



10/1/2024

**FIRE PENSION BOARD AGENDA  
210 W. 6TH AVE, KENNEWICK CITY HALL  
CASCADE CONFERENCE ROOM**

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4:45 PM

- 1. CALL TO ORDER:**
- 2. ATTENDANCE:**
- 3. APPROVAL OF MINUTES:**
  - a. Approval of the Minutes September 3, 2024
- 4. TREASURER'S REPORT:**
  - a. Treasurer's Report August
- 5. FIRE CLAIMS:**
  - a. Summary of claims
- 6. NEW BUSINESS:**
  - a. Introduce Jessica Platt as Finance Director
- 7. UNFINISHED BUSINESS:**
- 8. BOARD COMMENTS/DISCUSSION:**
- 9. ADJOURNMENT:**

**NEXT MEETING DATE: November 5, 2024**

**FIRE PENSION BOARD  
MEETING MINUTES  
September 3, 2024 – DRAFT**

1. **CALL TO ORDER:** Mayor Gretl Crawford called the meeting to order at 4:53 p.m. *(Note: the meeting was delayed due to a longer than typical Disability Board meeting immediately preceding the Fire Pension Board meeting).*
2. **ATTENDANCE:** In addition to Mayor Crawford, present were Deputy City Manager Dan Legard, City Clerk Krystal Townsend, Deputy City Clerk Brandi Ralston and Gary Williams.
3. **APPROVAL OF MINUTES:** The minutes of July 2, 2024, were unanimously approved as presented.
4. **TREASURER’S REPORT - JULY:**

Mr. Legard delivered the Treasurer's report for July. Mr. Legard then answered a question regarding the Year to Date column on the report.

**The Treasurer’s report was unanimously approved as presented without further discussion.**
5. **FIRE CLAIMS:** None
6. **NEW BUSINESS:** Mrs. Ralston noted that Tom Reich provided notice that he would be absent from the meeting. **A motion to excuse Mr. Reich from the meeting was unanimously approved as presented.**
7. **UNFINISHED BUSINESS:** None
8. **COMMENTS/DISCUSSION:** None
9. **ADJOURNMENT:** Mayor Crawford concluded the meeting at 4:58 p.m.

**DRAFT**

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Brandi Ralston, CPRO  
Deputy City Clerk

CITY OF KENNEWICK  
FIRE PENSION FUND

Preliminary Financial Statements

August 31, 2024

**CITY OF KENNEWICK**

**Fire Pension Fund**

Balance Sheet  
August 31, 2024

	Current Year	Prior Year
<b><u>Assets</u></b>		
Equity in Pooled Cash & Investments	\$ 1,250,617	\$ 1,101,970
Investments	-	6,390
Interest Receivable	-	86
	-	86
Total Assets	\$ 1,250,617	\$ 1,108,446
<b><u>Liabilities</u></b>		
Accounts Payable	\$ -	\$ -
Total Liabilities	-	-
<b><u>Fund Balance</u></b>		
Restricted Fund Balance	1,250,617	1,108,446
Total Fund Balance	1,250,617	1,108,446
Total Liabilities and Fund Balance	\$ 1,250,617	\$ 1,108,446

**CITY OF KENNEWICK**

**Fire Pension Fund**

Income Statement

August 31, 2024

	2024 Budget	Current Month	Year To Date	Over (Under) Budget	Prior Year To Date
<b><u>Revenues:</u></b>					
Real and Personal Property Tax	\$ 67,000		\$ 33,500	\$ (33,500)	\$ 33,500
Fire Insurance Premium Tax	124,000	-	131,035	7,035	122,492
Investment Interest	27,000	4,000	31,885	4,885	27,102
<b>Total Revenues</b>	<b>218,000</b>	<b>4,000</b>	<b>196,421</b>	<b>(21,579)</b>	<b>183,094</b>
<b><u>Expenditures:</u></b>					
Retirement Allowance	146,000	5,554	48,403	(97,597)	84,034
Actuarial Study	-	-	3,700	3,700	-
Office Supplies	25	-	86	61	-
Postage Expense	125	-	-	(125)	-
Travel and Training	2,000	-	-	(2,000)	-
<b>Total Expenditures</b>	<b>148,150</b>	<b>5,554</b>	<b>52,189</b>	<b>(95,961)</b>	<b>84,034</b>
<b>Net Income (Loss)</b>	<b>69,850</b>	<b>(1,554)</b>	<b>144,232</b>	<b>74,382</b>	<b>99,060</b>
<b>Beginning Fund Balance</b>	<b>1,106,385</b>	<b>1,252,171</b>	<b>1,106,385</b>	<b>-</b>	<b>1,009,386</b>
<b>Ending Fund Balance</b>	<b>\$ 1,176,235</b>	<b>\$ 1,250,617</b>	<b>\$ 1,250,617</b>	<b>\$ 74,382</b>	<b>\$ 1,108,446</b>

CITY OF KENNEWICK  
OTHER POST EMPLOYMENT BENEFITS  
TRUST FUND

Preliminary Financial Statements

August 31, 2024

<b>CITY OF KENNEWICK</b>
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## Other Post Employment Benefits Trust Fund

Balance Sheet  
August 31, 2024

	Current Year	Prior Year
<b><u>Assets</u></b>		
Equity in Pooled Cash & Investments	\$ 5,302,006	\$ 4,755,493
Investments	-	6,390
Interest Receivable		86
	\$ 5,302,006	\$ 4,761,969
<b><u>Liabilities</u></b>		
Accounts Payable	\$ -	\$ -
Total Liabilities	-	-
<b><u>Fund Balance</u></b>		
Committed Fund Balance	5,302,006	4,761,969
Total Fund Balance	5,302,006	4,761,969
Total Liabilities and Fund Balance	\$ 5,302,006	\$ 4,761,969

**CITY OF KENNEWICK**

**Other Post Employment Benefits Trust Fund**

Income Statement

August 31, 2024

	2024 Budget	Current Month	Year To Date	Over (Under) Budget	Prior Year To Date
<b><u>Revenues:</u></b>					
Water and Sewer Utility Tax	\$ 786,900	\$ 63,095	\$ 504,758	\$ (282,142)	\$ 491,740
Investment Interest	119,000	18,000	144,080	25,080	118,781
<b>Total Revenues</b>	<b>905,900</b>	<b>81,095</b>	<b>648,838</b>	<b>(257,062)</b>	<b>610,520</b>
<b><u>Expenditures:</u></b>					
Medical Insurance	381,000	26,197	192,135	(188,865)	214,856
Medical and Prescriptions	199,500	7,234	40,928	(158,572)	98,936
Disability Board Secretary	2,000	-	-	(2,000)	1,566
Office Supplies	50	-	-	(50)	-
Postage Expense	300	-	12	(288)	297
Travel and Training	2,000	-	2,851	851	4,571
Contractual/Consulting Services	-	-	3,700	3,700	-
Copier Charges	15	-	-	(15)	-
<b>Total Expenditures</b>	<b>584,865</b>	<b>33,431</b>	<b>239,626</b>	<b>(345,240)</b>	<b>320,226</b>
<b>Net Income (Loss)</b>	<b>321,035</b>	<b>47,664</b>	<b>409,213</b>	<b>88,178</b>	<b>290,294</b>
<b>Beginning Fund Balance</b>	<b>4,892,793</b>	<b>5,254,342</b>	<b>4,892,793</b>	<b>-</b>	<b>4,471,674</b>
<b>Ending Fund Balance</b>	<b>\$ 5,213,828</b>	<b>\$ 5,302,006</b>	<b>\$ 5,302,006</b>	<b>\$ 88,178</b>	<b>\$ 4,761,969</b>

MEETING DATE: October 1, 2024  
FIRE PENSION BOARD  
FROM: BRANDI RALSTON, PUBLIC RECORDS OFFICER DISABILITY BOARD SECRETARY  
RE: FIRE PERSONNEL BUDGET NO. J2517210 . 520012

VENDOR#	Date of Service	Claim Type	Provider Type	TOTAL
19	8/16/2024	Perscription RX	Brand Direct Health	\$ 198.99

\$ 198.99

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JIM KRAFT, POLICE REPRESENTATIVE

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GARY WILLIAMS, FIRE REPRESENTATIVE

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KATHRYN ARMSTRONG, MEMBER AT LARGE

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GRETEL CRAWFORD, MAYOR

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CHUCK TORELLI, COUNCIL MEMBER

LEOFF I – CERTIFICATION CLAIM FORM – FIRE

I hereby certify under penalty of perjury that this is a true and correct claim for necessary medical expenses incurred by me, and that no payment has been received by me on account thereof.

I further certify that I am an active/retired member of the Kennewick Fire Department; that the following claim was required by an allowable provider; I am enclosing the required explanation of benefits; and that I am eligible for reimbursement under the following plan(s):

Asuris [ ] Medicare [ ] Other  city fire pension

Date of Service	Condition or Illness Or Prescription Name	Provider of Service	Bill Charged	Co-pay Amount
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8.16.24	Cerefolin	BDH	# 198.99	0
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TOTAL: \$ 198.99

Print Name

[Redacted Name]

[Redacted Name]

Sep 10, 2024  
Date

Board Use Only

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P.O. Box 1017  
 Bedminster, NJ 07921-1017  
 Tel: 866.331.6440

NCPDP: 5732323  
 NPI: 1982936886

## Medical Expense Report

10

DATE RANGE: 8/1/2024 - 8/19/2024

DOB: [REDACTED]



### Item #1

PRODUCT INFORMATION						
DISPENSED DATE	RX NUMBER	DRUG NAME PRODUCT CODE	SIG	QTY	DAYS SUPPLY	PRESCRIBER
8/16/2024	036745457r/3	Cerefolin NAC Levomefolate/Methylcob/N- Acetylcys/Algae-S 6/2/600/90.314 mg Tab 00525055590	TAKE 1 TABLET BY MOUTH DAILY	90	90	KARLSON, KATIE
PAYMENT INFORMATION						
ORDER	PRODUCT PRICE	DATE(S) PAID	AMOUNT(S) PAID FOR PRODUCT+	SHIPPING FEE	SALES TAX	PAYMENT TYPE*
1773097	\$195.99	8/16/2024	\$195.99	\$3.00	\$0.00	FULL PAY

**TOTAL AMOUNT PAID: \$198.99**

\*If PAYMENT TYPE is 3 PAY, the amount charged was only 1/3 of the total Product Price that appears above. The second and third payments were automatically charged on the same date for the next two months. The 3 PAY Program has a convenience fee of \$6.00 and is applied to the first payment.

+AMOUNT PAID FOR PRODUCT does not include sales tax or shipping fee. Payments have been scheduled as noted. The Amount Paid total reflects only amounts paid to date or within the date range noted above.

