

Pacific County Fire Protection District 1
Regular Commissioner's Meeting
April 21, 2020 – 4:00 p.m.
Teleconference – (425) 436-6318



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 Commissioners Meeting held on March 17th, 2020
2. Minutes of Special Commissioners Meeting held on April 2nd, 2020
3. March 25th, 2020 4th Week Expenses for a total of \$26,109.64
4. April 21st, 2020 expenses for a total of \$408,371.45, not including Jack's Country Store
 - a. Claims: \$194,593.46
 - b. Payroll: \$213,777.99

Jack's Country Store: Needs Approval

1. April 21st, 2020 expenses for a total of \$484.61

Guests and Public Comments

1. 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 2020
3. 2020 Cash Flow Statement
4. 2020 Cash Flow Projection
5. Systems Design Collection Statistics

Calendar Items and Upcoming Events

1. May 19th, 2020 – Regular Commissioner's Meeting, Station 21-1, 4:00 p.m.

Correspondence: None

Old Business: None

New Business:

1. Policy 412 – Handling of Controlled Medications: Needs Revision Approval

Pacific County Fire Protection District 1
Regular Commissioner's Meeting
April 21, 2020 – 4:00 p.m.
Teleconference – (425) 436-6318



2. Procedure 412 – Administering, Securing, and Destroying Controlled Substances:
Needs Revision Approval
3. Aramark Service Proposal: Needs Approval
4. Strategic Plan – 2020 1st Quarter Update
5. Transfer Case Assembly Quote; Needs Approval

District Chief's Report

1. AC Karvia's Report
2. AC Weatherby'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 17, 2020**



Commissioner Hill established that a quorum was present and called the meeting to order at 16:00. The meeting was held at Station 1, located at 26109 Ridge Avenue, Ocean Park, WA 98640. Attendance at the meeting included:

Commissioner Fred Hill
Commissioner Tom Downer
Commissioner Dennis Long
Fire Chief Jacob Brundage
Assistant Chief Mike Karvia

Assistant Chief Brad Weatherby
Firefighter/Paramedic Jeff Archer
Pub Ed Coordinator Lani Karvia
District Secretary [REDACTED]

Commissioner Hill called for an Executive Session at 16:00 for Pension and Relief Board meeting. Regular session resumed at 16:00.

Executive Session: Commissioner Hill called for an Executive Session lasting 20 minutes for legal matters at 16:00. Fire Chief Brundage and DS Meling were in attendance for the entire session. Attorneys John Lee and Deborah Flynn were also in attendance via teleconference. Regular session resumed at 16:20. There were no decisions made.

Commissioner Hill called for an Executive Session lasting 20 minutes for legal matters at 16:20. Fire Chief Brundage and DS [REDACTED] were in attendance for the entire session. Attorneys John Lee and Deborah Flynn were also in attendance via teleconference. Regular session resumed at 16:40. There were no decisions made.

Commissioner Hill called for an Executive Session lasting 20 minutes for legal matters at 16:40. Fire Chief Brundage and DS Meling were in attendance for the entire session. Attorneys John Lee and Deborah Flynn were also in attendance via teleconference. Regular session resumed at 17:00. There were no decisions made.

Consent Agenda

1. Minutes of Regular Commissioners Meeting held on February 18th, 2020
2. February 29th, 2020 4th Week Expenses for a total of \$218,990.43
 - a. Accounts Payable: \$8,917.74
 - b. Payroll: \$210,072.69
3. March 17th, 2020 expenses for a total of \$16,027.05, not including Jack's Country Store
4. March 31st, 2020 payroll for a total of \$202,556.84.

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

Jack's Country Store

1. March 17th, 2020 expenses for a total of \$208.74

Certified to be the original minutes

Date

**PACIFIC COUNTY FIRE PROTECTION DISTRICT #1
REGULAR COMMISSIONERS MEETING
MINUTES MARCH 17, 2020**



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

Guests and Public Comments: None

Presentations and Special Events: None

Secretary's Report: (Report Attached)

1. BIAS Treasurer's Report
2. Monthly Budget Position Report, February 2020
3. 2019 Cash Flow Statement
4. 2019 Cash Flow Projection
5. Systems Design Collection Statistics

Calendar Items and Upcoming Events

1. March 20th, 2020 – Annual Banquet, Peninsula Senior Center, 6:30 p.m. - CANCELLED
2. April 21st, 2020 – Regular Commissioner's Meeting, Station 21-1, 4:00 p.m.

Correspondence: None

Old Business:

1. Naselle Intercept Agreement

Commissioner Long stated that could reach out to Commissioner Strange regarding the Intercept Agreement. He would be willing to bring the topic up in casual conversation and inform Strange that our District has no hard feelings. We would love to work a solution out if possible – just so they know where we're coming from.

AC Weatherby informed that a letter had been sent to Naselle's Board detailing that same information. They were invited to attend February's meeting or today's meeting for a discussion if they had a solution that would be agreeable to both parties.

New Business:

1. Covid-19 Update

Pub Ed Coordinator Lani Karvia informed that she had attended a meeting with Commissioner Downer, Nanci Main, and Kathleen Sayce regarding grocery and pharmacy pick-up and delivery for those who have self-isolated in their homes. Another meeting is planned for Friday, March 20th to discuss more details and start creating a plan.

Certified to be the original minutes
_____ Date _____

**PACIFIC COUNTY FIRE PROTECTION DISTRICT #1
REGULAR COMMISSIONERS MEETING
MINUTES MARCH 17, 2020**



2. Administrative Staff Schedules

DS [REDACTED] presented the proposal for a 4-10's schedule for AC Karvia, AC Weatherby, Pub Ed Coordinator Karvia, and herself.

Discussion ensued.

Commissioner Hill made a motion for a 4 week trial run of the 4-10's schedule from April 5th through May 2nd, seconded by Commissioner Downer. Two ayes, one nay. Motion carried by a majority.

District Chief's Report: See Attached Report

1. AC Karvia's Report – He informed that there are now 11 remaining students in the firefighter academy. They did not make it to North Bend due to the Coronavirus. Also, the state firefighter's conference has been cancelled.
2. AC Weatherby's Report – He informed that our strategy for Covid-19 consists of the following:
 - i. Support PCFD1 responders helping citizens
 - ii. Support reliable information sharing
 - iii. Decrease public anxiety by means available

He stated that the WA DOH has a South Pacific County resource order for PPE. We are also getting SITREPS as available from DOH. PCEMA's EOC is also sending daily SITREPS. He attended training and has assisted in their pre-start.

We have updated our website. We update our Facebook and message share when there are posts from Pacific County's EOC. Our PPE stock is currently holding. We have also postponed our PHTLS & Difficult Airway classes. We are currently working with our MPD on an ER reduction directive to reduce stress on the ED.

3. Pub Ed Coordinator Karvia's report – See attached.

Commissioner's Reports

1. Tom Downer – He stated that there are people in our community who should not be exposed to the virus, and no one will help them. Fire District #1 is in a position to help create solutions to help people take care of themselves and their neighbors.
2. Fred Hill – He informed that he has friends in their 80's and 90's that he has checked on since returning home from California. They are doing well; they just don't want to come out of their houses. He is delivering them food.
3. Dennis Long – He requested a 5 minutes executive session at the end of the meeting for personnel issues.

Good of the Order: None

Personnel Information: None

**PACIFIC COUNTY FIRE PROTECTION DISTRICT #1
REGULAR COMMISSIONERS MEETING
MINUTES MARCH 17, 2020**



Executive Session: Commissioner Hill called for an Executive Session lasting approximately 5 minutes for personnel matters at 17:33. Fire Chief Brundage was in attendance for the entire session. Regular session resumed at 17:38. There we no decisions made.

Meeting adjourned at 17:38.

FRED H. HILL, Commissioner

THOMAS L. DOWNER, Commissioner

Attest:

DENNIS A. LONG, Commissioner

[REDACTED] District Secretary

Certified to be the original minutes

Date

**PACIFIC COUNTY FIRE PROTECTION DISTRICT #1
SPECIAL COMMISSIONERS MEETING WORKSHOP
MINUTES OF APRIL 2, 2020**



Commissioner Hill established that a quorum was present and called the meeting to order at 13:30 hours. The meeting was held via teleconference, (425)436-6318, access code 631129. 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 Karvia
Captain/Paramedic Jason Derrey
District Secretary [REDACTED]

Guests and Public Comments: Ashley Nervobig from the Chinook Observer was in attendance at the meeting.

New Business:

1. Fire District #1 Tax Collection During Covid-19

Chief Brundage provided a summary of our call volume for the month of March. In March of 2019, we had 231 calls with 139 transports. This March, we had 171 calls with 71 patient transports. Both our transports and our EMS numbers have been cut in half. People are staying home and calling their doctor. This is a good thing, but it also means less ambulance revenue.

Chief Brundage also informed that AC Weatherby has worked two shifts in the EOC. Operationally, we are doing the best we can with the current circumstances.

Commissioner Downer stated that he has concern for the dramatic change in the timing of our revenue. The level of revenue is associated with property taxes. We must prepare for the reactions if fears materialize. If tax payments are 60-90 days late, we will weather this without trouble. If people flat-out don't pay, we will weather a few months before our cash is gone.

Commissioner Hill stated that he looked at the projections that were prepared, and it looks like we will probably be ok for 5 or 6 months. We do have project money coming in, and many of the property taxes are built into mortgage payments – they will be paid anyways.

Commissioner Long informed that mortgage companies are obligated to pay the taxes if they have collected them. They cannot manipulate that money; they would lose in court. He stated that he is not concerned about that money. He is more concerned with the labor force being unemployed. They will not make payments and will have no discretionary fund accounts. A good portion of the homes on the Peninsula are second homes. If there are loan on these homes, we are covered, but we might have to wait for these payments.

Commissioner Downer stated that the recovery will be painful and slow.

Commissioner Long agreed and added that if a cure is found, it could be a quick recovery.

**PACIFIC COUNTY FIRE PROTECTION DISTRICT #1
SPECIAL COMMISSIONERS MEETING WORKSHOP
MINUTES OF APRIL 2, 2020**



Commissioner Downer stated that we need to plan for when certain benchmarks are hit. If this happens, we will need to tighten our belt. He said that he could see 25% of people pay their 1st half of taxes on time and make their 2nd payment late. 18% will not pay – period. 25% recognize that they need to pay their taxes on time and that the government needs them now; this collection will go uninterrupted.

Commissioner Downer stated that he believes we need to borrow against our future taxes along with digging into our short term and long term plan and coming up with contingencies.

Commissioner Long informed that circumstances like this were always a problem when he was in the bank; things were always worse than anyone thought they would be. If this virus turns a page faster than expected, we will be ok if we beg off any discretionary spending.

Chief Brundage stated that DS [REDACTED] sent an email with several cash flow scenarios. Initial discretionary spending which can be cut from the budget is the \$390,000 for capital expenditures and the \$100,000 set aside for the training captain. We will also be receiving a lump sum for the GEMT program and approximately \$100,000 for the vertical evacuation structure reimbursement.

Commissioner Downer stated that we need to look at past years' trends.

Chief Brundage stated that this is a normal function included in the board packet each month. The monthly projected amount collected is based off of historical collection percentages. He also informed that DS [REDACTED] spoke with the Treasurer's Office regarding March collection.

DS [REDACTED] reported that we have collected \$209,647.93 for the month of March. She stated that she could add a 5 year collection percentage spreadsheet in the board packet and update it monthly.

Commissioner Downer indicated that this would be helpful.

Commissioner Hill stated that administrative staff has the tools they need, and the commissioners can make the decisions they need to make.

Commissioner Long predicted that there will be more citizens delinquent on their October tax payments than on their June 1st payments.

Commissioner Hill informed that he has residents of his park that are now on unemployment. Because of this, they are receiving a good portion of their usual income. They are also still making their rent payments on time.

Commissioner Long informed that businesses with less than 500 employees can qualify for the CARES Act. This is a 100% government guaranteed grant that employers can use on employee compensation, utilities, etc.

Commissioner Downer stated that in order to qualify, the business needs to show a drop in earnings.

**PACIFIC COUNTY FIRE PROTECTION DISTRICT #1
SPECIAL COMMISSIONERS MEETING WORKSHOP
MINUTES OF APRIL 2, 2020**



Commissioner Long stated that we can give it our best estimate and remove discretionary spending. We will be ok in June; the 2nd half of collection is more concerning due to the unknown duration. The 6 months of rainy day fund is valuable to have.

Commissioner Long stated that we should try to secure a line of credit package early so that we have it if we find ourselves needing it.

Commissioner Downer suggested that the Board makes an action to direct the Secretary to start filling out the paperwork for a \$1 million line of credit.

Commissioner Long added that it should be done early.

Commissioner Hill stated that the line of credit should only be used as a last resort; he doesn't see how it would help our situation in future years.

Commissioner Downer made a motion to direct DS [REDACTED] to investigate borrowing against future tax revenue in the amount of \$1 million, seconded by Commissioner Long. Motion carried.

Executive Session: Commissioner Hill called for an Executive Session lasting 20 minutes for negotiations at 13:58. Chief Brundage and DS Meling were in attendance for the session. No decisions were made.

Meeting adjourned at 14:18.

FRED H. HILL, Commissioner

THOMAS L. DOWNER, Commissioner

Attest:

DENNIS A. LONG, Commissioner

[REDACTED] District Secretary

VOUCHER APPROVAL

PACIFIC COUNTY FIRE DISTRICT 1

MCAG #: 1244

03/25/2020 To: 03/25/2020

Time: 13:40:40 Date: 04/17/2020

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Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
445	03/25/2020	Claims	1	EFT	SECURITY STATE BANK OF WA	22.00	MARCH BANK FEES
446	03/25/2020	Claims	1	EFT	WA STATE DEPT OF REVENUE	235.78	Written From Use Tax Report
447	03/25/2020	Claims	1	23911	ADRIFT DISTILLERS, INC.	97.29	HAND SANITIZER
448	03/25/2020	Claims	1	23912	BANK OF THE PACIFIC VISA - 1029	2,628.68	FEBRUARY CREDIT CARD CHARGES - LK
449	03/25/2020	Claims	1	23913	BANK OF THE PACIFIC VISA - 1303	406.63	FEBRUARY CREDIT CARD CHARGES - JB
450	03/25/2020	Claims	1	23914	BEACH BATTERIES, INC.	138.27	#9165
451	03/25/2020	Claims	1	23915	CHINOOK OBSERVER	74.16	SMALL WORKS ROSTER AD
452	03/25/2020	Claims	1	23916	DISH NETWORK ACCT# 8255 1010 1017 4606	5.01	ST1 CABLE
453	03/25/2020	Claims	1	23917	DISH NETWORK ACCT# 8255 7070 8259 8256	70.28	ST2 CABLE
454	03/25/2020	Claims	1	23918	ICOM AMERICA INC	267.94	RADIO REPAIR
455	03/25/2020	Claims	1	23919	LEWIS BRISBOIS BISGAARD & SMITH LLP	3,504.00	PROFESSIONAL SERVICES - BILLED THOROUGH FEBRUARY 29, 2020
456	03/25/2020	Claims	1	23920	LIFE ASSIST	1,021.39	MEDICAL SUPPLIES - NOT TAXED; MEDICAL SUPPLIES - TAXED AND NOT TAXED; MEDICAL SUPPLIES - TAXED; MEDICAL SUPPLIES - NOT TAXED; MEDICAL SUPPLIES - NOT TAXED AND TAXED; MEDICAL SUPPLIES - TAXED; MEDICAL SUPPLIES - NOT TAXED
457	03/25/2020	Claims	1	23921	MCKESSON MEDICAL SURGICAL	148.54	MEDICAL SUPPLIES - NOT TAXED
458	03/25/2020	Claims	1	23922	NORTH BEACH WATER	122.16	ST1 WATER; ST1D WATER
459	03/25/2020	Claims	1	23923	PACIFIC COUNTY SHERIFF'S OFFICE	7,530.48	2ND QUARTER LOCAL SUPPORT
460	03/25/2020	Claims	1	23924	PERSONNEL CONCEPTS	81.94	2 WA LABOR LAW POSTERS
461	03/25/2020	Claims	1	23925	PUD #2 OF PACIFIC COUNTY	688.76	ST2 ELECTRICITY; ST2 ELECTRICITY; ST2 ELECTRICITY
462	03/25/2020	Claims	1	23926	SUMMIT LAW GROUP	5,441.79	PROFESSIONAL SERVICES - BILLED THROUGH JANUARY 31, 2020; PROFESSIONAL SERVICES - BILLED THROUGH FEBRUARY 29, 2020; SH PROFESSIONAL SERVICES - BILLED THROUGH MARCH 19, 2020
463	03/25/2020	Claims	1	23927	SYSTEMS DESIGN WEST, LLC.	2,406.40	JANUARY AMBULANCE BILLING
464	03/25/2020	Claims	1	23928	TAFT PLUMBING, INC.	229.70	ST2 LABOR FOR PLUMBING SERVICE, KITCHEN SINK
465	03/25/2020	Claims	1	23929	TECH TAP COMPUTER CONSULTING	345.92	3/1 BLOCK HOURS
466	03/25/2020	Claims	1	23930	TELEFLEX LLC C/O TELEFLEX FUNDING LLC	562.50	MEDICAL SUPPLIES - NOT TAXED

VOUCHER APPROVAL

PACIFIC COUNTY FIRE DISTRICT 1

MCAG #: 1244

03/25/2020 To: 03/25/2020

Time: 13:40:40 Date: 04/17/2020

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Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
467	03/25/2020	Claims	1	23931	VERIZON WIRELESS	80.02	ACCT 242204341-00001 - E2121; ACCT 342204208-00001 - M2144
001 General Fund 651.100						26,109.64	
						<u>26,109.64</u>	Claims: 26,109.64
						26,109.64	

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

VOUCHER APPROVAL

PACIFIC COUNTY FIRE DISTRICT 1

MCAG #: 1244

04/16/2020 To: 04/30/2020

Time: 13:34:43 Date: 04/17/2020

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Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
539	04/16/2020	Claims	1	23937	ACTIVE ENTERPRISES INC	864.48	ST5 PROPANE; ST2 PROPANE; ST1 PROPANE; ST1 PROPANE
540	04/16/2020	Claims	1	23938	AIRGAS USA, LLC	88.79	2 CYLINDERS OF OXYGEN; 1 CYLINDER OF OXYGEN; RENTAL OF 13 OXYGEN CYLINDERS; RENTAL OF 6 OXYGEN CYLINDERS
541	04/16/2020	Claims	1	23939	ALSCO INC.	228.36	4/9 LINEN SERVICE; 4/2 LINEN SERVICE; 3/19 LINEN SERVICE; 4/16 LINEN SERVICE
542	04/16/2020	Claims	1	23940	BAILEYS SAW SHOP	102.16	OIL, FUEL, AIR FILTERS; SPARK PLUGS; OIL
543	04/16/2020	Claims	1	23941	BEACHDOG.COM	165.00	WEB HOSTING RENEWAL
544	04/16/2020	Claims	1	23942	BOUND TREE MEDICAL, LLC	925.85	MEDICAL SUPPLIES - TAXED; MEDICAL SUPPLIES - TAXED AND NOT TAXED; MEDICAL SUPPLIES - TAXED AND NOT TAXED; MEDICAL SUPPLIES - TAXED AND NOT TAXED; MEDICAL SUPPLIES - NOT TAXED
545	04/16/2020	Claims	1	23943	CASCADE FIRE & SAFETY	520.19	SLAVE GAUGE - #3861
546	04/16/2020	Claims	1	23944	CENTURY LINK #300537338	129.90	ST2 TELEPHONE
547	04/16/2020	Claims	1	23945	CENTURYLINK #300541120	55.97	BURN LINE
548	04/16/2020	Claims	1	23946	CENTURYLINK #300541738	424.62	ST1 AND ST3 TELEPHONE
549	04/16/2020	Claims	1	23947	CRUISE MASTER PRISMS, INC.	400.54	ANNUAL BANQUET AWARDS
550	04/16/2020	Claims	1	23948	DAY WIRELESS SYSTEMS, INC.	392.29	RADIO REPAIR
551	04/16/2020	Claims	1	23949	DENNIS COMPANY INC	44.95	BUCKET, LID, SHOP TOWELS - CLEANING SUPPLIES; CLEANING SUPPLIES - ST2
552	04/16/2020	Claims	1	23950	EVERGREEN SEPTIC INC.	85.00	ST5 BIWEEKLY SERVICE
553	04/16/2020	Claims	1	23951	FIRE EXTINGUISHER SERVICE CENTER	805.60	SERVICEFIRE EXTINGUISHERS, REPAIRS
554	04/16/2020	Claims	1	23952	ISPYFIRE, INC.	540.50	SUBSCRIPTION
555	04/16/2020	Claims	1	23953	LANI G KARVIA	100.00	IFSAC TEST PROCTOR HMA/HMO RETEST - 3/19/20
556	04/16/2020	Claims	1	23954	LIFE ASSIST	576.93	MEDICAL SUPPLIES - TAXED; MEDICAL SUPPLIES - TAXED AND NOT TAXED; MEDICAL SUPPLIES - TAXED
557	04/16/2020	Claims	1	23955	LN CURTIS & SONS	199.50	SACCHRAIN FIT TEST AND SENSITIVITY SOLUTION
558	04/16/2020	Claims	1	23956	[REDACTED]	36.00	PARKING AT AIRPORT FOR BIAS CONFERENCE
559	04/16/2020	Claims	1	23957	PACIFIC CO. FIRE DIST#1 ADVANCED TRAVEL	785.00	BIAS CONFERENCE PER DIEM; FIREMANSHIP CONFERENCE PER DIEM - HALDEMAN; FIREMANSHIP CONFERENCE PER DIEM - RAICHL; HALDEMAN TRAINING; RAICHL TRAINING

VOUCHER APPROVAL

PACIFIC COUNTY FIRE DISTRICT 1

MCAG #: 1244

04/16/2020 To: 04/30/2020

Time: 13:34:43 Date: 04/17/2020

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Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
504	04/30/2020	Payroll	1	EFT	DAVID M ALLSUP	5,262.17	
505	04/30/2020	Payroll	1	EFT	JEFFEREY S ARCHER	4,892.63	
506	04/30/2020	Payroll	1	EFT	JUSTIN D F BAKER	3,947.66	
507	04/30/2020	Payroll	1	EFT	CORY A BARDONSKI	4,951.68	
509	04/30/2020	Payroll	1	EFT	JACOB M BRUNDAGE	6,414.15	
510	04/30/2020	Payroll	1	EFT	SAMUEL J BURTON	4,831.51	
512	04/30/2020	Payroll	1	EFT	MICHAEL P DECONTO	5,774.81	
513	04/30/2020	Payroll	1	EFT	JASON W DERREY	5,352.33	
514	04/30/2020	Payroll	1	EFT	JAMES GAERLAN	4,044.60	
515	04/30/2020	Payroll	1	EFT	NICKOLAS HALDEMAN	4,624.97	
516	04/30/2020	Payroll	1	EFT	KYLE J HARRINGTON	5,029.66	
517	04/30/2020	Payroll	1	EFT	TOMMY M HERSEY	4,723.65	
518	04/30/2020	Payroll	1	EFT	LANI G KARVIA	2,902.76	
519	04/30/2020	Payroll	1	EFT	MICHAEL J KARVIA	5,511.01	
520	04/30/2020	Payroll	1	EFT	NATASHA LUCE	3,628.07	
521	04/30/2020	Payroll	1	EFT	[REDACTED]	4,075.44	
522	04/30/2020	Payroll	1	EFT	JOSHUA M RAICHL	3,554.77	
523	04/30/2020	Payroll	1	EFT	TYLER REYNOLDS	3,644.04	
525	04/30/2020	Payroll	1	EFT	THOMAS C TROTTER	3,358.59	
527	04/30/2020	Payroll	1	EFT	JOHN B WEATHERBY	6,587.26	
528	04/30/2020	Payroll	1	EFT	MICHAEL WEATHERBY	5,100.64	
529	04/30/2020	Payroll	1	EFT	DAVID L WILLIAMS	4,425.52	
530	04/30/2020	Payroll	1	EFT	TRAVIS ZIMMERMAN	5,409.85	
531	04/16/2020	Claims	1	EFT	DOWNER, THOMAS L.	256.00	3/17 REGULAR MEETING; 4/2 SPECIAL MEETING
532	04/16/2020	Claims	1	EFT	HILL, FRED	512.00	3/26 VOUCHERS; 3/16 VOUCHERS; 3/17 REGULAR MEETING; 4/2 SPECIAL MEETING
533	04/16/2020	Claims	1	EFT	DENNIS LONG	256.00	3/17 REGULAR MEETING; 4/2 SPECIAL MEETING
534	04/16/2020	Claims	1	EFT	WA STATE DEPT OF REVENUE	107.48	Written From Use Tax Report
535	04/16/2020	Payroll	1	EFT	INTERNAL REVENUE SERVICE	20,104.92	941 Deposit for Pay Cycle(s) 04/30/2020 - 04/30/2020
536	04/16/2020	Payroll	1	EFT	PACIFIC COUNTY FIRE DIST #1 LOCAL 3999	1,190.00	Pay Cycle(s) 04/30/2020 To 04/30/2020 - DUES
537	04/16/2020	Payroll	1	EFT	STATE OF WASHINGTON	1,669.44	Pay Cycle(s) 04/30/2020 To 04/30/2020 - DECONTO, 2779062; Pay Cycle(s) 04/30/2020 To 04/30/2020 - ZIMMERMAN, 6621043
538	04/16/2020	Payroll	1	EFT	WA STATE DEPT OF RETIREMENT	28,373.50	Pay Cycle(s) 04/30/2020 To 04/30/2020 - DCDOR; Pay Cycle(s) 04/30/2020 To 04/30/2020 - LEOFF; Pay Cycle(s) 04/30/2020 To 04/30/2020 - PERS 2; Pay Cycle(s) 04/30/2020 To 04/30/2020 - PERS 3
589	04/17/2020	Payroll	1	EFT	STATE OF WASHINGTON	1,105.79	Pay Cycle(s) 04/01/2020 To 04/30/2020 - BARDONSKI, 2803470
508	04/30/2020	Payroll	1	23933	STEVE L BELLINGER	207.79	
511	04/30/2020	Payroll	1	23934	BRIAN DAVIS	1,629.32	
524	04/30/2020	Payroll	1	23935	RICHARD SCHATZ	412.81	
526	04/30/2020	Payroll	1	23936	HARLEY E WAIT	340.48	

VOUCHER APPROVAL

PACIFIC COUNTY FIRE DISTRICT 1

MCAG #: 1244

04/16/2020 To: 04/30/2020

Time: 13:34:43 Date: 04/17/2020

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Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
560	04/16/2020	Claims	1	23958	PACIFIC CO. FIRE DIST#1 PETTY CASH FUND	36.83	POSTAGE; POSTAGE TO WSP; AIR SAMPLES POSTAGE; WRITTEN TESTS TO WSP; POSTAGE TO IRS; POSTAGE ZIMMERMAN KIDS INSURANCE BOOKLET; TO MAKE TOTAL \$100
561	04/16/2020	Claims	1	23959	PACIFIC CO. FIRE DIST#1 REVOLVING FUND	362.95	ERADIPEST DOWNPAYMENT - RODENT REMOVAL AT ST2; 1 ROLL OF STAMPS, POSTAGE FOR VENTILATOR; 2 ROLLS OF STAMPS
562	04/16/2020	Claims	1	23960	PACIFIC OFFICE AUTOMATION	57.84	PRINT/COPY SERVICE 2/19/20-3/19/20
563	04/16/2020	Claims	1	23961	PENINSULA SANITATION SERVICE, INC	278.72	ST1 GARBAGE; ST2 GARBAGE
564	04/16/2020	Claims	1	23962	PETERSON TRUCKS, INC	222.98	SWITCH DOOR JAM, PAN KIT
565	04/16/2020	Claims	1	23963	PUBLIC SAFETY CENTER	593.78	N95s
566	04/16/2020	Claims	1	23964	PUD #2 OF PACIFIC COUNTY	801.05	ST1 ELECTRICITY; ST5 ELECTRICITY; ST1D ELECTRICITY; ST1A ELECTRICITY; ST4 ELECTRICITY; ST3 ELECTRICITY; ST3 ELECTRICITY
567	04/16/2020	Claims	1	23965	SEA WESTERN INC, FIREFIGHTING EQUIP.	165,852.20	SCBAS, FACEPIECES, HOSE; SCBAS, FACEPIECES
568	04/16/2020	Claims	1	23966	SEAVIEW SEWER DISTRICT	319.20	ST2 SEWER; ST2 SEWER
569	04/16/2020	Claims	1	23967	SILVER STAR TELECOM	278.10	ST1 & ST2 INTERNET
570	04/16/2020	Claims	1	23968	SIRENNET.COM	199.20	100W NEO DRIVER - #4614
571	04/16/2020	Claims	1	23969	STERICYCLE INC.	20.72	MONTHLY SERVICE
572	04/16/2020	Claims	1	23970	STRYKER SALES CORPORATION	8,823.60	PROCARE MAINTENANCE AGREEMENT
573	04/16/2020	Claims	1	23971	SUNSET AUTO PARTS	183.37	WINDSHIELD WIPERS - #7989; FUEL FILTER - #4614; TIRE VALVE. PAINT MARKET - SHOP; RETURN - FUEL FILTER CREDIT; RETURN - FUEL FILTER CREDIT; SUPPORT, ANTIFREEZE - #4614; FUEL FILTER - #4310; OIL, FUEL F
574	04/16/2020	Claims	1	23972	SYSTEMS DESIGN WEST, LLC.	3,777.70	FEBRUARY EMS BILLING; MARCH EMS BILLING
575	04/16/2020	Claims	1	23973	TAFT PLUMBING, INC.	182.13	PLUMBING SERVICE, WATER HEATER ELEMENT X2
576	04/16/2020	Claims	1	23974	TECH TAP COMPUTER CONSULTING	345.92	MONTHLY AGREEMENT
577	04/16/2020	Claims	1	23975	TSI INCORPORATED	818.33	CLEAN AND CALIBRATE 8030
578	04/16/2020	Claims	1	23976	VOYAGER FLEET SYSTEMS, INC.	2,178.76	MARCH FUEL CHARGES
579	04/16/2020	Claims	1	23977	WASTE CONNECTIONS OF WA INC	55.59	SHREDDING SERVICE

VOUCHER APPROVAL

PACIFIC COUNTY FIRE DISTRICT 1
MCAG #: 1244

04/16/2020 To: 04/30/2020

Time: 13:34:43 Date: 04/17/2020
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Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
580	04/16/2020	Claims	1	23978	WELLSPRING FAMILY SERVICES EAP	601.38	EAP SERVICE FOR APRIL, MAY, JUNE 2020
581	04/16/2020	Payroll	1	23979	DIMARTINO ASSOCIATES, INC.	1,249.69	Pay Cycle(s) 04/30/2020 To 04/30/2020 - DISINSFF
582	04/16/2020	Payroll	1	23980	EMPLOYMENT SECURITY DEPARTMENT	1,374.75	Pay Cycle(s) 01/01/2020 To 03/31/2020 - PMFL; PFML ROUNDING ERROR
583	04/16/2020	Payroll	1	23981	GET PROGRAM	322.00	Pay Cycle(s) 04/30/2020 To 04/30/2020 - GET
584	04/16/2020	Payroll	1	23982	TRUSTEED PLANS SERVICE CORP	2,523.04	Pay Cycle(s) 04/30/2020 To 04/30/2020 - DENTAL
585	04/16/2020	Payroll	1	23983	TRUSTEED PLANS SERVICE CORP	666.14	Pay Cycle(s) 04/30/2020 To 04/30/2020 - DISADMIN
586	04/16/2020	Payroll	1	23984	TRUSTEED PLANS SERVICE CORPORATION	23,011.27	Pay Cycle(s) 04/30/2020 To 04/30/2020 - MEDICAL
587	04/16/2020	Payroll	1	23985	WA COUNCIL OF POLICE & SHERIFFS	30.00	Pay Cycle(s) 04/30/2020 To 04/30/2020 - DISWACOPS
588	04/16/2020	Payroll	1	23986	WA STATE DEPT OF LNI	21,519.28	1ST Quarter 01/01/2020 - 03/31/2020
001 General Fund 651.100						408,371.45	
							Claims: 194,593.46
							Payroll: 213,777.99

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

VOUCHER APPROVAL

PACIFIC COUNTY FIRE DISTRICT 1

MCAG #: 1244

04/15/2020 To: 04/15/2020

Time: 13:40:07 Date: 04/17/2020

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Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
503	04/15/2020	Claims	1	23932	JACKS COUNTRY STORE INC	484.61	COVID-19 STATION DISINFECTION SUPPLIES; HARDWARE - #4614; SUPPLIES FOR COVID-19; BAGS FOR N95 MASKS; STOPRUST - #4614; 6" WIRE WHEEL - SHOP; BLEACH FOR ST2 COMMUNITY ROOM; HARDWARE - #2488; HARDWARE -
001 General Fund 651.100						484.61	
						484.61	Claims: 484.61

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 21, 2020**



FOR THE MONTH ENDING MARCH 31, 2020

REVENUE: \$280,037.13

EXPENDITURES: \$246,833.52

CURRENT CASH POSITION: \$1,849,361.84

ACTIVITIES:

- 1. Human Resources**
 - a. Spending a considerable amount of time on personnel issues**
- 2. BIAS**
 - a. My Bias application**
 - i. On-hold**
- 3. Line of Credit**
- 4. Working from home**
 - a. Non-sensitive information**
 - b. Log with activities, time**
- 5. Annual Report**
 - a. Starting by the end of the month**
 - b. Will have ready by the May meeting**
- 6. Grant Activities**
 - a. Feasibility Study**
 - i. Submitted final report/reimbursement**
 - ii. Received \$104,051.38 on 4/17/2020**
 - b. CARES Act**
 - i. Received \$40,121.30 on 4/17/2020**
 - c. SAFER Grant - Volunteers**
 - i. Due May 15th**
 - ii. Will be starting this week**

TREASURERS REPORT

Fund Totals

PACIFIC COUNTY FIRE DISTRICT 1
 MCAG #: 1244

Time: 11:44:52 Date: 04/09/2020
 Page: 1

03/01/2020 To: 03/31/2020

Fund	Previous Balance	Revenue	Expenditures	Ending Balance	Claims Clearing	Payroll Clearing	Outstanding Deposits	Adjusted Ending Balance
001 General Fund 651.100	1,793,294.42	280,037.13	246,833.52	1,826,498.03	21,773.35	1,090.46	0.00	1,849,361.84
	1,793,294.42	280,037.13	246,833.52	1,826,498.03	21,773.35	1,090.46	0.00	1,849,361.84

TREASURERS REPORT

Account Totals

PACIFIC COUNTY FIRE DISTRICT I
 MCAG #: 1244

Time: 11:44:52 Date: 04/09/2020
 Page: 2

03/01/2020 To: 03/31/2020

Cash Accounts	Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
1 General Fund 651.100	1,788,594.42	280,037.13	246,833.52	1,821,798.03	0.00	22,863.81	1,844,661.84
3 Ambulance Billing BOP	100.00	46,054.35	46,054.35	100.00	0.00	0.00	100.00
4 Petty Cash	100.00	0.00	0.00	100.00	0.00	0.00	100.00
5 Advance Travel	3,000.00	0.00	0.00	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
Total Cash:	1,793,294.42	326,091.48	292,887.87	1,826,498.03	0.00	22,863.81	1,849,361.84
	1,793,294.42	326,091.48	292,887.87	1,826,498.03	0.00	22,863.81	1,849,361.84

TREASURERS REPORT

Outstanding Vouchers

PACIFIC COUNTY FIRE DISTRICT 1
 MCAG #: 1244

As Of: 03/31/2020 Date: 04/09/2020
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Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo
2017	550	04/12/2017	Claims	1	21416	BURNS, CARLA	100.00	PATIENT REFUND
2018	30	01/11/2018	Claims	1	22067	SID'S IGA	12.64	DISHWASHER DETERGENT ST2
2018	388	03/19/2018	Claims	1	22216	LEONARD BENNIS	10.00	PATIENT REFUND
2018	405	03/19/2018	Claims	1	22233	KYLE J HARRINGTON	3.00	DRIVER'S CHECK REIMBURSEMENT
2019	362	03/15/2019	Claims	1	23054	HEARING AID CENTER	200.00	HEARING TEST - B. DAVIS, MAYFIELD, M. KARVIA, BARDONSKI, ALLSUP, DECONTO, BURTON, HARRINGTON
2019	490	04/12/2019	Claims	1	23115	HEARING AID CENTER	100.00	HEARING TEST - DERREY, WEATHERBY M.; RYAN STAMM TEST; DAVID WILLIAMS TEST
2020	206	02/14/2020	Claims	1	23809	GOODWILLIE, MICHAEL	200.00	2/1/2020 IFSAC FFII EVALUATOR
2020	210	02/14/2020	Claims	1	23813	LIENHARD, GARRY	250.00	2/1/2020 IFSAC FFII SENIOR EVALUATOR
2020	340	03/31/2020	Payroll	1	23863	BRIAN DAVIS	426.95	
2020	344	03/31/2020	Payroll	1	23864	JAMES N GAERLAN	108.97	
2020	354	03/31/2020	Payroll	1	23865	RICHARD SCHATZ	524.54	
2020	378	03/13/2020	Payroll	1	23871	WA COUNCIL OF POLICE & SHERIFFS	30.00	Pay Cycle(s) 03/31/2020 To 03/31/2020 - DISWACOPS
2020	387	03/16/2020	Claims	1	23877	BAUDVILLE	589.12	ANNUAL BANQUET AWARDS
2020	396	03/16/2020	Claims	1	23886	CLOTH TATTOO LLC/PATCHWORKS	69.91	NAME TAGS - X8
2020	401	03/16/2020	Claims	1	23891	FINK, LORETTA	57.00	PATCHES ON
2020	402	03/16/2020	Claims	1	23892	NICKOLAS HALDEMAN	1,835.65	REIMBURSEMENTS FOR FIREMANSHIP 2020 TRAINING
2020	408	03/16/2020	Claims	1	23898	PENINSULA SENIOR ACTIVITY CENTER	460.00	FIREFIGHTER ACADEMY GRADUATION CEREMONY BUILDING RENTAL
2020	450	03/25/2020	Claims	1	23914	BEACH BATTERIES, INC.	138.27	#9165
2020	452	03/25/2020	Claims	1	23916	DISH NETWORK ACCT# 8255 1010 1017 4606	5.01	ST1 CABLE
2020	453	03/25/2020	Claims	1	23917	DISH NETWORK ACCT# 8255 7070 8259 8256	70.28	ST2 CABLE
2020	454	03/25/2020	Claims	1	23918	ICOM AMERICA INC	267.94	RADIO REPAIR
2020	455	03/25/2020	Claims	1	23919	LEWIS BRISBOIS HISGAARD & SMITH LLP	3,504.00	PROFESSIONAL SERVICES - BILLED THOROUGH FEBRUARY 29, 2020
2020	457	03/25/2020	Claims	1	23921	MCKESSON MEDICAL SURGICAL	148.54	MEDICAL SUPPLIES - NOT TAXED
2020	458	03/25/2020	Claims	1	23922	NORTH BEACH WATER	122.16	ST1 WATER; ST1D WATER
2020	459	03/25/2020	Claims	1	23923	PACIFIC COUNTY SHERIFF'S OFFICE	7,530.48	2ND QUARTER LOCAL SUPPORT
2020	460	03/25/2020	Claims	1	23924	PERSONNEL CONCEPTS	81.94	2 WA LABOR LAW POSTERS

TREASURERS REPORT

Outstanding Vouchers

PACIFIC COUNTY FIRE DISTRICT 1
 MCAG #: 1244

As Of: 03/31/2020 Date: 04/09/2020
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Year	Trans#	Date	Type	Acct#	Warr#	Vendor	Amount	Memo
2020	462	03/25/2020	Claims	1	23926	SUMMIT LAW GROUP	5,441.79	PROFESSIONAL SERVICES - BILLING THROUGH JANUARY 31, 2020; PROFESSIONAL SERVICES - BILLED THROUGH FEBRUARY 29, 2020; SH PROFESSIONAL SERVICES - BILLED THROUGH MARCH 19, 2020
2020	464	03/25/2020	Claims	1	23928	TAFT PLUMBING, INC.	229.70	ST2 LABOR FOR PLUMBING SERVICE, KITCHEN SINK
2020	465	03/25/2020	Claims	1	23929	TECH TAP COMPUTER CONSULTING	345.92	3/1 BLOCK HOURS
							22,863.81	

Fund	Claims	Payroll	Total
001 General Fund 651.100	21,773.35	1,090.46	22,863.81
	21,773.35	1,090.46	22,863.81

TREASURERS REPORT

Signature Page

PACIFIC COUNTY FIRE DISTRICT 1
MCAG #: 1244

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03/01/2020 To: 03/31/2020

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

2020 CASH FLOW - YEAR TO DATE

PACIFIC COUNTY FIRE DISTRICT 1
MCAG #: 1244

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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 P	11,191.74	171,585.30	164,432.19	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	347,209.23	2,170,000.00	16%
311 10 26 000 EMS - Real and P	3,614.94	47,263.99	45,215.74	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	96,094.67	587,013.00	16%
312 10 00 000 Forest Excise Tax	0.00	339.73	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	339.73	0.00	0%
317 20 00 000 Leasehold Excise	0.00	1,815.21	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,815.21	0.00	0%
322 90 00 000 Burn Permits	100.00	75.00	75.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	250.00	900.00	28%
310 TAXES	14,906.68	221,079.23	289,722.93	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	445,708.84	2,757,913.00	16%
332 93 01 000 Ground Emergenc	2,698.25	1,487.15	4,297.57	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8,482.97	100,000.00	8%
334 04 90 000 State Grant - DOH	0.00	0.00	1,260.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,260.00	1,200.00	105%
330 State Grant	2,698.25	1,487.15	5,557.57	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9,742.97	101,200.00	10%
342 20 00 000 Fire Protection Ser	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	32,000.00	0%
342 60 01 000 Ambulance and E	84,388.24	57,242.75	60,355.07	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	201,986.06	660,000.00	31%
342 60 02 000 Ambulance & Em	0.00	1,750.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,750.00	3,000.00	58%
340	84,388.24	58,992.75	60,355.07	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	203,736.06	695,000.00	29%
361 11 00 000 Investment Interes	0.00	2,782.61	2,401.79	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,184.40	10,000.00	52%
369 91 00 000 Other Misc Reven	200.00	782.85	1,999.77	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,982.62	0.00	0%
369 91 01 001 Misc Revenues - 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	1,200.00	0%
369 91 01 002 Misc Revenues - J	585.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	585.25	0.00	0%
360	785.25	3,565.46	4,401.56	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8,752.27	11,200.00	78%
FUND REVENUES:	102,778.42	285,124.99	280,027.13	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	667,940.14	3,565,313.00	19%
522 10 10 001 Commissioners	512.00	896.00	640.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,048.00	10,000.00	20%
522 10 10 002 District Chief	8,913.87	8,913.87	8,913.87	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	26,741.61	115,695.00	23%
522 10 10 003 District Secretary	5,482.43	5,482.43	5,482.43	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	16,447.29	59,609.00	28%
522 10 10 005 Pub. Bd. Coordin	4,030.54	4,030.54	4,030.54	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	12,091.62	48,189.00	25%
522 10 10 006 Chief Of Operati	8,908.20	8,908.20	8,908.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	26,724.60	115,336.00	23%
522 10 10 007 Chief Of Administ	8,926.75	8,709.71	8,709.71	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	26,346.17	107,257.00	25%
522 10 20 001 Labor & Industry	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	18,791.00	0.00	0%
522 10 20 002 LEO/FF Retirement	1,425.71	1,414.16	1,414.14	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,254.01	18,031.00	24%
522 10 20 003 Medical/Dental	4,139.43	4,139.43	4,139.43	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	12,418.29	53,187.00	23%
522 10 20 004 Medicare	525.80	522.65	522.65	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,571.10	6,468.00	24%
522 10 20 005 PERS Retirement	1,223.37	1,223.37	1,223.37	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,670.11	13,863.00	26%
522 10 31 001 Office and Operati	1,430.94	955.47	1,379.01	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,765.42	9,160.00	41%
522 10 31 002 Office Cleaning S	239.01	525.34	351.72	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,116.07	2,000.00	56%
522 10 35 001 Computer Hardwa	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	0.00	0%
522 10 35 002 Computer Softwa	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	0.00	0%
522 10 41 001 Legal Services / P	2,712.00	161.00	9,119.95	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	11,992.95	30,000.00	40%
522 10 41 002 Misc Professional	2,823.42	408.25	409.85	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,641.52	10,000.00	36%
522 10 42 001 Postage	22.15	60.60	78.19	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	160.94	1,000.00	16%
522 10 43 001 Travel Lodging	0.00	0.00	894.46	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	894.46	3,500.00	26%
522 10 43 002 Travel Meals	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%

2020 CASH FLOW - YEAR TO DATE

PACIFIC COUNTY FIRE DISTRICT 1

MCAG #: 1244

January To March

Time: 11:41:09 Date: 04/09/2020

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	January	February	March	April	May	June	July	August	September	October	November	December	Total	Budgeted Amt	%
001 General Fund 651.100															
522 10 43 003 Travel Mileage	228.40	0.00	25.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	253.40	2,000.00	13%
522 10 43 004 Travel Registration	0.00	105.00	125.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	230.00	25,000.00	1%
522 10 46 001 Casualty & Liabili	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	63,250.00	0%
522 10 47 001 Electricity	1,394.06	1,441.06	1,409.04	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,244.16	17,845.00	24%
522 10 47 002 Garbage	309.08	278.72	278.72	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	866.52	3,565.00	24%
522 10 47 003 Natural Gas	1,216.66	934.93	398.68	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,550.27	6,365.00	40%
522 10 47 004 Sewer	85.00	404.20	85.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	574.20	2,652.00	22%
522 10 47 005 Telephone	873.96	885.13	881.17	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,640.26	13,493.00	20%
522 10 47 006 Water	476.97	126.76	530.84	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,134.57	3,713.00	31%
522 10 47 007 Wireless Commun	80.02	80.02	80.02	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	240.06	1,442.00	17%
522 10 47 008 Cable TV	155.32	165.32	155.32	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	475.96	2,122.00	22%
522 10 48 001 Computer Service	345.92	345.92	345.92	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,037.76	7,210.00	14%
522 10 49 001 Health & Wellness	270.00	620.46	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	890.46	7,000.00	13%
522 10 49 002 Memberships and	4,627.71	6,091.57	30.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10,749.28	16,995.00	63%
522 10 51 001 Elections	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%
522 10 51 002 Ground Water Prop	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	412.00	78%
522 10 51 002 FF/EMT Salaries &	37,732.96	58,530.72	42,428.28	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	138,691.96	519,598.00	27%
522 20 10 003 Maintenance Tech	6,363.43	6,363.43	6,363.43	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	19,090.29	84,990.00	22%
522 20 10 005 Volunteer Incentiv	2,650.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,650.00	25,000.00	11%
522 20 20 001 Labor & Industry	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	53,395.00	0%
522 20 20 002 LEOFF Retirement	2,011.18	3,119.68	1,305.44	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,436.30	27,695.00	23%
522 20 20 003 Medical/Dental	8,628.35	8,628.35	7,249.42	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	24,506.12	131,427.00	19%
522 20 20 004 Medicare	677.84	940.97	447.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,066.21	8,767.00	24%
522 20 20 005 PRRS Retirement	818.34	818.34	818.34	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,455.02	10,930.00	22%
522 20 20 006 Social Security	164.30	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,145.09	5,000.00	30%
522 20 20 099 Payroll Cleaning	794.19	-568.82	-401.57	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,073.57	7,000.00	30%
522 20 31 001 Misc Supplies	335.30	581.70	228.09	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,107.19	10,181.00	21%
522 20 31 002 Uniforms / Gear I	856.15	0.00	1,217.42	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,334.33	12,000.00	36%
522 20 32 001 Fuel	671.52	985.70	449.97	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 35 001 Vehicle Parts	1,288.91	2,217.00	828.42	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 20 35 002 Misc Small Tools/	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	3,000.00	0%
522 20 35 003 Radio 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	1,000.00	0%
522 20 46 001 Pension & Relief	0.00	1,320.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,320.00	3,000.00	44%
522 20 48 001 Radio Repair/Mai	0.00	0.00	267.94	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	267.94	2,000.00	13%
522 20 48 002 Small Equip. Reps	448.62	168.84	86.42	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	703.88	4,000.00	18%
522 20 48 003 Vehicle Repair/Mz	35.64	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	35.64	2,000.00	2%
522 20 49 001 Misc Services	3,930.07	372.87	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,302.94	14,000.00	31%
522 20 51 001 Dispatch / Local S	401.91	0.00	401.90	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	803.81	2,862.00	28%
522 30 31 001 Fire Investigation	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%
522 30 31 002 Public Education ;	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 40 31 001 Misc 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	3,500.00	0%
522 40 43 001 Training Lodging	0.00	0.00	916.65	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	916.65	2,000.00	46%
522 40 43 002 Training Meals	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00	2,000.00	5%
522 40 43 003 Travel Mileage	0.00	0.00	165.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	165.00	500.00	33%
522 40 43 004 Travel Registratio	6,306.08	2,355.00	754.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9,415.08	20,000.00	47%
522 40 49 002 Union 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	5,000.00	0%

2020 CASH FLOW - YEAR TO DATE

PACIFIC COUNTY FIRE DISTRICT 1
 MCAG #: 1244

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January To March

	January	February	March	April	May	June	July	August	September	October	November	December	Total	Budgeted Amt	%
001 General Fund 651.100															
522 50 31 001 Building Maintenance	538.88	38.95	43.10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	620.93	2,500.00	25%
522 50 49 001 Building Maintenance	0.00	0.00	404.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	404.00	10,000.00	4%
526 10 10 002 FF/Paramedic Sal	78,788.23	123,890.25	73,881.99	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	276,560.47	1,015,520.00	27%
526 10 10 003 Volunteer Reimbur	1,457.50	1,918.50	1,226.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,602.00	20,000.00	23%
526 10 20 001 Labor & Industry	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	71,500.00	0%
526 10 20 002 LEOFF Retirement	3,861.66	6,595.71	4,893.92	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	15,351.29	54,127.00	28%
526 10 20 003 Medical/Dental	7,898.04	12,989.59	14,475.65	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	35,363.28	170,408.00	21%
526 10 20 004 Medicare	1,163.57	1,824.21	1,349.15	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,336.93	14,725.00	29%
526 10 20 006 Social Security	90.36	118.95	76.02	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	285.33	1,600.00	18%
526 10 41 001 Biohazard Dispost	20.72	31.08	41.98	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	93.78	650.00	14%
526 40 30 001 Supplies	0.00	349.09	27.08	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	376.17	1,000.00	38%
526 40 43 002 Travel Meals	0.00	303.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	303.80	1,500.00	20%
526 40 43 004 Travel Registration	0.00	150.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	150.00	1,500.00	10%
526 40 43 005 OTEP	2,656.07	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,656.07	3,500.00	76%
526 70 41 001 Ambulance Billing	4,739.40	0.00	2,406.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,145.80	30,000.00	24%
526 70 41 002 GEMT Services	0.00	0.00	175.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	175.00	3,000.00	6%
526 70 49 001 Ambulance Payms	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	45,000.00	29%
526 80 31 001 Medical & Operat	4,915.52	4,228.98	4,106.58	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	13,251.08	47,039.00	15%
526 80 32 001 Fuel	2,176.10	2,356.16	2,424.78	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,957.04	10,000.00	19%
526 80 35 001 Vehicle Parts	1,514.01	249.92	172.10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,936.03	10,000.00	0%
526 80 35 002 Misc Small Tools/	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%
526 80 48 001 Medical Equip. Rt	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	12,500.00	0%
526 80 48 003 Vehicle Repairs &	250.00	20.26	756.70	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,026.96	2,000.00	51%
526 80 51 001 Dispatch / Local S	7,128.57	0.00	7,128.58	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	14,257.15	28,514.00	50%
520 FIRE	252,792.14	299,050.54	237,677.81	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	789,520.49	3,345,679.00	24%
586 00 00 001 Timeless Passthro	0.00	0.00	5,099.03	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,099.03	0.00	0%
580 Non-Expenditures	0.00	0.00	5,099.03	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,099.03	0.00	0%
591 22 71 001 Principal	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	51,500.00	0%
592 22 83 001 Interest	0.00	0.00	1,931.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,931.25	3,863.00	50%
594 22 60 001 Buildings	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	80,000.00	0%
594 22 60 002 Communication B	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 & Tur	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	35,000.00	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	5,000.00	0%
594 22 60 006 Misc Equipment	1,124.41	0.00	2,125.43	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,249.84	0.00	0%
594 22 60 007 SCBA Firefighting	22,673.16	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	22,673.16	60,000.00	38%
594 22 60 008 Engines	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	80,000.00	0%
594 26 60 001 Ambulance/Recha	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%
594 26 60 002 Misc Medical Equ	0.00	16,320.14	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	16,320.14	20,000.00	82%
598	23,797.57	16,320.14	4,056.68	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	44,174.39	445,363.00	10%
FUND EXPENDITURES:	276,989.71	315,370.68	246,833.52	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	838,793.91	1,791,042.00	22%

2020 BUDGET POSITION

PACIFIC COUNTY FIRE DISTRICT 1
MCAG #: 1244

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001 General Fund 651.100

Months: 01 To: 03

Revenues	Amt Budgeted	Revenues	Remaining	
310 TAXES				
311 10 22 000 FIRE - Real and Personal Property Taxes	2,170,000.00	347,209.23	1,822,790.77	16.0%
311 10 26 000 EMS - Real and Personal Property Taxes	587,013.00	96,094.67	490,918.33	16.4%
312 10 00 000 Forest Excise Tax	0.00	339.73	(339.73)	0.0%
317 20 00 000 Leasehold Excise Tax	0.00	1,815.21	(1,815.21)	0.0%
318 00 00 000 Other Tax	0.00	0.00	0.00	0.0%
322 90 00 000 Burn Permits	900.00	250.00	650.00	27.8%
310 TAXES	2,757,913.00	445,708.84	2,312,204.16	16.2%
330 State Grant				
331 04 90 001 Direct Federal Grants (FEMA) SAFER	0.00	0.00	0.00	0.0%
331 04 90 002 Direct Federal Grants (FEMA) AFG	0.00	0.00	0.00	0.0%
332 93 01 000 Ground Emergency Medical Transportation	100,000.00	8,482.97	91,517.03	8.5%
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 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	1,200.00	1,260.00	(60.00)	105.0%
334 04 90 001 State Grant - DOH Stroke	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%
330 State Grant	101,200.00	9,742.97	91,457.03	9.6%
342 20 00 000 Fire Protection Services (Fire Protection Contracts)	32,000.00	0.00	32,000.00	0.0%
342 60 01 000 Ambulance and Emergency Aid Services (Transports)	660,000.00	201,986.06	458,013.94	30.6%
342 60 02 000 Ambulance & Emergency Aid Services (Naselle Dist #4 payments)	3,000.00	1,750.00	1,250.00	58.3%
340	695,000.00	203,736.06	491,263.94	29.3%
359 90 00 000 Miscellaneous Fines and Penalties (Illegal burning)	0.00	0.00	0.00	0.0%
350	0.00	0.00	0.00	0.0%
361 11 00 000 Investment Interest	10,000.00	5,184.40	4,815.60	51.8%
367 11 00 000 Gifts, Pledges, Grants and Bequests from Private Sources	0.00	0.00	0.00	0.0%
369 91 00 000 Other Misc Revenues (Include reimb for expenditures)	0.00	2,982.62	(2,982.62)	0.0%
369 91 01 000 Misc Revenues - LNI Reimbursements for Timeloss/LEP	0.00	0.00	0.00	0.0%
369 91 01 001 Misc Revenues - BVFF Reimburse	1,200.00	0.00	1,200.00	0.0%
369 91 01 002 Misc Revenues - Training	0.00	585.25	(585.25)	0.0%
360	11,200.00	8,752.27	2,447.73	78.1%
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%

2020 BUDGET POSITION

PACIFIC COUNTY FIRE DISTRICT 1
MCAG #: 1244

Time: 11:45:27 Date: 04/09/2020
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001 General Fund 651.100

Months: 01 To: 03

Revenues	Amt Budgeted	Revenues	Remaining	
380				
380	0.00	0.00	0.00	0.0%
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%
390	0.00	0.00	0.00	0.0%
Fund Revenues:	3,565,313.00	667,940.14	2,897,372.86	18.7%
Expenditures	Amt Budgeted	Expenditures	Remaining	
520 FIRE				
522 10 10 001 Commissioners	10,000.00	2,048.00	7,952.00	20.5%
522 10 10 002 District Chief	115,695.00	26,741.61	88,953.39	23.1%
522 10 10 003 District Secretary	59,609.00	16,447.29	43,161.71	27.6%
522 10 10 004 Admin Assistant	0.00	0.00	0.00	0.0%
522 10 10 005 Pub. Ed. Coordinator	48,189.00	12,091.62	36,097.38	25.1%
522 10 10 006 Chief Of Operations	115,336.00	26,724.60	88,611.40	23.2%
522 10 10 007 Chief Of Administration	107,257.00	26,346.17	80,910.83	24.6%
522 10 20 001 Labor & Industry	18,791.00	0.00	18,791.00	0.0%
522 10 20 002 LEOFF Retirement	18,031.00	4,254.01	13,776.99	23.6%
522 10 20 003 Medical/Dental	53,187.00	12,418.29	40,768.71	23.3%
522 10 20 004 Medicare	6,468.00	1,571.10	4,896.90	24.3%
522 10 20 005 PERS Retirement	13,863.00	3,670.11	10,192.89	26.5%
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	9,160.00	3,765.42	5,394.58	41.1%
522 10 31 002 Office Cleaning Supplies	2,000.00	1,116.07	883.93	55.8%
522 10 35 001 Computer Hardware	1,000.00	0.00	1,000.00	0.0%
522 10 35 002 Computer Software	500.00	0.00	500.00	0.0%
522 10 41 001 Legal Services / Publications	30,000.00	11,992.95	18,007.05	40.0%
522 10 41 002 Misc Professional Services	10,000.00	3,641.52	6,358.48	36.4%
522 10 42 001 Postage	1,000.00	160.94	839.06	16.1%
522 10 43 001 Travel Lodging	3,500.00	894.46	2,605.54	25.6%
522 10 43 002 Travel Meals	2,000.00	0.00	2,000.00	0.0%
522 10 43 003 Travel Mileage	2,000.00	253.40	1,746.60	12.7%
522 10 43 004 Travel Registration / Fee	25,000.00	230.00	24,770.00	0.9%
522 10 46 001 Casualty & Liability Insurance	63,250.00	0.00	63,250.00	0.0%
522 10 47 001 Electricity	17,845.00	4,244.16	13,600.84	23.8%
522 10 47 002 Garbage	3,565.00	866.52	2,698.48	24.3%
522 10 47 003 Natural Gas	6,365.00	2,550.27	3,814.73	40.1%
522 10 47 004 Sewer	2,652.00	574.20	2,077.80	21.7%
522 10 47 005 Telephone	13,493.00	2,640.26	10,852.74	19.6%
522 10 47 006 Water	3,713.00	1,134.57	2,578.43	30.6%
522 10 47 007 Wireless Communications	1,442.00	240.06	1,201.94	16.6%
522 10 47 008 Cable TV	2,122.00	475.96	1,646.04	22.4%
522 10 48 001 Computer Services	7,210.00	1,037.76	6,172.24	14.4%
522 10 49 001 Health & Wellness	7,000.00	890.46	6,109.54	12.7%
522 10 49 002 Memberships and Subscriptions	16,995.00	10,749.28	6,245.72	63.2%

2020 BUDGET POSITION

PACIFIC COUNTY FIRE DISTRICT 1
MCAG #: 1244

Time: 11:45:27 Date: 04/09/2020
Page: 3

001 General Fund 651.100

Months: 01 To: 03

Expenditures	Amt Budgeted	Expenditures	Remaining	
520 FIRE				
522 10 51 001 Elections	6,000.00	0.00	6,000.00	0.0%
522 10 51 002 Ground Water Property Tax	412.00	321.20	90.80	78.0%
522 10 51 003 State Audit	0.00	0.00	0.00	0.0%
210	804,650.00	180,092.26	624,557.74	22.4%
522 20 10 001 Training Officer	0.00	0.00	0.00	0.0%
522 20 10 002 FF/EMT Salaries & Wages	519,599.00	138,691.96	380,907.04	26.7%
522 20 10 003 Maintenance Technician	84,990.00	19,090.29	65,899.71	22.5%
522 20 10 004 Resident Interns	0.00	0.00	0.00	0.0%
522 20 10 005 Volunteer Incentive Program	25,000.00	2,650.00	22,350.00	10.6%
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	53,395.00	0.00	53,395.00	0.0%
522 20 20 002 LEOFF Retirement	27,695.00	6,436.30	21,258.70	23.2%
522 20 20 003 Medical/Dental	131,427.00	24,506.12	106,920.88	18.6%
522 20 20 004 Medicare	8,767.00	2,066.21	6,700.79	23.6%
522 20 20 005 PERS Retirement	10,930.00	2,455.02	8,474.98	22.5%
522 20 20 006 Social Security	1,700.00	164.30	1,535.70	9.7%
522 20 20 007 Unemployment Compensation	0.00	0.00	0.00	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	(176.20)	176.20	0.0%
522 20 31 001 Misc Supplies	5,000.00	1,145.09	3,854.91	22.9%
522 20 31 002 Uniforms / Gear Issue	7,000.00	2,073.57	4,926.43	29.6%
522 20 32 001 Fuel	10,181.00	2,107.19	8,073.81	20.7%
522 20 35 001 Vehicle Parts	12,000.00	4,334.33	7,665.67	36.1%
522 20 35 002 Misc Small Tools/Equip	2,500.00	0.00	2,500.00	0.0%
522 20 35 003 Radio Equipment	1,000.00	0.00	1,000.00	0.0%
522 20 46 001 Pension & Relief	3,000.00	1,320.00	1,680.00	44.0%
522 20 48 001 Radio Repair/Maintenance	2,000.00	267.94	1,732.06	13.4%
522 20 48 002 Small Equip. Repair/Maintenance	4,000.00	703.88	3,296.12	17.6%
522 20 48 003 Vehicle Repair/Maintenance	2,000.00	35.64	1,964.36	1.8%
522 20 49 001 Misc Services	14,000.00	4,302.94	9,697.06	30.7%
522 20 51 001 Dispatch / Local Support Svcs	2,862.00	803.81	2,058.19	28.1%
220	929,046.00	212,978.39	716,067.61	22.9%
522 30 31 001 Fire Investigation Supplies	400.00	0.00	400.00	0.0%
522 30 31 002 Public Education Supplies	1,000.00	0.00	1,000.00	0.0%
522 30 49 001 Newsletter	0.00	0.00	0.00	0.0%
230	1,400.00	0.00	1,400.00	0.0%
522 40 31 001 Misc Supplies	3,500.00	0.00	3,500.00	0.0%
522 40 43 001 Training Lodging	2,000.00	916.65	1,083.35	45.8%
522 40 43 002 Training Meals	2,000.00	100.00	1,900.00	5.0%
522 40 43 003 Travel Mileage	500.00	165.00	335.00	33.0%
522 40 43 004 Travel Registration / Fee	20,000.00	9,415.08	10,584.92	47.1%
522 40 49 001 Resident Tuition	0.00	0.00	0.00	0.0%
522 40 49 002 Union Tuition	5,000.00	0.00	5,000.00	0.0%
240	33,000.00	10,596.73	22,403.27	32.1%
522 50 31 001 Building Maintenance Supplies	2,500.00	620.93	1,879.07	24.8%
522 50 49 001 Building Maintenance Services	10,000.00	404.00	9,596.00	4.0%

2020 BUDGET POSITION

PACIFIC COUNTY FIRE DISTRICT 1
MCAG #: 1244

Time: 11:45:27 Date: 04/09/2020
Page: 4

001 General Fund 651.100

Months: 01 To: 03

Expenditures	Amt Budgeted	Expenditures	Remaining	
520 FIRE				
250	12,500.00	1,024.93	11,475.07	8.2%
526 10 10 001 EMS Coordinator	0.00	0.00	0.00	0.0%
526 10 10 002 FF/Paramedic Salaries & Wages	1,015,520.00	276,560.47	738,959.53	27.2%
526 10 10 003 Volunteer Reimbursement	20,000.00	4,602.00	15,398.00	23.0%
526 10 10 099 Timeloss Payments (Disability)	0.00	0.00	0.00	0.0%
526 10 20 001 Labor & Industry	71,500.00	0.00	71,500.00	0.0%
526 10 20 002 LEOFF Retirement	54,127.00	15,351.29	38,775.71	28.4%
526 10 20 003 Medical/Dental	170,408.00	35,363.28	135,044.72	20.8%
526 10 20 004 Medicare	14,725.00	4,336.93	10,388.07	29.5%
526 10 20 005 PERS Retirement	0.00	0.00	0.00	0.0%
526 10 20 006 Social Security	1,600.00	285.33	1,314.67	17.8%
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	93.78	556.22	14.4%
610	1,348,530.00	336,593.08	1,011,936.92	25.0%
526 40 30 001 Supplies	1,000.00	376.17	623.83	37.6%
526 40 43 001 Travel Lodging	0.00	0.00	0.00	0.0%
526 40 43 002 Travel Meals	1,500.00	303.80	1,196.20	20.3%
526 40 43 003 Travel Mileage	0.00	0.00	0.00	0.0%
526 40 43 004 Travel Registration Fee	1,500.00	150.00	1,350.00	10.0%
526 40 43 005 OTEP	3,500.00	2,656.07	843.93	75.9%
640	7,500.00	3,486.04	4,013.96	46.5%
526 70 41 001 Ambulance Billing Services	30,000.00	7,145.80	22,854.20	23.8%
526 70 41 002 GEMT Services	30,000.00	0.00	30,000.00	0.0%
526 70 49 001 Ambulance Payment Refunds	3,000.00	175.00	2,825.00	5.8%
670	63,000.00	7,320.80	55,679.20	11.6%
526 80 31 001 Medical & Operating Supplies	45,000.00	13,251.08	31,748.92	29.4%
526 80 32 001 Fuel	47,039.00	6,957.04	40,081.96	14.8%
526 80 35 001 Vehicle Parts	10,000.00	1,936.03	8,063.97	19.4%
526 80 35 002 Misc Small Tools/Equip	1,000.00	0.00	1,000.00	0.0%
526 80 48 001 Medical Equip. Repairs & Maintenance	12,500.00	0.00	12,500.00	0.0%
526 80 48 002 Radio Repairs & Maintenance	0.00	0.00	0.00	0.0%
526 80 48 003 Vehicle Repairs & Maintenance	2,000.00	1,026.96	973.04	51.3%
526 80 51 001 Dispatch / Local Support Svcs	28,514.00	14,257.15	14,256.85	50.0%
680	146,053.00	37,428.26	108,624.74	25.6%
520 FIRE	3,345,679.00	789,520.49	2,556,158.51	23.6%
580 Non-Expenditures				
586 00 00 001 Timeloss Passthrough To Employee	0.00	5,099.03	(5,099.03)	0.0%
580 Non-Expenditures	0.00	5,099.03	(5,099.03)	0.0%
591 22 71 001 Principal	51,500.00	0.00	51,500.00	0.0%
592 22 83 001 Interest	3,863.00	1,931.25	1,931.75	50.0%
594 22 60 001 Buildings	80,000.00	0.00	80,000.00	0.0%
594 22 60 002 Communication Equipment	10,000.00	0.00	10,000.00	0.0%

2020 BUDGET POSITION

PACIFIC COUNTY FIRE DISTRICT 1
MCAG #: 1244

Time: 11:45:27 Date: 04/09/2020
Page: 5

001 General Fund 651.100

Months: 01 To: 03

Expenditures	Amt Budgeted	Expenditures	Remaining	
590				
594 22 60 003 Office Equipment	0.00	0.00	0.00	0.0%
594 22 60 004 Equipment & Turnout Gear	35,000.00	0.00	35,000.00	0.0%
594 22 60 005 Fire Hose	5,000.00	0.00	5,000.00	0.0%
594 22 60 006 Misc Equipment	0.00	3,249.84	(3,249.84)	0.0%
594 22 60 007 SCBA Firefighting Equipment	60,000.00	22,673.16	37,326.84	37.8%
594 22 60 008 Engines	80,000.00	0.00	80,000.00	0.0%
594 26 60 001 Ambulance/Rechassis	100,000.00	0.00	100,000.00	0.0%
594 26 60 002 Misc Medical Equipment	20,000.00	16,320.14	3,679.86	81.6%
590	445,363.00	44,174.39	401,188.61	9.9%
Fund Expenditures:	3,791,042.00	838,793.91	2,952,248.09	22.1%
Fund Excess/(Deficit):	(225,729.00)	(170,853.77)		

2020 BUDGET POSITION TOTALS

PACIFIC COUNTY FIRE DISTRICT 1
MCAG #: 1244

Months: 01 To: 03

Time: 11:45:27 Date: 04/09/2020

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Fund	Revenue Budgeted	Received		Expense Budgeted	Spent	
001 General Fund 651.100	3,565,313.00	667,940.14	18.7%	3,791,042.00	838,793.91	22%
	<u>3,565,313.00</u>	<u>667,940.14</u>	<u>18.7%</u>	<u>3,791,042.00</u>	<u>838,793.91</u>	<u>22.1%</u>

PACIFIC COUNTY FIRE DISTRICT #1
 HISTORICAL TAX COLLECTION TRENDS
 2016 - PRESENT

	2016		2017		2018		2019		2020	
	\$ COLLECTED	% COLLECTED	\$ COLLECTED	% COLLECTED	\$ COLLECTED	% COLLECTED	\$ COLLECTED	% COLLECTED	\$ COLLECTED	% COLLECTED
TOTAL TAX BUDGETED	\$ 2,190,000.00		\$ 2,210,200.00		\$ 2,249,924.00		\$ 2,296,130.00		\$ 2,757,013.00	
FIRE TAX BUDGETED	\$ 1,640,000.00		\$ 1,657,600.00		\$ 1,687,494.00		\$ 1,722,088.00		\$ 2,170,000.00	
EMS TAX BUDGETED	\$ 550,000.00		\$ 552,600.00		\$ 562,490.00		\$ 574,042.00		\$ 587,013.00	
	\$ COLLECTED	% COLLECTED	\$ COLLECTED	% COLLECTED	\$ COLLECTED	% COLLECTED	\$ COLLECTED	% COLLECTED	\$ COLLECTED	% COLLECTED
JANUARY	\$ 12,367.02	0.56%	\$ 12,953.67	0.59%	\$ 15,264.18	0.68%	\$ 15,055.66	0.66%	\$ 14,806.68	0.54%
FEBRUARY	\$ 181,228.05	8.28%	\$ 179,805.67	8.14%	\$ 150,190.14	6.67%	\$ 197,746.44	8.61%	\$ 218,849.29	7.94%
MARCH	\$ 145,946.95	6.66%	\$ 170,790.47	7.73%	\$ 206,534.01	9.18%	\$ 166,653.82	7.26%	\$ 209,647.93	7.60%
APRIL	\$ 703,261.24	32.11%	\$ 728,399.75	32.96%	\$ 750,574.65	33.36%	\$ 848,309.28	36.95%		
MAY	\$ 280,090.97	12.79%	\$ 254,673.35	11.52%	\$ 255,316.19	11.35%	\$ 206,894.94	9.01%		
JUNE	\$ 28,234.90	1.29%	\$ 28,277.67	1.28%	\$ 25,798.97	1.15%	\$ 17,802.27	0.78%		
JULY	\$ 13,862.01	0.63%	\$ 14,243.07	0.64%	\$ 13,357.18	0.59%	\$ 15,297.94	0.67%		
AUGUST	\$ 22,834.63	1.04%	\$ 20,189.40	0.91%	\$ 21,792.96	0.97%	\$ 19,593.62	0.85%		
SEPTEMBER	\$ 47,133.60	2.15%	\$ 38,344.75	1.73%	\$ 43,077.95	1.91%	\$ 52,981.76	2.31%		
OCTOBER	\$ 510,944.00	23.33%	\$ 609,385.19	27.57%	\$ 589,751.41	26.21%	\$ 609,623.36	26.55%		
NOVEMBER	\$ 205,209.54	9.37%	\$ 134,526.27	6.09%	\$ 156,410.40	6.95%	\$ 132,735.72	5.78%		
DECEMBER	\$ 15,961.81	0.73%	\$ 17,814.83	0.81%	\$ 15,106.15	0.67%	\$ 20,475.78	0.89%		

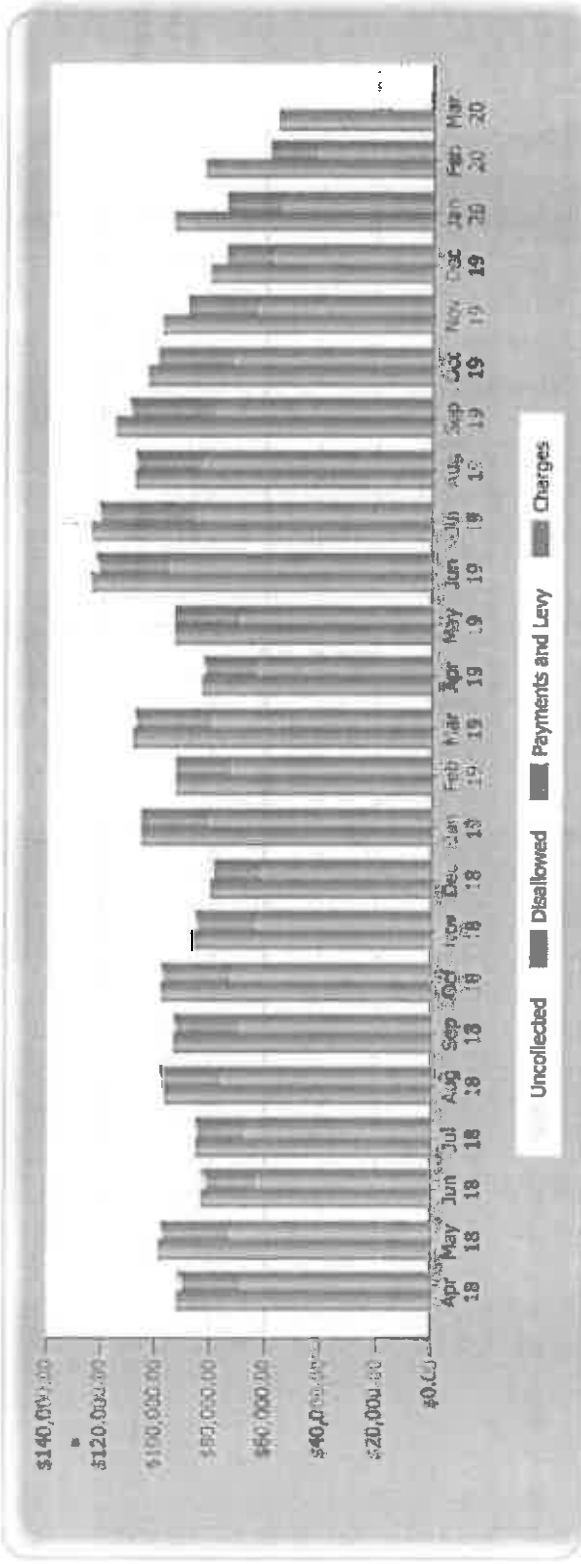
ANNUAL COLLECTION STATISTICS

Date Of Service	04/01/2018
Date Of Service	03/31/2020
Invoices	0
Company	Pacific 1
Provider	Pacific 1

Month	Tickets	Charges	Payments	%	Levy Fund	%	Disallowed	%	Uncollected	%	Pending	%
Apr 18	109	91,782.17	-80,759.39	86 %	-8,078.78	9 %	-21,129.02	23 %	-1,815.00	2 %	0.00	0 %
May 18	111	98,685.30	-87,892.69	89 %	-4,773.69	5 %	-24,560.82	25 %	-835.35	1 %	632.75	1 %
Jun 18	112	83,033.48	-83,916.64	85 %	-8,810.91	11 %	-18,486.07	22 %	-1,820.84	2 %	0.00	0 %
Jul 18	104	85,101.48	-55,738.87	65 %	-11,750.05	14 %	-16,860.66	20 %	-751.88	1 %	0.00	0 %
Aug 18	120	96,918.03	-66,921.19	88 %	-10,094.03	10 %	-21,284.37	22 %	-343.32	0 %	-724.88	-1 %
Sep 18	118	93,411.82	-64,976.41	70 %	-4,335.68	5 %	-23,578.35	25 %	-521.38	1 %	0.00	0 %
Oct 18	124	98,006.88	-67,022.08	68 %	-5,864.75	6 %	-24,567.97	25 %	-751.88	1 %	0.00	0 %
Nov 18	102	86,382.77	-55,558.88	64 %	-7,589.22	9 %	-21,429.68	25 %	-842.88	1 %	1,162.01	1 %
Dec 18	105	78,624.53	-66,575.26	70 %	-5,731.62	7 %	-17,188.65	22 %	0.00	0 %	1,129.00	1 %
Jan 19	127	105,453.02	-74,129.76	70 %	-6,325.85	6 %	-24,997.41	24 %	0.00	0 %	0.00	0 %
Feb 19	116	82,797.36	-82,030.96	67 %	-10,424.84	11 %	-20,341.55	22 %	0.00	0 %	0.00	0 %
Mar 19	139	108,698.58	-70,738.25	65 %	-8,290.32	8 %	-28,392.89	26 %	-845.37	1 %	641.75	1 %
Apr 19	108	83,020.38	-63,853.11	65 %	-9,107.77	11 %	-19,371.28	23 %	-360.03	0 %	328.17	0 %
May 19	120	93,304.03	-88,985.45	63 %	-10,078.57	11 %	-24,240.01	26 %	0.00	0 %	0.00	0 %
Jun 19	152	124,082.78	-86,794.75	69 %	-9,617.68	8 %	-26,057.79	21 %	-1,414.93	1 %	1,197.63	1 %
Jul 19	126	123,749.13	-81,716.90	66 %	-4,299.58	3 %	-35,027.54	28 %	-236.98	0 %	2,488.14	2 %
Aug 19	120	107,770.57	-74,178.29	69 %	-9,271.09	9 %	-24,030.78	22 %	-645.13	1 %	-354.72	0 %
Sep 19	117	115,322.13	-73,177.82	63 %	-5,659.78	5 %	-30,830.28	27 %	-619.13	1 %	5,035.12	4 %
Oct 19	113	103,249.97	-85,575.27	84 %	-6,495.60	6 %	-27,335.47	26 %	0.00	0 %	3,843.63	4 %
Nov 19	108	97,694.12	-68,174.90	60 %	-4,911.08	5 %	-25,392.79	26 %	0.00	0 %	9,205.35	9 %
Dec 19	94	80,859.24	-48,716.52	60 %	-8,197.67	10 %	-17,561.15	22 %	0.00	0 %	6,383.80	8 %
Jan 20	98	93,712.19	-47,190.28	50 %	-7,227.49	8 %	-20,157.38	22 %	0.00	0 %	19,137.06	20 %
Feb 20	91	82,350.92	-39,621.54	48 %	-2,508.07	3 %	-16,352.33	20 %	0.00	0 %	23,868.98	29 %
Mar 20	71	56,056.90	-588.31	1 %	0.00	0 %	-39.57	0 %	0.00	0 %	55,419.02	99 %

2,706 2,281,057.51 -1,441,833.60 -169,244.08 -529,202.81 -11,404.11 129,372.91

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



**PACIFIC COUNTY FIRE DISTRICT 1
POLICY AND PROCEDURES MANUAL**

POLICIES – EMS

POL #412

Subject: Handling of Controlled Medications

Effective Date: May 9, 2006

**Revised: February 15, 2011
April 21, 2020**

Page 1 of 3

The purpose of this policy is to outline procedures for acquisition, maintenance of records, destruction, and security of controlled substances in compliance with State and Federal Controlled Substances Acts and State rules. This policy applies to all members of Pacific County Fire District 1.

1. Assigned Responsibilities for Procurement, Inventory Oversight, and Dispensing of Controlled Medications for Ambulance Restocks

- The PCFD1 Medical Service Officer (MSO) will be responsible for the procurement, inventory oversight, and dispensing of controlled medications for ambulance restocks as per current EMS Protocols.
- Controlled medications will be ordered by the MSO. Ordering will be done in conjunction with the Medical Program Director (MPD) and in compliance with applicable Federal and State Laws and PCFD1 PRO 412.
- In the absence of the MSO, the Fire Chief will be responsible for the procurement, inventory oversight, and dispensing of controlled medications.
- Inventory oversight and dispensing of controlled medications for ambulance restocks will be carried out by the MSO or the Fire Chief in accordance with Procedure #412.

2. The Cost for Controlled Substances Will Be the Responsibility of Pacific County Fire District 1

Pacific County Fire District 1 shall be responsible for the cost of controlled substances acquired and will comply with the Controlled Substances Act of 1970 and Washington State Chapter 69.50 RCW.

3. Controlled Substances Will Be Acquired Through a vendor approved by the Medical Program Director and licensed to sell schedule pharmaceuticals to EMS agencies

Pacific County Fire District 1 will purchase required controlled medications through a vendor approved by the MPD in accordance with Procedure #412.

4. Determining the Quantity of Controlled Medications Carried on Advanced Life Support (ALS) Units

The amount of each Controlled Medication to be carried on the ALS units will be determined by the MSO and will be outlined in Procedure #412.

5. Records Associated With Controlled Substances Shall Be Kept in Accordance With DEA Requirements

Recordkeeping will be maintained in accordance with Procedure #412. All records associated with Controlled Medications shall be made in ink and retained for a minimum of two (2) years. Records regarding controlled medications shall be made available to the MPD, appropriate federal, state, and local law enforcement agencies upon request; all of whom will be responsible for maintaining confidentiality of information contained therein.

6. Unusable Vials Require a Written Report

In the event of breakage, a damaged seal, or other contamination of a vial making it unusable, the paramedic will submit a written report to the MSO within twenty (24) hours. The damaged or contaminated vial will be marked "Out of Service", without writing on the label, and kept in the Advanced Life Support unit under the double lock system until it can be turned over to the MSO or the Fire Chief.

7. All Controlled Substances Shall Be Secured

- a. Controlled medications stored for ambulance restock at Station 21-1 shall be double locked at all times in the metal controlled medication safe. Each lock shall have a different key.
- b. Access to the controlled medication safe will be limited to the MSO and the Fire Chief.
- c. Controlled medications shall be double locked at all times within the confines of the Advanced Life Support unit. Each lock shall be of a different locking device (numbered zip tie, key, and/or combination lock).
- d. Access will be limited to the paramedic assigned to the unit who will insure that the controlled substances are secured at all times.
- e. In the event of theft, loss, or diversion of any controlled medication, the person discovering the loss shall, notify the MSO or the Fire Chief immediately by verbal or written notification. If the discrepancy cannot be resolved, local law enforcement will be notified and a written report along with a completed DEA-106 form will be submitted to the MPD.

Approved by:

Fred H. Hill, Commissioner

Thomas L. Downer, Commissioner

Dennis A. Long, Commissioner

Attest:  District Secretary

Date Signed: _____

**PACIFIC COUNTY FIRE DISTRICT 1
POLICY AND PROCEDURES MANUAL**

POLICIES – EMS

POL #412

Subject: Handling of Controlled Medications

Effective Date: May 9, 2006

**Revised: February 15, 2011
April 21, 2020**

Page 1 of 3

The purpose of this policy is to outline procedures for acquisition, maintenance of records, destruction, and security of controlled substances in compliance with State and Federal Controlled Substances Acts and State rules. This policy applies to all members of Pacific County Fire District 1.

1. Assigned Responsibilities for Procurement, Inventory Oversight, and Dispensing of Controlled Medications for Ambulance Restocks

- The PCFD1 Medical Services Officer (MSO) will be responsible for the procurement, inventory oversight, and dispensing of controlled medications for ambulance restocks as per current EMS Protocols.
- Controlled medications will be ordered by the MSO. Ordering will be done in conjunction with the Medical Program Director (MPD) and in compliance with applicable Federal and State Laws and PCFD1 PRO 412.
- In the absence of the MSO, the Fire Chief will be responsible for the procurement, inventory oversight, and dispensing of controlled medications.
- Inventory oversight and dispensing of controlled medications for ambulance restocks will be carried out by the MSO or the Fire Chief in accordance with Procedure #412.

2. The Cost for Controlled Substances Will Be the Responsibility of Pacific County Fire District 1

Pacific County Fire District 1 shall be responsible for the cost of controlled substances acquired and will comply with the Controlled Substances Act of 1970 and Washington State Chapter 69.50 RCW.

3. Controlled Substances Will Be Acquired Through a vendor approved by the Medical Program Director and licensed to sell schedule pharmaceuticals to EMS agencies the Ocean Beach Hospital Pharmacy

Pacific County Fire District 1 will purchase required controlled medications through the Ocean Beach Hospital Pharmacy vendor approved by the MPD in accordance with Procedure #412.

4. Determining the Quantity of Controlled Medications Carried on Advanced Life Support (ALS) Units

The amount of each Controlled Medication to be carried on the ALS units will be determined by the MSO and will be outlined in Procedure #412.

5. Records Associated With Controlled Substances Shall Be Kept in Accordance With DEA Requirements

Recordkeeping will be maintained in accordance with Procedure #412. All records associated with Controlled Medications shall be made in ink and retained for a minimum of two (2) years. Records regarding controlled medications shall be made available to the MPD, appropriate federal, state, and local law enforcement agencies upon request; all of whom will be responsible for maintaining confidentiality of information contained therein.

6. Unusable Vials Require a Written Report

In the event of breakage, a damaged seal, or other contamination of a vial making it unusable, the paramedic will submit a written report to the MSO within twenty (24) hours. The damaged or contaminated vial will be marked "Out of Service", without writing on the label, and kept in the Advanced Life Support unit under the double lock system until it can be turned over to the MSO or the Fire Chief.

7. All Controlled Substances Shall Be Secured

- a. Controlled medications stored for ambulance restock at Station 21-1 shall be double locked at all times in the metal controlled medication safe. Each lock shall have a different key.
- b. Access to the controlled medication safe will be limited to the MSO and the Fire Chief.
- c. Controlled medications shall be double locked at all times within the confines of the Advanced Life Support unit. Each lock shall be of a different locking device (numbered zip tie, key, and/or combination lock).
- d. Access will be limited to the paramedic assigned to the unit who will insure that the controlled substances are secured at all times.
- e. In the event of theft, loss, or diversion of any controlled medication, the person discovering the loss shall, notify the MSO or the Fire Chief immediately by verbal or

written notification. If the discrepancy cannot be resolved, local law enforcement will be notified and a written report along with a completed DEA-106 form will be submitted to the MPD.

Approved by:

Fred H. Hill ~~Gregory D. McLeod~~, Commissioner

Thomas L. Downer ~~Fred H. Hill~~, Commissioner

Dennis A. Long ~~Thomas L. Downer~~, Commissioner

Attest:  Brandy Ferguson, District Secretary

Date Signed: _____

**PACIFIC COUNTY FIRE DISTRICT 1
POLICY AND PROCEDURES MANUAL**

PROCEDURES – EMS

PRO #412

Subject: Administering, Securing, and Destroying Controlled Substances

Effective Date: May 9, 2006

Revised: April 21, 2020

Page 1 of 5

Approved By:

This procedure will outline how to acquire, maintain, and secure controlled substances in compliance with State and Federal Controlled Substances Acts and State rules.

Procurement, Inventory and Dispensing for Restock of Controlled Medications by Pacific County Fire District 1 (PCFD1)

Action By

Medical Services Officer (MSO)

Action

1. Contacts Medical Program Director (MPD) and requests a completed DEA-222 form for needed Schedule II Medications. The completed and signed DEA-222 form shall be delivered to the MSO from the MPD.
2. Sends the DEA-222 form to the MPD approved vendor to be filled.
3. Contacts the MPD by email when Schedule IV Medications are to be purchased.
4. PCFD1 MSO shall receive by mail Schedule II and/or Schedule IV medication(s) at PCFD1 Administration office.
5. Logs the received Controlled Medications into inventory at PCFD 1.
6. Places Controlled Medications into double locked safe and locks both doors.
7. Files the Controlled Medication Purchase Receipt in the Controlled Medication file in the PCFD1 office.

8. Shall keep a Controlled Medication Register for purchases, dispersals, and inventories of all Controlled Medications. The register will be a book with a sewn binding, so that pages cannot be removed without being evident.
9. Shall receive a completed "Administration/ Destruction of Controlled Medication" form from paramedics and dispense the appropriate medication and amount of the Controlled Medication for restocking the Advanced Life Support Unit to a paramedic. The "Administration/Destruction of Controlled Medication" form, along with a copy of the MIR, shall be placed in the Controlled Medication file in the PCFD1 office.
10. Shall record; the restock date, incident date, incident number, patient's name, the medication and the amount of medication dispensed, signature of the person dispensing, and the signature of the person receiving the medication in the Register.
11. Shall perform a physical inventory of Controlled Medications for the Register each time a medication has been dispensed for restock.
12. Reports any inventory discrepancies immediately to the Fire Chief. If discrepancies cannot be resolved, the MPD and local law enforcement will be contacted immediately.

Daily Verification of Controlled Substance in Advanced Life Support Units**Paramedic**

1. Verifies that tag is intact.
2. Verifies tag number.
3. Verifies the amount of each Controlled Medication on each Advanced Life Support Unit is; 6 each - 100 microgram (μgm) Fentanyl, 6 each - 10 milligram (mg) Morphine, 4 each – 5 milligram (mg) Midazolam

4. Verifies the medication box number coincides with the “Ambulance Controlled Medication Use” form accompanying it.
5. Records appropriate information on “Ambulance Controlled Medication Daily Inventory” form with paramedic going off-duty as a witness.
6. Resolves any discrepancies immediately before paramedic going off-duty leaves shift.
7. Reports all discrepancies to Medical Services Officer immediately who will investigate the discrepancy, if it cannot be resolved by the paramedics.
8. Locks Controlled Medication box.

Documenting Administration and Restocking of Controlled Substances

Paramedic

1. Administers controlled substance per protocol.
2. Documents the drug, route of administration, amount, ordering physician, administering paramedic, and receiving hospital on the MIR run sheet.
3. Relocks and retags the Controlled Medication box.
4. Records appropriate information on the “Ambulance Controlled Medication Use” form. The form will contain the following information; date (month, day, and year), Controlled Medication used, patient’s last name, tag number broken, new tag number placed, reason for tag change, signature of administering paramedic, and signature of a witness.
5. Records; incident number, incident date, patient name, medication used, ordering physician or standing orders, amount of medication used, amount of medication destroyed, signature of person who witnesses medication being destroyed. (Witness of destroyed medication should be a nurse or

physician at the receiving hospital.) on the “Administration/Destruction of Controlled Medication” form. (One form for each medication used.) Leave the restock date blank.

6. Presents the “Administration/Destruction of Controlled Medication” form, along with a copy of the MIR to the MSO for the replacement of the medication. Fills in the restock date.
7. Signs the Controlled Medication Register as to having received the medication.
8. Securely locks received medication(s) in Controlled Medication box with new tag placed and documents using “Controlled Substance Use” form.
9. To restock Advanced Life Support Units at Station 21-2, an on-duty paramedic at Station 21-1 shall receive and sign for the needed medication(s) from the MSO at Station 21-1.
10. The paramedic having signed for the medication(s) will meet at a prearranged place, as soon as is possible with, the paramedic from Station 21-2.
11. Both paramedics will restock the medication(s) on the Advanced Life Support Unit from Station 21-2, using the “Ambulance Controlled Medication Use” to record the reason for tag change.

Destroying Outdated Controlled Medications

Paramedic

1. Outdated Controlled Medications shall be locked and tagged in the Advanced Life Support Controlled Medication box, until such time as the MSO is present.
2. Delivers to the MSO and puts outdated medications in inventory.
3. Replaces medications in the Advanced Life Support Unit Controlled Medication box

4. Securely locks received medication Controlled Medication box with new tag place and documented using Controlled Substance Usage Form.
5. Records the medications for destruction on the proper form from the DEA approved “reverse distributor” of the Controlled Medication and in the Controlled Medication Register.
6. The “reverse distributor” returns a DEA form 222 to the MSO authorizing transfer of expired medications.
7. MSO packages the scheduled medications for shipping according to the “reverse distributors” instructions and sends by public parcel carrier.
6. Files the DEA 222 form in the controlled medications file in the PCFD 1 business office.

Medical Services Officer (MSO)

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**PACIFIC COUNTY FIRE DISTRICT 1
POLICY AND PROCEDURES MANUAL**

PROCEDURES – EMS

PRO #412

Subject: Administering, Securing, and Destroying Controlled Substances

Effective Date: May 9, 2006

**Revised: – March 1, 2016
April 21, 2020**

Page 1 of 5

Approved By:

This procedure will outline how to acquire, maintain, and secure controlled substances in compliance with State and Federal Controlled Substances Acts and State rules.

Procurement, Inventory and Dispensing for Stock of Controlled Medications by Pacific County Fire District 1 (PCFD1)

Action By

Action

Medical Services Officer (MSO)

1. Contacts Medical Program Director (MPD) and requests a completed DEA-222 form for needed Schedule II Medications. The completed and signed DEA-222 form shall be delivered to the MSO from the MPD.
2. MSO takes the DEA-222 form to Peninsula Pharmacies Inc. Ocean Park Pharmacy the MPD approved vendor to be filled by the Pharmacist, and directly transport the medications to PCFD1.
3. Contacts the MPD by email when Schedule IV Medications are to be purchased. The MPD will fill out and sign an order form for the medication(s) and FAX it to Pacific County Fire District #1 Administration Office.
4. PCFD1 MSO shall receive by mail Schedule II and/or Schedule IV medication(s) at PCFD1 Administration office, Peninsula Pharmacies Inc. Ocean Park Branch.

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5. Logs the received Controlled Medications into inventory at PCFD 1.
6. Places Controlled Medications into double locked safe and locks both doors.
7. Files the Controlled Medication Purchase Receipt in the Controlled Medication file in the PCFD1 office.
8. Shall keep a Controlled Medication Register for purchases, dispersals, and inventories of all Controlled Medications. The register will be a book with a sewn binding, so that pages cannot be removed without being evident.
9. Shall receive a completed "Administration/ Destruction of Controlled Medication" form from paramedics and dispense the appropriate medication and amount of the Controlled Medication for restocking the Advanced Life Support Unit to a _____ paramedic. The _____ "Administration/Destruction of Controlled Medication" form, along with a copy of the MIR, shall be placed in the Controlled Medication file in the PCFD1 office.
10. Shall record; the restock date, incident date, incident number, patient's name, the medication and the amount of medication dispensed, signature of the person dispensing, and the signature of the person receiving the medication in the Register.
11. Shall perform a physical inventory of Controlled Medications for the Register each time a medication has been dispensed for restock.
12. Reports any inventory discrepancies immediately to the Fire Chief. If discrepancies cannot be resolved, the MPD and local law enforcement will be contacted immediately.

Daily Verification of Controlled Substance in Advanced Life Support Units

Paramedic

1. Verifies that tag is intact.

2. Verifies tag number.
3. Verifies the amount of each Controlled Medication on each Advanced Life Support Unit is; ~~64~~ each - 100 microgram (μ gm) Fentanyl, ~~64~~ each - 10 milligram (mg) Morphine, ~~4 each - 2 mg~~ Dilaudid, ~~4~~ each - 5 mg Midazolam
4. Verifies the medication box number coincides with the "Ambulance Controlled Medication Use" form accompanying it.
5. Records appropriate information on "Ambulance Controlled Medication Daily Inventory" form with paramedic going off-duty as a witness.
6. Resolves any discrepancies immediately before paramedic going off-duty leaves shift.
7. Reports all discrepancies to Medical Services Officer immediately who will investigate the discrepancy, if it cannot be resolved by the paramedics.
8. Locks Controlled Medication box.

Documenting Administration and Restocking of Controlled Substances

Paramedic

1. Administers controlled substance per protocol.
2. Documents the drug, route of administration, amount, ordering physician, administering paramedic, and receiving hospital on the MIR run sheet.
3. Relocks and retags the Controlled Medication box.
4. Records appropriate information on the "Ambulance Controlled Medication Use" form. The form will contain the following information; date (month, day, and year), Controlled Medication used, patient's last name, tag number broken, new

tag number placed, reason for tag change, signature of administering paramedic, and signature of a witness.

5. Records; incident number, incident date, patient name, medication used, ordering physician or standing orders, amount of medication used, amount of medication destroyed, signature of person who witnesses medication being destroyed. (Witness of destroyed medication should be a nurse or physician at the receiving hospital.) on the “Administration/Destruction of Controlled Medication” form. (One form for each medication used.) Leave the restock date blank.
6. Presents the “Administration/Destruction of Controlled Medication” form, along with a copy of the MIR to the MSO for the replacement of the medication. Fills in the restock date.
7. Signs the Controlled Medication Register as to having received the medication.
8. Securely locks received medication(s) in Controlled Medication box with new tag placed and documents using “Controlled Substance Use” form.
9. To restock Advanced Life Support Units at Station 21-2, an on-duty paramedic at Station 21-1 shall receive and sign for the needed medication(s) from the MSO at Station 21-1.
10. The paramedic having signed for the medication(s) will meet at a prearranged place, as soon as is possible with, the paramedic from Station 21-2.
11. Both paramedics will restock the medication(s) on the Advanced Life Support Unit from Station 21-2, using the “Ambulance Controlled Medication Use” to record the reason for tag change.

Destroying Outdated Controlled Medications

Paramedic

1. **Outdated Controlled Medications shall be locked and tagged in the Advanced Life Support Controlled Medication box, until such time as the MSO is present.**
2. ~~Destroys outdated narcotics with the MSO with signature of destroyer and witness on the "Administration/Destruction of Controlled Medication form."~~
Delivers to the MSO and puts outdated medications in inventory.
3. **Replaces medications in the Advanced Life Support Unit Controlled Medication box**
4. **Securely locks received medication Controlled Medication box with new tag place and documented using Controlled Substance Usage Form.**

Medical Services Officer (MSO)

5. ~~Records the medications for destruction on the proper form from the DEA approved "reverse distributor" of the Controlled Medication and in the Controlled Medication Register.~~
6. ~~The "reverse distributor" returns a DEA form 222 to the MSO authorizing transfer of expired medications.~~
7. ~~MSO packages the scheduled medications for shipping according to the "reverse distributors" instructions and send by public parcel carrier~~
6. ~~Files the DEA 222 form in the controlled medications file in the "Administration/Destruction of Controlled Medication" form in the Controlled Medication File in the PCFD 1 business office~~

Pacific County Fire District #1 Service Proposal

Prepared By:

Cherie Green
Account Executive
green-cherie1@aramark.com
5033805708



April 1, 2020*

This Service Proposal is subject to the terms and conditions in Aramark's standard Service Agreement. A Service Agreement must be executed prior to merchandise being supplied. Prices do not include any applicable taxes. Customer is responsible for lost or ruined leased and/or rented merchandise. For Managed Restroom Service, the initial price offered is based on estimated usage calculated from information about your restrooms, customers and business. Actual prices can fluctuate, up or down, once typical usage is confirmed after service starts or in connection with one-time events or other business changes that impact usage.

*Proposal good through 05-01-2020



Why Aramark?

We've been an industry leader for over 75 years, providing rental, lease and direct purchase uniform and workplace supplies from over 240 locations nationwide.

Our programs are focused on improving your employee and customer experience, making it easier to run your business.

With an extensive range of products from work shirts and pants to scrubs, floor mats, towels and Managed Restroom Services, we have what it takes to handle the needs of Pacific County Fire District #1.

The Aramark Difference

Reputation

Aramark is recognized among the Most Admired Companies by FORTUNE and the World's Most Ethical Companies by the Ethisphere Institute.

Our People

Our Route Sales Representatives are proactive and highly responsive. We dedicate one specifically to you, who is committed to getting it right for your business.

Our Service

Every delivery is powered by our S.T.O.P process to provide you with consistent, dependable service.

Our Innovation

We gather insights around our clients' industry and competitive pressures to help ensure the products and services we offer have a meaningful impact on your business.

This Service Proposal is subject to the terms and conditions in Aramark's standard Service Agreement. A Service Agreement must be executed prior to merchandise being supplied. Prices do not include any applicable taxes. Customer is responsible for lost or ruined leased and/or rented merchandise. For Managed Restroom Service, the initial price offered is based on estimated usage calculated from information about your restrooms, customers and business. Actual prices can fluctuate, up or down, once typical usage is confirmed after service starts or in connection with one-time events or other business changes that impact usage.

*Proposal good through 05-01-2020



SERVICE PROPOSAL

4/1/2020*

Pacific County Fire District #1
 26110 Ridge Avenue
 Ocean Park, WA 98640
 (360) 665-4451

NUMBER OF WEARERS		MERCHANDISE		GARMENTS		ITEMS PER WEARER		PER ITEM PRICE		FREQUENCY		EASycARE™ (per item per week)	
1		Shirt, Work, Solid, 65/35 Blend-Navy				7		\$0.130		Weekly		\$0.10	
1		Pant, Work, 65/35 Blend-Navy				7		\$0.290		Weekly		\$0.10	
1		Coveralls, 65/35 Blend-Navy				11		\$0.340		Weekly		\$0.16	

MERCHANDISE		ALLIED MERCHANDISE		QUANTITY		MINIMUM BILLING %		RATE PER ITEM		FREQUENCY		INVENTORY MAINTENANCE	
Mat, Standard, 3x10-Dark Gray				2		50%		\$4,500		Weekly		Not Incl.	
Mat, Logo, 4x6-Horizontal Logo				2		50%		\$5,000		Weekly		Not Incl.	
Mat, Scraper, 3x5, Black				1		100%		\$1,300		Weekly		Not Incl.	
Laundry Bag, Ergonomic, Poly-Grey				2		100%		\$0.900		Weekly		Not Incl.	
Laundry Bag Stand				1		100%		\$0.000		Weekly		Not Incl.	
Shop Towel, 18X30-Red				52		100%		\$0.050		Weekly		4%	

This Service Proposal is subject to the terms and conditions in Aramark Uniform Service's standard Service Agreement. A Service Agreement must be executed prior to merchandise being supplied. Prices do not include any applicable taxes. Customer is responsible for lost or ruined leased and/or rented merchandise. For Managed Restroom Service, the initial price offered is based on estimated usage calculated from information about your restrooms, customers and business. Actual prices can fluctuate, up or down, once typical usage is confirmed after service starts or in connection with one-time events or other business changes that impact usage.

*Proposal good through 05-01-2020



SERVICE PROPOSAL

SETUP CHARGES	
ITEM	COST PER PIECE
Company Emblem	\$4.00
Name Emblem	\$1.50
Preparation Charges	\$1.50
Embroidery	\$7.50

ESTIMATED WEEKLY PRICING SUMMARY	
Weekly Garment Costs	\$9.84
Weekly Allied Costs	\$15.28
Weekly Supply Services	\$0
Service Charge	\$5.00
Estimated Base Weekly Invoice Total	\$30.12

Presented by:
Cherie Green
 Account Executive
 5033605708
 green-cherie1@aramark.com

Thank-You For Considering Aramark!
 We know you have a choice when it comes to uniform companies. That is why we make sure everything we do and everything we offer is with you in mind. As an industry leader for over 75 years, we work hard to provide solutions to help keep your workplace clean, safe and comfortable. Simply put, everyone at Aramark is dedicated to support your business!

This Service Proposal is subject to the terms and conditions in Aramark Uniform Service's standard Service Agreement. A Service Agreement must be executed prior to merchandise being supplied. Prices do not include any applicable taxes. Customer is responsible for lost or ruined leased and/or rented merchandise. For Managed Restroom Service, the initial price offered is based on estimated usage calculated from information about your restrooms, customers and business. Actual prices can fluctuate, up or down, once typical usage is confirmed after service starts or in connection with one-time events or other business changes that impact usage.

*Proposal good through 05-01-2020



SERVICE AGREEMENT

CUSTOMER NO. _____

PAGE NO. _____

Service to ("Customer"): Pacific County Fire District #1

Bill to: Pacific County Fire District #1

26110 Ridge Ave

26110 Ridge Avenue

Service Address

Billing Address

Ocean WA 98640
Park State Zip Code
City

Ocean WA 98640
Park State Zip Code
City

GARMENTS AND SERVICES ORDERED:								
No. of Weeks	MERCHANDISE	NUMBER OF ITEMS PER WEEK*	CHANGES PER WEEK (per month)	RATE	RATE BASIS (per unit or change)	FREQUENCY	DAILY CARE (per item per week)	REPLACEMENT CHARGE (per item)
1	Shirt, Work, Solid, 65/35 Blend-Navy	7	3	\$0.130	Item Pricing	Weekly	\$0.10	\$14.50
1	Pant, Work, 65/35 Blend-Navy	7	3	\$0.290	Item Pricing	Weekly	\$0.10	\$18.50
1	Coveralls, 65/35 Blend-Navy	11	5	\$0.340	Item Pricing	Weekly	\$0.16	\$35.00

ALLIED MERCHANDISE AND SERVICES ORDERED:						
MERCHANDISE	QUANTITY*	RATE PER ITEM	FREQUENCY	MINIMUM BILLED PERCENTAGE	INVENTORY MAINTENANCE	REPLACEMENT CHARGE (per item)
Mat, Standard, 3x10-Dark Gray	2	\$4.500	Weekly	50%	Not Incl.	\$115.00
Mat, Logo, 4x8-Horizontal Logo	2	\$5.000	Weekly	50%	Not Incl.	\$190.00
Mat, Scraper, 3x5, Black	1	\$1.800	Weekly	100%	Not Incl.	\$67.00
Laundry Bag, Ergonomic, Poly-Grey	2	\$0.000	Weekly	100%	Not Incl.	\$5.00
Laundry Bag Stand	1	\$0.000	Weekly	100%	Not Incl.	\$14.00
Shop Towel, 18X30-Red	52	\$0.050	Weekly	100%	4%	\$0.69

*Represents total units, including items at Customer's location(s) and items in the process of being laundered.

Aramark Uniform Services (AUS) will provide Customer with a uniform, apparel and/or allied product ("Merchandise") rental, lease and/or customer-owned-goods program and Customer agrees to pay for all of Customer's requirements for rented and/or leased Merchandise according to the terms and conditions of this Agreement and the related Customer Information Sheet(s) (which shall constitute our entire agreement), including increases or additions in Merchandise. Customer agrees that AUS is its exclusive provider of rented and/or leased Merchandise and related services and that all rented or leased Merchandise will remain the property of AUS. Customer will be provided a rental program unless otherwise specified.

This Agreement is effective on the date of the last signature to this Agreement, and will continue for 60 consecutive months following the later of such date or the date Merchandise is first installed on Customer's premises. Renewal will be automatic for another like term unless either party gives the other party written notice of termination at least 60 days before the end of the then current term by certified mail, return receipt requested.

AUS will provide regularly scheduled deliveries of rented Merchandise, freshly processed, repaired and finished, and will replace rented and leased Merchandise that is worn out through normal wear at no additional charge. Customer may reduce standard Merchandise and services to accommodate normal turnover of employees in the ordinary course of Customer's business. Customer must notify AUS of an employee's termination and must immediately return Merchandise issued to that employee.

Terms and Conditions Continued on Next Page

TERMS AND CONDITIONS (continued)

Rented and leased Merchandise that is lost or ruined (except through normal wear) will be promptly paid for by Customer at the then current replacement charge; except for ruined garments covered by EasyCare™ or lost allied merchandise covered by Inventory Maintenance. Customer agrees to pay the EasyCare™ amount, which will entitle Customer to have rented or leased garments that are ruined beyond reasonable repair removed from service and replaced, unless initialed below or not included in the pricing above. Lost or intentionally abused garments are not covered by EasyCare™ and Customer is still responsible for preparation, name and emblem charges. AUS or Customer may discontinue EasyCare™ at any time by providing written notice to the other party in which case standard ruin charges will apply.

____ (Customer to initial if EasyCare™ is declined) Customer hereby declines EasyCare™ and by doing so agrees to be liable for and pay the full then current replacement charge for any and all rented or leased garments that are ruined by Customer (except through normal wear).

If a percentage is included under "Inventory Maintenance" (which percentage shall be a charge under this Agreement), AUS will replace the corresponding Merchandise that is lost by Customer without any additional loss charge. The service fee for Inventory Maintenance is equal to the applicable percentage of total inventory multiplied by the then current replacement rate. If applicable Merchandise is lost as a result of willful misconduct, standard loss charges will apply.

Each year, on the first day of the month in which the anniversary date of this Agreement occurs, AUS may increase the charges then in effect (the "API") either by an amount up to the percentage change in the Consumer Price Index over the previous 12 months or 5%, whichever is greater. AUS will notify Customer of the API in writing (which may be by invoice or monthly statement). AUS may also increase charges at any time by notifying Customer in writing (which may be by invoice or monthly statement). Customer may reject such increase (except the API) by notifying AUS in writing within 15 days after Customer's receipt of notice of such increase. If Customer rejects the increase, AUS reserves the right to terminate this Agreement in whole or in part. In consideration of the sizeable investment AUS is making in Merchandise for Customer, Customer agrees that AUS may impose minimum per invoice recurring charges equal to the greater of (a) \$25 or (b) 75% of the initial invoice amount for such charges.

AUS will charge customer for every week during this Agreement even if Customer requests reduced or no service for a particular week or weeks. For customers extended credit, payment terms are net 10 days after the end of the month of delivery. A late payment charge equal to the lesser of 1.5% per month (18% per year) or the maximum permitted by law shall be charged by AUS on all past due amounts. AUS may elect at any time to revoke credit and/or open account privileges and continue to provide Merchandise and services on a cash-on-delivery basis only. For cash-on-delivery customers, if payment is not made at time of delivery, there will be a \$5.00 charge to carry the balance to the following week.

Service Guaranty: Customer may terminate this Agreement for material deficiencies in service by informing AUS in writing of the precise nature of the service deficiencies, allowing AUS at least 30 days to correct or begin to correct the deficiencies, and giving AUS 30 days written notice (by certified mail, return receipt requested) containing an explanation of the material deficiencies that AUS has not begun to correct. While AUS will work in good faith to resolve orally communicated issues, Customer agrees that the above writings-based procedure must be followed in order to terminate this Agreement. The performance of AUS's duties under this Agreement may be subject to circumstances beyond AUS's control, including strikes, lockouts, product availability, government acts, wars, and acts of God. AUS's failure to perform under this Agreement

because of such events shall not be considered a breach. Customer agrees to pay all loss or ruin charges and all unpaid statements upon any termination or expiration of this Agreement. If Customer breaches this Agreement by early termination (except in accordance with the above Service Guaranty), Customer agrees to pay AUS liquidated damages (intended as a good faith pre-estimate of the actual damages AUS would incur and not as a penalty), equal to the greater of (a) 25% of the average weekly charges during the 3 months prior to termination multiplied by the number of weeks remaining in the unexpired term, or (b) the then current replacement charge for all Merchandise.

Unless specified in writing in this Agreement, the Merchandise supplied under this Agreement is not flame resistant or resistant to hazardous substances. The Merchandise contains no special flame resistant or hazardous substance resistant features and the Merchandise is not designed for use in areas where it may catch fire or where contact with hazardous substances is possible. Customer agrees to indemnify, defend and hold AUS harmless from and against any loss, claim, expense, including attorney's fees, or liability incurred by AUS as a result of the use of such Merchandise in areas where contact with flame or hazardous substances is possible. Customer will immediately notify AUS of any toxic or hazardous substance introduced by Customer onto the Merchandise and agrees to be responsible for any loss, damage or injury experienced by AUS or its employees as a result of the existence of such substances. AUS reserves the right not to handle or process any Merchandise soiled with toxic or hazardous substances. Customer agrees that Customer has selected the Merchandise and is responsible for determining its appropriateness and for the safe and proper use and securing of the Merchandise. For reflective Merchandise, any garments supplied satisfy specific ANSI/ISEA standards only if so labeled. Customer acknowledges that AUS makes no representation, warranty or covenant regarding the visibility performance of any reflective Merchandise and that reflective properties may be reduced or ultimately lost through laundering. It is Customer's responsibility to determine if additional safety measures may be necessary under specific work conditions.

Except as set forth herein, the Merchandise and related services are provided "as is" without warranty of any kind, whether express or implied or statutory, and AUS disclaims any and all implied warranties, including but not limited to any implied warranties of merchantability, fitness for a particular purpose, good and workmanlike manner and non-infringement of third party rights. In no event shall AUS, its affiliates and their respective officers, directors or employees be liable to Customer for any indirect, special, incidental, consequential, punitive or extraordinary damages.

Any controversy or claim arising out of or relating to this Agreement shall be settled by binding arbitration administered by the American Arbitration Association under its Commercial Arbitration Rules, and judgment on the award rendered by the arbitrator(s) may be entered in any court having jurisdiction thereof. The parties agree to utilize a single arbitrator and the most expedited process available in the forum where the arbitration is held. In this business-to-business Agreement, the terms are tailored to your specific requirements. Based on the foregoing, you agree to waive any right to bring any class and/or representative action based on any business dispute(s) between us. In the event any action, lawsuit or arbitration is required to be brought for collection of any amount due under this Agreement, Customer agrees and promises to pay AUS's reasonable attorney's fees and costs, including all fees and costs involved in collection.

Customer confirms that by signing this Agreement, no existing contract to which Customer is a party is, or will be, breached and the person signing this Agreement on Customer's behalf is duly authorized to do so. This Agreement is not binding on AUS until executed by the General Manager of the AUS facility that will provide service to Customer. This Agreement can only be amended in writing signed by such General Manager

By signing below, Customer agrees to order the merchandise and services referenced herein and further agrees to the terms and conditions contained in this Agreement.

Pacific County Fire District #1
Name of Customer

(360) 665-4451
Customer Phone Number

Aramark Uniform Services, a division of Aramark Uniform & Career Apparel, LLC

Cherie Green, Account Executive
Aramark Representative Name & Title

Name & Title of Customer Contact

Signature – Aramark Representative

By _____ Date _____
Signature of Authorized Customer Representative

Signature – Aramark General Manager



Customer Information Sheet (CIS)

CUSTOMER NAME Pacific County Fire District #1

CUSTOMER NO. _____

PAGE NO. _____

CONTACT NAME:

CONTACT TITLE:

Reason For CIS: New Customer Add Allied Products Add Other Charges

ALLIED MERCHANDISE AND SERVICES ORDERED						
MERCHANDISE	QUANTITY	RATE PER ITEM	FREQUENCY	MINIMUM BILLED PERCENTAGE	INVENTORY MAINTENANCE	REPLACEMENT CHARGE (PER ITEM)

*Represents total units, including items at Customer's location(s) and items in the process of being laundered.

Additional Services and Charges:

- | | | | | |
|-------------------------------------|-------------------------------------|--|---------------------------------------|---------------------------------------|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Preparation Charge | \$1.50 | per Garment |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Service Charge | \$5.00 | per Week |
| <input type="checkbox"/> | <input type="checkbox"/> | Extra Suit Charge | | per Wearer |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Special Merchandise (If yes, see Special Merchandise Addendum) | | |
| | | Direct Embroidered | <input checked="" type="checkbox"/> | |
| | | Other | <input checked="" type="checkbox"/> | |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Emblem Description | | |
| | | <input checked="" type="checkbox"/> Name Emblem | Unit Price | \$1.50 |
| | | <input checked="" type="checkbox"/> Company Emblem | Unit Price | \$4.00 |
| | | <input type="checkbox"/> Other | | |
| | | Emblem Color: | Name: | Company: |
| | | Emblem Type/Style: | Embroidered: <input type="checkbox"/> | Silk Screen: <input type="checkbox"/> |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Other Charges/Services: | | Image Print: <input type="checkbox"/> |

EasyCare™	
GARMENT MERCHANDISE	EasyCare™ Rate (per item in Inventory Addendum)

General:

- There will be an extra charge reflected on your invoice for any garment issued to customer in the following sizes:

Waist Sizes	44" and above	Chest Sizes	52" and above
Inseam Length	28" and below; 35" and above	Alpha Sizes	2XL and above
Neck Sizes	16" and above	Women's Sizes	Size 18 and above
Sleeve Length	35" and above	All "Long" Body Sizes	Any Garment

Shirts larger than 6XL and pants larger than 80" must be purchased and serviced on an NOG basis.
- Customer is responsible for all sales and use taxes.
- Each year, on the first day of the month in which the anniversary date of the related Service Agreement occurs, AUS may increase the charges then in effect (the "API") either by an amount up to the percentage change in the Consumer Price Index over the previous 12 months or 5% whichever is greater. AUS will notify Customer of the API in writing (which may be by invoice or monthly statement). AUS may also increase charges at any time by notifying Customer in writing (which may be by invoice or monthly statement). Customer may reject such increase (except the API) by notifying AUS in writing within 15 days after Customer's receipt of notice of such increase. If Customer rejects the increase, AUS reserves the right to terminate this CIS in whole or in part.
- All terms and conditions contained in the related Service Agreement are incorporated in this CIS (except for any price increase provisions) and references to the "Agreement" shall be deemed to include this CIS.
- If a percentage is included under "Inventory Maintenance" (which percentage shall be a charge hereunder), AUS will replace the corresponding Merchandise that is lost by Customer without any additional loss charge. The service fee for Inventory Maintenance is equal to the applicable percentage of total inventory multiplied by the then current replacement rate. If merchandise is lost as a result of willful misconduct, standard loss charges will apply.
- If included above, Customer agrees to pay the EasyCare™ rate for the applicable garment Merchandise, which will entitle Customer to have rented or leased garments that are ruined beyond reasonable repair removed from service and replaced without the payment of the standard ruin charge. Lost or intentionally abused garments are not covered by EasyCare™ and Customer is still responsible for preparation, name and emblem charges. AUS or Customer may discontinue EasyCare™ at any time by providing written notice to the other party, in which case standard ruin charges will apply.
- This CIS is not binding on AUS until executed by the General Manager of the AUS facility that will provide service to Customer.

PRINT PACIFIC COUNTY FIRE DISTRICT #1
 Name of Customer
 PRINT _____
 Name & Title of Customer Contact

(360) 885-4451
 Customer Phone Number

PRINT CHERIE GREEN, ACCOUNT EXECUTIVE
 Aramark Representative Name & Title

Title _____

Signature - Aramark Representative

Date _____

By _____
 Signature of Authorized Customer Representative

Date _____

Signature - Aramark General Manager



**SPECIAL MERCHANDISE ADDENDUM
TO SERVICE AGREEMENT**

CUSTOMER NO. _____

PAGE NO. _____

REFERENCE IS MADE TO THE SERVICE AGREEMENT DATED _____ (SERVICE AGREEMENT) BETWEEN PACIFIC COUNTY FIRE DISTRICT #1 (CUSTOMER) AND ARAMARK UNIFORM SERVICES (AUS) TO WHICH THIS ADDENDUM IS ATTACHED.

SPECIAL MERCHANDISE ADDED TO SERVICE AGREEMENT:

GARMENTS AND SERVICES ORDERED – SPECIAL MERCHANDISE:							
NUMBER OF WEARERS	MERCHANDISE	ITEMS PER WEARER*	CHARGES PER WEEK (BY WEARER)	RATE	RATE BASIS (BY ITEM OR CHANGE)	FREQUENCY	REPLACEMENT CHARGE (BY ITEM)

ALLIED MERCHANDISE AND SERVICES ORDERED – SPECIAL MERCHANDISE:							
MERCHANDISE	QUANTITY	RATE PER ITEM	FREQUENCY	MINIMUM BILLED PERCENTAGE	INVENTORY MAINTENANCE	REPLACEMENT CHARGE (BY ITEM)	
MAT, LOGO, 4x8-HORIZONTAL LOGO	2	\$5.000	WEEKLY	50%	NOT INCL.	\$180.00	

*represents total units, including items at Customer's location(s) and items in the process of being laundered.

General Terms:

At Customer's request, AUS has agreed to rent non-standard uniforms, apparel and or allied products (Special Merchandise) that are specifically identified and unique to Customer (which may include uniforms and apparel with direct embroidery).

Notwithstanding anything to the contrary contained in the Service Agreement, in the event that:

- (a) Customer returns, decreases or eliminates any Special Merchandise for any reason at any time during the term or any renewal term of the Service Agreement. Customer will purchase such returned, decreased or eliminated Special Merchandise at the then current replacement charge;
- (b) Customer breaches the Service Agreement by early termination (except in accordance with the Service/Performance Guaranty clause of the Service Agreement), Customer agrees to pay AUS liquidated damages (intended as a good faith pre-estimate of the actual damages AUS would incur and not as a penalty), equal to the greater of (a) 25% of the average weekly charges relating to Special Merchandise during the 3 months prior to termination times the weeks remaining in the unexpired term, or (b) the then current replacement charge for all Special Merchandise; or
- (c) The Service Agreement is terminated by Customer under the Service/Performance Guaranty clause of the Service Agreement, or the Service Agreement expires (including if the Customers failure to renew), or Customer changes the specifications of the Special Merchandise, Customer will purchase the entire shelf and in-service inventory of the Special Merchandise at the then current replacement charge.

Except as modified in this addendum, with respect to Special Merchandise, all other terms of the Service Agreement shall apply to the Special Merchandise in this Addendum as if incorporated herein in their entirety.

This Addendum is not binding on AUS until executed by the General Manager of the AUS facility that will provide service to Customer.

Aramark Uniform Services, a division of Aramark Uniform & Career Apparel, LLC

PACIFIC COUNTY FIRE DISTRICT #1 (360) 665-4451
 NAME OF CUSTOMER CUSTOMER PHONE NUMBER

 NAME & TITLE OF CUSTOMER CONTACT
 By _____ Date _____
 SIGNATURE OF AUTHORIZED CUSTOMER REPRESENTATIVE

CHERE GREEN, ACCOUNT EXECUTIVE
 ARAMARK REPRESENTATIVE NAME & TITLE
 _____ Date _____
 SIGNATURE – ARAMARK REPRESENTATIVE
 _____ Date _____
 SIGNATURE – ARAMARK GENERAL MANAGER



2680 Pakumbo Dr, Lexington, KY 40509

Telephone: (800) 564-0328 Fax: (761)423-9091

Email: AUCA-DNB@aaramark.com

To expedite account processing, please fill out all **required*** information on the cover page, as well as below, and **sign*** the application.

*Name of Business: Pacific County Fire District #1		*DUNS Number: 083351163	
*Trade Name / DBA Name:		*Date Business Started:	
*Street Address: 26110 Rldge Ave	*City: Ocean Park	*State: WA	*Zip Code: 98640
*Telephone: (360) 665-4451	Fax:	*Email Address:	
*Billing Street Address: 26110 Rldge Avenue	*City: Ocean Park	*State: WA	*Zip Code: 98640
Principal Owner:			
Corporate Address:	City:	State:	Zip Code:
*Check Legal Status: <input type="checkbox"/> Corporation <input type="checkbox"/> Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> LLC <input type="checkbox"/> LLP		*Estimated Weekly Charges:	
Do you have an existing account with another Aramark line of business? <input type="checkbox"/> Yes <input type="checkbox"/> No		City and State of Aramark location:	
If so, please provide the Account Number:		Aramark telephone number:	
Other Location Address:	City:	State:	Zip Code:
Other Location Address:	City:	State:	Zip Code:

The Undersigned hereby makes this application for credit to Aramark Uniform & Career Apparel, LLC and its subsidiaries, division, affiliates or any future successors or assigns ("Creditor") and agrees to the terms and conditions printed below. In making this application, the Undersigned agrees that all amounts payable on or before the due date on any written, quoted, or agreed terms will be paid in accordance with such terms and if not paid on or before such due date, are then delinquent. It is understood that Creditor may impose and charge a finance charge which is the lesser of one and one-half percent (1 1/2%) per month or the highest rate allowed by law on any amount which becomes past due and delinquent. Additionally, the Undersigned shall be responsible for all collection costs, court costs and reasonable attorney's fees (where allowed by law) in connection with the recovery of any delinquent amount.

The Undersigned agrees to provide updated financial information upon request. The Undersigned acknowledges and agrees that Creditor may utilize outside credit reporting services/financial institutions to obtain information on the Undersigned as a condition to the continued extension of credit. Should credit availability be granted by the Creditor, all decisions with respect to the extension or continuation of credit shall be at the sole discretion of the Creditor. Creditor may terminate any credit availability within its sole discretion.

TERMS AND CONDITIONS OF SALE: The Undersigned agrees to pay for all purchases according to the terms of the Creditor. All sales are made subject to Creditor's terms and conditions of sale and Creditor objects to any different or additional terms or conditions contained in the Undersigned's purchase order or any other document submitted by the Undersigned. No terms or conditions different from or in addition to the terms of Creditor will become part of any sales agreement, purchase order, or other document unless specifically approved in writing by Creditor. Conditions for freight shall be F.O.B. shipping point with the risk of loss or damage shifting to the Undersigned upon Creditor's delivery to the Undersigned or common carrier. Items returned without prior approval may not be accepted and all returns may be subject to a restocking charge at the sole discretion of the Creditor. Returned checks may be assessed a \$25 fee. All accounts shall be due and payable in the lockbox designated by the Creditor. Creditor reserves the right to cease extension of credit without notice or to change terms of payment pursuant to any disclosure by Undersigned according to section 409 of the Sarbanes Oxley Act. In event of litigation, sole jurisdiction and venue shall be at Creditor's discretion.

Authorized Signature (Must be signed by owner, officer, partner or other authorized individual)

Date

Notice: The Federal Equal Credit Opportunity Act prohibits creditors from discriminating against Credit Applicants on the basis of race, color, religion, national origin, sex, marital status, age (provided the Applicant has the capacity to enter into a binding contract); because all or part of the Applicant's income derives from any public assistance program; or because the Applicant has, in good faith, exercised any right under the Consumer Credit Protection Act. The federal agency that administers compliance with the law concerning this creditor is the Federal Trade Commission, Equal Credit Opportunity, Washington, D.C. 20580

For Office Use Only:	
Market Center Number:	Customer ID(s):
Date Submitted:	

STRATEGIC PLAN

PACIFIC COUNTY FIRE PROTECTION DISTRICT NO. 1

APPROVED DECEMBER 17, 2019

REVISED APRIL 1, 2020

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EXECUTIVE SUMMARY

Pacific County Fire District #1 is a highly dynamic organization, which is in a constant state of change. Recognizing the need to constantly identify and meet the community's needs and/or challenges, the Board relies on planning to ensure the District is an effective and efficient public safety organization. In addition, regulatory agencies are constantly changing the statutory requirements and standards to ensure the safety of the community and our members.

Successful strategic planning provides a "road map" for focused and efficient management of the fire district. This systematic and continuous process identifies intended outcomes, steps to accomplish the outcomes, and how we will measure or evaluate the outcomes. There are many benefits to strategic planning:

- Clearly defines the purpose of the organization
- Helps to establish reasonable and objective goals
- Provides a pathway to communicate goals and objectives to internal and external stakeholders
- Focuses resources, personnel and finances, on priority goals
- Provides a framework where progress is clearly measured
- Establishes a mechanism for informed changes through regular review
- Helps to develop a sense of ownership in the plan

Strategic plans are dynamic and are meant to be a forward moving process. The plan will be available and shared with all District members and the community we serve. It is the intent of the Fire District to publicly review the plan quarterly, and update the plan annually.

TEAM

In July 2019, the Board of Fire Commissioners met during a workshop to establish a current Strategic Plan. District members, including paid and volunteer, attended the workshop and provided input during this meeting. Below is a summary of the internal and external stakeholders the District will need to involve:

Internal

- Board of Fire Commissioners
- Administrative Staff
- Command Staff and Line Supervisors (Paid and Volunteer)
- Line Staff (Paid and Volunteer)

- IAFF Local #3999 (Union)
- Pacific County Firefighters Association (Volunteer)

External

- Citizens of the Fire District
- Visitors to the area
- Agencies: Pacific County Sheriff's Office, Ocean Beach Hospital, Pacific County DCD, Ilwaco Fire Department, Long Beach Fire Department, Pacific County Fire District #2, Pacific County Fire District #4, North Beach Water District, Pacific County Communications (PACCOM)

MISSION STATEMENT

Pacific County Fire District #1 is dedicated to the protection of life and property by providing quality cost-efficient customer service through fire suppression and prevention, emergency medical services, and public education for our community.

DISTRICT VALUES

Integrity

- We consistently adhere to protocols and best practices
- We take ownership of our actions and words
- We hold ourselves and peers to the highest professional standards
- We earn the trust of the public through the stewardship of resources

Compassion

- We give all patients the same standard of care and courtesy
- We are patient with others and ourselves
- We help others to learn and grow

Communication

- We are truthful in all written and verbal communications
- We talk **with** people instead of about them
- We ask for help when we need it
- We do not use or tolerate degrading language
- We address issues quickly and constructively through the appropriate channels

Professionalism

- We work to the best of our abilities at all times
- We learn from our mistakes and train so they are not repeated
- We invest in our members and provide tools that improve our effectiveness
- We foster growth and continually learn to improve our skills and service to the community

Respect

- We are inclusive of District members, regardless of race, religion, gender, age, relationship status, physical ability or sexual orientation.
- We listen, encourage, congratulate, be helpful, and say “thank you”
- We treat other as we would like to be treated
- We leave things better than we found them

S.P.O.T. ANALYSIS

In July 2019, the Board held a workshop to start the Strategic Planning process. The first step in this process was analyzing the District’s strengths, problems (disconnects), opportunities, and threats (S.P.O.T.). These points are documented below, and are the essential in goal setting.

Strengths

- The District is dynamic to adapt and meet community needs
- Recognizable and discernable from other fire departments
- Positive reputation for our strengths
- We understand risks & we go about them in a safe and sane manner
- Excellent equipment – well maintained
- Strong institutional emphasis on training and certification
- Lowest cost per tax payer within the District
- Make most of what we have by being flexible and efficient – able to multi-task
- Washington Survey and Rating Bureau (WSRB) at a Class 5
- Encourages people to volunteer in a variety of ways - inclusivity
 - Career members see volunteers as a great support

- Higher percentage of tax base within the County to help fund our service
- FD#1 is the “go to” when people need answers – often from people not local
- Community room available for public usage
- Very good senior leadership
- Geographically diverse
- District Mechanic does a great job keeping our equipment & vehicles operational
- We really listen to our community & their problems
- Respect from other area departments
- OBH has high respect for what we do – they trust us!
- Community trusts us
- Encourage volunteers to create a pathway for a career

Problems / Disconnects

- Expenses are growing faster than revenues
- We are stretched too thin (staffing)
- Efficiency can lead to vulnerability
 - Stretched too thin
- Equipment is aging and becoming obsolete quicker than we can budget for replacement / upgrade
- Communicating the different interests & motivations among career, volunteers, chiefs/admin & commissioners – and can be even on an individual level
- We struggle to consistently collaborate with other departments on the Peninsula
- We are territorial, both geographically and emotionally
- Training is inconsistent among shift and also career vs. volunteers
 - Need more time doing practical training
- Inability to settle contract negotiations for wages/total compensation
- Lack of an effective County Fire Marshal
 - Failure to inspect what is expected for safety (community and firefighter safety)
 - Weak link in our rating of Class 5

- Lack of North Beach Water District to FD1 cooperation on use of hydrants – Board to Board collaboration needed
- District Mechanic needs a succession plan
- There is a lack of trust
- The website is not operable
- If we stop interfacility transfers, we reduce revenue
- Sheriff's Office service levels and response times (firefighter safety)

Opportunities

- Use PSA's to inform & educate the community about District services
 - How do we build on it?
- Social media
- Voter approved levies, bond, or lid lift to address staffing and capital expenses
- Approach County to seek approval to cut trees 100' from home – rewrite ordinance for fire break
- Develop our training property
- Maybe consolidation of Ilwaco, Long Beach, and FD1
- Contract our service to other jurisdictions
- Quarterly strategic plan review – open meeting = more input
- Create more connection between career & volunteers
- Create a willingness to change culture
- Engage the public in more opportunities to volunteer
- Need to pursue more grants
- Leverage the strength of all employees & volunteers to increase volunteers
- More collaborations with staff from commissioners
- Transfers could be stopped
- Surfside – full service
 - Perhaps volunteers could do weekends?
- Reports could be changed from written to electronic entry – could offer some efficiencies
- Mentorship program (informal or formal) to support and guide new members

- Joint training with other fire departments on Peninsula
 - Joint members (dual membership)
- Joint training across the river

Threats

- Political boundary changes (annexation)
- Legislative changes that impact us financially that are needless
- Threat of more certification – not only cost but time
- Legislation can change order for taxing jurisdiction, includes pro-rationing
- Social media “fake news”
- Natural disasters – all kinds
- Property devaluation
- Sheriff’s Office service levels
- Variable costs outside our control on several expenditures
- Hospital changes
- Transportation vulnerability
- Radio communication can be generally out of date
 - May need to consider our own dispatching
- Drugs & violence
- Aging & growing population

GOALS

One Year Goals 2020:

1. Establish a group of no more than four (4) members that will work to improve intradepartmental communications. The group shall consist of one (1) volunteer representative, one (1) union representative, one (1) administrative representative, and one (1) Fire Commissioner. A significant amount of discussion will be appropriate in the selection of the committee members.

2. Staffing appears to be too thin to meet the growing demands of the District. A committee of not more than five (5) people should be convened to find the balance for both present and future needs for the District. The group should include a mixture of representation from the Union, volunteers, and command staff.
3. We must find economic solutions that will better match our revenue and expense streams, while enabling us to set aside reserves for replacement of capital equipment.
4. Participate in feasibility study to assess viability of fire department consolidation among Ilwaco, Fire District #2, Long Beach and Fire District #1
5. Successful renewal of the Fire District's 6-year EMS levy
6. A plan identifying a clear succession of key personnel needs to be completed
7. Update and improve the District's website to reflect current services and meet State law
8. Replace phone system.
9. Implementation of Electronic Report Writing.
10. Certifications for 10 District Personnel Officers & 5 Volunteer firefighters.
11. Consider utilizing outside training instructors to keep up with industry changes
12. Transition from a traditional training model to a proficiency based training model.
13. Implement PSA's for Public Service and Volunteerism.
14. Improve and increase security at facilities
15. Seaview overhead garage doors need replaced

Intermediate Goals 2021 & 2022

16. Mutual Aid Agreement with other locals fire departments - COMPLETED
17. Telecommunications system upgraded – MOVED TO LONGER TERM GOALS

18. Training Facility funding gap resolved
19. Seaview & Litschke need siding and paint
20. Cash Reserve > 6 month's operating expenses - COMPLETED
21. Volunteer agency to agency coop
22. Purchase One fire engine/tender, remount or purchase two ambulances - ON-HOLD
23. Establish Intern Program for EMS / sponsor District members for Paramedic training – ON-HOLD

Longer Term Goals 2023 & 2024:

24. Beginning 2023 relations at all levels is working well – all stakeholders say so
25. Staff turnover is < state average for similar sized districts
26. Fire and EMS response times meet or exceed published standards and/or laws
27. Training Facility is under development
28. Ample reserves are in place for future equipment needs
29. Cultural shift is near complete by 2024
30. Telecommunications system upgraded

OPERATIONAL PLAN

The operational plans provide an organizational tool for the successful completion of the identified goal. The plans identify the goal, the action plan, and personnel responsible for each plan. The organizational plans shall be reviewed and regularly updated to indicate the progress in achieving the goal.

The “Strategic Planning Operational Plan” is designed to assist in tracking needs and progress including identifying personnel involved, timelines, resource needs, budget, and progress.

Strategic Planning Operational Plan

GOAL: Improve personnel and management relations

ACTION PLAN: Establish a committee of one (1) Union; one (1) management; one (1) volunteer; and (1) Commissioner to develop a plan to improve intradepartmental relations

PERSONNEL: Commissioner Long

Activities	Responsible	Timeline	Resources	Budget	Progress / Est. Completion

Strategic Planning Operational Plan

GOAL: Sustain and improve staffing to meet the growing demands of the Fire District

ACTION PLAN: Establish a committee of Union, volunteers, and command staff to evaluate and identify methods to ensure adequate personnel are available to meet the deployment needs of the community

PERSONNEL: Chief Brundage

Activities	Responsible	Timeline	Resources	Budget	Progress / Est. Completion
Hire 2 FT Employees	Jacob Brundage	Fall 2019		2020- \$191,056.17	COMPLETED
Hire PT Employees	Jacob Brundage	Spring 2020		2020- \$173,614.44	ON-HOLD
Hire Training Captain	Jacob Brundage	Summer 2020		2020- \$126,265.42	ON-HOLD

Strategic Planning Operational Plan

GOAL: Establish a financial plan to ensure long-term funding for District needs

ACTION PLAN: Develop a long-term financial plan that identifies solutions to ensure stable funding for operations and funds a capital equipment reserve

PERSONNEL: [REDACTED]

Activities	Responsible	Timeline	Resources	Budget	Progress / Est. Completion
Develop a cash flow projection for next 24 months	[REDACTED]	December 2019 (UPDATE QUARTERLY)		N/A	December 2019 ON-GOING
Update 5-year Capital Expenditure Plan	[REDACTED] Jacob Brundage	2 nd Quarter 2020		N/A	June 2020

Strategic Planning Operational Plan

GOAL: Participate in a feasibility study to assess the viability of the consolidation of fire services

ACTION PLAN: Actively participate in a feasibility study with City of Ilwaco, City of Long Beach, and Pacific County Fire District #2 (Chinook) to determine potential efficiencies (operationally or financially) that would benefit the community.

PERSONNEL: Commissioner Hill

Activities	Responsible	Timeline	Resources	Budget	Progress / Est. Completion
Send support letter	Commissioner Hill	November 2019		N/A	Completed

Strategic Planning Operational Plan

GOAL: Successfully renew the District's 6-year EMS levy

ACTION PLAN: Communicate to District members and the community the benefits provided by the EMS levy.

PERSONNEL: Chief Jacob Brundage

Activities	Responsible	Timeline	Resources	Budget	Progress / Est. Completion
Pass resolution for 2020 ballot	Board	December 2019			Completed
EMS levy fact sheet	Chief Brundage	January 2020			Completed
Speaking opportunities	Chief Brundage	January 2020			Completed

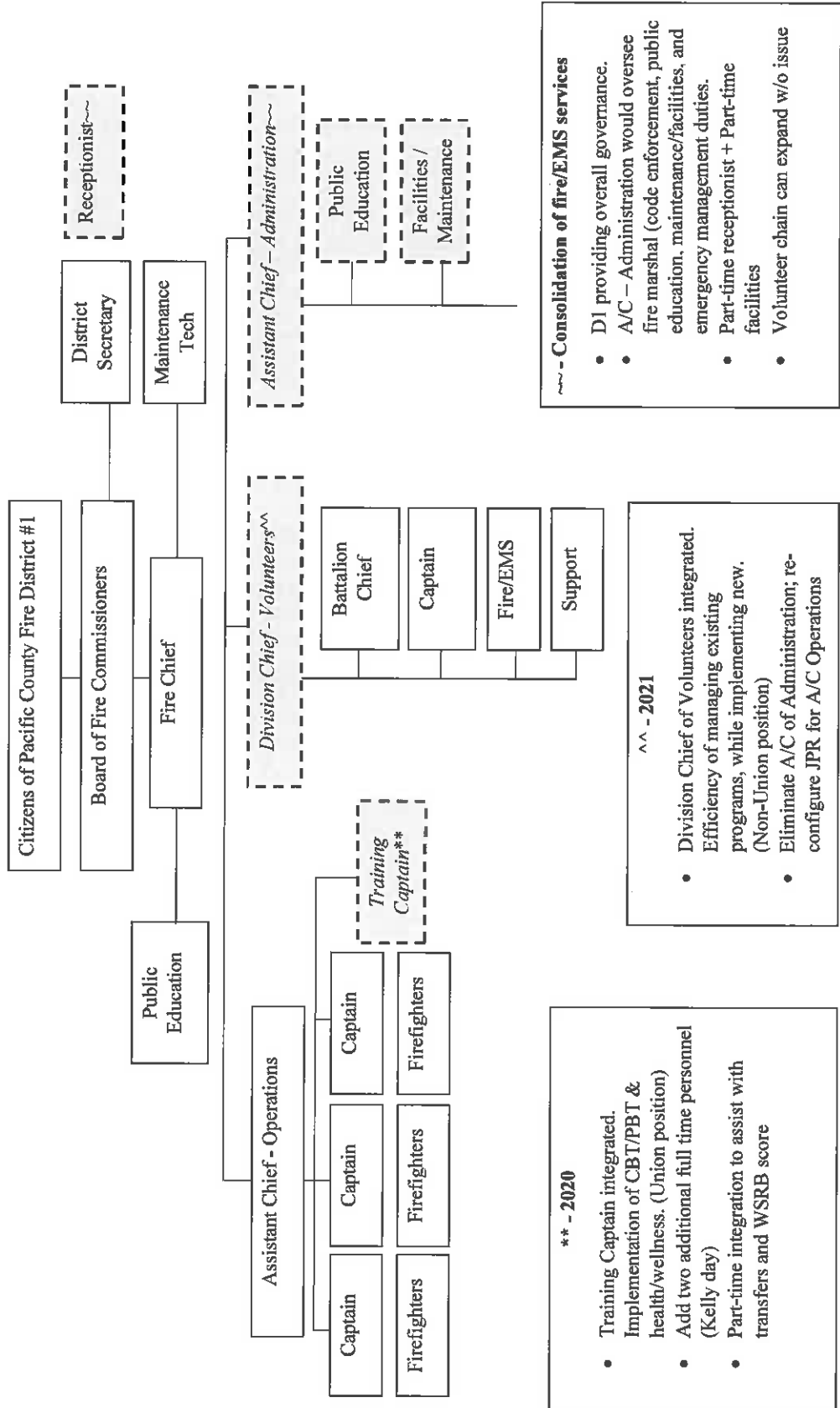
Strategic Planning Operational Plan

GOAL: Establish a succession plan for key critical positions

ACTION PLAN: Complete a succession plan for key personnel, whom hold specialized positions

PERSONNEL: Chief Jacob Brundage

Activities	Responsible	Timeline	Resources	Budget	Progress / Est. Completion
Organizational Chart	Jacob Brundage	Fall 2019			Completed
Training Captain for AC Karvia	Jacob Brundage	Summer 2020		\$126,265.42	ON-GOING
					ON-HOLD



**** - 2020**

- Training Captain integrated. Implementation of CBT/PBT & health/wellness. (Union position)
- Add two additional full time personnel (Kelly day)
- Part-time integration to assist with transfers and WSRB score

^^ - 2021

- Division Chief of Volunteers integrated. Efficiency of managing existing programs, while implementing new. (Non-Union position)
- Eliminate A/C of Administration; re-configure JPR for A/C Operations

~~ - Consolidation of fire/EMS services

- D1 providing overall governance.
- A/C - Administration would oversee fire marshal (code enforcement, public education, maintenance/facilities, and emergency management duties.)
- Part-time receptionist + Part-time facilities
- Volunteer chain can expand w/o issue

Strategic Planning Operational Plan

GOAL: Update and improve the District's web-site

ACTION PLAN: Update and improve the District's web-site to meet State law and accurately display the District's current services

PERSONNEL: [Redacted] Lani Karvia

Activities	Responsible	Timeline	Resources	Budget	Progress / Est. Completion
Re-format the web-page	[Redacted] Lani Karvia	December 2019	Active Internet Solutions	\$2500	COMPLETED
Training for staff	[Redacted] Lani Karvia	December 2019	Active Internet Solutions	N/A	COMPLETED
Monthly updates of Board packets/minutes	[Redacted] (Scan) / Lani Karvia (Upload)	On-going		N/A	ON-GOING
Website Updates	Lani Karvia	On-going		N/A	ON-GOING

Strategic Planning Operational Plan

GOAL: Replace current phone system – MOVE TO LONGER TERM GOALS

ACTION PLAN: Evaluate and acquire a new phone system that will integrate technological advantages to staff

PERSONNEL ██████████

Activities	Responsible	Timeline	Resources	Budget	Progress / Est. Completion

Strategic Planning Operational Plan

GOAL: Implement an electronic patient care report writing system

ACTION PLAN: Evaluate and acquire a new electronic patient care reporting system that is user friendly and efficient

PERSONNEL: Assistant Chief Brad Weatherby

Activities	Responsible	Timeline	Resources	Budget	Progress / Est. Completion
Establish a committee	A/C Weatherby	October 2019		N/A	Completed
Acquire mobile data computers	A/C Weatherby	ON-HOLD		\$10,000	ON-HOLD

Strategic Planning Operational Plan

GOAL: Successfully attain certifications for fifteen (15) District personal, including officers and volunteers

ACTION PLAN: Provide certification training for District Officers or aspiring officers at the IFSAC Fire Officer 1 level. Provide certification for Firefighters (volunteer and paid) at the IFSAC Firefighter 1, Firefighter 2, and Hazardous Materials Operations level.

PERSONNEL: Assistant Chief Mike Karvia

Activities	Responsible	Timeline	Resources	Budget	Progress / Est. Completion
Firefighter Academy	Mike Karvia	January – May 2020	Transportation	\$500	June 2020
Fire Officer 1 course	Mike Karvia	Fall 2020	Books, instructors, State evaluation	\$10,000	Fall 2020
Firefighter 2 course	Mike Karvia	January 2020	Books, instructors, State evaluation	\$2000	Fall 2020

Strategic Planning Operational Plan

GOAL: Consider utilizing outside training instructors to keep up with industry changes

ACTION PLAN: Evaluate and retain outside instructors to keep District Officers, Firefighters, and EMS personnel abreast of changes affecting our department

PERSONNEL: Chief Jacob Brundage, Assistant Chief Mike Karvia, Assistant Chief Brad Weatherby

Activities	Responsible	Timeline	Resources	Budget	Progress / Est. Completion
Street Command course	Mike Karvia	December 2019		\$2000	Completed

Strategic Planning Operational Plan

GOAL: Transition from a traditional training model to a proficiency based training model

ACTION PLAN: Establish a competency and proficiency based training program for all District personnel

PERSONNEL: Chief Jacob Brundage, Assistant Chief Mike Karvia, Assistant Chief Brad Weatherby

Activities	Responsible	Timeline	Resources	Budget	Progress / Est. Completion
Company level live fire evolutions	A/C Karvia	Fall 2020	MERTS	\$3000	Fall 2020

Strategic Planning Operational Plan

GOAL: Implement to use of public service announcements (PSA) for public service and volunteerism

ACTION PLAN: Evaluate and utilize multiple forms of media to effectively communicate public safety issues and volunteer recruitment needs

PERSONNEL: Lani Karvia

Activities	Responsible	Timeline	Resources	Budget	Progress / Est. Completion
Update website	Lani Karvia	2019	Active Internet Solutions	\$2500	Completed ON-GOING
Establish YouTube channel for video	Lani Karvia	December 2019		N/A	Completed
Recruitment Video EMS	Lani Karvia	Fall 2019	Production West	\$500	Completed
Recruitment Video Fire	Lani Karvia	UNKNOWN	Production West	\$500	UNKNOWN

Strategic Planning Operational Plan

GOAL: Improve and increase security at District facilities

ACTION PLAN: Evaluate and implement facility security measures to protect District personnel and property.

PERSONNEL: ██████████

Activities	Responsible	Timeline	Resources	Budget	Progress / Est. Completion
Install outdoor camera system (Admin)	Lani Karvia	December 2019	Cameras, Burton	\$1500	COMPLETED
Install security lock on front door (Admin)	Brad Weatherby	December 2019		\$3000	COMPLETED
Install 2 additional outdoor cameras to cover blind spots (Admin)	Lani Karvia	May 2020	Camera, Burton	ALREADY PURCHASED	June 2020

Strategic Planning Operational Plan

GOAL: Replace Seaview Station overhead garage doors

ACTION PLAN: Remove unsafe wood overhead garage doors and replace with safe and efficient overhead garage doors

PERSONNEL: Assistant Chief Brad Weatherby

Activities	Responsible	Timeline	Resources	Budget	Progress / Est. Completion
Remove / replace wooden overhead doors	A/C Weatherby	April 2020	Small works roster	\$40,000	ON-HOLD

KEY PERFORMANCE INDICATORS

Key performance indicators (KPIs) are used to measure output and outcome based performance. While there are many variables that affect outcomes, effective and efficient outputs generally lead to favorable outcomes. It will be the responsibility of all members to take an active role in meeting the benchmarks listed. It is the responsibility of the command and company officers to provide the tools necessary to be successful.

The following outputs are based on industry standards and State law.

STAFFING AND DEPLOYMENT

Fire Operations

1. Assemble six (6) firefighters at a working fire within fourteen (14) minutes eighty percent (80%) of the time. (NFPA 1720)
2. Firefighters display turnout times of less than ninety (90) seconds, ninety percent (90%) of the time. (NFPA 1720)
3. Firefighters initiate an attack on a working fire within two (2) minutes upon arrival ninety percent (90%) of the time. (NFPA 1720)
 - *Total number of firefighters includes mutual aid resources.*
 - *Firefighters must meet the Washington State standards for a structural and/or wildland firefighter*
 - *Response time is the time from notification of incident (tone-out) to arrival at the incident scene*
 - *Turnout time is defined as the time between notification of incident (tone-out) to responding.*

EMS Operations

1. Meet Washington State KPIs for stroke, acute coronary syndrome (ACS)/chest pain, and critical trauma patient management.
2. Response times will meet Washington State WAC 246-976-390 7(c) Rural Response Area standard.
3. Turnout times of sixty (60) seconds ninety percent (90%) of the time. (NFPA 1720)

- *Response time is the time from notification of incident (tone-out) to arrival at the incident scene*
- *Turnout time is defined as the time between notification of incident (tone-out) to responding.*

TRAINING

Fire related training KPI's meet or exceed the standards as set forth by statute WAC 296-305 or other published standards

Emergency medical services training shall be commensurate with Washington Department of Health, per certification level; and meet the additional requirements as forth by the Medical Program Director.

1. Operational (combat) firefighters attain IFSAC Firefighter 1 certification within eighteen (18) months of acceptance.
2. Operational (combat) firefighters attain IFSAC Firefighter 2 certification within three (3) years of acceptance.
3. All operational firefighters, certified at the IFSAC Firefighter 1 level shall strive to complete a minimum of fifteen (15) total hours of training per month. (WSRB)
 - a. *This KPI will be applied to volunteer operational firefighters, starting in year 2021*
4. All operational firefighters, certified at the IFSAC Firefighter 2 level shall strive to complete a minimum of ten (10) total hours of training per month. (WSRB)
 - a. *This KPI will be applied to volunteer operational firefighters, starting in year 2021*
5. All operational firefighters shall complete a minimum of one (1) live fire training exercise per year. (WSRB)
6. All members who drive apparatus (Level 4 – or higher) shall complete EVIP Operator recertification requirements (WSRB or State Law)
7. All chief and company officers shall complete a minimum of sixteen (16) hours annually in leadership, command, or JPR specific duties. (WSRB)
8. All EMS certified personnel complete the approved OTEP or PCEP for recertification

9. All paramedics remain current in AHA Advanced Cardiac Life Support, AHA Pediatric Advanced Life Support, and NAEMT Prehospital Trauma Life Support.

The data showing if benchmarks set have been met are on the following page titled, “Key Performance Indicator Data.”

KEY PERFORMANCE INDICATOR DATA - 1st Quarter 2020

	JANUARY			FEBRUARY			MARCH			TOTAL
	FIRE	LEADERSHIP	FIRE CRITERIA MET	EMS HOURS	EMS	FIRE	LEADERSHIP	FIRE CRITERIA MET	EMS HOURS	
OFFICERS										
BRUNDAGE	4	0	FALSE	18	YES	5.5	40	0	4	YES
KARVIA	28	0	TRUE	0	NO	25.5	0	0	9	YES
WEATHERBY	13.5	0	TRUE	22	YES	9	0	0	6	YES
KNUTZEN	4	0	FALSE	0	NO	1.5	0	0	1	NO
DECOMTO	3.5	0	FALSE	17	YES	5	0	0	13	YES
DERREY	1.5	8.5	TRUE	4	YES	0	0	0	5	YES
HALDEMAN	10.5	8.5	TRUE	3	YES	59	9	0	4	NO
BELLINGER	2	0	FALSE	19	NO	2.5	0	0	1	YES
KARVIA	2	0	FALSE	0	NO	8	0	0	2	YES
LEHMAN	2	0	FALSE	0	NO	6	0	0	0	YES
WAIT	24	0	TRUE	2	YES	25	0	0	11	YES
FIREFIGHTERS										
ALLSUP	2.5	0	FALSE	5	YES	0	0	0	0	NO
ARCHER	0	0	FALSE	17	YES	10	0	0	10	NO
BAKER	0	0	FALSE	0	NO	2	0	0	6	YES
BARDONSKI	5	0	FALSE	3	YES	4	0	0	8.5	NO
BURTON	2	0	FALSE	0	NO	3	0	0	0	NO
DAVIS	17	0	TRUE	5	YES	35	0	0	5	YES
GAERLAN	4	0	FALSE	2	YES	5	0	0	29	YES
HARRINGTON	4	0	FALSE	19	YES	3.5	0	0	11	NO
JONES	0	0	FALSE	0	NO	0	0	0	0	NO
KERRY	0	0	FALSE	0	NO	0	0	0	0	NO
NATASHA	2	0	FALSE	0	NO	5.5	0	0	6	YES
MAYFIELD	23	0	TRUE	1	YES	25	0	0	11	YES
RALEIGH	2	8.5	TRUE	5	YES	68.5	0	0	11.5	YES
JOSH	2	0	TRUE	3	YES	8.5	0	0	7	YES
REYNOLDS	3.5	0	FALSE	0	NO	8	0	0	6.5	YES
RICHARD	4	0	FALSE	0	NO	5	0	0	1	YES
SCHATZ	4	0	FALSE	0	NO	8	0	0	0	NO
RYAN	3	0	FALSE	0	NO	5	0	0	0	NO
TROTTER	0	0	FALSE	3	YES	8.5	0	0	8	YES
COLTEN	0	0	FALSE	0	NO	28	0	0	11	YES
WARNER	15	0	TRUE	18	YES	5	0	0	5	YES
WEATHERBY	0.75	0	FALSE	5	YES	13	0	0	3	YES
WILLIAMS	0.5	0	FALSE	0	NO	25	0	0	13	YES
WIRKKALA	24	0	TRUE	16	YES	2	0	0	4.5	YES
ZIMMERMAN	0	0	FALSE	0	NO	0	0	0	0	NO
EMS ONLY										
DAVIS	0	0	FALSE	2	YES	7	0	0	12	YES
DEMAREY	0	0	FALSE	0	NO	0	0	0	0	NO
MANDEE	0	0	FALSE	0	NO	2	0	0	0	NO
MCKENNA	0	0	FALSE	0	NO	4	0	0	1	YES
BRITTANY	0	0	FALSE	0	NO	8	0	0	1	YES
SMITH	2	0	FALSE	0	NO	0	0	0	0	NO
BETHANY	0	0	FALSE	0	NO	0	0	0	0	NO
TOBIN	0	0	FALSE	0	NO	0	0	0	0	NO
DAVE	0	0	FALSE	0	NO	0	0	0	0	NO

FIRE OPERATIONS KEY PERFORMANCE INDICATORS (KPI) - 2020

<u>DATE</u>	<u>DISPATCH</u>	<u>INCIDENT</u>	<u>TYPE</u>	<u>ZONE</u>	<u>KPI #1 MET</u>	<u>KPI #2 MET</u>	<u>KPI #3 MET</u>	<u>NOTES</u>
6-Jan	6:11	47	Building	NP	YES	NO	YES	
15-Jan	21:04	90	Building	OP	NO	?	YES	(1) KPI #1: only 4 firefighters on-scene

KPI #1: Assemble six (6) firefighters at a working fire within fourteen (14) minutes eighty percent (80%) of the time

KPI #2: Firefighters display turnout times of less than ninety (90) seconds ninety percent (90%) of the time

KPI #3: Firefighters initiate an attack on a working fire within two (2) minutes upon arrival ninety percent (90%) of the time

Pacific County Fire District #1

EMS KPI's

Key performance indicators for EMS are designed to inform agencies of quality of care provided. The Washington State EMS KPI's were designed by WA state EMS professionals and indicate the practices that lead to best patient outcomes. WA dept. of Health collects data from participating agencies in the Washington Emergency Medical Services Information System (WEMSIS). WA state law requires that in 2020, all WA EMS agencies use an electronic patient care report that reports the data to WEMSIS. Pacific County Fire District is fully compliant with this law as of May 2018.

The KPI's include 8 categories; Trauma, Heart Failure, Asthma, Seizure, ACS/Chest Pain, Stroke/TIA, Cardiac Arrest, and Advanced Airway. PCFD1 strategic planning identified 3 of these categories to monitor and improve; ACS/Chest Pain, Stroke/TIA, and Trauma. PCFD1 is able to track each individual KPI and measure performance and training outcomes. This data will be compared to previous agency results and against agencies in South Pacific County, Southwest Region and Washington State.

The KPI's for Chest pain/Acute Coronary Syndrome are:

1. Aspirin administration for patients with Cardiac Chest Pain/Discomfort or ACS (2019 PCFD1=64.32%)
2. 12 Lead performance for patients with Cardiac Chest Pain/Discomfort or ACS (2019 PCFD1=78.47%)
3. 12 Lead performed within 10 minutes of ambulance arrival for patients with Cardiac Chest Pain/Discomfort or ACS (2019 PCFD1=70.12%)
4. Scene time less than 20 minutes for patients with Cardiac Chest Pain/Discomfort or ACS (2019 PCFD1=89.51%)
5. Code "STEMI Alert" given to the hospital prior to ambulance arrival (2019 PCFD1=10.00%)
6. Transport to designated Cardiac center for STEMI patients (2019 PCFD1=97.50%)

The KPI's for Stroke care are:

1. FAST exam documented for stroke patient (2019 PCFD1=30.65%)
2. Blood glucose check for stroke patients (2019 PCFD1=55.56%)
3. Percentage of stroke patients with a scene time of less than 20 minutes (ambulance arrival to departure) (2019 PCFD1=91.80%)
4. Code "Stroke Alert" to the hospital prior to ambulance arrival (2019 PCFD1=32.50%)
5. Transport to a stroke center (OBH is a level II stroke center) (2019 PCFD1=96.77%)

The KPI's for Step 1 and Step 2 Trauma are:

1. Scene time less than 10 minutes (2019 PCFD1=60%)
2. Transport to designated trauma center for step 1 and step 2 patients (2019 PCFD1=85.71%)

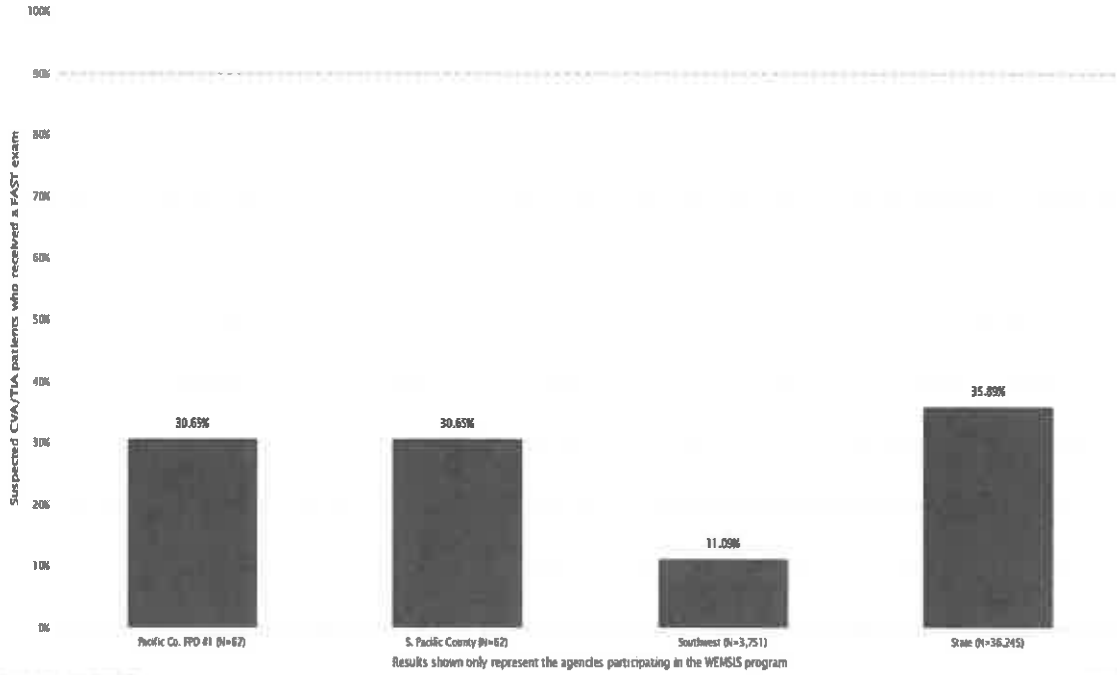
The attached data is the baseline of PCFD1 performance as measured for all of 2019. The column order is standard in each chart: PCFD1, South Pacific County EMS, Southwest Region EMS, and Washington State Average. It shows that in many areas PCFD1 is close to the goal or achieving the KPI's, while some KPI's are not being met regularly. Individual charts were analyzed to determine if KPI's were not being met or were not charted in the electronic medical report in fields that WEMESIS pulls the data from. It was found that PCFD1 EMS providers are meeting the KPI's as written in the narrative portion of the EMS chart but are not entering the data into the corresponding drop down fields for KPI measurement by WEMESIS.

The initial focus of training will be to educate the EMS providers. Areas of instruction will include the current measurement of KPI's (baseline), which fields in the electronic patient care chart are used for KPI data, and the goal of KPI's met as a percentage (90%).

STROKE/TIA KPI 2019

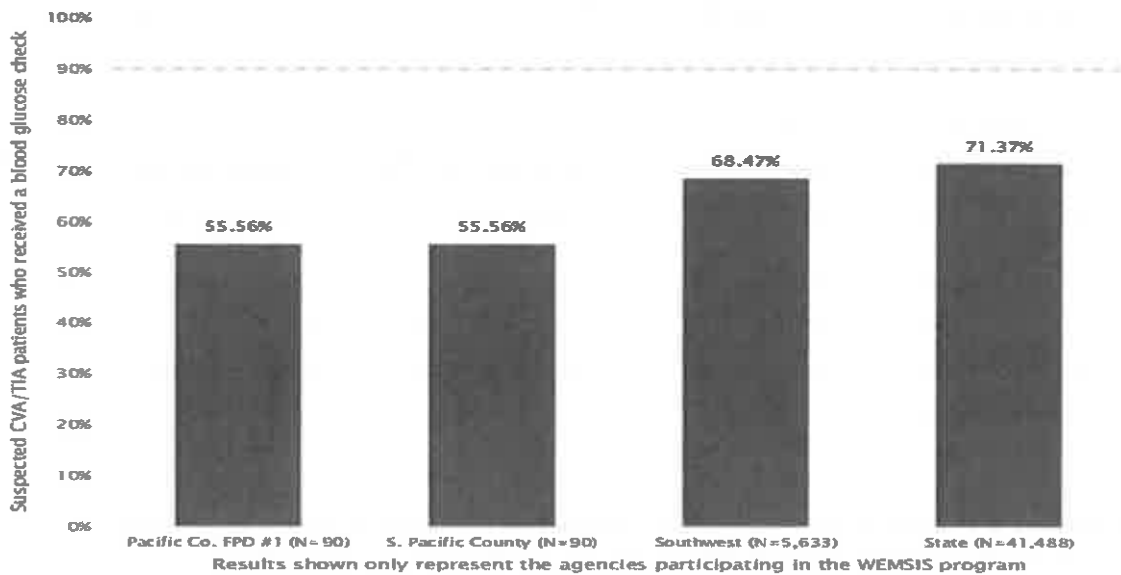
6.1 - FAST Exam Documented for Stroke Patients

Incident Date is within the last 12 months



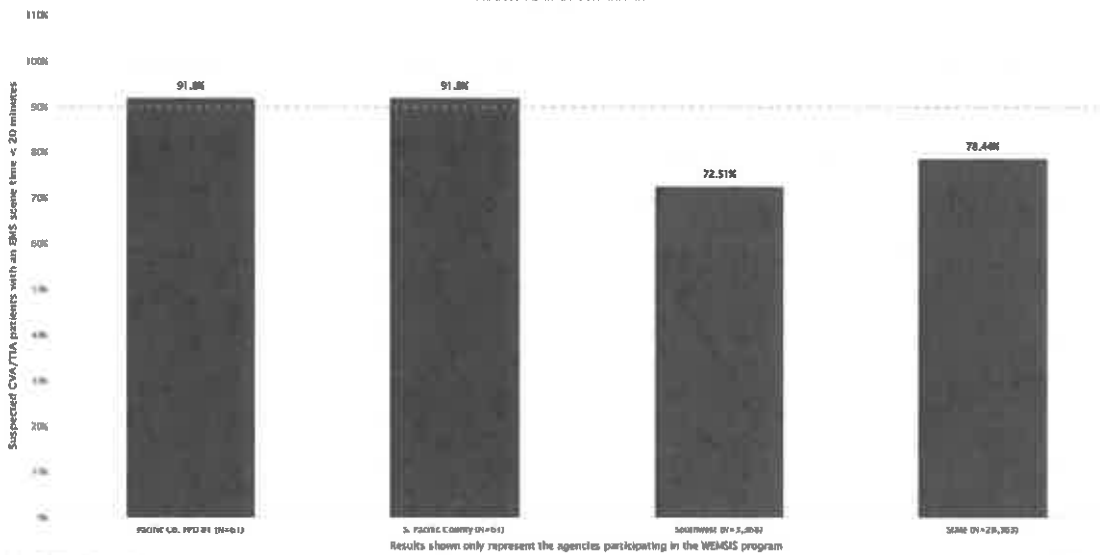
6.2 - Blood Glucose Check for Stroke Patients

Incident Date is within the last 12 months



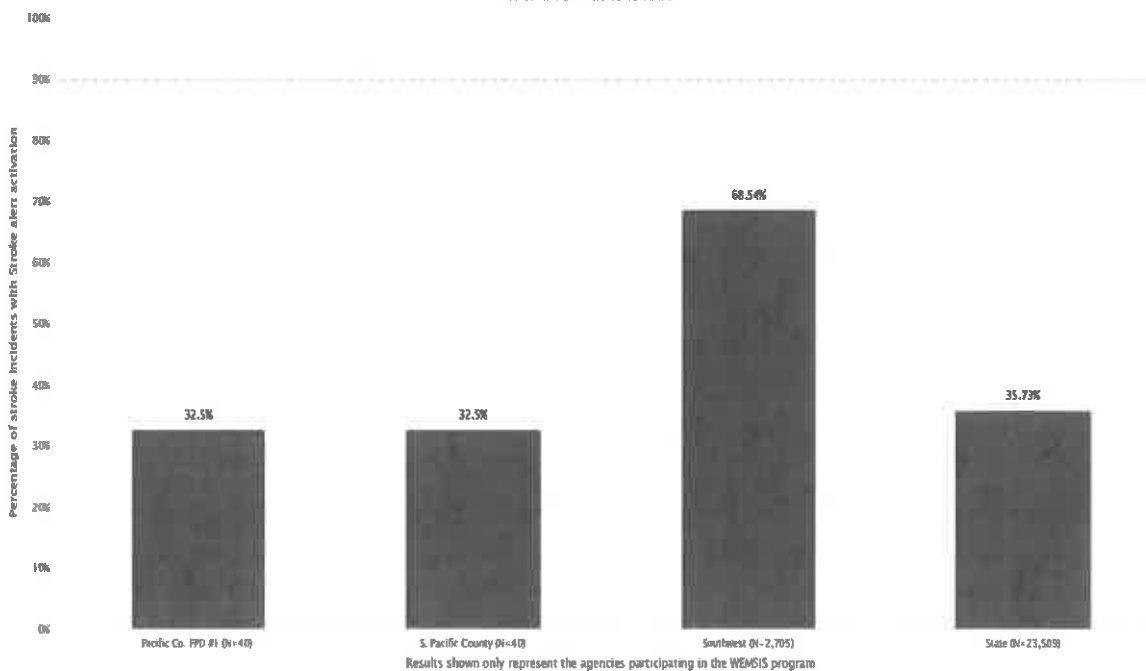
6.3 - Scene Time for Stroke Patients

Incident Date is within the last 12 months



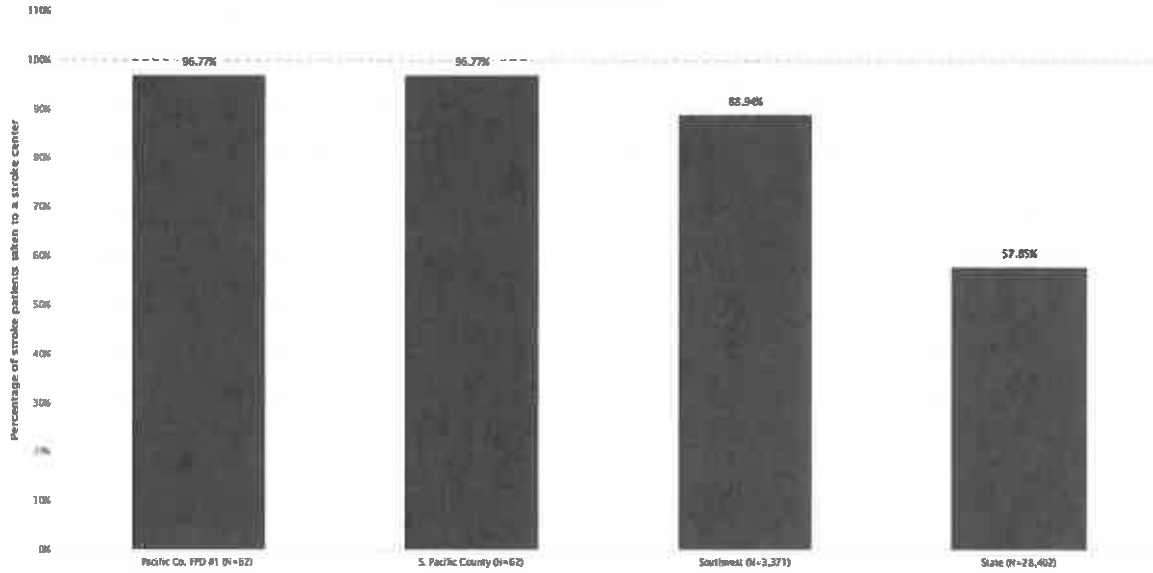
6.4 - Code Stroke Alert Prior to Hospital Arrival for Stroke Patients

Incident Date is within the last 12 months



6.5 - Transport to Designated Stroke Center for Stroke Patients

Incident Date is within the last 12 months

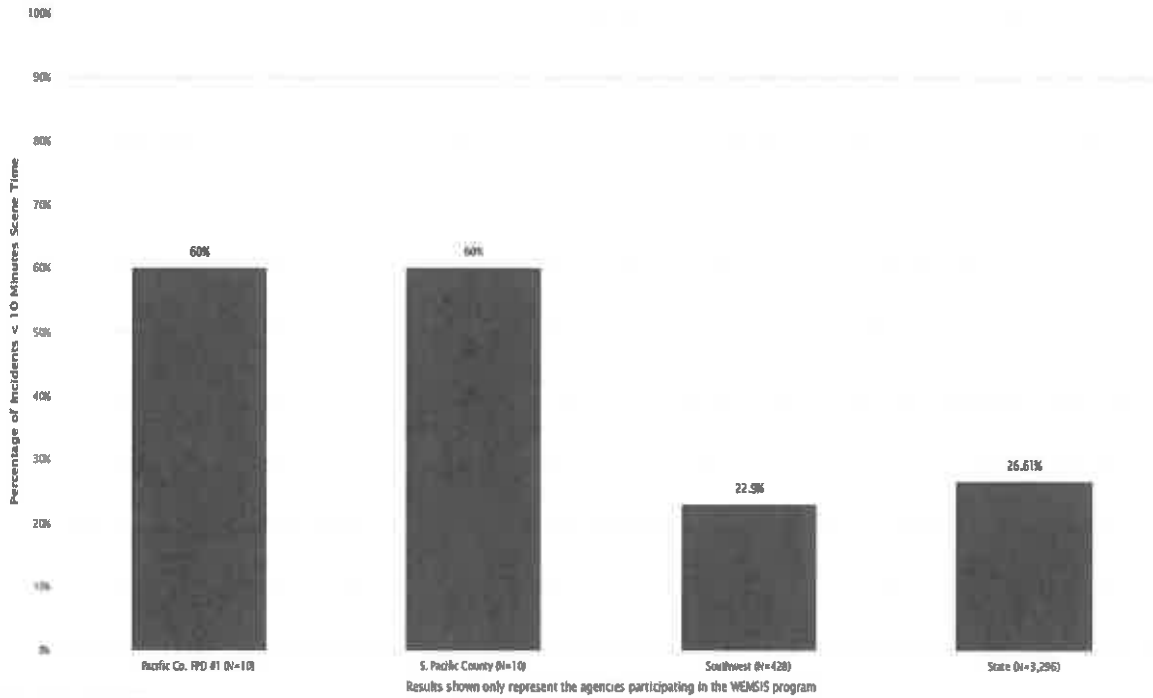


Results shown only represent the agencies participating in the WEMIS program

TRAUMA KPI 2019

1.1 - Scene Time for Step 1 and Step 2 Trauma Patients

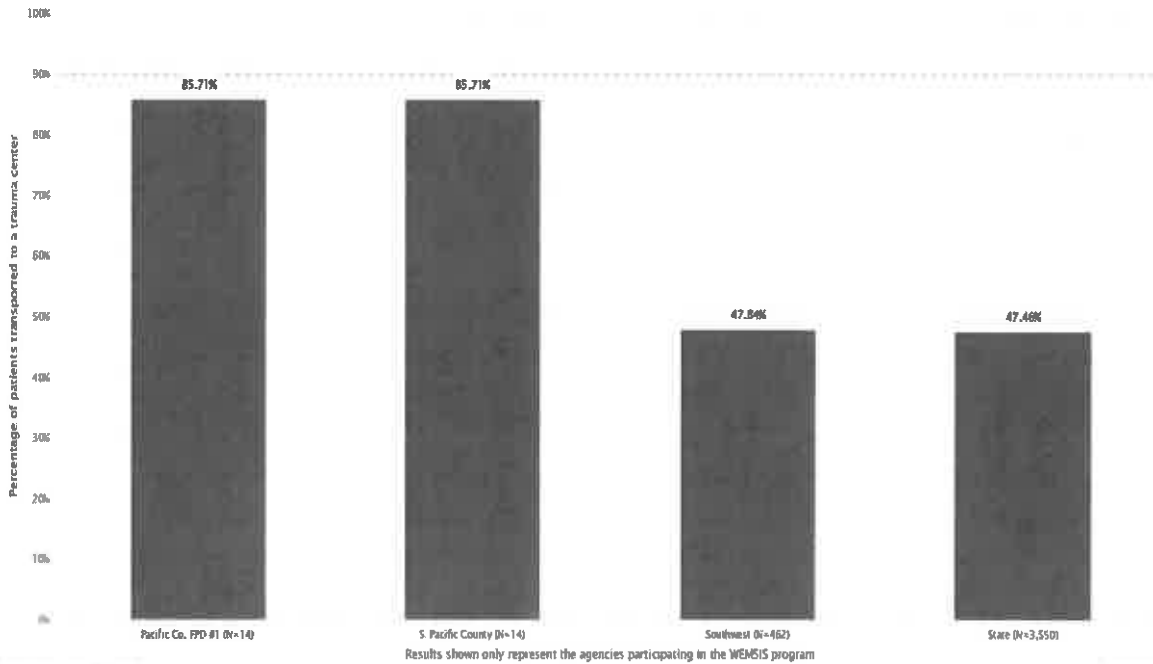
Incident Date is within the last 12 months



Results shown only represent the agencies participating in the WEMGIS program

1.2 - Transport to Designated Trauma Center for Step 1 and Step 2 Trauma Patients

Incident Date is within the last 12 months

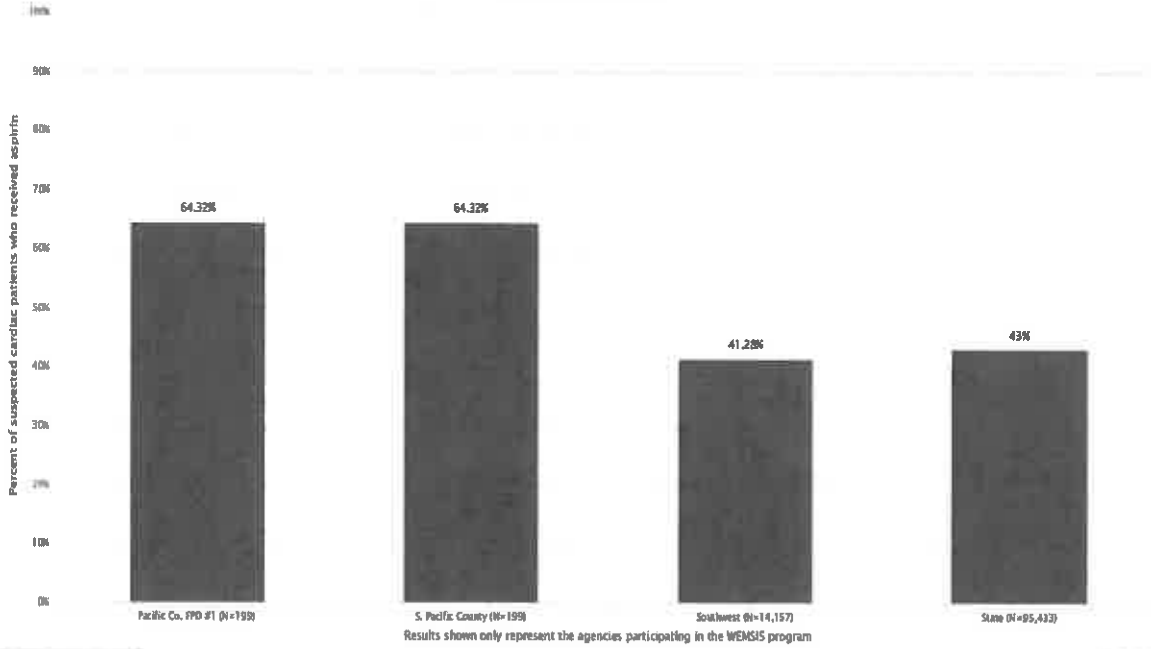


Results shown only represent the agencies participating in the WEMGIS program

ACS/Chest Pain KPI 2019

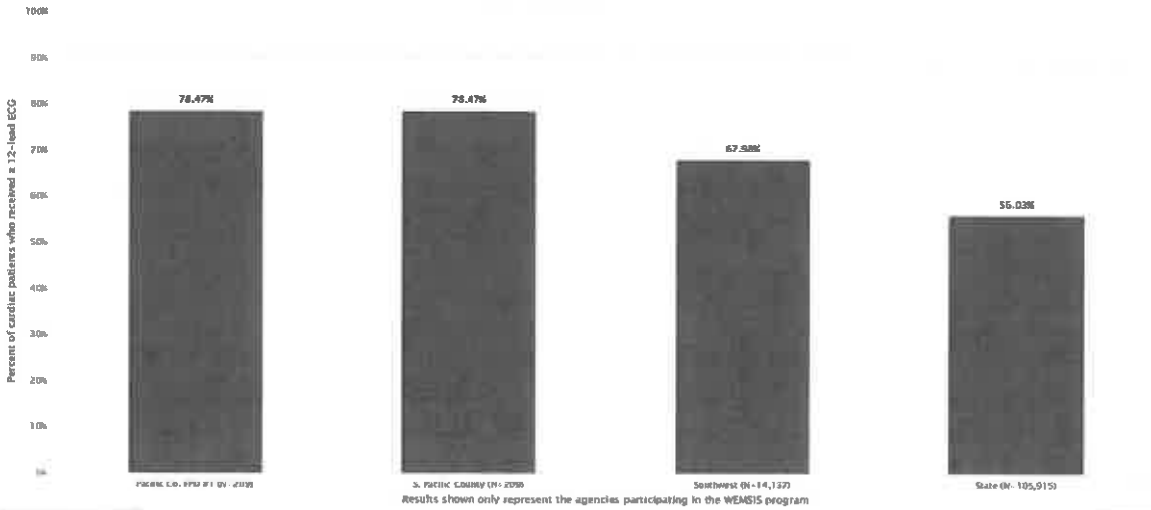
5.1 - Aspirin Administration for Patients with Cardiac Chest Pain/Discomfort or ACS

Incident Date is within the last 12 months



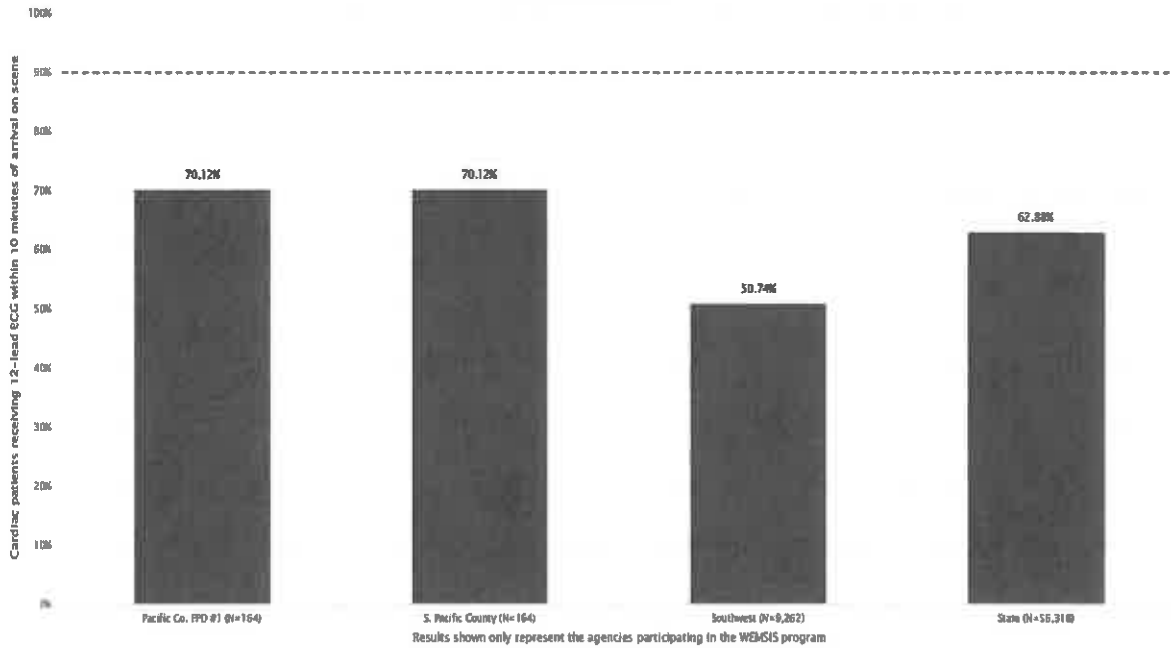
5.2 - 12-Lead ECG Performance for Patients with Cardiac Chest Pain/Discomfort or ACS

Incident Date is within the last 12 months



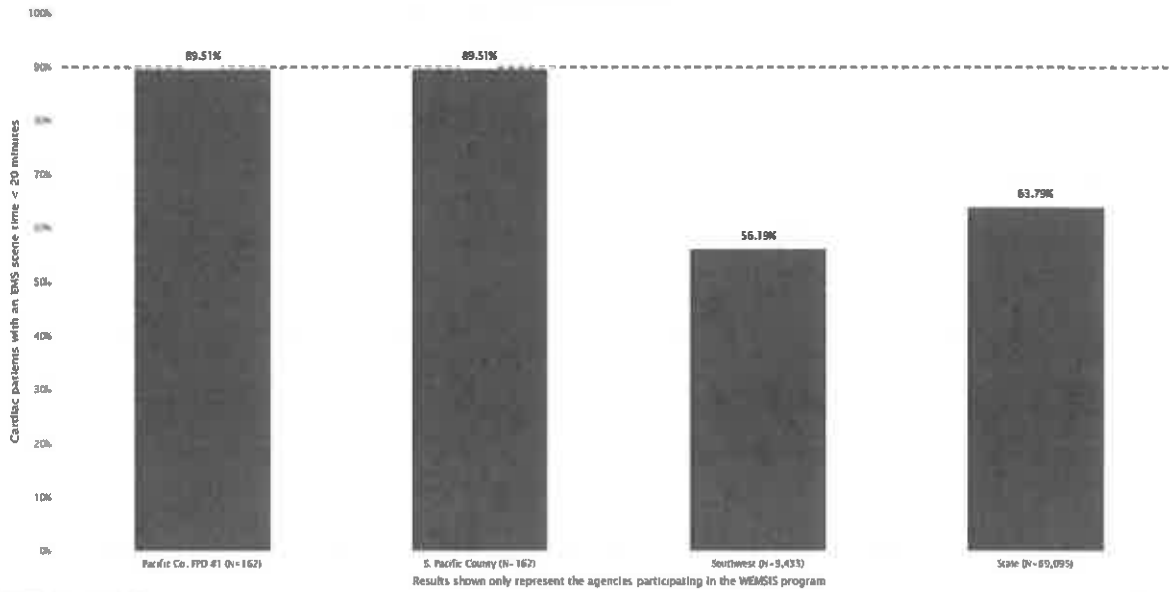
5.3 – Time to 12-Lead ECG for Patients with Cardiac Chest Pain/Discomfort or ACS

Incident Date is within the last 12 months



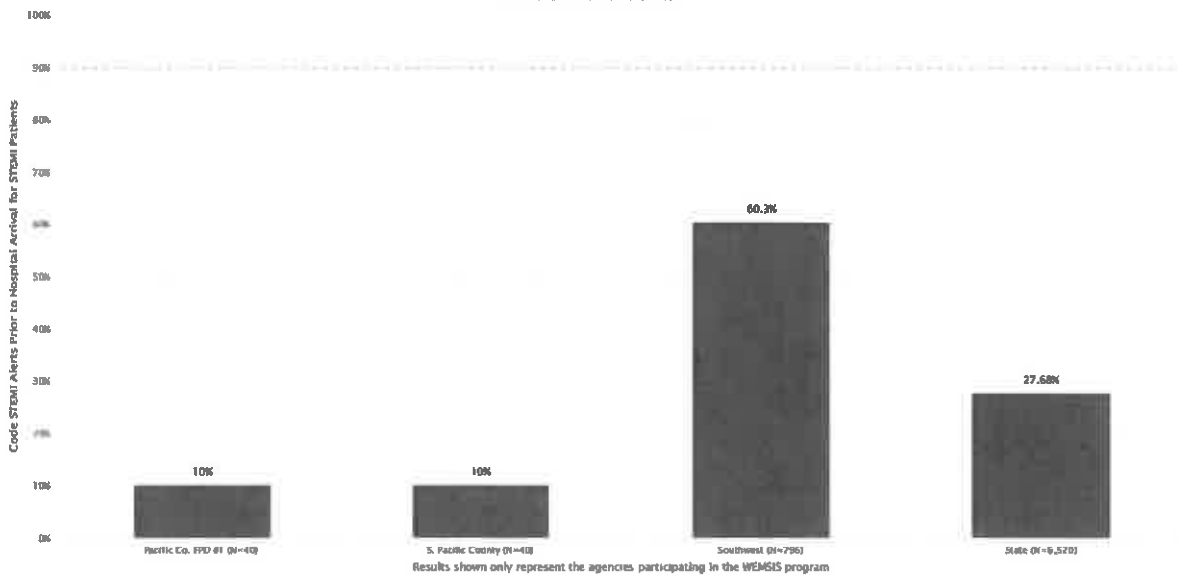
5.4 – Scene Time for Patients with Cardiac Chest Pain/Discomfort or ACS

Incident Date is within the last 12 months



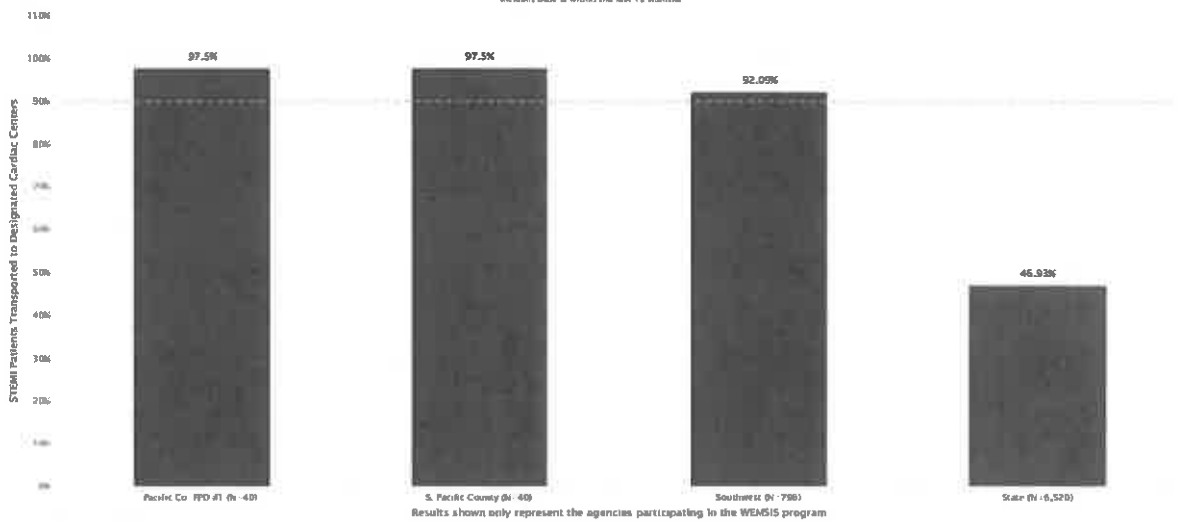
5.5 - Code STEMI Alert Prior to Hospital Arrival for STEMI Patients

Incident Date is within the last 12 months



5.6 - Transport to Designated Cardiac Center for STEMI Patients

Incident Date is within the last 12 months



INDUSTRY ANALYSIS

Growth, Impacts, and Capacity

Over the past five years (2014 – 2018), the Fire District has seen over a 30% increase in overall call volume. The District has been met with financial constraints, which has led to issues with staffing to meet all needs and funding capital projects. Population growth, aging demographics, increasing demand for services and lack of resources (doing more with less) will continue to expose our vulnerabilities.

The ability to grow will require the need to embrace changes in technology and managing the ongoing health and welfare of the members of the District. Changes in technology include electronic records management and increased safety measures to protect our members.

With the current staffing, the District is operating at capacity. The addition of more paid Firefighter/EMT/Paramedics and volunteers will be needed to meet the growing call demands or prior to the consideration of adding any additional services.

Discontinued Services

In the event that the Fire District is unable to continue the existing service levels, it will be necessary to decrease and/or eliminate some services. Those services include (in order of elimination):

1. Paramedic Intercepts

Explanation: Currently, the District provides advanced life support services to Pacific County Fire District #4 (Naselle). While these calls consist of less than five percent (5%) of the overall call volume, they represent a service that is not of primary concern to the citizens or tax-payers of the District.

2. Burn Permit / Burn Violations

Explanation: The District has an interlocal agreement with Olympic Region Clean Air Agency (ORCAA) for the issuance and management of outdoor burning within the District's political boundaries. The District commits resources to this program that are not completely reimbursable, and no real enforcement capabilities. Costs include permit burn costs, personnel time to manage issuance and complaints, equipment costs for suppression, dispatch fees, and out of service time for crews. Approximately 5% of the

overall call volume or approximately 35 – 40% of fire related calls are for burning complaints.

3. Interfacility Transfers

Explanation: The District provides interfacility transfers from Ocean Beach Hospital to other healthcare facilities, long term care, or home. Interfacility transfers are an important service to our citizens, both economically and standard of care. However, performing transfers are logistically extensive and result in staffing concerns. Interfacility transfers consist of approximately 10% of the overall call volume.

4. Public Education Services

Explanation: The District employs a full time Public Education Coordinator who is tasked with providing injury and illness prevention services. These services include the fall prevention program, in-home safety visits, first aid / CPR courses, and other related programs. While prevention is important, it should not prevail over meeting public safety response needs.

5. Public Assistance

Explanation: Approximately 10 – 12% of the District’s overall call volume is calls for public assistance. These calls are non-emergent requests for assistance, such as assisting a disabled person into their car for a doctor’s appointment. Public assist calls continue to rise due to an increasing aging population and lack of affordable social resources in the area.

MARKETING PLAN

The largest marketing tool that Fire District #1 has is our website. Our site informs taxpayers about services that the District offers which includes, but is not limited to, emergency medical services, billing practices, burn permits, and public education programs. In order to promote our website, the District will utilize the link to our Facebook page. We use our Facebook page to show training opportunities, factually inform about large incidents, and notify the community about upcoming events.

One request that we receive at the District is the availability of t-shirts that citizens and visitors of our community can purchase. Due to policy, we do not sell any of the District member shirts. We will design a t-shirt which creates a walking advertisement for our website and/or Facebook page without that person looking like a District member. Possible text includes “I support Pacific County Fire District #1,” “pcfd1.org” or “Like us on Facebook.”

As outlined in the SPOT Analysis, Fire District #1 has a need to increase the number of fire, EMS, and support volunteer members that we currently have. As new volunteers receive fire and emergency medical services training, there is an opportunity to utilize the volunteers to perform District services and supplement career duties.

Fire District #1 has now had two, professional video public service announcements created – one informs about beach fires and one is a fire volunteerism campaign. In order to market the volunteer opportunity at the District, we plan on having an EMS volunteer video produced as well. We currently post these videos to our Facebook page. In addition, we plan on creating a YouTube account which will hold these PSAs and can link to our website. Our final goal is to convert those videos into the format needed to play at our local movie theater. This will help capture the audience that we are trying to reach.

FINANCIAL PROJECTIONS

The District has chosen to keep a minimum cash balance of six (6) months operating expenses at all times. The \$1,700,000 needed for 2020 six (6) months of operating costs has been visually earmarked as a “Rainy Day Fund” for the purposes of cash flow projections. This fund can be seen on the Cash Flow Projection worksheets.

Cash flow projection worksheets are included from November 2019 through the end of 2021. We estimate that 98.94% of budgeted tax revenue is collected each year based off of previous years’ collection, or \$2,770,320 out of the \$2,800,000 budgeted.

We estimate the following cash flow for the District from 2022-2024:

1. 2022
 - a. Beginning Balance
 - i. \$1,910,703.99
 - b. Revenue
 - i. Tax
 1. Fire - \$2,077,740.00
 2. EMS - \$692,580.00
 - ii. Ambulance Billing - \$663,000.00
 - iii. General - \$371,030.00
 - c. Expenditures
 - i. Payroll/Payables - \$3,549,431.91
 - ii. GO Bond - \$52,787.50
 - d. Rainy Day Fund-
 - i. \$1,803,530.00

- e. Capital
 - i. \$525,000.00
 - f. Total Ending Balance
 - i. \$1,587,834.58*
2. 2023
- a. Beginning Balance
 - i. \$1,587,834.58
 - b. Revenue
 - i. Tax
 - 1. Fire - \$2,077,740.00
 - 2. EMS - \$692,580.00
 - ii. Ambulance Billing - \$663,000.00
 - iii. General - \$371,030.00
 - c. Expenditures
 - i. Payroll/Payables - \$3,655,914.87
 - d. Rainy Day Fund
 - i. \$1,857,090.00
 - e. Capital
 - i. \$375,000.00
 - f. Total Ending Balance
 - i. \$1,361,269.71*
3. 2024
- a. Beginning Balance
 - i. \$1,361,269.71
 - b. Revenue
 - i. Tax
 - 1. Fire - \$2,077,740.00
 - 2. EMS - \$692,580.00
 - ii. Ambulance Billing - \$663,000.00
 - iii. General - \$371,030.00
 - c. Expenditures
 - i. Payroll/Payables - \$3,765,592.32
 - d. Rainy Day Fund
 - i. \$1,857,635.90
 - e. Capital
 - i. \$375,000.00
 - f. Total Ending Balance
 - i. \$1,025,027.39*

***We will not have sufficient funds to meet the amount needed for the Rainy Day Fund to cover 6 months of operating expenses in 2022, 2023, and 2024.**

The tax revenue projections for 2021-2024 are estimated at a \$1.4 Billion assessed valuation with the collection rate of \$2.00 per thousand (\$1.50 for fire and \$0.50 for EMS). If the assessed valuation of properties within the District boundaries lowers by 10%, it will become \$1.26 Billion. This means a total decrease in tax revenue by \$280,000 in one year (from \$2,800,000 to \$2,520,000).

PACIFIC COUNTY FIRE DISTRICT #1

CASH FLOW PROJECTION

2020

MONTH	REVENUE TAX COLLECTIONS				EXPENDITURES			CASH BALANCE
	FIRE/EMS	AMBULANCE BILLING	MISC REVENUE	REVENUE MONTHLY	DATE	VOUCHER TOTAL	VOUCHER MONTHLY	
Beginning Balance								\$ 2,074,052.88
Rainy Day Fund Begin								\$ 1,700,000.00
Capital Fund Begin								\$ -
JANUARY	\$ 14,806.68	\$ 87,086.49	\$ 885.25		21-Jan \$ (269,245.76)			\$ 374,052.88
ACTUAL				\$ 102,778.42	01/29/20 \$ (7,347.82)			\$ 200,237.72
FEBRUARY	\$ 218,849.29	\$ 60,479.90	\$ 5,795.40		02/18/20 \$ (96,380.25)			\$ 169,991.63
ACTUAL				\$ 285,124.59	02/28/20 \$ (218,990.43)		\$ (315,370.68)	\$ 169,991.63
MARCH	\$ 209,647.93	\$ 60,355.07	\$ 10,034.13		03/17/20 \$ (218,792.63)			\$ 203,195.24
ACTUAL				\$ 280,037.13	GO BOND INTEREST \$ (1,931.25)			\$ 203,195.24
APRIL	\$ 885,276.87	\$ 55,250.00	\$ 30,919.00		03/25/20 \$ (26,109.64)		\$ (246,833.52)	\$ 895,834.11
ESTIMATED				\$ 971,445.87		\$ (278,807.00)		\$ 895,834.11
MAY	\$ 352,621.96	\$ 55,250.00	\$ 30,919.00			\$ (278,807.00)		\$ 1,055,818.08
ESTIMATED				\$ 438,790.96		\$ (278,807.00)		\$ 1,055,818.08
JUNE	\$ 35,565.47	\$ 55,250.00	\$ 30,919.00			\$ (278,807.00)		\$ 898,745.54
ESTIMATED				\$ 121,734.47		\$ (278,807.00)		\$ 898,745.54
JULY	\$ 17,369.18	\$ 55,250.00	\$ 30,919.00			\$ (278,807.00)		\$ 723,476.73
ESTIMATED				\$ 103,538.18		\$ (278,807.00)		\$ 723,476.73
AUGUST	\$ 28,672.94	\$ 55,250.00	\$ 30,919.00			\$ (278,807.00)		\$ 169,511.66
ESTIMATED				\$ 114,841.94	CAPTIAL \$ (390,000.00)		\$ (668,807.00)	\$ 169,511.66
SEPTEMBER	\$ 59,275.78	\$ 55,250.00	\$ 30,919.00			\$ (278,806.00)		\$ (17,281.06)
ESTIMATED				\$ 145,444.78	GO BOND \$ (53,431.50)		\$ (332,237.50)	\$ (17,281.06)
OCTOBER	\$ 643,211.13	\$ 55,250.00	\$ 30,919.00			\$ (278,806.00)		\$ 433,293.07
ESTIMATED				\$ 729,380.13		\$ (278,806.00)		\$ 433,293.07
NOVEMBER	\$ 258,332.12	\$ 55,250.00	\$ 30,920.00			\$ (278,806.00)		\$ 498,989.19
ESTIMATED				\$ 344,502.12		\$ (278,806.00)		\$ 498,989.19
DECEMBER	\$ 20,126.19	\$ 55,250.00	\$ 30,920.00			\$ (278,806.00)		\$ 326,479.39
ESTIMATED				\$ 106,296.19		\$ (278,806.00)		\$ 326,479.39
Rainy Day Fund End								\$ 1,700,000.00
Capital Fund End								\$ -
Ending Balance								\$ 2,026,479.39

PACIFIC COUNTY FIRE DISTRICT #1

CASH FLOW PROJECTION

2021

MONTH	REVENUE TAX COLLECTIONS				EXPENDITURES			CASH BALANCE	
	FIRE/EMS	AMBULANCE BILLING	MISC REVENUE	REVENUE MONTHLY	DATE	VOUCHER TOTAL	VOUCHER MONTHLY		
Beginning Balance								\$ 2,026,479.39	
Rainy Day Fund Begin								\$ 1,751,000.00	
Capital Fund Begin								\$ 420,000.00	
JANUARY ESTIMATED	\$ 15,680.00	\$ 55,250.00	\$ 30,919.00			\$ (287,171.21)		\$ (144,520.61)	0.560%
				\$ 101,849.00			\$ (287,171.21)	\$ (329,842.82)	
FEBRUARY ESTIMATED	\$ 231,840.00	\$ 55,250.00	\$ 30,919.00			\$ (287,171.21)		\$ (299,005.03)	8.280%
				\$ 318,009.00			\$ (287,171.21)	\$ (299,005.03)	
MARCH ESTIMATED	\$ 186,480.00	\$ 55,250.00	\$ 30,919.00			\$ (287,171.21)		\$ (314,814.74)	6.660%
				\$ 272,649.00	GO BOND INTEREST	\$ (1,287.50)		\$ (288,458.71)	
APRIL ESTIMATED	\$ 899,080.00	\$ 55,250.00	\$ 30,919.00			\$ (287,171.21)		\$ 383,263.05	32.110%
				\$ 985,249.00			\$ (287,171.21)	\$ 383,263.05	
MAY ESTIMATED	\$ 358,120.00	\$ 55,250.00	\$ 30,919.00			\$ (287,171.21)		\$ 540,380.84	12.790%
				\$ 444,289.00			\$ (287,171.21)	\$ 540,380.84	
JUNE ESTIMATED	\$ 36,120.00	\$ 55,250.00	\$ 30,919.00			\$ (287,171.21)		\$ 375,498.63	1.290%
				\$ 122,289.00			\$ (287,171.21)	\$ 375,498.63	
JULY ESTIMATED	\$ 17,640.00	\$ 55,250.00	\$ 30,919.00			\$ (287,171.21)		\$ 192,136.42	0.630%
				\$ 103,809.00			\$ (287,171.21)	\$ 192,136.42	
AUGUST ESTIMATED	\$ 29,120.00	\$ 55,250.00	\$ 30,919.00			\$ (287,171.21)		\$ 20,254.21	1.040%
				\$ 115,289.00			\$ (287,171.21)	\$ 20,254.21	
SEPTEMBER ESTIMATED	\$ 60,200.00	\$ 55,250.00	\$ 30,919.00			\$ (287,170.18)		\$ (173,334.47)	2.150%
				\$ 146,369.00	GO BOND	\$ (52,787.50)		\$ (339,957.68)	
OCTOBER ESTIMATED	\$ 653,240.00	\$ 55,250.00	\$ 30,919.00			\$ (287,170.18)		\$ 278,904.35	23.330%
				\$ 739,409.00			\$ (287,170.18)	\$ 278,904.35	
NOVEMBER ESTIMATED	\$ 262,380.00	\$ 55,250.00	\$ 30,820.00			\$ (287,170.18)		\$ 340,264.17	9.370%
				\$ 348,530.00			\$ (287,170.18)	\$ 340,264.17	
DECEMBER ESTIMATED	\$ 20,440.00	\$ 55,250.00	\$ 30,920.00			\$ (287,170.18)		\$ 159,703.99	0.730%
				\$ 106,610.00			\$ (287,170.18)	\$ 159,703.99	
Rainy Day Fund End								\$ 1,751,000.00	
Capital Fund End									
Ending Balance								\$ 1,910,703.99	98.940%
	\$ 2,770,320.00	\$ 683,000.00	\$ 371,030.00	\$ 3,804,350.00		\$ (3,500,125.40)	\$ (3,500,125.40)		



Hold Order 3-200558

(1811) LKQ Heavy Truck - Goodys

6180 Hagman Road

Toledo, OH, 43612

Phone: 800-537-8690

Fax: 419-726-4424

Salesperson: Rick Amstel

Billing Address 652404

PACIFIC COUNTY FIRE DISTRICT #1
 TOM HEARSEY
 26110 RIDGE AVE.

 OCEAN PARK, WA 98640
 USA 360-665-6780

Shipping Address:

PACIFIC COUNTY FIRE DISTRICT #1
 TOM HEARSEY
 26110 RIDGE AVE.

 OCEAN PARK, WA, 98640
 USA 360-665-6780

Shipping Method	Date	PO #	Truck #	Term
TO BE DETERMINED	4/16/2020			Due Upon Receipt

Part Number	Description	Category	Qty: Ordered	Ship	BO	Sale Price	Amount
1815081	(RECON) TRANSFER CASE ASSEMBLY (ROC1223) T223 W/ INTERLOCK DON RATIO 2.05 CASE# K453 SHAFTS 3 PTO NA	RECONDITIONED BY NON-DE	1.00	1	0	\$2,750.00	\$2,750.00
FREIGHT - LTL	FREIGHT (FRT N/A) LTL- PREPAID- CL#85/		1.00	1	0	\$350.00	\$350.00

***THANK-YOU, WE DO APPRECIATE YOUR BUSINESS ***

Mechanical & collision part warranty coverage is a minimum of 180 days against manufacturer defect. Any New or rebuilt engine, transmission, or rear differential will have a 12 month guarantee against mechanical product failure due to manufacturer defect. Any reconditioned or pullout (used) transmission or rear differential will have a 180 day guarantee against product failure due to manufacturer defect. Any bearing/sealed or tested/inspected engine will have a 180 day guarantee against product failure due to manufacturer defect. Core units or parts sold in AS IS condition carry no warranty and returns. All returns, including cores, must be returned within 30 days from date of purchase. No returns will be accepted on any electrical items. For further information visit LKQCORP.COM/HEAVY-TRUCK-WARRANTY

Subtotal: 3,100.00
 Tax (0.0000%): 0.00
Total: 3,100.00

Received by: _____ **Invoice Balance: 3,100.00**

Search Inventory online at www.LKQHEAVYTRUCK.com



CHIEF'S REPORT

April 21, 2020

Station 21-1

1. Personnel Information

- a. Volunteer
 - i. One new volunteer has applied, but I am waiting until the COVID-19 crisis is done to process.
- b. Career
 - i. Nothing new to report

2. Interfacility transfers

- a. Interfacility transfer update (January 1 – April 20)
 - i. 2020 transfer info: Took = 21; Turned Down = 26; 45% success rate

3. Inter-agency

- a. WA EMD/FEMA
 - i. SAFER grant application period is open.
 - ii. I would like to pursue a grant for volunteer recruitment / retention activities
 - iii. Specifically, provisions for marketing, training reimbursements for firefighter/EMT/leadership training, and gear reimbursement for new members
- b. PACCOM/PCEMA
 - i. COVID-19 SITREPS are being promptly sent to the membership
 - ii. There are current 3 tested positive COVID-19 patients
- c. State Parks/Department of Natural Resources/USFW
 - i. Nothing new to report
- d. Pacific County Sheriff's Office
 - i. Nothing new to report
- e. Other Fire Agencies
 - i. The Fire District participated in a joint ladder truck training drill on April 10th at the Best Western hotel in Long Beach
- f. Ocean Beach Hospital
 - i. Nothing new to report
- g. Other Community
 - i. Nothing new to report.

4. Intra-agency

- a. Part-time firefighters
 - i. We currently have six (6) applicants, but the hiring process is on hold
- b. Firefighter / Paramedic Candidates
 - i. Currently, we have one (1) Firefighter / Paramedic applicant
- c. Facilities / Apparatus / Equipment

- i. The “4 low” gear is significantly damaged on the heavy duty brush truck at Station 2, which has rendered it out of service. **I am requesting Board approval to purchase the replacement transfer case assembly in the amount of \$3100 + tax.**
- d. Intradepartmental changes during COVID-19
 - i. On-line presentations are being conducted once a week
 - ii. Zoom has been purchased, and will be integrated into meetings
 - iii. Increased emphasis on PPE usage during routine calls
- e. Arbitration
 - i. Arbitration for grievance #18-002 and 18-003 has been rescheduled for September 29 & 30, 2020
 - ii. Arbitration regarding grievance #19-001 and 19-002 is on hold until the COVID-19 restrictions have relaxed
- f. WSRB
 - i. Washington Survey and Rating Bureau have set a tentative date for a re-rate of the Fire District on September 14, 2020.

Staff Reports - A/C Karvia; A/C Weatherby; Pub. Ed. Coord. Karvia

March 2020 Call Totals

- 1. Total Calls = 171
 - a. Fire = 18
 - b. EMS = 153
 - c. Patients Transported = 71
 - d. Major Incidents:
None
 - e. **2020 (YTD) Total – 532; (2019 YTD – 654)**

GOOD OF THE ORDER

Public Education Coordinator Report- March 17 - April 21, 2020

Community Education, Life Safety Program:

Meetings / Trainings

CRR (community Risk Reduction) Zoom Meeting.

Upcoming Meeting / Training

Grocery Delivery Services April 17

FEMA Community Safety Educator Course online self study

Past Events:

I developed a Survey to better understand the needs of the community

	HOME SAFETY VISITS	LOCKBOXES	ADDRESS SIGNS	Child Restraint Seats
JAN	3	2	7	2
FEB	6	3	1	2
MARCH	0	1	3	0
APRIL				
MAY				
JUNE				
JULY				
AUG				
SEPT				
OCT				
NOV				
DEC				

NOTICE OF MEETING LOCATION CHANGE
(RCW 42.30)



The Board of Commissioners of Pacific County Fire Protection District 1 will hold a Regular Meeting at:

Teleconference (425) 436-6318. Email jamie@pcfd1.org for the access code.
(Location of Meeting)

Tuesday, April 21st, 2020
(Date and Day of Week)


4:00 P.M.
(Time)

To discuss and/or take action on the following items of business:

1. Consent Agenda
2. Policy 412 Revision
3. Procedure 412 Revision
4. Aramark Service Proposal
5. Strategic Plan
6. Other District Business

Dated this 16th day of April, 2020

Pacific County Fire Protection District 1
Board of Commissioners

By: 
Fred Hill, Chairman of the Board



Copy of Notice given to:

Commissioner Hill 4/16/20 / 16:14
Commissioner Long 4/16/20 / 16:16

Commissioner Downer 4/16/20 / 16:16
Chinook Observer 4/16/20 / 16:19

Notice posting places, dates and times:

Station 21-1 Ocean Park 4/16/20 / 16:20

Station 21-2 Seaview 4/16/20 / 16:19

Broadcast Report

P 1
 04/16/2020 16:46
 Serial No. A61F011001175
 TC: 323795

Addressee	Start Time	Time	Prints	Result	Note
Chinook Observer Station 2	04-16 16:44	00:00:47	001/001	OK	
	04-16 16:46	00:00:22	001/001	OK	

Note TMR:Timer TX, POL:Polling, ORG:Original Size Setting, FME:Frame Erase TX, DPG:Page Separation TX, MIX:Mixed Original TX, CALL:Manual TX, CSRC:CSRC, FWD:Forward, PC:PC-FAX, BND:Double-Sided Binding Direction, SP:Special Original, FCODE:F-code, RTX:Re-TX, RLY:Relay, MBX:Confidential, BUL:Bulletin, SIP:SIP Fax, IPADR:IP Address Fax, I-FAX:Internet Fax

Result OK: Communication OK, S-OK: Stop Communication, PW-OFF: Power Switch OFF, TEL: RX from TEL, NG: Other Error, Cont: Continue, No Ans: No Answer, Refuse: Receipt Refused, Busy: Busy, W-Full:Memory Full, LOVR:Receiving length Over, POVR:Receiving page Over, FIL:File Error, DC:Decode Error, MDN:MDN Response Error, DSN:DSN Response Error, PRINT:Compulsory Memory Document Print, DEL:Compulsory Memory Document Delete, SEND:Compulsory Memory Document Send.

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