

Pacific County Fire Protection District 1  
Regular Commissioner's Meeting  
April 16, 2024 – 3:00 P.M.  
Station 21-1, Ocean Park



## AGENDA

Establish Quorum/Call Meeting to Order/Pledge of Allegiance

Executive Session for Board for Volunteer FF Monthly Meeting

Consent Agenda (Items that need approval and signatures.)

1. Minutes of Regular Commissioner's Meeting held on March 19<sup>th</sup>, 2024
2. March 26<sup>th</sup>, 2024 4<sup>th</sup> week expenses for a total of \$35,637.15
3. April 16<sup>th</sup>, 2024 regular expenses for a total of \$336,728.49, not including Jack's Country Store
  - a. Accounts Payable: \$35,373.27
  - b. Payroll: \$301,355.22

Jack's Country Store: Needs Approval

1. Jack's April 16<sup>th</sup>, 2024 expenses for a total of \$140.27

Guests and Public Comments

Guests:

Public Comments:

Please introduce yourself and your purpose in attending the meeting.

Presentations and Special Events: None

Secretary's Report

1. BIAS Treasurer's Report
2. Monthly Budget Position Report, March 2024
3. 2024 Cash Flow Statement
4. 2024 Cash Flow Projection
5. Systems Design Collection Statistics

Calendar Items and Upcoming Events

1. May 21<sup>st</sup>, 2024 – Regular Commissioner's Meeting, Station 21-1, 3:00 P.M.

Correspondence: None

Old Business: None

New Business:

1. Resolution 2024-04 – Resolution Providing for the Submission of Levy: Needs Approval
2. Resolution 2024-06 – Form of Authorizing Resolution: Needs Approval
3. Certificate Designating Authorized Agency Representatives

Pacific County Fire Protection District 1  
Regular Commissioner's Meeting  
April 16, 2024 – 3:00 P.M.  
Station 21-1, Ocean Park



4. Bathroom Floor Covering at Station 21-1
5. Amendment No. 1 to the Agreement for Engineering Services between Gibbs & Olson, Inc. and Pacific County Fire District No. 1 executed on September 22,2021

District Chief's Report

1. AC Weatherby's Report
2. AC DeConto's Report
3. Pub Ed Coordinator Karvia's Report

Commissioner's Reports

1. Tom Downer
2. Fred Hill
3. Dennis Long

Personnel Information:

Good of the Order:

Executive Session:

Adjourn Meeting by Chairman

**PACIFIC COUNTY FIRE PROTECTION DISTRICT #1  
REGULAR COMMISSIONERS MEETING  
MINUTES MARCH 19, 2024**



Commissioner Hill established that a quorum was present and called the meeting to order at 15:00. The meeting was held at Station 1, located at 26109 Ridge Avenue, Ocean Park, WA 98640. Attendance at the meeting included:

Commissioner Fred Hill	Firefighter/Paramedic Joshua Bobo
Commissioner Tom Downer	Firefighter/EMT Sam Burton
Commissioner Dennis Long	Firefighter/EMT Natasha Cozby
Fire Chief Jacob Brundage	Firefighter/EMT Tony Provenzano
Assistant Chief Brad Weatherby	Volunteer FF/EMT Dave Tobin
Assistant Chief Mike DeConto	Pub Ed Coordinator Lani Karvia
Captain Josh Raichl	District Secretary

Commissioner Hill called for an Executive Session at 15:01 for Pension and Relief Board meeting. Regular session resumed at 15:08.

Consent Agenda

1. Minutes of Regular Commissioner's Meeting held on February 20<sup>th</sup>, 2024
2. February 22<sup>nd</sup>, 2024 4<sup>th</sup> week expenses for a total of \$29,001.47
3. March 19<sup>th</sup>, 2024 regular expenses for a total of \$280,264.14, not including Jack's Country Store
  - a. Accounts Payable: \$30,112.59
  - b. Payroll: \$250,151.55

*Commissioner Downer made a motion to approve the consent agenda, seconded by Commissioner Long. Motion carried.*

Jack's Country Store

1. Jack's March 19<sup>th</sup>, 2024 expenses for a total of \$53.02

*Commissioner Long made a motion to approve the expenses for Jack's Country Store, seconded by Commissioner Hill. Commissioner Downer abstained. Motion carried.*

Guests and Public Comments:

Doug Voncannon from the Seaview Biscuit Company attended the meeting to ask the Board permission for patrons of his business to use the Seaview property for overflow parking.

The Board expressed that they do not want any problems or any increase in liability.

Chief Brundage explained that there's a history with other people using the property. People were parking there for the cottages, and they were seen tearing through our lot. The ecology blocks were put up so that people can't drive through that area. The church currently uses it. The company can use it, but it cannot interfere with District business. This will be enforced when the District is using it for training.

**PACIFIC COUNTY FIRE PROTECTION DISTRICT #1  
REGULAR COMMISSIONERS MEETING  
MINUTES MARCH 19, 2024**



Mr. Voncannon thanked the Board for allowing his patrons to use the property.

Fire Chief Archer from Ilwaco Fire Department was also in attendance at the meeting.

Presentations and Special Events: None

Secretary's Report: (Report Attached)

1. BIAS Treasurer's Report
2. Monthly Budget Position Report, February 2024
3. 2024 Cash Flow Statement
4. 2024 Cash Flow Projection
5. Systems Design Collection Statistics

Calendar Items and Upcoming Events

1. April 16<sup>th</sup>, 2024 – Regular Commissioner's Meeting, Station 21-1, 3:00 P.M.

Correspondence: None

Old Business:

1. Levy Lid Lift Discussion

Chief Brundage informed that it has been five years since our last lid lift. If we pursue this increase, it would cover the cost of staffing of four additional firefighters. We would ask for an additional \$0.30 per \$1,000 of assessed valuation, and that would cover the costs. We could probably do it with a \$0.25 increase, but we would be extremely close to our projected numbers. We will be running the EMS levy in 2026 for 2027. \$0.30 would be the lowest rate needed to staff our Surfside Station in the meantime.

Commissioner Hill stated that according to the Assessor, taxes will stay the same or go down. Property values are going down. \$0.30 per \$1,000 sounds right. He then asked when we would run the lid lift.

Chief Brundage informed that it would be included in August in the primary.

*Commissioner Long made a motion to approve a \$0.30 lid lift to be completed and ready to go on the August ballot, seconded by Commissioner Downer.*

Captain Raichl asked if the lid lift goes to \$1.15 that it will not go back up to \$1.50.

Chief Brundage informed that we will have to go back to the voters and get a simple majority vote if our rate slides back too much.

Commissioner Downer stated that every taxing authority can raise their rates to collect dollars, and this can cause prorationing. We are a long way from this happening. Also, he said that we must state the rate that we are wanting to increase - not the increase amount.

**PACIFIC COUNTY FIRE PROTECTION DISTRICT #1  
REGULAR COMMISSIONERS MEETING  
MINUTES MARCH 19, 2024**



*Commissioner Long amended the motion to state that he approves a lid lift to \$1.15 to be completed and ready to go on the August ballot, seconded by Commissioner Downer.*

Commissioner Long also stated that he understands that there are SAFER grants for hiring and that we should pursue one of those.

Chief Brundage informed that we have not had a good performance history with our current SAFER grant and that receiving another would be difficult.

Motion carried.

**2. Contract Documents for 168<sup>th</sup> Property**

AC Weatherby explained that the documents were still being reviewed. Brian Snure and Gibbs & Olsen are in correspondence regarding the final documents. We will need to hold a special meeting to approve the final documents.

Discussion ensued regarding the training property agreement.

New Business:

**1. WA State Auditor's Office Interagency Data Sharing Agreement**

The District Secretary summarized the differences between the new agreement that was received and the previous one. We had the original agreement sent to Snure to look over, and he had made changes. The language has reverted back to the original language in this new contract.

The Board directed the District Secretary to send the new agreement to Snure before moving forward with an approval.

**2. Resolution 2024-03 – Surplus Property**

AC Weatherby explained that approval of this resolution would surplus ventilators that are no longer needed. It would also surplus our ambulance that we just replaced.

*Commissioner Long made a motion to approve Resolution 2024-03 – Surplus Property, seconded by Commissioner Downer. Motion carried.*

**3. Portable Radio Purchase**

AC DeConto presented the information in the attached summary sheet regarding the purchase of portable radios.

*Commissioner Long made a motion to approve the purchase of 10 portable radios to be used at Stations 1, 2, and 3 in the amount of \$13,614.55, seconded by Commissioner Downer. Motion carried.*



#### 4. Personal Protective Equipment Purchase

AC DeConto presented the information in the attached summary sheet regarding personal protective equipment.

*Commissioner Long made a motion to approve the purchase of personal protective equipment as presented in the amount of \$37,829.36, seconded by Commissioner Downer. Motion carried.*

#### 5. Memorandum of Understanding between PCFD#1 and South Pacific County Professional Firefighters IAFF Local 3999

Chief Brundage explained that this MOU is a result of conversations at Labor Management meetings between the union and himself. It would allow the District to support members who are wanting to go to paramedic school.

Chief Brundage stated that he believes it a good agreement that can present a good opportunity.

*Commissioner Long made a motion to approve Memorandum of Understanding between PCFD#1 and South Pacific County Professional Firefighters IAFF Local 3999, seconded by Commissioner Downer. Motion carried.*

#### 6. Interfacility Transport Agreement

Chief Brundage informed that IFTs have been a long-standing point of contention with the union. He met with Ilwaco Fire, and he has already sent this agreement to legal. If this agreement is executed, our citizens would be transported by Ilwaco without any out-of-pocket expenses. He explained that he had asked the union to write a letting stating that they won't file an unfair labor practice claim with PERC. He also added that a member from their own local is moonlighting and driving transfers for Ilwaco; he wants assurance they won't file a PERC claim as well. The union president has stated that he would address the Board regarding this matter.

Union President Raichl stated that the State Council of Firefighters has strong beliefs regarding this matter, but the local understands that our community comes first. He stated that they will not file a ULP, but the local asks that this agreement be reevaluated annually. He added that, regarding the union member moonlighting, both the District and union have concerns.

Commissioner Long asked if it was correct that the local is okay with the agreement as long as it is evaluated annually?

**PACIFIC COUNTY FIRE PROTECTION DISTRICT #1  
REGULAR COMMISSIONERS MEETING  
MINUTES MARCH 19, 2024**



Union President Raichl stated that their goal would be to reclaim that work after single-role paramedics are added to this the local, sooner hopefully rather than later. Where the local is at now, they won't get in the way of this I.L.A.

Commissioner Hill stated that the hospital will not call the District, because we turn them down so often.

Commissioner Long questioned if we will have any issues with the bargaining unit.

Chief Brundage informed that looking at the past, especially in a negotiation year, this hasn't always been the case. We don't know 100% that they won't file a ULP, and they have that right. Sometimes they say that they didn't know after documents are signed. The international has strong ideals, and it's their mission is to procure the work. These ideals of the international compete with what is needed in rural areas. He added that he understands what President Raichl is saying.

Commissioner Long asked President Raichl if they, as a local, are at risk going forward.

President Raichl stated that the state council recommended against this agreement. They stated that the local will have no funded legal support going forward on this subject, including the moonlighting issue. The local does not foresee a problem; it has been handled internally. He continued by saying their 48/96 schedule is great for recruitment, but it's hard to have people come back for transfers. The union thinks that this problem would be solved with single-role paramedics. A 24/7 single-role unit could take care of the transfers. He stated that the local appreciates the District and Ilwaco Fire for what they're trying to do for our community.

*Commissioner Long made a motion to approve the Interfacility Transport Agreement between Ilwaco Fire and Pacific County Fire District #1, seconded by Commissioner Downer.*

Commissioner Downer stated that he believes Ilwaco Fire Department does not have the authority to sign the agreement, but the City of Ilwaco does.

Commissioner Long amended the motion to replace the Ilwaco Fire Department with the City of Ilwaco in the Interfacility Transport Agreement.

Motion carried.

District Chief's Report: See attached report.

1. AC Weatherby's Report – See attached report.
2. AC DeConto's Report – See attached report.
3. Pub Ed Coordinator Karvia's report – None; at training.

Commissioner's Reports

1. Tom Downer – He stated that he will attend the WFCFA Conference.
2. Fred Hill – He stated that he will also attend the WFCFA Conference.



**PACIFIC COUNTY FIRE PROTECTION DISTRICT #1  
REGULAR COMMISSIONERS MEETING  
MINUTES MARCH 19, 2024**



3. Dennis Long – He informed that he plans to attend the WFCA Conference as well. In addition, he reported that he attended the 2<sup>nd</sup> planning meeting for PACCOM. Director Heffernan will be leaving at the end of June, and a contract will be established for the current time period. There will also be a job posting for the director’s replacement. Scott McDougall expressed that he wants to apply for the position. McDougall hopes to do both his current job and this director’s position; and Commissioner Long stated that this troubles him. Commissioner Long also stated that he will be gone for the next three weeks; he will be working on his PDC reporting during this time.

Personnel Information: None

Good of the Order:

Chief Brundage stated that we have been extremely busy and that everyone’s doing a good job.

Executive Session: None

Meeting adjourned at 16:25.

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FRED H. HILL, Commissioner

\_\_\_\_\_  
THOMAS L. DOWNER, Commissioner

Attest:

\_\_\_\_\_  
DENNIS A. LONG, Commissioner

\_\_\_\_\_  
District Secretary



**PACIFIC COUNTY FIRE PROTECTION DISTRICT #1  
SPECIAL COMMISSIONERS MEETING  
MINUTES OF MARCH 26, 2024**



Commissioner Downer established that a quorum was present and called the meeting to order at 13:01. The meeting was held at Station 1, located at 26109 Ridge Avenue, Ocean Park, WA 98640. Attendance at the meeting included:

Commissioner Fred Hill  
Commissioner Tom Downer  
Commissioner Dennis Long  
Fire Chief Jacob Brundage  
Assistant Chief Brad Weatherby

Assistant Chief Mike DeConto  
Captain Josh Raichl  
FF/EMT Isaiah Smith  
District Secretary

Guests and Public Comments: None

Old Business:

1. Interfacility Transport Agreement between Pacific County Fire District #1 and the City of Ilwaco

Commissioner Hill explained that the name on the agreement has been switched from Ilwaco Fire Department to the City of Ilwaco. Also, dates have all been corrected to read 2024.

*Commissioner Downer made a motion to approve the Interfacility Transport Agreement between Pacific County Fire District #1 and the City of Ilwaco, seconded by Commissioner Long. Motion carried.*

New Business:

1. Pacific County Fire District #1 Site Development Project Instructions to Bidders and Contract

AC Weatherby stated that Brian Snure and Gibbs & Olsen have collaborated on this contract and give their approval. Now, we need to establish the timeline. The LOCAL Program's drop-dead date is 4/6.

Discussion ensued regarding specific requirements in the contract and the timeline.

*Commissioner Downer made a motion to adopt the Pacific County Fire District #1 Site Development Project Instructions to Bidders and Contract, seconded by Commissioner Long. Motion carried.*

AC Weatherby asked which date would the Board like to hold a special meeting to award the project to the winning bidder.

The Board agreed that the special meeting will be held on April 29<sup>th</sup>, 2024 at 3:00 P.M.

2. Invitation to Bid Pacific County Fire District #1 Site Development

AC Weatherby said that he will post the invitation to bid on our website after filling in the dates on the documents.

*Commissioner Downer made a motion to approve the Invitation to Bid for the Pacific County Fire District #1 Site Development, seconded by Commissioner Long. Motion carried.*

Certified to be the original minutes  
Date \_\_\_\_\_

Pacific County Fire Protection District 1  
Special Commissioner's Meeting  
Page 1

**PACIFIC COUNTY FIRE PROTECTION DISTRICT #1  
SPECIAL COMMISSIONERS MEETING  
MINUTES OF MARCH 26, 2024**



3. Resolution 2024-05 – Form of Reimbursement

AC Weatherby informed that this resolution allows PCFD#1 to be reimbursed for expenses for the site development project after its approval and before LOCAL funding is issued, if needed. This resolution was recommended by the WA State Treasury.

*Commissioner Downer made a motion to approve Resolution 2024-05 – Form of Reimbursement, seconded by Commissioner Long. Motion carried.*

Executive Session: None

Meeting adjourned at 13:17.

\_\_\_\_\_  
FRED H. HILL, Commissioner

\_\_\_\_\_  
THOMAS L. DOWNER, Commissioner

Attest:

\_\_\_\_\_  
DENNIS A. LONG, Commissioner

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District Secretary

### 3/26/2024 4TH WEEK VOUCHER APPROVAL

PACIFIC COUNTY FIRE DISTRICT 1

Time: 12:35:42 Date: 03/26/2024

03/26/2024 To: 03/26/2024

Page: 1

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
420	03/26/2024	Claims	1	27352	ACTIVE ENTERPRISES INC	297.72	PROPANE - ST1 & ST4
421	03/26/2024	Claims	1	27353	AIRGAS USA, LLC	77.29	MEDICAL SUPPLIES - OXYGEN CYLINDER RENTAL; MEDICAL SUPPLIES - OXYGEN CYLINDER RENTAL
422	03/26/2024	Claims	1	27354	ARAMARK	106.73	3/19 LINEN SERVICE
423	03/26/2024	Claims	1	27355	ASTORIA FORD, INC.	403.23	OIL DRAIN PLUGS, POLLEN FILTER - #2477; REGURN OF ELEMENT & GASKET KIT - #1992; RETURN OF ELEMENT ASY - AIR - #5280; AIR ELEMENT ASY - #9524; AIR ELEMENT ASY, POLLEN FILTER - #9649
424	03/26/2024	Claims	1	27356	BANK OF THE PACIFIC VISA - 1303	1,204.10	JB CREDIT CARD CHARGES
425	03/26/2024	Claims	1	27357	BANK OF THE PACIFIC VISA - 8379	2,738.31	LK CREDIT CARD CHARGES
426	03/26/2024	Claims	1	27358	BOUND TREE MEDICAL, LLC	3,112.78	MEDICAL SUPPLIES - TAXED AND NOT TAXED; MEDICAL SUPPLIES - TAXED
427	03/26/2024	Claims	1	27359	CLATSOP COMMUNITY COLLEGE	510.00	FIRE SCHOOL USE - 6 HRS @ \$85.00 PER HOUR
428	03/26/2024	Claims	1	27360	COASTAL EYE CARE LONG BEACH	149.00	EARLS - SPECTACLE KIT
429	03/26/2024	Claims	1	27361	DMT AUTO PARTS, INC.	513.33	REUTRN OF GEAR OIL - #4614; BRAKE PARTS CLEANER - #4750; 15W40 OIL - SHOP; 3-IN-1 DETAILER, WIPES, SHOP TOWELS - #7989; SPIN-ON FLUID FILTERS X 3 - #2488; SHOCKS - #9524
430	03/26/2024	Claims	1	27362	EAGLE ENGRAVING, INC.	610.95	BANQUET AWARDS
431	03/26/2024	Claims	1	27363	ENGLUND MARINE SUPPLY	400.78	18 GALLON OIL DRAIN - SHOP
432	03/26/2024	Claims	1	27364	FORD ELECTRIC CO INC	7,502.64	DUCTLESS HEAT PUMP INSTALLATION/WORK - ST1; INSTALL ELECTRICAL FOR TWO DEDICATED CIRCUITS FOR WASHER AND HEATERS - ST1
433	03/26/2024	Claims	1	27365	GIBBS & OLSON	1,531.25	PROFESSIONAL FEES - 1/1/24-2/29/24
434	03/26/2024	Claims	1	27366	HUGHES FIRE EQUIPMENT, INC.	147.93	LOCK,LADDER,DOUBLE - #0679
435	03/26/2024	Claims	1	27367	ISPYFIRE, INC.	2,107.95	ANNUAL SUBSCRIPTION LEVEL 3
436	03/26/2024	Claims	1	27368	KROESEN'S UNIFORM COMPANY	364.08	UNIFORM - KARVIA
437	03/26/2024	Claims	1	27369	LN CURTIS & SONS	209.96	SPECTACLE KIT FOR GI FACEPIECE
438	03/26/2024	Claims	1	27370	DENNIS LONG	161.00	3/14 PACCOM ADMIN BOARD MEETING
439	03/26/2024	Claims	1	27371	LUM'S AUTO CENTER	112.50	FUEL FILTER - #5778
440	03/26/2024	Claims	1	27372	NORTH BEACH WATER	224.47	ST1D WATER; ST1 WATER
441	03/26/2024	Claims	1	27373	OMAN & SONS INC	23.54	PAINT, HARDWARE - ST2 MAINTENANCE
442	03/26/2024	Claims	1	27374	PACIFIC CO DEPT OF COMMUNITY DEVELOPMENT	335.00	PARCEL 75016000117 - COMMERCIAL MECHANICAL FEES
443	03/26/2024	Claims	1	27375	PACIFIC CO. FIRE DIST#1 ADVANCED TRAVEL	473.00	KARVIA - CPS SAFETY SUMMIT PER DIEM; SCHROEDER - ASSISTING INDIVIDUALS IN CRISIS PER DIEM; GAERLAN - ASSISTING INDIVIDUALS IN CRISIS PER DIEM
444	03/26/2024	Claims	1	27376	PUD #2 OF PACIFIC COUNTY	835.36	ST4 ELECTRICITY; ST2 ELECTRICITY; ST2 ELECTRICITY; ST2 ELECTRICITY

### 3/26/2024 4TH WEEK VOUCHER APPROVAL

PACIFIC COUNTY FIRE DISTRICT 1

Time: 12:35:42 Date: 03/26/2024

03/26/2024 To: 03/26/2024

Page: 2

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
445	03/26/2024	Claims	1	27377	ISAIAH M SMITH	2,910.90	PARAMEDIC SCHOOL OUT-OF-POCKET EXPENSE REIMBURSEMENT PER THE CBA
446	03/26/2024	Claims	1	27378	SYSTEMS DESIGN WEST, LLC.	2,781.80	EMS BILLING FOR FEBRUARY
447	03/26/2024	Claims	1	27379	VERIZON WIRELESS ACCT. 242204341-00001	477.42	WIRELESS FOR MDCs AND PHONES
448	03/26/2024	Claims	1	27380	VERIZON WIRELESS ACCT. 342204208-00001	40.01	WIRELESS FOR MDC
449	03/26/2024	Claims	1	27381	VOYAGER FLEET SYSTEMS, INC.	4,097.31	MARCH FUEL CHARGES
450	03/26/2024	Claims	1	27382	WESTLAKE HARDWARE	61.67	STATION MAINTENANCE SUPPLIES - ST2
451	03/26/2024	Claims	1	27383	WILCOX & FLEGEL OIL CO.	1,115.16	DRUM 15W40
001 General Fund 651.100						35,637.17	
						35,637.17	Claims: 35,637.17

We the undersigned Board of Commissioners of Pacific County Fire District #1, do hereby certify that the merchandise or services hereinafter specified have been received and that the vouchers identified above are approved for payment

On this \_\_\_\_\_ day of \_\_\_\_\_, District Secretary \_\_\_\_\_

\_\_\_\_\_  
 Commissioner Hill                      Commissioner Downer                      Commissioner Long

## 4/16/2024 REGULAR VOUCHER APPROVAL

PACIFIC COUNTY FIRE DISTRICT 1

Time: 14:21:57 Date: 04/11/2024

04/11/2024 To: 04/30/2024

Page: 1

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
504	04/30/2024	Payroll	1	EFT	CORY A BARDONSKI	5,947.98	
506	04/30/2024	Payroll	1	EFT	JOSHUA A BOBO	5,392.64	
507	04/30/2024	Payroll	1	EFT	JACOB M BRUNDAGE	7,997.60	
508	04/30/2024	Payroll	1	EFT	SAMUEL J BURTON	6,066.18	
509	04/30/2024	Payroll	1	EFT	JEFFREY D CLAUSON-HOLLOWAY	9,118.54	
510	04/30/2024	Payroll	1	EFT	NATASHA COZBY	5,549.04	
511	04/30/2024	Payroll	1	EFT	MICHAEL P DECONTO	6,562.71	
513	04/30/2024	Payroll	1	EFT	SCOTT C ELLIOTT	5,387.57	
514	04/30/2024	Payroll	1	EFT	JAMES N GAERLAN	6,692.83	
516	04/30/2024	Payroll	1	EFT	CHARLES S GREEN	4,597.82	
518	04/30/2024	Payroll	1	EFT	NICKOLAS HALDEMAN	5,666.98	
519	04/30/2024	Payroll	1	EFT	TOMMY M HERSEY	5,291.41	
521	04/30/2024	Payroll	1	EFT	SPENCER A JOHNSTON	4,874.07	
522	04/30/2024	Payroll	1	EFT	LANI G KARVIA	3,514.18	
523	04/30/2024	Payroll	1	EFT	DANIEL R KENT	4,472.51	
526	04/30/2024	Payroll	1	EFT	MARK A MCGINNIS	5,108.41	
527	04/30/2024	Payroll	1	EFT	CARLA C MCLEOD	443.60	
528	04/30/2024	Payroll	1	EFT	[REDACTED]	4,907.70	
530	04/30/2024	Payroll	1	EFT	CORY J MORRISON	3,410.93	
531	04/30/2024	Payroll	1	EFT	MARCO J PALMA	5,369.25	
532	04/30/2024	Payroll	1	EFT	ANTHONY R PROVENZANO	4,366.04	
533	04/30/2024	Payroll	1	EFT	JOSHUA M RAICHL	3,421.40	
534	04/30/2024	Payroll	1	EFT	TYLER J REYNOLDS	5,112.43	
536	04/30/2024	Payroll	1	EFT	JOSEPH L SCHROEDER	9,564.78	
537	04/30/2024	Payroll	1	EFT	ISAIAH M SMITH	3,997.69	
539	04/30/2024	Payroll	1	EFT	JOHN B WEATHERBY	8,371.09	
540	04/30/2024	Payroll	1	EFT	MICHAEL J WEATHERBY	6,579.30	
542	04/30/2024	Payroll	1	EFT	DAVID L WILLIAMS	5,685.87	
543	04/11/2024	Claims	1	EFT	DOWNER, THOMAS L	322.00	3/19 REGULAR MEETING; 3/26 SPECIAL MEETING
544	04/11/2024	Claims	1	EFT	DENNIS LONG	322.00	3/19 REGULAR MEETING; 3/26 SPECIAL MEETING
545	04/11/2024	Claims	1	EFT	SECURITY STATE BANK OF WA	14.00	APRIL BANK FEES
546	04/11/2024	Claims	1	EFT	WA STATE DEPT OF REVENUE	309.31	Written From Use Tax Report
547	04/11/2024	Payroll	1	EFT	INTERNAL REVENUE SERVICE	27,157.49	941 Deposit for Pay Cycle(s) 04/30/2024 - 04/30/2024
548	04/11/2024	Payroll	1	EFT	PACIFIC COUNTY FIRE DIST #1 LOCAL 3999	1,400.00	Pay Cycle(s) 04/30/2024 To 04/30/2024 - DUES
549	04/11/2024	Payroll	1	EFT	STATE OF WASHINGTON	1,396.00	Pay Cycle(s) 04/30/2024 To 04/30/2024 - DECONTO, 2779062; Pay Cycle(s) 04/30/2024 To 04/30/2024 - BARDONSKI, 2803470
550	04/11/2024	Payroll	1	EFT	WA STATE DEPT OF RETIREMENT	36,811.80	Pay Cycle(s) 04/30/2024 To 04/30/2024 - DCDOR; Pay Cycle(s) 04/30/2024 To 04/30/2024 - LEOFF; Pay Cycle(s) 04/30/2024 To 04/30/2024 - PERS 2; Pay Cycle(s) 04/30/2024 To 04/30/2024 - PERS 3; Pay Cycle(s)
505	04/30/2024	Payroll	1	27384	STEVE L BELLINGER	156.07	
512	04/30/2024	Payroll	1	27385	CHRISTOPHER R EARLS	624.29	
515	04/30/2024	Payroll	1	27386	MICHAEL A GOLDBERG	42.02	
517	04/30/2024	Payroll	1	27387	JEANNINE GREY	66.03	
520	04/30/2024	Payroll	1	27388	CHAZZ HESTER	420.19	

## 4/16/2024 REGULAR VOUCHER APPROVAL

PACIFIC COUNTY FIRE DISTRICT 1

Time: 14:21:57 Date: 04/11/2024

04/11/2024 To: 04/30/2024

Page: 2

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
524	04/30/2024	Payroll	1	27389	DOUG M KNUTZEN	204.10	
525	04/30/2024	Payroll	1	27390	SUZANNE KNUTZEN	36.01	
529	04/30/2024	Payroll	1	27391	KATHRYN M MENDIOLA	114.05	
535	04/30/2024	Payroll	1	27392	RICHARD SCHATZ	406.34	
538	04/30/2024	Payroll	1	27393	HARLEY E WAIT	426.20	
541	04/30/2024	Payroll	1	27394	RONDIE K WHITE	114.05	
551	04/11/2024	Claims	1	27395	ACTIVE ENTERPRISES INC	742.26	ST1 PROPANE; ST2 PROPANE; ST5 PROPANE
552	04/11/2024	Claims	1	27396	AIRGAS USA, LLC	53.83	OXYGEN
553	04/11/2024	Claims	1	27397	ARAMARK	320.19	3/26 LINEN SERVICE; 4/2 LINEN SERVICE; 4/9 LINEN SERVICE
554	04/11/2024	Claims	1	27398	DEBRA BARRETT	15.00	REIMBURSEMENT FOR DRIVING RECORD EXPENSE
555	04/11/2024	Claims	1	27399	BOUND TREE MEDICAL, LLC	1,041.91	MEDICAL SUPPLIES - TAXED AND NOT TAXED; MEDICAL SUPPLIES - NOT TAXED
556	04/11/2024	Claims	1	27400	BRAUN NORTHWEST INC	155.56	DOME LIGHT - #5280
557	04/11/2024	Claims	1	27401	CHRIS' CUSTOM COMPUTERS	809.28	MINI PC, SETUP
558	04/11/2024	Claims	1	27402	CITY OF LONG BEACH	173.95	ST2 WATER; ST2 WATER
559	04/11/2024	Claims	1	27403	MICHAEL P DECONTO	135.75	TEST QUESTION BANK FOR FFI STUDY, DOUGHNUTS FOR FFI TESTING
560	04/11/2024	Claims	1	27404	DEL'S OK POINT-S TIRE	755.53	TIRE - #2488; TIRE - #9649
561	04/11/2024	Claims	1	27405	DMT AUTO PARTS, INC.	215.05	AFT DEX BAY BOX - #2488; LENS RESTORATION SYS, PREMIUM CAPSULES - #6381; MICROFIBER DETAIL CLOTH - #6381; OIL FILTER - #0514
562	04/11/2024	Claims	1	27406	DRUG SCREENS, INC.	100.00	HENRY, MESSER URINALYSIS
563	04/11/2024	Claims	1	27407	ENGLUND MARINE SUPPLY	95.72	AIR FITTING - #9086
564	04/11/2024	Claims	1	27408	EVERGREEN SEPTIC INC.	155.00	ST5 PT WITH BI-WEEKLY SERVICE
565	04/11/2024	Claims	1	27409	EVERGREEN SEPTIC PUMPING LLC	951.28	ST1 SEPTIC PUMPING
566	04/11/2024	Claims	1	27410	HILL, FRED	483.00	3/15 VOUCHERS; 3/19 REGULAR MEETING; 3/26 SPECIAL MEETING
567	04/11/2024	Claims	1	27411	HUGHES FIRE EQUIPMENT, INC.	500.73	STORZ COLLAR COUPLING 4" - #2488
568	04/11/2024	Claims	1	27412	ICOM AMERICA INC	13,478.34	RADIOS, ANTENNA, CHARGERS, SPEAKER MICS
569	04/11/2024	Claims	1	27413	ILWU-PMA COASTWISE CLAIMS	31.95	INCIDENT 2021-2565, PATIENT REFUND (SEE ATTACHED PAPERWORK FOR CLAIM INFORMATION)
570	04/11/2024	Claims	1	27414	LANI G KARVIA	232.95	REIMBURSEMENT FOR FF1 LUNCH 4/6/24
571	04/11/2024	Claims	1	27415	LN CURTIS & SONS	1,836.92	LARGE FACEPIECE; 3 MEDIUM GI FACEPIECES
572	04/11/2024	Claims	1	27416	KATHRYN M MENDIOLA	168.15	3/30 FIREFIGHTER I ACADEMY LUNCH REIMBURSEMENT
573	04/11/2024	Claims	1	27417	OMAN & SONS INC	187.66	ST2 MAINTENANCE SUPPLIES; PACKING TAPE FOR SHIPPING; SHIPPING - RETURN RADIOS; SHIPPING - POSICHECK MACHINE; SHIPPING - RADIOS TO ICOM; ST2 MAINTENANCE SUPPLIES
574	04/11/2024	Claims	1	27418	ORKIN	145.94	APRIL PEST CONTROL SERVICES - ST1 AND ST1D

## 4/16/2024 REGULAR VOUCHER APPROVAL

PACIFIC COUNTY FIRE DISTRICT 1

Time: 14:21:57 Date: 04/11/2024

04/11/2024 To: 04/30/2024

Page: 3

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
575	04/11/2024	Claims	1	27419	PACIFIC CO. FIRE DIST#1 PETTY CASH FUND	32.16	POSTAGE FOR TESTS TO WSP; POSTAGE FOR SEI RECERT TO DOH FOR B. WEATHERBY - LANI & JAMIE WERE GONE SO HE PAID BY DEBIT CARD. HE WAS REIMBURSED FROM THE PETTY CASH DRAWER ON 4/1/24. THIS REIMBURSES THAT
576	04/11/2024	Claims	1	27420	PACIFIC OFFICE AUTOMATION	46.12	2/19/24-3/19/24 PRINT/COPY FEE
577	04/11/2024	Claims	1	27421	PENINSULA PHARMACIES INC	23.78	PENCILS - FF ACADEMY TESTING
578	04/11/2024	Claims	1	27422	PENINSULA SANITATION SERVICE, INC.	174.76	ST1 GARBAGE
579	04/11/2024	Claims	1	27423	PENINSULA SANITATION SERVICE, INC.	174.76	ST2 GARBAGE
580	04/11/2024	Claims	1	27424	PUBLIC SAFETY TESTING, INC.	138.00	Q1 JAN-MAR 2024 SUBSCRIPTION FEES
581	04/11/2024	Claims	1	27425	PUD #2 OF PACIFIC COUNTY	804.00	ST1 ELECTRICITY; ST5 ELECTRICITY; ST1D ELECTRICITY; ST1A ELECTRICITY; ST3 ELECTRICITY; ST3 ELECTRICITY
582	04/11/2024	Claims	1	27426	RWC INTERNATIONAL, LTD.	149.99	SEAL-OIL PINION J-N-S SERIES - #2488
583	04/11/2024	Claims	1	27427	SEA WESTERN INC, FIREFIGHTING EQUIP.	1,046.02	STRUCTURAL FIREFIGHTING GLOVES - X 10
584	04/11/2024	Claims	1	27428	SEAVIEW SEWER DISTRICT	319.20	ST2 SEWER; ST2 SEWER
585	04/11/2024	Claims	1	27429	SILVER STAR TELECOM	1,622.04	ST1, ST2, ST3 APRIL TELEPHONE/INTERNET
586	04/11/2024	Claims	1	27430	SNURE LAW OFFICE, PSC.	2,416.00	MARCH PROFESSIONAL SERVICES RENDERED
587	04/11/2024	Claims	1	27431	SNURE SEMINARS	160.00	PROCUREMENT/BID LAW UPDATE WEBINAR REGISTRATION - B. WEATHERBY & MELING
588	04/11/2024	Claims	1	27432	TECH TAP COMPUTER CONSULTING	108.10	3/5/24 REMOTE SUPPORT - PRINTER AND REMOTE SETUP
589	04/11/2024	Claims	1	27433	U.S. BANK EQUIPMENT FINANCE	3,920.76	APRIL ZOLL MONITOR PAYMENT
590	04/11/2024	Claims	1	27434	WA FIRE CHIEFS	350.00	MORRISON MECHANICS CONFERENCE REGISTRATION FEE
591	04/11/2024	Claims	1	27435	WASTE CONNECTIONS OF WA INC	70.79	SHREDDING SERVICE
592	04/11/2024	Claims	1	27436	WESTLAKE HARDWARE	63.53	HIGHLIGHTERS
593	04/11/2024	Payroll	1	27437	DIMARTINO ASSOCIATES, INC.	1,670.82	Pay Cycle(s) 04/30/2024 To 04/30/2024 - DISINSFF
594	04/11/2024	Payroll	1	27438	EMPLOYMENT SECURITY DEPARTMENT	3,207.14	Pay Cycle(s) 01/31/2024 To 01/31/2024 - PMFL; Pay Cycle(s) 02/29/2024 To 02/29/2024 - PMFL; Pay Cycle(s) 03/29/2024 To 03/29/2024 - PMFL; Q1 2024 Rounding Error; Pay Cycle(s) 04/30/2024 To 04/30/2024



## 4/16/2024 REGULAR VOUCHER APPROVAL

PACIFIC COUNTY FIRE DISTRICT 1

Time: 14:21:57 Date: 04/11/2024

04/11/2024 To: 04/30/2024

Page: 4

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
595	04/11/2024	Payroll	1	27439	EMPLOYMENT SECURITY DEPARTMENT	2,264.33	Pay Cycle(s) 01/31/2024 To 01/31/2024 - LONG TERM CARE; Pay Cycle(s) 02/29/2024 To 02/29/2024 - LONG TERM CARE; Pay Cycle(s) 03/29/2024 To 03/29/2024 - LONG TERM CARE; ROUNDING ERROR
596	04/11/2024	Payroll	1	27440	TRUSTEED PLANS SERVICE CORP	2,751.03	Pay Cycle(s) 04/30/2024 To 04/30/2024 - DENTAL
597	04/11/2024	Payroll	1	27441	TRUSTEED PLANS SERVICE CORP	865.48	Pay Cycle(s) 04/30/2024 To 04/30/2024 - DISADMIN
598	04/11/2024	Payroll	1	27442	TRUSTEED PLANS SERVICE CORPORATION	28,821.54	Pay Cycle(s) 04/30/2024 To 04/30/2024 - MEDICAL
599	04/11/2024	Payroll	1	27443	WA COUNCIL OF POLICE & SHERIFFS	35.00	Pay Cycle(s) 04/30/2024 To 04/30/2024 - DISWACOPS
600	04/11/2024	Payroll	1	27444	WA STATE DEPT OF LNI	38,894.69	1ST Quarter L&l: 01/01/2024 - 03/31/2024
001 General Fund 651.100						336,728.49	
						336,728.49	Claims: 35,373.27 Payroll: 301,355.22

We the undersigned Board of Commissioners of Pacific County Fire District #1, do hereby certify that the merchandise or services hereinafter specified have been received and that the vouchers identified above are approved for payment

On this \_\_\_\_\_ day of \_\_\_\_\_ District Secretary \_\_\_\_\_

\_\_\_\_\_  
Commissioner Hill

\_\_\_\_\_  
Commissioner Downer

\_\_\_\_\_  
Commissioner Long

**4/16/2024 JACK'S REGULAR VOUCHER APPROVAL**

PACIFIC COUNTY FIRE DISTRICT 1

Time: 14:10:31 Date: 04/11/2024

04/10/2024 To: 04/10/2024

Page: 1

Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
601	04/10/2024	Claims	1	27445	JACKS COUNTRY STORE INC	140.27	APPARATUS WASHING SUPPLES; CURTAIN RODS FOR CURTAINS IN BEDROOMS AND BINS FOR EXPIRED MEDS; DISTILLED WATER - #4614; ELECTRICAL TAPE FOR SMOKE DETECTOR KITS; VELCRO FOR AMBULANCE GURNEY BATTERY PACKS;
001 General Fund 651.100						140.27	
						140.27	Claims: 140.27

We the undersigned Board of Commissioners of Pacific County Fire District #1, do hereby certify that the merchandise or services hereinafter specified have been received and that the vouchers identified above are approved for payment

On this \_\_\_\_\_ day of \_\_\_\_\_, District Secretary \_\_\_\_\_

\_\_\_\_\_  
Commissioner Hill

\_\_\_\_\_  
Commissioner Downer

\_\_\_\_\_  
Commissioner Long

**PACIFIC COUNTY FIRE PROTECTION DISTRICT #1  
DISTRICT SECRETARY'S REPORT  
APRIL 16, 2024**



**FOR THE MONTH ENDING MARCH 31<sup>ST</sup>, 2024**

**REVENUE: \$267,815.87**

**EXPENDITURES: \$315,954.33**

**CURRENT CASH POSITION: \$3,094,110.62**

**ACTIVITIES:**

1. Quarterlylies
  - a. All reports have been submitted
  - b. Those with premiums are included in this regular voucher batch
2. Lid Lift
  - a. The resolution was drafted and Snure reviewed/edited as needed
  - b. For and Against committees will be advertised for
  - c. I plan to submit all documents to Pacific County Auditor by May 1<sup>st</sup>, 2024
3. LOCAL Program Required Documents
  - a. Provided a checklist of 6 required documents
    - i. Completed reimbursement resolution, Certificate of Incumbency
    - ii. Authorizing resolution and certificate designating agency reps are both on today's agenda
    - iii. After all of those items are completed, I will be emailing Snure to get an Opinion of Local Agency Counsel and the Local Agency Counsel Escrow Letter
4. WA SAO Annual Report
  - a. Due Wednesday, May 29<sup>th</sup>.

**TREASURER'S REPORT**  
**Fund Totals**

PACIFIC COUNTY FIRE DISTRICT 1

Time: 09:30:25 Date: 04/03/2024  
 Page: 1

03/01/2024 To: 03/31/2024

Fund	Previous Balance	Revenue	Expenditures	Ending Balance	Claims Clearing	Payroll Clearing	Outstanding Deposits	Adjusted Ending Balance
001 General Fund 651.100	3,099,594.46	267,815.87	315,954.33	3,051,456.00	42,432.98	221.64	0.00	3,094,110.62
	3,099,594.46	267,815.87	315,954.33	<b>3,051,456.00</b>	<b>42,432.98</b>	<b>221.64</b>	<b>0.00</b>	<b>3,094,110.62</b>

# TREASURER'S REPORT

## Account Totals

PACIFIC COUNTY FIRE DISTRICT 1

03/01/2024 To: 03/31/2024

Time: 09:30:25 Date: 04/03/2024  
Page: 2

Cash Accounts	Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
1 General Fund 651.100	3,094,894.46	267,815.87	315,954.33	3,046,756.00	0.00	42,654.62	3,089,410.62
3 Ambulance Billing BOP	100.00	50,858.00	50,858.00	100.00	0.00	0.00	100.00
4 Petty Cash	100.00	21.11	21.11	100.00	0.00	0.00	100.00
5 Advance Travel	3,000.00	1,682.00	1,682.00	3,000.00	0.00	0.00	3,000.00
6 Revolving Checking	1,500.00	0.00	0.00	1,500.00	0.00	0.00	1,500.00
<b>Total Cash:</b>	<b>3,099,594.46</b>	<b>320,376.98</b>	<b>368,515.44</b>	<b>3,051,456.00</b>	<b>0.00</b>	<b>42,654.62</b>	<b>3,094,110.62</b>
	<b>3,099,594.46</b>	<b>320,376.98</b>	<b>368,515.44</b>	<b>3,051,456.00</b>	<b>0.00</b>	<b>42,654.62</b>	<b>3,094,110.62</b>

# TREASURER'S REPORT

## Outstanding Vouchers

PACIFIC COUNTY FIRE DISTRICT 1

03/01/2024 To: 03/31/2024

As Of: 03/31/2024 Date: 04/03/2024  
 Time: 09:30:25 Page: 3

Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo
2022	1276	08/16/2022	Claims	1	25998	SUMMIT LAW GROUP	224.00	ACTIVITY THROUGH JUNE 2022
2023	1079	07/13/2023	Claims	1	26781	JORDAN C ROOS	78.24	REFUND FROM JUNE DISABILITY PAYMENT
2023	1256	08/22/2023	Claims	1	26859	JOSHUA A BOBO	15.45	DRIVER REQUEST REIMBURSEMENT
2024	349	03/29/2024	Payroll	1	27309	RICHARD SCHATZ	221.64	
2024	365	03/14/2024	Claims	1	27312	JEFFEREY S ARCHER	150.57	LAST DISABILITY PAYMENT REFUND
2024	367	03/14/2024	Claims	1	27314	BAILEYS SAW SHOP	64.44	7 CHAINS - GRIND
2024	371	03/14/2024	Claims	1	27318	MICHAEL P DECONTO	481.91	BEDDING FOR FF ACADEMY TRAINING; WATER, GATORADE, SNACKS FOR FF ACADEMY; BOOT REIMBURSEMENT; REIMBURSEMENT FOR HYDRATION FOR MERTS
2024	374	03/14/2024	Claims	1	27321	EVERGREEN SEPTIC INC.	155.00	BI-WEEKLY SERVICE - ST5
2024	375	03/14/2024	Claims	1	27322	KATELYN GLASSON	15.00	REIMBURSEMENT FOR DRIVING RECORD
2024	376	03/14/2024	Claims	1	27323	HILL, FRED	483.00	2/20 REGULAR MEETING; 2/16 VOUCHERS; 2/23 VOUCHERS
2024	381	03/14/2024	Claims	1	27328	PACIFIC CO. FIRE DIST#1 ADVANCED TRAVEL	1,209.00	NORTH BEND FTA PER DIEM - PEREZ; NORTH BEND FTA PER DIEM - BOBO; NORTH BEND FTA PER DIEM - THOMAS; NORTH BEND FTA PER DIEM - C. GREEN; NORTH BEND FTA PER DIEM - HESTER; NORTH BEND FTA PER DIEM - MCGIN
2024	382	03/14/2024	Claims	1	27329	PACIFIC CO. FIRE DIST#1 PETTY CASH FUND	21.11	POSTAGE FOR VERIZON WARRANTS DUE 3/6; POSTAGE TO DR. HILL; POSTAGE TO BVFF; POSTAGE FOR RECORDS REQUESTS
2024	384	03/14/2024	Claims	1	27331	PACIFIC SOLID WASTE DISPOSAL, INC.	319.17	2/2 DUMP; 2/8 DUMP; 2/13 DUMP; 2/22 DUMP; 2/27 DUMP
2024	390	03/14/2024	Claims	1	27337	SHOP N KART (SID'S)	17.97	2/17 BATTERIES PURCHASE - SCHROEDER/GAERLAN
2024	394	03/14/2024	Claims	1	27341	U.S. BANK EQUIPMENT FINANCE	3,560.95	MARCH ZOLL MONITORS MONTHLY PAYMENT
2024	420	03/26/2024	Claims	1	27352	ACTIVE ENTERPRISES INC	297.72	PROPANE - ST1 & ST4
2024	421	03/26/2024	Claims	1	27353	AIRGAS USA, LLC	77.29	MEDICAL SUPPLIES - OXYGEN CYLINDER RENTAL; MEDICAL SUPPLIES - OXYGEN CYLINDER RENTAL
2024	422	03/26/2024	Claims	1	27354	ARAMARK	106.73	3/19 LINEN SERVICE
2024	423	03/26/2024	Claims	1	27355	ASTORIA FORD, INC.	403.23	OIL DRAIN PLUGS; POLLEN FILTER - #2477; RETURN OF ELEMENT & GASKET KIT - #1992; RETURN OF ELEMENT ASY - AIR - #5280; AIR ELEMENT ASY - #9524; AIR ELEMENT ASY, POLLEN FILTER - #9649
2024	424	03/26/2024	Claims	1	27356	BANK OF THE PACIFIC VISA - 1303	1,204.10	JB CREDIT CARD CHARGES

# TREASURER'S REPORT

## Outstanding Vouchers

PACIFIC COUNTY FIRE DISTRICT 1

03/01/2024 To: 03/31/2024

As Of: 03/31/2024 Date: 04/03/2024  
 Time: 09:30:25 Page: 4

Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo
2024	425	03/26/2024	Claims	1	27357	BANK OF THE PACIFIC VISA - 8379	2,738.31	LK CREDIT CARD CHARGES
2024	426	03/26/2024	Claims	1	27358	BOUND TREE MEDICAL, LLC	3,112.78	MEDICAL SUPPLIES - TAXED AND NOT TAXED; MEDICAL SUPPLIES - TAXED
2024	427	03/26/2024	Claims	1	27359	CLATSOP COMMUNITY COLLEGE	510.00	FIRE SCHOOL USE - 6 HRS @ \$85.00 PER HOUR
2024	428	03/26/2024	Claims	1	27360	COASTAL EYE CARE LONG BEACH	149.00	EARLS - SPECTACLE KIT
2024	429	03/26/2024	Claims	1	27361	DMT AUTO PARTS, INC.	513.33	REUTRN OF GEAR OIL - #4614; BRAKE PARTS CLEANER - #4750; 15W40 OIL - SHOP; 3-IN-1 DETAILER, WIPES, SHOP TOWELS - #7989; SPIN-ON FLUID FILTERS X 3 - #2488; SHOCKS - #9524
2024	430	03/26/2024	Claims	1	27362	EAGLE ENGRAVING, INC.	610.95	BANQUET AWARDS
2024	431	03/26/2024	Claims	1	27363	ENGLUND MARINE SUPPLY	400.78	18 GALLON OIL DRAIN - SHOP
2024	432	03/26/2024	Claims	1	27364	FORD ELECTRIC CO INC	7,502.64	DUCTLESS HEAT PUMP INSTALLATION/WORK - ST1; INSTALL ELECTRICAL FOR TWO DEDICATED CIRCUITS FOR WASHER AND HEATERS - ST1
2024	433	03/26/2024	Claims	1	27365	GIBBS & OLSON	1,531.25	PROFESSIONAL FEES - 1/1/24-2/29/24
2024	434	03/26/2024	Claims	1	27366	HUGHES FIRE EQUIPMENT, INC.	147.93	LOCK,LADDER,DOUBLE - #0679
2024	435	03/26/2024	Claims	1	27367	ISPYFIRE, INC.	2,107.95	ANNUAL SUBSCRIPTION LEVEL 3
2024	436	03/26/2024	Claims	1	27368	KROESEN'S UNIFORM COMPANY	364.08	UNIFORM - KARVIA
2024	437	03/26/2024	Claims	1	27369	LN CURTIS & SONS	209.96	SPECTACLE KIT FOR GI FACEPIECE
2024	438	03/26/2024	Claims	1	27370	DENNIS LONG	161.00	3/14 PACCOM ADMIN BOARD MEETING
2024	439	03/26/2024	Claims	1	27371	LUM'S AUTO CENTER	112.50	FUEL FILTER - #5778
2024	440	03/26/2024	Claims	1	27372	NORTH BEACH WATER	224.47	ST1D WATER; ST1 WATER
2024	441	03/26/2024	Claims	1	27373	OMAN & SONS INC	23.54	PAINT, HARDWARE - ST2 MAINTENANCE
2024	442	03/26/2024	Claims	1	27374	PACIFIC CO DEPT OF COMMUNITY DEVELOPMENT	335.00	PARCEL 75016000117 - COMMERCIAL MECHANICAL FEES
2024	443	03/26/2024	Claims	1	27375	PACIFIC CO. FIRE DIST#1 ADVANCED TRAVEL	473.00	KARVIA - CPS SAFETY SUMMIT PER DIEM; SCHROEDER - ASSISTING INDIVIDUALS IN CRISIS PER DIEM; GAERLAN - ASSISTING INDIVIDUALS IN CRISIS PER DIEM
2024	444	03/26/2024	Claims	1	27376	PUD #2 OF PACIFIC COUNTY	835.36	ST4 ELECTRICITY; ST2 ELECTRICITY; ST2 ELECTRICITY; ST2 ELECTRICITY
2024	445	03/26/2024	Claims	1	27377	ISAJAH M SMITH	2,910.90	PARAMEDIC SCHOOL OUT-OF-POCKET EXPENSE REIMBURSEMENT PER THE CBA
2024	446	03/26/2024	Claims	1	27378	SYSTEMS DESIGN WEST, LLC.	2,781.80	EMS BILLING FOR FEBRUARY



**TREASURER'S REPORT**  
**Outstanding Vouchers**

PACIFIC COUNTY FIRE DISTRICT 1

03/01/2024 To: 03/31/2024

As Of: 03/31/2024 Date: 04/03/2024  
 Time: 09:30:25 Page: 5

Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo
2024	447	03/26/2024	Claims	1	27379	VERIZON WIRELESS ACCT. 242204341-00001	477.42	WIRELESS FOR MDCs AND PHONES
2024	448	03/26/2024	Claims	1	27380	VERIZON WIRELESS ACCT. 342204208-00001	40.01	WIRELESS FOR MDC
2024	449	03/26/2024	Claims	1	27381	VOYAGER FLEET SYSTEMS, INC.	4,097.31	MARCH FUEL CHARGES
2024	450	03/26/2024	Claims	1	27382	WESTLAKE HARDWARE	61.67	STATION MAINTENANCE SUPPLIES - ST2
2024	451	03/26/2024	Claims	1	27383	WILCOX & FLEGEL OIL CO.	1,115.16	DRUM 15W40
							<u>42,654.62</u>	

Fund	Claims	Payroll	Total
001 General Fund 651.100	42,432.98	221.64	42,654.62
	<u>42,432.98</u>	<u>221.64</u>	<u>42,654.62</u>

**TREASURER'S REPORT**  
**Signature Page**

PACIFIC COUNTY FIRE DISTRICT 1

Time: 09:30:25 Date: 04/03/2024  
Page: 6

03/01/2024 To: 03/31/2024

I, the undersigned officer for the Pacific County Fire District #1 have reviewed the foregoing report and acknowledge that to the best of our knowledge this report is accurate and true:

Signed: \_\_\_\_\_  
District Secretary / Date

# 2024 CASH FLOW - YEAR TO DATE

PACIFIC COUNTY FIRE DISTRICT 1

Time: 09:30:58 Date: 04/03/2024  
Page: 1

January To March

001 General Fund 651.100	January	February	March	April	May	June	July	August	September	October	November	December	Total	Budgeted Amt	%
311 10 22 000 FIRE - Real and Persc	86,942.44	176,296.19	150,517.90	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	413,756.53	2,500,000.00	17%
311 10 26 000 EMS - Real and Persc	30,765.24	62,385.53	53,263.84	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	146,414.61	860,000.00	17%
312 10 00 000 Forest Excise Tax	0.00	198.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	198.50	0.00	0%
317 20 00 000 Leasehold Excise Tax	0.00	349.13	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	349.13	0.00	0%
322 90 00 000 Bum Permits	25.00	225.00	75.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	325.00	900.00	36%
<b>310 TAXES</b>	<b>117,732.68</b>	<b>239,454.35</b>	<b>203,856.74</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>561,043.77</b>	<b>3,360,900.00</b>	<b>17%</b>
331 04 90 001 Direct Federal Grants	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	52,800.00	0%
332 93 40 000 Ground Emergency F	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	100,000.00	0%
334 04 90 000 State Grant - DOH PI	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	554.00	0%
<b>330 State Grant</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>153,354.00</b>	<b>0%</b>
342 20 00 000 Fire Protection Serv	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	25,000.00	0%
342 60 01 000 Ambulance and Erne	77,625.94	61,292.26	50,858.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	189,776.20	700,000.00	27%
<b>340</b>	<b>77,625.94</b>	<b>61,292.26</b>	<b>50,858.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>189,776.20</b>	<b>725,000.00</b>	<b>26%</b>
361 11 00 000 Investment Interest	0.00	15,375.73	13,001.13	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	28,376.86	100,000.00	28%
367 11 00 000 Gifts, Pledges, Grant	0.00	0.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00	0.00	0%
369 91 00 000 Other Misc Revenue:	0.00	297.28	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	297.28	0.00	0%
369 91 01 000 Misc Revenues - LNI	4,463.22	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,463.22	0.00	0%
369 91 01 001 Misc Revenues - BVF	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	1,000.00	0%
<b>360</b>	<b>4,463.22</b>	<b>15,673.01</b>	<b>13,101.13</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>33,237.36</b>	<b>101,000.00</b>	<b>33%</b>
<b>FUND REVENUES:</b>	<b>199,821.84</b>	<b>316,419.62</b>	<b>267,815.87</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>784,057.33</b>	<b>4,340,254.00</b>	<b>18%</b>
522 10 10 001 Commissioners	768.00	966.00	1,127.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,861.00	12,500.00	23%
522 10 10 002 District Chief	11,571.63	11,571.63	11,571.63	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	34,714.89	138,859.56	25%
522 10 10 003 District Secretary	6,666.67	6,666.67	6,666.67	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	20,000.01	74,416.52	27%
522 10 10 004 Admin Assistant	1,277.98	1,383.80	1,368.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,030.28	17,680.00	23%
522 10 10 005 Pub. Ed. Coordinator	4,536.41	4,536.41	4,853.96	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	13,926.78	55,525.64	25%
522 10 10 006 Chief Of Operations	10,202.87	10,202.87	10,202.87	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	30,608.61	125,966.22	24%
522 10 10 007 Chief Of Administrat	10,778.25	10,778.25	10,778.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	32,334.75	133,069.93	24%
522 10 10 009 DC Volunteer Coordi	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	60,000.00	0%
522 10 20 001 Labor & Industry	3,636.14	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,636.14	17,775.47	20%
522 10 20 002 LEOFF Retirement	1,731.80	1,731.80	1,731.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,195.40	24,268.47	21%
522 10 20 003 Medical/Dental	6,229.60	6,229.60	5,949.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	18,408.95	81,930.95	22%
522 10 20 004 Medicare	652.99	654.53	658.90	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,966.42	4,709.97	42%
522 10 20 005 PERS Retirement	1,189.44	1,199.53	1,228.33	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,617.30	29,542.47	12%
522 10 31 001 Office and Operating	926.92	817.04	931.93	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,675.89	12,509.61	21%
522 10 31 002 Office Cleaning Supp	200.61	144.28	1,125.21	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,470.10	3,924.89	37%
522 10 35 001 Computer Hardware	530.12	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	530.12	2,000.00	27%
522 10 35 002 Computer Software	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	1,000.00	0%
522 10 40 001 Elections	3,982.91	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,982.91	7,000.00	57%
522 10 40 002 Ground Water Prope	0.00	321.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	321.20	350.00	92%

# 2024 CASH FLOW - YEAR TO DATE

PACIFIC COUNTY FIRE DISTRICT 1

Time: 09:30:58 Date: 04/03/2024  
Page: 2

## January To March

	January	February	March	April	May	June	July	August	September	October	November	December	Total	Budgeted Amt	%
001 General Fund 651.100															
522 10 41 001 Legal Services / Publi	0.00	0.00	448.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	448.00	10,000.00	4%
522 10 41 002 Misc Professional Se	1,553.37	575.43	549.07	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,677.87	11,350.00	24%
522 10 42 001 Postage	140.56	42.06	21.11	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	203.73	748.91	27%
522 10 43 001 Travel Lodging	0.00	0.00	148.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	148.00	3,712.35	0%
522 10 43 002 Travel Meals	0.00	0.00	66.81	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	151.97	2,656.59	6%
522 10 43 003 Travel Mileage	85.16	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	85.16	1,549.27	10%
522 10 43 004 Travel Registration /	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	5,033.33	0%
522 10 46 001 Casualty & Liability I	1,000.00	700.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,700.00	130,000.00	1%
522 10 47 001 Electricity	1,600.03	1,729.02	1,718.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,047.80	19,896.55	25%
522 10 47 002 Garbage	563.12	374.52	668.69	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,606.33	4,247.98	38%
522 10 47 003 Natural Gas	938.67	913.80	923.88	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,776.35	10,664.03	26%
522 10 47 004 Sewer	155.00	474.20	155.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	784.20	2,923.10	27%
522 10 47 005 Telephone	1,632.77	1,632.77	1,632.77	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,898.31	20,677.89	24%
522 10 47 006 Water	517.09	328.01	425.07	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,270.17	4,116.64	31%
522 10 47 007 Wireless Communica	517.43	517.43	517.43	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,552.29	7,000.00	22%
522 10 47 008 Cable TV	0.00	194.56	194.56	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	389.12	2,400.00	16%
522 10 48 001 Computer Services	372.95	450.78	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	823.73	6,856.99	12%
522 10 49 001 Health & Wellness	260.00	773.18	149.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,182.18	8,000.00	15%
522 10 49 002 Memberships and Sl	1,483.00	204.20	2,298.89	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,986.09	18,000.00	22%
522 20 10 002 FF/EMT Salaries & W	61,968.71	69,481.56	67,999.95	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	199,450.22	996,530.20	20%
522 20 10 003 Maintenance Technic	11,485.65	11,485.65	11,485.65	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	34,456.95	140,597.09	25%
522 20 20 001 Labor & Industry	1,534.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,534.00	25,000.00	6%
522 20 20 002 LEOFF Retirement	12,687.36	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	12,687.36	66,523.15	19%
522 20 20 003 Medical/Dental	3,292.22	19,696.42	3,617.60	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	26,606.24	47,518.41	56%
522 20 20 004 Medicare	14,106.74	14,106.74	14,108.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	42,322.28	178,300.77	24%
522 20 20 005 PERS Retirement	1,086.11	1,174.02	1,152.55	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,412.68	16,488.35	21%
522 20 20 006 Social Security	1,094.58	1,094.58	1,094.58	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,283.74	24,796.67	13%
522 20 20 007 Unemployment Com	95.11	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	95.11	1,124.35	8%
522 20 20 009 Payroll Clearing	0.00	3,834.88	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,834.88	0.00	0%
522 20 31 001 Misc Supplies	4,610.17	-1,985.36	-1,976.57	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	648.24	0.00	0%
522 20 31 002 Uniforms / Gear Issu	53.62	581.00	1,044.11	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,678.73	3,775.53	44%
522 20 35 001 Vehicle Parts	529.26	250.00	849.04	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,628.30	20,614.11	8%
522 20 35 002 Misc. Small Tools/Equ	2,576.23	0.00	3,036.31	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,612.54	25,901.72	22%
522 20 35 003 Radio Equipment	1,145.54	1,258.13	1,357.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,761.17	15,000.00	25%
522 20 40 001 Dispatch / Local Sup	786.33	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	786.33	3,000.00	26%
522 20 46 001 Pension & Relief	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	2,500.00	0%
522 20 48 001 Radio Repair/Mainte	0.00	1,388.49	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,388.49	2,176.00	64%
522 20 48 002 Small Equip. Repair/I	47.61	203.19	144.16	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	394.96	1,505.29	0%
522 20 48 003 Vehicle Repair/Maint	14.58	1,238.78	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,253.36	5,000.00	25%
522 20 49 001 Misc Services	1,825.54	117.94	1,473.17	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,416.65	22,426.71	15%
522 30 31 001 Fire Investigation Su	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	500.00	0%
522 30 31 002 Public Education Suf	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	2,500.00	0%
522 40 31 001 Misc Supplies	0.00	59.54	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	59.54	5,000.00	1%
522 40 43 001 Training Lodging	0.00	2,448.78	1,204.10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,652.88	5,000.00	73%

# 2024 CASH FLOW - YEAR TO DATE

PACIFIC COUNTY FIRE DISTRICT 1

Time: 09:30:58 Date: 04/03/2024

January To March

Page: 3

001 General Fund 651.100	January	February	March	April	May	June	July	August	September	October	November	December	Total	Budgeted Amt	%
522 40 43 002 Training Meals	369.03	1,839.39	1,816.98	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,025.40	5,000.00	81%
522 40 43 003 Travel Mileage	0.00	0.00	75.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	75.00	1,000.00	8%
522 40 43 004 Travel Registration /	225.00	2,616.00	1,316.99	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,157.99	31,500.00	13%
522 40 49 001 Resident Tuition	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	15,000.00	0%
522 40 49 002 Union Tuition	988.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	988.80	5,000.00	20%
522 50 31 001 Building Maintenan	1,115.63	841.00	98.61	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,055.24	4,000.00	51%
522 50 49 001 Building Maintenan	1,518.27	721.06	951.18	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,190.51	7,000.00	46%
526 10 10 002 FF/Paramedic Salarie	73,373.42	81,212.30	82,719.79	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	237,305.51	994,971.62	24%
526 10 10 003 Volunteer Reimburse	600.00	120.00	240.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	960.00	8,017.33	12%
526 10 10 099 Timeless Payments (I	4,463.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,463.20	0.00	0%
526 10 20 001 Labor & Industry	11,690.24	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	11,690.24	53,390.28	22%
526 10 20 002 LEOPFF Retirement	3,903.40	14,320.50	4,400.17	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	22,624.07	52,733.50	43%
526 10 20 003 Medical/Dental	11,140.93	11,140.93	9,231.15	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	31,513.01	168,271.29	19%
526 10 20 004 Medicare	1,072.62	1,179.33	1,202.91	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,454.86	14,427.09	24%
526 10 20 006 Social Security	37.20	7.44	14.88	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	59.52	461.10	13%
526 10 41 001 Biohazard Disposal	53.37	32.32	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	85.69	650.00	13%
526 10 41 002 Controlled Substanc	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	400.00	0%
526 40 30 001 Supplies	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	2,000.00	0%
526 40 43 001 Travel Lodging	0.00	0.00	1,873.17	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,873.17	2,000.00	94%
526 40 43 002 Travel Meals	0.00	0.00	569.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	569.75	5,000.00	11%
526 40 43 003 Travel Mileage	0.00	0.00	467.98	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	467.98	500.00	94%
526 40 43 004 Travel Registration F	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	5,000.00	0%
526 70 41 001 Ambulance Billing Se	2,805.67	0.00	6,085.26	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8,890.93	37,000.00	24%
526 70 49 001 Ambulance Payment	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	2,000.00	0%
526 80 31 001 Medical & Operating	2,383.95	5,624.89	4,628.56	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	12,637.40	62,000.00	20%
526 80 32 001 Fuel	1,835.59	0.00	8,701.82	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10,537.41	50,000.00	21%
526 80 35 001 Vehicle Parts	476.48	103.89	2,389.19	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,969.56	10,000.00	30%
526 80 35 002 Misc Small Tools/Equ	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	1,200.00	0%
526 80 48 001 Medical Equip. Repai	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	2,500.00	0%
526 80 48 003 Vehicle Repairs & Mi	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	5,000.00	0%
526 80 51 001 Dispatch / Local Sup	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	25,260.74	0%
520 FIRE	312,693.65	312,306.96	301,486.17	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	926,486.78	4,261,254.00	22%
526 70 49 002 GEMT Refunds	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	60,000.00	0%
522 FIRE	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	60,000.00	0%
594 22 60 001 Buildings	2,890.50	0.00	9,033.89	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	11,924.39	130,000.00	9%
594 22 60 002 Communication Equ	1,200.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,200.00	16,000.00	8%
594 22 60 003 Office Equipment	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	10,000.00	0%
594 22 60 004 Equipment & Turnol	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	18,000.00	0%
594 22 60 005 Fire Hose	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	6,000.00	0%
594 22 60 008 Engines	0.00	23,127.37	1,873.32	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	25,000.69	0.00	0%
594 26 60 001 Ambulance/Rechassi	246,327.47	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	246,327.47	225,000.00	109%
594 26 60 002 Misc Medical Equipm	25,745.30	4,280.57	3,560.95	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	33,586.82	48,000.00	70%







## 2024 BUDGET POSITION

PACIFIC COUNTY FIRE DISTRICT 1

Time: 09:30:44 Date: 04/03/2024

Page: 1

001 General Fund 651.100

Months: 01 To: 03

Revenues	Amt Budgeted	Revenues	Remaining	
<b>310 TAXES</b>				
311 10 00 000 Sale Of Tax Title Property	0.00	0.00	0.00	0.0%
311 10 22 000 FIRE - Real and Personal Property Taxes	2,500,000.00	413,756.53	2,086,243.47	16.6%
311 10 26 000 EMS - Real and Personal Property Taxes	860,000.00	146,414.61	713,585.39	17.0%
312 10 00 000 Forest Excise Tax	0.00	198.50	(198.50)	0.0%
317 20 00 000 Leasehold Excise Tax	0.00	349.13	(349.13)	0.0%
318 00 00 000 Other Tax	0.00	0.00	0.00	0.0%
322 90 00 000 Burn Permits	900.00	325.00	575.00	36.1%
<b>310 TAXES</b>	<b>3,360,900.00</b>	<b>561,043.77</b>	<b>2,799,856.23</b>	<b>16.7%</b>
<b>330 State Grant</b>				
331 04 90 001 Direct Federal Grants (FEMA) SAFER	52,800.00	0.00	52,800.00	0.0%
331 04 90 002 Direct Federal Grants (FEMA) AFG	0.00	0.00	0.00	0.0%
332 92 10 000 Covid-19 Non-Grant Assistance	0.00	0.00	0.00	0.0%
332 93 40 000 Ground Emergency Medical Transportation	100,000.00	0.00	100,000.00	0.0%
333 04 90 000 Grant - HSGP Citizen Corps Program	0.00	0.00	0.00	0.0%
333 10 61 000 Indirect Federal Grant - DNR Phase II	0.00	0.00	0.00	0.0%
333 97 03 000 WA State Military Dept Emergency Mgmt Div	0.00	0.00	0.00	0.0%
334 00 00 001 State Grant - L&I FIIRE Program	0.00	0.00	0.00	0.0%
334 01 30 000 State Grant - WSP FF Recruit Academy	0.00	0.00	0.00	0.0%
334 04 90 000 State Grant - DOH Prehospital	554.00	0.00	554.00	0.0%
334 04 90 001 State Grant - DOH Stroke	0.00	0.00	0.00	0.0%
334 04 90 003 State Direct/Indirect Grant From Department Of Health	0.00	0.00	0.00	0.0%
334 06 90 001 State Grant - Secretary Of State Archives	0.00	0.00	0.00	0.0%
338 22 00 000 Fire Control Services (State Mobs, Etc.)	0.00	0.00	0.00	0.0%
<b>330 State Grant</b>	<b>153,354.00</b>	<b>0.00</b>	<b>153,354.00</b>	<b>0.0%</b>
342 20 00 000 Fire Protection Services (Fire Protection Contracts)	25,000.00	0.00	25,000.00	0.0%
342 60 01 000 Ambulance and Emergency Aid Services (Transports)	700,000.00	189,776.20	510,223.80	27.1%
342 60 02 000 Ambulance & Emergency Aid Services (Naselle Dist #4 payments)	0.00	0.00	0.00	0.0%
<b>340</b>	<b>725,000.00</b>	<b>189,776.20</b>	<b>535,223.80</b>	<b>26.2%</b>
359 90 00 000 Miscellaneous Fines and Penalties (Illegal burning)	0.00	0.00	0.00	0.0%
<b>350</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
361 11 00 000 Investment Interest	100,000.00	28,376.86	71,623.14	28.4%
367 11 00 000 Gifts, Pledges, Grants and Bequests from Private Sources	0.00	100.00	(100.00)	0.0%
369 91 00 000 Other Misc Revenues (Include reimb for expenditures)	0.00	297.28	(297.28)	0.0%
369 91 01 000 Misc Revenues - LNI Reimbursements for Timeloss/LEP	0.00	4,463.22	(4,463.22)	0.0%
369 91 01 001 Misc Revenues - BVFF Reimburse	1,000.00	0.00	1,000.00	0.0%

## 2024 BUDGET POSITION

PACIFIC COUNTY FIRE DISTRICT 1

Time: 09:30:44 Date: 04/03/2024

Page: 2

001 General Fund 651.100 Months: 01 To: 03

Revenues	Amt Budgeted	Revenues	Remaining	
<b>360</b>				
369 91 01 002 Misc Revenues - Training	0.00	0.00	0.00	0.0%
<b>360</b>	<b>101,000.00</b>	<b>33,237.36</b>	<b>67,762.64</b>	<b>32.9%</b>
388 80 00 000 Prior Year Cash Adjustment	0.00	0.00	0.00	0.0%
389 10 00 000 Refunds / Misc Non Revenues	0.00	0.00	0.00	0.0%
<b>380</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
391 10 00 000 General Obligation Bond Proceeds	0.00	0.00	0.00	0.0%
395 10 00 000 Proceeds From Sale of Capital Assets (Equipment, etc.)	0.00	0.00	0.00	0.0%
395 20 00 000 Insurance Revenue for Loss/Impairment of Capital Assets	0.00	0.00	0.00	0.0%
<b>390</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Fund Revenues:</b>	<b>4,340,254.00</b>	<b>784,057.33</b>	<b>3,556,196.67</b>	<b>18.1%</b>
Expenditures	Amt Budgeted	Expenditures	Remaining	

**520 FIRE**

522 10 10 001 Commissioners	12,500.00	2,861.00	9,639.00	22.9%
522 10 10 002 District Chief	138,859.56	34,714.89	104,144.67	25.0%
522 10 10 003 District Secretary	74,416.52	20,000.01	54,416.51	26.9%
522 10 10 004 Admin Assistant	17,680.00	4,030.28	13,649.72	22.8%
522 10 10 005 Pub. Ed. Coordinator	55,525.64	13,926.78	41,598.86	25.1%
522 10 10 006 Chief Of Operations	125,966.22	30,608.61	95,357.61	24.3%
522 10 10 007 Chief Of Administration	133,069.93	32,334.75	100,735.18	24.3%
522 10 10 008 Chief Of EMS & Safety	0.00	0.00	0.00	0.0%
522 10 10 009 DC Volunteer Coordinator	60,000.00	0.00	60,000.00	0.0%
522 10 20 001 Labor & Industry	17,775.47	3,636.14	14,139.33	20.5%
522 10 20 002 LEOFF Retirement	24,268.47	5,195.40	19,073.07	21.4%
522 10 20 003 Medical/Dental	81,930.95	18,408.95	63,522.00	22.5%
522 10 20 004 Medicare	4,709.97	1,966.42	2,743.55	41.8%
522 10 20 005 PERS Retirement	29,542.47	3,617.30	25,925.17	12.2%
522 10 20 006 Social Security	0.00	0.00	0.00	0.0%
522 10 20 007 Unemployment Compensation	0.00	0.00	0.00	0.0%
522 10 31 001 Office and Operating Supplies	12,509.61	2,675.89	9,833.72	21.4%
522 10 31 002 Office Cleaning Supplies	3,924.89	1,470.10	2,454.79	37.5%
522 10 35 001 Computer Hardware	2,000.00	530.12	1,469.88	26.5%
522 10 35 002 Computer Software	1,000.00	0.00	1,000.00	0.0%
522 10 40 001 Elections	7,000.00	3,982.91	3,017.09	56.9%
522 10 40 002 Ground Water Property Tax	350.00	321.20	28.80	91.8%
522 10 40 003 State Audit	0.00	0.00	0.00	0.0%
522 10 40 004 Fire Suppression And Emergency Medical Services - Other Services And Charges	0.00	0.00	0.00	0.0%
522 10 41 001 Legal Services / Publications	10,000.00	448.00	9,552.00	4.5%
522 10 41 002 Misc Professional Services	11,350.00	2,677.87	8,672.13	23.6%
522 10 42 001 Postage	748.91	203.73	545.18	27.2%
522 10 43 001 Travel Lodging	3,712.35	0.00	3,712.35	0.0%
522 10 43 002 Travel Meals	2,656.59	148.00	2,508.59	5.6%

## 2024 BUDGET POSITION

PACIFIC COUNTY FIRE DISTRICT 1

Time: 09:30:44 Date: 04/03/2024

Page: 3

001 General Fund 651.100

Months: 01 To: 03

Expenditures	Amt Budgeted	Expenditures	Remaining	
<b>520 FIRE</b>				
522 10 43 003	Travel Mileage	1,549.27	151.97	1,397.30 9.8%
522 10 43 004	Travel Registration / Fee	5,033.33	0.00	5,033.33 0.0%
522 10 46 001	Casualty & Liability Insurance	130,000.00	1,700.00	128,300.00 1.3%
522 10 47 001	Electricity	19,896.55	5,047.80	14,848.75 25.4%
522 10 47 002	Garbage	4,247.98	1,606.33	2,641.65 37.8%
522 10 47 003	Natural Gas	10,664.03	2,776.35	7,887.68 26.0%
522 10 47 004	Sewer	2,923.10	784.20	2,138.90 26.8%
522 10 47 005	Telephone	20,677.89	4,898.31	15,779.58 23.7%
522 10 47 006	Water	4,116.64	1,270.17	2,846.47 30.9%
522 10 47 007	Wireless Communications	7,000.00	1,552.29	5,447.71 22.2%
522 10 47 008	Cable TV	2,400.00	389.12	2,010.88 16.2%
522 10 48 001	Computer Services	6,856.99	823.73	6,033.26 12.0%
522 10 49 001	Health & Wellness	8,000.00	1,182.18	6,817.82 14.8%
522 10 49 002	Memberships and Subscriptions	18,000.00	3,986.09	14,013.91 22.1%
<b>210</b>		<b>1,072,863.33</b>	<b>209,926.89</b>	<b>862,936.44 19.6%</b>
522 20 10 001	Training Officer	0.00	0.00	0.00 0.0%
522 20 10 002	FF/EMT Salaries & Wages	996,530.20	199,450.22	797,079.98 20.0%
522 20 10 003	Maintenance Technician	140,597.09	34,456.95	106,140.14 24.5%
522 20 10 004	Resident Interns	0.00	0.00	0.00 0.0%
522 20 10 005	Volunteer Incentive Program	25,000.00	1,534.00	23,466.00 6.1%
522 20 10 006	Volunteer Fire Mobilization Pay	0.00	0.00	0.00 0.0%
522 20 10 099	Timeloss Payments (Disability)	0.00	0.00	0.00 0.0%
522 20 20 001	Labor & Industry	66,523.15	12,687.36	53,835.79 19.1%
522 20 20 002	LEOFF Retirement	47,518.41	26,606.24	20,912.17 56.0%
522 20 20 003	Medical/Dental	178,300.77	42,322.28	135,978.49 23.7%
522 20 20 004	Medicare	16,488.35	3,412.68	13,075.67 20.7%
522 20 20 005	PERS Retirement	24,796.67	3,283.74	21,512.93 13.2%
522 20 20 006	Social Security	1,124.35	95.11	1,029.24 8.5%
522 20 20 007	Unemployment Compensation	0.00	3,834.88	(3,834.88) 0.0%
522 20 20 008	BVFF Volunteer Disability - Reimbursable	0.00	0.00	0.00 0.0%
522 20 20 099	Payroll Clearing	0.00	648.24	(648.24) 0.0%
522 20 31 001	Misc Supplies	3,775.53	1,678.73	2,096.80 44.5%
522 20 31 002	Uniforms / Gear Issue	20,614.11	1,628.30	18,985.81 7.9%
522 20 32 001	Fuel	25,901.72	5,612.54	20,289.18 21.7%
522 20 35 001	Vehicle Parts	15,000.00	3,761.17	11,238.83 25.1%
522 20 35 002	Misc Small Tools/Equip	3,000.00	786.33	2,213.67 26.2%
522 20 35 003	Radio Equipment	2,500.00	0.00	2,500.00 0.0%
522 20 40 001	Dispatch / Local Support Svcs	3,412.68	0.00	3,412.68 0.0%
522 20 46 001	Pension & Relief	2,176.00	1,388.49	787.51 63.8%
522 20 48 001	Radio Repair/Maintenance	1,505.29	0.00	1,505.29 0.0%
522 20 48 002	Small Equip. Repair/Maintenance	1,916.69	394.96	1,521.73 20.6%
522 20 48 003	Vehicle Repair/Maintenance	5,000.00	1,253.36	3,746.64 25.1%
522 20 49 001	Misc Services	22,426.71	3,416.65	19,010.06 15.2%
<b>220</b>		<b>1,604,107.72</b>	<b>348,252.23</b>	<b>1,255,855.49 21.7%</b>
522 30 31 001	Fire Investigation Supplies	500.00	0.00	500.00 0.0%
522 30 31 002	Public Education Supplies	2,500.00	0.00	2,500.00 0.0%
522 30 49 001	Newsletter	0.00	0.00	0.00 0.0%

## 2024 BUDGET POSITION

PACIFIC COUNTY FIRE DISTRICT 1

Time: 09:30:44 Date: 04/03/2024

Page: 4

001 General Fund 651.100

Months: 01 To: 03

Expenditures	Amt Budgeted	Expenditures	Remaining	
<b>520 FIRE</b>				
230	3,000.00	0 00	3,000.00	0.0%
522 40 31 001 Misc Supplies	5,000.00	59.54	4,940.46	1.2%
522 40 43 001 Training Lodging	5,000.00	3,652.88	1,347.12	73.1%
522 40 43 002 Training Meals	5,000.00	4,025.40	974.60	80.5%
522 40 43 003 Travel Mileage	1,000.00	75.00	925.00	7.5%
522 40 43 004 Travel Registration / Fee	31,500.00	4,157.99	27,342.01	13.2%
522 40 49 001 Resident Tuition	15,000.00	0.00	15,000.00	0.0%
522 40 49 002 Union Tuition	5,000.00	988.80	4,011.20	19.8%
240	67,500.00	12,959.61	54,540.39	19.2%
522 50 31 001 Building Maintenance Supplies	4,000.00	2,055.24	1,944.76	51.4%
522 50 49 001 Building Maintenance Services	7,000.00	3,190.51	3,809.49	45.6%
250	11,000.00	5,245.75	5,754.25	47.7%
526 10 10 001 EMS Coordinator	0.00	0.00	0.00	0.0%
526 10 10 002 FF/Paramedic Salaries & Wages	994,971.62	237,305.51	757,666.11	23.9%
526 10 10 003 Volunteer Reimbursement	8,017.33	960.00	7,057.33	12.0%
526 10 10 099 Timeloss Payments (Disability)	0.00	4,463.20	(4,463.20)	0.0%
526 10 20 001 Labor & Industry	53,390.28	11,690.24	41,700.04	21.9%
526 10 20 002 LEOFF Retirement	52,733.50	22,624.07	30,109.43	42.9%
526 10 20 003 Medical/Dental	168,271.29	31,513.01	136,758.28	18.7%
526 10 20 004 Medicare	14,427.09	3,454.86	10,972.23	23.9%
526 10 20 005 PERS Retirement	0.00	0.00	0.00	0.0%
526 10 20 006 Social Security	461.10	59.52	401.58	12.9%
526 10 20 007 Unemployment Compensation	0.00	0.00	0.00	0.0%
526 10 31 001 Office & Operating Supplies	0.00	0.00	0.00	0.0%
526 10 41 001 Biohazard Disposal	650.00	85.69	564.31	13.2%
526 10 41 002 Controlled Substances Disposal	400.00	0.00	400.00	0.0%
610	1,293,322.21	312,156.10	981,166.11	24.1%
526 40 30 001 Supplies	2,000.00	0.00	2,000.00	0.0%
526 40 43 001 Travel Lodging	2,000.00	1,873.17	126.83	93.7%
526 40 43 002 Travel Meals	5,000.00	569.75	4,430.25	11.4%
526 40 43 003 Travel Mileage	500.00	467.98	32.02	93.6%
526 40 43 004 Travel Registration Fee	5,000.00	0.00	5,000.00	0.0%
526 40 43 005 OTEP	0.00	0.00	0.00	0.0%
640	14,500.00	2,910.90	11,589.10	20.1%
526 70 41 001 Ambulance Billing Services	37,000.00	8,890.93	28,109.07	24.0%
526 70 41 002 GEMT Services	0.00	0.00	0.00	0.0%
526 70 49 001 Ambulance Payment Refunds	2,000.00	0.00	2,000.00	0.0%
670	39,000.00	8,890.93	30,109.07	22.8%
526 80 31 001 Medical & Operating Supplies	62,000.00	12,637.40	49,362.60	20.4%
526 80 32 001 Fuel	50,000.00	10,537.41	39,462.59	21.1%
526 80 35 001 Vehicle Parts	10,000.00	2,969.56	7,030.44	29.7%
526 80 35 002 Misc Small Tools/Equip	1,200.00	0.00	1,200.00	0.0%
526 80 48 001 Medical Equip. Repairs & Maintenance	2,500.00	0.00	2,500.00	0.0%
526 80 48 002 Radio Repairs & Maintenance	0.00	0.00	0.00	0.0%

## 2024 BUDGET POSITION

PACIFIC COUNTY FIRE DISTRICT 1

Time: 09:30:44 Date: 04/03/2024

Page: 5

001 General Fund 651.100

Months: 01 To: 03

Expenditures	Amt Budgeted	Expenditures	Remaining	
<b>520 FIRE</b>				
526 80 48 003 Vehicle Repairs & Maintenance	5,000.00	0.00	5,000.00	0.0%
526 80 51 001 Dispatch / Local Support Svcs	25,260.74	0.00	25,260.74	0.0%
680	155,960.74	26,144.37	129,816.37	16.8%
520 FIRE	4,261,254.00	926,486.78	3,334,767.22	21.7%
<b>522 FIRE</b>				
526 70 49 002 GEMT Refunds	60,000.00	0.00	60,000.00	0.0%
522 FIRE	60,000.00	0.00	60,000.00	0.0%
<b>580 Non-Expenditures</b>				
586 00 00 001 Timeloss Passthrough To Employee	0.00	0.00	0.00	0.0%
586 00 20 003 Timeloss Passthrough - Personnel Benefits	0.00	0.00	0.00	0.0%
580 Non-Expenditures	0.00	0.00	0.00	0.0%
591 22 71 001 Principal	0.00	0.00	0.00	0.0%
592 22 83 001 Interest	0.00	0.00	0.00	0.0%
594 22 60 001 Buildings	130,000.00	11,924.39	118,075.61	9.2%
594 22 60 002 Communication Equipment	16,000.00	1,200.00	14,800.00	7.5%
594 22 60 003 Office Equipment	10,000.00	0.00	10,000.00	0.0%
594 22 60 004 Equipment & Turnout Gear	18,000.00	0.00	18,000.00	0.0%
594 22 60 005 Fire Hose	6,000.00	0.00	6,000.00	0.0%
594 22 60 006 Misc Equipment	0.00	0.00	0.00	0.0%
594 22 60 007 SCBA Firefighting Equipment	0.00	0.00	0.00	0.0%
594 22 60 008 Engines	0.00	25,000.69	(25,000.69)	0.0%
594 26 60 001 Ambulance/Rechassis	225,000.00	246,327.47	(21,327.47)	109.5%
594 26 60 002 Misc Medical Equipment	48,000.00	33,586.82	14,413.18	70.0%
590	453,000.00	318,039.37	134,960.63	70.2%
<b>Fund Expenditures:</b>	<b>4,774,254.00</b>	<b>1,244,526.15</b>	<b>3,529,727.85</b>	<b>26.1%</b>
<b>Fund Excess/(Deficit):</b>	<b>(434,000.00)</b>	<b>(460,468.82)</b>		

## 2024 BUDGET POSITION TOTALS

PACIFIC COUNTY FIRE DISTRICT 1

Months: 01 To: 03

Time: 09:30:44 Date: 04/03/2024

Page: 6

Fund	Revenue Budgeted	Received		Expense Budgeted	Spent	
001 General Fund 651.100	4,340,254.00	784,057.33	18.1%	4,774,254.00	1,244,526.15	26%
	4,340,254.00	784,057.33	18.1%	4,774,254.00	1,244,526.15	26.1%



PACIFIC COUNTY FIRE DISTRICT #1  
 HISTORICAL TAX COLLECTION TRENDS  
 2019 - PRESENT

	2019		2020		2021		2022		2023		2024	
	\$ COLLECTED	% COLLECTED	\$ COLLECTED	% COLLECTED	\$ COLLECTED	% COLLECTED	\$ COLLECTED	% COLLECTED	\$ COLLECTED	% COLLECTED	\$ COLLECTED	% COLLECTED
TOTAL TAX BUDGETED	\$ 2,296,130.00		\$ 2,757,013.00		\$ 3,085,560.00		\$ 3,110,000.00		\$ 3,180,000.00		\$ 3,360,000.00	
FIRE TAX BUDGETED	\$ 1,722,088.00		\$ 2,170,000.00		\$ 2,245,560.00		\$ 2,300,000.00		\$ 2,350,000.00		\$ 2,500,000.00	
EMS TAX BUDGETED	\$ 574,042.00		\$ 587,013.00		\$ 790,000.00		\$ 810,000.00		\$ 830,000.00		\$ 860,000.00	
JANUARY	\$ 15,055.66	0.66%	\$ 14,806.68	0.54%	\$ 57,833.99	1.81%	\$ 11,561.42	0.37%	\$ 15,797.01	0.50%	\$ 117,707.68	3.50%
FEBRUARY	\$ 197,746.44	8.61%	\$ 216,849.29	7.94%	\$ 268,566.94	8.85%	\$ 274,875.25	8.84%	\$ 283,945.40	8.93%	\$ 238,681.72	7.10%
MARCH	\$ 166,653.82	7.26%	\$ 209,647.93	7.80%	\$ 255,398.22	8.41%	\$ 262,111.69	8.43%	\$ 224,943.69	7.07%	\$ 203,781.74	6.06%
APRIL	\$ 848,309.28	36.95%	\$ 879,678.69	31.81%	\$ 1,098,617.96	38.19%	\$ 1,044,534.08	33.59%	\$ 1,051,356.82	33.06%	\$ -	0.00%
MAY	\$ 206,894.94	9.01%	\$ 231,232.67	8.39%	\$ 188,851.31	6.22%	\$ 320,049.85	10.29%	\$ 362,692.32	11.41%	\$ -	0.00%
JUNE	\$ 17,802.27	0.78%	\$ 121,915.61	4.42%	\$ 49,826.87	1.64%	\$ 36,140.22	1.16%	\$ 30,677.03	0.96%	\$ -	0.00%
JULY	\$ 15,297.94	0.67%	\$ 46,281.87	1.68%	\$ 27,218.87	0.90%	\$ 21,390.15	0.69%	\$ 90,303.24	2.84%	\$ -	0.00%
AUGUST	\$ 19,593.62	0.85%	\$ 84,451.70	3.06%	\$ 70,417.73	2.32%	\$ 76,274.52	2.52%	\$ 43,865.76	1.38%	\$ -	0.00%
SEPTEMBER	\$ 52,981.76	2.31%	\$ 60,014.36	2.18%	\$ 61,932.13	2.04%	\$ 64,493.87	2.07%	\$ 59,677.89	1.89%	\$ -	0.00%
OCTOBER	\$ 609,623.36	26.55%	\$ 660,087.49	23.94%	\$ 702,388.68	23.14%	\$ 781,936.58	25.14%	\$ 825,952.67	25.97%	\$ -	0.00%
NOVEMBER	\$ 132,735.72	5.78%	\$ 211,520.52	7.87%	\$ 215,848.22	7.11%	\$ 153,767.33	4.94%	\$ 133,299.25	4.19%	\$ -	0.00%
DECEMBER	\$ 20,475.78	0.89%	\$ 32,635.83	1.18%	\$ 22,974.27	0.79%	\$ 11,390.18	0.37%	\$ 17,478.42	0.55%	\$ -	0.00%
COLLECTION AS OF MARCH:	\$ 379,455.92	16.53%	\$ 443,309.90	16.08%	\$ 581,799.15	19.17%	\$ 548,548.36	17.64%	\$ 574,686.10	16.50%	\$ 560,171.14	16.67%
		100.31%		100.51%		99.48%		98.41%		98.74%		



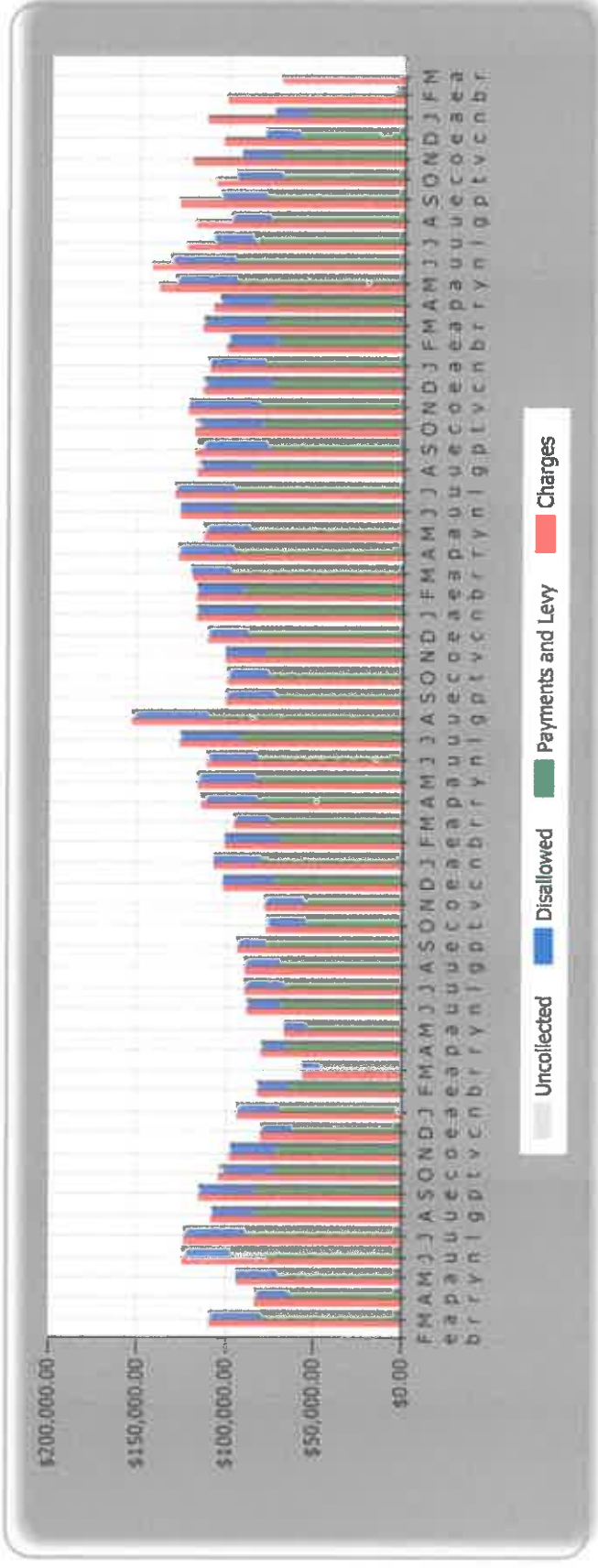
ANNUAL COLLECTION STATISTICS

Date Of Service	03/01/2019
Date Of Service	03/31/2024
Invoices	0
Company	Pacific 1

Month	Tickets	Charges	Payments	%	Levy Fund	%	Disallowed	%	Uncollected	%	Pending	%
Mar 19	139	108,698.58	-70,738.25	65%	-8,290.32	8%	-29,024.64	27%	-645.37	1%	0.00	0%
Apr 19	108	83,020.36	-53,673.83	65%	-8,964.20	11%	-20,022.30	24%	-360.03	0%	0.00	0%
May 19	120	93,304.03	-58,985.45	63%	-10,078.57	11%	-24,240.01	26%	0.00	0%	0.00	0%
Jun 19	152	123,962.78	-86,046.17	69%	-10,079.92	8%	-25,935.26	21%	-1,921.43	2%	0.00	0%
Jul 19	126	123,749.13	-81,716.90	66%	-6,659.82	5%	-35,027.54	28%	-344.87	0%	0.00	0%
Aug 19	120	107,770.57	-73,802.60	68%	-9,352.40	9%	-23,970.44	22%	-845.13	1%	0.00	0%
Sep 19	117	115,322.13	-75,478.04	65%	-8,029.94	7%	-31,195.02	27%	-619.13	1%	0.00	0%
Oct 19	113	103,249.97	-66,019.51	64%	-7,107.73	7%	-27,525.60	27%	-2,597.13	3%	0.00	0%
Nov 19	108	97,584.12	-61,154.39	63%	-8,937.62	9%	-26,804.23	27%	-687.88	1%	0.00	0%
Dec 19	94	79,759.24	-53,902.25	68%	-7,464.02	9%	-17,776.09	22%	-616.88	1%	0.00	0%
Jan 20	98	93,462.19	-59,656.30	64%	-8,848.14	9%	-24,269.87	26%	-687.88	1%	0.00	0%
Feb 20	91	82,350.92	-58,242.34	71%	-5,200.34	6%	-18,245.11	22%	-663.13	1%	0.00	0%
Mar 20	71	56,056.90	-39,587.56	71%	-6,396.69	11%	-10,072.65	18%	0.00	0%	0.00	0%
Apr 20	95	79,943.86	-58,405.72	73%	-6,460.06	8%	-14,941.75	19%	-136.33	0%	0.00	0%
May 20	96	88,000.10	-47,914.94	73%	-6,811.44	7%	-13,355.75	20%	0.00	0%	0.00	0%
Jun 20	103	89,029.03	-60,301.50	68%	-5,654.38	6%	-19,253.09	22%	-75.00	0%	0.00	0%
Jul 20	99	89,357.24	-64,846.60	73%	-3,288.44	4%	-22,321.27	25%	-751.88	1%	0.00	0%
Aug 20	103	93,813.15	-70,846.60	76%	-5,456.66	6%	-20,749.59	23%	-492.61	1%	0.00	0%
Sep 20	79	76,395.05	-51,686.49	68%	-2,301.84	3%	-16,665.01	18%	-844.88	1%	0.00	0%
Oct 20	82	78,224.94	-52,281.23	67%	-2,698.53	3%	-21,530.67	28%	-876.05	1%	0.00	0%
Nov 20	104	101,289.58	-66,573.53	66%	-4,638.40	5%	-30,077.65	30%	-1,025.20	1%	0.00	0%
Dec 20	112	107,020.21	-72,125.07	67%	-7,429.36	7%	-27,465.78	26%	0.00	0%	0.00	0%
Jan 21	98	101,027.70	-61,864.67	61%	-7,415.70	7%	-31,747.33	31%	0.00	0%	0.00	0%
Feb 21	110	95,825.37	-65,759.16	69%	-8,430.44	9%	-20,963.77	22%	-672.00	1%	0.00	0%
Mar 21	120	113,706.08	-75,636.20	67%	-6,373.76	6%	-29,429.37	26%	-2,266.75	2%	0.00	0%
Apr 21	116	115,826.10	-74,575.39	64%	-8,510.14	7%	-32,105.57	28%	-635.00	1%	0.00	0%
May 21	114	111,087.13	-75,823.76	68%	-5,979.77	5%	-27,979.94	25%	-1,303.66	1%	0.00	0%
Jun 21	134	126,576.02	-87,386.87	69%	-5,035.27	4%	-32,827.23	26%	-1,326.65	1%	0.00	0%
Jul 21	161	153,127.90	-102,706.63	67%	-7,449.95	5%	-41,603.66	27%	-1,367.66	1%	0.00	0%
Aug 21	108	100,184.88	-66,229.73	66%	-4,930.19	5%	-27,959.23	28%	-1,065.73	1%	0.00	0%
Sep 21	112	99,145.52	-66,321.04	67%	-9,042.63	9%	-23,033.42	23%	-748.43	1%	0.00	0%
Oct 21	111	100,980.14	-67,021.16	66%	-10,135.93	10%	-23,823.05	24%	0.00	0%	0.00	0%
Nov 21	120	110,535.44	-78,314.69	71%	-8,419.54	8%	-33,221.33	21%	-579.88	1%	0.00	0%
Dec 21	111	116,949.64	-76,578.75	65%	-6,614.50	6%	-33,403.30	29%	-353.09	0%	0.00	0%
Jan 22	119	117,512.94	-82,579.87	70%	-7,519.53	6%	-27,123.54	23%	-290.00	0%	0.00	0%
Feb 22	133	119,152.24	-91,367.59	77%	-6,077.99	5%	-22,445.13	19%	0.00	0%	-738.47	-1%
Mar 22	123	127,453.72	-89,315.60	70%	-5,981.44	5%	-31,324.05	25%	-832.63	1%	0.00	0%
Apr 22	123	112,742.19	-81,189.51	72%	-4,643.84	4%	-25,642.34	23%	-1,266.50	1%	0.00	0%
May 22	125	126,941.50	-89,353.04	70%	-7,317.46	6%	-30,271.00	24%	0.00	0%	0.00	0%
Jun 22	138	129,638.66	-86,072.35	66%	-9,539.01	7%	-33,198.98	26%	-828.32	1%	0.00	0%
Jul 22	129	116,776.94	-74,590.68	64%	-10,617.35	9%	-29,367.13	25%	-1,296.88	1%	904.90	1%
Aug 22	120	118,546.00	-68,561.68	58%	-8,332.82	7%	-35,815.10	30%	-4,164.40	4%	1,672.00	1%

Oct 22	123	118,407.00	-69,443.37	59 %	-10,187.91	9 %	-35,702.09	30 %	-2,917.63	2 %	156.00	0 %
Nov 22	115	122,418.50	-73,504.70	60 %	-7,588.22	6 %	-40,601.58	33 %	0.00	0 %	724.00	1 %
Dec 22	118	114,241.50	-69,659.18	61 %	-4,918.14	4 %	-37,455.07	33 %	-2,073.00	2 %	136.11	0 %
Jan 23	106	109,586.50	-72,754.23	66 %	-4,939.57	5 %	-32,449.70	30 %	-590.50	1 %	-1,147.50	-1 %
Feb 23	93	100,523.50	-66,130.99	66 %	-5,370.81	5 %	-27,146.02	27 %	0.00	0 %	1,875.68	2 %
Mar 23	108	113,717.00	-72,859.76	64 %	-4,627.03	4 %	-35,323.67	31 %	-769.05	1 %	137.49	0 %
Apr 23	110	107,881.00	-67,471.89	63 %	-6,836.08	6 %	-29,410.40	27 %	-1,263.81	1 %	2,898.82	3 %
May 23	133	138,629.50	-87,214.47	63 %	-6,680.69	5 %	-35,137.18	25 %	-100.00	0 %	9,497.16	7 %
Jun 23	138	143,105.50	-89,365.86	62 %	-6,430.35	4 %	-35,676.45	25 %	-1,304.00	1 %	10,328.84	7 %
Jul 23	141	123,049.00	-78,410.21	64 %	-6,671.89	5 %	-22,723.84	18 %	0.00	0 %	15,243.06	12 %
Aug 23	135	118,371.50	-69,722.90	59 %	-5,627.95	5 %	-21,969.38	19 %	-842.50	1 %	20,208.77	17 %
Sep 23	142	127,261.00	-70,800.43	56 %	-7,325.31	6 %	-25,742.55	20 %	0.00	0 %	23,392.71	18 %
Oct 23	120	107,192.00	-61,195.00	57 %	-6,888.25	6 %	-26,889.61	25 %	0.00	0 %	12,219.14	11 %
Nov 23	125	120,545.50	-64,907.44	54 %	-4,992.31	4 %	-22,590.46	19 %	0.00	0 %	28,055.29	23 %
Dec 23	113	102,589.50	-56,601.66	55 %	-2,103.04	2 %	-20,012.79	20 %	0.00	0 %	23,872.01	23 %
Jan 24	128	112,287.00	-52,651.80	47 %	-906.01	1 %	-20,358.64	18 %	0.00	0 %	38,370.75	34 %
Feb 24	108	100,924.00	-4,221.35	4 %	0.00	0 %	-1,261.30	1 %	0.00	0 %	95,441.35	95 %
Mar 24	77	70,019.00	0.00	0 %	0.00	0 %	0.00	0 %	0.00	0 %	70,019.00	100 %
<b>6,967</b>		<b>6,501,927.05</b>	<b>-4,134,009.25</b>		<b>-395,377.31</b>		<b>-1,576,424.50</b>		<b>-42,848.88</b>		<b>353,267.11</b>	

**All amounts shown relate directly to each month's charges. They will not reconcile to monthly deposit reports**





**COMMISSIONER'S MEETING  
AGENDA ITEM INFORMATION**

<b>MEETING DATE:</b> April 16 <sup>th</sup> , 2024
<b>AGENDA ITEM (to be completed by the office):</b> New Business #1
<b>SUBJECT:</b> RESOLUTION 2024-04 – Resolution Providing for the Submission of Levy
<b>REQUESTOR:</b> District Secretary
<b>COST (including tax):</b>
<b>SUMMARY:</b>  <p>Attached is the resolution to approve a levy lid lift up to \$1.15 per \$1,000.00 assessed valuation. The resolution has been reviewed by Brian Snure. He has also provided the District with the required Draft Explanatory Statement.</p> <p>He has also provided the attached PDC Guidelines Memorandum which outlines the basic rules for the use of public resources related to educating the public regarding a ballot measure.</p> <p>The District is required to use reasonable efforts to appoint pro and con committees for the proposition. A publication will be sent to the Chinook Observer, added to our website, and posted at the station after adoption of this resolution.</p>
<b>RECOMMENDATION:</b>  <p>Approve Resolution 2024-04 – Resolution Providing for the Submission of Levy.</p>



**Pacific County Fire District No. 1**  
**RESOLUTION 2024-04**

**RESOLUTION PROVIDING FOR THE SUBMISSION OF LEVY**

**(PRIMARY ELECTION)**

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF PACIFIC COUNTY FIRE PROTECTION DISTRICT NO. 1, PROVIDING FOR THE SUBMISSION TO THE QUALIFIED ELECTORS OF THE DISTRICT AT A SPECIAL ELECTION TO BE HELD IN CONJUNCTION WITH THE PRIMARY ELECTION WITHIN THE DISTRICT ON AUGUST 6, 2024 OF A PROPOSITION AUTHORIZING A LEVY OF A PROPERTY TAX NOT TO EXCEED \$1.15 PER \$1,000.00 OF TRUE AND ASSESSED VALUATION SUBJECT TO OTHERWISE APPLICABLE STATUTORY LIMITATIONS.

**Background:** WHEREAS, it is the judgment of the Board of Commissioners of the District that it is essential and necessary for the protection of the health and life of the residents of the District that fire and emergency medical services be provided by the District. The accelerated demands for, and increasing costs of, providing these services will necessitate the expenditure of revenues for maintenance, operations and equipment in excess of those which can be provided by the District's regular tax revenue levied at the current rate per \$1,000.00 of assessed valuation of taxable property within the District as limited by the 101% limitation.

WHEREAS, The District currently levies a regular property tax at the rate of approximately \$0.85 per \$1,000 of assessed valuation.

WHEREAS, The Board of Commissioners has determined that it is in the best interest of the District that the maximum allowable levy authorized by the Resolution serve as the levy base for purposes of applying the limit factor established by RCW 84.55.010 in subsequent years.

**Resolution:** NOW, THEREFORE BE IT RESOLVED by the Board of Commissioners of Pacific County Fire Protection District No. 1, Pacific County, Washington as follows:

**Section 1.** In order to provide fire protection, prevention and emergency medical services in the District, it is necessary for the District to obtain operate and maintain emergency fire and medical aid vehicles and facilities staffed by properly trained personnel equipped with suitable firefighting and emergency medical equipment and to hire additional personnel.

**Section 2.** In order to provide the revenue adequate to pay the costs of providing adequate life protection services and facilities as described in Section 1 and to assure the continuation of such services, the District shall, in accordance with RCW 84.55.050, remove the limitation on regular property taxes imposed by RCW 84.55.010, and levy beginning in 2024 and collect beginning in 2025, pursuant to RCW 52.16.130, RCW 52.16.140 and RCW 52.16.160, a general tax on taxable property within the District at a rate of \$1.15 per \$1,000.00 of assessed valuation subject to otherwise applicable statutory limits.

**Section 3.** The amount levied in 2024 shall serve as the District’s tax levy base for purposes of applying the limit factor established by RCW 84.55.010 in subsequent years.

**Section 4.** There shall be submitted to the qualified electors of the District for their ratification or rejection, at a special election on August 6, 2024, the question of whether or not the regular property tax levy of the District should be increased to \$1.15 per \$1,000.00 of true and assessed valuation in 2024 for collection in 2025, subject to otherwise applicable statutory limitations. The Board of Commissioners hereby requests the auditor of Pacific County, as ex-officio Supervisor of Elections, to call such special election, and to submit the following proposition at such election, in the form of a ballot title substantially as follows:

Name of Jurisdiction: Pacific County Fire Protection District No. 1  
Proposition #: Proposition No. 1  
Short Title: Property Tax Levy for Fire Protection and Emergency Medical Services

Ballot Title: The Board of Pacific County Fire Protection District No. 1 adopted Resolution No. 2024-04 concerning a proposition to maintain and adequately fund District operations.

This proposition authorizes the District to restore its regular property tax levy to \$1.15 per \$1,000 of assessed value to be assessed in 2024 and collected in 2025. The funds will maintain and improve fire protection and emergency medical services, replace apparatus, equipment and facilities and provide for firefighter safety. The maximum allowable levy in 2024 shall serve as the base for subsequent levy limitations as provided by chapter 84.55 RCW.

Should this proposition be:

Approved

Rejected

**Section 5.** Pursuant to RCW 84.55.050(1), the measure requires a simple majority vote to be approved.

**Section 6.** The Board hereby assigns to the Chief or designee the task of appointing members to a committee to advocate voters’ approval of the proposition and to a committee to prepare arguments advocating voters’ rejection of the proposition.

**Section 7.** For the purposes of receiving notice of any matters related to the ballot title, as provided in RCW 29A.36.080, the Board hereby designates the Chief or designee as the individual to whom the County Auditor shall provide such notice.

**Section 8.** The Chief or designee is authorized to implement such administrative procedures as may be necessary to carry out the directives of this resolution, including modifying the text of the ballot title and any other text, language and/or descriptions relative thereto necessary to conform such ballot title, text, language and/or descriptions to the intent of the parties, consistent with the objectives of this resolution.

**Section 9.** The Chief, or designee, is hereby authorized and directed, no later than May 3, 2024, to provide to the County Auditor a certified copy of this resolution and the proper District officials are authorized to perform such other duties or take such other actions as are necessary or required by law to the end that the proposition described in this resolution appear on the ballot before the voters at the August 6, 2024 election.

**Section 10.** If any section, subsection, paragraph, sentence, clause or phrase of this resolution is declared unconstitutional or invalid for any reason, such decision shall not affect the validity of the remaining portions of this resolution.

**Section 11.** Any act consistent with the authority and prior to the effective date of this resolution is hereby ratified and affirmed.

**Section 12.** This resolution shall take effect and be in force immediately upon its passage.

**Adoption:** ADOPTED by the Board of Commissioners of Pacific County Fire Protection District No. 1, Pacific County, Washington, at a regular open public meeting of such Board on the 16<sup>th</sup> day of April, 2024 the following Commissioners being present and voting:

\_\_\_\_\_  
Fred H. Hill, Commissioner

\_\_\_\_\_  
Thomas L. Downer, Commissioner

\_\_\_\_\_  
Dennis A. Long, Commissioner

Attest: \_\_\_\_\_  
District Secretary

# SNURE LAW OFFICE, PSC

A Professional Services Corporation

Brian K. Snure  
brian@snurelaw.com

Clark B. Snure  
1930-2014

March 21, 2024

## MEMORANDUM

To: Pacific County Fire Protection District No. 1  
From: Brian Snure  
Re: Restrictions on Commissioner and Personnel in Campaigns

.....

**Issue:** What are the restrictions on a Board members and other public employees in relation to ballot measures or political campaigns?

**Background:** RCW 42.17A.555 prohibits the use of public resources to support or oppose a campaign for public office or a ballot measure. The full text of the statutory prohibition reads as follows:

*No elective official nor any employee of his or her office nor any person appointed to or employed by any public office or agency may use or authorize the use of any of the facilities of a public office or agency, directly or indirectly, for the purpose of assisting a campaign for election of any person to any office or for the promotion of or opposition to any ballot proposition. Facilities of a public office or agency include, but are not limited to, use of stationery, postage, machines, and equipment, use of employees of the office or agency during working hours, vehicles, office space, publications of the office or agency, and clientele lists of persons served by the office or agency.*

The Public Disclosure Commission has also issued specific guidance on this issue in its *Guidelines for Elected Local Government Agencies in Election Campaigns*, May 22, 2013 Revision (attached as Exhibit A). The PDC Guidelines should be reviewed carefully by each Board member, employee and volunteer to minimize the potential for confusion or misunderstandings regarding the rules. The following brief summary outlines the basic rules.

**Personnel and Board members can engage in the following conduct:**

1. Engage in political activities on his or her own time if no public equipment, vehicle or facility is used. (An elected official may use his or her title, but should clarify that he/she is speaking on his/her own behalf, and not on behalf of the agency).

Example: I am currently a Board member/employee/volunteer of the District but I am speaking to you as an individual and not as a representative of the District....

2. May attend functions, speak at community gatherings, etc. and voice his or her opinion about candidates or ballot measure as long as the Board member/employee/volunteer is not using any public equipment, vehicle or other facility.
3. Speak about candidates or ballot measures during a general public comment session held by the Governing Board in an open public meeting, provided the individual complies with the preceding rules and provided the individual speaks as a member of the public following the same rules as all other meeting attendees.

**Personnel and Board members cannot engage in the following conduct:**

1. Engage in political activities when acting in his or her capacity as a Board member, employee or volunteer.
2. Use public equipment, vehicle or facilities to campaign for or against candidates and ballot measure. This includes prohibitions on the use of District owned, photocopiers, paper, office supplies, meeting rooms, uniforms, websites, email, etc.
3. Use or require campaign support from on duty staff or volunteers.
4. Use their position to pressure or coerce staff or volunteers to support or oppose the ballot measure or candidate for elected office.
5. Appear in uniform to support or oppose ballot measures or political campaigns.





## PDC Interpretation

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**APPROVAL DATE:** September 28, 2004; **NUMBER:** 04-02  
Amended September 28, 2006;  
Amended August 23, 2012;  
Amended May 22, 2013

**STATUS:** Approved **SUPERSEDES:** Interpretation 00-05

**REFERENCES:** RCW 42.17A.555 **APPROVED BY:** The Commission

**SEE ALSO:** WAC 390-05-271 and WAC 390-05-273

**FORMER:** RCW 42.17.130

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### **Guidelines for Local Government Agencies in Election Campaigns\***

**Public Disclosure Law Re: Use of Public Facilities in Campaigns**

#### **USE OF THE GUIDELINES**

These Guidelines are meant to aid and assist in compliance with the law.

This document is an educational tool that is an expression of the Commission's view of the meaning of RCW 42.17A.555 and relevant administrative rules and case law involving local government and election campaign activity. It is intended to provide guidance regarding the Commission's approach and interpretation of how the statutory prohibition on the use of public facilities for campaigns impacts activities that may be contemplated by government employees and other persons who may seek to utilize those public facilities. Readers are strongly encouraged to review the statute and rules referenced in these Guidelines.

For ease of reference, the majority of this interpretation is in chart form. In part, the chart identifies categories of persons, some possible activities, and some general considerations. These illustrative examples in the columns of the chart are not intended to be exhaustive.

For example, the categories of persons identified are, in many cases, illustrative only and simply identify groups of persons more likely to undertake or consider undertaking the activity mentioned in the adjacent columns. If an activity is described as being viewed as "Permitted," it is viewed as permitted for all agency personnel otherwise having the authority under law or agency policy to undertake that action, not just the persons identified in the chart or in a particular column. The same approach is applied to the "Not Permitted" column. Further, the remarks in the chart's "General Considerations" column have relevance for the entire section and are not limited to the specific bullet point immediately to the left of the general consideration.

As noted in the Basic Principles section below, hard and fast rules are difficult to establish for every fact pattern involving agency facilities that may occur.

\*School Districts are directed to [Guidelines for School Districts in Election Campaigns, Interpretation 01-03.](#)

Situations may arise that are not squarely addressed by the guidelines or that merit additional discussion. The PDC urges government agencies to review the guidelines in their entirety, and to consult with their own legal counsel and with the PDC. The PDC can be reached at <mailto:pdc@pdc.wa.gov>, 360/753-1111 or toll free at 1-877-601-2828.

### **RCW 42.17A.555**

#### **Use of public office or agency facilities in campaigns — Prohibition — Exceptions.**

No elective official nor any employee of his or her office nor any person appointed to or employed by any public office or agency may use or authorize the use of any of the facilities of a public office or agency, directly or indirectly, for the purpose of assisting a campaign for election of any person to any office or for the promotion of or opposition to any ballot proposition. Facilities of a public office or agency include, but are not limited to, use of stationery, postage, machines, and equipment, use of employees of the office or agency during working hours, vehicles, office space, publications of the office or agency, and clientele lists of persons served by the office or agency. However, this does not apply to the following activities:

(1) Action taken at an open public meeting by members of an elected legislative body or by an elected board, council, or commission of a special purpose district including, but not limited to, fire districts, public hospital districts, library districts, park districts, port districts, public utility districts, school districts, sewer districts, and water districts, to express a collective decision, or to actually vote upon a motion, proposal, resolution, order, or ordinance, or to support or oppose a ballot proposition so long as (a) any required notice of the meeting includes the title and number of the ballot proposition, and (b) members of the legislative body, members of the board, council, or commission of the special purpose district, or members of the public are afforded an approximately equal opportunity for the expression of an opposing view;

(2) A statement by an elected official in support of or in opposition to any ballot proposition at an open press conference or in response to a specific inquiry;

(3) Activities which are part of the normal and regular conduct of the office or agency.

(4) This section does not apply to any person who is a state officer or state employee as defined in [RCW 42.52.010](#).

#### **Notes:**

**Finding -- Intent -- 2006 c 215:** "(1) The legislature finds that the public benefits from an open and inclusive discussion of proposed ballot measures by local elected leaders, and that for twenty-five years these discussions have included the opportunity for elected boards, councils, and commissions of special purpose districts to vote in open public meetings in

order to express their support of, or opposition to, ballot propositions affecting their jurisdictions.

(2) The legislature intends to affirm and clarify the state's long-standing policy of promoting informed public discussion and understanding of ballot propositions by allowing elected boards, councils, and commissions of special purpose districts to adopt resolutions supporting or opposing ballot propositions." [2006 c 215 § 1.]

#### **WAC 390-05-271**

##### **General applications of RCW 42.17A.555.**

- (1) RCW 42.17A.555 does not restrict the right of any individual to express his or her own personal views concerning, supporting, or opposing any candidate or ballot proposition, if such expression does not involve a use of the facilities of a public office or agency.
- (2) RCW 42.17A.555 does not prevent a public office or agency from (a) making facilities available on a nondiscriminatory, equal access basis for political uses or (b) making an objective and fair presentation of facts relevant to a ballot proposition, if such action is part of the normal and regular conduct of the office or agency.

#### **WAC 390-05-273**

##### **Definition of normal and regular conduct.**

Normal and regular conduct of a public office or agency, as that term is used in the proviso to RCW 42.17A.555, means conduct which is (1) lawful, i.e., specifically authorized, either expressly or by necessary implication, in an appropriate enactment, and (2) usual, i.e., not effected or authorized in or by some extraordinary means or manner. No local office or agency may authorize a use of public facilities for the purpose of assisting a candidate's campaign or promoting or opposing a ballot proposition, in the absence of a constitutional, charter, or statutory provision separately authorizing such use.

Similar prohibitions on the use of public facilities by state employees and state officers are described in a memorandum from the Attorney General's Office regarding RCW 42.52 and available at

<http://www.ethics.wa.gov/RESOURCES/Resources.htm><http://www.ethics.wa.gov/RESOURCES.htm>.

#### **BASIC PRINCIPLES**

1. Public facilities may not be used to support or oppose a candidate or ballot proposition. RCW 42.17A.555. Facilities include local government agency equipment, buildings, supplies, employee work time, and agency publications. The statute includes an exception to the prohibition for "activities which are part of the normal and regular conduct of the office or agency."
2. The Public Disclosure Commission holds that it is not only the right, but the responsibility of local government to inform the general public of the operational and maintenance issues facing local agencies. This includes informing the community of

the needs of the agency that the community may not realize exist. Local governments may expend funds for this purpose provided that the preparation and distribution of information is not for the purpose of influencing the outcome of an election.

3. Public employees do not forfeit their rights to engage in political activity because of their employment. Neither may agency employees be subjected to coercion, pressure, or undue influence to participate in political activity or to take a particular position. Public officials and employees should make it clear that any participation is personal rather than officially sponsored.
4. Supervisory personnel have a duty to know, apply, and communicate to their staffs the difference between acceptable information activities and inappropriate promotional activities in support of local government ballot measures.
5. Local elected officials are free to support agency ballot issues and engage in other political activities as long as such activities do not make use of government facilities, time or resources and do not either pressure or condone employees' use of agency facilities, time or resources to support ballot issues.
6. The PDC is charged with enforcing RCW 42.17A.555. This requires consideration and analysis of activities, which may or may not be determined to be in violation of the statute. The PDC has, over the years, developed methods of considering and analyzing activities engaged in by public offices. Among the factors considered are the normal and regular conduct and the timing, tone, and tenor of activities in relation to ballot measure elections. As in any matter where intent is to be considered, hard and fast rules, which will be applicable to all situations, are difficult to establish.

The combination of a number of activities into a coordinated campaign involving close coordination between agency activities and citizens' committee activities which closely resembles traditional election campaign activities and which is targeted at and/or occurs close in time to a ballot measure election is likely to draw close scrutiny and careful consideration by the PDC as to whether a violation has occurred.

- 7.a. Historically, the PDC has routinely advised and held that with respect to election-related publications, one jurisdiction-wide objective and fair presentation of the facts per ballot measure is appropriate.

In addition, if an agency\* has also customarily distributed this information through means other than a jurisdiction-wide mailing (e.g. regularly scheduled newsletter, website, bilingual documents, or other format), that conduct has also been permitted under RCW 42.17A.555 so long as the activity has been normal and regular for the government agency.

- b. The PDC will presume that every agency may distribute throughout its jurisdiction an objective and fair presentation of the facts for each ballot measure. If the agency distributes more than this jurisdiction-wide single publication, the agency must be able to demonstrate to the PDC that this conduct is normal and regular for that agency. In other words, the agency must be able to demonstrate that for other major policy issues facing the government jurisdiction, the agency has customarily communicated with its residents in a manner similar to that undertaken for the ballot measure.

- c. Agencies are urged to read the definitions of "normal and regular" at WAC 390-05-271 and WAC 390-05-273. **Agencies need to be aware, however, that in no case will the PDC view a marketing or sales effort related to a campaign or election as normal and regular conduct.**
8. The PDC attributes publications or other informational activity of a department or subdivision as the product of the local agency as a whole.
9. Providing an objective and fair presentation of facts to the public of ballot measures that directly impact a jurisdiction's maintenance and operation, even though the measure is not offered by the jurisdiction, may be considered part of the normal and regular conduct of the local agency. The agency must be able to demonstrate that for other major policy issues facing the jurisdiction, the agency has customarily communicated with its residents in a manner similar to that undertaken for the ballot measure.
10. State law provides certain exemptions from the prohibition on the use of public office or agency facilities in campaigns for an elected legislative body, an elected board, council or commission of a special purpose district, and elected officials that are not afforded appointed officials. RCW 42.17A.555 (1) and (2) apply only to these elected bodies and elected officials.\*\*

\*Agency means any county, city, town, port district, special district, or other state political subdivision.

\*\*See Chapter 215, Laws of 2006 and AGO 2005 No. 4.

**Public Disclosure Commission  
Guidelines for Local Government Agencies in Election Campaigns**

Persons	Permitted	Not Permitted	General Considerations
<b>Agency* Administrators</b> (County Administrator, City Manager, Executive Director, Fire Chief, PUD Manager, Etc.)	<ul style="list-style-type: none"> <li>May inform staff during non-work hours<sup>1</sup> of opportunities to participate in campaign activities.<sup>2</sup></li> <li>Are encouraged to communicate to staff the difference between acceptable and unacceptable activities related to a ballot measure.</li> <li>In the course of normal publications for the agency, may distribute an objective and fair presentation of the facts<sup>3</sup> based on and expanded upon the information<sup>4</sup> prepared by the agency in accordance with the normal and regular conduct of the agency.<sup>5</sup></li> </ul>	<ul style="list-style-type: none"> <li>Shall not pressure or coerce employees to participate in campaign activities.</li> <li>Shall not use internal memoranda solely for the purpose of informing employees of meetings supporting or opposing ballot measures.</li> <li>Shall not coordinate informational activities with campaign efforts, in a manner that makes the agency appear to be supporting or opposing a ballot measure.</li> </ul>	<ul style="list-style-type: none"> <li>Has there been communications with staff and with union representatives regarding the prohibition on the use of the agency's internal mail or email system to support or oppose a ballot measure?</li> <li>Is the distribution of this information consistent with the normal practices of the agency (such as newsletters, websites, or some other format)?</li> </ul>

<sup>1</sup> Agencies may set the definition of work hours for their employees. For example, to the extent that an agency defines the lunch hour as a non-work hour, activities to support or oppose a candidate or a ballot measure that do not use public resources and that are held away from government facilities are permitted during the lunch hour.

<sup>2</sup> RCW 42.17A.495(2) provides that "[n]o employer or labor organization may discriminate against an officer or employee in the terms or conditions of employment for (a) the failure to contribute to, (b) the failure in any way to support or oppose, or (c) in any way supporting or opposing a candidate, ballot proposition, political party, or political committee."

<sup>3</sup> Throughout these guidelines, the clause "objective and fair presentation of the facts" means that in addition to presenting the facts, the materials should present accurately the costs and other anticipated impacts of a ballot measure.

<sup>4</sup> For the purposes of these guidelines, "information" refers to the documents prepared, printed, and mailed to persons within the governmental jurisdiction by that agency solely for the purposes of informing residents regarding an upcoming ballot measure. The agency may continue to distribute information consistent with the customary practices of the agency, including but not limited to newsletters, websites, and multi-lingual documents. These publications may continue, but if they discuss the ballot measure, the information needs to be an objective and fair presentation of the facts.

<sup>5</sup> For the purpose of these guidelines, the term "normal and regular" is defined in WAC 390-05-273 and clarified further by WAC 390-05-271.

\*Agency means any county, city, town, port district, special district, or other state political subdivision.

**Public Disclosure Commission  
Guidelines for Local Government Agencies in Election Campaigns**

<b>Persons</b>	<b>Permitted</b>	<b>Not Permitted</b>	<b>General Considerations</b>
<p><b>Agency Administrators</b> (continued)</p>	<ul style="list-style-type: none"> <li>• May speak at community forums and clubs to present factual and objective information on a ballot measure during regular work hours.</li> <li>• May encourage staff and members of the public to vote, as long as such encouragement routinely occurs for other elections.</li> <li>• May respond to questions regarding a ballot measure if such activity is consistent with his or her normal and regular duties.</li> <li>• May wear campaign buttons or similar items while on the job if the agency's policy generally permits employees to wear political buttons.</li> <li>• May engage in campaign activities on their own time, during non-work hours and without using public resources.</li> </ul>	<ul style="list-style-type: none"> <li>• Shall not use public resources to operate a speakers' bureau in a manner that may be viewed as promoting a ballot measure.</li> </ul>	<ul style="list-style-type: none"> <li>• Is the information provided an objective and fair presentation of the facts?</li> <li>• Is the activity consistent with the agency's normal and regular course of business?</li> <li>• Do the materials accurately present the costs and other anticipated impacts of a ballot measure?</li> <li>• For considerations regarding uniforms and related equipment, see pages 14-18.</li> </ul>
<p><b>Community Groups</b></p>	<ul style="list-style-type: none"> <li>• May use agency facilities for meetings supporting or opposing a ballot measure to the extent that the facilities are made available on an equal access, nondiscriminatory basis, and it is part of the normal and regular activity of the jurisdiction.</li> </ul>	<ul style="list-style-type: none"> <li>• Shall not use agency facilities to produce materials that support or oppose a ballot measure.</li> </ul>	

**Public Disclosure Commission  
Guidelines for Local Government Agencies in Election Campaigns**

Persons	Permitted	Not Permitted	General Considerations
<p><b>Local Elected Legislative Body*</b></p>	<ul style="list-style-type: none"> <li>May collectively vote to support or oppose a ballot measure at a properly noticed public meeting, where opponents of the measure are given an equal opportunity to express views.</li> </ul>	<ul style="list-style-type: none"> <li>Shall not pressure or coerce agency management to participate in campaign activities.</li> <li>Shall not explicitly include passage of a ballot measure in the agency's annual goals.</li> </ul>	

<sup>6</sup> RCW 42.17A.555(1) provides that action may be "taken at an open public meeting by members of an elected legislative body or by an elected board, council, or commission of a special purpose district including, but not limited to, fire districts, public hospital districts, library districts, park districts, port districts, public utility districts, school districts, sewer districts, and water districts, to express a collective decision, or to actually vote upon a motion, proposal, resolution, order, or ordinance, or to support or oppose a ballot proposition so long as (a) any required notice of the meeting includes the title and number of the ballot proposition, and (b) members of the legislative body, members of the board, council, or commission of the special purpose district, or members of the public are afforded an approximately equal opportunity for the expression of an opposing view."

\* The term "elected" modifies the term "body," connoting that the body itself must be elected. "We therefore conclude that bodies composed in any of the three ways you suggest in your question are not elected bodies for purposes of RCW 42.17.130 [the former codification of RCW 42.17A.555]. Bodies containing a combination of elected or appointed members, bodies whose members serve ex officio by virtue of being elected to another office, or informal groups of elected officials from different jurisdictions are not "elected" for purposes of this analysis." (AGO 2005 No. 4, Page 4)



**Public Disclosure Commission  
Guidelines for Local Government Agencies in Election Campaigns**

<b>Persons</b>	<b>Permitted</b>	<b>Not Permitted</b>	<b>General Considerations</b>
<p><b>Local Government Elected Officials</b></p>	<ul style="list-style-type: none"> <li>May engage in political activities on his or her own time, if no public equipment, vehicle or facility is used. (An elected official may use his or her title, but should clarify that he/she is speaking on his/her own behalf, and not on behalf of the agency. If the elected legislative body has adopted a resolution, the official can then speak on behalf of the agency.)</li> <li>May attend any function or event at any time during the day and voice his or her opinion about a candidate or ballot proposition as long as they are not being compensated and are not using any public equipment, vehicle or other facility.</li> </ul>	<ul style="list-style-type: none"> <li>Shall not direct agency staff to perform tasks to support or oppose campaign activities or ballot measures.</li> <li>Shall not use public facilities or resources to engage in political activities.</li> </ul>	<ul style="list-style-type: none"> <li>Is the elected official using staff time, a public vehicle, or other public resources?</li> <li>Has the agency adopted a resolution? If yes, the elected official can speak on behalf of the agency. If not, has the elected official made it clear that he or she is not speaking on behalf of the agency?</li> <li>For considerations regarding uniforms and related equipment, see pages 14-18.</li> <li>For considerations regarding officials' calendars, see pages 27 - 28.</li> </ul>

**Public Disclosure Commission  
Guidelines for Local Government Agencies in Election Campaigns**

<b>Persons</b>	<b>Permitted</b>	<b>Not Permitted</b>	<b>General Considerations</b>
<p><b>Appointed Officials</b> (Boards, Commissions, and similar appointed positions)</p>	<ul style="list-style-type: none"> <li>May engage in political activities on his or her own time, if no public equipment, vehicle or facility is used. An appointed official may use his or her title, but should clarify that he/she is speaking on his/her own behalf, and not on behalf of the agency.</li> <li>May attend any function or event at any time during the day and voice his or her opinion about a candidate or ballot proposition as long as they are not being compensated and are not using any public equipment, vehicle or other facility.</li> </ul>	<ul style="list-style-type: none"> <li>Shall not direct agency staff to perform tasks to support or oppose campaign activities or ballot measures.</li> <li>Shall not use public facilities or resources to engage in political activities.</li> <li>Shall not use public facilities to express a collective decision or actually vote upon a motion or resolution to support or oppose a ballot proposition.</li> <li>Shall not use public facilities to make a statement at a press conference or responding to an inquiry in support or opposition to any ballot proposition.</li> </ul>	<ul style="list-style-type: none"> <li>Is the appointed official using staff time, a public vehicle, or other public resources?</li> <li>Has the appointed official made it clear that he or she is not speaking on behalf of the agency?</li> <li>For considerations regarding uniforms and related equipment, see pages 14-18.</li> <li>For considerations regarding officials' calendars, see pages 27-28.</li> </ul>
<p><b>Management Staff or Their Designees</b></p>	<ul style="list-style-type: none"> <li>May speak at community forums and clubs to present an objective and fair presentation of the facts on a ballot measure during regular work hours.<sup>7</sup></li> <li>May fully participate in campaign activities, including meeting with citizens' campaign committees to plan strategies, during non-work hours and without the use of public resources.</li> </ul>	<ul style="list-style-type: none"> <li>Shall not use public resources to operate a speakers' bureau in a manner that may be viewed as promoting a ballot measure.</li> <li>Shall not use public resources to promote or defeat a candidate or ballot measure.</li> </ul>	<ul style="list-style-type: none"> <li>Is the management staff using public resources in a manner that promotes or opposes a candidate or a ballot measure?</li> <li>Does the presentation accurately present the costs and other anticipated impacts of a ballot measure?</li> </ul>

<sup>7</sup> Agencies may set the definition of work hours for their employees. For example, to the extent that an agency defines the lunch hour as a non-work hour, activities to support or oppose a candidate or a ballot measure that do not use public resources and that are held away from agency facilities are permitted during the lunch hour.

**Public Disclosure Commission  
Guidelines for Local Government Agencies in Election Campaigns**

<b>Persons</b>	<b>Permitted</b>	<b>Not Permitted</b>	<b>General Considerations</b>
<b>Management Staff or Their Designees</b> (continued)	<ul style="list-style-type: none"> <li>• May inform staff during non-work hours of opportunities to participate in campaign activities.</li> <li>• May respond to questions regarding a ballot measure if such activity is consistent with his or her normal and regular duties.</li> <li>• May wear campaign buttons or similar items while on the job if the agency's policy generally permits employees to wear political buttons.</li> <li>• May place window signs or bumper stickers on their privately-owned cars, even if those cars are parked on government property during working hours.</li> <li>• Are encouraged to communicate to staff the difference between acceptable and unacceptable activities related to a ballot measure.</li> <li>• May encourage staff and members of the public to vote, as long as such encouragement routinely occurs for other elections.</li> </ul>	<ul style="list-style-type: none"> <li>• Shall not pressure or coerce employees to participate in campaign activities.</li> <li>• Shall not use agency resources to organize the distribution of campaign materials.</li> </ul>	<ul style="list-style-type: none"> <li>• Does the agency have a policy permitting employees to wear political buttons?</li> <li>• For considerations regarding agency employees' calendars, see pages 27- 28.</li> </ul>

**Public Disclosure Commission  
Guidelines for Local Government Agencies in Election Campaigns**

<b>Persons</b>	<b>Permitted</b>	<b>Not Permitted</b>	<b>General Considerations</b>
<p><b>Agency Employees</b></p>	<ul style="list-style-type: none"> <li>• May speak at community forums and clubs to present an objective and fair presentation of the facts on a ballot measure during regular work hours.</li> <li>• May inform staff during non-work hours of opportunities to participate in campaign activities.</li> <li>• May engage in campaign activities on their own time, during non-work hours and without using public resources.</li> <li>• May respond to questions regarding a ballot measure if such activity is consistent with his or her normal and regular duties.</li> <li>• May wear campaign buttons or similar items while on the job if the agency's policy generally allows employees to wear political buttons.</li> <li>• May, during non-work hours, make available campaign materials to employees in lunchrooms and break rooms that are used only by staff or other authorized individuals.</li> </ul>	<ul style="list-style-type: none"> <li>• Shall not use work hours or public resources to promote or oppose a candidate or ballot measure (such as gathering signatures, distributing campaign materials, arranging speaking engagements, coordinating phone banks, or fundraising).</li> <li>• Shall not pressure or coerce other employees to participate in campaign activities.</li> <li>• Shall not use agency resources to organize the distribution of campaign materials.</li> </ul>	<ul style="list-style-type: none"> <li>• Do the presentations accurately present the costs and other anticipated impacts of a ballot measure?</li> <li>• Is the employee acting on his or her own time, during non-work hours?</li> </ul>

**Public Disclosure Commission  
Guidelines for Local Government Agencies in Election Campaigns**

<b>Persons</b>	<b>Permitted</b>	<b>Not Permitted</b>	<b>General Considerations</b>
<b>Agency Employees</b> (continued)	<ul style="list-style-type: none"> <li>May place window signs or bumper stickers on their cars, even if those cars are parked on government agency property during working hours.</li> <li>May encourage staff and members of the public to vote, as long as such encouragement routinely occurs for other elections.</li> </ul>		<ul style="list-style-type: none"> <li>For considerations regarding agency employees' calendars, see pages 27-28.</li> </ul>
<b>Union Representatives</b>	<ul style="list-style-type: none"> <li>May, during non-work hours, make available campaign materials to union members in lunchrooms and break rooms that are used only by staff or other authorized individuals.</li> <li>May distribute campaign materials at union-sponsored meetings.</li> <li>May post campaign materials on a bulletin board, if such a board is in an area that is not accessible to the general public and if such activity is consistent with the agency's policy and the collective bargaining agreements.</li> </ul>	<ul style="list-style-type: none"> <li>Shall not use the agency's internal mail or email system to communicate campaign-related information, including endorsements.</li> <li>Shall not distribute promotional materials in public areas.</li> </ul>	<ul style="list-style-type: none"> <li>Are campaign materials made available only in those areas used solely by staff or other authorized individuals?</li> <li>Does such distribution occur during non-work hours?</li> </ul>

**Public Disclosure Commission  
Guidelines for Local Government Agencies in Election Campaigns**

<b>Activities and Resources</b>	<b>Permitted</b>	<b>Not Permitted</b>	<b>General Considerations</b>
<p><b>Equipment and Supplies</b></p> <ul style="list-style-type: none"> <li>• Agency employees, in the course of their employment, may use equipment (including but not limited to projectors and computers) to make an objective and fair presentation of the facts at community forums and clubs.</li> <li>• Agency employees, in the course of their employment, may produce information that is an objective and fair presentation of the facts using public resources.</li> </ul>	<ul style="list-style-type: none"> <li>• Public resources (including but not limited to internal mail systems, email systems, copiers, telephone) shall not be used to support or oppose a candidate or ballot measure, whether during or outside of work hours.</li> <li>• Citizens' campaign committees and other community groups shall not use agency equipment (including but not limited to internal mail systems, projectors, computers, and copiers) to prepare materials for meetings regarding ballot measures.</li> </ul>	<ul style="list-style-type: none"> <li>• Do the presentations fairly and objectively present the costs and other anticipated impacts of a ballot measure?</li> </ul>	
<p><b>Uniforms and Related Equipment<sup>8</sup></b></p>	<p><i>Current Uniforms and Related Equipment</i></p> <ul style="list-style-type: none"> <li>• Agency employees may use or wear their own uniforms to assist a campaign including to support or oppose a ballot proposition. This use includes any part of the employee's own uniform (shirt, pants, shoes, hat, etc.). This use includes clothing that may not appear to be a uniform (example, detective's suit). "Own uniform"</li> </ul>	<p><i>Current Uniforms and Related Equipment</i></p> <ul style="list-style-type: none"> <li>• Agency employees shall not use or wear their agency-issued, agency-purchased, agency-owned or agency-replaced uniforms to assist a campaign or to support or oppose a ballot proposition.</li> <li>• This prohibition applies to use of any part of such a uniform (shirt, pants, shoes, hat, etc.).</li> </ul>	<p><i>Current Uniforms and Related Equipment</i></p> <ul style="list-style-type: none"> <li>• Are any public funds used to purchase, reimburse, or replace the uniforms or related equipment? See footnote 9.</li> </ul>

<sup>8</sup> For members of the judiciary subject to the Code of Judicial Conduct, see PDC Interpretation 00-03.

**Public Disclosure Commission  
Guidelines for Local Government Agencies in Election Campaigns**

Activities and Resources	Permitted	Not Permitted	General Considerations
<p><b>Uniforms and Related Equipment</b> (Continued)</p>	<p>means: The employee has purchased the uniform. The agency has not issued, purchased or replaced the uniform, or has not reimbursed the employee for the employee's purchase of the uniform, in whole or in part (such as reimbursement to the employee through a clothing allowance used to pay for the item).<sup>9</sup></p> <ul style="list-style-type: none"> <li>• These same provisions apply to related equipment including but not limited to: firearms; badges; nametags; holsters; handcuffs; hats; jackets; belts; vests; agency patches, logos, insignias, emblems; and radios.</li> </ul>	<ul style="list-style-type: none"> <li>• This same prohibition applies to clothing that may not appear to be a uniform (example, a detective's suit).</li> <li>• This same prohibition applies to related equipment including but not limited to: firearms; badges; nametags; holsters; handcuffs; jackets; belts; vests; shoes; agency patches, logos, insignias, emblems; and radios.</li> <li>• Prohibited uses include but are not limited to using or wearing those uniforms at campaign functions or in political advertisements such as TV commercials.</li> <li>• Exceptions for attending campaign functions in uniform may be made on a case-by-case basis under exigent circumstances.<sup>10</sup></li> </ul>	

<sup>9</sup> An agency's reimbursement for or other means of providing for cleaning/maintenance of uniforms or related equipment does not convert the privately-purchased item to a public facility.

<sup>10</sup> For example, in examining all the surrounding circumstances, the Commission may determine that an enforcement action will not proceed when public safety and the demands of the public employee's office with respect to an ongoing law enforcement matter unexpectedly required the official to remain in uniform at a campaign function, and if that uniform use is part of the agency's "normal and regular" activities under those circumstances. However, the Commission anticipates these situations will be rare and isolated. This exception does not apply when campaigns or employees or employees may seek to use agency uniforms and related equipment under other circumstances, or for other campaign activities such as in political advertising.

**Public Disclosure Commission  
Guidelines for Local Government Agencies in Election Campaigns**

<b>Activities and Resources</b>	<b>Permitted</b>	<b>Not Permitted</b>	<b>General Considerations</b>
<b>Uniforms and Related Equipment</b> (Continued)	<p><i>Former Uniforms and Related Equipment</i></p> <ul style="list-style-type: none"> <li>• When a uniform or piece of related equipment was previously purchased, issued, replaced or reimbursed by the agency and is no longer used by the agency, the item may be used by a campaign to assist a campaign, or support or oppose a ballot measure.</li> <li>• "No longer used by the agency" means the employee or agency has documented that:                         <ul style="list-style-type: none"> <li>○ The uniform or equipment has exceeded its life expectancy as defined by the agency and/or has been officially retired by the agency;</li> <li>○ The uniform or equipment has been given or sold to an employee or another person following agency procedures; and,</li> <li>○ The agency has no expectation the uniform or equipment will be returned to or used by the agency in the future.</li> </ul> </li> </ul>		<p><i>Former Uniforms and Related Equipment</i></p> <ul style="list-style-type: none"> <li>• Has the employee or campaign documented that the uniform or piece of related equipment is no longer used by the agency?</li> </ul>



**Public Disclosure Commission  
Guidelines for Local Government Agencies in Election Campaigns**

<b>Activities and Resources</b>	<b>Permitted</b>	<b>Not Permitted</b>	<b>General Considerations</b>
<p><b>Uniforms and Related Equipment</b> (Continued)</p>	<p><i>Uniforms and Related Equipment in Agency Photos/Videos</i></p> <ul style="list-style-type: none"> <li>Agency photos and agency videos depicting agency employees wearing agency uniforms may be used by a campaign to assist a campaign including to support or oppose ballot proposition, if the photos or videos: (1) were made in the ordinary course of the agency's business, (2) were not "staged" for campaign purposes and, (3) are made available to a campaign on the same terms and conditions as any other member of the public would receive the photos or videos. For example, agency photos or agency videos could be provided in response to a public records request, or by other authorized agency policy.</li> <li>This same provision applies to agency photos and agency videos depicting agency personnel wearing or using related equipment, including but not limited to: firearms; badges; nametags; holsters; handcuffs; jackets; belts; vests; agency patches, logos, insignias, emblems; and radios.</li> </ul>	<p><i>Uniforms and Related Equipment in Agency Photos/Videos</i></p> <ul style="list-style-type: none"> <li>Agency employees shall not make special arrangements for or "stage" the taking of an agency photo or agency video of an employee in uniform so the photo or video can be used for campaign purposes.</li> <li>This same prohibition applies to related equipment including but not limited to: firearms; badges; nametags; holsters; handcuffs; jackets; belts; vests; agency patches, logos, insignias, emblems; and radios.</li> </ul>	<p><i>Uniforms and Related Equipment in Agency Photos/Videos</i></p> <ul style="list-style-type: none"> <li>Was the agency photo or agency video taken in the ordinary course of agency business, and not "staged" for a campaign?</li> <li>Was a campaign provided an agency photo or agency video of an employee wearing a uniform in the same manner, and under the same conditions, as any other member of the public requesting the photo or video? For example, was the agency providing it in response to a public records request, or pursuant to authorized agency policies?</li> <li>Does the campaign's ad make it clear to voters that the public agency is not endorsing or supporting the candidate or ballot measure, even though an employee in the photo/video is wearing a uniform? It is suggested that a disclaimer be added to the advertising to clarify that the photo/video has been obtained in the manner prescribed by the agency.</li> </ul>

**Public Disclosure Commission  
Guidelines for Local Government Agencies in Election Campaigns**

<b>Activities and Resources</b>	<b>Permitted</b>	<b>Not Permitted</b>	<b>General Considerations</b>
<b>Uniforms and Related Equipment</b> (Continued)	<p><i>Uniforms and Related Equipment Purchased with Non-Public Funds</i></p> <ul style="list-style-type: none"> <li>• Agency employees and campaigns may use uniforms that are not the property of the agency and are rented or purchased with non-public funds (such as campaign funds), to assist campaigns including to support or oppose ballot propositions.</li> <li>• These same provisions apply to related equipment including but not limited to: firearms; badges; nametags; holsters; handcuffs; jackets; belts; vests; agency patches, logos, insignias, emblems; and radios.</li> </ul>	<p><i>Uniforms and Related Equipment Purchased with Public Funds</i></p> <ul style="list-style-type: none"> <li>• Public funds shall not be used to rent or purchase uniforms to assist campaigns, or to support or oppose ballot propositions.</li> <li>• This same prohibition applies to related equipment including but not limited to: firearms; badges; nametags; holsters; handcuffs; jackets; belts; vests; agency patches, logos, insignias, emblems; and radios.</li> </ul>	

**Public Disclosure Commission  
Guidelines for Local Government Agencies in Election Campaigns**

<b>Activities and Resources</b>	<b>Permitted</b>	<b>Not Permitted</b>	<b>General Considerations</b>
<p><b>Meeting Facilities</b></p>	<ul style="list-style-type: none"> <li>• Agency meeting facilities, including audio visual equipment, may be used by campaign committees for activities on the same terms and conditions available to other community groups, subject to the provisions of the agency's policy.</li> <li>• Use of agency meeting facilities is permitted when the facility is merely a "neutral forum" where the activity is taking place, and the public agency in charge of the facility is not actively endorsing or supporting the activity that is occurring.</li> </ul>		<ul style="list-style-type: none"> <li>• Can community groups typically use agency facilities?</li> <li>• Are facilities made available to all groups on the same terms?</li> <li>• Has the agency adopted a policy regarding the distribution of campaign materials on agency property?</li> <li>• Is the meeting facility customarily made available on an equal access, nondiscriminatory basis for a variety of uses?</li> </ul>

**Public Disclosure Commission  
Guidelines for Local Government Agencies in Election Campaigns**

<b>Activities and Resources</b>	<b>Permitted</b>	<b>Not Permitted</b>	<b>General Considerations</b>
<p><b>Lists</b></p> <ul style="list-style-type: none"> <li>• Lists of names (such as agency vendors or customers) that a agency has obtained or created in the course of transacting its regular public business are subject to public disclosure requirements; thus, unless otherwise exempt, the lists must be released subject to public records requests.</li> <li>• Agencies may charge a pre-established fee to cover the costs of providing copies of such lists on an equal access, nondiscriminatory basis.</li> </ul>	<ul style="list-style-type: none"> <li>• Agencies shall not sell copies of such lists (though they may charge a pre-established fee to recover the costs of providing copies of the lists).</li> <li>• If a list is generally available as a public record, it cannot be denied to a person or group on the grounds that it might be used in a campaign.</li> </ul>	<ul style="list-style-type: none"> <li>• Are the fees charged no greater than necessary to cover the costs of providing copies?</li> <li>• Has the agency complied with established policy in responding to any public record requests?</li> </ul>	<ul style="list-style-type: none"> <li>• Is the list obtained or created in the course of the agency transacting its public business?</li> </ul>
<p><b>Voting Information</b></p> <ul style="list-style-type: none"> <li>• Agency personnel may encourage staff and members of the public to vote, as long as such encouragement routinely occurs for other elections.</li> <li>• Public facilities may be used to register people to vote and to do periodic poll checking.</li> </ul>	<ul style="list-style-type: none"> <li>• Agencies shall not pressure or coerce employees to vote.</li> <li>• Agencies shall not organize an effort to encourage staff to wear campaign buttons or display campaign materials.</li> </ul>	<ul style="list-style-type: none"> <li>• Is the activity related to providing voting information for elections, as opposed to advocating for or against a particular candidate or ballot measure?</li> </ul>	

**Public Disclosure Commission  
Guidelines for Local Government Agencies in Election Campaigns**

Activities and Resources	Permitted	Not Permitted	General Considerations
<p><b>Agency Publications (Specific to Elections)</b></p>	<ul style="list-style-type: none"> <li>Agencies may develop an objective and fair presentation of the facts regarding agency needs and the anticipated impact of a ballot measure, and may distribute it in the agency's customary manner. This information<sup>11</sup> may be printed in various languages and communicated in other formats as required by the ADA.</li> <li>In the course of regular publications for the agency, the agency may distribute an objective and fair presentation of the facts for each ballot measure in accordance with the normal and regular conduct of the agency.</li> </ul>	<ul style="list-style-type: none"> <li>Agencies shall not distribute election-related information in a manner that targets specific subgroups. Targeting does not refer to mailing information to agency constituencies such as community leaders, or some other group, or to the agency's regular distribution list to provide information in a manner that is consistent with the normal and regular conduct of the agency.</li> <li>Agencies shall not publicize information supporting or opposing a candidate or ballot measure.</li> </ul>	<ul style="list-style-type: none"> <li>Does the information provide an objective and fair presentation of the facts?</li> <li>Is the timing, format, and style, including tone and tenor, of the information presented in a manner that is normal and regular for the agency?</li> <li>Is the information distributed in a manner that is normal and regular for the agency?</li> </ul>

<sup>11</sup> For the purposes of these guidelines, "information" refers to the documents prepared, printed, and mailed jurisdiction-wide by the agency solely for the purposes of informing residents regarding an upcoming ballot measure. The agency may continue to distribute information consistent with the customary practices of the agency, including but not limited to newsletters, websites, and multi-lingual documents. These publications may continue, but if they discuss the ballot measure, the information should be an objective and fair presentation of the facts.

**Public Disclosure Commission  
Guidelines for Local Government Agencies in Election Campaigns**

Activities and Resources	Permitted	Not Permitted	General Considerations
<p><b>Agency Publications (Specific to Elections)</b> (continued)</p>			<ul style="list-style-type: none"> <li>• Do the materials accurately present the costs and other anticipated impacts of a ballot measure?</li> <li>• Does the agency typically distribute information by newsletters, websites, or some other format?</li> </ul>
<p><b>Agency Publications (Regular)</b></p>	<ul style="list-style-type: none"> <li>• Agencies may include all or part of the information regarding agency needs and the anticipated impacts of a ballot measure in the agency's regular publications, such as agency and department newsletters. (For example, a department newsletter may specifically describe the projects and/or programs planned for that department.)</li> <li>• Agencies may inform staff and/or others of community meetings related to ballot measures if other such information is normally published in a newsletter or community calendar, and if both those supporting or opposing a ballot measure have the opportunity to appear on the calendar or in the newsletter.</li> </ul>	<ul style="list-style-type: none"> <li>• Agencies shall not use internal memoranda or other agency publications to encourage employees to participate in campaign activities.</li> <li>• Agencies shall not publish materials supporting or opposing a candidate or ballot measure.</li> </ul>	<ul style="list-style-type: none"> <li>• Does the agency routinely distribute such information?</li> <li>• Does the agency normally inform staff and/or parents of community activities and meetings?</li> </ul>

**Public Disclosure Commission  
Guidelines for Local Government Agencies in Election Campaigns**

<b>Activities and Resources</b>	<b>Permitted</b>	<b>Not Permitted</b>	<b>General Considerations</b>
<p><b>Agency Publications (Regular)</b> (continued)</p>	<ul style="list-style-type: none"> <li>Agencies may factually report jurisdictional support for a ballot measure, so long as it is the normal and regular conduct for the agency. (For example, a community newsletter that ordinarily reports on governmental actions may report that the jurisdiction adopted a resolution supporting a ballot measure.)</li> <li>Agencies may thank citizens for their support after an election in agency publications.</li> </ul>		<ul style="list-style-type: none"> <li>Is the information presented in an objective and fair manner?</li> <li>Is the agency engaging in significantly different activities during the time period immediately prior to the ballot measure compared to all other times of the year?</li> </ul>
<p><b>Reader Boards/Posters</b></p>	<ul style="list-style-type: none"> <li>Information encouraging staff and members of the public to vote, or providing the dates of upcoming elections such as "vote on February __", may be posted, as long as such encouragement is customarily posted for elections other than just an agency's ballot measure.</li> <li>Agencies may thank citizens on their reader boards for their support after an election.</li> </ul>	<ul style="list-style-type: none"> <li>Agencies shall not display a "Vote for ." sign or other promotional messages on reader boards or posters.</li> <li>Signs advocating for or against candidates or ballot measures shall not be posted on agency property in any area accessible to the general public.</li> </ul>	

**Public Disclosure Commission  
Guidelines for Local Government Agencies in Election Campaigns**

Activities and Resources	Permitted	Not Permitted	General Considerations
<b>Reader Boards/Posters</b> (Continued)	<ul style="list-style-type: none"> <li>May post objective and fair information at an agency or at a future site regarding anticipated improvements to be funded by a ballot measure that is specific to that agency or site.</li> </ul>	<ul style="list-style-type: none"> <li>Publicly owned vehicles shall not be used to carry or display political material.</li> </ul>	
<b>Surveys and Research</b>	<ul style="list-style-type: none"> <li>Agencies may conduct surveys and/or other community research, including demographic questions, to determine the community's priorities, public perception of performance, and/or to inform the community about agency programs and policies.</li> <li>Agencies may conduct community research (including but not limited to the use of questionnaires, surveys, workshops, focus groups, and forums) to determine the community's priorities for both programs and/or facilities and their associated total costs and projected dollars per thousand assessment.</li> </ul>	<ul style="list-style-type: none"> <li>Agencies shall not conduct surveys to determine what taxation level the public would support.</li> <li>Agencies shall not conduct surveys designed to shore up support or opposition for a ballot measure.</li> </ul>	<ul style="list-style-type: none"> <li>Has the elected legislative body passed a resolution authorizing a measure to be placed on the ballot? (If so, actions may be more closely scrutinized.)</li> <li>Does the election-related survey target specific subgroups?</li> </ul>



**Public Disclosure Commission  
Guidelines for Local Government Agencies in Election Campaigns**

<b>Activities and Resources</b>	<b>Permitted</b>	<b>Not Permitted</b>	<b>General Considerations</b>
<p><b>Surveys and Research</b> (continued)</p>	<ul style="list-style-type: none"> <li>The surveys and/or other community research can be conducted before or after the governing body has approved a resolution to place a ballot measure on the ballot. However, research conducted after the adoption of the resolution may be subject to greater scrutiny.</li> <li>Agencies may publish survey results if it is consistent with the normal and regular conduct of the agency.</li> </ul>	<ul style="list-style-type: none"> <li>Agencies shall not target registered voters or other specific subgroups of the jurisdiction in conducting their election-related surveys.</li> <li>Agencies shall not use survey results in a manner designed to support or oppose a candidate or ballot measure.</li> </ul>	<ul style="list-style-type: none"> <li>Is the survey or community research consistent with normal and regular activities of the agency?</li> </ul>
<p><b>Technology</b> (websites, emails, computerized calling systems)</p>	<ul style="list-style-type: none"> <li>An agency may develop an objective and fair presentation of the facts and post that information on its website, including information regarding agency needs and the anticipated impacts of a ballot measure. This information may be reformatted so that it is consistent with the manner in which the agency customarily presents information on its website.</li> </ul>	<ul style="list-style-type: none"> <li>Agency computers, email systems, telephones, and other information technology systems shall not be used to aid a campaign for or against a candidate or ballot measure.</li> </ul>	<ul style="list-style-type: none"> <li>Are the materials developed an objective and fair presentation of the facts?</li> </ul>

**Public Disclosure Commission  
Guidelines for Local Government Agencies in Election Campaigns**

<b>Activities and Resources</b>	<b>Permitted</b>	<b>Not Permitted</b>	<b>General Considerations</b>
<p><b>Technology (websites, emails, computerized calling systems)</b> (continued)</p>	<ul style="list-style-type: none"> <li>• Agency websites may permit viewers to make selections to learn about the anticipated impacts of a ballot measure for a specific division, or otherwise allow readers to explore issues in greater or lesser detail.</li> <li>• Agencies may update the information on their websites in a manner that is customary for the agency.</li> <li>• Staff may respond to inquiries regarding a ballot measure in an objective and fair manner, via email or by telephone, if it is part of their normal and regular duties.</li> </ul>	<ul style="list-style-type: none"> <li>• Electronic communication systems shall not be used to generate or forward information that supports or opposes a candidate or ballot measure.</li> <li>• Agency websites shall not be used for the purposes of supporting or opposing a candidate or ballot measure.</li> </ul>	<ul style="list-style-type: none"> <li>• Is the agency engaging in significantly different activities during the time period immediately prior to the ballot measure compared to all other times of the year?</li> <li>• Do the materials accurately present the costs and other anticipated impacts of a ballot measure?</li> <li>• Has there been communications with staff and with union representatives regarding the prohibition on the use of the agency's technology to support or oppose a ballot measure?</li> </ul>

**Public Disclosure Commission  
Guidelines for Local Government Agencies in Election Campaigns**

Activities and Resources	Permitted	Not Permitted	General Considerations
<p><b>Agency Calendars</b></p> <ul style="list-style-type: none"> <li>Agency officials, appointees and employees may place on their individual agency calendar the <u>basic information</u> that he/she is scheduled to be out of the office to attend campaign events. They may synchronize their personal electronic calendars with agency electronic calendars so long as only <u>basic information</u> gets placed on the agency calendar about campaign events.</li> <li>Agency officials, appointees and employees may respond to public inquiries, including from campaigns, about the employee's, <u>appointee's or official's availability on his/her schedule to attend a</u> campaign event.</li> <li>A supervising employee, appointee or official may request his or her scheduling assistant (agency staff) to block out time on the supervising employee's, appointee's or official's individual calendar for campaign events.</li> <li>A scheduling assistant may receive information and block out time on the supervising employee's, appointee's or</li> </ul>	<ul style="list-style-type: none"> <li>Agency officials, appointees and employees shall not use, nor direct their staff to use, public facilities or resources to arrange or plan campaign activities, or to assist with a campaign activity. Arranging details of the official's, appointee's or employee's appearance or participation in the campaign activity such as travel logistics, tickets, invitations to other participants, or agenda while at the event, are not permitted. Communicating about the individual's interest and/or potential for participating in planned or possible future campaign events or activities, including endorsement interviews, are not permitted. Those activities must use campaign resources and staff, not public agency resources and staff.</li> <li>Agency officials, appointees and employees shall not place their individual campaign-related events on agency-wide distributed calendars such as</li> </ul>	<ul style="list-style-type: none"> <li>Is the scheduling activity limited to <u>calendar</u>ing for the official, appointee or employee?</li> <li>Is the calendaring limited to the <u>ministerial act</u> of placing only <u>basic information</u> about the campaign event (name, date, time, location, duration and contact number) on the official's appointee's or employee's schedule; conducted solely for business and security purposes related to the <u>agency's need</u> to know the official's, appointee's or employee's availability and location; and, to avoid scheduling conflicts?</li> <li>Is the calendaring request to a scheduling assistant to block out time (generally or only for specific appointments), on the individual's calendar <u>directed in the first instance by the official</u> <u>appointee or supervising employee to agency staff</u>, and not by a campaign?</li> <li>Is the campaign contact information the publicized means by the campaign of reaching the individual who is a candidate or assisting a</li> </ul>	

**Public Disclosure Commission  
Guidelines for Local Government Agencies in Election Campaigns**

Activities and Resources	Permitted	Not Permitted	General Considerations
	<p>official's individual calendar for campaign events, as directed by the supervising employee, appointee or official.</p> <ul style="list-style-type: none"> <li>• A scheduling assistant may respond to public inquiries, including from campaigns, about the supervising employee's, appointee's or official's <u>availability on his/her schedule to attend a campaign event.</u></li> <li>• Agencies may inform staff and/or others of community meetings related to ballot measures if other such information is normally published in a community calendar, and if both those supporting or opposing a ballot measure have the opportunity to appear on the calendar. (See more regarding "Agency Publications – Regular" at p. 22).</li> </ul>	<p>monthly calendars of agency events, or regularly scheduled newsletters with agency events provided or distributed to staff or the public.</p>	<p>campaign, for the purpose of scheduling his/her attendance at campaign events, or for participating in other campaign events?</p> <ul style="list-style-type: none"> <li>• Do agency staff <u>refer campaign-related inquiries to the campaign</u> when the person contacting the agency seeks information beyond an individual's availability on his/her agency schedule?</li> </ul>

**Note on Timing of Activities:** A particular activity may be subject to the scrutiny of the Public Disclosure Commission depending in part on whether it is a part of the "normal and ordinary" conduct of a local government agency. Generally, activities that occur after the elected legislative body has passed a resolution authorizing a measure to be placed on the ballot will be subject to greater scrutiny by the Public Disclosure Commission than those occurring before such a resolution has been passed.

**Note on Agency Policies:** The application of these guidelines is also subject to each jurisdiction's own adopted policies.



**COMMISSIONER'S MEETING  
AGENDA ITEM INFORMATION**

<b>MEETING DATE:</b> April 16 <sup>th</sup> , 2024
<b>AGENDA ITEM (to be completed by the office):</b> New Business #2
<b>SUBJECT:</b> RESOLUTION 2024-06 – Form of Authorizing Resolution
<b>REQUESTOR:</b> District Secretary
<b>COST (including tax):</b>
<b>SUMMARY:</b>  This resolution authorizes the financing of the property through the LOCAL Program and specifies the number of agency representatives required to execute the financing.
<b>RECOMMENDATION:</b>  Approve Resolution 2024-06 – Form of Authorizing Resolution



# Pacific County Fire District No. 1

## RESOLUTION 2024-06

### Form of Authorizing Resolution

Authorization for the acquisition of real property and execution of a financing contract, site lease and related documentation relating to the acquisition of said **REAL PROPERTY**.

WHEREAS, Pacific County Fire District #1 (the “Local Agency”) has executed a Notice of Intent to the Office of State Treasurer, in the form attached hereto as Annex 1 (the “NOI”), in relation to the acquisition of and the financing of the acquisition, improvement and betterment (collectively, the “acquisition”) of the Property, as defined below, under the provisions of RCW ch 39.94; and

WHEREAS, it is deemed necessary and advisable by the Board of Commissioners of the Local Agency that the Local Agency acquire the real property identified on Annex 1 attached hereto (“Property”); and

WHEREAS, it is deemed necessary and advisable by the Board of Commissioners of the Local Agency that the Local Agency enter into a Local Agency Site Lease with the Washington Finance Officers Association in the form attached hereto as Annex 2 to facilitate the financing of the Property;

WHEREAS, it is deemed necessary and advisable by the Board of Commissioners of the Local Agency that the Local Agency enter into a Local Agency Financing Lease with the Office of the State Treasurer, in the form attached hereto as Annex 3 (the “Local Agency Financing Lease”), in an amount not to exceed \$1,516,000.00, plus related financing costs, in order to acquire the Property, and finance the acquisition of the Property;

WHEREAS, the Local Agency will undertake to acquire and/or improve the Property on behalf of and as agent of the Washington Finance Officers Association (the “Corporation”) pursuant to the terms of the Local Agency Financing Lease, and in accordance with all applicable purchasing statutes and regulations applicable to the Local Agency; and

WHEREAS, the Local Agency desires to appoint the individuals set forth in Annex 4 as the representatives of the Local Agency in connection with the acquisition of the Property and execution of the Local Agency Financing Lease (each an “Authorized Agency Representative”);

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of Pacific County Fire District #1 as follows:

**Section 1.** The individuals holding the offices or positions set forth in Annex 4 are each hereby appointed as a representative of the Local Agency in connection with the acquisition of the Property and execution of the Local Agency Financing Lease and all other related documents. A minimum of 2 Authorized Agency Representatives shall be required to execute any one document in order for it to be considered duly executed on behalf of the Local Agency.

**Section 2.** The form of the Local Agency Site Lease attached hereto as Annex 2 is hereby approved and the Authorized Agency Representatives are hereby authorized and directed to execute and deliver the Local Agency Site Lease, in substantially the form attached hereto with such changes as may be approved by the Authorized Representatives, to facilitate the acquisition and/or improvement of the Property and financing of the acquisition of the property.

**Section 3.** The form of the Local Agency Financing Lease attached hereto as Annex 3 is hereby approved and the Authorized Agency Representatives are hereby authorized and directed to execute and deliver the Local Agency Financing Lease, in an amount not to exceed \$1,516,000.00, plus related financing costs, and in

substantially the form attached hereto with such changes as may be approved by the Authorized Representatives, for the acquisition of the property and financing of the acquisition of the Property.

**Section 4.** The Local Agency hereby authorizes the acquisition of the property as agent of the Corporation in accordance with the terms and provisions of the Local Agency Financing Lease.

**Section 5.** The Authorized Representatives are hereby authorized to execute and deliver to the Office of State Treasurer all other documents, agreements and certificates, and to take all other action, which they deem necessary or appropriate in connection with the financing of the property, including, but not limited to, any amendment to the NOI, any tax certificate and any agreements relating to initial and ongoing disclosure in connection with the offering of securities related to the financing.

**Section 6.** This resolution shall become effective immediately upon its adoption.

**ADOPTED** by the Board of Commissioners of Pacific County Fire District #1, at a regular meeting thereof held this 16<sup>th</sup> day of April, 2024.

\_\_\_\_\_  
Fred H. Hill, Commissioner

\_\_\_\_\_  
Thomas L. Downer, Commissioner

\_\_\_\_\_  
Dennis A. Long, Commissioner

Attest: \_\_\_\_\_  
District Secretary



**COMMISSIONER'S MEETING  
AGENDA ITEM INFORMATION**

<b>MEETING DATE:</b> April 16 <sup>th</sup> , 2024
<b>AGENDA ITEM (to be completed by the office):</b> New Business #3
<b>SUBJECT:</b> Certificate Designating Authorized Agency Representatives
<b>REQUESTOR:</b> District Secretary
<b>COST (including tax):</b>
<b>SUMMARY:</b>  This names the three agency representatives authorized to execute the financing documents.
<b>RECOMMENDATION:</b>  Appoint the three authorized agency representatives.  Appoint one commissioner to get a notarized signature on this certificate.



## Certificate Designating Authorized Agency Representatives

I, \_\_\_\_\_, \_\_\_\_\_ of Pacific County Fire District #1 (the "Local Agency"), hereby certify that, as of the date hereof, pursuant to Resolution No. 2024-06, the following individuals are each an "Authorized Agency Representative," as indicated by the title appended to each signature, that the following individuals are duly authorized to execute and deliver the Local Agency Financing Lease to which this Certificate is attached as Exhibit B, and all documentation in connection therewith, including but not limited to the Local Agency Site Lease, that the signatures set forth below are the true and genuine signatures of said Authorized Agency Representatives and that pursuant to such resolution, 2 of the 3 following signature(s) are required on each of the aforementioned documents in order to consider such documents executed on behalf of the Local Agency:

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
(signature) (name) (title)

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
(signature) (name) (title)

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
(signature) (name) (title)

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Title: \_\_\_\_\_  
Pacific County Fire District #1

SUBSCRIBED AND SWORN TO before me this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

By: \_\_\_\_\_  
NOTARY PUBLIC in and for the State of  
Washington, residing at:

\_\_\_\_\_  
Printed Name: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_



**COMMISSIONER'S MEETING  
AGENDA ITEM INFORMATION**

<b>MEETING DATE:</b> April 16, 2024
<b>AGENDA ITEM (to be completed by the office):</b> NEW BUSINESS # <u>4</u>
<b>SUBJECT:</b> Bathroom Floor Covering ST 21-1
<b>REQUESTOR:</b> AC WEATHERBY
<b>COST (including tax):</b> \$2,815.25
<b>SUMMARY:</b>  New flooring to replace the flooring in the two bathrooms at ST 21-1. Material is heavy duty commercial vinyl sheet good. Floor in one bathroom was removed to plumb the fire gear extractor.  Buggs and Creative Floor Factors were contacted for prices. Creative floor factors stated they would come out and measure and submit pricing. Creative Floor Factors was non responsive. Buggs flooring measured and provided pricing. Buggs flooring has stated that they do not perform public works projects and do not complete public works paperwork.
<b>RECOMMENDATION:</b>  Option 1 – Approve bid from Buggs Flooring  Option 2 – Advertise for a public works invitation to bid  Option 3 – Abandon the project  I recommend that we award to Buggs Flooring.

# Estimate for Materials and Labor

**Buggs' Floors and More LLC (Materials)**

**BJ& R Inc. (Labor)**

PO BOX 1003  
 Long Beach WA. 98631  
 (360) 777-3321  
 stephanic@buggsfloors.com

March 25, 2024

Valid for 14 days

**C/O Brad Weatherby— Fire District #1**

26109 Ridge Ave  
 Ocean Park, WA 98640  
 360-665-4451  
 weatherby@pcfdi.org

**\*\*\*\*\*THIS IS NOT BASED ON PREVAILING WAGE RATES\*\*\*WE WILL NOT DO PREVAILING WAGE PROJECTS\*\*\***

**Scope of Work:** Women's restroom: Prep existing vinyl for an over the top application of fully glued down commercial sheet vinyl Men's restroom: Cut back exiting sheet vinyl and remove as much as possible, apply leveler / and/or web Crete to float out uneven areas. Install fully glued down commercial sheet vinyl. \*\*both restrooms toilets will be removed / re-installed with new wax rings. Provide and install new 4" rubber cove base with toe kick.

DESCRIPTION: Materials-BUGGS Floors and More <i>*This is the down payment amount if want to move forward</i>	AMOUNT
Tarkett- Performa Sheet Vinyl 2MM 55031 Stonework Color: Dover	\$ 797.72
Misc. materials needed for sheet vinyl: Leveler, Qbond sheet vinyl adhesive, rollers tape etc..	\$ 139.77
4" Rubber Cove back and wall base adhesive	\$ 149.72
Handling fee (From suppliers to transfer materials from warehouses)	\$ 44.00
Sub Total	\$ 1,131.21
WA State Sales Tax (8.3%)	\$ 93.89
<b>Total Materials-Buggs Floors and More (CARD)</b>	<b>\$ 1,225.10</b>
<b>Discount for Cash or Check</b>	<b>\$ (16.31)</b>
<b>New Subtotal</b>	<b>\$ 1,114.90</b>
<b>New Sales Tax 8.3%</b>	<b>\$ 92.54</b>
<b>Total Materials--Buggs Floors and More (Cash or Check)</b>	<b>\$ 1,207.44</b>

DESCRIPTION: Labor—BJ&R Inc. <i>**Invoiced upon completion (if done in stages will have progress billings)</i>	AMOUNT
Min Charge for Sheet Vinyl Installer— Prep / Install sheet vinyl flooring and new rubber cove Base	\$ 1,200.00
Remove and re-install 2 toilets with new wax rings	\$ 220.00
Fuel Charge (Picking up materials from suppliers & to-from jobsite)	\$ 51.00
Sub Total	\$ 1,471.00
WA State Sales Tax (8.1%)	\$ 119.15
<b>Total Labor—BJ&amp;R Inc. (CARD)</b>	<b>\$ 1,590.15</b>
<b>Discount for Cash or Check</b>	<b>\$ (22.07)</b>
<b>New Subtotal</b>	<b>\$ 1,448.93</b>
<b>New Sales Tax 8.1%</b>	<b>\$ 117.36</b>
<b>Total Labor—BJ&amp;R Inc. (Cash or Check)</b>	<b>\$ 1,566.29</b>

**\*\*Materials are Non-returnable / Non refundable\*\***

**\*\*Additional labor charges may occur due to prep work, additional labor charges are billed at \$75.00 per man hour.**

**\*\*Customer will be charged \$250 if not ready on scheduled day of installation.**

**\*\*Note-Installers are as careful as possible but some areas are very tight , there may be some scuff marks to walls, doors, door jambs and trims.**

**Buggs and/or BJ&R is not responsible for any scuff marks.**

SIGN: \_\_\_\_\_ Date \_\_\_\_\_

**THANK YOU FOR YOUR BUSINESS!**



**COMMISSIONER'S MEETING  
AGENDA ITEM INFORMATION**

<b>MEETING DATE:</b> April 16 <sup>th</sup> , 2024
<b>AGENDA ITEM (to be completed by the office):</b> New Business #5
<b>SUBJECT:</b> Amendment No. 1 to the Agreement for Engineering Services between Gibbs & Olson, Inc. and Pacific County Fire District No. 1
<b>REQUESTOR:</b> AC Weatherby
<b>COST (including tax):</b> \$18,000.00
<b>SUMMARY:</b>  This is an amendment to the original agreement for engineering services for the paving and storm drainage improvements to the training facility property.
<b>RECOMMENDATION:</b>

**AMENDMENT NO. 1**

This Amendment No. 1 modifies the Agreement for Engineering Services (Agreement) between Gibbs & Olson, Inc. (Engineer) and Pacific County Fire District No. 1 (Client) executed on September 22, 2021, for a Project referred to as Paving and Storm Drainage Improvements for Pacific County Fire District No. 2 Training Facility.

The following modifications are made to the Agreement and all other terms and conditions in the original Agreement remain in full force and effect.

1. The Engineer's Scope of Work is modified to include additional work as described in Exhibit A.
2. The Engineer's Budget is modified to provide compensation for the above additional Scope of Work as shown below and as detailed in the attached Exhibit B-Budget.

Original Agreement Amount .....	\$69,600.00
<u>Amendment No. 1.....</u>	<u>\$18,000.00</u>
The new Total Agreement Amount incl. Amendment No. 1 .....	\$87,600.00

GIBBS & OLSON, INC.

PACIFIC COUNTY FIRE DISTRICT #1



By: Richard A. Gushman, PE - President

\_\_\_\_\_  
By: Brad Weatherby, Assistant Chief

April 15, 2024

Date

\_\_\_\_\_  
Date

**Amendment No. 2  
Exhibit B - Budget**

**Pacific County Fire District No. 1 - Limited Construction Phase Services  
April 15, 2024**



Task No.	Task Description	Prin.	Eng. V	Eng. III	Eng. I	WP	SR. PLS	IMSC	Structural	Total
1	Project Management, Admin. & Meetings	2	6	4	2	0	0	0	\$250	\$2,908
2	Bid Ad & Award	1	2	4	6	2	0	0	\$250	\$2,608
3	Limited Construction Phase Services	3	8	16	24	2	4	8	\$1,250	\$9,932
	<b>Subtotal</b>	<b>6</b>	<b>16</b>	<b>24</b>	<b>32</b>	<b>4</b>	<b>4</b>	<b>8</b>	<b>\$1,750</b>	<b>\$17,124</b>
	Mileage									\$350
	Reproduction									\$100
	GPS Survey Units - \$35/Hr/Unit x 1 Units x 4 Hrs/Unit									\$140
	Miscellaneous Project Expense									\$286
	<b>Total Amendment No. 1 Budget</b>									<b>\$18,000</b>
	Original Agreement Amount									\$69,600
	<b>Total Agreement Amount with Amendment No. 1</b>									<b>\$87,600</b>

2024 Rates \$252 \$196 \$167 \$140 \$88 \$167 \$126

## CHIEF'S REPORT

April 16, 2024

Station 21-1

### 1. Personnel Information

- a. Volunteer
  - i. Two new volunteer applicants
- b. Career
  - i. FF/PM Jeff Holloway has successfully completed his probationary period
  - ii. FF/PM Spencer Johnston has successfully completed his probationary period

### 2. Intra-agency

- a. A/C Weatherby and DeConto are working a couple of days each week at Station 2 to meet projects, training, and operational objectives. This will continue until the end of May, and then will be re-evaluated.
- b. A spring officer's workshop is scheduled for May 11<sup>th</sup>. The workshop is for District officers and/or District members who are working towards a leadership role.
- c. Labor-Management
  - i. Nothing new to report
- d. Facilities / Apparatus / Equipment
  - i. A/C Weatherby will report on facility updates.

### 3. Interfacility transfers

- a. January 1 – April 15
  - i. Out-of-town = 16 (24% success)
  - ii. Turned down (OOT only) = 52
  - iii. Local = 54

### 4. Inter-agency

- a. WA EMD/FEMA
  - i. Nothing new to report
- b. State Parks / Department of Natural Resources / USFW
  - i. WA DNR, Surfside Homeowners Association, and the Fire District are collaborating on a fuels reduction "live" display off of 315<sup>th</sup> Street. The display is designed to illustrate an acceptable method of making dune grass, pine trees, and brush more wildfire safe.
- c. PACCOM/PCEMA/PCSO/DCD/DPW
  - i. I will be attending the WA State LEPC conference in Ellensburg, April 23-25. LEPC's are an important component of the County's Emergency Management system and are mandated by the State of Washington to help prepare communities and their responders for the hazards they might face.
  - ii. The funding has been released for the County to follow through with the Community Wildfire Protection Plan. The RFP will be approved by the PCEMA Council on April 18<sup>th</sup>, and then sent out for contractors around the beginning of May.
- d. Ocean Beach Hospital / Pacific County Health Department
  - i. Nothing new to report.
- e. Other Fire / EMS Agencies
  - i. Medix Ambulance
    1. A/C DeConto and I met with the Medix CEO and COO (at their request) on April 12<sup>th</sup>. The meeting involved a soft discussion on mutual aid and interagency relationships.
  - ii. Ilwaco Interfacility Transfer Agreement

1. The ILA with Ilwaco Fire for Interfacility transfers is scheduled for the April 22<sup>nd</sup> city council meeting.
- iii. Task Force EMS
  1. Nothing new to report on a mutual aid agreement.
- f. Other Community
  - i. I have started speaking with citizens and / or citizen groups about the upcoming lid lift.

**Staff Reports - A/C Weatherby; A/C DeConto (Training); Pub. Ed. Coord. Karvia**

**March 2024 Call Totals**

1. Total Calls = 220
    - a. Fire = 19
    - b. EMS = 201
    - c. Patients Transported = 115
    - d. Major Incidents:
      - i. March 29 – RV Fire; Cape D S.P.
- 2024 YTD Total – 662; (2023 YTD – 552)**

**Good of the Order**



## Assistant Chief of Operations & Training

### Report to the Commissioners

April 16<sup>th</sup>, 2024

#### Operations

##### Firefighter Academy

The academy is wrapping up. With the assistance of retired AC Mike Karvia, we have been hard at work preparing for Hazardous Materials Awareness and Operations levels testing. The recruits are staying focused and I am optimistic about our testing.

- HAZMAT Awareness/Operations Practical Testing 4/20/2024
- HAZMAT Awareness/Operations Written Testing 4/25/2024

With the exclusion of retest dates, that will wrap up the academy.

Academy Graduation has been scheduled for 5/9/2024 at the Peninsula Senior Center. An invite will be sent out department wide in the next week or so.

A special Thank You to the Support division lead by Lani to provide lunches every Saturday. It has been an added benefit and built comradery in the academy!

##### Wildland Fire Season Preparation

We held our RT-130 Wildland refresher class last night with 18 in attendance.

I have acquired the curriculum from DNR and will be able to deliver it to the rest of our members that could not be there last night.

Working with DNR to start a FF2 initial certification class. The didactic portion of the class will be online, then the candidates will need to complete a field day. The DNR is offering a couple of semi-local opportunities, but I am working to see about offering one locally.

##### Portable Radio Purchase

The portable radio purchase approved by the board at the last meeting has been received. The crews have all been in service'd and the radios are in use at both stations.

An oversight on my part resulted in having to order additional charging stations for some of the portable radios. I made the mistake of assuming that the charging stations were included in the purchase of the radio. We purchased six (6) additional charging stations resulting in and additional

\$319.20 + tax

While this is under Chief Brundage's spending limit, we wanted to bring to your attention as it was an additional cost to what the board had approved.

### PPE Purchase

Some of the PPE that was approved at last month's meeting is beginning to arrive. Some of the items are being placed in service as they arrive, including the new particulate hoods. The hoods will protect our members better from carcinogens and are appreciated. We are still waiting on the bulk of the order.

### Part-Time FF/EMT's

We have recruited from the fire academy and received four (4) applications for part-time FF/EMT's from the academy. We also have one additional applicant that was recruited by Capt. Raichl. We are in the process of reviewing the applications and interviewing with anticipated start dates of May and June 1<sup>st</sup>.

### Training

#### Training Hours

Our members logged a total of 737.00 hours of training in March. March's fire training was focused on:

- Fire Behavior
- Ventilation
- Salvage/Overhaul/Scene Preservation

#### April Fire Training

Daily fire training in April will be focused on Wildland Fire Training.

### Firefighters Association

- Awards Banquet
  - Date is set for May 31<sup>st</sup>.
- Lani and the support division are doing a great job of planning and taking care of things.





# Public Education Coordinator Report

January 16, 2024,

**Public Education Commissioners Report for the Month of March 19-April 16, 2024**

- Past Events,

On March 19th - 20th, the Washington Child Passenger Safety Summit took place in Tacoma, WA. The summit provided an opportunity to obtain the mandatory 6 hours of Continuing Education Units (CEUs) required for Child Passenger Safety (CPS) professionals. During the summit, I had the chance to network with a CPS instructor who has agreed to mentor me as I pursue my goal of becoming a certified CPS instructor.

- Upcoming events,

- April 24, CPR/First Aid/ AED class for the High school faculty,
- April 25, CPR/First Aid/ AED class for Golden Sands
- May 20-24<sup>th</sup> Child Passenger training in West Port WA
- May 31, Banquet Senior Center 6:30p.m.

**2023 year to date**

Month	Home Safety	Car Seats	Lock Box	Alexa/ Elli-Q	Address Post	CPR Classes
January	9	2	3	0	1	1
February	5	1	4	0	8	6
March	5	0	4	0	21	2
April						
May						
June						
July						
August						
September						
October						
November						
December						
Total						