



# East County Fire and Rescue

600 NE 267th Avenue Camas, WA 98607

(360) 834-4908 (phone)

(360) 835-8920 (fax)

www.ecfr.us



## Regular Board of Fire Commissioners Meeting July 07, 2026

Station 91

6:30 PM

Agenda



This meeting will be held in hybrid format, in-person and using Zoom video conferencing. The link and telephone dial-in number are provided below:

Video Conferencing Link: <https://us02web.zoom.us/j/89714813004>

Dial-In Telephone Number: (253) 215-8782

Meeting ID: 897 1481 3004 and Passcode: 159082

*This meeting is being recorded, please silence or turn off your personal cell phones, pagers, etc.*

### Call to Order

### Flag Salute

### Agenda Adjustments

### Consent Agenda

- Approval of June 16, 2026 Regular Board Meeting Minutes.
- Approval of June 16, 2026 Local BVFF&RO Meeting Minutes.
- Approval of July 02, 2026 Commissioner Staff Workshop Minutes.
- Approval of Financial Transactions.
- Excuse absent Commissioner(s).

### Public Input

### Correspondence

## Staff Reports

1. Chief Black.
2. Assistant Chief Jacobs.
3. Safety Committee.

## Fire District Business

1. Purchase Request for hoses, nozzles, and adapters, per quote from LN Curtis, in the amount of \$13,857.59.
2. Purchase Request for “Train the Trainer” registration and per diem (travel, lodging, and meals) for Captains Sorensen and Prasch, per quote from Blue Card and estimates from Capt. Sorensen, in the amount of \$12,246.00 (not to exceed \$13,000).
3. Adoption of SOP 1.1.13 – Public Record Retention
4. Adoption of SOP 1.3.7 – Revenue
5. Adoption of SOP 1.3.11 – Grants and Grant Management
6. Adoption of SOP 1.3.12 – Financial Risk Management
7. Adoption of SOP 1.3.13 – Transparency and Accountability
8. Adoption of SOP 1.3.14 – General Financial Guidelines
9. Adoption of SOP 1.4.6 – Long Term Financial Plan
10. Adoption of SOP 1.4.7 – Capital Projects Plan

## Committee Meetings:

- Communication with Neighboring Elected Officials.
  - City of Camas – rescheduled meeting TBA.
  - City of Washougal – next meeting TBA.
- Risk Group – next meeting July 08, 2026 at 8:00 AM.
- East County Ambulance Advisory Board (ECAAB) – next meeting August 12, 2026 at 4:00 PM.
- Safety Meeting – next meeting July 22, 2026 at 7:30 PM at Station 91.

## Commissioner Comments

### Public Comment

### Local Board for Volunteer Firefighters and Reserve Officers

### Upcoming Meetings

- Review of the district’s monthly event calendar.
- Next Regular Board Meeting July 21, 2026 Station 91 at 6:30 PM – hybrid format.

- Next Commissioner Staff Workshop Meeting – August 6, 2026 at 3:00 PM – hybrid format.

### **Executive Session**

RCW 42.30.110 (1) (g): To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee.

### **Adjournment**



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## Board of Fire Commissioners Consent Agenda

July 07, 2026

1. Approval of minutes:
  - June 16, 2026 Regular Board Meeting Minutes.
  - June 16, 2026 BVFF Meeting Minutes.
  - July 02, 2026 Commissioner Staff Workshop Minutes.
2. Invoices in the amount of \$17,217.87 check numbers 16224 through 16229 dated June 16, 2026.
3. Invoices in the amount of \$974.65 check numbers 16230 through 16230 dated June 24, 2026.
4. Invoices in the amount of \$1,798.76 check numbers 16231 through 16233 dated June 24, 2026.
5. Approved commissioner stipends for the period of June 16, 2026 through June 30, 2026 with a July 10, 2026, pay date.

Name	Regular Meeting	Committee Meeting	Special Meeting	Education	Other	Total
Addis	1	0	0	0	0	1
Hofmaster	1	0	0	0	0	1
Holt	1	0	0	0	0	1
Martin	1	0	0	0	0	1
Seeds	1	0	0	0	0	1

6. Voided/Destroyed Claims/Payroll Warrants.
7. Excuse absent Commissioner(s).
8. Payroll/Benefits/EFT's in the amount of \$94,040.34 (Payroll).

\_\_\_\_\_  
Joshua Seeds, Chairperson

\_\_\_\_\_  
Brendan Addis, Vice Chair

\_\_\_\_\_  
Martha Martin, Commissioner

\_\_\_\_\_  
Steve Hofmaster, Commissioner

\_\_\_\_\_  
Eric Holt, Commissioner



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## Regular Board of Fire Commissioners Meeting

June 16, 2026

Station 91

6:30 PM

Draft Minutes

### Attendance

Joshua Seeds

Brendan Addis

Martha Martin

Steve Hofmaster

Eric Holt

Deputy Chief Brown

Assistant Chief Jacobs

Pam Jensen

Teresa Guard

### Call to Order

Chairperson Joshua Seeds called the meeting to order at 6:31 PM. This meeting was conducted in hybrid format to allow for in-person or video conference participation.

### Flag Salute

Deputy Chief Sammy Brown led the flag salute.

### Agenda Adjustments

#### Consent Agenda

- Approval of June 02, 2026 Regular Board Meeting Minutes.
- Approval of June 02, 2026 Local BVFF&RO Meeting Minutes.
- Approval of June 04, 2026 Commissioner Staff Workshop Meeting Minutes.
- Approval of Financial Transactions.
- Excuse absent Commissioner(s).

**Motion by Commissioner Addis** to approve the consent agenda, **seconded by Commissioner Hofmaster. Motion passed unanimously.**

### Public Input

No comments.

### Correspondence

None.

### Staff Reports

1. Chief Black's report was presented by Finance Officer Pam Jensen and Deputy Chief Brown. A copy is in the meeting packet.
2. Assistant Chief Jacobs gave his report; a copy is in the meeting packet.
3. Assistant Chief Jacobs reported that per the Safety Committee there were no new accidents/incidents since the last board meeting. Minutes from the additional Safety Committee Meeting on June 08, 2026 are forthcoming.

### Fire District Business

1. Purchase Request for Station 91 Landscaping Project, per quote from Arborscape Tree Care, in the amount of \$21,252.24. Commissioners discussed work included in bid and deferred decision-making on Purchase Request for Station 91 Landscaping Project.
2. Purchase Request for Station 94 bay door installation, per quote from Lewis River Overhead Doors, in the amount of \$14,796.00.  
**Motion by Commissioner Hofmaster** to approve Purchase Request for Station 94 bay door installation, per quote from Lewis River Overhead Doors, in the amount of \$14,796.00, **seconded by Commissioner Martin. Motion passed unanimously.**
3. Purchase Request for PPE items for Volunteer and Career Staff, per quote from MES Life Safety, in the amount of \$11,256.03.  
**Motion by Commissioner Holt** to approve Purchase Request for PPE items for Volunteer and Career Staff, per quote from MES Life Safety, in the amount of \$11,256.03, **seconded by Commissioner Addis. Motion passed unanimously.**

### Committee Meetings

1. Communication with neighboring elected officials.
  - City of Camas – May 28, 2026 meeting being rescheduled (date TBA).
  - City of Washougal – Next meeting TBA.
2. Next Risk Group Meeting – July 08, 2026.
3. Next East County Ambulance Advisory Board (ECAAB) meeting will be August 12, 2026 at 4:00 PM.
4. Safety Meeting – held June 08, 2026. Next meeting July 22, 2026 at 7:30 PM at Station 91.

### Commissioners Comments

**Commissioner Martin** – Searched through WA State Archives to view ECFR's historical minutes, and found the East County Fire and Rescue incorporation documents from May 2006. Presented these to the group with a short history, and brought in a flash drive of photos from 2007 to present to share. Also noted that when districts merge there isn't a single ballot, but two concurrent ballots (one ballot for those in the area potentially being annexed, and one for those in the area annexing).

**Commissioner Hofmaster** – Thanked Commissioner Martin for her research.

**Commissioner Holt** – Expressed his appreciation for Captain Burch and the work he’s done to coordinate and get bids for facilities projects.

**Commissioner Addis** – Thanked Administrative staff for calculating his attendance and noted that we may need to follow-up on electronic signatures for banking system. Gave an update on video project— interview pieces with Commissioners and Chief are done, will be reaching out to schedule interviews with a couple of the fire staff. Also expressed appreciation for DNR’s presence in the district.

**Commissioner Seeds** – no comments.

### Public Input

Robert Jacobs asked if it was possible to cost-share the electricity bill with the Dept. of Natural Resources, as he often notices that the lights are on at Station 93 at all hours. Discussion of solutions, lease terms, and revisiting DNR’s interest in an ongoing agreement ensued.

### Local Board for Volunteer Firefighters and Reserve Officers

#### Upcoming Meetings

- Review of the district’s monthly event calendar.
- Next Regular Board meeting will be July 07, 2026 Station 91 at 6:30 PM, hybrid format.
- Next Commissioner Staff Workshop Meeting July 02, 2026 Station 91 at 3:00 PM, hybrid format.

Both the Commissioner Staff Workshop and regular board meeting will be in hybrid format allowing for in-person or video conference participation. The link for video conference participation is provided on the district’s website. ([www.ecfr.us](http://www.ecfr.us)).

#### Executive Session

#### Adjournment

**Motion by Commissioner Addis** to adjourn at 7:32 PM, **seconded by Commissioner Hofmaster**. **Motion passed unanimously.**

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Joshua Seeds, Chairperson

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Brendan Addis, Vice Chair

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Martha Martin, Commissioner

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Steve Hofmaster, Commissioner

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Eric Holt, Commissioner

**Attest**

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Teresa Guard, District Secretary  
Steve Black, Chief (Alternate)



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## Local Board for Volunteer Fire Fighters & Reserve Officers Meeting June 16, 2026

Station 91  
Draft Minutes

### Attendance

Joshua Seeds

Brendan Addis

Martha Martin

Steve Hofmaster

Eric Holt

Deputy Chief Brown

Assistant Chief Jacobs

Pam Jensen

Teresa Guard

### Call to Order

Chairperson Joshua Seeds called the meeting to order at 19:28 via Hybrid Meeting. This meeting was conducted in hybrid format to allow for in-person or video conference participation.

### Business

No business.

### Adjournment

The local board adjourned at 19:28.

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Joshua Seeds, Commissioner Chairperson  
Brendan Addis, (Alternate)

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Martha Martin, Commissioner  
Steve Hofmaster (Alternate)

---

Steven Black, Chief  
Robert Jacobs, Assistant Chief (Alternate)

### Attest

---

Teresa Guard, District Secretary  
Steven Black, Chief (Alternate)



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## Commissioner Staff Workshop Meeting

July 02, 2026

Station 91

3:00 PM

Draft Minutes

### Attendance

Martha Martin

Steve Hofmaster

Deputy Chief Sammy Brown

Jacob Dobbins

Brendan Addis

Chief Steven Black

Teresa Guard

Stephen Vera

Joshua Seeds

Pam Jensen

Kevin Hawkey

Dalton Payne

### Call to Order

Chairperson Joshua Seeds called the meeting to order at 15:04 pm. This meeting was in hybrid version in-person/video conference format.

### Fire District Business

Introductions.

Strategic Vision Roundtable.

Review of Community Risk Assessment and Standard of Cover.

Discussion around the direction and future of ECFR including:

- Formation of new Camas-Washougal Regional Fire Authority, current and future governance models;
- Resource deployment and distribution and aging facilities;
- City of Camas annexation/movement of the urban growth area boundary;
- Relationships with neighboring departments/districts and mutual aid;
- Future training opportunities around roper operations, water rescue, emergency medical services, etc.

### Executive Session

### Adjournment

Meeting adjourned at 16:39.

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Joshua Seeds, Chairperson

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Brendan Addis, Vice Chair

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Martha Martin, Commissioner

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Steve Hofmaster, Commissioner

---

Eric Holt, Commissioner

**Attest**

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Teresa Guard, District Secretary  
Steven Black, Chief (Alternate)

# CHECK REGISTER

East County Fire & Rescue

Time: 15:10:16 Date: 07/07/2026

06/16/2026 To: 06/30/2026

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
680	06/16/2026	Claims	6291	16224	CLARK PUBLIC UTILITIES	532.61	Account no. 7200-239-7 - Electric service for Station 91. Service period 05/07/2026 - 06/05/2026.
681	06/16/2026	Claims	6291	16225	DAY MANAGEMENT CORPORATION	275.40	Invoice # INV923751 - Technician labor to diagnose/resolve siren issue on apparatus # 1023.
682	06/16/2026	Claims	6291	16226	KAUFMAN DIRECT MAIL INCORPORATE	3,786.23	Invoice # 8587 - Postage and print and mail services for levy postcard mailer.
683	06/16/2026	Claims	6291	16227	MES SERVICE COMPANY, LLC	265.68	Invoice # IN2526241 - Pro-Tech 8 Fusion Pro Structural Glove (size L/XL; qty. 3)
684	06/16/2026	Claims	6291	16228	STATE AUDITOR'S OFFICE	776.05	Invoice # L175708 - Accountability and Financial Audit for years 2024-2025. Audit # 63754. 5.5 hours billed (2 hrs Accountability Audit; 3.5 hrs Financial Audit).
685	06/16/2026	Claims	6291	16229	U.S. BANK (One Card)	11,581.90	Account ending in 3017 - June 2026 Statement
722	06/24/2026	Claims	6291	16231	John M Prasch	952.00	Reimbursement Morrill Fire - per diem 3/14/2026-3/27/2026.
723	06/24/2026	Claims	6291	16232	ERIC TIERNEY	750.00	Invoice # 07/01/2026 - July 2026 IT Services.
721	06/24/2026	Claims	6292	16230	DAY MANAGEMENT CORPORATION	974.65	Invoice # INV920174 - Labor, install kit, and hardware for installation of APX 8500 into new WT (#1025).
						18,919.87	
						974.65	
						19,894.52	Claims: 19,894.52
						19,894.52	

# CHECK REGISTER

East County Fire & Rescue

Time: 15:11:11 Date: 07/07/2026

06/16/2026 To: 06/30/2026

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
686	06/25/2026	Payroll	6291	EFT		585.79	
687	06/25/2026	Payroll	6291	EFT		2,930.07	
688	06/25/2026	Payroll	6291	EFT		4,249.82	
689	06/25/2026	Payroll	6291	EFT		3,852.72	
690	06/25/2026	Payroll	6291	EFT		3,302.34	
691	06/25/2026	Payroll	6291	EFT		3,644.23	
692	06/25/2026	Payroll	6291	EFT		3,097.32	
693	06/25/2026	Payroll	6291	EFT		2,523.82	
694	06/25/2026	Payroll	6291	EFT		1,451.79	
695	06/25/2026	Payroll	6291	EFT		3,037.40	
696	06/25/2026	Payroll	6291	EFT		2,535.81	
697	06/25/2026	Payroll	6291	EFT		439.35	
698	06/25/2026	Payroll	6291	EFT		292.90	
699	06/25/2026	Payroll	6291	EFT		2,383.99	
700	06/25/2026	Payroll	6291	EFT		3,263.94	
701	06/25/2026	Payroll	6291	EFT		292.90	
702	06/25/2026	Payroll	6291	EFT		3,044.31	
703	06/25/2026	Payroll	6291	EFT		2,949.61	
704	06/25/2026	Payroll	6291	EFT		2,518.49	DEDUCTED 6/10/2026 PAYROLL LIABILITIES OF 69.74 RE: MISC PAYROLL LIABILITIES.
705	06/25/2026	Payroll	6291	EFT		1,815.26	
706	06/25/2026	Payroll	6291	EFT		2,719.87	
707	06/25/2026	Payroll	6291	EFT		439.35	
708	06/25/2026	Payroll	6291	EFT		3,104.93	
709	06/25/2026	Payroll	6291	EFT		3,176.72	
710	06/25/2026	Payroll	6291	EFT	IAFF2444	1,722.37	Pay Cycle(s) 06/25/2026 To 06/25/2026 - IAFF Dues
711	06/25/2026	Payroll	6291	EFT	DEPT OF RETIREMENT SYSTEMS	11,404.49	Pay Cycle(s) 06/25/2026 To 06/25/2026 - DComp
712	06/25/2026	Payroll	6291	EFT	DEPT OF RETIREMENT SYSTEMS	397.13	Pay Cycle(s) 06/25/2026 To 06/25/2026 - PERS2
713	06/25/2026	Payroll	6291	EFT	DEPT OF RETIREMENT SYSTEMS	233.56	Pay Cycle(s) 06/25/2026 To 06/25/2026 - PERS3
714	06/25/2026	Payroll	6291	EFT	DEPT OF RETIREMENT SYSTEMS	11,570.97	Pay Cycle(s) 06/25/2026 To 06/25/2026 - LEOFF2
715	06/25/2026	Payroll	6291	EFT	DEPT OF RETIREMENT SYSTEMS	235.41	Pay Cycle(s) 06/25/2026 To 06/25/2026 - Roth DComp
716	06/25/2026	Payroll	6291	EFT	IRS	10,862.68	941 Deposit for Pay Cycle(s) 06/25/2026 - 06/25/2026
717	06/25/2026	Payroll	6291	EFT	OR Department of Revenue	764.00	Pay Cycle(s) for OR Tax: 06/25/2026 - 06/25/2026
718	06/25/2026	Payroll	6291	EFT	WASHINGTON STATE SUPPORT REGISTRY	350.00	Pay Cycle(s) 06/25/2026 To 06/25/2026 - WA Child Support
724	06/24/2026	Payroll	6291	16233	OPEIU Local 11	96.76	Pay Cycle(s) 06/25/2026 To 06/25/2026 - OPEIU Dues
001 General Fund						95,290.10	
						95,290.10	Payroll: 95,290.10



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To: Board of Fire Commissioners  
 From: Chief Steve Black  
 Date: July 7th, 2026  
 Subject: Chief's Report

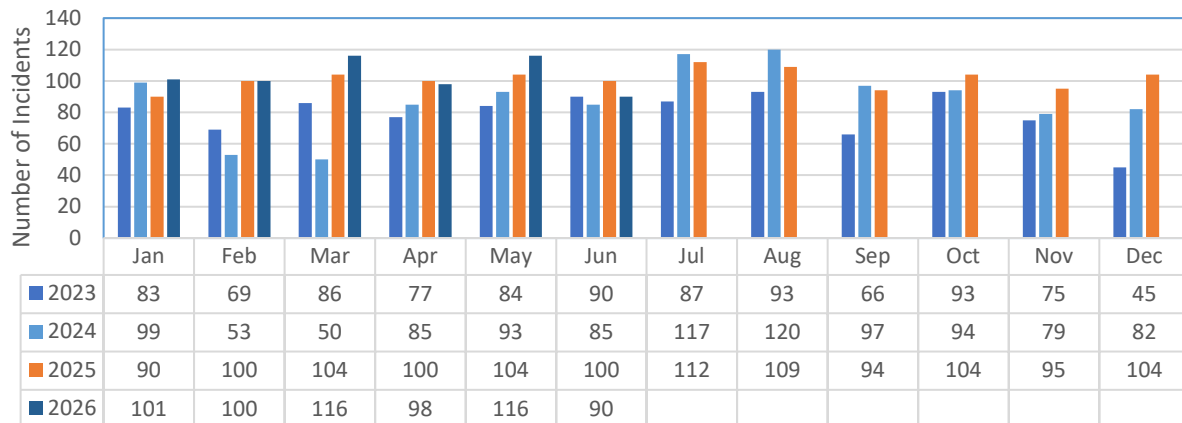
## Response Activity

During the month, the District responded to 90 calls for service. Table 1 outlines the distribution of incidents.

Table 1. Response Activity

Incident Type Series	Number
1 - Fire	8
2 - Overpressure Rupture, Explosion, Overheat (No Fire)	0
3 - Rescue & Emergency Medical Service Incident	57
4 - Hazardous Condition (No Fire)	0
5 - Service Call	2
6 - Good Intent Call	8
7 - False Alarm & False Call	15
9 - Special Incident Type	0
Total Responses	90

Figure 1. Incident Responses by Month 2023-2026





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## Staffing and Deployment

During the month, the district maintained a 90<sup>th</sup> percentile<sup>1</sup> shift staffing level of 4.00 personnel during the day (07:00-19:00) and 4.00 personnel at night (19:00-07:00). The availability of response from Station 91 was 100.00%.

Daily shift availability for Station 94 was 90% through the day and 90% at night. Station 94 was closed on June 7<sup>th</sup>, 13<sup>th</sup>, and through the day on June 19<sup>th</sup> and at night June 30<sup>th</sup>.

Table 2. Incidents Impacted by Unavailability for Response from Station 94

Date	Time	FMZ	Priority	Event Type	First Due
06/07/2026	22:11:30	094	2	Fall	E43
06/14/2026	05:45:18	092	2	Fainting	E43

In addition to full-time staffing, the district's volunteer members worked a total of 240 hours of service.

Table 3. Number of volunteers and staffing hours. Hours do not pertain to WTD or Chief Jacobs.

Date	Combat Volunteers	Water Tender Drivers	Hours
04/30/2026	10	5	348
05/31/2026	8	5	312
06/30/2026	18	5	240

## Shift Reports

**A Shift/Facilities and Community Risk Reduction:** Captain Danny Burch

- Working on replacing two bay doors at S94 and alternative landscaping ideas for S91.

**B Shift/Training:** Captain Cody Sorensen

- FF Grable will be using PFML for paternity leave.

**C Shift/Apparatus and Equipment:** Captain John Prasch

- FF Payne will be using PFML for paternity leave.
- Upfitting of the new command rig which has been delivered to Day Wireless.

<sup>1</sup> Calculation of the 90<sup>th</sup> percentile reflects the staffing that is available 90% of the time.

## Programs and Projects

**AFG and Safer Grants:** No update.

**BLM and Firehouse Subs Grants:** Firehouse Subs will notify agencies July 9<sup>th</sup> to their status.

**WHA Insurance:** Risk meeting July 8<sup>th</sup>.

**EMS Levy:** A fact sheet mailer was sent out to residents in our district.

**Career Firefighter Hiring:** FF Allen led the process and did an outstanding job. An offer was extended and accepted by Gavin Menta. His background has already been completed and we're now waiting on a couple of other items before we can discuss a start date.

**Fire Impact Fees:** No new information on this but would like to discuss.

**Volunteer Recruitment:** VFA 26-01 has had 12 of the 16 people complete all tasks to be able to be released to respond to calls.

**Washougal Motocross:** We were preparing to send a squad for standby again this year however, currently, we have no career staff that have accepted the overtime.

**4<sup>th</sup> of July:** We were hoping to upstaff and add another rig to our response, however we did get career staff to accept the overtime. We did get the tenders staffed so the career people on duty could focus on engine response.

**Open House:** The event is Saturday August 8<sup>th</sup> 11:00-14:00. Teresa has heard from most of the vendors to confirm they will be returning. She's working on food logistics and getting volunteers to sign up to help.

**Standard and Poor:** I contacted S&P to determine whether there may be an opportunity to improve the District's bond rating for any future debt financing. Since ECFR currently has no outstanding debt, we do not maintain an active bond rating. A new rating would be established if the District pursued debt financing. Our previous AA- rating is considered very strong and may be difficult to improve upon. I am gathering additional information and will report back as appropriate.

**Camp Bonneville:** Met with the local agencies to review our response to this area during a wildfire event. No major update, similar plan to last year.

**DNR Situation Report:** DNR is now hosting a weekly situation report so agencies can have the most up to date information.

**Integrated Comprehensive Plan:** The update for the Standard of Cover and the Community Risk Assessment are completed and should be updated on the website.

**Airport Advisory Committee:** Met with the Airport Advisory Committee and discussed vision and reviewed citizen input. The current feelings are roughly 50% positive, 25% neutral, and 25% negative. They noted opportunities and concerns over the AMP.



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To: Board of Fire Commissioners  
From: Assistant Chief Robert Jacobs  
Date: July 07, 2026  
Subject: Assistant Chief's Report

## Training

June DOC Training was June 06, 2026.

June EST/Tender Training was June 23, 2026.

July DOC Training will be July 14, 2026 at 7:00 PM at Station 91.

July EST/Tender Training will be July 28, 2026, Station TBD.

## Apparatus

Continuing to work through some minor maintenance issues on apparatus. E94 (C-W engine) has been in the shop twice for turbo and jake brake repairs.

## Safety

Last Safety Committee meeting was June 08, 2026 at 7:30 PM at Station 91.

Next Safety Committee meeting will be July 22, 2026 at 7:30 PM at Station 91.

No new accidents or incidents reported since the last Board Meeting.



Ph: 206-622-2875  
 TF: 800-426-6633  
 nwsales@lncurtis.com  
 UEI#: DDLSADSWN7U7



Northwest Division  
 6507 South 208th Street  
 Kent, WA 98032  
 www.LNCurtis.com

# Quotation

**CUSTOMER:**  
 East County Fire & Rescue WA  
 600 Northeast 267th Avenue  
 Camas WA 98607

**SHIP TO:**  
 East County Fire & Rescue WA  
 600 Northeast 267th Avenue  
 Camas WA 98607

QUOTATION NO.	ISSUED DATE	EXPIRATION DATE
392437	06/10/2026	07/10/2026
SALESPERSON	CUSTOMER SERVICE REP	
Chris Mackey cmackey@lncurtis.com 206-915-7397	Trish Cross tcross@lncurtis.com 206-596-7909	

REQUISITION NO.	REQUESTING PARTY	CUSTOMER NO.	TERMS	OFFER CLASS
	Cody Parry	C32870	Net 30	SW-FFE

F.O.B.	SHIP VIA	DELIVERY REQ. BY
SP	Standard Shipping	

**SPECIAL INSTRUCTIONS**

Sourcewell 020124 - Firefighting Equipment and Rescue Tools with Related Supplies and Accessories  
 Member #101117

**NOTES & DISCLAIMERS**

Thank you for this opportunity to quote. We are pleased to offer requested items below. If you have any questions, need additional information, or would like to place an order, please contact your Customer Service Rep as noted above.

**Safety Warning Notice:** Products offered, sold, or invoiced herewith may have an applicable Safety Data Sheet (SDS) as prepared by the manufacturer of the product. The SDS is provided with the product. In addition, manufacturer's safety and/or warning notices, instructions and information relating to the proper use and care of the product is provided with the product. All applicable SDS, safety and/or warning notices, instructions and other information provided with the product should be thoroughly read, reviewed, and understood prior to handling, distributing, using, reselling, or servicing any and all products provided by Curtis. Materials utilized to clean, repair, maintain and/or service your owned equipment, as well as Curtis owned equipment, may contain per-and polyfluoroalkyl substances (PFAS) to meet national standards or original equipment manufacturer specifications. For other important product notices and warnings, or to request an SDS, product specifications, manufacturer's safety notices, instructions and/or warning notices, please contact Curtis or visit <https://www.lncurtis.com/product-notices-warnings>

LN	QTY	UNIT	PART NUMBER	DESCRIPTION	PL	UNIT PRICE	TOTAL PRICE
1	4	EA	3625N25N	2.5NHM X 2.5NHM RL Double Male Adapter	SFR	\$54.75	\$219.00
2	4	EA	3525N25N	35 2.5NH FRL X 2.5NH FRL Double Female Swivel Adapter	SFR	\$68.25	\$273.00
3	4	EA	NZ-DR60-15NH SH PROD	1.5" NH 20-60 GPM Dual Range Nozzle	OM	\$159.80	\$639.20
4	2	EA	NZ-DR-1NH SH PROD	1" NH 10-30 GPM Dual Range Nozzle	OM	\$129.20	\$258.40

Ph: 206-622-2875  
 TF: 800-426-6633  
 nwsales@lncurtis.com  
 UEI#: DDLSADSWN7U7

# CURTIS

TOOLS FOR HEROES

Northwest Division  
 6507 South 208th Street  
 Kent, WA 98032  
 www.LNCurtis.com

LN	QTY	UNIT	PART NUMBER	DESCRIPTION	PL	UNIT PRICE	TOTAL PRICE
5	<del>10</del> 6	EA	OB1X100YFN NAFH	1X100' Coupled 1NH Yellow Outback 600 SJ Hose	SFR	\$191.35	<del>\$1,913.50</del> \$1148.10
6	10	EA	OB15X100YFN NAFH	1.5X100' Coupled 1.5NH Yellow Outback 600 SJ Hose	SFR	\$264.75	\$2,647.50
7	10	EA	DF175X50YEN NAFH	1.75X50' Coupled 1.5NH Yellow Dura- Flow 800 DJ Hose	SFR	\$242.95	\$2,429.50
8	15	EA	DF25X50YEN NAFH	2.5X50' Coupled 2.5NH Yellow Dura- Flow 800 DJ Hose	SFR	\$347.76	\$5,216.40

Small Business  
 CAGE Code: 5E720  
 SIC Code: 5099  
 Federal Tax ID: 94-1214350  
 UEI #DDLSADSWN7U7

This pricing generally remains firm until 07/10/2026. Pricing is subject to change if product is affected by the implementation of a tariff. Contact us for updated pricing after this date.

Due to market volatility, global supply chain pressures, and supply shortages, we recommend contacting your local L.N. Curtis and sons office prior to placing your order to confirm pricing and availability. This excludes our GSA Contract and other Fixed Price Contracts which are governed by contract-specific prices, terms, and conditions.

Subtotal	\$12,831.10
	<del>\$13,596.50</del>
Estimated Tax Total	<del>-\$1,087.72</del> \$1026.49
Transportation*	\$0.00
*(to be added when order ships)	\$13,857.59
<b>Total</b>	<del>-\$14,684.22</del>
<a href="#">View Terms of Sale and Return Policy</a>	





# East County Fire and Rescue

600 NE 267th Avenue Camas, WA 98607

(360) 834-4908 (phone)

(360) 835-8920 (fax)

www.ecfr.us



## Training and Travel Request

### Section 1 – Course Information and Budget

Name John Prasch	Job Title Captain	Division C	Date of Request 05/05/2026
Course Title Blue card IC train the trainer		Course Date(s) 11/09/2026 to 11/13/2026	
Sponsoring Organization/Agency B shifter		Location	
Individual benefit (Briefly describe how this training will benefit your professional development) Further development as an incident commander; networking with other trainers. <a href="https://bluecardtraining.com/events.aspx">https://bluecardtraining.com/events.aspx</a>			
Learning Transfer (Outline how you will share the information obtained with other members of the District.) Become an accredited blue card instructor, able to deliver blue card continuing ed on shift.			
<b>Materials and Services</b>		<b>Personal Services</b>	
Registration Fee	4500	Hours (ST)	24
Other (Specify)		Hours (OT)	28
Sub Total		Partial Call Shifts (potentially) Required (Dates and Times)	
Budget Line Item:	522 45 41 001	Full Call Shifts (potentially) Required (Dates) 11/10	
Lodging	1000	Alternate Work Schedule	
Per Diem (Meals)	239	Off Shift (Date and Time) 11/7 0700	
Travel (Specify Mode)	384	On Shift (Date and Time) 11/14 0700	
<input type="checkbox"/> District Vehicle <input type="checkbox"/> Private Vehicle		<input checked="" type="checkbox"/> Overtime Approved	
<input checked="" type="checkbox"/> Air(Specify)			
Sub Total	6123		
Budget Line Item:	522 45 44 001	Budget Line Item (OT): 522 45 14 001	

**Section 1 – Course Information and Budget (Continued)**

Training costs indicated with "EXT" were funded from an external source (Specify amount and source)

**Section 2a – Approval**

Recommendation

Yes  No By: 

Approval

Yes  No By:

**Section 2b – Non-Local Travel**

Justification

Funds are budgeted for this specific travel

Fire Chief Approval

Yes  No By:

This is a substitute for budgeted travel (Explain)

**Section 3 – Completion**

Course Evaluation Completed (Date)

Transfer of Training Completed (Date)

If approved to attend, I will share the information obtained as outlined in Section 1 – Transfer of Training. By submitting this request, I agree to modify my work schedule in accordance with the collective bargaining agreement and the *Standard Operating Guideline (SOG) 1.2.5 Modified Work Schedule (Full-Time IAFF Employees Only)*.



# East County Fire and Rescue

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www.ecfr.us



## Training and Travel Request

### Section 1 – Course Information and Budget

Name Cody Sorensen	Job Title Captain	Division B	Date of Request 7/7/2026
Course Title Blue card IC train the trainer		Course Date(s) 11/09/2026 to 11/13/2026	
Sponsoring Organization/Agency B shifter		Location	
Individual benefit (Briefly describe how this training will benefit your professional development) Further development as an incident commander; networking with other trainers. <a href="https://bluecardtraining.com/events.aspx">https://bluecardtraining.com/events.aspx</a>			
Learning Transfer (Outline how you will share the information obtained with other members of the District.) Become an accredited blue card instructor, able to deliver and record blue card continuing ed on shift.			
<b>Materials and Services</b>		<b>Personal Services</b>	
Registration Fee	4500	Hours (ST)	48
Other (Specify)		Hours (OT)	4
Sub Total		Partial Call Shifts (potentially) Required (Dates and Times)	
Budget Line Item: 522 45 41 001		Full Call Shifts (potentially) Required (Dates)	
Lodging	1000	11/08	
Per Diem (Meals)	239	11/09	
Travel (Specify Mode)	384	11/13	
<input type="checkbox"/> District Vehicle <input type="checkbox"/> Private Vehicle		Alternate Work Schedule	
<input checked="" type="checkbox"/> Air(Specify)		Off Shift (Date and Time)	11/08 0700
Sub Total	6123	On Shift (Date and Time)	11/17 0700
Budget Line Item: 522 45 44 001		<input checked="" type="checkbox"/> Overtime Approved	
		Budget Line Item (OT): 522 45 14 001	

**Section 1 – Course Information and Budget (Continued)**

Training costs indicated with "EXT" were funded from an external source (Specify amount and source)

**Section 2a – Approval**

Recommendation

Yes  No By: 

Approval

Yes  No By:

**Section 2b – Non-Local Travel**

Justification

Funds are budgeted for this specific travel

Fire Chief Approval

Yes  No By:

This is a substitute for budgeted travel (Explain)

**Section 3 – Completion**

Course Evaluation Completed (Date)

Transfer of Training Completed (Date)

If approved to attend, I will share the information obtained as outlined in Section 1 – Transfer of Training. By submitting this request, I agree to modify my work schedule in accordance with the collective bargaining agreement and the *Standard Operating Guideline (SOG) 1.2.5 Modified Work Schedule* (Full-Time IAFF Employees Only).



# East County Fire and Rescue Standard Operating Policy

<b>Title</b> PUBLIC RECORDS AND RETENTION	<b>SOP #</b> 1.1.13
<b>Policy Adoption</b>	<b>Date</b>
<b>Standard Operating Policy Adoption</b> <i>SBlack</i>	<b>Date</b> 05/29/2026

## Purpose

East County Fire & Rescue (ECFR) is committed to providing the public access to public records in accordance with the Washington State Public Records Act (PRA), RCW Chapter 42.56. The purpose of the PRA is to provide the public with access to records concerning the conduct of government, mindful of individual privacy rights and the desirability of the efficient administration of government.

This PRA Disclosure policy establishes the procedures that ECFR will follow to provide for the reasonable assistance to requesters in a timely manner, while protecting public records from damage and preventing "excessive interference with other essential agency functions."

Except where these guidelines are mandated by statute, the guidelines in this policy are discretionary and advisory only and shall not impose any affirmative duty on ECFR personnel. ECFR reserves the right to apply and interpret this policy as it sees fit, and to revise or change the policy at any time.

## Scope

While not limited to the district's financial records, the following policies established by the board of fire commissioners will be delineated in Standard Operating Policies (SOP) 1.1.13 Public Records and Retention which impacts directly on financial policy:

Provide full access to the public records applicable to the fire district's common management functions in accordance with Revised Code of Washington (RCW) 40.14, RCW 42.56 and Washington Administrative Code (WAC) 40.14.

"Public Record" includes any writing containing information relating to the conduct of government or the performance of any governmental or proprietary function prepared, owned, used, or retained by ECFR regardless of physical form or characteristics.

"Writing" means handwriting, typewriting, printing, photostating, photographing, and every other means of recording any form of communication or representation including, but not limited to, letters, words, pictures, sounds, or symbols, or combination thereof, and all papers, maps, magnetic or paper tapes, photographic films and prints, motion picture, film and video recordings, magnetic or punched cards, discs, drums, diskettes, sound recordings, and other documents including existing data compilations from which information may be obtained or translated.

Provide for inspection and copying of requested public records as provided in this SOP unless such records are exempt from disclosure under RCW 42.56 or other laws under which disclosure is regulated.

Assist requestors including timely action on requests, while protecting public records from damage and preventing “excessive interference with other essential agency functions” as specified in RCW 42.56.080.

Ensure disclosure of public records is managed in a manner that protects against the invasion of an individual’s right to privacy and restrict access to its records that are exempt from public disclosure in accordance with RCW 42.56.100.

Ensure protection of district records and prevent improper disclosure of confidential records.

Destroy records at the end of the retention period specified on the retention schedule.

## Policy

ECFR's Financial Officer will be appointed the Public Records Officer. Other staff members may also process public records requests, as needs require. The name and contact information of the Public Records Officer shall be published on ECFR's website.

Requests for public records should be made either by mail, email or fax. Information is best requested using ECFR's Request for Public Records Form.

Completed forms can be delivered to East County Fire and Rescue, Attn: Public Records Officer, 600 NE 267th Avenue, Camas, WA 98607.

For mailed, emailed or fax requests, persons are encouraged to complete the published Request for Public Records Form and send it to the street address, email address or fax number published on the ECFR website.

A variety of records are available on ECFR's website at [www.ECFR.us](http://www.ECFR.us). Requesters may view available records prior to submitting a records request.

## Procedure

Instructions for making a public records request will be published on the ECFR website.

Within five (5) business days of receiving a request, ECFR will do one or more of the following:

1. Provide the record requested, either for inspection or copying.
2. Acknowledge that the request has been received and provide a reasonable time estimate needed to fulfill the request, along with the process for charging of fees.
3. If the request is unclear or does not sufficiently identify the requested records, request clarification from the requester. Such a request can be made by email or phone. The Public Records Officer may revise the estimate of when the records will be available.
4. Deny the request.

If the requester fails to clarify an unclear request within 30 calendar days, ECFR will treat the request as having been withdrawn.

Denials of requests shall be accompanied by a written statement documenting the specific reasons for denial.

When the request is for a large number of records, ECFR may provide copies, or access for inspection, in partial installments, if reasonably determined that it would be practical to provide the records in that way. If the requester fails to inspect or pick-up the entire set of records, or one or more of the

installments within 30 calendar days, the Public Records Officer may stop searching for the remaining records and close the request.

This policy does not require ECFR to answer written questions, create new public records, or provide information in a format that is different from original public records; however, ECFR may, at its discretion, create such a new record to fulfill the request where it may be easier for ECFR to create a record responsive to the request than to collect and make available voluminous records that contain small pieces of information responsive to the request.

ECFR is only obligated to fulfill public records in existence at the time of the request. A new request must be made to obtain later-created public records. If, however, later-discovered records are found (within 30 days of the public request), the requester will be notified.

Fees shall be assessed in accordance with RCW 42.56.120 and any fee schedule adopted by the District. Fees may be charged for electronic records, pursuant to RCW 42.56.120. When public records are mailed to a requester, a charge for the cost of postage and the envelope or container used may be added. No fee is charged for inspection of a public record or for locating a record. Payment of fees is required prior to release of records. Acceptable forms of payment are cash, check or money order. The District has no ability to process debit or credit cards.

ECFR may require a deposit of up to ten percent (10%) of the estimated cost of copying records prior to copying any records for a requester. ECFR may also require payment of the remainder of the cost before providing all of the records; or the payment of the costs of copying an installment before providing that installment.

Public records shall be made available for inspection and copying at ECFR's headquarters station during normal business hours: Monday through Thursday, 8:00 a.m. to 4:00 p.m., excluding legal holidays. ECFR personnel and the requester must make mutually agreeable arrangements for time(s) of inspection. Preservation of Public Records - No member of the public may remove a public record from a viewing area, or disassemble, or alter any public record.

ECFR finds that maintaining an index as provided in RCW 42.56.070(3) for use by the public would be unduly burdensome and would interfere with agency operations given the high volume, various locations, and types of public records received, generated and otherwise acquired by ECFR. Notwithstanding the foregoing, ECFR will maintain its records, including Resolutions, Board Minutes, and amendments or revisions to such documents in a reasonably organized manner and take reasonable actions to protect records from damage and disorganization.

If the requester withdraws the request, fails to fulfill their obligations to inspect the records within 30 calendar days of notice that the records are available for inspection, or fails to pay the deposit or final payment for the requested copies, ECFR personnel will close the request. Personnel will document closure of the request and the conditions that led to closure.

Records and Information Exempt from Public Disclosure: ECFR is not required to permit public inspection and copying of records for which public disclosure of the record is prohibited, restricted or limited by state or federal statute or regulation. ECFR is prohibited by statute from disclosing lists of individuals for commercial purposes.

The Public Records Act provides that a number of types of documents are exempt from public inspection and copying. RCW 42.56.230 through 42.56.480 and WAC 44-14 identify records that are specifically exempt or prohibited from disclosure.

Other statutes outside the Public Records Act may prohibit and exempt disclosure of certain documents or information.

ECFR's failure to list an exemption shall not affect the efficacy of the exemption.

All denials of requests for public records will be accompanied by a written statement specifying the reason(s) for the denial, including a statement of the specific exemption authorizing the withholding of the record and a brief explanation of how the exemption applies to the record withheld.

ECFR is not required to retain all records it creates or uses. However, ECFR will comply with RCW Chapter 40.14, Preservation and Destruction of Public Records, in the retention and destruction of public records. The State Attorney General's Local Records Committee approves a general retention schedule for local agency records that is common to most agencies.

ECFR passed Resolution 366-07012025 stating RCW 42.56.070(3) requires ECFR maintain and make available for public inspection an index of its public records and the Board of Commissioners determined by policy that creation of such as index would be unduly burdensome.

The retention schedule for local agencies is available at [www.secstate.wa.gov/archives](http://www.secstate.wa.gov/archives).

Retention schedules for documents vary based on the content of the record.

Disclaimer of Liability - Neither ECFR nor any officer, employee, official, or custodian shall be liable, nor shall a cause of action exist, for any loss or damage based upon a release of Public Records if the person releasing the records acted in good faith in attempting to comply with this policy.

This policy is not intended to expand or restrict the rights of disclosure or privacy as they exist under state and federal law. Despite the use of any mandatory terms such as "shall", nothing in this policy is intended to impose mandatory duties on ECFR beyond those imposed by state and federal law.

## Attachments

ECFR Request for Public Records form  
MRSC Appendix C Exemption and Prohibition Statutes Not Listed in Chapter 42.56  
Resolution 366-07012025

## References

RCW 42.56  
RCW 42.56.070  
RCW 42.56.080  
RCW 42.56.100  
RCW 42.56.120  
WAC 44.14

Title	SOP #
PUBLIC RECORDS AND RETENTION	1.1.13



## East County Fire and Rescue

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### Resolution 366-07012025

A resolution establishing that East County Fire and Rescue will not maintain a Public Record Index.

**WHEREAS**, RCW 42.56.070(3) requires that East County Fire and Rescue maintain and make available for public inspection an index of its public records created since 1973 or adopt an order that the creation of such an index would be unduly burdensome.

**WHEREAS**, The Board of Commissioners has previously determined by policy that creation of such an index would be unduly burdensome but now intends to formalize that policy decision into a formal order of the Board of Commissioners that specifies the reasons why and the extent to which compliance with the record indexing requirement would unduly burden or interfere with East County Fire and Rescue operations;

**WHEREAS**, East County Fire and Rescue creates and maintains a significant number of records on a regular basis in the conduct of business of the district.

**WHEREAS**, District staff has compiled the attached memorandum (Attachment A) identifying the volume of district records and the estimated staff time and costs it would take to review and index the records.

**WHEREAS**, the sheer volume of the records and the constant creation of records on an ongoing basis makes it difficult, if not impossible, to create and maintain a useful index.

**WHEREAS**, Existing district staff all perform essential functions necessary to the operation of the district and adding record review and indexing job duties to the existing workload would unduly burden and interfere with the district's core operations, and

**WHEREAS**, based on budgetary limitations, and the Board's desire to provide fire protection and emergency medical services in the most cost-effective manner, district staff believes it would be unduly burdensome to the district's operations and budget and would not be in the taxpayers' best interest to hire additional staff to create and maintain a record index given the above conditions.

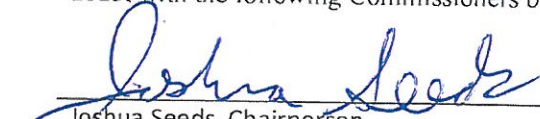
**NOW, THEREFORE, BE IT RESOLVED**, that the Governing Board of East County Fire and Rescue approves the following Orders:

1. The district shall maintain an index of Board Resolutions, Policies, and Standard Operating Guidelines.

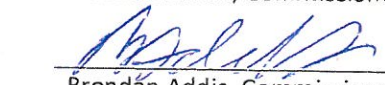
RESOLUTION 366-07012025

2. Pursuant to the Authority granted under RCW 12.56.07(1) it is hereby ordered that based on the recitals above and the recommendations of staff, the district shall not establish a public records index as the creation and maintenance of such an index would be unduly burdensome and would interfere with district operations.

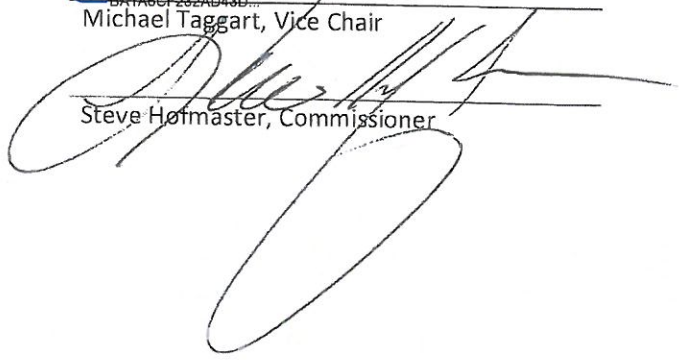
**ADOPTED** at a Regular Meeting of the Board of Commissioners of East County Fire and Rescue July 1, 2025, with the following Commissioners being present and voting:

  
Joshua Seeds, Chairperson

  
Martha Martin, Commissioner

  
Brendan Addis, Commissioner

DocuSigned by:  
  
BA1A6CF232AD43D...  
Michael Taggart, Vice Chair

  
Steve Hofmaster, Commissioner

**Attest**

  
Debbie Macias, District Secretary  
Chief Black, (Alternate)



Record Index Analysis Worksheet 2025

Physical Records	Existing records in cubic feet	Estimated annual records in cubic feet	Estimated daily records in cubic feet
Training Records	21.7	2.55	0.0070
Contracts and Agreements	2	0.24	0.0006
Reports	6.5	0.76	0.0021
Finance Docs	25.56	3.01	0.0082
Minutes	3.08	0.36	0.0010
Payroll Docs	18.7	2.20	0.0060
Station Records	17.4	2.05	0.0056
A/R and A/P Records	3	0.35	0.0010
Grant Docs	1.5	0.18	0.0005
HR Docs and Applications	16.08	1.89	0.0052
Apparatus docs, records, manuals	19.15	2.25	0.0062
Program info/mgmt	4	0.47	0.0013
Activity sheets/logs/docs	3	0.35	0.0010
Annexations/Permanent Records	7.28	0.86	0.0023
Fire & Medical Incident Reports	24.96	2.94	0.0080
Volunteer Personnel Files	3.12	0.37	0.0010
Personnel Files	2.08	0.24	0.0007
Historical docs	5.2	0.61	0.0017
Misc	7.62	0.90	0.0025
Total cubic feet of physical records	191.93	22.58	0.0619
Total physical pages at 2000/cf	383,860	45,160	0.1237
Staff Days to process physical	1,919	226	0.0006

Electronic Records	Existing records quantity	Estimated annual records quantity	Estimated daily records quantity	Server Space Utilized in GB for existing records	Time period covered for existing records
Outlook	265,501	31,235	86	996.75	Archival-present
Data.net	40,262	4,737	13	162	2019-present
Admin.net	25,222	2,967	8	81.3	2019-present
Users.net	11,703	1,951	5	15.1	2014-present
Software.net	65,250	10,875	30	62.3	2019-present
Springbrook	592,511	98,752	271		2017-present
Emergency Reporting Fire/EMS	16,586		-		2002-2024
ESO Fire/EMS	13,032	1,629	4		2024-present
Total electronic records	1,030,067	152,146	417		
Staff Days to process electronic	5,150	761	2		

8 Hours per day  
60 Mins per hour  
480 Mins per day

TOTAL RECORDS (Physical & Electronic)	Existing	Annual	Daily	Total Server Space Utilized
Total Staff Days to Process All	7,070	987	2	1317.45
Total Staff Years to Process All	30.21	4.22	0.01	5.18 GB

Annual Workday Calculation

Admin Staff Cost Calculation

	Existing	Annual
Estimated Cost to Process*	\$ 2,245,882	\$ 313,400

\*Based on Ave salary & benefit for Admin Staff of \$82,596.81/year or \$317.68/day  
Processing time is estimated at 2.4/mins per record. 200 records processed per staff day maximum.

2080/yr	8/day	260
	-Holidays	-11
	-Vacation	-5
	-Sick	-5
	-Training	-5
<b>TOTAL WORKDAYS:</b>		<b>234</b>

AVE Salary & Benefits	\$	82,596.81
AVE Daily Overhead	\$	317.68

# Appendix C: Exemption and Prohibition Statutes Not Listed in Chapter 42.56 RCW

[RCW 42.56.070\(2\)](#) requires an agency to:

[...] publish and maintain a current list containing every law, other than those listed in the PRA, that the agency believes exempts or prohibits disclosure of specific information or records of the agency. An agency’s failure to list an exemption shall not affect the efficacy of any exemption.

The following list provides exemptions and prohibition statutes not listed in the PRA.

## Washington State Statutes

See the [Attorney General’s Sunshine Committee](#) webpage for the most up-to-date list of public disclosure exemptions. It is created annually by the Code Reviser’s Office.

## Selected Federal Confidentiality Statutes and Rules

MRSC will periodically update this list. The date of the last update is reflected in the cover.

<a href="#">18 U.S.C. § 2721 - 2725</a>	Driver and License Plate Information
<a href="#">18 U.S.C. § 923(g)</a> ; Public Law 112-55, div. B, title II, 125 STAT. 609	“Tiahrt Amendment” – Firearms trace data provided to local law enforcement by the Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF)
<a href="#">20 U.S.C. § 1232g</a>	Family Education Rights and Privacy Act
<a href="#">23 U.S.C. § 407</a>	Evidence of certain accident reports
<a href="#">42 U.S.C. § 290dd-2</a>	Confidentiality of Substance Abuse Records
<a href="#">42 U.S.C. § 405(c)(2)(C)(viii) (I)</a>	Limits on Use and Disclosure of Social Security Numbers
<a href="#">42 U.S.C. § 654(26)</a>	State Plans for Child Support
<a href="#">42 U.S.C. § 671(a)(8)</a>	State Plans for Foster Care and Adoption Assistance
<a href="#">42 U.S.C. § 1396a(7)</a>	State Plans for Medical Assistance
<a href="#">42 U.S.C. § 5106a</a>	Grants to States for Child Abuse and Neglect Prevention and Treatment Programs
<a href="#">7 C.F.R. § 272.1(c)</a>	Food Stamp Applicants and Recipients
<a href="#">34 C.F.R. § 361.38</a>	State Vocational Rehabilitation Services Programs
<a href="#">42 C.F.R. Part 2 (2.1 - 2.67)</a>	Confidentiality of Alcohol and Drug Abuse Patient Records
<a href="#">42 C.F.R. § 431.300 - 307</a>	Safeguarding Information on Applicants and Recipients of Medical Assistance
<a href="#">42 C.F.R. § 483.420</a>	Client Protections for Intermediate Care Facilities for Individuals with Intellectual Disabilities
<a href="#">45 C.F.R. § 160-164</a>	HIPAA Privacy Rule

Other Potential Federal Confidentiality Statutes and Rules. Note that these provisions have not been fully analyzed in the context of Washington’s Public Records Act.

Citation	Summary
<a href="#">5 U.S.C. § 552a</a>	<i>Privacy Act of 1974</i> – Applies if a local government operates a federally funded program or receives federal records; limits use and disclosure of personal data.
<a href="#">26 U.S.C. § 6103</a>	Prohibits local governments from disclosing federal tax return information unless expressly authorized.
<a href="#">38 U.S.C. § 7332</a>	Applies if local governments work with VA health programs; requires consent before releasing records related to substance use, HIV, or sickle cell.
<a href="#">42 U.S.C. § 241(d)</a>	<i>Certificates of Confidentiality</i> – Researchers at the local level receiving federal funds may protect identifiable research participant data from forced disclosure.
<a href="#">21 C.F.R. Part 21</a>	FDA’s rules on privacy under the Privacy Act; applies if local governments work with or receive regulated medical product data.
<a href="#">CIPSEA (Title V, EGov Act of 2002)</a>	Protects the confidentiality of statistical data collected under federal authority; relevant to local governments involved in federal data collection.
<a href="#">Cybersecurity Information Sharing Act of 2015</a>	Requires privacy protections when local governments participate in federal cybersecurity threat-sharing activities.



# East County Fire and Rescue Standard Operating Policy

<b>Title</b> REVENUE	<b>SOP #</b> 1.3.7
<b>Policy Adoption</b>	<b>Date</b>
Standard Operating Policy Adoption <i>SBlack</i>	<b>Date</b> 05/29/2026

## Purpose

The following financial policies have been established by the board of fire commissioners and will be delineated in Standard Operating Policy (SOP) 1.3.7 Revenue:

## Scope

This policy establishes the principles and requirements governing the collection, management, diversification, and utilization of District revenues to support financial stability and delivery of services.

## Policy

The district's primary source of operating revenue is a property tax levy as specified in the *Revised Code of Washington (RCW) Chapter 52.16*. However, the district shall work to develop diversification of revenue to include, but not limited to intergovernmental revenue, and fees for service.

The District shall annually evaluate the use of its available property tax levy authority as provided by state law and consider the impact of levy decisions on current operations, capital needs, reserve funding, and long-term financial sustainability.

The district will fund current expenditures with current revenues, avoiding the use of one-time funds for ongoing expenses, postponing needed expenditures, or depleting reserves to meet current expenses.

The district will actively seek grant funding for both operating and capital expenditures, provided that the grant is consistent with the district's mission and goals, provides a benefit that exceeds cost, and does not commit the district to long term tax funded expenditures following the completion of the grant period.

## Procedure

The Fire Chief and Finance Officer shall monitor and project District revenues as part of the annual budget and long-term financial planning processes.

Revenue estimates shall be based upon reasonable assumptions regarding assessed valuation growth, tax collection rates, economic conditions, service demand, grant opportunities, and other relevant factors.

The Fire Chief and Finance Officer shall annually evaluate the District's property tax levy authority, including the use of the allowable one percent (1%) increase, and provide recommendations to the Board of Fire Commissioners during the budget development process.

The District shall pursue revenue sources that are consistent with its mission, legal authority, and service objectives, including property taxes, contracts for service, grants, fees, and intergovernmental revenues.

The Fire Chief and Finance Officer shall evaluate grant opportunities in accordance with SOP 1.3.11 Grant Management and present grant awards requiring acceptance to the Board of Fire Commissioners.

When projected revenues are insufficient to maintain adopted service levels, fund capital obligations, or meet long-term financial objectives, the District may consider voter-approved revenue measures, including levy lid lifts and other authorized funding options.

The Fire Chief and Finance Officer shall periodically report revenue performance, significant revenue trends, and revenue risks to the Board of Fire Commissioners.

The Fire Chief and Finance Officer shall monitor actual and projected revenues throughout the fiscal year and recommend budget amendments to the Board of Fire Commissioners when revenue projections materially differ from adopted budget assumptions.

Revenue forecasts shall be reviewed annually and updated as necessary to support budget development and long-term financial planning.

#### References

RCW 52.16 – Finances

RCW 43.09.200 - Local Government Accounting Systems and Controls

RCW 84.55 – Property Tax Levy Limitations

<b>Title</b> REVENUE	<b>SOP #</b> 1.3.7
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# East County Fire and Rescue Standard Operating Policy

<b>Title</b> GRANTS AND GRANT MANAGEMENT	<b>SOP #</b> 1.3.11
<b>Policy Adoption</b>	<b>Date</b>
<b>Standard Operating Policy Adoption</b> <i>SBlack</i>	<b>Date</b> 06/24/2026

## Purpose

The following financial policies have been established by the board of fire commissioners and will be delineated in Standard Operating Policy (SOP) 1.3.11 Grants and Grant Management:

## Scope

This policy applies to all grant opportunities pursued by East County Fire and Rescue and establishes the requirements for grant application, acceptance, administration, reporting, and record retention.

## Policy

Consider grant funding that may be used to leverage existing funding for programs or projects which address the district's current priorities and policy objectives.

As a one-time funding source, grants shall not be used to support ongoing programs. If the outcome of a grant will incur an ongoing expense (e.g., purchase of equipment requiring maintenance), the ongoing expense must be considered in evaluating if the grant is an appropriate source of revenue for the program or project.

All grants and other federal and state funds shall be managed to comply with the laws, regulations, and guidance of the grantor.

## Procedure

District personnel identifying a grant opportunity shall notify the Fire Chief and provide information regarding the grant purpose, eligibility requirements, matching fund obligations, reporting requirements, and any ongoing financial commitments associated with acceptance of the grant.

The Fire Chief shall review proposed grant applications to determine consistency with the District's strategic priorities, operational needs, budget, and long-term financial obligations.

The Fire Chief is authorized to approve and submit grant applications on behalf of the District. Grant applications that require matching funds, creation of new positions, significant ongoing financial commitments, or budget amendments may be presented to the Board of Fire Commissioners prior to submission for review and direction.

No grant award shall be accepted without approval of the Board of Fire Commissioners at a regular or special meeting.

Upon acceptance of a grant award, the Fire Chief or designee shall ensure compliance with all grant conditions, reporting requirements, procurement requirements, record retention requirements, and financial management requirements established by the grantor.

The District shall maintain grant records in accordance with applicable state and federal retention requirements and make such records available for audit or inspection as required by law.

The Fire Chief shall provide periodic updates to the Board of Fire Commissioners regarding the status of active grants, including significant accomplishments, expenditures, compliance issues, and grant closeout activities.

### References

RCW 43.09 – State Auditor

2 CFR Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards

<b>Title</b> GRANTS AND GRANT MANAGEMENT	<b>SOP #</b> 1.3.11
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# East County Fire and Rescue Standard Operating Policy

<b>Title</b> FINANCIAL RISK MANAGEMENT	<b>SOP#</b> 1.3.12
<b>Policy Adoption</b>	<b>Date</b>
<b>Standard Operating Policy Adoption</b> <i>SBlack</i>	<b>Date</b> 05/29/2026

## Purpose

The following financial policies have been established by the board of fire commissioners and will be delineated in Standard Operating Policy (SOP) 1.3.12 Financial Risk Management:

## Scope

This policy applies to the management of financial risks associated with District operations, including insurance coverage, asset protection, internal controls, fraud prevention, liability exposure, and other risks that may result in financial loss to the District.

## Policy

The district will identify and analyze its potential financial risks and determine the most appropriate way to mitigate or transfer these risks to an insurer.

Financial policies and related SOPs shall be grounded in best practice to minimize the district's risk of financial loss.

The district will maintain an adequate umbrella insurance policy covering district vehicles, general liability, commercial property, and crime and fidelity. Coverage on capital assets will be consistent with the annual inventory of capital and small and attractive assets.

The district shall maintain a surety bond for commissioners, district secretary, fire chief, finance officer, and accounting assistant in an amount recommended by our insurer provider.

## Procedure

The Fire Chief and Financial Officer shall periodically review the District's financial risks, including but not limited to liability exposure, property loss, fraud, theft, cyber risks, revenue fluctuations, contractual obligations, and other factors that may adversely affect the District's financial position.

The Fire Chief shall ensure that insurance coverage is reviewed annually with the District's insurance provider or risk pool to verify that coverage limits, deductibles, and policy provisions remain appropriate for the District's operations and assets.

The Financial Officer shall maintain records of insurance policies, surety bonds, and related risk management documents and ensure timely renewal of coverage.

The District shall maintain an annual inventory of capital assets and small and attractive assets to support insurance coverage and asset protection efforts.

Any significant financial risk, uninsured exposure, claim, loss event, or identified deficiency in internal controls shall be reported to the Fire Chief and, when appropriate, presented to the Board of Fire Commissioners for review and direction.

The Fire Chief shall recommend corrective actions, policy changes, insurance modifications, or other risk mitigation strategies as necessary to reduce the District's exposure to financial loss.

The Board of Fire Commissioners shall periodically review the District's financial risk management practices and insurance coverage as part of its oversight responsibilities.

### References

RCW 43.09.200 - Local government accounting systems and controls

RCW 39.58 - Public Deposit Protection Commission (protection of public funds)

RCW 48.62 - Local government self-insurance and risk pools

<b>Title</b> FINANCIAL RISK MANAGEMENT	<b>SOP #</b> 1.3.12
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# East County Fire and Rescue Standard Operating Policy

<b>Title</b> TRANSPARENCY AND ACCOUNTABILITY	<b>SOP#</b> 1.3.13
<b>Policy Adoption</b>	<b>Date</b> DRAFT
<b>Standard Operating Policy Adoption</b> <i>SBlack</i>	<b>Date</b> 06/24/2026

## Purpose

The following financial policies have been established by the board of fire commissioners and will be delineated in Standard Operating Policy (SOP) 1.3.13 Transparency and Accountability:

## Scope

This policy establishes the District's commitment to transparency, accountability, public access to information, and open governance in accordance with applicable laws and best practices.

## Policy

Be open and transparent in decision-making, complying with both the letter and intent of RCW 42.30 the Washington Open Public Meetings Act and best practices in local government transparency.

Provide timely and easily accessible on-line information to our constituents, taxpayers, and other members of our community or stakeholders.

## Procedure

The District shall conduct its business in compliance with applicable public meeting, public records, ethics, and financial disclosure laws.

Board meeting agendas, approved minutes, adopted resolutions, budgets, financial reports, and other public information deemed appropriate by the Fire Chief shall be made available through the District website or other publicly accessible means.

The Fire Chief shall ensure timely and accurate communication of significant District initiatives, projects, financial matters, and service impacts to the Board of Fire Commissioners and the public.

The District shall maintain procedures for responding to public records requests in accordance with SOP 1.1.13 Public Records and Retention.

The Board of Fire Commissioners shall conduct its meetings in accordance with the Washington Open Public Meetings Act and encourage public participation consistent with adopted rules and procedures.

The District shall periodically review its public communication methods and online resources to promote transparency and improve public access to information.

District personnel shall conduct District business in a manner that promotes public trust, accountability, and confidence in the stewardship of public resources.

**References**

- RCW 42.30 – Open Public Meetings Act
- RCW 42.56 – Public Records Act
- RCW 42.23 - Code of Ethics for Municipal Officers

<b>Title</b> TRANSPARENCY AND ACCOUNTABILITY	<b>SOP #</b> 1.3.13
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# East County Fire and Rescue Standard Operating Policy

<b>Title</b> GENERAL FINANCIAL GUIDELINES	<b>SOP#</b> 1.3.14
<b>Policy Adoption</b>	<b>Date</b>
<b>Standard Operating Policy Adoption</b> <i>SBlack</i>	<b>Date</b> 05/29/2026

## Purpose

The following financial policies have been established by the board of fire commissioners and will be delineated in Standard Operating Policy (SOP) 1.3.14 General Financial Guidance:

## Scope

This policy establishes the general financial management principles that guide the District's budgeting, financial planning, resource allocation, labor relations, operational decision-making, and stewardship of public funds.

## Policy

Develop comprehensive financial policies to assure the financial strength and accountability of the district. These policies shall be adopted by the board of fire commissioners and integrated into the development of financial SOPs to provide guidance for policy implementation and administrative procedures.

Managers of each of the district's functions (administration, operations, fire prevention and public education, training, facilities, and apparatus and equipment repair and maintenance) share in the responsibility of meeting policy goals and long-term financial health.

Financial affairs and physical infrastructure will be diligently managed in an efficient and effective manner to ensure the district's long-term financial health and provision of essential public services.

Adopted service plans and programs shall be developed to reflect current financial policies, projected resources, and future service delivery requirements.

Service delivery will be analyzed on a periodic basis to ensure that quality services are provided to the community at the most competitive and economical cost. Emphasis will be placed on improving individual and work group productivity.

Compensation planning and collective bargaining will focus on the total costs of compensation which includes direct salary, health care benefits, pension contributions, and other benefits which are a cost to the district. Total cost of compensation and specific operational, legal, or other compulsory items must be identified and discussed before ratification of collective bargaining agreements or personal services contracts by the board of fire commissioners.

## Procedure

The Fire Chief and Finance Officer shall ensure that District financial practices, budgets, plans, and administrative procedures are consistent with adopted Board policies and applicable laws.

Managers and supervisors shall consider the financial impact of operational decisions and shall manage assigned resources in a manner that promotes efficiency, accountability, and long-term financial sustainability.

The District shall integrate financial planning, budget development, capital planning, staffing decisions, and service delivery objectives to ensure effective use of public resources.

The Fire Chief and Finance Officer shall provide the Board of Fire Commissioners with financial information necessary to support informed decision-making, including budget forecasts, financial performance measures, and significant financial risks.

Prior to consideration by the Board of Fire Commissioners, proposed collective bargaining agreements, employment agreements, and other significant contractual obligations shall include an analysis of the total financial impact to the District.

The District shall periodically evaluate service delivery methods, operational practices, and resource allocation strategies to identify opportunities for improved effectiveness, efficiency, and cost management.

District personnel shall conduct financial activities in a manner that promotes public trust, transparency, accountability, and responsible stewardship of public resources.

### References

RCW 52.16 – Finances

RCW 43.09.200 - Local Government Accounting Systems and Controls

<b>Title</b> GENERAL FINANCIAL GUIDELINES	<b>SOP #</b> 1.3.14
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# East County Fire and Rescue Standard Operating Policy

<b>Title</b> LONG TERM FINANCIAL PLAN	<b>SOP #</b> 1.4.6
<b>Policy Adoption</b>	<b>Date</b>
<b>Standard Operating Policy Adoption</b> <i>SBlack</i>	<b>Date</b> 06/24/2026

## Purpose

The following financial policies have been established by the board of fire commissioners and will be delineated in Standard Operating Policy (SOP) 1.4.6 Long-Term Financial Plan:

## Scope

This policy establishes the requirements for the development, maintenance, review, and use of the District's long-term financial plan to support strategic decision-making, financial sustainability, capital planning, and service delivery objectives.

## Policy

East County Fire and Rescue (ECFR) will develop and maintain a long-term financial plan to provide guidance to meeting the community's desired level of service on a fiscally sustainable basis.

The district will use a 10-year planning horizon for the long-term financial plan.

The long-term financial plan will be reviewed annually as part of the budget process and revised on a two-year cycle (more frequently if necessary) to ensure currency with anticipated changes in economic conditions.

## Procedure

The Fire Chief and Finance Officer shall develop and maintain a long-term financial plan with a minimum planning horizon of ten (10) years.

The long-term financial plan shall include projected revenues, expenditures, staffing costs, capital improvement needs, apparatus replacement schedules, debt obligations, reserve balances, and other significant financial factors that may affect the District's financial condition.

The long-term financial plan shall incorporate reasonable assumptions regarding assessed valuation growth, inflation, labor costs, benefit costs, economic conditions, and other relevant financial indicators. The Fire Chief and Financial Officer shall review the long-term financial plan annually as part of the budget development process and recommend revisions as necessary.

A comprehensive update of the long-term financial plan shall be presented to the Board of Fire Commissioners at least every two years, or more frequently when significant operational, economic, or financial changes occur.

The Board of Fire Commissioners shall use the long-term financial plan as a guide for budget development, capital planning, reserve management, staffing decisions, and evaluation of future service level impacts.

The long-term financial plan shall be maintained as a public planning document and made available for review by the Board of Fire Commissioners and the public.

**References**

RCW 52.16 – Finances

RCW 43.09.200 - Local Government Accounting Systems and Controls

<b>Title</b> LONG TERM FINANCIAL PLAN	<b>SOP #</b> 1.4.6
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# East County Fire and Rescue Standard Operating Policy

<b>Title</b> CAPITAL PROJECTS PLAN	<b>SOP #</b> 1.4.7
<b>Policy Adoption</b>	<b>Date</b>
<b>Standard Operating Policy Adoption</b> <i>SBlack</i>	<b>Date</b> 05/29/2026

## Purpose

The following financial policies have been established by the board of fire commissioners and will be delineated in Standard Operating Policy (SOP) 1.4.7 Capital Projects Plan:

## Scope

This policy establishes the requirements for the planning, funding, prioritization, approval, and management of capital projects and capital asset replacement to support the District's operational, strategic, and long-term financial objectives.

## Policy

The threshold used in determining if a given asset qualifies for capitalization is \$5,000 per item with a useful life of over one year.

The district will maintain its physical assets at a level that is adequate to protect its capital investment and to minimize future maintenance and replacement cost. The district budget will provide for adequate maintenance and orderly replacement of capital assets.

ECFR will maintain a ten-year plan for capital projects, inclusive of capital maintenance projects that are in alignment with the district's integrated comprehensive plan (strategic plan standard of coverage, fire and emergency services self-assessment, and long-term financial plan), update it annually and make capital improvements in accordance with the plan.

The capital projects plan shall include details on each capital project plan including estimated costs, sources of financing, impact on operational expense, and a full description of the project.

The capital projects plan will be updated annually and presented to the board of fire commissioners for adoption by resolution in advance of the annual operating and capital budget development process.

The district will endeavor to transfer adequate revenue from the general fund to the capital projects fund on an annual basis to fund replacement of capital assets having a useful life of 20 years or less (e.g., fire apparatus, other vehicles, and equipment) with current revenue.

The district will consider issuance of debt for large capital projects having a useful life over 20 years. The capital and operating budget processes shall be integrated to allow consideration of operating and capital expenditures within the context of the current and projected fiscal condition of the district.

## Procedure

The Fire Chief and Finance Officer shall develop and maintain a ten-year Capital Projects Plan that identifies anticipated capital improvements, facility projects, apparatus replacement, vehicle replacement, technology investments, and major equipment purchases.

Capital projects shall be evaluated and prioritized based on operational need, regulatory requirements, service level impacts, asset condition, risk reduction, available funding, and consistency with the District's strategic planning documents.

Each capital project included in the Capital Projects Plan shall identify estimated project costs, anticipated funding sources, projected operating impacts, and the anticipated schedule for implementation.

The Fire Chief and Finance Officer shall review and update the Capital Projects Plan annually and present recommended revisions to the Board of Fire Commissioners.

The Board of Fire Commissioners shall review and adopt the Capital Projects Plan by resolution in conjunction with the annual budget development process.

Capital expenditures shall be incorporated into the annual budget and evaluated within the context of the District's long-term financial plan, reserve policies, debt obligations, and projected revenues.

The District shall monitor the progress of approved capital projects and periodically report project status, expenditures, funding sources, and significant variances to the Board of Fire Commissioners.

Capital assets shall be tracked and inventoried in accordance with District asset management and accounting procedures.

## References

RCW 52.16 – Finances

RCW 43.09.200 - Local Government Accounting Systems and Controls

<b>Title</b> CAPITAL PROJECTS PLAN	<b>SOP #</b> 1.4.7
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# July 2026 - August 2026

July 2026							August 2026						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
			<b>1</b>	<b>2</b>	<b>3</b>	4							<b>1</b>
5	6	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	11	2	3	<b>4</b>	5	<b>6</b>	7	<b>8</b>
12	13	14	<b>15</b>	16	17	18	9	10	11	<b>12</b>	13	14	15
19	20	<b>21</b>	22	<b>23</b>	24	25	16	17	<b>18</b>	19	20	21	22
26	27	<b>28</b>	<b>29</b>	30	31		23	24	<b>25</b>	<b>26</b>	27	28	29
							30	31					

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Jul 5	6	7 6:30pm July 07, 2026 Regular Board Meeting (Station 91)	8 8:00am Clark County Fire Rescue Risk Management Group	9	10	11
12	13	14	15	16	17	18
19	20	21 6:30pm July 21, 2026 Regular Board Meeting (Station 91)	22 7:30pm July 22, 2026 Safety Committee Meeting (Station 91)	23	24	25
26	27	28	29	30	31	Aug 1
2	3	4 6:30pm August 04, 2026 Regular Board Meeting (Station 91)	5	6 3:00pm August 06, 2026 Commissioner Staff Workshop Meeting	7	8 8:30am ECFR Open House