



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

JULY 18, 2024 – 5:00 PM
2604 BOMBING RANGE RD, WEST RICHLAND, WASHINGTON 99353

CALL MEETING TO ORDER

PLEDGE OF ALLEGIANCE

ADDITION TO THE AGENDA

THOSE PRESENT

FINANCIAL REVIEW

PUBLIC COMMENTS

Note - Public comments are limited to three (3) minutes per speaker per topic. The Board allows public comments orally or through written testimony provided in advance of the meeting.

CONSENT AGENDA

All matters listed within the Consent Agenda have been distributed to each member of the Board for reading and study. These matters are considered to be routine and will be considered or enacted by one motion of the Board with no separate discussion. However, if any member of the Board desires separate discussion on a specific item, that item may be removed from the Consent Agenda and placed on the Regular Agenda by request.

- Agenda:
 - Approve agenda of July 18, 2024.
- Minutes:
 - Approve minutes of July 3, 2024, Regular Meeting.
- Payroll Vouchers:
 - Approve Payroll Voucher numbers 919 through 1002 and Electronic Fund Transfer(s) as listed for \$369,537.05 for the period ending July 26, 2024.
- Claim Vouchers:
 - Approve Claim Voucher numbers 962 through 1000 for \$94,745.50 for the period ending July 26, 2024.

RESOLUTIONS/MOTIONS

- Policy #143; Accounts Receivable
- SOG #2028; Gross Decontamination and Clean Cab

DISTRICT REPORTS

- | | |
|-----------------------|-------------------------------|
| • Union Report | • Commissioner's Report |
| • Volunteer Report | • Fire Chief's Report |
| • Logistics Report | • District Secretary's Report |
| • City Liaison Report | |

OPEN FORUM DISCUSSION

IMPORTANT DATES

- August 10 – Tri-County Commissioner Meeting. The meeting will be held at Station 420 at 9:00 a.m.

CORRESPONDENCE

OPERATION PROGRAM UPDATES

UNFINISHED BUSINESS

- Board Meeting Frequency

NEW BUSINESS

AGENDA ITEMS FOR NEXT MEETING

EXECUTIVE SESSION

ADJOURNMENT



**BENTON COUNTY FIRE PROTECTION DISTRICT NO. 4
BOARD OF FIRE COMMISSIONERS**

**Regular Board Meeting Minutes
July 3, 2024**

CALL MEETING TO ORDER

Commissioner Van Beek called the regular meeting of the Board of Fire Commissioners of Benton County Fire District Protection District #4 to order at 5:00 p.m. at 2604 Bombing Range Rd West Richland, Washington. The board members present at this meeting were Commissioner Brink (via video-conference), Commissioner Goodwin (arrived in-person at 5:15 p.m.) and Commissioner Van Beek (in-person).

PLEDGE OF ALLEGIANCE

Commissioner Van Beek led the pledge of allegiance.

ADDITIONS TO THE AGENDA

Resolution No. 2024-05; Surplus of Property was added to Resolutions/Motions.

THOSE PRESENT

Staff members present were:

Fire Chief Carlyle	Firefighter Elmore	Firefighter Hall
Finance Manager Paden-Lilly	Firefighter Estrella	Firefighter Overson
Captain Putz	Firefighter Flowers	Logistics Caraway
Captain Rogers	Firefighter Gibson	Logistics Davis
Firefighter Ammann		

FINANCIAL REVIEW

The budget revenue and expenditure reports were reviewed.

CONSENT AGENDA

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

- Public Comments
- Agenda – Approval of Agenda dated July 3, 2024
- Minutes – Approval of Minutes dated June 20, 2024
- Approval and Pay
 - Claim Vouchers:
 - Approve Claim Voucher numbers 848 through 874 for \$96,821.70 for the period ending July 12, 2024.

MOTION by Commissioner Brink to approve the consent agenda. Commissioner Van Beek seconded the motion and the motion passed unanimously.

RESOLUTIONS/MOTIONS

Policy 110; Credit Cards

Consider approving an updated version of Policy 110: Credit Cards.

MOTION by Commissioner Brink to approve Policy 110: Credit Cards. Commissioner Van Beek seconded the motion and the motion passed.

Resolution 2024-05; Surplus of Property

Consider approving a resolution authorizing the sale or other lawful disposal of surplus office furniture.

MOTION by Commissioner Brink to approve Resolution 2024-05; Surplus of Property. Commissioner Van Beek seconded the motion and the motion passed.

DISTRICT REPORTS

Logistics – Logistics Caraway reported that the group is ready for July 4, and all supplies are up to date.

Fire Chief - Chief Carlyle provided the following report:

- Met with all three potential new hire candidates and provided conditional offers to them.
 - Their next step is physical and psychological evaluations.
- Met with the Local 1052 representative regarding promotional exams.
 - As previously discussed, there was a challenge to the promotional process.
 - After working through that process, the challenge was found valid, and the Lieutenant exam was found invalid, and we will be working towards rescheduling.
- The Deputy Chief position has closed.
 - Worked through the process of validation of received applications packets.
 - Next week will start scheduling the rest of the process.
- Attended the BCES boarding meeting.
 - The radio program is proceeding. Next step will be to reopen the interlocal agreement to allow for purchasing of Capital needs for and to expend money. This is time-sensitive, and we have been asked to have all of our Commissioner and City Council boards prepped for when this happens to expedite this process.
 - There is a need to review the entire ILA but that will come in 2025, but this opening is critical to keep the process moving.
 - We are seeing failures in the system at a high rate. The radio technicians are losing faith they can keep this system up and running fully.
- Attended the executive officers meeting, prepped for the fourth of July.
 - Working on policies and procedures.
- I will be out on leave somewhere around the first week of December. Elected this time to get through summer and through the 2025 budget process.

District Secretary - Financial Manager Paden-Lilly informed the Board about a payroll change that occurred in 2015, which introduced a one-month delay in pay. Currently, 16

employees are affected. She and Chief Carlyle proposed providing back pay to align all employees' pay schedules, and the Board agreed.

OPEN FORUM DISCUSSION

There was no open forum discussion.

IMPORTANT DATES

- August 10 – Tri-County Commissioner Meeting. The meeting will be held at Station 420 at 9:00 a.m.

CORRESPONDENCE

There was no new correspondence.

OPERATION PROGRAM UPDATES

Chief Carlyle provided the following updates:

- The new furniture arrived at Station 420 and the lighting project is to begin on July 22.

UNFINISHED BUSINESS

- Board Meeting Frequency

NEW BUSINESS

There was no new business.

AGENDA ITEMS FOR NEXT MEETING

There were no agenda items to add to the next meeting.

EXECUTIVE SESSION

There was no executive session.

ADJOURNMENT

With no further business to come before the Board the meeting was adjourned at 5:16 p.m.

Attested:



Billie Paden-Lilly, District Secretary



Date

Michael Van Beek, Commissioner

Date



Garrett Goodwin, Commissioner



Date

Fred Brink, Commissioner

Date

ACCOUNTS PAYABLE

BENTON COUNTY FIRE PROTECTION DISTRICT #4

Time: 11:25:33 Date: 07/17/2024
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07/26/2024 To: 07/26/2024

Accts	Pay #	Paid On	Year	Trans	Vendor ID	Vendor	Amount	Memo
	14145	07/26/2024	2024	962	15	AMAZON	99.55	OFFICE SUPPLIES; FACILITIES SUPPLIES
		522 12 31 00	Expendable Office Supplies	001 000 522	6841 - General Fun.		52.83	OFFICE SUPPLIES
		522 50 31 00	Expendable Supplies -Facilities	001 000 522	6841 - General Fun.		46.72	FACILITIES SUPPLIES
						Invoice		
						1HR7-PMHH-K36F	52.83	OFFICE SUPPLIES
						1Y34-4FPC-GWTK	46.72	FACILITIES SUPPLIES
	14146	07/26/2024	2024	963	828	AMERIGAS	459.46	TANK RENTAL
		522 50 48 00	Repair & Maint. - Facilities	001 000 522	6841 - General Fun.		459.46	TANK RENTAL
						Invoice		
						3165950514	229.60	TANK RENTAL
						806009937	229.86	TANK RENTAL
	14147	07/26/2024	2024	965	1048	BIG RIVER SIGN	1,902.25	APP 54 DECALS
		522 60 48 00	3rd party repair & Maint. - Auto	001 000 522	6841 - General Fun.		1,902.25	APP 54 DECALS
						Invoice		
						3178	1,902.25	APP 54 DECALS
	14148	07/26/2024	2024	966	690	BPAS	6,000.00	HRA BENEFITS
		522 12 20 04	HRA Benefits	001 000 522	6841 - General Fun.		500.00	HRA BENEFITS
		522 21 20 04	HRA Benefits	001 000 522	6841 - General Fun.		5,500.00	HRA BENEFITS
						Invoice		
						JULY24	6,000.00	HRA BENEFITS
	14149	07/26/2024	2024	967	281	CITY OF RICHLAND	9,250.00	DISPATCH SERVICES
		522 24 41 00	Dispatch Services	001 000 522	6841 - General Fun.		9,250.00	DISPATCH SERVICES
						Invoice		
						54303	9,250.00	DISPATCH SERVICES
	14150	07/26/2024	2024	968	376	CITY OF WEST RICHLAND	1,500.00	PREPAY WATER/SEWER
		522 50 47 20	Water/Sewer/Natural Gas	001 000 522	6841 - General Fun.		1,500.00	PREPAY WATER/SEWER
						Invoice		

ACCOUNTS PAYABLE

BENTON COUNTY FIRE PROTECTION DISTRICT #4

Time: 11:25:33 Date: 07/17/2024
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07/26/2024 To: 07/26/2024

Accts Pay #	Paid On	Year	Trans	Vendor ID	Vendor	Amount	Memo
				06302024		1,500.00	PREPAY WATER/SEWER
14180	07/26/2024	2024	970	98	DEPARTMENT OF NATURAL RESOUR	1,573.14	GLOVES, FLASHLIGHT HEADLAMPS
	522 21 28 20	PPE - Protective Clothing		001 000 522 6841 - General Fun		1,573.14	GLOVES
Invoice							
				18023797		1,573.14	GLOVES, FLASHLIGHT HEADLAMPS
14151	07/26/2024	2024	975	704	FIRE 4 CHECKING ACCOUNT	432.76	GEMT COST SETTLEMENT FOR SFY2021
	522 70 41 00	Ambulance Billing Service Fee		110 000 522 6848 - EMS Fund		432.76	GEMT COST SETTLEMENT
Invoice							
				1329		432.76	GEMT COST SETTLEMENT FOR SFY2021
14152	07/26/2024	2024	976	949	FLOWERS, CODY R	1,383.34	SUMMER TUITION
	522 45 43 98	Career Tuition		001 000 522 6841 - General Fun		1,383.34	SUMMER TUITION
Invoice							
				06122024		1,383.34	SUMMER TUITION
14159	07/26/2024	2024	977	702	FRONTLINE MEDICAL	3,338.00	PHYSICALS (3)
	522 20 24 10	Physicals/Innoculation		001 000 522 6841 - General Fun		3,338.00	PHYSICALS (3)
Invoice							
				3440		3,338.00	PHYSICALS (3)
14153	07/26/2024	2024	978	141	GENERAL FIRE APPARATUS	1,565.28	CLASS A FOAM
	522 21 31 00	Expendable Supplies - Suppress		001 000 522 6841 - General Fun		1,565.28	CLASS A FOAM
Invoice							
				18859		1,565.28	CLASS A FOAM
14154	07/26/2024	2024	979	509	HUGHES FIRE EQUIPMENT INC.	522.47	APP 13 REPLACE BATTERY
	522 60 48 00	3rd party repair & Maint. - Auto		001 000 522 6841 - General Fun		522.47	APP 13 REPLACE BATTERY
Invoice							
				608958		522.47	APP 13 REPLACE BATTERY

ACCOUNTS PAYABLE

BENTON COUNTY FIRE PROTECTION DISTRICT #4

Time: 11:25:33 Date: 07/17/2024
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07/26/2024 To: 07/26/2024

Accts Pay #	Paid On	Year	Trans	Vendor ID	Vendor	Amount	Memo
14155	07/26/2024	2024	981	876	ISOUTSOURCE	6,678.87	MONITORING; BLOCK SUPPORT
	522 12 41 00	Contract Services		001 000 522	6841 - General Fun.	6,678.87	MONITOR; BLOCK SUPPORT
Invoice							
	CW291885					1,678.87	MONITORING
	CW297757					5,000.00	BLOCK SUPPORT
14156	07/26/2024	2024	982	757	LIBERTY LAWN CARE	191.53	SAW REPAIR; THROTTLE CNTRL; FELLING WEDGE
	522 21 35 10	Tools & Equipment - Suppression		001 000 522	6841 - General Fun.	28.25	FELLING WEDGE
	522 21 41 00	Professional Services		001 000 522	6841 - General Fun.	163.28	REPAIR; THROTTLE CNTRL
Invoice							
	40853					54.34	SAW REPAIR
	39503					108.94	THROTTLE CONTROL
	40034					28.25	FELLING WEDGE
14157	07/26/2024	2024	983	187	LIFE ASSIST	2,105.70	EMS SUPPLIES
	522 70 31 00	Expendable Supplies - EMS		001 000 522	6841 - General Fun.	2,105.70	EMS SUPPLIES
Invoice							
	1450844					194.88	EMS SUPPLIES
	1451030					821.63	EMS SUPPLIES
	1452957					1,089.19	EMS SUPPLIES
14158	07/26/2024	2024	984	189	LIZ LOOMIS EASL, INC	6,000.00	COMMUNICATION
	522 30 41 01	Professional Services - Marketin		001 000 522	6841 - General Fun.	6,000.00	COMMUNICATION
Invoice							
	84-0724					6,000.00	COMMUNICATION
14160	07/26/2024	2024	985	242	OXARC	151.01	O2/CYLINDER RENTAL
	522 70 31 00	Expendable Supplies - EMS		001 000 522	6841 - General Fun.	151.01	O2/CYLINDER RENTAL
Invoice							
	32089664					68.82	O2
	32094478					68.82	O2
	61778065					13.37	CYLINDER RENTAL
14165	07/26/2024	2024	986	885	PACIFIC OFFICE AUTOMATION	76.22	COPIER USAGE - 3/30-6/30/24

ACCOUNTS PAYABLE

BENTON COUNTY FIRE PROTECTION DISTRICT #4

Time: 11:25:33 Date: 07/17/2024
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07/26/2024 To: 07/26/2024

Accts Pay #	Paid On	Year	Trans	Vendor ID	Vendor	Amount	Memo
522 12 41 00	Contract Services	001 000 522	6841 - General Fun			76.22	COPIER USAGE
Invoice							
347255						76.22	COPIER USAGE - 3/30-6/30/24
14166 07/26/2024	2024	987	970	QUALITY SIGNS	23,330.27	FINAL PAYMENT, STA 410 SIGN	
522 50 48 00	Repair & Maint. - Facilities	001 000 522	6841 - General Fun			23,330.27	STA 410 SIGN
Invoice							
7351						23,330.27	FINAL PAYMENT, STA 410 SIGN
14161 07/26/2024	2024	988	293	SEA WESTERN	1,872.12	PANTS/HEMMING; LONG SLEEVE SHIRTS; SHORT SLEEVE SHIRT	
522 20 28 00	Uniforms (All Non-PPE)	001 000 522	6841 - General Fun			1,872.12	UNIFORMS
Invoice							
33969						560.59	PANTS/HEMMING (2)
33828						665.72	LONG SLEEVE SHIRTS (4)
33877						645.81	SHORT SLEEVE SHIRTS (4)
14162 07/26/2024	2024	989	305	SNURE LAW OFFICE	336.00	LEGAL SERVICE	
522 14 41 00	Professional Services	001 000 522	6841 - General Fun			336.00	LEGAL SERVICE
Invoice							
07012024						336.00	LEGAL SERVICE
14163 07/26/2024	2024	990	322	STAPLES ADVANTAGE	208.00	OFFICE SUPPLIES	
522 12 31 00	Expendable Office Supplies	001 000 522	6841 - General Fun			208.00	OFFICE SUPPLIES
Invoice							
6002379743						10.46	OFFICE SUPPLIES
6002379744						44.41	OFFICE SUPPLIES
6006530530						153.13	OFFICE SUPPLIES
14164 07/26/2024	2024	991	324	STATE AUDITOR'S OFFICE	6,654.66	FINANCIAL & INVESTIGATION AUDIT	
522 12 49 20	State Auditor	001 000 522	6841 - General Fun			6,654.66	FINANCIAL & INVEST AUDIT
Invoice							
L162379						6,654.66	FINANCIAL & INVESTIGATION AUDIT

ACCOUNTS PAYABLE

BENTON COUNTY FIRE PROTECTION DISTRICT #4

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07/26/2024 To: 07/26/2024

Accts Pay #	Paid On	Year	Trans	Vendor ID	Vendor	Amount	Memo
14167 07/26/2024	2024	2024	992	680	SYSTEM DESIGN WEST	2,360.99	EMS (JUNE) BILLING
	522 70 41 00				Ambulance Billing Service Fee 110 000 522 6848 - EMS Fund	2,360.99	EMS BILL
Invoice							
					20241088	2,360.99	EMS (JUNE) BILLING
14169 07/26/2024	2024	2024	994	475	US BANK	4,845.84	VISA-BORSCHOWA
	522 12 31 00				Expendable Office Supplies 001 000 522 6841 - General Fun.	136.92	BUSINESS CARDS
	522 12 35 10				Office Computer Equipment 001 000 522 6841 - General Fun.	31.97	COMPUTER SUPPLIES
	522 12 41 00				Contract Services 001 000 522 6841 - General Fun.	4,475.46	SRV WARRANTY/SRV; O365; SRV BACKUP
	522 12 48 20				WebPage Maintenance 001 000 522 6841 - General Fun.	6.52	WEBSITE SRV
	522 70 31 00				Expendable Supplies - EMS 001 000 522 6841 - General Fun.	83.69	SALAD PROP SUPPLIES
	522 70 35 00				Small Tools & Minor Equip 001 000 522 6841 - General Fun.	111.28	EQUIP
Invoice							
					BORS070824	4,845.84	VISA-BORSCHOWA
14170 07/26/2024	2024	2024	994	475	US BANK	134.34	VISA-CARAWAY
	522 26 31 10				Food 001 000 522 6841 - General Fun.	134.34	ICE; FOOD FOR CREW
Invoice							
					CARA070824	134.34	VISA-CARAWAY
14171 07/26/2024	2024	2024	994	475	US BANK	268.28	VISA-HARPER
	522 50 31 00				Expendable Supplies - Facilities 001 000 522 6841 - General Fun.	44.50	GARDEN HOSE/NOZZLE
	522 60 31 00				Expendable Supplies - Automot 001 000 522 6841 - General Fun.	71.88	DEF/SHOP TOWELS
	522 60 32 00				Fuels 001 000 522 6841 - General Fun.	151.90	DEF/SHOP TOWELS
Invoice							
					HARP070824	268.28	VISA-HARPER
14172 07/26/2024	2024	2024	994	475	US BANK	51.73	VISA-NEWTON
	522 21 31 00				Expendable Supplies - Suppress 001 000 522 6841 - General Fun.	21.73	SAFETY EAR MUFFS
	522 60 31 00				Expendable Supplies - Automot 001 000 522 6841 - General Fun.	30.00	VEHICLE WEIGHT
Invoice							
					NEWT070824	51.73	VISA-NEWTON

ACCOUNTS PAYABLE

BENTON COUNTY FIRE PROTECTION DISTRICT #4

Time: 11:25:33 Date: 07/17/2024
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07/26/2024 To: 07/26/2024

Accts Pay #	Paid On	Year	Trans	Vendor ID	Vendor	Amount	Memo
14173	07/26/2024	2024	994	475	US BANK	260.64	VISA-PADEN-LILLY
522 12 31 00	Expendable Office Supplies	001 000 522	6841 - General Fun.			24.45	MAGENT SHEETS
522 12 31 10	Computer Software	001 000 522	6841 - General Fun.			101.19	FINANCIAL SOFTWARE
522 12 49 00	Memberships/Dues	001 000 522	6841 - General Fun.			135.00	MRSC SUBSCRIPTION
Invoice							
	PADE070824					260.64	VISA-PADEN-LILLY
14174	07/26/2024	2024	994	475	US BANK	93.83	VISA-ROGERS
522 26 31 10	Food	001 000 522	6841 - General Fun.			93.83	REHAB & 4TH SUPPLIES
Invoice							
	ROGE070824					93.83	VISA-ROGERS
14175	07/26/2024	2024	994	475	US BANK	465.22	VISA-SHANNON
522 45 43 00	Travel - Mileage & Air(Operator	001 000 522	6841 - General Fun.			407.35	PLANE TICKET - OROZCO
522 60 32 00	Fuels	001 000 522	6841 - General Fun.			57.87	UNLEADED FOR APP 55
Invoice							
	SHAN070824					465.22	VISA-SHANNON
14168	07/26/2024	2024	995	974	VITAL RECORDS CONTROL	195.71	MONTHLY STORAGE FEE
522 12 41 00	Contract Services	001 000 522	6841 - General Fun.			195.71	MONTHLY STORAGE FEE
Invoice							
	4337983					195.71	MONTHLY STORAGE FEE
14176	07/26/2024	2024	996	817	VOYAGER	4,340.81	FUEL
522 60 32 00	Fuels	001 000 522	6841 - General Fun.			4,340.81	FUEL
Invoice							
	8693879692427					4,340.81	FUEL
14177	07/26/2024	2024	997	814	WESTERN STATE EQUIPMENT PASCO	5,495.97	GENERATOR MAINTENANCE
522 50 48 00	Repair & Maint. - Facilities	001 000 522	6841 - General Fun.			5,495.97	GENERATOR MAINTENANCE
Invoice							

ACCOUNTS PAYABLE

BENTON COUNTY FIRE PROTECTION DISTRICT #4

Time: 11:25:33 Date: 07/17/2024
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07/26/2024 To: 07/26/2024

Accts Pay #	Paid On	Year	Trans	Vendor ID	Vendor	Amount	Memo
				2825561		280.35	GENERATOR MAINTENANCE
				2800879		752.63	GENERATOR MAINTENANCE
				2800880		844.42	GENERATOR MAINTENANCE
				2806153		999.88	GENERATOR MAINTENANCE
				2806165		1,109.34	GENERATOR MAINTENANCE
				2806175		750.49	GENERATOR MAINTENANCE
				2806207		758.86	GENERATOR MAINTENANCE
14178	07/26/2024	2024	999	394	YOKE'S FOODS	94.27	POSTAGE; BATTERY
	522 12 42 40		Postage	001 000 522 6841 - General Fun		91.45	POSTAGE/STAMPS
	522 70 31 00		Expendable Supplies - EMS	001 000 522 6841 - General Fun		2.82	BATTERY

Invoice

111208876	81.60	POSTAGE
111208909	9.85	POSTAGE
101696613	2.82	BATTERY

Accts Pay #	Paid On	Year	Trans	Vendor ID	Vendor	Amount	Memo
14179	07/26/2024	2024	1000	907	ZIPLY FIBER	507.24	DEDICATED PHONE LINES
	522 12 42 00		Phone Service	001 000 522 6841 - General Fun		507.24	DEDICATED PHONE LINES

Invoice

072024	507.24	DEDICATED PHONE LINES
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Total: 94,745.50

Fund

001 6841 - General Fund	91,951.75
110 6848 - EMS Fund	2,793.75

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.

WARRANT/CHECK REGISTER

BENTON COUNTY FIRE PROTECTION DISTRICT #4

Time: 11:32:12 Date: 07/17/2024

07/26/2024 To: 07/26/2024

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Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
961	07/26/2024	Payroll	6841	1276	AFLAC	39.39	Pay Cycle(s) 07/26/2024 To 07/26/2024 - AFLAC
962	07/26/2024	Claims	6841	1277	AMAZON	99.55	OFFICE SUPPLIES; FACILITIES SUPPLIES
963	07/26/2024	Claims	6841	1278	AMERIGAS	459.46	TANK RENTAL
964	07/26/2024	Payroll	6841	1279	BENTON COUNTY 4 BENEVOLENT FUND	63.85	Pay Cycle(s) 07/26/2024 To 07/26/2024 - Benevolent Fund
965	07/26/2024	Claims	6841	1280	BIG RIVER SIGN	1,902.25	APP 54 DECALS
966	07/26/2024	Claims	6841	1281	BPAS	6,000.00	HRA BENEFITS
967	07/26/2024	Claims	6841	1282	CITY OF RICHLAND	9,250.00	DISPATCH SERVICES
968	07/26/2024	Claims	6841	1283	CITY OF WEST RICHLAND	1,500.00	PREPAY WATER/SEWER
969	07/26/2024	Payroll	6841	1284	DEPARTMENT OF LABOR & INDUSTRIES	26,094.23	2ND Quarter L&I: 04/01/2024 - 06/30/2024
970	07/26/2024	Claims	6841	1285	DEPARTMENT OF NATURAL RESOURCES	1,573.14	GLOVES, FLASHLIGHT HEADLAMPS
971	07/26/2024	Payroll	6841	1286	DIMARTINO	1,577.15	Pay Cycle(s) 07/26/2024 To 07/26/2024 - LT Disab- Life
972	07/26/2024	Payroll	6841	1287	PFML EMPLOYMENT SECURITY DEPARTMENT	3,976.78	Pay Cycle(s) 04/01/2024 To 06/30/2024 - PFML
973	07/26/2024	Payroll	6841	1288	WA CARES FUND EMPLOYMENT SECURITY DEPARTMENT	2,872.04	Pay Cycle(s) 04/01/2024 To 06/30/2024 - LTC
974	07/26/2024	Payroll	6841	1289	EMPLOYMENT SECURITY DEPT (OASI)	1,885.84	2nd Quarter Unemployment: 04/01/2024 - 06/30/2024
975	07/26/2024	Claims	6841	1290	FIRE 4 CHECKING ACCOUNT	432.76	GEMT COST SETTLEMENT FOR SFY2021
976	07/26/2024	Claims	6841	1291	CODY R FLOWERS	1,383.34	SUMMER TUITION
977	07/26/2024	Claims	6841	1292	FRONTLINE MEDICAL	3,338.00	PHYSICALS (3)
978	07/26/2024	Claims	6841	1293	GENERAL FIRE APPARATUS	1,565.28	CLASS A FOAM
979	07/26/2024	Claims	6841	1294	HUGHES FIRE EQUIPMENT INC.	522.47	APP 13 REPLACE BATTERY
980	07/26/2024	Payroll	6841	1295	IAFF LOCAL 1052	3,850.88	Pay Cycle(s) 07/26/2024 To 07/26/2024 - Union Dues
981	07/26/2024	Claims	6841	1296	ISOUTSOURCE	6,678.87	MONITORING; BLOCK SUPPORT
982	07/26/2024	Claims	6841	1297	LIBERTY LAWN CARE	191.53	SAW REPAIR; THROTTLE CNTRL; FELLING WEDGE
983	07/26/2024	Claims	6841	1298	LIFE ASSIST	2,105.70	EMS SUPPLIES
984	07/26/2024	Claims	6841	1299	LIZ LOOMIS EASL, INC	6,000.00	COMMUNICATION
985	07/26/2024	Claims	6841	1300	OXARC	151.01	O2/CYLINDER RENTAL
986	07/26/2024	Claims	6841	1301	PACIFIC OFFICE AUTOMATION	76.22	COPIER USAGE - 3/30-6/30/24
987	07/26/2024	Claims	6841	1302	QUALITY SIGNS	23,330.27	FINAL PAYMENT, STA 410 SIGN
988	07/26/2024	Claims	6841	1303	SEA WESTERN	1,872.12	PANTS/HEMMING; LONG SLEEVE SHIRTS; SHORT SLEEVE SHIRT
989	07/26/2024	Claims	6841	1304	SNURE LAW OFFICE	336.00	LEGAL SERVICE
990	07/26/2024	Claims	6841	1305	STAPLES ADVANTAGE	208.00	OFFICE SUPPLIES
991	07/26/2024	Claims	6841	1306	STATE AUDITOR'S OFFICE	6,654.66	FINANCIAL & INVESTIGATION AUDIT
992	07/26/2024	Claims	6841	1307	SYSTEM DESIGN WEST	2,360.99	EMS (JUNE) BILLING
993	07/26/2024	Payroll	6841	1308	TRUSTEED PLANS SERVICE CORPORATION	34,866.30	Pay Cycle(s) 07/26/2024 To 07/26/2024 - Medical Insurance; Pay Cycle(s) 07/26/2024 To 07/26/2024 - Dental Insurance

WARRANT/CHECK REGISTER

BENTON COUNTY FIRE PROTECTION DISTRICT #4

Time: 11:32:12 Date: 07/17/2024

07/26/2024 To: 07/26/2024

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Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
994	07/26/2024	Claims	6841	1309	US BANK	6,119.88	VISA-BORSCHOWA; VISA-CARAWAY; VISA-HARPER; VISA-NEWTON; VISA-PADEN-LILLY; VISA-ROGERS; VISA-SHANNON
995	07/26/2024	Claims	6841	1310	VITAL RECORDS CONTROL	195.71	MONTHLY STORAGE FEE
996	07/26/2024	Claims	6841	1311	VOYAGER	4,340.81	FUEL
997	07/26/2024	Claims	6841	1312	WESTERN STATE EQUIPMENT PASCO	5,495.97	GENERATOR MAINTENANCE
998	07/26/2024	Payroll	6841	1313	C/O BENEFIT SOLUTIONS INC WSCFF MEDICAL EXPENSE REIMBURSEMEN	3,450.00	Pay Cycle(s) 07/26/2024 To 07/26/2024 - MERP
999	07/26/2024	Claims	6841	1314	YOKE'S FOODS	94.27	POSTAGE; BATTERY
1000	07/26/2024	Claims	6841	1315	ZIPLY FIBER	507.24	DEDICATED PHONE LINES

001 6841 - General Fund
110 6848 - EMS Fund

170,628.21
2,793.75

	Claims:	94,745.50
	Payroll:	78,676.46

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 *Bo Paden Lilly*

Commissioners *[Signature]*, _____, _____

Approval Date 7/18/2023

WARRANT/CHECK REGISTER

BENTON COUNTY FIRE PROTECTION DISTRICT #4

Time: 10:15:00 Date: 07/18/2024

07/13/2024 To: 07/31/2024

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Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
919	07/26/2024	Payroll	6841	EFT	JOSHUA AMMANN	6,316.16	Jun Pay FLSA 5/27-6/23
920	07/26/2024	Payroll	6841	EFT	BRADLEY E ANDREWS	10,560.15	Jun Pay FLSA 5/27-6/23
921	07/26/2024	Payroll	6841	EFT	CORAL L BEARS	664.92	Jun Pay FLSA 5/27-6/23
922	07/26/2024	Payroll	6841	EFT	KATHERINE J BENITZ	44.32	Jun Pay FLSA 5/27-6/23
923	07/26/2024	Payroll	6841	EFT	CHERYL A BOOTH	2,728.92	Jun Pay FLSA 5/27-6/23
924	07/26/2024	Payroll	6841	EFT	DANA M BORSCHOWA	66.50	Jun Pay FLSA 5/27-6/23
925	07/26/2024	Payroll	6841	EFT	MATTHEW J BORSCHOWA	12,140.08	Jun Pay FLSA 5/27-6/23
926	07/26/2024	Payroll	6841	EFT	FREDERICK T BRINK	914.06	Jun Pay FLSA 5/27-6/23
927	07/26/2024	Payroll	6841	EFT	ED R CARAWAY	398.96	Jun Pay FLSA 5/27-6/23
928	07/26/2024	Payroll	6841	EFT	PAUL E CARLYLE	11,555.98	Jun Pay FLSA 5/27-6/23
929	07/26/2024	Payroll	6841	EFT	AMANDA K DERITIS	4,238.80	Jun Pay FLSA 5/27-6/23
930	07/26/2024	Payroll	6841	EFT	MONTE R ELMORE	113.36	Jun Pay FLSA 5/27-6/23
931	07/26/2024	Payroll	6841	EFT	MANUEL I ESTRELLA	8,427.53	Jun Pay FLSA 5/27-6/23
932	07/26/2024	Payroll	6841	EFT	CODY R FLOWERS	4,953.60	Jun Pay FLSA 5/27-6/23
933	07/26/2024	Payroll	6841	EFT	KEVIN G GAIDOS	7,534.88	Jun Pay FLSA 5/27-6/23
934	07/26/2024	Payroll	6841	EFT	KAILEE M GARRISON-EHREDT	5,974.21	Jun Pay FLSA 5/27-6/23
935	07/26/2024	Payroll	6841	EFT	JARON D GIBSON	4,258.44	Jun Pay FLSA 5/27-6/23
936	07/26/2024	Payroll	6841	EFT	GARRETT S GOODWIN	653.05	Jun Pay FLSA 5/27-6/23
937	07/26/2024	Payroll	6841	EFT	REX J GREEN	30.25	Jun Pay FLSA 5/27-6/23
938	07/26/2024	Payroll	6841	EFT	DAWSEN O HALL	831.15	Jun Pay FLSA 5/27-6/23
939	07/26/2024	Payroll	6841	EFT	THOMAS R HARPER	6,383.43	Jun Pay FLSA 5/27-6/23
940	07/26/2024	Payroll	6841	EFT	JOSHUA J HARRISON		Jun Pay FLSA 5/27-6/23
941	07/26/2024	Payroll	6841	EFT	KYLE C HART	7,771.16	Jun Pay FLSA 5/27-6/23
942	07/26/2024	Payroll	6841	EFT	NATANIA M JOHNSTON	59.10	Jun Pay FLSA 5/27-6/23
943	07/26/2024	Payroll	6841	EFT	ABIGAIL E KNOX	790.56	Jun Pay FLSA 5/27-6/23
944	07/26/2024	Payroll	6841	EFT	JAMES A LONGIE	6,148.82	Jun Pay FLSA 5/27-6/23
945	07/26/2024	Payroll	6841	EFT	RAYMOND J NEWTON	7,237.65	Jun Pay FLSA 5/27-6/23
946	07/26/2024	Payroll	6841	EFT	HAYDEN C OLSON	55.41	Jun Pay FLSA 5/27-6/23
947	07/26/2024	Payroll	6841	EFT	WYATT M OROZCO	5,406.86	Jun Pay FLSA 5/27-6/23
948	07/26/2024	Payroll	6841	EFT	CONNOR L OVERSON	901.34	Jun Pay FLSA 5/27-6/23
949	07/26/2024	Payroll	6841	EFT	BILLIE J PADEN-LILLY	7,066.78	Jun Pay FLSA 5/27-6/23
950	07/26/2024	Payroll	6841	EFT	GARRETT M PREMEL	8,157.56	Jun Pay FLSA 5/27-6/23
951	07/26/2024	Payroll	6841	EFT	ALLEN L PUTZ	11,186.96	Jun Pay FLSA 5/27-6/23
952	07/26/2024	Payroll	6841	EFT	KYLE M RICHE	21.40	Jun Pay FLSA 5/27-6/23
953	07/26/2024	Payroll	6841	EFT	BONNIE M ROGERS	9,369.82	Jun Pay FLSA 5/27-6/23
954	07/26/2024	Payroll	6841	EFT	ROBERT C SHANNON	8,221.16	Jun Pay FLSA 5/27-6/23
955	07/26/2024	Payroll	6841	EFT	MICHAEL A VAN BEEK	295.67	Jun Pay FLSA 5/27-6/23
956	07/26/2024	Payroll	6841	EFT	ANTHONY G VINING	9,762.47	Jun Pay FLSA 5/27-6/23
957	07/26/2024	Payroll	6841	EFT	BRIAN P WAKEMAN	5,391.32	Jun Pay FLSA 5/27-6/23
958	07/26/2024	Payroll	6841	EFT	JACOB M WALTON	7,583.73	Jun Pay FLSA 5/27-6/23
959	07/26/2024	Payroll	6841	EFT	CLAYTON A WHITBY	609.51	Jun Pay FLSA 5/27-6/23
960	07/26/2024	Payroll	6841	EFT	CODY WINTERS	6,019.72	Jun Pay FLSA 5/27-6/23
1001	07/25/2024	Payroll	6841	EFT	EFTPS- IRS Payroll Taxes		Correction
1002	07/25/2024	Payroll	6841	EFT	WA PUB EMP & RETIRE SYS	54,518.83	Pay Cycle(s) 07/26/2024 To 07/26/2024 - LEOFF II - D097; Pay Cycle(s) 07/26/2024 To 07/26/2024 - DCP-899T76; Pay Cycle(s) 07/26/2024 To 07/26/2024 - PERS 2 - 4778; Pay Cycle(s) 07/26/2024 To 07/26/2024
1004	07/25/2024	Payroll	6841	EFT	EFTPS- IRS Payroll Taxes	45,496.01	941 Deposit for Pay Cycle(s) 07/01/2024 - 07/31/2024

001 6841 - General Fund

290,860.59

290,860.59 Payroll:

290,860.59

WARRANT/CHECK REGISTER

BENTON COUNTY FIRE PROTECTION DISTRICT #4

Time: 10:15:00 Date: 07/18/2024

07/13/2024 To: 07/31/2024

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Trans Date Type Acct # War # Claimant Amount Memo

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 Bob Padon Kelly Secretary _____

Commissioners [Signature], _____, _____

Approval Date 7/18/2024

2024 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION DISTRICT

Time: 12:05:40 Date: 07/17/2024

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

Revenues	Amt Budgeted	Revenues	Remaining	
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308 Beginning Balances

308 91 00 00 Beginning Balance	3,021,859.00	3,021,858.50	0.50	100.0%
308 91 00 01 Beginning Balance - Cash/Imprest	17,070.00	17,070.17	(0.17)	100.0%
308 Beginning Balances	3,038,929.00	3,038,928.67	0.33	100.0%

310 Taxes

311 10 00 01 Property Tax	4,402,919.00	2,413,389.37	1,989,529.63	54.8%
337 20 00 01 Leasehold Excise Tax	30,000.00	27,686.88	2,313.12	92.3%
310 Taxes	4,432,919.00	2,441,076.25	1,991,842.75	55.1%

330 Intergovernmental Revenues

334 04 90 01 State Trauma Grant	766.00	766.00	0.00	100.0%
334 06 90 04 BVFF Physical Reimbursement	1,000.00	0.00	1,000.00	0.0%
335 00 91 01 Energy NW Generation Tax	28,691.00	28,691.26	(0.26)	100.0%
330 Intergovernmental Revenues	30,457.00	29,457.26	999.74	96.7%

340 Charges For Services

341 70 00 05 Sales of Merchandise	5,000.00	2,202.21	2,797.79	44.0%
342 21 00 01 Fire Services, State	39,000.00	8,241.46	30,758.54	21.1%
342 21 00 03 Fire Services, Schools	2,300.00	0.00	2,300.00	0.0%
342 21 00 04 Fire Services, Private	0.00	2,270.88	(2,270.88)	0.0%
340 Charges For Services	46,300.00	12,714.55	33,585.45	27.5%

361 Miscellaneous Revenue

361 11 00 01 General Fund Interest	50,000.00	56,463.11	(6,463.11)	112.9%
362 53 00 00 Rental of Facility	2,500.00	1,767.60	732.40	70.7%
369 91 00 00 Other Miscellaneous Revenue	2,000.00	346.98	1,653.02	17.3%
361 Miscellaneous Revenue	54,500.00	58,577.69	(4,077.69)	107.5%

380 Other Increases in Fund Resources

389 50 68 04 Refund/Reimbursement	0.00	640.83	(640.83)	0.0%
380 Other Increases in Fund Resources	0.00	640.83	(640.83)	0.0%

397 Interfund Transfers

397 00 00 10 Transfer In From 6848	281,000.00	281,000.00	0.00	100.0%
397 00 00 11 Transfer in From 6848	934,000.00	934,000.00	0.00	100.0%
397 00 00 12 Transfer in from 6848	1,680,828.00	1,680,828.00	0.00	100.0%
397 Interfund Transfers	2,895,828.00	2,895,828.00	0.00	100.0%

Fund Revenues:	10,498,933.00	8,477,223.25	2,021,709.75	80.7%
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Expenditures	Amt Budgeted	Expenditures	Remaining	
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522 Fire Control

2024 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION DISTRICT

Time: 12:05:40 Date: 07/17/2024

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001 6841 - General Fund

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

Expenditures	Amt Budgeted	Expenditures	Remaining	
522 Fire Control				
522 11 10 10 Salary - Comm 1 (Van Beek)	9,000.00	3,121.00	5,879.00	34.7%
522 11 10 20 Salary-Comm 2 (Goodwin)	9,000.00	5,276.00	3,724.00	58.6%
522 11 10 30 Salary-Comm 3 (Brink)	9,000.00	5,697.00	3,303.00	63.3%
522 11 20 10 Benefits - Comm 1 (Van Beek)	1,000.00	248.52	751.48	24.9%
522 11 20 20 Benefits - Comm 2 (Goodwin)	1,000.00	420.26	579.74	42.0%
522 11 20 30 Benefits - Comm 3 (Brink)	1,000.00	457.70	542.30	45.8%
522 11 43 00 Travel-Mileage & Airfare	2,000.00	981.14	1,018.86	49.1%
522 11 43 30 Travel - Per Diem & Lodging	5,100.00	1,277.89	3,822.11	25.1%
522 11 43 31 Registration Fees	3,300.00	765.00	2,535.00	23.2%
011 Legislative	40,400.00	18,244.51	22,155.49	45.2%
522 12 10 10 Salary - Administration	484,108.00	235,907.80	248,200.20	48.7%
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	3,380.00	5,620.00	37.6%
522 12 20 10 Benefits - Administrative	85,420.00	34,012.46	51,407.54	39.8%
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	1,581.66	2,418.34	39.5%
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	1,894.56	1,855.44	50.5%
522 12 31 10 Computer Software	22,000.00	9,180.90	12,819.10	41.7%
522 12 35 00 Office Tools & Equipment	1,500.00	296.11	1,203.89	19.7%
522 12 35 10 Office Computer Equipment	25,600.00	18,646.92	6,953.08	72.8%
522 12 41 00 Contract Services	40,000.00	43,218.81	(3,218.81)	108.0%
522 12 41 01 Contract Services - TV/Internet	19,000.00	6,054.99	12,945.01	31.9%
522 12 41 03 Contract Services - Computer	100,000.00	49,638.87	50,361.13	49.6%
522 12 41 10 Contract Services - Financial Services	15,000.00	8,250.00	6,750.00	55.0%
522 12 42 00 Phone Service	12,000.00	8,384.35	3,615.65	69.9%
522 12 42 10 Cellular Phone Service	13,000.00	5,404.34	7,595.66	41.6%
522 12 42 40 Postage	1,500.00	417.02	1,082.98	27.8%
522 12 44 00 Advertising/Notices/Recruiting	2,000.00	454.00	1,546.00	22.7%
522 12 46 00 District Insurance	120,084.00	2,955.00	117,129.00	2.5%
522 12 48 20 WebPage Maintenance	1,100.00	458.39	641.61	41.7%
522 12 49 00 Memberships/Dues	12,000.00	9,571.00	2,429.00	79.8%
522 12 49 05 Fitness Club Memberships	6,000.00	5,400.22	599.78	90.0%
522 12 49 10 Taxes And Irrigation Fees	300.00	115.37	184.63	38.5%
522 12 49 20 State Auditor	60,000.00	50,999.36	9,000.64	85.0%
012 Administrative	1,059,462.00	502,382.13	557,079.87	47.4%
522 13 49 00 Election Assessments	6,000.00	0.00	6,000.00	0.0%
013 Election	6,000.00	0.00	6,000.00	0.0%
522 14 40 00 Advertising	500.00	99.66	400.34	19.9%
522 14 41 00 Professional Services	24,500.00	12,724.54	11,775.46	51.9%
014 Legal	25,000.00	12,824.20	12,175.80	51.3%
522 20 10 10 Mobilization Wages	30,000.00	16,241.20	13,758.80	54.1%
522 20 20 10 Mobilization Benefits	9,000.00	2,695.68	6,304.32	30.0%
522 20 24 10 Physicals/Innoculation	33,000.00	21,722.00	11,278.00	65.8%
522 20 28 00 Uniforms (All Non-PPE)	36,000.00	13,791.90	22,208.10	38.3%
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%

2024 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION DISTRICT

Time: 12:05:40 Date: 07/17/2024

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001 6841 - General Fund

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

Expenditures	Amt Budgeted	Expenditures	Remaining	
522 Fire Control				
522 20 48 00 Uniform Maintenance	1,000.00	0.00	1,000.00	0.0%
020 Operations	112,000.00	54,450.78	57,549.22	48.6%
522 21 10 10 Salary - Firefighters	2,398,677.00	1,267,702.60	1,130,974.40	52.9%
522 21 10 71 Overtime - Firefighters	260,000.00	116,508.19	143,491.81	44.8%
522 21 10 80 Resident Reimbursement	30,000.00	14,075.00	15,925.00	46.9%
522 21 10 90 Volunteer Reimbursement	66,000.00	32,956.00	33,044.00	49.9%
522 21 20 04 HRA Benefits	69,000.00	37,870.00	31,130.00	54.9%
522 21 20 10 Benefits - Firefighters	697,086.00	372,496.67	324,589.33	53.4%
522 21 20 71 Benefits - Overtime FF	67,600.00	27,886.48	39,713.52	41.3%
522 21 20 80 Benefits - Resident Reimbursement	2,500.00	1,076.77	1,423.23	43.1%
522 21 20 90 Benefits - Volunteer	6,000.00	2,540.21	3,459.79	42.3%
522 21 28 20 PPE - Protective Clothing	70,000.00	26,388.84	43,611.16	37.7%
522 21 31 00 Expendable Supplies - Suppression	1,200.00	2,073.13	(873.13)	172.8%
522 21 35 10 Tools & Equipment -Suppression	5,750.00	2,825.94	2,924.06	49.1%
522 21 35 11 Hose Replacement	12,075.00	6,557.62	5,517.38	54.3%
522 21 35 12 Nozzle Replacement	10,005.00	2,623.86	7,381.14	26.2%
522 21 41 00 Professional Services	12,000.00	7,953.29	4,046.71	66.3%
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	3,656.67	(1,656.67)	182.8%
021 Suppression	3,714,043.00	1,925,191.27	1,788,851.73	51.8%
522 24 31 00 Expendable Supplies - Radios	500.00	172.03	327.97	34.4%
522 24 35 00 Non-Expendable Supplies - Radios	70,000.00	115.06	69,884.94	0.2%
522 24 41 00 Dispatch Services	115,000.00	64,750.00	50,250.00	56.3%
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	65,037.09	142,262.21	31.4%
522 26 31 00 Expendable Supplies	3,000.00	0.00	3,000.00	0.0%
522 26 31 10 Food	4,000.00	1,746.63	2,253.37	43.7%
522 26 35 00 Non-Expendable Equipment	1,000.00	0.00	1,000.00	0.0%
522 26 48 00 Outside Services	4,500.00	3,312.00	1,188.00	73.6%
026 Logistics (Support Services)	12,500.00	5,058.63	7,441.37	40.5%
522 30 31 00 Expendable Supplies-Prevention	10,000.00	1,211.08	8,788.92	12.1%
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 41 01 Professional Services - Marketing	72,000.00	48,052.17	23,947.83	66.7%
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	85,600.00	49,263.25	36,336.75	57.6%
522 45 10 10 Salary - Training Captain	136,000.00	69,271.28	66,728.72	50.9%
522 45 10 71 Overtime - Training Captain	16,000.00	11,219.43	4,780.57	70.1%
522 45 20 10 Benefits - Training Captain	35,000.00	13,078.11	21,921.89	37.4%
522 45 20 71 Benefits - OT Training Captain	4,000.00	2,038.08	1,961.92	51.0%
522 45 31 00 Expendable Supplies - Training	10,000.00	391.39	9,608.61	3.9%
522 45 31 10 Training Computer Software	15,000.00	7,954.71	7,045.29	53.0%
522 45 35 00 Tools & Equipment - Training	7,000.00	295.69	6,704.31	4.2%

2024 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION DISTRICT

Time: 12:05:40 Date: 07/17/2024

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001 6841 - General Fund

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

Expenditures	Amt Budgeted	Expenditures	Remaining	
522 Fire Control				
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	1,466.10	2,033.90	41.9%
522 45 43 01 Travel - Mileage&Air(Admin)	2,400.00	31.62	2,368.38	1.3%
522 45 43 03 Travel - Mileage&Air(EMS)	6,500.00	342.06	6,157.94	5.3%
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	2,521.31	8,478.69	22.9%
522 45 43 11 PerDiem & Lodging(Admin)	6,800.00	164.00	6,636.00	2.4%
522 45 43 13 PerDiem & Lodging(EMS)	8,000.00	1,210.40	6,789.60	15.1%
522 45 43 14 PerDiem & Lodging(Safety)	2,500.00	1,550.90	949.10	62.0%
522 45 43 20 Registration Fees(Operations)	26,000.00	5,133.28	20,866.72	19.7%
522 45 43 21 Registration Fees(Admin)	3,500.00	1,175.00	2,325.00	33.6%
522 45 43 23 Registration Fees(EMS)	7,900.00	858.04	7,041.96	10.9%
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	4,577.76	10,422.24	30.5%
522 45 43 99 Article 32 MED EMS Training	34,500.00	1,065.00	33,435.00	3.1%
045 Training	367,300.00	124,892.02	242,407.98	34.0%
522 50 31 00 Expendable Supplies -Facilities	11,000.00	4,900.55	6,099.45	44.6%
522 50 35 00 Tools & Equipment - Facilities	7,000.00	2,298.11	4,701.89	32.8%
522 50 45 00 Lease-Sta 410	5,000.00	4,767.63	232.37	95.4%
522 50 47 10 Electricity	38,000.00	15,095.75	22,904.25	39.7%
522 50 47 20 Water/Sewer/Natural Gas	25,000.00	5,884.81	19,115.19	23.5%
522 50 48 00 Repair & Maint. - Facilities	70,000.00	52,845.64	17,154.36	75.5%
050 Facilities	156,000.00	85,792.49	70,207.51	55.0%
522 60 31 00 Expendable Supplies - Automotive	3,000.00	1,349.23	1,650.77	45.0%
522 60 32 00 Fuels	58,300.00	18,477.31	39,822.69	31.7%
522 60 35 00 Tools, Equipment & Parts - Automotive	5,350.00	4,507.70	842.30	84.3%
522 60 48 00 3rd party repair & Maint. - Automotive	112,125.00	49,692.47	62,432.53	44.3%
060 Automotive	178,775.00	74,026.71	104,748.29	41.4%
522 70 10 10 Salary - EMS Captain	140,000.00	58,899.49	81,100.51	42.1%
522 70 10 71 Overtime - EMS Captain	25,000.00	10,794.00	14,206.00	43.2%
522 70 20 10 Benefits - EMS Captain	35,000.00	16,057.07	18,942.93	45.9%
522 70 20 71 Benefits - OT EMS Captain	6,000.00	2,456.03	3,543.97	40.9%
522 70 31 00 Expendable Supplies - EMS	60,000.00	39,411.49	20,588.51	65.7%
522 70 35 00 Small Tools & Minor Equip	10,800.00	4,845.60	5,954.40	44.9%
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	20,000.00	5,208.37	14,791.63	26.0%
522 70 48 00 Small Tools- Repairs & Maintenance	6,000.00	2,296.85	3,703.15	38.3%
070 Ambulance Transport Services	307,800.00	141,500.43	166,299.57	46.0%
522 Fire Control	6,272,179.30	3,058,663.51	3,213,515.79	48.8%
589 Payroll Clearing				
589 90 00 00 Payroll Clearing	0.00	3,494.89	(3,494.89)	0.0%
589 Payroll Clearing	0.00	3,494.89	(3,494.89)	0.0%

2024 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION DISTRICT

Time: 12:05:40 Date: 07/17/2024

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001 6841 - General Fund

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

Expenditures	Amt Budgeted	Expenditures	Remaining	
591 Debt Service				
591 22 71 02 Capital Lease Principal	62,726.00	62,726.00	0.00	100.0%
591 22 84 03 Lease Payments - Office Equipment	7,500.00	10,449.37	(2,949.37)	139.3%
592 22 83 02 Capital Lease Interest	49,395.00	49,394.19	0.81	100.0%
591 Debt Service	119,621.00	122,569.56	(2,948.56)	102.5%
594 Capital Expenditures				
594 22 62 00 Captial Building	55,000.00	5,395.17	49,604.83	9.8%
594 22 63 00 Capital Apparatus And Equipment	859,835.00	648,979.71	210,855.29	75.5%
594 22 65 01 Capital Furniture and Office	50,000.00	0.00	50,000.00	0.0%
594 Capital Expenditures	964,835.00	654,374.88	310,460.12	67.8%
597 Interfund Transfers				
597 00 01 61 Transfer Out To 6846	815,000.00	0.00	815,000.00	0.0%
597 Interfund Transfers	815,000.00	0.00	815,000.00	0.0%
Fund Expenditures:	8,171,635.30	3,839,102.84	4,332,532.46	47.0%
Fund Excess/(Deficit):	2,327,297.70	4,638,120.41		

2024 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION DISTRICT

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110 6848 - EMS Fund 01/01/2024 To: 12/31/2024

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances				
308 31 00 11 Beginning Balance	3,562,546.00	3,741,193.72	(178,647.72)	105.0%
308 Beginning Balances	3,562,546.00	3,741,193.72	(178,647.72)	105.0%
310 Taxes				
311 10 00 11 Property Tax	1,682,683.00	917,474.52	765,208.48	54.5%
310 Taxes	1,682,683.00	917,474.52	765,208.48	54.5%
330 Intergovernmental Revenues				
332 93 40 10 GEMT	300,000.00	0.00	300,000.00	0.0%
337 00 00 11 EMSI	150,000.00	62,500.00	87,500.00	41.7%
330 Intergovernmental Revenues	450,000.00	62,500.00	387,500.00	13.9%
340 Charges For Services				
342 60 01 10 Ambulance Service	470,000.00	298,453.86	171,546.14	63.5%
340 Charges For Services	470,000.00	298,453.86	171,546.14	63.5%
360 Investment Interest				
361 11 00 11 EMS Fund Interest	108,000.00	83,448.52	24,551.48	77.3%
360 Investment Interest	108,000.00	83,448.52	24,551.48	77.3%
Fund Revenues:	6,273,229.00	5,103,070.62	1,170,158.38	81.3%
Expenditures	Amt Budgeted	Expenditures	Remaining	
522 Fire Control				
522 70 35 10 Small Tools And Minor Equipment	500.00	110.07	389.93	22.0%
522 70 41 00 Ambulance Billing Service Fee	50,000.00	13,485.66	36,514.34	27.0%
522 70 41 20 Ambulance Over Payment	1,000.00	325.00	675.00	32.5%
522 70 48 10 Equipment Repairs & Maintenance	3,000.00	0.00	3,000.00	0.0%
522 Fire Control	54,500.00	13,920.73	40,579.27	25.5%
597 Interfund Transfers				
597 00 01 04 Transfer Out to 6841	934,000.00	934,000.00	0.00	100.0%
597 00 01 06 Transfer Out to 6841	1,680,828.00	1,680,828.00	0.00	100.0%
597 00 01 08 Transfer Out to 6841	281,000.00	281,000.00	0.00	100.0%
597 00 01 10 Transfer Out To 6846	170,000.00	170,000.00	0.00	100.0%
597 Interfund Transfers	3,065,828.00	3,065,828.00	0.00	100.0%
Fund Expenditures:	3,120,328.00	3,079,748.73	40,579.27	98.7%

2024 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION DISTRICT

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110 6848 - EMS Fund

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

Fund Excess/(Deficit):

3,152,901.00

2,023,321.89

2024 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION DISTRICT

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201 6842 - Bond Fund 01/01/2024 To: 12/31/2024

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances				
308 31 00 21 Beginning Balance	186,499.00	189,160.33	(2,661.33)	101.4%
308 Beginning Balances	186,499.00	189,160.33	(2,661.33)	101.4%
310 Taxes				
311 10 00 21 Property Tax	481,215.00	263,420.17	217,794.83	54.7%
310 Taxes	481,215.00	263,420.17	217,794.83	54.7%
360 Investment Interest				
361 11 00 21 Bond Fund Interest	5,500.00	5,689.12	(189.12)	103.4%
360 Investment Interest	5,500.00	5,689.12	(189.12)	103.4%
Fund Revenues:	673,214.00	458,269.62	214,944.38	68.1%
Expenditures	Amt Budgeted	Expenditures	Remaining	
591 Debt Service				
591 22 71 01 Bond Principal Payment	225,000.00	0.00	225,000.00	0.0%
592 22 83 01 Bond Interest Payment	260,750.00	130,375.00	130,375.00	50.0%
591 Debt Service	485,750.00	130,375.00	355,375.00	26.8%
Fund Expenditures:	485,750.00	130,375.00	355,375.00	26.8%
Fund Excess/(Deficit):	187,464.00	327,894.62		

2024 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION DISTRICT

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401 6844 - Construction Fund

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

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances				
308 31 00 41 Beginning Balance	28.00	28.29	(0.29)	101.0%
308 Beginning Balances	28.00	28.29	(0.29)	101.0%
310 Taxes				
311 10 00 22 Real & Personal Property Taxes	1.00	0.00	1.00	0.0%
310 Taxes	1.00	0.00	1.00	0.0%
360 Investment Interest				
361 11 00 41 Construction Fund Interest	0.00	0.57	(0.57)	0.0%
360 Investment Interest	0.00	0.57	(0.57)	0.0%
Fund Revenues:	29.00	28.86	0.14	99.5%
Fund Excess/(Deficit):	29.00	28.86		

2024 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION DISTRICT

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601 6846 - Reserve Fund

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

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances				
308 91 00 61 Beginning Balance	1,381,399.00	1,381,398.50	0.50	100.0%
308 Beginning Balances	1,381,399.00	1,381,398.50	0.50	100.0%
360 Investment Interest				
361 11 00 61 Reserve Fund Interest	39,000.00	28,811.04	10,188.96	73.9%
360 Investment Interest	39,000.00	28,811.04	10,188.96	73.9%
397 Interfund Transfers				
397 00 00 07 Transfer In From 6848	170,000.00	170,000.00	0.00	100.0%
397 00 01 61 Transfer In From 6841	815,000.00	0.00	815,000.00	0.0%
397 Interfund Transfers	985,000.00	170,000.00	815,000.00	17.3%
Fund Revenues:	2,405,399.00	1,580,209.54	825,189.46	65.7%
Fund Excess/(Deficit):	2,405,399.00	1,580,209.54		

2024 BUDGET POSITION TOTALS

BENTON COUNTY FIRE PROTECTION DIS

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Fund	Revenue Budgeted	Received		Expense Budgeted	Spent	
001 6841 - General Fund	10,498,933.00	8,477,223.25	80.7%	8,171,635.30	3,839,102.84	47%
110 6848 - EMS Fund	6,273,229.00	5,103,070.62	81.3%	3,120,328.00	3,079,748.73	99%
201 6842 - Bond Fund	673,214.00	458,269.62	68.1%	485,750.00	130,375.00	27%
401 6844 - Construction Fund	29.00	28.86	99.5%	0.00	0.00	0%
601 6846 - Reserve Fund	2,405,399.00	1,580,209.54	65.7%	0.00	0.00	0%
	<u>19,850,804.00</u>	<u>15,618,801.89</u>	<u>78.7%</u>	<u>11,777,713.30</u>	<u>7,049,226.57</u>	<u>59.9%</u>



**BENTON COUNTY FIRE PROTECTION
DISTRICT # 4**

Policy #143

Accounts Receivable

Page 1 of 2

1. Purpose

1.1. The purpose of this policy to ensure proper management of receivables related to services provided by the District, such as emergency response fees and any other billable services.

2. Scope

2.1. This policy applies to all employees involved in the process of generating, recording, monitoring, and collecting accounts receivable within the District.

3. Responsibilities

3.1. Administrative Assistant

3.1.1. The administrative assistant monitors accounts receivables by collaborating with the third-party billing company; including reviewing invoices, verifying the accuracy of charges, and reconciling discrepancies. Additionally, the administrative assistant works closely with the billing company to resolve any issues or discrepancies that may arise.

3.2. Financial Manager

3.2.1. The financial manager is responsible for tracking accounts receivables and monitoring them in accounting software. The financial manager also ensures that all financial transactions are properly recorded and accounted for.

4. Revision Summary

Revision Date	Description
7/18/2024	New issue

5. Definitions

5.1. Washington State BARS Manual

5.1.1. The Budgeting, Accounting and Reporting System (BARS) Manual directs accounting and reporting standards for local governments in accordance with RCW 43.09.200. Its purpose is to provide:

- uniform accounting and financial reporting to allow for meaningful use and comparison of financial data.
- accounting and reporting instructions as a resource for local government managers; and
- a consistent framework for financial reporting to intended users, including managers, governing bodies, granting and regulatory agencies, the state Legislature, and the general public.

6. Regulations

Policy #143
Accounts Receivable

6.1. The financial manager is required to follow the internal controls established in the Washington State BARS manual regarding revenues and cash receipting.

7. Conditions

7.1. Internal Controls

7.1.1. The administrative assistant and third-party billing company shall prepare receipts for monies received.

7.1.2. The financial manager and third-party billing company shall prepare and submit deposits.

8. Procedures

8.1. Deposits

8.1.1. Monies collected or received shall be deposited with the Benton County Treasurer within a timely manner.

8.2. Receipts

8.2.1. Receipts must include the following:

- Name of payor.
- Amount received.
- Mode of payment.
- Purpose of payment.
- Name of employee who prepared receipt.

Adopted by BCFD4 Commissioners

Signed by Fire Chief:

Printed: _____

Signed: _____

Effective Date: _____

Supersedes Date: N/A



**BENTON COUNTY FIRE PROTECTION
DISTRICT # 4**

SOG #2028

Gross Decontamination and Clean Cab

Page 1 of 4

1. Purpose

1.1 The purpose of this SOG is to provide the best practices identified by the District to minimize exposure to toxins and carcinogens through cross-contamination by adhering to a “clean cab” concept in fire apparatus.

2. Scope

2.1 This SOG applies to all members of Benton County Fire District #4.

3. Responsibilities

3.1. None.

4. Revision Summary

Revision Date	Description
7/18/2024	New Issue

5. Definitions

5.1. Clean Cab Concept – A model where the cab of the apparatus or passenger compartment of the vehicle is kept as free as possible of carcinogens and toxins by keeping items that have been exposed to carcinogens, toxins, and chemicals out of the cab or passenger compartment. Simply put, anything that goes into an IDLH atmosphere does not go into the cab.

5.2. Firefighting Equipment – Any piece of equipment that is carried on a fire district apparatus.

5.3. Full Turnout Gear – Helmet with eye protection, fire retardant helmet liner, and chinstrap; turnout coat; turnout pants with suspenders; bunker boots; NFPA compliant fire gloves; protective hood; SCBA tank; SCBA harness; and SCBA mask. Also known as Personal Protective Equipment (PPE).

5.4. Immediately Dangerous to Life and Health (IDLH) – Any condition that poses an immediate or delayed threat to life, may cause irreversible adverse health effects, and/or may affect an individual’s ability to escape unaided from a hazardous environment.

5.5. Gross Decontamination –The removal of hazardous substances from employees' bodies, PPE, equipment, tools, and/or sites to the extent necessary to prevent the occurrences of adverse health and/or environmental effects.

5.6. Technical Decontamination– The thorough removal of contamination from tools and PPE in accordance with NFPA 1851 and/or manufacturers’ recommendations before being returned service.

5.7. Exposure - Contact with toxic, carcinogenic or otherwise hazardous materials, either through inhalation, ingestion, or skin absorption.

6. Regulations

SOG #2028
Gross Decontamination and Clean Cab

Page 2 of 4

- 6.1. WAC 296-305-05002 (15) - Prior to removing firefighting ensembles worn in the hot zone, a gross decontamination must be performed to remove potentially harmful contaminants.

7. Guidelines

7.1. Apparatus and Equipment

Note: Apparatus includes the following: engines, aerials, tenders, support vehicles, staff vehicles, and medics.

- 7.1.1. When possible, position apparatus to minimize exposure to smoke and other contaminants. Position apparatus and vehicles upwind if possible. Vehicle doors and windows shall remain closed unless in use.
- 7.1.2. Equipment used within the IDLH environment shall be decontaminated at the scene, if possible, or at the fire station.
- 7.1.3. Apparatus cabs shall undergo complete decontamination after any contamination and on a quarterly basis.
- 7.1.4. SCBAs that are stored within the cab will be decontaminated on scene.
- 7.1.5. After returning to the station, personnel shall take appropriate steps to technically decontaminate used tools/equipment, turnout gear (using extractors as needed), and SCBA packs before placing them back in service.

7.2. PPE

- 7.2.1. Grossly decontaminated turnout gear is NOT allowed in the cab. Only clean turnout gear is allowed in the cab. Clean turnout gear is defined as gear that has been cleaned according to NFPA 1851 and/or manufacturers recommendations, such as in a gear washer extractor.
- 7.2.2. PPE used within the IDLH environment shall NOT enter the cab of any vehicle. Contaminated turnout gear (PPE) shall be stored outside of the cab. Seal the contaminated turnout gear in a plastic bag and place it on the "crosswalk/pump-panel area" or in an open bed of a command/support truck.
 - 7.2.2.1. SCBA packs may, after undergoing gross decontamination, be sealed in District approved plastic bags, and placed in the cab of a vehicle if it is determined to be a safer option for transport back to the station for a more thorough decontamination.

7.3. Personnel

- 7.3.1. All personnel that entered the IDLH environment will perform gross decontamination on scene.
 - 7.3.1.1. If SCBA was worn, personnel shall remain on air while performing gross decontamination.
- 7.3.2. After returning to the station, personnel should take appropriate steps to decontaminate themselves before placing the apparatus back in service. Steps include taking a shower within an hour of returning to the station, putting on clean undergarments and uniform, etc.

SOG #2028
Gross Decontamination and Clean Cab

Page 3 of 4

7.3.3. Every attempt should be made to wash contaminated uniforms at the station in department provided washing machines.

7.4. Stations

7.4.1. Apparatus shall NOT be allowed to run at idle in the apparatus bays unless they are connected to station exhaust system or exhaust is properly filtered.

7.4.1.1. Routine vehicle inspections and maintenance should occur outside the apparatus bay on the apron if the vehicle must be left running.

7.4.1.2. The apparatus shall be a minimum of fifteen (15) feet from the bay opening and downwind of the bay opening, if possible, to help keep the exhaust out of the apparatus bay.

7.4.2. PPE shall NOT be present inside any living or training areas of the fire station (exception is for PPE that is clean and used for training purposes). PPE shall only be present in the apparatus bay and designated cleaning and storage locations.

8. Procedures

8.1. Gross Decontamination

Note: Personnel exiting the IDLH should remain in PPE (including SCBA) until the conclusion of gross decontamination of PPE.

8.1.1. Use a soft bristle brush, damp towel, or similar item to remove large debris.

8.1.2. Use a hose reel or other low-pressure hose line to completely rinse, from top to bottom, personnel, tools, and equipment.

8.1.2.1. When performing gross decontamination of personnel, remove SCBA mask last.

8.1.2.2. Use wet wipes or baby wipes to remove excess soot from around head, face, jaw, and neck.

8.1.3. All efforts shall be made to return items that underwent gross decontamination in an outside compartment and away from personnel.

8.1.4. If items must be placed in the same compartment as personnel for transport back to the station (e.g. SCBAs), those items shall be placed in a plastic bag.

8.2. Technical Decontamination

8.2.1. Upon returning to the station:

8.2.1.1. Personnel will change clothes and shower as soon as reasonably possible.

8.2.1.2. Tools and PPE shall be cleaned and decontaminated in accordance with manufacturers' recommendations before being returned to service.

SOG #2028
Gross Decontamination and Clean Cab

Adopted by Fire Chief

Signed by Fire Chief:

Printed: _____

Signed: _____

Effective Date: _____

Supersedes Date: N/A _____