



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 Date

Michael Van Beek, Commissioner Date

Garrett Goodwin, Commissioner 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	Date
_____	_____
Michael Van Beek, Commissioner	Date
_____	_____
Garrett Goodwin, Commissioner	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	07/12/2024	07/12/2024	AMAZON	86.21	OFFICE SUPPIES; 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	07/12/2024	07/12/2024	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	07/12/2024	07/12/2024	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	07/12/2024	07/12/2024	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	07/12/2024	07/12/2024	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	07/12/2024	07/12/2024	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	07/12/2024	07/12/2024	4481 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	07/12/2024	07/12/2024	4431 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	07/12/2024	07/12/2024	123 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	07/12/2024	07/12/2024	704 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	07/12/2024	07/12/2024	1031 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	07/12/2024	07/12/2024	509 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	1,824.05	APP47 REPAIRS
			608474	337.84	TIRE CHANGE
14126	07/12/2024	07/12/2024	ISOUTSORCE	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	1,733.22	MONITORING FOR COMPUTERS
			CW296812	5,000.00	BLOCK SUPPORT
14127	07/12/2024	07/12/2024	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	07/12/2024	07/12/2024	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	07/12/2024	07/12/2024	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	07/12/2024	07/12/2024	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	07/12/2024	07/12/2024	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	07/12/2024	07/12/2024	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	07/12/2024	07/12/2024	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	07/12/2024	07/12/2024	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	07/12/2024	07/12/2024	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	07/12/2024	07/12/2024	US LINEN & UNIFORM	441.04	MAT SERVICE
	522 50 48 00		Repair & Maint. - Facilities	441.04	MAT SERVICE
			001 000 522 6841 - General I		
			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	07/12/2024	07/12/2024	VALBRIDGE PROPERTY ADVISORS	1,100.00	REATINER FOR APPRASIAL OF PARCEL
	522 12 41 00		Contract Services	1,100.00	REATINER FOR APPRAIAL
			001 000 522 6841 - General I		
			Invoice		
			06172024	1,100.00	REATINER FOR APPRASIAL OF PARCEL
14134	07/12/2024	07/12/2024	VERIZON WIRELESS	827.70	CELL SERVICE
	522 12 42 10		Cellular Phone Service	827.70	CELL SERVICE
			001 000 522 6841 - General I		
			Invoice		
			9966747823	827.70	CELL SERVICE
14114	07/12/2024	07/12/2024	WA PUB EMP & RETIRE SYS	33,746.54	RETIREMENT RECONCILIATION
	522 12 10 10		Salary - Administration	2,856.30	RETIREMENT RECONCILIATION
	522 21 20 10		Benefits - Firefighters	30,890.24	RETIREMENT RECONCILIATION
			001 000 522 6841 - General I		
			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	07/12/2024	07/12/2024	ZOLL MEDICAL CORP GPO	3,394.92	AED'S
	522 70 35 00		Small Tools & Minor Equip	3,394.92	AED'S
			001 000 522 6841 - General I		

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 ATORNEY 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 _____

Commissioners _____, _____, _____

Approval Date _____

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 _____

Commissioners _____, _____, _____

Approval Date _____

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

	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	2,399,757.65	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%
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Expenditures	Amt Budgeted	Expenditures	Remaining	
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522 Fire Control

2024 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION DISTRICT

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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	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

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001 6841 - General Fund

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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

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001 6841 - General Fund

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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

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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

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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

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110 6848 - EMS Fund

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

Fund Excess/(Deficit):	3,152,901.00	4,899,407.88
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2024 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION DISTRICT

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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

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401 6844 - Construction Fund 01/01/2024 To: 12/31/2024

	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

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601 6846 - Reserve Fund 01/01/2024 To: 12/31/2024

	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

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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%
	19,850,804.00	12,659,981.18	63.8%	11,777,713.30	3,689,116.02	31.3%



**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

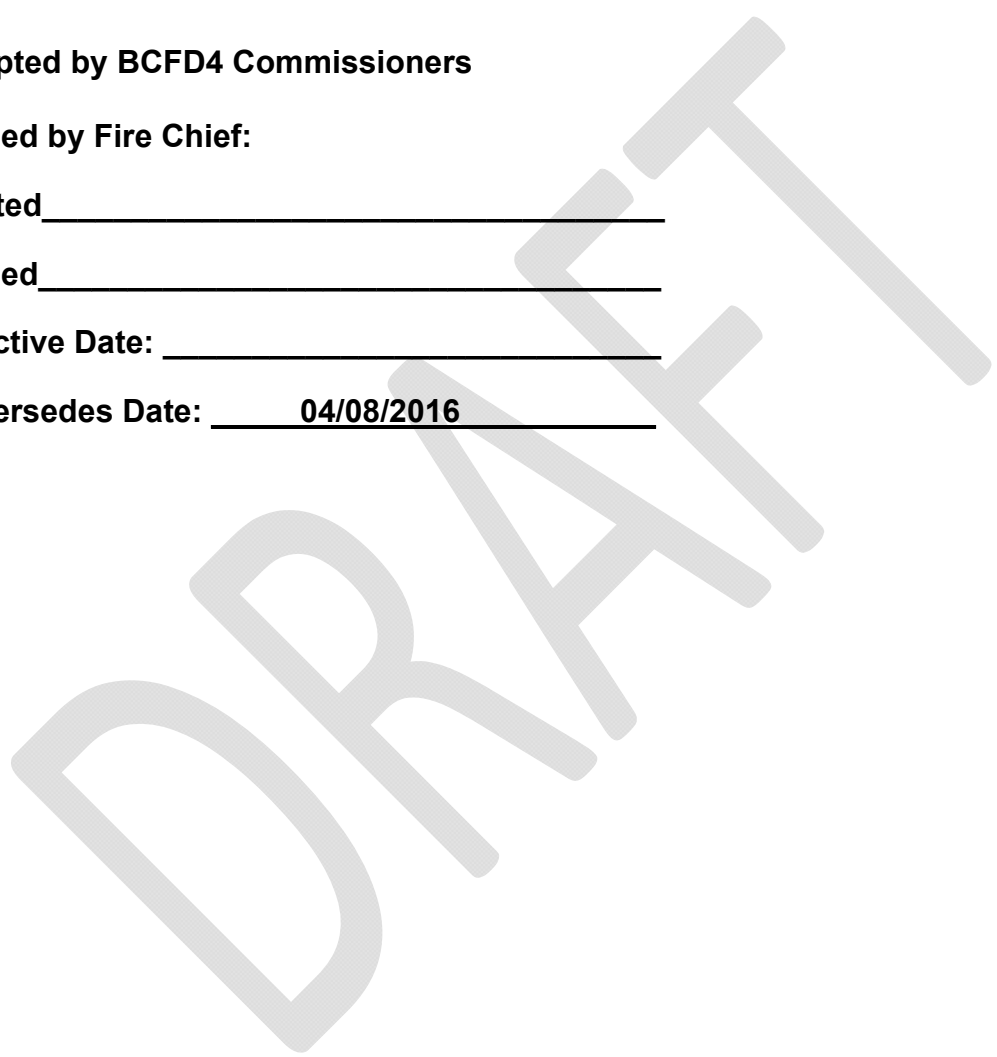
Signed by Fire Chief:

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