



BENTON COUNTY FIRE PROTECTION DISTRICT NO. 4 REGULAR BOARD AGENDA

March 3, 2022
Zoom Meeting

CALL MEETING TO ORDER

ADDITION TO THE AGENDA

THOSE PRESENT:

FINANCIAL REVIEW

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.)

- Approval of the Agenda dated 03/03/2022
- Approval of Regular Meeting Minutes dated 02/17/2022
- Approval and pay:
- **Expenditures:**

522 Fire Control	74,919.44
<u>001 General Fund</u>	<u>74,919.44</u>
594 Capital Expenditures	1,020.61
<u>401 Construction Fund</u>	<u>1,020.61</u>
Total	\$ 75,940.05

PROBATIONARY CONFIRMATION

RESOLUTIONS/MOTIONS

- Approval of SOG 1002 Lock Out Tag Out
- Approval of SOG 2008 Operational Guide for Unsecured Scenes
- Approval of SOG 2027 Unmanned Aircraft System Guide
- Approval of Policy 121 Loan of District Equipment
- Resolution 2022-03 Equipment Surplus

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

- March 17 – Public Hearing on EMS Levy Lid Lift at 1800 hrs.
- April 1-3 – Apple Cup, Tricity Raceway
- April 7 – Loomis Communication presentation
- June 5 – Special Meeting at 0800 hrs. Campbell Resort
- June 23-25 – Cool Desert Night
- June 25 – Hogs and Dogs at the Racetrack
- July 3-4 – Thunder at the mountain put together at the Raceway

CORRESPONDENCE

AMBULANCE SERVICE PROGRAM UPDATES

UNFINISHED BUSINESS

- Fire Department Community Assistance, Referrals and Education Services (FDCARES) program
- Station Design Team
- Volunteer Recruitment
- COVID19
- EMS Levy

NEW BUSINESS

AGENDA ITEMS FOR NEXT MEETING

EXECUTIVE SESSION

ADJOURNMENT:

Attested:

 03/03/22
SLITA BRADLEY, DISTRICT SECRETARY

 3/3/22
MICHAEL VAN BEEK, COMMISSIONER

 3/3/22
GARRETT GOODWIN, COMMISSIONER

 3/3/22
FRED BRINK, COMMISSIONER



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

February 17, 2022
Zoom Meeting

CALL MEETING TO ORDER

Commissioner Goodwin called the meeting to order at 1800 hrs.

ADDITION TO THE AGENDA

- No additions

THOSE PRESENT:

Commissioner Garrett Goodwin
Commissioner Fred Brink
Commissioner Michael Van Beek
Fire chief Paul Carlyle
District Secretary Slita Bradley
Captain Matthew Borschowa

Captain Bonnie Rogers
Logistics Karen Davis
Logistics Ed Caraway
City Liaison David Fetto
Captain Bob Shannon

FINANCIAL REVIEW

- No questions.

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.)

- Approval of the Agenda dated 02/17/2022
- Approval of Regular Meeting Minutes dated 02/03/2022
- Approval and pay:
- **Expenditures:**

522 Fire Control	77,706.23
589 Payroll Clearing	6,075.58
<u>001 General Fund</u>	<u>83,781.81</u>

522 Fire Control	4,422.08
<u>110 EMS Fund</u>	<u>4,422.08</u>

- EFT

522 Fire Control	137,485.01
<u>001 General Fund</u>	<u>137,485.01</u>

- Key Bank and DRS

522 Fire Control	14,828.25
589 Payroll Clearing	56,699.86
<u>001 General Fund</u>	<u>71,528.11</u>

Grand Total \$ 297,217.01

Commissioner Brink made a motion to approve the consent agenda, seconded by Commissioner Van Beek and the motion carried.

RESOLUTIONS/MOTIONS

- Approval of Commissioner Brink's compensation of \$553.49

Commissioner Van Beek made a motion to approve the consent agenda, seconded by Commissioner Goodwin and the motion carried.

DISTRICT REPORTS

- Union Report
 - Captain Borschowa reported that the Local is happy with the regular communication with the chief. They are working on updating the overtime policy.
- Volunteer Report
 - No report.
- Logistics Report
 - Logistics Caraway reported that they purchased kettles so they can make hot beverages on scene.
 - One new member is coming on board.
- City Liaison Report
 - No report
- Commissioner's Report
 - Commissioner Goodwin reported that all commissioners attended the Tricounty Commissioner meeting. It was well attended. Commissioner Van Beek stated that Kennewick will not be sponsoring the TriTech position there. He hoped the area will be able to fund the classes at Tritech. Captain Rogers reported that it has been a couple of years since the district had tritech students.
- Fire Chief's Report
 - Her attended the Regional Chief's meeting. Working on completing some regional policies and procedures.
 - He attended the labor management meeting.
 - He was working on developing the Battalion chief job description
 - He attended executive officers meeting.
 - He prepared several polices for review currently.
 - He attended the Tri-County regional chiefs meeting
 - He had with Captain Harper and representatives from dispatch and Richland Fire discussing run cards for our agency. We will be re-vamping these as we move forward.
 - He updated information about the Tyler dispatching system from the group with a rough estimate of implementation around 18-24 months.
- District Secretary's Report
 - Chelan Seminar June 3-5 – decision needed
 - i. Commissioner Brink reported that even though the seminar is very important, he would be reluctant to stay another night for strategic planning meeting. He suggested the board has a special meeting on Sunday morning and adjourn by noon and meet again in a week. Commissioner Van Beek would like to attend the conference and stay 4 hours on Sunday morning is a great use of time and reconvene at a later date.
 - ii. Commissioner Van Beek will attend the seminar in Spokane. Commissioner Brink will attend the seminar in Suquamish

OPEN FORUM DISCUSSION

- No discussions.

IMPORTANT DATES

- March 17 – Public Hearing on EMS Levy Lid Lift at 1800 hrs.
- March 19 – Public Hearing on EMS Levy Lid Lift Special Meeting at 1000 hrs.
- April 1-3 – Apple Cup, Tricity Raceway
- April 7 – Loomis Communication presentation
- June 5 – Special Meeting at 0800 hrs. Campbell Resort
- June 23-25 – Cool Desert Night
- June 25 – Hogs and Dogs at the Racetrack
- July 3-4 – Thunder at the mountain put together at the Raceway

CORRESPONDENCE

- No correspondence.

AMBULANCE SERVICE PROGRAM UPDATES

- Captain Borschowa reported that the crew practiced MCI OTEP training. The crew enjoyed the training. He thanked the chief for his attendance.

UNFINISHED BUSINESS

- Fire Department Community Assistance, Referrals and Education Services (FDCARES) program
 - No new referral
- Station Design Team
 - No report
- Volunteer Recruitment
 - The district has been accepting new applications. Captain Shannon is looking forward to the Spring classes.
- COVID19
 - One personnel out for COVID-19 related protocol.
 - Governor Inslee spoke today about lifting the masking requirements on March 21, 2022, for schools and most indoor spaces.
- EMS Levy
 - Public Hearing is scheduled on 03/17/2022 at 6 pm.

NEW BUSINESS

- Chief's annual review – Chief Carlyle had been working with Commissioner Russell on receiving the review. Chief will send out his contract for review.

AGENDA ITEMS FOR NEXT MEETING

- Fire Department Community Assistance, Referrals and Education Services (FDCARES) program
- Station Design Team
- Volunteer Recruitment
- COVID19
- EMS Levy
- Chief's Annual Review

EXECUTIVE SESSION

- No sessions

ADJOURNMENT:

The meeting was adjourned at 1827 hrs.

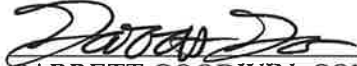
Attested:

 03/03/22

SLITA BRADLEY, DISTRICT SECRETARY

 3/3/22

MICHAEL VAN BEEK, COMMISSIONER

 3/3/22

GARRETT GOODWIN, COMMISSIONER

 3/3/22

FRED BRINK, COMMISSIONER

WARRANT/CHECK REGISTER

BENTON COUNTY FIRE PROTECTION DISTRICT #4

Time: 11:45:23 Date: 03/02/2022

03/11/2022 To: 03/11/2022

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Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
177	03/11/2022	Claims	1	186970	ABADAN	63.43	STA410 PRINTER USEAGE
178	03/11/2022	Claims	1	186971	AT&T MOBILITY	175.48	FIRSTNET
179	03/11/2022	Claims	1	186972	CASCADE FIRE - OREGON	299.74	BOOTS
180	03/11/2022	Claims	1	186973	CASCADE NATURAL GAS	683.43	NATURAL GAS
181	03/11/2022	Claims	1	186974	CHARTER COMMUNICATIONS	42.22	STA420 TV-SPECTRUM
182	03/11/2022	Claims	1	186975	CI SHRED	41.30	DOCUMENT STORAGE
183	03/11/2022	Claims	1	186976	DAY WIRELESS SYSTEMS	1,213.60	APP49 UPFITTING
184	03/11/2022	Claims	1	186977	FIRE 4 ADVANCED TRAVEL	1,172.00	ADVANCED TRAVEL
185	03/11/2022	Claims	1	186978	FIREHOUSE INNOVATIONS	8,160.00	MULT-FORCE DOOR
186	03/11/2022	Claims	1	186979	HUGHES FIRE EQUIPMENT INC.	20,335.09	APP 13 PUMP SERVICE/REPAIR; APP 21 ELECTRICAL REPAIR; APP 30 SERVICE/REPAIR; APP 34 SERVICE/REPAIRS; APP 39 MAINTENANCE; APP 40 MAINTENANCE; APP 41 MAINTENANCE; APP 43 SERVICE; APP 44 MAINT; APP 49 MA
187	03/11/2022	Claims	1	186980	ISOUTSORCE	5,000.00	BLOCK SUPPORT
188	03/11/2022	Claims	1	186981	LN CURTIS & SONS	1,312.97	NOZZLE
189	03/11/2022	Claims	1	186982	NATIONAL HOSE TESTING	3,917.20	2021 FIRE HOSE & LADDER TESTING
190	03/11/2022	Claims	1	186983	NEWEGG	1,521.17	COMPUTER PARTS
191	03/11/2022	Claims	1	186984	PACIFIC OFFICE AUTOMATION	128.39	STA430 PHONE SERVICE
192	03/11/2022	Claims	1	186985	PALADIN BACKGROUND	23.00	BACKGROUND
193	03/11/2022	Claims	1	186986	RINGOLDE	638.30	SWEATSHIRTS (10)
194	03/11/2022	Claims	1	186987	SEW FABULOUS	86.88	UNIFORM MAINT
195	03/11/2022	Claims	1	186988	SPRINGBROOK	11,000.00	2022 SUPPORT PLUS
196	03/11/2022	Claims	1	186989	STAPLES ADVANTAGE	135.85	STA 430 1ST AID KIT
197	03/11/2022	Claims	1	186990	STERICYCLE	150.32	EMS WASTE DISPOSAL
198	03/11/2022	Claims	1	186991	TACOMA SCREW PRODUCTS	100.01	NUTS; SCREWS
199	03/11/2022	Claims	1	186992	TARGET SOLUTIONS	12,026.65	2022 TARGET SOLUTIONS; VECTOR SCHEDULING-USERS; SUPPORT
200	03/11/2022	Claims	1	186993	US BANK	997.72	VISA-NEWTON; VISA-BENITZ
201	03/11/2022	Claims	1	186994	US LINEN & UNIFORM	340.18	MAT SERVICE
202	03/11/2022	Claims	1	186995	VERIZON WIRELESS	776.73	CELL SERVICE
203	03/11/2022	Claims	1	186996	VOYAGER	1,932.47	FUEL
204	03/11/2022	Claims	1	186997	WA FIRE COMMISSIONERS ASSOC	380.00	SEMINAR-BRINK & VANBEEK
205	03/11/2022	Claims	1	186998	WESTERN STATE EQUIPMENT PASCO	2,091.11	GENERATOR REPAIRS
206	03/11/2022	Claims	1	186999	ZIPLY FIBER	174.20	STA430 DEDICATED PHONE LINES
176	03/11/2022	Claims	401	5692	HUGHES FIRE EQUIPMENT INC.	1,020.61	APP 49 MAINT
522 Fire Control						74,919.44	
001 General Fund						74,919.44	
594 Capital Expenditures						1,020.61	
401 Construction Fund						1,020.61	
						Claims:	75,940.05
						75,940.05	

WARRANT/CHECK REGISTER

BENTON COUNTY FIRE PROTECTION DISTRICT #4


Time: 11:45:23 Date: 03/02/2022

03/11/2022 To: 03/11/2022

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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 

Commissioners , 

Approval Date 03/03/22

2022 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION DISTRICT

Time: 11:51:03 Date: 03/02/2022

Page: 1

001 General Fund

01/01/2022 To: 12/31/2022

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances				
308 91 00 00 Beginning Balance	1,200,000.00	0.00	1,200,000.00	0.0%
308 Beginning Balances	1,200,000.00	0.00	1,200,000.00	0.0%
310 Taxes				
311 10 00 01 Property Tax	3,675,180.00	0.00	3,675,180.00	0.0%
337 20 00 01 Leasehold Tax	30,000.00	0.00	30,000.00	0.0%
310 Taxes	3,705,180.00	0.00	3,705,180.00	0.0%
330 Intergovernmental Revenues				
331 15 22 81 U.S. Fish & Wildlife Grant	0.00	0.00	0.00	0.0%
331 97 04 40 AFG GRANT	0.00	0.00	0.00	0.0%
331 97 08 34 SAFER Grant	0.00	0.00	0.00	0.0%
333 97 00 01 Federal Indirect Grant From Department Of Homeland Security	0.00	0.00	0.00	0.0%
334 01 30 02 WSP-FF Training	1,000.00	0.00	1,000.00	0.0%
334 04 90 01 State Trauma Grant	1,200.00	0.00	1,200.00	0.0%
334 06 90 04 BVFF Physical Reimb.	1,000.00	0.00	1,000.00	0.0%
335 00 91 01 Energy NW Generation T	32,000.00	0.00	32,000.00	0.0%
337 97 04 40 AFG COST SHARE	0.00	0.00	0.00	0.0%
330 Intergovernmental Revenues	35,200.00	0.00	35,200.00	0.0%
340 Charges For Services				
341 70 00 05 Resale/Supply Merchandise	0.00	0.00	0.00	0.0%
342 21 00 01 Fire Services, State	39,000.00	0.00	39,000.00	0.0%
342 21 00 02 Fire Services, Federal	0.00	0.00	0.00	0.0%
342 21 00 03 Fire Services, Schools	2,300.00	0.00	2,300.00	0.0%
342 21 00 04 Private Fire Service-Other	0.00	0.00	0.00	0.0%
342 21 00 09 Fire Services, W Rhld	0.00	0.00	0.00	0.0%
340 Charges For Services	41,300.00	0.00	41,300.00	0.0%
350 Fines & Forfeitures				
359 90 00 01 Fines And Penalties	0.00	0.00	0.00	0.0%
350 Fines & Forfeitures	0.00	0.00	0.00	0.0%
360 Investment Interest				
361 11 00 01 Investment Interest	10,000.00	0.00	10,000.00	0.0%
367 11 00 08 Contributions/Donation	0.00	0.00	0.00	0.0%
369 10 05 01 Sale Of Scrap & Junk	0.00	0.00	0.00	0.0%
369 40 00 02 Judgements And Settlements	0.00	0.00	0.00	0.0%
369 91 00 00 Other Miscellaneous Revenue	2,000.00	0.00	2,000.00	0.0%
360 Investment Interest	12,000.00	0.00	12,000.00	0.0%
380 Non Revenues				
389 00 00 01 Suspense- To Be Reclassified	0.00	0.00	0.00	0.0%

2022 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION DISTRICT

Time: 11:51:03 Date: 03/02/2022

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001 General Fund 01/01/2022 To: 12/31/2022

	Amt Budgeted	Revenues	Remaining	
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380 Non Revenues

389 50 68 04 Refund/Reimbursement	0.00	0.00	0.00	0.0%
380 Non Revenues	0.00	0.00	0.00	0.0%

390 Other Revenues

395 10 00 02 Sale Of Fixed Assets	0.00	0.00	0.00	0.0%
395 20 00 01 Comp For Loss Of Assets	0.00	0.00	0.00	0.0%
390 Other Revenues	0.00	0.00	0.00	0.0%

397 Interfund Transfers

397 00 00 01 Transfer In	0.00	0.00	0.00	0.0%
397 00 00 10 Transfer In From 110	1,387,080.00	0.00	1,387,080.00	0.0%
397 00 01 06 Transfer In From 601	0.00	0.00	0.00	0.0%
397 00 01 07 Transfer In From 107	0.00	0.00	0.00	0.0%
397 00 02 01 Transfer In From 202	0.00	0.00	0.00	0.0%
397 00 05 01 Transfer In From 501	0.00	0.00	0.00	0.0%
397 Interfund Transfers	1,387,080.00	0.00	1,387,080.00	0.0%

Fund Revenues:

6,380,760.00 0.00 6,380,760.00 0.0%

	Amt Budgeted	Expenditures	Remaining	
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522 Fire Control

522 45 43 99 Article 32 MED EMS Training	0.00	0.00	0.00	0.0%
000	0.00	0.00	0.00	0.0%
522 11 10 10 Salary - Comm 1 (Van Beek)	6,500.00	768.00	5,732.00	11.8%
522 11 10 20 Salary-Comm 2 (Goodwin)	6,500.00	512.00	5,988.00	7.9%
522 11 10 30 Salary-Comm 3 (Brink)	6,500.00	768.00	5,732.00	11.8%
522 11 20 10 Benefits - Comm 1 (Van Beek)	630.00	58.74	571.26	9.3%
522 11 20 20 Benefits - Comm 2 (Goodwin)	630.00	39.16	590.84	6.2%
522 11 20 30 Benefits - Comm 3 (Brink)	630.00	58.76	571.24	9.3%
522 11 31 00 Expendable Supplies- Legislative	0.00	0.00	0.00	0.0%
522 11 43 00 Travel-Mileage & Airfare	1,100.00	0.00	1,100.00	0.0%
522 11 43 30 Travel - Per Diem & Lodging	2,500.00	390.60	2,109.40	15.6%
522 11 43 31 Registration Fees	2,000.00	380.00	1,620.00	19.0%
011 Legislative	26,990.00	2,975.26	24,014.74	11.0%
522 12 10 10 Salary - Administration	316,470.00	46,835.03	269,634.97	14.8%
522 12 10 60 Overtime - Administrative	10,000.00	1,602.69	8,397.31	16.0%
522 12 10 70 Temporary Employees	0.00	0.00	0.00	0.0%
522 12 20 04 HRA Benefits	6,000.00	1,000.00	5,000.00	16.7%
522 12 20 10 Benefits - Administrative	68,900.00	8,981.20	59,918.80	13.0%
522 12 20 60 Benefits - OT Administration	2,000.00	498.77	1,501.23	24.9%
522 12 20 70 Benefits - Temporary Employees	0.00	0.00	0.00	0.0%
522 12 24 20 Volunteer Pension & Relief Fund	6,000.00	0.00	6,000.00	0.0%
522 12 29 20 Volunteer Recognition	4,000.00	0.00	4,000.00	0.0%
522 12 29 30 Volunteer Association	3,500.00	0.00	3,500.00	0.0%
522 12 31 00 Expendable Office Supplies	3,750.00	0.00	3,750.00	0.0%

2022 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION DISTRIK

Time: 11:51:03 Date: 03/02/2022

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001 General Fund

01/01/2022 To: 12/31/2022

Expenditures	Amt Budgeted	Expenditures	Remaining	
522 Fire Control				
522 12 31 10 Computer Software	3,000.00	299.97	2,700.03	10.0%
522 12 35 00 Office Tools & Equipment	4,000.00	97.72	3,902.28	2.4%
522 12 35 10 Office Computer Equipment	23,000.00	1,617.36	21,382.64	7.0%
522 12 41 00 Contract Services	96,000.00	20,975.46	75,024.54	21.8%
522 12 41 01 Portable Office Trailer 420	0.00	0.00	0.00	0.0%
522 12 41 02 Contract For Union Negotiation	25,000.00	0.00	25,000.00	0.0%
522 12 41 10 Financial Services Contract(SPRINGBROOK)	20,000.00	22,887.22	(2,887.22)	114.4%
522 12 41 20 Professional Services	10,000.00	0.00	10,000.00	0.0%
522 12 42 00 Phone Service	12,000.00	1,910.09	10,089.91	15.9%
522 12 42 10 Cellular Phone Service	14,000.00	1,860.32	12,139.68	13.3%
522 12 42 40 Postage	1,500.00	15.00	1,485.00	1.0%
522 12 44 00 Advertising/Notices/Recruiting	1,500.00	23.00	1,477.00	1.5%
522 12 45 00 Equipment Lease/Maint	10,200.00	3,692.72	6,507.28	36.2%
522 12 46 00 District Insurance	70,000.00	0.00	70,000.00	0.0%
522 12 48 00 Repair & Maint. - Office Equip	0.00	0.00	0.00	0.0%
522 12 48 20 WebPage Maintenance	500.00	4.60	495.40	0.9%
522 12 49 00 Memberships/Dues	16,000.00	5,270.00	10,730.00	32.9%
522 12 49 10 Taxes And Irrigation Fees	100.00	0.00	100.00	0.0%
522 12 49 20 State Auditor	11,000.00	0.00	11,000.00	0.0%
012 Administrative	738,420.00	117,571.15	620,848.85	15.9%
522 13 41 00 Levy Publication Services	60,000.00	4,000.00	56,000.00	6.7%
522 13 48 20 Outside Services	0.00	0.00	0.00	0.0%
522 13 49 00 Commissioner Elections	5,000.00	0.00	5,000.00	0.0%
013 Election	65,000.00	4,000.00	61,000.00	6.2%
522 14 41 00 Legal Services	12,000.00	1,012.50	10,987.50	8.4%
014 Legal	12,000.00	1,012.50	10,987.50	8.4%
522 15 40 00 Advance Travel/Petty Cash	0.00	0.00	0.00	0.0%
015 Internal Acct	0.00	0.00	0.00	0.0%
522 20 10 10 Mobilization Wages	30,000.00	0.00	30,000.00	0.0%
522 20 20 10 Mobilization Benefits	9,000.00	0.00	9,000.00	0.0%
522 20 24 10 Physicals/Innoculation	63,000.00	2,104.00	60,896.00	3.3%
522 20 28 00 Uniforms (All Non-PPE)	30,000.00	1,385.69	28,614.31	4.6%
522 20 31 00 Expendable Incident Supplies	500.00	0.00	500.00	0.0%
522 20 35 00 Tools & Equipment	2,500.00	0.00	2,500.00	0.0%
522 20 35 20 Physical Eval Equipment	0.00	0.00	0.00	0.0%
522 20 41 00 Assessment Fees	6,000.00	0.00	6,000.00	0.0%
522 20 48 00 Uniform Maintenance	1,000.00	86.88	913.12	8.7%
020 Operations	142,000.00	3,576.57	138,423.43	2.5%
522 21 10 10 Salary - Firefighters	1,943,000.00	269,171.49	1,673,828.51	13.9%
522 21 10 71 Overtime - Firefighters	250,000.00	66,516.78	183,483.22	26.6%
522 21 10 80 Resident Reimbursement	120,000.00	11,835.00	108,165.00	9.9%
522 21 10 90 Volunteer Reimbursement	66,000.00	6,634.00	59,366.00	10.1%
522 21 20 04 HRA Benefits	63,000.00	8,500.00	54,500.00	13.5%
522 21 20 10 Benefits - Firefighters	613,260.00	61,556.95	551,703.05	10.0%
522 21 20 71 Benefits - Overtime FF	60,000.00	14,568.24	45,431.76	24.3%
522 21 20 80 Benefits - Resident Reimbursement	6,000.00	905.39	5,094.61	15.1%
522 21 20 90 Benefits - Volunteer	6,000.00	507.52	5,492.48	8.5%

2022 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION DISTRICT

Time: 11:51:03 Date: 03/02/2022

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001 General Fund

01/01/2022 To: 12/31/2022

Expenditures	Amt Budgeted	Expenditures	Remaining	
522 Fire Control				
522 21 28 20 PPE - Protective Clothing	62,000.00	64.06	61,935.94	0.1%
522 21 31 00 Expendable Supplies - Suppression	3,600.00	67.55	3,532.45	1.9%
522 21 31 10 Supplies - Support Service	4,000.00	104.94	3,895.06	2.6%
522 21 35 10 Tools & Equipment -Suppression	5,000.00	870.02	4,129.98	17.4%
522 21 35 11 Hose Replacement	10,500.00	0.00	10,500.00	0.0%
522 21 35 12 Nozzle Replacement	8,700.00	1,312.97	7,387.03	15.1%
522 21 35 13 Tools - Support Service	5,000.00	71.59	4,928.41	1.4%
522 21 41 00 Professional Services	12,000.00	4,767.20	7,232.80	39.7%
522 21 48 00 Equipment Repair & Maint	1,550.00	0.00	1,550.00	0.0%
522 21 48 10 Fire Extinguisher Maint	1,600.00	0.00	1,600.00	0.0%
522 21 48 80 SCBA Air Compressor	1,000.00	586.98	413.02	58.7%
522 21 48 90 SCBA Repair/Maintenance	2,000.00	0.00	2,000.00	0.0%
021 Suppression	3,244,210.00	448,040.68	2,796,169.32	13.8%
522 24 31 00 Expendable Supplies - Radios	500.00	0.00	500.00	0.0%
522 24 35 00 Non-Expendable Supplies - Radios	27,500.00	0.00	27,500.00	0.0%
522 24 41 00 Dispatch Services	80,460.00	13,696.84	66,763.16	17.0%
522 24 41 10 VHF Maintenance Fee	16,310.00	0.00	16,310.00	0.0%
522 24 48 00 Repair & Maintenance - Radios	3,000.00	0.00	3,000.00	0.0%
024 Communications	127,770.00	13,696.84	114,073.16	10.7%
522 30 31 00 Expendable Supplies-Prevention	6,500.00	0.00	6,500.00	0.0%
522 30 31 10 Smoke Alarm Program	1,000.00	0.00	1,000.00	0.0%
522 30 35 00 Tools & Equipment - Prevention	750.00	0.00	750.00	0.0%
522 30 48 00 Repair & Maintenance - Prevention	0.00	0.00	0.00	0.0%
522 30 48 10 Newsletter/Education Flyers	100.00	0.00	100.00	0.0%
030 Public Information	8,350.00	0.00	8,350.00	0.0%
522 45 31 00 Expendable Supplies - Training	4,500.00	126.46	4,373.54	2.8%
522 45 31 10 Training Computer Software	8,700.00	10,785.97	(2,085.97)	124.0%
522 45 35 00 Tools & Equipment - Training	1,800.00	8,160.00	(6,360.00)	453.3%
522 45 35 10 Equipment- Wellness Program	7,420.00	0.00	7,420.00	0.0%
522 45 41 00 Professional Service	24,000.00	900.00	23,100.00	3.8%
522 45 43 00 Travel - Mileage & Air(Operations)	3,500.00	0.00	3,500.00	0.0%
522 45 43 01 Travel - Mileage&Air(Admin)	2,400.00	0.00	2,400.00	0.0%
522 45 43 02 Travel - Mileage&Air(Automotive)	0.00	0.00	0.00	0.0%
522 45 43 03 Travel - Mileage&Air(EMS Officer)	6,500.00	1,407.80	5,092.20	21.7%
522 45 43 10 PerDiem & Lodging(Operations)	8,000.00	0.00	8,000.00	0.0%
522 45 43 11 PerDiem & Lodging(Admin)	6,800.00	0.00	6,800.00	0.0%
522 45 43 12 PerDiem & Lodging(Automotive)	0.00	394.64	(394.64)	0.0%
522 45 43 13 PerDiem & Lodging(EMS Officer)	8,000.00	1,672.00	6,328.00	20.9%
522 45 43 20 Registration Fees(Operations)	38,500.00	900.00	37,600.00	2.3%
522 45 43 21 Registration Fees(Admin)	3,500.00	0.00	3,500.00	0.0%
522 45 43 22 Registration Fees(Automotive)	0.00	0.00	0.00	0.0%
522 45 43 23 Registration Fees(EMS Officer)	6,500.00	3,872.92	2,627.08	59.6%
522 45 43 30 Tuition Reimbursement	10,000.00	0.00	10,000.00	0.0%
522 45 48 00 Repair And Maintenance	0.00	0.00	0.00	0.0%
045 Training	140,120.00	28,219.79	111,900.21	20.1%
522 50 31 00 Expendable Supplies -Facilities	7,500.00	270.96	7,229.04	3.6%
522 50 35 00 Tools & Equipment - Facilities	6,000.00	1,605.33	4,394.67	26.8%
522 50 41 00 Professional Services	0.00	0.00	0.00	0.0%

2022 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION DISTRICT

Time: 11:51:03 Date: 03/02/2022

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001 General Fund 01/01/2022 To: 12/31/2022

Expenditures	Amt Budgeted	Expenditures	Remaining	
522 Fire Control				
522 50 45 00 Lease-Sta 410	5,000.00	202.81	4,797.19	4.1%
522 50 47 10 Electricity	38,000.00	4,510.90	33,489.10	11.9%
522 50 47 20 Water/Sewer/Natural Gas	20,000.00	1,562.50	18,437.50	7.8%
522 50 48 00 Repair & Maint. - Facilities	23,000.00	5,001.29	17,998.71	21.7%
050 Facilities	99,500.00	13,153.79	86,346.21	13.2%
522 60 31 00 Expendable Supplies - Automotive	6,600.00	117.34	6,482.66	1.8%
522 60 32 00 Fuels	35,000.00	3,405.07	31,594.93	9.7%
522 60 35 00 Tools & Equipment - Automotive	2,050.00	0.00	2,050.00	0.0%
522 60 48 00 Repair & Maint. - Automotive	84,750.00	22,690.31	62,059.69	26.8%
060 Automotive	128,400.00	26,212.72	102,187.28	20.4%
522 70 31 00 Expendable Supplies - EMS	31,000.00	4,961.11	26,038.89	16.0%
522 70 35 00 Small Tools & Minor Equip	6,000.00	54.23	5,945.77	0.9%
522 70 41 02 EMS Assessment Fee	1,500.00	1,248.52	251.48	83.2%
522 70 41 10 Contract Services - EMS	9,500.00	4,698.60	4,801.40	49.5%
522 70 48 00 Small Tools- Repairs & Maintenance	0.00	0.00	0.00	0.0%
526 22 31 01 Expendable Supplies - ALS	0.00	0.00	0.00	0.0%
070 EMS	48,000.00	10,962.46	37,037.54	22.8%
522 Fire Control	4,780,760.00	669,421.76	4,111,338.24	14.0%
588 Prior Period Adjustment				
585 10 00 01 Other Decreases In Net Cash & Investments - Other Costs Allocations	0.00	0.00	0.00	0.0%
588 Prior Period Adjustment	0.00	0.00	0.00	0.0%
589 Payroll Clearing				
589 90 00 00 Payroll Clearing	0.00	(237.41)	237.41	0.0%
589 90 00 01 Other Non-Expenditures - Suspense	0.00	0.00	0.00	0.0%
589 Payroll Clearing	0.00	(237.41)	237.41	0.0%
591 Debt Service				
591 22 71 02 Capital Lease Principal	0.00	0.00	0.00	0.0%
592 22 83 02 Capital Lease Interest	0.00	0.00	0.00	0.0%
591 Debt Service	0.00	0.00	0.00	0.0%
594 Capital Expenditures				
594 22 63 01 Capital Equipment - AFG Portion	0.00	0.00	0.00	0.0%
594 22 63 02 Capital Equipment - District Matching Portion	0.00	0.00	0.00	0.0%
000	0.00	0.00	0.00	0.0%
594 22 62 00 Captial Building	0.00	0.00	0.00	0.0%
594 22 63 00 Capital Apparatus And Equipment	300,000.00	0.00	300,000.00	0.0%
594 22 64 01 Capital Communications	0.00	0.00	0.00	0.0%

2022 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION DISTRICT

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001 General Fund 01/01/2022 To: 12/31/2022

Expenditures	Amt Budgeted	Expenditures	Remaining	
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594 Capital Expenditures

022 Capital	300,000.00	0.00	300,000.00	0.0%
594 Capital Expenditures	300,000.00	0.00	300,000.00	0.0%

597 Interfund Transfers

597 00 00 01 Transfers Out To 501	0.00	0.00	0.00	0.0%
597 00 01 04 Transfer Out To 104	0.00	0.00	0.00	0.0%
597 00 01 05 Transfer Out	0.00	0.00	0.00	0.0%
597 00 01 07 Transfers-Out To 107	0.00	0.00	0.00	0.0%
597 00 01 61 Transfer Out To 601	0.00	0.00	0.00	0.0%
597 Interfund Transfers	0.00	0.00	0.00	0.0%

Fund Expenditures:	5,080,760.00	669,184.35	4,411,575.65	13.2%
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Fund Excess/(Deficit):	1,300,000.00	(669,184.35)		
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2022 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION DISTRICT

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004 Health Reimbursement Fund 01/01/2022 To: 12/31/2022

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances				
308 91 00 04 Beginning Balance	86.13	0.00	86.13	0.0%
308 Beginning Balances	<u>86.13</u>	<u>0.00</u>	<u>86.13</u>	<u>0.0%</u>
340 Charges For Services				
349 17 00 01 Employee Benefit - HRA	0.00	0.00	0.00	0.0%
340 Charges For Services	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.0%</u>
360 Investment Interest				
361 11 00 04 Investment Interest	2.00	0.00	2.00	0.0%
360 Investment Interest	<u>2.00</u>	<u>0.00</u>	<u>2.00</u>	<u>0.0%</u>
380 Non Revenues				
388 80 00 01 Prior Year(s) Corrections	0.00	0.00	0.00	0.0%
380 Non Revenues	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.0%</u>
397 Interfund Transfers				
397 00 01 04 Transfer In From 001	0.00	0.00	0.00	0.0%
397 00 01 05 Transfer In From 101	0.00	0.00	0.00	0.0%
397 Interfund Transfers	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.0%</u>
Fund Revenues:	<u>88.13</u>	<u>0.00</u>	<u>88.13</u>	<u>0.0%</u>
Fund Excess/(Deficit):	<u>88.13</u>	<u>0.00</u>		

2022 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION DISTRICT

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007 Separation Fund 01/01/2022 To: 12/31/2022

	Amt Budgeted	Revenues	Remaining	
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308 Beginning Balances

308 51 00 07 Beginning Balance	177,760.59	0.00	177,760.59	0.0%
308 Beginning Balances	177,760.59	0.00	177,760.59	0.0%

360 Investment Interest

361 11 00 07 Investment Interest	500.00	0.00	500.00	0.0%
360 Investment Interest	500.00	0.00	500.00	0.0%

397 Interfund Transfers

397 00 00 07 Transfer In From 001	0.00	0.00	0.00	0.0%
397 Interfund Transfers	0.00	0.00	0.00	0.0%

Fund Revenues:	178,260.59	0.00	178,260.59	0.0%
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	Amt Budgeted	Expenditures	Remaining	
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597 Interfund Transfers

597 00 00 07 Transfers-Out To 001	0.00	0.00	0.00	0.0%
597 Interfund Transfers	0.00	0.00	0.00	0.0%

Fund Expenditures:	0.00	0.00	0.00	0.0%
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Fund Excess/(Deficit):	178,260.59	0.00		
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2022 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION DISTRICT

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099 Imprest Fund

01/01/2022 To: 12/31/2022

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances				
308 91 00 99 Beginning Balance	0.00	0.00	0.00	0.0%
308 Beginning Balances	0.00	0.00	0.00	0.0%
380 Non Revenues				
388 10 00 99 Prior Period Adjustments	0.00	0.00	0.00	0.0%
380 Non Revenues	0.00	0.00	0.00	0.0%
Fund Revenues:	0.00	0.00	0.00	0.0%
Fund Excess/(Deficit):	0.00	0.00		

2022 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION DISTRICT

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110 EMS Fund		01/01/2022 To: 12/31/2022			
Revenues	Amt Budgeted	Revenues	Remaining		
308 Beginning Balances					
308 31 00 11	Beginning Balance	2,131,904.71	0.00	2,131,904.71	0.0%
308 Beginning Balances		2,131,904.71	0.00	2,131,904.71	0.0%
310 Taxes					
311 10 00 11	Property Tax	804,172.00	0.00	804,172.00	0.0%
310 Taxes		804,172.00	0.00	804,172.00	0.0%
330 Intergovernmental Revenues					
332 93 40 10	GEMT	330,000.00	0.00	330,000.00	0.0%
330 Intergovernmental Revenues		330,000.00	0.00	330,000.00	0.0%
340 Charges For Services					
342 60 01 10	Ambulance Service	200,000.00	0.00	200,000.00	0.0%
340 Charges For Services		200,000.00	0.00	200,000.00	0.0%
360 Investment Interest					
361 11 00 11	Investment Interest	25,000.00	0.00	25,000.00	0.0%
360 Investment Interest		25,000.00	0.00	25,000.00	0.0%
Fund Revenues:		3,491,076.71	0.00	3,491,076.71	0.0%
Expenditures	Amt Budgeted	Expenditures	Remaining		
522 Fire Control					
522 70 35 10	Small Tools And Minor Equipment	0.00	2,357.00	(2,357.00)	0.0%
522 70 41 00	Ambulance Billing Service Fee	24,000.00	3,725.54	20,274.46	15.5%
522 70 41 01	IMAGE TREND	0.00	0.00	0.00	0.0%
522 70 41 20	Ambulance Over Payment	5,000.00	0.00	5,000.00	0.0%
522 70 49 00	Other Expenditures	0.00	0.00	0.00	0.0%
522 Fire Control		29,000.00	6,082.54	22,917.46	21.0%
588 Prior Period Adjustment					
588 10 00 10	PY Adjustments	0.00	0.00	0.00	0.0%
588 Prior Period Adjustment		0.00	0.00	0.00	0.0%
594 Capital Expenditures					
594 22 63 10	Capital Apparatus	0.00	0.00	0.00	0.0%
594 Capital Expenditures		0.00	0.00	0.00	0.0%
597 Interfund Transfers					
597 00 01 10	Transfer Out To 001	1,387,080.00	0.00	1,387,080.00	0.0%

2022 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION DISTRICT

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110 EMS Fund

01/01/2022 To: 12/31/2022

Expenditures	Amt Budgeted	Expenditures	Remaining	
<hr/>				
597 Interfund Transfers				
597 Interfund Transfers	1,387,080.00	0.00	1,387,080.00	0.0%
Fund Expenditures:	1,416,080.00	6,082.54	1,409,997.46	0.4%
Fund Excess/(Deficit):	2,074,996.71	(6,082.54)		

2022 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION DISTRICT

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201 EMS Bond Fund 01/01/2022 To: 12/31/2022

	Amt Budgeted	Revenues	Remaining	
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308 Beginning Balances

308 31 00 21 Beginning Balance	17,560.16	0.00	17,560.16	0.0%
308 Beginning Balances	17,560.16	0.00	17,560.16	0.0%

310 Taxes

311 10 00 21 Property Tax	0.00	0.00	0.00	0.0%
310 Taxes	0.00	0.00	0.00	0.0%

360 Investment Interest

361 11 00 21 Investment Interest	0.00	0.00	0.00	0.0%
360 Investment Interest	0.00	0.00	0.00	0.0%

380 Non Revenues

388 80 00 02 Prior Year(s) Corrections	0.00	0.00	0.00	0.0%
380 Non Revenues	0.00	0.00	0.00	0.0%

Fund Revenues:	17,560.16	0.00	17,560.16	0.0%
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	Amt Budgeted	Expenditures	Remaining	
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591 Debt Service

591 22 71 01 Bond Principal Payment	0.00	0.00	0.00	0.0%
592 22 83 01 Bond Interest Payment	0.00	0.00	0.00	0.0%
592 22 89 21 Debt Service Cost	0.00	0.00	0.00	0.0%
591 Debt Service	0.00	0.00	0.00	0.0%

Fund Expenditures:	0.00	0.00	0.00	0.0%
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Fund Excess/(Deficit):	17,560.16	0.00		
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2022 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION DISTRICT

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202 Construction Bond Fund

01/01/2022 To: 12/31/2022

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances				
308 31 00 22 Beginning Balance	84,396.84	0.00	84,396.84	0.0%
308 Beginning Balances	84,396.84	0.00	84,396.84	0.0%
310 Taxes				
311 10 00 22 Property Tax	470,000.00	0.00	470,000.00	0.0%
311 11 02 02 Interest	0.00	0.00	0.00	0.0%
310 Taxes	470,000.00	0.00	470,000.00	0.0%
360 Investment Interest				
361 11 00 22 Investment Interest	1,200.00	0.00	1,200.00	0.0%
360 Investment Interest	1,200.00	0.00	1,200.00	0.0%
380 Non Revenues				
388 80 00 03 Prior Year(s) Corrections	0.00	0.00	0.00	0.0%
380 Non Revenues	0.00	0.00	0.00	0.0%
Fund Revenues:	555,596.84	0.00	555,596.84	0.0%
Expenditures	Amt Budgeted	Expenditures	Remaining	
591 Debt Service				
591 22 71 00 Bond Principal Payment	145,000.00	0.00	145,000.00	0.0%
592 22 83 00 Bond Interest Payment	276,800.00	0.00	276,800.00	0.0%
592 22 89 22 Interest And Other Debt Service Costs - Other Debt Service Costs	0.00	0.00	0.00	0.0%
591 Debt Service	421,800.00	0.00	421,800.00	0.0%
597 Interfund Transfers				
597 00 00 21 Transfers-Out	0.00	0.00	0.00	0.0%
597 Interfund Transfers	0.00	0.00	0.00	0.0%
Fund Expenditures:	421,800.00	0.00	421,800.00	0.0%
Fund Excess/(Deficit):	133,796.84	0.00		

2022 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION DISTRICT

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401 Construction Fund 01/01/2022 To: 12/31/2022

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances				
308 31 00 41 Beginning Balance	1,010,573.43	0.00	1,010,573.43	0.0%
308 Beginning Balances	1,010,573.43	0.00	1,010,573.43	0.0%
360 Investment Interest				
361 11 00 41 Investment Interest	1,000.00	0.00	1,000.00	0.0%
360 Investment Interest	1,000.00	0.00	1,000.00	0.0%
380 Non Revenues				
388 80 00 04 Prior Year(s) Corrections	0.00	0.00	0.00	0.0%
380 Non Revenues	0.00	0.00	0.00	0.0%
390 Other Revenues				
391 10 00 01 Bond Proceeds	0.00	0.00	0.00	0.0%
390 Other Revenues	0.00	0.00	0.00	0.0%
Fund Revenues:	1,011,573.43	0.00	1,011,573.43	0.0%
Expenditures	Amt Budgeted	Expenditures	Remaining	
591 Debt Service				
592 22 89 00 Bond Fees	0.00	0.00	0.00	0.0%
591 Debt Service	0.00	0.00	0.00	0.0%
594 Capital Expenditures				
594 22 62 01 Building Upgrade	900,000.00	45,518.82	854,481.18	5.1%
594 22 62 04 Capital Apparatus	0.00	1,020.61	(1,020.61)	0.0%
594 Capital Expenditures	900,000.00	46,539.43	853,460.57	5.2%
597 Interfund Transfers				
597 00 01 01 Transfer Out	0.00	0.00	0.00	0.0%
597 Interfund Transfers	0.00	0.00	0.00	0.0%
Fund Expenditures:	900,000.00	46,539.43	853,460.57	5.2%
Fund Excess/(Deficit):	111,573.43	(46,539.43)		

2022 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION DISTRICT

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501 Equipment Fund 01/01/2022 To: 12/31/2022

	Amt Budgeted	Revenues	Remaining	
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308 Beginning Balances

308 51 00 51 Beginning Balance	512,880.10	0.00	512,880.10	0.0%
308 Beginning Balances	512,880.10	0.00	512,880.10	0.0%

310 Taxes

311 10 00 51 Property Tax	0.00	0.00	0.00	0.0%
310 Taxes	0.00	0.00	0.00	0.0%

360 Investment Interest

361 11 00 51 Investment Interest	7,000.00	0.00	7,000.00	0.0%
360 Investment Interest	7,000.00	0.00	7,000.00	0.0%

380 Non Revenues

388 80 00 05 Prior Year(s) Corrections	0.00	0.00	0.00	0.0%
380 Non Revenues	0.00	0.00	0.00	0.0%

390 Other Revenues

395 10 00 01 Sale Of Fixed Asset	0.00	0.00	0.00	0.0%
390 Other Revenues	0.00	0.00	0.00	0.0%

397 Interfund Transfers

397 00 00 05 Transfer In From 001	0.00	0.00	0.00	0.0%
397 Interfund Transfers	0.00	0.00	0.00	0.0%

Fund Revenues:

519,880.10 0.00 519,880.10 0.0%

	Amt Budgeted	Expenditures	Remaining	
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522 Fire Control

522 50 35 51 Small Tools And Minor Equipment	0.00	0.00	0.00	0.0%
000	0.00	0.00	0.00	0.0%
522 21 35 80 SCBA BOTTLES	0.00	0.00	0.00	0.0%
021 Suppression	0.00	0.00	0.00	0.0%
522 Fire Control	0.00	0.00	0.00	0.0%

594 Capital Expenditures

594 22 63 51 Capital Apparatus	0.00	0.00	0.00	0.0%
594 Capital Expenditures	0.00	0.00	0.00	0.0%

597 Interfund Transfers

2022 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION DISTRICT

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501 Equipment Fund 01/01/2022 To: 12/31/2022

Expenditures	Amt Budgeted	Expenditures	Remaining	
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597 Interfund Transfers

597 00 05 01 Transfer Out To 101	0.00	0.00	0.00	0.0%
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597 Interfund Transfers	0.00	0.00	0.00	0.0%
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Fund Expenditures:	0.00	0.00	0.00	0.0%
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Fund Excess/(Deficit):	519,880.10	0.00		
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2022 BUDGET POSITION

BENTON COUNTY FIRE PROTECTION DISTRICT

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601 Reserve Fund 01/01/2022 To: 12/31/2022

	Amt Budgeted	Revenues	Remaining	
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308 Beginning Balances

308 91 00 61 Beginning Balance	919,666.95	0.00	919,666.95	0.0%
308 Beginning Balances	919,666.95	0.00	919,666.95	0.0%

360 Investment Interest

361 11 00 61 Investment Interest	10,000.00	0.00	10,000.00	0.0%
360 Investment Interest	10,000.00	0.00	10,000.00	0.0%

380 Non Revenues

388 80 00 06 Prior Year(s) Corrections	0.00	0.00	0.00	0.0%
380 Non Revenues	0.00	0.00	0.00	0.0%

397 Interfund Transfers

397 00 01 61 Transfer In From 101	0.00	0.00	0.00	0.0%
397 Interfund Transfers	0.00	0.00	0.00	0.0%

Fund Revenues:

	929,666.95	0.00	929,666.95	0.0%
--	-------------------	-------------	-------------------	-------------

Expenditures

	Amt Budgeted	Expenditures	Remaining	
--	--------------	--------------	-----------	--

597 Interfund Transfers

597 00 00 06 Transfer Out	0.00	0.00	0.00	0.0%
597 Interfund Transfers	0.00	0.00	0.00	0.0%

Fund Expenditures:

	0.00	0.00	0.00	0.0%
--	-------------	-------------	-------------	-------------

Fund Excess/(Deficit):

	929,666.95	0.00		
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2022 BUDGET POSITION TOTALS

BENTON COUNTY FIRE PROTECTION DIS

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Fund	Revenue Budgeted	Received		Expense Budgeted	Spent	
001 General Fund	6,380,760.00	0.00	0.0%	5,080,760.00	669,184.35	13%
004 Health Reimbursement Fund	88.13	0.00	0.0%	0.00	0.00	0%
007 Separation Fund	178,260.59	0.00	0.0%	0.00	0.00	0%
099 Imprest Fund	0.00	0.00	0.0%	0.00	0.00	0%
110 EMS Fund	3,491,076.71	0.00	0.0%	1,416,080.00	6,082.54	0%
201 EMS Bond Fund	17,560.16	0.00	0.0%	0.00	0.00	0%
202 Construction Bond Fund	555,596.84	0.00	0.0%	421,800.00	0.00	0%
401 Construction Fund	1,011,573.43	0.00	0.0%	900,000.00	46,539.43	5%
501 Equipment Fund	519,880.10	0.00	0.0%	0.00	0.00	0%
601 Reserve Fund	929,666.95	0.00	0.0%	0.00	0.00	0%
	13,084,462.91	0.00	0.0%	7,818,640.00	721,806.32	9.2%

ACCOUNTS PAYABLE PAID

BENTON COUNTY FIRE PROTECTION DISTRICT #4

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Accts Pay #	Paid On	Year	Trans	Vendor ID	Vendor	Amount	Memo
11836	03/11/2022	2022	177	665	ABADAN	63.43	STA410 PRINTER USEAGE
	522 12 41 00	Contract Services		001 000 522	General Fund	63.43	STA410 PRINTER USEAGE
Invoice							
				AR177124		63.43	STA410 PRINTER USEAGE
11795	03/11/2022	2022	178	829	AT&T MOBILITY	175.48	FIRSTNET
	522 12 42 10	Cellular Phone Service		001 000 522	General Fund	175.48	FIRSTNET
Invoice							
				287286086416X0219202		175.48	FIRSTNET
11825	03/11/2022	2022	179	59	CASCADE FIRE - OREGON	299.74	BOOTS
	522 20 28 00	Uniforms (All Non-PPE)		001 000 522	General Fund	299.74	BOOTS
Invoice							
				121982		299.74	BOOTS
11796	03/11/2022	2022	180	921	CASCADE NATURAL GAS	683.43	NATURAL GAS
	522 50 47 20	Water/Sewer/Natural Gas		001 000 522	General Fund	683.43	NATURAL GAS
Invoice							
				02142022		683.43	NATURAL GAS
11826	03/11/2022	2022	181	481	CHARTER COMMUNICATIONS	42.22	STA420 TV-SPECTRUM
	522 12 41 00	Contract Services		001 000 522	General Fund	42.22	STA420 TV-SPECTRUM
Invoice							
				6816021422		42.22	STA420 TV-SPECTRUM
11827	03/11/2022	2022	182	628	CI SHRED	41.30	DOCUMENT STORAGE
	522 12 41 00	Contract Services		001 000 522	General Fund	41.30	DOCUMENT STORAGE
Invoice							
				0130970		41.30	DOCUMENT STORAGE
11797	03/11/2022	2022	183	90	DAY WIRELESS SYSTEMS	1,213.60	APP49 UPFITTING

ACCOUNTS PAYABLE PAID

BENTON COUNTY FIRE PROTECTION DISTRICT #4

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Accts Pay #	Paid On	Year	Trans	Vendor ID	Vendor	Amount	Memo
	522 60 48 00		Repair & Maint. - Automotive	001 000 522	General Fund	1,213.60	APP49 UPFITTING
	Invoice						
			714158			1,213.60	AP49 UPFITTING
11834	03/11/2022	2022	184	123	FIRE 4 ADVANCED TRAVEL	1,172.00	ADVANCED TRAVEL
	522 45 43 13		PerDiem & Lodging(EMS Office)	001 000 522	General Fund	536.00	NEW FRONTIER EMS
	522 45 43 13		PerDiem & Lodging(EMS Office)	001 000 522	General Fund	636.00	ABC360- BORSCHOWA AND BRADLEY
	Invoice						
			2052			536.00	
			2051			338.00	
			2050			298.00	
11828	03/11/2022	2022	185	972	FIREHOUSE INNOVATIONS	8,160.00	MULT-FORCE DOOR
	522 45 35 00		Tools & Equipment - Training	001 000 522	General Fund	8,160.00	MULT-FORCE DOOR
	Invoice						
			001124			8,160.00	MULT-FORCE DOOR
11798	03/11/2022	2022	186	509	HUGHES FIRE EQUIPMENT INC.	1,133.02	APP 13 PUMP SERVICE/REPAIR
	522 60 48 00		Repair & Maint. - Automotive	001 000 522	General Fund	1,133.02	APP 13 PUMP SERVICE/REPAIR
	Invoice						
			573455			1,133.02	APP 13 PUMP SERVICE/REPAIR
11799	03/11/2022	2022	186	509	HUGHES FIRE EQUIPMENT INC.	301.04	APP 21 ELECTRICAL REPAIR
	522 60 48 00		Repair & Maint. - Automotive	001 000 522	General Fund	301.04	APP 21 ELECTRICAL REPAIR
	Invoice						
			573768			301.04	APP 21 ELECTRICAL REPAIR
11800	03/11/2022	2022	186	509	HUGHES FIRE EQUIPMENT INC.	3,781.70	APP 30 SERVICE/REPAIR
	522 60 48 00		Repair & Maint. - Automotive	001 000 522	General Fund	3,781.70	APP 30 SERVICE/REPAIR
	Invoice						
			574002			3,781.70	APP 30 SERVICE/REPAIR

ACCOUNTS PAYABLE PAID

BENTON COUNTY FIRE PROTECTION DISTRICT #4

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Accts Pay #	Paid On	Year	Trans	Vendor ID	Vendor	Amount	Memo
11801	03/11/2022	2022	186	509	HUGHES FIRE EQUIPMENT INC.	5,523.59	APP 34 SERVICE/REPAIRS
	522 60 48 00	Repair & Maint. - Automotive		001 000 522	General Fund	5,523.59	APP 34 SERVICE/REPAIRS
Invoice							
	574003				APP 34 SERVICE/REPAIRS	5,084.57	
	571686				APP 34	296.48	
	573620				APP 34	142.54	
11802	03/11/2022	2022	186	509	HUGHES FIRE EQUIPMENT INC.	5,277.22	APP 39 MAINTENANCE
	522 60 48 00	Repair & Maint. - Automotive		001 000 522	General Fund	5,277.22	APP 39 MAINTENANCE
Invoice							
	571567				APP 39 MAINTENANCE	5,277.22	
11803	03/11/2022	2022	186	509	HUGHES FIRE EQUIPMENT INC.	142.54	APP 40 MAINTENANCE
	522 60 48 00	Repair & Maint. - Automotive		001 000 522	General Fund	142.54	APP 40 MAINTENANCE
Invoice							
	574218				APP40 MAINTENANCE	142.54	
11804	03/11/2022	2022	186	509	HUGHES FIRE EQUIPMENT INC.	2,423.14	APP 41 MAINTENANCE
	522 60 48 00	Repair & Maint. - Automotive		001 000 522	General Fund	2,423.14	APP 41 MAINT
Invoice							
	571902				APP 41 MAINTENANCE	2,423.14	
11805	03/11/2022	2022	186	509	HUGHES FIRE EQUIPMENT INC.	285.52	APP 43 SERVICE
	522 60 48 00	Repair & Maint. - Automotive		001 000 522	General Fund	285.52	APP 43 SERVICE
Invoice							
	573767				APP 43 SERVICE	285.52	
11806	03/11/2022	2022	186	509	HUGHES FIRE EQUIPMENT INC.	213.81	APP 44 MAINT
	522 60 48 00	Repair & Maint. - Automotive		001 000 522	General Fund	213.81	APP 44 MAINT
Invoice							
	574000				APP 44 MAINT	213.81	

ACCOUNTS PAYABLE PAID

BENTON COUNTY FIRE PROTECTION DISTRICT #4

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Accts Pay #	Paid On	Year	Trans	Vendor ID	Vendor	Amount	Memo
11807	03/11/2022	2022	186	509	HUGHES FIRE EQUIPMENT INC.	1,253.51	APP 49 MAINT
	522 60 48 00		Repair & Maint. - Automotive	001 000 522	General Fund	1,253.51	CHARGER; AUTO EJECT
					Invoice		
					573498	944.28	APP 49 MAINT
					573147	309.23	APP 49 MAINT
11808	03/11/2022	2022	176	509	HUGHES FIRE EQUIPMENT INC.	1,020.61	APP 49 MAINT
	594 22 62 04		Capital Apparatus	401 000 594	Construction Fund	1,020.61	LEVELING KIT
					Invoice		
					572660	1,020.61	APP 49 MAINT
11829	03/11/2022	2022	187	876	ISOUSOURCE	5,000.00	BLOCK SUPPORT
	522 12 41 00		Contract Services	001 000 522	General Fund	5,000.00	BLOCK SUPPORT
					Invoice		
					CW263142	5,000.00	BLOCK SUPPORT
11809	03/11/2022	2022	188	182	LN CURTIS & SONS	1,312.97	NOZZLE
	522 21 35 12		Nozzle Replacement	001 000 522	General Fund	1,312.97	NOZZLE
					Invoice		
					566627	1,312.97	NOZZLE
11810	03/11/2022	2022	189	849	NATIONAL HOSE TESTING	3,917.20	2021 FIRE HOSE & LADDER TESTING
	522 21 41 00		Professional Services	001 000 522	General Fund	3,917.20	2021 FIRE HOSE & LADDER TESTING
					Invoice		
					50417	3,917.20	2021 FIRE HOSE & LADDER TESTING
11811	03/11/2022	2022	190	860	NEWEGG	1,521.17	COMPUTER PARTS
	522 12 35 10		Office Computer Equipment	001 000 522	General Fund	1,521.17	COMPUTER PARTS
					Invoice		
					1303722216	188.20	COMPUTER PARTS
					1303738681	61.78	COMPUTER PARTS
					1303737257	1,172.84	COMPUTER PARTS

ACCOUNTS PAYABLE PAID

BENTON COUNTY FIRE PROTECTION DISTRICT #4

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Accts Pay #	Paid On	Year	Trans	Vendor ID	Vendor	Amount	Memo
				1303737238		98.35	COMPUTER PARTS
11831	03/11/2022	2022	191	885	PACIFIC OFFICE AUTOMATION	128.39	STA430 PHONE SERVICE
	522 12 42 00	Phone Service		001 000 522	General Fund	128.39	STA430 PHONE SERVICE
Invoice							
				973919		128.39	STA430 PHONE SERVICE
11830	03/11/2022	2022	192	824	PALADIN BACKGROUND	23.00	BACKGROUND
	522 12 44 00	Advertising/Notices/Recruiting		001 000 522	General Fund	23.00	BACKGROUND
Invoice							
				3191		23.00	BACKGROUND
11812	03/11/2022	2022	193	833	RINGOLDE	638.30	SWEATSHIRTS (10)
	522 20 28 00	Uniforms (All Non-PPE)		001 000 522	General Fund	638.30	SWEATSHIRTS (10)
Invoice							
				3769		638.30	SWEATSHIRTS (10)
11813	03/11/2022	2022	194	437	SEW FABULOUS	86.88	UNIFORM MAINT
	522 20 48 00	Uniform Maintenance		001 000 522	General Fund	86.88	UNIFORM MAINT
Invoice							
				1430		38.01	UNIFORM MAINT
				1435		32.58	UNIFORM MAINT
				1439		16.29	UNIFORM MAINT
11837	03/11/2022	2022	195	935	SPRINGBROOK	11,000.00	2022 SUPPORT PLUS
	522 12 41 10	Financial Services Contract(SPRI		001 000 522	General Fund	11,000.00	2022 SUPPORT PLUS
Invoice							
				INV-B000780		11,000.00	2022 SUPPORT PLUS
11814	03/11/2022	2022	196	322	STAPLES ADVANTAGE	135.85	STA 430 1ST AID KIT
	522 50 35 00	Tools & Equipment - Facilities		001 000 522	General Fund	135.85	STA 430 1ST AID KIT
Invoice							

ACCOUNTS PAYABLE PAID

BENTON COUNTY FIRE PROTECTION DISTRICT #4

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Accts Pay #	Paid On	Year	Trans	Vendor ID	Vendor	Amount	Memo
				8065322901		135.85	STA 430 1ST AID KIT
11815	03/11/2022	2022	197	625	STERICYCLE	150.32	EMS WASTE DISPOSAL
	522 70 41 10	Contract Services - EMS		001 000 522	General Fund	150.32	EMS WASTE DISPOSAL
Invoice							
				3005902905		150.32	EMS WASTE DISPOSAL
11816	03/11/2022	2022	198	742	TACOMA SCREW PRODUCTS	100.01	NUTS; SCREWS
	522 60 31 00	Expendable Supplies - Automot		001 000 522	General Fund	100.01	NUTS; SCREWS
Invoice							
				220034073-00		100.01	NUTS; SCREWS
11819	03/11/2022	2022	199	776	TARGET SOLUTIONS	10,785.97	2022 TARGET SOLUTIONS
	522 45 31 10	Training Computer Software		001 000 522	General Fund	10,785.97	2022 TARGET SOLUTIONS
Invoice							
				41681		10,785.97	2022 TARGET SOLUTIONS
11820	03/11/2022	2022	199	776	TARGET SOLUTIONS	1,240.68	VECTOR SHEDULING-USERS; SUPPORT
	522 12 31 10	Computer Software		001 000 522	General Fund	299.97	SUPPORT
	522 12 41 00	Contract Services		001 000 522	General Fund	940.71	USERS
Invoice							
				41882		940.71	VECTOR SCHEDULING-USERS
				41889		299.97	VECTOR SCHEDULING-SUPPORT
11817	03/11/2022	2022	200	475	US BANK	97.72	VISA-NEWTON
	522 12 35 00	Office Tools & Equipment		001 000 522	General Fund	97.72	PAD
Invoice							
				NEWT012022.1		97.72	VISA-NEWT
11818	03/11/2022	2022	200	475	US BANK	900.00	VISA-BENITZ
	522 45 43 20	Registration Fees(Operations)		001 000 522	General Fund	900.00	OFFICER CONF (2)
Invoice							

ACCOUNTS PAYABLE PAID

BENTON COUNTY FIRE PROTECTION DISTRICT #4

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Accts Pay #	Paid On	Year	Trans	Vendor ID	Vendor	Amount	Memo
				BENI-012022.1		900.00	VISA-BENI
11833	03/11/2022	2022	201	347	US LINEN & UNIFORM	340.18	MAT SERVICE
	522 50 48 00			Facilities	001 000 522 General Fund	340.18	MAT SERVICE
Invoice							
	2884035					45.74	MAT SERVICE
	2891659					49.57	MAT SERVICE
	2887825					36.76	MAT SERVICE
	2895440					39.52	MAT SERVICE
	2884039					81.42	MAT SERVICE
	2891664					87.17	MAT SERVICE
11821	03/11/2022	2022	202	465	VERIZON WIRELESS	776.73	CELL SERVICE
	522 12 42 10			Cellular Phone Service	001 000 522 General Fund	776.73	CELL SERVICE
Invoice							
	9899681780					776.73	CELL SERVICE
11835	03/11/2022	2022	203	817	VOYAGER	1,932.47	FUEL
	522 60 32 00			Fuels	001 000 522 General Fund	1,932.47	FUEL
Invoice							
	8693879692210					1,932.47	FUEL
11822	03/11/2022	2022	204	365	WA FIRE COMMISSIONERS ASSOC	380.00	SEMINAR-BRINK & VANBEEK
	522 11 43 31			Registration Fees	001 000 522 General Fund	380.00	SEMINAR-BRINK & VANBEEK
Invoice							
	200000506					190.00	SEMINAR-BRINK
	200000513					190.00	SEMINAR-VANBEEK
11832	03/11/2022	2022	205	814	WESTERN STATE EQUIPMENT PASCO	2,091.11	GENERATOR REPAIRS
	522 50 48 00			Repair & Maint. - Facilities	001 000 522 General Fund	2,091.11	GENERATOR REPAIRS
Invoice							
	1866519					2,091.11	GENERATOR REPAIRS
11824	03/11/2022	2022	206	907	ZIPLY FIBER	174.20	STA430 DEDICATED PHONE LINES

ACCOUNTS PAYABLE PAID

BENTON COUNTY FIRE PROTECTION DISTRICT #4

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Accts Pay #	Paid On	Year	Trans	Vendor ID	Vendor	Amount	Memo
522 12 42 00	Phone Service			001 000 522	General Fund	174.20	STA430 DEDICATED PHONE LINES

Invoice

02132022 174.20 STA430 DEDICATED PHONE LINES

Total: 75,940.05

Fund

001 General Fund 74,919.44
401 Construction Fund 1,020.61

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.



BENTON COUNTY FIRE PROTECTION DISTRICT # 4

SOG #1002

Lock Out/Tag Out

Page 1 of 3

1. Purpose

1.1. The purpose of this guide is to ensure the safety of all Benton County Fire District #4 (BCFD4) personnel by securing and preventing or restricting the use of equipment and apparatus in need of or under repair.

2. Scope

2.1. This document applies to all members of BCFD4 in all capacities.

3. Responsibilities

3.1. All BCFD4 members are responsible for properly tagging any tool, equipment, device, or vehicle found to be damaged or unsafe and in need of repair, and for reporting the findings to the shift officer and the appropriate program manager.

4. Revision Summary

Revision Date	Description
3/3/2022	Document revised to remove references to Emergency Reporting System (ERS), to update to the new document format, and to improve grammar and clarity.

5. Definitions

5.1. Red Tag – A red colored label used to identify equipment that has been deemed out of service, unsafe, and/or in need of repair.

5.2. Yellow Tag – A yellow colored label used to identify equipment that needs repairs or attention but is not a hazard and is still usable.

6. Conditions

6.1. All defective or unsafe equipment shall be immediately removed from service. In no case shall a "Red Tagged" piece of equipment be left in a location or manner where it might be inadvertently used or placed back into service.

6.2. A supply of Red and Yellow Tags will be kept at all stations.

6.3. Yellow Tags are not to be used on life safety equipment. Examples include SCBA's, AED's, or other similar type equipment.

7. Red Tag Guidelines

7.1. Record the following on the Red Tag:

7.1.1. Defect, damage, or description of problem.

7.1.2. Date Red Tag placed.

7.1.3. Name of person placing Red Tag.

7.2. Attach the Red Tag to the equipment in a prominent location.

7.3. Complete and submit a Damaged Equipment Report to the shift officer.

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Lock Out/Tag Out

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- 7.4. If the defect/damage involved any personnel injury, complete and submit a Report of Accident/Injury form to the shift officer.
- 7.5. Notify the applicable program manager of the damaged equipment.
- 7.6. If any equipment has been removed from an apparatus, attach a Yellow Tag in a visible location in the cab and request the shift officer adds applicable notes to the shift briefing.
 - 7.6.1. Depending on the importance of the equipment, a district email may be considered as well.
- 7.7. When/if available, enter needed repairs into the appropriate electronic records management system (RMS).

8. Yellow Tag Guidelines

- 8.1. Record the following on the Yellow Tag:
 - 8.1.1. Defect, damage, or description of problem.
 - 8.1.2. Date Yellow Tag placed.
 - 8.1.3. Name of person placing Yellow Tag.
- 8.2. Attach the Yellow Tag to the equipment in a prominent location if possible.
- 8.3. Complete and submit a Damaged Equipment Report to the shift officer.
- 8.4. If the defect/damage involved any personnel injury, complete and submit a Report of Accident/Injury form to the shift officer.
- 8.5. Notify the applicable program manager of the damaged equipment.
- 8.6. If any equipment on an apparatus is Yellow Tagged, attach an additional Yellow Tag in a visible location inside the cab and request the shift officer adds applicable notes to the shift briefing.
 - 8.6.1. Depending on the importance of the equipment, a district email may be considered as well.
- 8.7. When/if available, enter needed repairs into the appropriate electronic records management system (RMS).

9. Electrical Panels, Switches, Etc.

- 9.1. Any electrical switch, panel, or circuit breaker that is shut down for repair of any device on the circuit will be clearly marked and where possible, locked out to prevent accidental reenergizing of the circuit.
- 9.2. If the switch or panel has a lock out loop, place a lock through the loop to prevent operation. The individual making the repair on the device will be the sole holder of the key for the lock. The lock must remain in place until such time the repair has been completed.
- 9.3. If a switch cannot be locked out, the switch or circuit shall be de-energized, and a Red Tag will be taped or otherwise fastened over the switch to prevent operation of the circuit. The Red Tag will be signed and dated by the person placing it and may only be removed by a shift officer after verifying completion of the repair.

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Lock Out/Tag Out

10. Apparatus

- 10.1. All apparatus repairs are coordinated with the vehicle maintenance program manager.
- 10.2. If an apparatus is involved in an accident, contact the vehicle maintenance program manager if assistance is needed in determining if the apparatus must be placed out of service.
- 10.3. If an apparatus experiences or is suspected of having a safety issue such as a problem involving the brakes or steering system, remove the vehicle from service and notify the shift officer and vehicle maintenance program manager.
 - 10.3.1. The shift officer will notify dispatch to place the apparatus out of service.
- 10.4. If any apparatus is placed out of service, a Red Tag shall be secured to the top of the steering wheel, and when possible, the keys are removed from the ignition.
- 10.5. Apparatus that has been Red Tagged shall not be driven or moved unless authorized by the vehicle maintenance program manager or designee. The vehicle is not placed back into service until the required repairs have been performed.
- 10.6. When/if available, enter needed repairs into the appropriate electronic records management system (RMS).
- 10.7. Only the vehicle maintenance program manager or designee can remove a Red Tag from a vehicle and return it to service.

11. Tag Removal

- 11.1. Only when equipment has been repaired, replaced, refurbished, and/or deemed ready by the appropriate program manager will it be returned to service.
- 11.2. Program managers will coordinate with shift officers to return equipment back into service and remove tags.
 - 11.2.1. Shift briefings should reflect the status of major equipment returning to service.
 - 11.2.2. Dispatch will be notified when the apparatus is back in service.
 - 11.2.3. Depending on the importance of the equipment, a district email may be considered as well.

Adopted by fire chief

Signed by fire chief:

Printed: _____

Signed: _____

Effective Date: _____

Supersedes Date: _____



**BENTON COUNTY FIRE PROTECTION
DISTRICT # 4**

SOG #2008

Operational Guide for Unsecured Scenes

Page 1 of 4

1. Purpose

1.1. The purpose of this guide is to establish safe operating guidelines for responding personnel to emergency medical calls with potential life safety hazards to responding personnel and to provide a guideline for terminating a response due to potential life safety hazards.

2. Scope

2.1. This guide applies to Benton County Fire District #4 (BCFD4) personnel responding to medical emergencies where Law Enforcement would typically be relied upon, but Law Enforcement have determined they can no longer respond based on the new statutorily established criteria (See References section).

3. Responsibilities

3.1. Fire department officers (shift officers, incident commanders, acting officers, company officers, etc.) are responsible to ensure a scene is safe prior to entry and that it remains safe during emergency activities to the best of their ability.

4. Revision Summary

Revision Date	Description
3/3/2022	Replaces Rule #06-30 (10/20/2006), incorporates Washington State laws adopted in 2021.

5. Definitions

5.1. None

6. Conditions

- 6.1. Scene safety and personnel safety is required by law and must be the highest priority.
- 6.2. EMS providers shall continue to follow all county EMS protocols.
- 6.3. Only Law Enforcement or designated crisis responders have the power to arrest, detain, or search persons or premises. District personnel do not have the authority to detain individuals.

7. Pre-response Guideline

7.1. Acquire as much information as possible while enroute to make informed decisions about level of risk and engagement.

7.1.1. For short travel distances, consider staging at the station to gather more information.

7.2. Stage until Law Enforcement secures the scene for the following known incidents:

- Any incidents involving a weapon.
- Suicide attempt with a weapon or item that may cause harm to emergency personnel.
- A patient experiencing a mental health crisis in which the patient is or may become hostile or violent towards other people or fire department personnel.

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- Hostile or unstable incident scene involving bystanders that present a threat of violence or harm to a patient or fire department personnel.

8. Response Guideline

8.1. Determine if Law Enforcement is responding.

8.2. If Law Enforcement is responding, stage at a safe distance until Law Enforcement stabilizes the scene and directs fire department personnel to enter.

8.3. If Law Enforcement is not responding, stage at a safe distance AND consider the following options to guide the level of commitment:

8.3.1. Check the computer-aided dispatch (CAD) for premise warning history at the address.

8.3.2. Contact dispatch to solicit premise history for the address.

8.3.3. Contact the reporting party (RP) to gain situational insight.

8.3.4. Contact patient remotely, if possible, preferably via phone but if safe and feasible using a public address system. Do not use the air horn.

8.3.5. Request the patient to come outside, if possible and appropriate.

8.3.6. Assess the patient from a safe distance, if possible.

8.3.7. Be mindful of baggy clothes, known weapons or potential weapons, and unpredictable behavior.

8.3.8. Limit fire department resource exposure to scene; request and stage additional resources in a safe area until scene is confirmed safe.

8.3.9. Responding units should contact fire department officer-in-charge for direction.

8.3.10. Fire department officer-in-charge (OIC) should contact Law Enforcement OIC to determine response parameters (if applicable).

8.3.11. Consider donning body armor prior to entering scene.

8.4. If it is determined that the scene involves people in imminent likelihood of serious harm or individuals in imminent danger because of being gravely disabled, notify dispatch and Law Enforcement immediately.

8.4.1. One or both criteria should be stated in the request for Law Enforcement assistance.

8.5. If Law Enforcement is not responding and after taking the applicable precautions outlined in step 8.3, the fire department OIC determines there are compelling reasons that entering or remaining on scene and contacting the patient or providing patient care is unsafe, take the following steps:

8.5.1. If feasible and practical, contact medical control and communicate the following:

- Patient risk
- Determination that scene is unsafe
- That Law Enforcement is unable to assist

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8.5.2. The responding unit OIC may elect to update the reporting party before or after leaving the scene if no patient contact was attempted.

8.5.3. Notify dispatch with the following message, "[Unit#] will be terminating our response because we cannot secure the safety of our personnel on scene."

8.5.4. Document the incident, in detail, with the compelling reasons that terminated the call.

9. On-Scene Guideline

9.1. If Law Enforcement has indicated they are responding and does not arrive on scene within five minutes, ask for a status check from dispatch.

9.1.1. It is acceptable to request a status check if in staging for a prolonged period.

9.2. Do not call for a mutual aid Law Enforcement agency; this is the responsibility of the Law Enforcement OIC.

9.3. The following are common signs of impending violence (not all inclusive):

9.3.1. Display/threat of weapon

9.3.2. Clenched fist

9.3.3. Wild/staring eyes

9.3.4. Threatening posture

9.3.5. Threatening gestures

9.3.6. Muscle tension around jaw

9.3.7. Gritted teeth

9.3.8. Reddened face

9.3.9. Bulging neck veins

9.4. The following are mitigation/de-escalation techniques to consider if needed to make a safe withdrawal from the scene (in no order):

9.4.1. Remove irritating stimuli

9.4.2. Discuss situation calmly/establish rapport

9.4.3. Express understanding of patient's situation

9.4.4. Reinforce positive aspects of patient's situation

9.4.5. Explore patient's feelings

9.4.6. Convey respect

9.4.7. Don't judge

9.4.8. Listen

9.4.9. Develop a solution, ask:

- What helped with the last crisis?
- What would help now?

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- Can I step outside?

10. References

10.1. Washington State House Bill 1310, which became law on July 25th, 2021, addressed discriminatory policing and the use of excessive force. The bill was intended to limit and narrow circumstances where physical and deadly force is used. The bill requires Law Enforcement officers to use the least amount of physical force necessary to mitigate the circumstances and establishes a reasonable care standard for Law Enforcement. The bill is being interpreted broadly and differently by Law Enforcement agencies. These interpretations are causing challenges when fire responds to dangerous incidents or requests Law Enforcement assistance. Law Enforcement may respond (or telephone in) and determine that because no crime has been committed or the patient is not a threat to themselves or anyone else, they will not respond.

11. Reporting Considerations

11.1. If a call is terminated for safety reasons, consider the following information:

- 11.1.1. Were units staged and for how long?
- 11.1.2. Was Law Enforcement on scene, were they requested?
- 11.1.3. Was the patient or reporting party contacted?
- 11.1.4. What was the scene size up and how did it change?
- 11.1.5. Were there any weapons?
- 11.1.6. How many patients, bystanders, etc.
- 11.1.7. Any drugs or alcohol, etc.
- 11.1.8. List any hazards.
- 11.1.9. Was medical control contacted, Doctor's name?
- 11.1.10. List all pertinent times.

Adopted by fire chief

Signed by fire chief:

Printed _____

Signed _____

Effective Date: 3/3/2022

Supersedes Date: 10/20/2006



**BENTON COUNTY FIRE PROTECTION
DISTRICT # 4**

SOG #2027

Unmanned Aircraft System Guide

Page 1 of 4

1. Purpose

1.1. The purpose of this guide is to establish the operational guidelines for unmanned aircraft system (UAS) operations for Benton County Fire District #4 (BCFD4).

2. Scope

2.1. This guide is used by the pilot-in-command (PIC) when deploying, operating, recovering, or storing the BCFD4 UAS.

3. Responsibilities

3.1. Pilot-in-Command (PIC)

3.1.1. Sole responsibility for authorizing or continuing flight operations during incidents after receiving approval from the incident commander.

3.1.2. Be certified in Federal Aviation Administration (FAA) Part 107 and trained on the operations of the specific UAS platform before being allowed to deploy the UAS.

3.1.3. Comply with FAA Part 107 rules and any federal representatives of the FAA or National Transportation Safety Board (NTSB).

3.2. Incident Commander (IC)

3.2.1. The IC is responsible for the incident air space and authorizing flight operations during incidents.

4. Revision Summary

Revision Date	Description
3/3/2022	Initial Issue

5. Definitions

5.1. Eyes on - Having visual line of sight of the actual UAS or lights on the UAS. Visual line of sight must be unaided other than by corrective lenses.

5.2. Federal Aviation Administration (FAA) - The government agency regulating aircraft operations in the United States.

5.3. FAA Part 107 - A set of rules for operating a drone commercially or non-recreational purposes in the U.S. It is also used to refer specifically to the certification drone pilots must have before they can legally offer professional services.

5.4. Night operations - Drone deployments occurring during dusk, dawn, or at night.

5.5. Pilot-in-command (PIC) - The person responsible for the UAS. This person may supervise another trained person in operating the UAS controls but close enough to take immediate control of the UAS if deemed necessary.

5.5.1. The PIC will function as a part of the operational team and will report to the incident commander or other assigned supervisor.

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- 5.5.2. For a UAS, sometimes referred to as remote Pilot-in-Command (rPIC)
- 5.6. Remote observer (RO) - A designated person who maintains their "eyes on" the UAS at all times during night operations or day operations if conditions require it. The RO must be able to communicate with the PIC via voice directly, or over electronic means such as a radio.
- 5.7. Unmanned aircraft system (UAS) - This includes a UAV, a ground-based controller, and a system of communications between the two.
 - 5.7.1. The purpose of the UAS is to increase situational awareness of the incident commander and incident command staff to assist them in making safe and accurate decisions on the emergency scene.
- 5.8. Unmanned Aerial Vehicle (UAV) (commonly known as a drone) - An aircraft without a human pilot onboard. UAVs are a component of a UAS.
- 5.9. Multimedia - all photos and videos that are captured during the operation.

6. Regulations

- 6.1. BCFD4 UAS operations take place under FAA Part 107 rules

7. Procedures

7.1. All flight operations

- 7.1.1. All flights must be logged in a physical flight logbook accompanying the UAS.
- 7.1.2. The PIC verifies UAS operations are permitted in the incident airspace OR prior to conducting operations in restricted airspace, provides notification and receives authorization for operations in that restricted airspace from authorities regulating that airspace.
- 7.1.3. Immediately prior to every flight, the PIC conducts a preflight inspection of the UAS to verify the operational system is in good working order and ready for safe flight operations.
- 7.1.4. The PIC assesses local weather conditions including wind speed, cloud ceiling, and visibility to ensure operational safety and FAA regulatory compliance prior to authorizing UAS operations.
 - 7.1.4.1. Weather conditions must be monitored throughout flight operations to ensure continued safe operating conditions.

7.2. Emergency flight operations

7.2.1. Daylight hours flight operations

- 7.2.1.1. Daylight emergency operations are only conducted after receiving explicit authorization from the incident commander.

7.2.2. Dusk, dawn, and night hours flight operations

- 7.2.2.1. Night emergency operations are only conducted after receiving explicit authorization from the incident commander.
- 7.2.2.2. For night operations, the UAS must be equipped with anti-collision signal lights of sufficient intensity to be visible for a minimum of three (3) statute miles. The lights must flash at rate sufficient to avoid a collision.

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7.2.2.3. To help track and follow the UAS during night operations, the PIC must have one or more RO's.

7.2.2.3.1. The RO's primary responsibility is keeping "eyes on" the UAS. In the event the RO loses "eyes on" the UAS and cannot reacquire "eyes on" within 10 seconds, they must immediately verbally notify the PIC.

7.3. Non-emergency flight operations

7.3.1. Whenever possible, non-emergency flight operations should take place during the day.

7.3.1.1. Night non-emergency operations require an RO and anti-collision signal lights just as night emergency operations.

7.3.2. The PIC should communicate the anticipated location and duration of non-emergency flight operations to the shift officer.

7.4. Multimedia capture, storage, and retention

7.4.1. All multimedia from an operational deployment will be captured, stored, and retained with the official fire report.

7.4.2. Release of multimedia will comply with district information release policies.

7.4.3. All captured multimedia will be retained in its entirety in an unedited form, regardless of content.

7.5. UAS crash, damage, loss of control or system loss

7.5.1. All incidents of UAS crash, damage, loss of control or system loss will be reported in a timely manner by completing a Damaged Equipment Form.

7.5.2. If crash, damage, or system loss qualifies as a reportable incident to the FAA due to injury or property damage threshold levels, timely notifications to FAA will be made according to FAA part 107 regulations.

7.5.3. If loss of control results in violation of controlled airspace, timely notifications will be made to Air Traffic Control, or controlling organization, for the violated airspace, as well as the FAA, according to FAA part 107 regulations.

8. Guidelines

8.1. UAS operations at an incident are carried out by an assigned UAS response unit. The PIC is the leader of that unit. The safe deployment, operations, and recovery of the UAS are the sole tasks assigned to the PIC prior to and during UAS operations.

8.2. Upon completion of all UAS duties, the UAS operations unit and PIC may be assigned to other duties by the incident commander.

9. Reference Documents

9.1. <https://www.ecfr.gov/cgi-bin/text-idx?node=pt14.2.107&rgn=div5> – FAA Part 107 Rules

10. Operational Considerations

10.1. Upon notification of impending manned aircraft activity at an incident, all UAS operations must be grounded as soon as possible and remain grounded until the manned aircraft has left the area and the incident commander reauthorizes UAS operations.

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- 10.2. Each PIC may only operate one (1) UAS at a time.
- 10.3. During an incident, the PIC must receive explicit authorization from the incident commander prior to all UAS operations.
 - 10.3.1. The PIC or the incident commander may revoke authorization for continued operations during an incident at any time, for any reason. Explicit authorization is required from both parties before resuming operations.
 - 10.3.2. In the event of revoked authorization, the PIC shall safely cease operations, recover, and secure the UAS as soon as reasonably possible depending on operational conditions.

11. Program Goals

- 11.1. The goal of the UAS program is to provide improved safety, visibility, and situational awareness to responding crews during an emergency incident.

Adopted by fire chief

Signed by fire chief:

Printed _____

Signed _____

Effective Date: _____

Supersedes Date: Initial Issue _____



**BENTON COUNTY FIRE PROTECTION
DISTRICT # 4**

Policy #121

Loan of District Equipment

Page 1 of 2

1. Purpose

1.1. The purpose of this policy is to set the rules and standards regarding loaning district owned equipment.

2. Scope

2.1. This policy applies to all district personnel when loaning district equipment or accepting equipment back when loaned to another person or entity.

2.2. This policy does not apply to life jackets.

3. Responsibilities

3.1. Shift officers are responsible for notifying the program manager when district equipment is requested for loan and approving requests, as necessary.

3.2. Program managers are responsible for:

3.2.1. Approving loans of equipment within their program whenever possible.

3.2.2. Contacting the borrower regarding the loaned equipment to coordinate the return.

3.2.3. Ensuring returned equipment is in proper working order and inspected when returned, including any follow-up with borrower.

3.3. The fire chief has overall responsibility for district equipment and may authorize permission to loan equipment in the absence of or in place of a program manager or shift officer.

4. Revision Summary

Revision Date	Description
3/3/2022	Previously Rule #06-13, updated to new format and template, added responsibilities, shifted responsibilities to program managers, created procedure to assist with process, added requirement for Equipment Hold Harmless Agreement.

5. Definitions

5.1. None

6. Conditions

6.1. **Loan of any in-service emergency equipment is strictly prohibited, except for medical equipment required for the continuation of patient care unless authorized by the fire chief!**

6.2. The Equipment Loan Form **AND** Equipment Hold Harmless Agreement must be completed and signed by the borrower and the program manager or shift officer or fire chief for ALL property loans.

6.2.1. An expected date of return shall be included when the equipment is loaned.

7. Procedure

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Loan of District Equipment**

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- 7.1. When a request for district equipment is received, ensure the program manager is notified.
- 7.2. If possible, obtain permission from the program manager.
- 7.3. Inspect the property and record any damage, defects, or other comments on the Equipment Loan Form.
- 7.4. Ensure the "CHECKOUT PERIOD" and "DUE DATE" are entered on the form.
- 7.5. Ensure both the borrower and approver sign the form (shift officer, program manager, or fire chief must sign as district representative).
- 7.6. Forward the form to the program manager AND send a copy of the form to the BCFD4 administrative assistant.

8. Forms

- 8.1. The Equipment Loan Form and Equipment Hold Harmless Agreement can be found on the public server at P:\Forms\Equipment-Loan-Form.pdf and P:\Forms\Equipment-Hold-Harmless.pdf respectively.

Adopted by BCFD4 Commissioners

Signed by fire chief:

Printed _____

Signed _____

Effective Date: _____

Supersedes Date: Rule #06-13 10/10/06



Benton County Fire Protection District No. 4

RESOLUTION NO. 2022-03


EQUIPMENT SURPLUS

WHEREAS, the Benton County Fire Protection District No.4 Commissioners have declared that the equipment on the Appendix A is no longer needed by the District;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Fire Commissioners of Benton County Fire Protection District No.4, hereby excess the listed items.

ADOPTED at the regular meeting of the Board of Fire Commissioners of Benton County Fire Protection District No.4 on this 3rd day of March 2022 the following Commissioners being present and voting.


Chairperson


Commissioner


Commissioner

Attest:


District Secretary

Appendix A

Wildland pants

L 30-3
L 28-2
XL 34
L 28-2
XL reg-4
L 32-2
M 34
M 28-3
M 30
S 28
XL 32
M reg-2
S 30

Wildland Shirts and coats

M coat-4
S shirt
4xl coat
L coat-3
XL coat
L shirt-2
S coat
M shirt

Structure boots

size 12, 10, 9/12