



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

December 18th, 2023
2604 Bombing Range Rd, 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 12/18/2023
- Approval of Regular Meeting Minutes dated 12/07/2023
- Approval and pay:
- Expenditures:

522 Fire Control	0
<u>001 General Fund 6841</u>	<u>0</u>
522 Fire Control	0
<u>110 EMS Fund 6848</u>	<u>0</u>

Grand Total \$0

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

- Resolution 2023-12 2024 Meeting Dates

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

CORRESPONDENCE

OPERATION PROGRAM UPDATES

UNFINISHED BUSINESS

NEW BUSINESS

AGENDA ITEMS FOR NEXT MEETING

EXECUTIVE SESSION

ADJOURNMENT:

Attested:

_____/_____/_____
PAUL CARLYLE, FIRE CHIEF

_____/_____/_____
MICHAEL VAN BEEK, COMMISSIONER

_____/_____/_____
GARRETT GOODWIN, COMMISSIONER

_____/_____/_____
FRED BRINK, COMMISSIONER

ACCOUNTS PAYABLE

BENTON COUNTY FIRE PROTECTION DISTRICT #4 Time: 16:09:21 Date: 12/15/2023
 As Of: 02/05/2024 Page: 1

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
13512 12/22/202312/22/202350 BOUND TREE MEDICAL					
522 70 31 00	Expendable Supplies - EMS		001 000 522 General Fund 68	454.79	EMS SUPPLIES
Invoice					
85166644				454.79	EMS SUPPLIES
13513 12/22/202312/22/2023690 BPAS					
522 12 20 04	HRA Benefits		001 000 522 General Fund 68	500.00	HRA BENEFITS
522 21 20 04	HRA Benefits		001 000 522 General Fund 68	5,750.00	HRA BENEFITS
Invoice					
DEC23				6,250.00	HRA BENEFITS
13514 12/22/202312/22/2023281 CITY OF RICHLAND					
522 24 41 10	VHF Maintenance Fee		001 000 522 General Fund 68	15,995.71	VHF MAINTENANCE
Invoice					
52703				15,995.71	VHR MAINTENANCE
13515 12/22/202312/22/2023281 CITY OF RICHLAND					
522 24 41 00	Dispatch Services		001 000 522 General Fund 68	7,960.58	DISPATCH SVCS
Invoice					
52595				7,960.58	DISPATCH SVCS
13516 12/22/202312/22/2023840 CORWIN FORD					
522 60 48 00	3rd party repair & Maint. - A		001 000 522 General Fund 68	274.77	OIL CHANGE
Invoice					
837568				91.59	APP 45 OIL CHANGE
837569				91.59	APP 44 OIL CHANGE
837570				91.59	APP 40 OIL CHANGE
13519 12/22/202312/22/2023848 ENTEGRATION INC					
522 12 41 00	Contract Services		001 000 522 General Fund 68	1,412.02	HIPAA SECURE AUDIT
Invoice					
051460				1,412.02	HIPAA SECURE AUDIT

ACCOUNTS PAYABLE

BENTON COUNTY FIRE PROTECTION DISTRICT #4

As Of: 02/05/2024

Time: 16:09:21 Date: 12/15/2023

Page: 2

Accts Pay # Received Date Due Vendor

Amount Memo

13520 12/22/202312/22/2023137 GALLS 2,670.95 SHIRTS (42)
 522 20 28 00 Uniforms (All Non-PPE) 001 000 522 General Fund 68 2,670.95 SHIRTS (42)

Invoice
 026332324 2,670.95 SHIRTS (42)

13527 12/22/202312/22/2023831 HOME DEPOT 407.86 FACILITIES SUPPLIES
 522 50 31 00 Expendable Supplies -Faciliti 001 000 522 General Fund 68 169.82 FACILITIES SUPPLIES
 522 50 35 00 Tools & Equipment - Facilitie 001 000 522 General Fund 68 238.04 FACILITIES SUPPLIES

Invoice
 1121982 108.66 GARDEN HOSE
 1514588 86.94 HOSE
 1121981 -86.94 HOSE
 9617444 6.50 HOSE REPAIR KIT
 2020346 21.10 ADAPTOR, CLAMP
 1940316 101.78 FACILITIES SUPPLIES
 925639 86.94 SHOWER CADDY
 6900651 82.88 FACILITIES SUPPLIES

13518 12/22/202312/22/2023180 KUFFEL, HULTGREN, KLASHKE & SHEA 368.48 LEGAL SERVICE
 522 14 41 00 Legal Services 001 000 522 General Fund 68 368.48 LEGAL SERVICE

Invoice
 775 368.48 LEGAL SERVICE

13521 12/22/202312/22/2023187 LIFE ASSIST 577.83 EMS SUPPLIES
 522 70 31 00 Expendable Supplies - EMS 001 000 522 General Fund 68 577.83 EMS SUPPLIES

Invoice
 1385392 216.42 MEDICATIONS
 1387905 361.41 EMS SUPPLIES

13517 12/22/202312/22/2023182 LN CURTIS & SONS 20,844.32 PPE, REBUILD KIT-LINE VALVE, STOCK SRV KIT
 522 21 28 20 PPE - Protective Clothing 001 000 522 General Fund 68 20,466.04 PPE-JACKETS/PANTS
 522 21 48 80 SCBA Air Compressor 001 000 522 General Fund 68 378.28 REBUILD LINE VALVE, SRV KIT BAG-AIR TEST
BAG-AIR TEST

ACCOUNTS PAYABLE

As Of: 02/05/2024

Time: 16:09:21 Date: 12/15/2023
Page: 3

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
13522 12/22/202312/22/2023779					
522 14 41 00	Legal Services			640.00	EMPLOYMENT MATTERS
Invoice					
769738				184.79	STOCK SRV KIT BAG-AIR TEST
769350				193.49	REBULD KIT-LINE VALVE
765021				20,466.04	PPE-JACKETS/PANTS
MCGAVICK GRAVES ATTORNEY AT LAW					
001 000 522	General Fund 68			640.00	EMPLOYMENT MATTERS
13524 12/22/202312/22/2023242					
522 70 31 00	Expendable Supplies - EMS			163.11	O2/CYLINDER RENTAL
Invoice					
0031950927				89.23	O2
0031953408				60.51	O2
0061615229				13.37	CYLINDER RENTAL
PACIFIC OFFICE AUTOMATTION					
001 000 522	General Fund 68			1,777.15	STA410 PHONE SERVICE 12/1/23-3/3/24
Invoice					
522 12 42 00	Phone Service			1,777.15	STA410 PHONE SERVICE
13523 12/22/202312/22/2023968					
522 45 43 23	Registration Fees(EMS)			1,375.00	XI/ABC360 LIVESTREAM - PREMEL
Invoice					
2023-1399				1,375.00	XI/ABC360 LIVESTREAM - PREMEL
PWW MEDIA INC					
001 000 522	General Fund 68			1,375.00	XI/ABC360 LIVESTREAM - PREMEL
13528 12/22/202312/22/2023322					
522 12 35 00	Office Tools & Equipment			56.83	OFFICE SUPPLIES
522 50 31 00	Expendable Supplies -Faciliti			132.49	STATION SUPPLIES
Invoice					
3553926797				132.49	STATION SUPPLIES
3554650441				16.95	OFFICE SUPPLIES
STAPLES ADVANTAGE					
001 000 522	General Fund 68			56.83	OFFICE SUPPLIES
001 000 522	General Fund 68			132.49	STATION SUPPLIES
189.32 STATION/OFFICE SUPPLIES					

ACCOUNTS PAYABLE

As Of: 02/05/2024

Time: 16:09:21 Date: 12/15/2023
Page: 4

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
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			3554244373	39.88	OFFICE SUPPLIES
13526	12/22/2023	12/22/2023	SYSTEM DESIGN WEST	2,055.12	EMS (NOV) BILLING
	522 70 41 00		Ambulance Billing Service Fr	110 000 522	EMS Fund 6848
				2,055.12	EMS (NOV) BILLING

			Invoice		
			20232438	2,055.12	EMS (NOV) BILLING
13529	12/22/2023	12/22/2023	TELEFLEX	677.50	EMS SUPPLIES
	522 70 31 00		Expendable Supplies - EMS	001 000 522	General Fund 68
				677.50	EMS SUPPLIES

			Invoice		
			9507759050	677.50	EMS SUPPLIES
13530	12/22/2023	12/22/2023	US BANK	256.86	VISA-BENITZ
	522 12 31 00		Expendable Office Supplies	001 000 522	General Fund 68
	522 12 42 40		Postage	001 000 522	General Fund 68
	522 30 31 00		Expendable Supplies-Preven	001 000 522	General Fund 68
	522 50 35 00		Tools & Equipment - Facilitie	001 000 522	General Fund 68
				161.30	STA430 VACUUM

			Invoice		
			BENI12082023	526.86	VISA-BENITZ
13531	12/22/2023	12/22/2023	US BANK	2,485.69	VISA-BORSCHOWA
	522 12 41 00		Contract Services	001 000 522	General Fund 68
	522 45 43 23		Registration Fees(EMS)	001 000 522	General Fund 68
	522 45 43 23		Registration Fees(EMS)	001 000 522	General Fund 68
	522 70 31 00		Expendable Supplies - EMS	001 000 522	General Fund 68
				394.75	EMS SUPPLIES

			Invoice		
			BORS12082023	2,485.69	VISA-BORSCHOWA
13532	12/22/2023	12/22/2023	US BANK	4.77	VISA-BRADLEY
	522 12 48 20		WebPage Maintenance	001 000 522	General Fund 68
				4.77	WEBSITE SERVICES

Invoice	BRAD12082023	4.77	VISA-BRADLEY
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ACCOUNTS PAYABLE

BENTON COUNTY FIRE PROTECTION DISTRICT #4

As Of: 02/05/2024

Time: 16:09:21 Date: 12/15/2023
Page: 5

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
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13533 12/22/2023	12/22/2023	12/22/2023	US BANK	87.25	VISA-CARAWAY
			522 21 31 10 Supplies - Support Service		001 000 522 General Fund 68
			Invoice		
			CARA12082023	87.25	VISA-CARAWAY

13534 12/22/2023	12/22/2023	12/22/2023	US BANK	956.52	VISA-LONGIE
			522 30 31 00 Expendable Supplies-Preven		001 000 522 General Fund 68
			522 70 35 10 Small Tools And Minor Equip		110 000 522 EMS Fund 6848
			Invoice		
			LONG12082023	956.52	VISA-LONGIE

13535 12/22/2023	12/22/2023	12/22/2023	US BANK	68.46	VISA-NEWTON
			522 60 35 00 Tools, Equipment & Parts - A		001 000 522 General Fund 68
			Invoice		
			NEW12082023	68.46	VISA-NEWTON

13536 12/22/2023	12/22/2023	12/22/2023	US BANK	86.42	VISA-PUITZ
			522 24 31 00 Expendable Supplies - Radio		001 000 522 General Fund 68
			522 24 35 00 Non-Expendable Supplies - I		001 000 522 General Fund 68
			Invoice		
			PUIT12082023	86.42	VISA-PUITZ

13537 12/22/2023	12/22/2023	12/22/2023	US BANK	1,442.00	VISA-SHANNON
			522 12 31 10 Computer Software		001 000 522 General Fund 68
			522 30 31 00 Expendable Supplies-Preven		001 000 522 General Fund 68
			522 45 43 20 Registration Fees(Operati		001 000 522 General Fund 68
			522 60 35 00 Tools, Equipment & Parts - A		001 000 522 General Fund 68
			Invoice		
			SHAN12082023	1,442.00	VISA-SHANNON

13540 12/22/2023	12/22/2023	12/22/2023	VOYAGER	6,558.41	FUEL
			522 60 32 00 Fuels		001 000 522 General Fund 68
			Invoice		
			SHAN12082023	1,442.00	VISA-SHANNON

ACCOUNTS PAYABLE

As Of: 02/05/2024

Time: 16:09:21 Date: 12/15/2023

Page: 6

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
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Invoice					
13538	12/22/2023	12/22/2023	8693879692348	6,558.41	FUEL
			WESTERN STATE EQUIPMENT PASCO	1,628.48	GENERATOR MAINT - PUMP HOUSE/STA410
522	50 48 00	Repair & Maint. - Facilities	001 000 522	General Fund 68	1,628.48
Invoice					
002519149			751.41	GENERATOR MAINTENANCE	
002519154			877.07	GENERATOR MAINTENANCE	

13539	12/22/2023	12/22/2023	YOKE'S FOODS	84.38	GRADUATION RECEPTION
522	30 31 00	Expendable Supplies-Preven	001 000 522	General Fund 68	84.38
Invoice					
42137682			59.00	CAKE FOR GRADUATION RECEPTION	
31912191			25.38	SUPPLIES FOR GRADUATION RECEPTION	

Report Total: 77,753.75

Fund	Amount
001 General Fund 6841	74,981.24
110 EMS Fund 6848	2,772.51

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 NO. 4 REGULAR BOARD MEETING MINUTES

December 7th, 2023
2604 Bombing Range Rd, West Richland, WA.99353

CALL MEETING TO ORDER

- Commissioner Goodwin called the meeting to order at 1700.

PLEDGE OF ALLEGIANCE

- Chief Carlyle led the pledge of allegiance.

ADDITION TO THE AGENDA

- None

THOSE PRESENT:

Commissioner Garrett Goodwin
 Commissioner Michael VanBeek
 Fire Chief Paul Carlyle
 Captain Bonnie Rogers
 Captain Allen Putz
 Firefighter Manny Estrella
 Firefighter Dawsen Hall

Firefighter Owen Miller
 Firefighter Conner Overson
 Firefighter Cody Flowers
 Paramedic Jon Montgomery
 Firefighter Kyle Riche
 Lieutenant Garrett Premel
 Two Citizens

FINANCIAL REVIEW

- Commissioner VanBeek made a motion to approve the Consent Agenda, seconded by Commissioner Goodwin. Motion carried.

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 12/07/2023
- Approval of Regular Meeting Minutes dated 11/16/2023
- Approval of Special Meeting Minutes date 11/27/2023
- Approval and pay:
- Expenditures:

522 Fire Control	60,659.17
<u>001 General Fund 6841</u>	<u>60,659.17</u>

522 Fire Control	198.26
<u>110 EMS Fund 6848</u>	<u>198.26</u>

Grand Total \$60,857.43

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

- Resolution 2023-11 Voucher Pre-Approval Authority
 - VanBeek made a motion to approve. Goodwin seconded and the motion passed.
- Reschedule 12/21/2023 Regular Meeting to 12/18/2023
 - Chief Carlyle reported that due to the holiday the County advised they would not have staff to process vouchers and payroll in time if the meeting was held on 12/21/2023, and recommended moving the meeting to 12/18/2023 in order to provide time for the County to process vouchers.
 - VanBeek made a motion to approve. Goodwin seconded and the motion passed.
- Appointment letter for EMS Council
 - Goodwin made a motion to keep VanBeek as the representative. VanBeek seconded and the motion passed.

DISTRICT REPORTS

- Union Report
 - No report
- Volunteer Report
 - No report
- Logistics Report
 - No report
- City Liaison Report
 - Chief Carlyle reported that Councilmember Fetto advised he was unable to attend and there was no report from the city.
- Commissioner's Report
 - No Report
- Fire Chief's Report
 - Attended the Tri-Cities Ironman Planning meeting.
 - i. First meeting was a meet and greet. Standing monthly meeting as they work through the year to develop the plans for the September 2024 event.
 - ii. The area has made a three year commitment to host the event.
 - Attended the SEWA IMT AAR for 2023
 - i. Recruiting and succession planning was the major topic.
 - ii. Switching next year to the CIMT which collapses type 1 and 2 teams under one umbrella and expands the scope of the type 3 teams.
 - Attended the Liz Loomis Communications meeting and discussed work plan for December.
 - i. Topic of if we need to be on the ballot in 2024 was discussed due to dropping fire levy rates. Needs to be a discussion point if we want to attempt to be on the ballot in 2024.
 - Attended the District Fire Chief's meeting.
 - i. Discussed the funding mechanism for dispatching fees. The interlocal agreement for BCES will be opening soon. This will probably be several months' worth of work.
 - ii. Discussed the makeup of the Chief's meeting and if they will continue every Thursday.
 - Attended the SAT meeting.

- i. Red mountain site project is continuing with work expected to start in January of 2024.
 - ii. Work needs to start before February 1 or it will be delayed until after July of 2024.
 - VHF project is continuing. Recommendation from technical review is to move to the trunked platform.
 - i. Unknown when switch over date will occur. The current VHF system will most likely not be sustainable until 2026 as planned when the scope of the project started.
- District Secretary's Report
 - Requested confirmation of scheduled dates for 2024 regular Commissioners meetings. Recommended to continue with current schedule of the first and third Thursday of the month at 1700.

OPEN FORUM DISCUSSION

- None

IMPORTANT DATES

- December 16 – Operation Candy Cane, Flat Top Park

CORRESPONDENCE

- Received a proposed service agreement from Public Safety Testing for assistance for promotional exams.

OPERATION PROGRAM UPDATES

- Training program- there will be a joint IFSAC test with regional partners on 12/9/23. We have ten candidates for testing.

UNFINISHED BUSINESS

- None

NEW BUSINESS

AGENDA ITEMS FOR NEXT MEETING

- Resolution for 2024 meeting schedule

EXECUTIVE SESSION

- Commissioner Goodwin requested an Executive Session per RCW 42.30.110 (g) for ten minutes with no action to follow. Session was called at 1720 and ended at 1730. It included Commissioners Goodwin and VanBeek and Fire Chief Carlyle.

ADJOURNMENT:

- The meeting was adjourned at 1731

Attested:

_____/_____/_____
PAUL CARLYLE, FIRE CHIEF

_____/_____/_____
MICHAEL VANBEEK, COMMISSIONER

_____/_____/_____
GARRETT GOODWIN, COMMISSIONER

_____/_____/_____
FRED BRINK, COMMISSIONER

RESOLUTION NO. 2023-12

**ESTABLISHING THE DATE FOR REGULAR MEETINGS OF
THE BOARD OF COMMISSIONERS OF BENTON COUNTY FIRE DISTRICT #4**

WHEREAS, RCW 42.30.070 requires that each fire protection district establish, by resolution the date for holding their regular meetings; and,

WHEREAS, the Commissioners would like to establish the date of their regularly scheduled meeting;

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

SECTION 1.

The Board of Commissioners of Benton County Fire District #4 shall adopt the following dates for the Regular Meetings of the Board in 2024, to be held at 5:00 pm at a meeting location to be determined:

Thursday, January 4, 2024	Thursday, May 2, 2024	Thursday, September 5, 2024
Thursday, January 18, 2024	Thursday, May 16, 2024	Thursday, September 19, 2024
Thursday, February 1, 2024	Thursday, June 6, 2024	Thursday, October 3, 2024
Thursday, February 15, 2024	Thursday, June 20, 2024	Thursday, October 17, 2024
Thursday, March 7, 2024	Wednesday, July 3, 2024	Thursday, November 7, 2024
Thursday, March 21, 2024	Thursday, July 18, 2024	Thursday, November 21, 2024
Thursday, April 4, 2024	Thursday, August 1, 2024	Thursday, December 5, 2024
Thursday, April 18, 2024	Thursday, August 15, 2024	Thursday, December 19, 2024

SECTION 2.

In the event that more than two meetings of the Board are necessary in any month, the Board has the option of calling a special meeting in accordance with the Open Public Meetings Act.

ADOPTED, at the regular meeting of the Board of Fire Commissioners of Benton County Fire Protection District #4 on this 18th day of December 2023, the following commissioners being present and voting;

Chairperson

Commissioner

Commissioner

District Secretary

Paul Carlyle

From: Sonny Ovens <sovens@hughesfire.com>
Sent: Tuesday, December 12, 2023 12:20 PM
To: Paul Carlyle
Subject: Lease

Caution: External (sovens@hughesfire.com)

First-Time Sender [Details](#)

[Report This Email](#) [FAQ](#) [Protection by INKY](#)

Hi Paul,

We have continued searching for leasable space, and a facility popped up last week that we had to act on quickly. I am not sure of the exact timeline yet, but wanted to give you a heads up as early as possible.

At this point, it appears we would be out of your space by February 1st. I know the lease agreement says we need to give 60 days notice, so if we need to extend farther than Feb 1 to comply than we can certainly do that.

Let me know if you have any questions or concerns.

Sonny Ovens | Vice President of Service



Hughes Fire Equipment, Inc.
910 Shelley Street | Springfield, OR 97477
Phone: 541-747-0072
Website: www.hughesfire.com

Cell: 541-968-2107 | Email: sovens@hughesfire.com