



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

AUGUST 15, 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 August 15, 2024.
- Minutes:
 - Approve minutes of August 1, 2024, Regular Meeting.
 - Approve minutes of August 5, 2024, Special Meeting.
- Payroll Vouchers:
 - Approve Payroll Voucher numbers 1050 through 1128 and Electronic Fund Transfer(s) as listed for \$338,707.60 for the period ending August 30, 2024.
- Claim Vouchers:
 - Approve Claim Voucher numbers 1093 through 1123 for \$59,691.88 for the period ending August 23, 2024.

RESOLUTIONS/MOTIONS

- Video Production Proposal
- Administrative Assistant Job Description
- Non-Union Affiliated Employee Manual
- Policy 108: Advanced Travel
- Policy 144: Procurement

DISTRICT REPORTS

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

OPEN FORUM DISCUSSION

IMPORTANT DATES

- September 22 – Tri-Cities Ironman Triathlon
- October 23-26 – Snure Seminar and WFCA Conference - Spokane

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
August 1, 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 were Commissioner Brink (via video-conference), Commissioner Goodwin (in-person) and Commissioner Van Beek (in-person).

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	Captain Newton	Firefighter Whitby
Finance Manager Paden-Lilly	Captain Rogers	
Captain Harper	FF/Paramedic Garrison-Ehredt	

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 August 1, 2024
- Minutes – Approval of Minutes dated July 18, 2024
- Approval and Pay
 - Payroll Vouchers
 - Approve Payroll Voucher numbers 1005 through 1021 and Electronic Fund Transfer(s) as listed for \$129,933.37 for the period ending August 9, 2024.
 - Claim Vouchers:
 - Approve Claim Voucher numbers 1022 through 1047 for \$184,658.71 for the period ending August 9, 2024.

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

RESOLUTIONS/MOTIONS

There were no resolutions/motions.

DISTRICT REPORTS

Fire Chief - Chief Carlyle provided the following report:

- He attended the SAT meeting at the dispatch center. Red mountain site is almost up and running.
- He was assigned to the Bickleton Fire along with the Incident Management Team and was deployed for 10 days.
- The Budget process for 2025 has started and an email was sent out today requesting budget requests.

District Secretary - Financial Manager Paden-Lilly provided the following report:

- She has completed the first draft of the full-time administrative assistant job description. She will review with Chief Carlyle, then work with Archbright to begin the recruiting process.
- A Non-Union Affiliated Employee Manual is being developed, which will include necessary employment information and incorporate a salary step schedule based on years of service and job responsibilities.

OPEN FORUM DISCUSSION

There was no open forum discussion.

IMPORTANT DATES

- August 6 – West Richland National Night Out. The event will be held at Flat Top Park between 5:00-8:00 p.m.
- August 10 – Tri-County Commissioner Meeting. The meeting will be held at Station 420 at 9:00 a.m.
- September 22 – Tri-Cities Ironman Triathlon. The event is expected to bring in 2,500 athletes, plus 7,500 visitors, crews and support staff to the area.
- October 23-26 – Snure Seminar and WFCFA Conference - Spokane

CORRESPONDENCE

- A valuation of the vacant property owned by the district has been completed by Valbridge Property Advisors. The board will review it during the executive session.

OPERATION PROGRAM UPDATES

Chief Carlyle provided the following updates:

- Still working on the three new hires, just waiting for one piece of documentation on one of the candidates and then we will keep processing.

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

Commissioner Goodwin called a 10-minute executive session at 5:05 p.m. per RCW 42.30.110 (1)(c) to consider the price for sale or lease of real estate. The meeting was called back to order at 5:15 p.m.


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



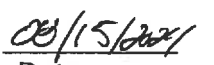
Michael Van Beek, Commissioner



Date



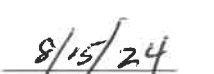
Garrett Goodwin, Commissioner



Date



Fred Brink, Commissioner



Date



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

**Special Board Meeting Minutes
August 5, 2024**

CALL MEETING TO ORDER

Commissioner Brink called the special meeting of the Board of Fire Commissioners of Benton County Fire District Protection District #4 to order at 10:30 a.m. at 2604 Bombing Range Rd West Richland, Washington. The board members present in-person at this meeting were Commissioner Brink and Commissioner Van Beek. Commissioner Goodwin was excused.

THOSE PRESENT

Staff members present were:

Fire Chief Carlyle	Captain Shannon	Firefighter Knox
Finance Manager Paden-Lilly	Lieutenant Premel	FF/Paramedic Orozco
Administrative Assistant Booth	Lieutenant Vining	
Captain Rogers	Firefighter Hart	

NEW BUSINESS

Deputy Chief Applicants

Consider applications received for the position of Deputy Chief. Board members had independently assessed the applications as per the application process. Subsequently, the Board convened in an executive session to discuss, score, and rank the applicants. Notifications will be issued to those who are selected to advance to the first round of oral interviews.

EXECUTIVE SESSION



Commissioner Brink called a 30-minute executive session at 10:31 a.m. per RCW 42.30.110 (1)(g) to review qualifications of an applicant for public employment. The meeting was called back to order at 11:01 a.m.

ADJOURNMENT

With no further business to come before the Board the meeting was adjourned at 11:02 a.m.

Attested:

	8/15/24		08/15/2024
Billie Paden-Lilly, District Secretary	Date	Garrett Goodwin, Commissioner	Date

	08/15/2024		8/15/24
Michael Van Beek, Commissioner	Date	Fred Brink, Commissioner	Date

ACCOUNTS PAYABLE

BENTON COUNTY FIRE PROTECTION DISTRICT #4

Time: 09:24:00 Date: 08/14/2024
Page: 1

As Of: 08/31/2024

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
14224 08/23/2024	08/23/2024	08/23/2024	AMAZON	553.26	COMMAND POST TRAILER SUPPLIES; SWITCH
522 20 31 00	Expendable Incident Supplie	001 000 522 6841 - General I		533.70	SUPPLIES
522 60 35 00	Tools, Equipment & Parts - A	001 000 522 6841 - General I		19.56	SWITCH
	Invoice				
	114-2573101-1982626			276.94	COMMAND POST TRAILER SUPPLIES
	114-9117814-1911427			256.76	COMMAND POST TRAILER SUPPLIES
	112-6213872-8758664			19.56	AIR SEAT SWITCH
14225 08/23/2024	08/23/2024	08/23/2024	BENTON RURAL ELECTRIC	1,965.22	ELECTRICITY
522 50 47 10	Electricity	001 000 522 6841 - General I		730.98	STA420 - 172850825
522 50 47 10	Electricity	001 000 522 6841 - General I		35.46	WELL - 34400
522 50 47 10	Electricity	001 000 522 6841 - General I		96.26	SHOP - 602700
522 50 47 10	Electricity	001 000 522 6841 - General I		720.62	STA430 - 892000
522 50 47 10	Electricity	001 000 522 6841 - General I		381.90	STA410 - 31760125
	Invoice				
	07312024			1,965.22	ELECTRICITY
14226 08/23/2024	08/23/2024	08/23/2024	BPAS	6,000.00	HRA BENEFITS
522 12 20 04	HRA Benefits	001 000 522 6841 - General I		500.00	HRA BENEFITS
522 21 20 04	HRA Benefits	001 000 522 6841 - General I		5,500.00	HRA BENEFITS
	Invoice				
	AUG24			6,000.00	HRA BENEFITS
14259 08/23/2024	08/23/2024	08/23/2024	CASCADE FIRE PROTECTION CO	2,480.00	ANNUAL BACKFLOW TESTING
522 50 48 00	Repair & Maint. - Facilities	001 000 522 6841 - General I		2,480.00	BACKFLOW TESTING
	Invoice				
	08012024			2,480.00	ANNUAL BACKFLOW TESTING
14227 08/23/2024	08/23/2024	08/23/2024	CI SHRED	16.97	SHRED SERVICE
522 12 41 00	Contract Services	001 000 522 6841 - General I		16.97	SHRED SERVICE
	Invoice				
	0169921			16.97	SHRED SERVICE

ACCOUNTS PAYABLE

BENTON COUNTY FIRE PROTECTION DISTRICT #4

Time: 09:24:00 Date: 08/14/2024
Page: 2

As Of: 08/31/2024

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
14228 08/23/202408/23/2024281			CITY OF RICHLAND	9,250.00	DISPATCH SERVICES
522 24 41 00	Dispatch Services		001 000 522 6841 - General I	9,250.00	DISPATCH SERVICES
	Invoice			9,250.00	DISPATCH SERVICES
	54601				
14229 08/23/202408/23/2024376			CITY OF WEST RICHLAND	2,000.00	PREPAY WATER/SEWER
522 50 47 20	Water/Sewer/Natural Gas		001 000 522 6841 - General I	2,000.00	PREPAY WATER/SEWER
	Invoice			2,000.00	PREPAY WATER/SEWER
	07312024				
14230 08/23/202408/23/2024498			DEPARTMENT OF NATURAL RESOURCES	131.40	BKR 5000 ANTENNA
522 20 31 00	Expendable Incident Supplie		001 000 522 6841 - General I	131.40	BKR 5000 ANTENNA
	Invoice			131.40	BKR 5000 ANTENNA
	24921			131.40	BKR 5000 ANTENNA
14231 08/23/202408/23/2024474			EVERGREEN LAWN CARE, INC	107.40	STA420 LAWN CARE
522 50 48 00	Repair & Maint. - Facilities		001 000 522 6841 - General I	107.40	STA420 LAWN CARE
	Invoice			107.40	STA420 LAWN CARE
	369793			107.40	STA420 LAWN CARE
14260 08/23/202408/23/20241049			FREEFORM	5,444.61	TRNG RM TABLES (3)/CHAIRS (6)
594 22 65 01	Capital Furniture and Office		001 000 594 6841 - General I	5,444.61	TABLES/CHAIRS
	Invoice			5,444.61	TABLES/CHAIRS
	KG20576-1			5,444.61	TRNG RM TABLES (3)/CHAIRS (6)
14232 08/23/202408/23/2024881			G2 COMMERCIAL CONSTRUCTION	2,149.85	REALIGN STA430 FLAGPOLE
522 50 48 00	Repair & Maint. - Facilities		001 000 522 6841 - General I	2,149.85	REALIGN FLAGPOLE
	Invoice			2,149.85	REALIGN FLAGPOLE
	1620			2,149.85	REALIGN STA430 FLAGPOLE
14233 08/23/202408/23/2024831			HOME DEPOT	80.00	SUPPLIES

ACCOUNTS PAYABLE

BENTON COUNTY FIRE PROTECTION DISTRICT #4

Time: 09:24:00 Date: 08/14/2024
Page: 3

As Of: 08/31/2024

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
522 20 35 00	Tools & Equipment		001 000 522 6841 - General I	19.00	BUNJEE CORDS
522 21 28 20	PPE - Protective Clothing		001 000 522 6841 - General I	32.53	VELCRO
522 50 31 00	Expendable Supplies -Faciliti		001 000 522 6841 - General I	17.35	HOSE REPAIR KIT
522 50 31 00	Expendable Supplies -Faciliti		001 000 522 6841 - General I	11.12	NIPPLE & TAPE
Invoice					
	6021863			11.12	SUPPLIES
	5021874			49.88	SUPPLIES
	3971143			32.52	SUPPLIES
	4111712			-32.52	RETURN SUPPLIES
	4971106			19.00	SUPPLIES
14234 08/23/202408/23/2024509 HUGHES FIRE EQUIPMENT INC. 4,584.95 APP48, APP34, APP39, APP45 REPAIRS					
522 60 48 00	3rd party repair & Maint. - A		001 000 522 6841 - General I	4,584.95	REPAIRS
Invoice					
	610006			2,264.97	APP45 BRAKE TIRE REPAIR
	610002			168.92	APP39 LINE REPAIR
	609995			1,044.24	APP34 TIRE REPAIR
	609992			1,106.82	APP48 DOOR REPAIR
14235 08/23/202408/23/2024187 LIFE ASSIST 107.61 EMS SUPPLIES					
522 70 31 00	Expendable Supplies - EMS		001 000 522 6841 - General I	107.61	EMS SUPPLIES
Invoice					
	1496480			107.61	EMS SUPPLIES
14236 08/23/202408/23/2024189 LIZ LOOMIS EASL, INC 6,000.00 COMMUNICATION					
522 30 41 01	Professional Services - Marki		001 000 522 6841 - General I	6,000.00	COMMUNICATION
Invoice					
	B4-0824			6,000.00	COMMUNICATION
14237 08/23/202408/23/2024779 MCGAVICK GRAVES ATTORNEY AT LAW 897.00 EMPLOYMENT MATTERS					
522 14 41 00	Professional Services		001 000 522 6841 - General I	897.00	EMPLOYMENT MATTERS
Invoice					
	41412			897.00	EMPLOYMENT MATTERS

ACCOUNTS PAYABLE

BENTON COUNTY FIRE PROTECTION DISTRICT #4

Time: 09:24:00 Date: 08/14/2024
Page: 4

As Of: 08/31/2024

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
14238 08/23/202408/23/2024860			NEWEGG	161.93	CURVED MONITOR
522 12 35 10	Office Computer Equipment	001 000 522 6841 - General I		161.93	CURVED MONITOR
Invoice					
1305100611				250.00	CURVED MONITOR
1304980613C				-88.07	CREDIT MEMO
14239 08/23/202408/23/2024535			O'REILLY AUTO PARTS	199.48	FILTERS
522 60 31 00	Expendable Supplies - Autor	001 000 522 6841 - General I		199.48	FILTERS
Invoice					
3707-121153				199.48	FILTERS
14240 08/23/202408/23/2024242			OXARC	84.51	O2/CYLINDER RENTAL
522 70 31 00	Expendable Supplies - EMS	001 000 522 6841 - General I		84.51	O2/CYLINDER RENTAL
Invoice					
0061801451				13.79	CYLINDER RENTAL
0032112280				70.72	O2
14241 08/23/202408/23/2024824			PALADIN BACKGROUND	48.00	BACKGROUNDS (2)
522 12 44 00	Advertising/Notices/Recruiti	001 000 522 6841 - General I		48.00	BACKGROUNDS (2)
Invoice					
5947				48.00	BACKGROUNDS (2)
14242 08/23/202408/23/2024322			STAPLES ADVANTAGE	469.93	SUPPLIES
522 50 31 00	Expendable Supplies - Faciliti	001 000 522 6841 - General I		469.93	FAC SUPPLIES
Invoice					
6008392925				469.93	SUPPLIES
14243 08/23/202408/23/2024625			STERICYCLE	98.15	EMS WASTE DISPOSAL
522 70 31 00	Expendable Supplies - EMS	001 000 522 6841 - General I		98.15	EMS WASTE DISPOSAL
Invoice					
8007773110				32.40	EMS WASTE DISPOSAL
8007911714				65.75	EMS WASTE DISPOSAL

ACCOUNTS PAYABLE

BENTON COUNTY FIRE PROTECTION DISTRICT #4

Time: 09:24:00 Date: 08/14/2024
Page: 5

As Of: 08/31/2024

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
14244 08/23/202408/23/2024680			SYSTEM DESIGN WEST	2,393.72	EMS (JULY) BILLING
522 70 41 00	Ambulance Billing Service Fe	110 000 522 6848 - EMS Fun		2,393.72	EMS BILLING
	Invoice			2,393.72	EMS (JULY) BILLING
	20241361				
14258 08/23/202408/23/2024742			TACOMA SCREW PRODUCTS	278.31	TOOL KIT, NUTS, SCREWS
522 21 35 10	Tools & Equipment -Suppres	001 000 522 6841 - General I		278.31	TOOL KIT, NUTS, SCREWS
	Invoice			278.31	TOOL KIT, NUTS, SCREWS
	81224				
14245 08/23/202408/23/2024672			TIRE FACTORY	3,499.23	APP36 TIRES (4), APP34 TIRE
522 60 48 00	3rd party repair & Maint. - A	001 000 522 6841 - General I		3,499.23	TIRES
	Invoice			1,053.48	APP36 TIRES (4)
	3040056			2,445.75	APP34 TIRE
	3040248				
14249 08/23/202408/23/2024475			US BANK	1,272.48	VISA-BORSCHOWA
522 12 41 03	Contract Services - Comput	001 000 522 6841 - General I		990.51	O365 SUBSCRIPTIONS
522 12 42 40	Postage	001 000 522 6841 - General I		17.29	POSTAGE
522 12 48 20	WebPage Maintenance	001 000 522 6841 - General I		6.70	WEBSITE SERVICE
522 70 31 00	Expendable Supplies - EMS	001 000 522 6841 - General I		27.15	STRAPS
522 70 35 00	Small Tools & Minor Equip	001 000 522 6841 - General I		230.83	BOTTLE HOLDER, SUPPLIES
	Invoice			1,272.48	VISA-BORSCHOWA
	BORS080824				
14252 08/23/202408/23/2024475			US BANK	609.16	VISA-CARAWAY
522 26 31 10	Food	001 000 522 6841 - General I		609.16	LOGISTICS SUPPLIES/FOOD
	Invoice			609.16	VISA-CARAWAY
	CARA080824				
14253 08/23/202408/23/2024475			US BANK	96.36	VISA-CARLYLE
522 60 32 00	Fuels	001 000 522 6841 - General I		61.36	FUEL FOR APP 36

ACCOUNTS PAYABLE

BENTON COUNTY FIRE PROTECTION DISTRICT #4

Time: 09:24:00 Date: 08/14/2024
Page: 6

As Of: 08/31/2024

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
522 60 48 00	3rd party repair & Maint. - A	001 000 522 6841 - General I		35.00	FLAT REPAIR
Invoice					
	CARL080824			96.36	VISA-CARLYLE
14254 08/23/202408/23/2024475	US BANK			993.90	VISA-NEWTON
522 12 42 40	Postage	001 000 522 6841 - General I		26.52	SHIPPING
522 21 31 00	Expendable Supplies - Suppl	001 000 522 6841 - General I		82.12	SUPPLIES
522 21 35 12	Nozzle Replacement	001 000 522 6841 - General I		661.21	NOZZLE HOLDERS
522 60 31 00	Expendable Supplies - Autor	001 000 522 6841 - General I		171.94	AUTO SUPPLIES
522 60 32 00	Fuels	001 000 522 6841 - General I		52.11	MIXED FUEL
Invoice					
	NEWT080824			993.90	VISA-NEWTON
14255 08/23/202408/23/2024475	US BANK			556.15	VISA-PADEN-LILLY
522 12 31 00	Expendable Office Supplies	001 000 522 6841 - General I		92.36	WHITE BRD CAL; INFO CARDS
522 12 41 03	Contract Services - Compute	001 000 522 6841 - General I		353.79	QUICKBOOKS SUBSCRIPT
522 12 42 00	Phone Service	001 000 522 6841 - General I		110.00	PREMIUM PLAN; VOICE REC
Invoice					
	PADE080824			556.15	VISA-PADEN-LILLY
14256 08/23/202408/23/2024475	US BANK			909.14	VISA-ROGERS
522 12 42 40	Postage	001 000 522 6841 - General I		10.10	POSTAGE
522 12 44 00	Advertising/Notices/Recruit	001 000 522 6841 - General I		405.00	DEPUTY ADVERTISEMENT
522 20 28 00	Uniforms (All Non-PPE)	001 000 522 6841 - General I		255.95	BOOT LACES
522 45 43 20	Registration Fees(Operati	001 000 522 6841 - General I		199.00	FITNESS TRAINER COURSE
522 70 35 00	Small Tools & Minor Equip	001 000 522 6841 - General I		39.09	TAPE DISPENSER
Invoice					
	ROGE080824			909.14	VISA-ROGERS
14257 08/23/202408/23/2024475	US BANK			1,486.41	VISA-SHANNON
522 12 31 10	Computer Software	001 000 522 6841 - General I		1,251.70	ADOBE LIC RENEWAL
522 21 28 20	PPE - Protective Clothing	001 000 522 6841 - General I		234.71	BUCKET
Invoice					
	SHAN080824			1,486.41	VISA-SHANNON

ACCOUNTS PAYABLE

BENTON COUNTY FIRE PROTECTION DISTRICT #4

Time: 09:24:00 Date: 08/14/2024
Page: 7

As Of: 08/31/2024

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
14246 08/23/202408/23/2024347			US LINEN & UNIFORM	611.88	MAT SERVICE
522 50 48 00	Repair & Maint. - Facilities		001 000 522 6841 - General I	611.88	MAT SERVICE
	Invoice				
3344981				62.15	MAT SERVICE
3351980				62.15	MAT SERVICE
3358957				62.15	MAT SERVICE
3350242				49.68	MAT SERVICE
3357204				49.68	MAT SERVICE
3346838				108.69	MAT SERVICE
3353789				108.69	MAT SERVICE
3360776				108.69	MAT SERVICE
14247 08/23/202408/23/2024974			VITAL RECORDS CONTROL	195.72	MONTHLY STORAGE FEE
522 12 41 00	Contract Services		001 000 522 6841 - General I	195.72	MONTHLY STORAGE FEE
	Invoice				
4377491				195.72	MONTHLY STORAGE FEE
14248 08/23/202408/23/2024817			VOYAGER	3,360.44	FUEL
522 60 32 00	Fuels		001 000 522 6841 - General I	3,360.44	FUEL
	Invoice				
8693879692431				3,360.44	FUEL
14251 08/23/202408/23/2024394			YOKE'S FOODS	91.47	BATTERIES; STAMPS
522 12 42 40	Postage		001 000 522 6841 - General I	73.00	STAMPS
522 24 31 00	Expendable Supplies - Radio		001 000 522 6841 - General I	18.47	BATTERIES
	Invoice				
52248297				18.47	BATTERIES
111226374				73.00	STAMPS
14250 08/23/202408/23/2024907			ZIPLY FIBER	507.24	DEDICATED PHONE LINES
522 12 42 00	Phone Service		001 000 522 6841 - General I	507.24	DEDICATED PHONE LINES
	Invoice				
082024				507.24	DEDICATED PHONE LINES

ACCOUNTS PAYABLE

As Of: 08/31/2024

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
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Report Total: 59,691.88

Fund

001 6841 - General Fund	57,298.16
110 6848 - EMS Fund	2,393.72

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: 10:44:01 Date: 08/14/2024

08/10/2024 To: 08/31/2024

Page: 1

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
1093	08/23/2024	Claims	6841	1342	AMAZON	553.26	COMMAND POST TRAILER SUPPLIES; SWITCH
1094	08/23/2024	Claims	6841	1343	BENTON RURAL ELECTRIC	1,965.22	ELECTRICITY
1095	08/23/2024	Claims	6841	1344	BPAS	6,000.00	HRA BENEFITS
1096	08/23/2024	Claims	6841	1345	CASCADE FIRE PROTECTION CO	2,480.00	ANNUAL BACKFLOW TESTING
1097	08/23/2024	Claims	6841	1346	CI SHRED	16.97	SHRED SERVICE
1098	08/23/2024	Claims	6841	1347	CITY OF RICHLAND	9,250.00	DISPATCH SERVICES
1099	08/23/2024	Claims	6841	1348	CITY OF WEST RICHLAND	2,000.00	PREPAY WATER/SEWER
1100	08/23/2024	Claims	6841	1349	DEPARTMENT OF NATURAL RESOURCES	131.40	BKR 5000 ANTENNA
1101	08/23/2024	Claims	6841	1350	EVERGREEN LAWN CARE, INC	107.40	STA420 LAWN CARE
1102	08/23/2024	Claims	6841	1351	FREEFORM	5,444.61	TRNG RM TABLES (3)/CHAIRS (6)
1103	08/23/2024	Claims	6841	1352	G2 COMMERCIAL CONSTRUCTION	2,149.85	REALIGN STA430 FLAGPOLE
1104	08/23/2024	Claims	6841	1353	HOME DEPOT	80.00	SUPPLIES
1105	08/23/2024	Claims	6841	1354	HUGHES FIRE EQUIPMENT INC.	4,584.95	APP48, APP34, APP39, APP45 REPAIRS
1106	08/23/2024	Claims	6841	1355	LIFE ASSIST	107.61	EMS SUPPLIES
1107	08/23/2024	Claims	6841	1356	LIZ LOOMIS EASL, INC	6,000.00	COMMUNICATION
1108	08/23/2024	Claims	6841	1357	MCGAVICK GRAVES ATORNEY AT LAW	897.00	EMPLOYMENT MATTERS
1109	08/23/2024	Claims	6841	1358	NEWEGG	161.93	CURVED MONITOR
1110	08/23/2024	Claims	6841	1359	O'REILLY AUTO PARTS	199.48	FILTERS
1111	08/23/2024	Claims	6841	1360	OXARC	84.51	O2/CYLINDER RENTAL
1112	08/23/2024	Claims	6841	1361	PALADIN BACKGROUND	48.00	BACKGROUNDS (2)
1113	08/23/2024	Claims	6841	1362	STAPLES ADVANTAGE	469.93	SUPPLIES
1114	08/23/2024	Claims	6841	1363	STERICYCLE	98.15	EMS WASTE DISPOSAL
1115	08/23/2024	Claims	6841	1364	SYSTEM DESIGN WEST	2,393.72	EMS (JULY) BILLING
1116	08/23/2024	Claims	6841	1365	TACOMA SCREW PRODUCTS	278.31	TOOL KIT, NUTS, SCREWS
1117	08/23/2024	Claims	6841	1366	TIRE FACTORY	3,499.23	APP36 TIRES (4), APP34 TIRE
1118	08/23/2024	Claims	6841	1367	US BANK	5,923.60	VISA-BORSCHOWA; VISA-CARAWAY; VISA-CARLYLE; VISA-NEWTON; VISA-PADEN-LILLY; VISA-ROGERS; VISA-SHANNON
1119	08/23/2024	Claims	6841	1368	US LINEN & UNIFORM	611.88	MAT SERVICE
1120	08/23/2024	Claims	6841	1369	VITAL RECORDS CONTROL	195.72	MONTHLY STORAGE FEE
1121	08/23/2024	Claims	6841	1370	VOYAGER	3,360.44	FUEL
1122	08/23/2024	Claims	6841	1371	YOKE'S FOODS	91.47	BATTERIES; STAMPS
1123	08/23/2024	Claims	6841	1372	ZIPLY FIBER	507.24	DEDICATED PHONE LINES
1124	08/23/2024	Payroll	6841	1373	AFLAC	39.39	Pay Cycle(s) 08/01/2024 To 08/31/2024 - AFLAC
1125	08/23/2024	Payroll	6841	1374	BENTON COUNTY 4 BENEVOLENT FUND	77.70	Pay Cycle(s) 08/01/2024 To 08/31/2024 - Benevolent Fund
1126	08/23/2024	Payroll	6841	1375	DIMARTINO	1,403.30	Pay Cycle(s) 08/01/2024 To 08/31/2024 - LT Disab- Life
1127	08/23/2024	Payroll	6841	1376	IAFF LOCAL 1052	3,850.88	Pay Cycle(s) 08/01/2024 To 08/31/2024 - Union Dues
1128	08/23/2024	Payroll	6841	1377	C/O BENEFIT SOLUTIONS INC WSCFF MEDICAL EXPENSE REIMBURSEMEN	3,450.00	Pay Cycle(s) 08/01/2024 To 08/31/2024 - MERP

001 6841 - General Fund
110 6848 - EMS Fund

66,119.43
2,393.72

Claims: 59,691.88
 Payroll: 8,821.27

WARRANT/CHECK REGISTER

BENTON COUNTY FIRE PROTECTION DISTRICT #4

Time: 10:44:01 Date: 08/14/2024

08/10/2024 To: 08/31/2024

Page: 2

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 _____ Secretary *Bradley Kelly*

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

Approval Date *8/15/2024*

WARRANT/CHECK REGISTER

BENTON COUNTY FIRE PROTECTION DISTRICT #4

Time: 10:49:18 Date: 08/14/2024

08/10/2024 To: 08/31/2024

Page: 1

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
1050	08/30/2024	Payroll	6841	EFT	JOSHUA AMMANN	7,720.92	August Base Salary/July OT
1051	08/30/2024	Payroll	6841	EFT	BRADLEY E ANDREWS	7,617.57	August Base Salary/July OT
1052	08/30/2024	Payroll	6841	EFT	CORAL L BEARS	581.80	August Base Salary/July OT
1053	08/30/2024	Payroll	6841	EFT	CHERYL A BOOTH	3,106.07	August Base Salary/July OT
1054	08/30/2024	Payroll	6841	EFT	DANA M BORSCHOWA	49.87	August Base Salary/July OT
1055	08/30/2024	Payroll	6841	EFT	MATTHEW J BORSCHOWA	11,673.74	August Base Salary/July OT
1056	08/30/2024	Payroll	6841	EFT	FREDERICK T BRINK	766.30	August Base Salary/July OT
1057	08/30/2024	Payroll	6841	EFT	ED R CARAWAY	1,030.63	August Base Salary/July OT
1058	08/30/2024	Payroll	6841	EFT	PAUL E CARLYLE	15,428.89	August Base Salary/July OT
1059	08/30/2024	Payroll	6841	EFT	KAREN M DAVIS	116.36	August Base Salary/July OT
1060	08/30/2024	Payroll	6841	EFT	AMANDA K DERITIS	4,165.07	August Base Salary/July OT
1061	08/30/2024	Payroll	6841	EFT	MONTE R ELMORE	129.98	August Base Salary/July OT
1062	08/30/2024	Payroll	6841	EFT	MANUEL I ESTRELLA	10,442.29	August Base Salary/July OT
1063	08/30/2024	Payroll	6841	EFT	CODY R FLOWERS	4,946.15	August Base Salary/July OT
1064	08/30/2024	Payroll	6841	EFT	KEVIN G GAIDOS	7,005.03	August Base Salary/July OT
1065	08/30/2024	Payroll	6841	EFT	KAILEE M GARRISON-EHREDT	8,343.92	August Base Salary/July OT
1066	08/30/2024	Payroll	6841	EFT	JARON D GIBSON	4,233.84	August Base Salary/July OT
1067	08/30/2024	Payroll	6841	EFT	GARRETT S GOODWIN	414.88	August Base Salary/July OT
1068	08/30/2024	Payroll	6841	EFT	REX J GREEN	113.36	August Base Salary/July OT
1069	08/30/2024	Payroll	6841	EFT	DAWSEN O HALL	831.15	August Base Salary/July OT
1070	08/30/2024	Payroll	6841	EFT	THOMAS R HARPER	9,015.73	August Base Salary/July OT
1071	08/30/2024	Payroll	6841	EFT	JOSHUA J HARRISON		August Base Salary/July OT
1072	08/30/2024	Payroll	6841	EFT	KYLE C HART	6,698.40	August Base Salary/July OT
1073	08/30/2024	Payroll	6841	EFT	NATANIA M JOHNSTON	88.66	August Base Salary/July OT
1074	08/30/2024	Payroll	6841	EFT	ABIGAIL E KNOX	632.44	August Base Salary/July OT
1075	08/30/2024	Payroll	6841	EFT	JAMES A LONGIE	8,747.69	August Base Salary/July OT
1076	08/30/2024	Payroll	6841	EFT	RAYMOND J NEWTON	8,077.34	August Base Salary/July OT
1077	08/30/2024	Payroll	6841	EFT	HAYDEN C OLSON	27.70	August Base Salary/July OT
1078	08/30/2024	Payroll	6841	EFT	WYATT M OROZCO	5,558.13	August Base Salary/July OT
1079	08/30/2024	Payroll	6841	EFT	CONNOR L OVERSON	886.56	August Base Salary/July OT
1080	08/30/2024	Payroll	6841	EFT	BILLIE J PADEN-LILLY	7,066.78	August Base Salary/July OT
1081	08/30/2024	Payroll	6841	EFT	GARRETT M PREMEL	9,244.25	August Base Salary/July OT
1082	08/30/2024	Payroll	6841	EFT	ALLEN L PUTZ	9,570.61	August Base Salary/July OT
1083	08/30/2024	Payroll	6841	EFT	KYLE M RICHE	99.89	August Base Salary/July OT
1084	08/30/2024	Payroll	6841	EFT	BONNIE M ROGERS	9,698.69	August Base Salary/July OT
1085	08/30/2024	Payroll	6841	EFT	ROBERT C SHANNON	7,284.50	August Base Salary/July OT
1086	08/30/2024	Payroll	6841	EFT	ALYSSA M THOMAS	13.85	August Base Salary/July OT
1087	08/30/2024	Payroll	6841	EFT	MICHAEL A VAN BEEK	443.49	August Base Salary/July OT
1088	08/30/2024	Payroll	6841	EFT	ANTHONY G VINING	10,386.67	August Base Salary/July OT
1089	08/30/2024	Payroll	6841	EFT	BRIAN P WAKEMAN	5,664.45	August Base Salary/July OT
1090	08/30/2024	Payroll	6841	EFT	JACOB M WALTON	6,127.87	August Base Salary/July OT
1091	08/30/2024	Payroll	6841	EFT	CLAYTON A WHITBY	997.38	August Base Salary/July OT
1092	08/30/2024	Payroll	6841	EFT	CODY WINTERS	7,671.62	August Base Salary/July OT
1129	08/29/2024	Payroll	6841	EFT	EFTPS- IRS Payroll Taxes	51,117.33	941 Deposit for Pay Cycle(s) 08/30/2024 - 08/30/2024
1130	08/29/2024	Payroll	6841	EFT	WA PUB EMP & RETIRE SYS	76,048.48	Pay Cycle(s) 08/01/2024 To 08/31/2024 - LEOFF II - D097; Pay Cycle(s) 08/01/2024 To 08/31/2024 - DCP-899T76; Pay Cycle(s) 08/01/2024 To 08/31/2024 - PERS 2 - 4778; Pay Cycle(s) 08/01/2024 To 08/31/2024

001 6841 - General Fund

329,886.33

329,886.33 Payroll: 329,886.33

WARRANT/CHECK REGISTER

BENTON COUNTY FIRE PROTECTION DISTRICT #4

Time: 10:49:18 Date: 08/14/2024

08/10/2024 To: 08/31/2024

Page: 2

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 _____ Secretary *Robert Lee*

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

Approval Date *8/15/2024*

2024 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION DISTRICT

Time: 10:38:25 Date: 08/14/2024

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	2,425,143.54	1,977,775.46	55.1%
337 20 00 01 Leasehold Excise Tax	30,000.00	28,101.45	1,898.55	93.7%
310 Taxes	4,432,919.00	2,453,244.99	1,979,674.01	55.3%
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	17,709.46	21,290.54	45.4%
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	22,182.55	24,117.45	47.9%
361 Miscellaneous Revenue				
361 11 00 01 General Fund Interest	50,000.00	63,405.86	(13,405.86)	126.8%
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	65,520.44	(11,020.44)	120.2%
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	8,505,802.74	1,993,130.26	81.0%
Expenditures	Amt Budgeted	Expenditures	Remaining	

522 Fire Control

2024 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION DISTRICT

Time: 10:38:25 Date: 08/14/2024

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	3,604.00	5,396.00 40.0%
522 11 10 20	Salary-Comm 2 (Goodwin)	9,000.00	5,598.00	3,402.00 62.2%
522 11 10 30	Salary-Comm 3 (Brink)	9,000.00	6,341.00	2,659.00 70.5%
522 11 20 10	Benefits - Comm 1 (Van Beek)	1,000.00	285.47	714.53 28.5%
522 11 20 20	Benefits - Comm 2 (Goodwin)	1,000.00	444.90	555.10 44.5%
522 11 20 30	Benefits - Comm 3 (Brink)	1,000.00	506.97	493.03 50.7%
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	19,804.37	20,595.63 49.0%
522 12 10 10	Salary - Administration	484,108.00	265,922.73	218,185.27 54.9%
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	3,880.00	5,120.00 43.1%
522 12 20 10	Benefits - Administrative	85,420.00	37,548.10	47,871.90 44.0%
522 12 20 60	Benefits - OT Administration	2,000.00	0.00	2,000.00 0.0%
522 12 24 20	Volunteer Pension & Relief Fund	6,600.00	2,730.00	3,870.00 41.4%
522 12 29 20	Volunteer Recognition	4,000.00	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	2,110.97	1,639.03 56.3%
522 12 31 10	Computer Software	22,000.00	10,432.60	11,567.40 47.4%
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	18,808.85	6,791.15 73.5%
522 12 41 00	Contract Services	40,000.00	38,374.67	1,625.33 95.9%
522 12 41 01	Contract Services - TV/Internet	19,000.00	6,210.13	12,789.87 32.7%
522 12 41 03	Contract Services - Computer	100,000.00	68,876.16	31,123.84 68.9%
522 12 41 10	Contract Services - Financial Services	15,000.00	11,000.00	4,000.00 73.3%
522 12 42 00	Phone Service	12,000.00	9,001.59	2,998.41 75.0%
522 12 42 10	Cellular Phone Service	13,000.00	6,324.07	6,675.93 48.6%
522 12 42 40	Postage	1,500.00	543.93	956.07 36.3%
522 12 44 00	Advertising/Notices/Recruiting	2,000.00	907.00	1,093.00 45.4%
522 12 46 00	District Insurance	120,084.00	127,057.00	(6,973.00) 105.8%
522 12 48 20	WebPage Maintenance	1,100.00	465.09	634.91 42.3%
522 12 49 00	Memberships/Dues	12,000.00	9,671.00	2,329.00 80.6%
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	50,999.36	9,000.64 85.0%
012 Administrative		1,059,462.00	681,686.61	377,775.39 64.3%
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	13,621.54	10,878.46 55.6%
014 Legal		25,000.00	13,721.20	11,278.80 54.9%
522 20 10 10	Mobilization Wages	30,000.00	48,063.88	(18,063.88) 160.2%
522 20 20 10	Mobilization Benefits	9,000.00	4,957.75	4,042.25 55.1%
522 20 24 10	Physicals/Innoculation	33,000.00	30,091.00	2,909.00 91.2%
522 20 28 00	Uniforms (All Non-PPE)	36,000.00	14,047.85	21,952.15 39.0%
522 20 31 00	Expendable Incident Supplies	500.00	665.10	(165.10) 133.0%
522 20 35 00	Tools & Equipment	2,500.00	19.00	2,481.00 0.8%

2024 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION DISTRICT

Time: 10:38:25 Date: 08/14/2024

Page: 3

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	97,844.58	14,155.42	87.4%
522 21 10 10 Salary - Firefighters	2,398,677.00	1,525,273.67	873,403.33	63.6%
522 21 10 71 Overtime - Firefighters	260,000.00	143,822.90	116,177.10	55.3%
522 21 10 80 Resident Reimbursement	30,000.00	46,548.00	(16,548.00)	155.2%
522 21 10 90 Volunteer Reimbursement	66,000.00	7,113.00	58,887.00	10.8%
522 21 20 04 HRA Benefits	69,000.00	43,370.00	25,630.00	62.9%
522 21 20 10 Benefits - Firefighters	697,086.00	387,267.37	309,818.63	55.6%
522 21 20 71 Benefits - Overtime FF	67,600.00	28,685.68	38,914.32	42.4%
522 21 20 80 Benefits - Resident Reimbursement	2,500.00	1,409.79	1,090.21	56.4%
522 21 20 90 Benefits - Volunteer	6,000.00	2,714.41	3,285.59	45.2%
522 21 28 20 PPE - Protective Clothing	70,000.00	26,656.08	43,343.92	38.1%
522 21 31 00 Expendable Supplies - Suppression	1,200.00	2,255.53	(1,055.53)	188.0%
522 21 35 10 Tools & Equipment -Suppression	5,750.00	3,953.53	1,796.47	68.8%
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	3,285.07	6,719.93	32.8%
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	2,240,522.61	1,473,520.39	60.3%
522 24 31 00 Expendable Supplies - Radios	500.00	190.50	309.50	38.1%
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	74,000.00	41,000.00	64.3%
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	74,305.56	132,993.74	35.8%
522 26 31 00 Expendable Supplies	3,000.00	0.00	3,000.00	0.0%
522 26 31 10 Food	4,000.00	2,355.79	1,644.21	58.9%
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	5,667.79	6,832.21	45.3%
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	54,052.17	17,947.83	75.1%
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	55,263.25	30,336.75	64.6%
522 45 10 10 Salary - Training Captain	136,000.00	90,727.16	45,272.84	66.7%
522 45 10 71 Overtime - Training Captain	16,000.00	16,214.21	(214.21)	101.3%
522 45 20 10 Benefits - Training Captain	35,000.00	17,667.65	17,332.35	50.5%
522 45 20 71 Benefits - OT Training Captain	4,000.00	3,010.42	989.58	75.3%
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: 10:38:25 Date: 08/14/2024

Page: 4

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	5,332.28	20,667.72	20.5%
522 45 43 21 Registration Fees(Admin)	3,500.00	2,755.00	745.00	78.7%
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	5,516.76	9,483.24	36.8%
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	159,622.56	207,677.44	43.5%
522 50 31 00 Expendable Supplies -Facilities	11,000.00	5,398.95	5,601.05	49.1%
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	17,060.97	20,939.03	44.9%
522 50 47 20 Water/Sewer/Natural Gas	25,000.00	7,991.81	17,008.19	32.0%
522 50 48 00 Repair & Maint. - Facilities	70,000.00	61,933.90	8,066.10	88.5%
050 Facilities	156,000.00	99,451.37	56,548.63	63.8%
522 60 31 00 Expendable Supplies - Automotive	3,000.00	1,720.65	1,279.35	57.4%
522 60 32 00 Fuels	58,300.00	21,951.22	36,348.78	37.7%
522 60 35 00 Tools, Equipment & Parts - Automotive	5,350.00	4,527.26	822.74	84.6%
522 60 48 00 3rd party repair & Maint. - Automotive	112,125.00	58,482.17	53,642.83	52.2%
060 Automotive	178,775.00	86,681.30	92,093.70	48.5%
522 70 10 10 Salary - EMS Captain	140,000.00	104,275.80	35,724.20	74.5%
522 70 10 71 Overtime - EMS Captain	25,000.00	20,595.90	4,404.10	82.4%
522 70 20 10 Benefits - EMS Captain	35,000.00	20,588.32	14,411.68	58.8%
522 70 20 71 Benefits - OT EMS Captain	6,000.00	3,854.06	2,145.94	64.2%
522 70 31 00 Expendable Supplies - EMS	60,000.00	42,801.07	17,198.93	71.3%
522 70 35 00 Small Tools & Minor Equip	10,800.00	5,115.52	5,684.48	47.4%
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	6,025.04	13,974.96	30.1%
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	207,084.09	100,715.91	67.3%
522 Fire Control	6,272,179.30	3,741,655.29	2,530,524.01	59.7%
589 Payroll Clearing				
589 90 00 00 Payroll Clearing	0.00	2,227.75	(2,227.75)	0.0%
589 Payroll Clearing	0.00	2,227.75	(2,227.75)	0.0%

2024 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION DISTRICT

Time: 10:38:25 Date: 08/14/2024

Page: 5

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 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%
594 22 65 01 Capital Furniture and Office	50,000.00	28,873.20	21,126.80	57.7%
594 Capital Expenditures	964,835.00	683,248.08	281,586.92	70.8%
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	4,549,700.68	3,621,934.62	55.7%
Fund Excess/(Deficit):	2,327,297.70	3,956,102.06		

2024 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION DISTRICT

Time: 10:38:25 Date: 08/14/2024

Page: 6

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	921,810.21	760,872.79	54.8%
310 Taxes	1,682,683.00	921,810.21	760,872.79	54.8%
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	75,000.00	75,000.00	50.0%
330 Intergovernmental Revenues	450,000.00	75,000.00	375,000.00	16.7%
340 Charges For Services				
342 60 01 10 Ambulance Service	470,000.00	343,630.73	126,369.27	73.1%
340 Charges For Services	470,000.00	343,630.73	126,369.27	73.1%
360 Investment Interest				
361 11 00 11 EMS Fund Interest	108,000.00	95,653.86	12,346.14	88.6%
360 Investment Interest	108,000.00	95,653.86	12,346.14	88.6%
Fund Revenues:	6,273,229.00	5,177,288.52	1,095,940.48	82.5%
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	15,879.38	34,120.62	31.8%
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	16,314.45	38,185.55	29.9%
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	3,082,142.45	38,185.55	98.8%

2024 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION DISTRICT

Time: 10:38:25 Date: 08/14/2024

Page: 7

110 6848 - EMS Fund

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

Fund Excess/(Deficit):

3,152,901.00

2,095,146.07

2024 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION DISTRICT

Time: 10:38:25 Date: 08/14/2024

Page: 8

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	264,509.38	216,705.62	55.0%
310 Taxes	481,215.00	264,509.38	216,705.62	55.0%
360 Investment Interest				
361 11 00 21 Bond Fund Interest	5,500.00	6,522.70	(1,022.70)	118.6%
360 Investment Interest	5,500.00	6,522.70	(1,022.70)	118.6%
Fund Revenues:	673,214.00	460,192.41	213,021.59	68.4%
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	329,817.41		

2024 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION DISTRICT

Time: 10:38:25 Date: 08/14/2024

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	0.64	(0.64)	0.0%
360 Investment Interest	0.00	0.64	(0.64)	0.0%
Fund Revenues:	29.00	28.93	0.07	99.8%
Fund Excess/(Deficit):	29.00	28.93		

2024 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION DISTRICT

Time: 10:38:25 Date: 08/14/2024

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	32,837.28	6,162.72	84.2%
360 Investment Interest	39,000.00	32,837.28	6,162.72	84.2%
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	1,584,235.78	821,163.22	65.9%
Fund Excess/(Deficit):	2,405,399.00	1,584,235.78		

2024 BUDGET POSITION TOTALS

BENTON COUNTY FIRE PROTECTION DIS

Time: 10:38:25 Date: 08/14/2024

Page: 11

Fund	Revenue Budgeted	Received		Expense Budgeted	Spent	
001 6841 - General Fund	10,498,933.00	8,505,802.74	81.0%	8,171,635.30	4,549,700.68	56%
110 6848 - EMS Fund	6,273,229.00	5,177,288.52	82.5%	3,120,328.00	3,082,142.45	99%
201 6842 - Bond Fund	673,214.00	460,192.41	68.4%	485,750.00	130,375.00	27%
401 6844 - Construction Fund	29.00	28.93	99.8%	0.00	0.00	0%
601 6846 - Reserve Fund	2,405,399.00	1,584,235.78	65.9%	0.00	0.00	0%
	19,850,804.00	15,727,548.38	79.2%	11,777,713.30	7,762,218.13	65.9%

Proposal

VIDEO PRODUCTION

Prepared by: Sarah Magill
July 17th, 2024

PROJECT DESCRIPTION

30 second video for web and Facebook utilizing scripts provided by Liz Loomis Public Affairs.

Includes travel,
Includes taxes and fees,
Color correction, sound enhancement, removal of pauses and filler words,
On-screen coaching,
Professional audio,
Royalty-free music track,
On-screen text captions (if desired by client),
Two week turnaround,
Up to three revisions,
Delivered in landscape orientation in 4k resolution,

TIMELINE

- First version delivered two weeks after filming

COST

- \$1,200 for one 30-second video
- \$1,000 for each quarterly video (4 total) with a one-year commitment.



Benton County Fire District #4 JOB DESCRIPTION

DRAFT

Job Title:	Administrative Assistant	Position Type:	Full-time Career
Reports To:	Finance Manager, in the absence of the Finance Manager reports to the Fire Chief or designee	Level/Salary Range:	Non-Union Affiliated Employee Handbook Salary Step 3 – Step 5
Classification:	Non-Exempt	Annual Salary Range:	\$59,784-\$85,491

Job Description

Job Purpose:

The Administrative Assistant plays a vital role in ensuring the efficient operation of Benton County Fire District #4 by providing essential administrative support. This position is responsible for managing accounts payable and receivable, offering administrative assistance to both staff and volunteer members, and serving as the primary point of contact for the public. The Administrative Assistant is integral to the smooth and effective management of the fire district’s day-to-day operations.

Duties/Responsibilities:

Administrative Support

- Collaborate with support staff to maintain seamless daily operations within the District.
- Greet and assist the public, respond to inquiries, and direct them to the appropriate personnel when necessary.
- Manage office supply orders and inventory.
- Open and distribute US mail daily.
- Audit and process member tuition payments, entering them into the payables system.
- Maintain both paper and electronic filing systems, ensuring accurate file management and records retention.
- Create and issue photo ID cards for new members.
- Assist the Training Officer with processing training requests and arranging travel for district personnel.
- Prepare and submit WSP training reimbursement requests.
- Manage tax-exempt certificates for fuel.
- Create and maintain personnel and medical files for new members.
- Assist with other duties as assigned by management.

Accounts Payable and Receivables

- Manage vendor accounts, including credit applications, vendor setup, updates, and maintaining W-9s.
- Manage the District purchase (P-Card) and fuel card program; reconcile credit card receipts with monthly statements and maintain electronic records.
- Handle voucher code corrections, affidavits, and canceled/voided warrants with the County.
- Verify that vendor invoices are unpaid, coordinate with suppliers, and enter invoices into accounting software.
- Print vouchers, attach original documentation, and archive records.
- Process general receipts, book transfers, and deposits for ambulance payments received from the third-party billing company.
- Work closely with the third-party billing company on ambulance billing accounts, past-due accounts, and collections.
- Reconcile ambulance receipts monthly with County Financial Statements.

Payroll

- Collect employee timecards monthly, verify accuracy, and forward them to the Fire Chief or designee for approval.
- Enter volunteer payroll into accounting software.



Benton County Fire District #4

JOB DESCRIPTION

Board for Volunteer Firefighters (BVFF)

- Process new volunteer disability payments.
- Handle annual disability and pension remittances.
- Process accident reports, vouchers, and meeting minutes.
- Manage volunteer pension claims and disability/injury forms and payments.
- Process physical reimbursements.
- Assist the Training Officer with annual pension eligibility certification.

Skills/Qualifications:

Prior to Appointment

- Proficiency in computer applications, including but not limited to Microsoft Office.
- Willingness to learn and adapt to new skills and software.
- Ability to prioritize tasks and manage multiple competing priorities in a confidential and professional manner.
- Strong teamwork skills.
- Problem-solving abilities, especially when facing schedule changes or new challenges.
- Ability to follow instructions, solve problems, and work independently with minimal supervision.
- Attention to detail, with strong spelling and language skills.
- Professional and courteous communication skills, both in person and over the phone, and via email.
- Flexibility in working hours, depending on workload and emergency situations.
- Capability to support staff with diverse responsibilities.
- Consistently maintain a professional demeanor.
- Excellent grammar and written communication skills.
- Knowledge of modern filing and records management systems.
- Comfortable presenting reports to the Board of Commissioners, staff, and the public.

Within One Year of Appointment

- Ability to perform most duties with minimal assistance, direction, or supervision.
- Ability to identify items needing completion and take the initiative to complete.

Salary and Benefits:

This is a non-exempt position with an annual salary based on Step 3 to Step 5 of the Non-Union Affiliated Employee Handbook, depending on the candidate's experience and knowledge. The position offers medical and dental benefits for the employee, with dependent coverage available at an additional cost. Paid holidays, vacation, and sick leave are provided per the Non-Union Affiliated Employee Handbook. Retirement benefits are through the Public Employees Retirement System (PERS), with contributions from both the District and the employee. The position requires a 40-hour work week, typically from 8:00 a.m. to 5:00 p.m., Monday through Friday, though hours may vary based on workload and meeting schedules.

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date/Time:	



**BENTON COUNTY FIRE PROTECTION
DISTRICT # 4**

Policy #108

Advanced Travel

Page 1 of 5

1. Purpose

1.1. The purpose of this policy is to set the standard for travel expenses incurred while Benton County Fire District #4 (BCFD4) personnel travel to and from training activities or while performing District business.

2. Scope

2.1. This policy applies to all District personnel.

3. Responsibilities

3.1. The financial manager or their designee is responsible for providing the forms and instructions to ensure proper implementation of this policy.

4. Revision Summary

Revision Date	Description
07/18/2024	Updates responsibilities, format, and incorporates travel reimbursement rules set forth by federal and state laws.

5. Regulations

5.1. General Municipal Law authorizes the District to pay for expenses of travel, meals, lodging, registration, and applicable fees incurred by personnel. All such expenses should be made utilizing the most cost-effective, as well as the most reasonable options available.

5.2. All advance or reimbursement expenses regarding travel is subject to the current Federal per diem rate, found at www.GSA.gov.

5.3. Expenses qualify for per-diem or reimbursement provided they are reasonable, prudent and directly related to the conduct of District business.

6. Procedures

6.1. Transportation

6.1.1. Transportation expenses include all necessary official travel on railroads, airplanes, ships, buses, private/rental autos, and other usual means of conveyance.

6.1.2. When personnel travel and arrangements are made for an outside agency to reimburse the District for all or part of the expenses the agency shall be requested to issue a check to Benton County Fire District #4 Advance Travel Fund, and not the individual.

6.1.3. Whenever it is feasible for two or more personnel to travel on official business in one car, they will do so.

6.1.4. The use of a privately owned automobile may be authorized by the fire chief if there is an advantage to the District, or a District-owned vehicle is not available. A written request for use of a privately owned vehicle must be submitted in advance to the fire chief and financial manager.

Policy #108 Advanced Travel

Page 2 of 5

6.1.5. Mileage for privately owned vehicles shall be reimbursed for travel within a 300-mile radius of the District at the current year Federal Per Diem rate. Reimbursement shall be payable to only one of two or more members traveling in the same automobile.

6.1.6. Transportation costs also include tolls, parking, and reasonable tips where applicable. An itemized receipt must be submitted to the administrative office along with a completed purchase order.

6.1.7. Mileage calculation starting point is based on 2604 Bombing Range Road, West Richland, WA unless personnel's residence is located outside of the fire district boundary and then closest location is applied. (Residence/Station 420)

6.1.8. Airline travel will be booked no later than seven (7) days in advance of departure. Flying coach is standard for all flights. Air travel must be booked with the lowest cost airline and cannot be selected based on airline miles, memberships, or other affiliations.

6.2. Meals

6.2.1. A per diem allowance will only be offered for travel that involves an overnight stay and will be paid upon the number of days of travel.

6.2.2. Per diem allowance will not be made for a meal that is provided as part of a conference registration fee or provided by the hotel.

6.2.3. Meal allowances are provided in two methods. "Advanced" or "Reimbursement"

- Advanced
 - Requests for advance per diem must be submitted two (2) weeks prior to the first travel day, to the administrative office. "Benton County Fire District #4 Advance Travel" form must be completed fully.
 - A copy of the agenda and hotel reservation must be submitted and attached to the "Benton County Fire District #4 Advanced Travel" form at the time of submittal.
 - The administrative office will attempt to have payment to personnel no later than one week prior to the first travel day.
- Reimbursement
 - If advance was not provided, meals will be facilitated by using the reimbursement method only.
 - Itemized receipts for meals must be submitted to the administrative office within one (1) week of the last travel day.
 - All receipts must be itemized.
 - Receipts containing unreasonable tips, gratuity, or those containing any purchases prohibited in section 6.4 will not be reimbursed.
 - Receipts must be submitted to the administrative office along with the current BCFD4 purchase order completed. A copy of the agenda and hotel reservation must also be attached.

Policy #108 Advanced Travel

Page 3 of 5

- Receipts are the sole responsibility of personnel requesting reimbursement and will only be reimbursed up to the maximum allowable by the Federal per diem rate. Non-itemized, lost, or missing receipts will not be reimbursed.

6.3. Lodging

6.3.1. Lodging costs from the night before the approved travel through the night it ends. The finance manager or fire chief can authorize an additional night stay based on distance, weather conditions, personnel fatigue, or cost analysis.

6.3.2. When travel requires overnight lodging more than fifty miles (50) from the traveler's home or headquarters, the attempt to find lodging must be at the current Federal per diem rates.

6.3.3. Receipts for lodging will be submitted to the administrative office at the time of lodging reservation, along with a completed purchase order, and a copy of the agenda must be attached

6.3.4. Receipts upon checking out of lodging must be turned into the administrative office, along with a purchase order within one (1) week of the last travel day.

6.4. Miscellaneous

6.4.1. Other costs not included above, such as registration fees, should be included on the Travel Request Form.

6.4.2. The following items are NOT reimbursable expenses. The list may not be all inclusive. Contact the administrative office for clarification before incurring a questionable expense.

- Liquor
- Room service or in-room movies
- Theft, loss, or damage to personal property
- Expenses of spouse, family, or other persons
- Barber or beauty parlor
- Medical or hospital expenses
- Personal toiletry products
- Postage
- Reading Material
- Airline upgrades
- Cost incurred for traffic violations or parking citations
- Costs resulting from additional cleaning fees or damage from negligence to rental cars or hotel rooms
- Pet fees

**Policy #108
Advanced Travel**

6.4.3. Per diem or reimbursement will not be given for lodging or meals by a member for extra time incurred if the member travels to or from a destination for personal convenience in advance or following an official meeting or work assignment.

7. Addendums

7.1. Appendix A: Advanced Travel Form.

7.1.1. Form may also be completed electronically via spreadsheet.

Adopted by BCFD4 Commissioners.

Signed by Fire Chief:

Printed: _____

Signed: _____

Effective Date: 08/15/2024

Supersedes Date: 3/6/2014

**Policy #108
Advanced Travel**

**Appendix A: Advance Travel Form
Benton County Fire District #4
Advanced Travel**

Name: _____
 Mailing Address: _____ 2604 Bombing Range Rd. West Richland, WA 99353 _____
 Reason: _____
 Travel: FROM: _____ West Richland, WA _____ To: _____
 Date(s): _____ Through: _____

	DATE	DATE	DATE	DATE	DATE	DATE	DATE
	SUN	MON	TUE	WED	THU	FRI	SAT
BREAKFAST							
LUNCH							
DINNER							
Incidentals							
DAILY TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL MEALS							\$ -

LODGING: _____ NIGHTS X _____ \$0.00 PER NIGHT (ATTACH RECEIPT) _____ \$0.00

MILEAGE: _____ @ _____ PER MILE _____ \$0.00

REGISTRATION FEE: _____ \$0.00

OTHER EXPENSES: _____ \$0.00

TOTAL EXPENSES \$ -

AUDITED: _____
 APPROVED FOR PAYMENT: _____
 CHECK #: _____ DATE: _____

CERTIFICATION

SIGNED: _____
 TITLE: _____
 DATE: _____

I HEREBY CERTIFY UNDER PENALTY OF PERJURY THAT THIS IS A TRUE AND CORRECT CLAIM FOR NECESSARY EXPENSES INCURRED BY ME AND THAT NO PAYMENT HAS BEEN RECEIVED BY ME ON ACCOUNT THERE OF.



**BENTON COUNTY FIRE PROTECTION
DISTRICT # 4**

Policy #144

Procurement

Page 1 of 9

1. Purpose

1.1. The purpose of this policy is to provide guidelines for the purchase of public works, goods and services by the District in order to maintain an accountable procurement process.

1.2. It is also the purpose of this policy to allow for the flexible application of these guidelines for more efficient and cost-effective purchases where their strict application would not be in the District's best interest.

2. Scope

2.1. This policy applies to all persons authorized to use funds from the Benton Count Fire District #4 budget.

3. Responsibilities

3.1.

4. Revision Summary

Revision Date	Description
TBD	New issue; replaces/cancels Policy #06-16, Purchasing;

5. Definitions

5.1. Bid Exemptions

5.1.1. RCW 39.04.280 establishes specific exemptions from the statutory bidding requirements in the following limited situations: 1) Purchases that are clearly and legitimately limited to a single source of supply; 2) Purchases involving special facilities or market conditions; and, 3) Purchases and Public Works in the event of an emergency.

5.2. Budget

5.2.1. The formally adopted budget of the District.

5.3. Commercially Reasonable Means

5.3.1. Any method of purchasing property that insures the District and its taxpayers are getting the best deal possible. Examples could include negotiations, purchases, bidding procedures, obtaining multiple quotes, etc.

5.4. Cooperative Purchase

5.4.1. A Cooperative Purchase allows the District to comply with the statutory bid requirements by purchasing off of a bid that another municipal corporation has awarded or a purchase through a Designated Purchasing Cooperative. Use of a Cooperative Purchase requires Cooperative Purchasing Agreement with the municipal corporation that is going to bid or has gone to bid.

5.5. Best Value

Policy #144 Procurement

Page 2 of 9

5.5.1. The basis for awarding bids for equipment, materials and supplies, which includes consideration of various factors determined by the District when going to bids, with price being a primary factor.

5.6. Designated Purchasing Cooperatives

5.6.1. The following interlocal cooperative purchasing arrangements are authorized for use by the District in accordance with the requirements of the sponsoring agencies:

5.6.1.1. Department of Enterprise Services. The Department of Enterprise Services "State Bid" operates cooperative purchasing under chapters 43.19 RCW and 39.34 RCW.

5.6.1.2. Other Purchasing Cooperatives. Other purchasing cooperatives as authorized by the Fire Chief that may be used when use of such cooperatives are in the best interest of the District. Examples include Houston Galveston Area Council (HGAC), National Purchasing Partners Government Division (NPPgov), Sourcewell Cooperative Purchasing, and King County Directors Association (KCDA) procurement services.

5.7. Emergency

5.7.1. Unforeseen circumstances beyond the control of the District that either: (a) present a real, immediate threat to the proper performance of essential functions; or (b) will likely result in material loss or damage to property, bodily injury, or loss of life if immediate action is not taken. (RCW 39.04.280(3)).

5.8. Public Work

5.8.1. All work, construction, alteration, repair, or improvement other than ordinary maintenance, executed at the cost of the District, or which is by law a lien or charge on any property within the District (RCW 39.04.010).

5.9. Responsible Bidder

5.9.1. See Procedures section to determine if a bidder is deemed responsible.

5.10. Small Works Roster

5.10.1. A process authorized by RCW 39.04.155 allowing the District to publish and maintain a roster of contractors available to perform public works contracts. The District can establish and maintain its own roster or joint a cooperative roster such as MRSC Rosters.

5.11. Single Trade Public Works Project

5.11.1. Projects that require only a single contractor performing a single trade as identified in chapter 296-127 Washington Administrative Code.

5.12. Multi Trade Public Works Project

5.12.1. Projects that require contractors or subcontractors to perform two or more of the trades as identified in chapter 296-127 Washington Administrative Code.

5.13. Sole Source Procurement

5.13.1. Non-competitive selection process to procure a product or service from a sole source vendor. If an item, even a specific name brand, is available from more than one vendor, it is not appropriate to declare the purchase sole source.

5.14. Vendor List

5.14.1. A process authorized by RCW 39.04.190 that allows the District to publish and maintain a roster of vendors available to sell equipment and supplies to the District. The District can establish and maintain its own roster or join a cooperative roster such as MRSC Rosters.

6. Regulations

6.1. Federal Funds

6.1.1. If the District is using federal funds for the purchase of equipment, materials, supplies, services or public works, the District shall follow the Federal Procurement Rules stated in Attachment A.

7. Procedures

7.1. Determining a Responsible Bidder for Equipment, Materials, and Supplies Purchases

7.1.1. Prior to awarding contracts for equipment, materials, and supplies, the District shall consider the following elements:

- 7.1.1.1. The ability, capacity, and skill of the bidder to perform the contract or provide the service required;
- 7.1.1.2. The character, integrity, reputation, judgment, experience, and efficiency of the bidder,
- 7.1.1.3. Whether the bidder can perform the contract within the time specified,
- 7.1.1.4. The quality of performance of previous contracts or services,
- 7.1.1.5. The previous and existing compliance by the bidder with laws relating to the contract or services, and
- 7.1.1.6. Such other information may be secured having a bearing on the decision to award the contract.

7.2. Determining a Responsible Bidder for Public Works Projects

7.2.1. Prior to awarding contracts for public works projects, the District shall verify the following:

- 7.2.1.1. The contractor has a valid certificate of registration.
- 7.2.1.2. The contractor has a valid Washington State unified business identifier (UBI) number.
- 7.2.1.3. The contractor will maintain workers compensation coverage and unemployment insurance coverage for all employees and maintain a state excise tax registration number.
- 7.2.1.4. The contractor was not disqualified from any bidding on any previous public works contract.
- 7.2.1.5. The contractor has not violated any state apprenticeship utilization requirements on any public works projects during the one-year period prior to the District's project.

**Policy #144
Procurement**

7.2.1.6. The contractor meets the statutory public works training requirements under RCW 39.04.350.

8. Purchasing Authority

8.1. Board of Commissioners

8.1.1. The Board of Commissioners shall approve an annual budget that authorizes specific and general expenditures within certain budgetary limits. The Board shall also review and approve all vouchers on at least a monthly basis.

8.2. Fire Chief

8.2.1. The fire chief, or designee shall have authority to make expenditures within the general budgetary limits adopted by the Board of Commissioners. Provided, however, the fire chief shall obtain advance Board of Commissioner approval prior to making any specific expenditure that exceeds \$ [REDACTED] in value.

8.3. Staff Purchases

8.3.1. The routine re-ordering of materials, supplies and equipment, as defined and limited by the Fire Chief or designee, may be made by staff members without requiring any additional advance approval.

8.4. Purchases Made Using a Bid Exemption

8.4.1. Purchases made using a Bid Exemption shall require formal action of the Board of Commissioners in the form of a Resolution approving use of the Bid Exemption.

8.5. Non-Budgeted Purchases

8.5.1. Purchases of goods or services outside of budgetary limits shall require approval by the Board of Commissioners.

8.6. Emergency Purchases

8.6.1. In the event of an emergency, the fire chief or designee may approve a purchase outside of the budget if it is not feasible to obtain approval of the Board of Commissioners, but not more than \$ [REDACTED].

9. Purchase of Materials, Equipment and Supplies.

9.1. Purchases under \$75,500

9.1.1. No statutory process requirements. Staff shall use commercially reasonable means to make such purchases.

9.2. Purchases from \$75,500 to \$150,000

9.2.1. Purchases must be made from one of the District's vendor lists, Designated Purchasing Cooperatives, or through a Cooperative Purchase or Bid Exemption, if applicable. If purchase cannot be made through the District's vendor list, Designated Purchasing Cooperative, Cooperative Purchase or Bid Exemption, the purchase must be made through competitive bidding procedures as if the purchase price exceeded \$150,000.

9.3. Purchases over \$150,000

9.3.1. Formal sealed bidding procedure must be used unless purchase can be made through a Cooperative Purchase or Bid Exemption. Bids shall be awarded to the lowest

Policy #144 Procurement

responsible bidder as defined in the bid documents or the bidder providing the best value to the District as defined in the bid documents.

10. Public Works

10.1. Single Trade Public Works Projects under \$75,500

10.1.1. No statutory bidding procedures required. Staff shall use commercially reasonable means to contract for such public works.

10.2. Multi-Trade Public Works Projects under \$150,000

10.2.1. No statutory bidding procedures required. Staff shall use commercially reasonable means to contract for such public works.

10.3. Single Trade Public Works Projects \$75,500 - \$350,000.

10.3.1. The District shall establish and use a Small Works Roster.

10.4. Multi-Trade Public Works Projects \$150,000- \$350,000.

10.4.1. The District shall establish and use a Small Works Roster.

10.5. Public Works Projects over \$350,000.

10.5.1. Formal sealed bidding shall be used except in case of an emergency. Bids shall be awarded to the lowest responsible bidder as defined in the bid documents.

10.6. Direct Contracting under the Small Works Roster for Projects Estimated to Cost Under \$150,000.

10.6.1. The District may seek quotes from all eligible contractors that have expressed interest in working in the District's geographical area, **OR**

10.6.2. Use Direct Contracting

10.6.2.1. The District shall follow its Small Business Utilization Plan when using Direct Contracting.

10.6.2.2. If there are six or more contractors meeting the definition of small, minority, women or veteran owned businesses on the roster, the District may directly contract with one of those small businesses that have indicated interest in performing work in the District's geographical area.

10.6.2.3. The District shall rotate through the eligible contractors and shall, when qualified contractors are available from the roster who may perform the work or deliver the services within the budget described in the notice or request for proposals, use different contractors on different projects.

10.6.2.4. If there are five or less contractors meeting the definition of small business on the roster, the District may direct contract with any of those small businesses that have indicated interest in performing work in your geographical area.

10.6.2.5. Under both of the above procedures the District shall notify all small, minority, women or veteran owned businesses on the District's roster you the District is using direct contracting.

11. Services – Architects, Engineers and Land Surveyors

**Policy #144
Procurement**

11.1. OPTION 1. The District shall use the RFQ process established under chapter 39.80 RCW prior to retaining the services of architects, engineers and land surveyors.

11.2. OPTION 2. The District is a member of the MRSC Rosters consultant roster and shall use the Statements of Qualifications submitted to MRSC Rosters to select a qualified architect, engineer or land surveyor.

12. Services – Telecommunications and Data Processing

12.1. The District shall use the competitive negotiation procedures established under RCW 39.04.270 when purchasing telecommunication and data processing services unless the purchase is made through a Designated Purchasing Cooperative, Cooperative Purchase or Bid Exemption.

13. Services – Other.

13.1. No statutory procedures required. District staff shall use commercially reasonable means to identify and contract with service providers.

14. Attachments

14.1. Attachment A – Procurement Policy for Purchases or Projects Using Federal Funds

Adopted by BCFD4 Commissioners

Signed by Fire Chief:

Printed _____

Signed _____

Effective Date: _____

Supersedes Date: _____

ATTACHMENT A

**Procurement Policy for Purchases or Projects Using Federal Funds.
Uniform Guidance Procurement Policy Compliance Statement**

Contracts funded with federal grant or loan funds must be procured in a manner that conforms with all applicable Federal laws, policies, and standards, including those under the Uniform Guidance (2 C.F.R. Part 200).

The policy of the District when spending federal funds is to follow the most restrictive rule applicable under the District's adopted Procurement Policy or under the federal Uniform Guidance (2 C.F.R. 200, Subpart D) ("UG"). The purpose of this Policy is to identify those areas where the Uniform Guidance requirements are the most restrictive rule. For any federal grant funded project, the specific federal grant guidelines should be closely reviewed and the granting agency should be consulted as necessary to insure compliance with the Uniform Guidance.

Equipment, Materials and Supplies.

Follow District procurement policy except where noted below:

General Requirement. May not specify specific brands when equal products exist.

Cost under \$10,000. Use commercially reasonable methods, fairly and equitably distribute service contracts.

Cost over \$10,000 or when value of goods purchased over prior fiscal year exceeds \$10,000. When purchase is for items designated by the EPA under 40 CFR Part 247, must procure items that contain the highest percentage of recovered materials consistent with maintaining a satisfactory level of competition. Consult 40 CFR 247.10 through .17 for full list but general items include paper and paper products, vehicle lubrication products, tires and parts, some construction products, and certain landscaping products.

Cost between \$10,000 and \$75,500. Use vendor list process or obtain quotes from an adequate number of qualified sources and award to lowest cost responsible bidder (Note: Best Value bid awards not permitted).

Cost between \$75,500 and \$250,000. Follow District procurement policy.

Cost over \$250,000. Conduct price/cost analysis prior to advertising for bids. Five percent bid bonds required when using sealed bid process. Vendors that assist in drafting of bidding documents cannot be awarded contract. For all contracts in excess of \$10,000 must take affirmative steps to encourage small and minority firms and women-owned business participation.

Policy #144 Procurement

Page 8 of 9

Conduct Federal Debarment check on vendors prior to awarding bid. Cannot award if vendor is debarred.

Public Works Contracts.

Cost under \$10,000. Use commercially reasonable methods, fairly and equitably distribute service contracts.

Cost between \$10,000 and \$50,000. Use small works roster process or obtain quotes from an adequate number of qualified sources and award to lowest cost responsible bidder (Note: Best Value bid awards not permitted).

Cost between \$50,000 and \$250,000. Follow District procurement policy.

Cost over \$250,000. Cannot use small works roster, must use competitive sealed bidding. Conduct price/cost analysis prior to advertising for bids. Five percent bid bonds required when using sealed bid process.

Contractors that assist in drafting of bidding documents cannot be awarded contract.

For all contracts in excess of \$10,000 must take affirmative steps to encourage small and minority firms and women-owned business participation.

Conduct Federal Debarment check on contractor prior to awarding bid. Cannot award if contractor is debarred.

Service Contracts other than Architects, Engineers, and Surveyors.

There are no state mandated bid requirements for service contracts. The Uniform Guidelines establish the following more restrictive requirements.

Cost under \$10,000. Use commercially reasonable methods, fairly and equitably distribute service contracts.

Cost between \$10,000 - \$250,000. Obtain quotes from an adequate number of qualified sources and award to lowest cost responsible bidder.

Cost over \$250,000. Use a competitive sealed bidding process following procedures used for public works. Conduct price/cost analysis prior to advertising for bids. Award to lowest responsive, responsible bidder. If conditions are not appropriate for using a sealed competitive bid process may use the Competitive Negotiation process established under RCW 39.04.

Service Providers that assist in drafting of bidding documents cannot be awarded

Policy #144 Procurement

Page 9 of 9

contract.

For all contracts in excess of \$10,000 must take affirmative steps to encourage small and minority firms and women-owned business participation.

Conduct Federal Debarment check on service provider prior to awarding bid. Cannot award if provider is debarred.

Bid Exemptions.

Follow District procurement policy.

Cost over \$250,000. Perform cost or price analysis prior to contracting. Must negotiate profit as separate element of the contract price.

For all contracts in excess of \$10,000 must take affirmative steps to encourage small and minority firms and women-owned business participation.

Conduct Federal Debarment check on contractor prior to awarding bid. Cannot award if contractor is debarred.

Cooperative Purchasing (Piggyback).

Strictly scrutinized under Uniform Guidance. Must be able to document that entity that went out for bid fully complied with Uniform Guidance in addition to complying with the local or state bid laws applicable to the entity.

For all contracts in excess of \$10,000 must take affirmative steps to encourage small and minority firms and women-owned business participation.

Conduct Federal Debarment check on contractor prior to awarding bid. Cannot award if contractor is debarred.

Conflicts of Interest.

The District follows the conflict of interest rules set forth in chapter 42.23 RCW and prohibits acceptance of gifts from contractors, vendors and service providers. The District's standards of conduct rules apply to all elected officials and all employees, volunteers and agents that are involved in the procurement process.