



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

JANUARY 16, 2025 – 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**

### **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 January 16, 2025.
- Minutes:
  - Approve minutes of January 2, 2025, Regular Meeting.
- Payroll Vouchers
  - Approve Payroll Voucher numbers 13 through 83 and Electronic Fund Transfer(s) as listed for \$371,317.80 for the period ending January 24, 2025.
- Claim Vouchers:
  - Approve 2024 Claim Voucher numbers 1943 through 1962 for \$59,217.01 for the period ending December 31, 2024.
  - Approve 2025 Claim Voucher numbers 60 through 81 for \$52,054.53 for the period ending January 24, 2025.

### **FINANCIAL REVIEW**

- Budget Revenue and Expenditure Report

### **RESOLUTIONS/MOTIONS**

- Policy 110 – Credit Cards
- Policy 144 – Procurement

**NEW BUSINESS**

- Mid-Columbia EMS and Trauma Council

**UNFINISHED BUSINESS**

**CORRESPONDENCE**

- IAFF Local #1052
- WADNR – Station 410 Property

**DISTRICT REPORTS**

- Union Report
- Volunteer Report
- Logistics Report
- City Liaison Report
- Commissioner(s) Report
- Fire Chief Report
- Deputy Chief Report
- Finance Manager Report

**OPEN FORUM DISCUSSION**

**OPERATION PROGRAM UPDATES**

**IMPORTANT DATES**

- January 16 – Recruit Graduation – 6:30 pm at Station 430

**AGENDA ITEMS FOR NEXT MEETING**

**EXECUTIVE SESSION**

**ADJOURNMENT**



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

### Regular Board Meeting Minutes January 2, 2025

#### **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, Commissioner Goodwin, and Commissioner Van Beek (virtual).

#### **PLEDGE OF ALLEGIANCE**

Commissioner Brink 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 (virtual)
- Finance Manager Paden-Lilly

*Guests present:*

City of West Richland Council Member David Fetto

#### **FINANCIAL REVIEW**

The board reviewed the budget revenue and expenditure reports.

#### **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:** None received.
- **Agenda Approval:** Approval of the agenda for January 2, 2025.
- **Minutes Approval:** Approval of the meeting minutes dated December 19, 2024.
- **Approval of Payments:**
  - *2024 Claim Vouchers:* Numbers 1870–1885, totaling \$40,767.36, for the period ending December 30, 2024.
  - *2025 Claim Vouchers:* Numbers 1–4, totaling \$11,075.21, for the period ending January 10, 2025.

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

### **RESOLUTIONS/MOTIONS**

No additional resolutions or motions were presented.

### **DISTRICT REPORTS**

**Commissioners** – Commissioner Goodwin shared that some members of the Equipment Committee recently traveled to Pierce Manufacturing to review the progress on the construction of the aerial truck.

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

- There has been no further communication from WADNR regarding the Station 410 property since the meeting with Public Lands Commissioner Hilary Franz. Commissioner Brink offered to reach out again and will collaborate with Chief Carlyle on this matter.
- The new Deputy Fire Chief has a tentative start date of January 20. Flexibility is being maintained as he finalizes his move to the area and secures rental housing.

### **OPEN FORUM DISCUSSION**

No topics were brought forward during the open forum discussion.

### **IMPORTANT DATES**

- January 16: Recruit Graduation at Station 430, 6:30 p.m.

### **CORRESPONDENCE**

No new correspondence was reported.

### **OPERATION PROGRAM UPDATES**

No updates were provided.

### **UNFINISHED BUSINESS**

#### **Elect 2025 Board Chairperson**

The Board agreed on the following appointments:

- Commissioner Brink will serve as Chairperson for 2025.
- Commissioner Goodwin will serve as Vice-Chair.

### **NEW BUSINESS**

No new business was introduced.

### **AGENDA ITEMS FOR NEXT MEETING**

No additional items were proposed for the next meeting agenda.

### **EXECUTIVE SESSION**

No executive session was held.

**ADJOURNMENT**

With no further business to come before the Board the meeting was adjourned at 5:07 p.m.

Attested:

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

1/16/2025  
Date

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

1/16/25  
Date

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

01-16/2025  
Date

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

1-16-25  
Date

**ACCOUNTS PAYABLE**

BENTON COUNTY FIRE PROTECTION DISTRICT #4

Time: 11:03:07 Date: 01/15/2025  
Page: 1

As Of: 12/31/2024

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
<b>14637</b>	<b>12/31/2024</b>	<b>12/31/2024</b>	<b>ABSOLUTE POWER</b>	<b>6,897.02</b>	<b>STA420 BAY REPAIRS/FAN INSTALLATION &amp; SHOP AIR COMPRESSOR/POWER DISCONNECT INSTALLATION</b>
522 21 48 80	SCBA Air Compressor	001 000 522 6841 - General I		2,521.84	INSTALL AIR COMP POWER
522 50 48 00	Repair & Maint. - Facilities	001 000 522 6841 - General I		4,375.18	STA420 REPAIRS/FAN INSTALL
Invoice					
47421634				2,521.84	STA420 SHOP AIR COMPRESSOR/POWER DISCONNECT
45337572				4,375.18	STA420 BAY REPAIRS/FAN INSTALLATION
<b>14655</b>	<b>12/31/2024</b>	<b>12/31/2024</b>	<b>BENTON RURAL ELECTRIC</b>	<b>3,446.11</b>	<b>ELECTRICITY</b>
522 50 47 10	Electricity	001 000 522 6841 - General I		1,604.12	STA420 - 172850825
522 50 47 10	Electricity	001 000 522 6841 - General I		47.93	WELL - 34400
522 50 47 10	Electricity	001 000 522 6841 - General I		199.56	SHOP - 602700
522 50 47 10	Electricity	001 000 522 6841 - General I		920.07	STA430 - 892000
522 50 47 10	Electricity	001 000 522 6841 - General I		674.43	STA410 - 31760125
Invoice					
12312024				3,446.11	ELECTRICITY
<b>14656</b>	<b>12/31/2024</b>	<b>12/31/2024</b>	<b>CI SHRED</b>	<b>17.82</b>	<b>STA420 SHRED SERVICE</b>
522 12 41 00	Contract Services	001 000 522 6841 - General I		17.82	STA420 SHRED SERVICE
Invoice					
0176582				17.82	STA420 SHRED SERVICE
<b>14657</b>	<b>12/31/2024</b>	<b>12/31/2024</b>	<b>HUGHES FIRE EQUIPMENT INC.</b>	<b>2,634.55</b>	<b>R&amp;R REAR SCBA DOOR SENSOR ON APP #48</b>
522 60 48 00	3rd party repair & Maint. - A	001 000 522 6841 - General I		2,634.55	R&R REAR SCBA DOOR SENSOR ON APP #48
Invoice					
616668				2,634.55	R&R REAR SCBA DOOR SENSOR ON APP #48
<b>14646</b>	<b>12/31/2024</b>	<b>12/31/2024</b>	<b>LIFE ASSIST</b>	<b>1,496.39</b>	<b>EMS SUPPLIES, BLOOD PRESSURE UNIT</b>
522 70 31 00	Expendable Supplies - EMS	001 000 522 6841 - General I		973.21	EMS SUPPLIES
522 70 35 00	Small Tools & Minor Equip	001 000 522 6841 - General I		523.18	BLOOD PRESSURE UNIT
Invoice					
1541253				1,496.39	EMS SUPPLIES; BLOOD PRESSURE UNIT

## ACCOUNTS PAYABLE

BENTON COUNTY FIRE PROTECTION DISTRICT #4

Time: 11:03:07 Date: 01/15/2025  
Page: 2

As Of: 12/31/2024

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
<b>14658</b>	<b>12/31/2024</b>	<b>12/31/2024</b>	<b>LN CURTIS &amp; SONS</b>	<b>75.55</b>	<b>LABOR - TROUBLESHOOT COMPRESSOR</b>
	522 21 48 80	SCBA Air Compressor	001 000 522 6841 - General I	75.55	TROUBLESHOOT COMPRESSOR
<hr/>					
<b>14659</b>	<b>12/31/2024</b>	<b>12/31/2024</b>	<b>MCGAVICK GRAVES ATTORNEY AT LAW</b>	<b>979.50</b>	<b>LEGAL SERVICE</b>
	522 14 41 00	Professional Services	001 000 522 6841 - General I	979.50	LEGAL SERVICE
<hr/>					
<b>14660</b>	<b>12/31/2024</b>	<b>12/31/2024</b>	<b>PALADIN BACKGROUND</b>	<b>24.00</b>	<b>BACKGROUND</b>
	522 12 44 00	Advertising/Notices/Recruiti	001 000 522 6841 - General I	24.00	BACKGROUND
<hr/>					
<b>14661</b>	<b>12/31/2024</b>	<b>12/31/2024</b>	<b>SNURE LAW OFFICE</b>	<b>272.00</b>	<b>LEGAL SERVICE</b>
	522 12 41 00	Contract Services	001 000 522 6841 - General I	272.00	LEGAL SERVICE
<hr/>					
<b>14676</b>	<b>12/31/2024</b>	<b>12/31/2024</b>	<b>STATE AUDITOR'S OFFICE</b>	<b>1,224.08</b>	<b>ACCOUNTABILITY AUDIT</b>
	522 12 49 20	State Auditor	001 000 522 6841 - General I	1,224.08	ACCOUNTABILITY AUDIT
<hr/>					
<b>14662</b>	<b>12/31/2024</b>	<b>12/31/2024</b>	<b>STERICYCLE</b>	<b>100.74</b>	<b>BIOHAZARD WASTE PICK UP</b>
	522 70 41 10	Contract Services - EMS	001 000 522 6841 - General I	100.74	EMS WASTE DISPOSAL
<hr/>					
<b>14663</b>	<b>12/31/2024</b>	<b>12/31/2024</b>	<b>SYSTEM DESIGN WEST</b>	<b>2,601.65</b>	<b>EMS (OCT) BILLING</b>
	8009339663			100.74	BIOHAZARD WASTE PICK UP

# ACCOUNTS PAYABLE

BENTON COUNTY FIRE PROTECTION DISTRICT #4

Time: 11:03:07 Date: 01/15/2025  
Page: 3

As Of: 12/31/2024

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
522 70 41 00	Ambulance Billing Service F€	110 000 522 6848	EMS Fun	2,601.65	EMS (OCT) BILLING
Invoice 20242150					
<b>14671 12/31/2024</b>	<b>12/31/2024</b>	<b>12/31/2024</b>	<b>US BANK</b>	<b>5,824.92</b>	<b>BORSCHOWA EXPENDITURES</b>
522 12 31 10	Computer Software	001 000 522 6841	- General I	947.17	O365; BACKUP SERVICES
522 12 35 10	Office Computer Equipment	001 000 522 6841	- General I	4,656.52	COMPUTERS AND TABLET CASES
522 12 41 03	Contract Services - Comput	001 000 522 6841	- General I	8.49	WEBSITE SERVICES;
522 70 31 00	Expendable Supplies - EMS	001 000 522 6841	- General I	95.60	CLEANING SPRAY BOTTLES
522 70 41 10	Contract Services - EMS	001 000 522 6841	- General I	117.14	VIMEO SUBSCRIPTION FOR EMS
Invoice 12/18/24 MSFT 12/17/2024 MSFT 12/19/24 ZEP 12/19/24 COSTCO 12/30/24 SP URBAN 12/30/24 SYNOLOGY 1/2/25 AMAZON 1/7/25 VMO					
<b>14672 12/31/2024</b>	<b>12/31/2024</b>	<b>12/31/2024</b>	<b>US BANK</b>	<b>60.78</b>	<b>CARAWAY EXPENDITURES</b>
522 50 31 00	Expendable Supplies - Faciliti	001 000 522 6841	- General I	60.78	AIR FILTERS FOR STA 430
Invoice 12/18/24 HDEPOT 12/18/24 HDEPOT					
<b>14677 12/31/2024</b>	<b>12/31/2024</b>	<b>12/31/2024</b>	<b>US BANK</b>	<b>43.41</b>	<b>NEWTON EXPENDITURES</b>
522 50 35 00	Tools & Equipment - Facilitie	001 000 522 6841	- General I	43.41	TOOLS
Invoice 12/9/24 HDEPOT					
<b>14678 12/31/2024</b>	<b>12/31/2024</b>	<b>12/31/2024</b>	<b>US BANK</b>	<b>95.83</b>	<b>ROGERS EXPENDITURES</b>
522 26 31 10	Food	001 000 522 6841	- General I	95.83	REHAB SUPPLIES FOR LIVE FIRE
Invoice 12/9/24 HDEPOT					



BENTON COUNTY FIRE PROTECTION DISTRICT #4

**ACCOUNTS PAYABLE**

Time: 11:03:07 Date: 01/15/2025  
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As Of: 12/31/2024

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
14679	12/31/2024	12/31/2024	12/11/24 WALMART	95.83	REHAB SUPPLIES FOR LIVE FIRE
<b>351.50 SHANNON EXPENDITURES</b>					
522	12 31 10	Computer Software	US BANK	351.50	ADOBE SUBSCRIPTION
Invoice					
	1/7/25	ADOBE		351.50	ADOBE SUBSCRIPTION
14664	12/31/2024	12/31/2024	VITAL RECORDS CONTROL	203.66	MONTHLY STORAGE FEE
522	12 41 00	Contract Services	001 000 522 6841 - General I	203.66	MONTHLY STORAGE FEE
Invoice					
	4665389			203.66	MONTHLY STORAGE FEE
14665	12/31/2024	12/31/2024	VOYAGER	2,301.39	FUEL
522	60 32 00	Fuels	001 000 522 6841 - General I	2,301.39	FUEL
Invoice					
	8693879692501			2,301.39	FUEL
14666	12/31/2024	12/31/2024	YOKE'S FOODS	117.31	REHAB SUPPLIES FOR LIVE FIRE TRNG; ICE
522	26 31 10	Food	001 000 522 6841 - General I	117.31	REHAB SUPPLIES
Invoice					
	42506244			106.15	REHAB SUPPLIES
	42506395			11.16	ICE
Fund					
				Report Total:	28,768.21
				001 6841 - General Fund	26,166.56
				110 6848 - EMS Fund	2,601.65

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.

**ACCOUNTS PAYABLE**

BENTON COUNTY FIRE PROTECTION DISTRICT #4

Time: 11:07:10 Date: 01/15/2025  
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As Of: 01/24/2025

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
<b>14673 01/24/202501/24/202515</b>			<b>AMAZON</b>	<b>102.36</b>	<b>W2 FORMS, AAA BATTERIES, DYMO LABELS</b>
522 12 31 00	Expendable Office Supplies		001 000 522 6841 - General I	66.86	W2 FORMS, DYMO LABELS
522 24 31 00	Expendable Supplies - Radio		001 000 522 6841 - General I	35.50	AAA BATTERIES FOR PAGERS
	Invoice				
	1F4J-3NMV-JWLG			49.48	W2 FORMS
	1CWW-1F7D-RYXR			35.50	AAA BATTERIES
	1QJ7-RVJR-KDF7			17.38	DYMO LABELS
<b>14638 01/24/202501/24/20251046</b>			<b>ARCHBRIGHT</b>	<b>4,740.00</b>	<b>2025 ANNUAL MEMBERSHIP</b>
522 12 41 00	Contract Services		001 000 522 6841 - General I	4,740.00	2025 ANNUAL MEMBERSHIP
	Invoice				
	DU20097020600			4,740.00	2025 ANNUAL MEMBERSHIP
<b>14639 01/24/202501/24/202536</b>			<b>BC FIRE DIST #4 FF ASSOCIATION</b>	<b>3,507.33</b>	<b>2025 MEMBERSHIP DUES (44) &amp; SERVICE PINS</b>
522 20 29 20	Volunteer Recognition		001 000 522 6841 - General I	31.33	EAGLE ENGRAVING - SERVICE PINS
522 20 29 30	Volunteer Association		001 000 522 6841 - General I	3,476.00	2025 MEMBERSHIP DUES
	Invoice				
	012025			3,476.00	2025 MEMBERSHIP DUES (44)
	59343			31.33	EAGLE ENGRAVING - SERVICE PINS (2)
<b>14647 01/24/202501/24/202549</b>			<b>BOARD FOR VOLUNTEER FIREFIGHTERS</b>	<b>1,510.00</b>	<b>2025 VOLUNTEER DISABILITY AND PENSION</b>
522 20 24 20	Volunteer Pension & Relief F		001 000 522 6841 - General I	1,510.00	2025 VOLUNTEER DISABILITY AND PENSION
	Invoice				
	2025			2,800.00	2025 VOLUNTEER DISABILITY AND PENSION
	2025			-1,290.00	CREDIT FOR 2023 UNMET PENSION REQUIREMENTS
<b>14640 01/24/202501/24/2025690</b>			<b>BPAS</b>	<b>7,000.00</b>	<b>HRA BENEFITS</b>
522 12 20 04	HRA Benefits		001 000 522 6841 - General I	750.00	HRA BENEFITS
522 20 20 04	HRA Benefits		001 000 522 6841 - General I	6,250.00	HRA BENEFITS
	Invoice				
	JAN25			7,000.00	HRA BENEFITS
<b>14641 01/24/202501/24/2025699</b>			<b>CHAPLAIN SERVICES NETWORK</b>	<b>8,000.00</b>	<b>CHAPLAIN SERVICES</b>

# ACCOUNTS PAYABLE

BENTON COUNTY FIRE PROTECTION DISTRICT #4

Time: 11:07:10 Date: 01/15/2025  
Page: 2

As Of: 01/24/2025

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
522 12 41 00	Contract Services	001 000 522 6841 - General I		8,000.00	CHAPLAIN SERVICES
Invoice					
BCFD#4-01012025					
				8,000.00	CHAPLAIN SERVICES
<b>14642 01/24/202501/24/2025281</b>	<b>CITY OF RICHLAND</b>			<b>10,324.25</b>	<b>DISPATCH SERVICES</b>
522 24 41 00	Dispatch Services	001 000 522 6841 - General I		10,324.25	DISPATCH SERVICES
Invoice					
55475					
				10,324.25	DISPATCH SERVICES
<b>14643 01/24/202501/24/20251060</b>	<b>CIVICPLUS</b>			<b>4,779.97</b>	<b>SOCIAL MEDIA ARCHIVE 2/1/2025-1/31/2026</b>
522 12 41 03	Contract Services - Compute	001 000 522 6841 - General I		4,779.97	SOCIAL MEDIA ARCHIVE 2/1/2025-1/31/2026
Invoice					
326736					
				4,779.97	SOCIAL MEDIA ARCHIVE 2/1/2025-1/31/2026
<b>14674 01/24/202501/24/2025916</b>	<b>ESTRELLA, MANUEL I</b>			<b>48.90</b>	<b>IFSTA INSTRUCTOR 9 EXAM PREP/AUDIOBOOK APP</b>
522 45 31 00	Expendable Supplies - Traini	001 000 522 6841 - General I		48.90	IFSTA INSTR 9 EXAM PREP/AUDIOBOOK
Invoice					
MVLHFT0WV					
				48.90	IFSTA INSTRUCTOR 9 EXAM PREP/AUDIOBOOK APP
<b>14644 01/24/202501/24/2025774</b>	<b>IMAGE TREND</b>			<b>534.75</b>	<b>ELITE RESCUE VISUAL ANNUAL FEE</b>
522 70 41 10	Contract Services - EMS	001 000 522 6841 - General I		534.75	ELITE RESCUE VISUAL ANNUAL FEE
Invoice					
PS-INV112386					
				534.75	ELITE RESCUE VISUAL ANNUAL FEE
<b>14645 01/24/202501/24/2025187</b>	<b>LIFE ASSIST</b>			<b>2,915.34</b>	<b>EMS SUPPLIES</b>
522 70 31 00	Expendable Supplies - EMS	001 000 522 6841 - General I		2,392.16	EMS SUPPLIES
522 70 35 00	Small Tools & Minor Equip	001 000 522 6841 - General I		523.18	BLOOD PRESSURE UNIT
Invoice					
1542682					
1543221					
1544744					
				92.90	EMS SUPPLIES
				91.40	EMS SUPPLIES
				523.18	BLOOD PRESSURE UNIT

# ACCOUNTS PAYABLE

BENTON COUNTY FIRE PROTECTION DISTRICT #4

Time: 11:07:10 Date: 01/15/2025  
Page: 3

As Of: 01/24/2025

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
			1542810	2,207.86	EMS SUPPLIES
<b>14648</b>	<b>01/24/202501/24/2025189</b>		<b>LIZ LOOMIS EASL, INC</b>	<b>6,000.00</b>	<b>COMMUNICATIONS CONSULTING</b>
	522 30 41 01	Professional Services - Mark	001 000 522 6841 - General I	6,000.00	COMMUNICATIONS CONSULTING
			Invoice		
			B4-0125	6,000.00	COMMUNICATIONS CONSULTING
<b>14649</b>	<b>01/24/202501/24/2025860</b>		<b>NEWEGG</b>	<b>500.01</b>	<b>RICOH SCANNER</b>
	522 12 31 20	Non-Expendable Office	001 000 522 6841 - General I	500.01	RICOH SCANNER
			Invoice		
			1305322970	500.01	RICOH SCANNER
<b>14675</b>	<b>01/24/202501/24/2025535</b>		<b>O'REILLY AUTO PARTS</b>	<b>58.67</b>	<b>AUTO SUPPLIES</b>
	522 60 31 00	Expendable Supplies - Autor	001 000 522 6841 - General I	58.67	AUTO SUPPLIES
			Invoice		
			3707-164306	58.67	AUTO SUPPLIES
<b>14650</b>	<b>01/24/202501/24/2025242</b>		<b>OXARC</b>	<b>106.71</b>	<b>CYLINDER RENTAL/O2</b>
	522 70 31 00	Expendable Supplies - EMS	001 000 522 6841 - General I	106.71	CYLINDER RENTAL/O2
			Invoice		
			0061920635	35.99	CYLINDER RENTAL
			0032242659	70.72	O2
<b>14651</b>	<b>01/24/202501/24/2025885</b>		<b>PACIFIC OFFICE AUTOMATION</b>	<b>745.14</b>	<b>VOIP PHONE SYSTEM</b>
	522 12 42 00	Phone Service	001 000 522 6841 - General I	745.14	VOIP PHONE SYSTEM
			Invoice		
			965271	745.14	VOIP PHONE SYSTEM
<b>14652</b>	<b>01/24/202501/24/2025322</b>		<b>STAPLES ADVANTAGE</b>	<b>259.84</b>	<b>STATION CLEANING SUPPLIES</b>
	522 50 31 00	Expendable Supplies - Faciliti	001 000 522 6841 - General I	259.84	STATION CLEANING SUPPLIES
			Invoice		
			6020296801	259.84	STATION CLEANING SUPPLIES

# ACCOUNTS PAYABLE

BENTON COUNTY FIRE PROTECTION DISTRICT #4

Time: 11:07:10 Date: 01/15/2025  
Page: 4

As Of: 01/24/2025

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
<b>14654</b>	<b>01/24/2025</b>	<b>01/24/2025</b>	<b>TOTAL ENERGY MANAGEMENT</b>	<b>871.26</b>	<b>HEATING MAINTENANCE - STA 420</b>
522 50 48 00	Repair & Maint. - Facilities	001 000 522 6841 - General I		871.26	HEATING MAINTENANCE - STA 420
<hr/>					
<b>14653</b>	<b>01/24/2025</b>	<b>01/24/2025</b>	<b>TRI-COUNTY FIRE COMMISSIONERS ASSOCIATIO</b>	<b>50.00</b>	<b>2025 ANNUAL FEE</b>
522 12 49 00	Memberships/Dues	001 000 522 6841 - General I		50.00	2025 ANNUAL FEE

Invoice  
012025 50.00 2025 ANNUAL FEE

Fund  
001 6841 - General Fund 52,054.53

Report Total: 52,054.53

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

**WARRANT/CHECK REGISTER**

BENTON COUNTY FIRE PROTECTION DISTRICT #4

Time: 11:33:08 Date: 01/15/2025

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

Page: 1

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
1943	12/31/2024	Claims	6841	1673	ABSOLUTE POWER	6,897.02	STA420 BAY REPAIRS/FAN INSTALLATION & SHOP AIR COMPRESSOR/POWER DISCONNECT INSTALLATION
1944	12/31/2024	Claims	6841	1674	BENTON RURAL ELECTRIC	3,446.11	ELECTRICITY
1945	12/31/2024	Claims	6841	1675	CI SHRED	17.82	STA420 SHRED SERVICE
1946	12/31/2024	Payroll	6841	1676	DEPARTMENT OF LABOR & INDUSTRIES	23,423.63	4TH Quarter L&I: 10/01/2024 - 12/31/2024
1947	12/31/2024	Payroll	6841	1677	PFML EMPLOYMENT SECURITY DEPARTMENT	4,185.14	Pay Cycle(s) 10/01/2024 To 12/31/2024 - PFML
1948	12/31/2024	Payroll	6841	1678	WA CARES FUND EMPLOYMENT SECURITY DEPARTMENT	2,523.47	Pay Cycle(s) 10/01/2024 To 12/31/2024 - LTC
1949	12/31/2024	Payroll	6841	1679	EMPLOYMENT SECURITY DEPT (OASI)	316.56	4th Quarter Unemployment: 10/01/2024 - 12/31/2024
1950	12/31/2024	Claims	6841	1680	HUGHES FIRE EQUIPMENT INC.	2,634.55	R&R REAR SCBA DOOR SENSOR ON APP #48
1951	12/31/2024	Claims	6841	1681	LIFE ASSIST	1,496.39	EMS SUPPLIES, BLOOD PRESSURE UNIT
1952	12/31/2024	Claims	6841	1682	LN CURTIS & SONS	75.55	LABOR - TROUBLESHOOT COMPRESSOR
1953	12/31/2024	Claims	6841	1683	MCGAVICK GRAVES ATTORNEY AT LAW	979.50	LEGAL SERVICE
1954	12/31/2024	Claims	6841	1684	PALADIN BACKGROUND	24.00	BACKGROUND
1955	12/31/2024	Claims	6841	1685	SNURE LAW OFFICE	272.00	LEGAL SERVICE
1956	12/31/2024	Claims	6841	1686	STATE AUDITOR'S OFFICE	1,224.08	ACCOUNTABILITY AUDIT
1957	12/31/2024	Claims	6841	1687	STERICYCLE	100.74	BIOHAZARD WASTE PICK UP
1958	12/31/2024	Claims	6841	1688	SYSTEM DESIGN WEST	2,601.65	EMS (OCT) BILLING
1959	12/31/2024	Claims	6841	1689	US BANK	6,376.44	BORSCHOWA EXPENDITURES; CARAWAY EXPENDITURES; NEWTON EXPENDITURES; ROGERS EXPENDITURES; SHANNON EXPENDITURES
1960	12/31/2024	Claims	6841	1690	VITAL RECORDS CONTROL	203.66	MONTHLY STORAGE FEE
1961	12/31/2024	Claims	6841	1691	VOYAGER	2,301.39	FUEL
1962	12/31/2024	Claims	6841	1692	YOKE'S FOODS	117.31	REHAB SUPPLIES FOR LIVE FIRE TRNG; ICE

001 6841 - General Fund  
110 6848 - EMS Fund

56,615.36  
2,601.65

Claims: 28,768.21  
Payroll: 30,448.80

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 Patricia Lillis

Commissioners [Signatures]

Approval Date 1/16/2025

**WARRANT/CHECK REGISTER**

2025 Expenditures

BENTON COUNTY FIRE PROTECTION DISTRICT #4

Time: 11:34:49 Date: 01/15/2025

01/23/2025 To: 01/24/2025

Page: 1

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
59	01/24/2025	Payroll	6841	1693	AFLAC	39.39	Pay Cycle(s) 10/01/2023 To 10/31/2023 - AFLAC
60	01/24/2025	Claims	6841	1694	AMAZON	102.36	W2 FORMS, AAA BATTERIES, DYMO LABELS
61	01/24/2025	Claims	6841	1695	ARCHBRIGHT	4,740.00	2025 ANNUAL MEMBERSHIP
62	01/24/2025	Claims	6841	1696	BC FIRE DIST #4 FF ASSOCIATION	3,507.33	2025 MEMBERSHIP DUES (44) & SERVICE PINS
63	01/24/2025	Payroll	6841	1697	BENTON COUNTY 4 BENEVOLENT FUND	57.00	Pay Cycle(s) 10/01/2023 To 10/31/2023 - Benevolent Fund
64	01/24/2025	Claims	6841	1698	BOARD FOR VOLUNTEER FIREFIGHTERS	1,510.00	2025 VOLUNTEER DISABILITY AND PENSION
65	01/24/2025	Claims	6841	1699	BPAS	7,000.00	HRA BENEFITS
66	01/24/2025	Claims	6841	1700	CHAPLAIN SERVICES NETWORK	8,000.00	CHAPLAIN SERVICES
67	01/24/2025	Claims	6841	1701	CITY OF RICHLAND	10,324.25	DISPATCH SERVICES
68	01/24/2025	Claims	6841	1702	CIVICPLUS	4,779.97	SOCIAL MEDIA ARCHIVE 2/1/2025-1/31/2026
69	01/24/2025	Payroll	6841	1703	DIMARTINO	1,780.13	Pay Cycle(s) 10/01/2023 To 10/31/2023 - LT Disab- Life
70	01/24/2025	Claims	6841	1704	MANUEL I ESTRELLA	48.90	IFSTA INSTRUCTOR 9 EXAM PREP/AUDIOBOOK APP
71	01/24/2025	Payroll	6841	1705	IAFF LOCAL 1052	4,376.00	Pay Cycle(s) 10/01/2023 To 10/31/2023 - Union Dues
72	01/24/2025	Claims	6841	1706	IMAGE TREND	534.75	ELITE RESCUE VISUAL ANNUAL FEE
73	01/24/2025	Claims	6841	1707	LIFE ASSIST	2,915.34	EMS SUPPLIES
74	01/24/2025	Claims	6841	1708	LIZ LOOMIS EASL, INC	6,000.00	COMMUNICATIONS CONSULTING
75	01/24/2025	Claims	6841	1709	NEWEGG	500.01	RICOH SCANNER
76	01/24/2025	Claims	6841	1710	O'REILLY AUTO PARTS	58.67	AUTO SUPPLIES
77	01/24/2025	Claims	6841	1711	OXARC	106.71	CYLINDER RENTAL/O2
78	01/24/2025	Claims	6841	1712	PACIFIC OFFICE AUTOMATION	745.14	VOIP PHONE SYSTEM
79	01/24/2025	Claims	6841	1713	STAPLES ADVANTAGE	259.84	STATION CLEANING SUPPLIES
80	01/24/2025	Claims	6841	1714	TOTAL ENERGY MANAGEMENT	871.26	HEATING MAINTENANCE - STA 420
81	01/24/2025	Claims	6841	1715	TRI-COUNTY FIRE COMMISSIONERS ASSOCIATIO	50.00	2025 ANNUAL FEE
82	01/24/2025	Payroll	6841	1716	TRUSTEED PLANS SERVICE CORPORATION	45,958.37	Pay Cycle(s) 10/01/2023 To 10/31/2023 - Medical Insurance; Pay Cycle(s) 10/01/2023 To 10/31/2023 - Dental Insurance
83	01/24/2025	Payroll	6841	1717	C/O BENEFIT SOLUTIONS INC WSCFF MEDICAL EXPENSE REIMBURSEMEN	3,900.00	Pay Cycle(s) 10/01/2023 To 10/31/2023 - MERP

001 6841 - General Fund

108,165.42

Claims: 52,054.53  
 Payroll: 56,110.89

**WARRANT/CHECK REGISTER**

BENTON COUNTY FIRE PROTECTION DISTRICT #4

Time: 11:34:49 Date: 01/15/2025

01/23/2025 To: 01/24/2025

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 Poladen Lilly

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

Approval Date 1/14/2025



**WARRANT/CHECK REGISTER**

BENTON COUNTY FIRE PROTECTION DISTRICT #4

Time: 11:35:48 Date: 01/15/2025

01/23/2025 To: 01/24/2025

Page: 2

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
						315,206.91	Payroll: 315,206.91

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 Patricia Lilly

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

Approval Date 1/16/2025

## WARRANT/CHECK REGISTER

BENTON COUNTY FIRE PROTECTION DISTRICT #4

Time: 11:35:48 Date: 01/15/2025

01/23/2025 To: 01/24/2025

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Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
13	01/24/2025	Payroll	6841	EFT	JOSHUA AMMANN	7,600.61	January Base Salary/Dec OT
14	01/24/2025	Payroll	6841	EFT	BRADLEY E ANDREWS	1,903.16	January Base Salary/Dec OT
15	01/24/2025	Payroll	6841	EFT	CORAL L BEARS	1,228.49	January Base Salary/Dec OT
16	01/24/2025	Payroll	6841	EFT	CHERYL A BOOTH	3,020.96	January Base Salary/Dec OT
17	01/24/2025	Payroll	6841	EFT	DANA M BORSCHOWA	92.35	January Base Salary/Dec OT
18	01/24/2025	Payroll	6841	EFT	MATTHEW J BORSCHOWA	12,412.10	January Base Salary/Dec OT
19	01/24/2025	Payroll	6841	EFT	FREDERICK T BRINK	618.56	January Base Salary/Dec OT
20	01/24/2025	Payroll	6841	EFT	PAUL E CARLYLE	8,849.22	January Base Salary/Dec OT
21	01/24/2025	Payroll	6841	EFT	BRANDON J COATES	662.72	January Base Salary/Dec OT
22	01/24/2025	Payroll	6841	EFT	AMANDA K DERITIS	5,714.01	January Base Salary/Dec OT
23	01/24/2025	Payroll	6841	EFT	DANIEL J DRAYTON	6,020.73	January Base Salary/Dec OT
24	01/24/2025	Payroll	6841	EFT	MANUEL I ESTRELLA	7,157.88	January Base Salary/Dec OT
25	01/24/2025	Payroll	6841	EFT	APRIL S EWING	4,932.73	January Base Salary/Dec OT
26	01/24/2025	Payroll	6841	EFT	CODY R FLOWERS	5,115.84	January Base Salary/Dec OT
27	01/24/2025	Payroll	6841	EFT	KEVIN G GAIDOS	6,481.67	January Base Salary/Dec OT
28	01/24/2025	Payroll	6841	EFT	KAILEE M GARRISON-EHREDT	5,295.51	January Base Salary/Dec OT
29	01/24/2025	Payroll	6841	EFT	JARON D GIBSON	4,316.35	January Base Salary/Dec OT
30	01/24/2025	Payroll	6841	EFT	GARRETT S GOODWIN	391.16	January Base Salary/Dec OT
31	01/24/2025	Payroll	6841	EFT	REX J GREEN	18.24	January Base Salary/Dec OT
32	01/24/2025	Payroll	6841	EFT	DAWSEN O HALL	1,214.49	January Base Salary/Dec OT
33	01/24/2025	Payroll	6841	EFT	JACOB TA HANSEN	695.66	January Base Salary/Dec OT
34	01/24/2025	Payroll	6841	EFT	THOMAS R HARPER	8,205.01	January Base Salary/Dec OT
35	01/24/2025	Payroll	6841	EFT	KYLE C HART	6,453.56	January Base Salary/Dec OT
36	01/24/2025	Payroll	6841	EFT	NATANIA M JOHNSTON	77.57	January Base Salary/Dec OT
37	01/24/2025	Payroll	6841	EFT	ABIGAIL E KNOX	843.30	January Base Salary/Dec OT
38	01/24/2025	Payroll	6841	EFT	JAMES A LONGIE	8,462.44	January Base Salary/Dec OT
39	01/24/2025	Payroll	6841	EFT	ESTEBAN MADRIGAL	4,097.15	January Base Salary/Dec OT
40	01/24/2025	Payroll	6841	EFT	RAYMOND J NEWTON	6,967.96	January Base Salary/Dec OT
41	01/24/2025	Payroll	6841	EFT	WYATT M OROZCO	6,452.88	January Base Salary/Dec OT
42	01/24/2025	Payroll	6841	EFT	CONNOR L OVERSON	930.88	January Base Salary/Dec OT
43	01/24/2025	Payroll	6841	EFT	BILLIE J PADEN-LILLY	7,437.72	January Base Salary/Dec OT
44	01/24/2025	Payroll	6841	EFT	RUSSELL A POSEGATE	794.21	January Base Salary/Dec OT
45	01/24/2025	Payroll	6841	EFT	GARRETT M PREMEL	9,775.78	January Base Salary/Dec OT
46	01/24/2025	Payroll	6841	EFT	ALLEN L PUTZ	8,867.26	January Base Salary/Dec OT
47	01/24/2025	Payroll	6841	EFT	KYLE M RICHE	5,294.49	January Base Salary/Dec OT
48	01/24/2025	Payroll	6841	EFT	BONNIE M ROGERS	10,373.77	January Base Salary/Dec OT
49	01/24/2025	Payroll	6841	EFT	MCKENZIE M SELL	992.12	January Base Salary/Dec OT
50	01/24/2025	Payroll	6841	EFT	ROBERT C SHANNON	7,012.04	January Base Salary/Dec OT
51	01/24/2025	Payroll	6841	EFT	MICHAEL A VAN BEEK	443.49	January Base Salary/Dec OT
52	01/24/2025	Payroll	6841	EFT	ARRIEL A VAN CLEEF	4,379.08	January Base Salary/Dec OT
53	01/24/2025	Payroll	6841	EFT	DOMINIC P VIGGIANO	109.29	January Base Salary/Dec OT
54	01/24/2025	Payroll	6841	EFT	ANTHONY G VINING	8,700.22	January Base Salary/Dec OT
55	01/24/2025	Payroll	6841	EFT	BRIAN P WAKEMAN	5,733.84	January Base Salary/Dec OT
56	01/24/2025	Payroll	6841	EFT	JACOB M WALTON	6,870.60	January Base Salary/Dec OT
57	01/24/2025	Payroll	6841	EFT	CLAYTON A WHITBY	664.92	January Base Salary/Dec OT
58	01/24/2025	Payroll	6841	EFT	CODY WINTERS	2,033.51	January Base Salary/Dec OT
84	01/23/2025	Payroll	6841	EFT	EFTPS- IRS Payroll Taxes	47,897.25	941 Deposit for Pay Cycle(s) 01/24/2025 - 01/24/2025
85	01/23/2025	Payroll	6841	EFT	WA PUB EMP & RETIRE SYS	61,594.13	Pay Cycle(s) 10/01/2023 To 10/31/2023 - LEOFF II - D097; Pay Cycle(s) 10/01/2023 To 10/31/2023 - DCP-899T76; Pay Cycle(s) 10/01/2023 To 10/31/2023 - PERS 3 - 4778; Pay Cycle(s) 10/01/2023 To 10/31/202

## 2024 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION DISTRIK

Time: 12:35:49 Date: 01/15/2025

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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	3,021,858.50	3,021,858.50	0.00 100.0%
308 91 00 01	Beginning Balance - Cash/Imprest	17,070.17	17,070.17	0.00 100.0%
308 Beginning Balances		3,038,928.67	3,038,928.67	0.00 100.0%
<b>310 Taxes</b>				
311 10 00 01	Property Tax	4,402,919.00	4,388,606.46	14,312.54 99.7%
337 20 00 01	Leasehold Excise Tax	30,000.00	(30,458.04)	60,458.04 101.5%
310 Taxes		4,432,919.00	4,358,148.42	74,770.58 98.3%
<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	13,200.00	13,245.96	(45.96) 100.3%
342 21 00 01	Fire Services, State	90,000.00	77,468.73	12,531.27 86.1%
342 21 00 02	Fire Services, Federal	5,400.00	5,402.27	(2.27) 100.0%
342 21 00 03	Fire Services, Schools	2,300.00	3,311.65	(1,011.65) 144.0%
342 21 00 04	Fire Services, Private	2,270.00	2,270.88	(0.88) 100.0%
340 Charges For Services		113,170.00	101,699.49	11,470.51 89.9%
<b>361 Miscellaneous Revenue</b>				
361 11 00 01	General Fund Interest	105,000.00	104,616.83	383.17 99.6%
362 53 00 00	Rental of Facility	2,500.00	1,917.60	582.40 76.7%
367 11 00 08	Contributions/Donation	1,250.00	1,250.00	0.00 100.0%
369 91 00 00	Other Miscellaneous Revenue	2,000.00	49.10	1,950.90 2.5%
361 Miscellaneous Revenue		110,750.00	107,833.53	2,916.47 97.4%
<b>380 Other Increases in Fund Resources</b>				
389 50 68 04	Refund/Reimbursement	2,000.00	2,019.21	(19.21) 101.0%
380 Other Increases in Fund Resources		2,000.00	2,019.21	(19.21) 101.0%
<b>390 Other Financing Sources</b>				
395 10 00 02	Sale Of Fixed Assets	248,000.00	248,502.98	(502.98) 100.2%
390 Other Financing Sources		248,000.00	248,502.98	(502.98) 100.2%
<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%

## 2024 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION DISTRICT

Time: 12:35:49 Date: 01/15/2025

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

Revenues	Amt Budgeted	Revenues	Remaining	
<b>397 Interfund Transfers</b>				
397 Interfund Transfers	2,895,828.00	2,895,828.00	0.00	100.0%
<b>Fund Revenues:</b>	<b>10,872,052.67</b>	<b>10,782,417.56</b>	<b>89,635.11</b>	<b>99.2%</b>
Expenditures	Amt Budgeted	Expenditures	Remaining	
<b>522 Fire Control</b>				
522 11 10 10 Salary - Comm 1 (Van Beek)	9,000.00	5,375.00	3,625.00	59.7%
522 11 10 20 Salary-Comm 2 (Goodwin)	9,000.00	7,691.00	1,309.00	85.5%
522 11 10 30 Salary-Comm 3 (Brink)	10,500.00	10,044.00	456.00	95.7%
522 11 20 10 Benefits - Comm 1 (Van Beek)	1,000.00	428.44	571.56	42.8%
522 11 20 20 Benefits - Comm 2 (Goodwin)	1,000.00	616.40	383.60	61.6%
522 11 20 30 Benefits - Comm 3 (Brink)	1,000.00	829.45	170.55	82.9%
522 11 43 00 Travel-Mileage & Airfare	2,000.00	1,182.14	817.86	59.1%
522 11 43 30 Travel - Per Diem & Lodging	3,600.00	2,269.32	1,330.68	63.0%
522 11 43 31 Registration Fees	3,300.00	1,220.00	2,080.00	37.0%
011 Legislative	40,400.00	29,655.75	10,744.25	73.4%
522 12 10 10 Salary - Administration	454,108.00	399,991.15	54,116.85	88.1%
522 12 20 04 HRA Benefits	9,000.00	6,380.00	2,620.00	70.9%
522 12 20 10 Benefits - Administrative	65,420.00	61,916.42	3,503.58	94.6%
522 12 20 60 Benefits - OT Administration	2,000.00	63.66	1,936.34	3.2%
522 12 24 20 Volunteer Pension & Relief Fund	6,600.00	2,880.00	3,720.00	43.6%
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	3,604.57	145.43	96.1%
522 12 31 10 Computer Software	14,000.00	13,149.87	850.13	93.9%
522 12 35 00 Office Tools & Equipment	1,500.00	418.26	1,081.74	27.9%
522 12 35 10 Office Computer Equipment	29,600.00	29,324.11	275.89	99.1%
522 12 41 00 Contract Services	65,000.00	63,167.25	1,832.75	97.2%
522 12 41 01 Contract Services - TV/Internet	14,500.00	10,196.65	4,303.35	70.3%
522 12 41 03 Contract Services - Computer	105,500.00	103,019.73	2,480.27	97.6%
522 12 41 10 Contract Services - Financial Services	27,000.00	24,773.63	2,226.37	91.8%
522 12 42 00 Phone Service	17,000.00	15,973.54	1,026.46	94.0%
522 12 42 10 Cellular Phone Service	13,000.00	11,330.20	1,669.80	87.2%
522 12 42 40 Postage	4,500.00	3,495.31	1,004.69	77.7%
522 12 44 00 Advertising/Notices/Recruiting	2,000.00	1,273.00	727.00	63.7%
522 12 46 00 District Insurance	130,084.00	127,108.00	2,976.00	97.7%
522 12 48 20 WebPage Maintenance	1,100.00	484.84	615.16	44.1%
522 12 49 00 Memberships/Dues	14,000.00	12,826.90	1,173.10	91.6%
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	66,000.00	61,267.02	4,732.98	92.8%
012 Administrative	1,059,462.00	963,171.36	96,290.64	90.9%
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	21,402.04	3,097.96	87.4%

## 2024 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION DISTRICT

Time: 12:35:49 Date: 01/15/2025

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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>				
014 Legal	25,000.00	21,501.70	3,498.30	86.0%
522 20 10 10 Mobilization Wages	91,000.00	90,965.57	34.43	100.0%
522 20 20 10 Mobilization Benefits	14,500.00	14,451.98	48.02	99.7%
522 20 24 10 Physicals/Innoculation	60,000.00	57,169.00	2,831.00	95.3%
522 20 28 00 Uniforms (All Non-PPE)	35,500.00	26,735.59	8,764.41	75.3%
522 20 31 00 Expendable Incident Supplies	1,000.00	665.10	334.90	66.5%
522 20 35 00 Tools & Equipment	2,000.00	19.00	1,981.00	1.0%
522 20 48 00 Uniform Maintenance	1,000.00	16.29	983.71	1.6%
020 Operations	205,000.00	190,022.53	14,977.47	92.7%
522 21 10 10 Salary - Firefighters	2,398,677.00	2,281,717.73	116,959.27	95.1%
522 21 10 71 Overtime - Firefighters	260,000.00	200,279.47	59,720.53	77.0%
522 21 10 80 Resident Reimbursement	65,000.00	61,751.00	3,249.00	95.0%
522 21 10 90 Volunteer Reimbursement	31,000.00	26,763.00	4,237.00	86.3%
522 21 20 04 HRA Benefits	69,000.00	67,620.00	1,380.00	98.0%
522 21 20 10 Benefits - Firefighters	665,086.00	594,992.51	70,093.49	89.5%
522 21 20 71 Benefits - Overtime FF	67,600.00	45,324.76	22,275.24	67.0%
522 21 20 80 Benefits - Resident Reimbursement	2,600.00	2,572.83	27.17	99.0%
522 21 20 90 Benefits - Volunteer	5,900.00	4,239.35	1,660.65	71.9%
522 21 28 20 PPE - Protective Clothing	66,000.00	26,915.40	39,084.60	40.8%
522 21 31 00 Expendable Supplies - Suppression	3,200.00	2,790.28	409.72	87.2%
522 21 35 10 Tools & Equipment -Suppression	5,750.00	5,242.87	507.13	91.2%
522 21 35 11 Hose Replacement	16,075.00	14,345.97	1,729.03	89.2%
522 21 35 12 Nozzle Replacement	10,005.00	6,959.89	3,045.11	69.6%
522 21 41 00 Professional Services	14,000.00	12,407.92	1,592.08	88.6%
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	1,251.15	348.85	78.2%
522 21 48 80 SCBA Air Compressor	14,700.00	14,626.13	73.87	99.5%
522 21 48 90 SCBA Repair/Maintenance	16,300.00	6,265.47	10,034.53	38.4%
021 Suppression	3,714,043.00	3,376,324.97	337,718.03	90.9%
522 24 31 00 Expendable Supplies - Radios	500.00	432.90	67.10	86.6%
522 24 35 00 Non-Expendable Supplies - Radios	55,000.00	115.06	54,884.94	0.2%
522 24 41 00 Dispatch Services	130,000.00	125,759.34	4,240.66	96.7%
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	126,307.30	80,992.00	60.9%
522 26 31 00 Expendable Supplies	3,000.00	71.65	2,928.35	2.4%
522 26 31 10 Food	4,000.00	3,291.08	708.92	82.3%
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	6,674.73	5,825.27	53.4%
522 30 31 00 Expendable Supplies-Prevention	10,000.00	4,687.45	5,312.55	46.9%
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	479.91	1,020.09	32.0%
522 30 41 01 Professional Services - Marketing	72,000.00	68,000.00	4,000.00	94.4%
522 30 48 00 Repair & Maintenance - Prevention	100.00	0.00	100.00	0.0%
522 30 48 10 Newsletter/Education Flyers	21,000.00	19,325.67	1,674.33	92.0%

## 2024 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION DISTRICT

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001 6841 - General Fund

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

Expenditures	Amt Budgeted	Expenditures	Remaining	
<b>522 Fire Control</b>				
030 Public Information	105,600.00	92,493.03	13,106.97	87.6%
522 45 10 10 Salary - Training Captain	139,000.00	138,566.28	433.72	99.7%
522 45 10 71 Overtime - Training Captain	23,500.00	22,051.99	1,448.01	93.8%
522 45 20 10 Benefits - Training Captain	35,000.00	29,274.85	5,725.15	83.6%
522 45 20 71 Benefits - OT Training Captain	5,000.00	4,594.97	405.03	91.9%
522 45 31 00 Expendable Supplies - Training	10,000.00	4,999.19	5,000.81	50.0%
522 45 31 10 Training Computer Software	15,000.00	8,264.66	6,735.34	55.1%
522 45 35 00 Tools & Equipment - Training	7,000.00	4,572.73	2,427.27	65.3%
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	682.06	517.94	56.8%
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	1,607.06	5,192.94	23.6%
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	6,771.28	19,228.72	26.0%
522 45 43 21 Registration Fees(Admin)	4,500.00	3,665.00	835.00	81.4%
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	1,818.00	182.00	90.9%
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	6,190.96	8,809.04	41.3%
522 45 43 99 Article 32 MED EMS Training	22,000.00	2,110.34	19,889.66	9.6%
045 Training	367,300.00	244,079.05	123,220.95	66.5%
522 50 31 00 Expendable Supplies -Facilities	11,000.00	8,538.44	2,461.56	77.6%
522 50 35 00 Tools & Equipment - Facilities	17,000.00	14,769.99	2,230.01	86.9%
522 50 41 00 Professional Services	12,000.00	10,403.08	1,596.92	86.7%
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	29,083.08	8,916.92	76.5%
522 50 47 20 Water/Sewer/Natural Gas	25,000.00	14,590.93	10,409.07	58.4%
522 50 48 00 Repair & Maint. - Facilities	58,000.00	46,049.01	11,950.99	79.4%
050 Facilities	166,000.00	128,202.16	37,797.84	77.2%
522 60 31 00 Expendable Supplies - Automotive	5,000.00	3,731.06	1,268.94	74.6%
522 60 32 00 Fuels	45,300.00	36,779.66	8,520.34	81.2%
522 60 35 00 Tools, Equipment & Parts - Automotive	6,350.00	5,317.24	1,032.76	83.7%
522 60 48 00 3rd party repair & Maint. - Automotive	112,125.00	97,249.53	14,875.47	86.7%
060 Automotive	168,775.00	143,077.49	25,697.51	84.8%
522 70 10 10 Salary - EMS Captain	152,000.00	151,113.70	886.30	99.4%
522 70 10 71 Overtime - EMS Captain	26,500.00	26,219.67	280.33	98.9%
522 70 20 10 Benefits - EMS Captain	32,900.00	32,868.13	31.87	99.9%
522 70 20 71 Benefits - OT EMS Captain	5,500.00	5,316.61	183.39	96.7%
522 70 31 00 Expendable Supplies - EMS	79,600.00	77,655.43	1,944.57	97.6%
522 70 35 00 Small Tools & Minor Equip	43,500.00	37,833.36	5,666.64	87.0%
522 70 41 02 EMS Assessment Fee	2,500.00	2,348.20	151.80	93.9%
522 70 41 10 Contract Services - EMS	15,000.00	12,292.06	2,707.94	81.9%
522 70 48 00 Small Tools- Repairs & Maintenance	4,500.00	3,597.99	902.01	80.0%

## 2024 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION DISTRIK

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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>				
070 Ambulance Transport Services	362,000.00	349,245.15	12,754.85	96.5%
522 Fire Control	6,439,379.30	5,670,755.22	768,624.08	88.1%
<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	25,000.00	23,495.36	1,504.64	94.0%
592 22 83 02 Capital Lease Interest	49,395.00	49,394.19	0.81	100.0%
591 Debt Service	137,121.00	135,615.55	1,505.45	98.9%
<b>594 Capital Expenditures</b>				
594 22 62 00 Capital Building	55,000.00	43,737.98	11,262.02	79.5%
594 22 63 00 Capital Apparatus And Equipment	859,835.00	662,254.49	197,580.51	77.0%
594 22 65 01 Capital Furniture and Office	50,000.00	32,265.18	17,734.82	64.5%
594 Capital Expenditures	964,835.00	738,257.65	226,577.35	76.5%
<b>597 Interfund Transfers</b>				
597 00 01 61 Transfer Out To 6846	815,000.00	815,000.00	0.00	100.0%
597 Interfund Transfers	815,000.00	815,000.00	0.00	100.0%
<b>Fund Expenditures:</b>	<b>8,356,335.30</b>	<b>7,359,628.42</b>	<b>996,706.88</b>	<b>88.1%</b>
<b>Fund Excess/(Deficit):</b>	<b>2,515,717.37</b>	<b>3,422,789.14</b>		

## 2024 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION DISTRICT

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

Revenues	Amt Budgeted	Revenues	Remaining	
<b>308 Beginning Balances</b>				
308 31 00 11    Beginning Balance	3,741,193.72	3,741,193.72	0.00	100.0%
308 Beginning Balances	3,741,193.72	3,741,193.72	0.00	100.0%
<b>310 Taxes</b>				
311 10 00 11    Property Tax	1,682,683.00	1,670,675.91	12,007.09	99.3%
310 Taxes	1,682,683.00	1,670,675.91	12,007.09	99.3%
<b>330 Intergovernmental Revenues</b>				
332 93 40 10    GEMT	154,000.00	154,570.45	(570.45)	100.4%
337 00 00 11    EMSI	150,000.00	150,000.00	0.00	100.0%
330 Intergovernmental Revenues	304,000.00	304,570.45	(570.45)	100.2%
<b>340 Charges For Services</b>				
342 60 00 07    Ambulance Service	515,000.00	546,676.71	(31,676.71)	106.2%
340 Charges For Services	515,000.00	546,676.71	(31,676.71)	106.2%
<b>360 Investment Interest</b>				
361 11 00 11    EMS Fund Interest	108,000.00	106,794.43	1,205.57	98.9%
360 Investment Interest	108,000.00	106,794.43	1,205.57	98.9%
<b>Fund Revenues:</b>	<b>6,350,876.72</b>	<b>6,369,911.22</b>	<b>(19,034.50)</b>	<b>100.3%</b>
Expenditures	Amt Budgeted	Expenditures	Remaining	
<b>522 Fire Control</b>				
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	52,000.00	53,604.20	(1,604.20)	103.1%
522 70 41 20    Ambulance Over Payment	2,000.00	1,356.40	643.60	67.8%
522 Fire Control	54,500.00	55,070.67	(570.67)	101.0%
<b>591 Debt Service</b>				
591 10 01 00    Lease Payments - Equipment	41,700.00	41,625.20	74.80	99.8%
591 Debt Service	41,700.00	41,625.20	74.80	99.8%
<b>597 Interfund Transfers</b>				
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%



**2024 BUDGET POSITION**

BENTON COUNTY FIRE PROTECTION DISTRICT

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110 6848 - EMS Fund

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

Expenditures	Amt Budgeted	Expenditures	Remaining
<b>Fund Expenditures:</b>	<b>3,162,028.00</b>	<b>3,162,523.87</b>	<b>(495.87) 100.0%</b>
<b>Fund Excess/(Deficit):</b>	<b>3,188,848.72</b>	<b>3,207,387.35</b>	

## 2024 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION DISTRICT

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

Revenues	Amt Budgeted	Revenues	Remaining	
<b>308 Beginning Balances</b>				
308 31 00 21    Beginning Balance	189,160.33	189,160.33	0.00	100.0%
308 Beginning Balances	189,160.33	189,160.33	0.00	100.0%
<b>310 Taxes</b>				
311 10 00 21    Property Tax	481,215.00	478,518.42	2,696.58	99.4%
310 Taxes	481,215.00	478,518.42	2,696.58	99.4%
<b>360 Investment Interest</b>				
361 11 00 21    Bond Fund Interest	5,500.00	9,897.49	(4,397.49)	180.0%
360 Investment Interest	5,500.00	9,897.49	(4,397.49)	180.0%
<b>Fund Revenues:</b>	<b>675,875.33</b>	<b>677,576.24</b>	<b>(1,700.91)</b>	<b>100.3%</b>
Expenditures	Amt Budgeted	Expenditures	Remaining	
<b>591 Debt Service</b>				
591 22 71 01    Bond Principal Payment	225,000.00	225,000.00	0.00	100.0%
592 22 83 01    Bond Interest Payment	260,750.00	260,750.00	0.00	100.0%
592 22 89 21    Debt Service Cost	0.00	350.00	(350.00)	0.0%
591 Debt Service	485,750.00	486,100.00	(350.00)	100.1%
<b>Fund Expenditures:</b>	<b>485,750.00</b>	<b>486,100.00</b>	<b>(350.00)</b>	<b>100.1%</b>
<b>Fund Excess/(Deficit):</b>	<b>190,125.33</b>	<b>191,476.24</b>		

## 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	28.29	28.29	0.00	100.0%
308 Beginning Balances	28.29	28.29	0.00	100.0%
<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	0.89	(0.89)	0.0%
360 Investment Interest	0.00	0.89	(0.89)	0.0%
<b>Fund Revenues:</b>	<b>29.29</b>	<b>29.18</b>	<b>0.11</b>	<b>99.6%</b>
<b>Fund Excess/(Deficit):</b>	<b>29.29</b>	<b>29.18</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	47,456.89	(8,456.89)	121.7%	
360 Investment Interest	39,000.00	47,456.89	(8,456.89)	121.7%	
<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	815,000.00	0.00	100.0%	
397 Interfund Transfers	985,000.00	985,000.00	0.00	100.0%	
<b>Fund Revenues:</b>	<b>2,405,399.00</b>	<b>2,413,855.39</b>	<b>(8,456.39)</b>	<b>100.4%</b>	
<b>Fund Excess/(Deficit):</b>	<b>2,405,399.00</b>	<b>2,413,855.39</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	10,872,052.67	10,782,417.56	99.2%	8,356,335.30	7,359,628.42	88%
110 6848 - EMS Fund	6,350,876.72	6,369,911.22	100.3%	3,162,028.00	3,162,523.87	100%
201 6842 - Bond Fund	675,875.33	677,576.24	100.3%	485,750.00	486,100.00	100%
401 6844 - Construction Fund	29.29	29.18	99.6%	0.00	0.00	0%
601 6846 - Reserve Fund	2,405,399.00	2,413,855.39	100.4%	0.00	0.00	0%
	20,304,233.01	20,243,789.59	99.7%	12,004,113.30	11,008,252.29	91.7%



**BENTON COUNTY FIRE PROTECTION  
DISTRICT # 4**

**Policy #110**

**Credit Cards**

**Page 1 of 5**

**1. Purpose**

1.1. The purpose of this policy is to set the standards for the management, control, and use of Benton County Fire District #4 (District) credit cards for official District purchases and acquisitions as outlined in RCW 43.09.2855.

**2. Scope**

2.1. This policy applies to the use of all credit cards, including credit, fuel and prepaid cards used for purchasing by District members conducting official District business.

**3. Responsibilities**

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

3.2. The fire chief and finance manager, or their designee are responsible for authorizing new accounts (or additional credit cards on existing accounts) for District business.

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

**4. Revision Summary**

<b>Revision Date</b>	<b>Description</b>
1/16/2025	Updated format, updated responsibilities, removed names of credit card holders, added credit card holder agreement form, and added lost receipt form.

**5. Credit Cards**

5.1. The fire chief is authorized to obtain District credit cards under the following system, which provides for the distribution, authorization, control, credit limits and payment of bills through the use of the credit cards by District members.

5.1.1. District credit cards are for District expenditures only.

5.1.2. Personal purchases with a District credit card are strictly prohibited.

5.1.3. Cash advances on District credit cards are prohibited.

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

5.1.5. Credit cards may be issued to the District and used by District members for purchasing goods, supplies, and other items from vendors or incurring registration, training or travel expenses in connection with the performance of their duties on behalf of the District.

5.1.6. Upon authorization from the fire chief, or designee, District members may obtain credit cards from administrative personnel who shall maintain a ledger of the individual receiving the credit card, including the date the card was received.

## Policy #110 Credit Cards

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5.1.7. District members with access to a credit card must sign a [Credit Card User Agreement](#) (Appendix A) acknowledging the understanding of this policy, and the consequences for misuse.

5.1.7.1. The signed Credit Card User Agreement will be kept in the employee's personnel file.

5.1.8. District members will provide administration with detailed documentation to substantiate all credit card purchases.

### 6. Procedures

6.1. Personnel shall follow Policy #144, Procurement for expenditure limits and required documentation.

6.2. The fire chief, or designee, shall establish a procedure for the prompt payment of credit card bills on or before the due date.

6.2.1. Credit card statements shall be reviewed and verified before payment is made.

6.3. Purchases (including fuel card purchases) will be documented with a detailed receipt attached to a [Purchase Order](#) for official District business.

6.3.1. Charges must not exceed the amounts allocated and available within the District budget, or as approved by the fire chief or finance manager.

6.4. Authorized travel expenses may be charged to a District-issued credit card, provided the District member submits credit card receipts upon return, in compliance with District travel and purchasing policies and procedures.

6.5. Fuel cards

6.5.1. Fuel cards may be assigned to a specific vehicle, or District member and will be used exclusively to conduct District business.

6.5.2. Fuel cards may be used by an authorized District member for equipment related fuel purchases.

6.5.3. When using the fuel card, District members will:

- Enter the vehicle number and/or personnel number (when possible)
- Enter the odometer reading (when possible)
- Request a receipt
- Sign or initial the receipt
- Submit the receipt electronically with the [Purchase Order](#).

### 7. Conditions

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

7.1.1. Existing vendor accounts are the preferred charging option.

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

**Policy #110  
Credit Cards**

- 7.3. All receipts, purchase orders, and all information regarding the purchase must be turned in within 48 hours of purchase, unless traveling.
- 7.4. All purchases shall have a budget line associated with its use.
- 7.5. Credit cards shall be kept in control of the cardholder, except when being used by an authorized user.
- 7.6. Credit card information should not be "auto saved" or "saved for future purchasing" in vendor accounts.
- 7.7. The fire chief is authorized to revoke the use of any credit card issued and immediately require the surrender of the credit card.
- 7.8. The District may deliver a revocation order to the credit card company with the District not being liable for any future costs incurred after the date of revocation.
- 7.9. If the District member does not obtain a valid receipt or the receipt is lost, a Declaration of Lost Itemized Credit Card Receipt shall be signed and submitted to administration with a [Declaration of Lost Itemized Credit Card Receipt](#) form (Appendix B).

**8. Appendix**

Note: An online form is provided and preferred for easy access using the links in this policy. Hard copy forms are available otherwise.

- 8.1. Appendix A – [Credit Card User Agreement](#)
- 8.2. Appendix B – [Declaration of Lost Itemized Credit Card Receipt](#)

**Adopted by BCFD4 Commissioners**

**Signed by Fire Chief:**

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

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

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

**Supersedes Date:** 04/08/2016



Appendix A



## Credit Card User Agreement

- This Credit Card User Agreement outlines the responsibilities and expectations of individuals assigned a Fire District credit card. By accepting the credit card, the undersigned agrees to adhere to the terms set forth below:

**1. Authorized Use**

The Fire District credit card is provided solely for official Fire District business. It may only be used for purposes specifically authorized by the Fire Chief or their designee. The credit card is not to be used for personal purposes.

**2. Policy Acknowledgment**

By accepting the credit card, I acknowledge that I have read and understand the Fire District's Credit Card Policy and agree to comply with the established procedures.

**3. Violation of Use**

I understand that misuse or violation of the Fire District credit card policy may result in disallowing my use of the credit card and could lead to disciplinary action, including termination, in accordance with Fire District policies.

**4. Statement of Claim**

Each time I use the credit card or authorize its use, I certify under penalty of perjury that the expenditures made are accurate and necessary for official Fire District business, and no payment has been received by me for these expenditures.

**5. Personal Liability**

I acknowledge that I will be held personally liable for any inappropriate or unauthorized charges made using the Fire District credit card. Payment for such charges may be withheld from my department compensation.

By signing below, I certify that I have read, understand, and agree to the terms outlined in this Credit Card User Agreement.

- Signature \_\_\_\_\_ Date \_\_\_\_\_
- First Name \_\_\_\_\_ Last Name \_\_\_\_\_
- Email \_\_\_\_\_
- Last 4 Digits on Credit Card \_\_\_\_\_

Appendix B

## Declaration of Lost Itemized Credit Card Receipt



- First Name \_\_\_\_\_ Last Name \_\_\_\_\_
- Email \_\_\_\_\_
- I, , the undersigned, do hereby certify under penalty of perjury that I purchased the following goods or services as listed below, and that the invoice or receipt has been lost or destroyed.
- Items Purchased  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Vendor Name  
\_\_\_\_\_
- Purchase Date \_\_\_\_\_
- Amount \_\_\_\_\_
- Apparatus Number \_\_\_\_\_
- Mileage \_\_\_\_\_
- I further swear that the goods or services were received and used for the benefit of Benton County Fire District #4.
- Signature \_\_\_\_\_
- Date \_\_\_\_\_



**BENTON COUNTY FIRE PROTECTION  
DISTRICT # 4**

**Policy #144**

**Procurement**

**Page 1 of 10**

**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 County Fire District #4 budget.

**3. Responsibilities**

- 3.1. None

**4. Revision Summary**

<b>Revision Date</b>	<b>Description</b>
1/16/2025	New issue; replaces/cancels Policy #06-16, Purchasing; 8/15/2024

**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 10

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 join 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 of 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 worker's 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. Provided, however, the fire chief shall obtain advance Board approval prior to making any specific unbudgeted expenditure that exceeds \$10,000 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 \$25,000.00.

### **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 who are on the District's roster that direct contracting is being utilized.

### 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

14.2. Attachment B – Small Works Roster Direct Contracting Small Business Utilization Plan

**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 ensure 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**

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 10

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.

**ATTACHMENT B**

**Small Works Roster Direct Contracting all Business Utilization Plan**

**Purpose**

The District is authorized to use Direct Contracting for public works projects under \$150,000.00 in conjunction with its adopted Small Works Roster. The District is establishing this small, minority, women, and veteran-owned business utilization plan to comply with RCW 39.04.152(4)(b)(iv).

**Plan**

The District shall use MRSC Rosters as its small works roster to identify certified small, minority, women, and veteran-owned business.

The District shall use the Direct Contracting procedures authorized under the law and under the District's Procurement Policy to solicit direct contracts with certified small, minority, women, and veteran-owned business whenever feasible for at least 50% for all District projects. The District shall use best efforts to rotate contracts among eligible small, minority, women, and veteran-owned businesses even when rotation is not required.

**Reporting and Documentation.** The fire chief or designee shall document on an annual basis the number of public works projects under \$150,000 that were awarded during the prior calendar year and shall document whether the awarded contracts were awarded to certified small, minority, women, and veteran-owned business. In the event less than 50% of the awarded contracts went to certified small, minority, women, and veteran-owned business, the fire chief shall reevaluate this plan to identify strategies to encourage greater participation of certified small, minority, women, and veteran-owned businesses.

**Related Documents**

Small Works Roster Resolution Procurement Policy.



# **Benton County Fire Protection District No. 4**

January 7, 2025  
Mid-Columbia EMS & Trauma Council  
P.O. Box 7107  
Kennewick, WA 99336

Reference: EMS Council Elected Representative for 2025

As per the requirements of the by-laws of the EMS Council, the elected representative for Benton County Fire District #4 is Commissioner Garrett Goodwin with the alternate being Fire Chief Paul Carlyle.

Thank you,

Fred Brink, Chair  
Commissioner  
Benton County Fire District 4  
(509) 967-2945

cc: BCFD 4 Fire Commissioners  
Union Local 1052 BCFD 4 Representative  
File



**INTERNATIONAL ASSOCIATION of FIRE FIGHTERS**  
**Richland Union Fire Fighters, Local #1052**  
Member: Washington State Council of Fire Fighters



January 10<sup>th</sup>, 2025

Paul Carlyle  
Fire Chief  
Benton County Fire District #4  
2604 Bombing Range Road  
West Richland, WA 99353

Dear Chief Carlyle,

This is an official notice of request to bargain with Benton County Fire District #4 and the International Association of Fire Fighters Union Local 1052. IAFF Local 1052 hereby requests to bargain all matters in the 2026-2028 Collective Bargaining Agreement.

Sincerely,

A handwritten signature in black ink, appearing to read 'T. Harper'.

Thomas Harper  
Executive Board Member  
Local 1052

## Billie Paden-Lilly

---

**Subject:** FW: 80-feet of ROW for Harrington road west Richland

**From:** Paul Carlyle <[pcarlyle@bcfd4.org](mailto:pcarlyle@bcfd4.org)>

**Date:** January 11, 2025 at 11:01:11 PST

**To:** Fred Brink <[fbrink@bcfd4.org](mailto:fbrink@bcfd4.org)>, Garrett Goodwin <[ggoodwin@bcfd4.org](mailto:ggoodwin@bcfd4.org)>, Michael VanBeek <[MVanBeek@bcfd4.org](mailto:MVanBeek@bcfd4.org)>

**Subject:** Fwd: 80-feet of ROW for Harrington road west Richland

Commissioners. FYI

Begin forwarded message:

**From:** "Emmons, Duane (DNR)" <[Duane.Emmons@dnr.wa.gov](mailto:Duane.Emmons@dnr.wa.gov)>

**Date:** January 10, 2025 at 15:07:22 PST

**To:** "Connors, April (LEG)" <[April.Connors@leg.wa.gov](mailto:April.Connors@leg.wa.gov)>, Brent Gerry <[bgerry@westrichland.org](mailto:bgerry@westrichland.org)>, Paul Carlyle <[pcarlyle@bcfd4.org](mailto:pcarlyle@bcfd4.org)>

**Cc:** "WELKER, TODD (DNR)" <[TODD.WELKER@dnr.wa.gov](mailto:TODD.WELKER@dnr.wa.gov)>, "WINSLOW, ROBERT (DNR)" <[robert.winslow@dnr.wa.gov](mailto:robert.winslow@dnr.wa.gov)>, "McAlpine, Lindsey (LEG)" <[Lindsey.McAlpine@leg.wa.gov](mailto:Lindsey.McAlpine@leg.wa.gov)>, "Burch, William" <[William.Burch@leg.wa.gov](mailto:William.Burch@leg.wa.gov)>, "Williams, Tanner (DNR)" <[Tanner.Williams@dnr.wa.gov](mailto:Tanner.Williams@dnr.wa.gov)>, Eric Mendenhall <[emendenhall@westrichland.org](mailto:emendenhall@westrichland.org)>, Rene Perez Vazquez <[Rene.Perez@pbsusa.com](mailto:Rene.Perez@pbsusa.com)>

**Subject:** RE: 80-feet of ROW for Harrington road west Richland

Rep. Connors, Mayor Gerry, and Chief Carlyle,

I apologize that it's taken so long to respond to your November 22<sup>nd</sup> email regarding the Harrington Road ROW issue. Unfortunately, environmental activists have been using lawfare to challenge nearly every timber sale the Board of Natural Resources has approved in the last year, now totaling over 35 active lawsuits in multiple courts, with 8 more expected this month, and that has consumed most of our time and all of our Attorney-General time to the detriment of all of our other state lands programs.

That being said, our Rights-of-Ways and Title & Records office staff have been able to consult with our AAG's and have reviewed this information again and reached the same conclusion that the survey information & plat referenced below does not contain sufficient information to indicate a valid conveyance of an easement to the county. The plat does not document an agreement of the parties to transfer an easement and lacks consideration. Nor does the plat indicate that these are county roads, so it does not even support an inference that DNR conveyed the easements

prior to the platting. In essence, the survey simply notes the existence of the roads and nothing more.

After multiple searches neither DNR, the City, or Benton County have any records of an easement for this ROW being obtained, and state law ([RCW 79.36.355](#)) and the state constitution ([ARTICLE XVI. SCHOOL AND GRANTED LANDS](#)) are very clear that DNR cannot convey trust property for anything less than fair market value of that property interest. There is also no ability to claim adverse possession against trust property even if the trespass, as in this case, has been present for decades.

DNR and Fire District staff have worked on various solutions to allow the fire district to acquire the parcel along with the road segment in question, and our staff are available to finalize that acquisition if the fire district is willing. Acting Assistant Division Manager Bob Winslow and project manager Tanner Williams are cc'd here.

With the transition to Commissioner Upthegrove's administration there have been some changes in staffing and sadly neither Brian or Krosbie were retained by the new administration. Please reach out to me directly for this and for any other DNR state lands issues.

Duane Emmons  
Assistant Deputy Supervisor for State Uplands  
Washington State Department of Natural Resources (DNR)  
(360)902-1347  
[duane.emmons@dnr.wa.gov](mailto:duane.emmons@dnr.wa.gov)  
[www.dnr.wa.gov](http://www.dnr.wa.gov)

---

**From:**  
**Sent:** Tuesday, January 7, 2025 8:15 AM  
**To:** Carter, Krosbie (DNR) <[Krosbie.Carter@dnr.wa.gov](mailto:Krosbie.Carter@dnr.wa.gov)>; Considine, Brian (DNR) <[Brian.Considine@dnr.wa.gov](mailto:Brian.Considine@dnr.wa.gov)>  
**Cc:**  
**Subject:** Fw: 80-feet of ROW for Harrington road west Richland

External Email

Morning Krosbie and Brian:

Hope this both finds you well and looking forward to catching up soon. I know that you might not be the correct people to chat about the email below, however, you two are my "go to" and whom I have worked the most on DNR issues. Please see the email below from the City of West Richland. If you could advise me to who to talk or assist in any way I would appreciate it!



## Representative April Connors

8<sup>th</sup> Legislative District

Office: 360-786-7882

434 John L. O'Brien Building

PO Box 40600

Olympia, WA 98504-0600

Floor Leader | Appropriations | Housing



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**From:** Fred Brink <[fbrink@bcfd4.org](mailto:fbrink@bcfd4.org)>  
**Sent:** Monday, January 6, 2025 3:45 PM  
**To:** Connors, Rep. April <[April.Connors@leg.wa.gov](mailto:April.Connors@leg.wa.gov)>  
**Cc:** Fred Brink <[fbrink@westrichland.org](mailto:fbrink@westrichland.org)>  
**Subject:** FW: 80-feet of ROW for Harrington road west Richland

**CAUTION:** External email.

Good afternoon Representative Connors,

I trust you and your family enjoyed the holidays.

With Ms. Franz having only nine or so days remaining as Commissioner of Public Lands, it appears DNR has not yet been taken any action on the unresolved matter of formally dedicating the 80-feet of right of way for Harrington Road in West Richland.

As you may know, after the meeting between Ms. Franz, Mayor Gerry, Mr. Roscoe Slade, Mr. Eric Mendenhall, Fire Chief Paul Carlyle and me on November 21 (which you kindly helped facilitate), Mr. Robert Winslow, DNR, provided pertinent information gathered from this meeting to the DNR Rights of Way section for follow-up action. Unfortunately, nothing has been heard from Mr. Winslow (or anyone in DNR) since this was done on November 22.

Further, Chief Carlyle, Benton County Fire District #4 (BCFD4), has sent several follow-up email messages to Ms. Franz's office and he has not received any reply.

I kindly request your assistance to help ensure DNR promptly addresses this critical matter as BDFD4 is unable to take any action to improve their aging station facility on Harrington Road until this matter is resolved by DNR, a matter which has been ongoing now for decades.

Thank you in advance for your time and I look forward to hearing back from you soon.

Best regards,

Fred

*Fred Brink  
Commissioner, Benton County Fire District #4  
Mayor pro tem, City of West Richland  
509-713-0483*

---

**From:** Paul Carlyle <[pcarlyle@bcfd4.org](mailto:pcarlyle@bcfd4.org)>  
**Sent:** Monday, January 6, 2025 2:36:41 PM  
**To:** Fred Brink <[fbrink@bcfd4.org](mailto:fbrink@bcfd4.org)>  
**Subject:** FW: 80-feet of ROW for Harrington road west Richland

Fred,

FYI

**Fire Chief Paul Carlyle  
Benton County Fire Protection District #4  
2604 Bombing Range Road  
West Richland, WA 99353  
509-967-2945**

Important: This transmission may contain confidential information, some or all of which may be protected health information as defined by the Federal Health Insurance Portability & Accountability Act (HIPAA) Privacy Rule. This transmission is intended for the exclusive use of the individual or entity to which it is addressed and may contain information that is proprietary, privileged, confidential and/or exempt from disclosure under applicable law. If you are not the intended recipient (or an employee or agent responsible for delivering the facsimile transmission of the intended recipient), you are hereby notified that any disclosure, dissemination, distribution or copying of this information is strictly prohibited and may be subject to legal restriction or sanction. Please notify the sender by telephone (number listed above) to arrange the return or destruction of the information and all copies

**From:** Connors, Rep. April <[April.Connors@leg.wa.gov](mailto:April.Connors@leg.wa.gov)>  
**Sent:** Tuesday, November 26, 2024 5:45 PM  
**To:** Brent Gerry <[bgerry@westrichland.org](mailto:bgerry@westrichland.org)>; [hilary.franz@dnr.wa.gov](mailto:hilary.franz@dnr.wa.gov)  
**Cc:** Eric Mendenhall <[emendenhall@westrichland.org](mailto:emendenhall@westrichland.org)>; [roscoe@westrichand.org](mailto:roscoe@westrichand.org); Paul Carlyle <[pcarlyle@bcfd4.org](mailto:pcarlyle@bcfd4.org)>; [ROBERT.WINSLOW@dnr.wa.gov](mailto:ROBERT.WINSLOW@dnr.wa.gov)  
**Subject:** Re: 80-feet of ROW for Harrington road west Richland

Mayor Gerry,

Sorry I missed your phone message yesterday. Please keep me up to date on the progress with the Commissioner's office. Thank you!

## Representative April Connors

8<sup>th</sup> Legislative District

Office: 360-786-7882

434 John L. O'Brien Building

PO Box 40600

Olympia, WA 98504-0600

Appropriations (Asst. Ranking) | Housing (Asst. Ranking) | Consumer Protection and Business

<image001.png>

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**From:** Brent Gerry <[bgerry@westrichland.org](mailto:bgerry@westrichland.org)>  
**Sent:** Friday, November 22, 2024 12:04 PM  
**To:** [hilary.franz@dnr.wa.gov](mailto:hilary.franz@dnr.wa.gov) <[hilary.franz@dnr.wa.gov](mailto:hilary.franz@dnr.wa.gov)>  
**Cc:** Eric Mendenhall <[emendenhall@westrichland.org](mailto:emendenhall@westrichland.org)>; [roscoe@westrichand.org](mailto:roscoe@westrichand.org) <[roscoe@westrichand.org](mailto:roscoe@westrichand.org)>; Paul Carlyle <[pcarlyle@bcfd4.org](mailto:pcarlyle@bcfd4.org)>; Connors, Rep. April <[April.Connors@leg.wa.gov](mailto:April.Connors@leg.wa.gov)>; [ROBERT.WINSLOW@dnr.wa.gov](mailto:ROBERT.WINSLOW@dnr.wa.gov) <[ROBERT.WINSLOW@dnr.wa.gov](mailto:ROBERT.WINSLOW@dnr.wa.gov)>  
**Subject:** 80-feet of ROW for Harrington road west Richland

**CAUTION:** External email.

Hillary,

Thank you for your help in the past on this matter. Please see email below and attached document that we believe should put this to rest. I would appreciate any additional support you might be able to provide to guide your staff through this matter that will allow Benton County Fire District 4 to finalize their purchase and sale so they can continue to provide fire protection and service for the City of West Richland and surrounding areas. I hope you have a wonderful Holiday Season and look forward to your response.

Respectfully,

Brent



Brent Gerry  
Mayor/CEO  
City of West Richland  
3100 Belmont Blvd  
West Richland, WA 99353

**From:** WINSLOW, ROBERT (DNR) <[ROBERT.WINSLOW@dnr.wa.gov](mailto:ROBERT.WINSLOW@dnr.wa.gov)>  
**Sent:** Friday, November 22, 2024 11:00 AM  
**To:** Eric Mendenhall <[emendenhall@westrichland.org](mailto:emendenhall@westrichland.org)>; Rene Perez Vazquez <[Rene.Perez@pbsusa.com](mailto:Rene.Perez@pbsusa.com)>; Paul Carlyle <[pcarlyle@bcfd4.org](mailto:pcarlyle@bcfd4.org)>  
**Cc:** Williams, Tanner (DNR) <[Tanner.Williams@dnr.wa.gov](mailto:Tanner.Williams@dnr.wa.gov)>; Brent Gerry <[bgerry@westrichland.org](mailto:bgerry@westrichland.org)>; WINSLOW, ROBERT (DNR) <[ROBERT.WINSLOW@dnr.wa.gov](mailto:ROBERT.WINSLOW@dnr.wa.gov)>  
**Subject:** RE: Requested info regarding RCW's and Case Law References

All, I will forward this email and the attachment to the DNR Rights of Way section for their group to consider along with all of the past data and the documents that are in DNR's possession.

**From:** Sent: Friday, November 22, 2024 9:57 AM  
**To:** WINSLOW, ROBERT (DNR) <[ROBERT.WINSLOW@dnr.wa.gov](mailto:ROBERT.WINSLOW@dnr.wa.gov)>; Rene Perez Vazquez <[Rene.Perez@pbsusa.com](mailto:Rene.Perez@pbsusa.com)>; Paul Carlyle <[pcarlyle@bcfd4.org](mailto:pcarlyle@bcfd4.org)>  
**Cc:** Williams, Tanner (DNR) <[Tanner.Williams@dnr.wa.gov](mailto:Tanner.Williams@dnr.wa.gov)>; Brent Gerry <[bgerry@westrichland.org](mailto:bgerry@westrichland.org)>  
**Subject:** RE: Requested info regarding RCW's and Case Law References  
**Importance:** High

#### External Email

Robert,

Attached is a Survey Plat showing the dedication (via plat) the 80-feet of ROW for Harrington. Part of a plat process includes typically dedication of ROW where needed. This plat, from what I'm seeing is showing the newly dedicated ROW as it does not have a previously recorded tag attached to it as the others do. The plat is surveyed and certified by the surveyor Terry N. Trantow. Not sure if he was an employee of DNR or contractor at the time, but this plat was completed for DNR. The document was recorded on 7/17/1979.

Thank you,

*Eric Mendenhall*

Community and Economic Development Director