



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

August 4, 2022

2604 Bombing Range Rd West Richland WA 99353

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### 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.)

- Public Comments
- Approval of the Agenda dated 08/04/2022
- Approval of Regular Meeting Minutes dated 07/21/2022
- Approval and pay:
- Expenditures:

522 Fire Control	31,271.03
<u>001 General Fund</u>	<u>31,271.03</u>

522 Fire Control	85.44
<u>110 EMS Fund</u>	<u>85.44</u>

594 Capital Expenditures	11,992.69
<u>401 Construction Fund</u>	<u>11,992.69</u>

**Total \$ 43,349.16**

**RESOLUTIONS/MOTIONS** Public comments are limited to three (3) minute per speaker per topic. The board allows public comments orally or via written testimony prior to the meeting.

- Policy 106 Overtime

### DISTRICT REPORTS

- Union Report
- Volunteer Report
- Logistics Report
- City Liaison Report
- Commissioner's Report
- Fire Chief's Report
- District Secretary's Report
  - 2022 Tri-County Commissioners Scholarship applications. Need to review them by 08/12/2022. Selections will be discussed at 08/13/2022 meeting.

### OPEN FORUM DISCUSSION

**IMPORTANT DATES**

- August 13 – Tri-County Fire Commissioners Meeting at BCFD2 station 210 at 0900 hrs.
- September 16 – SE WA Commissioner meeting, Dayton

**CORRESPONDENCE**

- Government Capital Group

**AMBULANCE SERVICE PROGRAM UPDATES**

**UNFINISHED BUSINESS**

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

**NEW BUSINESS**

**AGENDA ITEMS FOR NEXT MEETING**

**EXECUTIVE SESSION**

**ADJOURNMENT:**

Attested:

 8/4/22  
SLITA BRADLEY, DISTRICT SECRETARY

 8/4/2022  
MICHAEL VAN BEEK, COMMISSIONER

 08/04/2022  
GARRETT GOODWIN, COMMISSIONER

 8/4/2022  
FRED BRINK, COMMISSIONER



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

July 21, 2022

2604 Bombing Range Rd West Richland WA 99353

## CALL MEETING TO ORDER

Commissioner Goodwin called the meeting to order at 1803 hrs.

## ADDITION TO THE AGENDA

- No additions.

## THOSE PRESENT:

Commissioner Garrett Goodwin  
 Commissioner Michael Van Beek  
 Commissioner Fred Brink  
 Fire Chief Paul Carlyle  
 District Secretary Slita Bradley  
 City Liaison David Fetto

Captain Bonnie Rogers  
 Captain Matthew Borschowa  
 Captain Tom Harper  
 Logistics Jonathan Lucas  
 Citizens

## 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.)

- Public Comments
- Approval of the Agenda dated 07/21/2022
- Approval of Regular Meeting Minutes dated 07/07/2022
- Approval and pay:
- Expenditures:

522 Fire Control	75,498.81
589 Payroll Clearing	7,041.88
<u>001 General Fund</u>	<u>82,540.69</u>

522 Fire Control	1,908.12
<u>110 EMS Fund</u>	<u>1,908.12</u>

594 Capital Expenditures	2,910.11
<u>401 Construction Fund</u>	<u>2,910.11</u>

- EFT

522 Fire Control	136,747.22
<u>001 General Fund</u>	<u>136,747.22</u>

- Key Bank and DRS

522 Fire Control	15,703.28
589 Payroll Clearing	57,481.87
<u>001 General Fund</u>	<u>73,185.15</u>

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

**EMS LEVY LID LIFT Q&A**

- Chief Carlyle went over the community updates presentation.

**RESOLUTIONS/MOTIONS** Public comments are limited to three (3) minute per speaker per topic. The board allows public comments orally or via written testimony prior to the meeting.

- Approval of Commissioner Brink's Compensation of \$865.74

Commissioner Van Beek made a motion to approve Commissioner Brink's compensation of \$865.74, seconded by Commissioner Goodwin and the motion carried.

**DISTRICT REPORTS**

- Union Report
  - Captain Borschowa reported that meeting with the chief went well.
  - The union is eager to start negotiation process.
- Volunteer Report
  - No report
- Logistics Report
  - West Richland Family Dental donated a pallet of water.
- City Liaison Report
  - City Liaison Fetto reported that there were complaints about debris from the fireworks. The council will have a workshop on fireworks issues.
  - Chief asked about the opening of the racetrack and public comments/questions. Fetto reported that they would have a city event there to answer citizens' questions.
- Commissioner's Report
  - No report
- Fire Chief's Report
  - He attended the area chief's meeting. Discussed more funding for VHF system. Higher dispatch services fees next year.
  - He attended the Department of Natural Resources Tabletop meeting.
  - He attended the Hogs and Dogs After Action Review.
  - He attended the Labor management
  - He participated in the search and rescue for a missing person. The drone was launched.
- District Secretary's Report
  - No report.

**OPEN FORUM DISCUSSION**

- No discussions

**IMPORTANT DATES**

- July 23 – BCFD4 Open House 8031 Keene Rd 12-2 pm
- August 2- National Night Out, Flat Top Park
- September 16 – SE WA Commissioner meeting, Dayton

**CORRESPONDENCE**

- No correspondence

### **AMBULANCE SERVICE PROGRAM UPDATES**

- Captain Borschowa reported that he has been meeting with Kadlec on strokes data. After receiving the data, we will be able to provide better care.
- NEMSIS is having updates. There will be several new buttons relating to COVID on the patient care report
- OTEP technical advisory meeting. Dr Hodges will be attending several meeting in the region.
- Working with Martin on the GCACH. He should be able to give us more details in what information they are looking for. The main focus will be “slip trip, and fall” patients. There is a lot of preventable actions to do.

### **UNFINISHED BUSINESS**

- Fire Department Community Assistance, Referrals and Education Services (FDCARES) program
  - Captain Borschowa reported that help was given to several referrals.
- Station Design Team
  - Lawn was being watered manually.
  - Sign at station 420 is completed.
  - Station 410 land: they are still short staffed. Chief reached out to the Commissioner of Public Land Franz to inform her about the issue. DNR staff stated that some land deals has taken 10 years to complete.
- Volunteer Recruitment
  - Structure academy starts in September.
  - Several more volunteer applications are being submitted.
- COVID19
  - No members out on COVID quarantine.
  - Hanford site requires mask mandate.
  - There is a monkey pox case in Eastern Washington.
- EMS Levy
  - Open house and Q&A
  - Ballots were dropped.
  - Ed Keeney reached out and asked clarifying questions because the public starts contacting him for more information.

### **NEW BUSINESS**

- No new business.

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

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

### **EXECUTIVE SESSION**


- No sessions.

### **ADJOURNMENT:**

The meeting was adjourned at 1832 hrs.

Attested:

  
8/4/22  
SLITA BRADLEY, DISTRICT SECRETARY

  
8/4/2022  
MICHAEL VAN BEEK, COMMISSIONER

  
08/04/2022  
GARRETT GOODWIN, COMMISSIONER

  
8/4/22  
FRED BRINK, COMMISSIONER

## WARRANT/CHECK REGISTER

BENTON COUNTY FIRE PROTECTION DISTRICT #4

Time: 14:30:34 Date: 08/03/2022

08/12/2022 To: 08/31/2022

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Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
1012	08/12/2022	Claims	1	187270	ADT COMMERCIAL	948.09	FIRE SYSTEM INSPECTION AND MONITORING
1013	08/12/2022	Claims	1	187271	AT&T MOBILITY	87.93	FIRSTNET
1014	08/12/2022	Claims	1	187272	CASCADE NATURAL GAS	68.09	NATURAL GAS STA430
1015	08/12/2022	Claims	1	187273	CHARTER COMMUNICATIONS	201.91	STA410 INTERNET
1016	08/12/2022	Claims	1	187274	CHARTER COMMUNICATIONS	42.26	STA420 TV
1017	08/12/2022	Claims	1	187275	CLUB 24 - EXPRESS FITNESS	2,736.72	2022 FITNESS MEMBERSHIPS (20)
1018	08/12/2022	Claims	1	187276	CORWIN FORD	2,718.04	APP43 & 21 SERVICE/REPAIR
1019	08/12/2022	Claims	1	187277	FIRE 4 CHECKING ACCOUNT	2,088.30	MILEAGE - BRINK; MARKETING MAIL
1020	08/12/2022	Claims	1	187278	FIRE 4 PETTY CASH	131.09	OPEN HOUSE/X-RAY
1021	08/12/2022	Claims	1	187279	HOLBEN COUNSELING & CONSULTING., LLC	680.00	EAP
1022	08/12/2022	Claims	1	187280	LIZ LOOMIS EASL, INC		wrong amount
1023	08/12/2022	Claims	1	187281	MCGAVICK GRAVES ATTORNEY AT LAW	383.50	CBA NEGOTIATIONS
1024	08/12/2022	Claims	1	187282	MINUTEMAN PRESS	6,622.73	2022 SUMMER NEWSLETTER/FAQ POSTCARD
1025	08/12/2022	Claims	1	187283	ON SCENE MEDICAL	1,267.00	PHYSICAL; MASK FIT (11)
1026	08/12/2022	Claims	1	187284	PALADIN BACKGROUND	23.00	BACKGROUND
1027	08/12/2022	Claims	1	187285	SEW FABULOUS	48.97	PANTS HEMMED (3)
1028	08/12/2022	Claims	1	187286	TALOS TACTICAL, LLC	390.96	SWEATSHIRTS (6)
1029	08/12/2022	Claims	1	187287	US LINEN & UNIFORM	348.30	MAT SERVICE
1030	08/12/2022	Claims	1	187288	VERIZON WIRELESS	948.80	CELL SERVICE
1031	08/12/2022	Claims	1	187289	VOYAGER	6,035.34	FUEL
1032	08/12/2022	Claims	1	187290	LIZ LOOMIS EASL, INC	5,500.00	COMMUNICATION
1011	08/12/2022	Claims	110	157	FIRE 4 CHECKING ACCOUNT	85.44	AMBULANCE OVERPAY
1009	08/12/2022	Claims	401	5694	BENZ AIR	1,432.69	ANCHOR PLATES (6)
1010	08/12/2022	Claims	401	5695	DESIGN WEST ARCHITECTS	10,560.00	ARCHITECTURAL & ENGINEERING SERVICE - 40%
522 Fire Control						31,271.03	
001 General Fund						31,271.03	
522 Fire Control						85.44	
110 EMS Fund						85.44	
594 Capital Expenditures						11,992.69	
401 Construction Fund						11,992.69	
						43,349.16	Claims: 43,349.16

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 Cheyl Booth Secretary \_\_\_\_\_  
 Commissioners [Signatures]  
 Approval Date 8/4/2022

## 2022 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION DISTRICT

Time: 14:32:46 Date: 08/03/2022

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001 General Fund		01/01/2022 To: 12/31/2022			
Revenues	Amt Budgeted	Revenues	Remaining		
<b>308 Beginning Balances</b>					
308 91 00 00	Beginning Balance	1,932,909.56	1,924,152.65	8,756.91	99.5%
<b>308 Beginning Balances</b>		<b>1,932,909.56</b>	<b>1,924,152.65</b>	<b>8,756.91</b>	<b>99.5%</b>
<b>310 Taxes</b>					
311 10 00 01	Property Tax	3,675,180.00	2,039,389.24	1,635,790.76	55.5%
337 20 00 01	Leasehold Tax	30,000.00	27,451.29	2,548.71	91.5%
<b>310 Taxes</b>		<b>3,705,180.00</b>	<b>2,066,840.53</b>	<b>1,638,339.47</b>	<b>55.8%</b>
<b>330 Intergovernmental Revenues</b>					
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	1,125.00	75.00	93.8%
334 04 90 05	FIIRE Grant- Dept of L&I	0.00	7,635.94	(7,635.94)	0.0%
334 06 90 04	BVFF Physical Reimb.	1,000.00	0.00	1,000.00	0.0%
335 00 91 01	Energy NW Generation T	32,000.00	0.00	32,000.00	0.0%
337 97 04 40	AFG COST SHARE	0.00	0.00	0.00	0.0%
<b>330 Intergovernmental Revenues</b>		<b>35,200.00</b>	<b>8,760.94</b>	<b>26,439.06</b>	<b>24.9%</b>
<b>340 Charges For Services</b>					
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	10,507.11	28,492.89	26.9%
342 21 00 02	Fire Services, Federal	0.00	0.00	0.00	0.0%
342 21 00 03	Fire Services, Schools	2,300.00	0.00	2,300.00	0.0%
342 21 00 04	Private Fire Service-Other	0.00	0.00	0.00	0.0%
342 21 00 09	Fire Services, W Rhld	0.00	0.00	0.00	0.0%
<b>340 Charges For Services</b>		<b>41,300.00</b>	<b>10,507.11</b>	<b>30,792.89</b>	<b>25.4%</b>
<b>350 Fines &amp; Forfeitures</b>					
359 90 00 01	Fines And Penalties	0.00	0.00	0.00	0.0%
<b>350 Fines &amp; Forfeitures</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>360 Investment Interest</b>					
361 11 00 01	Investment Interest	10,000.00	10,044.03	(44.03)	100.4%
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	45,772.75	(43,772.75)	2288.6%
<b>360 Investment Interest</b>		<b>12,000.00</b>	<b>55,816.78</b>	<b>(43,816.78)</b>	<b>465.1%</b>
<b>380 Non Revenues</b>					



## 2022 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION DISTRICT

Time: 14:32:46 Date: 08/03/2022

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001 General Fund

01/01/2022 To: 12/31/2022

Revenues	Amt Budgeted	Revenues	Remaining	
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**380 Non Revenues**

389 00 00 01 Suspense- To Be Reclassified	0.00	0.00	0.00	0.0%
389 50 68 04 Refund/Reimbursement	0.00	0.00	0.00	0.0%
<b>380 Non Revenues</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>

**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%
398 10 00 01 INSURANCE REIMB/CLAIM	0.00	34,216.60	(34,216.60)	0.0%
<b>390 Other Revenues</b>	<b>0.00</b>	<b>34,216.60</b>	<b>(34,216.60)</b>	<b>0.0%</b>

**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	1,387,080.00	0.00	1,387,080.00	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%
<b>397 Interfund Transfers</b>	<b>1,387,080.00</b>	<b>0.00</b>	<b>1,387,080.00</b>	<b>0.0%</b>

**Fund Revenues:**

	<b>7,113,669.56</b>	<b>4,100,294.61</b>	<b>3,013,374.95</b>	<b>57.6%</b>
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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	0.00	0.00	0.00	0.0%
<b>000</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
522 11 10 10 Salary - Comm 1 (Van Beek)	6,500.00	3,072.00	3,428.00	47.3%
522 11 10 20 Salary-Comm 2 (Goodwin)	6,500.00	2,816.00	3,684.00	43.3%
522 11 10 30 Salary-Comm 3 (Brink)	6,500.00	3,840.00	2,660.00	59.1%
522 11 20 10 Benefits - Comm 1 (Van Beek)	630.00	238.88	391.12	37.9%
522 11 20 20 Benefits - Comm 2 (Goodwin)	630.00	215.42	414.58	34.2%
522 11 20 30 Benefits - Comm 3 (Brink)	630.00	310.48	319.52	49.3%
522 11 31 00 Expendable Supplies- Legislative	0.00	0.00	0.00	0.0%
522 11 43 00 Travel-Mileage & Airfare	1,100.00	86.58	1,013.42	7.9%
522 11 43 30 Travel - Per Diem & Lodging	2,500.00	4,103.44	(1,603.44)	164.1%
522 11 43 31 Registration Fees	2,000.00	950.00	1,050.00	47.5%
<b>011 Legislative</b>	<b>26,990.00</b>	<b>15,632.80</b>	<b>11,357.20</b>	<b>57.9%</b>
522 12 10 10 Salary - Administration	316,470.00	164,517.73	151,952.27	52.0%
522 12 10 60 Overtime - Administrative	10,000.00	2,547.55	7,452.45	25.5%
522 12 10 70 Temporary Employees	0.00	0.00	0.00	0.0%
522 12 20 04 HRA Benefits	6,000.00	3,500.00	2,500.00	58.3%
522 12 20 10 Benefits - Administrative	68,900.00	32,818.24	36,081.76	47.6%
522 12 20 60 Benefits - OT Administration	2,000.00	774.58	1,225.42	38.7%
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	4,920.00	1,080.00	82.0%
522 12 29 20 Volunteer Recognition	4,000.00	38.92	3,961.08	1.0%

## 2022 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION DISTRICT

Time: 14:32:46 Date: 08/03/2022

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001 General Fund

01/01/2022 To: 12/31/2022

Expenditures	Amt Budgeted	Expenditures	Remaining	
<b>522 Fire Control</b>				
522 12 29 30	Volunteer Association	3,500.00	3,483.00	17.00 99.5%
522 12 31 00	Expendable Office Supplies	3,750.00	449.51	3,300.49 12.0%
522 12 31 10	Computer Software	3,000.00	1,454.95	1,545.05 48.5%
522 12 35 00	Office Tools & Equipment	4,000.00	378.44	3,621.56 9.5%
522 12 35 10	Office Computer Equipment	23,000.00	9,682.84	13,317.16 42.1%
522 12 41 00	Contract Services	96,000.00	54,985.04	41,014.96 57.3%
522 12 41 01	Portable Office Trailer 420	0.00	0.00	0.00 0.0%
522 12 41 02	Contract For Union Negotiation	25,000.00	0.00	25,000.00 0.0%
522 12 41 10	Financial Services Contract(SPRINGBROOK)	20,000.00	22,887.22	(2,887.22) 114.4%
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	5,832.29	6,167.71 48.6%
522 12 42 10	Cellular Phone Service	14,000.00	7,001.17	6,998.83 50.0%
522 12 42 40	Postage	1,500.00	193.30	1,306.70 12.9%
522 12 44 00	Advertising/Notices/Recruiting	1,500.00	1,776.88	(276.88) 118.5%
522 12 45 00	Equipment Lease/Maint	10,200.00	4,923.22	5,276.78 48.3%
522 12 46 00	District Insurance	70,000.00	0.00	70,000.00 0.0%
522 12 48 00	Repair & Maint. - Office Equip	0.00	0.00	0.00 0.0%
522 12 48 20	WebPage Maintenance	500.00	122.35	377.65 24.5%
522 12 49 00	Memberships/Dues	16,000.00	10,549.72	5,450.28 65.9%
522 12 49 10	Taxes And Irrigation Fees	100.00	75.67	24.33 75.7%
522 12 49 20	State Auditor	11,000.00	0.00	11,000.00 0.0%
<b>012 Administrative</b>		<b>738,420.00</b>	<b>332,912.62</b>	<b>405,507.38 45.1%</b>
522 13 41 00	Levy Publication Services	60,000.00	51,523.76	8,476.24 85.9%
522 13 48 20	Outside Services	0.00	0.00	0.00 0.0%
522 13 49 00	Commissioner Elections	5,000.00	(8,756.91)	13,756.91 175.1%
<b>013 Election</b>		<b>65,000.00</b>	<b>42,766.85</b>	<b>22,233.15 65.8%</b>
522 14 41 00	Legal Services	12,000.00	2,580.75	9,419.25 21.5%
<b>014 Legal</b>		<b>12,000.00</b>	<b>2,580.75</b>	<b>9,419.25 21.5%</b>
522 15 40 00	Advance Travel/Petty Cash	0.00	0.00	0.00 0.0%
<b>015 Internal Acct</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00 0.0%</b>
522 20 10 10	Mobilization Wages	30,000.00	13,715.29	16,284.71 45.7%
522 20 20 10	Mobilization Benefits	9,000.00	3,588.18	5,411.82 39.9%
522 20 24 10	Physicals/Innoculation	63,000.00	31,101.50	31,898.50 49.4%
522 20 28 00	Uniforms (All Non-PPE)	30,000.00	13,481.00	16,519.00 44.9%
522 20 31 00	Expendable Incident Supplies	500.00	0.00	500.00 0.0%
522 20 35 00	Tools & Equipment	2,500.00	0.00	2,500.00 0.0%
522 20 35 20	Physical Eval Equipment	0.00	0.00	0.00 0.0%
522 20 41 00	Assessment Fees	6,000.00	0.00	6,000.00 0.0%
522 20 48 00	Uniform Maintenance	1,000.00	281.05	718.95 28.1%
<b>020 Operations</b>		<b>142,000.00</b>	<b>62,167.02</b>	<b>79,832.98 43.8%</b>
522 21 10 10	Salary - Firefighters	1,943,000.00	971,369.22	971,630.78 50.0%
522 21 10 71	Overtime - Firefighters	250,000.00	188,818.68	61,181.32 75.5%
522 21 10 80	Resident Reimbursement	120,000.00	33,390.00	86,610.00 27.8%
522 21 10 90	Volunteer Reimbursement	66,000.00	25,768.00	40,232.00 39.0%
522 21 20 04	HRA Benefits	63,000.00	31,250.00	31,750.00 49.6%
522 21 20 10	Benefits - Firefighters	613,260.00	267,277.57	345,982.43 43.6%
522 21 20 71	Benefits - Overtime FF	60,000.00	48,730.51	11,269.49 81.2%

## 2022 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION DISTRICT

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001 General Fund		01/01/2022 To: 12/31/2022			
Expenditures	Amt Budgeted	Expenditures	Remaining		
<b>522 Fire Control</b>					
522 21 20 80	Benefits - Resident Reimbursement	6,000.00	2,558.45	3,441.55	42.6%
522 21 20 90	Benefits - Volunteer	6,000.00	1,977.85	4,022.15	33.0%
522 21 28 20	PPE - Protective Clothing	62,000.00	53,519.74	8,480.26	86.3%
522 21 31 00	Expendable Supplies - Suppression	3,600.00	679.92	2,920.08	18.9%
522 21 31 10	Supplies - Support Service	4,000.00	680.51	3,319.49	17.0%
522 21 35 10	Tools & Equipment -Suppression	5,000.00	12,839.88	(7,839.88)	256.8%
522 21 35 11	Hose Replacement	10,500.00	475.69	10,024.31	4.5%
522 21 35 12	Nozzle Replacement	8,700.00	1,312.97	7,387.03	15.1%
522 21 35 13	Tools - Support Service	5,000.00	71.59	4,928.41	1.4%
522 21 41 00	Professional Services	12,000.00	4,017.02	7,982.98	33.5%
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	586.98	413.02	58.7%
522 21 48 90	SCBA Repair/Maintenance	2,000.00	0.00	2,000.00	0.0%
<b>021 Suppression</b>		<b>3,244,210.00</b>	<b>1,645,324.58</b>	<b>1,598,885.42</b>	<b>50.7%</b>
522 24 31 00	Expendable Supplies - Radios	500.00	27.68	472.32	5.5%
522 24 35 00	Non-Expendable Supplies - Radios	27,500.00	24,779.21	2,720.79	90.1%
522 24 41 00	Dispatch Services	80,460.00	47,938.94	32,521.06	59.6%
522 24 41 10	VHF Maintenance Fee	16,310.00	0.00	16,310.00	0.0%
522 24 48 00	Repair & Maintenance - Radios	3,000.00	154.50	2,845.50	5.2%
<b>024 Communications</b>		<b>127,770.00</b>	<b>72,900.33</b>	<b>54,869.67</b>	<b>57.1%</b>
522 30 31 00	Expendable Supplies-Prevention	6,500.00	2,254.40	4,245.60	34.7%
522 30 31 10	Smoke Alarm Program	1,000.00	0.00	1,000.00	0.0%
522 30 35 00	Tools & Equipment - Prevention	750.00	0.00	750.00	0.0%
522 30 48 00	Repair & Maintenance - Prevention	0.00	0.00	0.00	0.0%
522 30 48 10	Newsletter/Education Flyers	100.00	0.00	100.00	0.0%
<b>030 Public Information</b>		<b>8,350.00</b>	<b>2,254.40</b>	<b>6,095.60</b>	<b>27.0%</b>
522 45 31 00	Expendable Supplies - Training	4,500.00	1,778.60	2,721.40	39.5%
522 45 31 10	Training Computer Software	8,700.00	10,785.97	(2,085.97)	124.0%
522 45 35 00	Tools & Equipment - Training	1,800.00	8,868.08	(7,068.08)	492.7%
522 45 35 10	Equipment- Wellness Program	7,420.00	5,697.13	1,722.87	76.8%
522 45 41 00	Professional Service	24,000.00	1,050.00	22,950.00	4.4%
522 45 43 00	Travel - Mileage & Air(Operations)	3,500.00	0.00	3,500.00	0.0%
522 45 43 01	Travel - Mileage&Air(Admin)	2,400.00	0.00	2,400.00	0.0%
522 45 43 02	Travel - Mileage&Air(Automotive)	0.00	0.00	0.00	0.0%
522 45 43 03	Travel - Mileage&Air(EMS Officer)	6,500.00	1,435.89	5,064.11	22.1%
522 45 43 10	PerDiem & Lodging(Operations)	8,000.00	1,330.70	6,669.30	16.6%
522 45 43 11	PerDiem & Lodging(Admin)	6,800.00	1,206.98	5,593.02	17.7%
522 45 43 12	PerDiem & Lodging(Automotive)	0.00	394.64	(394.64)	0.0%
522 45 43 13	PerDiem & Lodging(EMS Officer)	8,000.00	3,151.40	4,848.60	39.4%
522 45 43 20	Registration Fees(Operations)	38,500.00	4,385.20	34,114.80	11.4%
522 45 43 21	Registration Fees(Admin)	3,500.00	1,041.81	2,458.19	29.8%
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	3,897.92	2,602.08	60.0%
522 45 43 30	Tuition Reimbursement	10,000.00	0.00	10,000.00	0.0%
522 45 48 00	Repair And Maintenance	0.00	0.00	0.00	0.0%
<b>045 Training</b>		<b>140,120.00</b>	<b>45,024.32</b>	<b>95,095.68</b>	<b>32.1%</b>
522 50 31 00	Expendable Supplies -Facilities	7,500.00	2,361.56	5,138.44	31.5%

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BENTON COUNTY FIRE PROTECTION DISTRICT

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001 General Fund		01/01/2022 To: 12/31/2022			
Expenditures	Amt Budgeted	Expenditures	Remaining		
<b>522 Fire Control</b>					
522 50 35 00	Tools & Equipment - Facilities	6,000.00	4,658.52	1,341.48	77.6%
522 50 41 00	Professional Services	0.00	46.57	(46.57)	0.0%
522 50 45 00	Lease-Sta 410	5,000.00	4,970.44	29.56	99.4%
522 50 47 10	Electricity	38,000.00	16,575.67	21,424.33	43.6%
522 50 47 20	Water/Sewer/Natural Gas	20,000.00	7,351.38	12,648.62	36.8%
522 50 48 00	Repair & Maint. - Facilities	23,000.00	19,982.25	3,017.75	86.9%
<b>050 Facilities</b>		<b>99,500.00</b>	<b>55,946.39</b>	<b>43,553.61</b>	<b>56.2%</b>
522 60 31 00	Expendable Supplies - Automotive	6,600.00	117.34	6,482.66	1.8%
522 60 32 00	Fuels	35,000.00	21,973.13	13,026.87	62.8%
522 60 35 00	Tools & Equipment - Automotive	2,050.00	268.48	1,781.52	13.1%
522 60 48 00	Repair & Maint. - Automotive	84,750.00	51,143.72	33,606.28	60.3%
<b>060 Automotive</b>		<b>128,400.00</b>	<b>73,502.67</b>	<b>54,897.33</b>	<b>57.2%</b>
522 70 31 00	Expendable Supplies - EMS	31,000.00	25,602.89	5,397.11	82.6%
522 70 35 00	Small Tools & Minor Equip	6,000.00	294.23	5,705.77	4.9%
522 70 41 02	EMS Assessment Fee	1,500.00	1,248.52	251.48	83.2%
522 70 41 10	Contract Services - EMS	9,500.00	5,388.75	4,111.25	56.7%
522 70 48 00	Small Tools- Repairs & Maintenance	0.00	0.00	0.00	0.0%
526 22 31 01	Expendable Supplies - ALS	0.00	0.00	0.00	0.0%
<b>070 EMS</b>		<b>48,000.00</b>	<b>32,534.39</b>	<b>15,465.61</b>	<b>67.8%</b>
<b>522 Fire Control</b>		<b>4,780,760.00</b>	<b>2,383,547.12</b>	<b>2,397,212.88</b>	<b>49.9%</b>
<b>588 Prior Period Adjustment</b>					
585 10 00 01	Other Decreases In Net Cash & Investments - Other Costs Allocations	0.00	0.00	0.00	0.0%
<b>588 Prior Period Adjustment</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>589 Payroll Clearing</b>					
589 90 00 00	Payroll Clearing	0.00	(156.36)	156.36	0.0%
589 90 00 01	Other Non-Expenditures - Suspense	0.00	0.00	0.00	0.0%
<b>589 Payroll Clearing</b>		<b>0.00</b>	<b>(156.36)</b>	<b>156.36</b>	<b>0.0%</b>
<b>591 Debt Service</b>					
591 22 71 02	Capital Lease Principal	0.00	0.00	0.00	0.0%
592 22 83 02	Capital Lease Interest	0.00	0.00	0.00	0.0%
<b>591 Debt Service</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>594 Capital Expenditures</b>					
594 22 63 01	Capital Equipment - AFG Portion	0.00	0.00	0.00	0.0%
594 22 63 02	Capital Equipment - District Matching Portion	0.00	0.00	0.00	0.0%
<b>000</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
594 22 62 00	Capital Building	0.00	0.00	0.00	0.0%

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001 General Fund

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Expenditures	Amt Budgeted	Expenditures	Remaining	
<b>594 Capital Expenditures</b>				
594 22 63 00 Capital Apparatus And Equipment	300,000.00	0.00	300,000.00	0.0%
594 22 64 01 Capital Communications	0.00	0.00	0.00	0.0%
022 Capital	<u>300,000.00</u>	<u>0.00</u>	<u>300,000.00</u>	<u>0.0%</u>
594 Capital Expenditures	<u>300,000.00</u>	<u>0.00</u>	<u>300,000.00</u>	<u>0.0%</u>
<b>597 Interfund Transfers</b>				
597 00 00 01 Transfers Out To 501	0.00	0.00	0.00	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	0.00	0.00	0.00	0.0%
597 00 01 61 Transfer Out To 601	0.00	0.00	0.00	0.0%
597 Interfund Transfers	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.0%</u>
<b>Fund Expenditures:</b>	<b><u>5,080,760.00</u></b>	<b><u>2,383,390.76</u></b>	<b><u>2,697,369.24</u></b>	<b><u>46.9%</u></b>
<b>Fund Excess/(Deficit):</b>	<b><u>2,032,909.56</u></b>	<b><u>1,716,903.85</u></b>		

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004 Health Reimbursement Fund 01/01/2022 To: 12/31/2022

Revenues	Amt Budgeted	Revenues	Remaining	
<b>308 Beginning Balances</b>				
308 91 00 04    Beginning Balance	87.32	87.11	0.21	99.8%
<b>308 Beginning Balances</b>	<b>87.32</b>	<b>87.11</b>	<b>0.21</b>	<b>99.8%</b>
<b>340 Charges For Services</b>				
349 17 00 01    Employee Benefit - HRA	0.00	0.00	0.00	0.0%
<b>340 Charges For Services</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>360 Investment Interest</b>				
361 11 00 04    Investment Interest	2.00	0.46	1.54	23.0%
<b>360 Investment Interest</b>	<b>2.00</b>	<b>0.46</b>	<b>1.54</b>	<b>23.0%</b>
<b>380 Non Revenues</b>				
388 80 00 01    Prior Year(s) Corrections	0.00	0.00	0.00	0.0%
<b>380 Non Revenues</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>397 Interfund Transfers</b>				
397 00 01 04    Transfer In From 001	0.00	0.00	0.00	0.0%
397 00 01 05    Transfer In From 101	0.00	0.00	0.00	0.0%
<b>397 Interfund Transfers</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Fund Revenues:</b>	<b>89.32</b>	<b>87.57</b>	<b>1.75</b>	<b>98.0%</b>
<b>Fund Excess/(Deficit):</b>	<b>89.32</b>	<b>87.57</b>		

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BENTON COUNTY FIRE PROTECTION DISTRICT

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007 Separation Fund 01/01/2022 To: 12/31/2022

	Amt Budgeted	Revenues	Remaining	
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**308 Beginning Balances**

308 51 00 07 Beginning Balance	194,935.33	194,935.54	(0.21)	100.0%
308 Beginning Balances	194,935.33	194,935.54	(0.21)	100.0%

**360 Investment Interest**

361 11 00 07 Investment Interest	500.00	1,017.52	(517.52)	203.5%
360 Investment Interest	500.00	1,017.52	(517.52)	203.5%

**397 Interfund Transfers**

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

**Fund Revenues:**

	<b>195,435.33</b>	<b>195,953.06</b>	<b>(517.73)</b>	<b>100.3%</b>
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**Expenditures**

	Amt Budgeted	Expenditures	Remaining	
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**597 Interfund Transfers**

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

**Fund Expenditures:**

	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
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**Fund Excess/(Deficit):**

	<b>195,435.33</b>	<b>195,953.06</b>		
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BENTON COUNTY FIRE PROTECTION DISTRICT

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099 Imprest Fund

01/01/2022 To: 12/31/2022

Revenues	Amt Budgeted	Revenues	Remaining	
<b>308 Beginning Balances</b>				
308 91 00 99    Beginning Balance	13,500.00	13,500.00	0.00	100.0%
308 Beginning Balances	13,500.00	13,500.00	0.00	100.0%
<b>380 Non Revenues</b>				
388 10 00 99    Prior Period Adjustments	0.00	0.00	0.00	0.0%
380 Non Revenues	0.00	0.00	0.00	0.0%
<b>Fund Revenues:</b>	<b>13,500.00</b>	<b>13,500.00</b>	<b>0.00</b>	<b>100.0%</b>
<b>Fund Excess/(Deficit):</b>	<b>13,500.00</b>	<b>13,500.00</b>		



## 2022 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION DISTRICT

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110 EMS Fund		01/01/2022 To: 12/31/2022			
Revenues	Amt Budgeted	Revenues	Remaining		
<b>308 Beginning Balances</b>					
308 31 00 11	Beginning Balance	2,745,901.04	2,745,971.95	(70.91)	100.0%
308 Beginning Balances		2,745,901.04	2,745,971.95	(70.91)	100.0%
<b>310 Taxes</b>					
311 10 00 11	Property Tax	804,172.00	492,810.97	311,361.03	61.3%
310 Taxes		804,172.00	492,810.97	311,361.03	61.3%
<b>330 Intergovernmental Revenues</b>					
332 93 40 10	GEMT	330,000.00	228,492.36	101,507.64	69.2%
330 Intergovernmental Revenues		330,000.00	228,492.36	101,507.64	69.2%
<b>340 Charges For Services</b>					
342 60 01 10	Ambulance Service	200,000.00	217,139.03	(17,139.03)	108.6%
340 Charges For Services		200,000.00	217,139.03	(17,139.03)	108.6%
<b>360 Investment Interest</b>					
361 11 00 11	Investment Interest	25,000.00	15,348.10	9,651.90	61.4%
360 Investment Interest		25,000.00	15,348.10	9,651.90	61.4%
<b>Fund Revenues:</b>		<b>4,105,073.04</b>	<b>3,699,762.41</b>	<b>405,310.63</b>	<b>90.1%</b>
Expenditures	Amt Budgeted	Expenditures	Remaining		
<b>522 Fire Control</b>					
522 70 35 10	Small Tools And Minor Equipment	0.00	7,684.39	(7,684.39)	0.0%
522 70 41 00	Ambulance Billing Service Fee	24,000.00	35,029.84	(11,029.84)	146.0%
522 70 41 01	IMAGE TREND	0.00	0.00	0.00	0.0%
522 70 41 20	Ambulance Over Payment	5,000.00	3,886.19	1,113.81	77.7%
522 70 49 00	Other Expenditures	0.00	0.00	0.00	0.0%
522 Fire Control		29,000.00	46,600.42	(17,600.42)	160.7%
<b>588 Prior Period Adjustment</b>					
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%
<b>594 Capital Expenditures</b>					
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%
<b>597 Interfund Transfers</b>					
597 00 01 10	Transfer Out To 001	1,387,080.00	0.00	1,387,080.00	0.0%

# 2022 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION DISTRICT

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110 EMS Fund

01/01/2022 To: 12/31/2022

Expenditures	Amt Budgeted	Expenditures	Remaining	
<hr/>				
597 Interfund Transfers				
597 Interfund Transfers	1,387,080.00	0.00	1,387,080.00	0.0%
<b>Fund Expenditures:</b>	<b>1,416,080.00</b>	<b>46,600.42</b>	<b>1,369,479.58</b>	<b>3.3%</b>
<b>Fund Excess/(Deficit):</b>	<b>2,688,993.04</b>	<b>3,653,161.99</b>		

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BENTON COUNTY FIRE PROTECTION DISTRICT

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201 EMS Bond Fund 01/01/2022 To: 12/31/2022

Revenues	Amt Budgeted	Revenues	Remaining	
<b>308 Beginning Balances</b>				
308 31 00 21    Beginning Balance	18,970.83	18,970.83	0.00	100.0%
308 Beginning Balances	18,970.83	18,970.83	0.00	100.0%
<b>310 Taxes</b>				
311 10 00 21    Property Tax	0.00	0.00	0.00	0.0%
310 Taxes	0.00	0.00	0.00	0.0%
<b>360 Investment Interest</b>				
361 11 00 21    Investment Interest	0.00	98.79	(98.79)	0.0%
360 Investment Interest	0.00	98.79	(98.79)	0.0%
<b>380 Non Revenues</b>				
388 80 00 02    Prior Year(s) Corrections	0.00	0.00	0.00	0.0%
380 Non Revenues	0.00	0.00	0.00	0.0%
<b>Fund Revenues:</b>	<b>18,970.83</b>	<b>19,069.62</b>	<b>(98.79)</b>	<b>100.5%</b>
Expenditures	Amt Budgeted	Expenditures	Remaining	
<b>591 Debt Service</b>				
591 22 71 01    Bond Principal Payment	0.00	0.00	0.00	0.0%
592 22 83 01    Bond Interest Payment	0.00	0.00	0.00	0.0%
592 22 89 21    Debt Service Cost	0.00	0.00	0.00	0.0%
591 Debt Service	0.00	0.00	0.00	0.0%
<b>Fund Expenditures:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Fund Excess/(Deficit):</b>	<b>18,970.83</b>	<b>19,069.62</b>		

## 2022 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION DISTRIK

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202 Construction Bond Fund 01/01/2022 To: 12/31/2022

	Amt Budgeted	Revenues	Remaining	
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**308 Beginning Balances**

308 31 00 22 Beginning Balance	136,554.47	136,554.47	0.00	100.0%
308 Beginning Balances	136,554.47	136,554.47	0.00	100.0%

**310 Taxes**

311 10 00 22 Property Tax	470,000.00	258,184.74	211,815.26	54.9%
311 11 02 02 Interest	0.00	0.00	0.00	0.0%
310 Taxes	470,000.00	258,184.74	211,815.26	54.9%

**360 Investment Interest**

361 11 00 22 Investment Interest	1,200.00	1,007.37	192.63	83.9%
360 Investment Interest	1,200.00	1,007.37	192.63	83.9%

**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:**

	<b>607,754.47</b>	<b>395,746.58</b>	<b>212,007.89</b>	<b>65.1%</b>
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**Expenditures**

	Amt Budgeted	Expenditures	Remaining	
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**591 Debt Service**

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

**597 Interfund Transfers**

597 00 00 21 Transfers-Out	0.00	0.00	0.00	0.0%
597 Interfund Transfers	0.00	0.00	0.00	0.0%

**Fund Expenditures:**

	<b>421,800.00</b>	<b>0.00</b>	<b>421,800.00</b>	<b>0.0%</b>
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**Fund Excess/(Deficit):**

	<b>185,954.47</b>	<b>395,746.58</b>		
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## 2022 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION DISTRICT

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401 Construction Fund		01/01/2022 To: 12/31/2022			
Revenues	Amt Budgeted	Revenues	Remaining		
<b>308 Beginning Balances</b>					
308 31 00 41	Beginning Balance	476,723.25	473,756.81	2,966.44	99.4%
<b>308 Beginning Balances</b>		<b>476,723.25</b>	<b>473,756.81</b>	<b>2,966.44</b>	<b>99.4%</b>
<b>360 Investment Interest</b>					
361 11 00 41	Investment Interest	1,000.00	2,352.87	(1,352.87)	235.3%
<b>360 Investment Interest</b>		<b>1,000.00</b>	<b>2,352.87</b>	<b>(1,352.87)</b>	<b>235.3%</b>
<b>380 Non Revenues</b>					
388 80 00 04	Prior Year(s) Corrections	0.00	0.00	0.00	0.0%
<b>380 Non Revenues</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>390 Other Revenues</b>					
391 10 00 01	Bond Proceeds	0.00	0.00	0.00	0.0%
<b>390 Other Revenues</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Fund Revenues:</b>		<b>477,723.25</b>	<b>476,109.68</b>	<b>1,613.57</b>	<b>99.7%</b>
Expenditures	Amt Budgeted	Expenditures	Remaining		
<b>591 Debt Service</b>					
592 22 89 00	Bond Fees	0.00	0.00	0.00	0.0%
<b>591 Debt Service</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>594 Capital Expenditures</b>					
594 22 62 01	Building Upgrade	900,000.00	60,421.62	839,578.38	6.7%
594 22 62 04	Capital Apparatus	0.00	1,020.61	(1,020.61)	0.0%
<b>594 Capital Expenditures</b>		<b>900,000.00</b>	<b>61,442.23</b>	<b>838,557.77</b>	<b>6.8%</b>
<b>597 Interfund Transfers</b>					
597 00 01 01	Transfer Out	0.00	0.00	0.00	0.0%
<b>597 Interfund Transfers</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Fund Expenditures:</b>		<b>900,000.00</b>	<b>61,442.23</b>	<b>838,557.77</b>	<b>6.8%</b>
<b>Fund Excess/(Deficit):</b>		<b>(422,276.75)</b>	<b>414,667.45</b>		

## 2022 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION DISTRICT

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501 Equipment Fund		01/01/2022 To: 12/31/2022			
Revenues	Amt Budgeted	Revenues	Remaining		
<b>308 Beginning Balances</b>					
308 51 00 51	Beginning Balance	515,286.25	515,286.25	0.00	100.0%
308 Beginning Balances		515,286.25	515,286.25	0.00	100.0%
<b>310 Taxes</b>					
311 10 00 51	Property Tax	0.00	0.00	0.00	0.0%
310 Taxes		0.00	0.00	0.00	0.0%
<b>360 Investment Interest</b>					
361 11 00 51	Investment Interest	7,000.00	2,689.69	4,310.31	38.4%
360 Investment Interest		7,000.00	2,689.69	4,310.31	38.4%
<b>380 Non Revenues</b>					
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%
<b>390 Other Revenues</b>					
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%
<b>397 Interfund Transfers</b>					
397 00 00 05	Transfer In From 001	0.00	0.00	0.00	0.0%
397 Interfund Transfers		0.00	0.00	0.00	0.0%
<b>Fund Revenues:</b>		<b>522,286.25</b>	<b>517,975.94</b>	<b>4,310.31</b>	<b>99.2%</b>
Expenditures	Amt Budgeted	Expenditures	Remaining		
<b>522 Fire Control</b>					
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%
<b>594 Capital Expenditures</b>					
594 22 63 51	Capital Apparatus	0.00	0.00	0.00	0.0%
594 Capital Expenditures		0.00	0.00	0.00	0.0%
<b>597 Interfund Transfers</b>					

## 2022 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION DISTRICT

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501 Equipment Fund 01/01/2022 To: 12/31/2022

Expenditures	Amt Budgeted	Expenditures	Remaining	
<b>597 Interfund Transfers</b>				
597 00 05 01      Transfer Out To 101	0.00	0.00	0.00	0.0%
597 Interfund Transfers	0.00	0.00	0.00	0.0%
<b>Fund Expenditures:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Fund Excess/(Deficit):</b>	<b>522,286.25</b>	<b>517,975.94</b>		

## 2022 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION DISTRICT

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601 Reserve Fund 01/01/2022 To: 12/31/2022

	Amt Budgeted	Revenues	Remaining	
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**308 Beginning Balances**

308 91 00 61 Beginning Balance	1,006,676.77	1,006,676.77	0.00	100.0%
308 Beginning Balances	1,006,676.77	1,006,676.77	0.00	100.0%

**360 Investment Interest**

361 11 00 61 Investment Interest	10,000.00	5,254.62	4,745.38	52.5%
360 Investment Interest	10,000.00	5,254.62	4,745.38	52.5%

**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	0.00	0.00	0.00	0.0%
397 Interfund Transfers	0.00	0.00	0.00	0.0%

<b>Fund Revenues:</b>	<b>1,016,676.77</b>	<b>1,011,931.39</b>	<b>4,745.38</b>	<b>99.5%</b>
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	Amt Budgeted	Expenditures	Remaining	
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**597 Interfund Transfers**

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

<b>Fund Expenditures:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
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<b>Fund Excess/(Deficit):</b>	<b>1,016,676.77</b>	<b>1,011,931.39</b>		
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## 2022 BUDGET POSITION TOTALS

BENTON COUNTY FIRE PROTECTION DIS

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Fund	Revenue Budgeted	Received		Expense Budgeted	Spent	
001 General Fund	7,113,669.56	4,100,294.61	57.6%	5,080,760.00	2,383,390.76	47%
004 Health Reimbursement Fund	89.32	87.57	98.0%	0.00	0.00	0%
007 Separation Fund	195,435.33	195,953.06	100.3%	0.00	0.00	0%
099 Imprest Fund	13,500.00	13,500.00	100.0%	0.00	0.00	0%
110 EMS Fund	4,105,073.04	3,699,762.41	90.1%	1,416,080.00	46,600.42	3%
201 EMS Bond Fund	18,970.83	19,069.62	100.5%	0.00	0.00	0%
202 Construction Bond Fund	607,754.47	395,746.58	65.1%	421,800.00	0.00	0%
401 Construction Fund	477,723.25	476,109.68	99.7%	900,000.00	61,442.23	7%
501 Equipment Fund	522,286.25	517,975.94	99.2%	0.00	0.00	0%
601 Reserve Fund	1,016,676.77	1,011,931.39	99.5%	0.00	0.00	0%
	<u>14,071,178.82</u>	<u>10,430,430.86</u>	<u>74.1%</u>	<u>7,818,640.00</u>	<u>2,491,433.41</u>	<u>31.9%</u>

# ACCOUNTS PAYABLE PAID

BENTON COUNTY FIRE PROTECTION DISTRICT #4

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Accts Pay #	Paid On	Year	Trans	Vendor ID	Vendor	Amount	Memo
<b>12192</b>	<b>08/12/2022</b>	<b>2022</b>	<b>1012</b>	<b>923</b>	<b>ADT COMMERCIAL</b>	<b>948.09</b>	<b>FIRE SYSTEM INSPECTION AND MONITORING</b>
	522 50 48 00		Repair & Maint. - Facilities	001 000 522	General Fund	948.09	FIRE SYSTEM INSPECTION AND MONITORING
Invoice							
						516.66	
						431.43	
<b>12194</b>	<b>08/12/2022</b>	<b>2022</b>	<b>1013</b>	<b>829</b>	<b>AT&amp;T MOBILITY</b>	<b>87.93</b>	<b>FIRSTNET</b>
	522 12 42 10		Cellular Phone Service	001 000 522	General Fund	87.93	FIRSTNET
Invoice							
						87.93	FIRSTNET
						87.93	FIRSTNET
<b>12195</b>	<b>08/12/2022</b>	<b>2022</b>	<b>1009</b>	<b>43</b>	<b>BENZ AIR</b>	<b>1,432.69</b>	<b>ANCHOR PLATES (6)</b>
	594 22 62 01		Building Upgrade	401 000 594	Construction Fund	1,432.69	ANCHOR PLATES (6) STA430
Invoice							
						1,432.69	ANCHOR PLATES (6)
<b>12196</b>	<b>08/12/2022</b>	<b>2022</b>	<b>1014</b>	<b>921</b>	<b>CASCADE NATURAL GAS</b>	<b>68.09</b>	<b>NATURAL GAS STA430</b>
	522 50 47 20		Water/Sewer/Natural Gas	001 000 522	General Fund	68.09	NATURAL GAS STA430
Invoice							
						68.09	NATURAL GAS STA430
<b>12197</b>	<b>08/12/2022</b>	<b>2022</b>	<b>1015</b>	<b>481</b>	<b>CHARTER COMMUNICATIONS</b>	<b>201.91</b>	<b>STA410 INTERNET</b>
	522 12 41 00		Contract Services	001 000 522	General Fund	201.91	STA410 INTERNET
Invoice							
						201.91	STA410 INTERNET
<b>12198</b>	<b>08/12/2022</b>	<b>2022</b>	<b>1016</b>	<b>481</b>	<b>CHARTER COMMUNICATIONS</b>	<b>42.26</b>	<b>STA420 TV</b>
	522 12 41 00		Contract Services	001 000 522	General Fund	42.26	STA420 TV
Invoice							
						42.26	STA420 TV
<b>12199</b>	<b>08/12/2022</b>	<b>2022</b>	<b>1017</b>	<b>453</b>	<b>CLUB 24 - EXPRESS FITNESS</b>	<b>2,736.72</b>	<b>2022 FITNESS MEMBERSHIPS (20)</b>

# ACCOUNTS PAYABLE PAID

BENTON COUNTY FIRE PROTECTION DISTRICT #4

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Accts Pay #	Paid On	Year	Trans	Vendor ID	Vendor	Amount	Memo
522 12 49 00	Memberships/Dues	2022	1018	001 000 522	General Fund	2,736.72	2022 FITNESS MEMBERSHIPS (20)
Invoice							
06012022						2,736.72	2022 FITNEWW MEMBERSHIPS (20)
<b>12200 08/12/2022</b>	<b>2022</b>	<b>1018</b>	<b>840</b>	<b>CORWIN FORD</b>	<b>APP43 &amp; 21 SERVICE/REPAIR</b>	<b>2,718.04</b>	<b>APP43 &amp; 21 SERVICE/REPAIR</b>
522 60 48 00	Repair & Maint. - Automotive	2022	1010	001 000 522	General Fund	2,718.04	APP43 & 21 SERVICE/REPAIR
Invoice							
794310						328.54	APP43 SERVICE
794303						2,389.50	APP21 SERVICE/REPAIR
<b>12211 08/12/2022</b>	<b>2022</b>	<b>1010</b>	<b>986</b>	<b>DESIGN WEST ARCHITECTS</b>	<b>ARCHITECTURAL &amp; ENGINEERING SERVICE - 40%</b>	<b>10,560.00</b>	<b>ARCHITECTURAL &amp; ENGINEERING SERVICE - 40%</b>
594 22 62 01	Building Upgrade	2022	1019	401 000 594	Construction Fund	10,560.00	40% OF CONTRACTED
Invoice							
22067-2						10,560.00	ARCHITECTURAL & ENGINEERING SERVICE - 40%
<b>12201 08/12/2022</b>	<b>2022</b>	<b>1019</b>	<b>704</b>	<b>FIRE 4 CHECKING ACCOUNT</b>	<b>MILEAGE - BRINK</b>	<b>86.58</b>	<b>MILEAGE - BRINK</b>
522 11 43 00	Travel-Mileage & Airfare	2022	1019	001 000 522	General Fund	86.58	MILEAGE - BRINK
Invoice							
1288						86.58	MILEAGE - BRINK
<b>12202 08/12/2022</b>	<b>2022</b>	<b>1019</b>	<b>704</b>	<b>FIRE 4 CHECKING ACCOUNT</b>	<b>MARKETING MAIL</b>	<b>2,001.72</b>	<b>MARKETING MAIL</b>
522 12 41 00	Contract Services	2022	1011	001 000 522	General Fund	2,001.72	MARKETING MAIL
Invoice							
1289						483.17	MARKETING MAIL
1290						1,518.55	MARKETING MAIL
<b>12203 08/12/2022</b>	<b>2022</b>	<b>1011</b>	<b>704</b>	<b>FIRE 4 CHECKING ACCOUNT</b>	<b>AMBULANCE OVERPAY</b>	<b>85.44</b>	<b>AMBULANCE OVERPAY</b>
522 70 41 20	Ambulance Over Payment	2022	1020	110 000 522	EMS Fund	85.44	AMBULANCE OVERPAY
Invoice							
1291						85.44	AMBULANCE OVERPAY
<b>12204 08/12/2022</b>	<b>2022</b>	<b>1020</b>	<b>124</b>	<b>FIRE 4 PETTY CASH</b>	<b>OPEN HOUSE/X-RAY</b>	<b>131.09</b>	<b>OPEN HOUSE/X-RAY</b>

08/12/2022 To: 08/12/2022

Accts Pay #	Paid On	Year	Trans	Vendor ID	Vendor	Amount	Memo	
522 20 24 10	Physicals/Innoculation	001 000 522	General Fund			82.50	X-RAY	
522 21 31 10	Supplies - Support Service	001 000 522	General Fund			48.59	OPEN HOUSE	
Invoice								
	07222022					48.59	OPEN HOUSE	
	07072022					82.50	X-RAY	
<b>12205 08/12/2022</b>	<b>2022</b>	<b>1021</b>	<b>973</b>	<b>HOLBEN COUNSELING &amp; CONSULTIN</b>			<b>680.00</b>	<b>EAP</b>
522 20 24 10	Physicals/Innoculation	001 000 522	General Fund			680.00	EAP	
Invoice								
	101556					680.00	EAP	
<b>12216 08/12/2022</b>	<b>2022</b>	<b>1032</b>	<b>189</b>	<b>LIZ LOOMIS EASL, INC</b>			<b>5,500.00</b>	<b>COMMUNICATION</b>
522 13 41 00	Levy Publication Services	001 000 522	General Fund			5,500.00	COMMUNICATION	
Invoice								
	B4-0822					5,500.00	COMMUNICATION	
<b>12215 08/12/2022</b>	<b>2022</b>	<b>1023</b>	<b>779</b>	<b>MCGAVICK GRAVES ATTORNEY AT LAV</b>			<b>383.50</b>	<b>CBA NEGOTIATIONS</b>
522 14 41 00	Legal Services	001 000 522	General Fund			383.50	CBA NEGOTIATIONS	
Invoice								
	07312022					383.50	CBA NEGOTIATIONS	
<b>12206 08/12/2022</b>	<b>2022</b>	<b>1024</b>	<b>879</b>	<b>MINUTEMAN PRESS</b>			<b>6,622.73</b>	<b>2022 SUMMER NEWSLETTER/FAQ POSTCARD</b>
522 13 41 00	Levy Publication Services	001 000 522	General Fund			6,622.73	NEWSLETTER/FAQ POSTCARD	
Invoice								
	5041					3,409.20	2022 SUMMER NEWSLETTER	
	4964					3,213.53	FAQ POSTCARD	
<b>12214 08/12/2022</b>	<b>2022</b>	<b>1025</b>	<b>702</b>	<b>ON SCENE MEDICAL</b>			<b>1,267.00</b>	<b>PHYSICAL; MASK FIT (11)</b>
522 20 24 10	Physicals/Innoculation	001 000 522	General Fund			1,267.00	PHYSICAL; MASK FIT (11)	
Invoice								
	2247					1,267.00	PHYSICAL; MASK FIT (11)	

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Accts Pay #	Paid On	Year	Trans	Vendor ID	Vendor	Amount	Memo
<b>12208</b>	<b>08/12/2022</b>	<b>2022</b>	<b>1026</b>	<b>824</b>	<b>PALADIN BACKGROUND</b>	<b>23.00</b>	<b>BACKGROUND</b>
	522 12 44 00	Advertising/Notices/Recruiting	001 000 522	General Fund		23.00	BACKGROUND
Invoice							
				3416		23.00	BACKGROUND
<b>12209</b>	<b>08/12/2022</b>	<b>2022</b>	<b>1027</b>	<b>437</b>	<b>SEW FABULOUS</b>	<b>48.97</b>	<b>PANTS HEMMED (3)</b>
	522 20 48 00	Uniform Maintenance	001 000 522	General Fund		48.97	PANTS HEMMED (3)
Invoice							
				1444		48.97	PANTS HEMMED (3)
<b>12210</b>	<b>08/12/2022</b>	<b>2022</b>	<b>1028</b>	<b>990</b>	<b>TALOS TACTICAL, LLC</b>	<b>390.96</b>	<b>SWEATSHIRTS (6)</b>
	522 20 28 00	Uniforms (All Non-PPE)	001 000 522	General Fund		390.96	SWEATSHIRTS (6)
Invoice							
				BCFIRE1		390.96	SWEATSHIRTS (6)
<b>12213</b>	<b>08/12/2022</b>	<b>2022</b>	<b>1029</b>	<b>347</b>	<b>US LINEN &amp; UNIFORM</b>	<b>348.30</b>	<b>MAT SERVICE</b>
	522 50 48 00	Repair & Maint. - Facilities	001 000 522	General Fund		348.30	MAT SERVICE
Invoice							
				2967076		55.51	MAT SERVICE
				2974465		55.51	MAT SERVICE
				2974474		44.60	MAT SERVICE
				2967083		96.34	MAT SERVICE
				2974475		96.34	MAT SERVICE
<b>12207</b>	<b>08/12/2022</b>	<b>2022</b>	<b>1030</b>	<b>465</b>	<b>VERIZON WIRELESS</b>	<b>948.80</b>	<b>CELL SERVICE</b>
	522 12 42 10	Cellular Phone Service	001 000 522	General Fund		948.80	CELL SERVICE
Invoice							
				9911272823		948.80	CELL SERVICE
<b>12212</b>	<b>08/12/2022</b>	<b>2022</b>	<b>1031</b>	<b>817</b>	<b>VOYAGER</b>	<b>6,035.34</b>	<b>FUEL</b>
	522 60 32 00	Fuels	001 000 522	General Fund		6,035.34	FUEL
Invoice							

**ACCOUNTS PAYABLE PAID**

BENTON COUNTY FIRE PROTECTION DISTRICT #4

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Accts Pay #	Paid On	Year	Trans	Vendor ID	Vendor	Amount	Memo
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				8693879692232		6,035.34	FUEL
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Total: 43,349.16

Fund

001 General Fund	31,271.03
110 EMS Fund	85,444
401 Construction Fund	11,992.69

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 #106

## Overtime

Page 1 of 4

### 1. Purpose

1.1. The purpose of this policy is to obtain shift coverage and maintaining minimum staffing using overtime and force hire.

### 2. Scope

2.1. This policy applies to Benton County Fire District #4 (BCFD4) Local 1052 bargaining unit members.

### 3. Responsibilities

3.1. The shift officer is responsible to ensure overtime shift coverage is fulfilled.

### 4. Revision Summary

Revision Date	Description
7/1/2021	Updated to reflect current CBA language, current practices, new policies and procedures, and fire chief expectations.
TBD	Changed where new employees are added on Callback list, addressed partial shifts to Callbacks, edited force hiring of day shift employees, condensed number of callbacks for career staff.

### 5. Definitions

5.1. Emergency overtime – Overtime that requires the immediate response of personnel to staff station(s). This does not include backfill during normal operations because of sick leave, injury or another short notice vacancy of the minimum staffing outlined in the collective bargaining agreement (CBA).

5.2. Non-emergency overtime – Overtime incurred during training, meetings, events, or activities outside of the person's normal shift schedule. This also includes short notice backfill i.e., shift coverage due to sick leave or other approved scheduled time off (vacation, union business leave, etc.).

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

5.4. Force Hire Overtime – Overtime imposed on an employee to achieve minimum staffing as outlined in the CBA.

5.5. On Notice – The advanced notice (when applicable) provided to an employee that they will or may be force hired in the next three (3) days. Employees placed on notice should prepare and plan to cover the required shift should the vacancy not be filled.

5.6. Annual Leave Pick – A vacation day selected prior to the start of the calendar year during the formal vacation pick process. An employee is on annual leave at the conclusion of their last scheduled workday and will not be forced to work any of the days preceding their annual leave.

## Policy #106 Overtime

5.7. Seniority – Seniority is based on the initial hire date of the employee with the district regardless of rank.

5.8. Qualified – An employee is considered eligible to fill an available roster spot when that employee meets the qualifications stated in the minimum staffing clause of the CBA.

### 6. Procedures

#### 6.1. Overtime

6.1.1. All personnel are placed on one “total hours” overtime list.

6.1.1.1. All overtime hours are recorded on the overtime list.

6.1.1.2. The overtime list is updated automatically by the records management system (RMS).

6.1.1.3. Newly hired employees, at time of hire, are placed in the middle of the list with the average number of hours of all employees. If more than one person is hired at the same time, they will be positioned in order from the hiring list.

6.1.1.4. On January 1 of each year, the hours on the overtime list will be reset to zero, with the employees remaining in the same position.

6.1.2. Non-emergency overtime should be filled 3-days in advance based on known staffing requirements, i.e., review of the schedule identifying reduced staffing or by an automated process. Callbacks should be initiated prior to noon.

6.1.3. There shall be a minimum of one promoted officer on shift daily. Minimum station staffing will reflect the current Collective Bargaining Agreement.

6.1.4. Employees will provide one (1) preferred phone number to be contacted at.

6.1.5. Employees on sick leave, L&I and light duty, Administrative Leave, and bereavement are not eligible.

6.1.5.1. Qualified employees can work up one rank, except in extenuating circumstances where the fire chief or designee needs to fill positions.

6.1.5.2. If a person on a Kelly Day accepts the shift, the time is recorded as overtime.

6.1.5.3. If a person on vacation accepts an overtime shift on their regularly scheduled shift day, the hours are recorded as regular time, and the vacation hours are credited back to the employee’s vacation accrual bank.

6.1.5.4. Non-scheduled leave callbacks should be initiated within the hour i.e., sick leave during shift, bereavement during shift, etc.

6.1.6. Employees will notify the shift officer if they are eligible to work a partial shift. Their partial shift will be noted and once the entirety of the initial callback is completed, and not filled, the partial shift will be assigned to them. In the event multiple employees can work a partial shift, the shift will be assigned to the employee who can cover the most hours. In the event of a tie (example: two employees can work 12 hours each 2000-0800) the overtime list will be utilized as normal.



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- 6.1.6.1. Partial shift acceptance will be tracked in that day's note section of the RMS. Prior to the volunteer call out, the partial shift employee will be notified.
- 6.1.7. No one will work more than 72 hours except in extenuating circumstances without the approval of the fire chief or designee. Considerations will be made to allow personnel to obtain rest during shifts.
- 6.1.8. If no employee accepts, qualified volunteers will be contacted no more than 24 hours prior to the scheduled shift requesting coverage on a first answered basis.
  - 6.1.8.1. Notification can be through email, iSpyFire, or other District approved media.
- 6.1.9. If positions are not filled using the above steps, the force hiring of an employee is authorized.
- 6.1.10. Dayshift personnel are eligible for non-emergency overtime and will be included in callbacks, excluding those callbacks that occur exclusively during their regularly scheduled working hours. Example: A callback is needed from 0800-1200. Dayshift personnel will not be included. A callback from 1300-0800 is needed. Dayshift will be included in the callback.
- 6.2. Emergency Call-In
  - 6.2.1. The goal during an emergency call-in is to have each of the following positions filled: One promoted officer (lieutenant or captain); one paramedic firefighter; and one firefighter. The firefighter position can be filled by any available personnel, regardless of rank or position.
  - 6.2.2. Emergency call-in can be completed by any member of the district from any station.
  - 6.2.3. During emergency call-in, the district may use any form or combinations of texts, tone alert pagers, or applications such as iSpyFire to facilitate emergency call-ins.
- 6.3. Force Hire

When a force hire is needed, but no greater than three days prior, the shift officer performs the following:

  - 6.3.1. Ensure the normal overtime procedure has been followed.
  - 6.3.2. Compile a list of all employees that are working between present time and the time of force hire to include partial or whole shifts, dayshift personnel, and other special assignments, including non-mandatory training that result in the employee reporting to work on the clock.
    - 6.3.2.1. Day shift personnel are eligible to be forced for an officer position when that shift has no promoted officers on duty that day. Day shift personnel are eligible to be forced for a firefighter position only when no other employee is eligible to be forced.
    - 6.3.2.2. Day shift personnel are ineligible to be force hired on district recognized holidays designated by the Collective Bargaining Agreement. A holiday begins at 0800 and lasts 24 hours.
  - 6.3.3. List the names in ascending order based on the number of hours of overtime worked in the current calendar year according to the overtime list. In the event of a tie, the

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tie breaker is seniority with the least senior employee being ranked before the more senior employee.

6.3.4. For every opening requiring force hire, an employee plus one is placed "on notice". The RMS will be updated for the day of the force hire to reflect the employee(s) "on notice". The first employee reports for duty during their assigned time. If the first employee does not report for duty, the next employee is required to report for duty.

6.3.4.1. If possible, employees that are placed "on notice" should be listed in the first overtime callback, along with a Force Hire message.

6.3.5. An employee falling under an Annual Leave Pick is not eligible to be forced.

6.3.6. An employee will not be force hired consecutive days.

6.3.7. An employee that is caused to work over 72 hours due to a force hire is excluded from the force hire list unless they are the only eligible employee to fill the vacancy. An employee may request to work over 72 hours in the event of a force hire situation. The approval of the fire chief or designee is required.

6.3.8. At any time, an employee or qualified volunteer can accept the shift in part or whole, relieving the force hired employee. If only partial coverage is obtained, the force hired employee is responsible for working the remainder of the shift. The force hired employee retains the right to work as much of the shift as they would like regardless of partial shift acceptance.

6.3.9. If no employee or volunteer is available to work or eligible to be force hired, the crews may be condensed to staff stations as appropriate, potentially only staffing one station. If a station must be closed, the fire chief will be notified.

6.3.10. In the event personnel are forced into work, accommodations should be made for mandatory meetings or training. These arrangements are coordinated with the shift officer.

**Adopted by BCFD4 Commissioners**

**Signed by fire chief:**

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

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

**Effective Date:** 08/04/2021

**Supersedes Date:** 08/03/2017