



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

JULY 3, 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 3, 2024.
- Minutes:
 - Approve minutes of June 20, 2024, Special and Regular Meeting.
- Claim Vouchers:
 - Approve Claim Voucher numbers 848 through 874 for \$96,821.70 for the period ending July 12, 2024.

RESOLUTIONS/MOTIONS

- Policy #110; Credit Cards

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**

**Special Board Meeting Minutes
June 6, 2024**

CALL MEETING TO ORDER

Commissioner Goodwin called the regular meeting of the Board of Fire Commissioners of Benton County Fire District Protection District #4 to order at 10:00 a.m. at 2604 Bombing Range Rd West Richland, Washington. The board members present at this meeting in-person were Commissioner Brink and Commissioner Goodwin. Commissioner Van Beek was excused.

THOSE PRESENT

Staff members present were:

Fire Chief Carlyle	Captain Harper	Lieutenant Longie
Finance Manager Paden-Lilly	Captain Newton	
Administrative Assistant Booth	Captain Rogers	

Guests present:

Ginny Waltman, Audit Manager Office of the Washington State Auditor	Debbie O’Leary, Assistant Audit Manager Office of the Washington State Auditor
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NEW BUSINESS

Exit Conference with the State Auditor’s Office

Audit Manager Ginny Waltman and Assistant Audit Manager Debbie O’Leary reviewed the Financial Audit performed for 2020-2022.

The audit revealed weaknesses in the District’s internal controls and provided recommendations for improvement. Moving forward, it is important for the District to prioritize addressing the identified weaknesses and implementing robust internal controls to ensure accurate financial reporting.

The auditor’s plan is to have the 2020-2022 accountability audit complete within the next couple of months. The next financial and accountability audit is scheduled to be conducted in 2025 and will cover 2023-2024.

PUBLIC COMMENT

There was no public comment.

ADJOURNMENT

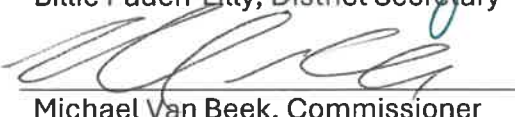
With no further business to come before the Board the meeting was adjourned at 10:11 a.m.

Attested:



Billie Paden-Lilly, District Secretary

7/3/2024
Date



Michael Van Beek, Commissioner

07/03/2024
Date



Garrett Goodwin, Commissioner

07/03/2024
Date

Fred Brink, Commissioner

Date



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

Regular Board Meeting Minutes June 20, 2024

CALL MEETING TO ORDER

Commissioner Goodwin 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 in-person were Commissioner Goodwin and Commissioner Van Beek. Commissioner Brink was excused.

PLEDGE OF ALLEGIANCE

Chief Carlyle led the pledge of allegiance.

ADDITIONS TO THE AGENDA

There were no additions to the agenda.

THOSE PRESENT

Staff members present were:

Fire Chief Carlyle	Lieutenant Longie	Firefighter Whitby
Finance Manager Paden-Lilly	Firefighter Andrews	
Captain Putz	Paramedic Garrison-Ehredt	
Captain Rogers	Firefighter Hart	

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 June 20, 2024
- Minutes – Approval of Minutes dated June 6, 2024
- Approval and Pay
 - Payroll Vouchers
 - Approve Payroll Voucher numbers 811 through 841 and Electronic Fund Transfer(s) as listed for \$323,103.05 for the period ending June 28, 2024.
 - Claim Vouchers:
 - Approve Claim Voucher numbers 810 through 843 for \$60,438.10 for the period ending June 28, 2024.

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

RESOLUTIONS/MOTIONS

Property Appraisal

Consider approving an appraisal proposal and engagement letter from Valbridge Property Advisors.

MOTION by Commissioner Van Beek to move forward with the property appraisal from Valbridge Property Advisors. Commissioner Goodwin seconded the motion and the motion passed.

DISTRICT REPORTS

Fire Chief - Chief Carlyle reported the following:

- Attend the Regional Ops Chief meeting.
 - Work on some polices
 - Active shooter training scheduling
- Attended the Community Emergency Preparedness Assessment
 - Previously the was accomplished by yearly surveys sent out via Benton County EM. There was pretty dismal response, so the State changed and now it will be a daylong session every three years to complete these assessments.
 - The assessments help bring grant money and other revenue into the county.
- Responded to several incidents and also assisted as EROC.
- Attended the executive officers meeting.
 - Discussed budget, policies, HR laws.
- Mobilized to the Beam Road and Camas fires in Zillah as part of the type 3 incident management team.
- Chiefs completed the fourth of July fireworks safety video for agencies to publish.
- Attended the Columbia Basin Dive rescue board meeting.
 - Recruiting members who would like to sit on the board.
- Attended the State Auditors exit conference on the Financial Statement portion of the audit.
 - At the meeting they stated the accountability side would be a couple more months before they were wrapped up.
- Deputy Chief position closed on the 17th. 10 applications were received, and he has started reviewing the applications and will continue to work through the outlined process.
 - Will be contacting Commissioners to set up dates for the process.
- The three firefighter candidates have cleared background and I have scheduled meetings next week with them for conditional offers and to continue the process.

OPEN FORUM DISCUSSION

There was no open forum discussion.

IMPORTANT DATES

- June 21 – Southeast Washington Fire Commissioner’s Association meeting in Dayton.
- 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:

- Cool Desert Nights is scheduled for the weekend and traffic updates have been distributed.
- Fireworks stands are already going up in the area.
- The Public Servant of the Year will be announced at the River of Fire event this year, and Chief Carlyle asked if any commissioners were interested in attending.
- There have been sign issues at Station 410 and a repair ticket has been submitted.
- The new furniture will arrive at Station 420 on Wednesday next week.

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 5:12 p.m.

Attested:


 Billie Paden-Lilly, District Secretary

7/3/2024
 Date


 Michael Van Beek, Commissioner

07/03/2024
 Date


 Garrett Goodwin, Commissioner

07/04/2024
 Date

 Fred Brink, Commissioner

 Date

ACCOUNTS PAYABLE

BENTON COUNTY FIRE PROTECTION DISTRICT #4

Time: 12:00:40 Date: 07/02/2024
Page: 1

As Of: 07/12/2024

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
14120 07/12/202407/12/202415			AMAZON	86.21	OFFICE SUPPLIES; IPHONE CASE
522 12 35 00	Office Tools & Equipment		001 000 522 6841 - General I	86.21	OFFICE SUPPLIES
Invoice					
	1KLT-Y3HP-7XPJ			61.23	OFFICE SUPPLIES
	114-7763488-7650669			24.98	IPHONE CASE
14119 07/12/202407/12/20241046			ARCHBRIGHT	2,765.00	2024 HR MEMBERSHIP (6/2024-12/2024)
522 12 41 00	Contract Services		001 000 522 6841 - General I	2,765.00	2024 MEMBERSHIP
Invoice					
	DU012918			2,765.00	2024 HR MEMBERSHIP (6/2024-12/2024)
14115 07/12/202407/12/2024829			AT&T MOBILITY	103.30	FIRSTNET
522 12 42 10	Cellular Phone Service		001 000 522 6841 - General I	103.30	FIRSTNET
Invoice					
	06192024			103.30	FIRSTNET
14136 07/12/202407/12/2024442			BENTON RURAL ELECTRIC	1,192.55	ELECTRICITY
522 50 47 10	Electricity		001 000 522 6841 - General I	617.96	STA420 - 172850825
522 50 47 10	Electricity		001 000 522 6841 - General I	40.17	WELL - 34400
522 50 47 10	Electricity		001 000 522 6841 - General I	147.54	SHOP - 602700
522 50 47 10	Electricity		001 000 522 6841 - General I	707.33	STA430 - 892000
522 50 47 10	Electricity		001 000 522 6841 - General I	405.16	STA410 - 31760125
522 50 47 10	Electricity		001 000 522 6841 - General I	-725.61	CREDIT ON ACCT
Invoice					
	06302024			1,192.55	ELECTRICITY
14116 07/12/202407/12/202459			CASCADE FIRE - OREGON	378.19	BOOTS
522 20 28 00	Uniforms (All Non-PPE)		001 000 522 6841 - General I	378.19	BOOTS
Invoice					
	13164			378.19	BOOTS
14117 07/12/202407/12/2024921			CASCADE NATURAL GAS	82.26	NATURAL GAS
522 50 47 20	Water/Sewer/Natural Gas		001 000 522 6841 - General I	82.26	NATURAL GAS

ACCOUNTS PAYABLE

BENTON COUNTY FIRE PROTECTION DISTRICT #4

Time: 12:00:40 Date: 07/02/2024
Page: 2

As Of: 07/12/2024

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
			Invoice		
			06142024	82.26	NATURAL GAS
14118 07/12/202407/12/2024481			CHARTER COMMUNICATIONS	797.28	TV/INTERNET
522 12 41 01	Contract Services - TV/Interr	001 000 522 6841 - General I		797.28	TV/INTERNET
			Invoice		
			239004001061424	797.28	TV/INTERNET
14121 07/12/202407/12/2024431			ENDURIS	2,180.00	PROPERTY & AUTO PHY DAMAGE INSURANCE
522 12 46 00	District Insurance	001 000 522 6841 - General I		2,180.00	INSURANCE
			Invoice		
			R24-535-5	2,192.00	PROPERTY & AUTO PHY DAMAGE INSURANCE
			R24-535-6	-12.00	CREDIT
14122 07/12/202407/12/2024123			FIRE 4 ADVANCED TRAVEL	197.00	PER DIEM WSSFA CONF - WAKEMAN
522 45 43 10	PerDiem & Lodging(Operati	001 000 522 6841 - General I		197.00	PER DIEM WSSFA CONF
			Invoice		
			1004	197.00	PER DIEM WSSFA CONF - WAKEMAN
14123 07/12/202407/12/2024704			FIRE 4 CHECKING ACCOUNT	100.00	AMBULANCE REFUND FOR BC42300954
522 70 41 20	Ambulance Over Payment	110 000 522 6848 - EMS Fun		100.00	AMBULANCE REFUND
			Invoice		
			1328	100.00	AMBULANCE REFUND FOR BC42300954
14124 07/12/202407/12/20241031			FITCH AND ASSOCIATES, LLC	4,998.75	STRATEGIC PLAN
522 12 41 20	Professional Services	001 000 522 6841 - General I		4,998.75	STRATEGIC PLAN
			Invoice		
			24-8430-02	4,998.75	STRATEGIC PLAN
14125 07/12/202407/12/2024509			HUGHES FIRE EQUIPMENT INC.	2,161.89	APP47 REPAIRS; TIRE CHANGE
522 60 48 00	3rd party repair & Maint. - A	001 000 522 6841 - General I		2,161.89	APP47 REPAIRS; TIRE CHG

ACCOUNTS PAYABLE

BENTON COUNTY FIRE PROTECTION DISTRICT #4

Time: 12:00:40 Date: 07/02/2024
Page: 3

As Of: 07/12/2024

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
			Invoice		
	608517		608474	1,824.05	APP47 REPAIRS
				337.84	TIRE CHANGE
14126 07/12/202407/12/2024876			ISOUTSOURCE	6,733.22	MONITORING FOR COMPUTERS; BLOCK SUPPORT
	522 12 41 03	Contract Services - Comput	001 000 522 6841 - General I	6,733.22	MONITORING; BLOCK SUPPORT
			Invoice		
	CW296856		CW296812	1,733.22	MONITORING FOR COMPUTERS
				5,000.00	BLOCK SUPPORT
14127 07/12/202407/12/2024861			LEAF	7,269.21	3 COPIERS - ANNUAL LEASE
	522 12 45 00	Equipment Lease/Maint	001 000 522 6841 - General I	7,269.21	3 COPIERS - ANNUAL LEASE
			Invoice		
	16701007			7,269.21	3 COPIERS - ANNUAL LEASE
14128 07/12/202407/12/2024187			LIFE ASSIST	3,083.07	EMS SUPPLIES
	522 70 31 00	Expendable Supplies - EMS	001 000 522 6841 - General I	3,083.07	EMS SUPPLIES
			Invoice		
	1448949			30.59	EMS SUPPLIES
	1448535			1,607.28	EMS SUPPLIES
	1447569			569.52	EMS SUPPLIES
	1446868			875.68	EMS SUPPLIES
14130 07/12/202407/12/2024182			LN CURTIS & SONS	18,558.80	ADAPTER; STOCK SRV KIT BAGS; JACKETS/PANTS
	522 21 28 20	PPE - Protective Clothing	001 000 522 6841 - General I	17,747.37	JACKETS/PANTS
	522 21 35 10	Tools & Equipment -Suppres	001 000 522 6841 - General I	594.03	ADAPTER
	522 60 48 00	3rd party repair & Maint. - A	001 000 522 6841 - General I	217.40	STOCK SRV KET BAGS
			Invoice		
	838426			594.03	ADAPTER
	837663			217.40	STOCK SRV KET BAGS
	885896			17,747.37	JACKETS/PANTS
14137 07/12/202407/12/2024779			MCGAVICK GRAVES ATTORNEY AT LAW	379.50	EMPLOYMENT MATTERS
	522 14 41 00	Professional Services	001 000 522 6841 - General I	379.50	EMPLOYMENT MATTERS

ACCOUNTS PAYABLE

BENTON COUNTY FIRE PROTECTION DISTRICT #4

Time: 12:00:40 Date: 07/02/2024
Page: 4

As Of: 07/12/2024

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
Invoice					
	40899			379.50	EMPLOYMENT MATTERS
14129 07/12/202407/12/2024824			PALADIN BACKGROUND	48.00	BACKGROUNDS (2)
522 12 44 00	Advertising/Notices/Recruiti	001 000 522 6841 - General I		48.00	BACKGROUNDS (2)
Invoice					
	5870			48.00	BACKGROUNDS (2)
14140 07/12/202407/12/20241047			SPECK BUICK GMC OF TRI-CITIES	5,278.56	APP 42 SERVICE
522 60 48 00	3rd party repair & Maint. - A	001 000 522 6841 - General I		5,278.56	APP 42 SERVICE
Invoice					
	RO5032447			5,278.56	APP 42 SERVICE
14139 07/12/202407/12/2024322			STAPLES ADVANTAGE	529.19	FACILITY/OFFICE SUPPLIES
522 12 31 00	Expendable Office Supplies	001 000 522 6841 - General I		193.60	OFFICE SUPPLIES
522 50 31 00	Expendable Supplies - Faciliti	001 000 522 6841 - General I		335.59	FACILITY SUPPLIES
Invoice					
	6005035889			71.72	OFFICE SUPPLIES
	6004978037			69.36	OFFICE SUPPLIES
	6003423626			335.59	FACILITY SUPPLIES
	6004861605			24.44	OFFICE SUPPLIES
	6004861604			28.08	OFFICE SUPPLIES
14131 07/12/202407/12/2024625			STERICYCLE	219.49	EMS WASTE DISPOSAL
522 70 31 00	Expendable Supplies - EMS	001 000 522 6841 - General I		219.49	EMS WASTE DISPOSAL
Invoice					
	8007420778			121.34	EMS WASTE DISPOSAL
	8007437992			32.40	EMS WASTE DISPOSAL
	8007524145			65.75	EMS WASTE DISPOSAL
14132 07/12/202407/12/2024672			TIRE FACTORY	170.03	APP 13 BATTERY
522 60 48 00	3rd party repair & Maint. - A	001 000 522 6841 - General I		170.03	APP 13 BATTERY
Invoice					

ACCOUNTS PAYABLE

BENTON COUNTY FIRE PROTECTION DISTRICT #4

Time: 12:00:40 Date: 07/02/2024
Page: 5

As Of: 07/12/2024

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
	3038960		170.03 APP 13 BATTERY		
14138 07/12/202407/12/2024347			US LINEN & UNIFORM	441.04	MAT SERVICE
	522 50 48 00	Repair & Maint. - Facilities	001 000 522 6841 - General I	441.04	MAT SERVICE
			Invoice		
	3330700		62.15 MAT SERVICE		
	3337848		62.15 MAT SERVICE		
	3336046		49.68 MAT SERVICE		
	3343205		49.68 MAT SERVICE		
	3332572		108.69 MAT SERVICE		
	3339706		108.69 MAT SERVICE		
14133 07/12/202407/12/20241045			VALBRIDGE PROPERTY ADVISORS	1,100.00	REATINER FOR APPRAISAL OF PARCEL
	522 12 41 00	Contract Services	001 000 522 6841 - General I	1,100.00	REATINER FOR APPRAIAL
			Invoice		
	06172024		1,100.00 REATINER FOR APPRAISAL OF PARCEL		
14134 07/12/202407/12/2024465			VERIZON WIRELESS	827.70	CELL SERVICE
	522 12 42 10	Cellular Phone Service	001 000 522 6841 - General I	827.70	CELL SERVICE
			Invoice		
	9966747823		827.70 CELL SERVICE		
14114 07/12/202407/12/2024403			WA PUB EMP & RETIRE SYS	33,746.54	RETIREMENT RECONCILIATION
	522 12 10 10	Salary - Administration	001 000 522 6841 - General I	2,856.30	RETIREMENT RECONCILIATION
	522 21 20 10	Benefits - Firefighters	001 000 522 6841 - General I	30,890.24	RETIREMENT RECONCILIATION
			Invoice		
	11/2023L2		121.22 RETIREMENT RECONCILIATION		
	03/2024L2		30,769.02 RETIREMENT RECONCILIATION		
	03/2024P2		437.58 RETIREMENT RECONCILIATION		
	01/2024P3		-938.88 RETIREMENT RECONCILIATION		
	03/2024P3		3,357.60 RETIREMENT RECONCILIATION		
14135 07/12/202407/12/2024396			ZOLL MEDICAL CORP GPO	3,394.92	AED'S
	522 70 35 00	Small Tools & Minor Equip	001 000 522 6841 - General I	3,394.92	AED'S

ACCOUNTS PAYABLE

As Of: 07/12/2024

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
Invoice					
3989800				3,394.92	AED'S
Fund				Report Total:	96,821.70
001 6841 - General Fund				96,721.70	
110 6848 - EMS Fund				100.00	

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: 12:03:03 Date: 07/02/2024

07/12/2024 To: 07/12/2024

Page: 1

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
848	07/12/2024	Payroll	6841	EFT	WA PUB EMP & RETIRE SYS	33,746.54	RETIREMENT RECONCILIATION
		001 6841 - General Fund				33,746.54	
						33,746.54	Payroll: 33,746.54

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 *Robert Padon Kelly*
Commissioners *[Signature]*, *[Signature]*, _____
Approval Date *7/3/2024*

WARRANT/CHECK REGISTER

BENTON COUNTY FIRE PROTECTION DISTRICT #4

Time: 12:02:25 Date: 07/02/2024

07/12/2024 To: 07/12/2024

Page: 1

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
849	07/12/2024	Claims	6841	1250	AMAZON	86.21	OFFICE SUPPLIES; IPHONE CASE
850	07/12/2024	Claims	6841	1251	ARCHBRIGHT	2,765.00	2024 HR MEMBERSHIP (6/2024-12/2024)
851	07/12/2024	Claims	6841	1252	AT&T MOBILITY	103.30	FIRSTNET
852	07/12/2024	Claims	6841	1253	BENTON RURAL ELECTRIC	1,192.55	ELECTRICITY
853	07/12/2024	Claims	6841	1254	CASCADE FIRE - OREGON	378.19	BOOTS
854	07/12/2024	Claims	6841	1255	CASCADE NATURAL GAS	82.26	NATURAL GAS
855	07/12/2024	Claims	6841	1256	CHARTER COMMUNICATIONS	797.28	TV/INTERNET
856	07/12/2024	Claims	6841	1257	ENDURIS	2,180.00	PROPERTY & AUTO PHY DAMAGE INSURANCE
857	07/12/2024	Claims	6841	1258	FIRE 4 ADVANCED TRAVEL	197.00	PER DIEM WSSFA CONF - WAKEMAN
858	07/12/2024	Claims	6841	1259	FIRE 4 CHECKING ACCOUNT	100.00	AMBULANCE REFUND FOR BC42300954
859	07/12/2024	Claims	6841	1260	FITCH AND ASSOCIATES, LLC	4,998.75	STRATEGIC PLAN
860	07/12/2024	Claims	6841	1261	HUGHES FIRE EQUIPMENT INC.	2,161.89	APP47 REPAIRS; TIRE CHANGE
861	07/12/2024	Claims	6841	1262	ISOUTSORCE	6,733.22	MONITORING FOR COMPUTERS; BLOCK SUPPORT
862	07/12/2024	Claims	6841	1263	LEAF	7,269.21	3 COPIERS - ANNUAL LEASE
863	07/12/2024	Claims	6841	1264	LIFE ASSIST	3,083.07	EMS SUPPLIES
864	07/12/2024	Claims	6841	1265	LN CURTIS & SONS	18,558.80	ADAPTER; STOCK SRV KIT BAGS; JACKETS/PANTS
865	07/12/2024	Claims	6841	1266	MCGAVICK GRAVES ATTORNEY AT LAW	379.50	EMPLOYMENT MATTERS
866	07/12/2024	Claims	6841	1267	PALADIN BACKGROUND	48.00	BACKGROUNDS (2)
867	07/12/2024	Claims	6841	1268	SPECK BUICK GMC OF TRI-CITIES	5,278.56	APP 42 SERVICE
868	07/12/2024	Claims	6841	1269	STAPLES ADVANTAGE	529.19	FACILITY/OFFICE SUPPLIES
869	07/12/2024	Claims	6841	1270	STERICYCLE	219.49	EMS WASTE DISPOSAL
870	07/12/2024	Claims	6841	1271	TIRE FACTORY	170.03	APP 13 BATTERY
871	07/12/2024	Claims	6841	1272	US LINEN & UNIFORM	441.04	MAT SERVICE
872	07/12/2024	Claims	6841	1273	VALBRIDGE PROPERTY ADVISORS	1,100.00	REATINER FOR APPRASIAL OF PARCEL
873	07/12/2024	Claims	6841	1274	VERIZON WIRELESS	827.70	CELL SERVICE
874	07/12/2024	Claims	6841	1275	ZOLL MEDICAL CORP GPO	3,394.92	AED'S
						62,975.16	
						100.00	
						63,075.16	Claims: 63,075.16

We, the undersigned, do hereby certify that the materials have been furnished, the services rendered or the labor performed as described herein and that the claim is a just, due and unpaid obligation against Benton County Fire District #4, and that we are authorized to authenticate and certify to said claim.

Admin Staff _____ Secretary *Robert Kelley*

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

Approval Date *7/5/2024*

2024 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION DISTRICT

Time: 12:06:55 Date: 07/02/2024

Page: 1

001 6841 - General Fund

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

Revenues	Amt Budgeted	Revenues	Remaining	
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	2,399,757.65	2,003,161.35	54.5%
337 20 00 01 Leasehold Excise Tax	30,000.00	24,300.69	5,699.31	81.0%
310 Taxes	4,432,919.00	2,424,058.34	2,008,860.66	54.7%
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	1,467.00	37,533.00	3.8%
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	5,940.09	40,359.91	12.8%
361 Miscellaneous Revenue				
361 11 00 01 General Fund Interest	50,000.00	47,220.45	2,779.55	94.4%
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	49,335.03	5,164.97	90.5%
380 Other Increases in Fund Resources				
389 50 68 04 Refund/Reimbursement	0.00	346.98	(346.98)	0.0%
380 Other Increases in Fund Resources	0.00	346.98	(346.98)	0.0%
397 Interfund Transfers				
397 00 00 10 Transfer In From 6848	281,000.00	0.00	281,000.00	0.0%
397 00 00 11 Transfer in From 6848	934,000.00	0.00	934,000.00	0.0%
397 00 00 12 Transfer in from 6848	1,680,828.00	0.00	1,680,828.00	0.0%
397 Interfund Transfers	2,895,828.00	0.00	2,895,828.00	0.0%
Fund Revenues:	10,498,933.00	5,548,066.37	4,950,866.63	52.8%
Expenditures	Amt Budgeted	Expenditures	Remaining	
522 Fire Control				

2024 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION DISTRICT

Time: 12:06:55 Date: 07/02/2024

Page: 2

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	2,799.00	6,201.00	31.1%
522 11 10 20 Salary-Comm 2 (Goodwin)	9,000.00	4,632.00	4,368.00	51.5%
522 11 10 30 Salary-Comm 3 (Brink)	9,000.00	4,892.00	4,108.00	54.4%
522 11 20 10 Benefits - Comm 1 (Van Beek)	1,000.00	216.54	783.46	21.7%
522 11 20 20 Benefits - Comm 2 (Goodwin)	1,000.00	359.61	640.39	36.0%
522 11 20 30 Benefits - Comm 3 (Brink)	1,000.00	381.26	618.74	38.1%
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	16,304.44	24,095.56	40.4%
522 12 10 10 Salary - Administration	484,108.00	207,639.84	276,468.16	42.9%
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	2,880.00	6,120.00	32.0%
522 12 20 10 Benefits - Administrative	85,420.00	29,100.88	56,319.12	34.1%
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	1,472.36	2,277.64	39.3%
522 12 31 10 Computer Software	22,000.00	9,079.71	12,920.29	41.3%
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	18,614.95	6,985.05	72.7%
522 12 41 00 Contract Services	40,000.00	26,793.80	13,206.20	67.0%
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 41 20 Professional Services	0.00	4,998.75	(4,998.75)	0.0%
522 12 42 00 Phone Service	12,000.00	7,877.11	4,122.89	65.6%
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	325.57	1,174.43	21.7%
522 12 44 00 Advertising/Notices/Recruiting	2,000.00	454.00	1,546.00	22.7%
522 12 45 00 Equipment Lease/Maint	0.00	7,269.21	(7,269.21)	0.0%
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	451.87	648.13	41.1%
522 12 49 00 Memberships/Dues	12,000.00	9,436.00	2,564.00	78.6%
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	44,344.70	15,655.30	73.9%
012 Administrative	1,059,462.00	456,595.31	602,866.69	43.1%
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	12,388.54	12,111.46	50.6%
014 Legal	25,000.00	12,488.20	12,511.80	50.0%
522 20 10 10 Mobilization Wages	30,000.00	174.44	29,825.56	0.6%
522 20 20 10 Mobilization Benefits	9,000.00	25.85	8,974.15	0.3%
522 20 24 10 Physicals/Innoculation	33,000.00	18,384.00	14,616.00	55.7%
522 20 28 00 Uniforms (All Non-PPE)	36,000.00	11,919.78	24,080.22	33.1%

2024 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION DISTRICT

Time: 12:06:55 Date: 07/02/2024

Page: 3

001 6841 - General Fund

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

Expenditures	Amt Budgeted	Expenditures	Remaining	
522 Fire Control				
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 48 00 Uniform Maintenance	1,000.00	0.00	1,000.00	0.0%
020 Operations	112,000.00	30,504.07	81,495.93	27.2%
522 21 10 10 Salary - Firefighters	2,398,677.00	1,071,102.60	1,327,574.40	44.7%
522 21 10 71 Overtime - Firefighters	260,000.00	85,014.06	174,985.94	32.7%
522 21 10 80 Resident Reimbursement	30,000.00	12,455.00	17,545.00	41.5%
522 21 10 90 Volunteer Reimbursement	66,000.00	29,071.00	36,929.00	44.0%
522 21 20 04 HRA Benefits	69,000.00	32,370.00	36,630.00	46.9%
522 21 20 10 Benefits - Firefighters	697,086.00	301,638.43	395,447.57	43.3%
522 21 20 71 Benefits - Overtime FF	67,600.00	19,686.96	47,913.04	29.1%
522 21 20 80 Benefits - Resident Reimbursement	2,500.00	952.84	1,547.16	38.1%
522 21 20 90 Benefits - Volunteer	6,000.00	2,229.06	3,770.94	37.2%
522 21 28 20 PPE - Protective Clothing	70,000.00	24,815.70	45,184.30	35.5%
522 21 31 00 Expendable Supplies - Suppression	1,200.00	486.12	713.88	40.5%
522 21 35 10 Tools & Equipment -Suppression	5,750.00	2,797.69	2,952.31	48.7%
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	7,790.01	4,209.99	64.9%
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	1,603,247.62	2,110,795.38	43.2%
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	55,500.00	59,500.00	48.3%
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	55,787.09	151,512.21	26.9%
522 26 31 00 Expendable Supplies	3,000.00	0.00	3,000.00	0.0%
522 26 31 10 Food	4,000.00	1,518.46	2,481.54	38.0%
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	4,830.46	7,669.54	38.6%
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	42,052.17	29,947.83	58.4%
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	43,263.25	42,336.75	50.5%
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%

2024 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION DISTRICT

Time: 12:06:55 Date: 07/02/2024

Page: 4

001 6841 - General Fund

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

Expenditures	Amt Budgeted	Expenditures	Remaining	
522 Fire Control				
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%
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	1,058.75	2,441.25 30.3%
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	3,194.42	11,805.58 21.3%
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	123,101.33	244,198.67 33.5%
522 50 31 00	Expendable Supplies -Facilities	11,000.00	4,809.33	6,190.67 43.7%
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	4,384.81	20,615.19 17.5%
522 50 48 00	Repair & Maint. - Facilities	70,000.00	23,559.94	46,440.06 33.7%
050 Facilities		156,000.00	54,915.57	101,084.43 35.2%
522 60 31 00	Expendable Supplies - Automotive	3,000.00	1,247.35	1,752.65 41.6%
522 60 32 00	Fuels	58,300.00	13,926.73	44,373.27 23.9%
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	47,267.75	64,857.25 42.2%
060 Automotive		178,775.00	66,949.53	111,825.47 37.4%
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	37,068.27	22,931.73 61.8%
522 70 35 00	Small Tools & Minor Equip	10,800.00	4,734.32	6,065.68 43.8%
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	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	139,045.93	168,754.07 45.2%
522 Fire Control		6,272,179.30	2,607,032.80	3,665,146.50 41.6%
589 Payroll Clearing				
589 90 00 00	Payroll Clearing	0.00	906.01	(906.01) 0.0%

2024 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION DISTRICT

Time: 12:06:55 Date: 07/02/2024

Page: 5

001 6841 - General Fund

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

Expenditures	Amt Budgeted	Expenditures	Remaining	
589 Payroll Clearing				
589 Payroll Clearing	0.00	906.01	(906.01)	0.0%
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	3,180.16	4,319.84	42.4%
592 22 83 02 Capital Lease Interest	49,395.00	49,394.19	0.81	100.0%
591 Debt Service	119,621.00	115,300.35	4,320.65	96.4%
594 Capital Expenditures				
594 22 65 01 Capital Furniture and Office	50,000.00	0.00	50,000.00	0.0%
000	50,000.00	0.00	50,000.00	0.0%
594 22 62 00 Capital 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%
022 Capital	914,835.00	654,374.88	260,460.12	71.5%
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	3,377,614.04	4,794,021.26	41.3%
Fund Excess/(Deficit):	2,327,297.70	2,170,452.33		

2024 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION DISTRICT

Time: 12:06:55 Date: 07/02/2024

Page: 6

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

	Amt Budgeted	Revenues	Remaining	
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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	912,333.11	770,349.89	54.2%
310 Taxes	1,682,683.00	912,333.11	770,349.89	54.2%

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	294,607.94	175,392.06	62.7%
340 Charges For Services	470,000.00	294,607.94	175,392.06	62.7%

360 Investment Interest

361 11 00 11 EMS Fund Interest	108,000.00	69,900.09	38,099.91	64.7%
360 Investment Interest	108,000.00	69,900.09	38,099.91	64.7%

Fund Revenues:	6,273,229.00	5,080,534.86	1,192,694.14	81.0%
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	Amt Budgeted	Expenditures	Remaining	
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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	10,691.91	39,308.09	21.4%
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	11,126.98	43,373.02	20.4%

597 Interfund Transfers

597 00 01 04 Transfer Out to 6841	934,000.00	0.00	934,000.00	0.0%
597 00 01 06 Transfer Out to 6841	1,680,828.00	0.00	1,680,828.00	0.0%
597 00 01 08 Transfer Out to 6841	281,000.00	0.00	281,000.00	0.0%
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	170,000.00	2,895,828.00	5.5%

Fund Expenditures:	3,120,328.00	181,126.98	2,939,201.02	5.8%
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2024 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION DISTRICT

Time: 12:06:55 Date: 07/02/2024

Page: 7

110 6848 - EMS Fund

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

Fund Excess/(Deficit):

3,152,901.00

4,899,407.88

2024 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION DISTRICT

Time: 12:06:55 Date: 07/02/2024

Page: 8

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

	Amt Budgeted	Revenues	Remaining	
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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	261,982.65	219,232.35	54.4%
310 Taxes	481,215.00	261,982.65	219,232.35	54.4%

360 Investment Interest

361 11 00 21 Bond Fund Interest	5,500.00	4,401.99	1,098.01	80.0%
360 Investment Interest	5,500.00	4,401.99	1,098.01	80.0%

Fund Revenues:	673,214.00	455,544.97	217,669.03	67.7%
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	Amt Budgeted	Expenditures	Remaining	
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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%
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Fund Excess/(Deficit):	187,464.00	325,169.97		
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2024 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION DISTRICT

Time: 12:06:55 Date: 07/02/2024

Page: 9

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	0.49	(0.49)	0.0%
360 Investment Interest	0.00	0.49	(0.49)	0.0%
Fund Revenues:	29.00	28.78	0.22	99.2%
Fund Excess/(Deficit):	29.00	28.78		

2024 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION DISTRICT

Time: 12:06:55 Date: 07/02/2024

Page: 10

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	24,407.70	14,592.30	62.6%
360 Investment Interest	39,000.00	24,407.70	14,592.30	62.6%
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	1,575,806.20	829,592.80	65.5%
Fund Excess/(Deficit):	2,405,399.00	1,575,806.20		

2024 BUDGET POSITION TOTALS

BENTON COUNTY FIRE PROTECTION DIS

Time: 12:06:55 Date: 07/02/2024

Page: 11

Fund	Revenue Budgeted	Received		Expense Budgeted	Spent	
001 6841 - General Fund	10,498,933.00	5,548,066.37	52.8%	8,171,635.30	3,377,614.04	41%
110 6848 - EMS Fund	6,273,229.00	5,080,534.86	81.0%	3,120,328.00	181,126.98	6%
201 6842 - Bond Fund	673,214.00	455,544.97	67.7%	485,750.00	130,375.00	27%
401 6844 - Construction Fund	29.00	28.78	99.2%	0.00	0.00	0%
601 6846 - Reserve Fund	2,405,399.00	1,575,806.20	65.5%	0.00	0.00	0%
	<u>19,850,804.00</u>	<u>12,659,981.18</u>	<u>63.8%</u>	<u>11,777,713.30</u>	<u>3,689,116.02</u>	<u>31.3%</u>



**BENTON COUNTY FIRE PROTECTION
DISTRICT # 4**

Policy #110

Credit Cards

Page 1 of 3

1. Purpose

1.1. The purpose of this policy is to establish a set standard for the use of Benton County Fire District #4 (BCFD4) credit cards.

2. Scope

2.1.

3. Responsibilities

3.1. The fire chief or designee is responsible for authorizing deviations from this policy.

3.2. The fire chief, Financial Manager or their designee is responsible for authorizing new accounts (or additional credit cards on existing accounts) for district business.

3.3. District credit card holders are responsible for purchase orders for charges on issued credit cards.

3.4. The Board of Fire Commissioners and fire chief are responsible for establishing credit card limits.

4. Revision Summary

Revision Date	Description
TBD	Updated format, updated responsibilities, removed names and added titles to Appendix A.

5. Regulations

5.1. District credit cards are for district expenditures only.

5.1.1. Personal purchases with a district credit card are strictly prohibited.

5.2. Cash advances on credit cards are prohibited.

5.3. District employees are allowed to make purchases on behalf of cardholders, when issued cardholders authorizes purchase.

6. Procedures

6.1. Personnel shall follow Policy #124, Purchasing for expenditure limits and required documentation.

7. Conditions

7.1. A district credit card shall be used when the district has no business account established with a vendor.

7.1.1. Existing vendor accounts are the preferred charging option.

7.2. All receipts must be original and signed by the person making the purchase.

7.3. All purchases shall have a budget line associated with its use.

**Policy #110
Credit Cards**

7.4. Credit cards shall be kept in control of the cardholder, except when being used by an authorized user.

7.4.1. Credit card holders must immediately report a lost or stolen credit upon identifying it lost or stolen.

8. Appendix

8.1. Appendix A - All ranks and names on the district credit cards.

Adopted by BCFD4 Commissioners

Signed by Fire Chief:

Printed _____

Signed _____

Effective Date: _____

Supersedes Date: 04/08/2016

**Policy #110
Credit Cards**

Appendix A

Credit cards from US Bank with a total credit limit of \$25,000.00 were issued to the following personnel below:

Fire Chief Paul Carlyle

Financial Manager Billie Paden

Captain Raymond Newton

Captain Thomas Harper

Captain Bonnie Rogers

Captain Matthew Borschowa

Captain Robert Shannon

Lieutenant Allen Putz

Lieutenant James Longie

Lieutenant Garrett Premel



Benton County Fire Protection District No. 4

RESOLUTION NO. 2024-05

SURPLUS OF PROPERTY

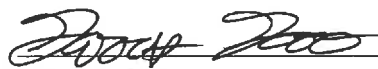
WHEREAS, the Board of Fire Commissioners of Benton County Fire Protection District No. 4 has determined that it is in the best interest of the Fire District to surplus the district-owned items listed below; and

- 5 Desks
- 6 Tall File Cabinets
- 1 Fireproof File Cabinet
- 2 Small File Cabinets

WHEREAS, it has been determined that the aforesaid items of property have been deemed surplus to the needs of the District due to age, condition and/or not repairable; and,

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of Benton County Fire Protection District No. 4, hereby declares the property list attached as surplus and available for public sale or other lawful disposal.

ADOPTED, by the Board of Commissioners of Benton County Fire Protection District No. 4, Benton County, Washington, at a regular open public meeting of such Board on the 3rd day of July 2024, the following commissioners being present and voting:


Chairperson


Commissioner

Commissioner


District Secretary