



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

DECEMBER 4, 2025 – 5:00 PM
2604 BOMBING RANGE RD, WEST RICHLAND, WASHINGTON 99353

CALL MEETING TO ORDER

PLEDGE OF ALLEGIANCE

ADDITION TO THE AGENDA

- Station 420 Entry Renovation Project
- Surplus of Property; Resolution 2025-12
- Insurance Brokerage Services

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 December 4, 2025.
- Minutes:
 - Approve minutes of Regular Meeting held on November 20, 2025.
- Claim Vouchers:
 - Approve Claim Voucher numbers 1710 through 1728 for \$45,837.68 for the period ending December 12, 2025.

FINANCIAL REVIEW

- Budget Revenue and Expenditure Report

RESOLUTIONS/MOTIONS

- Policy 301 – Handling and Storage of Pharmaceuticals
- Lieutenant and Captain Job Descriptions
- Ziplify Fiber Agreement

NEW BUSINESS

UNFINISHED BUSINESS

CORRESPONDENCE

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**

- December 6: Operation Candy Cane – Flat Top Park
- December 8: Christmas @ the Mountain – Tri-City Raceway

AGENDA ITEMS FOR THE NEXT MEETING**EXECUTIVE SESSION****ADJOURNMENT**



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

Regular Board Meeting Minutes November 20, 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 (virtual) and Commissioner Goodwin. Commissioner Van Beek was excused.

PLEDGE OF ALLEGIANCE

Firefighter Gaidos led the Pledge of Allegiance.

ADDITIONS TO THE AGENDA

There were no additions to agenda.

THOSE PRESENT

Members present were:

Chief Carlyle	Logistics Manager Rebman	Firefighter Gaidos
Deputy Chief Drayton	Captain Newton	Firefighter Gibson
Finance Manager Paden-Lilly	Captain Rogers	Firefighter Hansen
Administrative Assistant Ewing	Firefighter Ammann	Firefighter Overson

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 November 6, 2025.
- Minutes Approval: Approval of the meeting minutes dated October 16, 2025.
- Approval of Payments:
 - Payroll Voucher numbers 1549 through 1552 for \$7,434.36 for the period ending November 21, 2025, and numbers 1615 through 1707 for \$428,194.99 for the period ending November 26, 2025.
 - Claim Voucher numbers 1664 through 1704 for \$179,849.03 for the period ending November 26, 2025.

MOTION: Commissioner Brink moved to approve the Consent Agenda. Commissioner Goodwin seconded. Motion passed unanimously.

FINANCIAL REVIEW

The revenue and expenditure budget position report were reviewed.

RESOLUTIONS/MOTIONS

Resolution 2025-11; Transfer of Funds

Consider approving a resolution authorizing the transfer of funds from EMS Fund 6848 to General Fund 6841.

MOTION by Commissioner Brink to approve Resolution 2025-11. Commissioner Goodwin seconded the motion and the motion passed unanimously.

Station 420 Entry Renovation Project

The Board considered approval of the lowest quote for Project 01-2025, which includes relocating the entry wall and installing a security entry system.

MOTION: Commissioner Brink moved to approve the lowest quote from Sanna Group LLC in the amount of \$38,000 plus taxes. Commissioner Goodwin seconded. Motion carried unanimously.

Fire Hose Quote

The Board reviewed Sea Western Quote No. QUO37184 for 36 links of hose with couplings totaling \$11,001.96 plus tax and shipping.

MOTION: Commissioner Brink moved to approve Sea Western Quote No. QUO37184 as presented. Commissioner Goodwin seconded. Motion carried unanimously.

NEW BUSINESS

There was no new business.

UNFINISHED BUSINESS

Letter to City of West Richland

The Board considered approval of a letter supporting the City's alignment with firework ordinances used by neighboring jurisdictions.

MOTION by Commissioner Brink to approve the letter drafted by Fire Chief Carlyle. Commissioner Goodwin seconded the motion and the motion passed unanimously.

CORRESPONDENCE

There was no new correspondence.

DISTRICT REPORTS

Commissioners – All three Commissioners attended the Tri-County Commissioners Meeting on November 15.

Chief – Chief Carlyle provided the following report:

- Attended the State Auditor entrance meeting, noting the audit is progressing well and wrapping up quickly.

- Working on career hiring and issuing conditional offers to four candidates.
- Spent two days with AP Triton for consultations, including interviews and district tours.
- Attended the SEWA 2025 After-Action Review for state mobilization in Ellensburg.

Deputy Chief – Deputy Chief Drayton provided the following report:

- Preparing for next year's planning; Promotional testing for training officer, lieutenant, captain, and a retest for battalion chief will occur next year.
- Updating job descriptions.
- Began discussions with executive staff to rebalance project assignments.
- AP Triton's site visit went well; the community survey is now live.

Finance Manager – Finance Manager Paden-Lilly reported that the State Auditor has completed the 2023–2024 audit. The Exit Conference is scheduled for December 9.

OPEN FORUM DISCUSSION

No topics were brought forward during the open forum discussion.

OPERATION PROGRAM UPDATES

- The remounted ambulance is scheduled for pickup on December 15.
- The intern academy continues to progress well.
- The Tri-County Recruit Academy is scheduled to begin on February 9.
-

IMPORTANT DATES

- December 6: Operation Candy Cane - Flat Top Park
- December 8: Christmas @ the Mountain – Tri-City Raceway

AGENDA ITEMS FOR THE NEXT MEETING

No items were identified.

EXECUTIVE SESSION

There was no executive session.

ADJOURNMENT

With no further business to come before the Board the meeting was adjourned at 5:15 p.m.

Attested:

Billie Paden-Lilly, District Secretary Date

Garrett Goodwin, Commissioner Date

Michael Van Beek, Commissioner Date

Fred Brink, Commissioner Date

ACCOUNTS PAYABLE

BENTON COUNTY FIRE PROTECTION DISTRICT #4

As Of: 12/12/2025

Time: 10:50:11 Date: 12/03/2025

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Accts Pay #	Received	Date Due	Vendor	Amount	Memo
15555	12/12/2025	12/12/2025	829 AT&T MOBILITY	209.47	CELL PHONE SERVICE
	522 12 42 10	Cellular Phone Service	001 000 522 6841 - General I	209.47	CELL PHONE SERVICE
		Invoice			
		X11192025		209.47	CELL PHONE SERVICE
15556	12/12/2025	12/12/2025	551 BRASHEAR ELECTRIC	3,228.39	INSTALL ELECTRICAL OUTLET FOR STATION 410 MINISPLIT
	522 50 48 00	Repair & Maint. - Facilities	001 000 522 6841 - General I	3,228.39	INSTALL ELECTRICAL OUTLET FOR STATION 410 MINISPLIT
		Invoice			
		43844		3,228.39	INSTALL ELECTRICAL OUTLET FOR STATION 410 MINISPLIT
15557	12/12/2025	12/12/2025	1090 ELWOOD STAFFING SERVICES INC.	1,402.50	TEMP STAFFING SERVICES
	522 12 41 00	Contract Services	001 000 522 6841 - General I	1,402.50	TEMP STAFFING SERVICES
		Invoice			
		3544285		841.50	TEMP STAFFING SERVICES
		3543997		561.00	TEMP STAFFING SERVICES
15558	12/12/2025	12/12/2025	5431 ENDURIS	1,854.00	INCREASE INSURED VALUE OF APP 50 AND APP 52
	522 12 46 00	District Insurance	001 000 522 6841 - General I	1,854.00	INCREASE INSURED VALUE OF APP 50 AND APP 52
		Invoice			
		R26-535-6		1,854.00	INCREASE INSURED VALUE OF APP 50 AND APP 52
15559	12/12/2025	12/12/2025	137 GALLS	345.11	NOMEX PANTS
	522 20 28 00	Clothing, Commissary (Non-	001 000 522 6841 - General I	345.11	NOMEX PANTS
		Invoice			
		033193167		345.11	NOMEX PANTS
15560	12/12/2025	12/12/2025	509 HUGHES FIRE EQUIPMENT INC.	5,012.65	FULL SERVICE AND R&R INVERTER ON APP 48
	522 60 48 00	Repair and Maintenance Ser	001 000 522 6841 - General I	5,012.65	FULL SERVICE AND R&R INVERTER ON APP 48
		Invoice			

ACCOUNTS PAYABLE

BENTON COUNTY FIRE PROTECTION DISTRICT #4

As Of: 12/12/2025

Time: 10:50:11 Date: 12/03/2025

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Accts Pay #	Received	Date Due	Vendor	Amount	Memo
			633167	1,990.21	R&R INVERTER ON APP 48
			633168	3,022.44	FULL SERVICE ON APP 48
15561	12/12/2025	12/12/2025	ISOUTSOURCE	4,309.09	REPLACE SERVERS; MONTHLY MONITORING
	522 12 31 10		Computer Software	001 000 522 6841 - General I	2,153.29 MONTHLY MONITORING SOFTWARE
	522 12 41 03		Contract Services - Compute	001 000 522 6841 - General I	2,155.80 REPLACE SERVERS
			Invoice		
			CW313261	-11,400.00	SERVER REPLACEMENT PROJECT PREPAYMENT
			CW313844	1,355.60	PREPAYMENT FOR SERVER REPLACEMENT PROJECT
			CW315039	9,258.80	PREPAYMENT FOR SERVER REPLACEMENT PROJECT
			CW316174	782.00	PREPAYMENT FOR SERVER REPLACEMENT PROJECT
			CW316587	2,159.40	FINAL PAYMENT FOR SERVER REPLACEMENT PROJECT
			CW317994	2,153.29	MONTHLY MONITORING SOFTWARE
15564	12/12/2025	12/12/2025	LIBERTY LAWN AND SAW	78.24	2 STROKE FUEL FOR TOOLS
	522 60 32 00		Fuels and Oils	001 000 522 6841 - General I	78.24 2 STROKE FUEL FOR TOOLS
			Invoice		
			56722	78.24	2 STROKE FUEL FOR TOOLS
15563	12/12/2025	12/12/2025	LIFE ASSIST	3,125.68	EMS VENDING MACHINE LICENSE, SOFTWARE, & MAINTENANCE; EMS GLOVES; BANDAGES; UNDERPADS; ETOMIDATE; ELECTRODES
	522 70 31 00		Expendable Supplies - EMS	001 000 522 6841 - General I	3,125.68 EMS VENDING MACHINE LICENSE, SOFTWARE, & MAINTENANCE; EMS GLOVES; BANDAGES; UNDERPADS; ETOMIDATE; ELECTRODES
			Invoice		
			2023406	2,174.00	EMS VENDING MACHINE LICENSE, SOFTWARE, & MAINTENANCE
			2022880	603.84	BANDAGES; UNDERPADS; ETOMIDATE 40MG/20ML VIALS; RED DOT ELECTR
			2025770	347.84	NITRILE GLOVES
15562	12/12/2025	12/12/2025	LIZ LOOMIS EASL, INC	6,250.00	CONSULTING SERVICES - NOV 2025
	522 30 41 01		Professional Services - Mark	001 000 522 6841 - General I	6,250.00 CONSULTING SERVICES - NOV 2025
			Invoice		
			B4-1225	6,250.00	CONSULTING SERVICES - NOV 2025
15565	12/12/2025	12/12/2025	LN CURTIS & SONS	246.75	AIR SAMPLES

ACCOUNTS PAYABLE

BENTON COUNTY FIRE PROTECTION DISTRICT #4

As Of: 12/12/2025

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Accts Pay #	Received	Date Due	Vendor	Amount	Memo
522 21 41 00	Professional Services		001 000 522 6841 - General I	246.75	AIR SAMPLES
	Invoice				
	INV1012342		246.75	AIR SAMPLES	
15566	12/12/2025	12/12/2025	779 MCGAVICK GRAVES ATTORNEY AT LAW	9,044.00	GENERAL LABOR AND EMPLOYMENT MATTERS - NOVEMBER
522 14 41 00	Professional Services		001 000 522 6841 - General I	9,044.00	GENERAL LABOR AND EMPLOYMENT MATTERS - NOVEMBER
	Invoice				
	48254		9,044.00	GENERAL LABOR AND EMPLOYMENT MATTERS - NOVEMBER	
15567	12/12/2025	12/12/2025	5242 OXARC	85.71	OXYGEN FOR EMS
522 70 31 00	Expendable Supplies - EMS		001 000 522 6841 - General I	85.71	OXYGEN FOR EMS
	Invoice				
	0032459685		85.71	OXYGEN FOR EMS	
15568	12/12/2025	12/12/2025	824 PALADIN BACKGROUND	95.00	BACKGROUND CHECK
522 20 31 00	Expendable Incident Supplie		001 000 522 6841 - General I	95.00	BACKGROUND CHECK
	Invoice				
	7079		95.00	BACKGROUND CHECK	
15570	12/12/2025	12/12/2025	672 TIRE FACTORY	5,796.14	TIRES FOR APP 48
522 60 31 00	Expendable Supplies - Autor		001 000 522 6841 - General I	5,796.14	TIRES FOR APP 48
	Invoice				
	3055268		5,796.14	TIRES FOR APP 48	
15569	12/12/2025	12/12/2025	729 TOTAL ENERGY MANAGEMENT	769.06	HVAC MAINTENANCE - STA 420
522 50 41 00	Professional Services		001 000 522 6841 - General I	769.06	HVAC MAINTENANCE - STA 420
	Invoice				
	131676		769.06	HVAC MAINTENANCE - STA 420	
15571	12/12/2025	12/12/2025	347 US LINEN & UNIFORM	347.35	MAT SERVICE

ACCOUNTS PAYABLE

BENTON COUNTY FIRE PROTECTION DISTRICT #4

As Of: 12/12/2025

Time: 10:50:11 Date: 12/03/2025

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Accts Pay #	Received	Date Due	Vendor	Amount	Memo
522 50 41 00	Professional Services		001 000 522 6841 - General I	347.35	MAT SERVICE
<hr/>					
	Invoice				
	3594710		64.85	MAT SERVICE	
	3592946		51.95	MAT SERVICE	
	3599850		51.95	MAT SERVICE	
	3596521		113.75	MAT SERVICE	
	3601589		64.85	MAT SERVICE	
15573 12/12/2025	12/12/2025	465	VERIZON WIRELESS	829.46	CELL PHONE SERVICE
522 12 42 10	Cellular Phone Service		001 000 522 6841 - General I	829.46	CELL PHONE SERVICE
<hr/>					
	Invoice				
	6128630593		829.46	CELL PHONE SERVICE	
15572 12/12/2025	12/12/2025	817	VOYAGER	2,809.08	FUEL
522 60 32 00	Fuels and Oils		001 000 522 6841 - General I	2,809.08	FUEL
<hr/>					
	Invoice				
	8693879692544		-207.47	TAX ADJUSTMENT	
	8693879692549		3,016.55	FUEL	
Report Total:				45,837.68	
<hr/>					
	Fund				
	001 6841 - General Fund		45,837.68		

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: 14:15:20 Date: 12/03/2025

12/01/2025 To: 12/12/2025

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Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
1710	12/12/2025	Claims	6841	2269	AT&T MOBILITY	209.47	CELL PHONE SERVICE
1711	12/12/2025	Claims	6841	2270	BRASHEAR ELECTRIC	3,228.39	INSTALL ELECTRICAL OUTLET FOR STATION 410 MINISPLIT
1712	12/12/2025	Claims	6841	2271	ELWOOD STAFFING SERVICES INC.	1,402.50	TEMP STAFFING SERVICES
1713	12/12/2025	Claims	6841	2272	ENDURIS	1,854.00	INCREASE INSURED VALUE OF APP 50 AND APP 52
1714	12/12/2025	Claims	6841	2273	GALLS	345.11	NOMEX PANTS
1715	12/12/2025	Claims	6841	2274	HUGHES FIRE EQUIPMENT INC.	5,012.65	FULL SERVICE AND R&R INVERTER ON APP 48
1716	12/12/2025	Claims	6841	2275	ISOUTSOURCE	4,309.09	REPLACE SERVERS; MONTHLY MONITORING
1717	12/12/2025	Claims	6841	2276	LIBERTY LAWN AND SAW	78.24	2 STROKE FUEL FOR TOOLS
1718	12/12/2025	Claims	6841	2277	LIFE ASSIST	3,125.68	EMS VENDING MACHINE LICENSE, SOFTWARE, & MAINTENANCE; EMS GLOVES; BANDAGES; UNDERPADS; ETOMIDATE; ELECTRODES
1719	12/12/2025	Claims	6841	2278	LIZ LOOMIS EASL, INC	6,250.00	CONSULTING SERVICES - NOV 2025
1720	12/12/2025	Claims	6841	2279	LN CURTIS & SONS	246.75	AIR SAMPLES
1721	12/12/2025	Claims	6841	2280	MCGAVICK GRAVES ATTORNEY AT LAW	9,044.00	GENERAL LABOR AND EMPLOYMENT MATTERS - NOVEMBER
1722	12/12/2025	Claims	6841	2281	OXARC	85.71	OXYGEN FOR EMS
1723	12/12/2025	Claims	6841	2282	PALADIN BACKGROUND	95.00	BACKGROUND CHECK
1724	12/12/2025	Claims	6841	2283	TIRE FACTORY	5,796.14	TIRES FOR APP 48
1725	12/12/2025	Claims	6841	2284	TOTAL ENERGY MANAGEMENT	769.06	HVAC MAINTENANCE - STA 420
1726	12/12/2025	Claims	6841	2285	US LINEN & UNIFORM	347.35	MAT SERVICE
1727	12/12/2025	Claims	6841	2286	VERIZON WIRELESS	829.46	CELL PHONE SERVICE
1728	12/12/2025	Claims	6841	2287	VOYAGER	2,809.08	FUEL
001 6841 - General Fund						45,837.68	
						45,837.68	Claims: 45,837.68

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

Admin Staff _____ Secretary _____

Commissioners _____, _____, _____

Approval Date _____

2025 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION DISTRICT

Time: 14:04:04 Date: 12/03/2025

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001 6841 - General Fund

01/01/2025 To: 12/31/2025

Revenues	Amt Budgeted	Revenues	Remaining
308 Beginning Balances	3,197,281.00	3,505,100.09	(307,819.09) 109.6%
310 Taxes	4,697,094.00	4,589,990.67	107,103.33 97.7%
330 Intergovernmental Revenues	34,500.00	47,701.44	(13,201.44) 138.3%
340 Charges For Services	47,000.00	317,831.24	(270,831.24) 676.2%
361 Miscellaneous Revenue	50,200.00	104,249.09	(54,049.09) 207.7%
380 Other Increases in Fund Resources	0.00	5,895.91	(5,895.91) 0.0%
390 Other Financing Sources	0.00	75,020.86	(75,020.86) 0.0%
397 Interfund Transfers	3,002,241.00	4,096,505.00	(1,094,264.00) 136.4%

Fund Revenues: **11,028,316.00** **12,742,294.30** **(1,713,978.30)** **115.5%**

Expenditures	Amt Budgeted	Expenditures	Remaining
011 Legislative	44,200.00	31,124.10	13,075.90 70.4%
012 Administrative	1,180,313.00	1,193,704.87	(13,391.87) 101.1%
013 Election	10,000.00	2,816.54	7,183.46 28.2%
014 Legal	40,500.00	29,641.45	10,858.55 73.2%
020 Operations	4,596,200.00	3,616,642.93	979,557.07 78.7%
021 Suppression	137,650.00	96,480.50	41,169.50 70.1%
024 Communications	177,000.00	119,455.99	57,544.01 67.5%
026 Logistics (Support Services)	16,000.00	4,881.11	11,118.89 30.5%
030 Public Information	106,500.00	89,776.13	16,723.87 84.3%
045 Training	397,600.00	268,160.31	129,439.69 67.4%
050 Facilities	169,000.00	188,764.33	(19,764.33) 111.7%
060 Automotive	194,700.00	135,515.23	59,184.77 69.6%
070 Ambulance Transport Services	391,700.00	311,978.87	79,721.13 79.6%

522 Fire Control 7,461,363.00 6,088,942.36 1,372,420.64 81.6%

588 Prior Period Adjustment 0.00 14,294.86 (14,294.86) 0.0%

589 Payroll Clearing 0.00 22,580.16 (22,580.16) 0.0%

591 Debt Service 127,121.00 122,031.63 5,089.37 96.0%

594 Capital Expenditures 1,740,000.00 459,510.02 1,280,489.98 26.4%

Fund Expenditures: **9,328,484.00** **6,707,359.03** **2,621,124.97** **71.9%**

Fund Excess/(Deficit): **1,699,832.00** **6,034,935.27**

The District is closing the year in excellent financial shape. 108.6% of total budgeted revenue has been received, and 85.3% of the total expense budget has been spent across all funds. This reflects strong revenue performance, controlled spending, and healthy fund balances to support any remaining 2025 commitments.

General Fund

- **Revenue:** 115.5% of budget received
- **Expenditures:** 72% of budget spent

The General Fund continues to outperform on revenue, driven by higher-than-expected collections in intergovernmental revenues (138.3%) and charges for services (676%). Expenditures remain within target overall, though administrative (101%) and facilities (112%) categories are over budget. Capital spending is at 26.4%, with over \$1.28 million still available. The General Fund surplus stands at \$6.03 million year-to-date.

EMS Fund

- **Revenue:** 98.9% received
- **Expenditures:** 136% spent

The EMS Fund has exceeded its expenditure budget due to interfund transfers, which reached 136.4% of plan. Other expense categories are minimal. The fund is still in a strong position, with revenues nearly on target and a remaining balance of \$1.37 million.

Reserve Fund

- **Revenue:** 101.9% received
- **Expenditures:** 0% spent

The Reserve Fund is fully preserved. Interest income exceeded projections by 244%, adding to the fund's strength. The current balance stands at \$2.49 million.

2025 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION DISTRICT

Time: 14:04:04 Date: 12/03/2025

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110 6848 - EMS Fund 01/01/2025 To: 12/31/2025

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	3,024,982.00	3,143,930.43	(118,948.43)	103.9%
310 Taxes	1,783,644.00	1,713,821.85	69,822.15	96.1%
330 Intergovernmental Revenues	300,000.00	41,602.59	258,397.41	13.9%
340 Charges For Services	470,000.00	569,282.76	(99,282.76)	121.1%
360 Investment Interest	60,000.00	105,618.83	(45,618.83)	176.0%
Fund Revenues:	5,638,626.00	5,574,256.46	64,369.54	98.9%
Expenditures	Amt Budgeted	Expenditures	Remaining	
522 Fire Control	54,500.00	62,188.61	(7,688.61)	114.1%
591 Debt Service	41,625.00	41,625.19	(0.19)	100.0%
597 Interfund Transfers	3,002,241.00	4,096,505.00	(1,094,264.00)	136.4%
Fund Expenditures:	3,098,366.00	4,200,318.80	(1,101,952.80)	135.6%
Fund Excess/(Deficit):	2,540,260.00	1,373,937.66		

2025 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION DISTRICT

Time: 14:04:04 Date: 12/03/2025

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201 6842 - Sta 430 Bond Fund

01/01/2025 To: 12/31/2025

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	186,499.00	191,476.24	(4,977.24)	102.7%
310 Taxes	481,215.00	481,132.41	82.59	100.0%
360 Investment Interest	5,500.00	9,253.49	(3,753.49)	168.2%
Fund Revenues:	673,214.00	681,862.14	(8,648.14)	101.3%
Expenditures	Amt Budgeted	Expenditures	Remaining	
591 Debt Service	504,000.00	127,350.00	376,650.00	25.3%
Fund Expenditures:	504,000.00	127,350.00	376,650.00	25.3%
Fund Excess/(Deficit):	169,214.00	554,512.14		

2025 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION DISTRICT

Time: 14:04:04 Date: 12/03/2025

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301 6844 - Construction Fund			01/01/2025 To: 12/31/2025	
Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	0.00	29.18	(29.18)	0.0%
360 Investment Interest	0.00	0.90	(0.90)	0.0%
Fund Revenues:	0.00	30.08	(30.08)	0.0%
Fund Excess/(Deficit):	0.00	30.08		

2025 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION DISTRICT

Time: 14:04:04 Date: 12/03/2025

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601 6846 - Reserve Fund		01/01/2025 To: 12/31/2025		
Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	2,410,862.00	2,413,855.39	(2,993.39)	100.1%
360 Investment Interest	30,000.00	73,282.40	(43,282.40)	244.3%
Fund Revenues:	2,440,862.00	2,487,137.79	(46,275.79)	101.9%
Fund Excess/(Deficit):	2,440,862.00	2,487,137.79		

2025 BUDGET POSITION TOTALS

BENTON COUNTY FIRE PROTECTION DIS

Time: 14:04:04 Date: 12/03/2025

Page: 6

Fund	Revenue Budgeted	Received		Expense Budgeted	Spent	
001 6841 - General Fund	11,028,316.00	12,742,294.30	115.5%	9,328,484.00	6,707,359.03	72%
110 6848 - EMS Fund	5,638,626.00	5,574,256.46	98.9%	3,098,366.00	4,200,318.80	136%
201 6842 - Sta 430 Bond Fund	673,214.00	681,862.14	101.3%	504,000.00	127,350.00	25%
301 6844 - Construction Fund	0.00	30.08	0.0%	0.00	0.00	0%
601 6846 - Reserve Fund	2,440,862.00	2,487,137.79	101.9%	0.00	0.00	0%
	<u>19,781,018.00</u>	<u>21,485,580.77</u>	<u>108.6%</u>	<u>12,930,850.00</u>	<u>11,035,027.83</u>	<u>85.3%</u>



BENTON COUNTY FIRE PROTECTION DISTRICT # 4

Policy #301

Handling and Storage of Pharmaceuticals

Page 1 of 1

1. Purpose

1.1. To establish guidelines for the inventory control, storage, access, care, and handling of all medications utilized by Benton County Fire District #4 (BCFD#4) personnel.

2. Scope

2.1. These instructions are to be used by all BCFD#4 personnel in the course of their duties, in regard to the purchasing, handling, administration, and disposal of all medications as required and authorized by the Medical Control Program Director (MPD) and the Benton-Franklin County EMS Pre-hospital Patient Care Guidelines.

3. Responsibility

3.1. It is the responsibility of all personnel to ensure that all medications required by the Benton-Franklin County Patient Care Guidelines and/or State licensing requirements will be carried on the appropriate units in BCFD#4 at the beginning and duration of each shift.

3.2. All exhausted medications will be restocked from inventory, immediately upon returning to the station after calls for service.

3.3. The EMS Officer will be responsible for recordkeeping and security of medications when required. The EMS Officer will be responsible for reporting any discrepancies to the County Medical Program Director as appropriate.

3.4. The Fire Chief or their designee will be responsible for reporting any theft of medications scheduled or not to the appropriate law enforcement agency for investigation.

3.5. All personnel are responsible for immediately reporting any controlled drug inventory discrepancies in writing to the EMS Officer utilizing the Controlled Substance Incident Report or its electronic equivalent.

3.6. It is the EMS Officers' responsibility to facilitate the investigation of any discrepancies in inventory, or errors in the logbooks. In the event the EMS Officer is part of the discrepancy the Fire Chief or their designee will investigate the discrepancy.

3.7. It is the responsibility of the EMS Officer to collect all documentation at the beginning of each calendar year. These records will be digitized and placed on the server and kept for a period of 5 years. Original copies will be retained for a period of 5 years in an organized fashion.

4. Revision Summary

Revision Date	Description
11-16-2012	Supersedes 2-10-2011
12-4-2025	Updated roles (EMS Officer / Fire Chief), clarified documentation to ePCR and controlled-substance logs, revised storage and disposal procedures, added allowance for temporary use of expired meds with MPD approval, and added Ketamine-specific handling and logging requirements.

Policy #301
Handling and Storage of Pharmaceuticals

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5. Definitions

- 5.1. Schedule 2 Medication - drugs with a high potential for abuse, with use potentially leading to severe psychological or physical dependence.
- 5.2. ePCR – Electronic patient care report.

6. Procedures

6.1. Non-Scheduled Medications

6.1.1. Purchasing

- 6.1.1.1. The EMS Officer will be responsible for ordering and purchasing all non-scheduled medications.

6.1.2. Storage In-House

- 6.1.2.1. No personnel shall remove the tamper proof packaging until they are ready to administer the medication. If removed, it shall be considered damaged and removed from service. The medication will be given to the EMS Officer or placed in the expired medications container in the EMS Supply Room at Station 420.

- 6.1.2.2. All medication will be stored in their designated storage location at each fire station.

6.1.3. Storage On Apparatus

- 6.1.3.1. All personnel are responsible for ensuring medications are not expired at the beginning and duration of the shift.

- 6.1.3.2. All expired medications will be removed from the apparatus and an unexpired medication will be stocked. The medication will be given to the EMS Officer or placed in the expired medications container in the EMS Supply Room at Station 420.

- 6.1.3.2.1. If an expired medication replacement is not available, with approval from the Benton County Medical Program Director's Office and following its explicit instructions, the expired medication can be used until a replacement is obtained.

6.1.4. Destruction

- 6.1.4.1. All expired medications will be destroyed in the appropriate manner, so as to not cause harm to the environment, personnel, or public.

6.2. Schedule II Medications and Medications Subject to Abuse

6.2.1. Purchasing

- 6.2.1.1. The EMS Officer will be responsible for ordering and purchasing all Scheduled 2 Medications and will adhere to Benton Counties Pre-Hospital Care Guidelines for the ordering of Schedule 2 Medications.

6.2.2. Storage In-House

- 6.2.2.1. Storage of in-house inventory will adhere to the Benton Counties Pre-Hospital Care Guidelines for the storage of Schedule 2 Medications.

Policy #301
Handling and Storage of Pharmaceuticals

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6.2.2.2. Any Schedule 2 Medication from the inventory that is broken or rendered unusable shall be reported on the Controlled Substance Administration Log or its electronic equivalent.

6.2.2.3. When the house narcotics safe is accessed (to either expire, restock, or count) the Controlled Substance Log or its electronic equivalent shall be filled out.

6.2.3. Storage On Apparatus

6.2.3.1. The Paramedic or highest-ranking shift member at each location reporting for shift or on duty, will work with the off going Paramedic or highest-ranking individual each day to complete a count of the Schedule II Medications on the units and sign the daily log.

6.2.3.2. Personnel shall not remove the tamper proof packaging until they are ready to administer the medication. If removed, the medication shall be considered damaged, and the Controlled Substance Administration Log will be filled out. The medication must then be destroyed per section 6.2.5. Destruction of this policy.

6.2.3.2.1. The only exception for this is Ketamine. Ketamine, once opened, will have its Ketamine Log filled out with each administration. Ketamine will be destroyed per section 6.2.5 Destruction after 5 uses from the same vial, or after the vial has been opened for 45 days, or the vial has less than 200mg remaining.

6.2.4. Dispensing

6.2.4.1. The Paramedic administering Schedule 2 Medication is responsible for properly recording the administration information on the patient's ePCR and in the Controlled Substance Administration Log or its electronic equivalent.

6.2.4.2. Personnel shall not remove the tamper proof packaging until they are ready to administer the medication. If removed, it shall be considered used and recorded on the patient's ePCR. The medication shall be wasted and recorded in the Controlled Substance Administration Log or its electronic equivalent.

6.2.5. Destruction

6.2.5.1. Destruction of Schedule 2 Medications will follow and adhere to the Benton-Franklin Counties Pre-Hospital Care Guidelines titled "SCHEDULE 2 MEDICATIONS".

6.2.5.1.1. Expired medications or drugs remaining in the vial after administration will be documented in the ePCR (as appropriate) and in the agency's record book. Once the documentation is complete the vial will be put in the controlled substance waste container located in the Station 420 EMS Supply Room.

6.2.5.2. All expired medications will be destroyed in the appropriate manner, as to not cause harm to the environment, personnel, or public.

Policy #301
Handling and Storage of Pharmaceuticals

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- 6.2.5.3. Controlled substances that are drawn up for administration but were not administered are to be wasted in such a manner that the drug is not retrievable, and this destruction must be witnessed by another provider. This destruction will be noted in the ePCR and in the agency's record book.

7. Addendums

- 7.1. Addendum A: Controlled Substance Administration Log (on-apparatus)
- 7.2. Addendum B: Controlled Substance Incident Log
- 7.3. Addendum C: Controlled Substance Log (in-house)
- 7.4. Addendum D: Ketamine Vial Use Log

Adopted by BCFD4 Commissioners

Signed by Fire Chief:

Printed Paul Carlyle

Signed _____

Effective Date: 12/4/2025

Supersedes Date: 11/16/2012



Lieutenant Job Description

Date: 12/4/2025

Reports to: Battalion Chief

FLSA Status: Non-Exempt

Union Status: Union represented

Supervises: Firefighters, Paramedics, EMTs, and First Responders

1. Position Objectives

- 1.1 Performs skilled emergency and non-emergency tasks in the area of fire prevention, fire suppression, hazardous materials, emergency preparedness, and emergency medical services for the protection of life and property for municipalities, airports and private industry.
- 1.2 Lieutenants are front-line supervisors who are responsible for and accountable for their assigned crew, project or station each shift using communication and organizational skills to coordinate, supervise, manage, and train others to accomplish goals.

2. Essential Job Functions

- 2.1 Duties listed are representative, but not all inclusive, of the types of tasks and functions performed by positions of this class of work. Percentage of time and rank of importance of duties are not listed since both will vary by position and work location.
 - 2.1.1 Performs and directs interior structural firefighting activities, extends hose lines, raises and climbs ladders, uses extinguishing agents, performs rescue operations, ventilates structures of toxic smoke and gases, performs salvage operations on the structural contents, body recovery, and Rapid Intervention activities.
 - 2.1.2 Assesses nature and extent of fire, conditions of building, dangers to adjacent buildings, and water supply status to determine crew or company requirements. Develops an initial action plan, so that resources are deployed to control the emergency.
 - 2.1.3 Performs exterior structural firefighting activities, initial command and control operations and defensive fire operations.
 - 2.1.4 Performs wildland firefighting activities commensurate with National Wildfire Coordinating Group (NWCG) training and agency certification.
 - 2.1.5 Fills Incident Command Structure (ICS) positions commensurate with training, experience and incident needs.
 - 2.1.6 Assists Emergency Medical Service (EMS) personnel with recording patient information, non-technical movement of patients, and advanced First Aid skills.
 - 2.1.7 Completes accurate and timely patient care reports, incident reports, memos and maintenance/repair requests.

- 2.1.8 Drives and operates emergency services apparatus to and from alarms, operates and monitors fire pumps used in suppression activities, secures water supply, monitors crew safety, monitors and tracks equipment location and use to ensure intact inventories after each emergency response.
- 2.1.9 Drives and operates all classes of vehicles used by the district, operates Mobile Data Terminals (MDTs) as a passenger, troubleshoots and adapts to equipment failures and unexpected events at emergency scenes.
- 2.1.10 Performs non-emergency activities including, but not limited to, drills, training and building inspections, and participates in fire prevention programs, public education and public relations activities.
- 2.1.11 Performs minor maintenance on apparatus, stations and equipment, manages district projects and programs.
- 2.1.12 Performs special operations work in accordance with individual training and certification levels (examples include hazardous materials, rope rescue, confined space rescue and water/shoreline rescue responses).
- 2.1.13 Manages projects and, in some cases, on-going programs, as well as delegates project tasks to crew members and prepares written associated budget requests.
- 2.1.14 Assigns tasks or responsibilities to crew members under emergency or non-emergency settings.
- 2.1.15 Directs crew members during training evolutions, so that the evolution is performed in accordance with safety plans, with efficiency, and as directed.
- 2.1.16 Evaluates and documents the performance of assigned firefighting personnel; compiles and maintains records, including performance appraisals and reviews. Recommends or takes action regarding member-related problems, as appropriate, so that the situation is identified and the actions taken are within established district practices.
- 2.1.17 Executes routine crew-level administrative functions, given forms and record-management systems, so that the reports and logs are complete, and files are maintained in accordance with practices, policies and procedures.
- 2.1.18 Subject to 24 hour shifts, emergency call in and mandatory overtime as required.
- 2.1.19 Personnel assigned to day shift positions will work an agreed upon schedule between management and the individual, emergency call in, 24 hour shift work, and mandatory overtime as required. The agreed upon schedule will meet collective bargaining agreement requirements and Fair Labor Standards Act (FLSA) requirements.
- 2.1.20 Performs all functions of a Fire Fighter.
- 2.1.21 Performs other duties as assigned.
- 2.1.22 Performs EMS work as a Washington State Emergency Medical Technician (EMT) or Advanced EMT (AEMT) per state and local protocols, lifts patients to backboard, moves patients on stretcher, gathers patient information, provides and/or assists with patient care and transport of Advanced Life Support (ALS) patients, provides patient care and transport of Basic Life Support (BLS) patients, triages and treats patients suffering illness or trauma and transports them to the appropriate medical facility.

2.2 PARAMEDIC OPTION:

- 2.2.1 Performs EMS work as a Washington State Paramedic per state and local protocols, lifts patients to backboard, moves patients on stretcher, gathers patient information, provides or assists with patient care and transport of Advanced Life Support (ALS) patients, provides patient care and transport of Basic Life Support (BLS) patients, triages and treats patients suffering illness or trauma and transports them to the appropriate medical facility.
- 2.2.2 Coordinates the patient care activities of other EMS crew members as lead paramedic on various EMS calls and provides patient care, triages and treats patients suffering illness or trauma and transports them to the appropriate medical facility.
- 2.2.3 Performs all functions of Lieutenant

3. Knowledge, Skills and Abilities

- 3.1 Identify specific and realistic knowledge, skills and abilities necessary to competently perform this job.
- 3.2 Knowledge of:
 - 3.2.1 Applicable Federal, State, and local laws, rules, codes and regulations related to assigned activities and directly pertaining to emergency services delivery and operation.
 - 3.2.2 Benton/Franklin counties Mass Casualty Incident plan and Pre-Hospital Patient Care Guidelines.
 - 3.2.3 Modern office practices, methods, procedures and techniques.
 - 3.2.4 Record-keeping principles, procedures and techniques.
 - 3.2.5 Health and safety laws, regulations and policies applicable to assigned tasks.
 - 3.2.6 Education and training related to industry standards, state requirements, and career development.
 - 3.2.7 Mechanical systems and reasoning, machines and tools, including their designs, uses, repair, and maintenance.
 - 3.2.8 Building construction relating to fire behavior and operational safety.
 - 3.2.9 Administration and management as it relates to the organizational structure and operation of the fire district, business and management principles involved in strategic planning, resource allocation, leadership technique, production methods, and coordination of people and resources.
 - 3.2.10 Transportation as it relates to traffic flow, street layouts, response routes, transportation industry hazards, and emergency response.
 - 3.2.11 Geography relating to wildland fire behavior, hazardous materials exposures, and distribution of community infrastructure and resources.
 - 3.2.12 Mentoring, coaching, counseling, and progressive discipline principles and practices.
 - 3.2.13 Program development, assessment, planning and implementation.
- 3.3 Skills and Abilities
 - 3.3.1 Ability to read and write at a minimum high school level.

- 3.3.2 Learn, read, interpret, apply and explain rules, regulations, policies and procedures.
- 3.3.3 Follow oral and written instructions.
- 3.3.4 Observe legal and defensive driving practices.
- 3.3.5 Understand and work within scope of authority.
- 3.3.6 Apply safety standards and regulations at the unit level, so that required reports are completed, in-service training is conducted, and member responsibilities are conveyed.
- 3.3.7 Demonstrate situational awareness, think critically, and monitor operations and crew needs in emergency and non-emergency settings.
- 3.3.8 Demonstrate complex problem solving under pressure, use sound judgment in decision making and deductive reasoning.
- 3.3.9 Demonstrate service orientation, by ensuring customer needs are the primary focus of actions taken.
- 3.3.10 Follow health and safety regulations.
- 3.3.11 Analyze situation accurately and adopt an effective course of action.
- 3.3.12 React to complex and changing work environments in a timely manner.
- 3.3.13 Troubleshoot, operate and maintain assigned equipment to perform specific tasks.
- 3.3.14 Be an active learner, understand the implications of new information for both current and future problem-solving and decision-making.
- 3.3.15 Manage personnel resources through motivation, development.
- 3.3.16 Use judgment and decision making by considering the relative cost and benefit of potential actions and choosing the most appropriate one.
- 3.3.17 Utilize employee performance management processes to resolve issues at the lowest possible level, assist employees in career development, and address problems in a timely and effective manner.
- 3.3.18 Keep up-to-date with technical and adaptive aspects of the job based on local, state and industry changes, apply new knowledge and ongoing experience to improve district operations and services.
- 3.3.19 Carry his/her fair share of the daily work load, be pro-active and take corrective action on issues before being asked, and when appropriate.
- 3.3.20 Communicate effectively both orally and in writing; comprehend and use English effectively including producing all forms of communications in a clear, concise and understandable manner to intended audiences.
- 3.3.21 Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; work independently with little or no direction, set priorities and meet deadlines.
- 3.3.22 Operate a variety of modern office equipment and personal computers in a computing environment, using standard or customized software application programs appropriate to assigned tasks.
- 3.3.23 Use tact, initiative, prudence and independent judgment within general policy and procedural guidelines.
- 3.3.24 Establish, maintain and foster positive and effective working relationships with those contacted in the course of work.

- 3.3.25 Provide continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality customer service.
- 3.3.26 Assist, develop, and deliver training to a variety of fire service personnel.

4. Education and Experience Requirements

- 4.1 Benton County Fire District 4 Employee with three (3) years of experience and presently at top step Fire Fighter or higher rank at time of test.
 - 4.1.1 If hiring externally, applicants may receive credit for comparable service and experience at a recognized fire or emergency services agency, subject to verification.

5. Licenses, Certifications and Other Requirements

5.1 Required Licenses and Certifications

- 5.1.1 Valid Washington State driver's license and the ability to be insured by the District's insurance provider(s) to operate District apparatus.
- 5.1.2 Valid Washington State Emergency Vehicle Accident Prevention (EVIP) certification.
- 5.1.3 Certified to wear a respirator at Self-Contained Breathing Apparatus (SCBA) level.
- 5.1.4 IFSAC Fire Fighter II.
- 5.1.5 Valid Washington State Emergency Medical Technician (EMT), Advanced EMT (AEMT), or Paramedic Certification.
- 5.1.6 NWCG Fire Fighter Type 1.
- 5.1.7 ICS 100, 200, 700, 800.
- 5.1.8 National Fire Academy Incident Safety Officer within one (1) year of promotion based on the schedule of availability for this class.
- 5.1.9 Washington State Hazardous Materials On-Scene Incident Commander within one (1) year of promotion based on the schedule of availability for this class.
- 5.1.10 IS-29 Public Information Officer Awareness within one (1) year of promotion based on the schedule of availability for this class.

5.2 Desired Licenses and Certifications

- 5.2.1 Personnel will be awarded points for each desired license or certification to be applied to their final score at promotional exams.
 - 5.2.1.1 IFSAC Fire Officer I (2 points).
 - 5.2.1.2 IFSAC Fire Instructor I (2 points).
 - 5.2.1.3 ICS-300 Intermediate Incident Command Systems (2 points).
 - 5.2.1.4 Completed NWCG Engine Boss (ENGB) Task Book (2 points).
 - 5.2.1.5 Completed Tri-County Fire Agencies All Hazards Incident Commander Type 5 Task Book (2 points).
 - 5.2.1.6 WA HazMat On-Scene Incident Commander (2 points)
 - 5.2.1.7 NFA Incident Safety Officer (2 points)

6. Competencies

6.1 Supervisory

- 6.1.1 Foster Teamwork: Builds effective teams committed to organizational goals. Fosters collaboration among team members and among teams. Uses teams to address relevant issues.
- 6.1.2 Prioritize Work and Commitments: Develops short- and long-range plans that are appropriately comprehensive, realistic, and effective in meeting goals. Focuses on the most important tasks first and directs others to focus on those tasks. Integrates planning efforts across work units to ensure the most critical work gets done first.
- 6.1.3 Drive for Team Results: Demonstrates and fosters a sense of urgency and strong commitment to achieving goals. Encourages others drive for strategic goals. Persists despite obstacles and opposition. Pursues aggressive goals and works hard to achieve them. Owns the outcomes produced by the team.
- 6.1.4 Manage Employee Performance: Guides employees to achieve the highest levels of performance. Sets clear and compelling expectations for performance. Provides frequent and specific feedback to help employees meet or exceed expectations. Maintains effective records related to employee performance. Delivers specific, timely, and meaningful performance reviews.

6.2 Foundational

- 6.2.1 Use Technical/Functional Expertise: Displays an appropriate depth of knowledge and skills as required for the position and commensurate with the time in class. Uses technology as appropriate for the position. Seeks additional knowledge and information to continually enhance knowledge in areas of specialty.
- 6.2.2 Be Accountable for Performance: Actively shows responsibility, reliability, and trustworthiness. Ensures work and information are complete and accurate. Admits mistakes and looks for ways to improve. Models self as dependable and reliable. Follows up with others to ensure agreements and commitments have been fulfilled. Values the importance of team and organizational success. Independently takes action to influence events, to improve own or organizational performance and to promote the goals of the organization.
- 6.2.3 Provide Excellent Customer Service: Anticipates, assesses, and responds effectively to the needs of diverse customers, both internal and external, providing consistently excellent service that is timely, accurate, courteous, and respectful.
- 6.2.4 Communicate Effectively: Uses verbal and written skills effectively to ensure that information is successfully shared throughout the organization. Relates well to a range of people. Shows sensitivity to the needs of others. Demonstrates ability to build rapport and facilitates mutual understanding.
- 6.2.5 Work Safely: Knowledge and application of relevant safety requirements that apply to the specific work being done. Recognizes and mitigates safety hazards on the job. Observes rules and regulations to comply with personal and workplace safety standards. Works to create a hazard-free, accident-free environment.

7. Working Conditions and Selection Guidelines

7.1 Working Conditions

7.1.1 The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of the job. The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

7.1.2 Environment:

- 7.1.2.1 Typically, work time is spent outside a building and exposed to extreme weather conditions.
- 7.1.2.2 Perform work from aerial ladders, roofs, or other elevations over 12 feet from the ground.
- 7.1.2.3 Perform work in confined spaces or cramped body positions (e.g. attics, cars, under houses, closets, and in total darkness.)
- 7.1.2.4 Work on or around moving machinery or equipment or in the vicinity of vehicles in motion (e.g. chain saws, fire and EMS apparatus, hydraulic tools, vent fans), including exposure to vibration when operating equipment.
- 7.1.2.5 Frequently exposed to noise levels over 90 dba when operating equipment and working at emergency incidents.
- 7.1.2.6 Exposed to the possibility of burn injuries caused by heat, fire, chemicals or electricity.
- 7.1.2.7 Radiation hazards may be encountered (isotopes in hospitals, laboratories) and in rare occasions exposure to radiation.
- 7.1.2.8 Potential exposure to respiratory irritants, sensitizers, dust, noxious odors, toxic substances and smoke.
- 7.1.2.9 Occasional contact with un-insulated or unshielded electrical equipment.
- 7.1.2.10 Exposure to infectious agents (such as Hepatitis, MRSA, HIV, AIDS).
- 7.1.2.11 Often exposed to high stress environments including life and death situations, acutely injured people, emotionally charged environments, competing daily priorities, with frequent interruptions.
- 7.1.2.12 Work may be performed in buildings and on job-sites that are unfamiliar and in various stages of construction

7.1.3 Physical Demands:

- 7.1.3.1 Operate a motorized vehicle, which may include during inclement weather conditions.
- 7.1.3.2 Lift, carry, push and pull materials and move equipment weighing up to 50 pounds using proper lifting techniques.
- 7.1.3.3 Move heavy objects and people, which may include morbidly obese patients who weigh in excess of 350 and up to 900 pounds, with the assistance of others using appropriate lifting techniques and equipment.
- 7.1.3.4 Bend, stoop, squat, crawl, walk, use manual dexterity, fine manipulation skills and forceful reaching and grasping.

- 7.1.3.5 Ability to crouch, kneel, crawl, sit, climb stairs, run, twist, reach at chest height, above shoulder height, or below waist height, and use foot dexterity/control.
- 7.1.3.6 Wear and work in Personal Protective Equipment (PPE) required for the job including: Self-Contained Breathing Apparatus (SCBA), helmets, safety shoes, glasses and hearing protection, heat resistant clothing (bunker gear), and other special protective clothing (wildland, Tyvek, etc.).
- 7.1.3.7 Walk through construction sites at all stages of completion, and negotiate uneven terrain.
- 7.1.3.8 Ability to hear and speak well enough to communicate in person, before a group, and over the telephone.
- 7.1.3.9 Corrected vision to read print and a computer screen.

7.2 Selection Guidelines

- 7.2.1 The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.
- 7.2.2 The job classification description does not constitute an employment agreement between Benton County Fire District 4 and employee and is subject to change by the District as the needs of the District and requirements of the job change.

Adopted by BCFD4 Commissioners

Signed by Fire Chief:

Printed Name of Fire Chief: Paul Carlyle

Signature of Fire Chief: _____

Effective Date: 12/4/2025

Supersedes Date: 7/2/2020



Captain Job Description

Date: 12/1/2025

Reports to: Battalion Chief

FLSA Status: Non-Exempt

Union Status: Union represented

Supervises: Firefighters, Paramedics, EMTs, and First Responders

1. Position Objectives

- 1.1 Performs skilled emergency and non-emergency tasks in the area of fire prevention, fire suppression, hazardous materials, emergency preparedness, and emergency medical services for the protection of life and property for municipalities, airports and private industry. May serve as the Acting Chief in his/her absence.
- 1.2 Captains are front-line supervisors who are responsible for and accountable for their assigned crew, project and station each shift using communication and organizational skills to coordinate, supervise, manage and train others to accomplish goals.

2. Essential Job Functions

- 2.1 Duties listed are representative, but not all inclusive, of the types of tasks and functions performed by positions of this class of work. Percentage of time and rank of importance of duties are not listed since both will vary by position and work location.
 - 2.1.1 Performs all job functions of a Firefighter and Lieutenant.
 - 2.1.2 Manages projects and on-going programs, as well as delegates project tasks to crew members and prepares associated written budget requests.
 - 2.1.3 Initiates action for member-related problems, as appropriate, so that the situation is identified and the actions taken are within established district practices.
 - 2.1.4 Responsible for the planning and assignment of cleaning, repair, and maintenance of fire equipment, apparatus, buildings, fixtures, furniture, and grounds of their assigned station.
 - 2.1.5 Subject to 24 hour shifts, emergency call in, and mandatory overtime as required.
 - 2.1.6 Personnel assigned to day shift positions will work an agreed upon schedule between management and the individual, emergency call in, 24 hour shift work, and mandatory overtime as required. The agreed upon schedule will meet collective bargaining agreement requirements and Fair Labor Standards Act (FLSA) requirements.
 - 2.1.7 Performs other duties as assigned.
 - 2.1.8 Performs EMS work as a Washington State Emergency Medical Technician (EMT) or Advanced EMT (AEMT) per state and local protocols, lifts patients to backboard, moves patients on stretcher, gathers patient information, assists with patient care and transport of Advanced Life Support (ALS) patients, provides patient care and transport of Basic Life Support (BLS) patients, triages

and treats patients suffering illness or trauma and transports them to the appropriate medical facility.

2.2 PARAMEDIC OPTION:

- 2.2.1 Performs EMS work as a Washington State Paramedic per state and local protocols, lifts patients to backboard, moves patients on stretcher, gathers patient information provides or assists with patient care and transport of Advanced Life Support (ALS) patients, provides patient care and transport of Basic Life Support (BLS) patients, triages and treats patients suffering illness or trauma and transports them to the appropriate medical facility.
- 2.2.2 Coordinates the patient care activities of other EMS crew members as lead paramedic on various EMS calls and provides patient care, triages and treats patients suffering illness or trauma and transports them to the appropriate medical facility.
- 2.2.3 Performs all functions of Captain.

3. Knowledge, Skills and Abilities

- 3.1 Identify specific and realistic knowledge, skills and abilities necessary to competently perform this job.
- 3.2 Knowledge of:
 - 3.2.1 Applicable Federal, State, and local laws, rules, codes and regulations related to assigned activities and directly pertaining to emergency services delivery and operation.
 - 3.2.2 Benton/Franklin counties Mass Casualty Incident plan and Pre-Hospital Patient Care Guidelines.
 - 3.2.3 Modern office practices, methods, procedures and techniques.
 - 3.2.4 Record-keeping principles, procedures and techniques.
 - 3.2.5 Health and safety laws, regulations and policies applicable to assigned tasks.
 - 3.2.6 Education and training related to industry standards, state requirements, and career development.
 - 3.2.7 Mechanical systems and reasoning, machines and tools, including their designs, uses, repair, and maintenance.
 - 3.2.8 Building construction relating to fire behavior and operational safety.
 - 3.2.9 Administration and management as it relates to the organizational structure and operation of the fire district, business and management principles involved in strategic planning, resource allocation, leadership technique, production methods, and coordination of people and resources.
 - 3.2.10 Transportation as it relates to traffic flow, street layouts, response routes, transportation industry hazards, and emergency response.
 - 3.2.11 Geography relating to wildland fire behavior, hazardous materials exposures, and distribution of community infrastructure and resources.

- 3.2.12 Mentoring, coaching, counseling, and progressive discipline principles and practices.
- 3.2.13 Program development assessment, and planning and implementation.

3.3 Skills and Abilities

- 3.3.1 Learn, read, interpret, apply and explain rules, regulations, policies and procedures.
- 3.3.2 Follow oral and written instructions.
- 3.3.3 Observe legal and defensive driving practices.
- 3.3.4 Understand and work within scope of authority.
- 3.3.5 Comply with safety standards and regulations.
- 3.3.6 Apply safety standards and regulations at the station level, so that required reports are completed, in-service training is conducted, and member responsibilities are conveyed.
- 3.3.7 Demonstrate situational awareness, think critically, and monitor operations and crew needs in emergency and non-emergency settings.
- 3.3.8 Demonstrate service orientation, by ensuring customer needs are the primary focus of actions taken.
- 3.3.9 Demonstrate complex problem solving under pressure, use sound judgment and decision making, and deductive reasoning.
- 3.3.10 Analyze situation accurately and adopt an effective course of action.
- 3.3.11 React to complex and changing work environments in a timely manner.
- 3.3.12 Troubleshoot, operate and maintain assigned equipment to perform specific tasks.
- 3.3.13 Be an active learner, understand the implications of new information for both current and future problem-solving and decision-making.
- 3.3.14 Manage personnel resources through motivation and development, and assist district members with career development.
- 3.3.15 Use judgment and decision making by considering the relative cost and benefit of potential actions and choosing the most appropriate one.
- 3.3.16 Utilize employee performance management processes to resolve issues at the lowest possible level, assist employees in career development, and address problems in a timely and effective manner.
- 3.3.17 Keep up-to-date with technical and adaptive aspects of the job based on local, state and industry changes, apply new knowledge and ongoing experience to improve district operations and services.
- 3.3.18 Carry his/her fair share of the daily work load; ensure workload equity among crew members, be pro-active and take corrective action on issues before being asked, and when appropriate.
- 3.3.19 Maintain certifications applicable to the position.
- 3.3.20 Communicate effectively both orally and in writing; comprehend and use English effectively including producing all forms of communications in a clear, concise and understandable manner to intended audiences.
- 3.3.21 Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; work independently with little or no direction, set priorities and meet deadlines.

- 3.3.22 Operate a variety of modern office equipment and personal computers in a computing based environment, using standard or customized software application programs appropriate to assigned tasks.
- 3.3.23 Use tact, initiative, prudence and independent judgment within general policy and procedural guidelines.
- 3.3.24 Establish, maintain and foster positive and effective working relationships with those contacted in the course of work; develop and maintain key relationships in and out of the district, network with other fire officers and stakeholders, locally and regionally.
- 3.3.25 Provide continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality customer service.
- 3.3.26 Develop and assist in training of a variety of personnel within the fire service.

4. Education and Experience Requirements

- 4.1 Benton County Fire District 4 Employee with three (3) years of experience and presently at top step Fire Fighter or higher rank at time of test.
 - 4.1.1 If hiring externally, applicants may receive credit for comparable service and experience at a recognized fire or emergency services agency, subject to verification.

5. Licenses, Certifications and Other Requirements

- 5.1 Required Licenses and Certifications
 - 5.1.1 Valid Washington State driver's license and the ability to be insured by the District's insurance provider(s) to operate District apparatus.
 - 5.1.2 Valid Washington State Emergency Vehicle Accident Prevention (EVIP) certification.
 - 5.1.3 Certified to wear a respirator at Self-Contained Breathing Apparatus (SCBA) level.
 - 5.1.4 Valid Washington State Emergency Medical Technician (EMT), Advanced EMT (AEMT), or Paramedic Certification.
 - 5.1.5 ICS 100, 200, 700, 800.
 - 5.1.6 IFSAC Instructor I.
 - 5.1.7 IFSAC Fire Officer I.
 - 5.1.8 NWCG Firefighter Type 1
 - 5.1.9 ICS 300 within one (1) year of promotion based on the schedule of availability for this class.
 - 5.1.10 National Fire Academy Incident Safety Officer within one (1) year of promotion based on the schedule of availability for this class.
 - 5.1.11 Washington State Hazardous Materials On-Scene Incident Commander within one (1) year of promotion based on the schedule of availability for this class.
 - 5.1.12 IS-29 Public Information Officer Awareness within one (1) year of promotion based on the schedule of availability for this class.

5.2 Desired Licenses and Certifications

5.2.1 Personnel will be awarded points for each desired license or certification to be applied to their final score at promotional exams.

5.2.1.1 IFSAC Fire Officer II (2 points).

5.2.1.2 IFSAC Fire Instructor II (2 points).

5.2.1.3 ICS-300 Intermediate Incident Command Systems (2 points).

5.2.1.4 Completed NWCG Engine Boss (ENGB) Task Book (2 points).

5.2.1.5 Completed Tri-County Fire Agencies Incident Commander Type 4 Task Book (2 points).

5.2.1.6 National Fire Academy Incident Safety Officer (2 points).

5.2.1.7 WA HazMat On-Scene Incident Commander (2 points)

6. Competencies

6.1 Supervisory

6.1.1 Foster Teamwork: Builds effective teams committed to organizational goals. Fosters collaboration among team members and among teams. Uses teams to address relevant issues.

6.1.2 Prioritize Work and Commitments: Develops short- and long-range plans that are appropriately comprehensive, realistic, and effective in meeting goals. Focuses on the most important tasks first and directs others to focus on those tasks. Integrates planning efforts across work units to ensure the most critical work gets done first.

6.1.3 Drive for Team Results: Demonstrates and fosters a sense of urgency and strong commitment to achieving goals. Encourages others drive for strategic goals. Persists despite obstacles and opposition. Pursues aggressive goals and works hard to achieve them. Owns the outcomes produced by the team.

6.1.4 Manage Employee Performance: Guides employees to achieve the highest levels of performance. Sets clear and compelling expectations for performance. Provides frequent and specific feedback to help employees meet or exceed expectations. Maintains effective records related to employee performance. Delivers specific, timely, and meaningful performance reviews.

6.2 Foundational

6.2.1 Use Technical/Functional Expertise: Displays an appropriate depth of knowledge and skills as required for the position and commensurate with the time in class. Uses technology as appropriate for the position. Seeks additional knowledge and information to continually enhance knowledge in areas of specialty.

6.2.2 Be Accountable for Performance: Actively shows responsibility, reliability, and trustworthiness. Ensures work and information are complete and accurate. Admits mistakes and looks for ways to improve. Models self as dependable and reliable. Follows up with others to ensure agreements and commitments have been fulfilled. Values the importance of team and organizational success. Independently takes action to influence events, to improve own or organizational performance and to promote the goals of the organization.

- 6.2.3 Provide Excellent Customer Service: Anticipates, assesses, and responds effectively to the needs of diverse customers, both internal and external, providing consistently excellent service that is timely, accurate, courteous, and respectful.
- 6.2.4 Communicate Effectively: Uses verbal and written skills effectively to ensure that information is successfully shared throughout the organization. Relates well to a range of people. Shows sensitivity to the needs of others. Demonstrates ability to build rapport and facilitates mutual understanding.
- 6.2.5 Work Safely: Knowledge and application of relevant safety requirements that apply to the specific work being done. Recognizes and mitigates safety hazards on the job. Observes rules and regulations to comply with personal and workplace safety standards. Works to create a hazard-free, accident-free environment.

7. Working Conditions and Selection Guidelines

7.1 Working Conditions

- 7.1.1 The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of the job. The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- 7.1.2 Environment:
 - 7.1.2.1 Typically, work time is spent outside a building and exposed to extreme weather conditions.
 - 7.1.2.2 Perform work from aerial ladders, roofs, or other elevations over 12 feet from the ground.
 - 7.1.2.3 Perform work in confined spaces or cramped body positions (e.g. attics, cars, under houses, closets, and in total darkness.)
 - 7.1.2.4 Work on or around moving machinery or equipment or in the vicinity of vehicles in motion (e.g. chain saws, fire and EMS apparatus, hydraulic tools, vent fans), including exposure to vibration when operating equipment.
 - 7.1.2.5 Frequently exposed to noise levels over 90 dba when operating equipment and working at emergency incidents.
 - 7.1.2.6 Exposed to the possibility of burn injuries caused by heat, fire, chemicals or electricity.
 - 7.1.2.7 Radiation hazards may be encountered (isotopes in hospitals, laboratories) and in rare occasions exposure to radiation.
 - 7.1.2.8 Potential exposure to respiratory irritants, sensitizers, dust, noxious odors, toxic substances and smoke.
 - 7.1.2.9 Occasional contact with un-insulated or unshielded electrical equipment.
 - 7.1.2.10 Exposure to infectious agents (such as Hepatitis, MRSA, HIV, AIDS).

7.1.2.11 Often exposed to high stress environments including life and death situations, acutely injured people, emotionally charged environments, competing daily priorities, with frequent interruptions.

7.1.2.12 Work may be performed in buildings and on job-sites that are unfamiliar and in various stages of construction.

7.1.3 Physical Demands:

7.1.3.1 Operate a motorized vehicle, which may include during inclement weather conditions.

7.1.3.2 Lift, carry, push and pull materials and move equipment weighing up to 50 pounds using proper lifting techniques.

7.1.3.3 Move heavy objects and people, which may include obese patients who weigh in excess of 350 and up to 900 pounds, with the assistance others using appropriate lifting techniques and equipment.

7.1.3.4 Bend, stoop, squat, crawl, walk, use manual dexterity, fine manipulation skills and forceful reaching and grasping.

7.1.3.5 Ability to crouch, kneel, crawl, sit, climb stairs, run, twist, reach at chest height, above shoulder height, or below waist height, and use foot dexterity/control.

7.1.3.6 Wear and work in Personal Protective Equipment (PPE) required for the job including: Self-Contained Breathing Apparatus (SCBA), helmets, safety shoes, glasses and hearing protection, heat resistant clothing (bunker gear), and other special protective clothing (wildland, Tyvek, etc.).

7.1.3.7 Walk through construction sites at all stages of completion, and negotiate uneven terrain.

7.1.3.8 Ability to hear and speak well enough to communicate in person, before a group, and over the telephone.

7.1.3.9 Corrected vision to read print and a computer screen.

7.2 Selection Guidelines

7.2.1 The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

7.2.2 The job classification description does not constitute an employment agreement between Benton County Fire District 4 and employee and is subject to change by the District as the needs of the District and requirements of the job change.

7.2.3 To be considered for the position of Captain, candidate must have a passing grade of 70% on each portion of the examination process. Failure to achieve 70% on any portion of the examination process will immediately disqualify a potential candidate.

Adopted by BCFD4 Commissioners

Signed by Fire Chief:

Printed Name of Fire Chief: Paul Carlyle

Signature of Fire Chief: _____

Effective Date: 12/4/2025

Supersedes Date: 7/2/2025



SERVICE ORDER FORM
Schedule ID 20072559
December 2, 2025

Benton County Fire District
Michael Van Beek
8656 Gage Blvd
Kennewick, WA 99336

This is **Schedule ID 20072559** by and between Benton County Fire District ("Customer") and Ziplly Fiber Northwest, LLC on behalf of itself and its affiliates ("Ziplly Fiber"). Customer orders and Ziplly Fiber agrees to provide the Services and Equipment identified in the Schedule below. This Schedule incorporates the Ziplly Fiber Services Agreement referenced below, as well as any Ziplly Fiber policy, terms and conditions, or tariffs referenced in the text below.

Type/Purpose: New

Term Length: 12 Months

Monthly Recurring Charges (MRC):

Description	Term	Qty	Price	Total	Loc A	Loc Z
EIA - Dedicated 1 Gbps (12 Mo)	12	1	\$ 875.00	\$ 875.00	2604 BOMBING RANGE RD; WEST RICHLAND, WA 99353	
EIA - Dedicated 1 Gbps (12 Mo)	12	1	\$ 875.00	\$ 875.00	2604 BOMBING RANGE RD; WEST RICHLAND, WA 99353	
Total Monthly Recurring Charges:				\$ 1,750.00		

Non-Recurring Charges (NRC):

Description	Term	Qty	Price	Total	Loc A	Loc Z
Special Service Install	1	1	\$ 13,500.00	\$ 13,500.00	8031 KEENE RD; WEST RICHLAND, WA 99353	

Terms and Conditions. Customer shall comply and shall cause all Service users to comply with terms and conditions as per the Ziplly Fiber Services Agreement ("ZFSa"), which Ziplly Fiber may modify at any time. The current T&C's are available for review at the following address, subject to change: <https://zipllyfiber.com/zfsa>. Customer is responsible for maintaining awareness of the current ZFSa and adhering to the ZFSa as it may be amended from time to time.

Prior to, during and after the installation of requested services, Customer may choose to request that Ziplly Fiber augment the original Service Order to provide additional services or remove services from the Service Order. Depending on the scope of the requested changes, verbal requests from the Customer will be acceptable in which case Ziplly Fiber shall notify Customer of its acceptance of the requested changes via email. In some instances Ziplly Fiber may require additional written authorization. All applicable charges resulting from changes requested by the Customer, whether written or verbal are the responsibility of the Customer and shall be deemed to be part of the Service Order and subject to its Terms and Conditions.

Special Construction. If Special Construction is required to complete the service order, the following terms and conditions apply:

Customer agrees that prepayment is due before Ziplly Fiber can commence any work. Ziplly Fiber requires Customer to review and accept of all charges associated with the project as part of the general service order. In the event an order is cancelled before service installation, the Customer will be responsible for all construction charges incurred.

Any additional work or modifications requested by the customer during the construction period will be charged, accordingly. If unforeseen work is required during construction, a stop-work order will be invoked and all charges and estimates to complete the project will need to be reviewed, and approved, by the Customer.

A Special Construction invoice will be sent upon completion and signing of the Service Order and is due upon receipt.

Service Level Agreement. The Service Level Agreement for Business Services is available for review at: <https://zipllyfiber.com/sla>

Internet Acceptable Use Policy and Security. Customer shall comply, and shall cause all Service users to comply, with Ziplly Fiber's Acceptable Use Policy ("AUP"), which Ziplly Fiber may modify at any time. The current AUP is available for review at the following address, subject to change:

https://ziplyfiber.com/policies/commercial_aup. Customer is responsible for maintaining awareness of the current AUP and adhering to the AUP as it may be amended from time to time. Failure to comply with the AUP is grounds for immediate suspension or termination of Ziply Fiber Internet Service, notwithstanding any notice requirement provisions of the ZFSA. Customer is responsible for the security of its own networks, equipment, hardware, software and software applications. Abuse that occurs as a result of Customer's systems or account being compromised or as a result of activities of third parties permitted and/or allowed by Customer may result in suspension of Customer's accounts or Internet access by Ziply Fiber. Customer will defend and indemnify Ziply Fiber and its affiliates with respect to claims arising from Customer's or third parties' usage of Ziply Fiber Internet access through Customer's hardware or software.

Privacy Policy. The Privacy policy for Business Services is available for review at: <https://ziplyfiber.com/corporate/privacy-policy>.

Cancellation and Early Termination Charges. Customer may terminate a Service or Equipment by providing at least thirty (30) days prior written notice to Ziply Fiber subject to the terms and conditions of service termination policies at: <https://ziplyfiber.com/zfsa>.

Dispute Resolution. All disputes arising in connection with this ZFSA shall first be resolved through good faith negotiation pursuant to the language at: <https://ziplyfiber.com/zfsa>.

This Schedule is not effective, and pricing, dates and terms are subject to change until signed by both parties and may not be effective until approved by the FCC and/or applicable State Commission. This Schedule and any of the provisions hereof may not be modified in any manner except by mutual written agreement. The above rates do not include any taxes, fees or surcharges applicable to the Service. This Schedule, and all terms and conditions of the ZFSA, is the entire agreement between the parties with respect to the Services described herein, and supersedes any and all prior or contemporaneous agreements, representations, statements, negotiations, and undertakings written or oral with respect to the subject matter hereof.

This Schedule must be signed by December 31, 2025 unless otherwise agreed to in writing.

Zipty Fiber

Signature:

Printed Name:

Title:

Date:

Benton County Fire District

Signature:

Printed Name:

Title:

Date:
