



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 May 21, 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/87879112460?>

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

Meeting ID 878 7911 2460 and Passcode 793025

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 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).

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 1.3.2 Procurement.
2. Approval of purpose, scope, and policy for – SOG 1.2.5 Modified work schedule.
3. Resolution #347-05212024 – Providing for adopting Municipal Research and Services Center (MRSC) for small public works, consultant, and vendor rosters.
4. Resolution #348-05212024 – Adopting policy & procedure for district credit card use.
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.
6. Resolution #350-05212024 – Surplus Equipment – See attachment “A” (Belkin Router).
7. Discuss July 4th Strategic Planning Date Change due to Holiday.

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, TBA.
2. Risk Group, TBA.
3. East County Ambulance Advisory Board (ECAAB), TBA.
4. Safety Meeting, May 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 04, 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

Adjournment



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Board of Fire Commissioners Consent Agenda

May 21, 2024

1. Approval of minutes:
 - May 07, 2024 Regular Board Meeting Minutes.
 - May 07, 2024 BVFF Meeting Minutes.
 - May 08, 2024 Strategic Planning Meeting Minutes.
2. Invoices for \$92,259.56 check number 15123 dated May 2, 2024. (Grants Management Fund)
3. Invoices for \$73,240.58 check number 15124 through 15144 dated May 8, 2024.
4. Approved commissioner stipends for the period of May 1 through May 15 with a May 25 pay date.

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

5. Voided/Destroyed Claims/Payroll Warrants.
6. Excuse absent Commissioner(s).
7. Payroll/Benefits/EFT's in the amount of \$73,419.00 (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 07, 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

Call to Order

Chairperson Joshua Seeds called the meeting to order at 18:34. This meeting was conducted in hybrid in-person/video conference format.

Flag Salute

Commissioner Taggart led the flag salute.

Swearing In

State Auditor Greg Kimsey swore in new Fire Commissioner Brendan Addis.

Agenda Adjustments

Vice Chair Commissioner Taggart asked Chair Commissioner Seeds if he wanted to read the memo from Chief Hartin about the amendment correction to the executive session on April 30, 2024. In summary it was as follows:

Amending the RCW to the Executive Session that was held on April 30, 2024. The agenda noted RCW 42.30.110 (1) (g): To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee, when it should have been RCW 42.30.110 (1)(h): To evaluate the qualifications of a candidate for appointment to elective office. However, any interview of such candidate and final action appointing a candidate to elective office shall be in a meeting open to the public. The correct RCW is noted in the minutes.

Consent Agenda

- Approval of April 16, 2024 Regular Board Meeting Minutes.
- Approval of April 16, 2024 Local BVFF&RO Meeting Minutes.
- Approval of April 17, 2024 Strategic Planning Meeting Minutes.
- Approval of April 30, 2024 Special Meeting Minutes.
- Approval of Financial Transactions.
- Excuse absent Commissioner(s).

Motion by Commissioner Taggart to approve the consent agenda with the amendment, **seconded by Commissioner Hofmaster. 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. Purchase request to approve the estimate to purchase (8) Bendix King BKR5000; DNR sourced wildland radios with AA battery packs. Previous generations are becoming obsolete and do not interface with current generation used by DNR (budgeted item) for \$12,587.20. **Motion by Commissioner Martin to approve** estimate to purchase (8) Bendix King BKR5000; DNR sourced wildland radios with AA battery packs. Previous generations are becoming obsolete and do not interface with current generation used by DNR (budgeted item), for \$12,587.20. **Seconded by Commissioner Addis. Motion passed unanimously.**

Committee Meetings

1. Communication with neighboring elected officials.
 - City of Camas, July 23, 2024 at 3:00 PM at City Hall. – Take away from the April 23, 2024 meeting. Commissioner Seeds – It was with Doug Quinn the City Manager. On that day their EMS levy was being voted on. Talked about their bond that will be on the ballot. Discussion ensued.
 - City of Washougal TBA.

2. Risk Group held on April 24, 2024. Asked last time if we wanted to increase our coverage. We were the only ones that brought it back to the board. The premium needed to be paid. Therefore, it was paid and they will table the increase of coverage until next year.
3. East County Ambulance Advisory Board (ECAAB) held on April 24, 2024. The discussion of the old age question who pays more or not enough. The conversation went back and forth until a somewhat agreement was made. Our agreement with them ends at the end of the year. Some decisions will need to be made. Discussion ensued.
4. Safety Meeting, May 23, 2024 Station 91 at 7:30 PM.

Commissioners Comments

Commissioner Martin mentioned changing the strategic planning meeting to accommodate Commissioner Addis. Commissioner Seeds said we will talk about it at the Strategic Planning Meeting.

Commissioner Taggart will be traveling in June, will be calling in on the next meetings in June.

Commissioner Addis said he is soaking it all in, writing things down.

Commissioner Seeds said the Columbian editorial board had an article about the 1% limitation and that they want to change it to 3% limitation due to inflation but it will be challenging. Discussion ensued.

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 May 21, 2024 Station 91 at 6:30 pm. – Hybrid format.
- Strategic planning workshop May 08, 2024 Station 91 at 3:00 pm. – Hybrid format.

Commissioner Addis let the Board know that he will not be at the Strategic Planning meeting.

Commissioner Seeds led the discussion about changing the Strategic Planning Meeting to Thursdays instead of waiting until the next Strategic Planning Meeting after all and after discussion, the decision was made that, starting in June the Strategic Planning Meeting will be the 1st Thursday after the 1st Board Meeting of the month at 3:00 PM.

Debbie Macias asked the Board who would be attending the conference in October; she needs to know so that rooms can be cancelled in time. If Commissioner Addis wants to go, she can switch names with him and Commissioner Martin for rooms.

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 19:52, 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 07, 2024

Station 91
Draft Minutes

Attendance

Martha Martin

Mike Taggart

Joshua Seeds

Brendan Addis

Steve Hofmaster

Chief Ed Hartin

Assistant Chief Jacobs

Debbie Macias

Pam Jensen

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 19:45 via Hybrid Meeting.

Business

No new business.

Adjournment

The local board adjourned at 19:45.

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)



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Special Board of Fire Commissioners Meeting

May 08, 2024

Station 91

3:00 PM

Draft Minutes

Attendance

Martha Martin

Mike Taggart

Joshua Seeds

Steve Hofmaster

Chief Ed Hartin

Debbie Macias

Pam Jensen

Call to Order

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

Chairperson Joshua Seeds called the meeting to order at 3:01 pm.

- Excuse absent Commissioner(s). Brendan Addis.

Fire District Business

1. Chief Hartin started the discussion regarding the lid lift. Reminded the Board that they elected a pro/con committee (no con) for the lid lift. Chief Hartin discussed how he met with the elected people of the pro committee and gave them a factual briefing. He also gave them a disclaimer that he cannot advocate for the lid lift or do their work for them. Discussion ensued.
2. Chief Hartin discussed the new procurement policy. Reviewed the procurement SOG line by line. Discussion ensued. Commissioner Martin asked Chief to send a copy of the resolution about paying bills, there is a paragraph on it (last sentence) that is very baffling and does not make sense. Chief Hartin said he would send that out to all board members.

Public Input

Commissioner Seeds confirmed the meeting with the City of Camas is on July 23, 2024 at 3:00 PM at City Hall.

Commissioner Martin asked about changing the July 4th Strategic Planning Meeting due it being a holiday. Commissioner Seeds said we could talk about it at the next Regular Board Meeting. Board secretary said she would take care of it.

Adjournment

Meeting adjourned at 16:29.

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)

CHECK REGISTER

East County Fire & Rescue

Time: 13:01:26 Date: 05/15/2024

05/01/2024 To: 05/15/2024

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
476	05/02/2024	Claims	62916	15123	AIR EXCHANGE	92,259.56	Invoice # 91611833 - Delivery of diesel exhaust system equipment for station 94.; Invoice # 91611834 - Delivery of diesel exhaust system equipment for station 93.; Invoice # 91611835 - Delivery of die
					007 - 594 22 63 050 - Facilities (Equipment)	22,879.47	Delivery of diesel exhaust system equipment for station 94.
					007 - 594 22 63 050 - Facilities (Equipment)	30,607.66	Delivery of diesel exhaust system equipment for station 93.
					007 - 594 22 63 050 - Facilities (Equipment)	38,772.43	Delivery of diesel exhaust system equipment for station 91.
007 Grants Management Fund						92,259.56	
						92,259.56	Claims: 92,259.56

CHECK REGISTER

East County Fire & Rescue

05/01/2024 To: 05/15/2024

Time: 13:05:45 Date: 05/15/2024

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
513	05/08/2024	Claims	6291	15124	CITY OF CAMAS (Water)	161.54	Account 01611-000 - Water service for station 91. Service period 03/01/2024-04/30/2024.
					001 - 522 50 47 091 - Station 91 Water	161.54	Water service for station 91. Service period 03/01/2024-04/30/2024.
514	05/08/2024	Claims	6291	15125	CLARK CO. FIRE RESCUE RISK MGMT GROUP	1,425.00	Invoice 2024-05 - Accident and sickness Policy 6/7/2024-6/7/2025 for Volunteers.
					001 - 522 10 47 001 - Insurance	1,425.00	Accident and sickness Policy 6/7/2024-6/7/2025 for Volunteers.
515	05/08/2024	Claims	6291	15126	CLARK COUNTY TREASURER	262.56	Invoice # CI063426 - QTR1 NetMotion Support up to 4 Licenses.
					001 - 522 20 40 000 - CRESA Dispatch Fee	262.56	QTR1 NetMotion Support up to 4 Licenses.
516	05/08/2024	Claims	6291	15127	EMBROIDER IT	55.17	Invoice # 19395 - Nametapes - Qty (3) Velcro - Dobbins, Lockwood, Parry for raincoats. (1) Parry regular for class B.
					001 - 522 20 34 004 - Uniforms	55.17	Nametapes - Qty (3) Velcro - Dobbins, Lockwood, Parry for raincoats. (1) Parry regular for class B.
517	05/08/2024	Claims	6291	15128	GENERAL FIRE APPARATUS, INC	971.47	Invoice # 18420 - Apparatus 1014. Whelen 600 Series LED flasher light red.; Invoice # 18447 - Apparatus 1021. Code 3 C3900U Speaker. Universal Mount.
					001 - 522 60 44 003 - E94 (1014)	671.27	Apparatus 1014. Whelen 600 Series LED flasher light red.
					001 - 522 60 46 000 - SQ91 (1021)	300.20	Apparatus 1021. Code 3 C3900U Speaker. Universal Mount.
518	05/08/2024	Claims	6291	15129	HI-WAY FUEL	386.00	April Statement - April Fuel Charge.
					001 - 522 20 36 000 - Fuel (Diesel/Gasoline)	386.00	April fuel charge.
519	05/08/2024	Claims	6291	15130	KONICA MINOLTA BUSINESS SOLUTIONS USA IN	26.66	Invoice # 293452919 - Copier maintenance - station 91.
					001 - 522 10 40 002 - Copier Maintenance	26.66	Copier maintenance - station 91.
520	05/08/2024	Claims	6291	15131	LACROSSE FOOTWEAR DANNER	396.00	Invoice 17404 - Recon 8" Black Boots Qty. (1) for new Part timer (Moncier).
					001 - 522 20 34 004 - Uniforms	396.00	Recon 8" Black Boots Qty. (1) for new Part timer (Moncier).
521	05/08/2024	Claims	6291	15132	LN CURTIS & SONS	4,060.61	Invoice # INV814039 - 660C Metro Cairns Custom Modern Helmets Qty. (10) for Volunteers.
					001 - 522 20 38 002 - Personal Protective Equipment	4,060.61	660C Metro Cairns Custom Modern Helmets Qty. (10) for Volunteers.
522	05/08/2024	Claims	6291	15133	LUTZ HARDWARE	367.19	April Statement - Account 1095.
					001 - 522 50 31 000 - Station Supplies	45.21	Inv# A1250774 Paint for trim around new map frames.
					001 - 522 50 31 000 - Station Supplies	75.94	Inv# A1248820 Screws, nuts & bolts for map frames.
					001 - 522 50 40 000 - Building Repair & Maintenance	88.25	Inv# A1250797 Paint, paint brushes, & paint supplies for station repair and maintenance.
					001 - 522 50 40 000 - Building Repair & Maintenance	64.06	Inv# A1250340 Strapping tape, retractable knife & blades, drill screws & combination square for station repair and maintenance.

CHECK REGISTER

East County Fire & Rescue

05/01/2024 To: 05/15/2024

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
					001 - 522 50 40 000 - Building Repair & Maintenance	54.61	Inv# A1247436 diagonal cut pliers, coat/hat hooks.
					001 - 522 50 40 000 - Building Repair & Maintenance	39.12	Inv# A1248820 10" brush head & handle to wash rigs, auto wash to wash rigs.
523	05/08/2024	Claims	6291	15134	NAPA AUTO PARTS	10.23	Invoice # 537047,537054
					001 - 522 20 36 000 - Fuel (Diesel/Gasoline)	70.47	Inv# 1728-543337 DEF for station 91 5 qty.
					001 - 522 60 47 002 - U94 (915)	-225.67	Credit Memo# 537054 Battery (under warranty) purchased on Inv# 1728-521092. CM rec'd 05/07/2024
					001 - 522 60 47 002 - U94 (915)	165.43	Inv#1728-537047 2yr warranty battery. Invoice from 11/27/2023 - rec'd 05/07/2024
524	05/08/2024	Claims	6291	15135	PALADIN BACKGROUND SCREENING	51.00	Invoice # 5738 - Nationwide Criminal Background Check. (Ford) Volunteer.
					001 - 522 10 44 000 - Professional Services	51.00	Nationwide Criminal Background Check. (Ford) Volunteer.
525	05/08/2024	Claims	6291	15136	PAUL DAVIS RESTORATION	12,630.75	Invoice # GVWA-22-1876-R - Final Invoice for mold mitigation and cabinet replacement - reconstruction at station 94.
					001 - 522 50 40 094 - Station 94 Building R&M	12,630.75	Final Invoice for mold mitigation and cabinet replacement - reconstruction at station 94.
526	05/08/2024	Claims	6291	15137	PAUL DAVIS RESTORATION	11,994.53	Invoice # GVWA-24-4389-E - Mitigation/Emergency - Pipe burst due to freezing weather. Ice storm.; Invoice # GVWA-24-4389-E-1 - Emergency Mitigation Plumbing part of the pipe burst from ice storm.; Inv
					001 - 522 50 40 094 - Station 94 Building R&M	5,371.61	Mitigation/Emergency - Pipe burst due to freezing weather. Ice storm.
					001 - 522 50 40 094 - Station 94 Building R&M	1,609.59	Emergency Mitigation Plumbing part of the pipe burst from ice storm.
					001 - 522 50 40 094 - Station 94 Building R&M	5,013.33	Emergency/ Completed Reconstruction - Storage room. Part of damage caused by the ice storm.
527	05/08/2024	Claims	6291	15138	PROGRESS ELECTRIC, LLC	3,150.39	Invoice # 5378 - Station 94. Cord reel mounting bay 2. Mezzanine light fixture 1 LED and workshop area, 7 fixtures converted to LED. South bathroom fixture out. Replace emergency light fixture exit;
					001 - 522 50 40 093 - Station 93 Building R&M	1,410.80	Station 93. Replacement of 4 failing exterior can lights on the main station entrance (west side). Day room 6 light fixtures retrofit to LED, currently two fixtures not functional.
					001 - 522 50 40 094 - Station 94 Building R&M	1,739.59	Station 94. Cord reel mounting bay 2. Mezzanine light fixture 1 LED and workshop area, 7 fixtures converted to LED. South bathroom fixture out. Replace emergency light fixture exit.
528	05/08/2024	Claims	6291	15139	U.S. BANK	9,230.62	Account ending in 3017 - April statement.
					001 - 522 10 33 000 - Computer Software and Suppli	659.97	Go Daddy - SSL Security certificate for ECFR email. 3 year SSL certificate.
					001 - 522 10 33 000 - Computer Software and Suppli	46.55	MX Guardian - Monthly fee for spam filter.

CHECK REGISTER

East County Fire & Rescue

Time: 13:05:45 Date: 05/15/2024

05/01/2024 To: 05/15/2024

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
		001 - 522 10 33 000 - Computer Software and Suppli				17.24	Zoom - Video streaming service for board meetings.
		001 - 522 10 40 001 - Information Technology Service				249.00	Streamline - Website maintenance.
		001 - 522 20 34 004 - Uniforms				43.36	Imperial Cleaners - Sew patches (3) on new job shirt for (Burch)
		001 - 522 20 34 004 - Uniforms				240.00	5.11 Tactical - Raincoats (6) for stock and (Dobbins) (Lockwood).
		001 - 522 20 34 004 - Uniforms				32.52	Imperial Cleaners - Sew (2) patches on class B for (Miller).
		001 - 522 20 34 004 - Uniforms				46.26	Imperial Cleaners - Sew (3) patches on new job shirt for (Gilbert).
		001 - 522 20 34 004 - Uniforms				149.59	Imperial Cleaners sew patches (3) on new job shirt for (Dobbins). Hem pants (1 pair) and sew patches (4) for (Payne)
		001 - 522 20 34 004 - Uniforms				43.03	Minuteman Press Vancouver - Deposit to put word "Fire" on 6 new raincoats.
		001 - 522 20 34 004 - Uniforms				84.55	Imperial Cleaners - Sew (4) patches on uniforms (Moncier) Hem (1 pair) pants for (Parry)
		001 - 522 20 34 004 - Uniforms				48.78	Imperial Cleaners - Sew (3) patches on job shirt for (Moncier)
		001 - 522 20 34 004 - Uniforms				35.20	Minuteman Press Vancouver - Balance paid for word "Fire" put on 6 raincoats.
		001 - 522 20 41 002 - Mobile Data Computer Cellular				200.05	Verion - MDC
		001 - 522 20 41 003 - Cell Phones				83.96	Verizon - Cell Phones E91 and E94.
		001 - 522 30 30 000 - Fire Prevention & Public Educa				113.16	Amazon - M18 batteries for smoke detectors; red lithium high output. Qty (2) packs.
		001 - 522 30 30 000 - Fire Prevention & Public Educa				271.08	Amazon - Photoelectric smoke alarms. 10 year battery. Qty (9).
		001 - 522 45 30 000 - Training Books/Periodicals				845.15	IFSTA - OSU Fire protection publications. Essentials of fire fighting 7th edition. Qty (8)
		001 - 522 50 31 000 - Station Supplies				29.18	Amazon - D-line 6ft floor cord cover.
		001 - 522 50 31 000 - Station Supplies				44.50	Amazon - Odoban professional series neutral ph no rinse floor cleaner 4 gallons.
		001 - 522 50 31 000 - Station Supplies				50.86	Amazon - Apec water system filter set 2qty.
		001 - 522 50 32 000 - Furniture & Appliances				20.47	Amazon - LED power metal desk lamp, eye caring table lamp.
		001 - 522 50 40 094 - Station 94 Building R&M				32.28	Amazon - Emergency phone sign, handicap parking sign.
		001 - 522 50 42 091 - Station 91 Telephone & Interne				543.64	Comcast - Telephone/internet service at station 91. Service period 3/19/2024-4/18/2024.
		001 - 522 50 42 093 - Station 93 Telephone & Interne				335.21	Comcast - Telephone/internet service station 93. Service period 4/10/2024-5/9/2024.
		001 - 522 50 42 093 - Station 93 Telephone & Interne				341.21	Comcast - Telephone/internet service at station 93. Service period. Service period 5/10/2024-6/9/2024.
		001 - 522 50 42 094 - Station 94 Telephone & Interne				462.95	Comcast - Telephone/internet service at station 94. Service period. Service period 4/14/2024-5/13/2024
		001 - 522 50 42 094 - Station 94 Telephone & Interne				463.46	Comcast - Telephone/internet service station 94. Service period 3/14/2024-4/13/2024.
		001 - 522 50 43 094 - Station 94 Electrical Service				797.12	Clark Public Utilities - Electric service at station 94. Service period 3/7/2024-4/5/2024.

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East County Fire & Rescue

Time: 13:05:45 Date: 05/15/2024

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
			001 - 522 50 45 091		Station 91 Garbage	158.05	Waste Connections - Trash service at station 91. Service period 3/1/2024-3/31/2024.
			001 - 522 50 45 093		Station 93 Garbage	93.40	Waste Connections - Trash service at station 93. Service period 3/1/2024-3/11/2024.
			001 - 522 50 45 094		Station 94 Garbage	70.47	Waste Connections - Trash service at station 94. Service period 3/1/2024-3/31/2024.
			001 - 522 50 46 091		Station 91 Gas	1,244.85	NW Natural - Gas service at station 91. Service period 2/19/2024-3/18/2024.
			001 - 522 50 48 093		Station 93 Pest Control	140.22	Pacific NW Pest Control - Station 93. Pest service Station 93.
			001 - 522 50 48 094		Station 94 Pest Control	140.22	Pacific NW Pest Control - Station 94 pest/rodent service.
			001 - 522 60 40 006		Self-Contained Breathing Appa	1,041.61	OHD -Per agreement with CWFD/Dist 3/ECFR- Calibration and preventative main w/NIST calibration. (Annual) ECFR due to pay again in 2027.
			001 - 522 60 40 008		Small Engine Equipment	11.47	Amazon - Gabasinover replacement parts, handle bolts, 8 bolts and 4 handles fit for most lawn mowers.
529	05/08/2024	Claims	6291	15140	WEX BANK	1,884.82	Invoice # 96931634 - April Fuel Charge.
			001 - 522 20 36 000		Fuel (Diesel/Gasoline)	1,601.83	April Fuel Charge.
			001 - 522 20 36 000		Fuel (Diesel/Gasoline)	282.99	Finance charge.
530	05/08/2024	Payroll	6291	15141	OPEIU Local 11	61.90	Pay Cycle(s) 05/10/2024 To 05/10/2024 - OPEIU Dues
			001 - 589 99 99 000		Payroll Clearing	30.95	
			001 - 589 99 99 000		Payroll Clearing	30.95	
531	05/08/2024	Payroll	6291	15142	TRUSTEED PLANS SERVICE CORPORATION	1,061.31	Pay Cycle(s) 05/10/2024 To 05/25/2024 - Disability - FF (Case#37014)
			001 - 522 20 26 001		Disability/Life Insurance	90.05	
			001 - 522 20 26 001		Disability/Life Insurance	103.20	
			001 - 522 20 26 001		Disability/Life Insurance	89.55	
			001 - 522 20 26 001		Disability/Life Insurance	90.17	
			001 - 522 20 26 001		Disability/Life Insurance	65.63	
			001 - 522 20 26 001		Disability/Life Insurance	90.17	
			001 - 522 20 26 001		Disability/Life Insurance	93.92	
			001 - 522 20 26 001		Disability/Life Insurance	93.92	
			001 - 522 20 26 001		Disability/Life Insurance	72.67	
			001 - 522 20 26 001		Disability/Life Insurance	94.44	
			001 - 522 20 26 001		Disability/Life Insurance	83.15	
			001 - 522 20 26 001		Disability/Life Insurance	94.44	
532	05/08/2024	Payroll	6291	15143	TRUSTEED PLANS SERVICE CORPORATION	24,992.83	Pay Cycle(s) 05/10/2024 To 05/25/2024 - PPO-100 (Case#69106); Pay Cycle(s) 05/10/2024 To 05/25/2024 - Kaiser (Case#69106); Pay Cycle(s) 05/10/2024 To 05/25/2024 - Dental
			001 - 522 10 22 001		Medical Insurance	1,482.32	
			001 - 522 10 22 001		Medical Insurance	1,793.00	
			001 - 522 10 22 001		Medical Insurance	1,793.00	
			001 - 522 10 22 001		Medical Insurance	94.61	
			001 - 522 10 22 001		Medical Insurance	94.61	
			001 - 522 10 22 001		Medical Insurance	94.61	
			001 - 522 20 22 001		Medical/Dental Insurance (IAFF)	1,997.38	
			001 - 522 20 22 001		Medical/Dental Insurance (IAFF)	677.63	

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East County Fire & Rescue

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
		001 - 522 20 22 001 - Medical/Dental Insurance (IAFF				677.63	
		001 - 522 20 22 001 - Medical/Dental Insurance (IAFF				677.63	
		001 - 522 20 22 001 - Medical/Dental Insurance (IAFF				1,329.38	
		001 - 522 20 22 001 - Medical/Dental Insurance (IAFF				1,537.51	Reserve adjustment
		001 - 522 20 22 001 - Medical/Dental Insurance (IAFF				2,056.54	
		001 - 522 20 22 001 - Medical/Dental Insurance (IAFF				1,266.95	
		001 - 522 20 22 001 - Medical/Dental Insurance (IAFF				2,056.54	
		001 - 522 20 22 001 - Medical/Dental Insurance (IAFF				816.01	
		001 - 522 20 22 001 - Medical/Dental Insurance (IAFF				816.01	
		001 - 522 20 22 001 - Medical/Dental Insurance (IAFF				2,056.54	
		001 - 522 20 22 001 - Medical/Dental Insurance (IAFF				816.01	
		001 - 522 20 22 001 - Medical/Dental Insurance (IAFF				150.25	
		001 - 522 20 22 001 - Medical/Dental Insurance (IAFF				150.25	
		001 - 522 20 22 001 - Medical/Dental Insurance (IAFF				150.25	
		001 - 522 20 22 001 - Medical/Dental Insurance (IAFF				54.57	
		001 - 522 20 22 001 - Medical/Dental Insurance (IAFF				150.25	
		001 - 522 20 22 001 - Medical/Dental Insurance (IAFF				54.57	
		001 - 522 20 22 001 - Medical/Dental Insurance (IAFF				54.57	
		001 - 522 20 22 001 - Medical/Dental Insurance (IAFF				54.57	
		001 - 522 20 22 001 - Medical/Dental Insurance (IAFF				86.60	
		001 - 522 20 22 001 - Medical/Dental Insurance (IAFF				54.57	
		001 - 522 20 22 001 - Medical/Dental Insurance (IAFF				150.25	
		001 - 522 20 22 001 - Medical/Dental Insurance (IAFF				54.57	
		001 - 589 99 99 000 - Payroll Clearing				329.94	
		001 - 589 99 99 000 - Payroll Clearing				10.00	
		001 - 589 99 99 000 - Payroll Clearing				162.94	
		001 - 589 99 99 000 - Payroll Clearing				310.14	
		001 - 589 99 99 000 - Payroll Clearing				112.74	
		001 - 589 99 99 000 - Payroll Clearing				310.14	
		001 - 589 99 99 000 - Payroll Clearing				10.00	
		001 - 589 99 99 000 - Payroll Clearing				10.00	
		001 - 589 99 99 000 - Payroll Clearing				310.14	
		001 - 589 99 99 000 - Payroll Clearing				23.92	
		001 - 589 99 99 000 - Payroll Clearing				23.92	
		001 - 589 99 99 000 - Payroll Clearing				23.92	
		001 - 589 99 99 000 - Payroll Clearing				23.92	
		001 - 589 99 99 000 - Payroll Clearing				8.01	
		001 - 589 99 99 000 - Payroll Clearing				23.92	
533	05/08/2024	Payroll	6291	15144	WASHINGTON COUNCIL OF POLICE	60.00	Pay Cycle(s) 05/10/2024 To 05/25/2024 - WACOPS Invoice#26201
		001 - 522 20 26 001 - Disability/Life Insurance				5.00	
		001 - 522 20 26 001 - Disability/Life Insurance				5.00	
		001 - 522 20 26 001 - Disability/Life Insurance				5.00	
		001 - 522 20 26 001 - Disability/Life Insurance				5.00	
		001 - 522 20 26 001 - Disability/Life Insurance				5.00	
		001 - 522 20 26 001 - Disability/Life Insurance				5.00	
		001 - 522 20 26 001 - Disability/Life Insurance				5.00	
		001 - 522 20 26 001 - Disability/Life Insurance				5.00	
		001 - 522 20 26 001 - Disability/Life Insurance				5.00	
		001 - 522 20 26 001 - Disability/Life Insurance				5.00	
		001 - 522 20 26 001 - Disability/Life Insurance				5.00	
		001 - 522 20 26 001 - Disability/Life Insurance				5.00	
476	05/02/2024	Claims	62916	15123	AIR EXCHANGE	92,259.56	Invoice # 91611833 - Delivery of diesel exhaust system equipment for station 94.; Invoice # 91611834 - Delivery of diesel exhaust system equipment for station 93.; Invoice # 91611835 - Delivery of die

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
		007 - 594 22 63 050 - Facilities (Equipment)				22,879.47	Delivery of diesel exhaust system equipment for station 94.
		007 - 594 22 63 050 - Facilities (Equipment)				30,607.66	Delivery of diesel exhaust system equipment for station 93.
		007 - 594 22 63 050 - Facilities (Equipment)				38,772.43	Delivery of diesel exhaust system equipment for station 91.
						73,240.58	
						92,259.56	
						165,500.14	Claims: 139,324.10 Payroll: 26,176.04

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East County Fire & Rescue

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
477	05/10/2024	Payroll	6291	EFT		5,412.39	
478	05/10/2024	Payroll	6291	EFT		2,311.86	
479	05/10/2024	Payroll	6291	EFT		3,090.49	
480	05/10/2024	Payroll	6291	EFT		1,949.19	
481	05/10/2024	Payroll	6291	EFT		2,138.10	
482	05/10/2024	Payroll	6291	EFT		2,658.00	
483	05/10/2024	Payroll	6291	EFT		3,650.55	
484	05/10/2024	Payroll	6291	EFT		1,112.61	
485	05/10/2024	Payroll	6291	EFT		584.01	
486	05/10/2024	Payroll	6291	EFT		2,117.34	
487	05/10/2024	Payroll	6291	EFT		2,263.50	
488	05/10/2024	Payroll	6291	EFT		1,553.12	
489	05/10/2024	Payroll	6291	EFT		734.49	
490	05/10/2024	Payroll	6291	EFT		2,887.07	
491	05/10/2024	Payroll	6291	EFT		2,727.68	
492	05/10/2024	Payroll	6291	EFT		2,544.03	
493	05/10/2024	Payroll	6291	EFT		734.49	
494	05/10/2024	Payroll	6291	EFT		3,100.70	
495	05/10/2024	Payroll	6291	EFT		548.18	
496	05/10/2024	Payroll	6291	EFT		2,343.04	
497	05/10/2024	Payroll	6291	EFT	IAFF2444	889.16	Pay Cycle(s) 05/10/2024 To 05/10/2024 - IAFF Dues
498	05/10/2024	Payroll	6291	EFT	DEPT OF RETIREMENT SYSTEMS	8,071.86	Pay Cycle(s) 05/10/2024 To 05/10/2024 - LEOFF2
499	05/10/2024	Payroll	6291	EFT	DEPT OF RETIREMENT SYSTEMS	1,271.97	Pay Cycle(s) 05/10/2024 To 05/10/2024 - PERS2
500	05/10/2024	Payroll	6291	EFT	DEPT OF RETIREMENT SYSTEMS	2,861.80	Pay Cycle(s) 05/10/2024 To 05/10/2024 - DComp
501	05/10/2024	Payroll	6291	EFT	DEPT OF RETIREMENT SYSTEMS	6,320.37	Pay Cycle(s) 05/10/2024 To 05/10/2024 - DComp Match
502	05/10/2024	Payroll	6291	EFT	IRS	8,368.00	941 Deposit for Pay Cycle(s) 05/10/2024 - 05/10/2024
503	05/10/2024	Payroll	6291	EFT	OR Department of Revenue	475.00	Pay Cycle(s) for OR Tax: 05/10/2024 - 05/10/2024
504	05/10/2024	Payroll	6291	EFT	WASHINGTON STATE SUPPORT REGISTRY	700.00	Pay Cycle(s) 05/10/2024 To 05/10/2024 - WA Child Support

001 General Fund

73,419.00

73,419.00 Payroll: 73,419.00

2024 BUDGET POSITION

East County Fire & Rescue

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001 General Fund Months: 01 To: 04

	Amt Budgeted	Revenues	Remaining	
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308 Beginning Fund Balances

308 51 00 001 General Fund Contingency-Assigned	155,431.00	155,431.00	0.00	0.0%
308 91 00 001 General Fund Beginning Balance-Unassigned	1,930,000.00	2,321,995.00	(391,995.00)	0.0%
308 Beginning Fund Balances	2,085,431.00	2,477,426.00	(391,995.00)	0.0%

310 Taxes

311 10 00 001 General Levy Property Tax Collected	3,013,945.00	1,410,183.49	1,603,761.51	53.2%
311 10 00 002 Leasehold Excise Tax	8,254.00	2,806.57	5,447.43	66.0%
311 10 00 003 Refund Levy (CC Treasurer)	2,929.00	3,242.38	(313.38)	0.0%
311 10 00 004 Timber Excise Tax	9,768.00	0.00	9,768.00	100.0%
310 Taxes	3,034,896.00	1,416,232.44	1,618,663.56	53.3%

330 Intergovernmental Revenues

332 15 60 000 Steigerwald Wildlife Reserve	500.00	0.00	500.00	100.0%
334 04 90 000 EMS Participation Grant	1,125.00	766.00	359.00	31.9%
335 02 34 000 DNR Timber Sales	8,375.00	1,883.87	6,491.13	77.5%
330 Intergovernmental Revenues	10,000.00	2,649.87	7,350.13	73.5%

340 Charges For Service

342 21 00 001 Wildland and All Hazards Mobilization-Personnel	1,970.00	0.00	1,970.00	100.0%
342 21 00 002 Wildland and All Hazards Mobilization-Equipment	0.00	0.00	0.00	100.0%
342 21 00 003 National Motocross Standby	2,100.00	0.00	2,100.00	100.0%
342 21 00 004 Washougal School District in Lieu of Taxes	930.00	0.00	930.00	100.0%
340 Charges For Service	5,000.00	0.00	5,000.00	100.0%

360 Miscellaneous Revenue

361 10 00 000 General Fund Investment Interest	10,000.00	25,227.44	(15,227.44)	0.0%
362 00 00 000 DNR Timber Rents	0.00	0.00	0.00	100.0%
362 00 00 001 Station Use Fee	0.00	715.32	(715.32)	0.0%
367 00 00 000 Contributions & Donations	0.00	20.00	(20.00)	0.0%
369 10 00 000 Sale of Junk or Salvage	3,000.00	0.00	3,000.00	100.0%
369 91 00 000 Prior Year Refunds	0.00	696.00	(696.00)	0.0%
369 91 00 001 Other Miscellaneous Revenue	0.00	25.00	(25.00)	0.0%
369 91 00 002 BVFF Reimbursement	0.00	0.00	0.00	100.0%
369 91 00 003 Procurement Card Rebate	0.00	875.50	(875.50)	0.0%
360 Miscellaneous Revenue	13,000.00	27,559.26	(14,559.26)	0.0%

390 Other Revenues

395 20 00 000 Insurance Claims	0.00	8,375.16	(8,375.16)	0.0%
390 Other Revenues	0.00	8,375.16	(8,375.16)	0.0%

2024 BUDGET POSITION

East County Fire & Rescue

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001 General Fund

Months: 01 To: 04

	Amt Budgeted	Revenues	Remaining	
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397 Interfund Transfers to the General Fund

397 00 00 020 Transfer from Capital Projects Fund	0.00	0.00	0.00	100.0%
397 00 00 030 Transfer From Leave Accrual Fund	16,395.00	0.00	16,395.00	100.0%
397 00 00 040 Transfer from Grants Management Fund	0.00	0.00	0.00	100.0%
397 Interfund Transfers to the General Fund	16,395.00	0.00	16,395.00	100.0%

Fund Revenues:	5,164,722.00	3,932,242.73	1,232,479.27	23.9%
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	Amt Budgeted	Expenditures	Remaining	
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999 Ending Balance

508 51 00 001 Ending Balance General Fund - Contingency	142,456.00	0.00	142,456.00	100.0%
508 91 00 001 Ending Balance General Fund - Unreserved	1,346,686.00	0.00	1,346,686.00	100.0%
999 Ending Balance	1,489,142.00	0.00	1,489,142.00	100.0%

100 Administration

110 Commissioners

522 10 11 001 Stipends	36,110.00	11,200.00	24,910.00	69.0%
522 10 21 001 Social Security & Medicare	2,762.00	856.71	1,905.29	69.0%
522 10 45 001 Election Fees	6,000.00	5,464.75	535.25	8.9%
522 10 48 004 Dues and Memberships	3,000.00	0.00	3,000.00	100.0%
522 10 49 001 Training Registration	3,725.00	1,150.00	2,575.00	69.1%
522 10 49 002 Training Travel, Lodging, & Meals	6,625.00	56.35	6,568.65	99.1%
522 10 49 003 Travel, Lodging, & Meals	500.00	0.00	500.00	100.0%
110 Commissioners	58,722.00	18,727.81	39,994.19	68.1%

210 Wages & Benefits

522 10 10 001 Wages	244,307.00	79,730.77	164,576.23	67.4%
522 10 14 001 Overtime	1,956.00	462.60	1,493.40	76.3%
522 10 19 001 Deferred Compensation	15,268.00	4,971.98	10,296.02	67.4%
522 10 20 001 Unemployment & Medicare	4,049.00	1,481.81	2,567.19	63.4%
522 10 22 001 Medical Insurance	64,425.00	24,456.26	39,968.74	62.0%
522 10 24 001 Employee Assistance Program (EAP)	2,380.00	1,190.08	1,189.92	50.0%
522 10 25 001 Uniforms	1,000.00	0.00	1,000.00	100.0%
522 10 26 001 Disability/Life Insurance	2,896.00	3,129.00	(233.00)	0.0%
522 10 26 002 Retirement PERS	10,283.00	3,606.20	6,676.80	64.9%
522 10 27 001 VEBA	3,000.00	3,000.00	0.00	0.0%
522 10 28 001 Retirement LEOFF	7,741.00	2,524.23	5,216.77	67.4%
522 10 29 001 L&I	2,058.00	638.42	1,419.58	69.0%
210 Wages & Benefits	359,363.00	125,191.35	234,171.65	65.2%

220 Supplies & Services

522 10 30 000 Office Supplies	2,200.00	689.11	1,510.89	68.7%
522 10 30 001 Postage	500.00	197.25	302.75	60.6%
522 10 30 002 Shipping (e.g., UPS, Federal Express)	500.00	27.67	472.33	94.5%

2024 BUDGET POSITION

East County Fire & Rescue

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001 General Fund Months: 01 To: 04

Expenditures	Amt Budgeted	Expenditures	Remaining	
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220 Supplies & Services

522 10 30 003	Books and Publications	2,345.00	1,687.50	657.50	28.0%
522 10 31 000	Furniture and Office Equipment	500.00	0.00	500.00	100.0%
522 10 33 000	Computer Software and Supplies	2,909.00	919.77	1,989.23	68.4%
522 10 33 001	Computer Equipment (Non-Capital)	4,100.00	1,295.83	2,804.17	68.4%
522 10 34 000	Member Recognition	1,320.00	122.84	1,197.16	90.7%
522 10 40 001	Information Technology Services	8,500.00	1,245.00	7,255.00	85.4%
522 10 40 002	Copier Maintenance	300.00	153.09	146.91	49.0%
522 10 40 004	Software as a Service (SAS) Subscriptions	27,190.00	28,051.08	(861.08)	0.0%
522 10 41 000	State Audit	12,000.00	0.00	12,000.00	100.0%
522 10 42 001	Legal Notices	200.00	0.00	200.00	100.0%
522 10 42 002	Legal Services	4,000.00	1,072.00	2,928.00	73.2%
522 10 42 003	Advertising	1,000.00	53.24	946.76	94.7%
522 10 43 000	Medical and Psychological	10,800.00	5,623.00	5,177.00	47.9%
522 10 44 000	Professional Services	1,500.00	1,847.87	(347.87)	0.0%
522 10 46 000	Taxes and Assessments	1,345.00	1,225.39	119.61	8.9%
522 10 47 001	Insurance	59,000.00	0.00	59,000.00	100.0%
522 10 48 001	Administration Dues & Memberships	4,445.00	4,991.00	(546.00)	0.0%
522 10 49 004	Administration Travel, Lodging, Meals (TLM)	500.00	88.00	412.00	82.4%
220 Supplies & Services		145,154.00	49,289.64	95,864.36	66.0%

100 Administration	563,239.00	193,208.80	370,030.20	65.7%
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200 Operations

210 Wages & Benefits

522 20 10 001	Wages	1,154,862.00	336,539.04	818,322.96	70.9%
522 20 10 002	Wildland Wages	500.00	0.00	500.00	100.0%
522 20 14 001	Overtime	326,761.00	84,096.01	242,664.99	74.3%
522 20 14 002	Wildland Overtime	500.00	0.00	500.00	100.0%
522 20 19 001	Deferred Comp (IAFF)	53,945.00	15,849.34	38,095.66	70.6%
522 20 20 001	Unemployment/Medicare/Social Security	30,342.00	8,567.39	21,774.61	71.8%
522 20 22 001	Medical/Dental Insurance (IAFF)	264,862.00	89,859.73	175,002.27	66.1%
522 20 26 001	Disability/Life Insurance	19,300.00	13,173.24	6,126.76	31.7%
522 20 26 002	Retirement PERS2 (PT)	0.00	720.71	(720.71)	0.0%
522 20 27 001	VEBA (IAFF)	12,000.00	13,000.00	(1,000.00)	0.0%
522 20 28 001	Retirement LEOFF (IAFF)	66,445.00	22,317.03	44,127.97	66.4%
522 20 28 002	Retirement PERS3 (PT)	8,925.00	958.73	7,966.27	89.3%
522 20 29 001	L&I	109,732.00	42,075.29	67,656.71	61.7%
589 99 99 000	Payroll Clearing	0.00	3,681.23	(3,681.23)	0.0%
210 Wages & Benefits		2,048,174.00	630,837.74	1,417,336.26	69.2%

215 Volunteer Benefits

522 20 11 002	Stipends	21,335.00	3,495.00	17,840.00	83.6%
522 20 21 001	Medicare & Social Security	1,632.00	267.49	1,364.51	83.6%
522 20 28 003	Pension/Disability BVFF	2,700.00	1,470.00	1,230.00	45.6%
215 Volunteer Benefits		25,667.00	5,232.49	20,434.51	79.6%

2024 BUDGET POSITION

East County Fire & Rescue

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001 General Fund Months: 01 To: 04

Expenditures	Amt Budgeted	Expenditures	Remaining
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220 Supplies & Services

522 20 30 000	Books & Publications	500.00	717.42	(217.42)	0.0%
522 20 31 000	Incident Rehabilitation Supplies	1,740.00	26.01	1,713.99	98.5%
522 20 32 004	Fire Operating Supplies	6,405.00	833.77	5,571.23	87.0%
522 20 32 005	EMS Operating Supplies	500.00	63.01	436.99	87.4%
522 20 32 006	Special Operations Operating Supplies	2,716.00	0.00	2,716.00	100.0%
522 20 32 007	Fire Equipment	42,885.00	1,384.36	41,500.64	96.8%
522 20 32 008	EMS Equipment	4,000.00	85.70	3,914.30	97.9%
522 20 32 009	Special Operations Equipment	5,864.00	2,959.31	2,904.69	49.5%
522 20 34 004	Uniforms	10,000.00	5,698.40	4,301.60	43.0%
522 20 36 000	Fuel (Diesel/Gasoline)	25,000.00	8,190.72	16,809.28	67.2%
522 20 38 002	Personal Protective Equipment	74,760.00	32,506.55	42,253.45	56.5%
522 20 40 000	CRESA Dispatch Fee	53,202.00	27,564.04	25,637.96	48.2%
522 20 41 002	Mobile Data Computer Cellular Data	2,400.00	734.39	1,665.61	69.4%
522 20 41 003	Cell Phones	1,200.00	335.80	864.20	72.0%
220 Supplies & Services		231,172.00	81,099.48	150,072.52	64.9%

522 Fire Control

522 20 28 004	Volunteer Special Risk Policy (AD&D)	0.00	1,365.00	(1,365.00)	0.0%
522 Fire Control		0.00	1,365.00	(1,365.00)	0.0%

200 Operations	2,305,013.00	718,534.71	1,586,478.29	68.8%
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300 Public Education

210 Wages & Benefits

522 30 14 001	Fire Prevention & Public Education Overtime	1,003.00	0.00	1,003.00	100.0%
210 Wages & Benefits		1,003.00	0.00	1,003.00	100.0%

320 Prevention

522 30 30 000	Fire Prevention & Public Education Supplies	3,800.00	545.43	3,254.57	85.6%
522 30 30 001	Fire Prevention & Public Education Equipment	100.00	86.01	13.99	14.0%
522 30 31 000	Pre-Incident Planning Supplies	0.00	9.66	(9.66)	0.0%
522 30 31 001	Pre-Incident Planning Equipment	0.00	0.00	0.00	100.0%
522 30 35 000	Address Signs	500.00	0.00	500.00	100.0%
522 30 40 000	Newsletter Printing & Postage	6,000.00	3,421.66	2,578.34	43.0%
522 30 42 000	Public Education Advertising	0.00	0.00	0.00	100.0%
320 Prevention		10,400.00	4,062.76	6,337.24	60.9%

300 Public Education	11,403.00	4,062.76	7,340.24	64.4%
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400 Training

210 Wages & Benefits

2024 BUDGET POSITION

East County Fire & Rescue

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001 General Fund Months: 01 To: 04

Expenditures	Amt Budgeted	Expenditures	Remaining	
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210 Wages & Benefits

522 45 14 001	Training Overtime	24,930.00	2,047.12	22,882.88	91.8%
210 Wages & Benefits		24,930.00	2,047.12	22,882.88	91.8%

220 Supplies & Services

522 45 30 000	Training Books/Periodicals	2,840.00	0.00	2,840.00	100.0%
522 45 31 000	Training Office Supplies	300.00	0.00	300.00	100.0%
522 45 32 000	Training Rehab Supplies	300.00	58.94	241.06	80.4%
522 45 33 000	Training Supplies	9,000.00	164.95	8,835.05	98.2%
522 45 34 000	Training Equipment	4,074.00	1,384.44	2,689.56	66.0%
522 45 40 000	Tuition Reimbursement IAFF	11,000.00	0.00	11,000.00	100.0%
522 45 40 001	Tuition Reimbursement OPEIU	2,000.00	0.00	2,000.00	100.0%
522 45 40 002	Tuition Reimbursement Non-Represented	3,000.00	0.00	3,000.00	100.0%
522 45 41 000	Fire Training Travel, Lodging, & Meals (TLM)	1,000.00	0.00	1,000.00	100.0%
522 45 41 001	Fire Training Registration	29,450.00	1,465.02	27,984.98	95.0%
522 45 42 000	EMS Training TLM	0.00	0.00	0.00	100.0%
522 45 42 001	EMS Training Registration	5,925.00	0.00	5,925.00	100.0%
522 45 43 000	Special Operations Training TLM	1,200.00	0.00	1,200.00	100.0%
522 45 43 001	Special Operations Training Registration	1,700.00	0.00	1,700.00	100.0%
522 45 44 000	Other Training Travel, Lodging, & Meals	6,652.00	461.23	6,190.77	93.1%
522 45 44 001	Other Training Registration	3,490.00	225.00	3,265.00	93.6%
220 Supplies & Services		81,931.00	3,759.58	78,171.42	95.4%

400 Training		106,861.00	5,806.70	101,054.30	94.6%
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500 Equipment Repair & Maintenance

210 Wages & Benefits

522 60 14 001	Repair & Maintenance Overtime	802.00	0.00	802.00	100.0%
210 Wages & Benefits		802.00	0.00	802.00	100.0%

220 Supplies & Services

522 60 40 000	Fire Extinguisher	2,500.00	0.00	2,500.00	100.0%
522 60 40 001	Fitness Equipment	1,500.00	0.00	1,500.00	100.0%
522 60 40 002	Hose & Nozzle	6,900.00	108.28	6,791.72	98.4%
522 60 40 003	EMS Equipment	200.00	0.00	200.00	100.0%
522 60 40 004	Ladders	1,178.00	0.00	1,178.00	100.0%
522 60 40 005	Hand Tools	200.00	0.00	200.00	100.0%
522 60 40 006	Self-Contained Breathing Apparatus	5,811.00	0.00	5,811.00	100.0%
522 60 40 007	Radio Equipment	4,000.00	0.00	4,000.00	100.0%
522 60 40 008	Small Engine Equipment	3,000.00	0.00	3,000.00	100.0%
220 Supplies & Services		25,289.00	108.28	25,180.72	99.6%

500 Equipment Repair & Maintenance		26,091.00	108.28	25,982.72	99.6%
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2024 BUDGET POSITION

East County Fire & Rescue

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001 General Fund				Months: 01 To: 04
Expenditures	Amt Budgeted	Expenditures	Remaining	

550 Apparatus Repair & Maintenance

220 Supplies & Services

522 60 43 000	Vehicles (General)	23,400.00	315.11	23,084.89	98.7%
522 60 43 001	Pump Testing	3,500.00	0.00	3,500.00	100.0%
522 60 44 000	E91 (1020)	2,000.00	11,817.17	(9,817.17)	0.0%
522 60 44 001	E92 (909)	0.00	0.00	0.00	100.0%
522 60 44 003	E94 (1014)	2,000.00	2,514.70	(514.70)	0.0%
522 60 44 004	E95 (916)	2,000.00	3,831.03	(1,831.03)	0.0%
522 60 45 000	WT91 (919)	1,000.00	4,859.08	(3,859.08)	0.0%
522 60 45 001	WT93 (1001)	1,000.00	0.00	1,000.00	100.0%
522 60 45 002	WT94 (914)	1,000.00	1,199.89	(199.89)	0.0%
522 60 45 003	WT95 (1010)	1,000.00	8,437.78	(7,437.78)	0.0%
522 60 46 000	SQ91 (1021)	1,000.00	527.60	472.40	47.2%
522 60 46 002	SQ94 (1022)	1,000.00	120.03	879.97	88.0%
522 60 47 000	C91 (1018)	1,000.00	1,265.24	(265.24)	0.0%
522 60 47 001	C92 (1012)	800.00	1,972.46	(1,172.46)	0.0%
522 60 47 002	U94 (915)	800.00	0.00	800.00	100.0%
522 60 47 003	RH93 (1019)	1,000.00	0.00	1,000.00	100.0%
220 Supplies & Services		42,500.00	36,860.09	5,639.91	13.3%

550 Apparatus Repair & Maintenance	42,500.00	36,860.09	5,639.91	13.3%
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600 Facilities

210 Wages & Benefits

522 50 14 001	Facilities Overtime	802.00	320.22	481.78	60.1%
210 Wages & Benefits		802.00	320.22	481.78	60.1%

220 Supplies & Services

522 50 30 000	Grounds Maintenance	8,100.00	47.67	8,052.33	99.4%
522 50 31 000	Station Supplies	3,800.00	2,518.35	1,281.65	33.7%
522 50 32 000	Furniture & Appliances	5,000.00	2,387.31	2,612.69	52.3%
522 50 40 000	Building Repair & Maintenance (R&M)	10,000.00	283.18	9,716.82	97.2%
522 50 40 001	Generators Repair & Maintenance	6,700.00	10,018.01	(3,318.01)	0.0%
220 Supplies & Services		33,600.00	15,254.52	18,345.48	54.6%

501 Station 91

522 50 40 091	Station 91 Building R&M	4,224.00	2,908.25	1,315.75	31.1%
522 50 41 091	Station 91 Monitoring	600.00	231.58	368.42	61.4%
522 50 42 091	Station 91 Telephone & Internet	4,600.00	2,174.52	2,425.48	52.7%
522 50 43 091	Station 91 Electrical Service	7,300.00	2,077.46	5,222.54	71.5%
522 50 44 091	Station 91 Professional Services	1,460.00	0.00	1,460.00	100.0%
522 50 45 091	Station 91 Garbage	2,000.00	628.78	1,371.22	68.6%
522 50 46 091	Station 91 Gas	12,500.00	4,320.83	8,179.17	65.4%
522 50 47 091	Station 91 Water	900.00	329.27	570.73	63.4%

2024 BUDGET POSITION

East County Fire & Rescue

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001 General Fund Months: 01 To: 04

Expenditures	Amt Budgeted	Expenditures	Remaining	
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501 Station 91

522 50 48 091	Station 91 Pest Control	700.00	0.00	700.00	100.0%
501 Station 91		34,284.00	12,670.69	21,613.31	63.0%

502 Station 92

522 50 40 092	Station 92 Building R&M	300.00	0.00	300.00	100.0%
522 50 43 092	Station 92 Electrical Service	1,300.00	675.32	624.68	48.1%
522 50 44 092	Station 92 Professional Services	160.00	0.00	160.00	100.0%
522 50 48 092	Station 92 Pest Control	0.00	0.00	0.00	100.0%
502 Station 92		1,760.00	675.32	1,084.68	61.6%

503 Station 93

522 50 40 093	Station 93 Building R&M	2,388.00	1,173.24	1,214.76	50.9%
522 50 41 093	Station 93 Monitoring	600.00	117.86	482.14	80.4%
522 50 42 093	Station 93 Telephone & Internet	3,600.00	995.94	2,604.06	72.3%
522 50 43 093	Station 93 Electrical Service	5,900.00	3,310.61	2,589.39	43.9%
522 50 44 093	Station 93 Professional Services	160.00	0.00	160.00	100.0%
522 50 45 093	Station 93 Garbage	500.00	250.25	249.75	50.0%
522 50 46 093	Hazardous Waste Disposal	12,975.00	9,501.94	3,473.06	26.8%
522 50 48 093	Station 93 Pest Control	700.00	140.22	559.78	80.0%
503 Station 93		26,823.00	15,490.06	11,332.94	42.3%

504 Station 94

522 50 40 094	Station 94 Building R&M	3,608.00	1,454.12	2,153.88	59.7%
522 50 41 094	Station 94 Monitoring	750.00	340.62	409.38	54.6%
522 50 42 094	Station 94 Telephone & Internet	4,200.00	1,371.25	2,828.75	67.4%
522 50 43 094	Station 94 Electrical Service	9,000.00	1,773.84	7,226.16	80.3%
522 50 44 094	Station 94 Professional Services	160.00	0.00	160.00	100.0%
522 50 45 094	Station 94 Garbage	800.00	278.94	521.06	65.1%
522 50 48 094	Station 94 Pest Control	700.00	0.00	700.00	100.0%
504 Station 94		19,218.00	5,218.77	13,999.23	72.8%

600 Facilities	116,487.00	49,629.58	66,857.42	57.4%
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800 Fund Transfers

597 Interfund Transfers

597 22 50 000	Transfer Out To Grant Management Fund	0.00	0.00	0.00	100.0%
597 Interfund Transfers		0.00	0.00	0.00	100.0%

801 Transfer To Reserve Fund

597 00 00 020	Transfer to Capital Projects Fund	493,985.00	0.00	493,985.00	100.0%
597 00 00 030	Transfer to Leave Accrual Fund	10,000.00	0.00	10,000.00	100.0%
597 22 49 000	Transfer Out To Capital Facility	0.00	0.00	0.00	100.0%

2024 BUDGET POSITION

East County Fire & Rescue

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001 General Fund	Months: 01 To: 04			
Expenditures	Amt Budgeted	Expenditures	Remaining	
801 Transfer To Reserve Fund				
801 Transfer To Reserve Fund	503,985.00	0.00	503,985.00	100.0%
800 Fund Transfers	503,985.00	0.00	503,985.00	100.0%
Fund Expenditures:	5,164,721.00	1,008,210.92	4,156,510.08	80.5%
Fund Excess/(Deficit):	1.00	2,924,031.81		

2024 BUDGET POSITION TOTALS

East County Fire & Rescue

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Fund	Revenue Budgeted	Received		Expense Budgeted	Spent	
001 General Fund	5,164,722.00	3,932,242.73	23.9%	5,164,721.00	1,008,210.92	80%
	5,164,722.00	3,932,242.73	23.9%	5,164,721.00	1,008,210.92	80.5%

2024 BUDGET POSITION

East County Fire & Rescue

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002 Apparatus Replacement Fund Months: 01 To: 04

Revenues	Amt Budgeted	Revenues	Remaining	
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308 Beginning Fund Balances

308 41 00 001 Beginning Balance Apparatus Replacement	404,949.00	404,949.00	0.00	0.0%
308 Beginning Fund Balances	404,949.00	404,949.00	0.00	0.0%

360 Miscellaneous Revenue

361 10 00 001 Investment Interest (Apparatus Reserve)	0.00	0.00	0.00	100.0%
360 Miscellaneous Revenue	0.00	0.00	0.00	100.0%

Fund Revenues:	404,949.00	404,949.00	0.00	0.0%
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Expenditures	Amt Budgeted	Expenditures	Remaining	
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597 Interfund Transfers

597 22 60 002 Transfer Out to Capital Fund	404,949.00	404,949.00	0.00	0.0%
597 Interfund Transfers	404,949.00	404,949.00	0.00	0.0%

999 Ending Balance

508 41 00 001 Ending Balance Apparatus Replacement	0.00	0.00	0.00	100.0%
999 Ending Balance	0.00	0.00	0.00	100.0%

Fund Expenditures:	404,949.00	404,949.00	0.00	0.0%
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Fund Excess/(Deficit):	0.00	0.00		
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2024 BUDGET POSITION

East County Fire & Rescue

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003 Capital Facility Fund Months: 01 To: 04

	Amt Budgeted	Revenues	Remaining	
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308 Beginning Fund Balances

308 41 00 002 Beginning Balance Capital Facility	275,742.73	275,742.73	0.00	0.0%
308 Beginning Fund Balances	275,742.73	275,742.73	0.00	0.0%

360 Miscellaneous Revenue

361 10 00 002 Investment Interest (Capital Facility)	0.00	0.00	0.00	100.0%
360 Miscellaneous Revenue	0.00	0.00	0.00	100.0%

Fund Revenues:	275,742.73	275,742.73	0.00	0.0%
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	Amt Budgeted	Expenditures	Remaining	
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597 Interfund Transfers

597 00 00 003 Transfer Out to Capital Fund	275,742.73	275,742.73	0.00	0.0%
597 Interfund Transfers	275,742.73	275,742.73	0.00	0.0%

999 Ending Balance

508 41 00 002 Ending Balance Capital Facility	0.00	0.00	0.00	100.0%
999 Ending Balance	0.00	0.00	0.00	100.0%

Fund Expenditures:	275,742.73	275,742.73	0.00	0.0%
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Fund Excess/(Deficit):	0.00	0.00		
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2024 BUDGET POSITION

East County Fire & Rescue

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004 Leave Accrual Fund		Months: 01 To: 04			
Revenues	Amt Budgeted	Revenues	Remaining		
308 Beginning Fund Balances					
308 41 00 003 Beginning Balance Leave Accrual	43,015.30	43,015.30	0.00	0.0%	
308 Beginning Fund Balances	43,015.30	43,015.30	0.00	0.0%	
360 Miscellaneous Revenue					
361 10 00 003 Investment Interest (Leave Accrual)	0.00	489.27	(489.27)	0.0%	
360 Miscellaneous Revenue	0.00	489.27	(489.27)	0.0%	
Fund Revenues:	43,015.30	43,504.57	(489.27)	0.0%	
Expenditures	Amt Budgeted	Expenditures	Remaining		
522 Fire Control					
522 20 10 003 Vac Accrual Buy Out 100	0.00	2,754.72	(2,754.72)	0.0%	
522 Fire Control	0.00	2,754.72	(2,754.72)	0.0%	
999 Ending Balance					
508 41 00 003 Ending Balance Leave Accrual	0.00	0.00	0.00	100.0%	
999 Ending Balance	0.00	0.00	0.00	100.0%	
Fund Expenditures:	0.00	2,754.72	(2,754.72)	0.0%	
Fund Excess/(Deficit):	43,015.30	40,749.85			

2024 BUDGET POSITION

East County Fire & Rescue

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005 Plans Trailer Copier Months: 01 To: 04

Revenues	Amt Budgeted	Revenues	Remaining
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308 Beginning Fund Balances

308 41 00 004 Beginning Balance Plans Trailer Copier	0.00	0.00	0.00 100.0%
308 Beginning Fund Balances	0.00	0.00	0.00 100.0%

360 Miscellaneous Revenue

361 10 00 005 Investment Interest (Copier Reserve)	0.00	0.00	0.00 100.0%
360 Miscellaneous Revenue	0.00	0.00	0.00 100.0%

Fund Revenues:	0.00	0.00	0.00 100.0%
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Expenditures	Amt Budgeted	Expenditures	Remaining
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597 Interfund Transfers

597 22 00 005 Transfer Out to General Fund	0.00	0.00	0.00 100.0%
597 Interfund Transfers	0.00	0.00	0.00 100.0%

999 Ending Balance

508 41 00 004 Ending Balance Copier	0.00	0.00	0.00 100.0%
999 Ending Balance	0.00	0.00	0.00 100.0%

Fund Expenditures:	0.00	0.00	0.00 100.0%
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Fund Excess/(Deficit):	0.00	0.00	
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2024 BUDGET POSITION

East County Fire & Rescue

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006 Equipment Reserve Fund Months: 01 To: 04

Revenues	Amt Budgeted	Revenues	Remaining	
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308 Beginning Fund Balances

308 41 00 005 Beginning Balance Equipment Reserve	66,156.56	66,156.56	0.00	0.0%
308 Beginning Fund Balances	66,156.56	66,156.56	0.00	0.0%

360 Miscellaneous Revenue

361 10 00 004 Investment Interest (Equipment Reserve)	0.00	0.00	0.00	100.0%
360 Miscellaneous Revenue	0.00	0.00	0.00	100.0%

Fund Revenues:	66,156.56	66,156.56	0.00	0.0%
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Expenditures	Amt Budgeted	Expenditures	Remaining	
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597 Interfund Transfers

597 00 00 006 Transfer Out to Capital Fund	66,156.56	66,156.56	0.00	0.0%
597 Interfund Transfers	66,156.56	66,156.56	0.00	0.0%

999 Ending Balance

508 41 00 005 Ending Balance Equipment Resere	0.00	0.00	0.00	100.0%
999 Ending Balance	0.00	0.00	0.00	100.0%

Fund Expenditures:	66,156.56	66,156.56	0.00	0.0%
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Fund Excess/(Deficit):	0.00	0.00		
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2024 BUDGET POSITION

East County Fire & Rescue

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007 Grants Management Fund		Months: 01 To: 04			
Revenues	Amt Budgeted	Revenues	Remaining		
308 Beginning Fund Balances					
308 31 00 050	EMW-22-FG-01031 Beginning Balance	12,378.84	12,378.84	0.00	0.0%
308 Beginning Fund Balances		12,378.84	12,378.84	0.00	0.0%
330 Intergovernmental Revenues					
331 97 00 050	AFG Grant EMW-22-FG-01031	229,707.29	98,421.46	131,285.83	57.2%
330 Intergovernmental Revenues		229,707.29	98,421.46	131,285.83	57.2%
397 Interfund Transfers to the General Fund					
397 00 00 050	EMW-22-FG-01031 5% Match	0.00	0.00	0.00	100.0%
397 Interfund Transfers to the General Fund		0.00	0.00	0.00	100.0%
Fund Revenues:		242,086.13	110,800.30	131,285.83	54.2%
Expenditures	Amt Budgeted	Expenditures	Remaining		
522 Fire Control					
522 10 33 050	Computer Software (Other)	3,451.04	0.00	3,451.04	100.0%
522 45 14 050	Overtime-EMW-22-FG-01031(Personnel)	10,226.04	6,429.45	3,796.59	37.1%
522 45 41 050	Fire Training TLM (Travel)	409.05	0.00	409.05	100.0%
522 45 41 051	Fire Training Registration (Contractual)	0.00	0.00	0.00	100.0%
522 Fire Control		14,086.13	6,429.45	7,656.68	54.4%
594 Capital Expenditures					
594 22 63 050	Facilities (Equipment)	228,000.00	0.00	228,000.00	100.0%
594 Capital Expenditures		228,000.00	0.00	228,000.00	100.0%
999 Ending Balance					
508 31 00 020	Ending Balance Grant Management Fund	0.00	0.00	0.00	100.0%
999 Ending Balance		0.00	0.00	0.00	100.0%
Fund Expenditures:		242,086.13	6,429.45	235,656.68	97.3%
Fund Excess/(Deficit):		0.00	104,370.85		

2024 BUDGET POSITION

East County Fire & Rescue

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008 Capital Project Fund		Months: 01 To: 04			
Revenues	Amt Budgeted	Revenues	Remaining		
308 Beginning Fund Balances					
308 41 00 008	Beginning Balance Capital Project Fund	0.00	0.00	0.00	100.0%
308 Beginning Fund Balances		0.00	0.00	0.00	100.0%
360 Miscellaneous Revenue					
361 10 00 008	Investment Interest (Capital Project Fund)	0.00	8,771.24	(8,771.24)	0.0%
369 10 00 008	Sale of Junk or Salvage	0.00	39,600.00	(39,600.00)	0.0%
360 Miscellaneous Revenue		0.00	48,371.24	(48,371.24)	0.0%
397 Interfund Transfers to the General Fund					
397 00 00 003	Transfer In - Capital Facility	275,742.73	275,742.73	0.00	0.0%
397 00 00 006	Transfer In - Equipment Reserve Fund	66,156.56	66,156.56	0.00	0.0%
397 00 00 008	Transfer In- Apparatus Replacement Fund	404,949.00	404,949.00	0.00	0.0%
397 Interfund Transfers to the General Fund		746,848.29	746,848.29	0.00	0.0%
Fund Revenues:		746,848.29	795,219.53	(48,371.24)	0.0%
Fund Excess/(Deficit):		746,848.29	795,219.53		

2024 BUDGET POSITION TOTALS

East County Fire & Rescue

Months: 01 To: 04

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Fund	Revenue Budgeted	Received		Expense Budgeted	Spent	
002 Apparatus Replacement Fund	404,949.00	404,949.00	0.0%	404,949.00	404,949.00	0%
003 Capital Facility Fund	275,742.73	275,742.73	0.0%	275,742.73	275,742.73	0%
004 Leave Accrual Fund	43,015.30	43,504.57	0.0%	0.00	2,754.72	0%
005 Plans Trailer Copier	0.00	0.00	100.0%	0.00	0.00	100%
006 Equipment Reserve Fund	66,156.56	66,156.56	0.0%	66,156.56	66,156.56	0%
007 Grants Management Fund	242,086.13	110,800.30	54.2%	242,086.13	6,429.45	97%
008 Capital Project Fund	746,848.29	795,219.53	0.0%	0.00	0.00	100%
	<u>1,778,798.01</u>	<u>1,696,372.69</u>	4.6%	<u>988,934.42</u>	<u>756,032.46</u>	23.6%



East County Fire and Rescue

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To: Board of Fire Commissioners
From: Chief Ed Hartin
Date: May 21, 2024
Subject: Chief's Mid-Month Financial Report

The chief's mid-month financial report accompanies the monthly budget position and provides focused information on the district's current fiscal position and identifies any areas in where line item expenditures have or are anticipated to exceed budgeted amounts and will require a subsequent budget adjustment.

General Fund Revenue

The general fund beginning balance for 2024 showed a \$395,828 increase over the 2023 beginning balance. As such, the district's fiscal position at the beginning of the year was better than projected in the district's long-term financial plan and 2024 adopted budget.

General levy tax revenue (the district's largest revenue stream) received as of the end of April was 53.2% of budgeted revenue (7.3% ahead of last year's tax collections for this point in the year). The first half of property taxes are due on or before April 30, second half on or before October 31. This provides a bi-modal distribution of property tax revenue (rather than consistent revenue through the year).

While a small percentage of the district's total revenue, by the end of April, general fund investment interest of \$25,227.44 exceeded budgeted revenue for the year of \$10,000 by \$15,227.44.

General Fund Expense

Overall, general fund expenditures are within budget. 31.78% of budgeted funds have been expended by the end of April (in comparison to 33.33% if expenses are distributed evenly month to month through the year).

Operations

The district received a premium increase for accident and sickness coverage for the district's full-time firefighters and captains and part-time firefighters. \$6,100 was budgeted based on the premium at the time of budget preparation, the premium increased by \$2,318 for a total premium cost in 2024 of \$8,418. Line item 522 20 26 001 will required amendment later in the year to reflect this increased expense.

Expenditure for volunteer pensions and disability through the Washington Board for Volunteer Firefighters is at 57.0%, but within budget as this is an annual expense (with funds available for additional volunteers added to the roster later in the year).

Repair and Maintenance

Expenditures for apparatus repair and maintenance in the first two months of the year were higher than anticipated with 86.7% of budgeted funds expended. Expenditures in the following six line items in this function have already exceeded budget. Budgeted funds in each of these lines reflected programmed preventative maintenance and did not include repair or un-programmed maintenance. This was anticipated and funds were budgeted in line 522 60 43 000 Vehicle Maintenance (General) to account for repair and un-programmed maintenance. Line 522 60 43 000 will be reduced via budget amendment to offset the increased expense in the lines for individual apparatus. However, an additional budget adjustment may be necessary based on the need for critical repair and maintenance to ensure fleet reliability.

Table 1. Repair and Maintenance Line Items Exceeding Budget

Line	Apparatus	Remaining	Explanation
522 60 44 000	E91 (APP 1020)	(\$9,817.17)	<p>Towing recovery expense during severe winter weather (twice) for a total cost of \$3,290.95.</p> <p>The tire chains for this apparatus required replacement due to wear at a total cost of \$976.66.</p> <p>Engine 91 required replacement of four traction (rear) tires due to normal wear at a cost of \$2,792.23.</p> <p><i>Note:</i> Tire replacement due to wear or age needs to be a programmed maintenance expense.</p> <p>The priming pump on this apparatus had substantial wear. Rather than rebuilding the priming pump, it was replaced with an air primer which has fewer moving parts and greater reliability at a cost of \$1,474.81 (excluding installation).</p> <p>Due to installation of the air priming system and other repairs, the annual inspection and service exceeded the budgeted \$2,000 with a total cost of \$3,050.13.</p>
522 60 44 003	E94 (APP 1014)	(514.70)	<p>Consistent with its maintenance history, this apparatus has required multiple repairs to this point in the year, exceeding budgeted maintenance and repair expense by \$514.70 prior to its scheduled annual inspection and maintenance. This line will see additional overage due to additional routine maintenance.</p>

Table 1. Repair and Maintenance Line Items Exceeding Budget

Line	Apparatus	Remaining	Explanation
522 60 44 004	E93 (App 916)	(1,831.03)	<p>Replacement of the on-board battery charger \$273.67.</p> <p>Replace leaking ball valve in pump piping \$212.24.</p> <p>The priming pump on this apparatus had substantial wear. Rather than rebuilding the priming pump, it was replaced with an air primer which has fewer moving parts and greater reliability at a cost of \$1,520.31, installation expense \$1,824.79.</p>
522 60 45 000	WT91 (APP 919)	(\$3,859.08)	<p>Expense of annual service and repairs during service of \$2,522.45 significantly exceeded the \$1,000 budgeted for annual maintenance.</p> <p>Additional expense due to broken gauges and master drain due to operations during extreme cold, replacement of mechanical seal on the pump, and repair of leaking valves \$2,336.55.</p> <p>This line will see additional overage due to additional routine maintenance.</p> <p><i>Note:</i> Annual budgeted apparatus maintenance expense will need to be adjusted to reflect programmed maintenance and historical expense.</p>
522 60 45 002	WT94 (APP 914)	(\$199.89)	<p>This apparatus required replacement of a tire due to road damage. The \$1,199.89 expense of tire replacement significantly exceeded the \$1,000 budgeted for annual maintenance. This line will see additional overage due to additional routine maintenance.</p> <p><i>Note:</i> Tire replacement due to wear or age needs to be a programmed maintenance expense.</p>

Table 1. Repair and Maintenance Line Items Exceeding Budget

Line	Apparatus	Remaining	Explanation
522 60 46 003	WT93 (APP 1010)	(\$7,437.78)	This apparatus required replacement of tire chains at a cost of \$1,003.52. In addition, eight traction (rear) tires needed replacement due to end of life at a cost of \$4,676.80. The annual inspection and service expense was \$2,618.03 due to the need for relocation of the exhaust from the left to right (for consistency with other apparatus and to accommodate consistency with the diesel exhaust extraction system). These expenses exceeded the \$1,000 budgeted for annual maintenance. This line will see additional overage due to additional routine maintenance. <i>Note:</i> Tire chain replacement due to wear needs to be a programmed maintenance expense.
522 60 47 000	C91 (APP 1018)	(265.24)	Installation of mobile data tablet (MDT) \$1,128.60.
522 60 47 001	C92 (APP 1012)	(\$1,172.46)	This apparatus required replacement of tires that had exceeded their acceptable lifespan of seven years (NFPA 1911). The \$1,972.46 expense of tire replacement significantly exceeded the \$800 budgeted for annual maintenance. This line will see additional overage due to additional routine maintenance. <i>Note:</i> Tire replacement due to wear or age needs to be a programmed maintenance expense.

Engine 93 will need to have four drive tires replaced prior to the end of year due to reaching their end of life. As previously noted tire replacement due to wear or age needs to be a programmed maintenance expense.

Facilities

Overall, expenses within the facilities function are higher than budget with 42.6% expended through the end of April (in comparison to 33.33% if expenses are distributed evenly month to month through the year). However, ongoing expenses related to alarm system monitoring and telephone service are higher than budgeted and will likely require amendment later in the year.

Expenditures in the following line item in this function have already exceeded budget.

Table 2. Facilities Line Items Exceeding Budget

Line	Apparatus	Remaining	Explanation
522 50 40 001	Generator R&M	(3,318.01)	Repair of the generator at Station 93 (originally approved and budgeted in 2023, but not completed until this year).

Building repair and maintenance expenses have also been significant. While not reflected in the April monthly budget position, mold mitigation resulted in an expense of \$12,630.75 and mitigation of water damage from a broken pipe during extremely low winter temperatures resulted in an expense of \$6,981.20. These expenses will result in a negative balance in line item 522 50 40 094 in June. The expense of water damage was covered by the district's insurance (payment has been received, but will require budget amendment to appropriate those funds to line item 522 50 40 094).

Additional unbudgeted expenses are anticipated for facilities maintenance. This include, but are not limited to:

- Repair of an overhead door drive motor at Station 94 (currently on hold as this apparatus bay is not currently being used to store fire apparatus, but will need to be done eventually).
- Repair of leaking gutters at Station 91 (north side of the building).
- Repair of leaking gutters at Station 94 (west side of the building).
- Repair of inoperative exterior lighting at Station 94.
- Repair of inoperative interior lighting at Station 91.
- Repair of wood trim (possible dry rot) and painting of exterior wood at Station 93.

Captain Cody Sorensen has completed an assessment of Stations 91, 93, and 94 and is working to prioritize facilities projects on the basis of criticality and urgency (impact to operations, potential for increased damage or cost if not repaired in the current year, or can be deferred to 2025). Projects with low cost that can be done by on-duty personnel are underway.

Capital Projects Fund Revenue

Capital projects fund revenue exceeded budgeted funds in the amount of \$43,896.56 for sale of used fire apparatus and investment interest.

Grant Management Fund

Work continues on completion of incident command training and diesel exhaust extraction systems funded through an Assistance to Firefighters Grant. The district anticipates completion of installation of diesel exhaust extraction systems at Stations 91, 94, and 93 by the end of June. \$12,111.29 was transferred from the general fund to the grants management fund in 2023 (Resolution #339-12192023) to meet the district's 5% match for this grant.

Summary

While the district's long term financial plan and budget project negative cash flow in 2024, the district is in a relatively good financial position due to a higher than anticipated ending fund balance in 2023. The higher than budgeted beginning fund balance, will delay the district entering a negative cash flow but does not negate the need to develop additional revenue to address critical staffing and apparatus replacement needs in order to maintain or improve service levels.

As the district is on-budget, it is unlikely that we will be able to accomplish a net zero budget amendment to cover required apparatus and facilities repair and maintenance through the end of the year, necessitating a transfer from contingency. I will be working with Captain Prasch, Captain Sorensen, and Assistant Chief Jacobs to provide clearer picture of maintenance and repair needs by the board's second regular meeting in June.



East County Fire and Rescue

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www.ecfr.us



To: Board of Fire Commissioners
From: Assistant Chief Robert Jacobs
Date: May 21, 2024
Subject: Assistant Chief's Report

Training

May DOC training was 05-14-2024.

May EST/Tender training 5-28-2024 Sta. 91 7 PM.

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

Ares/Races field exercise June 22nd.

Apparatus

T91 is in the shop now to repair a tank water leak and an air leak.

Safety

Last safety committee meeting was 03-26-2024.

Next safety committee meeting will be 05-23-2024 Station 91 7:30 PM.

No reported accident/incidents since the last board meeting.



East County Fire and Rescue Standard Operating Guidelines

Title Procurement	SOG # 1.3.2
Policy Adoption	Date
Standard Operating Guideline Adoption	Date 7/1/2024

Purpose

This Standard Operating Guideline (SOG) provides a uniform method of procurement and purchasing procedures for equipment, materials, services, and public works projects that is consistent with district policy, Revised Code of Washington (RCW) Washington Administrative Code (WAC), and guidance provided by the Washington State Auditor.

Scope

This SOG applies to all ECFR procurement of equipment, materials, services, and public works.

Policies

East County Fire and Rescue (ECFR) has established the following policies related to procurement:

- Be a good steward of public funds. To that end, district expenditures must be for a valid public purpose which benefits the community, is directly related to the district's authorized functions, and which does not have as its primary objective the benefit of a private interest.
- Follow the statutory requirements of *Revised Code of Washington (RCW 52) Fire Protection Districts, RCW 39 Public Contracts and Indebtedness* and other relevant state laws and regulations applicable to fire district procurement.
- Maintain appropriate internal fiscal controls to promote effective and efficient use of resources; to safeguard resources against loss due to waste, mismanagement, abuse, or fraud; and to ensure compliance with applicable state and federal laws, regulations, and fiscal best practices.
- Procurements not exceeding \$5,000 may be approved by the fire chief. The fire chief shall establish procurement limits for functional, program, and project managers based on their specific responsibilities. All other procurements must be authorized by the board of fire commissioners (ECFR, 2023).
- Sole source procurements shall be fully justified based on the provisions of *RCW 39.04.280* and documented according to the provisions of this SOG. Sole source procurements not exceeding \$5,000 may be approved by the fire chief. All other sole source purchases must be authorized by resolution of the board of fire commissioners.

Title Procurement	SOG # 1.3.2
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- ECFR will endeavor to ensure consistency with the Government Finance Officers Association (GFOA) best practices and advisories related to procurement.

Procedure

ECFR uses the following procedures for procurement of goods, services, and public works.

Budget Responsibility and Procurement Authority

The fire chief, as authorized by the board of fire commissioners is responsible for managing the district's comprehensive budget (operating and capital). The fire chief has delegated budgetary authority and procurement authority to ECFR members based on their role and responsibility.

Members in General: Purchases of less than \$300 can be made by any member based on their role and responsibility. An example of this type of purchase would be fuel for district apparatus.

Program Managers: Program managers are responsible for one or more specific line items within the budget. Examples would include personal protective equipment or hose, appliances, and nozzles. Program managers have budgetary and procurement authority for expenditures within their specific line items.

Function Managers: The district's captains and administrative specialist have been delegated responsibility to manage the functions of administration, operations, fire prevention and education, training, repair and maintenance, and facilities. Function managers have budgetary and procurement authority within their specific functions and supervise the budget and procurement activity of program managers responsible for lines within their function. Table 1 outlines the district's expenditure origination and authorization levels.

Table 1. Expenditure Origination and Authorization

Expenditure	Any Member	Program Manager	Function Manager	Fire Chief	Board of Fire Commissioners
<\$300	◆				
\$300-\$1,000	◆	✓			
\$1,000 - \$3,000	◆	◆	✓		
\$3,001 - \$5,000	◆	◆	◆	✓	
> \$5,000	◆	◆	◆	◆	✓

◆ Level at which expenditures may be originated

✓ Approvals required prior to expenditure

Routine purchases of \$300 or less (such as fuel for apparatus) may be made by any member. Receipts for purchases of \$300 or less must be documented on a receipt document (see Appendix A).

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The accounting assistant will provide each function manager with a copy of the monthly budget position for all funds and lines and a detailed expenditure report for their functional area(s) of responsibility on a monthly basis following reconciliation. Function managers are responsible for monitoring expenditures within the line items within their function(s) and an awareness of the district’s overall budget position. Function managers should review expense detail with program managers as needed.

Nature of Procurement

Application of Washington procurement laws are significantly impacted by the nature of the procurement with different requirements and limitations placed on purchase of equipment, materials, and supplies, procurement of services; and public works projects. Equipment, materials, and supplies purchased to support district operations are self-explanatory. However, there are significant distinctions in the categories of public works and services.

Public Works: All work, construction, alteration, repair, or improvement other than ordinary maintenance (RCW 39.04.010). All work, construction, alteration, enlargement, improvement, repair, and/or demolition that is executed by contract, purchase order, or any other legal agreement and that is executed at the cost of the state of Washington or of any municipality (WAC 296-127-010(7)(a)(i)).

Ordinary maintenance is work that is not performed by contract and that is performed on a regularly scheduled basis (e.g. daily, weekly, monthly, etc. but not less frequently than once per year), to service, check, or replace items that are not broken; or work not performed by contract that is not regularly scheduled but is required to maintain the asset so that repair does not become necessary (WAC 296-127-010(7)(b)(iii)). *Maintenance becomes Public Works only when performed by contract, rather than by district members.*

Purchased Services: Purchased services are those provided by vendors for routine, necessary, and continuing functions, mostly relating to physical activities. These services are usually repetitive, routine, or mechanical in nature, supporting day-to-day operations, involving completion of specific tasks or projects, and involve minimal decision-making.

Important! Some service contracts such as heating, ventilation, and air conditioning (HVAC) maintenance are classified by the Washington Department of Labor and Industries as public works and are subject to the more complex public works procurement process. Other services are not public works, but require payment of prevailing wages. If it is uncertain if a particular service is classified as public works or requires prevailing wages, see the *Prevailing Wage Policies and Determinations* (L&I, 2024) or contact L&I directly.

Personal Services: Personal services involve technical expertise provided by a consultant to accomplish a specific study, project, task, or other work. These activities are primarily intellectual in nature. Licenses or certification by state agencies are not required.

Title Procurement	SOG # 1.3.2
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Professional Services: Services (not involving architecture or engineering) that involve professional expertise. Licenses or certification by state agencies are required. Examples would include legal or medical services.

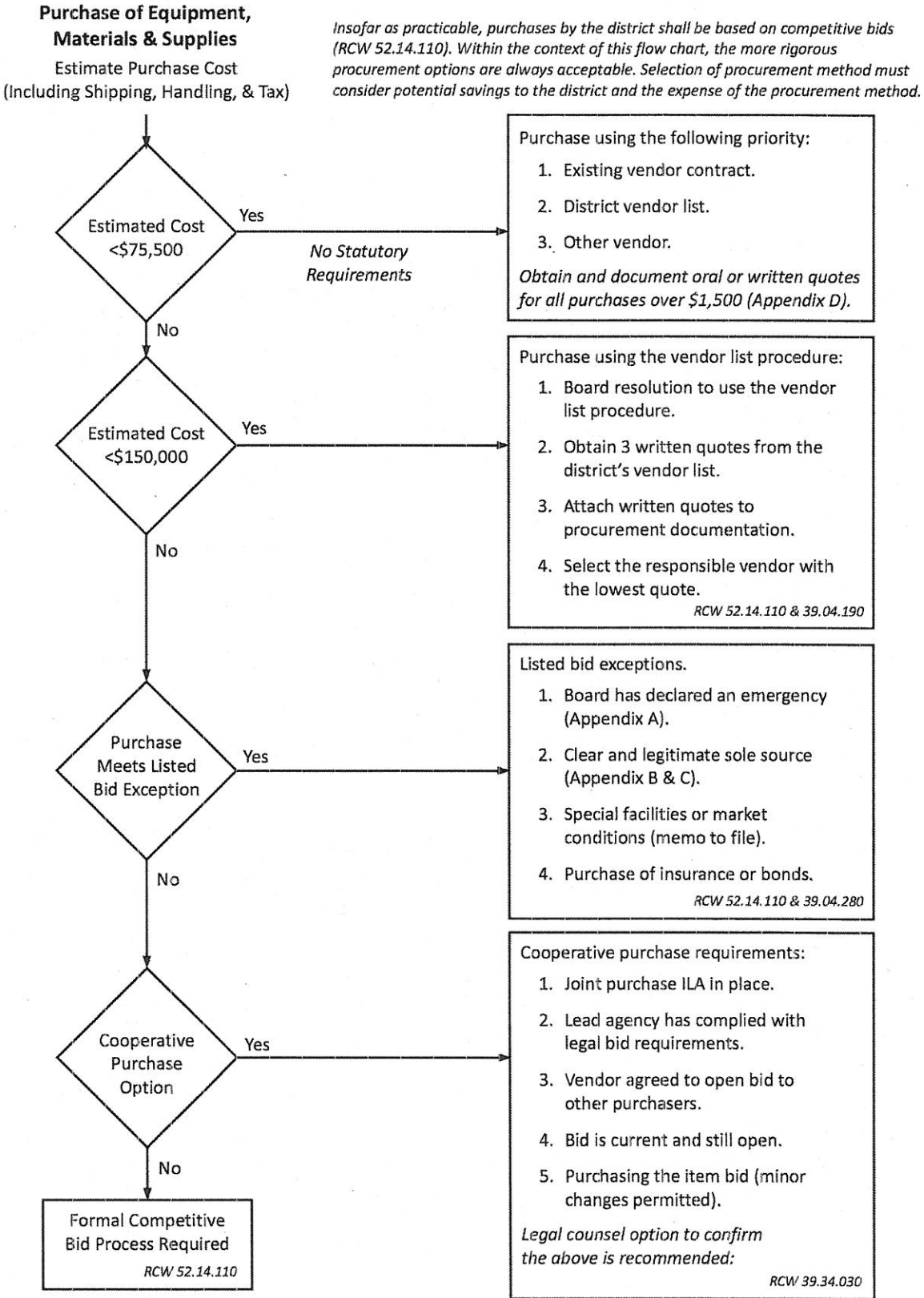
Architectural & Engineering Professional Services: Architectural and engineering are specifically defined as services rendered by any person, other than as an employee of the agency, contracting to perform activities within the scope of the general definition of professional practice in Revised Code of Washington (RCW) 18.08 (Architects), RCW 18.43 (Engineers and Land Surveyors), RCW 18.96 (Landscape Architects).

Procurement Procedures

As a fundamental rule, the district should ensure that procurement actions are conducted in a manner that delivers the best value. RCW 52.14.110 and 120 define the statutory requirements for use of competitive bids and exceptions to bid requirements. Figures 1-3 outline both regulatory and internal procurement requirements.

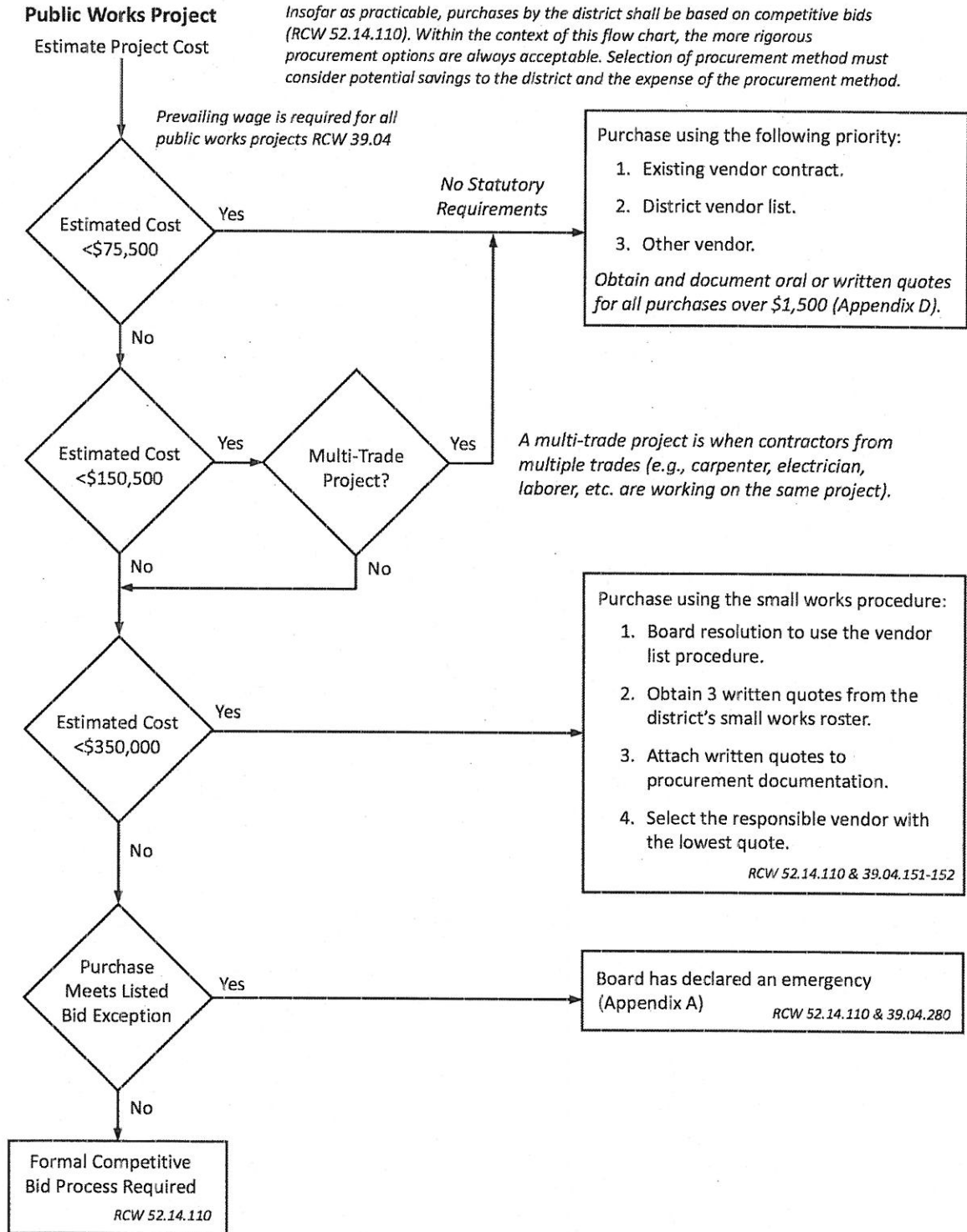
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Figure 1. Purchase of Equipment, Materials and Services Procurement Flow Chart



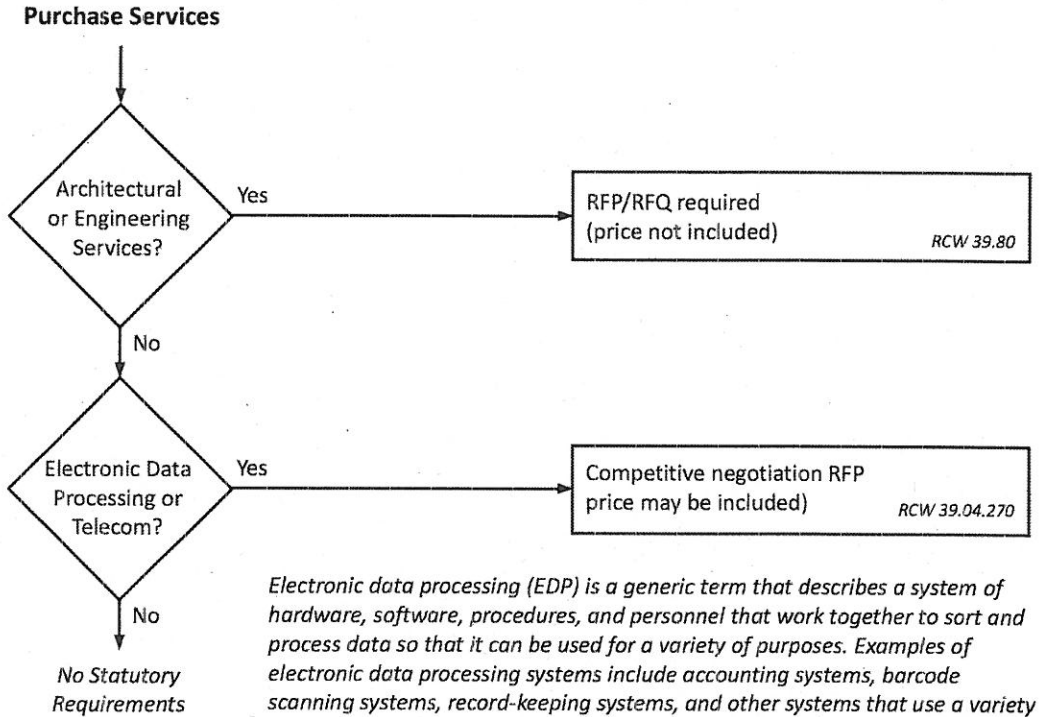
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Figure 2. Public Works Procurement Flow Chart



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Figure 3. Professional Services, Data Processing, & Telecom Procurement Flow Chart



Electronic data processing (EDP) is a generic term that describes a system of hardware, software, procedures, and personnel that work together to sort and process data so that it can be used for a variety of purposes. Examples of electronic data processing systems include accounting systems, barcode scanning systems, record-keeping systems, and other systems that use a variety of software, hardware, procedures, and personnel to simplify the data sorting and processing workflows.

Telecommunications, also known as telecom, is the exchange of information over large distances. It's a broad term that includes various sectors, but all include a transmitter and a receiver. Telecom includes but is not limited to the internet, wide-area networks, telephone, and radio.

Competitive Bid Requirements and Exceptions

Formal sealed bids for equipment, materials and services, or public works projects are not required under the following circumstances (Effective July 1, 2024).

Bid Thresholds: The Revised Code of Washington (RCW) 52 Fire Protection Districts and RCW 39 Public Contracts and Indebtedness specify financial thresholds above which a formal bid process is required as well as thresholds for use of alternative purchasing methods such as the vendor list procedure and small works roster. A formal sealed bid process is not required under the following circumstances:

- Purchase of equipment, materials, or supplies when the cost of the purchase will not exceed \$75,500 (RCW 52.14.110).
- Public works projects when the cost of the project will not exceed \$75,000 for a single trade project or below \$150,000 for a multi-trade project (52.14.110 & RCW 39.04.190).
- Purchase of equipment, materials, or supplies using the vendor list procedure when the cost of the purchases is between \$75,000 and \$150,000 (52.14.110 & RCW 39.04.190).

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- Public works projects with a cost between \$75,000 and \$350,000 for a single trade project or between \$150,000 and \$350,000 for a multi-trade project when procured using the district's small works roster procedure (52.14.110 & RCW 39.04.155).

Specific Bid Exceptions: The Revised Code of Washington (RCW) 52 Fire Protection Districts and RCW 39 Public Contracts and Indebtedness identifies when the district may take an exception to formal bid process requirements. These exceptions are limited to:

- Purchases made in relation to an emergency declared by resolution of the board of fire commissioners (RCW 52.14.110 & RCW 39.04.280).
- Clear and legitimate sole source of supply (RCW 52.14.110 & RCW 39.04.280).
Sole source procurements up to \$5,000 may be authorized by the fire chief as specified in the district's procurement policies.
- Special facilities or market conditions (RCW 52.14.110 & RCW 39.04.280) including purchase of used items or purchase at auction.
- Purchase of insurance or bonds (RCW 52.14.110 & RCW 39.04.280).

Use of any of these exemptions requires a resolution by the board of fire commissioners stating the exemption and reasons for use of the exemption rather than formal sealed bid process.

Purchases from or through the Federal Government: Purchases made from or through the federal government do not require a formal bid process (RCW 39.32.070 and 39.32.090). (ECFR, 2024a).

Procurement of Telecommunication or Data Processing: Purchase of telecommunications or data processing does not require a formal bid process (RCW 39.04.270). This type of procurement requires competitive negotiation (RCW 52.14.110 & RCW 39.04.280).

Emergency Purchases

An emergency in this context consists of unforeseen circumstances beyond the control of the municipality that either: (a) present a real, immediate threat to the proper performance of essential functions; or (b) will likely result in material loss or damage to property, bodily injury, or loss of life if immediate action is not taken.

Exemption of a purchase under the emergency provisions of RCW 39.04.280 requires that the board of fire commissioners pass a resolution declaring the emergency (see Appendix C). A copy of the resolution must be attached to the invoice and voucher submitted for payment.

This exception to bid requirements should be used cautiously and only where a true emergency exists.

The minutes of the board's meeting shall fully and carefully describe the cause of the emergency, the nature of the indicated immediate threat to life or property that will occur if the equipment is not obtained immediately, and the method of securing the equipment at a reasonable price that the board

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establishes. These minutes shall be published no later than three weeks following award of contracts under these provisions.

The following sole source procurement requirements specified in this SOG do not apply if the board of fire commissioners has passed a resolution declaring an emergency.

Sole Source Procurement

Sole source procurement applies in circumstances where there is clearly and legitimately a single source of supply (RCW 39.04.280). Sole source justification is not required for procurement involving an expenditure of less than \$1,000. A sole source procurement involving expenditure of between \$1,000 and \$5,000 may be approved by the fire chief. Sole source procurements involving expenditure of greater than \$5,000 must be approved by resolution of the board of fire commissioners.

Justification: The following guidelines may be used to determine if the conditions for sole source procurement may be met:

- The district has conducted a screening process whereby it can justify purchase of a specific product.
- Specifications were legitimately drafted to which only one vendor can successfully respond (if specifications could be drafted to permit competition, sole source procurement may not be used).
- The product is available only through one manufacturer and distributor (and the manufacturer so certifies).
- The vendor certifies that the district is receiving the lowest price it offers anyone.

Reasonable effort must be extended to determine that competition is not feasible. If only one source is identified as a result of the market research, sole source procurement may be justified.

Documentation: Sole source procurements must be fully justified and documented to include the following (Appendix D):

- Description of the supplies or services required.
- Narrative outlining the circumstances permitting other than full and open competition.
- Description of how the nature of the purchase is consistent with the requirements for sole source procurement.
- Explanation of the efforts made to ensure that quotes are solicited from as many potential sources as possible.
- A listing of the sources that expressed an interest during the market survey.

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- Certification that the justification is accurate and complete to the best of the purchaser’s knowledge and belief.

Documentation of sole source procurements; justification of sole source procurement and copy of resolution (if over \$5,000) must be attached to the invoice and voucher submitted for payment. All documentation regarding sole source procurement must be available for public inspection immediately after award of such contracts.

Examples: Sole source procurements may include (but are not limited to) the following types of circumstances.

- *One of a Kind:* The product is unique and is available from only one supplier (this includes used goods).
- *Compatibility:* The product must match an existing brand of equipment for compatibility and is available from only one supplier.
- *Replacement Part:* The product is a replacement part for existing equipment and is only available from one supplier.
- *Delivery Date:* Only one supplier can meet the necessary delivery requirements. Delivery by a specific date is essential for completion of a task or project or delay would cause a significant increase in cost to the district.
- *Unique Design:* The product must meet physical design or quality requirements or demonstrates a unique capability to provide a particular function and is available from only one supplier.
- *Authorized Service Provider:* Service by a specific provider is required by a previous contract or warranty.

Vendor, Consultant, & Small Works Rosters

ECFR uses a vendor, consultant, and small works rosters maintained by the Municipal Research and Services Center of Washington (MRSC) (ECFR, 2024b).

- If possible, secure at least three quotations or written bids to ensure a competitive process, with the contract being awarded to the lowest responsible bidder. Document the quotes or bids on the documentation of oral quotations form (Appendix E).
- Immediately after the award, all bid quotations that the agency obtained must be recorded and made open to public inspection. This information must also be available to those who inquire by telephone.
- The accounting assistant will post a list of contracts awarded using the vendor list procedure on the district’s website. The list will contain the name of the vendor, the amount of the contract, a brief description of items purchased, and the date of the award.

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Vendor Roster: The vendor roster is used for purchase of products, equipment repair, vehicle maintenance, and other purchased services as referenced in RCW 39.04.190. A vendor list may be used to secure telephone or written quotations under certain conditions, as follows:

Consultant Roster: The consultant roster is used to procure services from firms that provide architecture, engineering, and surveying services as referenced by Ch. 39.80 RCW, as well as some other professional services such as management, financial, legal, communications, and environmental consulting.

Small Works: The small works roster is used for public works projects such as those involving construction, building, renovation, remodeling, alteration, repair or improvement of real property as referenced in RCW 39.04.155.

Businesses may register online with MRSC to be on the ECFR Small Works Roster at http://www.mrscrosters.org/SmallWorks_Account.aspx. The minimum information required for registration includes the following business information:

- Email address.
- Washington Unified Business Identifier (UBI#).
- Federal tax ID number.
- Department of Revenue account.
- If applicable: contractor's license, active workers comp.
- Premium status, employment security number.

The following procedure is used to generate a vendor, consultant, or small works roster:

1. Access the MRSC rosters on-line at www.MRSCrosters.org
2. Log on: The user name and password are maintained by the administrative specialist.
3. Select the type of roster search (small works; consultant or vendor).
4. Select a service category based on the nature of the project.
5. Select "search these rosters".
6. Review business application by clicking on the individual business.
7. Determine which businesses to solicit for the project (ideally all businesses on the roster will be included in the solicitation to best meet the equitability requirements).
8. If the project is considered "emergency work" check the box to search only for Vendor, Small Work or Consultant businesses.
9. Request project bids or proposals from the selected (or all) businesses.

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Small works roster projects require completion of the mandatory bidder responsibility checklist for each bidder prior to award (Appendix J) (CPARB, 2019). The successful bidder shall be required to submit a wage laws compliance certification (Appendix K) (RCW 39.4.350(1)(g)) prior to award.

Intergovernmental and Cooperative Purchases

ECFR may purchase equipment, supplies, materials, and other property from the federal government without advertising, giving notice or inviting bids pursuant to the provision of *RCW 39.32.090* (ECFR, 2024a).

ECFR may also enter into a cooperative purchasing agreement with any agency, political subdivision, or unit of local government of this state including, but not limited to, municipal corporations, quasi municipal corporations, special purpose districts, and local service districts; any agency of the state government; any agency of the United States; any Indian tribe recognized as such by the federal government; and any political subdivision of another state as provided by RCW 39.34.

ECFR and public agencies which have filed an intergovernmental cooperative purchasing agreement (ICPA) (see Appendix F) with each other may make purchases from each other’s contract awards if the vendor has agreed to such participation. In making a purchase from another agency’s contract, the district accepts responsibility and must take positive action to ensure compliance with statutes governing purchases by or on behalf of itself (RCW 39.34.030). ECFR does not accept any responsibility for orders placed by other public agencies with which the district has an ICPA.

Agencies awarding a bid under the provisions of an ICPA with ECFR must comply with their own statutory requirements for providing notice for bids or proposals and either 1) post the bid or solicitation notice on a website established and maintained by the public agency, purchasing cooperative, or similar service provider, for purposes of posting public notice of bid or proposal solicitations, or 2) provide an access link on the state's web portal to the notice.

ECFR may also participate in purchasing cooperatives such as (but not limited to) Sourcewell, a service cooperative created by the Minnesota legislature as a local unit of government under the provisions of *Minnesota Constitution Article. XII, Section. 3*. Purchasing cooperative agreements meet the requirement for an ICPA, for ECFR’s purchases from the purchasing cooperatives awards, but do not provide for the purchasing cooperative making purchases from ECFR’s contract awards.

Competitive Bidding Procedures

The following procedures will be used when competitive bids are required:

An advertisement must be published in the district’s official newspaper and posted on the district’s website at least 13 days prior to the final date for receiving bids and must state:

- Time after which bids will not be received;
- Time and place where bids will be opened;

Title	SOG #
Procurement	1.3.2

- Materials, equipment, supplies, or services to be purchased; and
- Character of the work to be done; and
- Where the specifications may be obtained (e.g., telephone or e-mail request and link for download from the district’s website).

Although not specifically required by statute, advertisement may also contain the following:

- Requirement for a bid bond to accompany the bid, and;
- A statement that the district retains the right to reject any or all bids and to waive minor irregularities in the bidding process.

The district will provide specifications to bidders either electronically (PDF format) or in hard copy at the district headquarters. Any modification, revision, or clarification to specifications will be provided to all potential vendors who have requested a copy of the specifications.

Bids must be submitted in hard copy (no fax or electronic submission will be accepted) prior to the date specified in the advertisement. The district’s administrative staff will log in bids, marking each envelope with the date and time that it is received.

Bids shall be opened at the advertised date, time, and location; read aloud and posted. Bids shall be evaluated and recommendation provided to the board of fire commissioners identifying the lowest responsive bidder.

A competitive bid tracking form (Appendix I) must be completed for all competitive bid procurements. This form is used to document key information related to the procurement including, the procurement timeline, vendors to which specifications have been sent, if the vendor failed to submit a bid, date that bids were received, bid amounts, the successful bidder, and date of award.

Public works projects subject to competitive bid requirements require completion of the mandatory bidder responsibility checklist for each bidder prior to award (Appendix J) (CPARB, 2019). The successful bidder shall be required to submit a wage laws compliance certification (Appendix K) (RCW 39.4.350(1)(g)) prior to award. Consider review of *Suggested Guidelines for Bidder Responsibility* (CPARB, 2019) prior to conducting public works projects requiring competitive bids.

The accounting assistant will post a list of contracts awarded using the competitive bid procedure on the district’s website. The list will contain the name of the vendor, the amount of the contract, a brief description of items purchased, and the date of the award.

All procurement documents shall be filed along with the purchase order, invoice, and other documentation related to the procurement. Electronic documentation related to competitive bid procurement shall be filed in a project specific folder named yyyyymmdd_project_name (date corresponding with the start of the procurement process) within O:\10_administration\procurement.

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Competitive Negotiations

Competitive negotiation as used for procurement of telecommunications or data processing equipment, software, or services includes the following minimum requirements (RCW 39.04.270):

- A request for proposal shall be prepared and submitted to an adequate number of qualified sources, as determined by the district in its discretion, to permit reasonable competition consistent with the requirements of the procurement.
- The request for proposal shall identify significant evaluation factors, including price, and their relative importance.
- Notice of the request for the proposal must be published in a newspaper of general circulation in the district at least thirteen days before the last date upon which proposals will be received.
- The district shall provide reasonable procedures for technical evaluation of the proposals received, identification of qualified sources, and selection for awarding the contract.

The district will negotiate final price with the qualified bidder whose proposal is most advantageous to the district with price and other factors considered. The district may reject any and all proposals for good cause and request new proposals.

The accounting assistant will post a list of contracts awarded using the competitive negotiation procedure on the district's website. The list will contain the name of the vendor, the amount of the contract, a brief description of items purchased, and the date of the award.

All procurement documents shall be filed along with the purchase order, invoice, and other documentation related to the procurement. Electronic documentation related to procurement shall be filed in a project specific folder named yyyyymmdd_project_name (date corresponding with the start of the procurement process) within O:\10_administration\procurement.

Qualification Based Selection

Qualification based selection (QBS) is used for procurement of architectural and engineering professional services as required by RCW 39.80:

- A request for proposal shall be prepared and submitted to an adequate number of qualified sources, as determined by the district in its discretion, to permit reasonable competition consistent with the requirements of the procurement.
- The request for proposal shall identify significant evaluation factors, **excluding price**, and their relative importance.
- Notice of the request for the proposal must be published in a newspaper of general circulation in the district at least thirteen days before the last date upon which proposals will be received.

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- The district shall provide reasonable procedures for technical evaluation of the proposals received, identification of qualified sources, and selection for awarding the contract.

The district will negotiate a final price with the qualified bidder whose proposal is most advantageous to the district based on qualifications. The district may reject any or all proposals for good cause and request new proposals.

The accounting assistant will post a list of contracts awarded using the qualification based selection procedure on the district’s website. The list will contain the name of the vendor, the amount of the contract, a brief description of items purchased, and the date of the award.

All procurement documents shall be filed along with the purchase order, invoice, and other documentation related to the procurement. Electronic documentation related to procurement shall be filed in a project specific folder named yyyyymmdd_project_name (date corresponding with the start of the procurement process) within O:\10_administration\procurement.

Qualification and Price Based Selection

Qualification and price based selection is used for procurement of personal and professional services. This process is similar to the competitive negotiation process specified for telecommunications and data processing:

- A request for proposal shall be prepared and submitted to an adequate number of qualified sources, as determined by the municipality in its discretion, to permit reasonable competition consistent with the requirements of the procurement.
- The request for proposal shall identify significant evaluation factors, including price, and their relative importance.
- Notice of the request for the proposal must be published in a newspaper of general circulation in the district at least thirteen days before the last date upon which proposals will be received.
- The district shall provide reasonable procedures for technical evaluation of the proposals received, identification of qualified sources, and selection for awarding the contract.

The district may reject any and all proposals for good cause and request new proposals.

All procurement selection documents shall be filed along with the purchase order, invoice, and other documentation related to the procurement. Electronic documentation related to procurement shall be filed in a project specific folder named yyyyymmdd_project_name (date corresponding with the start of the procurement process) within O:\10_administration\procurement.

Purchasing Methods

District purchases may be made using vendor accounts, procurement cards, or purchase order. Expenditure limits for each method of purchase are specified in Table 2.

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Table 2. Expenditure Limits by Purchasing Method

Expenditure Limits	Vendor Account	Procurement Card	Purchase Order
< \$300	◆	◆	◆
≤ \$1,000	◆	◆	◆
\$1,001-\$5,000		◆	◆
>\$5,000			◆

Specific procedures for each method and limitations for each method are defined in the following sections of this SOG.

Vendor Accounts

The district maintains vendor accounts with a number of local businesses (e.g., Lutz Hardware, Washougal Lumber, Washougal Hardware, Bi-Mart, NAPA Auto Parts). Purchases from these vendors of \$300 or less require the purchaser to submit the receipt along with a receipt document (Appendix A) identifying the line item number that the purchase should be charged to and detail of the purchase. Purchases over \$300 charged to vendor accounts require the purchaser to submit the receipt along with a purchase order. For either a receipt document or purchase order, the payment method should specify “vendor account”.

Internal controls on use of vendor accounts include the following:

- A receipt shall be provided to the accounting assistant for all purchases made with vendor accounts.
- The budget line item number must be specified for each purchase from a vendor account and noted on quotations, purchase orders, and receipts.
- Purchases on vendor accounts are reviewed by the accounting assistant and administrative specialist on a monthly basis.

Fuel Accounts

Each apparatus is assigned a commercial fuel card for Hiway Fuel, Chevron or both. Fuel cards are specific to each apparatus. Fuel purchases with an apparatus specific fuel card should be limited to that apparatus.

Internal controls on fuel card use include the following:

- A receipt shall be provided to the accounting assistant for all purchases made with vendor accounts.
- The budget line item number must be specified for each purchase from a vendor account and noted on quotations, purchase orders, and receipts.

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- Fuel purchases are reviewed by the accounting assistant, administrative specialist, and fire chief on a monthly basis.

Procurement (Credit) Card

The purpose of a procurement (credit) card is to provide an efficient, cost-effective method of purchasing and paying items or groups of items costing less than \$5,000. A procurement card may be used for any transaction under this threshold where the vendor accepts credit cards. Larger purchases may not be split to place a purchase under the \$5,000 threshold. The district has implemented a procurement card program pursuant to the provisions of RCW 43.09.2855 Local Governments-Use of Credit Cards (ECFR, 2024c).

The following district staff are provided with procurement cards based on their specific purchasing responsibilities.

- Fire Chief.
- Captains.
- Administrative Specialist.
- Accounting Assistant.

The accounting assistant is issued two procurement cards, one for direct charge utility payments and one for other purchases (e.g., office supplies).

The district reserves the right to not issue a card to a member or to revoke an issued card if misused.

Training Requirements: All members issued a procurement card will be provided with training in the provisions of this SOG and appropriate use of district procurement cards. In addition, users must review and sign the district’s procurement card user agreement (Appendix G).

Appropriate Use Guidelines: The following uses of district procurement cards are prohibited:

- Purchases for personal use or use by others not specifically related to district business.
- Purchase of alcoholic beverages.
- Travel meals and incidentals (per diem paid by check prior to travel or reimbursed post travel). However, purchase of food related to training events or incident rehabilitation may be purchased using a procurement card.
- Cash advances on credit cards are prohibited (RCW 43.09.2855(1)(c)).

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Spending and Transaction Limits: The following **maximum** spending and transaction limits are established for procurement card use. Table 3 reflects maximum limits; actual limits may be lower based on the purchasing responsibilities placed on specific members.

Table 3. Credit Card Limits

Classification	Single Purchase Limit	Credit Limit
Fire Chief	\$5,000	\$5,000
Administrative Specialist	\$3,000	\$5,000
Accounting Assistant	\$3,000	\$5,000
Full-Time Captain	\$3,000	\$5,000

Members with a need for an increase in their single purchase or credit limit must submit a written request to the administrative specialist and must be approved by the fire chief. Increases in the fire chief's single purchase or credit limit must be approved by the board of fire commissioners. Increases will only be granted based on a demonstrated need in the best interest of the district. Increases may be a temporary single purchase increase or may be a permanent increase depending on the needs of the district.

Recordkeeping Requirements: Purchases made with a procurement card must be documented with a receipt. For purchases made by telephone, fax or e-mail at least one of the following methods of documentation is required:

- Copy of the order as faxed or mailed and the fax confirmation (if available).
- Print out of the completed online order form.
- Print out of the online order confirmation.
- Print out of the e-mail confirmation.

and

- Invoice/Receipt showing items purchased, quantity, and cost.

The member making the purchase must submit with the receipt (with the line-item number for the expenditure noted on the receipt) attached to a receipt document (\leq \$300) (Appendix A) or district purchase order form ($>$ \$300) (Appendix B) to the accounting assistant within three days of the purchase. If the receipt is lost or was not provided by the vendor, every effort should be made to obtain a copy of the receipt. If this is not possible, a missing receipt declaration (Appendix H) must be completed. Missing receipt declarations are filed with the procurement card bill for the charge.

Unauthorized Purchases: A cardholder who makes unauthorized purchases or carelessly uses the procurement card will be liable to the district for the total dollar amount of such purchases, plus any administrative fees charged by the bank or card company in connection with the misuse. Improper use

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of a district procurement card may be considered misappropriation of district funds and may result in disciplinary action up to and including termination consistent with the provisions of the collective bargaining agreements between Local 2444 International Association of Firefighters or Local 11 Office Professional Employees International Union (OPEIU) and the district or the fire chief's employment contract with the district.

Safeguard of District Credit Cards: Cardholders are responsible for safeguarding the procurement card. If the card is lost or stolen the user must notify the administrative specialist immediately so that the card may be deactivated for further use.

Procedures for Issuance and Cancellation: District procurement cards may be issued to members based on their fiscal responsibility and need to purchase goods and services directly related to district business. Issuance of a credit card may be requested through the administrative specialist but must be approved by the fire chief. Issuance of a credit card to the fire chief must be approved by the board of fire commissioners.

Payment of Balance: All credit card charges shall be paid on a monthly basis to avoid interest and fees.

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Internal controls on use of procurement cards include the following:

- Dollar limits on single purchase and monthly transactions as specified in this SOG.
- Monthly reconciliation of statements by the administrative specialist and accounting assistant.
- Disciplinary procedures are in place to address unauthorized purchases or failure to safeguard district procurement cards.
- Review of spending on a monthly basis by the board of fire commissioners, fire chief, captains (function managers), administrative specialist, and accounting assistant.

Purchase Order

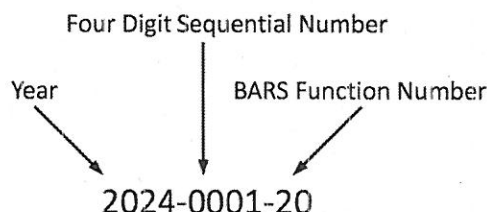
In general, purchase orders (Appendix B) are used for purchases over \$5,000 and purchases less than this amount are made with a procurement card or vendor account. However, some vendors may not accept credit cards. In these cases, a purchase order would be used.

All purchases over \$300 require a purchase order. Purchase orders for amounts over \$5,000 or that will exceed the current line item balance shall be routed to the chief or designee as a part of the approval process. Purchase orders over \$5,000 must be approved by the board of fire commissioners.

Purchase orders shall typically be completed and approved prior to the order and/or purchase of an item. **Purchase orders are required to have a budget line item number, description, and cost for each item to be purchased.** In the case of a repair or other scenario where the cost is not able to be determined prior to the service, approving person must be aware of the work and an estimate of expense must be obtained (e.g., not to exceed amount). The purchase order shall be completed after final costs are determined.

Purchase orders may be generated by the member requesting the purchase (or by the individual approving the purchase order). Purchase orders are generated in electronic form using the template in O:\00_common_forms. Purchase orders must be saved in Microsoft Excel format (.xlsx) using the purchase order number as the file name in the procurement folder for the current year (yyyy_procurement) located in O:\10_administration\procurement. Purchase Order numbers shall be comprised of the year (4-digit format), four-digit sequential number, and Budgeting and Reporting System (BARS) function number (i.e., 10 for administration, 20 for operations, 30 for fire prevention and public education, 45 for training, 50 for facilities, and 60 for repair and maintenance), as illustrated below:

Figure 4. Purchase Order Number Format



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Purchase orders must be approved prior to ordering equipment, materials, or services. Approval may be in the form of an electronic signature. Once the purchase order has been completed and approved, it shall be saved in Portable Document Format (PDF) for electronic transmittal to the vendor (alternately the PO may be transmitted to the vendor by fax or as hard copy). Approved purchase orders will be transmitted to the requestor and accounting assistant.

For each purchase order, the requestor shall record the following information on the electronic purchase order log:

- PO number.
- Date.
- Requestor's name.
- Vendor.
- Description of the purchase.

The electronic purchase order log is located in the yyyy_procurement.

In the event an immediate purchase that exceeds an individual member's expenditure authority is necessary, a captain or the fire chief shall be contacted and advised of the need to purchase (depending on cost). If the purchase is determined to be necessary, he or she may authorize the purchase. In this case, the purchaser would note verbal approval and the captain's or fire chief's name in the "authorized by" section of the purchase order.

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East County Fire and Rescue. (2024b). *Resolution #347-05212024 Providing for adopting Municipal Research and Services Center (MRSC) for small public works, consultant, and vendor rosters*. Camas, WA: Author.

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Appendix A-Receipt Document



East County Fire and Rescue

600 NE 267th Avenue
Camas WA 98607
(360) 834-4908
(360) 834-5454 (Fax)

**Receipt
Document**

Vendor
Name
Address

Date
Payment Method
<input type="checkbox"/> Visa <input type="checkbox"/> Dist. Account
<input type="checkbox"/> Other (Specify)

If this purchase is for more than \$300 use the Purchase Order Form

Line Number	Purchase Detail	Total

If a fuel purchase use line item 522 20 36 000 write the apparatus number in the purchase detail and mileage on the receipt

Attach receipt here or staple to the receipt document

Purchased by _____

_____ Date

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Appendix B-Purchase Order



East County Fire and Rescue
600 NE 267th Avenue
Camas WA 98607
(360) 834-4908
(360) 834-5454 (Fax)

Purchase Order

Vendor
Name
Address
Phone

Date
Purchase Order #

If purchased using a district credit card use "Visa" as the PO # and attach the receipt.

Line Number	Item #/Description	Quantity	Unit Price	Subtotal
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00

Subtotal	\$0.00
Tax Rate	0.00%
Tax	\$0.00
Shipping & Handling	\$0.00
Total	\$0.00

Special Instructions/Additional Information

Clark County Sales Tax 7.5% (cities have different rates)

_____	_____	_____
Requested by		Date
_____	_____	_____
Authorized by	Signature	Date

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Appendix C-Emergency Declaration Resolution Template



East County Fire and Rescue

600 NE 267th Avenue Camas, WA 98607

(360) 834-4908 (phone)

(360) 835-8920 (fax)

www.ecfr.us



Resolution #NNN-MMDDYYY

A resolution providing for declaration of emergency; exemption of requirements for competitive bid under the provisions of RCW 39.04.28.

WHEREAS, East County Fire and Rescue, Clark County, Washington (the "district"), is a Fire Protection District established under RCW 52; and

WHEREAS, RCW 52.14.110, RCW 52.14.120 and RCW 39.04 define the statutory requirements for use of competitive bids and exceptions to bid requirements; and

WHEREAS, RCW 52.14.110(4) and RCW 39.04.280 authorize the district to waive these statutory requirements related to competitive bidding in the event of an emergency; and

WHEREAS, an emergency under RCW 39.04.280 is defined as unforeseen circumstances beyond the control of the district that either (a) presents a real, immediate threat to the proper performance of essential functions, or (b) will likely result in material loss or damage to property, bodily injury, or loss of life if immediate action is not taken; and

WHEREAS, [describe the nature of the emergency and how it meets the above criteria]

WHEREAS, [edit the following as necessary] these unforeseen circumstances occurred through reasons beyond the control of the district, present a real, immediate threat to the proper performance of essential functions and are likely to result in material loss or damage to property, physical injury to persons, or loss of life if immediate action is not taken.

THEREFORE, BE IT RESOLVED THAT:

Section 1. Pursuant to RCW 39.04.280, the board of fire commissioners here by declares that an emergency exists.

Section 2. Pursuant to RCW 39.04.280, the Board of Fire Commissioners hereby waives the competitive bidding and other requirements of RCW 52.14.110 and RCW 39.04 for purchases or contracts related to the [specify the emergency]

Section 3. The board authorizes the fire chief or his or her designee to [specify action to be taken to resolve the emergency].

Section 4. This Resolution shall be in full force and effect immediately upon its adoption and approval.

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Resolution #NNN-MMDDYY

ADOPTED at a [specify regular or special] meeting of the Board of Commissioners for East County Fire and Rescue, [date] day of [month year] with the following Commissioners being present and voting:

Joshua Seeds, Chairperson

Michael Taggart, Vice Chair

Martha Martin, Commissioner

Steve Hofmaster, Commissioner

Brendan Addis, Commissioner

Attest

Debbie Macias, District Secretary

Title Procurement	SOG # 1.3.2
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Appendix D-Sole Source Justification Template



East County Fire and Rescue

600 NE 267th Avenue Camas, WA 98607

(360) 834-4908 (phone)

(360) 835-8920 (fax)

www.ecfr.us



Justification of Sole Source Procurement

Sole source procurement applies in circumstances where there is clearly and legitimately a single source of supply (RCW 39.04.280). Sole source justification is not required for procurement involving an expenditure of less than \$1,000. Sole source procurement involving expenditure of between \$1,000 and \$5,000 may be approved by the fire chief. Sole source procurements involving expenditure of greater than \$5,000 must be approved by resolution of the board of fire commissioners.

Description of Supplies or Services Required		
Circumstances Permitting Exemption from Bid Requirements		
Each of the following requirements must be met for a sole source procurement:		
<input type="checkbox"/> The district has conducted a screening process whereby it can justify purchase of a specific product.		
<input type="checkbox"/> Specifications have legitimately been drafted to which only one vendor can successfully respond (if specifications could be drafted to permit competition, sole source procurement may not be used).		
<input type="checkbox"/> The product is available only through one manufacturer and distributor (and the manufacturer so certifies).		
<input type="checkbox"/> The vendor certifies that the district is receiving the lowest price it offers anyone.		
Narrative description of how this procurement is consistent with the requirements of RCW 39.04.280.		
Narrative description of attempts to solicit multiple quotes.		
List of sources expressing and interest during the market survey.		
I certify that this justification of sole source procurement is accurate and complete to the best of my knowledge and belief.	Purchaser (Signature)	Date ____/____/____
	Fire Chief (Signature)	Date ____/____/____
Resolution # (Attached)	Board Chairperson	Date ____/____/____

Title Procurement	SOG # 1.3.2
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Appendix C-Sole Source Resolution Template



East County Fire and Rescue

600 NE 267th Avenue Camas, WA 98607

(360) 834-4908 (phone)

(360) 835-8920 (fax)

www.ecfr.us



Resolution #NNN-MMDDYYY

A resolution providing for Justification of sole source procurement under the provisions of RCW 39.04.280.

WHEREAS, East County Fire and Rescue, Clark County (the "district", is a fire protection district established under Revised Code of Washington (RCW) 52; and

WHEREAS, RCW 52.14.110, RCW 52.14.120, and RCW 39.04 define the statutory requirements for use of competitive bids and exceptions to bid requirements; and

WHEREAS, RCW 52.14.110(4) and RCW 39.04.280 authorize the district to waive these statutory requirements when purchases are clearly and legitimately limited to a single source of supply; and

WHEREAS, this purchase clearly and legitimately is limited to a single source of supply (see the attached justification of sole source procurement).

THEREFORE BE IT RESOLVED THAT:

Section 1. Pursuant to RCW 39.04.280, the board of fire commissioners hereby declares that the requirements for sole source procurement have been met.

Section 2. Pursuant to RCW 39.04.280 the board of fire commissioners hereby waives the competitive bidding and other requirements of RCW 52.14.110 and 39.04 for purchases of [SPECIFY THE ITEM OR SERVICE TO BE PURCHASED].

Section 3. The board of fire commissioners authorizes the fire chief or his or her designee to issue a purchase order for this procurement consistent with the provisions of *Standard Operating Guideline (SOG) 1.3.2 Procurement*.

Section 4. This resolution shall be in full force and effective immediately upon its adoption and approval.

ADOPTED at a [specify regular or special] meeting of the Board of Commissioners for East County Fire and Rescue, [date] day of [month year] with the following commissioners being present and voting:

Resolution YY-XX

Joshua Seeds, Chairperson

Michael Taggart, Vice Chair

Martha Martin, Commissioner

Steve Hofmaster, Commissioner

Brendan Addis, Commissioner

Attest

Debbie Macias, District Secretary

Title Procurement	SOG # 1.3.2
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Appendix E-Documentation of Oral Quotations Form



East County Fire and Rescue

600 NE 267th Avenue Camas, WA 98607

(360) 834-4908 (phone)

(360) 835-8920 (fax)

www.ecfr.us



Documentation of Oral Quotations

As an oral quotation provides no evidence of the specific items or amount quoted for the purchase, this document must be completed for any purchase of equipment, supplies materials & services not related to a public works project that is between \$1,000 and \$5,000. This form must also be completed for public works projects if the total cost of the project is less than \$5,000.

Description of Supplies or Services Required		
Vendors Contacted (3 Required)		Price Quoted
		\$ _____
		\$ _____
		\$ _____
		\$ _____
		\$ _____
I certify that these quotations are accurate and complete to the best of my knowledge and belief.	Purchaser (Signature)	Date ____/____/____

Title Procurement	SOG # 1.3.2
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Appendix F- Intergovernmental Cooperative Purchasing Agreement



East County Fire and Rescue

600 NE 267th Avenue Camas, WA 98607

(360) 834-4908 (phone)

(360) 835-8920 (fax)

www.ecfr.us



Cooperative Purchasing Agreement

Pursuant to RCW 39.34 and other provision of the law, East County Fire and Rescue, hereinafter called "ECFR" or "the district" and [Specify], hereinafter called "[Specify]", hereby agree to cooperative governmental purchasing upon the following terms and conditions.

1. ECFR, in contracting for the purchase of goods and services for the district, agrees to extend said contracts to [SPECIFY] to the extent permitted by law, and agreed upon by the parties hereto, and the supplier(s).
2. ECFR will contract for the purchase of goods and services according to the laws and regulations governing purchases by the district. [Specify] accepts responsibility for compliance with any additional or varying laws and regulations governing purchases by or on behalf of [Specify].
3. A purchase by [Specify] shall be effected by a purchase order from [Specify] directed to the supplier or other party contracting to furnish goods or services to ECFR.
4. ECFR accepts no responsibility for performance of any purchasing contract by the supplier, and accepts no responsibility for payment of the purchase price by [Specify].
5. [Specify] reserves the right to contract independently for the purchase of any goods or services, with or without notice to ECFR.
6. ECFR reserves the right to contract independently for the purchase of any goods or services, with or without notice to [Specify].
7. This agreement shall continue in force until canceled by either party, which cancellation may be effected by ten (10) days written notice to the other party.
8. This agreement covers all ECFR contracts for goods and services.

ADOPTED at a [specify regular or special] meeting of the Board of Commissioners for East County Fire and Rescue, [date] day of [month year] with the following commissioners being present and voting:

COOPERATIVE PURCHASING AGREEMENT

Joshua Seeds, Chairperson

Michael Taggart, Vice Chair

Martha Martin, Commissioner

Steve Hofmaster, Commissioner

Brendan Addis, Commissioner

Attest

Debbie Macias, District Secretary

Title Procurement	SOG # 1.3.2
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Appendix G-Procurement Card User Agreement



East County Fire and Rescue

600 NE 267th Avenue Camas, WA 98607

(360) 834-4908 (phone)

(360) 835-8920 (fax)

www.ecfr.us



Procurement Card User Agreement

Your signature verifies that you understand the East County Fire and Rescue credit card policies and program guidelines listed below and agree to comply with them.

1. Visa charge cards are provided to East County Fire and Rescue members based on their need to purchase goods and limited services related to district business.
2. Expenses covered by per diem reimbursement may not be charged to the district card. All non-per diem expenses shall be supported with detailed receipts.
3. The cardholder is the only person entitled to use the card and is responsible for all charges made to the card.
4. The card is for business related purchases only; **personal charges are not to be made to the card under any circumstances.**
5. All charges are billed directly to and paid directly by East County Fire and Rescue. Improper use of the card or incurring personal charges can be considered misappropriation of district funds, which may result in disciplinary action, up to and including termination.
6. Cardholders are expected to comply with internal control procedures and policies. This includes obtaining and retaining detailed receipts, submitting documentation in a timely manner, and following proper card security measures.
7. Monthly statements will be reconciled by the Accounting Assistant who may request the employee's assistance in contacting the supplier to resolve any discrepancies.
8. A lost or stolen card shall be reported immediately by telephone to (800) 344-5696.
9. Cardholders assigned a procurement card will surrender their card upon termination of employment (i.e., retirement, voluntary, or involuntary termination). At this point, no further use of the account is authorized.

 Cardholder Signature

 Cardholder (printed name)

 Date

 ECFR Administrative Specialist

 Date

Title Procurement	SOG # 1.3.2
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Appendix H-Missing Receipt Declaration



East County Fire and Rescue

600 NE 267th Avenue Camas, WA 98607

(360) 834-4908 (phone)

(360) 835-8920 (fax)

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Missing Receipt Declaration

If all measures to obtain a required missing receipt have been exhausted, this missing receipt declaration must be completed by the person who incurred the expense. In addition, this declaration must be reviewed and signed by the immediate supervisor of the person who incurred the expense.

Item or Service Purchased	Date Purchased	Price
	/ /	\$ _____
	/ /	\$ _____
	/ /	\$ _____
	/ /	\$ _____
	/ /	\$ _____
	/ /	\$ _____
	/ /	\$ _____
	/ /	\$ _____
	/ /	\$ _____
Total		\$ _____

I certify that the itemized receipt for this payment has been lost or was not received from the vendor and that all attempts to obtain a replacement receipt have been unsuccessful. This missing receipt declaration is given in lieu of that itemized receipt to substantiate a payment made with a vendor account or with a district procurement card.

I further certify that the expenses listed are accurate and proper charges for costs incurred related to official district business in accordance with Standard Operating Guideline 1.3.2 Procurement.

Purchaser (Printed Name & Signature)	Date / /
Supervisor (Printed Name & Signature)	Date / /

Appendix I-Competitive Bid Tracking Form



East County Fire and Rescue
600 NE 267th Avenue Camas, WA 98607

(360) 834-4908 (phone) (360) 835-8920 (fax)

www.ecfr.us



Competitive Bid Tracking

Complete this form for competitive bid purchases and file with project specifications, correspondence, and bid packages received from vendors.

Project Title	Project Manager	Date Advertised	Bids Due (Date & Time)		Bids Opened (Date & Time)
Vendor	Specs Sent (Date)	No Bid	Bid Received (Date)	Bid Amount	Award (Date)
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
Administrative Specialist	Date		Fire Chief		Date

Title Procurement	SOG # 1.3.2
-----------------------------	-----------------------

Appendix J-Mandatory Bidder Responsibility Checklist



East County Fire and Rescue

600 NE 267th Avenue Camas, WA 98607

(360) 834-4908 (phone)

(360) 835-8920 (fax)

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Mandatory Bidder Responsibility Checklist

Include this checklist in the contract file.

General Information	
Project Name	Project Number
Bidder's Business Name	Bid Submittal Date
Contractor Registration	
License Number	Active Status <input type="checkbox"/> Yes <input type="checkbox"/> No
Effective Date (before Bid Submittal Deadline)	Expiration Date
Contractor and Plumber Infraction List	
Is Bidder on the Infraction List <input type="checkbox"/> Yes <input type="checkbox"/> No	
Current UBI Number	
UBI Number	Account Closed <input type="checkbox"/> Yes <input type="checkbox"/> No
Industrial Insurance Coverage	
Account Number	Account Current <input type="checkbox"/> Yes <input type="checkbox"/> No
Employment Security Department Number	
Account Number	On Bid Form <input type="checkbox"/> Yes <input type="checkbox"/> No
State Excise Tax Registration Number	
Tax Registration Number	Account Closed <input type="checkbox"/> Yes <input type="checkbox"/> No
Not Disqualified from Bidding	
Is the Bidder on the Washington Department of Labor and Industries "Not Allowed to Bid" List <input type="checkbox"/> Yes <input type="checkbox"/> No	
ECFR Use Only	
https://secure.lni.wa.gov/verify/	http://bls.dor.wa.gov/checkstatus.aspx
Verified By	Date <input type="checkbox"/> Yes <input type="checkbox"/> No

Title Procurement	SOG # 1.3.2
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Appendix K-Wage Laws Compliance Certification



East County Fire and Rescue

600 NE 267th Avenue Camas, WA 98607

(360) 834-4908 (phone)

(360) 835-8920 (fax)

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Wage Laws Compliance Certification

I, _____
Print name and title (for example "Bill Smith, VP") of the person signing this form

Do certify and declare that the bidder is in compliance with Revised Code of Washington (RCW) 39.4.350(1)(g) and that within the three (3) year period immediately preceding the date of this bid, the bidder has not been determined by a final and binding citation and notice of assessment issued by the Department of Labor and Industries or through a civil judgement entered by a court of limited or general jurisdiction to have willfully violated as defined in RCW 49.48.082, any provision of RCW Chapter 49.46, Chapter 49.48, or Chapter 49.52.

Executed under penalty of perjury under the laws of the State of Washington at:

_____ on _____
Print City and State Where Signed Print Date Signed

Print Full Name of Company Submitting Bid

Signature



East County Fire and Rescue Standard Operating Guidelines

Title Modified Work Schedule	SOG # 1.2.5
Policy Adoption	Date
Standard Operating Guideline Adoption	Date

Purpose

The intent of the modified work schedule Standard Operating Guideline (SOG) is to maximize the effectiveness of professional development opportunities while minimizing the fiscal impact of that training. This SOG defines the procedures used to modify an employee's normal work schedule to attend extended duration training at the request of the employee as defined in Modified Work Schedule Memorandum of Understanding between the East County Fire and Rescue, and International Association of Firefighters (IAFF) Local 2444 dated March 3, 2024 (or as may be incorporated into a subsequent collective bargaining agreement).

Scope

This Standard Operating Guideline applies to members represented by IAFF Local 4299 attending training with a duration of 24 hours or greater inclusive of class and travel time.

Policies

East County Fire and Rescue (ECFR) has established the following procedures related to modified work schedule:

- ECFR encourages all members to expand their knowledge skills and abilities through professional development programs on a local, state, and national or international level. In addition, the district encourages its members to participate in local, state, and national professional organizations.
- The district will work to minimize personal services cost of participation in professional development activities using flexible alternative work schedules to meet the needs of the district and our members.
- ECFR maintains appropriate internal fiscal controls to promote effective and efficient use of resources; to safeguard resources against loss due to waste, mismanagement, abuse, or fraud; and to ensure compliance with applicable state and federal laws, regulations, and fiscal best practices.



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Resolution #347-05212024

A resolution providing for adopting Municipal Research and Services Center (MRSC) for small public works, consultant, and vendor rosters.

WHEREAS, The Fire Commissioners of East County Fire and Rescue, on the matter of establishing a small public works roster process to award public works contracts, a consulting services roster for architectural, engineering, and other professional services, and a vendor roster for goods and services not related to public works contracts.

WHEREAS, RCW 39.04.155 and other laws regarding contracting for public works by municipalities, allow certain contracts to be awarded by a small works roster process; and

WHEREAS, Ch. 39.80 RCW and other laws regarding contracting for consulting services by municipalities allow certain contracts to be awarded by a consultant roster process and

WHEREAS, RCW 39.04.190, regarding purchase of materials, supplies, or equipment not connected to a public works project, allows certain purchasing contracts to be awarded by a vendor roster process; and

WHEREAS, East County Fire and Rescue does not have a current small public works, consultant, and vendor roster process.

IT IS HEREBY RESOLVED AS FOLLOWS:

The district will contract with Municipal Research and Services Center of Washington (MRSC) to have their official rosters hosted in the online database for the district use for small public works contracts, consulting services, and vendor services developed and maintained by MRSC through MRSC Rosters and authorize the fire chief to sign that contract.

Procurements using the small public works, consultant, and vendor roster process shall comply with the district's procurement policies and guidelines as defined in *Standard Operating Guideline 1.3.2 Procurement* and all applicable state and federal laws.

ADOPTED at a Regular Meeting of the Board of Commissioners for East County Fire and Rescue May 21, 2024 with the following Commissioners being present and voting:

Joshua Seeds, Chairperson

Michael Taggart, Vice Chair

Martha Martin, Commissioner

Steve Hofmaster, Commissioner

Brendan Addis, Commissioner

Attest

Debbie Macias, District Secretary



East County Fire and Rescue

600 NE 267th Avenue Camas, WA 98607

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Resolution #348-05212024

A resolution adopting policy & procedure for district credit card use.

WHEREAS, RCW 43.09.2855 authorizes the use of credit cards by governmental units under rules and procedure to be adopted by the legislative body; and,

WHEREAS, the district has the need to use credit cards relating to its operations and, therefore, desires to adopt procedures as required by the statute.

IT IS HEREBY RESOLVED, that the Board of Commissioners of East County Fire and Rescue hereby authorizes the use of credit cards for purchases by district staff provided, such authority shall be exercised consistent with the budget and expenditure authority contained in the district's *Standard Operating Guidelines 1.3.1 Budget and 1.3.2 Procurement* as currently written or as may subsequently be amended.

ADOPTED at a Regular Meeting of the Board of Commissioners for East County Fire and Rescue May 21, 2024 with the following Commissioners being present and voting:

Joshua Seeds, Chairperson

Michael Taggart, Vice Chair

Martha Martin, Commissioner

Steve Hofmaster, Commissioner

Brendan Addis, Commissioner

Attest

Debbie Macias, District Secretary



East County Fire and Rescue

600 NE 267th Avenue Camas, WA 98607

(360) 834-4908 (phone)

(360) 835-8920 (fax)

www.ecfr.us



Resolution #349-05212024

A resolution authorizing district purchases of supplies, materials and/or equipment from or through the United States government as permitted by RCW 39.32.090.

WHEREAS: RCW 39.32.090 reads as follows: *Whenever authorized by ordinance or resolution of its legislative authority any political subdivision of the state shall have power to purchase supplies, materials, electronic data processing and telecommunication equipment, software, services, and/or equipment from or through the United States government without calling for bids, notwithstanding any law or charter provision to the contrary.*

WHEREAS: The federal government regularly issues vendor and equipment lists containing process and terms that are often more favorable to the district than prices and terms generated through use of standard bidding and request for proposal procedures; and

WHEREAS: The East County Fire and Rescue Board of Fire Commissioners finds that it is in the public interest for district staff to make full use of all available purchasing options, including those available through the federal government;

IT IS HEREBY RESOLVED:

As permitted by RCW 39.32.090, the Board of Fire Commissioners of East County Fire and Rescue authorizes district purchases of supplies, materials, and/or equipment from or through the United States government without calling for bids, notwithstanding any law or policy to the contrary; provided, such authority shall be exercised consistent with the budget and expenditure authority contained in the district's *Standard Operating Guidelines 1.3.1 Budget and 1.3.2 Procurement* as currently written or as may subsequently be amended.

The fire chief is hereby authorized to execute any and all registration forms, agreements, certificates, and the like, substantially in a form as approved by the district's attorney that may be required by the federal or state government or any agency thereof to implement this resolution.

ADOPTED at a Regular Meeting of the Board of Commissioners for East County Fire and Rescue May 21, 2024 with the following Commissioners being present and voting:

Joshua Seeds, Chairperson

Michael Taggart, Vice Chair

Martha Martin, Commissioner

Steve Hofmaster, Commissioner

Brendan Addis, Commissioner

Attest

Debbie Macias, District Secretary



East County Fire and Rescue

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Resolution #350-05212024

A resolution providing for disposal of equipment deemed to be surplus to the reasonably foreseeable needs of East County Fire and Rescue.

WHEREAS, the equipment shown in Attachment A, (Belkin Router) belonging to East County Fire & Rescue is obsolete and no longer needed by the district.

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 surplus to the foreseeable needs of the district.
2. Disposal of this equipment will benefit the district.
3. The fire chief is authorized dispose of this equipment in a manner that will be to the best advantage of East County Fire and Rescue.

ADOPTED at a Regular Meeting of the Board of Commissioners for East County Fire and Rescue May 21, 2024, with the following Commissioners being present and voting:

Joshua Seeds, Chairperson

Michael Taggart, Vice Chair

Martha Martin, Commissioner

Steve Hofmaster, Commissioner

Brendan Addis, Commissioner

Attest

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



East County Fire and Rescue

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Tag Number	Description of Asset	Serial Number	Status of Asset-Chose One				Comments
			Lost	Stolen	Sell	Recycle/Scrap	
0767	Belkin Router	121151GG106882				X	OBSOLETE


Signature

#352-05212024
Resolution Number

5/15/2024
Date

May 2024

May 2024							June 2024						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
5	6	7	8	9	10	11	2	3	4	5	6	7	8
12	13	14	15	16	17	18	9	10	11	12	13	14	15
19	20	21	22	23	24	25	16	17	18	19	20	21	22
26	27	28	29	30	31		23	24	25	26	27	28	29
							30						

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Apr 28	29	30	May 1	2	3	4
			9:00am Supraglottic Airway (Station 91) 6:30pm OTEP (Station 93)	9:00am Supraglottic Airway (Station 91)	9:00am Supraglottic Airway (Station 91)	
5	6	7	8	9	10	11
	10 Min Training	8:00am Blue Card Mayday (Station 91) 9:00am 10 min training (Station 91) 6:30pm Regular Board	8:00am Blue Card Mayday (Station 91) 11:00am 10 min training (Station 91) 3:00pm Strategic	8:00am Blue Card Mayday (Station 91) 11:00am 10 min training (station 91)	Officers Choice	Probationary FF Skills
12	13	14	15	16	17	18
	10 min training	8:00am CPR/Airway (Station 91) 1:00pm SGA Skills Testing (Station 91)	8:00am CPR/Airway (Station 91) 1:00pm SGA Skills testing (Station 91) 1:30pm Accounts	8:00am CPR/Airway (Station 91) 1:00pm SGA Skills Testing (Station 91)	Officers Choice	Probationary FF Skills
19	20	21	22	23	24	25
	10 Min Training	8:00am RIT/FF Rescue (Station 42) 11:00am 10 Min Training - Auto parts 6:30pm Regular Board	8:00am RIT/FF Rescue (Station 42) 11:00am 10 min training - auto parts store mayday (Station 91)	8:00am RIT/FF Rescue (Station 42) 11:00am 10 min training - auto parts store mayday (Station 91)	Officers Choice	Probationary FF Skills
26	27	28	29	30	31	Jun 1
	10 Min Training		Blue Card Sims	Blue Card Sims	Blue Card Sims	Blue Card Sims