

EAST COUNTY FIRE & RESCUE

REGULAR BOARD OF FIRE COMMISSIONERS MEETING

June 7, 2016

Station 91

7 PM

AGENDA

CALL TO ORDER:

Flag Salute
Captain Oath

GUESTS:

AGENDA ADJUSTMENTS:

CONSENT AGENDA:

1. Approval of May 17, 2016 Regular Board Meeting Minutes
2. Approval of May 17, 2016 Local BVFF&RO Meeting Minutes
3. Approval of May 20, 2016 Special Workshop Minutes
4. Approval of May 26, 2016 Special Workshop Minutes
5. Approval of June 7, 2016 Financial Statement
6. Excuse Absent Commissioner(s):

OPEN TO PUBLIC:

CORRESPONDENCE:

Local hams field day

STAFF REPORT:

Assistant Chief Jacobs
Interim Administrative Chief Gillespie

VOLUNTEER FIRE FIGHTERS ASSOCIATION:

SAFETY REPORT:

FIRE DISTRICT BUSINESS:

Planning Group Workshop
Consider Resolution #208-06072016 Changing Regular Meeting Time
Consider Resolution #209-06072016 Surplus Equipment (Fire Hose)
Consider Policy #90.3.4 Cash Handling and Receipting
Consider Purchase Request for Anti-Virus Software

(See Reverse)

This Meeting is Being Recorded.

Please Silence or Turn-Off Your Personal Cell Phones, Pagers, etc.

Page # 1 of 2

OPEN TO PUBLIC:

COMMISSIONER COMMENTS:

LOCAL BOARD FOR VOLUNTEER F/F & RESERVE OFFICERS:

ROUND TABLE:

EXECUTIVE SESSION:

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

RCW 42.30.140 (4)(a) relating to collective bargaining issues and negotiations.

ADJOURNMENT:

Next Regular Board Meeting: June 21, 2016, Station 91, 7 PM

EAST COUNTY FIRE & RESCUE
REGULAR BOARD OF FIRE COMMISSIONERS MEETING

May 17, 2016

Station 91

7 PM

Draft Minutes

ATTENDANCE:

Martha Martin

Sherry Petty

Tad Crum

Michelle McDermott

Kacie Jones

Mike Berg

Tom Gianatasio

Rick Knapp

Karen Gianatasio

Danny Burch

Mike Taggart

Robert Jacobs

Paula Knapp

Matt Cushwa

CALL TO ORDER: 19:00 PM

Flag Salute

GUESTS:

None

AGENDA ADJUSTMENTS:

None

CONSENT AGENDA:

1. Approval of April 19, 2016 Regular Board Meeting Minutes
2. Approval of April 19, 2016 Local BVFF&RO Meeting Minutes
3. Approval of May 3, 2016 Financial Statement
4. Excuse Absent Commissioner(s):

Motion by Commissioner Berg to approve the consent agenda, second by Taggart. **Motion passed** unanimously.

OPEN TO PUBLIC:

No Comments

CORRESPONDENCE:

None

STAFF REPORT:

Assistant Chief Jacobs read his report. Chief Gillespie was unable to attend. In his absence, Secretary Jones answered questions regarding the budget provided in the packet.

VOLUNTEER FIRE FIGHTERS ASSOCIATION:

Nothing

SAFETY REPORT:

Chief Jacobs announced that the safety committee meeting date has changed to reflect that Captain Troutman is the new career representative for the safety committee. Chief Jacobs also extended thanks to the crews for making it four months with no incidents/accidents.

FIRE DISTRICT BUSINESS:

Planning Group Workshop:

The next planning group workshop is scheduled for Thursday, May 26th, 18:30 PM at Station 91.

Consider Extension of Chief Gillespie's Contract:

The board decided to discuss the extension in executive session.

Discuss Board Meeting Times:

The board agreed by consensus to draft a resolution that will move regular Board meeting times to 18:30, but remain on the first and third Tuesdays of each month.

OPEN TO PUBLIC:

Nothing.

COMMISSIONER COMMENTS:

None

LOCAL BOARD FOR VOLUNTEER F/F & RESERVE OFFICERS:

Nothing

ROUND TABLE:

Nothing

EXECUTIVE SESSION:

RCW 42.31.110 (g) To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee.

RCW 42.30.140 (4) (a) Relating to collective bargaining issues and negotiations.

The Board went into executive session at 19:21. Anticipated return of 19:51

An extension was announced until 20:10

An extension was announced until 20:20

The board reconvened at 20:19

The board took no action. An executive session will be appended to the training session on May 20th.

Motion by Commissioner Taggart to adjourn, second by Gianatasio; **Motion passed.**
ADJOURNMENT: 20:20

Martha Martin, Chairperson

Mike Taggart, Vice Chair

Tom Gianatasio, Commissioner

Mike Berg, Commissioner

Sherry Petty, Commissioner

DISTRICT SEAL:

ATTEST:

Kacie Jones, District Secretary

EAST COUNTY FIRE & RESCUE

Local Board for Volunteer Fire Fighters & Reserve Officers Meeting

Draft Minutes
May 17, 2016

CALL TO ORDER:

The meeting was called to order by Chairperson Martha Martin at 7:58 PM at Station 91.

The following were in attendance:

Martha Martin

Sherry Petty

Tad Crum

Michelle McDermott

Kacie Jones

Mike Berg

Tom Gianatasio

Rick Knapp

Karen Gianatasio

Danny Burch

Mike Taggart

Robert Jacobs

Paula Knapp

Matt Cushwa

BUSINESS:

There is no business tonight.

ADJOURNMENT:

The Local Board adjourned at 7:59 PM.

Respectfully Submitted,

Tom Gianatasio, Commissioner,
Sherry Petty, Alternate

Tad Crum, FF's Assoc. Liaison
Paula Knapp, FF's Assoc. Liaison Alternate

Kacie Jones, District Secretary
Bob Jacobs, Alternate

Martha Martin, Chairperson
Mike Taggart, Alternate

Bob Jacobs, Chief's Rep.

DISTRICT SEAL:

EAST COUNTY FIRE & RESCUE
SPECIAL BOARD OF FIRE COMMISSIONERS WORKSHOP

May 20, 2016

Station 91

Draft Minutes

ATTENDANCE:

Al Gillespie
Mike Taggart

Tom Gianatasio
Sherry Petty

Martha Martin
Aloma Taggart

Mike Berg
Kacie Jones

CALL TO ORDER: 10:00 AM

Chief Gillespie led the workshop with an overview of topics for discussion. Topics included commissioner attributes, roles and expectations of commissioners and staff members, ways to improve communication and strengthen working relationships.

Meeting adjourned at 12:06 PM

Respectfully Submitted,

Martha Martin, Chairperson

Mike Berg, Commissioner

Tom Gianatasio, Commissioner

Sherry Petty, Commissioner

Mike Taggart, Commissioner

DISTRICT SEAL:

ATTEST:

Kacie Jones, District Secretary

EAST COUNTY FIRE & RESCUE
SPECIAL BOARD OF FIRE COMMISSIONERS WORKSHOP

May 26, 2016

Station 91

Draft Minutes

ATTENDANCE:

Al Gillespie
Mike Taggart
Linda Durrett
Sean Gremer

Tom Gianatasio
Sherry Petty
James Troutman

Martha Martin
Al Gillespie
Rikki Troutman

Robert Jacobs
Kacie Jones
Ryan Gonzales

CALL TO ORDER: 6:30 PM

Chief Gillespie led the workshop with a request to enter executive session to discuss the results of the interviews conducted for the Captain promotional process under RCW 42.30.110(g): To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee.

The board entered Executive session at 18:35. Anticipated return at 18:50. The board reconvened at 18:53. No action was taken.

Chief Gillespie explained that with the promotion of a Captain, there would be a full time vacancy. In the future, he would like to develop a lateral hire list to fill positions. Chief asked Linda Durrett to clarify the district's participation in any volunteer retirement program. He advised on the possibility of an offer on Station 96 and discussed potential debt service with the proceeds. Commissioner Taggart asked for a follow up on the district's recent ransomware attack and where Captain Carnes is on his Volunteer Program report. Commissioner Gianatasio asked about the disposition of the surplus bus. Chief Jacobs extended a kudos to all shifts for making it 4 months incident free and reminded everyone that E91 is 11 years old and is due for replacement. Captain Troutman thanked the board for holding these planning sessions.

Meeting adjourned at 7:16 PM

Respectfully Submitted,

Martha Martin, Chairperson

Mike Berg, Commissioner

Tom Gianatasio, Commissioner

Sherry Petty, Commissioner

Mike Taggart, Commissioner

DISTRICT SEAL:

ATTEST:

Kacie Jones, District Secretary

Financial Data

Balance Summary

June 7, 2016

Balances reflect as of close of business 06/06/2016

May 2016 Allocation Rate 0.614%

Fund	Fund Name	Cash	Investment at Cost	Encumbered	Balance
6291	East County Fire & Rescue		\$ 1,613,797.84	\$60,136.25	\$ 1,553,661.59
6291-1	New Tender FD 9		\$ 299,650.90		\$ 299,650.90
6291-2	Capital Facility		\$ 20,965.26		\$ 20,965.26
6291-3	Leave Accrual		\$ 42,524.84		\$ 42,524.84
6291-4	Safer Grant Year 3		\$ -		\$ -
6291-5	Plans Trailer Copier		\$ 2,028.61		\$ 2,028.61
6248	Fire District 9 GO Bond Fund				\$ -
6292	Fire District 9 Capital Fund				\$ -
Transmittals	TOTALS	\$0.00	\$ 1,978,967.45		\$ 1,918,831.20
TR2016 ECFR	May 26, 2016		\$2,598.93	Payroll Costs for SM10 \$54,443.53	
TR2016 ECFR	May 31, 2016		\$1,970.68		
TR2016 ECFR	June 2, 2016		\$1,728.97		
TR2016 ECFR	June 7, 2016		\$ 53,837.67		
TR2016 ECFR					
TR2016 ECFR					
TR2016 ECFR					
TR2016 ECFR					

*Previously paid transmittals submitted and paid per Resolution #177-03182014



Clark County Amateur Radio Club
P.O. Box 1424 Vancouver, Washington 98668
Serving the Amateur Radio Community Since 1930



From: Nicole Crosby, N7XBY
 Vice President, CCARC
 P.O. Box 1424
 Vancouver, WA 98668

15 May 2016

To: Officer of the Commissioners
 East County Fire & Rescue
 600 NE 267th Avenue
 Camas, WA 98607

RECEIVED
 MAY 26 2016

BY:

As Vice President of the Clark County Amateur Radio Club, I would like to personally invite you to attend an exercise we are participating in on June 25, 2016 here in Vancouver. It is an exercise for all amateur radio operators called "FIELD DAY". This exercise will demonstrate to you the value that amateur radio brings to our community. Field Day is sponsored annually by the American Radio Relay League (ARRL), the national association for Amateur Radio.

During Field Day, operators will be on the air for 24-hours with amateur radio equipment and following similar procedures that could be used if we had an actual emergency in our area. Thousands of radio operators across the United States will be participating in this exercise, many will be on the air for their first time. We are expecting 150-200 amateur radio operators and the general public to visit our site.

Members of our local Amateur Radio Emergency Service (ARES) organization will be participating and will be demonstrating emergency communications equipment and can answer questions on their role working with CRESA-911 and other agencies in Clark County if the need should arise for emergency communication services.

We take this opportunity every year to invite local officials and public agencies to join us to get acquainted and share information. This opportunity is also held in recognition of the fact that the next disaster very well may require the resources of all our organizations. We will be operating our equipment starting at 11:00 a.m. on Saturday morning and will be operating to contact other stations in the area and around the country until 11:00 a.m. on Sunday.

Join us at SEH America, our Field Day site, at 3900 NE 112th Ave. Vancouver, WA. We ask guests to arrive between 12:00 noon and 4:00 p.m. on Saturday June 25th which is the best time for us to talk with you and show you around the Field Day site. There is ample parking in the overflow parking lot to the side of our event. You may enter the parking area from NE 112th Ave and NE 39th St through the side gate. In addition; we will have an information packet to give you that describes the value and the many uses of amateur radio and the local uses of our volunteer communication services we provide.

Look forward to meeting you and discussing our organization at Field Day!

Sincerely, *N. Crosby* N7XBY
 Nicole Crosby, N7XBY
 Vice President, Clark County Amateur Radio Club

Field Day 2016



Local Hams Demonstrate Radio Communications in Emergency Conditions

June 25, 2016 Noon - 4:00 PM

The Clark County Amateur Radio Club, along with other Public Service Agencies, will be demonstrating Emergency Communications and Preparedness.



There will be a Get On The Air (GOTA) station for **ANYONE** to try and make a voice contact. Amateur (Ham) Radio Operators from across the nation will be on the air waiting to talk to you.

EYEWARN is a new program sponsored by the Clark County Amateur Radio Club. It helps provide visual ground truth information from any amateur radio operator in Clark County to our local Emergency Managers in time of disaster or emergency.



Come learn more about Amateur Radio and Emergency Communications

**Field Day is Located at:
SEH America
3900 NE 112th Avenue
Vancouver, Washington**

Enter off of NE 39th Street into the Overflow Parking Lot

For More Information:

Club Hotline: 360-989-9268 Club Web Site: www.w7aia.org



AC Jacobs Report

6-7-2016

May ACC/EOC training was 5-9-2016 Sta. 91 7PM.

ACC/EOC training will be on Monday until further notice.

May EST training was 5-23-2016 Sta. 93 7 PM. Hot weather emergencies.

June ACC/EOC training Monday 6-13-2016 Sta. 91 7PM.

The EST supported the annual hike the dike event on June 4th.

June EST training 6-27-2016 Sta. 91 7PM

Safety Report

Safety Committee meeting was held 5-24-16.

Next safety committee meeting, 7-20-16 Sta. 94 7:30 PM.

No reported accidents/incidents since the last board meeting.

Staff Report

Submitted by
Al H Gillespie
Interim Executive Fire Chief
06 June 2016
03 May through 05 June 2016

Operations

- 86 Incidents since first meeting in May.
 - 5 Fire
 - 0 Overpressure, Rupture, Explosion, Overheat
 - 40 EMS
 - 11 MVA's
 - 0 Rescue, EMS Standby, High Angle Rescue or Extrication
 - 0 MVA Cleanup or Hazardous Condition, Electrical
 - 3 Public Service, Assist Invalid, Police Matter, Unauthorized burning or Lockout
 - 24 Good intent, no incident found or Cancelled In Route
 - 2 Smoke Detector unintentional, False Alarm or Call, Alarm System Malfunction
 - 1 Flood assist, Citizen Compliant, or Special type of incident

- Year to Date: All calls 378
 - All Fire Calls
 - 14
 - Overpressure, Rupture, Explosion, Overheat
 - 0
 - EMS Calls excluding MVA
 - 213
 - MVA with or without injury
 - 40
 - MVA Cleanup or Hazardous Condition, Electrical
 - 6
 - Public Service, Assist Invalid, Police Matter, Unauthorized burning or Lockout
 - 16
 - Good Intent, Cancelled Enroute, No Incident Found, Smoke Scare, Authorized Controlled Burn, Steam Vapor, Fog or Dust Thought to be Smoke
 - 78
 - Smoke Detector unintentional, False Alarm or Call, Alarm System Malfunction
 - 10
 - Flood assist, Citizen Compliant, or Special type of incident
 - 1

Brownouts at Station 94:

- There were no brownouts during this time.

Overtime:

- \$2,157.08 through 25 January
- \$1,001.55 26 January through 10 February
- \$3,477.49 11 February through 25 February
- \$583.83 26 February through 10 March
- \$1,154.27 11 March through 25 March
- \$789.28 26 March through 08 April
- \$1,782.48 09 April through 25 April
- \$144.90 26 April through 10 May
- \$2,340.12 11 May through 25 May
- \$13,431.00 year to date

Approximately 28% of annual overtime budget
5 months would equate to approximately 42% of annual budget

EAST COUNTY FIRE and RESCUE

RESOLUTION #208-06072016

A RESOLUTION CHANGING THE EAST COUNTY FIRE AND RESCUE DISTRICT BOARD REGULAR MEETING DATE AND/OR TIME.

WHEREAS, RCW 42.30.070 requires that the legislative body of East County Fire and Rescue shall provide the time and place for conducting regular meetings; and

WHEREAS, the District currently holds the regular meetings on the first and third Tuesdays of each month at 1900 hours (7:00 p.m.); and

WHEREAS, the Board of Fire Commissioners wish to change the time of the regular meeting to 1830 hours (6:30 p.m.);

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of East County Fire and Rescue, as follows:

We do hereby change the regular meeting(s) to the first and third Tuesday of each month at 1830 hours (6:30 p.m.). Meetings to be held in the training room at Station 91, located at 600 NE 267 Ave., Camas, WA 98607.
Effective date _____, 2016.

This resolution supersedes and voids all previous resolutions addressing the date and time of East County Fire and Rescue Regular Board Meetings.

ADOPTED at a meeting of the Board of Commissioners for Clark County East County Fire and Rescue this 7th day of June, 2016, the following Commissioners being present and voting.

Chair Person, Martha Martin

Mike Berg, Commissioner

Mike Taggart, Commissioner

Sherry Petty, Commissioner

Tom Gianatasio, Commissioner

DISTRICT SEAL:

ATTEST:

District Secretary



Since the federal government was so kind to purchase new fire hose for our agency, East Co. Fire and Rescue some old hose that needs to be formally surplused in order to be disposed of.

Inventory numbers for the following amounts of hose are listed on the attached surplus form.

41, 50 foot sections of 1.75"
43, 50(ish) foot sections of 2.5"
3, 50 foot sections of 3"
1, 100' section of 1" forestry hose

All of this hose is either damaged and not fit for first out or even reserve use or has out lived its NFPA 1962 recommended 10 year service life.

There is little to no monetary value in selling the hose and I could not in good faith give the hose to another agency to use as first out or even reserve hose.

My recommendation is that the hose be declared surplus and disposed of or given away to be used for non-fire service related projects.

Feel free to contact me with any questions.

Danny Burch
A-shift Captain

East County Fire & Rescue

Property Salvage Report

Tag Number	Description of Asset	Serial Number	Status of Asset - Choose One					Comments
			Lost	Stolen*	Sold	Recycle or Scrap	Returned to Vendor	
	411 SECTIONS OF 1.75" HOSE	SEE ATTACHED				X		
	43 SECTIONS OF 2.5" HOSE					X		
	3 SECTIONS OF 3" HOSE					X		
	1 SECTION OF #1" FORESTRY HOSE					X		

* A copy of the police report and/or a Lost or Stolen Equipment form must be submitted along with this form for stolen items.

Approved: _____ Signature _____ Surplus Resolution Number 209-06072016

Date: _____

EAST COUNTY FIRE & RESCUE

RESOLUTION # 209-06072016

A RESOLUTION PROVIDING FOR THE DISPOSAL OF EQUIPMENT DEEMED TO BE SURPLUS TO THE REASONABLY FORESEEABLE NEEDS OF EAST COUNTY FIRE & RESCUE.

WHEREAS, the equipment (fire hose shown in Attachment A; Pages #1 - 3) belonging to East County Fire & Rescue is obsolete and no longer used by the District; and

WHEREAS, the value, obsolescence and condition of this equipment makes it impractical to trade the same in on newer equipment;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of East County Fire & Rescue as follows:

1. Based upon the findings and recommendations of the Fire Chief, this equipment is declared to be surplus to the foreseeable needs of the District.
2. That it is deemed to be for the common benefit of the residents of said District to dispose of this equipment.
3. That the Fire Chief is authorized to dispose of this equipment in a manner that will be to the best advantage of East County Fire & Rescue.

ADOPTED at a Regular Meeting of the Board of Commissioners for East County Fire & Rescue this 7th day of June, 2016, with the following Commissioners being present and voting:

Chair Person

Commissioner

Commissioner

Commissioner

Commissioner

DISTRICT SEAL:

ATTEST:

District Secretary

Resolution 209-06072016
Surplus Equipment

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Attachment "A"
Resolution 209-06072016

ECFR Firehose Surplus

Size	Inventory #	Length	Reason for surplus
1.75"	1	50'	distressed
1.75"	2	50'	distressed
1.75"	3	50'	distressed
1.75"	4	50'	distressed
1.75"	5	50'	distressed
1.75"	6	50'	distressed
1.75"	7	50'	distressed
1.75"	8	50'	distressed
1.75"	9	50'	distressed
1.75"	10	50'	distressed
1.75"	11	50'	distressed
1.75"	12	50'	distressed
1.75"	13	50'	distressed
1.75"	14	50'	distressed
1.75"	15	50'	distressed
1.75"	16	50'	distressed
1.75"	17	50'	distressed
1.75"	18	50'	distressed
1.75"	19	50'	distressed
1.75"	20	50'	distressed
1.75"	21	50'	distressed
1.75"	22	50'	distressed
1.75"	23	50'	distressed
1.75"	24	50'	distressed
1.75"	25	50'	distressed
1.75"	26	50'	distressed
1.75"	27	50'	distressed
1.75"	28	50'	distressed
1.75"	29	50'	distressed
1.75"	30	50'	distressed
1.75"	31	50'	distressed
1.75"	32	50'	distressed
1.75"	33	50'	distressed
1.75"	34	50'	distressed
1.75"	35	50'	distressed
1.75"	36	50'	distressed
1.75"	37	50'	distressed
1.75"	38	50'	distressed
1.75"	39	50'	distressed
1.75"	40	50'	distressed
1.75"	41	50'	distressed

Attachment "A"

Resolution 209-06072016

ECFR Firehose Surplus

Size	Inventory #	Length	Reason for surplus
2.5"	41	50'	Old, damaged or distressed
2.5"	42	50'	Old, damaged or distressed
2.5"	43	50'	Old, damaged or distressed
2.5"	44	50'	Old, damaged or distressed
2.5"	45	50'	Old, damaged or distressed
2.5"	46	50'	Old, damaged or distressed
2.5"	47	50'	Old, damaged or distressed
2.5"	48	50'	Old, damaged or distressed
2.5"	49	50'	Old, damaged or distressed
2.5"	50	50'	Old, damaged or distressed
2.5"	51	50'	Old, damaged or distressed
2.5"	52	50'	Old, damaged or distressed
2.5"	53	50'	Old, damaged or distressed
2.5"	54	50'	Old, damaged or distressed
2.5"	55	50'	Old, damaged or distressed
2.5"	56	50'	Old, damaged or distressed
2.5"	57	50'	Old, damaged or distressed
2.5"	58	50'	Old, damaged or distressed
2.5"	59	50'	Old, damaged or distressed
2.5"	60	50'	Old, damaged or distressed
2.5"	61	50'	Old, damaged or distressed
2.5"	62	50'	Old, damaged or distressed
2.5"	63	50'	Old, damaged or distressed
2.5"	64	50'	Old, damaged or distressed
2.5"	65	50'	Old, damaged or distressed
2.5"	66	50'	Old, damaged or distressed
2.5"	67	50'	Old, damaged or distressed
2.5"	68	50'	Old, damaged or distressed
2.5"	69	50'	Old, damaged or distressed
2.5"	70	50'	Old, damaged or distressed
2.5"	71	50'	Old, damaged or distressed
2.5"	72	50'	Old, damaged or distressed
2.5"	73	50'	Old, damaged or distressed
2.5"	74	50'	Old, damaged or distressed
2.5"	75	50'	Old, damaged or distressed
2.5"	76	50'	Old, damaged or distressed
2.5"	77	50'	Old, damaged or distressed
2.5"	78	50'	Old, damaged or distressed
2.5"	79	50'	Old, damaged or distressed
2.5"	80	50'	Old, damaged or distressed
2.5"	81	50'	Old, damaged or distressed
2.5"	82	50'	Old, damaged or distressed
2.5"	83	50'	Old, damaged or distressed
2.5"	84	50'	Old, damaged or distressed

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Attachment "A"

Resolution 209-06072016

ECFR Firehose Surplus

Size	Inventory #	Length	Reason for surplus
3"	85	50'	Old, damaged or distressed
3"	86	50'	Old, damaged or distressed
3"	87	50'	Old, damaged or distressed
1" (Forestry)	88	100'	Old, damaged or distressed

**EAST COUNTY FIRE & RESCUE
POLICIES, PROCEDURES & GUIDELINES**

SUBJECT: Cash Handling & Receipting Policy

PPG NUMBER: 90.3.4

PAGE: 1 of 1

DATE OF ISSUE:

APPROVED BY: _____

Board Chair

REVIEWED: _____

BY: _____

References: RCW 36.29.010 (general duties)
RCW 43.09.240 (duty to account)
RCW 52.16.010 (County Treasurer as financial agent)

Purpose:

To establish a cash handling and receipting procedure for the purpose of:

- Determining accountability on receipt of public funds.
- Supporting internal controls for the fire district.
- Ensuring that effective safeguards are in place.
- Ensuring that appropriate cash handling and receipting goals are met.
- Establishing guidelines for compliance.

Policy:

The designated cash (currency, checks or money orders) collection point is the District's Administrative Office (Station 91).

Cash receipts are to be deposited into the District's operating fund managed by the Clark County Treasurer.

All Electronic Fund Transfer receipts are set up for deposit to the District's operating fund held by the Clark County Treasurer.

Procedures:

All funds received shall be recorded on pre-numbered receipts that are pre-printed with agency name, address, and phone number.

Information recorded on receipts shall include, but not be limited to:

- Source of funds
- Date and mode of payment
- Reference number (if applicable)
- Description of what the payment is for
- GL Account number the payment will be applied to
- Signature of person receiving payment

Payment information shall be entered into the District's accounting software and a receipt shall be printed for the transaction.

A journal voucher reflecting the receipt of funds shall be prepared and forwarded to the Clark County Treasurer.

The journal voucher, written receipt, deposit receipt, and any supporting documents shall be attached to the transaction receipt and placed in the Accounts Receivable binder.

All funds shall be deposited at the bank designated by the Clark County Treasurer using deposit slips provided by the Treasurer.

All checks must be endorsed with a stamp payable to the District.

Whenever possible, bank deposits shall be made by an employee other than the one that received the funds.

All funds shall be deposited within 24 hours of receipt, unless a waiver has been granted by the Clark County Treasurer.

All funds shall be kept in a secure location until deposited.

Deposits shall be reconciled to the monthly revenue report provided by the Clark County Auditor.

EAST COUNTY *Fire and Rescue*

PURCHASING REQUEST FORM

REQUESTED ITEM(S): Antivirus/Anti Malware Subscription – 55 Exchange Licenses,
14 Workstation licenses

BRAND/MODEL/VENDOR/PART NUMBER: Bit Defender Enterprise Security

APPARATUS / STATION NUMBER: _____

ESTIMATED COST OF REQUESTED ITEM: \$1875.00

EXPLAIN THE NEED FOR REQUESTED ITEM: Current Antivirus Subscription expiring

PERSON REQUESTING THE PURCHASE: Linda Durrett

DATE: 6/7/2016

BUDGET CODING: SUB 522 ELE 200 OBJ 327 ID _____

DATE NEEDED BY: _____

DO NOT WRITE BELOW THIS LINE

AUTHORIZATION FOR PURCHASE: _____
AUTHORIZED SIGNATURE

DATE ORDERED: _____

VENDOR: _____

TOTAL COST: _____

PAYMENT METHOD: VISA M/C NET 30 P/C

COMMENTS:

