



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

February 15, 2024  
2604 Bombing Range Rd, West Richland, WA.99353

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### 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 2/15/2024
- Approval of Regular Meeting Minutes dated 02/01/2024
- Approval and pay:
- Expenditures

522 Fire Control	\$215,187.39
EFT	\$203,504.76
Payroll	\$112,969.09
<u>001 General Fund 6841</u>	<u>\$531,661.24</u>

522 Fire Control	\$1,708.57
<u>110 EMS Fund 6848</u>	<u>\$1,708.57</u>

**Grand Total \$533,369.81**

### SEALED BIDS

- Opening of bids for TYPE 5 build.

**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.

- Braun Ambulance remount 850-R change order
- Fitch and Associates
- Medical Program Director Supplemental Compensation Agreement

### 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**

- February 19<sup>th</sup>, 1300 hrs., Lt. Meloy Celebration of Life

**CORRESPONDENCE**

**OPERATION PROGRAM UPDATES**

**UNFINISHED BUSINESS**

**NEW BUSINESS**

**AGENDA ITEMS FOR NEXT MEETING**

**EXECUTIVE SESSION**

**ADJOURNMENT:**

Attested:

 2/15/2024  
PAUL CARLYLE, FIRE CHIEF

 2/15/2024  
MICHAEL VAN BEEK, COMMISSIONER

 02/15/2024  
GARRETT GOODWIN, COMMISSIONER

 2/15/2024  
FRED BRINK, COMMISSIONER



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

February 1, 2024  
2604 Bombing Range Rd, West Richland, WA.99353

## CALL MEETING TO ORDER

- Commissioner Brink called the meeting to order at 1700.

## PLEDGE OF ALLEGIANCE

- Commissioner Brink led the pledge of allegiance.

## ADDITION TO THE AGENDA

- There were no additions to the agenda.

## THOSE PRESENT:

Commissioner Fred Brink	Paramedic Wyatt Orozco
Commissioner Mike VanBeek	Paramedic Cody Winters
Commissioner Garrett Goodwin (via Zoom)	Paramedic Anthony Vining
Chief Paul Carlyle	Firefighter Jacob Walton
City Councilman David Fetto	Firefighter Abigail Knox
Captain Bonnie Rogers	Billie Paden
Captain Bob Shannon	

## 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 2/1/2024
- Approval of Regular Meeting Minutes dated 1/18/2024
- Approval and pay:
- Expenditures

522 Fire Control	\$39,061.93
<u>001 General Fund 6841</u>	<u>\$39,061.93</u>

522 Fire Control	0.00
<u>110 EMS Fund 6848</u>	<u>0.00</u>

**Grand Total \$39,061.93**

Commissioner VanBeek made a motion to approve the consent agenda, seconded by Commissioner Brink. The motion carried.

**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 2024-02 Surplus of Property. Chief Carlyle report that staff is working on cleaning up items around the stations. Some of the computer equipment will need to be destroyed to meet HIPAA requirements. Commissioner VanBeek made a motion to approve the resolution. Commissioner Goodwin Seconded. The motion carried.
- Stryker Quote number 10853276. Chief Carlyle stated this purchase was a budgeted expense for 2024 and planned. Since the purchase was above his purchasing amount by policy requested Commissioners approve a motion to purchase. Commissioner VanBeek made a motion to approve the purchase in the amount of \$34,057.38 plus applicable taxes. Commissioner Goodwin seconded the motion. The motion carried.
- Stryker Quote number 10768313. Chief Carlyle stated this purchase was a budgeted expense for 2024 and planned. Since the purchase was above his purchasing amount by policy requested Commissioners approve a motion to purchase. Commissioner VanBeek made a motion to approve the purchase in the amount of \$169,727.84 plus applicable taxes. Commissioner Goodwin seconded the motion. The motion carried.

### **DISTRICT REPORTS**

- Union Report- no report.
- Volunteer Report- drill for volunteers this week was team building. It was well attended and well received.
- Logistics Report- Logistics Team Lead Caraway remains on light duty.
- City Liaison Report- no report.
- Commissioner's Report- Commissioner Goodwin reported the Breathing Support is 98% completed. It is awaiting graphics and an evaluation by Hughes Fire. Commissioner Brink reported he attended Legislative Day last week. He was able to meet with different politicians to discuss pressing fire district issues. He spoke with Governor Inslee about the transition from VHF radio to 800 UHF radio. Governor Inslee was receptive and assigned a staff member to further explore the issue.
- Spent three days with the WA State auditor on site.
- Attended the BCES board meeting, consensus was made to move forward with the 800/trucked system and for the team to start obtaining monetary costs.
- Attended the Chief's meeting, KFD Chief Micheals presented their documentation regarding the Standards of Coverage.
  - RFD and PFD will be presented later in the year.
- I want to thank Capt. Borschowa for accepting the Delegation of Authority.
  - Due to circumstances here I did not go on annual leave and revoked the delegation since I was still present in the area.
- On 1/26/2024 we were notified of Lieutenant/Paramedic Aaron Meloy's unexpected passing at home.
  - I want to thank all the Commissioners for the support provided to the department and staff.
  - Special thank you to Commissioner Micheal VanBeek for coming to Station 430 that day and assisting me in getting notifications sent and contacting local and State representatives.
  - The peer support and chaplains were an immense help that day.
  - I have written a letter to Richland Fire Department and staff thanking them for covering for us and aiding.

- i. Not sure if the Board would like to draft a letter to provide also. Or if its appropriate to for the Board to reach out the city manager and thank them and notify them of the support provided.
    - o Since then Kyle Jagelski has been appointed as the liaison for the District and Local 1052 to the family. The family has asked for Fire District participating and follow the WA State active member passing protocol.
    - o Working on establishing a small incident management team to come in and assist as us here at the department are pretty much at capacity.
  - Generally I want to thank everyone here at BCFD4 for their support. Everyone has bene reaching out and helping each other, checking in on each other and the support they have provided to me.
  - District Secretary’s Report- no report.

**OPEN FORUM DISCUSSION**

- No open forum discussion

**IMPORTANT DATES**

- February 3<sup>rd</sup>, 9AM Tri-County Commissioners Meeting-Station 210
- February 3<sup>rd</sup>, Cops vs. Firefighter Hockey game and fundraiser for Meloy family

**CORRESPONDENCE**

- WSCA training from Snure

**OPERATION PROGRAM UPDATES**

- Captains Borschowa and Newton delivered an ambulance to Braun for remount. The remount is expected to be finished in 90 days rather than the end of 2024 as previously expected. There may be change order due to mechanical issues on the way to drop off the ambulance.
- Medicaid application is in progress.
- Six new computers were ordered.

**UNFINISHED BUSINESS**

- There is no unfinished business.

**NEW BUSINESS**

- There is no new business.

**AGENDA ITEMS FOR NEXT MEETING**

- There are no agenda items for next meeting.

**EXECUTIVE SESSION**

- Commissioner VanBeek requested an executive session per RCW 42.30.100 (1) (g) for ten minutes, to include the three Commissioners and Fire Chief Carlyle, with no action to follow. Executive session was called at 1725 and ended at 1735. Regular meeting resumed at 1735, with no action to follow.

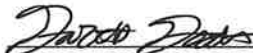
**ADJOURNMENT:**

- The meeting was adjourned at 1736.

Attested:

 2/15/2024  
PAUL CARLYLE, FIRE CHIEF

 2/15/2024  
MICHAEL VANBEEK, COMMISSIONER

 02/15/2024  
GARRETT GOODWIN, COMMISSIONER

 2/15/2024  
FRED BRINK, COMMISSIONER

# WARRANT/CHECK REGISTER

BENTON COUNTY FIRE PROTECTION DISTRICT #4

Time: 12:31:04 Date: 02/15/2024

02/23/2024 To: 02/23/2024

Page: 1

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
121	02/23/2024	Claims	6841	918	AMAZON	229.95	AMERICAN FLAGS
122	02/23/2024	Claims	6841	919	BC FIRE DIST #4 FF ASSOCIATION	3,430.00	2024 MEMBERSHIP DUES (49)
123	02/23/2024	Claims	6841	920	BENTON COUNTY TREASURER	115.37	MOSQUITO DISTRICT ASSESSMENT
124	02/23/2024	Claims	6841	921	BENTON RURAL ELECTRIC	4,761.99	ELECTRICITY
125	02/23/2024	Claims	6841	922	BPAS	6,250.00	HRA BENEFITS
126	02/23/2024	Claims	6841	923	BUDGET BLINDS	5,395.17	BLINDS FOR STA420 (1ST PAYMENT 75%)
127	02/23/2024	Claims	6841	924	CHAPLAIN SERVICES NETWORK	6,000.00	2024 CHAPLAIN SERVICES
128	02/23/2024	Claims	6841	925	CHARTER COMMUNICATIONS	469.93	STA410/420 INTERNET
129	02/23/2024	Claims	6841	926	CITY OF RICHLAND	9,250.00	DISPATCH SERVICES
130	02/23/2024	Claims	6841	927	CITY OF WEST RICHLAND	1,000.00	PREPAY WATER/SEWER
131	02/23/2024	Claims	6841	928	COLUMBIA BASIN COLLEGE	201.70	ACLS-HSCI (PUTZ), AIRWAY HSCI (DBORSCHOWA)
132	02/23/2024	Claims	6841	929	CORWIN FORD	91,537.50	2023 FORD F550 W/MODS & LICENSING
133	02/23/2024	Claims	6841	930	FIRE DISTRICT #1	700.00	RECRUIT ACADEMY (2)
134	02/23/2024	Claims	6841	931	HOME DEPOT	419.10	FAUCET TOOL, WRENCH, CABLE, HYBRID
135	02/23/2024	Claims	6841	932	HUGHES FIRE EQUIPMENT INC.	9,465.01	APP39 & APP16 SERVICE AND NFPA
136	02/23/2024	Claims	6841	933	IMAGE TREND	4,689.67	ELITE RESCUE SUPPORT
137	02/23/2024	Claims	6841	934	ISOUTSORCE	5,000.00	BLOCK SUPPORT
138	02/23/2024	Claims	6841	935	LIZ LOOMIS EASL, INC	6,000.00	COMMUNICATION
139	02/23/2024	Claims	6841	936	NEWEGG	1,359.84	COMPUTER PARTS
140	02/23/2024	Claims	6841	937	ON SCENE MEDICAL	548.00	PHYSICAL
141	02/23/2024	Claims	6841	938	OXARC	74.30	O2/CYLINDER RENTAL
142	02/23/2024	Claims	6841	939	SNURE LAW OFFICE	1,296.00	LEGAL SERVICE
143	02/23/2024	Claims	6841	940	STAPLES ADVANTAGE	431.85	MISC STATION SUPPLIES
144	02/23/2024	Claims	6841	941	STERICYCLE	270.02	EMS WASTE DISPOSAL
145	02/23/2024	Claims	6841	942	STRYKER	305.00	LOADER/COT PARTS
146	02/23/2024	Claims	6841	943	SYSTEM DESIGN WEST	1,708.57	EMS (JAN) BILL
147	02/23/2024	Claims	6841	944	MCCLATCHY TRI-CITY HERALD	99.66	TYPE 5 ADVERTISEMENT
148	02/23/2024	Claims	6841	945	TRI-COUNTY FIRE ASSOCIATION	500.00	2024 ANNUAL DUES
149	02/23/2024	Claims	6841	946	US BANK	7,543.73	VISA-BENITZ; VISA-BORSCHOWA; VISA-HARPER; VISA-NEWTON; VISA-SHANNON
150	02/23/2024	Claims	6841	947	VITAL RECORDS CONTROL	186.88	MONTHLY STORAGE FEE
151	02/23/2024	Claims	6841	948	VOYAGER	1,637.95	FUEL
152	02/23/2024	Claims	6841	949	BRIAN P WAKEMAN	169.00	TRAVEL
153	02/23/2024	Claims	6841	950	YOKE'S FOODS	217.54	STAMPS AND BATTERIES
205	02/23/2024	Payroll	6841	953	AFLAC	53.79	Pay Cycle(s) 02/23/2024 To 02/23/2024 - AFLAC
206	02/23/2024	Payroll	6841	954	BENTON COUNTY 4 BENEVOLENT FUND	66.85	Pay Cycle(s) 02/23/2024 To 02/23/2024 - Benevolent Fund
207	02/23/2024	Payroll	6841	955	DIMARTINO	1,603.45	Pay Cycle(s) 02/23/2024 To 02/23/2024 - LT Disab- Life
208	02/23/2024	Payroll	6841	956	IAFF LOCAL 1052	4,025.92	Pay Cycle(s) 02/23/2024 To 02/23/2024 - Union Dues
209	02/23/2024	Payroll	6841	957	TRUSTEED PLANS SERVICE CORPORATION	34,809.88	Pay Cycle(s) 02/23/2024 To 02/23/2024 - Medical Insurance; Pay Cycle(s) 02/23/2024 To 02/23/2024 - Dental Insurance
210	02/23/2024	Payroll	6841	958	WA STATE SUPPORT REGISTRY	571.00	Pay Cycle(s) 02/23/2024 To 02/23/2024 - Child Support- WA

# WARRANT/CHECK REGISTER

BENTON COUNTY FIRE PROTECTION DISTRICT #4


Time: 12:31:04 Date: 02/15/2024

02/23/2024 To: 02/23/2024

Page: 2

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
211	02/23/2024	Payroll	6841	959	C/O BENEFIT SOLUTIONS INC WSCFF MEDICAL EXPENSE REIMBURSEMEN	3,600.00	Pay Cycle(s) 02/23/2024 To 02/23/2024 - MERP
187	02/23/2024	Payroll	6841	1039409	CONNOR L OVERSON	901.34	Jan Pay FLSA 12/11-1/7
		001 General Fund 6841				215,187.39	
		110 EMS Fund 6848				1,708.57	
						<u>216,895.96</u>	Claims: 171,263.73 Payroll: 45,632.23

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 2/15/2024



## WARRANT/CHECK REGISTER

BENTON COUNTY FIRE PROTECTION DISTRICT #4

Time: 12:30:47 Date: 02/15/2024

02/23/2024 To: 02/23/2024

Page: 1

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
154	02/23/2024	Payroll	6841	EFT	JOSHUA AMMANN	5,612.06	Jan Pay FLSA 12/11-1/7
155	02/23/2024	Payroll	6841	EFT	BRADLEY E ANDREWS	6,884.12	Jan Pay FLSA 12/11-1/7
156	02/23/2024	Payroll	6841	EFT	CORAL L BEARS	914.26	Jan Pay FLSA 12/11-1/7
157	02/23/2024	Payroll	6841	EFT	KATHERINE J BENITZ	103.44	Jan Pay FLSA 12/11-1/7
158	02/23/2024	Payroll	6841	EFT	CHERYL A BOOTH	3,346.59	Jan Pay FLSA 12/11-1/7
159	02/23/2024	Payroll	6841	EFT	DANA M BORSCHOWA	66.50	Jan Pay FLSA 12/11-1/7
160	02/23/2024	Payroll	6841	EFT	MATTHEW J BORSCHOWA	11,488.61	Jan Pay FLSA 12/11-1/7
161	02/23/2024	Payroll	6841	EFT	FREDERICK T BRINK	914.06	Jan Pay FLSA 12/11-1/7
162	02/23/2024	Payroll	6841	EFT	PAUL E CARLYLE	8,518.23	Jan Pay FLSA 12/11-1/7
163	02/23/2024	Payroll	6841	EFT	KAREN M DAVIS	16.62	Jan Pay FLSA 12/11-1/7
164	02/23/2024	Payroll	6841	EFT	AMANDA K DERITIS	3,770.33	Jan Pay FLSA 12/11-1/7
165	02/23/2024	Payroll	6841	EFT	MONTE R ELMORE	96.73	Jan Pay FLSA 12/11-1/7
166	02/23/2024	Payroll	6841	EFT	MANUEL I ESTRELLA	5,689.29	Jan Pay FLSA 12/11-1/7
167	02/23/2024	Payroll	6841	EFT	CODY R FLOWERS	4,456.30	Jan Pay FLSA 12/11-1/7
168	02/23/2024	Payroll	6841	EFT	KEVIN G GAIDOS	6,055.06	Jan Pay FLSA 12/11-1/7
169	02/23/2024	Payroll	6841	EFT	KAILEE M GARRISON-EHREDT	4,727.58	Jan Pay FLSA 12/11-1/7
170	02/23/2024	Payroll	6841	EFT	JARON D GIBSON	945.66	Jan Pay FLSA 12/11-1/7
171	02/23/2024	Payroll	6841	EFT	GARRETT S GOODWIN	756.23	Jan Pay FLSA 12/11-1/7
172	02/23/2024	Payroll	6841	EFT	REX J GREEN	46.87	Jan Pay FLSA 12/11-1/7
173	02/23/2024	Payroll	6841	EFT	DAWSEN O HALL	817.30	Jan Pay FLSA 12/11-1/7
174	02/23/2024	Payroll	6841	EFT	THOMAS R HARPER	7,977.64	Jan Pay FLSA 12/11-1/7
175	02/23/2024	Payroll	6841	EFT	JOSHUA J HARRISON		Jan Pay FLSA 12/11-1/7
176	02/23/2024	Payroll	6841	EFT	KYLE C HART	4,950.99	Jan Pay FLSA 12/11-1/7
177	02/23/2024	Payroll	6841	EFT	TREVOR B HEINKEL	177.32	Jan Pay FLSA 12/11-1/7
178	02/23/2024	Payroll	6841	EFT	NATANIA M JOHNSTON	44.32	Jan Pay FLSA 12/11-1/7
179	02/23/2024	Payroll	6841	EFT	ABIGAIL E KNOX	914.26	Jan Pay FLSA 12/11-1/7
180	02/23/2024	Payroll	6841	EFT	JAMES A LONGIE	8,516.20	Jan Pay FLSA 12/11-1/7
181	02/23/2024	Payroll	6841	EFT	AARON J MELOY	12,008.11	Jan Pay FLSA 12/11-1/7
182	02/23/2024	Payroll	6841	EFT	OWEN J MILLER	706.48	Jan Pay FLSA 12/11-1/7
183	02/23/2024	Payroll	6841	EFT	JONATHAN C MONTGOMERY	4,588.24	Jan Pay FLSA 12/11-1/7
184	02/23/2024	Payroll	6841	EFT	RAYMOND J NEWTON	6,622.37	Jan Pay FLSA 12/11-1/7
185	02/23/2024	Payroll	6841	EFT	RYAN L NIELSEN	55.41	Jan Pay FLSA 12/11-1/7
186	02/23/2024	Payroll	6841	EFT	WYATT M OROZCO	5,358.49	Jan Pay FLSA 12/11-1/7
188	02/23/2024	Payroll	6841	EFT	RUSSELL A POSEGATE	180.08	Jan Pay FLSA 12/11-1/7
189	02/23/2024	Payroll	6841	EFT	GARRETT M PREMEL	6,782.99	Jan Pay FLSA 12/11-1/7
190	02/23/2024	Payroll	6841	EFT	ALLEN L PUTZ	8,879.72	Jan Pay FLSA 12/11-1/7
191	02/23/2024	Payroll	6841	EFT	KYLE M RICHE	37.10	Jan Pay FLSA 12/11-1/7
192	02/23/2024	Payroll	6841	EFT	BONNIE M ROGERS	7,793.34	Jan Pay FLSA 12/11-1/7
193	02/23/2024	Payroll	6841	EFT	ROBERT C SHANNON	7,369.25	Jan Pay FLSA 12/11-1/7
194	02/23/2024	Payroll	6841	EFT	CASEY R SMITH	29.56	Jan Pay FLSA 12/11-1/7
195	02/23/2024	Payroll	6841	EFT	SLITA T SUPERAWESOME	29,669.94	Jan Pay FLSA 12/11-1/7
196	02/23/2024	Payroll	6841	EFT	MICHAEL A VAN BEEK	295.67	Jan Pay FLSA 12/11-1/7
197	02/23/2024	Payroll	6841	EFT	ANTHONY G VINING	6,798.35	Jan Pay FLSA 12/11-1/7
198	02/23/2024	Payroll	6841	EFT	SHERRY A VOSS	14.78	Jan Pay FLSA 12/11-1/7
199	02/23/2024	Payroll	6841	EFT	BRIAN P WAKEMAN	6,259.39	Jan Pay FLSA 12/11-1/7
200	02/23/2024	Payroll	6841	EFT	JACOB M WALTON	5,976.91	Jan Pay FLSA 12/11-1/7
201	02/23/2024	Payroll	6841	EFT	CLAYTON A WHITBY	263.20	Jan Pay FLSA 12/11-1/7
202	02/23/2024	Payroll	6841	EFT	CODY WINTERS	6,008.81	Jan Pay FLSA 12/11-1/7

001 General Fund 6841

203,504.76

203,504.76 Payroll:

203,504.76

**WARRANT/CHECK REGISTER**

BENTON COUNTY FIRE PROTECTION DISTRICT #4

Time: 12:30:47 Date: 02/15/2024

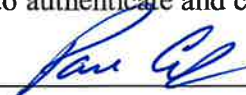
02/23/2024 To: 02/23/2024

Page: 2

Trans Date      Type      Acct #      War #      Claimant      Amount Memo

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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 2/15/2024

**WARRANT/CHECK REGISTER**

BENTON COUNTY FIRE PROTECTION DISTRICT #4

Time: 12:25:55 Date: 02/15/2024

02/22/2024 To: 02/22/2024

Page: 1

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
203	02/22/2024	Payroll	6841	951	EFTPS- IRS Payroll Taxes	60,594.21	941 Deposit for Pay Cycle(s) 02/23/2024 - 02/23/2024
204	02/22/2024	Payroll	6841	952	WA PUB EMP & RETIRE SYS	52,374.88	Pay Cycle(s) 02/23/2024 To 02/23/2024 - LEOFF II; Pay Cycle(s) 02/23/2024 To 02/23/2024 - Deferred Comp; Pay Cycle(s) 02/23/2024 To 02/23/2024 - PERS 3; Pay Cycle(s) 02/23/2024 To 02/23/2024 - PERS 2;
001 General Fund 6841						112,969.09	
						112,969.09	Payroll: 112,969.09

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 *[Signature]*

Commissioners *[Signature]*, *[Signature]*, *[Signature]*

Approval Date 2/15/2024

## 2024 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION DISTRICT

Time: 12:32:23 Date: 02/15/2024

Page: 1

001 General Fund 6841

01/01/2024 To: 12/31/2024

Expenditures	Amt Budgeted	Expenditures	Remaining	
<b>522 Fire Control</b>				
522 11 10 10 Salary - Comm 1 (Van Beek)	9,000.00	706.00	8,294.00	7.8%
522 11 10 20 Salary-Comm 2 (Goodwin)	9,000.00	1,573.00	7,427.00	17.5%
522 11 10 30 Salary-Comm 3 (Brink)	9,000.00	1,189.00	7,811.00	13.2%
522 11 20 10 Benefits - Comm 1 (Van Beek)	1,000.00	54.01	945.99	5.4%
522 11 20 20 Benefits - Comm 2 (Goodwin)	1,000.00	120.32	879.68	12.0%
522 11 20 30 Benefits - Comm 3 (Brink)	1,000.00	90.96	909.04	9.1%
522 11 43 00 Travel-Mileage & Airfare	2,000.00	320.95	1,679.05	16.0%
522 11 43 30 Travel - Per Diem & Lodging	5,100.00	386.42	4,713.58	7.6%
522 11 43 31 Registration Fees	3,300.00	40.00	3,260.00	1.2%
<b>011 Legislative</b>	<b>40,400.00</b>	<b>4,480.66</b>	<b>35,919.34</b>	<b>11.1%</b>
522 12 10 10 Salary - Administration	484,108.00	96,519.65	387,588.35	19.9%
522 12 10 60 Overtime - Administrative	10,000.00	0.00	10,000.00	0.0%
522 12 20 04 HRA Benefits	9,000.00	1,000.00	8,000.00	11.1%
522 12 20 10 Benefits - Administrative	85,420.00	11,974.56	73,445.44	14.0%
522 12 20 60 Benefits - OT Administration	2,000.00	0.00	2,000.00	0.0%
522 12 24 20 Volunteer Pension & Relief Fund	6,600.00	2,730.00	3,870.00	41.4%
522 12 29 20 Volunteer Recognition	4,000.00	64.40	3,935.60	1.6%
522 12 29 30 Volunteer Association	3,500.00	3,430.00	70.00	98.0%
522 12 31 00 Expendable Office Supplies	3,750.00	255.45	3,494.55	6.8%
522 12 31 10 Computer Software	1,980.00	0.00	1,980.00	0.0%
522 12 35 00 Office Tools & Equipment	4,000.00	0.00	4,000.00	0.0%
522 12 35 10 Office Computer Equipment	25,600.00	9,281.03	16,318.97	36.3%
522 12 41 00 Contract Services	97,000.00	17,307.96	79,692.04	17.8%
522 12 41 10 Financial Services Contract (SPRINGBROOK)	30,000.00	2,750.00	27,250.00	9.2%
522 12 41 20 Professional Services	45,000.00	1,358.20	43,641.80	3.0%
522 12 42 00 Phone Service	12,000.00	389.80	11,610.20	3.2%
522 12 42 10 Cellular Phone Service	14,500.00	1,046.17	13,453.83	7.2%
522 12 42 40 Postage	1,500.00	213.11	1,286.89	14.2%
522 12 44 00 Advertising/Notices/Recruiting	2,000.00	217.66	1,782.34	10.9%
522 12 45 00 Equipment Lease/Maint	10,200.00	1,161.43	9,038.57	11.4%
522 12 46 00 District Insurance	120,084.00	372.00	119,712.00	0.3%
522 12 48 20 WebPage Maintenance	850.00	204.84	645.16	24.1%
522 12 49 00 Memberships/Dues	18,700.00	8,536.22	10,163.78	45.6%
522 12 49 10 Taxes And Irrigation Fees	150.00	115.37	34.63	76.9%
522 12 49 20 State Auditor	30,000.00	5,892.60	24,107.40	19.6%
<b>012 Administrative</b>	<b>1,021,942.00</b>	<b>164,820.45</b>	<b>857,121.55</b>	<b>16.1%</b>
522 13 41 00 Levy Publication Services	72,000.00	11,009.95	60,990.05	15.3%
522 13 49 00 Commissioner Elections	10,000.00	0.00	10,000.00	0.0%
<b>013 Election</b>	<b>82,000.00</b>	<b>11,009.95</b>	<b>70,990.05</b>	<b>13.4%</b>
522 14 41 00 Legal Services	25,000.00	1,489.04	23,510.96	6.0%
<b>014 Legal</b>	<b>25,000.00</b>	<b>1,489.04</b>	<b>23,510.96</b>	<b>6.0%</b>
522 20 10 10 Mobilization Wages	30,000.00	0.00	30,000.00	0.0%
522 20 20 10 Mobilization Benefits	9,000.00	0.00	9,000.00	0.0%
522 20 24 10 Physicals/Innoculation	63,000.00	2,414.00	60,586.00	3.8%
522 20 28 00 Uniforms (All Non-PPE)	36,000.00	345.90	35,654.10	1.0%
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 41 00 Assessment Fees	6,000.00	0.00	6,000.00	0.0%

## 2024 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION DISTRICT

Time: 12:32:23 Date: 02/15/2024

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001 General Fund 6841

01/01/2024 To: 12/31/2024

Expenditures	Amt Budgeted	Expenditures	Remaining	
<b>522 Fire Control</b>				
522 20 48 00 Uniform Maintenance	1,000.00	0.00	1,000.00	0.0%
020 Operations	148,000.00	2,759.90	145,240.10	1.9%
522 21 10 10 Salary - Firefighters	2,503,574.00	413,652.87	2,089,921.13	16.5%
522 21 10 71 Overtime - Firefighters	260,000.00	28,864.43	231,135.57	11.1%
522 21 10 80 Resident Reimbursement	100,000.00	5,385.00	94,615.00	5.4%
522 21 10 90 Volunteer Reimbursement	66,000.00	9,845.00	56,155.00	14.9%
522 21 20 04 HRA Benefits	69,000.00	11,500.00	57,500.00	16.7%
522 21 20 10 Benefits - Firefighters	722,136.00	93,531.72	628,604.28	13.0%
522 21 20 71 Benefits - Overtime FF	67,600.00	6,127.88	61,472.12	9.1%
522 21 20 80 Benefits - Resident Reimbursement	6,000.00	411.96	5,588.04	6.9%
522 21 20 90 Benefits - Volunteer	6,000.00	753.15	5,246.85	12.6%
522 21 28 20 PPE - Protective Clothing	70,000.00	1,424.94	68,575.06	2.0%
522 21 31 00 Expendable Supplies - Suppression	0.00	361.55	(361.55)	0.0%
522 21 31 10 Supplies - Support Service	4,000.00	461.65	3,538.35	11.5%
522 21 35 10 Tools & Equipment -Suppression	5,750.00	31.47	5,718.53	0.5%
522 21 35 11 Hose Replacement	12,075.00	560.58	11,514.42	4.6%
522 21 35 12 Nozzle Replacement	10,005.00	1,477.82	8,527.18	14.8%
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	0.00	12,000.00	0.0%
522 21 48 00 Equipment Repair & Maint	1,550.00	0.00	1,550.00	0.0%
522 21 48 10 Fire Extinguisher Maint	1,600.00	0.00	1,600.00	0.0%
522 21 48 80 SCBA Air Compressor	1,000.00	0.00	1,000.00	0.0%
522 21 48 90 SCBA Repair/Maintenance	2,000.00	0.00	2,000.00	0.0%
021 Suppression	3,925,290.00	574,390.02	3,350,899.98	14.6%
522 24 31 00 Expendable Supplies - Radios	500.00	0.00	500.00	0.0%
522 24 35 00 Non-Expendable Supplies - Radios	70,000.00	0.00	70,000.00	0.0%
522 24 41 00 Dispatch Services	115,000.00	18,500.00	96,500.00	16.1%
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	0.00	5,000.00	0.0%
024 Communications	207,299.30	18,500.00	188,799.30	8.9%
522 30 31 00 Expendable Supplies-Prevention	10,000.00	243.58	9,756.42	2.4%
522 30 31 10 Smoke Alarm Program	1,000.00	0.00	1,000.00	0.0%
522 30 35 00 Tools & Equipment - Prevention	1,500.00	0.00	1,500.00	0.0%
522 30 48 00 Repair & Maintenance - Prevention	100.00	0.00	100.00	0.0%
522 30 48 10 Newsletter/Education Flyers	1,000.00	0.00	1,000.00	0.0%
030 Public Information	13,600.00	243.58	13,356.42	1.8%
522 45 31 00 Expendable Supplies - Training	10,000.00	32.58	9,967.42	0.3%
522 45 31 10 Training Computer Software	15,000.00	0.00	15,000.00	0.0%
522 45 35 00 Tools & Equipment - Training	7,000.00	48.57	6,951.43	0.7%
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	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 03 Travel - Mileage&Air(EMS)	6,500.00	296.40	6,203.60	4.6%
522 45 43 04 Travel -Mileage&Air(Safety)	1,200.00	22.86	1,177.14	1.9%
522 45 43 10 PerDiem & Lodging(Operations)	11,000.00	169.00	10,831.00	1.5%
522 45 43 11 PerDiem & Lodging(Admin)	6,800.00	0.00	6,800.00	0.0%
522 45 43 13 PerDiem & Lodging(EMS)	8,000.00	408.19	7,591.81	5.1%
522 45 43 14 PerDiem & Lodging(Safety)	2,500.00	1,100.05	1,399.95	44.0%

## 2024 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION DISTRICT

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001 General Fund 6841

01/01/2024 To: 12/31/2024

Expenditures	Amt Budgeted	Expenditures	Remaining	
<b>522 Fire Control</b>				
522 45 43 20	Registration Fees(Operations)	26,000.00	1,276.70	24,723.30 4.9%
522 45 43 21	Registration Fees(Admin)	3,500.00	150.00	3,350.00 4.3%
522 45 43 23	Registration Fees(EMS)	7,900.00	375.00	7,525.00 4.7%
522 45 43 24	Registration Fees(Safety)	2,000.00	525.00	1,475.00 26.3%
522 45 43 30	Tuition Reimbursement	12,000.00	0.00	12,000.00 0.0%
522 45 43 98	Career Tuition	15,000.00	125.00	14,875.00 0.8%
522 45 43 99	Article 32 MED EMS Training	34,500.00	450.00	34,050.00 1.3%
<b>045 Training</b>		<b>176,300.00</b>	<b>4,979.35</b>	<b>171,320.65 2.8%</b>
522 50 31 00	Expendable Supplies -Facilities	7,500.00	594.13	6,905.87 7.9%
522 50 35 00	Tools & Equipment - Facilities	7,000.00	6,950.42	49.58 99.3%
522 50 45 00	Lease-Sta 410	5,000.00	0.00	5,000.00 0.0%
522 50 47 10	Electricity	38,000.00	4,761.99	33,238.01 12.5%
522 50 47 20	Water/Sewer/Natural Gas	25,000.00	1,443.11	23,556.89 5.8%
522 50 48 00	Repair & Maint. - Facilities	70,000.00	422.40	69,577.60 0.6%
<b>050 Facilities</b>		<b>152,500.00</b>	<b>14,172.05</b>	<b>138,327.95 9.3%</b>
522 60 31 00	Expendable Supplies - Automotive	3,000.00	1,032.88	1,967.12 34.4%
522 60 32 00	Fuels	58,300.00	4,792.83	53,507.17 8.2%
522 60 35 00	Tools, Equipment & Parts - Automotive	5,350.00	597.25	4,752.75 11.2%
522 60 48 00	3rd party repair & Maint. - Automotive	112,125.00	17,275.56	94,849.44 15.4%
<b>060 Automotive</b>		<b>178,775.00</b>	<b>23,698.52</b>	<b>155,076.48 13.3%</b>
522 70 31 00	Expendable Supplies - EMS	60,000.00	6,364.73	53,635.27 10.6%
522 70 35 00	Small Tools & Minor Equip	10,800.00	305.00	10,495.00 2.8%
522 70 41 02	EMS Assessment Fee	5,000.00	1,531.53	3,468.47 30.6%
522 70 41 10	Contract Services - EMS	121,200.00	4,689.67	116,510.33 3.9%
<b>070 EMS</b>		<b>197,000.00</b>	<b>12,890.93</b>	<b>184,109.07 6.5%</b>
<b>522 Fire Control</b>		<b>6,168,106.30</b>	<b>833,434.45</b>	<b>5,334,671.85 13.5%</b>
<b>589 Payroll Clearing</b>				
589 90 00 00	Payroll Clearing	0.00	(1,086.21)	1,086.21 0.0%
589 Payroll Clearing		0.00	(1,086.21)	1,086.21 0.0%
<b>591 Debt Service</b>				
591 22 71 02	Capital Lease Principal	62,726.00	0.00	62,726.00 0.0%
592 22 83 02	Capital Lease Interest	49,395.00	0.00	49,395.00 0.0%
591 Debt Service		112,121.00	0.00	112,121.00 0.0%
<b>594 Capital Expenditures</b>				
594 22 62 00	Capital Building	22,055.00	0.00	22,055.00 0.0%
594 22 63 00	Capital Apparatus And Equipment	400,693.00	99,320.66	301,372.34 24.8%
022 Capital		422,748.00	99,320.66	323,427.34 23.5%
594 Capital Expenditures		422,748.00	99,320.66	323,427.34 23.5%

## 2024 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION DISTRICT

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001 General Fund 6841 01/01/2024 To: 12/31/2024

Expenditures	Amt Budgeted	Expenditures	Remaining	
<b>597 Interfund Transfers</b>				
597 00 01 61      Transfer Out To 601	425,670.00	0.00	425,670.00	0.0%
597 Interfund Transfers	425,670.00	0.00	425,670.00	0.0%
<b>Fund Expenditures:</b>	<b>7,128,645.30</b>	<b>931,668.90</b>	<b>6,196,976.40</b>	<b>13.1%</b>
<b>Fund Excess/(Deficit):</b>	<b>(7,128,645.30)</b>	<b>(931,668.90)</b>		

## 2024 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION DISTRICT

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110 EMS Fund 6848

01/01/2024 To: 12/31/2024

Expenditures	Amt Budgeted	Expenditures	Remaining	
<b>522 Fire Control</b>				
522 70 35 10 Small Tools And Minor Equipment	0.00	110.07	(110.07)	0.0%
522 70 41 00 Ambulance Billing Service Fee	0.00	1,708.57	(1,708.57)	0.0%
522 70 48 10 Equipment Repairs & Maintenance	3,000.00	0.00	3,000.00	0.0%
522 Fire Control	3,000.00	1,818.64	1,181.36	60.6%
<b>597 Interfund Transfers</b>				
597 00 01 10 Transfer Out To 001	2,614,828.00	0.00	2,614,828.00	0.0%
597 Interfund Transfers	2,614,828.00	0.00	2,614,828.00	0.0%
<b>Fund Expenditures:</b>	<b>2,617,828.00</b>	<b>1,818.64</b>	<b>2,616,009.36</b>	<b>0.1%</b>
<b>Fund Excess/(Deficit):</b>	<b>(2,617,828.00)</b>	<b>(1,818.64)</b>		



## 2024 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION DISTRICT

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201 EMS Bond Fund 6842

01/01/2024 To: 12/31/2024

Expenditures	Amt Budgeted	Expenditures	Remaining	
<b>591 Debt Service</b>				
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%
591 Debt Service	471,900.00	0.00	471,900.00	0.0%
<b>Fund Expenditures:</b>	<b>471,900.00</b>	<b>0.00</b>	<b>471,900.00</b>	<b>0.0%</b>
<b>Fund Excess/(Deficit):</b>	<b>(471,900.00)</b>	<b>0.00</b>		

## 2024 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION DISTRICT

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401 Construction Fund 6844

01/01/2024 To: 12/31/2024

Expenditures	Amt Budgeted	Expenditures	Remaining	
<b>594 Capital Expenditures</b>				
594 22 62 01 Building Upgrade	300,000.00	0.00	300,000.00	0.0%
594 Capital Expenditures	300,000.00	0.00	300,000.00	0.0%
<b>Fund Expenditures:</b>	<b>300,000.00</b>	<b>0.00</b>	<b>300,000.00</b>	<b>0.0%</b>
<b>Fund Excess/(Deficit):</b>	<b>(300,000.00)</b>	<b>0.00</b>		

## 2024 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION DISTRICT

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601 Reserve Fund 6846

01/01/2024 To: 12/31/2024

Expenditures	Amt Budgeted	Expenditures	Remaining	
<b>594 Capital Expenditures</b>				
594 22 63 51 Capital Apparatus	400,000.00	0.00	400,000.00	0.0%
594 Capital Expenditures	400,000.00	0.00	400,000.00	0.0%
<b>Fund Expenditures:</b>	<b>400,000.00</b>	<b>0.00</b>	<b>400,000.00</b>	<b>0.0%</b>
<b>Fund Excess/(Deficit):</b>	<b>(400,000.00)</b>	<b>0.00</b>		

## 2024 BUDGET POSITION TOTALS

BENTON COUNTY FIRE PROTECTION DIS

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Fund	Revenue Budgeted	Received		Expense Budgeted	Spent	
001 General Fund 6841	0.00	0.00	0.0%	7,128,645.30	931,668.90	13%
110 EMS Fund 6848	0.00	0.00	0.0%	2,617,828.00	1,818.64	0%
201 EMS Bond Fund 6842	0.00	0.00	0.0%	471,900.00	0.00	0%
401 Construction Fund 6844	0.00	0.00	0.0%	300,000.00	0.00	0%
601 Reserve Fund 6846	0.00	0.00	0.0%	400,000.00	0.00	0%
	<u>0.00</u>	<u>0.00</u>	<u>0.0%</u>	<u>10,918,373.30</u>	<u>933,487.54</u>	<u>8.5%</u>

# ACCOUNTS PAYABLE

BENTON COUNTY FIRE PROTECTION DISTRICT #4

02/23/2024 To: 02/23/2024

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Accts Pay #	Paid On	Year	Trans	Vendor ID	Vendor	Amount	Memo
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<b>13680 02/23/20242024</b>	121	<b>15</b>		<b>AMAZON</b>		<b>229.95</b>	<b>AMERICAN FLAGS</b>
522 50 31 00 Expendable Supplies -Facilities						229.95	FLAGS FOR FUNERAL SRV/STATION

Invoice
7931422
229.95
AMERICAN FLAGS

<b>13683 02/23/20242024</b>	122	<b>36</b>		<b>BC FIRE DIST #4 FF ASSOCIATION</b>		<b>3,430.00</b>	<b>2024 MEMBERSHIP DUES (49)</b>
522 12 29 30 Volunteer Association						3,430.00	2024 MEMBERSHIP DUES

Invoice
02012024
3,430.00
2024 MEMBERSHIP DUES (49)

<b>13715 02/23/20242024</b>	123	<b>414</b>		<b>BENTON COUNTY TREASURER</b>		<b>115.37</b>	<b>MOSQUITO DISTRICT ASSESSMENT</b>
522 12 49 10 Taxes And Irrigation Fees						115.37	ASSESSMENTS

Invoice
16240
16241
24957
17238
80106
16.63
MOSQUITO DISTRICT ASSESSMENT
16.64
MOSQUITO DISTRICT ASSESSMENT
16.31
MOSQUITO DISTRICT ASSESSMENT
16.54
MOSQUITO DISTRICT ASSESSMENT
49.25
MOSQUITO DISTRICT ASSESSMENT

<b>13681 02/23/20242024</b>	124	<b>42</b>		<b>BENTON RURAL ELECTRIC</b>		<b>4,761.99</b>	<b>ELECTRICITY</b>
522 50 47 10 Electricity						2,335.07	STA4420-172850825
522 50 47 10 Electricity						50.24	WELL-34400
522 50 47 10 Electricity						397.02	SHOP-602700
522 50 47 10 Electricity						1,315.87	STA430-892000
522 50 47 10 Electricity						663.79	STA410-31760125

Invoice
01312024
4,761.99
ELECTRICITY

<b>13684 02/23/20242024</b>	125	<b>690</b>		<b>BPAS</b>		<b>6,250.00</b>	<b>HRA BENEFITS</b>
522 12 20 04 HRA Benefits						500.00	HRA BENEFITS
522 21 20 04 HRA Benefits						5,750.00	HRA BENEFITS

Invoice
FEB24
6,250.00
HRA BENEFITS

# ACCOUNTS PAYABLE

BENTON COUNTY FIRE PROTECTION DISTRICT #4

02/23/2024 To: 02/23/2024

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Accts Pay #	Paid On	Year	Trans	Vendor ID	Vendor	Amount	Memo
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<b>13685 02/23/20242024</b>	126			<b>966</b>	<b>BUDGET BLINDS</b>	<b>5,395.17</b>	<b>BLINDS FOR STA420 (1ST PAYMENT 75%)</b>
522 50 35 00 Tools & Equipment - Facilities						001 000 522 General Fund 6841	5,395.17
							BLINDS FOR STA420

Invoice  
022024  
5,395.17 BLINDS FOR STA420 (1ST PAYMENT 75%)

<b>13686 02/23/20242024</b>	127			<b>699</b>	<b>CHAPLAIN SERVICES NETWORK</b>	<b>6,000.00</b>	<b>2024 CHAPLAIN SERVICES</b>
522 12 41 00 Contract Services						001 000 522 General Fund 6841	6,000.00
							2024 CHAPLAIN SERVICES

Invoice  
01012024  
6,000.00 2024 CHAPLAIN SERVICES

<b>13714 02/23/20242024</b>	128			<b>481</b>	<b>CHARTER COMMUNICATIONS</b>	<b>469.93</b>	<b>STA410/420 INTERNET</b>
522 12 41 00 Contract Services						001 000 522 General Fund 6841	469.93
							STA410/420 INTERNET

Invoice  
17685040102724  
469.93 STA410/420 INTERNET

<b>13687 02/23/20242024</b>	129			<b>281</b>	<b>CITY OF RICHLAND</b>	<b>9,250.00</b>	<b>DISPATCH SERVICES</b>
522 24 41 00 Dispatch Services						001 000 522 General Fund 6841	9,250.00
							DISPATCH SERVICES

Invoice  
53207  
9,250.00 DISPATCH SERVICES

<b>13708 02/23/20242024</b>	130			<b>376</b>	<b>CITY OF WEST RICHLAND</b>	<b>1,000.00</b>	<b>PREPAY WATER/SEWER</b>
522 50 47 20 Water/Sewer/Natural Gas						001 000 522 General Fund 6841	1,000.00
							PREPAY WATER/SEWER

Invoice  
01312024  
1,000.00 PREPAY WATER/SEWER

<b>13688 02/23/20242024</b>	131			<b>70</b>	<b>COLUMBIA BASIN COLLEGE</b>	<b>201.70</b>	<b>ACLS-HSCI (PUTZ), AIRWAY HSCI (DBORSCHOWA)</b>
522 45 43 20 Registration Fees(Operations)						001 000 522 General Fund 6841	201.70
							FALL 2023 CLASSES

Invoice  
25410  
201.70 ACLS-HSCI (PUTZ), AIRWAY HSCI (DBORSCHOWA)

<b>13689 02/23/20242024</b>	132			<b>840</b>	<b>CORWIN FORD</b>	<b>91,537.50</b>	<b>2023 FORD F550 W/MODS &amp; LICENSING</b>
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# ACCOUNTS PAYABLE

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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594	22	63	00	Capital Apparatus And Equipme	001	000	594	General Fund 6841	91,537.50	'23 FORD F550 W/MODS
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Invoice

5D43479	91,537.50	2023 FORD F550 W/MODS & LICENSING
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<b>13690</b>	<b>02/23/2024</b>	<b>2024</b>	<b>133</b>	<b>126</b>	<b>FIRE DISTRICT #1</b>	<b>700.00</b>	<b>RECRUIT ACADEMY (2)</b>
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522	45	43	20	Registration Fees(Operations)	001	000	522	General Fund 6841	700.00	RECRUIT ACADEMY (2)
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Invoice

317	700.00	RECRUIT ACADEMY (2)
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<b>13691</b>	<b>02/23/2024</b>	<b>2024</b>	<b>134</b>	<b>831</b>	<b>HOME DEPOT</b>	<b>419.10</b>	<b>FAUCET TOOL, WRENCH, CABLE, HYBRID</b>
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522	50	35	00	Tools & Equipment - Facilities	001	000	522	General Fund 6841	459.30	TOOLS/EQUIPMENT
522	60	35	00	Tools, Equipment & Parts - Auto	001	000	522	General Fund 6841	-40.20	RETURN LOCK

Invoice

3031436	71.68	FAICET, WRENCH
5903830	244.40	CABLE, HYBRID HOSE REEL
3524555	143.22	HYBRID AIR
01312024	-40.20	RETURN COUPLER LOCK

<b>13692</b>	<b>02/23/2024</b>	<b>2024</b>	<b>135</b>	<b>509</b>	<b>HUGHES FIRE EQUIPMENT INC.</b>	<b>9,465.01</b>	<b>APP39 &amp; APP16 SERVICE AND NFPA</b>
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522	60	48	00	3rd party repair & Maint. - Auto	001	000	522	General Fund 6841	9,465.01	APP39 & APP16 SERVICE
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Invoice

602235	1,617.18	APP39 SERVICE AND NFPA
602392	5,068.19	APP16 SERVICE AND NFPA
602233	2,779.64	SERVICE AND NFPA

<b>13693</b>	<b>02/23/2024</b>	<b>2024</b>	<b>136</b>	<b>774</b>	<b>IMAGE TREND</b>	<b>4,689.67</b>	<b>ELITE RESCUE SUPPORT</b>
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522	70	41	10	Contract Services - EMS	001	000	522	General Fund 6841	4,689.67	ELITE RESCUE SUPPORT
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Invoice

106026	4,689.67	ELITE RESCUE SUPPORT
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<b>13694</b>	<b>02/23/2024</b>	<b>2024</b>	<b>137</b>	<b>876</b>	<b>ISOUTSOURCE</b>	<b>5,000.00</b>	<b>BLOCK SUPPORT</b>
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522	12	41	00	Contract Services	001	000	522	General Fund 6841	5,000.00	BLOCK SUPPORT
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Invoice

# ACCOUNTS PAYABLE

BENTON COUNTY FIRE PROTECTION DISTRICT #4

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Accts Pay #	Paid On	Year	Trans	Vendor ID	Vendor	Amount	Memo
				CW291013		5,000.00	BLOCK SUPPORT
<b>13696 02/23/2024</b>	<b>2024</b>	<b>02</b>	<b>138</b>	<b>189</b>	<b>LIZ LOOMIS EASL, INC</b>	<b>6,000.00</b>	<b>COMMUNICATION</b>
522 13 41 00	Levy Publication Services			001 000 522	General Fund 6841	6,000.00	COMMUNICATION
				Invoice			
				B4-0224		6,000.00	COMMUNICATION
<b>13697 02/23/2024</b>	<b>2024</b>	<b>02</b>	<b>139</b>	<b>860</b>	<b>NEWEGG</b>	<b>1,359.84</b>	<b>COMPUTER PARTS</b>
522 12 35 10	Office Computer Equipment			001 000 522	General Fund 6841	1,359.84	COMPUTER PARTS
				Invoice			
				1304891492		1,359.84	COMPUTER PARTS
<b>13698 02/23/2024</b>	<b>2024</b>	<b>02</b>	<b>140</b>	<b>702</b>	<b>ON SCENE MEDICAL</b>	<b>548.00</b>	<b>PHYSICAL</b>
522 20 24 10	Physicals/Innoculation			001 000 522	General Fund 6841	548.00	PHYSICAL
				Invoice			
				3182		548.00	PHYSICAL
<b>13699 02/23/2024</b>	<b>2024</b>	<b>02</b>	<b>141</b>	<b>242</b>	<b>OXARC</b>	<b>74.30</b>	<b>O2/CYLINDER RENTAL</b>
522 70 31 00	Expendable Supplies - EMS			001 000 522	General Fund 6841	74.30	O2/CYLINDER RENTAL
				Invoice			
				0031980731		60.51	O2
				0061661555		13.79	CYLINDER RENTAL
<b>13700 02/23/2024</b>	<b>2024</b>	<b>02</b>	<b>142</b>	<b>305</b>	<b>SNURE LAW OFFICE</b>	<b>1,296.00</b>	<b>LEGAL SERVICE</b>
522 14 41 00	Legal Services			001 000 522	General Fund 6841	1,296.00	LEGAL SERVICE
				Invoice			
				02012024		1,296.00	LEGAL SERVICE
<b>13701 02/23/2024</b>	<b>2024</b>	<b>02</b>	<b>143</b>	<b>322</b>	<b>STAPLES ADVANTAGE</b>	<b>431.85</b>	<b>MISC STATION SUPPLIES</b>
522 12 31 00	Expendable Office Supplies			001 000 522	General Fund 6841	183.69	OFFICE SUPPLIES
522 50 31 00	Expendable Supplies -Facilities			001 000 522	General Fund 6841	248.16	STATION SUPPLIES
				Invoice			



# ACCOUNTS PAYABLE

BENTON COUNTY FIRE PROTECTION DISTRICT #4

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				3557864836		248.16	MISC STATION SUPPLIES
				3558659383		183.69	OFFICE SUPPLIES
<b>13703 02/23/20242024</b>	<b>144</b>			<b>625</b>	<b>STERICYCLE</b>	<b>270.02</b>	<b>EMS WASTE DISPOSAL</b>
	522 70 31 00			Expendable Supplies - EMS	001 000 522 General Fund 6841	270.02	EMS WASTE DISPOSAL
				Invoice			
				8005961665		30.00	EMS WASTE DISPOSAL
				8006148120		240.02	EMS WASTE DISPOSAL
<b>13716 02/23/20242024</b>	<b>145</b>			<b>442</b>	<b>STRYKER</b>	<b>305.00</b>	<b>LOADER/COT PARTS</b>
	522 70 35 00			Small Tools & Minor Equip	001 000 522 General Fund 6841	305.00	LOADER/COT PARTS
				Invoice			
				9205501347		305.00	LOADER/COT PARTS
<b>13702 02/23/20242024</b>	<b>146</b>			<b>680</b>	<b>SYSTEM DESIGN WEST</b>	<b>1,708.57</b>	<b>EMS (JAN) BILL</b>
	522 70 41 00			Ambulance Billing Service Fee	110 000 522 EMS Fund 6848	1,708.57	EMS (JAN) BILL
				Invoice			
				20232926		1,708.57	EMS (JAN) BILL
<b>13695 02/23/20242024</b>	<b>147</b>			<b>339</b>	<b>TRI-CITY HERALD, MCCLATCHY</b>	<b>99.66</b>	<b>TYPE 5 ADVERTISEMENT</b>
	522 12 44 00			Advertising/Notices/Recruiting	001 000 522 General Fund 6841	99.66	PRINT LEGAL AD
				Invoice			
				234473		99.66	TYPE 5 ADVERTISEMENT
<b>13704 02/23/20242024</b>	<b>148</b>			<b>340</b>	<b>TRI-COUNTY FIRE ASSOCIATION</b>	<b>500.00</b>	<b>2024 ANNUAL DUES</b>
	522 12 49 00			Memberships/Dues	001 000 522 General Fund 6841	500.00	2024 ANNUAL DUES
				Invoice			
				2024-003		500.00	2024 ANNUAL DUES
<b>13709 02/23/20242024</b>	<b>149</b>			<b>475</b>	<b>US BANK</b>	<b>603.42</b>	<b>VISA-BENITZ</b>
	522 12 42 40			Postage	001 000 522 General Fund 6841	10.10	POSTAGE
	522 21 31 10			Supplies - Support Service	001 000 522 General Fund 6841	76.00	WORKING LUNCH
	522 45 31 00			Expendable Supplies - Training	001 000 522 General Fund 6841	32.58	FLASH DRIVES

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522 45 35 00 Tools & Equipment - Training	001 000 522	General Fund 6841	34.74	STORAGE TOTE
522 45 43 99 Article 32 MED EMS Training	001 000 522	General Fund 6841	450.00	REGISTRATION-GAIDOS

Invoice

BENI02082024

603.42 VISA-BENITZ

**13710 02/23/20242024 149 475 US BANK 4,797.83 VISA-BORSCHOWA**

522 12 41 00 Contract Services	001 000 522	General Fund 6841	934.82	O365 SUBSCRIPTIONS
522 12 41 00 Contract Services	001 000 522	General Fund 6841	30.64	SERVER BACKUP
522 12 48 20 WebPage Maintenance	001 000 522	General Fund 6841	195.00	WEBSITE SERVICES
522 12 48 20 WebPage Maintenance	001 000 522	General Fund 6841	4.90	WEBSITE SERVICES
522 45 43 03 Travel - Mileage&Air(EMS)	001 000 522	General Fund 6841	296.40	AIRFARE FOR ABC360
522 45 43 13 PerDiem & Lodging(EMS)	001 000 522	General Fund 6841	148.53	DEPOSIT FOR HOTEL
522 70 31 00 Expendable Supplies - EMS	001 000 522	General Fund 6841	279.54	SUPPLIES FOR AMBULANCES
594 22 63 00 Capital Apparatus And Equipme	001 000 594	General Fund 6841	2,908.00	BUMPER FOR AMBULANCE

Invoice

BORS02082024

4,797.83 VISA-BORSCHOWA

**13711 02/23/20242024 149 475 US BANK 1,435.89 VISA-HARPER**

522 20 28 00 Uniforms (All Non-PPE)	001 000 522	General Fund 6841	32.84	BOX POSTAGE
522 45 43 14 PerDiem & Lodging(Safety)	001 000 522	General Fund 6841	878.05	LODGING
522 45 43 24 Registration Fees(Safety)	001 000 522	General Fund 6841	525.00	CONF REGISTRATION

Invoice

HARP02082024

1,435.89 VISA-HARPER

**13712 02/23/20242024 149 475 US BANK 624.59 VISA-NEWTON**

522 45 43 13 PerDiem & Lodging(EMS)	001 000 522	General Fund 6841	259.66	HOTEL-MEDIC DROP OFF
522 50 31 00 Expendable Supplies -Facilities	001 000 522	General Fund 6841	6.50	MOUNTING TAPE
522 60 35 00 Tools, Equipment & Parts - Auto	001 000 522	General Fund 6841	306.28	EMRG LIGHTS, RV PLUG
594 22 63 00 Capital Apparatus And Equipme	001 000 594	General Fund 6841	52.15	TONGUE JACK STAND

Invoice

NEWT02082024

624.59 VISA-NEWTON

**13713 02/23/20242024 149 475 US BANK 82.00 VISA-SHANNON**

522 12 29 20 Volunteer Recognition	001 000 522	General Fund 6841	64.40	SERVICE PINS
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## ACCOUNTS PAYABLE

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522 12 35 10 Office Computer Equipment 001 000 522 General Fund 6841 17.60 PHONE CASE

Invoice

SHAN02082024 82.00 VISA-SHANNON

**13705 02/23/20242024 150 974 VITAL RECORDS CONTROL 186.88 MONTHLY STORAGE FEE**

522 12 41 00 Contract Services 001 000 522 General Fund 6841 186.88 STORAGE FEE

Invoice

4058464 186.88 MONTHLY STORAGE FEE

**13706 02/23/20242024 151 817 VOYAGER 1,637.95 FUEL**

522 60 32 00 Fuels 001 000 522 General Fund 6841 1,637.95 FUEL

Invoice

8693879692405 1,637.95 FUEL

**13707 02/23/20242024 152 939 WAKEMAN, BRIAN P 169.00 TRAVEL**

522 45 43 10 PerDiem & Lodging(Operations) 001 000 522 General Fund 6841 169.00 TRAVEL

Invoice

02092024 169.00 TRAVEL

**13717 02/23/20242024 153 394 YOKE'S FOODS 217.54 STAMPS AND BATTERIES**

522 12 42 40 Postage 001 000 522 General Fund 6841 198.00 STAMPS

522 50 31 00 Expendable Supplies -Facilities 001 000 522 General Fund 6841 19.54 C BATTERIES

Invoice

111156525 198.00 STAMPS

92728985 19.54 BATTERIES

Total: 171,263.73

Fund

001 General Fund 6841 169,555.16  
110 EMS Fund 6848 1,708.57

**Prebuild Options - Change Order #1**  
**February 6, 2024**  
**For**  
**Benton County Fire District**  
**West Richland, Washington**  
**850-R**

Please:

- Indicate your choice by placing an "X" in the Yes or No box for each option.
- Fill in information on last page for E-Signature.
- Email this form back to our office.
- Save the File as PDF.

*Please return within 5 work days to assist with the timely completion of your vehicle.  
 Thank you!*

	<b>Total change order cost for all elected changes:</b>	<b>\$7,250.00</b>
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Please enter "X" in the appropriate box.	Description	No Of Veh:	Offered Price/ (Credit)	Elected Change
Yes    No				

1.

**BRAUN NORTHWEST, INC.**  
**REMOUNT SPECIFICATIONS**  
**BENTON COUNTY FIRE DISTRICT #4**  
**WEST RICHLAND, WASHINGTON**

**North Star #~~652 R/1294-32289-3, 20162019~~ FORD E-450 167" Module**

VIN: ~~1FDXE4FS8KDC58662~~ 1FDXE4FSXGDC22057

**CHANGE:**

\$0.00            \$0.00

*Change from remounting North Star 1294-3 (2019) to 2289-3 (2016)*

2.

**1.03.02 CAB-TO-MODULE ATTACHMENT**

Install a back-of-cab insert with integral pass-thru frame, covered with black-painted polyurea thermoplastic elastomer (Section 3.04.01 related), with pass-thru opening approximately 16"W x 12.5"H on the cab side, with a sliding clear 0.25" polycarbonate window and an extruded aluminum door pull.

A 4" transition piece made of 0.125" aluminum shall be welded to the front of the module, with a cut-out for the new pass-thru. Transition piece shall be painted to match the module (Section 3.04 related) and a new flexible watertight boot shall be installed.

~~Install a transition piece and a flexible boot for a walk-thru opening 18"W x 27"H (cab side) in size between cab and module.~~

**CHANGE:**

\$3,000.00            \$3,000.00

*Change from a walk-thru to a pass-thru*

3.

**1.04B USED CHASSIS**

~~Return to customer FOB Chehalis (Section 8.03 related). Install tail lights, mud flaps, clear plastic sheeting on cab back, transfer existing batteries and reconnect battery cables, and close off HVAC connection.~~

Trade In. License plates shall be removed and returned to customer (Section 8.03 related).

Vehicle title required to be present with vehicle upon delivery to Braun Northwest.

Two existing batteries shall be transferred to the trade-in (Section 6.24 related).

**CHANGE:**


(\$800.00)            (\$800.00)


*Change from returning the chassis to the customer to the customer trading it in*

Please enter "X" in the appropriate box.		Description	No Of Veh:	Offered Price/ (Credit)	Elected Change
Yes	No				
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>4. 2.08X EXTERIOR COMPARTMENTS</p> <p><b>Compartment #1</b>                      Location: Streetside, forward                      Item(s) to be transferred:</p> <ul style="list-style-type: none"> <li>Two SCBA cylinder brackets on back wall (aft bracket to be re-installed on a black powder coated angled corner bracket (Section 4.10 related)</li> <li>Portable flashlight charger/bracket on bin shelf (Section 6.45 related)</li> <li>Shovel brackets</li> </ul> <p>Changes:</p> <ul style="list-style-type: none"> <li>Remove and return to customer air compressor and maintenance switch, with surround (Section 8.03 related).</li> <li>Install <u>Mateflex</u> compartment floor (Section 3.10 related)</li> <li>Install black powder coated angled corner bracket on aluminum track, for a <u>transferred SCBA</u> cylinder bracket (Section 4.10 related)</li> <li>Install a 120 VAC GFCI duplex receptacle <u>below the new 120 VAC power box, location to be determined at the preconstruction meeting</u> (6.21 related)</li> <li>Install a new 120 VAC power box in forward wall (Section 6.21 related)</li> <li>Install Samlex inverter and perforated aluminum surround <u>in the forward corner of this compartment</u> (Section 6.31 related).</li> </ul>			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p><b>CHANGE:</b>                      Install the 120 GFCI outlet to be below the 120 VAC power box</p>		\$0.00	\$0.00
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p><b>CHANGE:</b>                      Install the Samlex inverter in the forward corner of compartment #1</p>		\$0.00	\$0.00
<input type="checkbox"/>	<input type="checkbox"/>	<p>5. 2.08X EXTERIOR COMPARTMENTS</p> <p><b>Compartment #2</b>                      Location: Streetside, aft                      Item(s) to be transferred: <del>As-is</del></p> <ul style="list-style-type: none"> <li><del>Transfer the existing stair chair bracket on the aft wall (section 4.27 related)</del></li> </ul> <p>Changes:</p> <ul style="list-style-type: none"> <li>Replace hooks on forward wall of compartment with two "J" hooks.</li> <li><del>1. Replace aft door skin with door skin with recessed pocket, to accommodate slide out tool board (Section 2.09.07 related).</del></li> <li><del>2. Remove and discard chair stair bracket. Install a slide-out tool board with 20" slides, grab hole, gas shock, bracket and strap on the aft wall for storage customer-supplied and installed Stryker Expedition power stair chair (Section 4.27 related).</del></li> </ul> <p><b>CHANGE LANGUAGE:</b>                      Change from installing a tool board to transferring the existing stair bracket if option 4.27 is selected</p>			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>6. 2.09.03A DOOR LATCHES</p> <p><del>Replace all existing door latches with Eberhard E-Grabber door handles and hardware on compartment/passage doors. Exterior door handles shall be semi-flush, chrome-plated Eberhard E Grabber #21100. Passage doors shall have release handles on the inside of each door. All exterior doors shall have rotary latches and striker posts that meet FMVSS 206 requirements. Striker posts shall be adjustable and be secured with a nut from behind the door frame. The striker washer shall not be removed. Doors greater than 45" tall shall have double rotary latches activated by stainless steel rods. Once final adjustments have been made, threads shall have Loctite or equivalent applied. All double-door compartments shall have an exterior E Grabber handle and rotary latches on each door. Doors shall latch to doorframe-mounted striker posts only and not to one another. Curbside passage and rear curbside doors shall have interior handles with dual-point, rod-actuated, rotary latch systems that are lockable inside and out. All locks shall be keyed J236.</del></p> <p><del>Transfer and lubricate all compartment and passage door latches. Adjust for proper operation. Transfer existing emergency release levers, one at the top and bottom of each rear door.</del></p>		\$3,750.00	\$3,750.00
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p><b>CHANGE:</b>                      Change from transferring all E-Grabber door handles to installing new</p>			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>7. 2.09.06B REAR DOOR CONTROL</p> <p>Install grabber-type hold open devices.  <del>Install two 2"H black seatbelt type straps with footman loops, one each at the top and bottom of the door frame to protect the door from excessive overtravel.</del></p> <p><b>DELETE:</b>                      Delete 2" black seatbelt straps on the rear curbside doors</p>		(\$225.00)	(\$225.00)
<input type="checkbox"/>	<input type="checkbox"/>	<p>8. 2.09.07A COMPARTMENT DOOR SKINS</p> <p>Transfer existing compartment door skins, <del>except for Compartment #2. Install a new door skin on aft door of Compartment #2 with recessed pocket to accommodate a stair chair slide out tool board.</del></p> <p>Install red/white 1.5" conspicuity tape on the outboard vertical edge of each door.</p> <p><b>CHANGE LANGUAGE:</b>                      Change from installing a new recessed door skin to transferring the existing one if option 4.27 is selected</p>			

Please enter "X" in the appropriate box.		Description	No Of Veh:	Offered Price/ (Credit)	Elected Change
Yes	No				
<input checked="" type="checkbox"/>	<input type="checkbox"/>	9. 2.10 MODULE INTERIOR CABINETS <b>#8 – Action Area</b> Location: Streetside Items to be transferred: <ul style="list-style-type: none"> <li>• One oxygen outlet (Section 5.11 related)</li> <li>• One portable suction bracket (Section 5.13 related)</li> <li>• Sharps and waste area at end of countertop (Section 5.26 related)</li> <li>• Six-switch attendant panel (Section 6.13 related)</li> <li>• One 120 VAC GFCI duplex receptacle (Section 6.21 related)</li> <li>• One 12 VDC power point receptacle and one dual USB charger (Section 6.25 related)</li> </ul> Changes: <ul style="list-style-type: none"> <li>• Replace digital thermostat (Section 5.17 related).</li> <li>• Add a switch labeled "ATTENDANT LIGHT" in position five of the attendant panel (Section 6.13 related).</li> <li>• Add a USB A/C switch in position six of the attendant panel (Section 6.13 related).</li> <li>• Prewire for <del>customer-supplied-and-installed</del> <u>iCOM</u> remote head and auxiliary speaker <u>centered below cabinet #1</u> (Section 6.18 related)</li> <li>• Remove and return old inverter panel to customer, install new status panel for Samlex inverter (Sections 6.31 and 8.03 related).</li> </ul> CHANGE: <i>The pre-wire shall be centered below cabinet #1</i>		\$0.00	\$0.00
<input type="checkbox"/>	<input type="checkbox"/>	10. 2.10 MODULE INTERIOR CABINETS <b>Cabinet #15 – Radio Cabinet</b> Location: Curbside of walk-thru Item(s) to be transferred: <ul style="list-style-type: none"> <li>• <del>Cell phone booster amplifier, with antenna facing aisle (Section 6.18 related)</del></li> </ul> Changes: <ul style="list-style-type: none"> <li>• <del>Prewire for a customer-supplied-and-installed</del> <u>iCOM</u> transceiver (Section 6.18 related)</li> <li>• <del>Remove and return the existing Sierra wireless to the customer.</del></li> </ul> DELETE LANGUAGE: <i>The cell phone booster was not present upon inspection, delete language if the option is 6.18 is selected</i>			
<input type="checkbox"/>	<input type="checkbox"/>	11. 2.13 CAB TO MODULE PASSAGE <del>Modifying existing Type III walk-thru to a pass-thru (Section 1.03.02 related)</del> <del>A clear polycarbonate sliding window with track shall be installed on cab side of pass-thru to provide isolation between cab and module (Section 1.03.02 related).</del> <del>Shall be a walk thru measuring 17.25"W x 37"H. A pocket sliding door shall be installed, with handles at the latch elevation on the cab and module sides. The door shall latch in the open and closed positions. The door shall have aluminum side frames rails and a clear 0.375" polycarbonate center viewing area.</del> CHANGE LANGUAGE: <i>Change from a walk-thru to a pass-thru if option 1.03.02 is selected</i>			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	12. 3.04 COLOR SCHEME Base Color: #B7-3935090 Base color: <del>Pierce Red #90, #GB-2090607</del> Note: <del>Striping to be customer-supplied, excluding rear chevrons (Section 8.02 related); details to be discussed at preconstruction meeting.</del> Stripe #1: Color: <del>Gray with black upper/lower pinstripe outline</del> Size: <del>TBD"</del> Style: <del>Straight, with upward angle near front of module</del> Material: <del>Vinyl</del> Location: <del>Lower sides of module (excluding rear of module), above Stripe #2 (exact dimensions TBD at prebuild)</del> Stripe #2 Color: <del>Black 6S0CR-85</del> Size: <del>TBD"</del> Style: <del>Straight, with upward angle near front of module</del> Material: <del>Scotchlite</del> Location: <del>Lower sides of module (excluding rear of module)</del> Stripe #3: Color: <del>Gray with black upper/lower pinstripe outline</del> Size: <del>TBD"</del> Style: <del>Straight, with upward angle near front of module</del> Material: <del>Vinyl</del> Location: <del>Lower sides of module (excluding rear of module), below Stripe #2 (exact dimensions TBD at prebuild)</del>		\$0.00	\$0.00
<input checked="" type="checkbox"/>	<input type="checkbox"/>	CHANGE: Change from #GB3090607 to #B7-3935090 CHANGE: Change from installing customer supplied striping to the customer installing their own striping		(\$1,050.00)	(\$1,050.00)




Please enter "X" in the appropriate box.		Description	No Of Veh:	Offered Price/ (Credit)	Elected Change
Yes	No				
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>13. 3.04 COLOR SCHEME</p> <p>Stripe #3</p> <p>Color: <del>Black-680CR-85, White-680CR-10</del> <u>V98-060150 Fluorescent Lime, V98-060150 Red Daybright</u></p> <p>Width: 6"</p> <p>Style: Diagonal stripes alternating between the two colors, Chevron</p> <p>Material: Scotchlite</p> <p>Location: Rear of module below drip rail, stopping short of radius, excluding header, and excluding rear passage doors.</p>			
		<p><b>CHANGE:</b></p> <p><i>Change from black and white chevrons to Fluorescent Lime and Red Daybright</i></p>		\$0.00	\$0.00
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>14. 3.04.01 CHASSIS COLOR</p> <p>Paint chassis to match the module (<del>#B7-3935090 Pierce Red #90, #GB-3090607</del>)</p> <p>Paint door jambs to match the chassis</p> <p>Cover back-of-cab insert with black-painted polyurea thermoplastic elastomer.</p> <p><b>Note: Stripping to be customer-supplied (Section 8.02 related); details to be discussed at preconstruction meeting.</b></p> <p><b>Stripe #1:</b> Color: <del>Black</del> <u>Gray with black upper/lower pinstripe outline</u></p> <p>Size: <del>TBD"</del> <u>TBD"</u></p> <p>Style: <del>Straight, with upward angle near front of module</del> <u>Straight, with upward angle near front of module</u></p> <p>Material: <del>TBD</del> <u>Vinyl</u></p> <p>Location: <del>Lower sides of chassis, above Stripe #2 (exact dimensions TBD at prebuild)</del> <u>Lower sides of chassis, above Stripe #2 (exact dimensions TBD at prebuild)</u></p> <p><b>Stripe #2:</b> Color: <del>Black</del> <u>Black</u></p> <p>Size: <del>TBD"</del> <u>TBD"</u></p> <p>Style: <del>Straight, with upward angle near front of module</del> <u>Straight, with upward angle near front of module</u></p> <p>Material: <del>TBD</del> <u>TBD</u></p> <p>Location: <del>Lower sides of chassis</del> <u>Lower sides of chassis</u></p> <p><b>Stripe #3:</b> Color: <del>Black</del> <u>Gray with black upper/lower pinstripe outline</u></p> <p>Size: <del>TBD"</del> <u>TBD"</u></p> <p>Style: <del>Straight, with upward angle near front of module</del> <u>Straight, with upward angle near front of module</u></p> <p>Material: <del>TBD</del> <u>Vinyl</u></p> <p>Location: <del>Lower sides of chassis, below Stripe #2 (exact dimensions TBD at prebuild)</del> <u>Lower sides of chassis, below Stripe #2 (exact dimensions TBD at prebuild)</u></p> <p><b>CHANGE LANGUAGE:</b></p> <p><i>Change from #GB3090607 to #B7-3935090 if the option in section 3.04 is selected</i></p> <p><b>DELETE LANGUAGE:</b></p> <p><i>Change from installing customer supplied stripping to the customer installing their own stripping if option 3.04 is selected</i></p>			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>15. 3.05X LETTERING/DECALS</p> <p><b>Note: Lettering to be customer-supplied (Section 8.02 related); details to be discussed at preconstruction meeting.</b></p> <p><b>Streetside</b></p> <p><b>Item S1</b> Decal: <del>Dept. decal</del> <u>Dept. decal</u></p> <p>Color: <del>Black/red/white</del> <u>Black/red/white</u></p> <p>Size: <del>TBD</del> <u>TBD</u></p> <p>Style: <del>Maltese cross</del> <u>Maltese cross</u></p> <p>Material: <del>TBD</del> <u>TBD</u></p> <p>Location: <del>Cab door</del> <u>Cab door</u></p> <p>Example photo:</p> 			
		<p><b>CHANGE:</b></p> <p><i>Change from installing customer supplied decals to the customer installing their own decals</i></p>		(\$1,050.00)	(\$1,050.00)

Please enter "X" in the appropriate box.		Description	No Of Veh:	Offered Price/ (Credit)	Elected Change
Yes	No				
		<p>16. 3.05X LETTERING/DECALS</p> <p><b>Item S2</b> Lettering: <u>WWW.BCFD4.ORG</u>                      Font: <u>TBD</u>                      Color: <u>White with black drop shadow, left</u>                      Size: <u>TBD</u>                      Material: <u>Vinyl</u>                      Location: <u>Cab door, below dept. decal</u>                      Example photo:</p>  <p><b>Item S3</b> Lettering: <u>"BENTON COUNTY FIRE DISTRICT #4"</u>                      Font: <u>TBD</u>                      Color: <u>White with black drop shadow, left</u>                      Size: <u>TBD</u>                      Material: <u>Scotchlite</u>                      Location: <u>Upper middle of module</u></p> <p>Rear                      Item #R1 Decal: <u>Transfer-Install new</u> Star of Life perforated privacy decals                      Qty: <u>Two</u>                      Color: <u>Red with white background and white Rod of Asclepius and outline</u>                      Size: <u>18"</u>                      Material: <u>Vinyl</u>                      Location: <u>Rear passage door windows (Section 4.08 related)</u></p> <p><u>CHANGE LANGUAGE:</u>                      Change from installing customer supplied decals to the customer installing their own decals if the above option in section 3.05 is selected</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/></p> <p><u>CHANGE:</u> <span style="float: right;">\$300.00</span> <span style="float: right;">\$300.00</span>                      Change from transferring the Star of Life perforated privacy perfs to installing new ones</p>			
		<p>17. 3.05X LETTERING/DECALS</p> <p><u>Curbside</u></p> <p><b>Item C1</b> Decal: <u>Dept. decal</u>                      Color: <u>Black/red/white</u>                      Size: <u>TBD</u>                      Style: <u>Maltese cross</u>                      Material: <u>TBD</u>                      Location: <u>Cab door</u></p> <p><b>Item C2</b> Lettering: <u>WWW.BCFD4.ORG</u>                      Font: <u>TBD</u>                      Color: <u>White with black drop shadow, left</u>                      Size: <u>TBD</u>                      Material: <u>Vinyl</u>                      Location: <u>Cab door, below dept. decal</u></p> <p><b>Item C3</b> Lettering: <u>"BENTON COUNTY FIRE DISTRICT #4"</u>                      Font: <u>TBD</u>                      Color: <u>White with black drop shadow, left</u>                      Size: <u>TBD</u>                      Material: <u>Scotchlite</u>                      Location: <u>Upper middle of module</u></p> <p><u>CHANGE LANGUAGE:</u>                      Change from installing customer supplied decals to the customer installing their own decals if the above option in section 3.05 is selected</p>			
		<p>18. 3.05X LETTERING/DECALS</p> <p><u>Roof</u></p> <p><b>Item T1</b> Decal: <u>Star of Life</u>                      Color: <u>Blue</u>                      Size: <u>32"</u>                      Material: <u>Scotchlite</u>                      Location: <u>Module roof, centered</u></p> <p><input checked="" type="checkbox"/> <input type="checkbox"/></p> <p><u>ADD:</u> <span style="float: right;">\$150.00</span> <span style="float: right;">\$150.00</span>                      Install a 32" Blue star of life on the module roof</p>			



Please enter "X" in the appropriate box.		Description	No Of Veh:	Offered Price/ (Credit)	Elected Change																															
Yes	No																																			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	19. 3.07A INTERIOR CABINETRY FINISH Clean all interior cabinetry. <del>Install one Painted three</del> aluminum plates white to match interior, to cover holes left from removal of fluorescent lights <del>below cabinet #1</del> (Sections 5.02 and 6.16 related).  <b>CHANGE:</b> Change from three painted aluminum plates to a single plate as only one is needed		(\$250.00)	(\$250.00)																															
		20. 4.16A REAR LICENSE PLATE Transfer existing license plate holder and light, streetside, above rear kick panel. <del>Install</del> Transfer existing <del>a</del> hidden unlock switch (Section 6.40 related).  <b>CHANGE LANGUAGE:</b> Change from installing a new hidden unlock switch to utilizing the existing switch if option 6.40 is selected																																		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	21. 4.27X STAIR CHAIR STORAGE <del>Transfer existing stair chair bracket and strap in the compartment #2 on the aft wall. Remove and discard chair stair bracket from Compartment #2. Install a slide-out tool board with 20" slides, grab hole, gas shock, bracket and strap on the aft wall of Compartment #2 for storage of a customer-supplied and installed Stryker Expedition powered stair chair.</del>  <b>CHANGE:</b> Change from installing a tool board to transferring the existing stair bracket (this option must be accepted as the depth of the compartment is only 19" and it cannot accommodate the tool board)		(\$725.00)	(\$725.00)																															
<input checked="" type="checkbox"/>	<input type="checkbox"/>	22. 5.10A ATTENDANT SEAT A Wise #1615 rear-facing high-back bucket seat with a built-in child safety seat and upholstered with heavy grade vinyl, Dove gray, shall be located at the head of the cot position and provide easy access to all action wall controls and outlets, and to the patient. Seat shall swivel, have a two-point automatic locking retractor seat belt, and be securely anchored on a #1934 swivel base. <del>Transfer attendant seat with existing upholstery, seatbelt, and base.</del>  <b>CHANGE:</b> Change from transferring the existing attendant seat to installing a new Wise attendant seat with a built-in child safety seat		\$2,325.00	\$2,325.00																															
<input checked="" type="checkbox"/>	<input type="checkbox"/>	23. 5.17X MODULE CLIMATE CONTROL SYSTEM Install new 43K/32K BTU heating/air conditioning unit in module, replace existing digital thermostat. Transfer existing closeout. <del>Transfer existing</del> Install new painted aluminum closeout with two horizontal vents and a punched air return. Transfer existing Coleman Mach 8 rooftop AC unit, to run on upper shoreline only. A 67,000 BTU/hr. auxiliary dual fan condenser shall be added to the front of the module in an aluminum bracket painted to match the module (Section 3.04 related).  <b>CHANGE:</b> Change from installing a new painted aluminum closeout to utilizing the existing one		(\$450.00)	(\$450.00)																															
<input checked="" type="checkbox"/>	<input type="checkbox"/>	24. 6.09B DRIVER'S CONSOLE Install a Type 1 driver's console made of black-powder-coated formed aluminum between the seats. It shall have: <ul style="list-style-type: none"> <li>• Transferred digital voltmeter on the side of the console, facing the driver (Section 6.02 related).</li> <li>• Transferred map light in the upper right corner (Section 6.11 related)</li> <li>• A custom cup holder plate with adjustable armrests</li> <li>• A map holder with six mill-finished aluminum dividers</li> <li>• A faceplate with the following layout:</li> </ul> <table border="1" style="margin-left: 40px;"> <tr> <td>1.</td> <td>Passage Compt. D/O Light</td> <td>2.</td> <td>3.</td> <td rowspan="2" style="text-align: center;">Transferred Siren (Section 6.30.09 related)</td> </tr> <tr> <td>Module Disc.</td> <td>Emerg. Master</td> <td>Back-up Disable</td> <td></td> </tr> </table> <table border="1" style="margin-left: 40px; margin-top: 10px;"> <tr> <td>4.</td> <td>5.</td> <td>6.</td> <td>7.</td> <td>8.</td> <td>9.</td> <td>10.</td> <td>11.</td> <td>12.</td> <td>13.</td> <td>14.</td> </tr> <tr> <td>Lightbar Red</td> <td>Lightbar White</td> <td>Flasher</td> <td>Red Lights</td> <td>White Lights</td> <td>Opticom</td> <td>Left Scene</td> <td>Right Scene</td> <td>Rear Scene</td> <td>Fog Lights</td> <td>Dual USB</td> </tr> </table> <div style="margin-left: 40px; margin-top: 10px; border: 1px solid black; padding: 5px; width: fit-content;">                         Cut-out for customer-supplied-and-installed iCOM remote head (Section 6.18 related)                     </div> <div style="margin-left: 40px; margin-top: 10px; border: 1px solid black; padding: 5px; width: fit-content;">                         Golight Arges Controller (Section 6.30.05 related)                     </div> <b>CHANGE:</b> Change to a custom size cup holder <b>CHANGE:</b> Change from fixed armrests to adjustable arm rests <b>CHANGE LANGUAGE:</b> Change from a Golight Controller to an Egis Controller if option 6.30.05	1.	Passage Compt. D/O Light	2.	3.	Transferred Siren (Section 6.30.09 related)	Module Disc.	Emerg. Master	Back-up Disable		4.	5.	6.	7.	8.	9.	10.	11.	12.	13.	14.	Lightbar Red	Lightbar White	Flasher	Red Lights	White Lights	Opticom	Left Scene	Right Scene	Rear Scene	Fog Lights	Dual USB		\$175.00 \$100.00	\$175.00 \$100.00
1.	Passage Compt. D/O Light	2.	3.	Transferred Siren (Section 6.30.09 related)																																
Module Disc.	Emerg. Master	Back-up Disable																																		
4.	5.	6.	7.	8.	9.	10.	11.	12.	13.	14.																										
Lightbar Red	Lightbar White	Flasher	Red Lights	White Lights	Opticom	Left Scene	Right Scene	Rear Scene	Fog Lights	Dual USB																										

Please enter "X" in the appropriate box.		Description	No Of Veh:	Offered Price/ (Credit)	Elected Change
Yes	No				
25.		<p><b>6.18A COMMUNICATIONS EQUIPMENT</b></p> <p><del>Item #2</del></p> <p><del>Description: Transfer cell phone booster amplifier with interior antenna</del></p> <p><del>Location(s):</del></p> <p><del>• Amplifier in Cabinet #15</del></p> <p><del>• Interior antenna on streetside wall of walk thru</del></p> <p><del>Additional Instructions. All connections including antenna, antenna cable(s), battery power and/or ignition power, and grounds. Prior to powering up of the module, remove and secure to fuse holders all in-line fuses of cell phone booster equipment.</del></p> <p><del>Item #3</del></p> <p><del>Description: Transfer MDT</del></p> <p><del>Location(s): Driver's console, passenger's side</del></p> <p><del>Additional Instructions. All connections including antenna, antenna cable(s), battery power and/or ignition power, and grounds. Prior to powering up of the module, remove and secure to fuse holders all in-line fuses of MDT equipment.</del></p> <p><del>Note: Transfer magnetic mic mount attached to MDT mount.</del></p>			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p><b>DELETE:</b></p> <p><i>The cell phone booster was not present upon inspection, will not be installing nor transferring. (Must select yes to receive credit)</i></p>		(\$275.00)	(\$275.00)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p><b>DELETE:</b></p> <p><i>The MDT mount was not present upon inspection, will not be installing nor transferring. (Must select yes to receive credit)</i></p>		(\$275.00)	(\$275.00)
26.		<p><b>6.30.03A FLASHERS</b></p> <p><u>Four Whelen 900 Series # 90RR5FRR Red Lens Red Super-LED flashers shall be installed two each on the curbside and streetside of the module in upper corners, outboard of scene lights.</u></p> <p><u>Two Whelen 900 Series # 90AA5FAR Amber Lens Amber Super-LED flashers shall be installed on the rear of the vehicle at window height.</u></p> <p><del>Transfer and clean lenses of existing flashers.</del> Flashers shall be controlled by the "FLASHER" switch on the driver's console (Section 6.09 related).</p>			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p><b>CHANGE:</b></p> <p><i>Change from transferring the existing front flashers to replacing them with four Whelen 900 series red lens red super-LED lights</i></p>		\$800.00	\$800.00
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p><b>CHANGE:</b></p> <p><i>Change from transferring the existing rear flashers to replacing them with two Whelen 900 Series amber lens amber super-LED lights</i></p>		\$275.00	\$275.00
27.		<p><b>6.30.04A SCENELIGHTS</b></p> <p><u>Four Whelen #9SCOENZR LED scene lights shall be installed. Two each on the curbside and streetside of the module; one in each upper corner. The curbside passage door shall activate the curbside scene lights. The scene lights shall also be controlled by the respective switches on the driver's console (Section 6.09 related). The rear scenelights shall shall activate when the rear curbside passage door is opened or when the vehicle is placed in reverse.</u></p> <p><del>Transfer and clean lenses of existing scenelights. The curbside passage door shall activate the curbside scenelights. The scenelights shall also be controlled by the respective switches on the driver's console (Section 6.09 related). The rear scenelights shall shall activate when the rear curbside passage door is opened or when the vehicle is placed in reverse.</del></p>			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p><b>CHANGE:</b></p> <p><i>Change from transferring the existing scenelight to replacing them with four Whelen 900 series lights</i></p>		\$1,100.00	\$1,100.00
28.		<p><b>6.30.05C SPOTLIGHT</b></p> <p><u>A Whelen Arges ARGFMKT remote spotlight with black housing and a flat universal mounting shall be installed on the chassis roof. Kit shall include a ARGES1 Spotlight, ARGCH1 Control Head, and a ARGFM universal flat mount. A hard-wired controller shall be mounted on the driver's console (Section 6.09 related).</u></p> <p><del>Install a GoLight #20204GT roof-mounted LED spotlight with a white housing and stainless steel mounting bracket in the center of the cab roof. Install a hardwired GoLight controller in the driver's console.</del></p>			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p><b>CHANGE:</b></p> <p><i>Change from a GoLight to a Arges spotlight</i></p>		\$125.00	\$125.00
29.		<p><b>6.31B INVERTER</b></p> <p>Remove existing Magnum inverter and status panel <u>and discard, and return to customer (Section 8.03 related).</u></p> <p>Install Samlex 1200-watt inverter with a 60-amp battery charger and perforated aluminum surround in Compartment #1. Configure the inverter to turn on and off with ignition. Install the remote status panel on the Action Area #8 wall.</p>			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p><b>CHANGE:</b></p> <p><i>Do not save the old magnum inverter to return to the customer</i></p>		\$0.00	\$0.00

Please enter "X" in the appropriate box.		Description	No Of Veh:	Offered Price/ (Credit)	Elected Change
Yes	No				
<input checked="" type="checkbox"/>	<input type="checkbox"/>	30. 6.40A ELECTRIC DOOR LOCKS Utilize electric door locks as they exist. <del>Install</del> <u>Transfer existing</u> hidden unlock switch behind rear license plate (Section 4.16 related).  <b>CHANGE:</b> Change from installing a new hidden unlock switch to utilizing the existing switch		(\$250.00)	(\$250.00)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	31. 6.46X BACK-UP CAMERA/ AUDIO/VIDEO/RECORDING EQUIPMENT  <u>Description: A Zorg back-up camera system shall be installed, including a surface-mounted camera.</u> Install a Zorg #002-004 Ford OEM harness adapter, to connect the camera to the OEM in-dash screen. <b>Location:</b> Camera on the rear of the module, centered above the rear passage doors. <b>Additional Instructions:</b> Camera shall automatically display on OEM in-dash screen when the vehicle is placed in reverse. <del>Transfer existing Rostra back-up surface-mounted camera, centered above the rear passage doors.</del>  <b>CHANGE:</b> There is not a back up camera currently present, we will install a new backup camera to display in the OEM dash		\$500.00	\$500.00
		32. 8.03 EQUIPMENT TO BE RETURNED Return the following equipment to customer, if not transferred or reused. Customer is responsible for taking all returned equipment. 1. Old license plate(s) 2. <del>Old inverter and status panel</del> 3. <del>Used chassis</del> 4. <u>2</u> Air compressor, on/off switch, and surround  <b>DELETE LANGUAGE:</b> Remove language for returning the old inverter to the customer if option 6.31 is selected <b>ADD LANGUAGE:</b> Remove language for returning the used chassis to the customer if option 1.04 is selected  NOTE: THIS PRICING DOES NOT INCLUDE SALES TAX			
<input checked="" type="checkbox"/>	By providing the information below (Printed Name, Email/Phone Number, Title) - I certify that I am the person named below.				
<input checked="" type="checkbox"/>	By Checking this box I clarify that I have selected either "Yes" or "No" to all options presented on this form.				
<input checked="" type="checkbox"/>	By Checking this box I certify that I have the authority (approving authority) to commit to the changes selected on behalf of the agency I represent.				
APPROVED BY (Customer):			COMPLETE	0 ITEM/S	
 _____ (E-Signature)			_____		
Paul Carlyle _____ (Printed Name)			_____		
Fire Chief _____ (Title)			_____		
PCarlyle@Bcfd4.org      509-967-2945 _____ (Email/Phone Number)			_____		
PRODUCED BY (BNW):			February 06, 2024 8:19 AM		
Brienna lkerd _____ (Print Name)			_____		
Project Coordinator _____ (Title)			_____		



8 February 2024

## FIRE DEPARTMENT STRATEGIC PLANNING PROPOSAL



*Prepared by:*



FITCH & ASSOCIATES, LLC  
2901 Williamsburg Terrace #G ▪ Platte City ▪ Missouri ▪ 64079  
816.431.2600 ▪ [www.fitchassoc.com](http://www.fitchassoc.com)

*MARCH 13-15*

# CONSULTANT PROPOSAL



8 February 2024

Fire Chief Paul Carlyle  
Benton County Fire District #4  
2604 Bombing Range Road  
West Richland, WA 99353

Dear Chief Carlyle:

Fitch & Associates (*FITCH*) is pleased to respond to your Request for Proposal for the facilitation and development of a *Three to Five-Year Strategic Plan* for the Benton County Fire District 4.

We have incorporated your specific needs into this submission and have organized the information requested for clarity. The *FITCH* team recognizes the importance of this project to the city and will objectively assist the agency in the development of a strategic planning document that will prioritize efforts and guide the agency over the next five years.

Our firm is uniquely qualified to submit this response and perform the work required. Fitch & Associates has provided similar planning and analysis services for similar size agencies throughout its 35-year history. Fitch & Associates has served over 1,000 clients in all 50 states and in 12 countries. Our team has wide ranging technical expertise, extensive CPSE/CFAI experience, and Washington State specific experience.

For any clarifications or questions through the review and evaluation process, please feel free to contact Dr. Steven Knight, EFO at either 816-500-7481 or [sknight@fitchassoc.com](mailto:sknight@fitchassoc.com) or William Sturgeon, EFO (816) 219-5764 or [wsturgeon@fitchassoc.com](mailto:wsturgeon@fitchassoc.com).

We appreciate the opportunity to submit this response and look forward to talking with you more about how we can provide you superior services and value.

Warm regards,

A handwritten signature in blue ink that reads "Steven Knight".

Steven Knight, PhD  
Partner

# STRATEGIC PLANNING PROCESS PROPOSAL BENTON COUNTY FIRE DISTRICT 4

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## **CONSULTANT’S QUALIFICATIONS**

### **Organizational History**

Fitch & Associates, LLC is a Limited Liability Company originally established as a corporation in 1984. The Firm is in Platte City, Missouri, a suburb of Kansas City. As a partner, Dr. Steve Knight is authorized to execute any agreement on behalf of the firm. Our physical mailing address and my contact information is:

Fitch & Associates, LLC  
2901 Williamsburg Terrace  
Suite G, Box 170  
Platte City, Missouri 64079  
Telephone: (816) 431-2600  
Facsimile: (816) 431-2653

Fitch & Associates Federal Employer Identification Number (EIN) is 43-1780744.

Throughout its 35-year history, FITCH has earned credibility by implementing innovative customized solutions in both the public safety and healthcare arenas. The Firm has consulted with nearly 1,000 communities in all 50 U.S. states and in 12 countries.

Projects have ranged from objective reviews, analysis and system design issues, communications system design, productivity, and enhancement studies to detailed operational, financial, and transition management services including strategic planning, standards of covers and consolidation studies.

The Firm specializes in Public Safety consulting and was founded by Joseph J. Fitch, PhD. in 1984. The principals have managed and developed some of the most innovative emergency service systems in the World.

In addition to its partners, FITCH has full-time Senior Associates, research, and support staff members. FITCH regularly utilizes more than half a dozen independent consultants that are content and technical experts.

These combined resources provide expertise on matters as diverse as organizational psychology, accounting, economics, healthcare administration, public information and education, marketing research, emergency medicine, fire service administration, law enforcement, safety management and “Just Culture” concepts.

### **FIRM EXPERIENCE & REFERENCES**

In addition to the intuitive strengths derived from leadership in the emergency services field and more than three decades of consulting, FITCH also offers specific expertise gained from multiple projects that required similar expertise to the one proposed. FITCH has evaluated numerous communities’ needs and provided leadership in a variety of projects that involved collaboration by

many different agencies for the common good. We have an ability to keep focused on the result while keeping the planning process moving.

FITCH is uniquely qualified to conduct this strategic plan. FITCH specializes in public safety consulting and has direct experience with assignments like yours.

## **Deltona Fire Rescue, City of Deltona, FL**

In August of 2023, the Fitch Team completed a three-day workshop and developed an action oriented strategic plan. The City of Deltona is currently experiencing exponential growth and the department determined it was imperative that a plan of action be established to address areas of focus for the next five years. The plan was derived to address growth for the next five years and examine several horizon issues beyond the five-year plan. The FITCH team facilitated a (3) day workshop including external stakeholder feedback and internal engagement from fire rescue staff, management, and labor representatives.

The contact for the Deltona Fire & Rescue is Fire Chief Bill Snyder: P: (386) 575-6901  
[bsnyder@deltonafl.gov](mailto:bsnyder@deltonafl.gov)

## **San Carlos Park Fire & Rescue District, FL**

In June of 2023, the Fitch Team facilitated a three-day strategic workshop that refined the mission, vision, and value (MVV) statements of the district. The refinement of the MVVs led to the development of a robust three-year plan for the quickly growing community. The workshop was well attended by internal stakeholders and focused on the planning aspects of the district.

The contact for the San Carlos Park Fire & Rescue District is Fire Chief David Cambareri, C: (239) 267-7525 or [cambareri@sancarlosfire.org](mailto:cambareri@sancarlosfire.org)

## **City of Brooklyn Park, MN**

FITCH was contracted to facilitate a community-driven strategic planning process for the Brooklyn Park Fire Department in April 2019. The results of this process included a plan to transition the organization from a predominantly volunteer to a predominantly career/full-time agency with minimal cost to the general fund budget.

The contact for the Brooklyn Park Fire Department is Fire Chief John Cunningham. He can be reached at 763-493-8026 or [john.cunningham@brooklynpark.org](mailto:john.cunningham@brooklynpark.org).



## Santa Clara County Fire Department, CA

FITCH was contracted to facilitate a community-driven strategic planning process for the Santa Clara County Fire Department (a complex fire protection agency serving the communities of Campbell, Cupertino, Los Altos, Los Altos Hills, Los Gatos, Monte Sereno and Saratoga) in September 2019. The strategic planning process included community leaders, elected leaders from throughout the contract cities, in addition to Labor representatives and administrative support staff.

The contact for the Santa Clara County Fire Department is Deputy Fire Chief Suwana Kerdkaew. She can be reached at 408-341-4430 or [suwana.kerdkaew@sccfd.org](mailto:suwanna.kerdkaew@sccfd.org).

Additional client references, case studies, and testimonials are available on the firm's website at [www.fitchassoc.com](http://www.fitchassoc.com).

## Qualifications of the FITCH Team

FITCH's specific strengths for this project are centered in the ability to objectively conduct research, manage multiple project priorities and blend both expert and local resources while building support for the outcome(s). Our key strengths include talented and experienced consultants who are leaders in their field, time-tested methods, quality teamwork, timeliness, and the ability to provide tangible results.

**Talent** – Each project is managed by a FITCH partner who is responsible for bringing together the specific resources necessary to meet the client's needs. Staffing for this project involves three primary team members. Team members have been selected for their specific areas of expertise that match the requirements of this project. Team members are all subject matter experts who are leaders in their field. Some are well-known speakers providing leading-edge and industry best practices presentations at fire/EMS conferences and workshops throughout the U.S. Many have articles published in fire/EMS related publications and periodicals. All are passionate about helping the client.

**Time-Tested Methodologies** – FITCH's experience and that of the individual consultants involved represents an unparalleled base for the tasks at hand. We have worked with more than 1,000 clients including local, state, and federal government agencies; municipal and volunteer fire departments; ambulance services and hospitals.

**Teamwork** – Throughout its history, FITCH has stayed true to its core values by accomplishing projects using a collaborative approach. This approach offers high levels of involvement for system participants without compromising the independent or objective nature of the project.

**Timeliness** – FITCH is known for producing its work on or before the scheduled completion date and within budget. Timeliness also involves consultant access and response times. Both are as important in consulting, as they are in emergency services.

**Tangibles** – Tangible results in consulting mean developing solutions addressing the client's needs and providing recommendations that are implemented. FITCH is well known for developing-

innovative solutions to complex issues. Our recommendations and tangible work products have been implemented with greater frequency than those of any other national public-safety consulting firm.

Members of the FITCH project team are highly qualified academically with some serving as faculty members at leading educational institutions. Most importantly, FITCH has real-world experience managing large urban and rural services across the nation and a track record of content-specific consulting. Each of the firm's partners, the project lead and the consultants proposed for this project have extensive emergency services management experience of 30 years or more. The commitment of top-level resources underscores the importance FITCH places on this project team.

We propose a team of experts in municipal/special city leadership, fire protection, and emergency medical services to assess performance and explore options for your agency to operate within funding limitations while preparing for the agencies' future service delivery in an operationally effective, efficient, and sustainable manner that is aligned with the specific community risks and expectations for service.

FITCH is uniquely suited for this project. We have reviewed emergency service systems and developed strategic plans and staffing & deployment plans for over 35 years. We have taught multiple approaches for fire and EMS deployment models for more than a decade as part of the Communications Center Manager's (CCM) program and the Ambulance Service Managers program (ASM) we conduct under the auspices of the International Academies of Emergency Dispatch (IAED) and the American Ambulance Association, respectively. We have served as a resource for detailed reports on emergency services and are a Strategic Partner of the International City and County Management Association (ICMA). Our approach to strategic planning is unique and highly functional.

## **Project Team Members**

**Chief Steven Knight (Ret.), PhD, Partner.** Dr. Knight has nearly 25 years of experience and recently retired as the Assistant Fire/EMS Chief for the City of St. Petersburg, Florida (pop. 260,000, 14 stations, 350 FFs). He has served as a subject matter expert for both the National Fire Academy and the Center for Public Safety Excellence (CPSE). He has also served as a team leader and peer assessor for the Commission on Fire Accreditation International (CFAI) and has held multiple faculty appointments in Fire Science and EMS. Dr. Knight previously served with the International City and County Management Association (ICMA), as the Senior Manager for Fire and EMS.

Dr. Knight holds a PhD from the University of South Florida in curriculum and instruction and a minor in research and measurement, a master's degree in public administration from Troy University and a bachelor's in Fire & Safety Engineering from the University of Cincinnati. Chief Knight is also a graduate of and prior approved faculty for the Executive Fire Officer Program (EFO) through the U.S. Fire Administration, Federal Emergency Management Agency. Knight is an accredited Chief Fire Officer (CFO) through the Center for Professional Credentialing. Knight also served as an adjunct professor at St. Petersburg College and the State College of Florida in their Fire Science and Public Safety Administration Programs, is the former program director for Emergency Medical Services at

the Manatee Technical Institute and is an affiliate faculty with the University of Central Florida's College of Medicine.

**Chief William (Bill) Sturgeon (retired), MPA, EFO, EMT-P, CPM, ICMA-CM – Senior Associate.** During his 34-year public safety career, William E. Sturgeon served in the United States Air Force, municipal governments, and a metro-sized public safety organization where he held many leadership roles including Fire Chief and City Manager. After retiring from Orange County Fire Rescue, FL in 2013, he became the Fire Chief of the City of St. Cloud Fire Rescue Department. In 2017, he became City Manager and held that position until his retirement in September of 2022. Bill earned an associate degree in Fire Science from the Community Collage of the Air Force, a bachelor's in occupational safety and health from Columbia Southern University and a master's in public administration from American Public University. He is a Certified Public Manager, Credentialed City Manager, and a graduate of the Executive Fire Officer Program at the National Fire Academy (NFA) under the United State Fire Administration (USFA) and Federal Emergency Management Agency (FEMA). Bill currently leads our strategic planning team and has facilitated many strategic plans over his career.

**Dan Gorton, MS, NRP-Consultant-**Dan has worked professionally as a Firefighter/Paramedic for the past 15 years for various sized fire and EMS departments in Central Illinois and the Metro East St. Louis area. He instructs and develops EMS education for the Springfield Fire Department Division of Training. Dan is a Field Staff instructor for the University of Illinois and an Adjunct Professor for Lewis and Clark Community, where he teaches Public Safety Curriculum. His formal education includes a Master of Science in Public Safety Administration and Homeland Security Management from Southern Illinois University-Carbondale, a Bachelor of Science in Communications from Missouri State University, an Associate of Applied Science in Paramedicine from Southwestern Illinois College, multiple fire service and technical rescue certifications, and maintains his National Registry Paramedic.

## **Utilization of Sub-Consultants**

FITCH does not utilize any sub-consultants. All our consultants work exclusively for the firm.

## **Proposed methodology**

Methodology depends greatly on the needs of the client. For some agencies, they may not have the resources or capacity to conduct a strategic planning process yet need a finished product quickly and plan on contracting out such services again and again in the future. FITCH can certainly provide this level of service quickly and efficiently at intervals that best meet the client's timelines. For other agencies, they have the resources and capacity but are not experienced in strategic planning. These agencies might be more interested in a process they are able to replicate internally during future planning cycles. FITCH can certainly deliver this level of service, including providing templates for efficient replication.

With FITCH, it is our experience that the most successful strategic planning processes typically include a high level of involvement from a cross-section of key leaders, both formal and informal, from within the organization, such as the fire chief, command staff, line personnel, labor group,

leadership, and administrative support staff. Additionally, the FITCH team conducts a community feedback session where key stakeholders and community leaders are asked to attend and provide invaluable insights. While their participation is not required at each step, their buy-in along the way provides the highest chances of a successful project for all stakeholders in the end and will provide the most value for years after the plan development.

The proposed scope of work demonstrates that the consultant understands the desired outcomes and has proposed objectives and tasks to achieve that outcome. A table for each of the proposed objectives and time frames is included to describe the project more clearly.

- Engage internal and external stakeholders through surveys and face-to-face meetings including labor representatives, management (fire department and city), and the City Council as part of the planning and development process.
- Engage stakeholders in a SWOT analysis to identify both internal and external challenges of department. Additionally, we discuss industry trends that may affect the strategic plan prior to design of the final plan.
- Facilitate the development or revise the mission, vision, and values statements for the Benton County Fire District 4. The FITCH Team uses several tools to ensure participation by all team members. We use a nominal group technique so that everyone in the group is engaged and to build consensus and collaboration.
- Conduct a document review of the current Standards of Cover (SOC), Risk Assessment, budget, capital plan, and future planning documents.
- The plan will identify Areas of Focus (AOF) to include deployment strategies, city growth, facilities, apparatus, staffing, financial, and succession planning.
- The plan will have clearly stated strategies, goals and tasks that will need to be accomplished during a 5-year timeline.
- Horizon issues (beyond 5-years) will be identified and listed in the report.
- The final report will be in an easily understandable document and will include a tracking methodology to ensure the plan is being executed.
- The strategic plan will be designed to meet the requirements for accreditation through the Commission on Fire Accreditation International (CFAI) if the agency decides to become a candidate agency.
- The agency will have a group of community advocates that can be of assistance for future outreach/feedback needs after the conclusion of the process.

## **Project Initiation and Development of the Work Plan**

The first step in the process is to conduct a kick-off meeting to finalize the work plan and timeline and is paramount to a successful study and the ability of FITCH to maximize the effectiveness of its work teams. At the kick-off meeting an overview to the approach of the project will be provided. Any final logistical issues will be resolved during this phase. It is in this phase that key representatives will review and prioritize items from the agency and provide an opportunity to refine any specific objectives related to each service area or objective.

Specifically, the following elements will be confirmed:

- Primary tasks to be performed.
- Person(s) responsible for each task.
- Timetable for each objective to be completed.
- Method of evaluating results.
- Resource identification.
- Identify obstacles or problem areas associated with the accomplishment of each task.

## **Resources and Obligations of Client/Agency Staff**

- Review and provide feedback of draft work products.
- Provide final approval of strategic plan.
- Provide supplies for the workshop. (self-stick easel pads, yellow post it pads, multi-color post it pads, sharpies). We will also need several documents printed; a separate list will be forthcoming.
- Provide a workshop space to accommodate 30-40 stakeholders (internal/external)
- Send out pre-workshop survey for internal and external participants.

## **Facilitated Internal and External Stakeholder Workshop**

The Facilitated external stakeholder part of the workshop is designed to provide a brief overview of the agency's services and have the participants provide prioritized feedback on the current services delivered by the agency as well as desired services moving forward. In addition, open-ended questions will be provided for participants to provide candid feedback for the agency on strengths and challenges. As desired, the intended audiences will be defined in collaboration with the agency's leadership. This segment of the process should be conducted in-person or virtually depending on the client's desires.

The facilitated planning process will include representation from every identified stakeholder group. During the proposed three-day process, FITCH will guide the participants through the development or refinement of the mission, vision, and values statements, a SWOT Analysis, and the development of strategies, goals, and tasks as well as implementation timelines using the following approach Figure 1.

# PROJECT APPROACH

**Figure 1**



## Preparation, Review, and Finalization of Strategic Plan

The work products from the strategic planning workshop will be collated into a one-page document and a supporting operations plan. The draft will be shared on the third day of site visit with the agency's strategic planning team to ensure the FITCH team captured both the accuracy and intent from the workshops. Once approved, the strategic plan will be completed and disseminated in final form.

As proposed, the FITCH team would request that the staff assist with the following items:

- Identifying and scheduling internal and external stakeholders (numbers TBD)
- Assist in sending out a pre-survey to stakeholders and community leaders that will be invited to attend the strategic planning workshop.
- Provide meeting facilities for internal and external stakeholder groups.
- Provide workshop supplies (list to be provided)
- Provide copies of documents to review for participants.

Figure 2: Example Strategic Plan

Logo Here	FY24 - FY26 Strategic Plan	Mission	Vision	Values	Facilitators	FITCH
Pillar						
Owner						
Backup						
Decided Outcome						
FY24 Strategy						
FY25 Strategy						
FY26 Strategy						
Barriers						
Key Performance Indicator						
Pillar Team Members						

Figure 3: Example Operations Plan for each Area of Focus (AOF)

FY24 - FY28 Operational Plan		Operations		Metrics			
Lead	Bryan Maples	Protect, serve and prevent harm to the community with dedication and compassion.		Tasks	Count	Percentage	Last Updated
Support	Chief Swisher			Not Started	44	100.00%	
				In Progress	0	0.00%	
				Completed	0	0.00%	8/28/23
	Total				44	100.00%	
FY24 Strategy	Improve Departmental Efficiency by Managing Workload	FY25 Strategy	Positive Departmental Representation Throughout All Aspects of the City	FY26 Strategy	Provide Enhanced Internal & External Training Opportunities		
FY 24 Goal 1	Increase Transport Units	Clatterback	FY 25 Goal 1	Accreditation Policy	Snyder	FY 26 Goal 1	Regional Training Facility
Task 1	Complete deployment analysis		Task 1	Application		Task 1	Review the site and need
Task 2	Educate employees		Task 2	Standards of Cover		Task 2	Assess appropriate location
Task 3	Educate city administration and fleet officials		Task 3	Self assessment		Task 3	Coordinate regional partners
Task 4	Procure equipment & employees		Task 4	Procure		Task 4	Planing
Task 5	Establish operating areas		Task 5	Annual review/inspect		Task 5	Development
FY24 Goal 2	Increase Stations/Reallocation of Stations	Deboise	FY 25 Goal 2	Maintain/Enhance ISO	Cousins	FY 26 Goal 2	Optimize Training Relationships
Task 1	Analyze standards of cover		Task 1	Review previous data		Task 1	Analyze training partnerships
Task 2	Educate employees		Task 2	Implement/improve shortfalls/lacking		Task 2	Develop training plan
Task 3	Educate city administration and fleet officials		Task 3	Mutual enhancement		Task 3	Develop training agreement
Task 4	Establish operating area		Task 4	Coordinate with associated dept/agencies		Task 4	Establish regional instructors
Task 5	Procure/replace equipment & employees		Task 5	Improve/maintain new goals		Task 5	Facilities maintenance
FY 24 Goal 3	Increase Staffing	Swisher	FY 25 Goal 3	Community/Public Involvement	Reesman	FY 26 Goal 3	Development of Alternative Department Services/Offerings
Task 1	Complete staffing analysis		Task 1	Identify students		Task 1	Analyze community needs
Task 2	Streamline the hiring process		Task 2	Issue photos for promotions		Task 2	Operational planning
Task 3	Review/finalize staffing needs		Task 3	Education on proper social media etiquette		Task 3	Implementation
Task 4	Proactive candidate search		Task 4	Promote involvement in communities		Task 4	Re-evaluation
Task 5	Finalize hiring process		Task 5			Task 5	

The strategic plan final report will include specifics related to but not limited to:

- Confirming the agency’s Mission, Vision, and Core Values.
- Recommendation of strategic initiatives based on Areas of Focus, goals objectives and tasks, in priority order, five years.
- Summary of the strategic planning process, stakeholder feedback, and SWOT Analysis and analytics necessary to meet CFAI standards for consideration for accreditation.



- The agency will also receive a project tracking form that will allow tracking of assignments throughout the lifespan of the strategic plan.

### Work Plan and Timetable

The process identified in the previous sections will yield the desired results for this project.

Example-3 Day Strategic Planning Workshop Agenda with Community Input					
Day 1		Day 2		Day 3	
0800-0900	Room Setup	0800-0900	SWOT	0800-1030	Goals
0900-0930	Intro	0900-1000	Values	1030-1230	Tasks
0930-1030	Areas of Focus	1000-1130	Mission		
1030-1100	Community Prep	1130-1230	Lunch		
1100-1300	Community Luncheon	1230-1400	Vision		
1300-1330	Community Cleanup/Break	1400-1500	AOF Desired Outcome		
1330-1600	Document Review	1500-1600	Strategies		
1600-1630	Day 1 Wrap Up	1600-1630	Day 2 Wrap Up		

**Figure 4: Proposed Timeline**

	Month 1	Month 2
Kick-Off Meeting, Refine Work Plan and Scope Schedule SP Workshop	On-site or Virtual	
Distribute surveys (Internal and External)	Sent to Stakeholders	
Internal/External Stakeholder Workshop		Day 1
Development of Draft Strategic Plan		Day 2
Review and refine Draft Strategic Plan with SP Team		Day 3
Development and Delivery of Final Plan		15 days
Formal Presentation (TBD)		TBD



As designed, the initial strategic planning process is designed to be completed within 30 to 60 days of the project kick-off but can be adjusted based on agency preference. Workshops should be scheduled over three days, back-to-back, to save travel expenses based on agency preference. The project team has sufficient capacity to complete this project both on time and as proposed.

### Service Enhancements

It has been our experience that most strategic planning processes will encompass a 5-year time horizon with the understanding that the plan should be refreshed approximately every 3 years. The proposed process by FITCH can provide this enhanced assessment during the process at no extra charge if the agency desires.

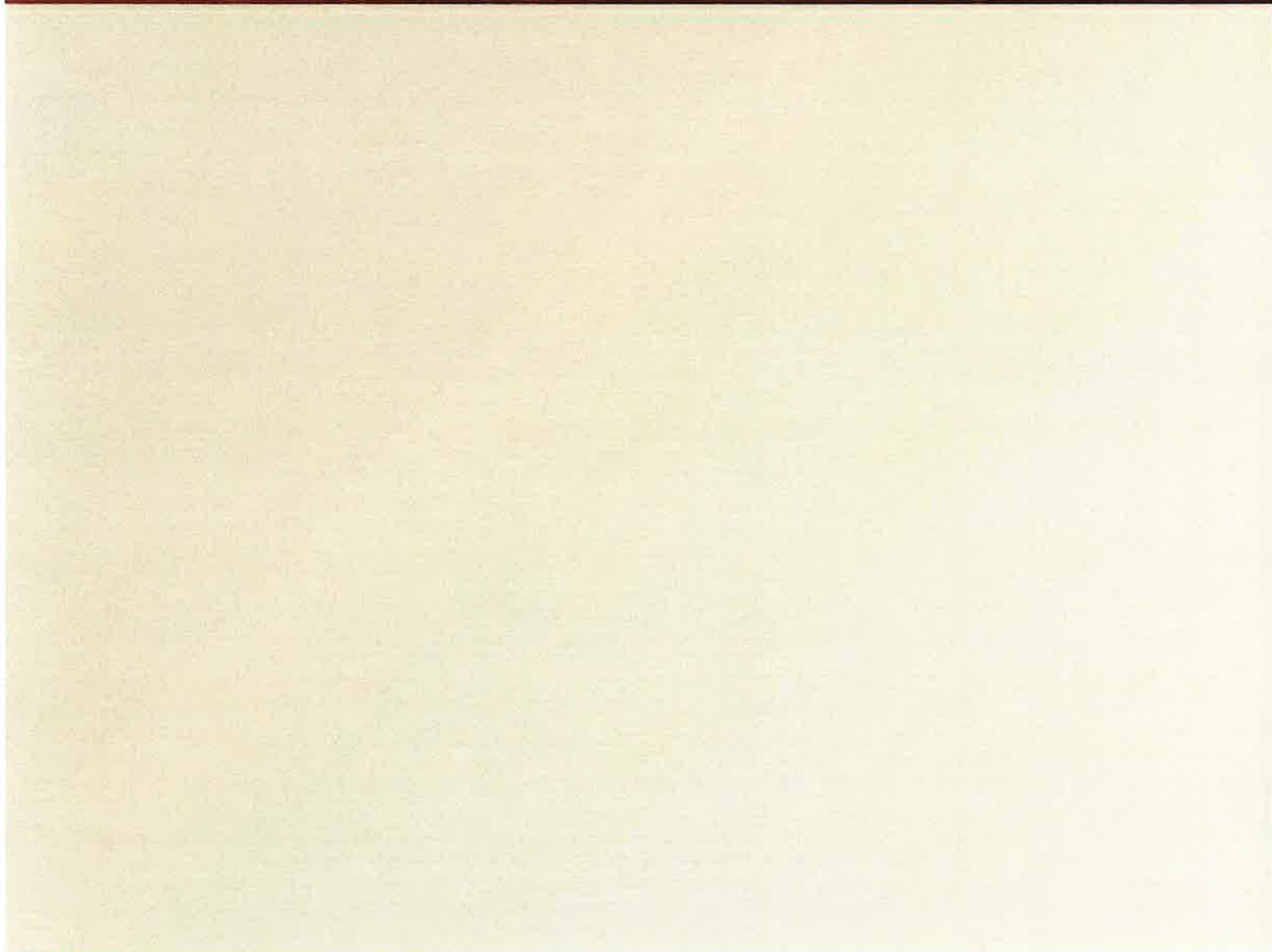
### Cost Proposal

As proposed, this project will be a fixed cost, not to exceed, price of \$19,995. This proposal encompasses the facilitation and development of a strategic plan and includes a preplanning meeting, and a (3) day of on-site internal/external stakeholder workshops.

Project Activity	Costs
<b>All Inclusive Project Total</b>	<b>\$19,995</b>

### Proposed Fees and Expenses

If any additional or specifically tailored activities are requested, FITCH would bill all additional services at a blended service rate of \$275/hour inclusive of travel and expenses. It is understood that no additional services would be completed or billed without the express consent and direction of the client.





## ENGAGEMENT AGREEMENT

This constitutes an agreement to retain *Fitch & Associates, LLC*, 2901 Williamsburg Terrace, Suite G., Platte City, MO 64079-0170 (the "Firm") to provide consulting services for *Benton County Fire District No. 4, 2604 Bombing Range Rd., West Richland, WA 99353* (the "Client"). The scope of the work to be performed by the Firm is outlined in the attached proposal dated February 8, 2024

It is understood that project work will include access to proprietary documents and information. Both parties acknowledge that the Firm represents other medical transportation and related organizations. Fitch & Associates, LLC agrees that confidential information about the Client or its related entities will not be released, except as required by law, without the prior approval of the Client, firm agrees to execute a Business Associate Agreement as required under federal guidelines in accordance with what is commonly referred to as "HIPAA." The Client agrees that it shall not release any of the Firm's materials provided, or utilized during the process, without written permission.

Professional fees to accomplish the engagement shall be \$19,995 These fees shall be paid as follows:

Twenty-five percent (\$4,998.75) is due upon the execution of this agreement.

Twenty-five percent (\$4,998.75) is due upon receipt of the Draft Strategic Plan.

Final Payment (\$9,997.50) is due upon receipt of Final Strategic and Operations Plan.

Usual and customary travel and related expenses including telephone, printing, and postage are included in the professional fees.

Personnel utilized to complete this agreement will be the employees or independent contractors of Fitch & Associates, LLC or its related entities. The Client will be contacted, in advance if possible, should a change of personnel be necessary. The Client agrees not to employ, or offer employment to any of the Firm's personnel, for a period of two years following the conclusion of this agreement without the written permission of the Firm.

In the event the Client determines not to proceed with this agreement during its term, the Firm may retain all sums paid by the Client for any expenses incurred and for work actually performed, but unpaid by the Client, an hourly rate of \$300. In this event, the Firm would bill for services in this fashion, and upon full payment, other obligations of either party to this agreement shall terminate except for the disclosure of information and solicitation of personnel as stated herein and both parties shall be released from other obligations.

The parties agree to mutually hold the other party harmless for any losses and expenses resulting from any and all third party claims or litigation arising out of the performance of this agreement.

Schedules outlined in documents are approximate and may be modified by agreement of the parties. The Firm will not be held liable for schedule compliance should the Client request or require schedule adjustments.

If for any reason any portion of this agreement between the parties is in dispute, both parties will make best efforts to resolve the dispute without resorting to litigation. Should litigation be required to resolve any dispute between the parties, the party not prevailing in the dispute will pay reasonable Attorney's fees as part of any settlement.

This agreement constitutes the complete understanding of the parties and modifications shall be made in writing and acceptable to both parties.

for:  
Benton County Fire District No. 4

for:  
FITCH & ASSOCIATES, LLC

  
\_\_\_\_\_ 2/15/2024  
Date

  
\_\_\_\_\_ February 8, 2024  
Date

  
\_\_\_\_\_  
Printed Name

**MEDICAL PROGRAM DIRECTOR  
SUPPLEMENTAL COMPENSATION AGREEMENT**

This Memorandum of Understanding is made this 1st day of March, 2024 by and between Dr. Kevin Hodges, MD, FACEP, dba Jarlsskald Professional Services (the “MPD”), and the following members of the Mid-Columbia (Benton/Franklin Counties) EMS & Trauma Care Council (collectively referred to herein as the “EMS Agencies”). The MPD and the EMS Agencies are referred to collectively as the “Parties.”

Benton County Fire Protection District No. 1

Benton County Fire Protection District No. 2

Benton County Fire Protection District No. 4

Benton County Fire Protection District No. 6

Franklin County PHD No. 1

Franklin County Fire District No. 3

Hanford Fire Department

Kennewick Fire Department (through the City of Kennewick)

Pasco Fire Department (through the City of Pasco)

Richland Fire Department (through the City of Richland)

West Benton Fire & Rescue

American Medical Response

Life Flight Network

Prosser Memorial Hospital Ambulance

**RECITALS**

WHEREAS, RCW 18.71.212 provides that the Washington State Department of Health (DOH) shall evaluate, certify and terminate certification of medical program directors, and prescribe minimum standards defining duties and responsibilities and performance of duties and responsibilities; and

WHEREAS, Dr. Hodges is the current Benton and Franklin County Medical Program Director appointed pursuant to RCW 18.71.212, and has willingly served as the Benton and Franklin MPD as certified by the DOH for more than 20 years; and

WHEREAS, MPDs in Washington receive a minimal stipend from the State of Washington to defray costs, and are otherwise contracted by pre-hospital/EMS agencies or volunteer their time; and

WHEREAS, the agencies identified herein desire to provide additional compensation to Dr. Hodges for services provided in addition to MPD duties as defined by the Washington State DOH, and in recognition of the time, effort and talent Dr. Hodges has dedicated to serving as the Benton and Franklin Medical Program Director.

NOW, THEREFORE, the Parties hereto do agree as follows:

## **ARTICLE I SERVICES, TERM & PAYMENT**

1.1. **SCOPE OF SERVICES.** The MPD agrees to provide the following services, which reflect additional services beyond those statutorily required of an MPD:

- A. Review literature related to EMS and prehospital medicine protocols and procedures.
- B. Participate in Ride-Along shifts as mutually agreed between the agency and the MPD for the purpose of continuous quality improvement through direct observation of patient care.
- C. Participate in OTEP development.
- D. Advise on issues relating to the provision of quality emergency medical care by the agency's personnel through provision of cell phone access to the MPD for all EMS officers.
- E. Assist in the planning and implementation of new/expanded programs that promote the public welfare and the welfare of the agency's personnel.
- F. Complete revisions and review of protocols every two years including statistical reviews and impact evaluations of new medications and procedures.
- G. Represent the Counties at state and industry level forums and represent EMS interests to the local hospitals through participation on various committees. These committees could include but not limited to cardiac, trauma, and stroke care.
- H. Provide three (3) hours of meeting content at quarterly MPD meetings.
- I. Participate in EMS research that would benefit EMS delivery to the community.

1.2. TERM. This Agreement shall commence on the date first written above and continue until terminated as provided in Article 4 herein, or until Dr. Hodges steps down as the Benton and Franklin Medical Program Director.

1.3. COMPENSATION. For the performance of the supplemental duties enumerated above, each EMS Agency shall pay the MPD an annual sum equal to the following formula: \$100 per Paramedic employed by the EMS Agency as of July 1<sup>st</sup> of the preceding year; \$50 for all other EMS providers employed by the EMS Agency as of July 1<sup>st</sup> of the preceding year. This yearly fee will be invoiced in four quarterly payments.

The MPD shall invoice each EMS agency and payment shall be made to the MPD no later than 60 days after the invoiced date.

## **ARTICLE 2 HOLD HARMLESS AND INDEMNIFICATION**

2.1. The MPD shall defend, indemnify and hold harmless the EMS Agencies, their agents and employees, from any and all liability and expenses to the MPD or any third parties claims, personal injuries, property damage, or loss of life or property resulting from, or in any way connected with, or alleged to have arisen from, the performance of this Agreement, except where the proximate cause of such injury, damage, or loss was the sole negligence of the EMS Agency, its agents or employees.

## **ARTICLE 3 INSURANCE**

The MPD will procure and maintain for the duration of this Agreement, Professional Liability Insurance, with a limit of not less than \$3 million, to cover claims for injuries to persons or damages to property which may arise from or in connection with the performance of this Agreement by the MPD, his agents, representatives, employees or subcontractors.

## **ARTICLE 4 TERMINATION**

A. By the MPD. The MPD may terminate this Agreement with or without cause upon 30 days' written notice to all EMS Agencies that the MPD no longer desires to perform the supplemental services identified herein.

B. By a Majority of the EMS Agencies: This Agreement may be terminated with or without cause by the EMS Agencies only by affirmative vote of a majority of the EMS Agencies participating herein, and upon delivery of 30 days' written notice to the MPD.

C. The Parties are not obligated to perform or pay for any services pursuant to this Agreement after receipt of the notification of termination. The Parties agree that they shall not be entitled to any damages, claims, causes of action, judgment or demands in the event of termination pursuant to this Article.

D. This Agreement shall terminate immediately upon the death of the MPD, and upon the happening of that event, the EMS Agencies shall not be liable for any payments under this Agreement occurring thereafter.

#### **ARTICLE 5 ETHICAL STANDARDS**

5.1. The MPD shall not solicit, demand, accept or agree to accept from another person or entity, anything of a pecuniary value for or because of:

A. An official action taken, or to be taken, or which could be taken by the MPD and/or such person or entity.

B. A legal duty performed, or to be performed, or which could be performed by the MPD and/or such person or entity.

C. A legal duty violated, or to be violated, or which could be violated by the MPD and/or such person or entity.

5.2. Anything of nominal value shall be presumed not to constitute a gratuity under this section.

#### **ARTICLE 6 MISCELLANEOUS PROVISIONS**

6.1. Independent Contractor. The MPD will render all services as an independent contractor; it will not be considered an employee of any EMS Agency, nor will the MPD be entitled to any benefits, insurance, pension, or workers' compensation as an employee of any EMS Agency.

6.2. Assignment. The MPD will not assign or transfer any interest in this Agreement without obtaining the prior written approval of a majority of the EMS Agencies.

6.3. Subcontracts to the Agreement. The MPD will not enter into a subcontract for any of the supplemental services performed under this Agreement without obtaining the prior written approval of a majority of the EMS Agencies.

6.4. Written Amendments. This Agreement may be modified only by a written amendment or addendum which has been executed and approved by the appropriate officials shown on the signature page of this Agreement.

6.5. Required Approvals. Neither the MPD nor any of the EMS Agencies are bound by this Agreement until it is approved by the appropriate officials shown on the signature page of this Agreement.

6.6. Article Captions. The captions appearing in this Agreement are for convenience only and are not a part of this Agreement; they do not in any way limit or amplify the provisions of this Agreement.

6.7. Severability. If any provision of this Agreement is determined to be unenforceable or invalid, such determination will not affect the validity of the other provisions contained in this Agreement. Failure to enforce any provision of this Agreement does not affect the rights of the



Parties to enforce such provision in another circumstance, nor does it affect the rights of the Parties to enforce any other provision of this Agreement, at any time.

6.8. Federal, State and Local Requirements. The MPD is responsible for full compliance with all applicable federal, state and local laws, rules and regulations.

6.9. Governing Law. This Agreement will be governed and construed in accordance with the laws of the State of Washington, and proper venue for litigation concerning this agreement shall be in Benton County, Washington.

6.10. Notices. All notices of either party to terminate this agreement shall be given in writing and sent by registered mail, addressed to the other party as herein provided. Notice to all EMS Agencies shall be as provided on **Exhibit A**. Notice to the MPD shall be given at 7228 Ricky Rd Pasco, WA, 99301.

IN WITNESS WHEREOF, the Parties have executed or caused to be executed this Agreement on its behalf, the date and year first above written in duplicate originals.

**Medical Program Director (MPD)**

By: \_\_\_\_\_  
Dr. Kevin Hodges, MD, FACEP,  
dba Jarlsskald Professional Services

\_\_\_\_\_  
BENTON COUNTY FIRE DISTRICT #1

\_\_\_\_\_  
BENTON COUNTY FIRE DISTRICT #2

\_\_\_\_\_  
BENTON COUNTY FIRE DISTRICT #4

\_\_\_\_\_  
BENTON COUNTY FIRE DISTRICT #6

\_\_\_\_\_  
FRANKLIN COUNTY PHD#1

\_\_\_\_\_  
FRANKLIN COUNTY FIRE DISTRICT#3

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HANFORD FIRE DEPARTMENT

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KENNEWICK FIRE DEPARTMENT

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PASCO FIRE DEPARTMENT

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RICHLAND FIRE DEPARTMENT

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WEST BENTON FIRE AND  
RESCUE

---

AMERICAN MEDICAL RESPONSE

---

LIFE FLIGHT NETWORK

---

PROSSER MEMORIAL HOSPITAL  
AMBULANCE

## **Exhibit A**

### **Benton County Fire Protection District No. 1**

101108 E. Badger Rd.  
Kennewick, WA 99338

### **Benton County Fire Protection District No. 2**

1304 Dale St.  
Benton City, WA 99320

### **Benton County Fire Protection District No. 4**

2604 Bombing Range Rd.  
West Richland, WA 99353

### **Benton County Fire Protection District No. 6**

48001 Prior Ave  
Prosser, WA 99350

### **Franklin County PHD No. 1**

22210 N Glade Rd.  
Mesa, WA 99343

### **Franklin County Fire District No. 3**

7809 North Road 36  
Pasco, WA 99301

### **Hanford Fire Department**

PO Box 943 MSIN S3-97  
Richland, WA 99354

### **Kennewick Fire Department (through the City of Kennewick)**

210 W 6th Ave  
Kennewick, WA 99336

### **Pasco Fire Department (through the City of Pasco)**

525 N. 3<sup>rd</sup> Ave  
Pasco, WA 99301

### **Richland Fire Department (through the City of Richland)**

625 Swift Blvd.  
Richland, WA 99352

### **West Benton Fire & Rescue**

1200 Grant Ave.  
Prosser, WA 99350

## **Exhibit A**

### **American Medical Response**

AMR CORPORATE HEADQUARTERS  
6501 S. Fiddlers Green Cir, Suite 100  
Greenwood Village, CO 80111

### **Life Flight Network**

22285 Yellow Gate Ln. Suite 102  
Aurora, OR 97002

### **Prosser Memorial Hospital Ambulance**

723 Memorial St.  
Prosser, WA 99350