



BENTON COUNTY FIRE PROTECTION DISTRICT NO. 4 REGULAR BOARD AGENDA

August 17, 2023
7920 W Van Giesen St, West Richland, WA.99353

CALL MEETING TO ORDER

PLEDGE OF ALLEGIANCE

ADDITION TO THE AGENDA

THOSE PRESENT:

FINANCIAL REVIEW

CONSENT AGENDA:

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

- Public Comments
- Approval of the Agenda dated 08/17/2023
- Approval of Regular Meeting Minutes dated 08/03/2023
- Approval and pay:
- Expenditures:

522 Fire Control 77,598.10
589 Payroll Clearing 9,635.11
594 Capital Expenditures 15,560.58
001 General Fund 6841 102,793.79

522 Fire Control 2,049.18
110 EMS Fund 6848 2,049.18

594 Capital Expenditures 673.92
401 Construction Fund 6844 673.92

- EFT

522 Fire Control 243,063.40
589 Payroll Clearing -79,385.36
001 General Fund 6841 163,678.04

- DRS and Key Bank

522 Fire Control 17,917.58
589 Payroll Clearing 68,794.60
001 General Fund 6841 86,712.18

Grand Total \$355,907.11

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 \$527.70
- Approval; of Battalion Chief Job Description

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

- September 15– SE Washington Fire Commissioner Meeting, Dayton
- October 14 – Open House
- October 25-28– Annual WFCA Conference Tulalip
- November 11 – Veteran's Day Parade
- November 18 – Tricounty Commissioner Meeting, Location Walla Walla 4

CORRESPONDENCE

OPERATION PROGRAM UPDATES

UNFINISHED BUSINESS

- Station 410 Landscaping

NEW BUSINESS

AGENDA ITEMS FOR NEXT MEETING

EXECUTIVE SESSION

ADJOURNMENT:

Attested:

 08/17/2023
SLITA SUPERAWEOSOME, DISTRICT SECRETARY

 09/17/2023
MICHAEL VAN BEEK, COMMISSIONER

 08/17/2023
GARRETT GOODWIN, COMMISSIONER

 8/17/23
FRED BRINK, COMMISSIONER



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

August 3, 2023

7920 W Van Giesen St, West Richland, WA.99353

CALL MEETING TO ORDER

Commissioner Goodwin called the meeting to order at 1700 hrs.

PLEDGE OF ALLEGIANCE

Chief Carlyle led the pledge of allegiance.

ADDITION TO THE AGENDA

- Change Order #10

THOSE PRESENT:

Commissioner Garrett Goodwin
Commissioner Fred Brink
Commissioner Michael Van Beek (Virtual)
Fire Chief Paul Carlyle
District Secretary Slita SuperAwesome
Lieutenant Garrett Premel

FF Alyssa Thomas
FF Dawsen Hall
Logistics Ed Caraway
FF Jonathan Montgomery
FF Bradley Andrews

FINANCIAL REVIEW

- Reviewed

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 08/03/2023
- Approval of Regular Meeting Minutes dated 07/20/2023
- Approval and pay:
- Expenditures:

522 Fire Control	134,732.48
589 Payroll Clearing	155.67
594 Capital Expenditures	139,203.70
<u>001 General Fund 6841</u>	<u>274,091.85</u>
594 Capital Expenditures	42,002.85
<u>401 Construction Fund 6844</u>	<u>42,002.85</u>

Grand Total \$316,094.70

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

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.

- Change Order #10 Emergency Reset for Double Oven
 - NFPA requirement to have the oven shut off when emergency calls come in.

Commissioner Brink made a motion to approve the Change Order #10 of \$3,042.07, seconded by Commissioner Van Beek and the motion carried.

DISTRICT REPORTS

- Union Report
 - No report
- Volunteer Report
 - No report
- Logistics Report
 - Getting ready for the wildland season
- City Liaison Report
 - National Night Out
 - The city published citizen survey regarding fireworks related.
- Commissioner's Report
 - No report
- Fire Chief's Report
 - Budget process has started for the 2024 cycle.
 - He met with the facility manager and choose to appoint a second facilities manager to assist since we have expanded our properties along with some complexity.
 - He is working on ways to change the current program, as shift personnel are not necessarily able to keep up with this project due to increased call volumes and other tasks related to being on shift.
 - He attended the Chief's meeting, a large majority of these are the Master Mutual Aid agreements for Benton County. We are still missing some agencies for being on board with this since the last update. We are a current signature but there will be documents coming out for review and the next time to sign is January 2024.
 - He attended national night out, very well attended by the citizens.
 - He attended the SAT meeting for dispatch.
 - i. Staffing 3-vacant supervisor positions
 - 1. 1-vacant part time
 - 2. 10- vacant FTE
 - ii. TYLER CAD
 - 1. Chief Huntington and Carlyle were appointed to sub-committee along with Dispatch and Police representatives to be facilitated by a mediator to come to a recommendation. At today's meeting, PD announced that they do not want to continue with Tyler CAD at this time and do not continue for discussion.
 - iii. VHF project that will put a road and radio tower on Red Mountain is still progressing, with items still being processed through the NEPA and SEPA reviews. The road most likely will not start until December time frame now.
 - He attended the Chamber luncheon with Commissioner VanBeek, Chief Grego presented information about current crime rates in West Richland.
 - He was working with Barker Ranch to finish a contract regarding the doughnut hole area. They will most likely be petitioning the Board of Commissioners requesting annexation to BCFD4.
- District Secretary's Report

- She reported that she is on maternity leave intermittently and will take care of district business as need arise.

OPEN FORUM DISCUSSION

- No discussions

IMPORTANT DATES

- August 12 – Tricounty Commissioner Meeting, Location Benton1 Training Center
- September 15– SE Washington Fire Commissioner Meeting, Dayton
- October 14 – Open House
- October 25-28– Annual WFCFA Conference Tulalip
- November 11 – Veteran’s Day Parade
- November 18 – Tricounty Commissioner Meeting, Location Walla Walla 4

CORRESPONDENCE

- No correspondence

OPERATION PROGRAM UPDATES

- No one out on COVID
- Station 420 Remodel
 - We received occupancy on 07/28/2023 and are working on moving items back into the station. Chief is moving back into his office.
 - There is still work being completed and final payment will not be sent until all work is completed.
- Apparatus
 - Breathing support trailer is slated for next week to go to Spokane to be finished.
 - E1451 is still at Ford for motor repair.
- Training
 - Training prop projected delivery date is August 2023.
 - Two intern residents and one volunteer have been on-boarded, In-house academy will start the Tuesday after Labor Day.
 - One conditional volunteer (Tri-Tech Student) will be attending regional academy with the possibility of one additional volunteer candidate attending the regional academy.

UNFINISHED BUSINESS

- Station 410 Landscaping

NEW BUSINESS

- No new business.

AGENDA ITEMS FOR NEXT MEETING

- Station 410 Landscaping

EXECUTIVE SESSION

- No sessions

ADJOURNMENT:


The meeting was adjourned at 1732 hrs.

Attested:

 08/17/2023
SLITA SUPERAWESOME, DISTRICT SECRETARY

 08/17/2023
MICHAEL VAN BEEK, COMMISSIONER

 08/17/2023
GARRETT GOODWIN, COMMISSIONER

 8/17/23
FRED BRINK, COMMISSIONER

TransDate	TransCheckAmount	vName
8/25/2023	\$ 748.03	ADAMSON, ETHAN W
8/25/2023	\$ 5,560.53	AMMANN, JOSHUA
8/25/2023	\$ 5,775.35	ANDREWS, BRADLEY E
8/25/2023	\$ 748.03	BEARS, CORAL L
8/25/2023	\$ 9,299.90	BENITZ, BONNIE M
8/25/2023	\$ 2,137.36	BOOTH, CHERYL A
8/25/2023	\$ 9,903.60	BORSCHOWA, MATTHEW J
8/25/2023	\$ 1,078.91	CARAWAY, ED R
8/25/2023	\$ 8,267.83	CARLYLE, PAUL E
8/25/2023	\$ 99.73	DAVIS, KAREN M
8/25/2023	\$ 3,336.82	DERITIS, AMANDA K
8/25/2023	\$ 96.73	ELMORE, MONTE R
8/25/2023	\$ 5,146.11	ESTRELLA, MANUEL I
8/25/2023	\$ 4,177.61	FLOWERS, CODY R
8/25/2023	\$ 5,666.27	GAIDOS, KEVIN G
8/25/2023	\$ 4,222.33	GARRISON-EHREDT, KAILEE M
8/25/2023	\$ 650.14	GIBSON, JARON D
8/25/2023	\$ 539.23	GOODWIN, GARRETT S
8/25/2023	\$ 900.48	GREEN, REX J
8/25/2023	\$ 720.33	HALL, DAWSEN O
8/25/2023	\$ 7,331.81	HARPER, THOMAS R
8/25/2023	\$ 13.85	HARRISON, JOSHUA J
8/25/2023	\$ 5,017.36	HART, KYLE C
8/25/2023	\$ 975.22	HEINKEL, TREVOR B
8/25/2023	\$ 68.88	JAGELSKI, KYLE J
8/25/2023	\$ 14.78	JEROME, DEBRA A
8/25/2023	\$ 73.88	JOHNSTON, NATANIA M
8/25/2023	\$ 8,445.33	LONGIE, JAMES A
8/25/2023	\$ 55.41	MARKS, JACOB T
8/25/2023	\$ 143.96	MELOY, AARON J
8/25/2023	\$ 484.84	MILLER, OWEN J
8/25/2023	\$ 4,359.65	MONTGOMERY, JONATHAN C
8/25/2023	\$ 7,052.75	NEWTON, RAYMOND J
8/25/2023	\$ 18.47	NIELSEN, RYAN L
8/25/2023	\$ 13.85	OLSON, HAYDEN C
8/25/2023	\$ 5,366.25	OROZCO, WYATT M
8/25/2023	\$ 6,624.31	PREMEL, GARRETT M
8/25/2023	\$ 9,968.25	PUTZ, ALLEN L
8/25/2023	\$ 99.89	RICHE, KYLE M
8/25/2023	\$ 6,949.48	SHANNON, ROBERT C
8/25/2023	\$ 29.56	SMITH, CASEY R
8/25/2023	\$ 664.92	SOUTHAM, KALEB R
8/25/2023	\$ 13.85	STEVENSON, KALEB A
8/25/2023	\$ 7,217.31	SUPERAWESOME, SLITA T
8/25/2023	\$ 831.15	THOMAS, ALYSSA M
8/25/2023	\$ 234.92	VAN BEEK, MICHAEL A
8/25/2023	\$ 63.11	VIGGIANO, DOMINIC P
8/25/2023	\$ 6,609.62	VINING, ANTHONY G
8/25/2023	\$ 88.66	VOSS, SHERRY A
8/25/2023	\$ 4,934.69	WAKEMAN, BRIAN P
8/25/2023	\$ 4,792.95	WALTON, JACOB M
8/25/2023	\$ 5,516.06	WINTERS, CODY
	\$ 163,150.34	
8/25/2023	\$ 527.70	BRINK, FREDERICK T

WARRANT/CHECK REGISTER

BENTON COUNTY FIRE PROTECTION DISTRICT #4

Time: 15:31:24 Date: 08/16/2023

08/25/2023 To: 08/25/2023

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Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
1202	08/25/2023	Claims	6841	547	ADVANCED PAGING & COMMUNICATIONS	4,975.64	RADIO SUPPLIES
1203	08/25/2023	Payroll	6841	548	AFLAC	53.79	Pay Cycle(s) 08/25/2023 To 08/25/2023 - AFLAC
1204	08/25/2023	Claims	6841	549	AMAZON	144.54	FUEL CONTAINERS, OFFICE SUPPLIES
1205	08/25/2023	Payroll	6841	550	BENTON COUNTY 4 BENEVOLENT FUND	78.00	Pay Cycle(s) 08/25/2023 To 08/25/2023 - Benevolent Fund
1206	08/25/2023	Claims	6841	551	BPAS	6,250.00	HRA BENEFITS
1207	08/25/2023	Claims	6841	552	BRUTZMAN	15,560.58	TABLES AND CHAIRS FOR STA420 TRNG RM
1208	08/25/2023	Claims	6841	553	CI COMMUNICATIONS INTERNATIONAL	4,596.22	CHARGER, BRACKET, ADAPTOR, SPEAKERS
1209	08/25/2023	Claims	6841	554	CITY OF RICHLAND	7,960.58	DISPATCH SERVICES
1210	08/25/2023	Claims	6841	555	COLUMBIA BASIN COLLEGE	661.90	ALS OTEP SPRING '23
1211	08/25/2023	Payroll	6841	556	DIMARTINO	1,603.45	Pay Cycle(s) 08/25/2023 To 08/25/2023 - LT Disab- Life
1212	08/25/2023	Claims	6841	557	EVERGREEN LAWN CARE, INC	644.34	LAWN & WEED TREATMENTS - STA420/430
1213	08/25/2023	Claims	6841	558	HOME DEPOT	112.53	BOLTS, WALLPLATE, SCREWS, DRILL BIT SET
1214	08/25/2023	Payroll	6841	559	IAFF LOCAL 1052	3,665.28	Pay Cycle(s) 08/25/2023 To 08/25/2023 - Union Dues
1215	08/25/2023	Claims	6841	560	LIFE ASSIST	1,531.59	EMS SUPPLIES
1216	08/25/2023	Claims	6841	561	LIZ LOOMIS EASL, INC	6,000.00	COMMUNICATION
1217	08/25/2023	Claims	6841	562	NATIONAL TESTING NETWORK	500.00	ANNUAL NTN MEMBERSHIP FEE
1218	08/25/2023	Claims	6841	563	NEWEGG	657.96	COMPUTER PARTS
1219	08/25/2023	Claims	6841	564	O'REILLY AUTO PARTS	54.43	HITCH AND BALL
1220	08/25/2023	Claims	6841	565	ON SCENE MEDICAL	3,727.00	PYHSICALS
1221	08/25/2023	Claims	6841	566	OXARC	13.79	CYLINDER RENTAL
1222	08/25/2023	Claims	6841	567	RINGOLDE	106.80	PATCHES
1223	08/25/2023	Claims	6841	568	STAPLES ADVANTAGE	260.81	CORK BOARD
1224	08/25/2023	Claims	6841	569	STERICYCLE	119.24	EMS WASTE DISPOSAL
1225	08/25/2023	Payroll	6841	570	TRUSTEED PLANS SERVICE CORPORATION	35,714.50	Pay Cycle(s) 08/25/2023 To 08/25/2023 - Medical Insurance; Pay Cycle(s) 08/25/2023 To 08/25/2023 - Dental Insurance
1226	08/25/2023	Claims	6841	571	US BANK	4,080.51	VISA-BENITZ; VISA-BORSCHOWA; VISA-BRADLEY; VISA-CARLYLE; VISA-PUITZ; VISA-SHANNON
1227	08/25/2023	Claims	6841	572	VITAL RECORDS CONTROL	151.20	MONTHLY STORAGE FEE
1228	08/25/2023	Payroll	6841	573	WA STATE SUPPORT REGISTRY	571.00	Pay Cycle(s) 08/25/2023 To 08/25/2023 - Child Support- WA
1229	08/25/2023	Payroll	6841	574	C/O BENEFIT SOLUTIONS INC WSCFF MEDICAL EXPENSE REIMBURSEMEN	3,600.00	Pay Cycle(s) 08/25/2023 To 08/25/2023 - MERP
1230	08/25/2023	Claims	6841	575	YOKE'S FOODS	72.03	SUPPLIES, MAIL QTRLY RPT, STAMPS
1199	08/25/2023	Claims	6848	17	SYSTEM DESIGN WEST	2,049.18	EMS (JULY) BILLING
						77,598.10	522 Fire Control
						9,635.11	589 Payroll Clearing
						15,560.58	594 Capital Expenditures
001 General Fund 6841						102,793.79	
						2,049.18	522 Fire Control

WARRANT/CHECK REGISTER

BENTON COUNTY FIRE PROTECTION DISTRICT #4

Time: 15:31:24 Date: 08/16/2023

08/25/2023 To: 08/25/2023

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Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
		110 EMS Fund	6848			2,049.18	
		594 Capital Expenditures				673.92	
		401 Construction Fund	6844			673.92	
						Claims:	60,230.87
						105,516.89 Payroll:	45,286.02

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 08/17/2023

WARRANT/CHECK REGISTER

BENTON COUNTY FIRE PROTECTION DISTRICT #4

Time: 15:32:50 Date: 08/16/2023

08/25/2023 To: 08/25/2023

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Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
1146	08/25/2023	Payroll	6841	EFT	ETHAN W ADAMSON	748.03	Aug pay FLSA
1147	08/25/2023	Payroll	6841	EFT	JOSHUA AMMANN	5,560.53	Aug pay FLSA
1148	08/25/2023	Payroll	6841	EFT	BRADLEY E ANDREWS	5,775.35	Aug pay FLSA
1149	08/25/2023	Payroll	6841	EFT	CORAL L BEARS	748.03	Aug pay FLSA
1150	08/25/2023	Payroll	6841	EFT	BONNIE M BENITZ	9,299.90	Aug pay FLSA
1151	08/25/2023	Payroll	6841	EFT	CHERYL A BOOTH	2,137.36	Aug pay FLSA
1152	08/25/2023	Payroll	6841	EFT	MATTHEW J BORSCHOWA	9,903.60	Aug pay FLSA
1153	08/25/2023	Payroll	6841	EFT	FREDERICK T BRINK	527.70	Aug pay FLSA
1154	08/25/2023	Payroll	6841	EFT	ED R CARAWAY	1,078.91	Aug pay FLSA
1155	08/25/2023	Payroll	6841	EFT	PAUL E CARLYLE	8,267.83	Aug pay FLSA
1156	08/25/2023	Payroll	6841	EFT	KAREN M DAVIS	99.73	Aug pay FLSA
1157	08/25/2023	Payroll	6841	EFT	AMANDA K DERITIS	3,336.82	Aug pay FLSA
1158	08/25/2023	Payroll	6841	EFT	MONTE R ELMORE	96.73	Aug pay FLSA
1159	08/25/2023	Payroll	6841	EFT	MANUEL I ESTRELLA	5,146.11	Aug pay FLSA
1160	08/25/2023	Payroll	6841	EFT	CODY R FLOWERS	4,177.61	Aug pay FLSA
1161	08/25/2023	Payroll	6841	EFT	KEVIN G GAIDOS	5,666.27	Aug pay FLSA
1162	08/25/2023	Payroll	6841	EFT	KAILEE M GARRISON-EHREDT	4,222.33	Aug pay FLSA
1163	08/25/2023	Payroll	6841	EFT	JARON D GIBSON	650.14	Aug pay FLSA
1164	08/25/2023	Payroll	6841	EFT	GARRETT S GOODWIN	539.23	Aug pay FLSA
1165	08/25/2023	Payroll	6841	EFT	REX J GREEN	900.48	Aug pay FLSA
1166	08/25/2023	Payroll	6841	EFT	DAWSEN O HALL	720.33	Aug pay FLSA
1167	08/25/2023	Payroll	6841	EFT	THOMAS R HARPER	7,331.81	Aug pay FLSA
1168	08/25/2023	Payroll	6841	EFT	JOSHUA J HARRISON	13.85	Aug pay FLSA
1169	08/25/2023	Payroll	6841	EFT	KYLE C HART	5,017.36	Aug pay FLSA
1170	08/25/2023	Payroll	6841	EFT	TREVOR B HEINKEL	975.22	Aug pay FLSA
1171	08/25/2023	Payroll	6841	EFT	KYLE J JAGELSKI	68.88	Aug pay FLSA
1172	08/25/2023	Payroll	6841	EFT	DEBRA A JEROME	14.78	Aug pay FLSA
1173	08/25/2023	Payroll	6841	EFT	NATANIA M JOHNSTON	73.88	Aug pay FLSA
1174	08/25/2023	Payroll	6841	EFT	JAMES A LONGIE	8,445.33	Aug pay FLSA
1175	08/25/2023	Payroll	6841	EFT	JACOB T MARKS	55.41	Aug pay FLSA
1176	08/25/2023	Payroll	6841	EFT	AARON J MELOY	143.96	Aug pay FLSA
1177	08/25/2023	Payroll	6841	EFT	OWEN J MILLER	484.84	Aug pay FLSA
1178	08/25/2023	Payroll	6841	EFT	JONATHAN C MONTGOMERY	4,359.65	Aug pay FLSA
1179	08/25/2023	Payroll	6841	EFT	RAYMOND J NEWTON	7,052.75	Aug pay FLSA
1180	08/25/2023	Payroll	6841	EFT	RYAN L NIELSEN	18.47	Aug pay FLSA
1181	08/25/2023	Payroll	6841	EFT	HAYDEN C OLSON	13.85	Aug pay FLSA
1182	08/25/2023	Payroll	6841	EFT	WYATT M OROZCO	5,366.25	Aug pay FLSA
1183	08/25/2023	Payroll	6841	EFT	GARRETT M PREMEL	6,624.31	Aug pay FLSA
1184	08/25/2023	Payroll	6841	EFT	ALLEN L PUTZ	9,968.25	Aug pay FLSA
1185	08/25/2023	Payroll	6841	EFT	KYLE M RICHE	99.89	Aug pay FLSA
1186	08/25/2023	Payroll	6841	EFT	ROBERT C SHANNON	6,949.48	Aug pay FLSA
1187	08/25/2023	Payroll	6841	EFT	CASEY R SMITH	29.56	Aug pay FLSA
1188	08/25/2023	Payroll	6841	EFT	KALEB R SOUTHAM	664.92	Aug pay FLSA
1189	08/25/2023	Payroll	6841	EFT	KALEB A STEVENSON	13.85	Aug pay FLSA
1190	08/25/2023	Payroll	6841	EFT	SLITA T SUPERAWESOME	7,217.31	Aug pay FLSA
1191	08/25/2023	Payroll	6841	EFT	ALYSSA M THOMAS	831.15	Aug pay FLSA
1192	08/25/2023	Payroll	6841	EFT	MICHAEL A VAN BEEK	234.92	Aug pay FLSA
1193	08/25/2023	Payroll	6841	EFT	DOMINIC P VIGGIANO	63.11	Aug pay FLSA
1194	08/25/2023	Payroll	6841	EFT	ANTHONY G VINING	6,609.62	Aug pay FLSA
1195	08/25/2023	Payroll	6841	EFT	SHERRY A VOSS	88.66	Aug pay FLSA
1196	08/25/2023	Payroll	6841	EFT	BRIAN P WAKEMAN	4,934.69	Aug pay FLSA
1197	08/25/2023	Payroll	6841	EFT	JACOB M WALTON	4,792.95	Aug pay FLSA
1198	08/25/2023	Payroll	6841	EFT	CODY WINTERS	5,516.06	Aug pay FLSA

522 Fire Control
589 Payroll Clearing

243,063.40
-79,385.36

WARRANT/CHECK REGISTER

BENTON COUNTY FIRE PROTECTION DISTRICT #4

Time: 15:32:50 Date: 08/16/2023

08/25/2023 To: 08/25/2023

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Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
		001 General Fund	6841			163,678.04	
						163,678.04	Payroll: 163,678.04

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 08/17/2023

WARRANT/CHECK REGISTER

BENTON COUNTY FIRE PROTECTION DISTRICT #4

Time: 15:33:03 Date: 08/16/2023

08/24/2023 To: 08/24/2023

Page: 1

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
1200	08/24/2023	Payroll	6841	545	EFTPS- IRS Payroll Taxes	38,244.37	941 Deposit for Pay Cycle(s) 08/25/2023 - 08/25/2023
1201	08/24/2023	Payroll	6841	546	WA PUB EMP & RETIRE SYS	48,467.81	Pay Cycle(s) 08/25/2023 To 08/25/2023 - LEOFF II; Pay Cycle(s) 08/25/2023 To 08/25/2023 - Deferred Comp; Pay Cycle(s) 08/25/2023 To 08/25/2023 - PERS 3; Pay Cycle(s) 08/25/2023 To 08/25/2023 - PERS 2
						17,917.58	
						68,794.60	
001 General Fund 6841						86,712.18	
						86,712.18 Payroll:	86,712.18

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 08/17/2023

2023 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION DISTRICT

Time: 15:42:07 Date: 08/16/2023

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001 General Fund 6841		01/01/2023 To: 12/31/2023			
Revenues	Amt Budgeted	Revenues	Remaining		
308 Beginning Balances					
308 91 00 00	Beginning Balance	2,910,506.94	2,910,506.94	0.00	100.0%
	308 Beginning Balances	2,910,506.94	2,910,506.94	0.00	100.0%
310 Taxes					
311 10 00 01	Property Tax	4,020,000.00	2,232,394.33	1,787,605.67	55.5%
337 20 00 01	Leasehold Tax	30,000.00	26,073.17	3,926.83	86.9%
	310 Taxes	4,050,000.00	2,258,467.50	1,791,532.50	55.8%
330 Intergovernmental Revenues					
331 15 22 81	U.S. Fish & Wildlife Grant	0.00	0.00	0.00	0.0%
331 97 04 40	AFG GRANT	0.00	0.00	0.00	0.0%
331 97 08 34	SAFER Grant	0.00	0.00	0.00	0.0%
333 97 00 01	Federal Indirect Grant From Department Of Homeland Security	0.00	0.00	0.00	0.0%
334 01 30 02	WSP-FF Training	1,000.00	0.00	1,000.00	0.0%
334 04 90 01	State Trauma Grant	1,200.00	554.00	646.00	46.2%
334 04 90 05	FIIRE Grant- Dept of L&I	0.00	0.00	0.00	0.0%
334 06 90 04	BVFF Physical Reimb.	1,000.00	0.00	1,000.00	0.0%
335 00 91 01	Energy NW Generation T	32,000.00	37,557.95	(5,557.95)	117.4%
337 97 04 40	AFG COST SHARE	0.00	0.00	0.00	0.0%
	330 Intergovernmental Revenues	35,200.00	38,111.95	(2,911.95)	108.3%
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	20,233.02	18,766.98	51.9%
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%
	340 Charges For Services	41,300.00	20,233.02	21,066.98	49.0%
350 Fines & Forfeitures					
359 90 00 01	Fines And Penalties	0.00	0.00	0.00	0.0%
	350 Fines & Forfeitures	0.00	0.00	0.00	0.0%
360 Investment Interest					
361 11 00 01	Investment Interest	10,000.00	28,052.85	(18,052.85)	280.5%
362 53 00 00	BUILDING RENTAL	0.00	175.00	(175.00)	0.0%
367 11 00 08	Contributions/Donation	0.00	2,160.00	(2,160.00)	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	3,639.07	(1,639.07)	182.0%
	360 Investment Interest	12,000.00	34,026.92	(22,026.92)	283.6%

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Revenues	Amt Budgeted	Revenues	Remaining	
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%
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%
398 10 00 01 INSURANCE REIMB/CLAIM	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	1,420,000.00	0.00	1,420,000.00	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	1,420,000.00	0.00	1,420,000.00	0.0%
Fund Revenues:	8,469,006.94	5,261,346.33	3,207,660.61	62.1%
Expenditures	Amt Budgeted	Expenditures	Remaining	
522 Fire Control				
522 15 40 00 ADVANCED TRAVEL	0.00	2,000.00	(2,000.00)	0.0%
000	0.00	2,000.00	(2,000.00)	0.0%
522 11 10 10 Salary - Comm 1 (Van Beek)	9,000.00	2,560.00	6,440.00	28.4%
522 11 10 20 Salary-Comm 2 (Goodwin)	9,000.00	4,864.00	4,136.00	54.0%
522 11 10 30 Salary-Comm 3 (Brink)	9,000.00	4,608.00	4,392.00	51.2%
522 11 20 10 Benefits - Comm 1 (Van Beek)	1,000.00	199.27	800.73	19.9%
522 11 20 20 Benefits - Comm 2 (Goodwin)	1,000.00	378.39	621.61	37.8%
522 11 20 30 Benefits - Comm 3 (Brink)	1,000.00	378.55	621.45	37.9%
522 11 31 00 Expendable Supplies- Legislative	0.00	0.00	0.00	0.0%
522 11 43 00 Travel-Mileage & Airfare	2,000.00	786.13	1,213.87	39.3%
522 11 43 30 Travel - Per Diem & Lodging	5,100.00	1,765.76	3,334.24	34.6%
522 11 43 31 Registration Fees	3,300.00	630.00	2,670.00	19.1%
011 Legislative	40,400.00	16,170.10	24,229.90	40.0%
522 12 10 10 Salary - Administration	346,440.00	205,546.42	140,893.58	59.3%
522 12 10 60 Overtime - Administrative	10,000.00	5,343.95	4,656.05	53.4%
522 12 10 70 Temporary Employees	0.00	0.00	0.00	0.0%
522 12 20 04 HRA Benefits	6,000.00	4,000.00	2,000.00	66.7%
522 12 20 10 Benefits - Administrative	57,000.00	35,824.41	21,175.59	62.8%
522 12 20 60 Benefits - OT Administration	2,000.00	1,305.87	694.13	65.3%
522 12 20 70 Benefits - Temporary Employees	0.00	0.00	0.00	0.0%
522 12 24 20 Volunteer Pension & Relief Fund	6,600.00	420.00	6,180.00	6.4%
522 12 29 20 Volunteer Recognition	4,000.00	2,152.83	1,847.17	53.8%

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Expenditures	Amt Budgeted	Expenditures	Remaining	
522 Fire Control				
522 12 29 30	Volunteer Association	3,500.00	3,484.00	16.00 99.5%
522 12 31 00	Expendable Office Supplies	3,750.00	1,988.41	1,761.59 53.0%
522 12 31 10	Computer Software	9,000.00	866.28	8,133.72 9.6%
522 12 35 00	Office Tools & Equipment	4,000.00	1,020.01	2,979.99 25.5%
522 12 35 10	Office Computer Equipment	23,000.00	9,843.02	13,156.98 42.8%
522 12 41 00	Contract Services	96,000.00	77,524.42	18,475.58 80.8%
522 12 41 02	Contract For Union Negotiation	0.00	0.00	0.00 0.0%
522 12 41 10	Financial Services Contract(SPRINGBROOK)	25,000.00	23,493.10	1,506.90 94.0%
522 12 41 20	Professional Services	80,000.00	0.00	80,000.00 0.0%
522 12 42 00	Phone Service	12,000.00	8,737.69	3,262.31 72.8%
522 12 42 10	Cellular Phone Service	14,500.00	6,593.08	7,906.92 45.5%
522 12 42 40	Postage	1,500.00	413.84	1,086.16 27.6%
522 12 44 00	Advertising/Notices/Recruiting	9,000.00	1,135.00	7,865.00 12.6%
522 12 45 00	Equipment Lease/Maint	10,200.00	3,965.10	6,234.90 38.9%
522 12 46 00	District Insurance	92,000.00	104,421.00	(12,421.00) 113.5%
522 12 48 00	Repair & Maint. - Office Equip	0.00	0.00	0.00 0.0%
522 12 48 20	WebPage Maintenance	500.00	758.62	(258.62) 151.7%
522 12 49 00	Memberships/Dues	16,000.00	11,784.58	4,215.42 73.7%
522 12 49 10	Taxes And Irrigation Fees	100.00	108.08	(8.08) 108.1%
522 12 49 20	State Auditor	11,000.00	0.00	11,000.00 0.0%
	012 Administrative	843,090.00	510,729.71	332,360.29 60.6%
522 13 41 00	Levy Publication Services	72,000.00	48,969.33	23,030.67 68.0%
522 13 48 20	Outside Services	0.00	0.00	0.00 0.0%
522 13 49 00	Commissioner Elections	10,000.00	0.00	10,000.00 0.0%
	013 Election	82,000.00	48,969.33	33,030.67 59.7%
522 14 41 00	Legal Services	12,000.00	6,000.00	6,000.00 50.0%
	014 Legal	12,000.00	6,000.00	6,000.00 50.0%
522 20 10 10	Mobilization Wages	30,000.00	7,673.99	22,326.01 25.6%
522 20 20 10	Mobilization Benefits	9,000.00	1,693.82	7,306.18 18.8%
522 20 24 10	Physicals/Innoculation	63,000.00	39,362.00	23,638.00 62.5%
522 20 28 00	Uniforms (All Non-PPE)	30,000.00	15,879.82	14,120.18 52.9%
522 20 31 00	Expendable Incident Supplies	500.00	191.40	308.60 38.3%
522 20 35 00	Tools & Equipment	11,500.00	8,959.72	2,540.28 77.9%
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	52.27	947.73 5.2%
	020 Operations	151,000.00	73,813.02	77,186.98 48.9%
522 21 10 10	Salary - Firefighters	2,382,088.00	1,380,942.71	1,001,145.29 58.0%
522 21 10 71	Overtime - Firefighters	260,000.00	163,848.13	96,151.87 63.0%
522 21 10 80	Resident Reimbursement	120,000.00	38,130.00	81,870.00 31.8%
522 21 10 90	Volunteer Reimbursement	66,000.00	35,533.00	30,467.00 53.8%
522 21 20 04	HRA Benefits	69,000.00	43,000.00	26,000.00 62.3%
522 21 20 10	Benefits - Firefighters	681,260.00	385,253.90	296,006.10 56.6%
522 21 20 71	Benefits - Overtime FF	67,600.00	38,782.56	28,817.44 57.4%
522 21 20 80	Benefits - Resident Reimbursement	6,000.00	2,917.02	3,082.98 48.6%
522 21 20 90	Benefits - Volunteer	6,000.00	2,728.88	3,271.12 45.5%
522 21 28 20	PPE - Protective Clothing	70,000.00	5,157.99	64,842.01 7.4%
522 21 31 00	Expendable Supplies - Suppression	0.00	1,447.85	(1,447.85) 0.0%

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Expenditures	Amt Budgeted	Expenditures	Remaining	
522 Fire Control				
522 21 31 10	Supplies - Support Service	4,000.00	2,324.73	1,675.27 58.1%
522 21 35 10	Tools & Equipment -Suppression	5,000.00	4,366.69	633.31 87.3%
522 21 35 11	Hose Replacement	10,500.00	2,979.40	7,520.60 28.4%
522 21 35 12	Nozzle Replacement	8,700.00	6,666.87	2,033.13 76.6%
522 21 35 13	Tools - Support Service	5,000.00	0.00	5,000.00 0.0%
522 21 41 00	Professional Services	12,000.00	6,605.10	5,394.90 55.0%
522 21 48 00	Equipment Repair & Maint	1,550.00	937.92	612.08 60.5%
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	160.88	839.12 16.1%
522 21 48 90	SCBA Repair/Maintenance	2,000.00	762.52	1,237.48 38.1%
021 Suppression		3,779,298.00	2,122,546.15	1,656,751.85 56.2%
522 24 31 00	Expendable Supplies - Radios	500.00	117.02	382.98 23.4%
522 24 35 00	Non-Expendable Supplies - Radios	70,000.00	50,637.80	19,362.20 72.3%
522 24 41 00	Dispatch Services	90,000.00	63,684.64	26,315.36 70.8%
522 24 41 10	VHF Maintenance Fee	16,799.30	0.00	16,799.30 0.0%
522 24 48 00	Repair & Maintenance - Radios	5,000.00	101.83	4,898.17 2.0%
024 Communications		182,299.30	114,541.29	67,758.01 62.8%
522 30 31 00	Expendable Supplies-Prevention	10,000.00	285.98	9,714.02 2.9%
522 30 31 10	Smoke Alarm Program	1,000.00	0.00	1,000.00 0.0%
522 30 35 00	Tools & Equipment - Prevention	1,500.00	88.94	1,411.06 5.9%
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		12,600.00	374.92	12,225.08 3.0%
522 45 31 00	Expendable Supplies - Training	6,000.00	2,221.35	3,778.65 37.0%
522 45 31 10	Training Computer Software	12,500.00	19,104.08	(6,604.08) 152.8%
522 45 35 00	Tools & Equipment - Training	2,800.00	1,583.99	1,216.01 56.6%
522 45 35 10	Equipment- Wellness Program	0.00	0.00	0.00 0.0%
522 45 41 00	Professional Service	1,500.00	0.00	1,500.00 0.0%
522 45 43 00	Travel - Mileage & Air(Operations)	3,500.00	573.90	2,926.10 16.4%
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)	6,500.00	104.62	6,395.38 1.6%
522 45 43 04	Travel -Mileage&Air(Safety)	1,200.00	50.00	1,150.00 4.2%
522 45 43 10	PerDiem & Lodging(Operations)	11,000.00	7,030.40	3,969.60 63.9%
522 45 43 11	PerDiem & Lodging(Admin)	6,800.00	2,113.06	4,686.94 31.1%
522 45 43 12	PerDiem & Lodging(Automotive)	0.00	0.00	0.00 0.0%
522 45 43 13	PerDiem & Lodging(EMS)	8,000.00	2,065.40	5,934.60 25.8%
522 45 43 14	PerDiem & Lodging(Safety)	2,500.00	452.90	2,047.10 18.1%
522 45 43 20	Registration Fees(Operations)	67,000.00	8,211.10	58,788.90 12.3%
522 45 43 21	Registration Fees(Admin)	3,500.00	2,205.00	1,295.00 63.0%
522 45 43 22	Registration Fees(Automotive)	0.00	0.00	0.00 0.0%
522 45 43 23	Registration Fees(EMS)	7,500.00	1,074.66	6,425.34 14.3%
522 45 43 24	Registration Fees(Safety)	2,000.00	0.00	2,000.00 0.0%
522 45 43 30	Tuition Reimbursement	12,000.00	0.00	12,000.00 0.0%
522 45 43 98	Career Tuition	10,000.00	1,753.06	8,246.94 17.5%
522 45 43 99	Article 32 MED EMS Training	34,500.00	0.00	34,500.00 0.0%
522 45 48 00	Repair And Maintenance	0.00	0.00	0.00 0.0%
045 Training		201,200.00	48,543.52	152,656.48 24.1%

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Expenditures	Amt Budgeted	Expenditures	Remaining		
522 Fire Control					
522 50 31 00	Expendable Supplies -Facilities	3,500.00	5,224.86	(1,724.86)	149.3%
522 50 35 00	Tools & Equipment - Facilities	7,000.00	5,825.55	1,174.45	83.2%
522 50 41 00	Professional Services	0.00	0.00	0.00	0.0%
522 50 45 00	Lease-Sta 410	5,000.00	4,767.63	232.37	95.4%
522 50 47 10	Electricity	38,000.00	25,149.75	12,850.25	66.2%
522 50 47 20	Water/Sewer/Natural Gas	20,000.00	9,474.22	10,525.78	47.4%
522 50 48 00	Repair & Maint. - Facilities	30,000.00	65,219.62	(35,219.62)	217.4%
050 Facilities		103,500.00	115,661.63	(12,161.63)	111.8%
522 60 31 00	Expendable Supplies - Automotive	6,600.00	470.93	6,129.07	7.1%
522 60 32 00	Fuels	55,000.00	25,358.38	29,641.62	46.1%
522 60 35 00	Tools, Equipment & Parts - Automotive	2,050.00	3,364.35	(1,314.35)	164.1%
522 60 48 00	3rd party repair & Maint. - Automotive	97,500.00	53,879.29	43,620.71	55.3%
060 Automotive		161,150.00	83,072.95	78,077.05	51.6%
522 70 31 00	Expendable Supplies - EMS	41,000.00	40,177.49	822.51	98.0%
522 70 35 00	Small Tools & Minor Equip	8,000.00	0.00	8,000.00	0.0%
522 70 41 02	EMS Assessment Fee	1,500.00	1,374.57	125.43	91.6%
522 70 41 10	Contract Services - EMS	9,500.00	18,905.38	(9,405.38)	199.0%
522 70 48 00	Small Tools- Repairs & Maintenance	0.00	3,616.54	(3,616.54)	0.0%
526 22 31 01	Expendable Supplies - ALS	0.00	0.00	0.00	0.0%
070 EMS		60,000.00	64,073.98	(4,073.98)	106.8%
522 Fire Control		5,628,537.30	3,206,496.60	2,422,040.70	57.0%
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	(1,933.74)	1,933.74	0.0%
589 90 00 01	Other Non-Expenditures - Suspense	0.00	0.00	0.00	0.0%
589 Payroll Clearing		0.00	(1,933.74)	1,933.74	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%

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Expenditures	Amt Budgeted	Expenditures	Remaining	
594 Capital Expenditures				
594 22 62 00 Captial Building	330,000.00	154,764.28	175,235.72	46.9%
594 22 63 00 Capital Apparatus And Equipment	427,000.00	103,642.54	323,357.46	24.3%
594 22 64 01 Capital Communications	0.00	0.00	0.00	0.0%
022 Capital	757,000.00	258,406.82	498,593.18	34.1%
594 Capital Expenditures	757,000.00	258,406.82	498,593.18	34.1%
597 Interfund Transfers				
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	170,000.00	0.00	170,000.00	0.0%
597 00 01 61 Transfer Out To 601	0.00	0.00	0.00	0.0%
597 Interfund Transfers	170,000.00	0.00	170,000.00	0.0%
Fund Expenditures:	6,555,537.30	3,462,969.68	3,092,567.62	52.8%
Fund Excess/(Deficit):	1,913,469.64	1,798,376.65		

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099 Imprest Fund		01/01/2023 To: 12/31/2023			
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		

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110 EMS Fund 6848		01/01/2023 To: 12/31/2023			
Revenues	Amt Budgeted	Revenues	Remaining		
308 Beginning Balances					
308 31 00 11	Beginning Balance	3,016,527.00	3,016,526.90	0.10	100.0%
308 Beginning Balances		3,016,527.00	3,016,526.90	0.10	100.0%
310 Taxes					
311 10 00 11	Property Tax	931,890.00	515,004.25	416,885.75	55.3%
310 Taxes		931,890.00	515,004.25	416,885.75	55.3%
330 Intergovernmental Revenues					
332 93 40 10	GEMT	300,000.00	111,242.35	188,757.65	37.1%
337 00 00 11	EMSI	0.00	75,000.00	(75,000.00)	0.0%
330 Intergovernmental Revenues		300,000.00	186,242.35	113,757.65	62.1%
340 Charges For Services					
342 60 01 10	Ambulance Service	300,000.00	250,844.96	49,155.04	83.6%
340 Charges For Services		300,000.00	250,844.96	49,155.04	83.6%
360 Investment Interest					
361 11 00 11	Investment Interest	0.00	32,440.84	(32,440.84)	0.0%
360 Investment Interest		0.00	32,440.84	(32,440.84)	0.0%
Fund Revenues:		4,548,417.00	4,001,059.30	547,357.70	88.0%
Expenditures	Amt Budgeted	Expenditures	Remaining		
522 Fire Control					
522 70 35 10	Small Tools And Minor Equipment	0.00	56.48	(56.48)	0.0%
522 70 41 00	Ambulance Billing Service Fee	0.00	35,933.76	(35,933.76)	0.0%
522 70 41 01	IMAGE TREND	0.00	0.00	0.00	0.0%
522 70 41 20	Ambulance Over Payment	0.00	1,961.41	(1,961.41)	0.0%
522 70 48 10	Equipment Repairs & Maintenance	3,000.00	0.00	3,000.00	0.0%
522 70 49 00	Other Expenditures	0.00	0.00	0.00	0.0%
522 Fire Control		3,000.00	37,951.65	(34,951.65)	1265.1%
588 Prior Period Adjustment					
588 10 00 10	PY Adjustments	0.00	0.00	0.00	0.0%
588 Prior Period Adjustment		0.00	0.00	0.00	0.0%
594 Capital Expenditures					
594 22 63 10	Capital Apparatus	0.00	0.00	0.00	0.0%
594 Capital Expenditures		0.00	0.00	0.00	0.0%

2023 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION DISTRIK

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110 EMS Fund 6848

01/01/2023 To: 12/31/2023

Expenditures	Amt Budgeted	Expenditures	Remaining	
<hr/>				
597 Interfund Transfers				
<hr/>				
597 00 01 10 Transfer Out To 001	1,420,000.00	0.00	1,420,000.00	0.0%
597 Interfund Transfers	1,420,000.00	0.00	1,420,000.00	0.0%
<hr/>				
Fund Expenditures:	1,423,000.00	37,951.65	1,385,048.35	2.7%
<hr/>				
Fund Excess/(Deficit):	3,125,417.00	3,963,107.65		

2023 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION DISTRICT

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01/01/2023 To: 12/31/2023

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances				
308 31 00 21 Beginning Balance	169,621.00	169,620.56	0.44	100.0%
308 Beginning Balances	169,621.00	169,620.56	0.44	100.0%
310 Taxes				
311 10 00 21 Property Tax	480,000.00	265,076.61	214,923.39	55.2%
310 Taxes	480,000.00	265,076.61	214,923.39	55.2%
360 Investment Interest				
361 11 00 21 Investment Interest	0.00	2,063.46	(2,063.46)	0.0%
360 Investment Interest	0.00	2,063.46	(2,063.46)	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:	649,621.00	436,760.63	212,860.37	67.2%
Expenditures	Amt Budgeted	Expenditures	Remaining	
591 Debt Service				
591 22 71 01 Bond Principal Payment	205,000.00	0.00	205,000.00	0.0%
592 22 83 01 Bond Interest Payment	266,900.00	0.00	266,900.00	0.0%
592 22 89 21 Debt Service Cost	0.00	0.00	0.00	0.0%
591 Debt Service	471,900.00	0.00	471,900.00	0.0%
Fund Expenditures:	471,900.00	0.00	471,900.00	0.0%
Fund Excess/(Deficit):	177,721.00	436,760.63		

2023 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION DISTRICT

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401 Construction Fund 6844

01/01/2023 To: 12/31/2023

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances				
308 31 00 41 Beginning Balance	317,904.31	317,904.31	0.00	100.0%
308 Beginning Balances	317,904.31	317,904.31	0.00	100.0%
360 Investment Interest				
361 11 00 41 Investment Interest	0.00	3,287.28	(3,287.28)	0.0%
360 Investment Interest	0.00	3,287.28	(3,287.28)	0.0%
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:	317,904.31	321,191.59	(3,287.28)	101.0%
Expenditures	Amt Budgeted	Expenditures	Remaining	
591 Debt Service				
592 22 89 00 Bond Fees	0.00	0.00	0.00	0.0%
591 Debt Service	0.00	0.00	0.00	0.0%
594 Capital Expenditures				
594 22 62 01 Building Upgrade	300,000.00	327,205.94	(27,205.94)	109.1%
594 22 62 04 Capital Apparatus	0.00	0.00	0.00	0.0%
594 Capital Expenditures	300,000.00	327,205.94	(27,205.94)	109.1%
597 Interfund Transfers				
597 00 01 01 Transfer Out	0.00	0.00	0.00	0.0%
597 Interfund Transfers	0.00	0.00	0.00	0.0%
Fund Expenditures:	300,000.00	327,205.94	(27,205.94)	109.1%
Fund Excess/(Deficit):	17,904.31	(6,014.35)		

2023 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION DISTRICT

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01/01/2023 To: 12/31/2023

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances				
308 91 00 61 Beginning Balance	1,740,188.00	1,740,187.65	0.35	100.0%
308 Beginning Balances	1,740,188.00	1,740,187.65	0.35	100.0%
360 Investment Interest				
361 11 00 61 Investment Interest	0.00	17,409.65	(17,409.65)	0.0%
360 Investment Interest	0.00	17,409.65	(17,409.65)	0.0%
380 Non Revenues				
388 80 00 06 Prior Year(s) Corrections	0.00	0.00	0.00	0.0%
380 Non Revenues	0.00	0.00	0.00	0.0%
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 07 Transfer In From 001	170,000.00	0.00	170,000.00	0.0%
397 00 01 61 Transfer In From 101	0.00	0.00	0.00	0.0%
397 Interfund Transfers	170,000.00	0.00	170,000.00	0.0%
Fund Revenues:	1,910,188.00	1,757,597.30	152,590.70	92.0%
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	400,000.00	400,000.00	0.00	100.0%
594 Capital Expenditures	400,000.00	400,000.00	0.00	100.0%
597 Interfund Transfers				
597 00 00 06 Transfer Out	0.00	0.00	0.00	0.0%
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%

2023 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION DISTRICT

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601 Reserve Fund 6846

01/01/2023 To: 12/31/2023

Expenditures	Amt Budgeted	Expenditures	Remaining
Fund Expenditures:	400,000.00	400,000.00	0.00 100.0%
Fund Excess/(Deficit):	1,510,188.00	1,357,597.30	

2023 BUDGET POSITION TOTALS

BENTON COUNTY FIRE PROTECTION DIS

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Fund	Revenue Budgeted	Received		Expense Budgeted	Spent	
001 General Fund 6841	8,469,006.94	5,261,346.33	62.1%	6,555,537.30	3,462,969.68	53%
099 Imprest Fund	0.00	13,500.00	0.0%	0.00	0.00	0%
110 EMS Fund 6848	4,548,417.00	4,001,059.30	88.0%	1,423,000.00	37,951.65	3%
201 EMS Bond Fund 6842	649,621.00	436,760.63	67.2%	471,900.00	0.00	0%
401 Construction Fund 6844	317,904.31	321,191.59	101.0%	300,000.00	327,205.94	109%
601 Reserve Fund 6846	1,910,188.00	1,757,597.30	92.0%	400,000.00	400,000.00	100%
	<u>15,895,137.25</u>	<u>11,791,455.15</u>	<u>74.2%</u>	<u>9,150,437.30</u>	<u>4,228,127.27</u>	<u>46.2%</u>

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BENTON COUNTY FIRE PROTECTION DISTRICT #4

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Accts Pay #	Paid On	Year	Trans	Vendor ID	Vendor	Amount	Memo
13216	08/25/2023	2023	1202	9	ADVANCED PAGING & COMMUNICA	4,975.64	RADIO SUPPLIES
	522 24 35 00	Non-Expendable Supplies - Rad	001 000 522	General Fund 6841		4,975.64	RADIO SUPPLIES
Invoice							
	20425					4,975.64	RADIO SUPPLIES
13190	08/25/2023	2023	1204	15	AMAZON	144.54	FUEL CONTAINERS, OFFICE SUPPLIES
	522 12 31 00	Expendable Office Supplies	001 000 522	General Fund 6841		72.82	OFFICE SUPPLIES
	522 50 35 00	Tools & Equipment - Facilities	001 000 522	General Fund 6841		71.72	FUEL CONTAINERS
Invoice							
	1J4Y-W61M-LKVM					144.54	FUEL CONTAINERS, OFFICE SUPPLIES
13191	08/25/2023	2023	1206	690	BPAS	6,250.00	HRA BENEFITS
	522 12 20 04	HRA Benefits	001 000 522	General Fund 6841		500.00	HRA BENEFITS
	522 21 20 04	HRA Benefits	001 000 522	General Fund 6841		5,750.00	HRA BENEFITS
Invoice							
	AUG23					6,250.00	HRA BENEFITS
13195	08/25/2023	2023	1207	659	BRUTZMAN	15,560.58	TABLES AND CHAIRS FOR STA420 TRNG RM
	594 22 62 00	Capital Building	001 000 594	General Fund 6841		15,560.58	TABLES/CHAIRS, STA420
Invoice							
	16281-1					15,560.58	TABLES AND CHAIRS FOR STA420 TRNG RM
13192	08/25/2023	2023	1208	1013	CI COMMUNICATIONS INTERNATION	4,596.22	CHARGER, BRAKETS, ADAPTOR, SPEAKERS
	522 24 35 00	Non-Expendable Supplies - Rad	001 000 522	General Fund 6841		4,596.22	RADIO SUPPLIES
Invoice							
	0520242-IN					4,596.22	CHARGER, BRAKETS, ADAPTOR, SPEAKERS
13193	08/25/2023	2023	1209	281	CITY OF RICHLAND	7,960.58	DISPATCH SERVICES
	522 24 41 00	Dispatch Services	001 000 522	General Fund 6841		7,960.58	DISPATCH SERVICES
Invoice							
	51667					7,960.58	DISPATCH SERVICES

ACCOUNTS PAYABLE PAID

BENTON COUNTY FIRE PROTECTION DISTRICT #4

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Accts Pay #	Paid On	Year	Trans	Vendor ID	Vendor	Amount	Memo
13194	08/25/2023	2023	1210	70	COLUMBIA BASIN COLLEGE	661.90	ALS OTEP SPRING '23
	522 45 43 20	Registration Fees(Operations)		001 000 522	General Fund 6841	661.90	ALS OTEP
Invoice							
	03840					661.90	ALS OTEP SPRING '23
13196	08/25/2023	2023	1212	474	EVERGREEN LAWN CARE, INC	644.34	LAWN & WEED TREATMENTS - STA420/430
	522 50 48 00	Repair & Maint. - Facilities		001 000 522	General Fund 6841	644.34	LAWN & WEED TREATMENT
Invoice							
	352781					100.84	LAWN & WEED TREATMENT STA 420
	351429					271.75	SPRING LAWN & WEED TREATMENT STA 430
	352773					271.75	SUMMER LAWN & WEED TREATMENT STA 430
13197	08/25/2023	2023	1213	831	HOME DEPOT	112.53	BOLTS, WALLPLATE, SCREWS, DRILL BIT SET
	522 45 31 00	Expendable Supplies - Training		001 000 522	General Fund 6841	17.87	BOLTS FOR TRNG PROP
	522 50 35 00	Tools & Equipment - Facilities		001 000 522	General Fund 6841	94.66	WALLPLATE, SCREWS, DRILL BITS
Invoice							
	8043555					17.87	BOLTS
	4520354					94.66	WALLPLATE, SCREWS, DRILL BIT SET
13199	08/25/2023	2023	1215	187	LIFE ASSIST	1,531.59	EMS SUPPLIES
	522 70 31 00	Expendable Supplies - EMS		001 000 522	General Fund 6841	1,531.59	EMS SUPPLIES
Invoice							
	1338387					12.99	EMS SUPPLIES
	1341462					555.34	EMS SUPPLIES
	1341463					160.13	EMS SUPPLIES
	1342036					47.25	EMS SUPPLIES
	1345831					316.51	EMS SUPPLIES
	1350375					439.37	EMS SUPPLIES
13200	08/25/2023	2023	1216	189	LIZ LOOMIS EASL, INC	6,000.00	COMMUNICATION
	522 13 41 00	Levy Publication Services		001 000 522	General Fund 6841	6,000.00	COMMUNICATION
Invoice							
	B4-0823					6,000.00	COMMUNICATION

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BENTON COUNTY FIRE PROTECTION DISTRICT #4

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Accts Pay #	Paid On	Year	Trans	Vendor ID	Vendor	Amount	Memo
13215	08/25/2023	2023	1217	435	NATIONAL TESTING NETWORK	500.00	ANNUAL NTN MEMBERSHIP FEE
	522 12 44 00	Advertising/Notices/Recruiting	001 000 522	General Fund	6841	500.00	ANNUAL NTN FEE
Invoice							
						500.00	ANNUAL NTN MEMBERSHIP FEE
13198	08/25/2023	2023	1218	860	NEWEGG	657.96	COMPUTER PARTS
	522 12 35 10	Office Computer Equipment	001 000 522	General Fund	6841	657.96	COMPUTER PARTS
Invoice							
						342.78	COMPUTER PARTS
						315.18	COMPUTER PARTS
13217	08/25/2023	2023	1219	535	O'REILLY AUTO PARTS	54.43	HITCH AND BALL
	522 60 35 00	Tools, Equipment & Parts - Auto	001 000 522	General Fund	6841	54.43	HITCH AND BALL
Invoice							
						54.43	HITCH AND BALL
13201	08/25/2023	2023	1220	702	ON SCENE MEDICAL	3,727.00	PHYSICALS
	522 20 24 10	Physicals/Innoculation	001 000 522	General Fund	6841	3,727.00	PHYSICALS
Invoice							
						3,727.00	PHYSICALS
13202	08/25/2023	2023	1221	242	OXARC	13.79	CYLINDER RENTAL
	522 70 31 00	Expendable Supplies - EMS	001 000 522	General Fund	6841	13.79	CYLINDER RENTAL
Invoice							
						13.79	CYLINDER RENTAL
13203	08/25/2023	2023	1222	833	RINGOLDE	106.80	PATCHES
	522 20 28 00	Uniforms (All Non-PPE)	001 000 522	General Fund	6841	106.80	PATCHES
Invoice							
						106.80	PATCHES
13204	08/25/2023	2023	1223	322	STAPLES ADVANTAGE	260.81	CORK BOARD

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BENTON COUNTY FIRE PROTECTION DISTRICT #4

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Accts Pay #	Paid On	Year	Trans	Vendor ID	Vendor	Amount	Memo
522 50 31 00	Expendable Supplies -Facilities	001 000 522	General Fund 6841		CORK BOARD	260.81	CORK BOARD
<hr/>							
Invoice							
	3544176501				CORK BOARD	260.81	CORK BOARD
13205 08/25/20232023	1224	625	STERICYCLE			119.24	EMS WASTE DISPOSAL
522 70 41 10	Contract Services - EMS	001 000 522	General Fund 6841		EMS WASTE DISPOSAL	119.24	EMS WASTE DISPOSAL
<hr/>							
Invoice							
	3006559639				EMS WASTE DISPOSAL	119.24	EMS WASTE DISPOSAL
13206 08/25/20232023	1199	680	SYSTEM DESIGN WEST			2,049.18	EMS (JULY) BILLING
522 70 41 00	Ambulance Billing Service Fee	110 000 522	EMS Fund 6848		EMS (JULY) BILLING	2,049.18	EMS (JULY) BILLING
<hr/>							
Invoice							
	20231516				EMS (JULY) BILLING	2,049.18	EMS (JULY) BILLING
13209 08/25/20232023	1226	475	US BANK			105.43	VISA-BENITZ
522 12 35 00	Office Tools & Equipment	001 000 522	General Fund 6841		WFAS MERCHANDIZE	105.43	WFAS MERCHANDIZE
<hr/>							
Invoice							
	BENI-08082023				VISA-BENITZ	105.43	VISA-BENITZ
13210 08/25/20232023	1226	475	US BANK			2,909.88	VISA-BORSCHOWA
522 12 35 00	Office Tools & Equipment	001 000 522	General Fund 6841		SUPPLIES FOR MAP BOOKS	54.23	SUPPLIES FOR MAP BOOKS
522 12 35 10	Office Computer Equipment	001 000 522	General Fund 6841		DRONE TRACKER/BATTERY	685.09	DRONE TRACKER/BATTERY
522 12 41 00	Contract Services	001 000 522	General Fund 6841		O365 SUBSCRIPTIONS	1,009.50	O365 SUBSCRIPTIONS
522 21 35 11	Hose Replacement	001 000 522	General Fund 6841		HOSE REPAIR	13.75	HOSE REPAIR
522 24 35 00	Non-Expendable Supplies - Rad	001 000 522	General Fund 6841		LAIRD CONNECTIVITY	254.39	LAIRD CONNECTIVITY
522 70 31 00	Expendable Supplies - EMS	001 000 522	General Fund 6841		SAFETY GLASSES	219.00	SAFETY GLASSES
594 22 62 01	Building Upgrade	401 000 594	Construction Fund t		TV STA420	673.92	TV STA420
<hr/>							
Invoice							
	BORS-08082023				VISA-BORSCHOWA	2,909.88	VISA-BORSCHOWA
13211 08/25/20232023	1226	475	US BANK			58.13	VISA-BRADLEY
522 12 31 00	Expendable Office Supplies	001 000 522	General Fund 6841		REFRESHMENTS - EXE OFFICERS MTG	29.21	REFRESHMENTS - EXE OFFICERS MTG

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BENTON COUNTY FIRE PROTECTION DISTRICT #4

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Accts Pay #	Paid On	Year	Trans	Vendor ID	Vendor	Amount	Memo
<u>Invoice</u>							
					BRAD-08082023	58.13	VISA-BRADLEY
13212	08/25/2023	2023	1226	475	US BANK	213.49	VISA-CARLYLE
522 12 35 00	Office Tools & Equipment	001 000 522	General Fund 6841			121.62	SUPPLIES FOR MAP BOOKS
522 12 48 20	WebPage Maintenance	001 000 522	General Fund 6841			4.82	WEBSITE SERVICES
522 45 43 10	PerDiem & Lodging(Operations)	001 000 522	General Fund 6841			-97.52	ACCOMMODATION ADJUST
<u>Invoice</u>							
					CARL-08082023	213.49	VISA-CARLYLE
13213	08/25/2023	2023	1226	475	US BANK	167.73	VISA-PUITZ
522 24 31 00	Expendable Supplies - Radios	001 000 522	General Fund 6841			23.87	CABLE FOR RADIO
522 50 35 00	Tools & Equipment - Facilities	001 000 522	General Fund 6841			52.03	POWERSTRIPS, WALL PLATES
522 60 48 00	3rd party repair & Maint. - Auto	001 000 522	General Fund 6841			137.59	APP42 SERVICE
<u>Invoice</u>							
					PUIT-08082023	167.73	VISA-PUITZ
13214	08/25/2023	2023	1226	475	US BANK	625.85	VISA-SHANNON
522 12 48 20	WebPage Maintenance	001 000 522	General Fund 6841			625.85	ADOBE PRO LICENSE
<u>Invoice</u>							
					SHAN-08082023	625.85	VISA-SHANNON
13207	08/25/2023	2023	1227	974	VITAL RECORDS CONTROL	151.20	MONTHLY STORAGE FEE
522 12 41 00	Contract Services	001 000 522	General Fund 6841			151.20	MONTHLY STORAGE FEE
<u>Invoice</u>							
					3672577PSC1	151.20	MONTHLY STORAGE FEE
13208	08/25/2023	2023	1230	394	YOKES FOODS	72.03	SUPPLIES, MAIL QTRLY RPT, STAMPS
522 12 31 00	Expendable Office Supplies	001 000 522	General Fund 6841			12.25	WHITE OUT
522 12 42 40	Postage	001 000 522	General Fund 6841			43.80	POSTAGE
522 50 31 00	Expendable Supplies -Facilities	001 000 522	General Fund 6841			15.98	COFFEE

ACCOUNTS PAYABLE PAID

BENTON COUNTY FIRE PROTECTION DISTRICT #4

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Accts Pay #	Paid On	Year	Trans	Vendor ID	Vendor	Amount	Memo
<u>Invoice</u>							
42015298						12.25	SUPPLIES
101525565						15.98	SUPPLIES
111094132						26.40	STAMPS
111096529						17.40	MAIL QTRLY RPT
Total:						60,230.87	
<u>Fund</u>							
001 General Fund 6841						57,507.77	
110 EMS Fund 6848						2,049.18	
401 Construction Fund 6844						673.92	

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

Battalion Chief

Battalion Chief Job Description

Date: XXXXXXXX

Reports to: Fire Chief or Designee

FLSA Status: Full

Union Status: Union represented

Supervises: Line Officers, as well as lower ranking employees through the chain of command.

1. Position Objectives

- 1.1 Under the general supervision of the Fire Chief, performs skilled emergency and non-emergency tasks in fire prevention, fire suppression, hazardous materials, emergency preparedness, and emergency medical services for the protection of life and property for municipalities, airports and private industry; may serve as the Acting Battalion Chief in his/her absence.
- 1.2 Recommends and administers District policies and procedures. Provides highly responsible and complex administrative support to the Fire Chief. Coordinates assigned activities with the other departments and outside agencies.
- 1.3 Works with subordinate leaders to ensure district compliance with operations and safety procedures and standards. Stays abreast of new trends and innovations in the field of fire services, fire preventions, deliver of emergency medical services.

2. Essential Job Functions

- 2.1 Duties listed are representative, but not all inclusive, of the types of tasks and functions performed by positions of this class of work. Percentage of time and rank of importance of duties are not listed since both will vary by position and work location.
 - 2.1.1 Performs interior structural firefighting activities, extends hose lines, raises and climbs ladders, uses extinguishing agents, performs rescue operations, ventilates structures of toxic smoke and gases, performs salvage operations on the structural contents, body recovery, and Rapid Intervention activities.
 - 2.1.2 Assesses nature and extent of fire, conditions of building, dangers to adjacent buildings, and water supply status to determine crew or company requirements. Develops an initial action plan, so that resources are deployed to control the emergency.
 - 2.1.3 Performs exterior structural firefighting activities, initial command and control operations and defensive fire operations.

- 2.1.4 Performs wildland firefighting activities commensurate with National Wildfire Coordinating Group (NWCG) training and agency certification.
- 2.1.5 Fills Incident Command Structure (ICS) positions commensurate with training, experience, and incident needs.
- 2.1.6 Assists Emergency Medical Service (EMS) personnel with recording patient information, non-technical movement of patients, and advanced First Aid skills.
- 2.1.7 Completes accurate and timely patient care reports, incident reports, memos, and maintenance/repair requests.
- 2.1.8 Drives and operates emergency services apparatus to and from alarms, operates, and monitors fire pumps used in suppression activities, secures water supply, monitors crew safety, monitors and tracks equipment location and use to ensure intact inventories after each emergency response.
- 2.1.9 Drives and operates all classes of vehicles used by the district, operates Mobile Data Terminals (MDTs) as a passenger, troubleshoots and adapts to equipment failures and unexpected events at emergency scenes.
- 2.1.10 Performs non-emergency activities including, but not limited to, drills, training and building inspections, and participates in fire prevention programs, public education, and public relations activities.
- 2.1.11 Performs minor maintenance on apparatus, stations, and equipment, manages district projects and programs.
- 2.1.12 Performs special operations work in accordance with individual training and certification levels (examples include hazardous materials, rope rescue, confined space rescue and water/shoreline rescue responses).
- 2.1.13 Manages projects and, in some cases, on-going programs, as well as delegates project tasks to crew members and prepares written associated budget requests.
- 2.1.14 Assigns tasks or responsibilities to crew members under emergency or non-emergency settings.
- 2.1.15 Directs crew members during training evolutions, so that the evolution is performed in accordance with safety plans, with efficiency, and as directed.
- 2.1.16 Evaluates and documents the performance of assigned firefighting personnel; compiles and maintains records, including performance appraisals and reviews. Recommends or takes a
- 2.1.17 ction for member-related problems, as appropriate, so that the situation is identified, and the actions taken are within established district practices.
- 2.1.18 Executes routine crew-level administrative functions, given forms and record-management systems, so that the reports and logs are complete, and files are maintained in accordance with practices, policies, and procedures.
- 2.1.19 Subject to emergency call in and mandatory overtime as required.
- 2.1.20 Personnel assigned to day shift positions will work an agreed upon schedule between management and the individual, emergency call in, mandatory overtime as required. The agreed upon schedule will meet collective bargaining agreement requirements and Fair Labor Standards Act (FLSA) requirements.
- 2.1.21 Performs all functions of a Fire Fighter.
- 2.1.22 Performs other duties as assigned.
- 2.1.23 Performs EMS work as a Washington State Emergency Medical Technician (EMT), Advanced EMT (AEMT), or Paramedic per state and local protocols,

lifts patients to backboard, moves patients on stretcher, gathers patient information, provides and/or assists with patient care and transport of Advanced Life Support (ALS) patients, provides patient care and transport of Basic Life Support (BLS) patients, triages and treats patients suffering illness or trauma and transports them to the appropriate medical facility.

3. Knowledge, Skills and Abilities

3.1 Knowledge of:

- 3.1.1 Applicable Federal, State, and local laws, rules, codes and regulations related to assigned activities and directly pertaining to emergency services delivery and operation.
- 3.1.2 Benton/Franklin counties Mass Casualty Incident plan and Pre-Hospital Patient Care Guidelines.
- 3.1.3 Modern office practices, methods, procedures and techniques.
- 3.1.4 Record-keeping principles, procedures and techniques.
- 3.1.5 Health and safety laws, regulations and policies applicable to assigned tasks.
- 3.1.6 Education and training related to industry standards, state requirements, and career development.
- 3.1.7 Mechanical systems and reasoning, machines and tools, including their designs, uses, repair, and maintenance.
- 3.1.8 Building construction relating to fire behavior and operational safety.
- 3.1.9 Administration and management as it relates to the organizational structure and operation of the fire district, business and management principles involved in strategic planning, resource allocation, leadership technique, production methods, and coordination of people and resources.
- 3.1.10 Transportation as it relates to traffic flow, street layouts, response routes, transportation industry hazards, and emergency response.
- 3.1.11 Geography relating to wildland fire behavior, hazardous materials exposures, and distribution of community infrastructure and resources.
- 3.1.12 Mentoring, coaching, counseling, and progressive discipline principles and practices.
- 3.1.13 Program development, assessment, planning and implementation.

3.2 Skills and Abilities

- 3.2.1 Learn, read, interpret, apply, and explain rules, regulations, policies, and procedures.
- 3.2.2 Follow oral and written instructions.
- 3.2.3 Understand and work within scope of authority.
- 3.2.4 Comply with safety standards and regulations.
- 3.2.5 Apply safety standards and regulations at the district level so that required reports are completed, in-service training is conducted, and member responsibilities are conveyed.
- 3.2.6 Demonstrate situational awareness, think critically, and monitor operations in in emergency and non-emergency settings.
- 3.2.7 Demonstrate service orientation by ensuring customer needs are the primary focus of actions taken.

- 3.2.8 Demonstrate complex problem solving under pressure, use sound judgment in decision making and deductive reasoning.
- 3.2.9 React to complex and changing work environments in a timely manner.
- 3.2.10 Troubleshoot, operate, and maintain assigned equipment to perform specific tasks.
- 3.2.11 Be an active learner, understand the implications of new information for both current and future problem-solving and decision-making.
- 3.2.12 Manage personnel resources through motivation, and development and assist district members with career development. This includes the ability to plan, organize, schedule, assign, and review the work of others; as well as the ability to lead by example and to create an environment that promotes positive motivations, teamwork, and safety.
- 3.2.13 Keep up-to-date with technical and adaptive aspects of the job based on local, state, federal and industry changes, apply new knowledge and ongoing experience to improve district operations and services.
- 3.2.14 Communicate effectively both orally and in writing' comprehend and use English effectively including producing all forms of communications in a clear, concise and understandable manner to intended audiences.
- 3.2.15 Organize and prioritize a variety of projects and multiple task in an effective and timely manner; work independently with little to no direction, set priorities and meet deadlines.
- 3.2.16 Operate a variety of modern office equipment and personal computers in a computing based computing environment, using stand or customized software application program appropriate to assigned tasks.
- 3.2.17 Establish, maintain and foster positive and effective working relationships with those contracted in the course of work' develop and maintain key relationships in and out of the district, network with other fire officers and stakeholders, locally and regionally.
- 3.2.18 Provide continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality customer service.
- 3.2.19 Develop and assist in training of a variety of personnel within the fire service.
- 3.2.20 Ability to relate to other people beyond giving and receiving instructions. This includes the ability to: (a) get along with others in the workplace without exhibiting behavior extremes: (b) perform work activities requiring negotiating, instructing, supervising, persuading, and speaking with others in an appropriate/professional manner; and (c) responding professionally to criticism from a supervisor or others.
- 3.2.21 The ability to be physically present in the workplace is an essential job function.
- 3.2.22 Must be able to meet established deadlines while multitasking.
- 3.2.23 Computer skills: Experience using, and a general understanding of computers for a variety of tasks. Should have competency in Microsoft applications including Word, Excel, PowerPoint, Outlook, and other comparable applications.

4. Education and Experience Requirements

- 4.1 Five years of progressive experience in fire and emergency medical services work at a minimum rank of permanent grade Captain, or an equivalent combination of education and experience as approved by the Fire Chief.
- 4.2 Personnel under current discipline at the written reprimand level or higher will not be eligible for testing unless agreed upon by the fire chief.

5. Licenses, Certifications and Other Requirements

5.1 Required Licenses and Certifications

- 5.1.1 Valid Washington State driver's license and the ability to be insured by the district's insurance provider to operate all apparatus.
- 5.1.2 Certified to wear a respirator at Self-Contained Breathing Apparatus (SCBA).
- 5.1.3 IFSAC Instructor II
- 5.1.4 IFSAC Fire Officer II.
- 5.1.5 IFSAC Fire Officer III (required after 01/01/2025)
- 5.1.6 National Fire Academy Incident Safety Officer.
- 5.1.7 Washington State Hazardous Materials On-Scene Incident Commander.
- 5.1.8 Valid Washington State Emergency Medical Technician (EMT), Advanced EMT (AEMT), or Paramedic Certification.
- 5.1.9 ICS 100, 200, 300, 400, 700, & 800
- 5.1.10 IS-29 Public Information Officer Awareness
- 5.1.11 Qualified driver of all district apparatus, as outlined by the Fire Chief. If the need arises to offer the position to individuals outside of our organization, they will need to be qualified on the apparatus by the end of their probationary period. The Fire Chief, on a case-by-case basis, has the right to waive this qualification due to issues that may arise, such as units that are scheduled to be replaced or that may be out of service for long periods of time. NWCG ENGB.
- 5.1.12 NWCG ICT Type 5 or Local ICT Type 5.
- 5.1.13 Must pass a District required medical/drug and psychological exam, criminal and background check.

6. Competencies

6.1 Supervisory

- 6.1.1 Foster Teamwork: Builds effective teams committed to organizational goals. Fosters collaboration among team members and among teams. Uses teams to address relevant issues.
- 6.1.2 Prioritize Work and Commitments: Develops short- and long-range plans that are appropriately comprehensive, realistic, and effective in meeting goals. Focuses on the most important tasks first and directs others to focus on those tasks. Integrates planning efforts across work units to ensure the most critical work gets done first.

- 6.1.3 Drive for Team Results: Demonstrates and fosters a sense of urgency and strong commitment to achieving goals. Encourages others drive for strategic goals. Persists despite obstacles and opposition. Pursues aggressive goals and works hard to achieve them. Owns the outcomes produced by the team.
- 6.1.4 Manage Employee Performance: Guides employees to achieve the highest levels of performance. Sets clear and compelling expectations for performance. Provides frequent and specific feedback to help employees meet or exceed expectations. Maintains effective records related to employee performance. Delivers specific, timely, and meaningful performance reviews.
- 6.1.5 Maintains discipline and enforces District policies, procedures, and guidelines; works together with all personnel to ensure a prudent and safe working environment.
- 6.1.6 Must be able to exercise a high degree of competent and independent decision making in emergency and non-emergency situations that may have a direct impact upon the operation of the district and of life safety.

6.2 Foundational

- 6.2.1 Use Technical/Functional Expertise: Displays an appropriate depth of knowledge and skills as required for the position and commensurate with the time in class. Uses technology as appropriate for the position. Seeks additional knowledge and information to continually enhance knowledge in areas of specialty.
- 6.2.2 Be Accountable for Performance: Actively shows responsibility, reliability, and trustworthiness. Ensures work and information are complete and accurate. Admits mistakes and looks for ways to improve. Models self as dependable and reliable. Follows up with others to ensure agreements and commitments have been fulfilled. Values the importance of team and organizational success. Independently takes action to influence events, to improve own or organizational performance and to promote the goals of the organization.
- 6.2.3 Provide Excellent Customer Service: Anticipates, assesses, and responds effectively to the needs of diverse customers, both internal and external, providing consistently excellent service that is timely, accurate, courteous, and respectful.
- 6.2.4 Communicate Effectively: Uses verbal and written skills effectively to ensure that information is successfully shared throughout the organization. Relates well to a range of people. Shows sensitivity to the needs of others. Demonstrates ability to build rapport and facilitates mutual understanding.
- 6.2.5 Work Safely: Knowledge and application of relevant safety requirements that apply to the specific work being done. Recognizes and mitigates safety hazards on the job. Observes rules and regulations to comply with personal and workplace safety standards. Works to create a hazard-free, accident-free environment.

7. Working Conditions and Selection Guidelines

7.1 Working Conditions

- 7.1.1 The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of the job. The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- 7.1.2 Environment:
- 7.1.2.1 Work on or around moving machinery or equipment or in the vicinity of vehicles in motion (e.g. chain saws, fire and EMS apparatus, hydraulic tools, vent fans), including exposure to vibration when operating equipment.
 - 7.1.2.2 Frequently exposed to noise levels over 90 dba when operating equipment and working at emergency incidents.
 - 7.1.2.3 Radiation hazards may be encountered (isotopes in hospitals, laboratories) and in rare occasions exposure to radiation.
 - 7.1.2.4 Potential exposure to respiratory irritants, sensitizers, dust, noxious, odors, toxic substance, and smoke.
 - 7.1.2.5 Exposure to infectious agents (such as hepatitis, MRSA, HIV, AIDS).
 - 7.1.2.6 Often exposed to high stress environments including life and death situations, acutely injured people, emotionally charged environments, competing daily priorities, with frequent interruptions.
 - 7.1.2.7 Work may be performed in buildings and on jobsites that are unfamiliar and in various stages of construction.
 - 7.1.2.8 This position may be exposed to all manner of environmental conditions, both indoor and outdoor, including inclement weather, extreme temperatures, and contaminated atmospheres. Other conditions include routine work in an office environment (working with electronic equipment, computers, a variety of software packages, etc.) and in a classroom environment with sustained sitting and standing for prolonged periods of time.
- 7.1.3 Physical Demands:
- 7.1.3.1 Operate a motorized vehicle, which may include during inclement weather conditions.
 - 7.1.3.2 Lift, carry, push and pull materials and move equipment weighing up to 50 pounds using proper lifting techniques.
 - 7.1.3.3 Move heavy objects and people, which may include morbidly obese patients who weigh in excess of 350 and up to 900 pounds, with the assistance of others using appropriate lifting techniques and equipment.
 - 7.1.3.4 Bend, stoop, squat, crawl, walk, use manual dexterity, fine manipulation skills and forceful reaching and grasping.
 - 7.1.3.5 Ability to crouch, kneel, crawl, sit, climb stairs, run, twist, reach at chest height, above shoulder height, or below waist height, and use foot dexterity/control.
 - 7.1.3.6 Wear and work in Personal Protective Equipment (PPE) required for the job including: Self-Contained Breathing Apparatus (SCBA), helmets, safety

shoes, glasses and hearing protection, heat resistant clothing (bunker gear), and other special protective clothing (wildland, Tyvek, etc.).

7.1.3.7 Walk through construction sites at all stages of completion, and negotiate uneven terrain.

7.1.3.8 Ability to hear and speak well enough to communicate in person, before a group, and over the telephone.

7.1.3.9 Corrected vision to read print and a computer screen.

7.2 Selection Guidelines

7.2.1 The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

7.2.2 The job classification description does not constitute an employment agreement between Benton County Fire District 4 and employee and is subject to change by the District as the needs of the District and requirements of the job change.

Adopted by BCFD4 Commissioners

Signed by Fire Chief:

Printed _____

Signed _____

Effective Date: _____

Supersedes Date: _____