



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

June 04, 2024

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/83840270019?>

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

Meeting ID 838 4027 0019 and Passcode 465300

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 May 21, 2024 Regular Board Meeting Minutes.
- Approval of May 21, 2024 Local BVFF&RO Meeting Minutes.
- Approval of Financial Transactions.
- Excuse absent Commissioner(s).

Public Input

Correspondence

Staff Reports

1. Chief Hartin.
2. Assistant Chief Jacobs.
3. Volunteer Firefighters Association.
4. Safety Committee.

Fire District Business

1. Approval of purpose, scope, and policy for – SOG 1.3.1 Budget.
2. Approval of purpose, scope, and policy for – SOG 1.3.8 Investment.
3. Discussion of Board assignments.
4. GFOA Distinguished Budget Presentation Award.

Committee Meetings:

1. Communication with Neighboring Elected Officials.
 - City of Camas on July 23, 2024 at 3:00 PM at City Hall.
 - City of Washougal, held June 03, 2024.
2. Risk Group, TBA.
3. East County Ambulance Advisory Board (ECAAB), TBA.
4. Safety Meeting, July 23, 2024 station 91 at 7:30 PM.

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 June 18, 2024 Station 91 at 6:30 PM – hybrid format.
- Next Strategic Planning Meeting June 06, 2024 Station 91 at 3:00 PM – hybrid format.

Executive Session

RCW 42.30.140(4)(a) Collective bargaining sessions with employee organizations, including contract negotiations, grievance meetings, and discussions relating to the interpretation or application of a labor agreement; or (b) that portion of a meeting during which the governing body is planning or adopting the strategy or position to be taken by the governing body during the course of any collective bargaining, professional negotiations, or grievance or mediation proceedings, or reviewing the proposals made in the negotiations or proceedings while in progress.

Adjournment



East County Fire and Rescue

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Board of Fire Commissioners Consent Agenda

June 04, 2024

1. Approval of minutes:

- May 21, 2024 Regular Board Meeting Minutes.
- May 21, 2024 BVFF Meeting Minutes.

2. Invoices for \$9,944.58 check number 15145 through 15159 dated May 23, 2024.

3. Approved commissioner stipends for the period of May 15 through May 31 with a June 10 pay date.

Name	Regular Meeting	Committee Meeting	Special Meeting	Education	Other	Total
Hofmaster	1	1	0	0	0	2
Martin	1	0	0	0	0	1
Seeds	1	0	0	0	0	1
Taggart	1	0	0	0	0	1
Addis	1	0	0	0	0	1

4. Voided/Destroyed Claims/Payroll Warrants.

5. Excuse absent Commissioner(s).

6. Payroll/Benefits/EFT's in the amount of \$68,553.79 (Payroll).

Joshua Seeds, Chairperson

Michael Taggart, Vice Chair

Martha Martin, Commissioner

Steve Hofmaster, Commissioner

Brendan Addis, Commissioner



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Regular Board of Fire Commissioners Meeting

May 21, 2024

Station 91

6:30 PM

Draft Minutes

Attendance

Martha Martin

Mike Taggart

Joshua Seeds

Steve Hofmaster

Brendan Addis

Chief Ed Hartin

Assistant Chief Jacobs

Debbie Macias

Station 91 Duty Crew

Station 94 Duty Crew

Call to Order

Chairperson Joshua Seeds called the meeting to order at 18:33. This meeting was conducted in hybrid in-person/video conference format.

Flag Salute

Commissioner Martin led the flag salute.

Agenda Adjustments

Consent Agenda

- Approval of May 07, 2024 Regular Board Meeting Minutes.
- Approval of May 07, 2024 Local BVFF&RO Meeting Minutes.
- Approval of May 08, 2024 Strategic Planning Meeting Minutes.
- Approval of Financial Transactions.
- Excuse absent Commissioner(s).

Motion by Commissioner Martin to approve the consent agenda, **seconded by Commissioner Martin.**

Motion passed unanimously.

Public Input

No comments.

Correspondence

None.

Staff Reports

1. Chief Hartin's report 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 accidents/incidents since the last board meeting.

Fire District Business

1. Approval of purpose, scope and policy for – SOG1.3.2 Procurement. **Motion by Commissioner Taggart to approve SOG 1.3.2 Procurement, seconded by Commissioner Hofmaster. Motion passed unanimously.**
2. Approval of purpose, scope and policy for – SOG 1.2.5 Modified work schedule. **Motion by Commissioner Addis to approve SOG 1.2.5 Modified work schedule, seconded by Commissioner Martin. Motion passed unanimously.**
3. Resolution #347-05212024 – Providing for adopting Municipal Research and Services Center (MSRC) for small public works, consultant, and vendor rosters. **Motion by Commissioner Taggart Providing for adopting Municipal Research and Services Center (MSRC) for small public works, consultant, and vendor rosters. Seconded by Commissioner Martin. Motion passed unanimously.**
4. Resolution #348-05212024 – Adopting policy & procedure for district credit card use. **Motion by Commissioner Hofmaster Adopting policy & procedure for district credit card use. Seconded by Commissioner Taggart. Motion passed unanimously.**
5. Resolution #349-05212024 – Authorizing district purchases of supplies, materials and/or equipment from or through the United States Government as permitted by RCW 39.32.090. **Motion by Commissioner Addis Authorizing district purchases of supplies, materials and/or equipment from or through the United States Government as permitted by RCW 39.32.090. Seconded by Commissioner Hofmaster. Motion passed unanimously.**
6. Resolution #350-05212024 – Surplus equipment – See attachment "A" (Belkin Router). **Motion by Commissioner Taggart Surplus equipment – See attachment "A" (Belkin Router). Seconded by Commissioner Addis. Motion passed unanimously.**
7. Discussion of changing the July 4th Strategic Planning Meeting due to the holiday. After discussion, it was agreed to have it moved to July 11, 2024 at 3:00 PM at Station 91.

Committee Meetings

1. Communication with neighboring elected officials.
 - City of Camas, July 23, 2024 at 3:00 PM at City Hall.
 - City of Washougal, June 03, 2024 at 3:00 PM at City Hall.
2. Risk Group, TBA.
3. East County Ambulance Advisory Board (ECAAB), June 06, 2024 at 5:00 PM.
4. Safety Meeting, May 23, 2024 Station 91 at 7:30 PM.

Commissioners Comments

Commissioner Martin mentioned that the Commissioners should be getting ready for the chief's evaluation.

Commissioner Addis commented on his frustration with the traffic and asked about communication between the board, is it by email. Board secretary said she would get with him after the meeting to discuss.

Commissioner Seeds – as part of getting ready for the chiefs evaluation we will need to schedule an executive session for it. It will be on our first meeting in July. July 02, 2024.

Public Input

None

Local Board for Volunteer Firefighters and Reserve Officers

No new business.

Upcoming Meetings

- Review of the district's monthly event calendar.
- Regular Board meeting will be July 02, 2024 Station 91 at 6:30 pm. – Hybrid format.
- Strategic planning workshop May 08, 2024 Station 91 at 3:00 pm. – Hybrid format.

Both the strategic planning workshop and regular board meeting will be in hybrid format permitting in-person or video conference participation. The link for video conference participation is provided on the district's website (www.ecfr.us).

Executive Session

Adjournment

Motion by Commissioner Taggart to adjourn at 19:50, seconded by Commissioner Hofmaster. Motion passed unanimously.

Joshua Seeds, Chairperson

Michael Taggart, Vice Chair

Martha Martin, Commissioner

Steve Hofmaster, Commissioner

Brendan Addis, Commissioner

Attest

Debbie Macias, District Secretary
Ed Hartin, Chief (Alternate)



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Local Board for Volunteer Fire Fighters & Reserve Officers Meeting May 21, 2024

Station 91
Draft Minutes

Attendance

Martha Martin

Mike Taggart

Joshua Seeds

Brendan Addis

Steve Hofmaster

Chief Ed Hartin

Assistant Chief Jacobs

Debbie Macias

Station 94 Duty Crew

Station 91 Duty Crew

Call to Order

This meeting was conducted in hybrid in-person/video conference format.

Chairperson Joshua Seeds called the meeting to order at 19:44 via Hybrid Meeting.

Business

No new business.

Adjournment

The local board adjourned at 19:44.

Joshua Seeds, Commissioner Chairperson
Michael Taggart, (Alternate)

Firefighters Association Liaison

Ed Hartin, Chief
Robert Jacobs, Assistant Chief (Alternate)

Martha Martin, Commissioner
Steve Hofmaster, (Alternate)

Attest

Debbie Macias, District Secretary
Ed Hartin, Chief (Alternate)

CHECK REGISTER

East County Fire & Rescue

Time: 15:55:05 Date: 05/29/2024

05/16/2024 To: 05/31/2024

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
568	05/23/2024	Claims	6291	15145	BLOOMQUIST SEPTIC INSPECTIONS	165.00	Invoice #22184 - Annual Septic System Inspection at Station 93.
					001 - 522 50 44 093 - Station 93 Professional Service:	165.00	Annual Septic System Inspection at Station 93.
569	05/23/2024	Claims	6291	15146	BOARD FOR VOLUNTEER FIREFIGHTERS	720.00	05.15.2024 -Volunteer Firefighters and Reserve Officers Relief and Pension Act. All Volunteers.
					001 - 522 20 28 003 - Pension/Disability BVFF	90.00	Volunteer Firefighters and Reserve Officers Relief and Pension Act. All Volunteers (Allison)
					001 - 522 20 28 003 - Pension/Disability BVFF	90.00	Volunteer Firefighters and Reserve Officers Relief and Pension Act. All Volunteers. (Gibbons)
					001 - 522 20 28 003 - Pension/Disability BVFF	90.00	Volunteer Firefighters and Reserve Officers Relief and Pension Act. All Volunteers. (Gunderson)
					001 - 522 20 28 003 - Pension/Disability BVFF	90.00	Volunteer Firefighters and Reserve Officers Relief and Pension Act. All Volunteers. (Liehr)
					001 - 522 20 28 003 - Pension/Disability BVFF	90.00	Volunteer Firefighters and Reserve Officers Relief and Pension Act. All Volunteers. (Richardson)
					001 - 522 20 28 003 - Pension/Disability BVFF	90.00	Volunteer Firefighters and Reserve Officers Relief and Pension Act. All Volunteers. (Santander)
					001 - 522 20 28 003 - Pension/Disability BVFF	90.00	Volunteer Firefighters and Reserve Officers Relief and Pension Act. All Volunteers. (Seitz)
					001 - 522 20 28 003 - Pension/Disability BVFF	90.00	Volunteer Firefighters and Reserve Officers Relief and Pension Act. All Volunteers. (Turnage)
570	05/23/2024	Claims	6291	15147	CLARK CO. FIRE CHIEF'S ASSOCIATION	25.00	Invoice # 2023-06 -Annual Membership Dues for 2023. There was a mis-communication on CCFCA side and invoices did not get sent out last year.
					001 - 522 10 48 004 - Dues and Memberships	25.00	Annual Membership Dues for 2023. There was a mis-communication on CCFCA side and invoices did not get sent out last year.
571	05/23/2024	Claims	6291	15148	CLARK COUNTY TREASURER	130.44	Invoice # C1063656 - Road Atlas Qty. (6) for engines and squads.
					001 - 522 20 30 000 - Books & Publications	130.44	Road Atlas Qty. (6) for engines and squads.
572	05/23/2024	Claims	6291	15149	CLARK PUBLIC UTILITIES	493.45	Account 7200-239-7 - Electric service for Station 91. Service period 4/5/2024-5/7/2024.
					001 - 522 50 43 091 - Station 91 Electrical Service	493.45	Electric service for Station 91. Service period 4/5/2024-5/7/2024.
573	05/23/2024	Claims	6291	15150	ENVIRONMENTAL SERVICES CLEAN HARBORS	3,005.21	Invoice # 1005006523 - Packaging, transportation and disposal of accumulated hazardous waste. As a commercial entity ECFR must dispose of hazardous waste through an approved contractor.

CHECK REGISTER

East County Fire & Rescue

05/16/2024 To: 05/31/2024

Time: 15:55:05 Date: 05/29/2024

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
			001 - 522 50 46 093 - Hazardous Waste Disposal			3,005.21	Packaging, transportation and disposal of accumulated hazardous waste. As a commercial entity ECFR must dispose of hazardous waste through an approved contractor.
574	05/23/2024	Claims	6291	15151	COUNTY WIDE CHAPLAINCY	981.00	Invoice # 138 - Chaplain Service - Annual Fee.
			001 - 522 10 44 000 - Professional Services			981.00	Chaplain Service - Annual Fee.
575	05/23/2024	Claims	6291	15152	EASTSIDE STEEL, INC	2,065.30	Invoice # 2-297826 - Steel material for refinishing the live fire burn prop.
			001 - 522 45 33 000 - Training Supplies			2,065.30	Steel material for refinishing the live fire burn prop.
576	05/23/2024	Claims	6291	15153	GENERAL FIRE APPARATUS, INC	396.74	Invoice # 18602 - App. # 914. Akron 2.5" Ball Valve Repair kit w/metal ball. Qty. (1). Akron kit conve/repair w/ball 8610 and 8810 1"-Qty (1). Akron 1.5" Ball valve repair kit w/metal ball -Qty. (1)
			001 - 522 60 45 002 - WT94 (914)			396.74	App. # 914. Akron 2.5" Ball Valve Repair kit w/metal ball. Qty. (1). Akron kit conve/repair w/ball 8610 and 8810 1"-Qty (1). Akron 1.5" Ball valve repair kit w/metal ball -Qty. (1)
577	05/23/2024	Claims	6291	15154	PACIFIC TRUCK & TRAILER SERVICE, INC	400.19	Invoice # 2024-35501 - Apparatus # 1014. Replaced left front outer and left rear lower emergency lights. Tested cab tilt (works fine); Invoice # 2024-35498 - Apparatus # 1021. Checked for siren probl
			001 - 522 60 44 003 - E94 (1014)			128.25	Apparatus # 1014. Replaced left front outer and left rear lower emergency lights. Tested cab tilt (works fine).
			001 - 522 60 46 000 - SQ91 (1021)			83.44	Apparatus # 1021. Checked for siren problem and replaced siren.
			001 - 522 60 46 000 - SQ91 (1021)			188.50	Apparatus # 1021. Replaced broken right rear ground light. Replaced missing screws in pump control panel.
578	05/23/2024	Claims	6291	15155	SECURITAS TECHNOLOGY CORPORATION	117.86	Invoice # 6004136828 - Monitoring at station 93.
			001 - 522 50 41 093 - Station 93 Monitoring			117.86	Monitoring at station 93.
579	05/23/2024	Claims	6291	15156	SNURE LAW OFFICE, PSC	224.00	April statement. - Review of email, preparation memorandum reply re: commissioner residency.
			001 - 522 10 42 002 - Legal Services			224.00	Review of email, preparation memorandum reply re: commissioner residency.
580	05/23/2024	Claims	6291	15157	STAPLES ADVANTAGE	228.49	Invoice # 6001785457 - Xerox 6510/15 Xtra High Yield Cyan Toner. (Phaser 6510 copier); Invoice # 6001785458 - Brother TZE - S231CS 12mm Black on white label tape.
			001 - 522 10 30 000 - Office Supplies			199.37	Xerox 6510/15 Xtra High Yield Cyan Toner. (Phaser 6510 copier).
			001 - 522 10 30 000 - Office Supplies			29.12	Brother TZE - S231CS 12mm Black on white label tape.

CHECK REGISTER

East County Fire & Rescue

05/16/2024 To: 05/31/2024

Time: 15:55:05 Date: 05/29/2024

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
581	05/23/2024	Claims	6291	15158	URGENT MEDICAL CENTER SALMON CREEK	930.00	Invoice # 20859 - Drug screen, preplacement, respirator form and drivers medical questionnaire for for volunteer, part-timer and full time employees.
		001 - 522 10 43 000 - Medical and Psychological				180.00	Drug Screen, PrePlacement, Respirator Form, Drivers Medical Questionnaire -Part-Time (Moncier)
		001 - 522 10 43 000 - Medical and Psychological				180.00	Drug Screen, PrePlacement, Respirator, Drivers Medical Questionnaire, Respirator Form - Volunteer (Heller)
		001 - 522 10 43 000 - Medical and Psychological				30.00	Respirator Form, Drivers Medical Questionnaire - FF (Parry)
		001 - 522 10 43 000 - Medical and Psychological				180.00	Drug Screen, PrePlacement, Respirator Form, Drivers Medical Questionnaire - Part Time (Payne)
		001 - 522 10 43 000 - Medical and Psychological				180.00	Drug Screen, PrePlacemet, Respirator Form, Drivers Medical Questionnaire - Volunteer (Richardson)
		001 - 522 10 43 000 - Medical and Psychological				180.00	Drug Screen, PrePlacement, Respirator Form, Drivers Medical Questionnaire - Volunteer (Turnage)
582	05/23/2024	Payroll	6291	15159	OPEIU Local 11	61.90	Pay Cycle(s) 05/25/2024 To 05/25/2024 - OPEIU Dues
		001 - 589 99 99 000 - Payroll Clearing				30.95	
		001 - 589 99 99 000 - Payroll Clearing				30.95	
		001 General Fund				9,944.58	
							Claims: 9,882.68
						9,944.58	Payroll: 61.90

CHECK REGISTER

East County Fire & Rescue

Time: 15:54:37 Date: 05/29/2024

05/16/2024 To: 05/31/2024

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
536	05/25/2024	Payroll	6291	EFT		146.91	
537	05/25/2024	Payroll	6291	EFT		1,259.14	
538	05/25/2024	Payroll	6291	EFT		3,082.12	
539	05/25/2024	Payroll	6291	EFT		2,805.28	
540	05/25/2024	Payroll	6291	EFT		2,538.29	
541	05/25/2024	Payroll	6291	EFT		891.75	
542	05/25/2024	Payroll	6291	EFT		2,097.01	
543	05/25/2024	Payroll	6291	EFT		674.15	
544	05/25/2024	Payroll	6291	EFT		3,651.45	
545	05/25/2024	Payroll	6291	EFT		1,640.54	
546	05/25/2024	Payroll	6291	EFT		293.80	
547	05/25/2024	Payroll	6291	EFT		2,116.69	
548	05/25/2024	Payroll	6291	EFT		1,823.90	
549	05/25/2024	Payroll	6291	EFT		1,517.84	
550	05/25/2024	Payroll	6291	EFT		293.80	
551	05/25/2024	Payroll	6291	EFT		2,460.42	
552	05/25/2024	Payroll	6291	EFT		1,814.69	
553	05/25/2024	Payroll	6291	EFT		873.72	
554	05/25/2024	Payroll	6291	EFT		2,070.92	
555	05/25/2024	Payroll	6291	EFT		293.80	
556	05/25/2024	Payroll	6291	EFT		3,420.33	
557	05/25/2024	Payroll	6291	EFT		286.60	
558	05/25/2024	Payroll	6291	EFT		6,485.25	
559	05/25/2024	Payroll	6291	EFT	IAFF2444	889.07	Pay Cycle(s) 05/25/2024 To 05/25/2024 - IAFF Dues
560	05/25/2024	Payroll	6291	EFT	DEPT OF RETIREMENT SYSTEMS	2,871.21	Pay Cycle(s) 05/25/2024 To 05/25/2024 - DComp
561	05/25/2024	Payroll	6291	EFT	DEPT OF RETIREMENT SYSTEMS	1,301.86	Pay Cycle(s) 05/25/2024 To 05/25/2024 - PERS2
562	05/25/2024	Payroll	6291	EFT	DEPT OF RETIREMENT SYSTEMS	7,641.94	Pay Cycle(s) 05/25/2024 To 05/25/2024 - LEOFF2
563	05/25/2024	Payroll	6291	EFT	DEPT OF RETIREMENT SYSTEMS	4,359.47	Pay Cycle(s) 05/25/2024 To 05/25/2024 - DComp Match
564	05/25/2024	Payroll	6291	EFT	IRS	7,715.84	941 Deposit for Pay Cycle(s) 05/25/2024 - 05/25/2024
565	05/25/2024	Payroll	6291	EFT	OR Department of Revenue	536.00	Pay Cycle(s) for OR Tax: 05/25/2024 - 05/25/2024
566	05/25/2024	Payroll	6291	EFT	WASHINGTON STATE SUPPORT REGISTRY	700.00	Pay Cycle(s) 05/25/2024 To 05/25/2024 - WA Child Support
001 General Fund						68,553.79	
						68,553.79	Payroll: 68,553.79



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To: Board of Fire Commissioners
From: Chief Ed Hartin
Date: June 4, 2024
Subject: Chief's Report

Response Activity

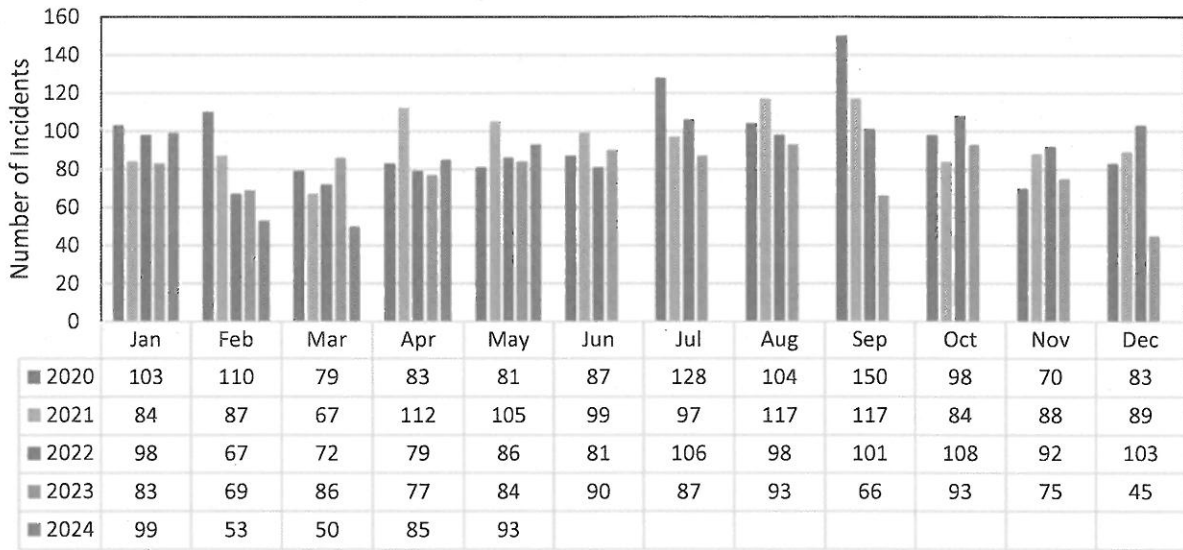
In May the district responded to 93 calls for service. Table 1 outlines the distribution of incidents by incident type series.

Table 1. Response Activity

Incident Type Series	Number
1 - Fire	8
2 - Overpressure Rupture, Explosion, Overheat (No Fire)	1
3 - Rescue & Emergency Medical Service Incident	49
4 - Hazardous Condition (No Fire)	3
5 - Service Call	4
6 - Good Intent Call	22
7 - False Alarm & False Call	2
9 - Special Incident Type	1
Total Responses	93 ¹

¹ Includes 1 incomplete report with incident type not yet specified.

Figure 1. Incident Responses by Month 2020-2024

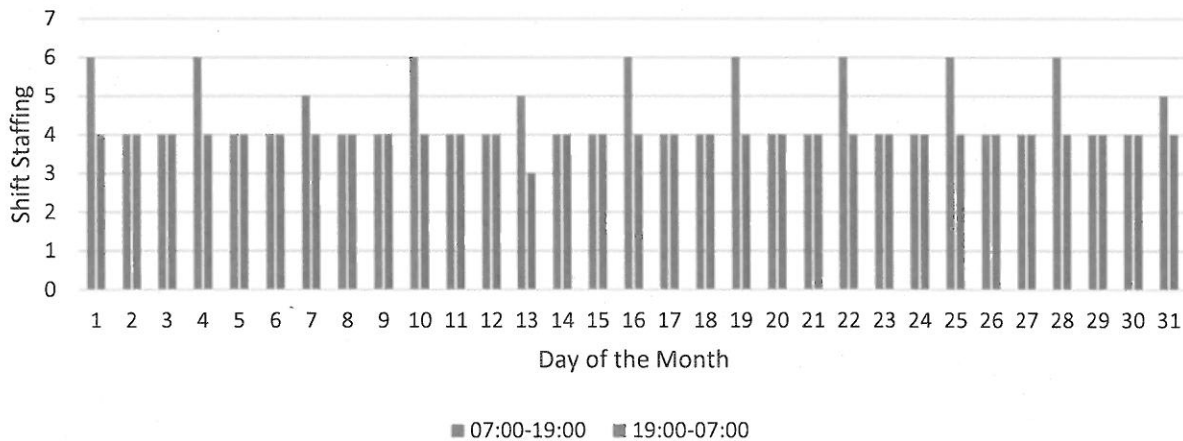


Staffing and Deployment

During the month of May, the district maintained a 90th percentile² shift staffing level of 4 personnel during the day (07:00-19:00) and 4 personnel at night (19:00-07:00). Station 94 was unstaffed once for a full shift (07:00-07:00) and as such, the availability of response from this station was 96.77%. Daily shift staffing is illustrated in Figure 2 and Figure 3 illustrates 90th percentile staffing and availability from Station 94.

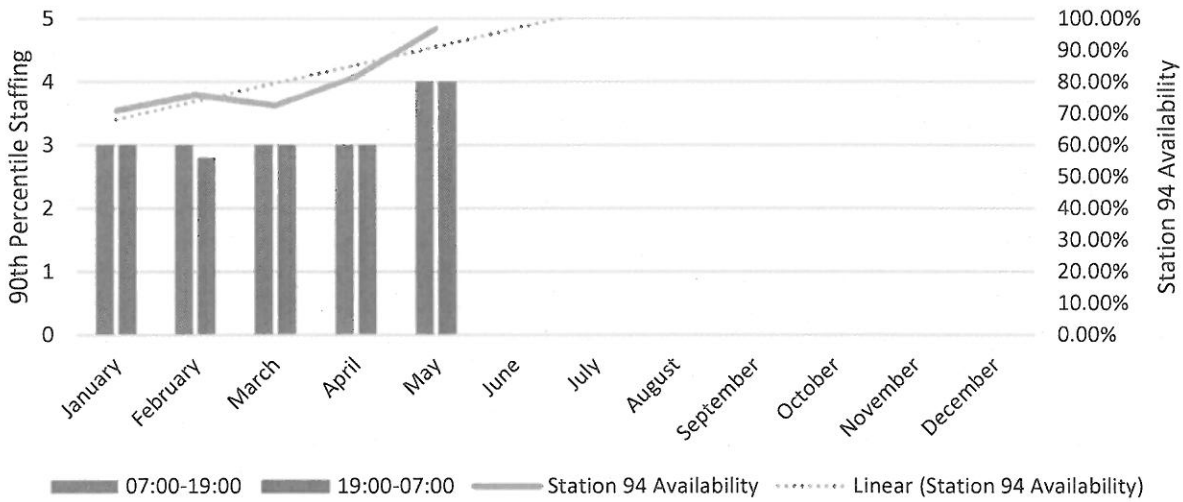
The peak staffing (five or six) during the month was due to new part-time firefighter training and orientation.

Figure 2. Daily Shift Staffing



² Calculation of the 90th percentile reflects the staffing that is available 90% of the time.

Figure 3. 90th Percentile Shift Staffing and Station 94/93³ Availability for Response



During the month of May, one incident was impacted by lack of staffing at Station 94 as illustrated in Table 2. This incident was a high-acuity, priority one response (which was handled with an extended response time by Camas Washougal Fire Department Engine 41).

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

Date	Time	FMZ	Priority	Event Type	First Due
5/13/2024	12:50	95	1	CHEST PAIN	E41

In addition to full- and part-time staffing, the district’s volunteer members worked 22 shifts during the day and 8 shifts during the night for a total of 360 hours of service to the community. Several of our volunteer members are currently certified as EMTs, firefighters, or both. Others are at the start of their training. However, all of our volunteer members provide a valuable service and contribute to the great work being done by staff on shift.

Shift Reports

A Shift/Training: Training this month included EMS ongoing training and evaluation focused on airway management and ensuring that all district EMTs have an endorsement from the Washington Department of Health to use supraglottic airways. Fire training focused on firefighter maydays (as it was the month of May). Training included practice in calling maydays every shift with scenarios based on actual mayday incidents, followed by review of the incident to examine lessons learned, skills training in firefighter rescue conducted at Station 42 along with companies from Camas Washougal Fire Department, and mayday tactical simulations. In addition, members completed four tactical decision

³ Station 94 was closed during the 1st Quarter (Jan-Mar) due to mold remediation and water damage repair.

simulations for the initial incident commander and one for the first arriving command officer (all of which focused on incidents where a mayday occurred).

B Shift/Facilities and Community Risk Reduction: Captain Sorensen continued with minor facilities maintenance projects and has started the process of obtaining estimates for potential capital facilities maintenance projects that will be needed over the next several years.

C Shift/Apparatus and Equipment: The district has taken delivery of eight Bendix King programmable portable radios to enable communication with Department of Natural Resources and other wildland firefighting resources. In addition, we took delivery of additional fire shelters and line packs to improve the safety of our members operating in the wildland fire environment.

Programs and Projects

Grants: We received notice that our \$31,202 grant request for non-fluorinated foam and related equipment from the Department of Ecology Spill Prevention, Preparedness, and Response Equipment Grant program was not funded at this time, but left the door open for possibly funding this project in the future. We will keep after it and continue seeking grant opportunities consistent with our mission and strategic goals adopted by the board.

We have three grant applications submitted to the Department of Homeland Security (DHS) under the Assistance to Firefighters Grant (AFG), Staffing for Adequate Fire and Emergency Response (SAFER), and Fire Prevention and Safety (FP&S) grant programs totaling \$1,579,313. We anticipate a decision on these grants prior to the end of September.

Diesel Exhaust Extraction Systems: This project, funded by an AFG grant is well underway with installation complete (with the exception of electrical work) at Station 91 and installation has started at Station 94.

Figure 4. Station 91 Diesel Exhaust Extraction System



GFOA Distinguished Budget Presentation Award Program: The district received the Government Finance Officers Distinguished Budget Presentation Award for our 2024 Adopted Budget. Scoring and feedback was provided on 25 criteria to guide the district's efforts in continuous improvement of our budget process and presentation. East County Fire and Rescue is one of two fire districts in the United States to receive this award for the budget year beginning in 2024 (assessment of budgets is ongoing). In 2023 only 19 fire districts in the United States received this award, two of which were in Washington (Renton Fire Authority and Central Whidbey Island Fire and Rescue).

Part-Time Firefighter Recruitment: Firefighter Stephen Warren will start training and orientation on B Shift on June 17, 2024. This brings part time staffing to 100% of authorized strength for the first time since January 2023.

Standard Operating Guidelines: Draft standard operating guidelines (SOG) has been completed for budget and investments and have been transmitted to the board for approval of purpose, scope, and policies.

Levy Lid Lift: Open houses to provide community members with information on the district and proposed lid lift were held on Tuesday, May 28, 2024 at Station 94 and Saturday, June 1, 2024 at 10:00

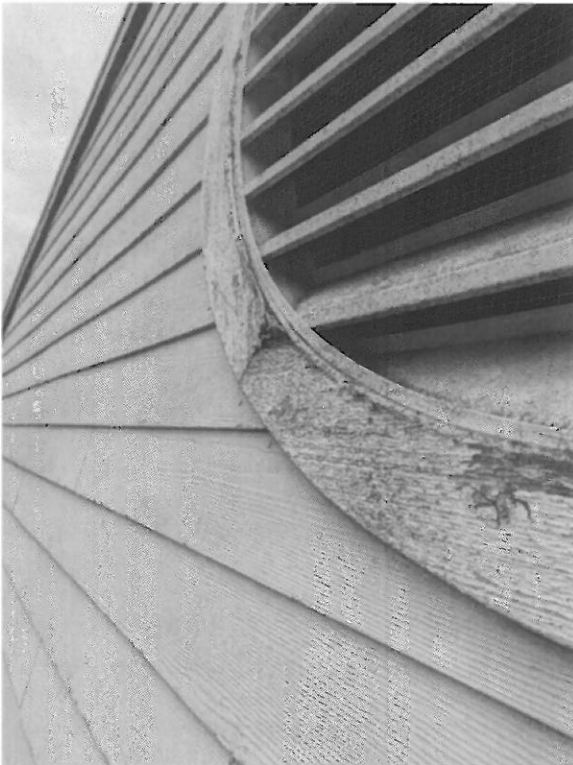
at Station 91. No voters attended either of these workshops. These were the first of two series of open houses, the second will reverse the weekend and evening sessions and will be held on Thursday, July 18, 2024 at 6:00 pm at Station 91 and Saturday, July 27, 2024 at 10:00 am at Station 94.

Station 93 Trim Replacement and Painting: This station is in need of having all exterior surfaces with the exception of masonry repainted. Captain Sorensen performed a closer inspection and assessment of the wood trim of this building and discovered areas with serious dry rot (see Figure 5) which will necessitate replacement of the trim.

Figure 5. Trim Dry Rot at Station 93



Figure 5. Trim Dry Rot at Station 93



Captain Sorensen is exploring options and expense for replacement of the trim and required painting of the building exterior.



East County Fire and Rescue

600 NE 267th Avenue Camas, WA 98607

(360) 834-4908 (phone)

(360) 835-8920 (fax)

www.ecfr.us



To: Board of Fire Commissioners
From: Assistant Chief Robert Jacobs
Date: June 04, 2024
Subject: Assistant Chief's Report

Training

May DOC training was 05-14-2024.

May EST/Tender was 5-28-2024.

June DOC training will be 6-11-2024 Sta. 91 7:00 PM.

June EST/Tender training will be 6-25-2024 Sta.93 at 7:00 PM. EST/Tender training will be on the 4th Tuesday of each month from now on.

Apparatus

T91 repaired a tank water leak and an air leak.

T94 is in now for pump repair (pump was extremely noisy).

Safety

Last safety committee meeting was 05-23-2024.

Next safety committee meeting will be 07-23-2024 Station 91 7:30 PM.

One reported incident, one of my portable radios (C92 P2) was stolen out of my van while parked at an airport log. I filed a report with City of Portland Police.



East County Fire and Rescue Standard Operating Guidelines

Title Budget	SOG # 1.3.1
Policy Adoption	Date
Standard Operating Guideline Adoption	Date

Purpose

“Budgeting is an essential element of financial planning, control and evaluation process of governments” (Washington State Auditor, 2013a). The district’s annual budget serves two purposes:

- Provide our community and the board of fire commissioners with a clear picture of the services provided by East County Fire and Rescue, the cost of those services, and the policy decisions underlying the district’s financial decisions.
- Provide the district’s management with a financial and operating plan that complies with regulatory requirements for fire districts in the State of Washington and exemplifies best practices in budgeting and financial reporting.

East County Fire and Rescue’s budget authorizes and provides control of the district’s financial operations during the calendar year. The appropriations may not be exceeded unless amended by the board of fire commissioners. Expenditures are monitored through the accounting system and reported to the board on a regular basis. This standard operations guideline defines budgeting and reporting responsibilities, organization of the budget, the process used to develop the operating and capital budgets, financial reporting requirements, and the procedure used to amend the budget if necessary.

Scope

This standard operating guideline applies to the development, management, and adjustment of the district’s budget, inclusive of all revenue and expense funds.

Policy

It is the policy of East County Fire and Rescue (ECFR) to:

- Establish funding priorities to reflect our mission to improve community safety by reducing risk through education, prevention, and response.
- Be a good steward of public funds and ensure that budgeting and financial management follow applicable laws and regulations and achieve results that are in the best interest of the district and its taxpayers.

Title Budget	SOG # 1.3.1
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- Conduct the budgeting and financial reporting process in a manner that is transparent and easy for taxpayers to understand.
- Ensure that the district’s budgeting process has a direct and strong connection with the strategic plan adopted by the board of fire commissioners.
- Avoid budget decisions or procedures that provide for current operational cost at the expense of future needs.
- Use the Washington State Auditor’s Office (SAO) Budgeting and Reporting System (BARS) codes in budget development and fiscal reporting.
- Maintain a balanced budget, defined as funds total resources, comprised of beginning fund balance, revenues, and other funds are equal to the total of expenditures, other fund use, and the funds ending balance.
- Clearly set forth transfers between funds (e.g., general fund and capital projects fund) in the district’s annual budget or adjustments.
- Require approval of the board of fire commissioners for transfers between funds and for budget amendments increasing or decreasing budgeted line items.
- Post the proposed and adopted district budgets and any mid-year budget amendments on the district’s website in a timely manner to provide public access.

Procedure

The following procedures shall be used for budget development, fiscal reporting, and financial management.

Responsibilities

Board of Fire Commissioners: As specified in RCW 52.14.010, the affairs of the district are managed by the board of fire commissioners. The board provides policy direction through development and adoption of the district’s community risk assessment, strategic plan, standard of coverage and community risk reduction plan, fire and emergency services self-assessment model, long-term financial plan, capital projects plan, and capital and operating budgets. In addition, the board reviews expenditures and approves financial transactions on a monthly basis.

Fire Chief: As the district’s chief executive officer, the fire chief has overall responsibility for development of the proposed district budget and management of fiscal resources within the limits of funds appropriated by the board of fire commissioners.

Title	SOG #
Budget	1.3.1

Administrative Specialist: The administrative specialist is responsible for the district’s financial management and accounting system used in budget development and fiscal reporting and for maintaining financial records in compliance with state laws, regulations, and fiscal best practices. The administrative specialist is responsible for development of fiscal reports as requested by the fire chief or board of fire commissioners and the district’s annual report to the State Auditor’s Office.

Community Budget Review Working Group: The working group is selected by the fire chief to serve in an advisory capacity, providing input to the chief and administrative specialist on the budget and budget document from a community perspective to ensure transparency and clarity. The working group is engaged throughout the budget process including review and discussion of budget assumptions, draft budget documents, participation in the budget hearing, and review of the final budget document.

Organization of District Budget

The Washington State Auditor prescribes budgeting, accounting and reporting (BARS) requirements for all local governments (RCW 43.09.200). The *Budgeting, Accounting, and Reporting System (BARS) Cash Basis for Cities, Counties and Special Purpose Districts* (SAO, 2023) includes a uniform chart of accounts, accounting and budgeting policies, guidance for preparing financial statements and instructions for preparing supplemental schedules required as part of the annual report to the state auditor (RCW 43.09.230).

The Washington State BARS is designed to allow formal integration of budgeting and accounting for all fund types in a governmental accounting system. The district prepares a comprehensive budget document of all anticipated resources and outlays on an annual basis, including those funds for which appropriated budgets are not required (e.g., leave accrual fund).

A fund is an accounting entity with its own self-balancing set of accounts recording cash and/or other sources of revenues against expenditures for specific activities. Managerial/internal funds are used for internal budgeting and are rolled up into the General Fund for purposes of BARS reporting. The district’s finances are allocated to the following funds:

- **General Fund:** The principal operating fund, which is supported by taxes, fees, and other revenues that may be used for any lawful purpose. The fund of the district that accounts for all current expenditures (e.g., personal services, materials and services) not specifically accounted for in other funds.

Included within the general fund, **contingency** is a budgetary reserve set aside for emergencies or unforeseen expenditures not otherwise budgeted. ECFR endeavors to maintain a contingency reserve at 5% of budgeted maintenance and operations expense. For budgetary reporting within the context of the BARS, this managerial fund is rolled up into the general fund.

- **Leave Accrual Fund:** This fund is used to account for assets held by the district for buyback of accrued, but unused vacation upon employees’ separation from the district. For budgetary reporting within the context of BARS, this managerial fund is rolled up into the general fund.

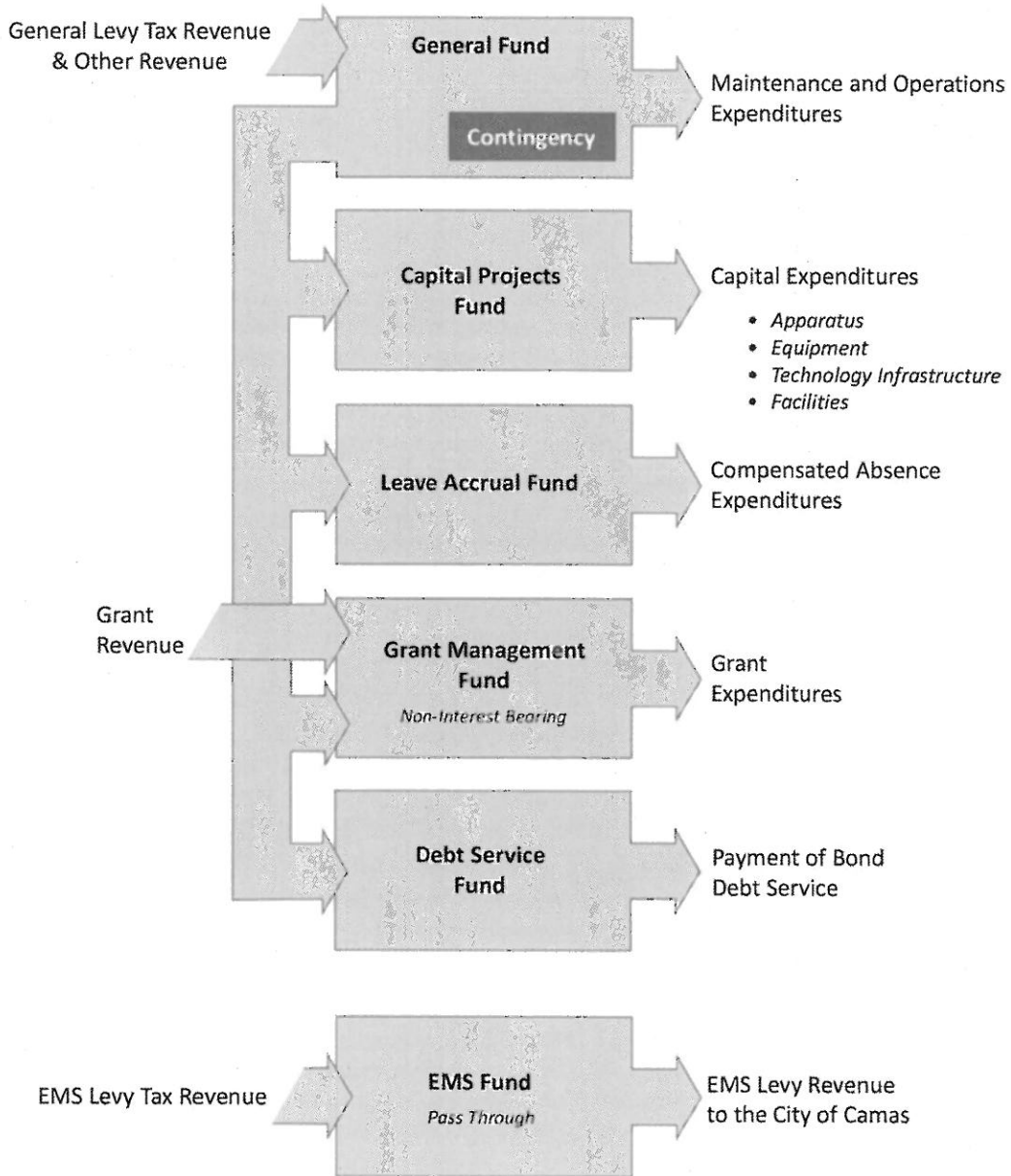
Title Budget	SOG # 1.3.1
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- **Capital Projects Fund:** A fund established to accumulate assets for future capital purchases and for current capital expenditures. Capital expenditures are for items having a cost greater than \$5000 and a service life of greater than one year (e.g., major equipment, fire apparatus, and fire stations).
- **Grants Management Fund:** A fund established with a contribution of assets from the state or federal government that are to be used for a specified purpose, activity, or facility. Assets in this fund are maintained in a non-interest-bearing account in compliance with federal grant requirements. For budgetary reporting within the context of BARS, this managerial fund is rolled up into the general fund.
- **Debt Service Fund:** A fund established to account for the accumulation of resources for, and the payment of, general long-term debt principal and interest. This fund currently has a zero balance as the district has no debt.
- **Emergency Medical Services (EMS) Fund:** The EMS fund is supported by the district’s EMS levy which funds, in part, delivery of emergency medical services to the district’s residents. The district receives advanced life support (ALS) ambulance service from the Camas Washougal Fire Department through an interlocal agreement. This agreement currently specifies that EMS levy revenue passes through the EMS fund and transferred to the City of Camas for the district’s share of ambulance service expenses.

Figure 1 illustrates the relationship between revenue, funds, and expenditures.

Title Budget	SOG # 1.3.1
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Figure 1. Overview of Fund Relationships



Title	SOG #
Budget	1.3.1

The district’s maintenance and operations budget is organized in accordance with the Washington State Budgeting and Reporting System (BARS) as prescribed by the Washington State Auditor’s Office (SAO) and as such includes the following functional divisions¹:

- **Administration:** Functions and activities related to the leadership and management necessary to ensure effective and efficient delivery of services to the community. Within the budget, this division also includes activities of a general nature associated with multiple service functions (e.g., postage, information technology services, telecommunications).
- **Operations:** Functions and activities related to fire suppression, medical, and rescue services.
- **Fire Prevention and Public Education:** Functions or activities related to reducing risk of harm and preventing loss of life because of fire, accident, illness, and other types of emergencies.
- **Training:** Functions and activities related to training and professional development.
- **Facilities:** Functions and activities related to rental, repair, operation, and maintenance of land, buildings and equipment related to fixed facilities (e.g., heating, ventilating, and air conditioning systems (HVAC), water systems, electrical backup generators).
- **Apparatus and Equipment Repair and Maintenance:** Functions and activities related to maintenance and repair of vehicles and portable equipment.

Budget Development

ECFR uses a bottom up budget process that engages project and program managers in developing budgets for each functional area of district operations. These budgets are consolidated, reviewed, and refined to produce the proposed district budget. This bottom up process has both advantages and disadvantages (Florin, 2011).

¹ Given the district’s small size, these functions are budgetary and not completely organizational (e.g., some members work within the operations function but have responsibility for other functions such as training, fire prevention, facilities, or repair and maintenance).

Title Budget	SOG # 1.3.1
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Table 1. Advantages and Disadvantages of Bottom Up Budgeting

Advantages/Reinforcing Strategy	Disadvantages/Mitigating Strategies
<p>Participative Process: Bottom up budget development is a participative process in which the members involved develop a greater sense of ownership and commitment to the budget as a financial plan.</p> <p>Reinforcing Strategy: The district's budget is used as an ongoing tool by all members with program or project management responsibility. Integration of the budget into program and project management as well as real time access to financial data increases commitment to the budget as the district's working financial plan.</p>	<p>Time Required: Development of the district budget from the bottom up takes a significant commitment of staff time for developing program, project, and division budget proposals, executive review, and refinement of the proposed district budget.</p> <p>Mitigation Strategy: The district's budget calendar is designed to provide adequate staff time for budget development and integrates the budget development process into ongoing staff work.</p> <p>Lack of Expertise: This approach requires individuals who may have limited experience and expertise to develop detailed budget projections.</p> <p>Mitigation Strategy: Professional development includes training and ongoing coaching in budget development and use of the budget as an ongoing financial management tools.</p>
<p>Accuracy: A bottom up budget has potential to be more accurate as those involved are closest to the work that will be performed.</p> <p>Reinforcing Strategy: Integration of the budget into program and project management along with accurate accounting by expense category provides ongoing improvement in budget accuracy.</p>	<p>Over Estimation: Competition for scarce resources may lead to overestimation of budget needs.</p> <p>Mitigation Strategy: Budget review at the function and district level along with the use of a modified zero based budgeting process, controls for overestimation of budget needs.</p>
<p>Improved Communication and Coordination: Budget development from the bottom up improves communication and coordination between project and program, and function managers and fire chief.</p> <p>Reinforcing Strategy: Regular fiscal reporting and ongoing conversation between the fire chief and members responsible as function, program, and project managers maintains a focus on the budget as a working document.</p>	<p>Lack of Context: In many organizations, rank and file members and first or second line supervisors do not have knowledge of strategic level organizational goals that impact on budget development.</p> <p>Mitigation Strategy: The district's mission, values, and vision are integrated with ongoing operations. Within the budget process, project, program, and function budgets must be tied closely to specific strategic goals and initiatives.</p>

Title Budget	SOG # 1.3.1
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In addition to building its budget from the bottom up, ECFR uses modified zero based budgeting. In this process, it is not assumed that the current year's spending for a particular program or function is justified. Expenditures are examined to identify the following:

- Is this expenditure or level of expenditure in the best interest of the community that we serve?
- Are the goals and objectives of the program or function identified in the district's strategic plan?
- Are there other less costly and more effective ways of achieving the desired outcomes?
- Would overall achievement of the district's strategic goals be improved if funding was shifted from the program under review to another area of district operations?

Budget Calendar

The district's budget process begins in April with review of the district's strategic goals, capital projects plan, and other major policies in April with development of project, program, and function budgets and concludes in November with adoption of the budget by the board of fire commissioners and submittal to the Clark County Auditor.

Table 2. Budget Calendar

Month	Activity
April	Board of Commissioners major policy review: <ul style="list-style-type: none"> • Strategic goals. • Capital projects plan. • Other major policies. Staff develops multi-year fiscal projections.
June	Community budget review working group review of budget assumptions.
July	Development of function budgets.
August	Review & revision of function budgets. Draft comprehensive district budget.
September	Staff review & revision of the proposed district budget. Community budget review working group review of proposed district budget.
October	Submittal of the proposed district budget to the board of fire commissioners. Public budget hearing. Budget accepted or revisions specified by the board of fire commissioners.

Title Budget	SOG # 1.3.1
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Table 2. Budget Calendar

Month	Activity
November	The fire chief and district staff revise the proposed budget as necessary. Tax increase resolution, levy certification resolution, and resolution for adoption of the district's comprehensive budget by the board of fire commissioners. Adopted budget submitted to the Clark County Auditor.
December	Board of fire commissioners, fire chief, and community budget review working group review and discussion of the budget process and recommendations for improvement. The adopted budget is entered into the finance and accounting system. The adopted budget is submitted to the GFOA Distinguished Budget Award Program for review.

Development of Function Budgets

Just as the function budgets are the foundation for development of the overall district budget, program budgets provide the basis for development of division budgets.

Staff Budget Input Workbook: In June, each function and program manager is provided with a staff budget input workbook in Excel (.xlsx) format that is used to enter proposed funding details to support line item level requests as illustrated in Table 3. This workbook contains a worksheet for each line item. The yellow shaded areas of worksheets are provided for data input while the unshaded areas contain headings and calculated fields that are locked.

Table 3. Staff Budget Input Worksheet

522 30 30 000		Fire Prevention & Public Education Supplies		
Item	Quantity	Unit Price	Sub Total	Justification
10-Year Battery Smoke Alarms	100	\$20	\$2,000	
Hard Wired (Plug In) Smoke Alarms	20	\$30	\$600	
Carbon Monoxide Alarms	20	\$35	\$700	
Smoke & CO Alarm Batteries	1	\$500	\$500	
			\$0	
			\$0	
			\$0	
			\$0	
			\$0	
			\$0	
Line Total			\$3,800	

Function and program managers must be able to speak to the reason for each specific request, why this expenditure is in the best interest of the community, how the expenditure supports achievement of the district's strategic goals and initiatives, and what alternatives were considered in determining that this

Title	SOG #
Budget	1.3.1

expenditure was the most cost effective approach. Within the operating budget any expenditure that reflects a significant change (increase/decrease in expense or addition or elimination of a service or program) must be accompanied by a narrative explanation or justification.

Data entered into the line item worksheets are linked to the associated function (administration, operations, prevention and education, training, facilities, and repair and maintenance) budget worksheets that identify the actual expenditures for the prior year, amended budget for the current year, and proposed budget for each line item along with summary data.

		Actual 2022	Amended 2023	Proposed 2024
220 Prevention Wages & Benefits				
522 30 14 001	Fire Prevention & Public Education Overtime	\$0	\$0	\$1,003
220 Prevention & Public Education Supplies & Services				
522 30 30 000	Fire Prevention & Public Education Supplies	\$882	\$725	\$3,800
522 30 30 001	Fire Prevention & Public Education Equipment	\$0	\$0	\$100
522 30 31 000	Pre-Incident Planning Supplies	\$0	\$0	\$0
522 30 31 001	Pre-Incident Planning Equipment	\$0	\$0	\$0
522 30 35 000	Address Signs	\$0	\$0	\$500
522 30 40 000	Newsletter Printing & Postage	\$1,912	\$4,000	\$6,000
522 30 42 000	Public Education Advertising	\$0	\$300	\$0
Sub Total		\$4,289	\$9,025	\$11,403

Total Prevention Budget	\$4,289	\$9,025	\$11,403
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Function Business Plan: Function managers must review the district’s adopted strategic goals and related initiatives and submit a business plan along with their function budget detail worksheet. This plan must include the following:

- Function title (e.g., administration, operations, fire prevention and education, training, repair and maintenance, or facilities).
- Purpose of the function (explanation of why the function exists).
- Programs within the function’s area of responsibility.
- Strategic goals supported by function activities.
- Strategic initiatives that will be implemented or in progress during the budget year.

Program managers develop program business plans that specify program purchase, strategic goals, and initiatives. In addition, function and program managers correlate activities and expenditures to the Commission on Fire Accreditation International (CFAI) accreditation criteria (CPSE, 2020).

Title Budget	SOG # 1.3.1
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Capital Projects Plan and Budget

The East County Fire and Rescue’s capital projects plan is a component of the district’s integrated comprehensive plan. Direction for the capital planning process is provided in *Standard Operating Guideline (SOG) 1.4.6 Integrated Comprehensive Plan Volume 6-Capital Projects Plan*.

Annual Capital Projects Budget: The district develops an annual budget for the capital projects fund. This budget is integrated with the budgets for all other funds in the annual comprehensive budget. This budget includes:

- Capital projects fund cash flow and 10-year overview of scheduled projects.
- Individual capital project request and estimates of cost for projects that will be completed in the budget year.

Budget Amendment

There are two types of budget amendment. The first is simply a transfer between line items within a given fund (e.g., reduction in one or more lines and an increase in one or more other lines) while maintaining the same overall appropriation (net zero budget adjustment). The second type of adjustment is a transfer between funds and change in the appropriated amount within those funds (e.g., transfer from contingency or transfer between the capital projects fund and general fund).

Line item expenditures that exceed the adopted amount may be approved by the fire chief provided that the budget remains balanced at the function and fund levels. In the event that line item expenditures would result in a deficit (within the line) of greater than \$2000, the board of fire commissioners must be notified at their next regular meeting.

Budget amendment will generally be performed (if needed) in April and October. However, under exigent circumstances, the fire chief may request that the board of fire commissioners adjust the budget at any time.

The district’s administrative specialist will enter proposed budget changes in the Springbrook accounting system as they are identified. This entry will include the adopted amount of the line item, the proposed (adjusted) amount of the line item, the difference, percentage difference, and justification of the proposed changes. The fire chief will submit a narrative report outlining the need for the budget adjustment (increases/decreases in individual lines and/or transfer between funds) with line item level detail along with the Springbrook proposed budget changes report to the board of fire commissioners in advance of the meeting at which the budget adjustment will be considered.

Public Budget Communication

In addition to the comprehensive budget, the district will prepare a budget in brief document that provides a high level (fund and function) overview of the district’s budget to provide district residents and taxpayers with user friendly, easy to access information on the district’s fiscal condition and budget.

To provide a high level of transparency to the district’s budget process, the proposed budget and budget in brief will be posted to the district’s website concurrently with transmittal to the board of fire

Title Budget	SOG # 1.3.1
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commissioners. The district’s adopted budget and budget in brief will be posted to the district’s website immediately following adoption and any subsequent adjustments will be posted in a timely manner after adoption by the board of fire commissioners.

In addition to on-line posting, a summary of the district’s budget will be included in the first district newsletter following budget adoption. This newsletter is distributed to all United States mail customers within the district.

The district’s monthly budget position and check register will be posted to the district’s website on a monthly basis in advance of the second monthly regular meeting of the board of fire commissioners. In addition, any budget adjustments and related supporting documentation will be posted to the district’s website following the meeting of the board of fire commissioners at which these budget changes are made.

Distinguished Budget Presentation Award Program

East County Fire and Rescue participates in the Government Finance Officers Association (GFOA) *Distinguished Budget Presentation Award Program* (GFOA, 2024) on an annual basis. This program provides external validation that the district has prepared budget documents of the very highest quality that reflect both the guidelines established by the National Advisory Council on State and Local Budgeting and the GFOA’s best practices on budgeting.

References

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East County Fire and Rescue Standard Operating Guidelines

Title Investment	SOG # 1.3.8
Policy Adoption	Date
Standard Operating Guideline Adoption	Date

Purpose

This Standard Operating Guideline (SOG) defines district policies and procedures used in investment of district funds consistent with the objectives of ensuring the safety of principal, liquidity sufficient to meet current expenses, and attaining a market rate of return. This guideline incorporates recommended best practices of the Government Finance Officers Association (GFOA) (2015, 2016).

Scope

This SOG applies to all financial assets of the district. These funds are accounted for in the Districts Annual Financial Report and include:

- General fund.
- Capital projects fund.
- Leave accrual fund.

The following funds are not included within the scope of this SOG:

- Grants management fund.
- Emergency medical services (EMS) fund.

The grants management fund is not included due to regulatory limitations on investment of grant funds received by the district. The EMS fund is not included as this fund is a pass through from ECFR to the City of Camas for advanced life support ambulance service.

Title Investment	SOG # 1.3.8
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Policies

East County Fire and Rescue has adopted the following policies related to district investments:

- It is the policy of East County Fire and Rescue (ECFR) to invest public funds in a manner which will provide maximum security with the highest investment return while meeting the cash flow demands of the district and conforming to all state and local statutes governing the investment of public funds.
- Pursuant to the *Revised Code of Washington (RCW) 52.16.010* the Clark County Treasurer serves as the financial agent for the district. As such, the Clark County Treasurer receives and disburses district revenues, and invests financial assets consistent with the Clark County Treasurer’s Investment Policy (Clark County Treasurer, 2023).
- The district’s administrative specialist and fire chief will review the *Clark County Treasurer’s Office Investment Policy* (Clark County Treasurer, 2023) whenever the county makes policy changes (but in any case, no less than annually) and shall determine if changes in this standard operating guideline are necessary.

Procedure

ECFR has established the following procedures related to investment of district funds.

Clark County Treasurer-Investment Pool

Pursuant to the *Revised Code of Washington (RCW) 52.16.010* the Clark County Treasurer serves as the financial agent for the district. As such, the Clark County Treasurer receives and disburses district revenues, and invests the district’s financial assets.

RCWs 36.29.020, 36.29.022, and 36.29.024 provide statutory authority for the treasurer to operate a pooled investment program. The purpose of the pool is to allow political subdivisions to combine funds available for investments in order to achieve a potentially higher yield than if the funds were invested on an individual entity basis. The district will be responsible for depositing and withdrawing funds based on its cash flow needs, so there is no maturity date for pooled investments as there are for specific securities and certificates of deposit. The district maintains an interlocal agreement with the Clark County Treasurer for participation in the Clark County Investment Pool (Clark County & ECFR, 2021).

The Clark County Treasurer maintains investment policies (2023) that have been approved by the Clark County Finance Committee which consists of the County Treasurer, the County Auditor, and the Chair of the Clark County Council.

Investment of Funds Not Needed for Immediate Expenditure

Clark County functions as the district’s Treasurer, receiving and processing revenue. Tax revenue is received directly and all other receipts are received via a clearing bank account at US Bank for East County Fire and Rescue. This bank account is used for deposit of cash receipts and the balance is

Title	SOG #
Investment	1.3.8

transferred to the Clark County Treasurer. Procedures for cash receipts and electronic fund transfers are defined in *Standard Operating Guideline (SOG) 1.3.3 Finance and Accounting (ECFR, 2024a)*.

In accordance with the *Clark County Treasurer’s Office Investment Policy (Clark County, 2023)* the Clark County Treasurer invests all funds in the investment pool that are not needed for immediate expenditure. District funds are withdrawn on an as needed basis. Procedures for issuance of warrants for payment of accounts payable are defined in *Standard Operating Guideline (SOG) 1.3.3 Finance and Accounting (ECFR, 2024a)*.

Prudent Investment

The *Clark County Treasurer’s Office Investment Policy (Clark County, 2023)* requires that the treasurer and authorized investment officers perform their duties in a manner consistent with the standard of a “prudent person,” as defined by RCW 43.250.040.

The Treasurer will invest public funds in accordance with all federal, state, and local governing statutes. The Treasurer will invest public funds in a manner that preserves capital and ensures the protection of investment principal, allows adequate liquidity for any relevant municipal corporations (participants), and achieves the highest investment return consistent with the primary objectives of safety and liquidity. (Clark County, 2023, p. 4).

The primary objectives of the Clark County Treasurer’s investment policy are to provide for the safety of invested funds, maintaining sufficient liquidity for the participants to meet their cash flow requirements, and maximizing return on investment. The Pool’s investment strategy is to adjust maturity and asset class diversification based on changes in market conditions. Securities are generally held until maturity, with the following exceptions:

- To minimize loss of principal.
- To meet the liquidity needs of the investment portfolio.
- To rebalance the quality, yield, or target duration of investments in the portfolio.

Reporting and Oversight

The accounting assistant shall report interest earned on investments during the prior month as part of the monthly budget position report to the board of fire commissioners.

Investment Policy Review

The fire chief and administrative specialist will review the *Clark County Treasurer’s Office Investment Policy* each June and provide an overview of any substantive changes in this policy to the board of fire commissioners

Title	SOG #
Investment	1.3.8

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EAST COUNTY FIRE & RESCUE

BOARD ASSIGNMENTS FOR 2024

POSITION	ECFR BOARD
Chair	<u>Seeds</u>

Vice Chair	<u>Taggart</u>
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ECAAB Committee

Primary	<u>Seeds</u>
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Alternate	<u>Martin</u>
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Chief's Rep	<u>Hartin</u>
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Communication with Neighboring Elected Officials

Primary	<u>Taggart</u>
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Primary	<u>Alternate Commissioners</u>
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Chief Rep	<u>Hartin</u>
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Risk Group

Commissioner	<u>Taggart</u>
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Alternate	<u>Hofmaster</u>
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Safety Committee Representative

Primary	<u>Hofmaster</u>
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Alternate	<u>Taggart</u>
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BOARD FOR VOLUNTEER FIRE FIGHTERS & RESERVE OFFICERS FOR FY2024

POSITION	ASSIGNMENT	ALTERNATE
Chair	<u>Seeds</u>	<u>Taggart</u>
Commissioner	<u>Martin</u>	<u>Hofmaster</u>
Chief	<u>Hartin</u>	<u>AC Jacobs</u>
Fire Fighter	<u>TBA</u>	<u>TBA</u>
Secretary	<u>Debbie</u>	<u>Chief Hartin</u>

Adopted by the Board of Fire Commissioners at the December 5, 2023 Regular Meeting.



Government Finance Officers Association
203 North LaSalle Street, Suite 2700
Chicago, Illinois 60601-1210
312.977.9700 fax: 312.977.4806

March 27, 2024

Edward Hartin
Fire Chief
East County Fire and Rescue, Washington

Dear Edward:

A panel of independent reviewers have completed their examination of your Annual budget document for the period beginning January 2024. We are pleased to inform you that your budget document has been awarded the Distinguished Budget Presentation Award from Government Finance Officers Association (GFOA). This award is the highest form of recognition in governmental budgeting. Its attainment represents a significant achievement by your organization.

Your Distinguished Budget Presentation Award is valid for one year. To continue your participation in the program, it will be necessary to submit your next budget document to GFOA within 90 days of the proposed budget's submission to the legislature or within 90 days of the budget's final adoption.

Your electronic award package contains the following:

- **Scores and Comments.** Each entity submitting a budget to the program is provided with reviewers' scores for each of the categories on which the budget document was judged along with reviewers' confidential comments and suggestions for possible improvements to the budget document. We urge you to carefully consider these suggestions as you prepare your next budget.
- **Budget Award.** A camera-ready reproduction of the Award is included for inclusion in your next budget. If you reproduce the camera-ready image in your next budget, it should be accompanied by a statement indicating continued compliance with program criteria. Please refer to the instructions for reproducing your Award in your next budget (also included in your award package).
- **Certificate of Recognition.** When a Distinguished Budget Presentation Award is granted to an entity, a Certificate of Recognition for Budget Presentation is also presented to the individual(s) or department designated as being primarily responsible for its having achieved the award.
- **Sample press release.** Attaining this Award is a significant accomplishment. The sample press release may be used to give appropriate publicity to this notable achievement.

In addition, award recipients will receive via mail either a plaque (if the government is a first-time recipient or has received the Award fifteen times since it received its last plaque) or a brass medallion to affix to the plaque.

We appreciate your participation in this program, and we sincerely hope that your example will encourage others in their efforts to achieve and maintain excellence in governmental budgeting. The most current list of award recipients can be found on GFOA's website at www.gfoa.org. If we can be of further assistance, please contact the Awards Programs staff at (312) 977-9700.

Sincerely,

Michele Mark Levine
Director, Technical Services Center



GFOA Distinguished Budget Presentation Awards Program Scores and Comments

East County Fire and Rescue, Washington
 Member ID: 300273137
 Application #: BAP-2024-9950081

Fiscal Year Begin: January 2024
 Budget Period: Annual

Award Decision: Awarded

Scoring Grade: 1 = Information Not Present, 2 = Does Not Satisfy Criterion, 3 = Proficient, 4 = Outstanding

		Reviewer Scoring			Reviewer Comments	Reviewer Comments	Reviewer Comments	
		#1	#2	#3	#1	#2	#3	
Introduction and Overview								
*	C1	Table of Contents (mandatory)	3	3	3	An effective table of contents is included in the document.	Consider providing a 'return to TOC' throughout the document for navigation.	A linked table of contents was provided, but number all pages to match the PDF page numbers.
*	P1	Strategic Goals & Strategies (mandatory)	3	4	4	This criterion pertains to the strategic goals that inform the budget decisions aligned with the long-term objectives of the entity. It involves explaining how the goals were derived, outlining the associated action plans or strategies, and linking specific budget initiatives to the goals. The Community Risk Assessment chart is well done. The additional charts are exceptional.	Strategic goals and associated action plans clearly articulated.	They presented their mission, vision, values, core functions, etc. and presented a matrix linking them to the services. Goals and initiatives were linked to the departments, too.
*	P2	Priorities and Issues (mandatory)	3	3	3	The document outlines short-term initiatives, revenue and expenditure drivers, and decision-making structures.		Date the budget message. Provide multi-year "uses" as well as sources to earn outstanding on P2 and C2 from this reviewer.
*	C2	Budget Overview (mandatory)	3	3	3	The budget document includes an informative budget message.		See comment in P2.

Financial Structure, Policy, and Process



**GFOA Distinguished Budget Presentation Awards Program
Scores and Comments**

East County Fire and Rescue, Washington
 Member ID: 300273137
 Application #: BAP-2024-9950081

Fiscal Year Begin: January 2024
 Budget Period: Annual

*	O1	Organization Chart (mandatory)	3	3	3	Please explain how the organizational structure contributes to achieving the organization's goals.		
	F1	Fund Descriptions and Fund Structure	3	3	4	Fund information is provided in the document. Any fund representing more than 10% of the appropriated budget's revenues or expenditures, excluding other financing sources and uses, should be classified as a major fund. The entity must identify its major funds. Nice Figure 19 overview.		A table and chart of funds enhances fund descriptions.
	O2	Department/ Fund Relationship	3	3	4	The matrix contains valuable information about the interconnectedness of the fund structure.		A chart of functions enhances O2.
	F2	Basis of Budgeting	3	3	3	The basis of budgeting and accounting are included,		
*	P3	Financial Policies (mandatory)	3	4	3	Financial policies and goals guide the budget process and focus discussions on related issues. These policies should cover financial planning, revenue, and expenditure. The policies that you have included satisfy this criterion.	Helpful index provided and reference to corresponding Standard Operating Guide.	
*	P4	Budget Process (mandatory)	3	3	3	the budget process includes the philosophy and process of developing the current budget.		

Financial Summaries



GFOA Distinguished Budget Presentation Awards Program Scores and Comments

East County Fire and Rescue, Washington
 Member ID: 300273137
 Application #: BAP-2024-9950081

Fiscal Year Begin: January 2024
 Budget Period: Annual

*	F3	Consolidated Financial Schedule (mandatory)	3	3	3	The document shall present a summary of major revenues and expenditures and other financing sources and uses to provide an overview of the total resources budgeted by the organization. Even though the document is provided, the bottom line All Funds is not as informative as it could be if broken down by fund.		To further enhance F3, F4 and F7, see pages 127-135 and 169-170 of the GFOA publication by John Fishbein, Building A Better Budget Document.
	F4	Three Year Consolidated and Fund Financial Schedules	3	3	3	The document provides an overview of the organization's budget, including major revenue sources, expenses, and other financial uses. It also includes a summary of the actual, current, and projected finances.		see comment in F3.
*	F5	Fund Balance (mandatory)	3	4	4	the graphics included in the fund balance information give the reader a good understanding of each related segment.	Detail by fund provided with explanation of changes in balances.	Fund balances were projected and discussed.
*	F6	Revenues (mandatory)	3	3	4	Please ensure all revenue sources are identified and described, along with analytical information for each related section. Discuss variances and provide trend analysis to give stakeholders a clear view of future revenue.		Revenues were enhanced with trend charts.
	F7	Long-Range Financial Plans	2	3	2	A discussion of intent to provide the long-term financial plan is provided in the document. Further information includes district plans.	Consider providing multi-year financial projections to demonstrate financial sustainability.	See comment in F3.

Capital & Debt



GFOA Distinguished Budget Presentation Awards Program Scores and Comments

East County Fire and Rescue, Washington
 Member ID: 300273137
 Application #: BAP-2024-9950081

Fiscal Year Begin: January 2024
 Budget Period: Annual

*	F8	Capital Program (mandatory)	3	4	3	The document should provide a thorough discussion of projected project costs, funding sources, and timelines. Additionally, it requests a detailed description of any significant one-time capital expenditures.	Full project description including purpose, tie-in to strategic goals and operating budget impact.	
*	F9	Debt (mandatory)	3	3	3	Debt service information is provided. Limits and levels of debt are included in the discussion.		

Departmental/Program Information

*	O3	Position Summary Schedule (mandatory)	3	4	3	Personnel information is included in the document.	Detail with explanation of staffing changes provided.	
*	O4	Departmental/Program Descriptions (mandatory)	3	3	3	The budget outlines the duties and core responsibilities of each department.		
	O5	Departmental/Program Goals and Objectives	3	4	3	The strategic goals link with district strategic plans.	Division linked to strategic goals. Consider strengthening the explanation of how the division supports the indicated strategic goals.	
*	O6	Performance Measures (mandatory)	2	3	3	It appears that performance measures are partially complete. I encourage you to further develop the non-financial measurements.	Consider strengthening the relationship of division performance measures to stated goals.	

Document-Wide Criteria



**GFOA Distinguished Budget Presentation Awards Program
Scores and Comments**

East County Fire and Rescue, Washington
 Member ID: 300273137
 Application #: BAP-2024-9950081

Fiscal Year Begin: January 2024
 Budget Period: Annual

C3	Statistical/ Supplemental Section	3	3	3	The document incorporates statistical and support data that profiles the county fire and rescue service.	Who are the major employers and taxpayers in the area?
C4	Glossary	3	3	4	Budget terminology is included.	Add amortization, BNSR, ECFR, FEMA and SOGS to the glossary that includes acronyms.
C5	Charts and Graph	3	3	4	The charts and graphs effectively present the narrative and numerical information.	Charts and graphs were effectively presented.
C6	Understandability and Usability	3	3	3	The document is designed effectively, with a visually appealing and consistent format. It meets most of the criteria for receiving the Distinguished Budget Presentation Award.	To further enhance your budget document that is solidly proficient, see the GFOA website under Best Practices, and/or the GFOA publication by John Fishbein, Building A Better Budget Document referenced above.

Overall Score						
	Overall as a Policy Document	3	4	3		
	Overall as a Financial Plan	3	3	3		
	Overall as an Operations Guide	3	3	3		
	Overall as a Communication Device	3	3	3		

***** END OF SCORES AND COMMENTS FOR BAP-2024-9950081 *****



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**East County Fire and Rescue
Washington**

For the Fiscal Year Beginning

January 01, 2024

Christopher P. Morill

Executive Director



GOVERNMENT FINANCE OFFICERS ASSOCIATION
NEWS RELEASE

FOR IMMEDIATE RELEASE

3/27/2024

For more information, contact:
Technical Services Center
Phone: (312) 977-9700
Email: budgetaward@gfoa.org

(Chicago, Illinois)—Government Finance Officers Association is pleased to announce that **East County Fire and Rescue, Washington** received GFOA's Distinguished Budget Presentation Award for its budget.

The award represents a significant achievement by the entity. It reflects the commitment of the governing body and staff to meeting the highest principles of governmental budgeting. In order to receive the budget award, the entity had to satisfy nationally recognized guidelines for effective budget presentation. These guidelines are designed to assess how well an entity's budget serves as:

- a policy document
- a financial plan
- an operations guide
- a communications device

Budget documents must be rated "proficient" in all four categories, and in the fourteen mandatory criteria within those categories, to receive the award.

There are over 1,700 participants in the Budget Awards Program. The most recent Budget Award recipients, along with their corresponding budget documents, are posted quarterly on GFOA's website. Award recipients have pioneered efforts to improve the quality of budgeting and provide an excellent example for other governments throughout North America.

Government Finance Officers Association (GFOA) advances excellence in government finance by providing best practices, professional development, resources, and practical research for more than 22,500 members and the communities they serve.

June 2024

June 2024

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

July 2024

Su	Mo	Tu	We	Th	Fr	Sa
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
May 26	27	28	29	30	31	Jun 1
2 Everyday is a training day (91 and 94)	3 10 min training (91 and 94)	4 10 min training (91 and 94) 9:00am RT 130 (91) 6:30pm Regular Board	5 9:00am RT 130 (91)	6 9:00am RT 130 (91) 3:00pm Strategic Planning Meeting (91)	7 Tech Rescue	8 Probationary FF Skills (91 and 94)
9 Everyday is a training day (91 and 94)	10 10 min training (91 and 94)	11 10 min training (91 and 94) Progressive Lay/Wildland Hose	12 10 min training (91 and 94) Progressive Lay/Wildland Hose	13 Progressive Lay/Wildland Hose Deployment (91)	14 Tech Rescue (91 and 94)	15 Probationary FF Skills (91 and 94)
16 Everyday is a training day (91 and 94)	17 10 min training (91 and 94)	18 10 min training (91 and 94) EVIP: Classroom, unit 2 6:30pm Regular Board	19 10 min training (91 and 94) EVIP: Classroom, unit 2 (91)	20 EVIP: Classroom, unit 2 (91)	21 Tech Rescue (91 and 94)	22 Probationary FF skills (91 and 94)
23 Everyday is a training day (91 and 94)	24 10 min training (91 and 94)	25 10 min training (91 and 94) EVIP: Drive Checks (91) 7:00pm EST Training	26 10 min training (91 and 94) EVIP: Drive Checks (91)	27 10 min training (91 and 94) EVIP: Drive Checks (91)	28 Tech Rescue (91 and 94)	29 Probationary FF Skills (91 and 94)
30 Everyday is a training day (91 and 94)	Jul 1	2	3	4	5	6