 12 41 00	Contract Services	82,000.00	122,207.37	(40,207.37)	149.0%
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	9,294.61	2,705.39	77.5%
522 12 42 10	Cellular Phone Service	13,000.00	10,465.39	2,534.61	80.5%
522 12 42 40	Postage	1,500.00	553.34	946.66	36.9%
522 12 44 00	Advertising/Notices/Recruiting	1,500.00	635.00	865.00	42.3%
522 12 45 00	Equipment Lease/Maint	10,200.00	5,036.38	5,163.62	49.4%
522 12 46 00	District Insurance	62,000.00	78,418.00	(16,418.00)	126.5%
522 12 48 00	Repair & Maint. - Office Equip	0.00	0.00	0.00	0.0%
522 12 48 20	WebPage Maintenance	500.00	229.59	270.41	45.9%
522 12 49 00	Memberships/Dues	16,000.00	7,597.00	8,403.00	47.5%
522 12 49 10	Taxes And Irrigation Fees	100.00	70.73	29.27	70.7%
522 12 49 20	State Auditor	11,000.00	1,809.60	9,190.40	16.5%
012 Administrative		846,388.00	629,397.13	216,990.87	74.4%
522 13 41 00	Levy Publication Services	55,000.00	59,277.18	(4,277.18)	107.8%
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	60,929.12	(929.12)	101.5%
522 14 41 00	Legal Services	12,000.00	2,429.20	9,570.80	20.2%
014 Legal		12,000.00	2,429.20	9,570.80	20.2%
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	71,727.61	(41,727.61)	239.1%
522 20 20 10	Mobilization Benefits	9,000.00	16,044.25	(7,044.25)	178.3%
522 20 24 10	Physicals/Innoculation	63,000.00	39,118.00	23,882.00	62.1%
522 20 28 00	Uniforms (All Non-PPE)	25,000.00	28,577.79	(3,577.79)	114.3%
522 20 31 00	Expendable Incident Supplies	500.00	116.16	383.84	23.2%
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	3,736.75	2,263.25	62.3%
522 20 48 00	Uniform Maintenance	1,000.00	520.17	479.83	52.0%
020 Operations		137,000.00	172,961.44	(35,961.44)	126.2%
522 21 10 10	Salary - Firefighters	1,558,000.00	1,400,930.00	157,070.00	89.9%
522 21 10 71	Overtime - Firefighters	120,000.00	311,223.37	(191,223.37)	259.4%
522 21 10 80	Resident Reimbursement	120,000.00	7,265.00	112,735.00	6.1%
522 21 10 90	Volunteer Reimbursement	66,000.00	76,633.00	(10,633.00)	116.1%
522 21 20 04	HRA Benefits	51,000.00	45,500.00	5,500.00	89.2%
522 21 20 10	Benefits - Firefighters	476,000.00	382,735.80	93,264.20	80.4%
522 21 20 71	Benefits - Overtime FF	50,000.00	80,829.31	(30,829.31)	161.7%
522 21 20 80	Benefits - Resident Reimbursement	4,500.00	555.72	3,944.28	12.3%
522 21 20 90	Benefits - Volunteer	4,000.00	5,931.69	(1,931.69)	148.3%

2021 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION DISTRICT

Time: 16:24:29 Date: 12/01/2021

Page: 4

001 General Fund		01/01/2021 To: 12/31/2021			
Expenditures	Amt Budgeted	Expenditures	Remaining		
522 Fire Control					
522 21 28 20	PPE - Protective Clothing	62,000.00	59,489.85	2,510.15	96.0%
522 21 31 00	Expendable Supplies - Suppression	3,600.00	2,274.62	1,325.38	63.2%
522 21 31 10	Supplies - Support Service	4,000.00	2,609.40	1,390.60	65.2%
522 21 35 10	Tools & Equipment -Suppression	7,750.00	10,184.84	(2,434.84)	131.4%
522 21 35 11	Hose Replacement	8,700.00	1,233.63	7,466.37	14.2%
522 21 35 12	Nozzle Replacement	8,700.00	13.01	8,686.99	0.1%
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	976.18	11,023.82	8.1%
522 21 48 00	Equipment Repair & Maint	1,550.00	258.03	1,291.97	16.6%
522 21 48 10	Fire Extinguisher Maint	1,600.00	1,068.68	531.32	66.8%
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	217.72	1,782.28	10.9%
021 Suppression		2,567,400.00	2,389,992.25	177,407.75	93.1%
522 24 31 00	Expendable Supplies - Radios	500.00	369.02	130.98	73.8%
522 24 35 00	Non-Expendable Supplies - Radios	25,000.00	19,417.95	5,582.05	77.7%
522 24 41 00	Dispatch Services	74,500.00	68,007.50	6,492.50	91.3%
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	88,016.61	30,083.39	74.5%
522 30 31 00	Expendable Supplies-Prevention	6,500.00	1,456.39	5,043.61	22.4%
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	1,456.39	6,893.61	17.4%
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	6,203.93	2,496.07	71.3%
522 45 35 00	Tools & Equipment - Training	27,800.00	1,648.97	26,151.03	5.9%
522 45 35 10	Equipment- Wellness Program	0.00	0.00	0.00	0.0%
522 45 41 00	Professional Service	14,000.00	1,075.00	12,925.00	7.7%
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	2,256.81	143.19	94.0%
522 45 43 02	Travel - Mileage&Air(Automotive)	0.00	0.00	0.00	0.0%
522 45 43 03	Travel - Mileage&Air(EMS Officer)	6,500.00	(326.41)	6,826.41	5.0%
522 45 43 10	PerDiem & Lodging(Operations)	8,000.00	1,547.87	6,452.13	19.3%
522 45 43 11	PerDiem & Lodging(Admin)	6,800.00	2,770.11	4,029.89	40.7%
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	26,645.49	5,354.51	83.3%
522 45 43 21	Registration Fees(Admin)	3,500.00	480.00	3,020.00	13.7%
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	2,218.21	4,281.79	34.1%
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	47,990.62	91,709.38	34.4%
522 50 31 00	Expendable Supplies -Facilities	7,500.00	4,261.34	3,238.66	56.8%
522 50 35 00	Tools & Equipment - Facilities	6,000.00	4,699.69	1,300.31	78.3%
522 50 41 00	Professional Services	0.00	0.00	0.00	0.0%

2021 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION DISTRICT

Time: 16:24:29 Date: 12/01/2021

Page: 5

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	22,629.72	15,370.28	59.6%
522 50 47 20 Water/Sewer/Natural Gas	20,000.00	12,032.11	7,967.89	60.2%
522 50 48 00 Repair & Maint. - Facilities	23,000.00	26,415.52	(3,415.52)	114.9%
050 Facilities	99,500.00	74,806.01	24,693.99	75.2%
522 60 31 00 Expendable Supplies - Automotive	6,000.00	1,644.81	4,355.19	27.4%
522 60 32 00 Fuels	25,000.00	24,830.05	169.95	99.3%
522 60 35 00 Tools & Equipment - Automotive	1,750.00	2,731.19	(981.19)	156.1%
522 60 48 00 Repair & Maint. - Automotive	65,000.00	52,109.87	12,890.13	80.2%
060 Automotive	97,750.00	81,315.92	16,434.08	83.2%
522 70 31 00 Expendable Supplies - EMS	31,000.00	38,841.72	(7,841.72)	125.3%
522 70 35 00 Small Tools & Minor Equip	11,000.00	10,137.88	862.12	92.2%
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	10,845.30	(1,345.30)	114.2%
522 70 48 00 Small Tools- Repairs & Maintenance	0.00	1,824.21	(1,824.21)	0.0%
526 22 31 01 Expendable Supplies - ALS	0.00	0.00	0.00	0.0%
070 EMS	53,000.00	62,836.79	(9,836.79)	118.6%
522 Fire Control	4,182,163.00	3,628,259.15	553,903.85	86.8%
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	(4,545.98)	4,545.98	0.0%
589 90 00 01 Other Non-Expenditures - Suspense	0.00	0.00	0.00	0.0%
589 Payroll Clearing	0.00	(4,545.98)	4,545.98	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 Captial Building	0.00	0.00	0.00	0.0%
594 22 63 00 Capital Apparatus And Equipment	0.00	0.00	0.00	0.0%
594 22 64 01 Capital Communications	0.00	0.00	0.00	0.0%

2021 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION DISTRICT

Time: 16:24:29 Date: 12/01/2021

Page: 6

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	3,623,713.17	656,210.83	84.7%
Fund Excess/(Deficit):	1,630,418.10	1,183,219.09		

2021 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION DISTRICT

Time: 16:24:29 Date: 12/01/2021

Page: 7

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	0.90	1.10	45.0%
360 Investment Interest	2.00	0.90	1.10	45.0%
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	87.03	1.10	98.8%
Fund Excess/(Deficit):	88.13	87.03		

2021 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION DISTRICT

Time: 16:24:29 Date: 12/01/2021

Page: 8

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	1,845.72	(1,345.72)	369.1%	
360 Investment Interest	500.00	1,845.72	(1,345.72)	369.1%	
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	179,606.31	13,654.28	92.9%	
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	179,606.31			

2021 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION DISTRICT

Time: 16:24:29 Date: 12/01/2021

Page: 9

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

Time: 16:24:29 Date: 12/01/2021

Page: 10

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

	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	790,710.99	13,461.01	98.3%
310 Taxes	804,172.00	790,710.99	13,461.01	98.3%

330 Intergovernmental Revenues

332 93 40 10 GEMT	330,000.00	337,264.05	(7,264.05)	102.2%
330 Intergovernmental Revenues	330,000.00	337,264.05	(7,264.05)	102.2%

340 Charges For Services

342 60 01 10 Ambulance Service	200,000.00	317,223.16	(117,223.16)	158.6%
340 Charges For Services	200,000.00	317,223.16	(117,223.16)	158.6%

360 Investment Interest

361 11 00 11 Investment Interest	25,000.00	26,941.43	(1,941.43)	107.8%
360 Investment Interest	25,000.00	26,941.43	(1,941.43)	107.8%

Fund Revenues:

	3,491,076.71	3,604,044.34	(112,967.63)	103.2%
--	---------------------	---------------------	---------------------	---------------

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

522 Fire Control

522 70 35 10 Small Tools And Minor Equipment	0.00	10,697.60	(10,697.60)	0.0%
522 70 41 00 Ambulance Billing Service Fee	24,000.00	38,506.07	(14,506.07)	160.4%
522 70 41 01 IMAGE TREND	0.00	0.00	0.00	0.0%
522 70 41 20 Ambulance Over Payment	5,000.00	5,424.02	(424.02)	108.5%
522 70 49 00 Other Expenditures	0.00	0.00	0.00	0.0%
522 Fire Control	29,000.00	54,627.69	(25,627.69)	188.4%

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

97 00 01 10 Transfer Out To 001	956,421.00	0.00	956,421.00	0.0%
---------------------------------	------------	------	------------	------

2021 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION DISTRICT

Time: 16:24:29 Date: 12/01/2021

Page: 11

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

Expenditures	Amt Budgeted	Expenditures	Remaining	
597 Interfund Transfers				
597 Interfund Transfers	956,421.00	0.00	956,421.00	0.0%
Fund Expenditures:	985,421.00	54,627.69	930,793.31	5.5%
Fund Excess/(Deficit):	2,505,655.71	3,549,416.65		

2021 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION DISTRICT

Time: 16:24:29 Date: 12/01/2021

Page: 12

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

	Amt Budgeted	Revenues	Remaining	
Revenues				
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	36,262.08	(36,262.08)	0.0%
310 Taxes	0.00	36,262.08	(36,262.08)	0.0%
360 Investment Interest				
361 11 00 21 Investment Interest	0.00	183.81	(183.81)	0.0%
360 Investment Interest	0.00	183.81	(183.81)	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	54,006.05	(36,445.89)	307.5%
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	54,006.05		

2021 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION DISTRICT

Time: 16:24:29 Date: 12/01/2021

Page: 13

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	405,952.05	64,047.95	86.4%
311 11 02 02 Interest	0.00	0.00	0.00	0.0%
310 Taxes	470,000.00	405,952.05	64,047.95	86.4%
360 Investment Interest				
361 11 00 22 Investment Interest	1,200.00	1,691.31	(491.31)	140.9%
360 Investment Interest	1,200.00	1,691.31	(491.31)	140.9%
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	492,040.20	63,556.64	88.6%
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	276,800.00	0.00	100.0%
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	276,800.00	145,000.00	65.6%
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	276,800.00	145,000.00	65.6%
Fund Excess/(Deficit):	133,796.84	215,240.20		

2021 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION DISTRICT

Time: 16:24:29 Date: 12/01/2021

Page: 14

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	9,129.14	(8,129.14)	912.9%
360 Investment Interest	1,000.00	9,129.14	(8,129.14)	912.9%
380 Non Revenues				
388 80 00 04 Prior Year(s) Corrections	0.00	0.00	0.00	0.0%
380 Non Revenues	0.00	0.00	0.00	0.0%
390 Other Revenues				
391 10 00 01 Bond Proceeds	0.00	0.00	0.00	0.0%
390 Other Revenues	0.00	0.00	0.00	0.0%
Fund Revenues:	1,011,573.43	1,019,702.57	(8,129.14)	100.8%
Expenditures	Amt Budgeted	Expenditures	Remaining	
591 Debt Service				
592 22 89 00 Bond Fees	0.00	300.00	(300.00)	0.0%
591 Debt Service	0.00	300.00	(300.00)	0.0%
594 Capital Expenditures				
594 22 62 01 Building Upgrade	900,000.00	351,308.22	548,691.78	39.0%
594 22 62 04 Capital Apparatus	0.00	184,348.52	(184,348.52)	0.0%
594 Capital Expenditures	900,000.00	535,656.74	364,343.26	59.5%
597 Interfund Transfers				
597 00 01 01 Transfer Out	0.00	0.00	0.00	0.0%
597 Interfund Transfers	0.00	0.00	0.00	0.0%
Fund Expenditures:	900,000.00	535,956.74	364,043.26	59.6%
Fund Excess/(Deficit):	111,573.43	483,745.83		

2021 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION DISTRICT

Time: 16:24:29 Date: 12/01/2021

Page: 15

501 Equipment Fund		01/01/2021 To: 12/31/2021			
	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	5,250.52	1,749.48		75.0%
360 Investment Interest	7,000.00	5,250.52	1,749.48		75.0%
380 Non Revenues					
388 80 00 05 Prior Year(s) Corrections	0.00	0.00	0.00		0.0%
380 Non Revenues	0.00	0.00	0.00		0.0%
390 Other Revenues					
395 10 00 01 Sale Of Fixed Asset	0.00	0.00	0.00		0.0%
390 Other Revenues	0.00	0.00	0.00		0.0%
397 Interfund Transfers					
397 00 00 05 Transfer In From 001	7,000.00	0.00	7,000.00		0.0%
397 Interfund Transfers	7,000.00	0.00	7,000.00		0.0%
Fund Revenues:	526,880.10	518,130.62	8,749.48		98.3%
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%
97 Interfund Transfers					

2021 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION DISTRICT

Time: 16:24:29 Date: 12/01/2021

Page: 16

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	507,416.15		

2021 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION DISTRICT

Time: 16:24:29 Date: 12/01/2021

Page: 17

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

	Amt Budgeted	Revenues	Remaining	
--	--------------	----------	-----------	--

308 Beginning Balances

308 91 00 61 Beginning Balance	919,666.95	919,666.95	0.00	100.0%
308 Beginning Balances	919,666.95	919,666.95	0.00	100.0%

360 Investment Interest

361 11 00 61 Investment Interest	10,000.00	9,548.99	451.01	95.5%
360 Investment Interest	10,000.00	9,548.99	451.01	95.5%

380 Non Revenues

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

397 Interfund Transfers

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

Fund Revenues:

	1,005,427.95	929,215.94	76,212.01	92.4%
--	---------------------	-------------------	------------------	--------------

Expenditures

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

597 Interfund Transfers

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

Fund Expenditures:

	0.00	0.00	0.00	0.0%
--	-------------	-------------	-------------	-------------

Fund Excess/(Deficit):

	1,005,427.95	929,215.94		
--	---------------------	-------------------	--	--

2021 BUDGET POSITION TOTALS

BENTON COUNTY FIRE PROTECTION DIS

Time: 16:24:29 Date: 12/01/2021

Page: 18

Fund	Revenue Budgeted	Received		Expense Budgeted	Spent	
001 General Fund	5,910,342.10	4,806,932.26	81.3%	4,279,924.00	3,623,713.17	85%
004 Health Reimbursement Fund	88.13	87.03	98.8%	0.00	0.00	0%
007 Separation Fund	193,260.59	179,606.31	92.9%	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	3,604,044.34	103.2%	985,421.00	54,627.69	6%
201 EMS Bond Fund	17,560.16	54,006.05	307.5%	0.00	0.00	0%
202 Construction Bond Fund	555,596.84	492,040.20	88.6%	421,800.00	276,800.00	66%
401 Construction Fund	1,011,573.43	1,019,702.57	100.8%	900,000.00	535,956.74	60%
501 Equipment Fund	526,880.10	518,130.62	98.3%	0.00	10,714.47	0%
601 Reserve Fund	1,005,427.95	929,215.94	92.4%	0.00	0.00	0%
	<u>12,711,806.01</u>	<u>11,617,265.32</u>	<u>91.4%</u>	<u>6,587,145.00</u>	<u>4,501,812.07</u>	<u>68.3%</u>

ACCOUNTS PAYABLE

BENTON COUNTY FIRE PROTECTION DISTRICT #4

Time: 16:25:05 Date: 12/01/2021
Page: 1

12/10/2021 To: 12/10/2021

Accts Pay #	Year	Trans	Vendor ID	Vendor	Amount	Memo
11560	12/10/2021	1630	829	AT&T MOBILITY	45.13	FirstNET
522 12 41 00	Contract Services	001 000 522	General Fund		45.13	Nighthawk Router
Invoice						
11192021					45.13	FirstNET
11561	12/10/2021	1631	641	BATTERIES PLUS	117.16	BATTERIES
522 12 31 00	Expendable Office Supplies	001 000 522	General Fund		117.16	BATTERIES
Invoice						
P45971392					117.16	BATTERIES
11562	12/10/2021	1632	481	CHARTER COMMUNICATIONS	42.22	TV SERVICE
522 12 41 00	Contract Services	001 000 522	General Fund		42.22	
Invoice						
6816111421					42.22	TV SERVICE
11572	12/10/2021	1633	616	DEPT OF REVENUE	141.90	USED TAXES
522 70 35 10	Small Tools And Minor Equipme	110 000 522	EMS Fund		141.90	
Invoice						
DEC2021					141.90	
11573	12/10/2021	1634	704	FIRE 4 CHECKING ACCOUNT	1,699.49	MAILED NEWSLETTER
522 13 41 00	Levy Publication Services	001 000 522	General Fund		1,699.49	MAILED NEWSLETTER
Invoice						
1275					1,233.11	LEVY
1274					466.38	LEVY
11564	12/10/2021	1635	831	HOME DEPOT	412.77	SUPPLIES; TOOLS/EQUIP; MAINT
522 21 31 00	Expendable Supplies - Suppress	001 000 522	General Fund		28.15	SUPPLIES
522 50 35 00	Tools & Equipment - Facilities	001 000 522	General Fund		293.09	TOOLS/EQUIP
522 50 48 00	Repair & Maint. - Facilities	001 000 522	General Fund		91.53	MAINT
Invoice						
11152021					28.15	SUPPLIES

ACCOUNTS PAYABLE

BENTON COUNTY FIRE PROTECTION DISTRICT #4

Time: 16:25:05 Date: 12/01/2021

12/10/2021 To: 12/10/2021

Page: 2

Accts Pay #	Paid On	Year	Trans	Vendor ID	Vendor	Amount	Memo
				WD87446250 11272021	293.09 TOOLS/EQUIP 91.53 MAINT		
11565	12/10/2021	2021	2021	831	HOME DEPOT	150.95	SUPPLIES
	594 22 62 01			401 000 594	Construction Fund	150.95	BLDG UPGRADE
Invoice							
	11222021					147.39	SUPPLIES
	11232021					3.56	REDUCER
11584	12/10/2021	2021	1635	831	HOME DEPOT	105.80	SUPPLIES
	522 21 31 10			001 000 522	General Fund	68.96	LOGISTIC SUPPLIES
	522 21 35 11			001 000 522	General Fund	23.83	HOSE
	522 21 35 12			001 000 522	General Fund	13.01	NOZZLE
Invoice							
	11302021					105.80	SUPPLIES
11580	12/10/2021	2021	1636	876	ISOUSOURCE	5,000.00	BLOCK SUPPORT
	522 12 41 00			001 000 522	General Fund	5,000.00	
Invoice							
	CW259696					5,000.00	BLOCK SUPPORT
11566	12/10/2021	2021	1637	187	LIFE ASSIST	745.29	EMS SUPPLIES
	522 70 31 00			001 000 522	General Fund	745.29	MISC EMS SUPPLIES
Invoice							
	1150798					581.96	EMS SUPPLIES
	1150449					64.14	EMS SUPPLIES
	1148678					56.68	EMS SUPPLIES
	1148154					42.51	EMS SUPPLIES
11585	12/10/2021	2021	1638	189	LIZ LOOMIS EASL, INC	4,000.00	COMMUNICATION
	522 13 41 00			001 000 522	General Fund	4,000.00	COMMUNICATION
Invoice							
	B4-1221					4,000.00	COMMUNICATION

ACCOUNTS PAYABLE

BENTON COUNTY FIRE PROTECTION DISTRICT #4

Time: 16:25:05 Date: 12/01/2021

12/10/2021 To: 12/10/2021

Page: 3

Accts Pay #	Paid On	Year	Trans	Vendor ID	Vendor	Amount	Memo
11563	12/10/2021	2021	1639	182	LN CURTIS & SONS	987.17	BOOSTER HOSE
	522 21 35 11		Hose Replacement	001 000 522	General Fund	987.17	HOSE REPLACEMENT
Invoice							
				542178		987.17	BOOSTER HOSE
11567	12/10/2021	2021	1640	860	NEWEGG	369.02	BATTERIES (20)
	522 24 31 00		Expendable Supplies - Radios	001 000 522	General Fund	369.02	
Invoice							
				130355383		369.02	BATTERIES
11568	12/10/2021	2021	1641	885	PACIFIC OFFICE AUTOMATION	128.39	PHONE SERVICE
	522 12 42 00		Phone Service	001 000 522	General Fund	128.39	COMMUNICATIONS SERVICES
Invoice							
				789138		128.39	PHONE SERVICE
11569	12/10/2021	2021	1642	833	RINGOLDE	673.59	UNIFORM
	522 20 28 00		Uniforms (All Non-PPE)	001 000 522	General Fund	673.59	UNIFORM
Invoice							
				3517		195.75	UNIFORM
				3536		477.84	UNIFORM
11579	12/10/2021	2021	1643	437	SEW FABULOUS	32.58	UNIFORM MAINT
	522 20 48 00		Uniform Maintenance	001 000 522	General Fund	32.58	
Invoice							
				1433		32.58	UNIFORM MAINT
11578	12/10/2021	2021	1644	625	STERICYCLE	120.00	EMS WASTE DISPOSAL
	522 70 41 10		Contract Services - EMS	001 000 522	General Fund	120.00	
Invoice							
				3005792612		120.00	EMSWASTE DISPOSAL
11571	12/10/2021	2021	961	THOMAS EMS		1,668.00	NARCOTIC CASE

ACCOUNTS PAYABLE

BENTON COUNTY FIRE PROTECTION DISTRICT #4

Time: 16:25:05 Date: 12/01/2021
Page: 4

12/10/2021 To: 12/10/2021

Accts Pay #	Paid On	Year	Trans	Vendor ID	Vendor	Amount	Memo
Invoice 522 70 35 10 Small Tools And Minor Equipme 110 000 522 EMS Fund 1,668.00 37395 1,668.00 NARCOTIC CASE							
Invoice 11570 12/10/20212021 1646 672 TIRE FACTORY 932.23 APP 33 MAINTENANCE 522 60 48 00 Repair & Maint. - Automotive 001 000 522 General Fund 932.23							
Invoice 11583 12/10/20212021 1647 475 US BANK 304.95 VISA-BENITZ 522 45 35 00 Tools & Equipment - Training 001 000 522 General Fund 179.95 TRNG SOFTWARE SUBSCRIPTION 522 45 43 20 Registration Fees(Operations) 001 000 522 General Fund 125.00 MEMBERSHIP TO ISFSI							
Invoice 11574 12/10/20212021 1648 347 US LINEN & UNIFORM 327.84 MATS SERVICE 522 50 48 00 Repair & Maint. - Facilities 001 000 522 General Fund 327.84 14758 179.95 4485594555563475 20139 125.00 4485594555563475							
Invoice 11576 12/10/20212021 1649 465 VERIZON WIRELESS 876.89 CELL SERVICES 522 12 42 10 Cellular Phone Service 001 000 522 General Fund 876.89 2838332 45.74 MATS SERVICE 2846001 45.74 MATS SERVICE 2834465 36.76 MATS SERVICE 2842130 36.76 MATS SERVICE 2838336 81.42 MATS SERVICE 2846005 81.42 MATS SERVICE							
Invoice 11575 12/10/20212021 1650 817 VOYAGER 3,000.00 FUEL 522 60 32 00 Fuels 001 000 522 General Fund 3,000.00 9892962163 876.89 CELL SERVICES							

ACCOUNTS PAYABLE

BENTON COUNTY FIRE PROTECTION DISTRICT #4

Time: 16:25:05 Date: 12/01/2021

12/10/2021 To: 12/10/2021

Page: 5

Accts Pay #	Paid On	Year	Trans	Vendor ID	Vendor	Amount	Memo
Invoice							
	8693879692145					3,000.00	FUEL
11581	12/10/2021	2021	1651	907	ZIPLY FIBER	354.60	DEDICATED PHONE LINES
	522 12 42 00	Phone Service		001 000 522	General Fund	354.60	

Invoice		
12062021	236.38	PHONE LINES
12072021	118.22	PHONE LINES
Fund	Total:	22,235.97
001 General Fund		20,275.12
110 EMS Fund		1,809.90
401 Construction Fund		150.95

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



BENTON COUNTY FIRE PROTECTION DISTRICT # 4

Policy #120

Fire Department Funerals

Page 1 of 4

1. Purpose

- 1.1. The purpose of this policy is to establish the responsibilities and activities following the loss of life of a past or present member or the participation in a funeral.

2. Scope

- 2.1. This policy applies to BCFD4 personnel and equipment when dealing with loss of life or funeral service activities.

3. Responsibilities

- 3.1. The fire chief or designee is responsible for:
 - 3.1.1. Overseeing arrangements regarding District participation in any funeral.
 - 3.1.2. Notifying the next-of-kin in the event of a line-of-duty death.
 - 3.1.3. Authorizing District participation in funerals and services, as necessary, outside the limits of this policy.
- 3.2. The shift officer is responsible to coordinating with fire chief for on-scene matters in the event of a line-of-duty death.

4. Revision Summary

Revision Date	Description
TBD	Replaces Rule #06-12, deleted notification checklists as they are covered in RCWs and L&I standards, and updated to new template.

5. Definitions

- 5.1. Honor Watch – An active-duty firefighter who remains with a fallen firefighter from the time of death until funeral services, usually for combat deaths.

6. Death Guidelines

- 6.1. Line-of-Duty Death
 - 6.1.1. The shift officer notifies the fire chief and the chaplain.
 - 6.1.2. The shift officer coordinates with the fire chief to ensure on-scene matters are handled.
 - 6.1.3. The fire chief or designee, accompanied by the chaplain and a Union representative, inform the next of kin of the incident, and assist the family in any way possible, if requested.
 - 6.1.3.1. **Telephone notification is to be avoided if possible!!**
 - 6.1.4. After the family is notified, the fire chief or designee ensures all District personnel are notified as soon as possible.

Policy #120 Fire Department Funerals

Page 2 of 4

6.1.5. The fire chief or designee coordinates the District's involvement, if requested, for funeral arrangements and serves as the liaison between the family and the District.

6.1.6. The recommended funeral is option "A".

6.2. Off-Duty Death or Fatal Illness of an Active Member

6.2.1. The shift officer notifies the fire chief and the chaplain of the death.

6.2.2. The fire chief or designee ensures all District personnel are notified as soon as possible.

6.2.3. The fire chief or designee serves as the liaison between the family and the District, and coordinates District involvement in funeral arrangement and services with the family, if requested.

6.2.4. The recommended funeral option is option "B".

6.3. Death of Active Firefighter's Immediate Family

6.3.1. At the family's request, the fire chief appoints an officer to act as the liaison between the family and the District.

6.3.2. The recommended funeral is option "C".

6.4. Death of a Retired Firefighter

6.4.1. At the family's request, the fire chief appoints an officer to act as the liaison between the family and the District.

6.4.2. The recommended funeral option is option "B".

6.5. Death of City Official, Dignitary, or Person with Special District Affiliation

6.5.1. The fire chief approves official District involvement in the funeral.

6.5.2. The recommended funeral is option "C".

6.6. Death of Private Citizen

6.6.1. The recommended funeral is option "D".

7. Funeral and Service Option Participation Guidelines

NOTE: In all cases, District participation is at the families' request! The wishes of the family will govern all District activities or involvement!

7.1. Option A – Formal Funeral

- Assignment of honor watch, most likely for combat type deaths only
- District placed out of service for event
- District apparatus provided as hearse
- Firefighters provided as honorary pallbearers
- Firefighters to be active pallbearers
- Flag provided for casket
- Taps played during ceremony

Policy #120

Fire Department Funerals

Page 3 of 4

- All active members attend in “dress’ uniform
- 7.2. Option B – Semi-formal
- District apparatus to lead procession
 - District may be placed out of service
 - Members may be active pallbearers upon request of family
 - All active members attend in “dress’ uniform
- 7.3. Option C – Informal Funeral
- District apparatus to attend (based on availability)
 - Active members (on or off-duty) attend in “dress” uniform
- 7.4. Option D – Private Funeral
- No District involvement
 - District may recognize the deceased by sending written condolences, flowers, or memorial contribution, if specified. This function and funding are typically the responsibility of the Firefighter’s Association.
- 7.5. Option E – Memorial Services
- 7.5.1. Follow Option C – Informal Funeral, unless approved by the fire chief.

8. Participation Guides

8.1. Funerals

- 8.1.1. Officer-in-charge arrives at funeral location 30 minutes prior to funeral service to coordinate with funeral director of location and staging area.
- 8.1.2. Ensure all badges are covered with ½” black shroud, horizontally.
- 8.1.3. Officer-in-charge briefs members in staging area.
- 8.1.4. Inform members of designated seating area and appropriate seating signal
- 8.1.5. March two abreast from staging area to funeral facility
- 8.1.6. Enter funeral home/church single-file to designated seating area and remain standing until hand signal to be seated is given.
- 8.1.7. At conclusion of service, stand on signal and follow funeral director’s instructions.
- 8.1.8. When the casket is removed from funeral home/church, assemble outside facility, as instructed (if appropriate).
- 8.1.9. If flag is present, come to attention at the order of the officer-in-charge until the order of “at ease” is given.
- 8.1.10. Remain in formation until all attendants have left the facility, then move to procession areas (if appropriate).
- 8.1.11. Assemble at grave site. If flag is present, come to attention at the order of the officer-in-charge until the order of “at ease” is given.

8.2. Active Pallbearer

Policy #120
Fire Department Funerals

- 8.2.1. At the request of the family, the officer-in-charge contacts the members chosen to be pallbearers and coordinate activities.
- 8.2.2. The pallbearer detail consists of six members plus the officer-in-charge.
- 8.2.3. The officer-in-charge contacts the funeral home director for detailed instructions and coordinates these with the pallbearers.
- 8.2.4. The uniform consists of the "dress" uniform plus white gloves.
- 8.2.5. The pallbearers will not salute while acting in this capacity.
- 8.2.6. Place the flag, if present, over the casket with the blue field at the head over the deceased left shoulder.
- 8.2.7. During the service, the pallbearers are seated in the designated side.
- 8.2.8. At the ceremony, after placing the casket over the grave site and upon command of the officer-in-charge, the pallbearers raise the flag waist-high over the casket and hold it until the conclusion of the committal service. At the conclusion of the committal service, taps are played, if requested.
- 8.2.9. The pallbearers fold the flag in a military manner on order of the officer-in-charge.
- 8.2.10. The officer-in charge presents the flag to the next-of kin.
- 8.2.11. The pallbearers take their proper grave side seats on order of the officer-in-charge.

9. Funeral Equipment

- 9.1.1. On hand in supply room:
 - 9.1.1.1. Fifty pair of assorted white gloves
 - 9.1.1.2. 100 black elastic badge shrouds (1/2")
- 9.1.2. Flag for casket provided by funeral home (reimbursed by the Firefighters Association if member of a non-veteran)

Adopted by BCFD4 Commissioners

Signed by Fire Chief:

Printed _____

Signed _____

Effective Date: _____

Supersedes Date: Rule #06-12 10/10/06



BENTON COUNTY FIRE PROTECTION DISTRICT # 4

Policy #123

Personal Tools and Equipment

Page 1 of 2

1. Purpose

1.1. The purpose of this policy is to establish the rules regarding the use of personal tools and equipment while performing work on District projects.

2. Scope

2.1. This policy applies to District personnel using non-District owned tools or equipment while performing work on District projects only.

2.1.1. This policy does not apply for work on personal projects or unauthorized work on performed on District property.

3. Responsibilities

3.1. The fire chief or designee is responsible for authorizing the use of personal tools and equipment.

4. Revision Summary

Revision Date	Description
TBD	Previously Rule #06-16, updated to new format and template.

5. Definitions

5.1. None

6. Conditions

6.1. Because of the potential liability to the District, the use of personal tools and equipment should be kept to a minimum.

6.2. Recognizing the special nature of some projects and the savings realized by not having to purchase limited use tools or equipment, the District is willing to assume liability for the damage or loss of personal items.

7. Guidelines

7.1. When necessary, due to the nature of the project, specialized tools are required, the following shall apply:

7.1.1. The project and all personally owned tools or equipment to be used must be pre-authorized by the fire chief or designee.

7.1.2. The tools and equipment must not be readily available through other District resources.

7.1.3. Every reasonable precaution must be taken to ensure the security of the equipment.

7.1.3.1. This may include taking the equipment home after each use or locking up in a secure place.

Policy #123
Personal Tools and Equipment

7.1.4. Proper safety procedures must be used with any personal equipment, to include the following as applicable:

- 7.1.4.1. Electrical devices must be grounded
- 7.1.4.2. Safety guards or shields must be in place
- 7.1.4.3. Noise protection must be worn
- 7.1.4.4. Eye protection must be worn

7.1.5. Persons using the equipment must be familiar with it.

7.1.6. If the equipment becomes damaged or lost, a request must be made in writing for reimbursement or replacement, respectively to the fire chief.

- 7.1.6.1. The request shall include details regarding the damage or loss including estimated cost of repairs or replacement.

7.1.7. The liability of the District for personal tools and equipment shall be the replacement of the item with similar or like equipment, or the actual cost of repairs due to damage, whichever is less.

7.1.8. There shall be **no liability** on the part of the District for normal use and wear.

7.1.9. Consumables, such as saw and knife blades, welding wire or rods, etc., will be replaced on an as-used basis.

Adopted by BCFD4 Commissioners

Signed by Fire Chief:

Printed _____

Signed _____

Effective Date: _____

Supersedes Date: Rule #06-16 10/10/06



**BENTON COUNTY FIRE PROTECTION
DISTRICT # 4**

Policy #114

Employee Relations

Page 1 of 2

1. Purpose

1.1. The purpose of the policy is to create and establish a positive and individual and collective relationship between the District and its personnel.

2. Scope

2.1. This policy is applicable to all District personnel.

3. Responsibilities

3.1. The District is responsible for being proactive and continuing to improve its relationship with both internal and external customers.

3.2. The fire chief is responsible for maintaining a positive culture in the workplace.

4. Revision Summary

Revision Date	Description
TBD	Previously Policy 06-02, added responsibilities of the District and the fire chief, and updated to current template.

5. Conditions

5.1. Personnel responsible for selecting new members (career or volunteer), shall select people based on skill, training, ability, attitude and character without discrimination regarding age, sex, color, race, national origin, marital status, sexual orientation, political belief or disability that does not prohibit performance of essential job functions.

5.2. Review wages, employee benefits and working conditions constantly with the objective of providing maximum benefits in these areas, consistent with sound business practices.

5.3. Provide paid sick leave to all eligible employees.

5.4. Provide eligible employees with medical, dental and retirement benefits.

5.5. Develop competent people who understand and meet District objectives, and who accept with open minds the ideas, suggestions and constructive criticisms of fellow employees.

5.6. Ensure employees an opportunity to discuss any problem with their supervisor.

5.7. Make prompt and fair adjustment of any complaints that may arise, to the extent that is practical.

5.8. Respect individual rights and treat all employees with courtesy and consideration.

5.9. Maintain mutual respect in the working relationship between BCFD4 and its personnel.

5.10. Provide a working environment that is attractive, comfortable, orderly and safe.

5.11. Keep all employees informed of the progress of BCFD4, as well as the District's overall aims and objectives.

**Policy #114
Employee Relations**

5.12. Do all these things in a spirit of friendliness and cooperation so that BCFD4 will continue to be known as "a great place to work!"

Adopted by BCFD4 Commissioners

Signed by Fire Chief:

Printed _____

Signed _____

Effective Date: _____

Supersedes Date: _____



BENTON COUNTY FIRE PROTECTION DISTRICT # 4

Policy #119

Photographs and Electronic Images

Page 1 of 2

1. Purpose

1.1. The purpose of this policy is to manage the photographs and other electronic images taken by Benton County Fire District #4 (BCFD4) personnel.

2. Scope

2.1. This policy applies to all BCFD4 personnel.

3. Responsibilities

3.1. The shift officer is responsible to ensure photographs and other electronic images are included with applicable incident reporting software, as necessary.

4. Revision Summary

Revision Date	Description
TBD	Formerly 11-08, renumbered and upgraded to current template.

5. Conditions

5.1. At no time shall photos or images of incidents be used for personal gain or for any purpose other than those outlined in this document.

5.2. Under no circumstance will personnel be allowed to use a personal camera, video recorder, or the camera/video function of a personal cellular phone, or any other digital imaging device while at any incident.

5.3. On-scene photography/video shall be for clinical, documentation, or training purposes only, and conducted at the direction of BCFD4 personnel in charge of the scene, using district approved equipment.

5.4. Photographs containing individually identifiable patient information are covered by HIPAA privacy laws and must be protected in the same manner as patient care reports and documentation.

5.5. On-scene images taken and/or any other images taken by an employee in the course and scope of their employment are the sole property of BCFD4. This includes any images taken inadvertently by a member's personally owned camera, cell phone camera, or any other digital imaging device.

5.6. No images taken by a member in the course and scope of their service to the District may be used, printed, copied, scanned, e-mailed, posted, shared, reproduced, or distributed in any manner. This includes, but is not limited to, the posting of any District photographs on personal websites such as, but not restricted to; Facebook, YouTube, other public safety websites, or e-mailing to friends, relatives, or colleagues.

5.7. The use of unauthorized helmet cameras is prohibited.

5.8. Violation of this policy or failure to permit inspection of any device covered in this policy may result in disciplinary action up to and including termination.

Policy #119
Photographs and Electronic Images

6. Guidelines

- 6.1. Have a secure database with controlled access for photographs and electronic images.
- 6.2. Download and catalog BCFD4 digital images as soon as possible after an event to the secure database
- 6.3. Erase memory cards when images are secure.

7. Goals

- 7.1. The goal of this policy is guaranteeing professionalism and the privacy rights of department personnel, patients, fire victims, and the public that BCFD4 serves.

Adopted by BCFD4 Commissioners

Signed by Fire Chief:

Printed _____

Signed _____

Effective Date: _____

Supersedes Date: _____



**BENTON COUNTY FIRE PROTECTION
DISTRICT # 4**

Policy #122

Firearms

Page 1 of 1

1. Purpose

1.1. The purpose of this policy is to ensure the safety of District personnel, visitors, and District property.

2. Scope

2.1. This policy applies to all District personnel, visitors, and guests.

3. Responsibilities

3.1. The station officer is responsible for ensuring the conditions set forth in this policy are followed.

4. Revision Summary

Revision Date	Description
TBD	Formerly 06-15, reformatted to current template, added responsibility.

5. Conditions

5.1. Loaded firearms are prohibited on Benton County Fire District #4 (BCFD4) property by anyone **EXCEPT** on-duty law enforcement.

5.2. BCFD4 personnel may, with shift officer approval, have firearms on BCFD4 property provided the following rules are applied:

5.2.1. The firearm is always unloaded.

5.2.2. The firearm is locked in a personal locker when not in direct possession of the individual (e.g., for cleaning, exhibiting, etc.).

5.2.3. The firearm is always treated as if it were loaded in accordance with recognized safety practices.

5.2.4. Ammunition for the firearm is not present in the facility at the same time as the firearm.

Adopted by BCFD4 Commissioners

Signed by Fire Chief:

Printed _____

Signed _____

Effective Date: _____

Supersedes Date: _____



**BENTON COUNTY FIRE PROTECTION
DISTRICT # 4**

Policy #204

National Incident Management System (NIMS)

Page 1 of 1

1. Purpose

1.1. The purpose of this policy is meet the national standard to have coordinated, seamless management of emergency incidents wherever District personnel are involved.

2. Scope

2.1. This policy applies to District personnel during emergency and non-emergency events.

3. Responsibilities

3.1. None

4. Revision Summary

Revision Date	Description
TBD	Replaces Policy #06-09, reformats to the current template.

5. Definitions

5.1. NIMS – National Incident Management System

6. Regulations

6.1. Benton County Fire District #4 Commissioners Resolution 2005-04, Adoption of NIMS, Dated 9/4/2004

7. Conditions

7.1. All policies and guides adopted by the District will utilize NIMS, where applicable.

7.2. All personnel that have a responsibility to plan for and respond to emergencies or disasters shall be trained, drilled, and exercised in the principles, application, and implementation of NIMS and plans.

7.3. BCFD4 shall comply with the standards or guidelines developed by the Secretary of the Homeland Security for determining whether state or local entity has adopted the NIMS.

Adopted by BCFD4 Commissioners

Signed by Fire Chief:

Printed _____

Signed _____

Effective Date: _____

Supersedes Date: _____



**BENTON COUNTY FIRE PROTECTION
DISTRICT # 4**

Policy #215

Lone Shift Officer Requirements

Page 1 of 4

1. Purpose

1.1. The purpose of this policy is to establish the requirements to allow a probationary officer to be the only officer working in the District.

2. Scope

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

3. Responsibilities

3.1. The probationary officer is tasked with showing proficiency with many of the systems and day-to-day procedures.

3.2. Shift officers ensure that the probationary officer is not the only promoted officer on shift until approved by the fire chief.

3.3. The fire chief or designee is responsible for approving probationary officers to be the lone shift officer.

4. Revision Summary

Revision Date	Description
12/2/2021	Initial issue

5. Definitions

5.1. Probationary officer – A promoted officer on probation.

5.2. Collective Bargaining Agreement – The current International Association of Firefighters Local 1052 Union contract between BCFD4 employees and the District.

5.3. Standard Operating Guidelines – A District approved guideline on how to perform a certain task.

6. Procedures

6.1. Probationary officer successfully demonstrates tasks on Attachment 1 to a captain or higher-ranking officer.

6.2. Approving captain or higher-ranking officer initials and dates the successfully completed task.

6.3. After Attachment 1 has been completed, the probationary officer meets with the fire chief for final approval.

7. Conditions

7.1. The probationary officer shall demonstrate proficiency in specific aspects regarding the following:

7.1.1. Time reporting system(s).

7.1.2. Records management system(s).

Policy #215
Lone Shift Officer Requirements

7.1.3. Training management system(s).

7.1.4. Dispatch notification system(s).

7.2. The probationary officer shall demonstrate an understanding of the following:

7.2.1. CBA.

7.2.2. Policies.

7.2.3. SOG's.

7.3. Upon completion of the required tasks and approval of the fire chief, the probationary officer is eligible to be the only promoted officer on shift.

7.4. The probationary officer will have one (1) month to complete Attachment 1 before first evaluation, at any time the fire chief or designee may waive any or all portions of this process.

7.5. If terms of this policy are not met in all facets, the timeline can be extended a month at a time.

8. Program Goals

8.1. BCFD4 strives to train and equip their probationary officers to be successful in their newly promoted position..

9. Attachments

9.1. Attachment 1 – Requirement List.

Adopted by Commissioners.

Signed by Fire Chief:

Printed _____

Signed _____

Effective Date: 12/2/2021

Supersedes Date: N/A

Policy #215
Lone Shift Officer Requirements

Policy 215 – Attachment 1

Initial and Date

Time Management System

- Print out and review a timecard. _____
- Start an emergent callback. _____
- Schedule a callback seventy-two (72) hours in advance. _____
- Approve and enter a time-off (vacation and sick leave) request. _____
- Explain the process of the “Last Modified By” for an entry. _____

Records Management System

- Reviewing reports
 - Be final review for an EMS report. _____
 - Be final review for a fire report. _____
 - Send a message about a report to another user. _____
- Look up BCFD4 member demographics. _____
- Log into the tablet and set up the shift. _____
- Upload computer-aided dispatching (CAD) data and vital signs. _____
- Transfer the call to different ambulance. _____
- Explain the continuous quality improvement (CQI) process. _____

Training Management System

- Record a class that you attended. _____
- Record a class that multiple people completed. _____
- Find the “accidental hypothermia” file. _____
- Submit a course request. _____
- Find a policy and an SOG. _____

Policy #215
Lone Shift Officer Requirements

Dispatch Notification Systems

- Send a message.
- Look up a previous call.
- Show how to find a pre-fire plan.

I/NetViewer:

- Look up a previous call.
- Check the current status of a vehicle.

Mobile Data Terminal (MDT):

- Log in.
- Respond to a call utilizing the touch screen/interface.
- Lookup mileage from an EMS call.

CBA

- Provide a brief explanation of each article in the CBA.

Fire Chief Approval

Date