



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

SEPTEMBER 18, 2024 – 5:00 PM

2604 BOMBING RANGE RD, WEST RICHLAND, WASHINGTON 99353

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## **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 September 18, 2024.
- Minutes:
  - Approve minutes of September 5, 2024, Regular Meeting.
- Payroll Vouchers:
  - Approve Payroll Voucher numbers 1226 through 1274 and Electronic Fund Transfer(s) as listed for \$312,184.58 for the period ending September 27, 2024.
- Claim Vouchers:
  - Approve Claim Voucher numbers 1277 through 1303 for \$84,867.22 for the period ending September 27, 2024.

## **RESOLUTIONS/MOTIONS**

- Policy 145; Reference Checks

## **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**

- September 20 – Southeast Washington Fire Commissioners Association Meeting – Dayton – 6:30 p.m.
- September 22 – Tri-Cities Ironman Triathlon
- October 5 – Open House – Station 420
- October 23-26 – Snure Seminar and WFCA Conference - Spokane

### **CORRESPONDENCE**

### **OPERATION PROGRAM UPDATES**

### **UNFINISHED BUSINESS**

- Board Meeting Frequency
- Non-Union Affiliated Employee Handbook

### **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  
September 5, 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 videoconference), Commissioner Goodwin (in person) and Commissioner Van Beek (in person).

**PLEDGE OF ALLEGIANCE**

Firefighter Andrews 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	Firefighter DeRitis
Finance Manager Paden-Lilly	Firefighter Wakeman
Lieutenant Longie	Firefighter Whitby
Firefighter Andrews	

**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 September 5, 2024
- Minutes – Approval of Minutes dated August 15, 2024
- Approval and Pay
  - Claim Vouchers:
    - Approve Claim Voucher numbers 1186 through 1224 for \$69,681.25 for the period ending September 13, 2024.

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

## **RESOLUTIONS/MOTIONS**

### **Resolution 2024-06; Rescind Petty Cash Fund**

Consider approving a resolution to rescind the no long used Petty Cash Fund to reduce risk and improve accountability.

**MOTION** by Commissioner Van Beek to approve Resolution 2024-06; Rescind Petty Cash Fund. Commissioner Brink seconded the motion, and the motion passed.

### **SOG #5005 – Volunteer Point Definitions and Determinations**

Consider approving an update to SOG #5005 – Volunteer Point Definitions and Determinations.

**MOTION** by Commissioner Van Beek to approve SOG #5005 – Volunteer Point Definitions and Determinations as presented. Commissioner Brink seconded the motion, and the motion passed.

### **PBS Engineering and Environmental LLC Proposal (PBS)**

Consider approving a proposal from PBS Engineering and Environmental LLC to prepare a pre-application conference request form and attend a short plat pre-application meeting with the City of West Richland and the Technical Review Committee. The meeting will address the future preparation of a short plat for the Washington State Department of Natural Resources property, which includes Fire Station 410 located at 1400 N. Harrington Rd, West Richland. PBS is requesting a budget of \$2,500 as an estimated cost to complete the review.

**MOTION** by Commissioner Van Beek to approve the PBS proposal dated September 4, 2024, not to exceed \$2,500. Commissioner Brink seconded the motion, and the motion passed.

## **DISTRICT REPORTS**

**Union** – Lieutenant Longie reported that a Union meeting is scheduled for tonight at 7:00 p.m. They will be welcoming three new members starting on October 1.

**Volunteers** – Chief Carlyle shared that volunteer member Monte Elmore has met with him and provided a tentative retirement date in October. He has been a member of the District since 1999.

**City Liaison** – Commissioner Brink reported that the City Council met on Tuesday and is currently working on the budget for 2025/2026.

**Fire Chief** - Chief Carlyle provided the following report:

- Completed annual leave and then bereavement leave, thank you to Acting Chief Harper for stepping up in my absence.
- Attend the District Chief's meeting.

- The Regional Hazmat Team which BCFD4 pulled out of several years ago was the main topic. At the next Chief's meeting a motion for the 501C3 and board to dissolve will be presented.
- Attending the SAT Meeting for SECOMM, radio transition is still the main topic. BCES board will be presented with the plan at the end of the month with associated costs.
- Attended the Benton/Franklin LEPC meeting.
  - Presentation by Chief Knowles for the gasoline leak under the Markus Whitman in Walla Walla.
- Attended the Liz Loomis meeting. Work plan moving forward for this month.
- Pushed the first draft revision of the CoWR Interlocal Agreement (ILA) to them this week. The last ILA was adopted in 2011, with it being severely out of date in how both entities are operating.

**District Secretary's Report** - Finance Manager Paden-Lilly provided the following report:

- The first week of recruitment for the Administrative Assistant position yielded 168 applicants, with 22 meeting the qualifications. Archbright will conduct phone interviews next week and forward any qualified candidates.
- She will be in Wenatchee for two days next week to attend the Department of Revenue's Levy Workshop.

**OPEN FORUM DISCUSSION**

There was no open forum discussion.

**IMPORTANT DATES**

- September 20 – Southeast Washington Fire Commissioners Association Meeting – Dayton – 6:30 p.m.
- September 22 – Tri-Cities Ironman Triathlon
- October 5 – District Open House – Station 420
- October 23-26 – Snure Seminar and WFCA Conference - Spokane

**CORRESPONDENCE**

- Proposal for Preparation of Plat Exemption Segregation Survey – Station 410

**OPERATION PROGRAM UPDATES**

Chief Carlyle provided the following updates:

- Captain Rogers is preparing for the academy to start October 1.
- Captain Borschowa is preparing for a hybrid EMT class that he will be hosting starting soon.
- The garage doors at 420 have been having issues and facilities continue to work on resolving the issue.

**UNFINISHED BUSINESS**

- Board Meeting Frequency
- Non-Union Affiliated Employee Handbook

**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**

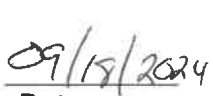
With no further business to come before the Board the meeting was adjourned at 5:20 p.m.

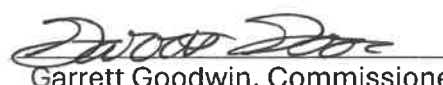
Attested:

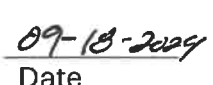
  
\_\_\_\_\_  
Billie Paden-Lilly, District Secretary

  
\_\_\_\_\_  
Date


  
\_\_\_\_\_  
Michael Van Beek, Commissioner

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Garrett Goodwin, Commissioner

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Fred Brink, Commissioner

  
\_\_\_\_\_  
Date

# ACCOUNTS PAYABLE

BENTON COUNTY FIRE PROTECTION DISTRICT #4

Time: 12:21:09 Date: 09/17/2024  
Page: 1

As Of: 11/11/2024

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
<b>14345 09/27/202409/27/202415</b>					
522 50 31 00	Expendable Supplies - Faciliti	001 000 522 6841 - General I	<b>AMAZON</b>	<b>93.46</b>	<b>BEDDING</b>
Invoice					
			13FQ-NKC6-9C94	93.46	BEDDING
<b>14312 09/27/202409/27/20241046</b>					
522 12 41 00	Contract Services	001 000 522 6841 - General I	<b>ARCHBRIGHT</b>	<b>6,240.00</b>	<b>RECRUITING SERVICES - ADMIN</b>
Invoice					
			AS103702	6,240.00	RECRUITING SERVICES - ADMIN
<b>14313 09/27/202409/27/2024690</b>					
522 12 20 04	HRA Benefits	001 000 522 6841 - General I	<b>BPAS</b>	<b>6,000.00</b>	<b>HRA BENEFITS</b>
522 21 20 04	HRA Benefits	001 000 522 6841 - General I		500.00	HRA BENEFITS
				5,500.00	HRA BENEFITS
<b>14314 09/27/202409/27/202459</b>					
522 20 28 00	Uniforms (All Non-PPE)	001 000 522 6841 - General I	<b>CASCADE FIRE - OREGON</b>	<b>748.81</b>	<b>BOOTS</b>
Invoice					
			SEPT24	6,000.00	HRA BENEFITS
			14812	748.81	BOOTS
<b>14315 09/27/202409/27/2024281</b>					
522 24 41 00	Dispatch Services	001 000 522 6841 - General I	<b>CITY OF RICHLAND</b>	<b>9,250.00</b>	<b>DISPATCH SERVICES</b>
Invoice					
			54735	9,250.00	DISPATCH SERVICES
<b>14316 09/27/202409/27/2024376</b>					
522 50 47 20	Water/Sewer/Natural Gas	001 000 522 6841 - General I	<b>CITY OF WEST RICHLAND</b>	<b>1,500.00</b>	<b>PREPAY WATER/SEWER</b>
Invoice					
			08312024	1,500.00	PREPAY WATER/SEWER
<b>14317 09/27/202409/27/2024840</b>					
				<b>2,063.24</b>	<b>APP 44 REPAIRS</b>

# ACCOUNTS PAYABLE

BENTON COUNTY FIRE PROTECTION DISTRICT #4

Time: 12:21:09 Date: 09/17/2024  
Page: 2

As Of: 11/11/2024

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
522 60 48 00	3rd party repair & Maint. - A	001 000 522 6841 - General I		2,063.24	APP 44 REPAIRS
Invoice					
859042				2,063.24	APP 44 REPAIRS
<b>14318 09/27/202409/27/2024876</b>	<b>ISOUTSOURCE</b>			<b>5,000.00</b>	<b>BLOCK SUPPORT</b>
522 12 41 03	Contract Services - Compute	001 000 522 6841 - General I		5,000.00	BLOCK SUPPORT
Invoice					
CW300688				5,000.00	BLOCK SUPPORT
<b>14320 09/27/202409/27/2024187</b>	<b>LIFE ASSIST</b>			<b>1,035.16</b>	<b>EMS SUPPLIES</b>
522 70 31 00	Expendable Supplies - EMS	001 000 522 6841 - General I		1,035.16	EMS SUPPLIES
Invoice					
1505577				417.39	EMS SUPPLIES
1505691				93.00	EMS SUPPLIES
1506397				151.56	EMS SUPPLIES
1507549				80.81	EMS SUPPLIES
1508326				184.79	EMS SUPPLIES
1510001				107.61	EMS SUPPLIES
<b>14319 09/27/202409/27/2024182</b>	<b>LN CURTIS &amp; SONS</b>			<b>217.41</b>	<b>STATION PANTS</b>
522 20 28 00	Uniforms (All Non-PPE)	001 000 522 6841 - General I		217.41	PANTS
Invoice					
861993				217.41	STATION PANTS
<b>14321 09/27/202409/27/2024435</b>	<b>NATIONAL TESTING NETWORK</b>			<b>195.00</b>	<b>INTERN APPLICANT TESTING FEES</b>
522 12 49 00	Memberships/Dues	001 000 522 6841 - General I		195.00	APPLICANT FEES
Invoice					
16248				195.00	INTERN APPLICANT TESTING FEES
<b>14322 09/27/202409/27/2024826</b>	<b>NIRS</b>			<b>542.96</b>	<b>DRY SOCK REPLACEMENT</b>
522 21 28 20	PPE - Protective Clothing	001 000 522 6841 - General I		542.96	DRY SOCK REPLACEMENT
Invoice					



# ACCOUNTS PAYABLE

BENTON COUNTY FIRE PROTECTION DISTRICT #4

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Accts Pay #	Received	Date Due	Vendor	Amount	Memo
			1634296	542.96	DRY SOCK REPLACEMENT
<b>14323</b>	<b>09/27/2024</b>	<b>09/27/2024</b>	<b>OXARC</b>	<b>35.22</b>	<b>O2/CYLINDER RENTAL</b>
	522 70 31 00	Expendable Supplies - EMS	001 000 522 6841 - General I	35.22	O2/CYLINDER RENTAL
Invoice					
	32158277			21.43	OXYGEN
	61824862			13.79	CYLINDER RENTAL
<b>14324</b>	<b>09/27/2024</b>	<b>09/27/2024</b>	<b>PACIFIC OFFICE AUTOMATION</b>	<b>1,915.81</b>	<b>COMMUNICATIONS SERVICES</b>
	522 12 42 00	Phone Service	001 000 522 6841 - General I	1,915.81	COMMUNICATIONS SRV
Invoice					
	497420			1,915.81	COMMUNICATIONS SERVICES
<b>14325</b>	<b>09/27/2024</b>	<b>09/27/2024</b>	<b>SNURE LAW OFFICE</b>	<b>592.00</b>	<b>LEGAL SERVICE</b>
	522 14 41 00	Professional Services	001 000 522 6841 - General I	592.00	LEGAL SERVICE
Invoice					
	09032024			592.00	LEGAL SERVICE
<b>14327</b>	<b>09/27/2024</b>	<b>09/27/2024</b>	<b>STAPLES ADVANTAGE</b>	<b>231.13</b>	<b>OFFICE SUPPLIES</b>
	522 12 31 00	Expendable Office Supplies	001 000 522 6841 - General I	231.13	OFFICE SUPPLIES
Invoice					
	6011371713			231.13	OFFICE SUPPLIES
<b>14326</b>	<b>09/27/2024</b>	<b>09/27/2024</b>	<b>STATE AUDITOR'S OFFICE</b>	<b>1,015.00</b>	<b>ACCT AUDIT/INVESTIGATION</b>
	522 12 49 20	State Auditor	001 000 522 6841 - General I	1,015.00	ACCT SUDIT/INVESTIGATION
Invoice					
	L163291			1,015.00	ACCT AUDIT/INVESTIGATION
<b>14328</b>	<b>09/27/2024</b>	<b>09/27/2024</b>	<b>SYSTEM DESIGN WEST</b>	<b>32,525.17</b>	<b>EMS (AUG) BILL; PCG SFY 2023 COST RPT SRV</b>
	522 70 41 00	Ambulance Billing Service Fe	110 000 522 6848 - EMS Fun	32,525.17	EMS BILL; PCG SFY 2023 RPT
Invoice					
	20241597			2,525.17	EMS (AUG) BILL

# ACCOUNTS PAYABLE

BENTON COUNTY FIRE PROTECTION DISTRICT #4

Time: 12:21:09 Date: 09/17/2024  
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As Of: 11/11/2024

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
			WAGEMT2303	30,000.00	PCG SFY 2023 COST RPT SERVICES
<b>14329</b>	<b>09/27/2024</b>	<b>09/27/2024</b>	<b>TACOMA SCREW PRODUCTS</b>	<b>45.93</b>	<b>SCREWS, NUTS, WASHERS</b>
	522 60 35 00	Tools, Equipment & Parts - A	001 000 522 6841 - General I	45.93	SCREWS, NUTS, WASHERS
			Invoice		
			220133428	45.93	SCREWS, NUTS, WASHERS
<b>14330</b>	<b>09/27/2024</b>	<b>09/27/2024</b>	<b>TELEFLEX</b>	<b>677.50</b>	<b>EMS SUPPLIES</b>
	522 70 31 00	Expendable Supplies - EMS	001 000 522 6841 - General I	677.50	EMS SUPPLIES
			Invoice		
			9508875519	677.50	EMS SUPPLIES
<b>14331</b>	<b>09/27/2024</b>	<b>09/27/2024</b>	<b>TIRE FACTORY</b>	<b>3,821.58</b>	<b>APP 16 BACK TIRES</b>
	522 60 48 00	3rd party repair & Maint. - A	001 000 522 6841 - General I	3,821.58	APP 16 BACK TIRES
			Invoice		
			3041370	3,994.93	APP 16 BACK TIRES
			3041542	-173.35	REFUND
<b>14346</b>	<b>09/27/2024</b>	<b>09/27/2024</b>	<b>TOTAL ENERGY MANAGEMENT</b>	<b>298.93</b>	<b>STA 410 PMI AND FILTER CHANGE</b>
	522 50 48 00	Repair & Maint. - Facilities	001 000 522 6841 - General I	298.93	PMI AND FILTER CHANGE
			Invoice		
			115949	298.93	STA 410 PMI AND FILTER CHANGE
<b>14336</b>	<b>09/27/2024</b>	<b>09/27/2024</b>	<b>US BANK</b>	<b>3,090.83</b>	<b>VISA-BORSCHOWA</b>
	522 12 35 10	Office Computer Equipment	001 000 522 6841 - General I	1,177.72	COMPUTER
	522 12 41 03	Contract Services - Compute	001 000 522 6841 - General I	991.27	O365 SUBSCRIP/SRVR BACKUP
	522 12 48 20	WebPage Maintenance	001 000 522 6841 - General I	6.70	WEBSITE SERVICES
	522 24 31 00	Expendable Supplies - Radio	001 000 522 6841 - General I	242.40	PARTS
	522 70 31 00	Expendable Supplies - EMS	001 000 522 6841 - General I	8.58	AIRWAY TRNG SUPPLIES
	522 70 35 00	Small Tools & Minor Equip	001 000 522 6841 - General I	664.16	EQUIP/MEDIC BAGS
			Invoice		
			BORS090924	3,090.83	VISA-BORSCHOWA

# ACCOUNTS PAYABLE

BENTON COUNTY FIRE PROTECTION DISTRICT #4

Time: 12:21:09 Date: 09/17/2024  
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As Of: 11/11/2024

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
<b>14337</b>	<b>09/27/2024</b>	<b>09/27/2024</b>	<b>US BANK</b>	<b>582.07</b>	<b>VISA-CARAWAY</b>
	522 26 31 10	Food	001 000 522 6841 - General I	335.31	LOGISTICS RESTOCK
	522 45 31 00	Expendable Supplies - Traini	001 000 522 6841 - General I	246.76	TRNG WOOD, SUPPLIES-STA430
Invoice					
			CARA090924	582.07	VISA-CARAWAY
<b>14338</b>	<b>09/27/2024</b>	<b>09/27/2024</b>	<b>US BANK</b>	<b>1,333.70</b>	<b>VISA-CARLYLE</b>
	522 12 35 10	Office Computer Equipment	001 000 522 6841 - General I	1,195.67	COMPUTER
	522 26 31 10	Food	001 000 522 6841 - General I	80.03	FOOD FOR TRI-COUNTY MTG
	522 26 31 10	Food	001 000 522 6841 - General I	58.00	LUNCH FOR PROCTORS
Invoice					
			CARL090924	1,333.70	VISA-CARLYLE
<b>14339</b>	<b>09/27/2024</b>	<b>09/27/2024</b>	<b>US BANK</b>	<b>1,467.29</b>	<b>VISA-HARPER</b>
	522 30 31 00	Expendable Supplies-Preven	001 000 522 6841 - General I	1,280.58	PUBLIC ED SUPPLIES
	522 45 43 10	PerDiem & Lodging(Operati	001 000 522 6841 - General I	141.73	LODGING-GARRISON
	522 60 35 00	Tools, Equipment & Parts - A	001 000 522 6841 - General I	44.98	FUEL CAN, FUNNEL
Invoice					
			HARP090924	1,467.29	VISA-HARPER
<b>14340</b>	<b>09/27/2024</b>	<b>09/27/2024</b>	<b>US BANK</b>	<b>86.95</b>	<b>VISA-LONGIE</b>
	522 50 35 00	Tools & Equipment - Facilitie	001 000 522 6841 - General I	86.95	BLENDER FOR STA420
Invoice					
			LONG090924	86.95	VISA-LONGIE
<b>14341</b>	<b>09/27/2024</b>	<b>09/27/2024</b>	<b>US BANK</b>	<b>161.53</b>	<b>VISA-NEWTON</b>
	522 60 35 00	Tools, Equipment & Parts - A	001 000 522 6841 - General I	19.56	AIR SEAT SWITCH
	522 60 35 00	Tools, Equipment & Parts - A	001 000 522 6841 - General I	103.92	CABLES, ANTENNA
	522 60 48 00	3rd party repair & Maint. - A	001 000 522 6841 - General I	38.05	SIGN-REFLECTIVE LETTERS
Invoice					
			NEWT090924	161.53	VISA-NEWTON
<b>14342</b>	<b>09/27/2024</b>	<b>09/27/2024</b>	<b>US BANK</b>	<b>709.38</b>	<b>VISA-PADEN-LILLY</b>

# ACCOUNTS PAYABLE

BENTON COUNTY FIRE PROTECTION DISTRICT #4

Time: 12:21:09 Date: 09/17/2024  
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As Of: 11/11/2024

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
522 12 49 00	Memberships/Dues		001 000 522 6841 - General I	120.00	COSTCO MEMBERSHIP
522 26 31 10	Food		001 000 522 6841 - General I	31.86	FOOD-DEPUTY CHIEF INTERVIEWS
522 45 43 10	PerDiem & Lodging(Operati		001 000 522 6841 - General I	557.52	LODGING-VINING
Invoice					
			PADE090924	709.38	VISA-PADEN-LILLY
<b>14343 09/27/202409/27/2024475</b>			<b>US BANK</b>	<b>138.82</b>	<b>VISA-PUTZ</b>
522 12 42 40	Postage		001 000 522 6841 - General I	63.90	SHIPPING DRY SUIT
522 30 31 00	Expendable Supplies-Preven		001 000 522 6841 - General I	74.92	SUPPLIES FOR OPEN HOUSE
Invoice					
			PUIT090924	138.82	VISA-PUTZ
<b>14344 09/27/202409/27/2024475</b>			<b>US BANK</b>	<b>2,024.37</b>	<b>VISA-ROGERS</b>
522 45 31 00	Expendable Supplies - Traini		001 000 522 6841 - General I	975.05	ACADEMY BOOKS
522 45 35 00	Tools & Equipment - Trainin		001 000 522 6841 - General I	613.98	TENT STAKES; TABLE SAW
522 45 35 00	Tools & Equipment - Trainin		001 000 522 6841 - General I	435.34	TRNG PROP/SUPPLIES
Invoice					
			ROGE090924	2,024.37	VISA-ROGERS
<b>14332 09/27/202409/27/2024974</b>			<b>VITAL RECORDS CONTROL</b>	<b>189.72</b>	<b>MONTHLY STORAGE FEE</b>
522 12 41 00	Contract Services		001 000 522 6841 - General I	189.72	MONTHLY STORAGE FEE
Invoice					
			4419375	189.72	MONTHLY STORAGE FEE
<b>14333 09/27/202409/27/2024394</b>			<b>YOKE'S FOODS</b>	<b>79.50</b>	<b>PAPER TOWELS; POSTAGE STAMPS</b>
522 12 42 40	Postage		001 000 522 6841 - General I	73.00	POSTAGE STAMPS
522 50 31 00	Expendable Supplies -Faciliti		001 000 522 6841 - General I	6.50	PAPER TOWELS
Invoice					
			42398097 11-1241409	6.50 73.00	PAPER TOWELS POSTAGE STAMPS
<b>14334 09/27/202409/27/2024907</b>			<b>ZIPLY FIBER</b>	<b>507.24</b>	<b>DEDICATED PHONE LINES</b>
522 12 42 00	Phone Service		001 000 522 6841 - General I	507.24	DEDICATED PHONE LINES

**ACCOUNTS PAYABLE**

As Of: 11/11/2024

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
Invoice					
	092024			507.24	DEDICATED PHONE LINES
<b>14335</b>	<b>09/27/2024</b>	<b>09/27/2024</b>	<b>ZOLL MEDICAL CORP GPO</b>	<b>451.51</b>	<b>DEFIB CABLE</b>
522 70 31 00	Expendable Supplies - EMS		001 000 522 6841 - General I	451.51	DEFIB CABLE

Invoice					
	4038702			451.51	DEFIB CABLE
				<b>Report Total:</b>	<b>84,867.22</b>

Fund					
	001	6841 - General Fund		52,342.05	
	110	6848 - EMS Fund		32,525.17	

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: 13:55:16 Date: 09/17/2024

09/26/2024 To: 09/27/2024

Page: 1

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
1226	09/27/2024	Payroll	6841	EFT	JOSHUA AMMANN	7,968.20	Sept Base Salary/Aug OT
1227	09/27/2024	Payroll	6841	EFT	BRADLEY E ANDREWS	6,964.16	Sept Base Salary/Aug OT
1228	09/27/2024	Payroll	6841	EFT	CORAL L BEARS	498.69	Sept Base Salary/Aug OT
1229	09/27/2024	Payroll	6841	EFT	KATHERINE J BENITZ	14.78	Sept Base Salary/Aug OT
1230	09/27/2024	Payroll	6841	EFT	CHERYL A BOOTH	2,942.09	Sept Base Salary/Aug OT
1231	09/27/2024	Payroll	6841	EFT	DANA M BORSCHOWA	33.25	Sept Base Salary/Aug OT
1232	09/27/2024	Payroll	6841	EFT	MATTHEW J BORSCHOWA	8,719.87	Sept Base Salary/Aug OT
1233	09/27/2024	Payroll	6841	EFT	FREDERICK T BRINK	1,188.53	Sept Base Salary/Aug OT
1234	09/27/2024	Payroll	6841	EFT	ED R CARAWAY	1,063.88	Sept Base Salary/Aug OT
1235	09/27/2024	Payroll	6841	EFT	PAUL E CARLYLE	8,597.88	Sept Base Salary/Aug OT
1236	09/27/2024	Payroll	6841	EFT	KAREN M DAVIS	49.87	Sept Base Salary/Aug OT
1237	09/27/2024	Payroll	6841	EFT	AMANDA K DERITIS	5,550.20	Sept Base Salary/Aug OT
1238	09/27/2024	Payroll	6841	EFT	MONTE R ELMORE	63.50	Sept Base Salary/Aug OT
1239	09/27/2024	Payroll	6841	EFT	MANUEL I ESTRELLA	6,776.06	Sept Base Salary/Aug OT
1240	09/27/2024	Payroll	6841	EFT	CODY R FLOWERS	4,946.15	Sept Base Salary/Aug OT
1241	09/27/2024	Payroll	6841	EFT	KEVIN G GAIDOS	5,987.81	Sept Base Salary/Aug OT
1242	09/27/2024	Payroll	6841	EFT	KAILEE M GARRISON-EHREDT	7,093.37	Sept Base Salary/Aug OT
1243	09/27/2024	Payroll	6841	EFT	JARON D GIBSON	4,233.84	Sept Base Salary/Aug OT
1244	09/27/2024	Payroll	6841	EFT	GARRETT S GOODWIN	597.81	Sept Base Salary/Aug OT
1245	09/27/2024	Payroll	6841	EFT	REX J GREEN	63.50	Sept Base Salary/Aug OT
1246	09/27/2024	Payroll	6841	EFT	DAWSEN O HALL	831.15	Sept Base Salary/Aug OT
1247	09/27/2024	Payroll	6841	EFT	THOMAS R HARPER	9,485.63	Sept Base Salary/Aug OT
1248	09/27/2024	Payroll	6841	EFT	KYLE C HART	6,415.48	Sept Base Salary/Aug OT
1249	09/27/2024	Payroll	6841	EFT	NATANIA M JOHNSTON	14.78	Sept Base Salary/Aug OT
1250	09/27/2024	Payroll	6841	EFT	ABIGAIL E KNOX	724.68	Sept Base Salary/Aug OT
1251	09/27/2024	Payroll	6841	EFT	JAMES A LONGIE	5,787.71	Sept Base Salary/Aug OT
1252	09/27/2024	Payroll	6841	EFT	RAYMOND J NEWTON	7,152.50	Sept Base Salary/Aug OT
1253	09/27/2024	Payroll	6841	EFT	HAYDEN C OLSON	13.85	Sept Base Salary/Aug OT
1254	09/27/2024	Payroll	6841	EFT	WYATT M OROZCO	5,476.38	Sept Base Salary/Aug OT
1255	09/27/2024	Payroll	6841	EFT	CONNOR L OVERSON	709.24	Sept Base Salary/Aug OT
1256	09/27/2024	Payroll	6841	EFT	BILLIE J PADEN-LILLY	7,066.78	Sept Base Salary/Aug OT
1257	09/27/2024	Payroll	6841	EFT	GARRETT M PREMEL	7,985.77	Sept Base Salary/Aug OT
1258	09/27/2024	Payroll	6841	EFT	ALLEN L PUTZ	8,672.15	Sept Base Salary/Aug OT
1259	09/27/2024	Payroll	6841	EFT	KYLE M RICHE	5.70	Sept Base Salary/Aug OT
1260	09/27/2024	Payroll	6841	EFT	BONNIE M ROGERS	7,838.96	Sept Base Salary/Aug OT
1261	09/27/2024	Payroll	6841	EFT	ROBERT C SHANNON	7,685.93	Sept Base Salary/Aug OT
1262	09/27/2024	Payroll	6841	EFT	MICHAEL A VAN BEEK	739.16	Sept Base Salary/Aug OT
1263	09/27/2024	Payroll	6841	EFT	DOMINIC P VIGGIANO		Sept Base Salary/Aug OT
1264	09/27/2024	Payroll	6841	EFT	ANTHONY G VINING	7,709.77	Sept Base Salary/Aug OT
1265	09/27/2024	Payroll	6841	EFT	BRIAN P WAKEMAN	5,424.49	Sept Base Salary/Aug OT
1266	09/27/2024	Payroll	6841	EFT	JACOB M WALTON	6,018.92	Sept Base Salary/Aug OT
1267	09/27/2024	Payroll	6841	EFT	CLAYTON A WHITBY	651.07	Sept Base Salary/Aug OT
1268	09/27/2024	Payroll	6841	EFT	CODY WINTERS	5,772.35	Sept Base Salary/Aug OT
1275	09/26/2024	Payroll	6841	EFT	EFTPS- IRS Payroll Taxes	41,387.97	941 Deposit for Pay Cycle(s) 09/27/2024 - 09/27/2024
1276	09/26/2024	Payroll	6841	EFT	WA PUB EMP & RETIRE SYS	51,413.15	Pay Cycle(s) 09/27/2024 To 09/27/2024 - LEOFF II - D097; Pay Cycle(s) 09/27/2024 To 09/27/2024 - DCP-899T76; Pay Cycle(s) 09/27/2024 To 09/27/2024 - PERS 2 - 4778; Pay Cycle(s) 09/27/2024 To 09/27/202

001 6841 - General Fund

268,337.01

268,337.01 Payroll:

268,337.01

**WARRANT/CHECK REGISTER**

BENTON COUNTY FIRE PROTECTION DISTRICT #4

Time: 13:55:16 Date: 09/17/2024

09/26/2024 To: 09/27/2024

Page: 2

Trans Date      Type      Acct #      War #      Claimant      Amount Memo

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

Admin Staff \_\_\_\_\_ Secretary Golden Kelly

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

Approval Date 9/18/2024

# WARRANT/CHECK REGISTER

BENTON COUNTY FIRE PROTECTION DISTRICT #4

Time: 13:55:58 Date: 09/17/2024

09/26/2024 To: 09/27/2024

Page: 1

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
1269	09/27/2024	Payroll	6841	1417	AFLAC	39.39	Pay Cycle(s) 09/27/2024 To 09/27/2024 - AFLAC
1270	09/27/2024	Payroll	6841	1418	BENTON COUNTY 4 BENEVOLENT FUND	63.85	Pay Cycle(s) 09/27/2024 To 09/27/2024 - Benevolent Fund
1271	09/27/2024	Payroll	6841	1419	DIMARTINO	1,577.15	Pay Cycle(s) 09/27/2024 To 09/27/2024 - LT Disab- Life
1272	09/27/2024	Payroll	6841	1420	IAFF LOCAL 1052	3,850.88	Pay Cycle(s) 09/27/2024 To 09/27/2024 - Union Dues
1273	09/27/2024	Payroll	6841	1421	TRUSTEED PLANS SERVICE CORPORATION	34,866.30	Pay Cycle(s) 09/27/2024 To 09/27/2024 - Medical Insurance; Pay Cycle(s) 09/27/2024 To 09/27/2024 - Dental Insurance
1274	09/27/2024	Payroll	6841	1422	C/O BENEFIT SOLUTIONS INC WSCFF MEDICAL EXPENSE REIMBURSEMEN	3,450.00	Pay Cycle(s) 09/27/2024 To 09/27/2024 - MERP
1277	09/27/2024	Claims	6841	1423	AMAZON	93.46	BEDDING
1278	09/27/2024	Claims	6841	1424	ARCHBRIGHT	6,240.00	RECRUITING SERVICES - ADMIN
1279	09/27/2024	Claims	6841	1425	BPAS	6,000.00	HRA BENEFITS
1280	09/27/2024	Claims	6841	1426	CASCADE FIRE - OREGON	748.81	BOOTS
1281	09/27/2024	Claims	6841	1427	CITY OF RICHLAND	9,250.00	DISPATCH SERVICES
1282	09/27/2024	Claims	6841	1428	CITY OF WEST RICHLAND	1,500.00	PREPAY WATER/SEWER
1283	09/27/2024	Claims	6841	1429	CORWIN FORD	2,063.24	APP 44 REPAIRS
1284	09/27/2024	Claims	6841	1430	ISOUTSOURCE	5,000.00	BLOCK SUPPORT
1285	09/27/2024	Claims	6841	1431	LIFE ASSIST	1,035.16	EMS SUPPLIES
1286	09/27/2024	Claims	6841	1432	LN CURTIS & SONS	217.41	STATION PANTS
1287	09/27/2024	Claims	6841	1433	NATIONAL TESTING NETWORK	195.00	INTERN APPLICANT TESTING FEES
1288	09/27/2024	Claims	6841	1434	NRS	542.96	DRY SOCK REPLACEMENT
1289	09/27/2024	Claims	6841	1435	OXARC	35.22	O2/CYLINDER RENTAL
1290	09/27/2024	Claims	6841	1436	PACIFIC OFFICE AUTOMATION	1,915.81	COMMUNICATIONS SERVICES
1291	09/27/2024	Claims	6841	1437	SNURE LAW OFFICE	592.00	LEGAL SERVICE
1292	09/27/2024	Claims	6841	1438	STAPLES ADVANTAGE	231.13	OFFICE SUPPLIES
1293	09/27/2024	Claims	6841	1439	STATE AUDITOR'S OFFICE	1,015.00	ACCT AUDIT/INVESTIGATION
1294	09/27/2024	Claims	6841	1440	SYSTEM DESIGN WEST	32,525.17	EMS (AUG) BILL; PCG SFY 2023 COST RPT SRV
1295	09/27/2024	Claims	6841	1441	TACOMA SCREW PRODUCTS	45.93	SCREWS, NUTS, WASHERS
1296	09/27/2024	Claims	6841	1442	TELEFLEX	677.50	EMS SUPPLIES
1297	09/27/2024	Claims	6841	1443	TIRE FACTORY	3,821.58	APP 16 BACK TIRES
1298	09/27/2024	Claims	6841	1444	TOTAL ENERGY MANAGEMENT	298.93	STA 410 PMI AND FILTER CHANGE
1299	09/27/2024	Claims	6841	1445	US BANK	9,594.94	VISA-BORSCHOWA; VISA-CARAWAY; VISA-CARLYLE; VISA-HARPER; VISA-LONGIE; VISA-NEWTON; VISA-PADEN-LILLY; VISA-PUTZ; VISA-ROGERS
1300	09/27/2024	Claims	6841	1446	VITAL RECORDS CONTROL	189.72	MONTHLY STORAGE FEE
1301	09/27/2024	Claims	6841	1447	YOKE'S FOODS	79.50	PAPER TOWELS; POSTAGE STAMPS
1302	09/27/2024	Claims	6841	1448	ZIPLY FIBER	507.24	DEDICATED PHONE LINES
1303	09/27/2024	Claims	6841	1449	ZOLL MEDICAL CORP GPO	451.51	DEFIB CABLE

001 6841 - General Fund  
110 6848 - EMS Fund

96,189.62  
32,525.17

Claims: 84,867.22  
128,714.79 Payroll: 43,847.57



**WARRANT/CHECK REGISTER**

BENTON COUNTY FIRE PROTECTION DISTRICT #4

Time: 13:55:58 Date: 09/17/2024

09/26/2024 To: 09/27/2024

Page: 2

Trans Date      Type      Acct #      War #      Claimant      Amount Memo

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

Admin Staff \_\_\_\_\_ Secretary *Bob Adam Lilly*

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

Approval Date 9/18/2024

## 2024 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION DISTRICT

Time: 14:02:35 Date: 09/17/2024

Page: 1

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

Revenues	Amt Budgeted	Revenues	Remaining	
<b>308 Beginning Balances</b>				
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%
<b>310 Taxes</b>				
311 10 00 01    Property Tax	4,402,919.00	2,444,493.88	1,958,425.12	55.5%
337 20 00 01    Leasehold Excise Tax	30,000.00	28,147.47	1,852.53	93.8%
310 Taxes	4,432,919.00	2,472,641.35	1,960,277.65	55.8%
<b>330 Intergovernmental Revenues</b>				
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%
<b>340 Charges For Services</b>				
341 70 00 05    Sales of Merchandise	5,000.00	9,361.26	(4,361.26)	187.2%
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	29,341.60	16,958.40	63.4%
<b>361 Miscellaneous Revenue</b>				
361 11 00 01    General Fund Interest	50,000.00	58,233.33	(8,233.33)	116.5%
362 53 00 00    Rental of Facility	2,500.00	1,767.60	732.40	70.7%
367 11 00 08    Contributions/Donation	0.00	1,000.00	(1,000.00)	0.0%
369 91 00 00    Other Miscellaneous Revenue	2,000.00	364.14	1,635.86	18.2%
361 Miscellaneous Revenue	54,500.00	61,365.07	(6,865.07)	112.6%
<b>380 Other Increases in Fund Resources</b>				
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%
<b>397 Interfund Transfers</b>				
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%
<b>Fund Revenues:</b>	<b>10,498,933.00</b>	<b>8,528,202.78</b>	<b>1,970,730.22</b>	<b>81.2%</b>
Expenditures	Amt Budgeted	Expenditures	Remaining	

## 2024 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION DISTRICT

Time: 14:02:35 Date: 09/17/2024

Page: 2

001 6841 - General Fund

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

Expenditures	Amt Budgeted	Expenditures	Remaining	
<b>522 Fire Control</b>				
522 11 10 10	Salary - Comm 1 (Van Beek)	9,000.00	4,409.00	4,591.00 49.0%
522 11 10 20	Salary-Comm 2 (Goodwin)	9,000.00	6,242.00	2,758.00 69.4%
522 11 10 30	Salary-Comm 3 (Brink)	9,000.00	7,468.00	1,532.00 83.0%
522 11 20 10	Benefits - Comm 1 (Van Beek)	1,000.00	347.05	652.95 34.7%
522 11 20 20	Benefits - Comm 2 (Goodwin)	1,000.00	494.17	505.83 49.4%
522 11 20 30	Benefits - Comm 3 (Brink)	1,000.00	593.18	406.82 59.3%
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	22,577.43	17,822.57	55.9%
522 12 10 10	Salary - Administration	484,108.00	295,712.66	188,395.34 61.1%
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	4,380.00	4,620.00 48.7%
522 12 20 10	Benefits - Administrative	85,420.00	42,243.98	43,176.02 49.5%
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	2,342.10	1,407.90 62.5%
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	21,847.67	3,752.33 85.3%
522 12 41 00	Contract Services	40,000.00	45,115.60	(5,115.60) 112.8%
522 12 41 01	Contract Services - TV/Internet	19,000.00	7,007.45	11,992.55 36.9%
522 12 41 03	Contract Services - Computer	100,000.00	81,606.09	18,393.91 81.6%
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	11,908.98	91.02 99.2%
522 12 42 10	Cellular Phone Service	13,000.00	7,203.68	5,796.32 55.4%
522 12 42 40	Postage	1,500.00	686.29	813.71 45.8%
522 12 44 00	Advertising/Notices/Recruiting	2,000.00	985.00	1,015.00 49.3%
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	471.79	628.21 42.9%
522 12 49 00	Memberships/Dues	12,000.00	10,486.00	1,514.00 87.4%
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	53,554.61	6,445.39 89.3%
012 Administrative	1,059,462.00	747,594.86	311,867.14	70.6%
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	14,213.54	10,286.46 58.0%
014 Legal	25,000.00	14,313.20	10,686.80	57.3%
522 20 10 10	Mobilization Wages	30,000.00	58,741.81	(28,741.81) 195.8%
522 20 20 10	Mobilization Benefits	9,000.00	6,807.73	2,192.27 75.6%
522 20 24 10	Physicals/Innoculation	33,000.00	38,547.00	(5,547.00) 116.8%
522 20 28 00	Uniforms (All Non-PPE)	36,000.00	15,522.50	20,477.50 43.1%
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: 14:02:35 Date: 09/17/2024

Page: 3

001 6841 - General Fund

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

Expenditures	Amt Budgeted	Expenditures	Remaining	
<b>522 Fire Control</b>				
522 20 48 00 Uniform Maintenance	1,000.00	0.00	1,000.00	0.0%
020 Operations	112,000.00	120,303.14	(8,303.14)	107.4%
522 21 10 10 Salary - Firefighters	2,398,677.00	1,700,832.73	697,844.27	70.9%
522 21 10 71 Overtime - Firefighters	260,000.00	155,037.84	104,962.16	59.6%
522 21 10 80 Resident Reimbursement	30,000.00	50,341.00	(20,341.00)	167.8%
522 21 10 90 Volunteer Reimbursement	66,000.00	8,912.00	57,088.00	13.5%
522 21 20 04 HRA Benefits	69,000.00	48,870.00	20,130.00	70.8%
522 21 20 10 Benefits - Firefighters	697,086.00	426,662.73	270,423.27	61.2%
522 21 20 71 Benefits - Overtime FF	67,600.00	30,886.79	36,713.21	45.7%
522 21 20 80 Benefits - Resident Reimbursement	2,500.00	1,699.96	800.04	68.0%
522 21 20 90 Benefits - Volunteer	6,000.00	2,852.00	3,148.00	47.5%
522 21 28 20 PPE - Protective Clothing	70,000.00	26,915.40	43,084.60	38.5%
522 21 31 00 Expendable Supplies - Suppression	1,200.00	2,327.22	(1,127.22)	193.9%
522 21 35 10 Tools & Equipment -Suppression	5,750.00	4,166.91	1,583.09	72.5%
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	3,992.72	6,012.28	39.9%
522 21 41 00 Professional Services	12,000.00	7,849.72	4,150.28	65.4%
522 21 48 00 Equipment Repair & Maint	1,550.00	259.24	1,290.76	16.7%
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	2,481,820.55	1,232,222.45	66.8%
522 24 31 00 Expendable Supplies - Radios	500.00	432.90	67.10	86.6%
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	83,250.00	31,750.00	72.4%
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	83,797.96	123,501.34	40.4%
522 26 31 00 Expendable Supplies	3,000.00	0.00	3,000.00	0.0%
522 26 31 10 Food	4,000.00	2,893.76	1,106.24	72.3%
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	6,205.76	6,294.24	49.6%
522 30 31 00 Expendable Supplies-Prevention	10,000.00	2,566.58	7,433.42	25.7%
522 30 31 10 Smoke Alarm Program	1,000.00	0.00	1,000.00	0.0%
522 30 35 00 Tools & Equipment - Prevention	1,500.00	0.00	1,500.00	0.0%
522 30 41 01 Professional Services - Marketing	72,000.00	48,000.00	24,000.00	66.7%
522 30 48 00 Repair & Maintenance - Prevention	100.00	0.00	100.00	0.0%
522 30 48 10 Newsletter/Education Flyers	1,000.00	12,277.17	(11,277.17)	1227.7%
030 Public Information	85,600.00	62,843.75	22,756.25	73.4%
522 45 10 10 Salary - Training Captain	136,000.00	101,984.44	34,015.56	75.0%
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	20,432.46	14,567.54	58.4%
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	1,613.20	8,386.80	16.1%
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	1,345.01	5,654.99	19.2%

## 2024 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION DISTRICT

Time: 14:02:35 Date: 09/17/2024

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001 6841 - General Fund

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

Expenditures	Amt Budgeted	Expenditures	Remaining	
<b>522 Fire Control</b>				
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	3,450.56	7,549.44	31.4%
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	6,271.28	19,728.72	24.1%
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	6,001.69	8,998.31	40.0%
522 45 43 99 Article 32 MED EMS Training	34,500.00	1,065.00	33,435.00	3.1%
<b>045 Training</b>	<b>367,300.00</b>	<b>178,268.96</b>	<b>189,031.04</b>	<b>48.5%</b>
522 50 31 00 Expendable Supplies -Facilities	11,000.00	5,934.41	5,065.59	53.9%
522 50 35 00 Tools & Equipment - Facilities	7,000.00	2,385.06	4,614.94	34.1%
522 50 41 00 Professional Services	0.00	5,341.41	(5,341.41)	0.0%
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	19,498.06	18,501.94	51.3%
522 50 47 20 Water/Sewer/Natural Gas	25,000.00	9,589.20	15,410.80	38.4%
522 50 48 00 Repair & Maint. - Facilities	70,000.00	38,789.13	31,210.87	55.4%
<b>050 Facilities</b>	<b>156,000.00</b>	<b>86,304.90</b>	<b>69,695.10</b>	<b>55.3%</b>
522 60 31 00 Expendable Supplies - Automotive	3,000.00	3,594.11	(594.11)	119.8%
522 60 32 00 Fuels	58,300.00	25,854.81	32,445.19	44.3%
522 60 35 00 Tools, Equipment & Parts - Automotive	5,350.00	4,722.09	627.91	88.3%
522 60 48 00 3rd party repair & Maint. - Automotive	112,125.00	77,762.24	34,362.76	69.4%
<b>060 Automotive</b>	<b>178,775.00</b>	<b>111,933.25</b>	<b>66,841.75</b>	<b>62.6%</b>
522 70 10 10 Salary - EMS Captain	140,000.00	115,889.41	24,110.59	82.8%
522 70 10 71 Overtime - EMS Captain	25,000.00	20,901.07	4,098.93	83.6%
522 70 20 10 Benefits - EMS Captain	35,000.00	23,326.08	11,673.92	66.6%
522 70 20 71 Benefits - OT EMS Captain	6,000.00	3,925.98	2,074.02	65.4%
522 70 31 00 Expendable Supplies - EMS	60,000.00	47,909.23	12,090.77	79.8%
522 70 35 00 Small Tools & Minor Equip	10,800.00	5,779.68	5,020.32	53.5%
522 70 41 02 EMS Assessment Fee	5,000.00	2,348.20	2,651.80	47.0%
522 70 41 10 Contract Services - EMS	20,000.00	8,722.92	11,277.08	43.6%
522 70 48 00 Small Tools- Repairs & Maintenance	6,000.00	2,296.85	3,703.15	38.3%
<b>070 Ambulance Transport Services</b>	<b>307,800.00</b>	<b>231,099.42</b>	<b>76,700.58</b>	<b>75.1%</b>
<b>522 Fire Control</b>	<b>6,272,179.30</b>	<b>4,147,063.18</b>	<b>2,125,116.12</b>	<b>66.1%</b>
<b>589 Payroll Clearing</b>				
589 90 00 00 Payroll Clearing	0.00	1,484.77	(1,484.77)	0.0%
<b>589 Payroll Clearing</b>	<b>0.00</b>	<b>1,484.77</b>	<b>(1,484.77)</b>	<b>0.0%</b>

## 2024 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION DISTRICT

Time: 14:02:35 Date: 09/17/2024

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001 6841 - General Fund

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

Expenditures	Amt Budgeted	Expenditures	Remaining	
<b>591 Debt Service</b>				
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	16,108.81	(8,608.81)	214.8%
592 22 83 02 Capital Lease Interest	49,395.00	49,394.19	0.81	100.0%
591 Debt Service	119,621.00	128,229.00	(8,608.00)	107.2%
<b>594 Capital Expenditures</b>				
594 22 62 00 Capital Building	55,000.00	28,725.44	26,274.56	52.2%
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	706,578.35	258,256.65	73.2%
<b>597 Interfund Transfers</b>				
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%
<b>Fund Expenditures:</b>	<b>8,171,635.30</b>	<b>4,983,355.30</b>	<b>3,188,280.00</b>	<b>61.0%</b>
<b>Fund Excess/(Deficit):</b>	<b>2,327,297.70</b>	<b>3,544,847.48</b>		

## 2024 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION DISTRICT

Time: 14:02:35 Date: 09/17/2024

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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	928,653.79	754,029.21	55.2%
310 Taxes	1,682,683.00	928,653.79	754,029.21	55.2%

### 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	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 00 07 Ambulance Service	470,000.00	334,128.69	135,871.31	71.1%
340 Charges For Services	470,000.00	334,128.69	135,871.31	71.1%

### 360 Investment Interest

361 11 00 11 EMS Fund Interest	108,000.00	81,519.73	26,480.27	75.5%
360 Investment Interest	108,000.00	81,519.73	26,480.27	75.5%

### Fund Revenues:

	<b>6,273,229.00</b>	<b>5,160,495.93</b>	<b>1,112,733.07</b>	<b>82.3%</b>
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### Expenditures

	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	48,404.55	1,595.45	96.8%
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	48,839.62	5,660.38	89.6%

### 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:

	<b>3,120,328.00</b>	<b>3,114,667.62</b>	<b>5,660.38</b>	<b>99.8%</b>
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**2024 BUDGET POSITION**

BENTON COUNTY FIRE PROTECTION DISTRICT

Time: 14:02:35 Date: 09/17/2024

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110 6848 - EMS Fund

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

**Fund Excess/(Deficit):**

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**3,152,901.00**

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**2,045,828.31**



## 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	266,658.70	214,556.30	55.4%
310 Taxes	481,215.00	266,658.70	214,556.30	55.4%

**360 Investment Interest**

361 11 00 21 Bond Fund Interest	5,500.00	5,569.12	(69.12)	101.3%
360 Investment Interest	5,500.00	5,569.12	(69.12)	101.3%

**Fund Revenues:**

	<b>673,214.00</b>	<b>461,388.15</b>	<b>211,825.85</b>	<b>68.5%</b>
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**Expenditures**

	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:**

	<b>485,750.00</b>	<b>130,375.00</b>	<b>355,375.00</b>	<b>26.8%</b>
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**Fund Excess/(Deficit):**

	<b>187,464.00</b>	<b>331,013.15</b>		
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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			
Revenues	Amt Budgeted	Revenues	Remaining		
<b>308 Beginning Balances</b>					
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%	
<b>310 Taxes</b>					
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%	
<b>360 Investment Interest</b>					
361 11 00 41    Construction Fund Interest	0.00	0.57	(0.57)	0.0%	
360 Investment Interest	0.00	0.57	(0.57)	0.0%	
<b>Fund Revenues:</b>	<b>29.00</b>	<b>28.86</b>	<b>0.14</b>	<b>99.5%</b>	
<b>Fund Excess/(Deficit):</b>	<b>29.00</b>	<b>28.86</b>			

## 2024 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION DISTRICT

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

Revenues	Amt Budgeted	Revenues	Remaining	
<b>308 Beginning Balances</b>				
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%
<b>360 Investment Interest</b>				
361 11 00 61    Reserve Fund Interest	39,000.00	29,189.26	9,810.74	74.8%
360 Investment Interest	39,000.00	29,189.26	9,810.74	74.8%
<b>397 Interfund Transfers</b>				
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%
<b>Fund Revenues:</b>	<b>2,405,399.00</b>	<b>1,580,587.76</b>	<b>824,811.24</b>	<b>65.7%</b>
<b>Fund Excess/(Deficit):</b>	<b>2,405,399.00</b>	<b>1,580,587.76</b>		

## 2024 BUDGET POSITION TOTALS

BENTON COUNTY FIRE PROTECTION DIS

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Fund	Revenue Budgeted	Received		Expense Budgeted	Spent	
001 6841 - General Fund	10,498,933.00	8,528,202.78	81.2%	8,171,635.30	4,983,355.30	61%
110 6848 - EMS Fund	6,273,229.00	5,160,495.93	82.3%	3,120,328.00	3,114,667.62	100%
201 6842 - Bond Fund	673,214.00	461,388.15	68.5%	485,750.00	130,375.00	27%
401 6844 - Construction Fund	29.00	28.86	99.5%	0.00	0.00	0%
601 6846 - Reserve Fund	2,405,399.00	1,580,587.76	65.7%	0.00	0.00	0%
	<u>19,850,804.00</u>	<u>15,730,703.48</u>	<u>79.2%</u>	<u>11,777,713.30</u>	<u>8,228,397.92</u>	<u>69.9%</u>

**Policy #145**  
**Reference Checks**

**1. Purpose**

1.1. The purpose of this policy is to provide guidance to District personnel when responding to requests for reference checks from other employers/entities.

**2. Scope**

2.1. This policy applies to Benton County Fire District #4 personnel responding to requests for information regarding current or former employees or volunteers.

**3. Responsibilities**

3.1. None

**4. Revision Summary**

Revision Date	Description
TBD	Initial issue.

**5. Procedures**

**5.1. Response to Reference Check Inquiries**

5.1.1. The District will respond to reference check inquiries from other employers/entities regarding its current or former employees/applicants/volunteers by providing (to the extent applicable) the following information:

- Dates of employment (or dates of volunteering)
- Position(s) held
- Job duties, and
- Rate(s) of pay

5.1.2. No inference, either positive or negative, should be made from the District's uniform application of this policy.

5.1.3. If an employee/volunteer desires the District to provide additional information, then the employee/volunteer and the prospective employer/entity requesting the information must complete the appropriate forms in Attachment A of this policy authorizing the disclosure of information.

5.1.3.1. The forms must be signed and notarized to be valid.

**6. Addendums**

6.1. Attachment A: Authorization to Release Reference Information

**Policy #145**  
**Reference Checks**

**Adopted by BCFD4 Commissioners**

**Signed by Fire Chief:**

**Printed** \_\_\_\_\_

**Signed** \_\_\_\_\_

**Effective Date:** \_\_\_\_\_

**Supersedes Date:**           N/A          

DRAFT

**Policy #145  
Reference Checks**

***ATTACHMENT A  
Authorization to Release Reference Information***

By signing below, I knowingly and voluntarily release Benton County Fire District #4, a Washington political subdivision, and its current and former employees, Commissioners, volunteers, agents, assigns, successors, insurers and all other related persons and entities (hereinafter collectively referred to as "the District") from any and all claims, known or unknown, for damages or other relief arising out of the District's disclosure of information relating to my employment (or application of employment, as applicable) or volunteering with the District to the prospective employer or entity listed below.

I understand and agree that this release and authorization covers all information in the District's possession or control regarding my employment (or application for employment) or volunteering with the District including, but not limited to: the contents of my personnel file and/or any other file relating to me, information relating to disciplinary or corrective actions, information relating to my educational history, information relating to my personal history, application process/materials, and opinions of my supervisor(s) and any other employee, Commissioner, or agent of the District regarding my work performance (or application process) and any other issue related, in any manner, to my employment (or application for employment) or volunteering with the District (hereinafter collectively referred to as "reference information").

I acknowledge I have voluntarily requested that the District release reference information for my own benefit. I will defend, indemnify and hold the District harmless against any claims brought against it as a result of its disclosure or non-disclosure of reference information.

I understand and agree that the District retains sole discretion as to what reference information it will disclose (if any) pursuant to this release and authorization and that I am intentionally waiving any and all claims, known or unknown, against the District relating, in any manner, to the District's disclosure or non-disclosure of reference information relating to my employment (or application for employment) or volunteering with the District.

This form must also be signed by the prospective employer or entity listed below in the presence of a notary public. By signing below, the prospective employer or entity hereby agrees to all of the terms and conditions stated herein, including, but not limited to, (1) the full and complete release of the District from all claims and liability relating to the subject reference information and (2) defending, indemnifying and holding the District harmless against any claims relating to the reference information and the disclosure or non-disclosure of reference information.

The current or former District employee (or applicant for District employment) or volunteer requesting that the District release the reference information shall also sign this form in the presence of a notary public.

I understand and agree the District may treat a photocopy or copy from a facsimile machine (or an electronic copy) of this signed release and authorization as valid as an original copy. I understand and agree the District may disclose the reference information directly to the prospective employer or entity requesting the reference information after it receives a signed copy of this release and authorization and has no obligation or duty to contact me about the disclosure of the reference information. Finally, I understand and agree the District has no obligation or duty to disclose to me the reference information that it discloses to the prospective employer/entity requesting the information.

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**Policy #145  
Reference Checks**

***ATTACHMENT A***

**\*\* PLEASE PRINT CLEARLY BELOW WITH BLUE OR BLACK INK \*\***

**THE SECTION BELOW IS TO BE COMPLETED BY THE FORMER OR CURRENT DISTRICT EMPLOYEE (OR APPLICANT) OR VOLUNTEER REQUESTING THE RELEASE BY THE DISTRICT OF REFERENCE INFORMATION**

Full Name:

\_\_\_\_\_

List any other name used while employed by the District or when you applied to work for the District (or when you volunteered for the District):

\_\_\_\_\_

Address:

\_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number : ( \_\_\_\_\_ ) \_\_\_\_\_

**Signature:**

**Date:** \_\_\_\_\_

**Notary Public Section**

STATE OF WASHINGTON )  
County of \_\_\_\_\_ ) ss.

Signed before me on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
Signature of Notary Public

\_\_\_\_\_  
Residing At

\_\_\_\_\_  
Expiration Date of Notary Public

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**Policy #145  
Reference Checks**

**ATTACHMENT A**

**THE SECTION BELOW IS TO BE COMPLETED BY THE PROSPECTIVE EMPLOYER OR ENTITY REQUESTING THE RELEASE BY THE DISTRICT OF REFERENCE INFORMATION**

\_\_\_\_\_

**Printed Name of Prospective Employer/Entity Requesting Information**

\_\_\_\_\_

**Signature on Behalf of Prospective Employer/Entity Requesting Information      Date**

\_\_\_\_\_

**Printed Name and Job Title of Signatory on Behalf of the Prospective Employer/Entity Requesting Information**

**Notary Public Section**

STATE OF WASHINGTON      )  
  ) ss.  
County of \_\_\_\_\_ )

Signed before me on this \_\_\_\_\_ day of \_\_\_\_\_,

\_\_\_\_\_  
Signature of Notary Public

\_\_\_\_\_  
Residing At

\_\_\_\_\_  
Expiration Date of Notary Public