

EAST COUNTY FIRE & RESCUE

REGULAR BOARD OF FIRE COMMISSIONERS MEETING

May 7, 2019

Station 91

6:30 PM

AGENDA

CALL TO ORDER:

Flag Salute

AGENDA ADJUSTMENTS:

CONSENT AGENDA:

1. Approval of April 16, 2019 Regular Board Meeting Minutes
2. Approval of April 16, 2019 Local BVFF&RO Meeting Minutes
3. Approval of April 17, 2019 Special Meeting Minutes
4. Approval of Financial Transactions
5. Excuse Absent Commissioner(s):

OPEN TO PUBLIC:

CORRESPONDENCE:

STAFF REPORT:

Chief Carnes

Assistant Chief Jacobs

VOLUNTEER FIRE FIGHTERS ASSOCIATION:

SAFETY REPORT:

FIRE DISTRICT BUSINESS:

- Approve Policies
 - 90.2.12 Temporary Modified Duty Assignments - Revised
 - 90.3.2 Purchase Procedure Policy - Revised
 - 90.3.3 Credit Card Purchasing Policy - Revised
 - 90.3.4 Cash Handling & Receipting Policy - Revised
 - 90.5.3 Travel Expense Policy - Revised

This Meeting is Being Recorded.
Please Silence or Turn-Off Your Personal Cell Phones, Pagers, etc.
Page # 1 of 2

- Suspend Policies
 - 90.6.1 Deadline to Submit Invoices for Processing
 - 90.7.2 Leave of Absence for Volunteer Members
 - 100.3 Billing and Collections Policy
- Fire Levy LID Lift Calendar
- Update on Surplus Vehicle
- Station 95 Parking Lot

COMMITTEE MEETINGS:

- Revenue Exploratory Committee, May 14, 2019 – 11:00 AM
- Communication with Neighboring Elected Officials
 - Washougal - City Hall, May 21, 2019, 1:00 PM
- Risk Group, June 5th, 2019
- ECAAB
- Safety Committee Representative

COMMISSIONER COMMENTS:

OPEN TO PUBLIC:

LOCAL BOARD FOR VOLUNTEER F/F & RESERVE OFFICERS:

ROUND TABLE:

Monthly Event Calendar

Strategic Planning Meeting, May 10, 2019 – 2:00 PM

Set new date for the Open House, move date to Sunday, July 28th.

EXECUTIVE SESSION:

ADJOURNMENT:

Next Regular Board Meeting: May 21, 2019, Station 91, 6:30 PM



**EAST COUNTY FIRE & RESCUE
CONSENT AGENDA
May 7, 2019**

1. Minutes –

- April 16, 2019 Regular Board Meeting
- April 16, 2019 Local BVFF&RO Meeting
- April 17, 2019 Special Board Meeting

2. Invoices

- \$42,278.20
 - i. Check Nos.11247-11261 dated April 19, 2019

3. Approved Commissioner Stipends May 10 Pay Date

Name	For the Period				Education	Other	Total
	Regular Meeting	Committee Meeting	Special Mtg	Apr 16 Apr 30			
Berg	1	0	0	0	0	1	
Martin	1	1	1	0	0	3	
Petty	1	0	0	0	0	1	
Seeds	1	1	1	0	0	3	
Taggart	1	1	1	0	0	3	

4. Voided/Destroyed Claims/Payroll Warrants

None

5. Payroll/Benefits/EFT's

- \$47,479.67 (Payroll)
- \$103.88 (Use Tax EFT)

Commissioner Martha Martin – Chair

Commissioner Mike Taggart – Vice Chair

Commissioner Mike Berg

Commissioner Sherry Petty

Commissioner Joshua Seeds

EAST COUNTY FIRE & RESCUE
REGULAR BOARD OF FIRE COMMISSIONERS MEETING

April 16, 2019

Station 91

6:30 PM

Draft Minutes

ATTENDANCE:

Martha Martin

Joshua Seeds

Mike Carnes

Sherry Petty

Robert Jacobs

Pam Jensen

Mike Taggart

Mike Berg

Aloma Taggart

CALL TO ORDER:

The meeting was called to order by Chairperson Martha Martin at 18:30 at Station 91.

Flag Salute was led by Chairperson Martha Martin.

AGENDA ADJUSTMENTS:

None

CONSENT AGENDA:

1. Approval of April 2, 2019 Regular Board Meeting Minutes
2. Approval of April 2, 2019 Local BVFF&RO Meeting Minutes
3. Approval of April 3, 2019 Special Board Meeting Minutes
4. Approval of Financial Transactions
5. Excuse Absent Commissioner(s):

**Motion by Commissioner Taggart to approve the consent agenda, seconded by Commissioner Petty.
Motion passed unanimously.**

OPEN TO PUBLIC:

None

CORRESPONDENCE:

None

STAFF REPORT:

Chief Carnes read his report; a copy is in the packet.

Discussion was held to educate the public by adding the Fire Risk Rating for Homes in the Wildland/Urban Interface form to the website and make the form available to the HOA's in the District.

Assistant Chief Jacobs gave his report as follows:

EST training was on March 25th.

Next DOC/ACC training is May 14, 2019 at Station 91, 7:00 p.m.

There are three new people (and possibly two more) from the ARES/RACES group and two from CERT for the DOC.

We are switching back to monthly DOC/ACC training to train the new people.

Next EST training is scheduled for April 22, 2019 at Station 93, 7:00 p.m.

VOLUNTEER FIRE FIGHTERS ASSOCIATION:

Nothing new to report.

SAFETY REPORT:

- There was a Safety Committee meeting on March 27, 2019.
- The next Safety Committee meeting will be May 23, 2019 at Station 91, 7:30 PM.
- Assistant Chief Jacobs reported that there were no accidents or incidents since the last board meeting.

FIRE DISTRICT BUSINESS:

Resolution # 251-04162019 Fire Levy Lid Lift

The purpose of this resolution is authorizing a fire levy lid lift to be put on the ballot for the August 6th 2019 primary ballot, asking the voters to restore the fire levy to \$1.50 per \$1000 AV.

Motion by Commissioner Taggart to approve Resolution # 251-04162019 Fire Levy Lid Lift, seconded by Commissioner Seeds. Motion passed unanimously.

Fire Levy Lid Lift Calendar

Reviewed the Lid Lift Calendar.

Hickey-Nesbitt-Farrell Annexation

Discussed the annexation and the impact the annexation has to the District.

Open House Date – Saturday, July 27, 2019

Open House Date of Saturday, July 27, 2019, 11:00 a.m. to 2:00 p.m. agreed upon and will be added to the calendar.

Update on Surplus Vehicle

Ad has been reposted and no offers have been received since the last board meeting.

Discussion was held as to placing the surplus vehicle visibly for sale at the Station.

Station 95 Parking Lot

Appraisal has been scheduled.

COMMITTEE MEETINGS:

Communication with Neighboring Elected Officials

Meeting with Camas Mayor, Station 91, April 23, 2019, 4:30 PM

Meeting with Washougal, City Hall, May 21, 2019, 1:00 PM

ECAAB

Meeting at Station 42, April 23, 2019, 5:30 PM

Risk Group

Next Meeting is scheduled for June 5, 2019.

Safety Committee Representatives

None

Revenue Exploratory Committee.

The Revenue Exploratory Committee is scheduled to meet again on May 14th, 2019 at 11:00 a.m. at Station 91.

COMMISSIONER COMMENTS:

- Commissioner Petty requested additional information on the invoice for the turn-out repairs from Northwest Safety Clean and discussed grounds maintenance for Station 91.
- Chairperson Martha Martin mentioned the Post-Record will be moving their operations from downtown Camas to the Columbian Building in Vancouver, Washington and expressed concern how the move may impact the area.

OPEN TO PUBLIC:

None

LOCAL BOARD FOR VOLUNTEER F/F & RESERVE OFFICERS:

None

ROUND TABLE:

Monthly Event Calendar

Policy Review Meeting, Wednesday, April 17, 2019, Station 91 at 6:00 p.m.

Strategic Planning, Friday, May 10, 2019, Station 91 at 2:00 p.m.

EXECUTIVE SESSION:

ADJOURNMENT:

Next Regular Board Meeting: May 7, 2019 Station 91, 6:30PM

Motion by Commissioner Taggart to adjourn at 19:29 hours, seconded by Commissioner Petty. Motion passed unanimously.

Martha Martin, Chairperson

Michael Taggart, Vice Chair

Sherry Petty, Commissioner

Mike Berg, Commissioner

Joshua Seeds, Commissioner

DISTRICT SEAL:

ATTEST:

Pam Jensen, District Secretary

EAST COUNTY FIRE & RESCUE

Local Board for Volunteer Fire Fighters & Reserve Officers Meeting

Draft Minutes

April 16, 2019

CALL TO ORDER:

The meeting was called to order by Chairperson Martha Martin at 19:28 at Station 91.

The following were in attendance:

Martha Martin

Joshua Seeds

Mike Carnes

Sherry Petty

Robert Jacobs

Pam Jensen

Mike Taggart

Mike Berg

Aloma Taggart

BUSINESS:

None

ADJOURNMENT:

The Local Board adjourned at 19:28

Respectfully Submitted,

Sherry Petty, Commissioner,
Mike Berg, Alternate

Tad Crum, FF's Assoc. Liaison

Bob Jacobs, Chief's Rep.

Martha Martin, Chairperson
Michael Taggart, Alternate

Pam Jensen, District Secretary
Bob Jacobs, Alternate

DISTRICT SEAL:

EAST COUNTY FIRE & RESCUE

SPECIAL BOARD OF FIRE COMMISSIONERS MEETING

April 17, 2019

Station 91

Policy Review Meeting

Draft Minutes

ATTENDANCE:

Martha Martin

Mike Carnes

Joshua Seeds

Mike Taggart

Linda Durrett

Pam Jensen

Robert Jacobs

CALL TO ORDER:

The meeting was called to order by Chairperson Martha Martin at 18:01.

Linda Durrett handed out the following policies for review; Temporary Modified Duty Assignments #90.2.12, Purchase Procedure Policy #90.3.2, Credit Card Purchasing Policy #90.3.3, Cash Handling & Receipting Policy #90.3.4, Travel Expense Policy #90.5.3, these policies were reviewed and will be brought forward with clean copies for final action at the May 7, 2019 Board Meeting.

The following policies were discussed and agreed upon to suspend; Deadline to Submit Invoices for Processing #90.6.1, Leave of Absence for Volunteer Members #90.7.2, and Billing and Collections Policy #100.3, these policies were reviewed and will be brought forward with clean copies for final action at the May 7, 2019 Board Meeting.

Also discussed was the Selling Surplus Equipment by Sealed Bid Policy #90.8.1 However, it was decided this policy will be tabled for further review.

Meeting adjourned: 19:49

Respectfully Submitted,

Martha Martin, Chairperson

Mike Berg, Commissioner

Michael Taggart, Commissioner

Sherry Petty, Commissioner

Joshua Seeds, Commissioner

ATTEST:

DISTRICT SEAL:

Pam Jensen, District Secretary

CHECK REGISTER

East County Fire & Rescue
MCAG #: 1060

04/17/2019 To: 04/30/2019

Time: 11:06:24 Date: 05/03/2019
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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
429	04/19/2019	Claims	6291	11247	BI-MART CORPORATION	161.63	Account # 930279; 03/2019
					001 - 522 20 31 000 - Food and Water	31.85	Inv# 133666100; Water For ST 94
					001 - 522 20 31 000 - Food and Water	31.85	Inv# 247966100; Water For ST 94
					001 - 522 20 31 000 - Food and Water	31.85	Inv# 720766100; Water For ST 94
					001 - 522 20 34 000 - Bldg Supplies/Facility Misc	10.83	Inv# 901066100; Garden Hose Nozzle For ST 94
					001 - 522 20 34 000 - Bldg Supplies/Facility Misc	55.25	Inv# 576566100; Dishware, Bathroom/shower Supplies ST 94
430	04/19/2019	Claims	6291	11248	CLARK PUBLIC UTILITIES	1,222.19	ST 91; Usage 03/07/19 - 04/05/19; Account # 7200-239-7; ST 93; Usage 03/07/19 - 04/05/19; Account # 7200-401-3; ST 94; Usage 03/07/19 - 04/05/19; Account # 7177-363-4
					001 - 522 50 43 091 - Electrical Service (St 91)	331.59	ST 91; Usage 03/07/19 - 04/05/19
					001 - 522 50 43 093 - Electrical & Htg (St 93)	398.68	ST 93; Usage 03/07/19 - 04/05/19; Account # 7200-401-3
					001 - 522 50 43 094 - Electric & Heating (St 94)	491.92	ST 94; Usage 03/07/19 - 04/05/19; Account # 7177-363-4
431	04/19/2019	Claims	6291	11249	FERN PRAIRIE MARKET	54.80	3/2/2019 Lunch For Crew-Structure Fire On Sunset View Rd.
					001 - 522 20 31 000 - Food and Water	54.80	3/2/2019 Lunch For Crew-Structure Fire On Sunset View Rd.
432	04/19/2019	Claims	6291	11250	Ryan R Gonzales	100.00	Per Diem; Incident Safety Officer, Ellensburg, WA 4/26/19 Thru 4/28/19.
					001 - 522 45 41 000 - Meals (Training)	100.00	Per Diem; Incident Safety Officer, Ellensburg, WA 4/26/19 Thru 4/28/19.
433	04/19/2019	Claims	6291	11251	Ryan R Grable	5.42	Reimbursement For BLS Card Purchased At NW Regional Training Center On 4/15/19 For Captain Hazlett. Receipt # 26730
					001 - 522 45 33 000 - Training Supplies	5.42	Reimbursement For BLS Card Purchased At NW Regional Training Center On 4/15/19 For Captain Hazlett. Receipt # 26730
434	04/19/2019	Claims	6291	11252	IMS Alliance	51.16	Invoice # 19-0807 - Passport Green Flexible And 3/8' Name Tags.
					001 - 522 20 32 001 - Other Operating Supplies	51.16	Invoice # 19-0807 - Passport Green Flexible And 3/8' Name Tags.
435	04/19/2019	Claims	6291	11253	LN CURTIS & SONS	208.01	Invoice # INV269821; Invoice # INV270321; 36" Navy Pants (1 Qty)
					001 - 522 10 25 001 - Admin Uniforms	87.40	Uniform Badge And Nameplate For Chief Carnes
					001 - 522 20 25 001 - FF Uniforms	120.61	INV# INV270321; 36" Navy Pants (1 Qty)
436	04/19/2019	Claims	6291	11254	STAPLES ADVANTAGE	11.90	Invoice # 3410545037, 2" X 8" Name Plate For Chief Carnes Office
					001 - 522 10 30 000 - Office Supplies	11.90	Invoice # 3410545037, 2" X 8" Name Plate For Chief Carnes Office
437	04/19/2019	Claims	6291	11255	ERIC TIERNEY	500.00	Invoice # 346; May 2019
					001 - 522 10 40 001 - Computer/Website Mtce & Rc	500.00	May 2019 - Computer And Network And Support.

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East County Fire & Rescue
MCAG #: 1060

04/17/2019 To: 04/30/2019

Time: 11:06:24 Date: 05/03/2019
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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
438	04/19/2019	Claims	6291	11256	URGENT MEDICAL CENTER	391.00	Statement # 7406 - Felton & Rodriguez, TB Testing, Drug Screen, Hep B Vaccination
			001 - 522 10 43 000 - Medical/Drug Screen/Vaccina			391.00	Statement # 7406 - Felton & Rodriguez, TB Testing, Drug Screen, Hep B Vaccination
439	04/19/2019	Claims	6291	11257	WASHOUGAL HARDWARE	85.59	Account # 500331 03/2019
			001 - 522 10 32 000 - Cleaning and Sanitation			20.59	Inv# A261474; Brush For Engine
			001 - 522 20 34 000 - Bldg Supplies/Facility Misc			2.16	Inv# A263037; Light Bulb For ST94 Fridge
			001 - 522 50 30 000 - Grounds & Park			62.84	Inv# A263795; Weed Killer/spray For ST93
440	04/19/2019	Payroll	6291	11258	OPEIU Local 11	58.00	Pay Cycle(s) 04/25/2019 To 04/25/2019 - OPEIU Dues
			001 - 589 99 99 000 - Payroll Clearing			29.00	
			001 - 589 99 99 000 - Payroll Clearing			29.00	
441	04/19/2019	Payroll	6291	11259	TRUSTEED PLANS SERVICE CORPORATION	24,626.88	Pay Cycle(s) 04/01/2019 To 04/30/2019 - PPO-100; Pay Cycle(s) 04/01/2019 To 04/30/2019 - Kaiser; Pay Cycle(s) 04/01/2019 To 04/30/2019 - Dental; Pay Cycle(s) 04/01/2019 To 04/30/2019 - Disability - FF
			001 - 522 10 22 001 - Admin Medical Insurance			1,363.51	
			001 - 522 10 22 001 - Admin Medical Insurance			1,482.38	
			001 - 522 10 22 001 - Admin Medical Insurance			1,482.38	
			001 - 522 10 22 001 - Admin Medical Insurance			92.83	
			001 - 522 10 22 001 - Admin Medical Insurance			92.83	
			001 - 522 10 22 001 - Admin Medical Insurance			92.83	
			001 - 522 10 26 001 - Admin Disability			113.23	
			001 - 522 10 26 001 - Admin Disability			2.40	
			001 - 522 20 22 001 - FF Medical Insurance			1,990.19	
			001 - 522 20 22 001 - FF Medical Insurance			1,410.69	
			001 - 522 20 22 001 - FF Medical Insurance			1,830.59	
			001 - 522 20 22 001 - FF Medical Insurance			1,830.59	
			001 - 522 20 22 001 - FF Medical Insurance			1,410.69	
			001 - 522 20 22 001 - FF Medical Insurance			675.44	
			001 - 522 20 22 001 - FF Medical Insurance			1,830.59	
			001 - 522 20 22 001 - FF Medical Insurance			675.44	
			001 - 522 20 22 001 - FF Medical Insurance			4,059.67	
			001 - 522 20 22 001 - FF Medical Insurance			894.97	Webster, Adam M - Kaiser Reserve Adjustment
			001 - 522 20 22 001 - FF Medical Insurance			88.90	
			001 - 522 20 22 001 - FF Medical Insurance			159.13	
			001 - 522 20 22 001 - FF Medical Insurance			159.13	
			001 - 522 20 22 001 - FF Medical Insurance			88.90	
			001 - 522 20 22 001 - FF Medical Insurance			159.13	
			001 - 522 20 22 001 - FF Medical Insurance			53.54	
			001 - 522 20 22 001 - FF Medical Insurance			159.13	
			001 - 522 20 22 001 - FF Medical Insurance			53.54	
			001 - 522 20 22 001 - FF Medical Insurance			381.61	
			001 - 522 20 26 001 - FF Disability			90.76	
			001 - 522 20 26 001 - FF Disability			99.39	
			001 - 522 20 26 001 - FF Disability			77.82	
			001 - 522 20 26 001 - FF Disability			82.12	
			001 - 522 20 26 001 - FF Disability			95.07	
			001 - 522 20 26 001 - FF Disability			86.44	
			001 - 522 20 26 001 - FF Disability			108.06	
			001 - 522 20 26 001 - FF Disability			90.76	
			001 - 522 20 26 001 - FF Disability			82.12	
			001 - 522 20 26 001 - FF Disability			2.40	
			001 - 522 20 26 001 - FF Disability			2.40	

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East County Fire & Rescue
MCAG #: 1060

04/17/2019 To: 04/30/2019

Time: 11:06:24 Date: 05/03/2019
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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
					001 - 522 20 26 001 - FF Disability	2.40	
					001 - 522 20 26 001 - FF Disability	2.40	
					001 - 522 20 26 001 - FF Disability	2.40	
					001 - 522 20 26 001 - FF Disability	2.40	
					001 - 522 20 26 001 - FF Disability	2.40	
					001 - 522 20 26 001 - FF Disability	2.40	
					001 - 522 20 26 001 - FF Disability	2.40	
					001 - 589 99 99 000 - Payroll Clearing	10.00	
					001 - 589 99 99 000 - Payroll Clearing	151.84	
					001 - 589 99 99 000 - Payroll Clearing	81.69	
					001 - 589 99 99 000 - Payroll Clearing	128.35	
					001 - 589 99 99 000 - Payroll Clearing	10.00	
					001 - 589 99 99 000 - Payroll Clearing	128.35	
					001 - 589 99 99 000 - Payroll Clearing	81.69	
					001 - 589 99 99 000 - Payroll Clearing	10.00	
					001 - 589 99 99 000 - Payroll Clearing	128.35	
					001 - 589 99 99 000 - Payroll Clearing	350.09	
					001 - 589 99 99 000 - Payroll Clearing	3.93	
					001 - 589 99 99 000 - Payroll Clearing	11.73	
					001 - 589 99 99 000 - Payroll Clearing	11.73	
					001 - 589 99 99 000 - Payroll Clearing	3.93	
					001 - 589 99 99 000 - Payroll Clearing	11.73	
					001 - 589 99 99 000 - Payroll Clearing	11.73	
					001 - 589 99 99 000 - Payroll Clearing	23.34	
442	04/19/2019	Payroll	6291	11260	WA Department of L&I	11,899.67	1ST Quarter 01/01/2019 - 03/31/2019
					001 - 522 10 29 001 - Admin L&I	6.77	
					001 - 522 10 29 001 - Admin L&I	20.33	
					001 - 522 10 29 001 - Admin L&I	44.30	
					001 - 522 10 29 001 - Admin L&I	55.90	
					001 - 522 20 29 001 - FF L&I	0.03	Rounding Adjustment - L&I
					001 - 522 20 29 001 - FF L&I	737.92	
					001 - 522 20 29 001 - FF L&I	765.23	
					001 - 522 20 29 001 - FF L&I	853.37	
					001 - 522 20 29 001 - FF L&I	455.52	
					001 - 522 20 29 001 - FF L&I	446.83	
					001 - 522 20 29 001 - FF L&I	798.11	
					001 - 522 20 29 001 - FF L&I	479.75	
					001 - 522 20 29 001 - FF L&I	775.77	
					001 - 522 20 29 001 - FF L&I	786.33	
					001 - 522 20 29 001 - FF L&I	458.77	
					001 - 522 20 29 001 - FF L&I	419.53	
					001 - 522 20 29 001 - FF L&I	806.19	
					001 - 522 20 29 001 - FF L&I	387.26	
					001 - 522 20 29 001 - FF L&I	777.02	
					001 - 522 20 29 001 - FF L&I	772.68	
					001 - 589 99 99 000 - Payroll Clearing	149.55	
					001 - 589 99 99 000 - Payroll Clearing	155.09	
					001 - 589 99 99 000 - Payroll Clearing	172.94	
					001 - 589 99 99 000 - Payroll Clearing	92.32	
					001 - 589 99 99 000 - Payroll Clearing	90.56	
					001 - 589 99 99 000 - Payroll Clearing	161.76	
					001 - 589 99 99 000 - Payroll Clearing	4.63	
					001 - 589 99 99 000 - Payroll Clearing	13.87	
					001 - 589 99 99 000 - Payroll Clearing	97.21	
					001 - 589 99 99 000 - Payroll Clearing	157.23	
					001 - 589 99 99 000 - Payroll Clearing	159.36	
					001 - 589 99 99 000 - Payroll Clearing	92.96	
					001 - 589 99 99 000 - Payroll Clearing	85.02	
					001 - 589 99 99 000 - Payroll Clearing	163.38	
					001 - 589 99 99 000 - Payroll Clearing	30.24	

CHECK REGISTER

East County Fire & Rescue
MCAG #: 1060

04/17/2019 To: 04/30/2019

Time: 11:06:24 Date: 05/03/2019
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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
					001 - 589 99 99 000 - Payroll Clearing	78.48	
					001 - 589 99 99 000 - Payroll Clearing	33.38	
					001 - 589 99 99 000 - Payroll Clearing	157.48	
					001 - 589 99 99 000 - Payroll Clearing	156.60	
443	04/19/2019	Payroll	6291	11261	WA EMPLOYMENT SECURITY DEPT	2,901.95	1ST Quarter 01/01/2019 - 03/31/2019
					001 - 522 10 20 001 - Admin Unemployment/Medic	206.19	
					001 - 522 10 20 001 - Admin Unemployment/Medic	288.02	
					001 - 522 10 20 001 - Admin Unemployment/Medic	49.72	
					001 - 522 10 20 001 - Admin Unemployment/Medic	14.39	
					001 - 522 20 20 001 - FF Unemployment/Medicare	277.85	
					001 - 522 20 20 001 - FF Unemployment/Medicare	183.39	
					001 - 522 20 20 001 - FF Unemployment/Medicare	60.53	
					001 - 522 20 20 001 - FF Unemployment/Medicare	56.94	
					001 - 522 20 20 001 - FF Unemployment/Medicare	209.91	
					001 - 522 20 20 001 - FF Unemployment/Medicare	57.52	
					001 - 522 20 20 001 - FF Unemployment/Medicare	255.25	
					001 - 522 20 20 001 - FF Unemployment/Medicare	182.66	
					001 - 522 20 20 001 - FF Unemployment/Medicare	64.37	
					001 - 522 20 20 001 - FF Unemployment/Medicare	211.61	
					001 - 522 20 20 001 - FF Unemployment/Medicare	52.95	
					001 - 522 20 20 001 - FF Unemployment/Medicare	57.04	
					001 - 522 20 20 001 - FF Unemployment/Medicare	292.83	
					001 - 522 20 20 001 - FF Unemployment/Medicare	197.55	
					001 - 522 20 20 001 - FF Unemployment/Medicare	183.26	
					001 - 522 20 20 001 - FF Unemployment/Medicare	-0.03	Rounding Adjustment - Unemployment
					001 General Fund	42,278.20	
						<u>42,278.20</u>	Claims: 2,791.70
							Payroll: 39,486.50

CHECK REGISTER

East County Fire & Rescue
MCAG #: 1060

04/17/2019 To: 04/30/2019

Time: 11:10:42 Date: 05/03/2019
Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
394	04/30/2019	Claims	6291	EFT	STATE OF WASHINGTON DEPARTMENT OF REVENUE	103.88	Written From Use Tax Report
401	04/25/2019	Payroll	6291	EFT		2,204.04	
402	04/25/2019	Payroll	6291	EFT		3,270.13	
403	04/25/2019	Payroll	6291	EFT		2,726.63	
404	04/25/2019	Payroll	6291	EFT		577.36	
405	04/25/2019	Payroll	6291	EFT		2,220.05	
406	04/25/2019	Payroll	6291	EFT		1,861.54	
407	04/25/2019	Payroll	6291	EFT		704.16	
408	04/25/2019	Payroll	6291	EFT		785.92	
409	04/25/2019	Payroll	6291	EFT		1,648.57	
410	04/25/2019	Payroll	6291	EFT		1,794.30	
411	04/25/2019	Payroll	6291	EFT		636.90	
412	04/25/2019	Payroll	6291	EFT		1,483.32	
413	04/25/2019	Payroll	6291	EFT		471.54	
414	04/25/2019	Payroll	6291	EFT		235.77	
415	04/25/2019	Payroll	6291	EFT		2,029.27	
416	04/25/2019	Payroll	6291	EFT		468.44	
417	04/25/2019	Payroll	6291	EFT		235.77	
418	04/25/2019	Payroll	6291	EFT		331.05	
419	04/25/2019	Payroll	6291	EFT		662.59	
420	04/25/2019	Payroll	6291	EFT		1,703.79	
421	04/25/2019	Payroll	6291	EFT		2,361.68	
422	04/25/2019	Payroll	6291	EFT		1,913.20	
423	04/25/2019	Payroll	6291	EFT	IAFF2444	570.22	Pay Cycle(s) 04/25/2019 To 04/25/2019 - IAFF Dues
424	04/25/2019	Payroll	6291	EFT	DEPT OF RETIREMENT SYSTEMS	10,324.26	Pay Cycle(s) 04/25/2019 To 04/25/2019 - DComp; Pay Cycle(s) 04/25/2019 To 04/25/2019 - PERS2; Pay Cycle(s) 04/25/2019 To 04/25/2019 - PERS3; Pay Cycle(s) 04/25/2019 To 04/25/2019 - LEOFF2
425	04/25/2019	Payroll	6291	EFT	IRS	5,878.17	941 Deposit for Pay Cycle(s) 04/25/2019 - 04/25/2019
426	04/25/2019	Payroll	6291	EFT	OR Department of Revenue	381.00	Pay Cycle(s) for OR Tax04/25/2019 - 04/25/2019
001 General Fund						47,583.55	
						47,583.55	Claims: 103.88 Payroll: 47,479.67

Chief's Report

5-7-19

Calls since last Commissioner meeting:

EMS:

Fire:

Other:

Calls YTD: 2019-

Staff Overtime Numbers:

Budget Amount: **\$87,000.00**

Used YTD: **\$12,666.02**

% Used: **14.56%**

- Brown outs since last meeting:
- Completed septic inspections at Stations 91 and 93. No pumping or repairs are needed.
- Part-time Firefighter Brooke Trammell has given notice, she has accepted a full-time position with South County Fire up in Everett Washington. Her last day will be May 7th. Brooke has done a very nice job for our agency and she will be missed. I have completed interviews for her replacement and will make a conditional offer when I return from vacation.
- Crews have been working on the grounds at all of our station's and I am waiting for an estimate from Walsh and Company for bark dust for Station 91.
- I'm still waiting for an update from the labor group on our proposed CBA.
- The "Lid Lift" resolution paperwork was delivered to the Clark County Elections Office on Friday, April 26th. Staff will start working on the firewire newsletter and FAQ card this next week.
- Commissioner Seeds and I attended the ECAAB meeting at Station 42 on Tuesday, April 23rd.
- Chief Jacobs will update you on "brown-outs" and the number of calls since your last meeting.

AC Jacobs Report

5-7-19

EST training was April 22nd.

We have a new EST member, he is a paramedic with previous volunteer experience.

Next DOC/ACC training May 14th Sta. 91 7 PM.

Next EST training April 22nd Sta. 93 7 PM.

Brown outs since the last board meeting, 4-22, 4-25, 4-26, 4-29.

Calls since the last board meeting, EMS 32, Fire 4, Other 10.

Safety Report

Last safety committee meeting was 3-27-2019.

Next safety committee meeting, 5-23-2019 Sta. 91 7:30 PM.

No reported accidents or incidents since the last board meeting.

EAST COUNTY FIRE & RESCUE

Policies, Procedures, and Guidelines

SUBJECT: Temporary Modified Duty Assignments

PPG NUMBER: 90.2.12

Page 1 of 3

DATE OF ISSUE: 04-21-2015

APPROVED BY: _____
Board Chair

REVISED: 05-07-2019

PURPOSE AND SCOPE

The purpose of this policy is to describe the procedure for assigning employees to temporary modified duty when injuries sustained on- or off-duty result in limitations as diagnosed by a qualified health care professional.

POLICY

It is the policy of the East County Fire and Rescue (ECFR) to assist injured employees in returning to work as soon as they are medically able to perform meaningful work for the District. In some instances, the return to work may result in a temporary modified duty assignment.

PROCEDURE

Temporary modified duty assignments are intended to provide employees who have sustained a work-related occupational or non-occupational injury that temporarily limits their ability to perform their regularly assigned duties with an opportunity to return to work. The ability of the District to offer an employee a temporary modified duty assignment will be based on the limitations of the employee and the needs of the District, and will generally not exceed 120 days. The process for evaluating an employee for a modified duty assignment after being medically cleared with restrictions from an injury occurring on- or off-duty, or an illness as a result of an exposure, shall be as follows:

- a) The employee's treating health care professional must have provided the employee with written clearance stating that the employee is able to work modified duty with identified work restrictions.
- b) The employee must provide the clearance document to the Fire Chief or authorized designee as soon as practicable.
- c) The Fire Chief or authorized designee will determine the availability of a temporary modified duty assignment that is commensurate with the employee's work restrictions. There may be instances when a temporary modified duty position within the employee's work restrictions is not available.
- d) If a temporary modified duty assignment is available, the employee may be required to schedule an appointment with the agency's occupational medical provider for final medical clearance before reporting for duty.
- e) Temporary modified duty assignments shall not exceed 120 days without approval from the Fire Chief or the authorized designee. Extensions will be based on the employee's need for continued temporary modified duty and the agency's need for continued work in

the task assigned. Extensions are not guaranteed. Extensions in a temporary modified duty assignment will be granted on a case-by-case basis and at the sole discretion of the District. An authorized extension will not expand any temporary modified duty into a permanent assignment and will not be considered as precedent for any other extensions.

- f) With the exception of employees who are disabled, as defined by the Americans with Disabilities Act (ADA) or the Washington Law Against Discrimination (RCW 49.60.030) temporary modified duty assignments normally will end at the point when the injured employee's condition is declared permanent and stationary or the employee is cleared for full duty without restriction(s).

WORK HOURS AND SCHEDULING

- a) The provision of modified duty hours is always at the District's discretion. Therefore, the District reserves the right to modify transitional work hours and assignments at any time and to withdraw a transitional work offer based on employee performance, productivity, operational / department needs or other factors.
- b) If an employee is offered modified duty, the following guidelines should be considered:
 - Full-time employees should be offered 40 hours per week of transitional work assignments.
 - Part-time employees should be offered up to their 6-month average number of weekly hours in the form of transitional work assignments.
- c) It is the option of the District to change regular hours and workdays of employees participating in the modified work assignments. Modified work schedules will be primarily based on operational needs with secondary consideration given to employee preferences.
- d) To assure adequate supervision, modified work assignments should normally be scheduled between the hours of 8:00 AM and 5:00 PM, Monday through Friday.
- e) Hours pay and leave accruals for employees moving to and from a 24/48 and 40/hours per week will be converted using the current contracted annual hours:2080 ratio.
- f) While completing modified work assignments, overtime is not allowed unless the employee's supervisor provides approval in advance of the hours being worked.

DOCUMENTATION

- a) A Modified Work Assignment Agreement must be filled out and agreed upon by the employee, and the Fire Chief. A copy of the agreement will be given to the employee and one will be kept in the employee's personnel file.
- b) Copies of all physician reports will be kept in the employee's personnel file.

MODIFIED WORK ASSIGNMENT AGREEMENT

Name: _____ Date: _____

Offer of modified work, notice of your responsibilities, and agreement

Modified duty may be made available to you for the first 120 calendar days from your date of injury. Offering modified duty is at the sole discretion of the District and can be rescinded at any time.

Modified duty will start on (date)_____. Your rate of pay will be \$_____/ hour.

Your workdays will be _____, starting at _____ and ending at _____.

Given the proposed schedule above, the total number of hours offered to you each week is_____.

Your immediate supervisor during the modified duty assignment will be _____

The task assignments will vary during this time period based on District needs and the work restrictions listed on your most current work status report. Please note that a field uniform or appropriate business attire must be worn while you are working modified duty.

Employee Response to Modified Duty Offer and Terms

Acceptance:

_____(initial) I agree to the above number of modified duty hours, schedule, and reporting location as outlined above.

_____(initial) I understand that the workers' compensation system [if applicable] WILL NOT provide wage replacement when modified duty is available and I fail to work the full number of hours offered by the District.

_____(initial) I understand that all District policies remain in effect and apply to me even though I am not working at my normal job, schedule, or location.

_____(initial) I understand that it is my responsibility to provide a WRITTEN work status update to my supervisor immediately after each and every visit to the treatment provider.

_____(initial) I understand that my eligibility to work modified duty will expire after 120 calendar days have elapsed from my date of injury / illness. I also understand and agree the District may modify or cancel my modified work at any time based on my performance, productivity, operational / departmental needs, or other factors.

Declination:

_____(initial) I decline to work transitional duty even though my decision to do so may render me ineligible for lost wage replacement from the workers' compensation system [if applicable]. I understand that coverage for my medical treatment expenses will not be affected by my decision to decline transitional duty.

I affirm my choice to accept or decline modified duty as indicated by my initials above.

Employee Signature

Date

Fire Chief Signature

Date

EAST COUNTY FIRE & RESCUE

POLICIES, PROCEDURES & GUIDELINES

SUBJECT: Purchase Procedure Policy

PPG NUMBER: 90.3.2

Page 1 of 2

DATE OF ISSUE: 06-05-07

APPROVED BY: _____

REVISED: 05-07-2019

Board Chair

POLICY:

Purchase Requests:

A signed and completed Receipt Document or Purchase Request Form with receipt attached shall be submitted to Accounts Payable for all purchases.

Receipt Documents may be used for small purchases under the amount of \$100.00.

A Purchase Request Form shall be used for all other purchases.

Receipt Documents must be completed legibly with details of the purchase and the receipt must be attached.

Purchase Request Forms must include the following:

- detailed description,
- proper authorization,
- complete ordering information at the bottom of the form.

All forms and documentation must be submitted to Accounts Payable.

Approval Authority:

1. Purchases up to \$100.00 may be made by duty crews when the Captain is not available. The duty crew shall be required to notify the shift Captain of all purchases.
2. Purchases up to \$500.00 - Shift Captains
3. Purchases up to \$750.00 - East County Fire & Rescue Assistant Chief
4. Purchases up to \$1000.00 - East County Fire & Rescue Fire Chief
5. Purchases over \$1000.00 - Board of Fire Commissioners
6. Emergency Purchases over \$1000.00 needed between Board Meetings - East County Fire Chief or designee, and one East County Fire & Rescue Fire Commissioner.

Program Management Approval Authority:

As the program management system has been implemented to streamline the process by which personnel are able to complete their assigned tasks, the following purchase guidelines will supersede those outlined above.

1. Purchases up to \$100.00 - East County Fire & Rescue personnel are assigned a task under the program management system.

2. Purchases up to \$1000.00 - East County Fire & Rescue Program Managers may authorize budgeted purchases within their program areas.
3. Purchases over \$1000.00 - Board of Fire Commissioners.

Receiving:

- Any volunteer or staff member that receives goods shall forward the receipt or packing slip and completed documentation to Accounts Payable.
7. Personnel may submit an affidavit in lieu of a receipt if the original receipt is lost or a receipt is not obtained. The affidavit must include the user's original signature, the name of vendor, date of purchase, detailed description of purchase, and purchase price.

EAST COUNTY FIRE & RESCUE

POLICIES, PROCEDURES & GUIDELINES

SUBJECT: Credit Card Purchasing Policy

PPG NUMBER: 90.3.3

Page 1 of 1

DATE OF ISSUE: 05-15-2007

APPROVED BY: _____

REVISED: 05-07-2019

Board Chair

Purpose:

To establish a standardized system for the issuance, use and control of agency credit cards within the District.

Credit Cards

- Credit cards may be issued to Commissioners, Officers, and Administrative Personnel.
- Credit cards issued to Commissioners, Officers, and Administrative Personnel must be kept in a secure location at all times.
- Credit cards reserved for use on Mobilizations shall be kept in a secure location to be checked out by appropriate personnel.
- Credit card limits shall not exceed \$1,000 without approval by the Board of Commissioners.
- District credit cards shall be used for authorized business expenses only.
Any expenses not properly documented shall be payable to the District by the official or employee per RCW 42.24.115.
- Credit card balances shall be paid monthly.
- The Accounting Assistant shall act as Custodian of the District credit card account and have access to all credit card accounts for auditing purposes.
- Detailed receipts and written documentation of credit card purchases must be delivered to Accounts Payable in a timely manner.
- Personnel may submit an affidavit in lieu of a receipt if the original receipt is lost or a receipt is not obtained. The affidavit must include the user's original signature, the name of vendor, date of purchase, detailed description of purchase, and purchase price.
- The Board of Commissioners will review credit card purchases at least monthly.
- Cash advances of any kind and personal purchases are prohibited per RCW 42.24.
- Any charges against the credit card that are not properly documented or are disallowed following a review by the Board of Commissioners shall be paid by the official or employee in a timely fashion using check, U.S. currency, or salary deduction. If, for any reason, disallowed charges are not repaid before the charge card billing is due and payable, the District shall have the right to withhold from any and all funds payable or to become payable to the official or employee up to the amount of the disallowed credit card charges and interest at the same rate as charged by the credit card company which issued the charge card.
- The Board of Commissioners shall have unlimited authority to revoke the use of any charge card issued.

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

SUBJECT: Cash Handling & Receipting Policy

PPG NUMBER: 90.3.4

Page 1 of 2

DATE OF ISSUE: 06-21-2016

APPROVED BY: _____

REVISED: 05-07-2019

Board Chair

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

Purpose:

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

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

Policy:

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

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

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

Procedures:

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

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

- Date of payment
- Identification of payor
- Amount received
- Mode of payment (cash, check)
- Purpose of payment
- Identification of employee who prepares receipt

Receipts shall be used in numeric order and documented in the District's Receipt Log.

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

A Deposit Notification reflecting the receipt of funds shall be submitted on the Clark County Treasurer Web Portal.

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

Receipts shall be kept in a secure location.

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

All checks must be endorsed with a stamp "For Deposit Only" and payable to the District.

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

All funds shall be deposited within 1 week of receipt, as authorized by a waiver granted by the Clark County Treasurer.

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

Deposits shall be reconciled to the monthly revenue records provided by the Clark County Treasurer.

EAST COUNTY FIRE & RESCUE
Policies, Procedures, and Guidelines

SUBJECT: Travel Expense Policy

PPG NUMBER: 90.5.3

Page 1 of 5

DATE OF ISSUE: 07-17-07

APPROVED BY: _____
Board Chair

REVISED: 05-07-2019

POLICY:

It is the policy of East County Fire & Rescue to provide sufficient and appropriate reimbursement of travel expenses to District personnel when necessary for participation in training or when conducting official District business consistent with Federal, State and local laws and regulations.

DEFINITIONS

DISTRICT shall mean any division of East County Fire & Rescue responsible to the Board of Commissioners.

TRAVEL shall consist of lodging, subsistence, transportation, seminar/meeting/training attendance and related activities in the conduct of official District business.

PER DIEM shall mean a cash allowance that is provided in advance of travel for the cost of meals. The amount of expenses reimbursed under Per Diem will be deemed substantiated. Per Diem will be paid at the rate established by the U.S. General Services Administration.

OFFICIAL DISTRICT BUSINESS shall mean, but is not limited to:

1. Conducting legitimate District business, such as fulfilling normal job functions, training, negotiating agreements, inspecting or purchasing equipment, coordinating with other governmental agencies, serving on interview, judging, or other panels, and providing consultation.
2. Serving as an official representative of East County Fire & Rescue.

PERSONS ELIGIBLE FOR TRAVEL EXPENSE REIMBURSEMENT

The following persons are eligible for travel expense reimbursement in conformance with this policy and budgetary constraints and are likewise responsible for compliance with terms of the policy and any implementing procedures: Commissioners participating in District business, and, if authorized by the Chief or designee, District employees and volunteers.

PRIOR AUTHORIZATION

The Fire Chief shall authorize travel for agency personnel. Travel by individual Commissioners shall be authorized by the Board of Commissioners.

Authorization for reimbursement of travel expenses shall be obtained prior to commencement of the travel activity.

Authorization may be obtained upon completion of travel if the travel is deemed an emergency.

STANDARDS FOR APPROVAL

Only Chief Officers are authorized to approve travel reimbursement.

The purpose of the requested travel shall be to conduct official District business. It must be demonstrated that there is a direct relationship between the purpose of the travel and the member's work functions.

Budgeted funds for reimbursement must be available and authorized for use. Non-reimbursable expenses shall not be approved or reimbursed.

Non-Reimbursable Expenses

1. Travel paid for by any other individual or organization
2. Alcoholic beverages
3. Valet services (unless mandatory at lodging or business location)
4. Any expenses for spouse or guest
5. Fees for personal ventures not associated with District business
6. Mileage if traveling as a passenger in a privately owned vehicle
7. Trip insurance
8. Any personal expenditure for entertainment or other purposes
9. Computer connections for personal use
10. Fines for parking violations or traffic violations

Meal reimbursement for travel that does not require an overnight stay is deemed a taxable fringe benefit by the IRS, 26 CFR Ch. 1. East County Fire and Rescue will not provide meal reimbursement for such travel.

Travel requests and reimbursement claims shall conform to provisions of the guidelines and other applicable laws, contracts, or policies.

REIMBURSABLE EXPENSES AND ALLOWANCES

All persons are to exercise prudent judgment to avoid unnecessary District expense.

The use of credit cards, either District or personal, must adhere to the limits and allowances, as well as the restrictions, set forth in this policy.

The District shall not provide funding for a travel event or item of expense where a source of reimbursement other than the District is available to the traveler.

TRANSPORTATION COSTS

The District will pay the actual and necessary costs of transportation in the course of official District business as follows:

1. Normal and usual means of conveyance are to be used. Where a private mode of transportation is used in lieu of another more normal and usual form of transportation, travel reimbursement shall be the lesser of the two costs.
2. Where automobile transportation is necessary, a District vehicle shall be used. Use of a private vehicle *may* be approved if a reliable District vehicle is not available. Approval must be obtained prior to travel. Authorized use of a private

automobile shall be reimbursed at the current GSA rate unless third-party reimbursement provides for a different rate.

3. Excess cost of first class or business coach fare for a given mode of travel shall not be reimbursed where less expensive fares are available.
4. If an indirect route is taken for personal reasons, all extra costs of such travel are not reimbursable.
5. The starting and ending locations of official travel are the official work place or the member's residence, depending on the work schedule at that point in time.

LODGING REIMBURSEMENT

1. Lodging costs will only be reimbursed if travel meets one of the following criteria:
 - a. Travel to a one day event, from Station 91, exceeds 2 hours and travel plus the event would exceed a 14 hour work day.
 - b. Travel to a multiple day event, from Station 91, exceeds 1 ½ hours.
2. Lodging from the night prior to the start of the authorized event through the end of the event may be approved. This time may be extended if there are specific savings or travel constraints to justify extension of this time.
3. Lodging reimbursement is on an actual expense basis, limited to the amount established by the GSA.
 - a. Receipts are required for reimbursement of lodging.
 - b. The name of the city and place of lodging must be included in the documentation.
 - c. The preferred method of reserving lodging is for the individual to locate available lodging prior to travel. The administrative staff will reserve and pay for appropriate lodging. The confirmation number will be forwarded to the traveler.
 - d. All members will look for the most cost efficient room possible.

MEAL COSTS

Meal cost allowances or reimbursements are payable for official District business purposes only when the duration of travel includes an overnight stay outside the District.

Meal costs are not payable when:

1. The expense of the respective meal is included in a registration fee, air fare, or another agency expense, or
2. The District, at its option, provides a meal.

The District provides per diem for meals and other authorized expenses in advance of travel for official-business or training authorized by the District. Members may provide receipts for reimbursement if per diem is not provided prior to travel. Reimbursement shall not exceed per diem rates.

Per Diem for the first day of travel will be calculated based on necessary time of departure. Meals allowed will be determined by event schedule and distance of travel. Meals provided the day before an event will be determined by the departure time required to allow for arrival at the destination by 9:00 p.m.

Departure prior to 6:00 a.m. – Breakfast, Lunch, and Dinner

Departure after 6:00 a.m. but prior to 12:00 p.m. – Lunch and Dinner

Departure after 12:00 p.m. but prior to 5:00 p.m. – Dinner

Per Diem for the last day of travel will be calculated based on expected arrival time at the District or your home. Meals allowed will be determined by event schedule and distance of travel.

Arrival after 8:00 a.m. – Breakfast

Arrival after 1:00 p.m. – Breakfast and Lunch

Arrival after 6:00 p.m. – Breakfast, Lunch and Dinner

Per Diem will be paid at the rate established by the GSA.

An exception to these fixed rates shall be to reimburse actual restaurant or food service costs, which may include service tips of up to 15% or a fixed rate established by the restaurant for group billings, for:

1. Approved participation in meals, which are an integral activity on the agenda of an external organizational function, related to District business. This includes community organization meetings, banquets, receptions, and celebration events.
2. Reimbursement shall not exceed per diem rates established by the GSA.

Another exception to the above rules is that meal expenses incurred on behalf of another agency, which reimburses the District for the expense, shall be reimbursed according to the rules specified by the funding agency.

MISCELLANEOUS REIMBURSABLE EXPENSE

Miscellaneous expenses related to official District business travel which are considered essential and reimbursable include, but are not limited to:

1. Parking, ferry, road or bridge tolls, transportation fares, baggage fees, and rental cars.
2. Telephone calls when necessary to conduct official District business.
3. Substantiated loss or damage of personal items as a direct result of District business.

NON-REIMBURSABLE PERSONAL EXPENSES

Certain expenses are considered personal and therefore non-reimbursable including, but not limited to:

1. Laundry and personal telephone calls.
2. Entertainment, television rental, clothing, personal sundries, transportation to places of entertainment, and similar personal items.
3. Room service and valet service.
4. Personal trip insurance and medical or hospital services.
5. Transportation between the employee's home and official workplace.
6. Alcoholic beverages and tobacco products.

7. Tips and gratuities, except as outlined in section Meal Costs.

PROCEDURES FOR OBTAINING REIMBURSEMENT

1. Travel expense reimbursement claims shall be submitted in detail, citing time, place, business purpose and participants in accordance with procedures established by, and forms approved by, the Board of Commissioners.
2. Receipts prepared and issued by the service provider or copies of endorsed checks are required wherever this policy provides for actual cost reimbursements, rather than per diem.
3. Authorized requests for reimbursement of mileage will be paid at rates established by the GSA.
4. Requests for advanced travel funds, including per diem, shall be submitted no later than five business days before the day of travel.

Per Diem requests will be submitted using the appropriate form.

Upon completion of travel, the traveler must sign and date the Per Diem Request Form and indicate whether they did, or did not, use all of the allotted per diem. The traveler must return any unused per diem upon completion of travel.

EAST COUNTY FIRE & RESCUE
Policies, Procedures, and Guidelines

SUBJECT: Deadline to Submit Invoices for Processing

PPG NUMBER: 90.6.1

PAGE: 1 of 1

DATE OF ISSUE: 5-15-07

APPROVED BY: _____
Board Chair

SUSPENDED: 05-07-2019

POLICY:

To ensure an orderly and accurate means to process invoices for payment, the Board directs the Administrative Staff to operate as follows:

- All invoices for payment must be received by the Administrative Assistant by noon on the Thursday immediately prior to the next Regular Board Meeting.
- After processing, the Transmittals shall be made available to the Auditing Commissioner no later than 12 PM on the Friday immediately prior to the next Regular Board Meeting.

If special situations warrant the payment of an invoice (or invoices) received after the Thursday noon deadline, the Administrative Assistant shall, with the permission of the Fire Chief, or at the Direction of the Board Chair, process such invoice(s).

EAST COUNTY FIRE & RESCUE
Policies, Procedures, and Guidelines

SUBJECT: Leave of Absence for Volunteer Members

PPG NUMBER: 90.7.2

PAGE: 1 of 4

DATE OF ISSUE: 06-05-07

APPROVED BY: _____

Board Chair

SUSPENDED: 05-07-2019

POLICY:

Service is all we have to offer to the Community. Service is delivered by personnel that are well trained and respond, on a regular basis, to citizen requests for assistance. When Volunteer members cannot meet drill attendance and/or call attendance standards, a leave of absence is a consideration.

PROCEDURE:

AVAILABILITY OF LEAVE

Volunteer Fire Fighters and EMS personnel with more than five (5) years of active service can request a leave of absence, in writing, from the Fire Chief.

Members with less than five full years (60 calendar months) of service will not be considered for a leave of absence unless they meet one of the following criteria:

- Significant personal illness or injury
- Significant family illness or injury

Members with less than five full years of service should consider termination of membership if they cannot fulfill the minimum requirements for call and/or drill attendance.

Members that terminate their membership must wait a minimum of 12 months to re-apply for membership with the Fire Department.

LEAVE DURATION

Members are eligible for a leave of absence based upon their most recent term of non-interrupted service (based upon full 12 month blocks) with the Fire Department:

Length of Service	Maximum Available Leave	Extension
5 yrs	6 months	50%
6 yrs	7 months	50%
7 yrs	8 months	50%
8 yrs	10 months	50%
9 yrs	11 months	50%
10 + yrs	12 months	50%

A leave of absence can be extended by a term not to exceed 50% of the requested leave duration. No combination of leaves shall exceed the combined total of “maximum available leave” and “maximum extension”—for the member’s time in service. Extension will be considered for the following reasons:

- Significant personal illness or injury
- Significant family illness or injury
- Out-of-state work assignments extending beyond the “maximum available leave” requested.
- Extreme circumstances, presented in writing to the Chief, will be considered for authorization

No member shall be granted more than 18 months of leave(s) in ANY five year (60 month) period.

REQUESTING A LEAVE OR EXTENDING A LEAVE

Leaves and Extensions of Leaves must be pre-authorized, in writing, by the Fire Chief. Request forms for such leaves shall be submitted to the Chief at least 10 days prior to the beginning of the requested leave.

Members requesting a Leave of Absence shall complete the Fire Department’s Request for a Leave of Absence Form and forward it to the Fire Chief for review.

Members requesting to extend a Leave of Absence shall complete the Fire Department’s Request for Extension of Leave Form and forward it to the Fire Chief for review.

A Leave of Absence or Extension of Leave can be denied by the Fire Chief for the following reasons:

- The member does not have enough non-interrupted service time to qualify for the requested length of leave.
- The member requests an extension of their leave, but does not meet the requirements.

The Fire Chief shall document the authorization and duration of leave—or –denial of leave, within 10 calendar days of receipt of the request.

The documentation shall be placed in the member’s mailbox at the Station unless the member requests the response be mailed to them.

DEPARTMENT ACTIONS

Members shall return all of their Department-issued equipment, following authorization of leaves lasting 32 days or longer.

Equipment shall be returned to a Fire Department Officer during a meeting that occurs within 5 calendar days after the beginning of the leave.

The Fire Department Officer shall issue the member a receipt itemizing each piece of returned equipment and Department-issued supplies.

Members are financially responsible for equipment and supplies that are not returned.

Members are financially responsible for attorney's fees, court fees, collection fees, administrative fees, etc., incurred by the East County Fire & Rescue to obtain return of equipment & supplies and/or reimbursement for same.

The Fire Department will not make payments to the following, if they come due during a Leave of Absence:

- Board of Volunteer Fire Fighters Health Insurance
- Board for Volunteer Fire Fighters Retirement
- Spouse and Orphan's Fund

Payment of annual costs will be made, on behalf of the member, upon the member's return from the Leave of Absence

Officers taking a leave or leaves that extend beyond a four month duration (more than 18 consecutive weeks) shall forfeit their Officer rank.

RETURN TO SERVICE

Members wishing to return to service from a Leave of Absence shall notify the Fire Chief, in writing, of their intent to do so at least 10 days prior to the Drill Night on which they wish to return.

The Fire Chief shall document the authorization to return to service—or—the denial to return, within 10 calendar days of receipt of request.

The documentation shall be mailed to the members last known address.

Members shall NOT participate in drills, nor respond to calls until notified by the Fire Chief, in writing, that Board for Volunteer Fire Fighters insurance is in effect.

Members shall not respond to calls until all training—required by the State,

Federal Government and the Fire Chief for emergency responders—are completed. The training Officer shall document completion of this requirement and forward it to the Fire Chief.

The Department is not responsible for covering the cost of instruction for “make-up” sessions.

Personal Protective Equipment shall be issued—as available—to the returning member.

THERE IS NO GUARANTEE THAT THE MEMBER'S ORIGINAL EQUIPMENT WILL BE AVAILABLE TO THE RETURNING MEMBER.

Members shall sign an equipment assignment form itemizing the PPE and supplies issued to the returning member.

FORMS

- Volunteer Request for Leave of Absence Form
- To be used by the Member to request a Leave of Absence
- Volunteer Request for Leave of Absence Form—Response to Member
- To be used by the Fire Chief to respond to the Member's request.
- Volunteer Request for Extension of Leave Form
- To be used by the Member to request an extension of a Leave of Absence
- Volunteer Request for Extension of Leave Form—Response to Member

To be used by the Fire Chief to respond to the Member's request for an extended Leave of Absence

Volunteer Request to Return to Service Form:

To be used by the Member to request a return service at the end of a Leave of absence.

Volunteer Request to Return to Service Form—Response to Member

To be used by the Fire Chief to respond to the Member's request to return to service at the end of a Leave of Absence.

QUESTIONS

Direct any questions about this PPG to the Fire Chief.

EAST COUNTY FIRE & RESCUE

Policies, Procedures, and Guidelines

SUBJECT: Billing and Collections Policy

PPG NUMBER: 100.3

PAGE: 1 of 3

DATE OF ISSUE: 7-17-07

Revised 04-01-08

APPROVED BY: _____

SUSPENDED: 05-07-2019

Board Chair

POLICY:

It is the policy of the District that no person is denied needed Pre-hospital health care services because of an inability to pay for those services. The Fire District will provide needed pre-hospital services without discrimination to those persons with no, or inadequate, means to pay for needed care.

It is also the policy of the District to pursue payment for EMS services provided. Charges for those services shall be established in a fee schedule which shall be approved by the Board of Fire Commissioners. The patient is ultimately responsible for the balance due. Claims for service will be processed for payment using a payment scheduling system based on the patient's ability to pay. Billing Practices will be in compliance with State and Federal laws, specifically HIPAA guidelines.

Separation of Duties

The District will use a separation of duties to insure accurate reporting of financial information for EMS claims. Claims will be managed using software to assist Staff with initial billing, payments received, current balance owed, late fees, etc. Account Activities will be "backed up" or saved weekly.

Billing

The Fire Chief is directed to develop standard procedures for EMS billing. These procedures should include the billing of clients within ten-days (10) of service by the Administrative Assistant. The receipting of payments is handled by the Office Assistant, and the posting of accounts will be handled by the Administrative Assistant. Overpaid accounts will be identified by the Administrative Assistant and referred to the Fire Chief for review. The Fire Chief will approve refunds and authorize issuance of petty cash check or warrant voucher. These policies are to include scheduled reviews and follow-up of billing notices for all open accounts on a thirty-day (30) basis on-or-around-the 25th of the month. The Fire Chief shall monitor the billing process on a regular basis and insure that all procedures are adhered to.

Collections

The Fire District will develop and maintain procedures to assure collection of claims. All outstanding claims will be managed in an aged receivables system. Claims will be reviewed for payment status on a monthly basis. The patient will receive statements notifying them of their account status monthly. The Fire District will develop and maintain a procedure to manage payment for claims over time for patient/clients who can not make payments for claims in full. The Administrative Assistant will follow the approved collection schedule.

Original Invoice	(normally within 10 days of incident)
1 st . Statement (Past Due)	0–30 days
2 nd Statement (Past Due)	31–60 days
3 rd . Statement (Past Due)	61–90 days
Pre-Collection	91–120 days
Collections	121–131 days

Payments are due within thirty (30) calendar days of billing date. A late fee of twenty-five (\$25) dollars is due on all accounts where the client has not contacted the Administrative Assistant to discuss payment options or is more than thirty (30) calendar days late.

The Fire District can immediately forward accounts for collection when the client has not made any contact with the Administrative Assistant. Clients in the compassionate Care Program are considered delinquent if payments-or necessary paperwork-are not received within thirty (30) calendar days from the billing date. Accounts that are over one hundred twenty (120) days delinquent are deemed uncollectible and forwarded for collections.

Staff will pursue legal action with Columbia Collectors when deemed necessary by the Board using the Assignment Notice.

Compassionate Care Program

Claims that are uncollectible due to the patient’s inability to pay for services will be reviewed by the Board of Fire Commissioners. The District is aware that some clients may not have the ability to pay their entire bill in one payment but are willing to pay their obligation over a reasonable period of time. In these situations the District has established the Compassionate Care Program (extended payment plan).

Extended payment plans will be implemented by the Administrative Assistant. The program will be for a maximum of ten (10) months. Monthly payments may be divided into ten (10) equal payments based on the total billed owed. No finance charges or interest will be collected for this program.

Payments are to be made every thirty (30) days. If payment is not received within thirty (30) days the account is subject to a twenty-five (\$25) late fee. The Administrative Assistant will notify clients of their delinquent status and may demand immediate payment of the total amount owed.

Forgiveness Program

The Board of Fire Commissioners may forgive debts or consider them uncollectible due to extenuating circumstances, (See tab a) A committee of three Commissioners will review and recommend to the full Board to either approve or deny forgiveness of the entire or portion of the debt.

EMS invoices for Foster Children (who are the responsibility of the State of Washington) shall be forgiven upon receipt of paperwork from the State Case Worker verifying the patient is a client of the State.

DEBT FORGIVENESS is the act of canceling a debt owed to the "District" either in part or in full for services rendered.

FINANCIAL ASSISTANCE shall refer to the act of providing medical assistance to persons without the ability to pay for such services, either partial or in full payment, i.e. also known as INDIGENT CARE.

The Federal HHS Poverty Guidelines are used as the financial standard for the "Debt Forgiveness Program". HHS Poverty Guidelines will be reviewed annually and updated. The District will adhere to the federal HIPPA privacy concerns and protect the rights of its clients.

Reporting

The Fire District will maintain procedures to report financial performance information to the Board of Fire Commissioners. EMS Revenue and Accounts Receivable will be reviewed monthly by the Fire Chief and the Auditing Commissioner, reported to Board of Fire Commissioners quarterly, and reconciled as part of the budget process annually.

The Fire Chief will provide oversight for development of EMS Billing procedures and reporting. Financial Audit reports will be prepared in compliance with current District practices.

2019 "Lid Lift" Draft Calendar		March	April	May	June	July	August
	Strategic Planning, Weekly Facebook posts	Strategic Planning, Weekly Facebook posts	Strategic Planning, Weekly Facebook posts	Strategic Planning, Weekly Facebook posts	Strategic Planning, Weekly Facebook posts	Strategic Planning, Weekly Facebook posts	Strategic Planning, Weekly Facebook posts
Communications	Resolution, Resolution coversheet	Draft Resolution for Lid Lift due April 2nd	Resolution to Election Office by May 10			Letter to Editor (Firefighter), July 8th	Primary Election (Aug. 6th)
Board agrees to a single year Lid Lift - Permanent *Levy Lid Lift to \$1.50 per \$1000	Explanatory Statement	Board to meet on Lid Lift Resolution, Public invited, April 2nd	Publish "Pro's & Con's" for Lid Lift on Facebook, May 28th		Draft FAQ Card, June 5th	Media Release On Open House, July 22nd, FAQ Card (Drop July 19th)	
		(Commissioner Martin)"For" and "Against" Appointments by May 10	"For" and "Against" Statements by May 21			Ballots are mailed July 19th	Letter to the Editor Thanking Voters, Aug 12th
	Website and Facebook update	Board to vote on Lid Lift Resolution, April 16th, Media Release on Board Approved Resolution		Letter to Editor(Commissioner), June 24th		Open House, Camas Days July 27th	
		Work on FireWire Newsletter	Mailer - FireWire/Newsletter, May 20th				
*2019 Levy Rate \$1.16 per \$1000		Draft for "Pro's & Cons" for Lid Lift, April 3rd					
\$0.34 increase = \$12.75 per month for the owner of a \$450,000 home							

Sun	Mon	Tue	Wed	Thur	Fri	Sat
	May 1 C SHIFT Events OTEP Station 91 19:00 - 21:00					
5 A SHIFT	8 A SHIFT	7 C SHIFT Events Commissioner Meeting Station 91 18:30 - 21:00	2 A SHIFT	3 B SHIFT	4 C SHIFT	
6 B SHIFT		14 A SHIFT Events Revenue Exploratory Comm Station 91 11:00 - 12:30	9 B SHIFT	10 C SHIFT Events Strategic Planning Meetin. Station 91 14:00 - 15:30	11 A SHIFT	
12 B SHIFT	15 B SHIFT	21 B SHIFT Events Commissioner Meeting Station 91 18:30 - 21:00	16 C SHIFT	17 A SHIFT Events POW/MIA Flag 07:00 - 07:00	18 B SHIFT	
19 C SHIFT	22 C SHIFT	28 C SHIFT	23 A SHIFT	24 B SHIFT	25 C SHIFT	
26 A SHIFT	29 A SHIFT	27 B SHIFT Events POW/MIA Flag 07:00 - 07:00	30 B SHIFT	31 C SHIFT		

* Indicates time starts on following calendar day
 * Events and Time Off follow default Split Time of Day of 07:00