



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

DECEMBER 19, 2024 – 5:00 PM
2604 BOMBING RANGE RD, WEST RICHLAND, WASHINGTON 99353

CALL MEETING TO ORDER

PLEDGE OF ALLEGIANCE

ADDITION TO THE AGENDA

THOSE PRESENT

FINANCIAL REVIEW

PUBLIC COMMENTS

Note - Public comments are limited to three (3) minutes per speaker per topic. The Board allows public comments orally or through written testimony provided in advance of the meeting.

CONSENT AGENDA

All matters listed within the Consent Agenda have been distributed to each member of the Board for reading and study. These matters are considered to be routine and will be considered or enacted by one motion of the Board with no separate discussion. However, if any member of the Board desires separate discussion on a specific item, that item may be removed from the Consent Agenda and placed on the Regular Agenda by request.

- Agenda:
 - Approve agenda of December 19, 2024.
- Minutes:
 - Approve minutes of December 5, 2024, Regular Meeting.
 - Approve minutes of December 13, 2024, Special Meeting
- Payroll Vouchers:
 - Approve Payroll Voucher numbers 1788 through 1863 and Electronic Fund Transfer(s) as listed for \$341,920.42 for the period ending December 27, 2024.
- Claim Vouchers:
 - Approve Claim Voucher numbers 1832 through 1860 for \$73,270.32 for the period ending December 27, 2024.

RESOLUTIONS/MOTIONS

- Resolution No. 2024-14; Budget Amendment
- Resolution No. 2024-15; Set 2025 Board Meeting Dates
- Resolution No. 2024-16; Cancel Outstanding Warrants
- Policy 147: Scanning and Destroying Non-Archival Records

DISTRICT REPORTS

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

OPEN FORUM DISCUSSION

IMPORTANT DATES

- January 16 – Recruit Graduation

CORRESPONDENCE

OPERATION PROGRAM UPDATES

UNFINISHED BUSINESS

NEW BUSINESS

- Elect 2025 Board Chairperson

AGENDA ITEMS FOR NEXT MEETING

EXECUTIVE SESSION

ADJOURNMENT



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

Regular Board Meeting Minutes December 5, 2024

CALL MEETING TO ORDER

Commissioner Goodwin called the regular meeting of the Board of Fire Commissioners of Benton County Fire District Protection District #4 to order at 5:00 p.m. at 2604 Bombing Range Rd West Richland, Washington. The board members present in person at this meeting were Commissioner Brink, Commissioner Goodwin and Commissioner Van Beek.

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	Administrative Assistant Ewing
Finance Manager Paden-Lilly	Captain Rogers

FINANCIAL REVIEW

The budget revenue and expenditure reports were reviewed.

CONSENT AGENDA

All matters listed within the Consent Agenda have been distributed to each member of the Board of Commission for reading and study, are considered to be routine, and will be considered or enacted by one motion of the Commission with no separate discussion. If separate discussion is desired, that item may be removed from the Consent Agenda and placed on the Regular Agenda by request.

- Public Comments
- Agenda – Approval of Agenda dated December 5, 2024
- Minutes – Approval of Minutes dated November 21, 2024
- Approval and Pay
 - Claim Vouchers:
 - Approve Claim Voucher numbers 1707 through 1736 for \$59,541.81 for the period ending December 13, 2024.

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

RESOLUTIONS/MOTIONS

SCBA Cylinder Quote

Consider approval of Oxarc Quote #12583930 for the purchase of 8 compressor cylinders (four for each station) in the amount of \$10,105.92.

MOTION by Commissioner Brink to approve Oxarc Quote #12583930 in the amount of \$10,105.92. Commissioner Van Beek seconded the motion, and the motion passed.

Policy 146: Electric Vehicle Charging

Consider approval of Policy 146: Electric Vehicle Charging.

MOTION by Commissioner Brink to approve Policy 146: Electric Vehicle Charging. Commissioner Van Beek seconded the motion, and the motion passed.

New Member Applications

Consider approval of the new volunteer member application for Dayne Winters.

MOTION by Commissioner Van Beek to approve the new member application. Commissioner Brink seconded the motion, and the motion passed.

DISTRICT REPORTS

City Liaison – Commissioner Brink mentioned that Canal Road is closed as of today through December 20 for repairs being conducted to the canal.

Fire Chief - Chief Carlyle provided the following report:

- Met with the CoWR and Hillary Franz regarding Station 410 and the ongoing effort to purchase the property.
- Completed the necessary grant documents for the Regional AFG for the radio system.
- Attended the Liz Loomis meeting; set the game plan for December and work began on messaging for the new year.
- Had multiple correspondence with the State Auditors regarding the closeout meeting. The meeting has been rescheduled to the 13th to allow time for the required documents to be published, with publication set for the 12th of this month.

District Secretary – Finance Manager Paden-Lilly reported that Administrative Assistant Ewing has revived the Board for Volunteer Firefighters grant program, which will reimburse the district \$100 for each volunteer medical physical conducted. She was also able to go back to 2019 for physical reimbursement. Additionally, Ms. Ewing worked with Training Captain Rogers to submit for reimbursement through the Washington State Patrol's Firefighter Training Reimbursement Program. These programs are expected to generate approximately \$17,000 in revenue.

OPEN FORUM DISCUSSION

There was no open forum discussion.

IMPORTANT DATES

- December 7 – Operation Candy Cane
- January 16 – Recruit Graduation

CORRESPONDENCE

There was no new correspondence.

OPERATION PROGRAM UPDATES

- Chief Carlyle reported that Captain Newton is making progress on the grass trucks and expects to have them completed by year-end.

UNFINISHED BUSINESS

There was no unfinished business.

NEW BUSINESS

There was no new business.

AGENDA ITEMS FOR NEXT MEETING

There were no agenda items to add to the next meeting.

EXECUTIVE SESSION

Commissioner Goodwin called a 5-minute executive session at 5:15 p.m. per RCW 42.30.110(1)(g) to discuss the performance of a public employee. The meeting was called back to order at 5:20 p.m.

ADJOURNMENT

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

Attested:



 Billie Paden-Lilly, District Secretary

12/19/24
 Date



 Michael Van Beek, Commissioner

12/19/24
 Date

 Garrett Goodwin, Commissioner

 Date



 Fred Brink, Commissioner

12-19-2024
 Date



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

Special Board Meeting Minutes December 13, 2024

CALL MEETING TO ORDER

Commissioner Goodwin called the special meeting of the Board of Fire Commissioners of Benton County Fire District Protection District #4 to order at 1:00 p.m. at 2604 Bombing Range Rd West Richland, Washington. The board members present in-person at this meeting were Commissioner Brink, Commissioner Goodwin and Commissioner Van Beek.

PLEDGE OF ALLEGIANCE

Chief Carlyle led the pledge of allegiance.

THOSE PRESENT

Staff members present were:

Fire Chief Carlyle	Captain Rogers	Firefighter Flowers
Finance Manager Paden-Lilly	Lieutenant Premel	Firefighter Gaidos
Administrative Assistant Booth	Firefighter Amman	Firefighter Gibson
Captain Harper	Firefighter Bears	Firefighter Overson
Captain Putz	Firefighter Estrella	

Guests present via videoconference:

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

Exit Conference with the State Auditor's Office

Audit Manager Ginny Waltman and Assistant Audit Manager Debbie O'Leary reviewed the Accountability Audit performed for 2020-2023. The audit focused on areas at highest risk of fraud, loss, or noncompliance: Payroll, Accounts Payable, Procurement, Public Works Compliance, Theft-Sensitive Assets, Open Public Meetings, and Financial Condition.

The District received Finding 2023-001: Insufficient internal controls over payroll and disbursements.

- Payroll: A former employee processed payroll, issued checks (including to themselves), and managed reimbursements without Commission oversight to ensure accuracy.
- Disbursements: Duties were not segregated. The former employee initiated, processed, and reconciled payments without approvals or monitoring.
- Credit Cards: The former employee managed all credit card activities, including reviews and payments, without oversight.

The audit emphasized the importance of implementing stronger internal controls, ensuring proper segregation of duties and increasing Commission oversight to protect public resources.

The next audit is scheduled for Fall 2025 and will include a two-year financial audit covering 2023 and 2024, as well as a one-year accountability audit for 2024.

PUBLIC COMMENT

There was no public comment.

ADJOURNMENT

With no further business to come before the Board the meeting was adjourned at 1:12 p.m.

Attested:



Billie Paden-Lilly, District Secretary 12/19/24
Date



Michael Van Beek, Commissioner 12/19/24
Date

Garrett Goodwin, Commissioner Date



Fred Brink, Commissioner 12-18-2024
Date

ACCOUNTS PAYABLE

BENTON COUNTY FIRE PROTECTION DISTRICT #4

Time: 11:04:02 Date: 12/18/2024

As Of: 12/27/2024

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Accts Pay #	Received	Date Due	Vendor	Amount	Memo
14576	12/27/2024	12/27/2024	ARCHBRIGHT	4,565.00	EMPLOYEE RELATIONS SERVICES
522	12 41 00	Contract Services	001 000 522 6841 - General I	4,565.00	EMPLOYEE RELATIONS SERVICES
Invoice					
	AS103907			4,565.00	EMPLOYEE RELATIONS SERVICES
14577	12/27/2024	12/27/2024	BINDER LIFT INC	1,292.00	BINDER TRANSFER DEVICE
522	70 35 00	Small Tools & Minor Equip	001 000 522 6841 - General I	1,292.00	BINDER TRANSFER DEVICE
Invoice					
	240856			1,292.00	BINDER TRANSFER DEVICE
14599	12/27/2024	12/27/2024	BLUE ROOM	3.74	LATE FEE CHARGE
522	30 31 00	Expendable Supplies-Preven	001 000 522 6841 - General I	3.74	LATE FEE CHARGE
Invoice					
	545201			3.74	LATE FEE CHARGE
14578	12/27/2024	12/27/2024	BPAS	7,000.00	HRA BENEFITS
522	12 20 04	HRA Benefits	001 000 522 6841 - General I	750.00	HRA BENEFITS
522	21 20 04	HRA Benefits	001 000 522 6841 - General I	6,250.00	HRA BENEFITS
Invoice					
	DEC24			7,000.00	HRA BENEFITS
14579	12/27/2024	12/27/2024	CI SHRED	17.82	SHRED SERVICE, STA430
522	12 41 00	Contract Services	001 000 522 6841 - General I	17.82	SHRED SERVICE, STA430
Invoice					
	0175333			17.82	SHRED SERVICE, STA430
14580	12/27/2024	12/27/2024	CITY OF RICHLAND	9,250.00	DISPATCH SERVICES
522	24 41 00	Dispatch Services	001 000 522 6841 - General I	9,250.00	DISPATCH SERVICES
Invoice					
	55349			9,250.00	DISPATCH SERVICES
14581	12/27/2024	12/27/2024	CITY OF RICHLAND	14,759.34	VHF MAINTENANCE

ACCOUNTS PAYABLE

BENTON COUNTY FIRE PROTECTION DISTRICT #4

Time: 11:04:02 Date: 12/18/2024
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As Of: 12/27/2024

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
522 24 41 00	Dispatch Services	001 000 522 6841 - General I		14,759.34	VHF MAINTENANCE
Invoice					
55340				14,759.34	VHF MAINTENANCE
14582 12/27/2024 12/27/2024 376 CITY OF WEST RICHLAND					
522 50 47 20	Water/Sewer/Natural Gas	001 000 522 6841 - General I		310.14	WATER & SEWER - STA 430
Invoice					
11302024				310.14	WATER & SEWER - STA 430
14583 12/27/2024 12/27/2024 4848 ENTEGRATION INC					
522 12 41 00	Contract Services	001 000 522 6841 - General I		1,766.38	HIPAA SECURE AUDIT
Invoice					
051643				1,766.38	HIPAA SECURE AUDIT
14584 12/27/2024 12/27/2024 702 FRONTLINE MEDICAL					
522 20 24 10	Physicals/Innoculation	001 000 522 6841 - General I		2,286.00	PHYSICALS
Invoice					
3695				2,286.00	PHYSICALS
14585 12/27/2024 12/27/2024 141 GENERAL FIRE APPARATUS					
522 21 35 11	Hose Replacement	001 000 522 6841 - General I		5,525.22	YELLOW KEY HOSE COMBAT SNIPER (16)
Invoice					
19922				5,525.22	YELLOW KEY HOSE COMBAT SNIPER (16)
14586 12/27/2024 12/27/2024 831 HOME DEPOT					
522 45 31 00	Expendable Supplies - Traini	001 000 522 6841 - General I		1,135.26	OSB FOR TRNG (LIVE FIRE & VENTILATION)
Invoice					
3905221				1,135.26	OSB FOR TRNG (LIVE FIRE & VENTILATION)
14604 12/27/2024 12/27/2024 831 HOME DEPOT					
522 50 35 00	Tools & Equipment - Facilitie	001 000 522 6841 - General I		248.92	SHELF

ACCOUNTS PAYABLE

BENTON COUNTY FIRE PROTECTION DISTRICT #4

Time: 11:04:02 Date: 12/18/2024
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Accts Pay #	Received	Date Due	Vendor	Amount	Memo
	Invoice				
	6623481			248.92	SHELF
14598	12/27/2024	12/27/2024	LEAF	7,386.55	COPY MACHINE SEMI-ANNUAL LEASE
	522 12 45 00	Equipment Lease/Maint	001 000 522 6841 - General I	7,386.55	COPY MACHINE SEMI-ANNUAL LEASE
	Invoice				
	17573803			7,386.55	COPY MACHINE SEMI-ANNUAL LEASE
14587	12/27/2024	12/27/2024	LIFE ASSIST	939.17	EMS SUPPLIES
	522 70 31 00	Expendable Supplies - EMS	001 000 522 6841 - General I	939.17	EMS SUPPLIES
	Invoice				
	1535604			710.14	EMS SUPPLIES
	1532845			229.03	EMS SUPPLIES
14588	12/27/2024	12/27/2024	LIZ LOOMIS EASL, INC	6,000.00	COMMUNICATONS CONSULTING
	522 30 41 01	Professional Services - Mark	001 000 522 6841 - General I	6,000.00	COMMUNICATONS CONSULTING
	Invoice				
	B4-1224			6,000.00	COMMUNICATONS CONSULTING
14589	12/27/2024	12/27/2024	OXARC	139.09	O2/CYLINDER RENTAL
	522 70 31 00	Expendable Supplies - EMS	001 000 522 6841 - General I	139.09	O2/CYLINDER RENTAL
	Invoice				
	61896168			34.89	CYLINDER RENTAL
	32221382			104.20	O2
14590	12/27/2024	12/27/2024	PACIFIC OFFICE AUTOMATION	745.14	VOIP PHONE SERVICES, NOV-DEC 2024
	522 12 42 00	Phone Service	001 000 522 6841 - General I	745.14	VOIP PHONE SERVICES, NOV-DEC 2024
	Invoice				
	895808			745.14	VOIP PHONE SERVICES, NOV-DEC 2024
14591	12/27/2024	12/27/2024	SNURE LAW OFFICE	888.00	LEGAL SERVICE
	522 14 41 00	Professional Services	001 000 522 6841 - General I	888.00	LEGAL SERVICE

ACCOUNTS PAYABLE

BENTON COUNTY FIRE PROTECTION DISTRICT #4

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Accts Pay #	Received	Date Due	Vendor	Amount	Memo
			Invoice		
			12022024	888.00	LEGAL SERVICE
14592	12/27/2024	12/27/2024	SPRINGBROOK	38.61	ENTERPRISE SUBSCRIPTION
522 12 31 10	Computer Software	001 000 522 6841 - General I		38.61	ENTERPRISE SUBSCRIPTION
			Invoice		
			B002082	38.61	ENTERPRISE SUBSCRIPTION
14593	12/27/2024	12/27/2024	STATE AUDITOR'S OFFICE	2,162.45	ACCOUNTABILITY AUDIT & INVESTIGATION
522 12 49 20	State Auditor	001 000 522 6841 - General I		2,162.45	ACCT AUDIT & INVESTIGATION
			Invoice		
			L165011	2,162.45	ACCOUNTABILITY AUDIT & INVESTIGATION
14594	12/27/2024	12/27/2024	TELEFLEX	665.00	EMS SUPPLIES
522 70 31 00	Expendable Supplies - EMS	001 000 522 6841 - General I		665.00	EMS SUPPLIES
			Invoice		
			9509290701	665.00	EMS SUPPLIES
14595	12/27/2024	12/27/2024	TRI-COUNTY FIRE COMMISSIONERS ASSOCIATIO	50.00	REISSUE 2022 ANNUAL DUES, ORIG WARRANT NEVER CASHED
522 12 49 00	Memberships/Dues	001 000 522 6841 - General I		50.00	2022 ANNUAL DUES
			Invoice		
			01112022	50.00	REISSUE 2022 ANNUAL DUES, ORIG WARRANT NEVER CASHED
14567	12/27/2024	12/27/2024	US BANK	1,086.42	BORSCHOWA P-CARD
522 12 31 10	Computer Software	001 000 522 6841 - General I		1,086.42	O365 SUBSCRIPTIONS; WEBSITE SERVICES; CLOUD BACKUP
			Invoice		
			11/18/24 MSFT 365	100.00	OFFICE 365 SUBSCRIPTIONS (4)
			11/18/24 MSFT 365	949.32	OFFICE 365 SUBSCRIPTIONS (36)
			12/2/24 SYNOLOGY C2	29.93	SERVER BACKUP INTO THE CLOUD
			12/3/24 AMAZON	7.17	WEBSITE SERVICES

ACCOUNTS PAYABLE

BENTON COUNTY FIRE PROTECTION DISTRICT #4

Time: 11:04:02 Date: 12/18/2024
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As Of: 12/27/2024

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
14568	12/27/2024	12/27/2024	US BANK	46.66	CARAWAY P-CARD
522 26 31 00	Expendable Supplies		001 000 522 6841 - General I	46.66	GATORADE AND NUTRI GRAIN BARS FOR LOGISTICS
Invoice					
	12/9/24	WALMART		46.66	GATORADE AND NUTRI GRAIN BARS FOR LOGISTICS
14569	12/27/2024	12/27/2024	US BANK	201.90	CARLYLE P-CARD
522 30 31 00	Expendable Supplies-Preven		001 000 522 6841 - General I	201.90	OPERATION CANDY CANE EVENT
Invoice					
	12/7/24	DOMINOS		163.91	FOOD FOR STAFF - OPERATION CANDY CANE EVENT
	12/7/24	DOMINOS		37.99	FOOD FOR STAFF - OPERATION CANDY CANE EVENT
14570	12/27/2024	12/27/2024	US BANK	717.25	HARPER P-CARD
522 30 31 00	Expendable Supplies-Preven		001 000 522 6841 - General I	58.05	VETERANS DAY PARADE
522 45 43 04	Travel -Mileage&Air(Safety)		001 000 522 6841 - General I	659.20	HEALTH & SAFETY; APPARATUS TRNG CONFERENCE
Invoice					
	11/9/24	SWIGG		58.05	COFFEE FOR VETERANS DAY PARADE
	11/25/24	ALASKA AIR		659.20	AIR FARE - FDSOA HEALTH AND SAFETY AND APPARATUS CONFERENCE
14571	12/27/2024	12/27/2024	US BANK	906.88	NEWTON P-CARD
522 30 31 00	Expendable Supplies-Preven		001 000 522 6841 - General I	478.03	OPERATION CANDY CANE
522 50 35 00	Tools & Equipment - Facilitie		001 000 522 6841 - General I	39.05	EXTENSION CORDS
522 60 31 00	Expendable Supplies - Autor		001 000 522 6841 - General I	136.95	EASY SOCK
522 60 48 00	3rd party repair & Maint. - A		001 000 522 6841 - General I	252.85	INSTALL GRAPHICS ON APPARATUS
Invoice					
	11/14/24	LES SCHWAB		136.95	EASY SOCK FOR 2005 F-250 (PLATE # 75093C)
	11/14/24	BINDER		252.85	INSTALL GRAPHICS
	11/21/24	GRIGGS		52.15	LIGHTS FOR OPERATION CANDY CANE (2) 100CT
	11/22/24	GRIGGS		355.27	LIGHTS FOR OPERATION CANDY CANE (15) 100CT; SANTA HEAD SILHOUET
	11/25/24	GRIGGS		70.61	LIGHTS FOR OPERATION CANDY CANE ((3) 100CT; SANTA SILHOUETT (1)
	12/9/24	HDEPOT		39.05	EXTENSION CORDS FOR FACILITIES (4)
14572	12/27/2024	12/27/2024	US BANK	1,459.32	PADEN-LILLY P-CARD
522 12 31 00	Expendable Office Supplies		001 000 522 6841 - General I	459.32	OFFICE SUPPLIES
522 30 41 01	Professional Services - Mark		001 000 522 6841 - General I	1,000.00	VIDEO FILMING

ACCOUNTS PAYABLE

BENTON COUNTY FIRE PROTECTION DISTRICT #4

Time: 11:04:02 Date: 12/18/2024
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As Of: 12/27/2024

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
14573 12/27/2024					
	522 30 35 00	Tools & Equipment - Preven	US BANK	97.83	PUTZ P-CARD
			001 000 522 6841 - General I	97.83	OPERATION CANDY CANE
14574 12/27/2024					
	522 45 31 00	Expendable Supplies - Traini	US BANK	895.07	ROGERS P-CARD
	522 45 35 00	Tools & Equipment - Training	001 000 522 6841 - General I	358.06	HAZ MAT, MAIN LECTURE SERIES CULTURE FORGE
	522 45 43 20	Registration Fees(Operatio	001 000 522 6841 - General I	37.01	SEARCH ROOM SUPPLIES
			001 000 522 6841 - General I	500.00	MAIN LECTURE SERIES CULTURE FORGE
14575 12/27/2024					
	522 12 31 00	Expendable Office Supplies	US BANK	4.91	LATE FEE
			001 000 522 6841 - General I	4.91	LATE FEE
14596 12/27/2024					
	522 12 41 00	Contract Services	VITAL RECORDS CONTROL	194.74	MONTHLY STORAGE FEE
			001 000 522 6841 - General I	194.74	MONTHLY STORAGE FEE
				194.74	MONTHLY STORAGE FEE

ACCOUNTS PAYABLE

BENTON COUNTY FIRE PROTECTION DISTRICT #4

Time: 11:04:02 Date: 12/18/2024
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As Of: 12/27/2024

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
14597 12/27/202412/27/2024394				485.51	FOOD, FACILITIES SUPPLIES, POSTAGE
YOKE'S FOODS					
522 12 42 40	Postage		001 000 522 6841 - General I	54.30	POSTAGE
522 30 31 00	Expendable Supplies-Preven		001 000 522 6841 - General I	409.95	FOOD
522 50 31 00	Expendable Supplies -Faciliti		001 000 522 6841 - General I	21.26	FACILITIES SUPPLIES
Invoice					
32257921			186.86	VETERANS DAY PARADE	
21950123			167.53	FIRE ESCAPE PLAN WINNER'S BREAKFAST	
42484203			55.56	FIRE ESCAPE PLAN WINNER'S BREAKFAST	
101791358			21.26	FACILITIES SUPPLIES	
111273149			43.80	POSTAGE STAMPS	
111275188			10.50	POSTAGE	
Fund					
001 6841 - General Fund				73,270.32	
Report Total:				73,270.32	

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: 07:56:17 Date: 12/19/2024

12/26/2024 To: 12/27/2024

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Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
1831	12/27/2024	Payroll	6841	1622	AFLAC	39.39	Pay Cycle(s) 12/27/2024 To 12/27/2024 - AFLAC
1832	12/27/2024	Claims	6841	1623	ARCHBRIGHT	4,565.00	EMPLOYEE RELATIONS SERVICES
1833	12/27/2024	Payroll	6841	1624	BENTON COUNTY 4 BENEVOLENT FUND	54.00	Pay Cycle(s) 12/27/2024 To 12/27/2024 - Benevolent Fund
1834	12/27/2024	Claims	6841	1625	BINDER LIFT INC	1,292.00	BINDER TRANSFER DEVICE
1835	12/27/2024	Claims	6841	1626	BLUE ROOM	3.74	LATE FEE CHARGE
1836	12/27/2024	Claims	6841	1627	BPAS	7,000.00	HRA BENEFITS
1837	12/27/2024	Claims	6841	1628	CI SHRED	17.82	SHRED SERVICE, STA430
1838	12/27/2024	Claims	6841	1629	CITY OF RICHLAND	24,009.34	DISPATCH SERVICES; VHF MAINTENANCE
1839	12/27/2024	Claims	6841	1630	CITY OF WEST RICHLAND	310.14	WATER & SEWER - STA430
1840	12/27/2024	Payroll	6841	1631	DIMARTINO		Correction
1841	12/27/2024	Claims	6841	1632	ENTEGRATION INC	1,766.38	HIPAA SECURE AUDIT
1842	12/27/2024	Claims	6841	1633	FRONTLINE MEDICAL	2,286.00	PHYSICALS
1843	12/27/2024	Claims	6841	1634	GENERAL FIRE APPARATUS	5,525.22	YELLOW KEY HOSE COMBAT SNIPER (16)
1844	12/27/2024	Claims	6841	1635	HOME DEPOT	1,384.18	OSB FOR TRNG (LIVE FIRE & VENTILATION); SHELF
1845	12/27/2024	Payroll	6841	1636	IAFF LOCAL 1052	4,376.00	Pay Cycle(s) 12/27/2024 To 12/27/2024 - Union Dues
1846	12/27/2024	Claims	6841	1637	LEAF	7,386.55	COPY MACHINE SEMI-ANNUAL LEASE
1847	12/27/2024	Claims	6841	1638	LIFE ASSIST	939.17	EMS SUPPLIES
1848	12/27/2024	Claims	6841	1639	LIZ LOOMIS EASL, INC	6,000.00	COMMUNICATONS CONSULTING
1849	12/27/2024	Claims	6841	1640	OXARC	139.09	O2/CYLINDER RENTAL
1850	12/27/2024	Claims	6841	1641	PACIFIC OFFICE AUTOMATION	745.14	VOIP PHONE SERVICES, NOV-DEC 2024
1851	12/27/2024	Claims	6841	1642	SNURE LAW OFFICE	888.00	LEGAL SERVICE
1852	12/27/2024	Claims	6841	1643	SPRINGBROOK	38.61	ENTERPRISE SUBSCRIPTION
1853	12/27/2024	Claims	6841	1644	STATE AUDITOR'S OFFICE	2,162.45	ACCOUNTABILITY AUDIT & INVESTIGATION
1854	12/27/2024	Claims	6841	1645	TELEFLEX	665.00	EMS SUPPLIES
1855	12/27/2024	Claims	6841	1646	TRI-COUNTY FIRE COMMISSIONERS ASSOCIATIO	50.00	REISSUE 2022 ANNUAL DUES, ORIG WARRANT NEVER CASHED
1856	12/27/2024	Payroll	6841	1647	TRUSTEED PLANS SERVICE CORPORATION	38,575.74	Pay Cycle(s) 12/27/2024 To 12/27/2024 - Medical Insurance; Pay Cycle(s) 12/27/2024 To 12/27/2024 - Dental Insurance
1857	12/27/2024	Claims	6841	1648	US BANK	5,416.24	BORSCHOWA P-CARD; CARAWAY P-CARD; CARLYLE P-CARD; HARPER P-CARD; NEWTON P-CARD; PADEN-LILLY P-CARD; PUTZ P-CARD; ROGERS P-CARD; LATE FEE
1858	12/27/2024	Claims	6841	1649	VITAL RECORDS CONTROL	194.74	MONTHLY STORAGE FEE
1859	12/27/2024	Payroll	6841	1650	C/O BENEFIT SOLUTIONS INC WSCFF MEDICAL EXPENSE REIMBURSEMEN	3,900.00	Pay Cycle(s) 12/27/2024 To 12/27/2024 - MERP
1860	12/27/2024	Claims	6841	1651	YOKE'S FOODS	485.51	FOOD, FACILITIES SUPPLIES, POSTAGE
1863	12/27/2024	Payroll	6841	1652	DIMARTINO	1,924.32	Pay Cycle(s) 12/27/2024 To 12/27/2024 - LT Disab- Life

WARRANT/CHECK REGISTER

BENTON COUNTY FIRE PROTECTION DISTRICT #4

Time: 07:56:17 Date: 12/19/2024

12/26/2024 To: 12/27/2024

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Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
						Claims:	73,270.32
						122,139.77 Payroll:	48,869.45

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 *By Paden Kelly*

Commissioners *[Signature]*

Approval Date 12/19/2024

WARRANT/CHECK REGISTER

BENTON COUNTY FIRE PROTECTION DISTRICT #4

Time: 11:22:18 Date: 12/18/2024

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Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
1788	12/27/2024	Payroll	6841	EFT	JOSHUA AMMANN	5,995.25	December Base Salary/Nov OT
1789	12/27/2024	Payroll	6841	EFT	BRADLEY E ANDREWS	2,440.38	December Base Salary/Nov OT
1790	12/27/2024	Payroll	6841	EFT	CORAL L BEARS	1,126.34	December Base Salary/Nov OT
1791	12/27/2024	Payroll	6841	EFT	CHERYL A BOOTH	2,865.57	December Base Salary/Nov OT
1792	12/27/2024	Payroll	6841	EFT	DANA M BORSCHOWA	115.44	December Base Salary/Nov OT
1793	12/27/2024	Payroll	6841	EFT	MATTHEW J BORSCHOWA	10,730.34	December Base Salary/Nov OT
1794	12/27/2024	Payroll	6841	EFT	FREDERICK T BRINK	618.56	December Base Salary/Nov OT
1795	12/27/2024	Payroll	6841	EFT	PAUL E CARLYLE	8,630.30	December Base Salary/Nov OT
1796	12/27/2024	Payroll	6841	EFT	BRANDON J COATES	758.21	December Base Salary/Nov OT
1797	12/27/2024	Payroll	6841	EFT	AMANDA K DERITIS	5,902.51	December Base Salary/Nov OT
1798	12/27/2024	Payroll	6841	EFT	MANUEL I ESTRELLA	5,958.21	December Base Salary/Nov OT
1799	12/27/2024	Payroll	6841	EFT	APRIL S EWING	4,284.04	December Base Salary/Nov OT
1800	12/27/2024	Payroll	6841	EFT	CODY R FLOWERS	4,979.30	December Base Salary/Nov OT
1801	12/27/2024	Payroll	6841	EFT	KEVIN G GAIDOS	6,075.23	December Base Salary/Nov OT
1802	12/27/2024	Payroll	6841	EFT	KAILEE M GARRISON-EHREDT	5,982.69	December Base Salary/Nov OT
1803	12/27/2024	Payroll	6841	EFT	JARON D GIBSON	4,902.89	December Base Salary/Nov OT
1804	12/27/2024	Payroll	6841	EFT	GARRETT S GOODWIN	330.94	December Base Salary/Nov OT
1805	12/27/2024	Payroll	6841	EFT	DAWSEN O HALL	950.28	December Base Salary/Nov OT
1806	12/27/2024	Payroll	6841	EFT	JACOB TA HANSEN	741.74	December Base Salary/Nov OT
1807	12/27/2024	Payroll	6841	EFT	THOMAS R HARPER	7,307.96	December Base Salary/Nov OT
1808	12/27/2024	Payroll	6841	EFT	KYLE C HART	5,877.30	December Base Salary/Nov OT
1809	12/27/2024	Payroll	6841	EFT	ABIGAIL E KNOX	823.50	December Base Salary/Nov OT
1810	12/27/2024	Payroll	6841	EFT	JAMES A LONGIE	5,729.34	December Base Salary/Nov OT
1811	12/27/2024	Payroll	6841	EFT	ESTEBAN MADRIGAL	4,429.93	December Base Salary/Nov OT
1812	12/27/2024	Payroll	6841	EFT	RAYMOND J NEWTON	7,152.50	December Base Salary/Nov OT
1813	12/27/2024	Payroll	6841	EFT	WYATT M OROZCO	6,070.00	December Base Salary/Nov OT
1814	12/27/2024	Payroll	6841	EFT	CONNOR L OVERSON	1,066.64	December Base Salary/Nov OT
1815	12/27/2024	Payroll	6841	EFT	BILLIE J PADEN-LILLY	7,066.78	December Base Salary/Nov OT
1816	12/27/2024	Payroll	6841	EFT	RUSSELL A POSEGATE	831.15	December Base Salary/Nov OT
1817	12/27/2024	Payroll	6841	EFT	GARRETT M PREMEL	8,058.22	December Base Salary/Nov OT
1818	12/27/2024	Payroll	6841	EFT	ALLEN L PUTZ	9,493.76	December Base Salary/Nov OT
1819	12/27/2024	Payroll	6841	EFT	KYLE M RICHE	4,310.14	December Base Salary/Nov OT
1820	12/27/2024	Payroll	6841	EFT	BONNIE M ROGERS	8,949.18	December Base Salary/Nov OT
1821	12/27/2024	Payroll	6841	EFT	MCKENZIE M SELL	824.09	December Base Salary/Nov OT
1822	12/27/2024	Payroll	6841	EFT	ROBERT C SHANNON	6,849.62	December Base Salary/Nov OT
1823	12/27/2024	Payroll	6841	EFT	MICHAEL A VAN BEEK	295.67	December Base Salary/Nov OT
1824	12/27/2024	Payroll	6841	EFT	ARRIEL A VAN CLEEF	4,474.09	December Base Salary/Nov OT
1825	12/27/2024	Payroll	6841	EFT	DOMINIC P VIGGIANO	16.94	December Base Salary/Nov OT
1826	12/27/2024	Payroll	6841	EFT	ANTHONY G VINING	8,884.48	December Base Salary/Nov OT
1827	12/27/2024	Payroll	6841	EFT	BRIAN P WAKEMAN	6,270.63	December Base Salary/Nov OT
1828	12/27/2024	Payroll	6841	EFT	JACOB M WALTON	5,289.30	December Base Salary/Nov OT
1829	12/27/2024	Payroll	6841	EFT	CLAYTON A WHITBY	1,108.20	December Base Salary/Nov OT
1830	12/27/2024	Payroll	6841	EFT	CODY WINTERS	6,054.83	December Base Salary/Nov OT
1861	12/26/2024	Payroll	6841	EFT	EFTPS- IRS Payroll Taxes	44,672.18	941 Deposit for Pay Cycle(s) 12/27/2024 - 12/27/2024
1862	12/26/2024	Payroll	6841	EFT	WA PUB EMP & RETIRE SYS	57,756.32	Pay Cycle(s) 12/27/2024 To 12/27/2024 - LEOFF II - D097; Pay Cycle(s) 12/27/2024 To 12/27/2024 - DCP-899T76; Pay Cycle(s) 12/27/2024 To 12/27/2024 - PERS 3 - 4778; Pay Cycle(s) 12/27/2024 To 12/27/202

001 6841 - General Fund

293,050.97

293,050.97 Payroll: 293,050.97

WARRANT/CHECK REGISTER

BENTON COUNTY FIRE PROTECTION DISTRICT #4

Time: 11:22:18 Date: 12/18/2024

12/26/2024 To: 12/27/2024

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Trans Date Type Acct # War # Claimant Amount Memo

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

Admin Staff _____ Secretary Paden Lilly

Commissioners [Signature], [Signature], _____

Approval Date 12/19/2024

2024 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION DISTRICT

Time: 11:59:16 Date: 12/18/2024

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001 6841 - General Fund

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

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances				
308 91 00 00	Beginning Balance	3,021,858.50	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%
310 Taxes				
311 10 00 01	Property Tax	4,402,919.00	4,363,301.77	39,617.23 99.1%
337 20 00 01	Leasehold Excise Tax	30,000.00	28,360.21	1,639.79 94.5%
310 Taxes	4,432,919.00	4,391,661.98	41,257.02	99.1%
330 Intergovernmental Revenues				
334 04 90 01	State Trauma Grant	766.00	766.00	0.00 100.0%
334 06 90 04	BVFF Physical Reimbursement	1,000.00	0.00	1,000.00 0.0%
335 00 91 01	Energy NW Generation Tax	28,691.00	28,691.26	(0.26) 100.0%
330 Intergovernmental Revenues	30,457.00	29,457.26	999.74	96.7%
340 Charges For Services				
341 70 00 05	Sales of Merchandise	13,200.00	13,245.96	(45.96) 100.3%
342 21 00 01	Fire Services, State	90,000.00	90,045.70	(45.70) 100.1%
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	0.00	2,300.00 0.0%
342 21 00 04	Fire Services, Private	2,270.00	2,270.88	(0.88) 100.0%
340 Charges For Services	113,170.00	110,964.81	2,205.19	98.1%
361 Miscellaneous Revenue				
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	0.00	2,000.00 0.0%
361 Miscellaneous Revenue	110,750.00	107,784.43	2,965.57	97.3%
380 Other Increases in Fund Resources				
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%
390 Other Financing Sources				
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%
397 Interfund Transfers				
397 00 00 10	Transfer In From 6848	281,000.00	281,000.00	0.00 100.0%
397 00 00 11	Transfer in From 6848	934,000.00	934,000.00	0.00 100.0%
397 00 00 12	Transfer in from 6848	1,680,828.00	1,680,828.00	0.00 100.0%

2024 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION DISTRICT

Time: 11:59:16 Date: 12/18/2024

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001 6841 - General Fund

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Revenues	Amt Budgeted	Revenues	Remaining	
397 Interfund Transfers				
397 Interfund Transfers	2,895,828.00	2,895,828.00	0.00	100.0%
Fund Revenues:	10,872,052.67	10,825,147.34	46,905.33	99.6%
Expenditures	Amt Budgeted	Expenditures	Remaining	
522 Fire Control				
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	425.80	574.20	42.6%
522 11 20 20 Benefits - Comm 2 (Goodwin)	1,000.00	612.31	387.69	61.2%
522 11 20 30 Benefits - Comm 3 (Brink)	1,000.00	806.01	193.99	80.6%
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	29,625.58	10,774.42	73.3%
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	61,759.85	3,660.15	94.4%
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	11,851.20	2,148.80	84.7%
522 12 35 00 Office Tools & Equipment	1,500.00	418.26	1,081.74	27.9%
522 12 35 10 Office Computer Equipment	27,100.00	24,482.81	2,617.19	90.3%
522 12 41 00 Contract Services	65,000.00	62,496.04	2,503.96	96.1%
522 12 41 01 Contract Services - TV/Internet	14,500.00	9,399.35	5,100.65	64.8%
522 12 41 03 Contract Services - Computer	108,000.00	96,180.78	11,819.22	89.1%
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	10,319.77	2,680.23	79.4%
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	1,249.00	751.00	62.5%
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	60,042.94	5,957.06	91.0%
012 Administrative	1,059,462.00	946,308.85	113,153.15	89.3%
522 13 49 00 Election Assessments	6,000.00	0.00	6,000.00	0.0%
013 Election	6,000.00	0.00	6,000.00	0.0%
522 14 40 00 Advertising	500.00	99.66	400.34	19.9%
522 14 41 00 Professional Services	24,500.00	20,422.54	4,077.46	83.4%

2024 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION DISTRICT

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001 6841 - General Fund

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Expenditures	Amt Budgeted	Expenditures	Remaining	
522 Fire Control				
014 Legal	25,000.00	20,522.20	4,477.80	82.1%
522 20 10 10 Mobilization Wages	91,000.00	90,965.57	34.43	100.0%
522 20 20 10 Mobilization Benefits	14,000.00	13,479.30	520.70	96.3%
522 20 24 10 Physicals/Innoculation	60,000.00	55,589.00	4,411.00	92.6%
522 20 28 00 Uniforms (All Non-PPE)	36,000.00	26,436.69	9,563.31	73.4%
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	187,170.95	17,829.05	91.3%
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	572,901.96	92,184.04	86.1%
522 21 20 71 Benefits - Overtime FF	67,600.00	43,752.01	23,847.99	64.7%
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	4,227.35	1,672.65	71.7%
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	13,000.00	1,941.38	11,058.62	14.9%
522 21 48 90 SCBA Repair/Maintenance	18,000.00	6,265.47	11,734.53	34.8%
021 Suppression	3,714,043.00	3,339,964.92	374,078.08	89.9%
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	3,077.94	922.06	76.9%
522 26 35 00 Non-Expendable Equipment	1,000.00	0.00	1,000.00	0.0%
522 26 48 00 Outside Services	4,500.00	3,312.00	1,188.00	73.6%
026 Logistics (Support Services)	12,500.00	6,461.59	6,038.41	51.7%
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

Time: 11:59:16 Date: 12/18/2024

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001 6841 - General Fund

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

Expenditures	Amt Budgeted	Expenditures	Remaining	
522 Fire Control				
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	28,278.85	6,721.15	80.8%
522 45 20 71 Benefits - OT Training Captain	5,000.00	4,428.64	571.36	88.6%
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	242,916.72	124,383.28	66.1%
522 50 31 00 Expendable Supplies -Facilities	11,000.00	8,151.17	2,848.83	74.1%
522 50 35 00 Tools & Equipment - Facilities	17,000.00	14,350.16	2,649.84	84.4%
522 50 41 00 Professional Services	12,000.00	9,962.04	2,037.96	83.0%
522 50 45 00 Lease-Sta 410	5,000.00	4,767.63	232.37	95.4%
522 50 47 10 Electricity	38,000.00	25,636.97	12,363.03	67.5%
522 50 47 20 Water/Sewer/Natural Gas	25,000.00	14,258.99	10,741.01	57.0%
522 50 48 00 Repair & Maint. - Facilities	58,000.00	41,673.83	16,326.17	71.9%
050 Facilities	166,000.00	118,800.79	47,199.21	71.6%
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	34,478.27	10,821.73	76.1%
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	94,614.98	17,510.02	84.4%
060 Automotive	168,775.00	138,141.55	30,633.45	81.8%
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	32,500.00	31,697.06	802.94	97.5%
522 70 20 71 Benefits - OT EMS Captain	5,500.00	5,179.11	320.89	94.2%
522 70 31 00 Expendable Supplies - EMS	80,000.00	73,274.65	6,725.35	91.6%
522 70 35 00 Small Tools & Minor Equip	43,500.00	37,310.18	6,189.82	85.8%
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	12,074.18	2,925.82	80.5%
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 DISTRICT

Time: 11:59:16 Date: 12/18/2024

Source Codes 000 To: 999

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001 6841 - General Fund

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

Expenditures	Amt Budgeted	Expenditures	Remaining	
522 Fire Control				
070 Ambulance Transport Services	362,000.00	342,814.74	19,185.26	94.7%
522 Fire Control	6,439,379.30	5,591,528.22	847,851.08	86.8%
589 Payroll Clearing				
589 90 00 00 Payroll Clearing	0.00	(386.97)	386.97	0.0%
589 Payroll Clearing	0.00	(386.97)	386.97	0.0%
591 Debt Service				
591 22 71 02 Capital Lease Principal	62,726.00	62,726.00	0.00	100.0%
591 22 84 03 Lease Payments - Office Equipment	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%
594 Capital Expenditures				
594 22 62 00 Capital Building	55,000.00	28,725.44	26,274.56	52.2%
594 22 63 00 Capital Apparatus And Equipment	859,835.00	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	723,245.11	241,589.89	75.0%
597 Interfund Transfers				
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%
Fund Expenditures:	8,356,335.30	7,265,001.91	1,091,333.39	86.9%
Fund Excess/(Deficit):	2,515,717.37	3,560,145.43		

2024 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION DISTRICT

Time: 11:59:16 Date: 12/18/2024

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110 6848 - EMS Fund

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

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances				
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%
310 Taxes				
311 10 00 11 Property Tax	1,682,683.00	1,661,194.35	21,488.65	98.7%
310 Taxes	1,682,683.00	1,661,194.35	21,488.65	98.7%
330 Intergovernmental Revenues				
332 93 40 10 GEMT	154,000.00	154,570.45	(570.45)	100.4%
337 00 00 11 EMSI	150,000.00	87,500.00	62,500.00	58.3%
330 Intergovernmental Revenues	304,000.00	242,070.45	61,929.55	79.6%
340 Charges For Services				
342 60 00 07 Ambulance Service	515,000.00	484,473.60	30,526.40	94.1%
340 Charges For Services	515,000.00	484,473.60	30,526.40	94.1%
360 Investment Interest				
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%
Fund Revenues:	6,350,876.72	6,235,726.55	115,150.17	98.2%
Expenditures	Amt Budgeted	Expenditures	Remaining	
522 Fire Control				
522 70 35 10 Small Tools And Minor Equipment	500.00	110.07	389.93	22.0%
522 70 41 00 Ambulance Billing Service Fee	52,000.00	51,002.55	997.45	98.1%
522 70 41 20 Ambulance Over Payment	2,000.00	1,356.40	643.60	67.8%
522 Fire Control	54,500.00	52,469.02	2,030.98	96.3%
591 Debt Service				
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%
597 Interfund Transfers				
597 00 01 04 Transfer Out to 6841	934,000.00	934,000.00	0.00	100.0%
597 00 01 06 Transfer Out to 6841	1,680,828.00	1,680,828.00	0.00	100.0%
597 00 01 08 Transfer Out to 6841	281,000.00	281,000.00	0.00	100.0%
597 00 01 10 Transfer Out To 6846	170,000.00	170,000.00	0.00	100.0%
597 Interfund Transfers	3,065,828.00	3,065,828.00	0.00	100.0%

2024 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION DISTRIK

Time: 11:59:16 Date: 12/18/2024

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110 6848 - EMS Fund

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

Expenditures	Amt Budgeted	Expenditures	Remaining
Fund Expenditures:	3,162,028.00	3,159,922.22	2,105.78 99.9%
Fund Excess/(Deficit):	3,188,848.72	3,075,804.33	

2024 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION DISTRICT

Time: 11:59:16 Date: 12/18/2024

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

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances				
308 31 00 21 Beginning Balance	189,160.33	189,160.33	0.00	100.0%
308 Beginning Balances	189,160.33	189,160.33	0.00	100.0%
310 Taxes				
311 10 00 21 Property Tax	481,215.00	476,125.11	5,089.89	98.9%
310 Taxes	481,215.00	476,125.11	5,089.89	98.9%
360 Investment Interest				
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%
Fund Revenues:	675,875.33	675,182.93	692.40	99.9%
Expenditures				
591 Debt Service				
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%
Fund Expenditures:	485,750.00	486,100.00	(350.00)	100.1%
Fund Excess/(Deficit):	190,125.33	189,082.93		

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	
308 Beginning Balances				
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%
310 Taxes				
311 10 00 22 Real & Personal Property Taxes	1.00	0.00	1.00	0.0%
310 Taxes	1.00	0.00	1.00	0.0%
360 Investment Interest				
361 11 00 41 Construction Fund Interest	0.00	0.89	(0.89)	0.0%
360 Investment Interest	0.00	0.89	(0.89)	0.0%
Fund Revenues:	29.29	29.18	0.11	99.6%
Fund Excess/(Deficit):	29.29	29.18		

2024 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION DISTRICT

Time: 11:59:16 Date: 12/18/2024

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601 6846 - Reserve Fund

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

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances				
308 91 00 61 Beginning Balance	1,381,399.00	1,381,398.50	0.50	100.0%
308 Beginning Balances	1,381,399.00	1,381,398.50	0.50	100.0%
360 Investment Interest				
361 11 00 61 Reserve Fund Interest	39,000.00	47,456.89	(8,456.89)	121.7%
360 Investment Interest	39,000.00	47,456.89	(8,456.89)	121.7%
397 Interfund Transfers				
397 00 00 07 Transfer In From 6848	170,000.00	170,000.00	0.00	100.0%
397 00 01 61 Transfer In From 6841	815,000.00	815,000.00	0.00	100.0%
397 Interfund Transfers	985,000.00	985,000.00	0.00	100.0%
Fund Revenues:	2,405,399.00	2,413,855.39	(8,456.39)	100.4%
Fund Excess/(Deficit):	2,405,399.00	2,413,855.39		

2024 BUDGET POSITION TOTALS

BENTON COUNTY FIRE PROTECTION DIS

Time: 11:59:16 Date: 12/18/2024

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Fund	Revenue Budgeted	Received		Expense Budgeted	Spent	
001 6841 - General Fund	10,872,052.67	10,825,147.34	99.6%	8,356,335.30	7,265,001.91	87%
110 6848 - EMS Fund	6,350,876.72	6,235,726.55	98.2%	3,162,028.00	3,159,922.22	100%
201 6842 - Bond Fund	675,875.33	675,182.93	99.9%	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	20,149,941.39	99.2%	12,004,113.30	10,911,024.13	90.9%



Benton County Fire Protection District No. 4

RESOLUTION NO. 2024-14

BUDGET AMENDMENT

WHEREAS, the Board of Fire Commissioners of Benton County Fire Protection District No. 4 has approved the 2024 Fire District Budget on June 6, 2024, and,

WHEREAS, Benton County Fire Protection District No. 4 has determined it necessary to amend the 2024 General Fund Budget as follows:

GENERAL FUND	<u>From</u>	<u>To</u>
Revenue		
341 70 00 05 – Sales of Merchandise	\$5,000	\$13,200
342 21 00 01 – Fire Services, State	\$39,000	\$90,000
342 21 00 02 – Fire Services, Federal	\$0	\$5,400
342 21 00 04 – Fire Services, Private	\$0	\$2,270
361 11 00 01 – General Fund Interest	\$50,000	\$105,000
367 11 00 08 – Contributions/Donations	\$0	\$1,250
389 50 68 04 – Refund/Reimbursement	\$0	\$2,000
395 10 00 02 – Sale of Fixed Assets	\$0	\$248,000
Total	\$94,000	\$467,120
Expenditures		
522 20 10 10 – Mobilization Wages	\$30,000	\$91,000
522 20 20 10 – Mobilization Benefits	\$9,000	\$14,000
522 20 24 10 – Physicals/Inoculation	\$33,000	\$60,000
522 30 48 10 – Newsletter/Education Flyers	\$1,000	\$21,000
522 70 31 00 – Expendable Supplies - EMS	\$60,000	\$80,000
522 70 35 00 – Small Tools & Minor Equipment	\$10,800	\$45,000
591 22 84 03 – Lease Payments – Office Equipment	\$7,500	\$25,000
Total	\$151,300	\$336,000

WHEREAS, Benton County Fire Protection District No. 4 also finds it necessary to amend the 2024 EMS Fund Budget as follows:

EMS FUND	<u>From</u>	<u>To</u>
Revenue		
332 93 40 10 – GEMT	\$300,000	\$154,000
342 60 00 07 – Ambulance Service	\$470,000	\$515,000
Expenditures		
591 10 01 00 – Lease Payments - Equipment	\$0	\$41,700

NOW, THEREFORE BE IT RESOLVED, by the Board of Fire Commissioners of Benton County Fire Protection District No. 4 that the 2024 Budgets are hereby amended as detailed above.

ADOPTED, at the regular meeting of the Board of Fire Commissioners of Benton County Fire Protection District No.4 on this 19th day of December 2024, the following commissioners being present and voting;

Chairperson



Commissioner



Commissioner



District Secretary



Benton County Fire Protection District No. 4

RESOLUTION NO. 2024-15

ESTABLISHING THE DATE FOR REGULAR MEETINGS OF THE BOARD OF COMMISSIONERS OF BENTON COUNTY FIRE DISTRICT NO. 4

WHEREAS, RCW 42.30.070 requires that each fire protection district establish, by resolution the date for holding their regular meetings; and,

WHEREAS, the Commissioners would like to establish the date of their regularly scheduled meeting;

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

SECTION 1.

The Board of Commissioners of Benton County Fire District No. 4 shall adopt the following dates for the Regular Meetings of the Board in 2025, to be held at 5:00 pm at a meeting location to be determined:

Thursday, January 2, 2025	Thursday, May 1, 2025	Thursday, September 4, 2025
Thursday, January 16, 2025	Thursday, May 15, 2025	Wednesday, September 17, 2025
Thursday, February 6, 2025	Thursday, June 5, 2025	Thursday, October 2, 2025
Thursday, February 20, 2025	Thursday, June 19, 2025	Thursday, October 16, 2025
Thursday, March 6, 2025	Wednesday, July 3, 2025	Thursday, November 6, 2025
Thursday, March 20, 2025	Thursday, July 17, 2025	Thursday, November 20, 2025
Thursday, April 3, 2025	Thursday, August 7, 2025	Thursday, December 4, 2025
Thursday, April 17, 2025	Thursday, August 21, 2025	Thursday, December 18, 2025

SECTION 2.

In the event that more than two meetings of the Board are necessary in any month, the Board has the option of calling a special meeting in accordance with the Open Public Meetings Act.

ADOPTED, at the regular meeting of the Board of Fire Commissioners of Benton County Fire Protection District No. 1 on this 19th day of December 2024, the following commissioners being present and voting;

Chairperson



Commissioner



Commissioner



District Secretary



2025

Board of Fire Commissioners Meetings

JANUARY

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

January 2

January 16

January 1 - New Year's Day

FEBRUARY

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

February 6

February 20

February 17 - President's Day

MARCH

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

March 6

March 20

APRIL

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

April 3

April 17

MAY

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

May 1

May 15

May 26 - Memorial Day

JUNE

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

June 5

June 19

JULY

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

July 3

July 17

July 4 - Independence Day

AUGUST

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August 7

August 21

SEPTEMBER

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

September 4

September 18

September 1 - Labor Day

OCTOBER

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

October 2

October 16

NOVEMBER

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

November 6

November 11 - Veteran's Day

November 20

November 27-28 - Thanksgiving

DECEMBER

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

December 4

December 18

December 24-25 - Christmas



Benton County Fire Protection District No. 4

RESOLUTION NO. 2024-16

WARRANT CANCELLATION

A RESOLUTION by the Board of Commissioners of Benton County Fire Protection District No. 4 authorizing the Benton County Auditor and Treasurer's Office to cancel outstanding warrants that have remained unclaimed for over one year.

WHEREAS, Benton County Fire Protection District No. 4 issues warrants or checks to pay claims; and

WHEREAS, in accordance with RCW 36.22.100, registered or interest-bearing county warrants that remain unrepresented for payment for over one year must be canceled by a resolution of the governing body; and

WHEREAS, the following warrant has not been presented for payment within in the statutory timeframe:

<u>Warrant No.</u>	<u>Issue Date</u>	<u>Amount</u>
227710	2/10/2022	\$50.00

NOW, THEREFORE BE IT RESOLVED, that the Board of Fire Commissioners of Benton County Fire Protection District No. 4, hereby authorizes the County Auditor and Treasurer to cancel the warrant listed above.

ADOPTED, at the regular meeting of the Board of Fire Commissioners of Benton County Fire Protection District No.4 on this 19th day of December 2024, the following commissioners being present and voting;

Chairperson



Commissioner



Commissioner



District Secretary



1. Purpose

1.1. The purpose of this policy is to establish guidelines for converting non-archival paper records into electronic formats and securely destroying original paper records.

2. Scope

2.1. This policy applies to all personnel involved in handling, scanning, and managing paper documents and their electronic equivalents.

3. Responsibilities

3.1. The finance manager or designee is responsible for oversight of this policy.

3.2. Employees are responsible for complying with the requirements and procedures outlined in this policy when scanning and managing records.

3.3. Supervisors are responsible for adhering to quality control, security measures, and retention schedules during the imaging process.

4. Revision Summary

Revision Date	Description
TBD	New issue.

5. Definitions

5.1. None

6. Policy Goals

6.1. The goal is to ensure compliance with applicable laws, records retention schedules, and information security policies while preserving the integrity, accessibility, and security of electronic records.

6.1.1. By transitioning from physical to electronic records management, this policy supports operational efficiency and safeguards confidential or sensitive information for the duration of its retention period. It adheres to state-approved requirements and Benton County Fire District #4's (District) information security standards, ensuring data integrity and legal compliance.

7. Procedures

7.1. Scanning and Destroying a Record

7.1.1. Ensure the record to be scanned and destroyed meets the requirements of Washington State Secretary of State: "Requirements for the Destruction of Non-Archival Paper Records After Imaging"

7.1.2. In addition to adhering to the Washington State requirements, District members shall secure administration approval for the following before implementing a scanning project:

Policy #147
Scanning and Destroying Non-Archival Records

- A documented list of record types (series) designated for scanning.
- Written imaging procedures, including acceptable formats and guidelines for enhancing image clarity.
- Documented quality control and security measures, including 100% image verification, access controls, password protocols, and measures to safeguard confidential information and respond to security breaches.
- Defined naming conventions and file structures, if applicable.
- Documented migration and preservation plan to ensure compliance with retention schedules and destruction policies.
- Backup and disaster preparedness plans, including regular backups and offsite storage procedures.

7.1.3. After scanning and verifying source documents, the original paper records may be destroyed in accordance with State Government General Records Retention Schedule Disposition Authority Number (DAN) GS 11012; Source Records – Imaged/Migrated (Non-Archival).

8. Reference Documents

8.1. Washington State Secretary of State: Requirements for the Destruction of Paper Records after Imaging (“Plan to Scan”) Version 2.0 (May 2024)

8.2. State Government General Records Retention Schedule Disposition Authority Number (DAN) GS 11012; Source Records – Imaged/Migrated (Non-Archival)

Adopted by BCFD4 Commissioners

Signed by Fire Chief:

Printed _____

Signed _____

Effective Date: _____

Supersedes Date: _____