

Pacific County Fire Protection District 1
Special Commissioner's Meeting
November 13, 2019 – 10:30 a.m.
Station 21-1, Ocean Park



AGENDA

Establish Quorum/Call Meeting To Order/Pledge of Allegiance/Approval of Agenda

2020 Budget Hearing Workshop

New Business:

1. Resolution 2019-04 – 2020 Budget
2. Resolution 2019-05 – Fire Levy
3. Resolution 2019-06 – EMS Levy
4. District Office Door Security Quote
5. Fire Service Cooperative Feasibility Study

Adjourn Meeting by Chairman

LEVY TOTAL CHANGES**2020**

From 2019 to 2020

Total Increase for Fire Levy	445,406
Total Increase for EMS Levy	11,971
Total Change	457,378

For 2020

Total Fire Tax Levy Amount (Estimated)	2,167,494
Total EMS Tax Levy Amount (Estimated)	586,013
Total Tax Collection Allowed	2,753,508

1.905413

Total Levy Rate combined for Fire and EMS

CHANGE

2020 Assessed Value (Fire Levy)	9.56%	1,445,443,652
2019 Assessed Value (Fire Levy)		1,307,325,222
Assessed Value change 2019 to 2020		138,118,430

2020 Assessed Value (EMS Levy)	9.56%	1,445,470,552
2019 Assessed Value (EMS Levy)		1,307,351,822
Assessed Value change 2019 to 2020		138,118,730

(Exhibit "A")

Mgt. Level Code	Estimated Revenue	X	Fund	Year 2020	Page 1 of 2
	Estimated Expend.		Pacific County Fire Protection District No. 1		
Account No.			DESCRIPTION - REVENUE	Year	
BA SUB	ELE.	OJB.		2020	
272	0		Est. Beg. Unreserved F.B.		
311	0		Real and Personal Property Tax		
	10		Fire	\$2,170,000	
	20		EMS	\$587,013	
312	10		Forest Excise Tax		
317	20		Leasehold Tax		
322	90		Burn Permits	\$900	
331	0		Federal Grants		
332	93		Ground Emergency Medical Transportation	\$100,000	
334	0		State Grants	\$1,200	
342	20		Contracts - Fire Protection Services	\$32,000	
342	60		Ambulance/Aid	\$663,000	
361	11		Invest Interest	\$10,000	
369	90		Misc Revenues - Including Reimbursements	\$1,200	
			TOTAL REVENUE	\$3,565,313	
390	0		Other Financing Sources		
395	10		Other Sale Fixed Assets		
397	0		Other Op. Trans. In		
398	30		Long Term Debt Proceeds		
390	0	0	TOTAL OTHER FINANCING		
300	0	0	TOTAL REVENUE	\$3,565,313	

(Exhibit "A")

Mgt. Level	Estimated Revenue	Fund	Year	Page
Code	Estimated Expend.	X Pacific County Fire Protection District No. 1	2020	2 of 2

Account No.			DESCRIPTION - EXPENDITURES	Year 2020
BA SUB	ELE.	OJB.		
522		0	FIRE CONTROL	
		10	Salaries and Wages	\$1,085,676
		20	Personnel Benefits	\$344,253
		30	Supplies	\$57,741
		40	Other Services and Charges	\$261,652
		50	Intergovt./Interfund Services (Dispatch)	\$9,274
			TOTAL FIRE CONTROL	\$1,758,595
526		0	AMBULANCE AND RESCUE	
		10	Salaries and Wages	\$1,035,520
		20	Personnel and Benefits	\$312,361
		30	Supplies	\$104,039
		40	Other Services and Charges	\$84,650
		50	Intergovt./Interfund Services (Dispatch)	\$28,514
			TOTAL AMBULANCE AND RESCUE	\$1,565,085
591		0	DEBT SERVICE	
		71	Principal	\$51,500
		83	Interest	\$3,863
			TOTAL DEBT SERVICE	\$55,363
594		0	CAPITALIZED EXPENDITURES	
		60	Capital Outlays	\$0
			TOTAL CAPITALIZED EXPENDITURES	\$0
			TOTAL EXPENDITURES	\$3,379,043

LEVY LIMIT CALCULATIONS - FIRE
TAX YEAR 2020

A. Highest Lawful Levy Since 1985 (2019)		1,722,088
Times Levy Limit Factor (101%)		
B. Value of This Year's New Construction		14,191,400
Times Previous Years Levy Rate	1.317158	18,692
C. Current Years Utility Value		5,529,970
Less Previous Years Utility Value		5,529,970
Increase/Decrease in Utility Value		0
Times Previous Years Levy Rate	1.317158	1,000
D. A+B+C Levy Limitation		19,692
E. Assessed Value Original District		0
Levy Rate Original District		0.000000
Assessed Value Annexed Area		0
F. Levy Limitation For Annexation		0
G. Levy Limitation With Annexation		0
H. Amount Refunded or To Be Refunded		0
I. Total Levy Controlled By Levy Limitation		19,692
J. Amount Requested By Taxing District		0
K. Lesser of Items I & J.		19,692
To Calculate Levy Rate:		
Levy.....		2,167,494
Assessed Value.....		1,444,996,208
Rate.....		1.500000
Statutory Rate.....		1.500000
Authorized Levy.....		
Increase over Year 2019=		445,406

LEVY LIMIT CALCULATIONS - EMS
TAX YEAR 2020

A. Highest Lawful Levy Since 1985 (2019)		574,042
Times Levy Limit Factor (101%)		579,782
B. Value of This Year's New Construction		14,191,400
Times Previous Years Levy Rate:	0.439053	6,231
C. Current Years Utility Value		4,710,720
Less Previous Years Utility Value		4,710,720
Increase/Decrease in Utility Value		0
Times Previous Years Levy Rate:	0.439053	
D. A+B+C Levy Limitation		586,013
E. Assessed Value Original District		0
Levy Rate Original District		0.000000
Assessed Value Annexed Area		0
F. Levy Limitation For Annexation		0
G. Levy Limitation With Annexation		0
H. Amount Refunded or To Be Refunded		0
I. Total Levy Controlled By Levy Limitation		586,013
J. Amount Requested By Taxing District		0
K. Lesser of Items I & J.		586,013
To Calculate Levy Rate:		
Levy.....		586,013
Assessed Value.....		1,445,023,108
Rate.....		0.405413
Statutory Rate.....		0.500000
Increase over Year 2019=		11,971

**PACIFIC COUNTY FIRE DISTRICT #1
2020 REVENUE BUDGET**

<u>BARS #</u>	<u>ACCT NAME</u>	<u>YTD 2019 (10/31/19)</u>	<u>2019</u>	<u>2020</u>
380.00.00.00	BEGINNING CASH & INVESTMENTS		-	-
311.10.22.00	PROPERTY TAX FIRE	1,155,230	1,722,088	2,170,000
311.10.26.00	PROPERTY TAX EMS	385,105	574,042	587,013
312.10.00.00	FOREST EXCISE TAX	809		
317.20.00.00	LEASEHOLD TAX	5,124		
318.00.00.00	OTHER TAX			
322.90.00.00	BURN PERMITS	1,250	900	900
331.04.90.01	GRANT - FEMA SAFER			
331.04.90.02	GRANT - FEMA AFG			
332.93.30.00	GEMT REVENUE	248,646	20,000	100,000
333.04.90.00	GRANT - HSGP CERT			
333.10.61.00	GRANT - DNR PHASE II			
333.97.03.00	GRANT - WA STATE MILITARY EMERGENCY MGMT DIV	1,470		
334.01.30.00	GRANT - WSP			
334.04.90.00	GRANT - DOH PREHOSPITAL TRAUMA	1,266	1,200	1,200
334.04.90.01	GRANT - DOH STROKE			
338.22.00.00	STATE MOBS			
342.20.00.00	FIRE PROTECTION SVCS	25,303	32,000	32,000
342.60.01.00	TRANSPORTS (SYSTEMS)	708,275	660,000	660,000
342.60.02.00	TRANSPORTS (NASELLE)	4,375	3,000	3,000
359.90.00.00	MISC FINES & PENALTIES			
361.11.00.00	INVESTMENT INTEREST	31,402	5,000	10,000
367.11.00.00	DONATIONS			
369.90.00.00	MISC REVENUES	8,899		
369.90.01.00	MISC REVENUES - LNI REIMBURSE	5,098		
369.90.01.01	MISC REVENUES - BVFF REIMBURSE	300	1,200	1,200
369.90.01.02	MISC REVENUES - TRAINING	7,895		
388.80.00.00	PRIOR YEAR CASH ADJ			
389.10.00.00	REFUNDS			
391.10.00.00	PROCEEDS - GEN OBL BOND			
395.10.00.00	PROCEEDS - SALE OF CAP	50		
398.10.00.00	REIMBURSE - INS FOR CAP			
300.00.00.00	TOTAL	2,590,497	3,019,430	3,565,313

**PACIFIC COUNTY FIRE DISTRICT #1
2020 EXPENDITURES BUDGET**

<u>BARS #</u>	<u>ACCT NAME</u>	<u>YTD 2019 (10/31/19)</u>	<u>2019</u>	<u>2020</u>
FIRE ADMINISTRATION				
<i>SALARIES & WAGES</i>				
522.10.10.01	Commissioners	10,554	8,700	10,000
522.10.10.02	District Chief	86,542	108,005	115,695
522.10.10.03	District Secretary	48,228	57,873	59,609
522.10.10.04	Admin Assistant	-	-	-
522.10.10.05	Pub Ed. Coordinator	37,132	46,786	48,189
522.10.10.06	Chief of Operations	86,487	106,781	115,336
522.10.10.07	Chief of Administration	84,560	100,128	107,257
	SUBTOTAL:	353,503	428,272	456,086
<i>PERSONNEL BENEFITS</i>				
522.10.20.01	Labor & Industry	14,235	14,311	18,791
522.10.20.02	LEOFF Retirement	13,884	17,100	18,031
522.10.20.03	Medical/Dental	45,109	48,566	53,187
522.10.20.04	Medicare	4,973	6,084	6,468
522.10.20.05	PERS Retirement	10,962	13,428	13,863
522.10.20.06	Social Security	-	-	-
522.10.20.07	Unemployment Compensation	-	-	-
	SUBTOTAL:	89,163	99,489	110,340
<i>SUPPLIES</i>				
522.10.31.01	Office and Operating Supplies	10,837	9,160	9,160
522.10.31.02	Office Cleaning Supplies	2,328	2,000	2,000
522.10.35.01	Computer Hardware	1,487	1,000	1,000
522.10.35.02	Computer Software	287	500	500
	SUBTOTAL:	14,940	12,660	12,660
<i>SERVICES</i>				
522.10.41.01	Legal Services / Publications	16,954	2,000	30,000
522.10.41.02	Misc Professional Services	51,045	5,000	10,000
522.10.42.01	Postage	972	1,000	1,000
522.10.43.01	Travel Lodging	658	2,000	3,500
522.10.43.02	Travel Meals	900	1,200	2,000
522.10.43.03	Travel Mileage	922	1,200	2,000
522.10.43.04	Travel Registration / Fee	1,360	5,000	5,000
522.10.46.01	Casualty & Liability Insurance	65,964	55,000	63,250
522.10.47.01	Electricity	12,720	16,995	17,845
522.10.47.02	Garbage	2,857	3,461	3,565
522.10.47.03	Natural Gas	4,089	6,180	6,365
522.10.47.04	Sewer	2,447	2,575	2,652
522.10.47.05	Telephone	8,749	13,100	13,493
522.10.47.06	Water	2,903	3,605	3,713
522.10.47.07	Wireless Communications	765	1,400	1,442
522.10.47.08	Cable TV	1,758	2,060	2,122
522.10.48.01	Computer Services	3,458	7,000	7,210
522.10.49.01	Health & Wellness	3,615	7,000	7,000
522.10.49.02	Memberships and Subscriptions	11,083	16,500	16,995
	SUBTOTAL:	193,217	152,276	199,152

INTERGOVERNMENTAL SERVICES & TAXES

522.10.51.01	Elections	0	5,000	6,000
522.10.51.02	Ground Water Property Tax	321	400	412
522.10.51.03	State Audit	3,200	-	-
	SUBTOTAL:	3,521	5,400	6,412
	FIRE ADMINISTRATION SUBTOTAL:	654,345	698,097	784,651

FIRE SUPPRESSION

SALARIES & WAGES

522.20.10.01	Training Officer	-	-	-
522.20.10.02	FF/EMT Salaries & Wages	284,984	331,396	519,599
522.20.10.03	Maintenance Technician	61,781	77,844	84,990
522.20.10.04	Resident Interns	-	-	-
522.20.10.05	Volunteer Incentive Program	19,665	20,000	25,000
522.20.10.06	Volunteer Fire Mobilization Pay	-	-	-
522.20.10.099	Timeloss Payments (Disability)	-	-	-
	SUBTOTAL:	366,429	429,240	629,589

PERSONNEL BENEFITS

522.20.20.01	Labor & Industry	27,243	27,912	53,395
522.20.20.02	LEOFF Retirement	15,049	17,995	27,695
522.20.20.03	Medical/Dental	86,643	102,593	131,427
522.20.20.04	Medicare	5,296	5,934	8,767
522.20.20.05	PERS Retirement	7,934	9,987	10,930
522.20.20.06	Social Security	1,219	1,700	1,700
522.20.20.07	Unemployment Compensation	-	-	-
522.20.20.08	BVFF Volunteer Disability (Reimbursable)	-	-	-
522.20.20.99	Payroll Clearing	(1,537)	-	-
	SUBTOTAL:	141,847	166,121	233,913

SUPPLIES

522.20.31.01	Misc Supplies	3,621	5,000	5,000
522.20.31.02	Uniforms / Gear Issue	3,017	5,000	7,000
522.20.32.01	Fuel	8,571	10,181	10,181
522.20.35.01	Vehicle Parts	10,949	12,000	12,000
522.20.35.02	Misc Small Tools/Equip	1,466	2,500	2,500
522.20.35.03	Radio Equipment	408	1,000	1,000
	SUBTOTAL:	28,032	35,681	37,681

SERVICES & OTHER CHARGES

522.20.46.01	Pension & Relief	1,398	3,000	3,000
522.20.48.01	Radio Repair/Maintenance	1,066	2,000	2,000
522.20.48.02	Small Equip. Repair/Maintenance	2,484	3,000	4,000
522.20.48.03	Vehicle Repair/Maintenance	38	2,000	2,000
522.20.49.01	Misc Services	14,624	10,000	12,000
	SUBTOTAL:	19,610	20,000	23,000

INTERGOVERNMENTAL SERVICES & TAXES

522.20.51.01	Dispatch / Local Support Svcs	4,580	6,107	2,862
	SUBTOTAL:	4,580	6,107	2,862
	FIRE SUPPRESSION TOTAL:	560,500	657,150	927,045

FIRE CONTROL*FIRE PREVENTION & INVESTIGATION*

522.30.31.01	Fire Investigation Supplies	77	400	400
522.30.31.02	Public Education Supplies	491	1,000	1,000
522.30.49.01	Newsletter	-	-	-
	SUBTOTAL:	569	1,400	1,400

FIRE TRAINING

522.40.31.01	Misc Supplies	2,138	3,500	3,500
522.40.43.01	Training Lodging	1,177	500	2,000
	Training Meals	1,941	1,000	2,000
522.40.43.03	Travel Mileage	1,126	-	500
522.40.43.04	Travel Registration / Fee	4,445	20,000	20,000
522.40.49.01	Resident Tuition	-	-	-
522.40.49.02	Union Tuition	-	-	5,000
	SUBTOTAL:	10,827	25,000	33,000

FACILITIES

522.50.31.01	Building Maintenance Supplies	1,294	2,500	2,500
522.50.49.01	Misc Building Maintenance Services	1,084	10,000	10,000
	SUBTOTAL:	2,378	12,500	12,500
	FIRE CONTROL TOTAL:	13,774	38,900	46,900
	FIRE GRAND TOTAL:	1,228,618	1,394,147	1,758,595

EMS ADMINISTRATION*SALARIES & WAGES*

526.10.10.01	EMS Coordinator	-	-	-
526.10.10.02	FF/Paramedic Salaries & Wages	820,834	1,030,663	1,015,520
526.10.10.03	Volunteer Reimbursement	11,317	20,000	20,000
526.10.10.099	Timeloss Payments (Disability)	1	-	-
	SUBTOTAL:	832,152	1,050,663	1,035,520

PERSONNEL BENEFITS

526.10.20.01	Labor & Industry	62,615	67,560	71,500
526.10.20.02	LEOFF Retirement	43,866	55,965	54,127
526.10.20.03	Medical/Dental	149,658	189,998	170,408
526.10.20.04	Medicare	12,082	14,945	14,725
526.10.20.05	PERS Retirement	-	-	-
526.10.20.06	Social Security	702	1,600	1,600
526.10.20.07	Unemployment Compensation	-	-	-
	SUBTOTAL:	268,923	330,068	312,361

SUPPLIES

526.10.31.01	Office & Operating Supplies	-	-	-
	SUBTOTAL:	-	-	-

SERVICES & OTHER CHARGES

526.10.41.01	Biohazard Disposal	394	650	650
	SUBTOTAL:	394	650	650
	EMS ADMINISTRATION SUBTOTAL:	1,101,469	1,381,381	1,348,531

EMS

	<i>EMS TRAINING</i>			
526.40.30.01	Supplies	1,322	150	1,000
526.40.43.01	Travel Lodging	-	-	-
526.40.43.02	Travel Meals	1,216	200	1,500
526.40.43.03	Travel Mileage	6	-	-
526.40.43.04	Travel Registration Fee	900	13,500	1,500
526.40.43.05	OTEP	-	3,500	3,500
	SUBTOTAL:	3,444	17,350	7,500
	<i>AMBULANCE BILLING</i>			
526.70.41.01	Ambulance Billing Services	25,708	27,500	30,000
526.70.41.02	GEMT Services	73,930	20,000	30,000
526.70.49.01	Ambulance Payment Refunds	3,111	2,000	3,000
	SUBTOTAL:	102,749	47,500	63,000
	<i>RESCUE & EMERGENCY AID</i>			
526.80.31.01	Medical & Operating Supplies	40,943	35,000	45,000
526.80.32.01	Fuel	29,242	47,039	47,039
526.80.35.01	Vehicle Parts	6,146	10,000	10,000
526.80.35.02	Misc Small Tools/Equip	-	1,000	1,000
	SUBTOTAL:	76,331	93,039	103,039
	<i>RESCUE & EMERGENCY SERVICES</i>			
526.80.48.01	Medical Equip. Repairs & Maintenance	9,761	12,500	12,500
526.80.48.02	Radio Repairs & Maintenance	-	-	-
526.80.48.03	Vehicle Repairs & Maintenance	393	2,000	2,000
526.80.51.01	Dispatch / Local Support Svcs	14,390	12,863	28,514
	SUBTOTAL:	24,544	27,363	43,014
	EMS SUBTOTAL:	207,068	185,252	216,554
	EMS GRAND TOTAL:	1,308,537	1,566,633	1,565,085

NON-EXPENDITURES

586.00.00.001	Timeloss Passthrough	5,221	-	-
	SUBTOTAL:	5,221		
	NON-EXPENDITURE TOTAL:	5,221		

GENERAL OBLIGATION BONDS*FIRE GENERAL OBLIGATION BONDS*

591.22.71.01	Principal	51,500	51,500	51,500
	SUBTOTAL:	51,500	51,500	51,500

FIRE GENERAL OBLIGATION BONDS INTEREST

592.22.83.01	Interest	5,150	5,150	3,863
	SUBTOTAL:	5,150	5,150	3,863

	GENERAL OBLIGATION BOND SUBTOTAL:	56,650	56,650	55,363
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CAPTIAL EXPENDITURES*FIRE CAPITAL EXPENDITURES*

594.22.60.01	Buildings	1,054	-	-
594.22.60.02	Communication Equipment	-	-	-

594.22.60.03	Office Equipment	-	-	-
594.22.60.04	Equipment & Turnout Gear	1,119	-	-
594.22.60.05	Fire Hose	-	-	-
594.22.60.06	Misc Equipment	9,622	-	-
594.22.60.07	SCBA Firefighting Equipment	-	-	-
594.22.60.08	Engines	1,079	-	-
	SUBTOTAL:	12,874	-	-
	<i>EMS CAPITAL EXPENDITURES</i>			
594.26.60.01	Ambulance/Rechassis	-	-	-
594.26.60.02	Misc Medical Equipment	-	-	-
	SUBTOTAL:	-	-	-
	CAPITAL EXPENDITURES SUBTOTAL:	12,874	-	-
	TOTAL:	2,611,901	3,017,430	3,379,043



Pacific County Fire District No. 1
RESOLUTION 2019-04

BUDGET 2020

BE IT RESOLVED BY THE COMMISSIONERS OF PACIFIC COUNTY FIRE PROTECTION DISTRICT NO. 1 AS FOLLOWS:

1. That the Pacific County Assessor has notified the Commissioners of Pacific County Fire Protection District No. 1 that the assessed valuation of real properties lying within the boundaries of said District for the calendar year 2020 is *an estimated \$1,444,996,208.*

2. That the attached hereto Exhibit "A" (by this reference made a part of this resolution) be and hereby is adopted as the budget of Pacific County Fire Protection District No. 1 for the calendar year 2020.

3. That the Honorable Board of County Commissioners of Pacific County, Washington, be and are hereby requested to make a levy for 2020 for said Pacific County Fire Protection District No. 1 of **\$2,757,013.**

4. That the County Treasurer of Pacific County, Washington, be and is hereby authorized and directed to deposit and sequester the monies received from the collection of the tax levy specific in Section 3 above in the amounts and funds specified below:

A. **\$2,170,000** into the Expense Fund of said District.

B. \$ _____ into the Reserve Fund of said District.

C. \$ _____ into the Coupon Warrant Fund.

D. \$ _____ to be used for the sole purpose of paying the interest and principal

of said District's General Obligation Bonds heretofore authorized and now outstanding. This level to be without limitation as to rate or amount, and sufficient to pay the principal of and interest on said bonds as the same shall become due.

E. **\$587,013** into the EMS Special Levy Fund of said District.



GOD BLESS AMERICA

5. That one copy of this resolution together with Exhibit "A" is delivered to each of the following: Board of County Commissioners and Auditor of Pacific County, Washington.

Adopted at a meeting of the Board of Commissioners of Pacific County Fire Protection District No.1 on this 13th day of November, 2019.

Fred H. Hill, Commissioner

Thomas L. Downer, Commissioner

Dennis A. Long, Commissioner

Attest: _____
District Secretary



Pacific County Fire District No. 1
RESOLUTION 2019-05

INCREASE IN REAL PROPERTY TAX – FIRE LEVY

WHEREAS, the Board of Commissioners has properly given notice of the public hearing held November 13th, 2019 to consider the District's revenue sources and current expense budget for the Calendar Year 2020, pursuant to RCW 84.55.120; and

WHEREAS, the District's actual levy amount from the previous year was \$1,722,088; and,

WHEREAS, the population of this district is less than 10,000; and now, therefore,

BE IT RESOLVED, by the Board of Commissioners of Pacific County Fire Protection District No. 1 that an increase in the regular property tax levy is hereby authorized for the levy to be collected in the 2020 tax year.

The dollar amount of the increase over the actual levy amount from the previous year shall be \$445,406 which is a 25.86% increase from the previous year. This increase was approved by voters on November 5th, 2019 to restore the levy to the statutory rate of \$1.50 per \$1,000 which is the maximum allowable amount and shall serve as the base for any subsequent levy limitation. This increase also includes additional revenue resulting from new construction, improvements to property, any increase in the value of state assessed property, any annexations that have occurred and refunds made.

ADOPTED AND APPROVED at a Special Meeting of the Board of Commissioners of Pacific County Fire Protection District No.1, on the 13th day of November, 2019, the following commissioners being present and voting;

Fred H. Hill, Commissioner

Thomas L. Downer, Commissioner

Dennis A. Long, Commissioner

Attest: _____

District Secretary



Pacific County Fire District No. 1
RESOLUTION 2019-06

INCREASE IN REAL PROPERTY TAX – EMS LEVY

WHEREAS, the Board of Commissioners has properly given notice of the public hearing held November 13th, 2019 to consider the District's revenue sources and current expense budget for the Calendar Year 2020, pursuant to RCW 84.55.120; and

WHEREAS, the District's actual levy amount from the previous year was \$574,042; and,

WHEREAS, the population of this district is less than 10,000; and now, therefore,

BE IT RESOLVED, by the Board of Commissioners of Pacific County Fire Protection District No. 1 that an increase in the regular property tax levy is hereby authorized for the levy to be collected in the 2020 tax year.

The dollar amount of the increase over the actual levy amount from the previous year shall be \$5,740 which is a 1% increase from the previous year. This increase is exclusive from additional revenue resulting from new construction, improvements to property, any increase in the value of state assessed property, any annexations that have occurred and refunds made.

ADOPTED AND APPROVED at a Special Meeting of the Board of Commissioners of Pacific County Fire Protection District No.1, on the 13th day of November 2019, the following commissioners being present and voting;

Fred H. Hill, Commissioner

Thomas L. Downer, Commissioner

Dennis A. Long, Commissioner

Attest: _____

District Secretary

Address	United States	Created Date	10/24/2019
		Expiration Date	1/24/2020
		Quote Number	00326795
Prepared By	Kevin Konkell	Contact Name	Mike Karvia
Email	kevin.konkell@dormakaba.com		
Bill To Name	Pacific County Fire District 1 - Ocean Park, WA.	Ship To Name	Pacific County Fire District 1 - Ocean Park, WA.
Bill To	26110 Ridge Avenue Ocean Park, Washington 98640 United States		

Dear Mike Karvia

We appreciate the opportunity to submit our entrance systems proposal for your consideration. At dormakaba, we believe the customer comes first. Our solutions-guided team carefully assess your individual objectives and considers customer feedback vital to the successful completion of any project. Our purpose is to be your trusted partner throughout the product lifecycle and make access in life smart and secure.

Project Name

Opportunity Name Pacific County Fire District 1 (Front door key fob upgrade) - Ocean Park, WA.

Product Family	Product		
Additional Item	Altronix Ratchet Relay 12/ 24Volt		
Additional Item	BEA Receiver 900 Mhz		
Additional Item	BEA Transmitter 900 Mhz 1 Button		
Additional Item	Elk Elk Sensitive Relay		
Additional Item	Hes Hes Genesis Rim Exit Strike		
Labor - Installation	Hours-Portland, OR L		
Miscellaneous	Miscellaneous		
Labor - Installation	Overtime Hours-Portland, OR OT		
Additional Item	RCI - Rutherford 3 Amp Power Supply		
		Total Price	USD 2,936.34
		Grand Total	USD 2,936.34

Additional Information

Administration building front entry 48" aluminum storefront opening with auto operator. (2) push buttons and manual exit device.

Scope of Work: Normal business hours

1. Modify door hardware, auto operator and push buttons to integrate emergency lock down / lock out wireless system to included (3) remote key fobs.

Exclusions:

After hours / weekend labor.

Acceptance of Quotation

By signing below, the Purchaser represents personally (i) they have read, understands, and agrees with the terms herein including the after mentioned exclusions, (ii) is holding themselves to be authorized agent to agree on behalf of their company or organization to the terms herein, (iii) and their company or organization is of sound financial standing so as to fully comply with the payment terms herein expressed

Opportunity Name Pacific County Fire District 1 (Front door key fob upgrade) - Ocean Park, WA.

Purchaser:

Accepted by: _____

Print name: _____

Date: _____

Terms and Conditions

These Terms and Conditions, including all writings attached hereto and writings incorporated herein by reference, if any, is intended by Buyer and dormakaba as the final, complete and exclusive statement of all of the terms of their agreement respecting the services provided under the Contract.

1. Conditions of Services.

1. All lead times will begin after receiving complete approvals of submittals, shop drawings, affecting change orders, and from approved credit application or receipt of agreed upon deposit amount.
2. Please read proposal carefully as we will only perform work and/or provide materials contained therein.
3. No provisions have been made for Union or Davis Bacon/Prevailing wages unless explicitly noted.
4. All existing equipment removed by dormakaba shall be exclusive property of dormakaba.
5. dormakaba will be responsible for scope housekeeping only. Composite clean-up crews will not be provided.
6. We do not assume responsibility for faulty installation or broken glass by others.
7. Clerical errors subject to correction.

2. Compensation.

1. **Payment:** Full payment is due upon completion unless credit is pre-established. For any work requiring materials purchase or scheduling, a 50% deposit is due at time of proposal acceptance. Twenty percent (20%) of the Contract value may be billed after job award. Joint check agreements may be requested at the discretion of dormakaba. If payment is outstanding for any one account, work may be stopped, and outstanding orders cancelled until account is restored. Should dormakaba require the use of collection, attorney's fees, or fees for insufficient funds, Buyer agrees that these funds will be repaid to dormakaba. dormakaba retains the right to file a lien against all or part of the property being improved. dormakaba reserves the right to add a 2.5% charge if invoice becomes delinquent beyond terms. Buyer agrees to pay a service charge of one and one-half percent (1½%) per month, commencing thirty (30) days following invoice.
2. **Price & Tax:** Quoted price is valid for 90 days. Please validate pricing after this period of time. dormakaba reserves the right to revise quotations after 90 days. Taxes excluded unless specifically stated on proposal. This price is firm for dormakaba dimensional & design standards only.
3. **Back-Charges:** Under no circumstances will dormakaba approve back-charges unless granted in writing by an authorized party of the company.

3. **Cancellation:** In the event an order is cancelled, it will be subject to standard 20% restocking fees, cancellation fees, engineering fees, materials & freight costs incurred, and administrative fees. Standard cancellation is 20% of order as long as no materials have been ordered. Should Buyer release material orders, Buyer will be liable for that portion of the job and 20% of the remaining amount of work unperformed/unordered.

4. **Performance & Delivery:** dormakaba shall not be liable for delays in schedule, liquidated damage, or additional costs incurred due to issues beyond dormakaba's reasonable control. Buyer shall accept a mutually acceptable secondary plan of expedited costs, substitutions, or materials purchased at additional expense. dormakaba assumes no responsibility for materials replacement if materials were previously received, inspected, and accepted by Buyer.

5. **Freight:** Lead times are based on standard requirements by factory to provide materials proposed. Ship dates will be provided as estimate only once order is placed with the factory. Adequate packaging will be provided for any normal shipping circumstance such that materials will be protected and labelled as required. Special packaging may be provided for an additional expense. Shipping will be cost effective unless expedited fees are accepted by Buyer. If materials are to be provided to job site or Buyer location, dormakaba will make an informed decision as to the best instruction to provide the shipping company. If materials are not required to have direct delivery, materials will be brought to branch for pickup by Buyer. All freight terms shall be FOB. Any claims for damage in transit or lost freight, receiving, and inspection of materials is the responsibility of Buyer. It is a requirement of Buyer to inspect and review all materials prior to accepting shipment.

6. **Site Requirements for Installation:** Our quotation is contingent upon all work being performed during normal business hours unless otherwise negotiated and a mutually agreeable schedule. This quotation is calculated on one continuous installation engagement based on acceptable site conditions where other dependent scopes have completed preparation for proposed materials (i.e. electrical work, floor work, adjacent construction). When Buyer has given authorization for work to begin, no other scopes may impede our ability to complete installation in agreed upon area. dormakaba reserves the right to invoice for costs that are incurred due to unacceptable site conditions or delays by others resulting in additional installation visits.

7. **Storage:** dormakaba reserves the right to implement a storage fee if delivery is delayed after agreed upon date. Should project timeline require storage of materials, dormakaba reserves the right to bill for those materials at the time they have been received at a dormakaba location, Buyer location, or at job site. Certificate of insurance for stored materials can be provided to buyer upon request.

8. **Submittals:** Signed acceptance by Buyer of shop drawings and/or submittals shall be interpreted as acceptance that proposed scope is the correct interpretation of construction documents. Any field verification and/or work required by others as detailed in the submittal will be provided and coordinated by Buyer.

9. **Timelines & Commencement of Work:** Work shall not begin nor shall orders be placed for any projects until all shop drawings and submittals have been approved in writing by Buyer. Prerequisite to commencement of work is the approval of any cost changes and

related scope information which have affected scheduling of work or ordering of materials. Approved credit application or receipt of agreed upon deposit amount must be received prior to commencement of work or ordering of materials. Prices are subject to undetermined escalation costs after ninety (90) days. Ship dates are approximate and subject to change.

10. **Warranty:** dormakaba will provide one (1) year warranty on materials to be free from manufacturer defects and on installation labor performed. Extended warranties are available for an additional cost. dormakaba is not responsible for defects or damages caused by wear and tear, consumable materials, vandalism, fires, storms, floods, acts of God, misuse, abuse or alteration on by any company other than dormakaba. No credit will be provided for any work completed by others during warranty term. dormakaba reserves the right to withhold the performance of warranty work if Buyer payments have become past due. Warranty work will be performed during normal business hours with our standard response times. Any warranty work taking place beyond normal business hours or with expedited response time may be billable. In the event that Buyer, its agents, employees, successors, and/or assigns tampers with, misuses, removes any parts, or adds any parts or equipment. Buyer agrees to indemnify, save and hold harmless dormakaba, its agents, employees, successors, and/or assigns, from any and all liability, damages, or losses, including reasonable attorney's fees, arising out of, or incidental to, the aforementioned conduct. dormakaba warrants that all goods manufactured by dormakaba and all services provided by dormakaba hereunder will be free from defects in workmanship and materials for twelve (12) months from the date of Delivery to the carrier, unless sold as "With All Faults", "Shop", "As Is", "As They Stand" or other similar designation. Products repaired or replaced under the warranty are warranted only through the remainder of the original warranty period.
11. **Insurance:** Insurance certificates will be provided upon request. Coverage is limited to the types and amounts that will be detailed on dormakaba's certificate. Cost for special insurance requirements such as OCIP, CCIP, is excluded from proposal.
12. **Limitation of Liability:** The statute of limitations application to all claims arising under these Terms and Conditions or otherwise shall be 180 days from the date the claim occurs. dormakaba shall not be liable for any loss, damage or injury resulting from delay in delivery or installation of the products or for any failure to perform which is due to circumstances beyond our control. The maximum liability, if any, of dormakaba for all damages, including without limitation contract damages and damages for injuries to persons or property, whether arising from dormakaba's breach of these Terms and Conditions, breach of warranty, negligence, strict liability, or other tort, with respect to the product(s) or any services in connection with the product(s), is limited to an amount not to exceed the purchase price of the product(s). In no event shall seller be liable to Buyer for any incidental, consequential, or special damages, including without limitation, lost revenues and profits even if the dormakaba has been advised of the possibility of such damages. The right to recover damages within the limitations specified is Buyer's exclusive alternative remedy in the event that any other contractual remedy fails its essential purpose.
13. **THE CONTRACT:** Signature by the Buyer of the Proposal or Contract shall initiate acceptance of a binding contract subject to the terms and conditions set forth herein. It is incumbent upon the Buyer to review these terms and conditions and warrants by signature that the signor is a competent representative of their company. dormakaba recognizes that Buyer may desire to utilize its own form of acknowledgment or acceptance of the Proposal. However, the use of any such form shall be for convenience only. No modification of these terms shall be affected by the acknowledgment or acceptance of purchase order, shipping instruction forms, bills of lading or any other document containing terms or conditions at variance with or in addition to those set forth herein, all such varying or additional terms being hereby objected to and rejected by dormakaba and deemed to be waived by Buyer. BY ORDERING ANY SERVICES OR PRODUCTS UNDER THIS CONTRACT, BUYER AGREES TO ALL THE TERMS CONTAINED HEREIN.

[REDACTED]

From: Jacob Brundage
Sent: Wednesday, October 30, 2019 1:05 PM
To: [REDACTED]
Cc: Brad Weatherby; Mike Karvia
Subject: FW: Fire Service Cooperative Feasibility Study
Attachments: Sample Scope of Work - Cooperative Efforts Feasibility Study.pdf

From: Matt Lessnau [<mailto:council4@ilwaco-wa.gov>]
Sent: Wednesday, October 30, 2019 12:43 PM
To: David Glasson; Jerry Phillips; fhill690@gmail.com; Tom Williams; Jacob Brundage; M Bonney; lescolvin1@gmail.com; chinookfd@gmail.com
Cc: Holly Beller; Gary Forner; Missy Bageant
Subject: Fire Service Cooperative Feasibility Study

Mayor Phillips, Commissioner Hill, Commissioner Colvin, Chief Bonney, Chief Brundage, Chief Williams, Chief Grote, & Mr. Glasson,

At the request of the Ilwaco City Council, Mayor Forner may already have reached out to you all regarding this effort but I wanted to address you all collectively and elaborate a bit more on a study I've been researching to evaluate the fire protection and EMS services on the Peninsula. This study will help our agencies identify actions we can collectively take to improve our cooperation and, as a result, the level of service we can offer our community.

In my conversations with council members, fellow firefighters, and officers there is a strong desire for our four agencies to work together more effectively and collaboratively, but individually, we struggle with the correct approach to accomplish these goals. Emergency Services Consulting International is the industry leading public safety consulting organization in the United States and has helped municipalities and counties solve this exact problem through their Cooperative Efforts Feasibility Study. I have reached out to Lane Wintermute, the local representative for ESCI and received the attached sample SOW as well as a ballpark price of \$54,000 for a four-agency study. The study will assess each agency and its personnel as well as the services they provide and the service demands of our community outlining potential areas for improvement including establishing collaborative training programs, resource sharing, and service agreements.

Our plan is to secure funding for this study through PCOG. At the moment, we are asking each agency and municipality for an official letter of support for this study, which the City of Ilwaco will then use in the formal application for funding this spring. For those interested in participating in this study, we'll schedule a meeting with Lane from ESCI to discuss this effort in greater detail.

With tighter budgets, increased regulation and operational requirements, and a small talent pool of qualified personnel, it's getting harder and harder for rural fire protection agencies to keep up with the demands of our communities and do so safely and efficiently. I strongly believe that this study will provide us with invaluable data and help us design and implement programs and properly allocate resources to best serve the citizens Southwest Pacific County.

Sincerely,

Matthew Lessnau
Ilwaco City Council Position #4
360.642.3145

This email was scanned by Bitdefender

COOPERATIVE EFFORTS FEASIBILITY STUDY

It is often assumed that legal merger of agencies is the only cooperative effort alternative that is available. However, there are many different approaches available to fire departments when considering consolidation of services, not limited to merger. The options fall on a spectrum from a do-nothing approach to various forms of administrative, operational and functional consolidation – none of which mean dissolving any single agency - up to complete unification of the organizations into what is, essentially, a new emergency service provider.

ESCI evaluates each participating agency independently and in detail. Based on those findings an analysis is conducted of the operational, management and financial feasibility of various forms of cooperative service delivery that may be applicable to the client agencies.

Sample Scope of Work | Cooperative Efforts Feasibility Study

Phase I: Project Initiation

Task 1-A: Project Initiation & Development of Work Plan

ESCI will converse with the management teams of the various governments and organizations involved in the study or their project liaisons to gain a comprehensive understanding of the communities' backgrounds, goals, and expectations for the project. ESCI's project manager will develop and refine a proposed work plan that will guide the project team. This work plan will be developed identifying:

- Primary tasks to be performed
- Person(s) responsible for each task
- Time table for each objective to be completed
- Method of evaluating results
- Resources to be utilized
- Possible obstacles or problem areas associated with the accomplishment of each task

This process will also help to establish working relationships, make logistical arrangements, determine an appropriate line of communications, and finalize contractual arrangements.

Task 1-B: Acquisition & Review of Background Information

ESCI will request pertinent information and data from each organization's assigned project manager. This data will be used extensively in the analysis and development of the report document. The documents and information relevant to this type of project will include, but not be limited to, the following:

- Past or current emergency service studies or research
- Community Comprehensive Plan documents, including current and future land use information

- Local census and demographics data
- Zoning maps and zoning codes
- Financial data, including debt information, long-range financial plans and projections
- Department administrative policies and procedures
- Standard Operating Guidelines (SOGs) and service delivery practices
- Current service delivery objectives and targets for each community
- Facilities and apparatus inventories
- Local collective bargaining agreements, if applicable
- Automatic and mutual aid agreements
- Records management data, including National Fire Incident Reporting System (NFIRS) incident data
- Computer-Aided Dispatch (CAD) incident records
- Local Geographic Information Systems (GIS) data, where available

Task 1-C: Stakeholder Input

The ESCI project team will conduct site visits in each community and department for the purpose of conducting interviews with, and gathering information from, key personnel including:

- Elected or appointed officials
- Fire department managers and other key staff
- Finance function managers
- Community planning staff
- Human resource function coordinators
- Medical Director for regional or community EMS, where applicable
- Employee and volunteer groups
- Others as they may contribute to this project

The project team will interview key stakeholders of any organization associated with this study. At a minimum, members of the project team will interview appropriate community officials, fire department officials, volunteer association leaders, labor organization representatives and others that the project team deems necessary.

From these interviews, ESCI will obtain additional perspective on operational, economic, and policy issues facing the agency. In addition, the project team will learn more about availability of data necessary to meet projected goals.

Phase II: Baseline Agency Evaluations

The initial phases of the study focus on a baseline assessment of the current organizational conditions of each agency and current service performance of the departments and the study area as a whole. ESCI will conduct an organizational review of these departments based on the elements included in the following tasks. The purpose of this evaluation is to assess the agencies' operations in comparison to industry standards and best practices, as well as to create a benchmark against which the options for future service delivery can be measured.

Task 2-A: Organization Overview

An overview of each organization and community will be developed discussing:

- Service area population and demographics
- History, formation, and general description of the fire agencies
- Description of the current service delivery infrastructure
- Governance and lines of authority
- Foundational policy documents
- Organizational design
- Operating budget, funding, fees, taxation, and financial resources

Task 2-B: Management Components

Each organization's basic management processes will be reviewed, including:

- Mission, vision, strategic planning, goals, and objectives
- Internal assessment of critical issues
- Internal assessment of future challenges
- Internal and external communications processes
- Document control and security
- Reporting and recordkeeping
- Information technology systems

Task 2-C: Capital Assets and Capital Improvement Programs

ESCI will review status of current major capital assets (facilities and apparatus) and analyze needs relative to the existing condition of those assets and their viability for continued use in future service delivery, including:

Facilities – Tour and make observations in areas related to station efficiency and functionality. Items to be contained in the report include:

- Design
- Construction
- Safety
- Environmental issues
- Code compliance
- Staff facilities
- Efficiency
- Future viability

Apparatus/Vehicles – Review and make observations regarding inventory of apparatus and equipment. Items to be reviewed include:

- Age, condition, and serviceability
- Distribution and deployment
- Maintenance
- Regulations compliance
- Future needs

Task 2-D: Staffing and Personnel Management

ESCI will review each department's staffing levels. Areas to be considered include:

- Review and evaluate administration and support staffing levels
- Review and evaluate operational staffing levels
- Review staff allocation to various functions and divisions
- Review staff scheduling methodology
- Analyze current standard of coverage and staffing performance for incidents
- Review firefighter/EMS staff distribution
- Review utilization of career and volunteer companies, where applicable
- Review responsibilities and activity levels of personnel

Personnel management systems of the departments will also be reviewed, focusing on:

- Human resources policies and handbooks
- Quality and status of job descriptions
- Personnel reports and recordkeeping
- Compensation systems
- Disciplinary process
- Counseling services
- Application and recruitment processes
- Testing, measuring, and promotion processes
- Member retention efforts and programs
- Health and wellness programs

Task 2-E: Service Delivery and Performance

ESCI will review and make observations in areas specifically involved in, or affecting, service levels and performance of the departments, either individually or when operating in concert with one another in the study area (the collective jurisdiction of all organizations included in the study). Areas to be reviewed shall include, but not necessarily be limited to:

- Service Demand Analysis—
 - Analysis of current service demand by incident type and temporal variation for each individual organization
 - Analysis and geographic display of current service demand density within the overall study area
- Resource Distribution Study—
 - Overview of the current facility and apparatus deployment strategy, analyzed through Geographical Information Systems software, with identification of service gaps and redundancies. This distribution study will be conducted for the study area as a whole, with all existing facilities included in the analysis.
- Resource Concentration Review—

- Analysis of geographic display of the response time necessary to achieve full effective response force arrival in the study area using existing distribution of all organizational resources
- Analysis of company and staff distribution as related to effective response force assembly in the study area
- Response Reliability Study—
 - Analysis of current workload, including unit hour utilization of individual companies (to the extent data is complete)
 - Review of actual or estimated failure rates of individual companies (to the extent data is complete)
 - Analysis of call concurrency and impact on effective response force assembly
- Response Performance Analysis—
 - Analysis of actual system response time performance, analyzed by individual companies (to the extent data is available). Performance analysis will be conducted for each jurisdiction individually and for the study area as a whole.
- Mutual and Automatic Aid Systems

Task 2-F: Support Programs

ESCI will review and make overall observations involving support programs within each organization for the critical areas of training, life safety services, and communications. Items to be reviewed include:

Training

- General training competencies
- Training administration
- Training schedules
- Training facilities
- Training procedures, manuals, and protocols
- Training recordkeeping

Life Safety Services (Fire Prevention)

- Code enforcement activities
- New construction inspection and involvement
- General inspection program
- Fire and life-safety public education programs
- Fire investigation programs
- Pre-incident planning
- Statistical collection and analysis

Communications

- Alarm systems and communications infrastructure
- PSAP and Dispatch Center capabilities and methods
- Dispatch center staffing

Task 2-G: Planning for Fire Protection and Emergency Medical Services

The planning processes within the agency shall be reviewed. Key components include:

- Review and evaluate the adequacy of the current planning process
- Review elements of tactical planning within the organization
- Review operational planning within the organization
- Review strategic planning practices
- Review long range or other planning efforts
- Make recommendations relative to future planning process needs

Phase III: Future Opportunities for Cooperative Efforts

ESCI will use the completed baseline assessment of each agency to identify opportunities and feasibility for cooperative efforts. The project team will identify areas of duplication that can be reduced through consolidation efforts, as well as potential service improvements that can be accomplished. Experience has shown that this frequently becomes the overriding influence for public fire service consolidation efforts.

Items in this section of the report include but are not limited to the areas listed below. The detailed information provides department heads and elected officials with the information necessary to make important decisions regarding emergency services consolidation. Included are:

Task 3-A: General Partnering Strategies

The various partnering strategies are described, beginning with a do-nothing approach and ending with complete consolidation of the agencies into a new emergency service provider. The following alternatives will be evaluated and discussed:

- Complete autonomy
- Advanced auto aid systems
- Functional consolidation
- Operational consolidation
- Legal unification or merger

Task 3-B: Options for Shared Services

The study takes into account the many shared issues that face each agency, and how such matters affect the effort to construct a regional model for efficient service. These issues are identified and analyzed. Within each presented option for shared services, ESCI will evaluate and discuss the following:

- Level of cooperation
- Estimated timeline for completion
- Affected section, i.e. Administration, Operations, Support Services
- Affected stakeholders
- Objective of strategy
- Summary of strategy
- Guidance

- Fiscal considerations
- Social considerations
- Policy actions

Task 3-C: Fiscal Analysis

ESCI uses computer-driven model budgets for each agency to allow a comparative examination of the actual public costs for each fire agency, and as a tool for analyzing the financial effects of any type of consolidation. Budget modeling is also used to measure the effects of the proposed change(s). Funding mechanisms are Identified financial outcomes are provided for each consolidation strategy offered.

- Review and analyze department budgets and revenues
- Review separate budgets
- Develop projected consolidated budget extending to a minimum of five years
- Identify financial issues of consolidation
- Identify areas of short and long-term savings and costs

Fiscal analysis is an important component of the emergency services evaluation. Long-term survival of an emergency services system requires that the system be adequately funded. ESCI determines the fiscal state of each agency and develops recommendations on improving the financial resources available for emergency services. All recommendations are consistent with the municipalities' financial capability to provide adequate, cost effective services to citizens. In addition, budgeting practices are thoroughly examined, and alternate methodologies may be suggested.

In addition to the fiscal state evaluation of each agency, ESCI will present an evaluation of various funding alternatives to assist the region in the sharing of the cost of providing any consolidated or merged emergency services. Presented alternatives will include, but not necessarily be limited to, the following:

- Funding based on:
 - Redirected funds
 - Charitable foundations
 - Mill levy
- Cost allocation based on:
 - Area
 - Assessed value
 - Deployment
 - Service demand
 - Fixed rate
 - Population
 - Multiple variables

Task 3-D: Findings, Recommendations, and Plan of Implementation

Any cooperative venture among the agencies presents the organizational leaders with a series of challenges. Successful implementation of this proposal will require that significant matters be addressed regardless of which form of consolidation is chosen. Those issues will be identified here.

- Findings
 - Feasibility of each option will be presented
- Preferred Option
 - The preferred option or options will be presented and discussed at length
- Policy Action
 - Necessary policy action by the elected bodies will be described
- Timelines
 - The recommendations outlined in this section provide general completion timelines offered to guide the agencies in developing a more detailed listing during the formal planning process
- Process Issues
 - Strategic planning, legal considerations, management and governance, funding, and other issues will be provided in detail

Phase IV: Development, Review, and Delivery of Project Report

Task 4-A: Development and Review of Draft Project Report

ESCI will develop and produce an electronic version of the draft written report for review by the client and client representatives. Client feedback is a critical part of this project and adequate opportunity will be provided for review and discussion of the draft report prior to finalization. The report will include:

- Detailed narrative analysis of each report component structured in easy-to-read sections and accompanied by explanatory support to encourage understanding by both staff and civilian readers
- Clearly designated recommendations highlighted for easy reference and catalogued as necessary in a report appendix
- Supportive charts, graphs, and diagrams, where appropriate
- Supportive maps, utilizing GIS analysis, as necessary

Task 4-B: Delivery and Presentation of Final Project Report

ESCI will complete any necessary revisions of the draft and produce two copies per organization of the bound, final version of the written report, along with an electronic version in PDF file format.

A formal presentation of the project report will be made by ESCI project team member(s) to a joint meeting of the community leaders and/or organizations included in this study. The presentation will include the following:

- A summary of the nature of the report, the methods of analysis, the primary findings, and critical recommendations
- Supportive audio-visual presentation
- Review and explanation of primary supportive charts, graphs, diagrams, and maps, where appropriate
- Opportunity for questions and answers, as needed
- All presentation materials, files, graphics, and written material will be provided to the client at the conclusion of the presentation(s)

Optional Study Areas to Be Inserted or Substituted:

Task 2-H: Emergency Medical Services Support and System Oversight

Evaluate the agencies' Emergency Medical Services support and oversight mechanisms to include, but not limited to, the following:

- Review of logistical support services
- Review of current medical control and oversight
- Review of quality assurance/quality improvement mechanisms in place
- Review of system integrity regarding required credentialing

Task 2-I: HAZMAT Services Support and Response Capability

Evaluate the agencies' capabilities regarding hazardous materials incident response to include, but not limited to, the following:

- Review of physical and personnel resources
- Review of training and educational compliance
- Review of historical staffing performance regarding hazardous materials responses

Task 2-J: Technical Rescue Services Support and Response Capability

Evaluate the agencies' capabilities regarding technical rescue incident response to include, but not limited to, the following:

- Review of physical and personnel resources
- Review of training and educational compliance
- Review of historical staffing performance regarding technical rescue responses

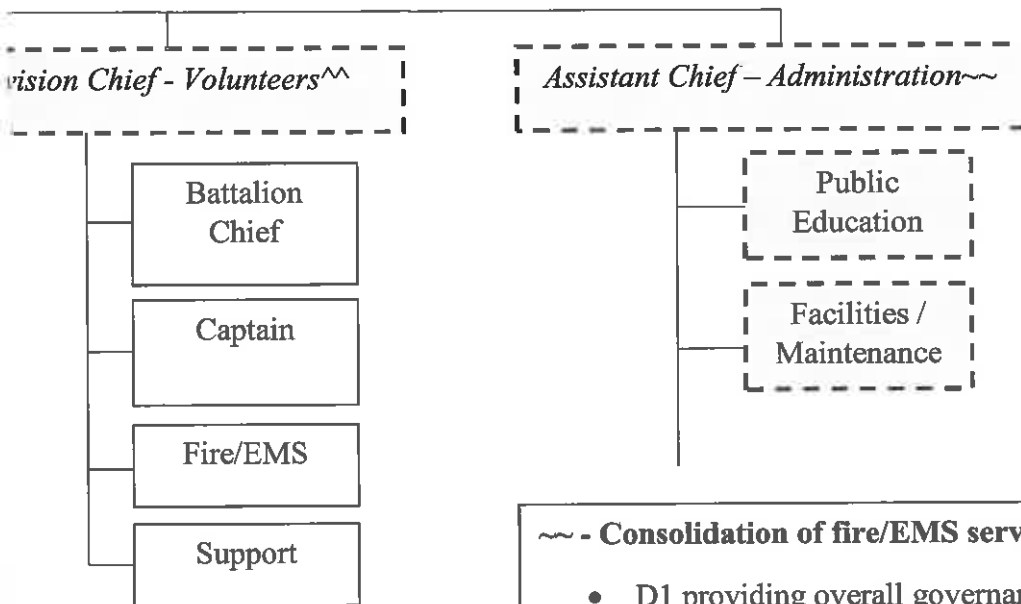
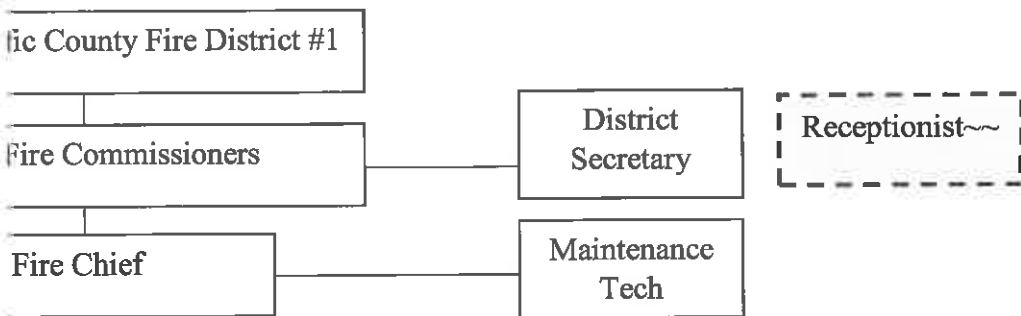
Task 3-D: Public Input Meetings

At the conclusion of Phases I, II, and III, ESCI staff will facilitate a community public input meeting intended to provide information and gather input from members of the general public, community organizations, and neighborhood associations. In order to assess public sentiment toward potential future system changes, discussions will center on the following issues:

- Customer perception of emergency services
- Desired level of service

- Support for a consolidated emergency services system
- General input

The project team will prepare survey instruments, questionnaires, and forms to be used during the community meeting. Professional graphics and a presentation of study objectives will be used to increase customers' understanding of their role in the process. The results of the assessment of current resources, projections of future demand and risk, and the fire service costs and existing funding sources will be summarized, presented and discussed in the public input meeting. Data and input gathered from the meeting will be summarized within the study, as well as during meetings with internal stakeholders. ESCI will provide facilitation staff for the public meeting, but will expect the client to assist with logistics, scheduling, meeting locations, and public advertising.



- 2021
 of Volunteers integrated.
 managing existing
 e implementing new.
 sition)
 of Administration; re-
 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

2020 Capital Improvements

Automated External Defibrillators (AED)	\$20,000
Mobile Data Computers (MDC)*	\$10,000
Self-Contained Breathing Apparatus (SCBA)*	\$10,000 + \$50,000
Structural Personal Protective Equipment (PPE)	\$25,000
Hose / Nozzles	\$5,000
Thermal Imaging Camera (TICs)	\$10,000
Rescue modification	\$80,000
Ambulance remount	\$100,000
Seaview Garage Door replacement	\$40,000
Seaview Siding replacement	\$40,000
TOTAL	\$390,000

NOTICE OF MEETING DATE CHANGE
(RCW 42.30.080)



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

26109 Ridge Avenue, Ocean Park, WA 98640
(Location of Meeting)

Wednesday, November 13th, 2019
(Date and Day of Week)

10:30 AM
(Time)

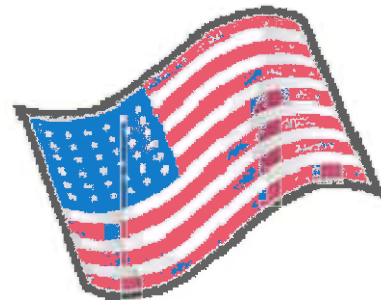
To discuss and/or take action on the following items of business:

1. 2019 Budget Hearing Workshop
2. Resolution 2019-04 – 2019 Budget
3. Resolution 2019-05 – Increase in Real Property Tax, Fire Levy
4. Resolution 2019-06 – Increase in Real Property Tax, EMS Levy
5. Other District Business

Dated this 31st day of October, 2019

Pacific County Fire Protection District 1
Board of Commissioners

By: 
Fred Hill, Chairman of the Board



Copy of Notice given to:

Commissioner Hill	<u>10/31/19</u>	<u>Date/Time</u>	<u>/ 0842</u>
Commissioner Long	<u>10/31/19</u>	<u>Date/Time</u>	<u>/ 0842</u>

Commissioner Downer	<u>10/31/19</u>	<u>Date/Time</u>	<u>/ 0842</u>
Chinook Observer	<u>10/31/19</u>	<u>Date/Time</u>	<u>/ 0850</u>

Notice posting places, dates and times:

Station 21-1 Ocean Park	<u>10/31/19</u>	<u>Date/Time</u>	<u>/ 0852</u>
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Station 21-2 Seaview	<u>10/31/19</u>	<u>Date/Time</u>	<u>/ 0850</u>
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Broadcast Report

P 1
 10/31/2019 09:11
 Serial No. A61F011001175
 TC: 300525

Addressee	Start Time	Time	Prints	Result	Note
Chinook Observer Station 2	10-31 09:10	00:00:46	001/001	OK	
	10-31 09:11	00:00:38	001/001	OK	

Note TMR:Timer TX, POL:Polling, ORG:Original Size Setting, FME:Frame Erase TX, DPG:Page Separation TX, MIX:Mix:ed Original TX, CALL:Manual TX, CSAC:CSAC, FWD:Forward, PC:PC-FAX, BND:Double-Sided Binding Direction, SP:Special Original, FCODE:F-code, RTX:Re-TX, RLY:Relay, MEX: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, RE-USE: Receipt Refused, Busy: Busy, M-Full:Memory Full, LOUR:Receiving length Over, POUR: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.

NOTICE OF MEETING DATE CHANGE
 (RCW 42.30.080)



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

_____ 26109 Ridge Avenue, Ocean Park, WA 98640 _____
 (Location of Meeting)

_____ Wednesday, November 13th, 2019 _____
 (Date and Day of Week)

_____ 10:30 AM _____
 (Time)

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

1. 2019 Budget Hearing Workshop
2. Resolution 2019-04 – 2019 Budget
3. Resolution 2019-05 – Increase in Real Property Tax, Fire Levy
4. Resolution 2019-06 – Increase in Real Property Tax, EMS Levy
5. Other District Business

Dated this 31st day of October, 2019

Pacific County Fire Protection District 1
 Board of Commissioners

By: *Fred Hill*
 Fred Hill, Chairman of the Board



Copy of Notice given to:

Commissioner Hill 10/31/19 / 0842
 Commissioner Long 10/31/19 / 0842

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